

CenterPoint® Payroll User Guide

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Chapter 1 - Getting Started

Installation and Registration

Red Wing Software Website Registration and Use

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

To register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
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 **Log in**, enter your **Email Address** and **Password**, and then click **Log In**.
    1. 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.
    2. 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 resetting a forgotten password.
3. To download the CenterPoint program:
    - Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.

      Or

    - Select **Support & Learn**, 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. Follow the instructions below for information about the Red Wing Software website.

To register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

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 **Log in**, enter your **Email Address** and **Password**, and then click **Log In**.
    1. 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.
    2. 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 resetting a forgotten password.
4. To download the CenterPoint program:
    - Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.

    Or

- Select **Support & Learn**, 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'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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

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 installed, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased. For detailed registration instructions, refer to the Register CenterPoint help topic. There are two options for registering the software:

Option A: Online Registration:

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Online**.
3. On the first CenterPoint Registration screen, enter your company **Account Number** and then click **Submit**.Your account number can be located on the My Account page in the Customer Care Membership section by logging into www.redwingsoftware.com and clicking the **My Account** button. It is also on your Red Wing Software Support Certificate, renewal form, or invoice. Click here to see an example.
4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.
5. The Your Registration Information screen displays your registered products.

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



Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to locate your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Manual**.
3. On the Registration Key Entry screen, in the **Registration Key** box, enter the registration key provided to you. 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.
4. Click **Save**.

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 > 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.

1. 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.
2. If an update is needed on your machine, the **Online Updates** screen will display with the Last Update Check date. The updates available for your Red Wing Software products will display.

3. Click **Install Updates**. The CenterPoint Update Center screen will display the progress of the installation.
4. 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
Frequently Asked Questions



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 **Log in**, enter your **Email Address** and **Password**, and then click **Log In**.
    1. 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.
    2. 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 resetting a forgotten password.
4. To download the CenterPoint program:
    - Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.

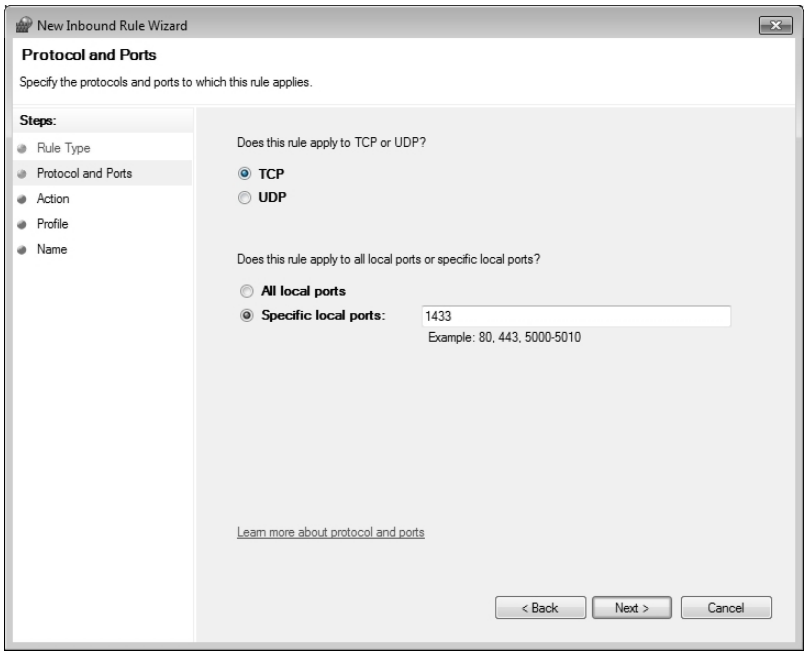
    Or

    - Select **Support & Learn**, 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:

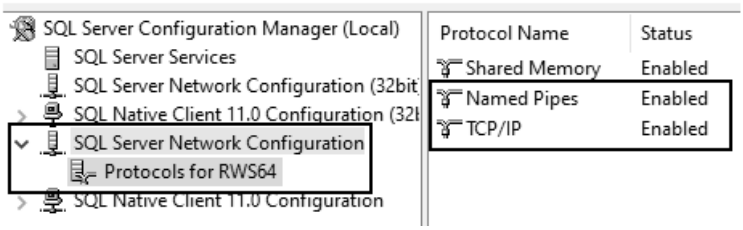
1. In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
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:

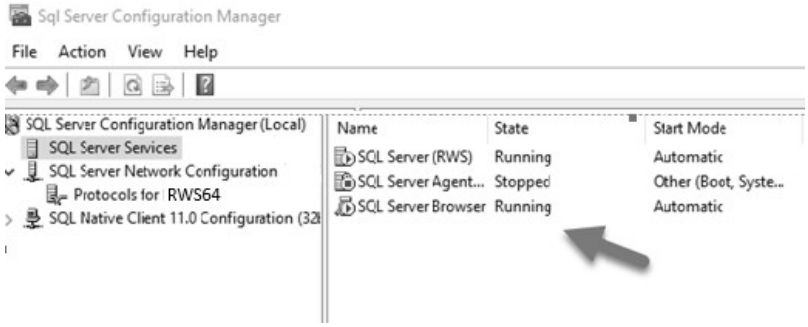
1. In Windows 10/11, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). **> Inbound Rules** (on the left again).
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**, 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**.

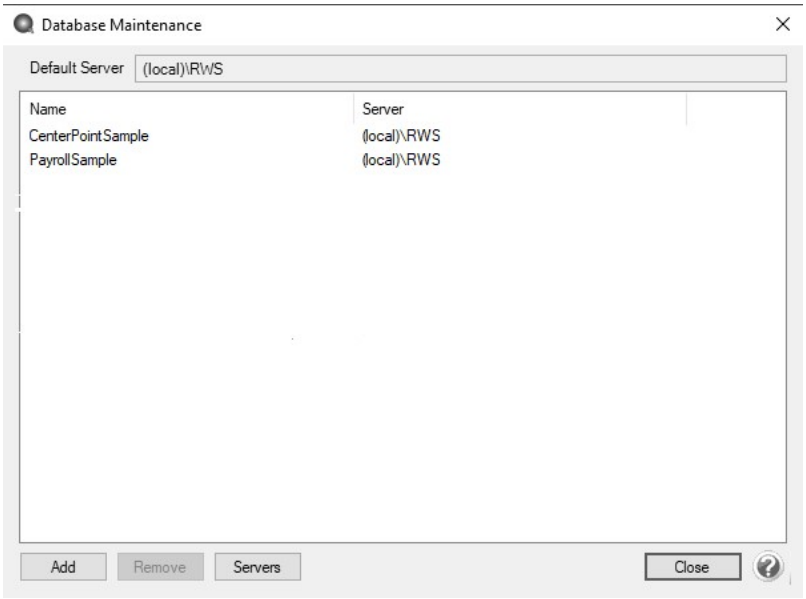


20. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
21. On the **Module Configuration Manager** screen, review the selections and click **OK**.
22. CenterPoint must be registered on the server. See the Frequently Asked Questions section for more information on registering 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.

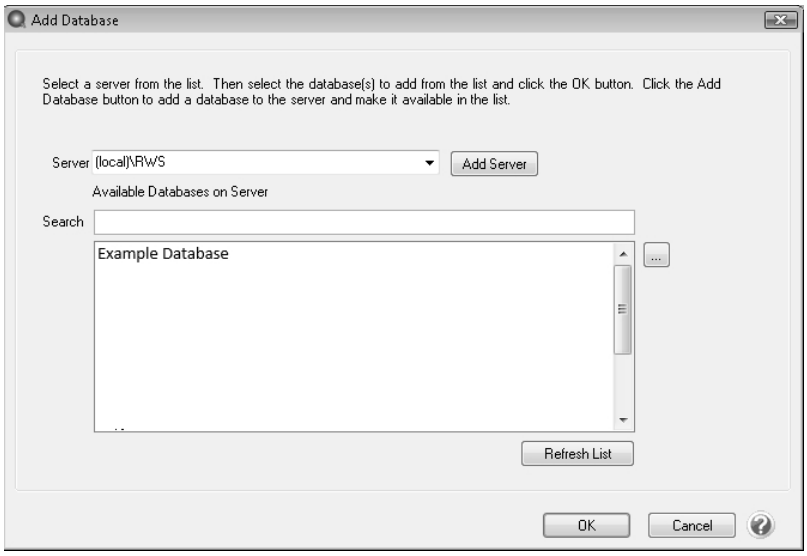
Step B - Install at each Workstation that will be using CenterPoint:

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.

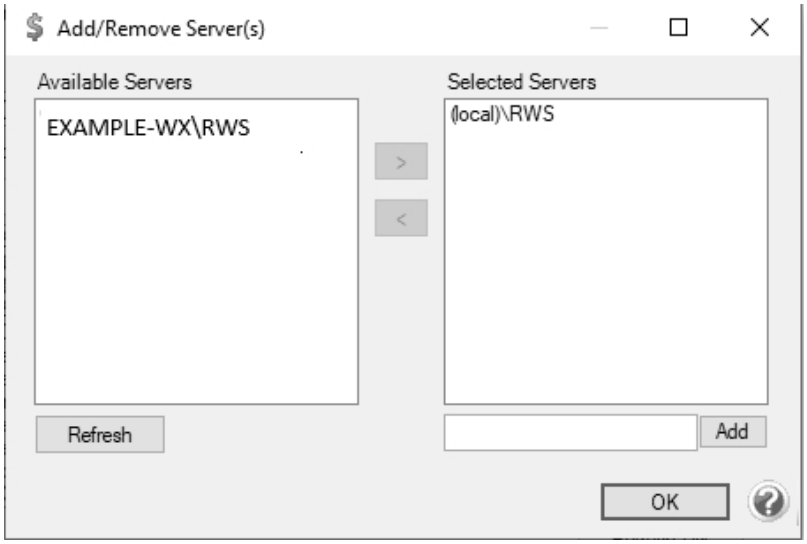
1. Follow steps 1-17 from the Server Installation section.
2. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
3. On the **Module Configuration Manager** screen, review the selections and click **OK**.
4. CenterPoint must be registered at each workstation. See the Frequently 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: Are there specific settings for a multi-user environment configuration, such as Terminal Services, Citrix Server, or Microsoft Azure Virtual Desktop?

Red Wing Software provides the information below for reference only. The Red Wing Software Technical Support department cannot help set up the Terminal Services, Citrix Server, or Microsoft Azure Virtual Desktop environments or troubleshoot related issues.

A: After installing CenterPoint, you may choose to configure the following settings for shared user environment configuration, such as Terminal Services, Citrix Server, or Microsoft Azure Virtual Desktop.

Settings are set in the Settings.xml file by editing the file adding a tag and saving, which is typically here on a new CenterPoint installation: C:\ProgramData\Red Wing Software\CenterPoint\ .

- **Turn off Online Updates** – This setting will hide the online update menus if you want to handle product updates manually. **<RemoteAppSupport Enabled="Y"/>**
- **Custom User Data Folder** – This setting allows you to set where users specific data is set. For example, report favorite files and product logging. By default CenterPoint uses the 'Documents' folder. This is an addition to the above tag. **<RemoteAppSupport Enabled="Y" UserPath="[Documents]\CPStuff"/>**
- **User Files Per User** – This setting allows each user to maintain their own set of user files. For example, preferences,databases, and quick lists. By default, this tag exists in all CenterPoint install Settings.xml as **<ApplicationDataDirectoryAllUsers="Y"/>**. Edit the file and change the **Y** to **N (<ApplicationDataDirectoryAllUsers="N"/>)**.
- **SQL Server** - Like any other network installation, CenterPoint needs to be able to access the SQL instance where the database(s) are served from. The SQL server should allow incoming TCP ports 1433 and 1434. If the customer is using CenterPoint for backups, the backup and restore destination must be accessible by the user running the backup from CenterPoint and by the account that the SQL Server instance is running as.

  Note: CenterPoint is not compatible with the Azure SQL Server service.

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**.

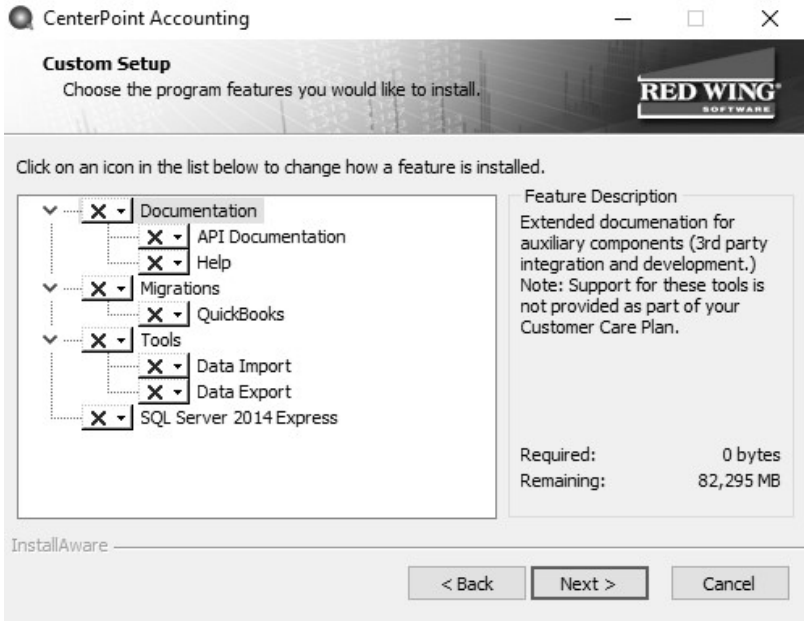
Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.

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: 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'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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

Q: How do I register CenterPoint?

A: When CenterPoint is installed, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased. For detailed registration instructions, refer to the Register CenterPoint help topic. There are two options for registering the software:

Option A: Online Registration:

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Online**.
3. On the first CenterPoint Registration screen, enter your company **Account Number** and then click **Submit**.Your account number can be located in the Customer Care Membership section on the My Account page by logging into www.redwingsoftware.com and clicking the **My Account** button. It is also on your Red Wing Software Support Certificate, renewal form, or invoice. Click here to see an example.
4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.
5. The Your Registration Information screen displays your registered products.

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



Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to locate your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Manual**.
3. On the Registration Key Entry screen, in the **Registration Key** box, enter the registration key provided to you. 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.
4. Click **Save**.

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 > 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.

1. 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.
2. 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.
3. Click **Install Updates**. The CenterPoint Update Center screen will display the progress of the installation.
4. 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
- Installing SQL Server on a Domain Controller - 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, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased.

There are two options for registering the software:

Option A: Online Registration

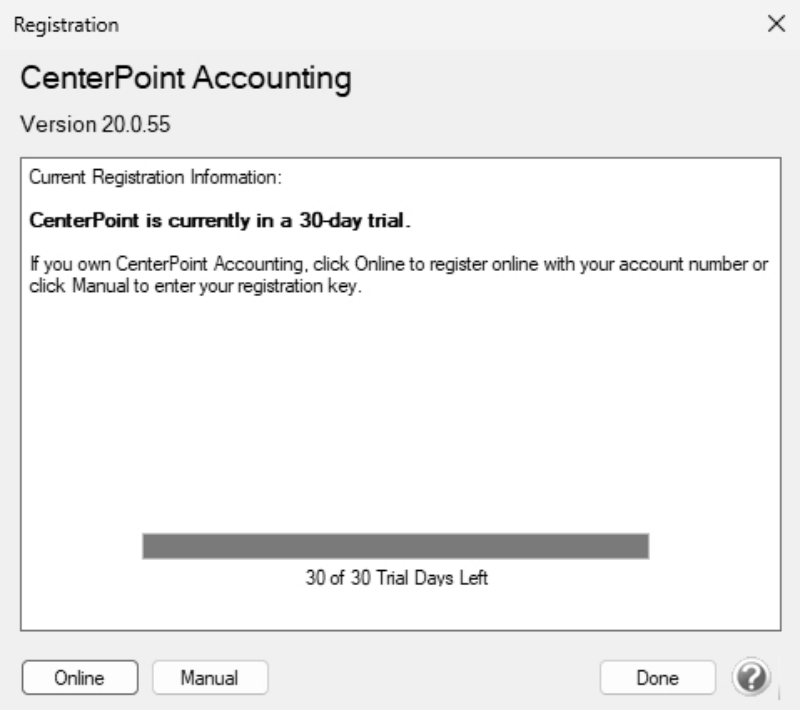
Option B: Manual Registration

If you would like to register your software but have already closed the Registration form, you can also access the Registration screen by selecting **Help > Product Registration > CenterPoint Registration**.

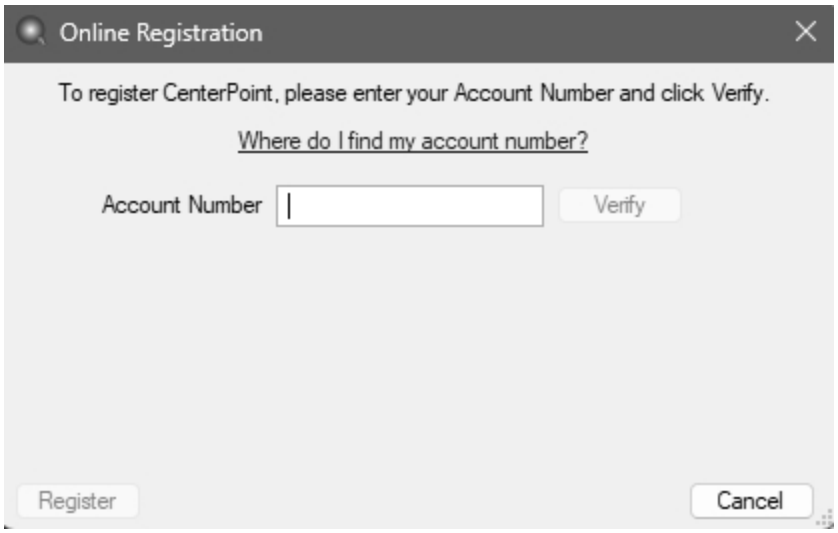
Option A: Online Registration

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.

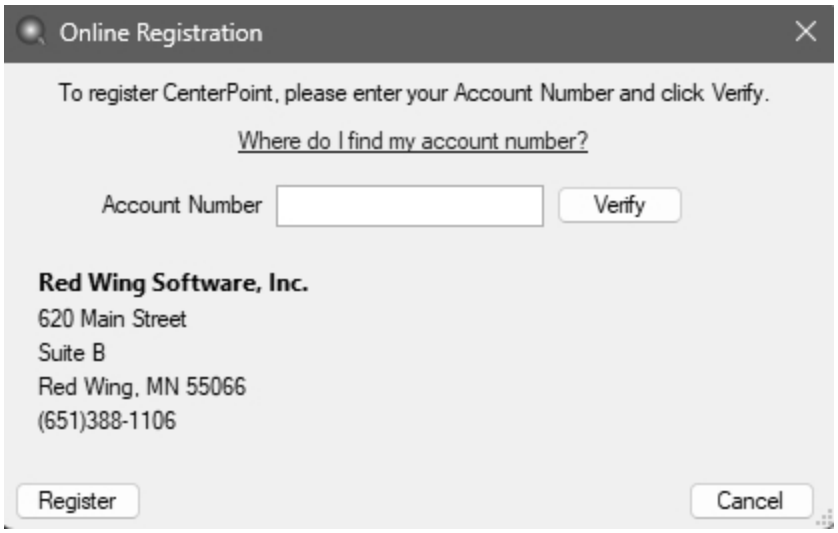
Note: if you do not have internet access on the computer in which CenterPoint is installed, please follow Option B below to register manually.



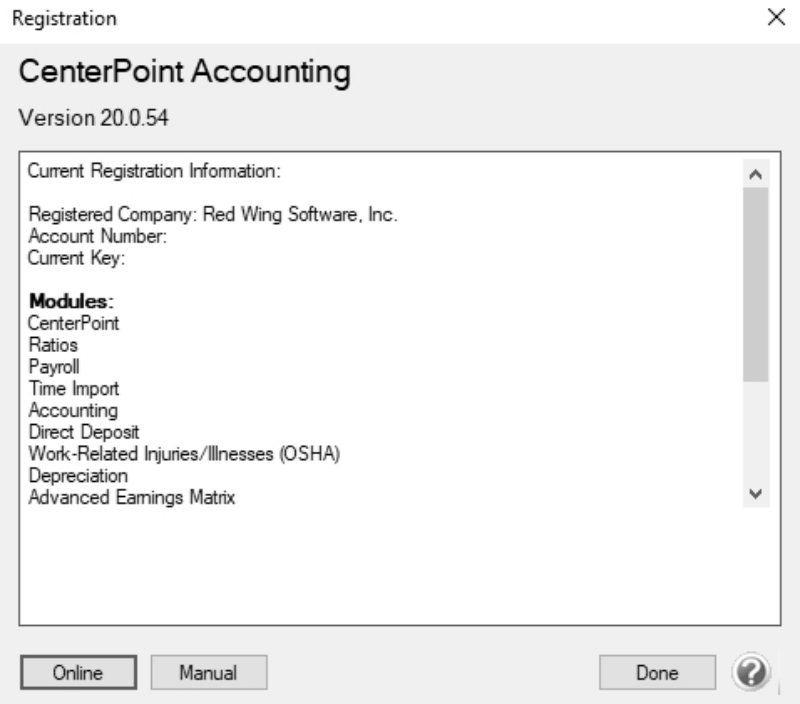
2. On the Registration screen, click **Online**.
3. On the Online Registration screen, enter your company **Account Number** and then click **Verify**. Click the **Where do I find my account number?** link for examples on locating your account number. Click here to see an example. If the Account Number is invalid, a *The Account Number entered is not valid. Please try again or contact Red Wing Software for assistance.* message will display. If an invalid account number is entered three successive times, no further attempts can be made for 10 minutes or until CenterPoint is restarted.



5. When the account number is verified, the company name, address, and phone number will display. Click **Register**.



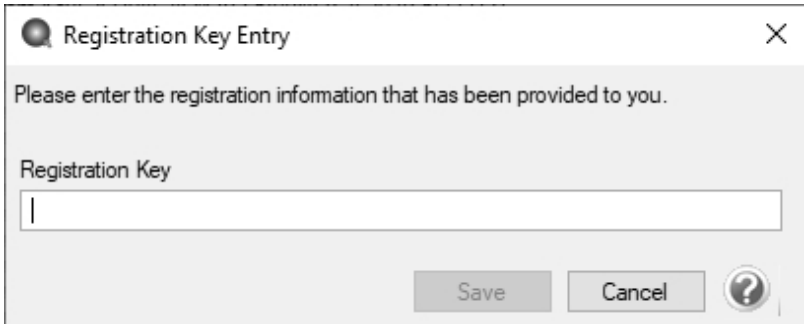
4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.
5. At the Your registration has been set, thank you message., click **OK**.
6. To view your registration status, select **Help** > **Product Registration** > **CenterPoint Registration.**



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

Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Manual**.



3. On the Registration Key Entry screen, in the **Registration Key** box, enter the registration key provided to you. 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.

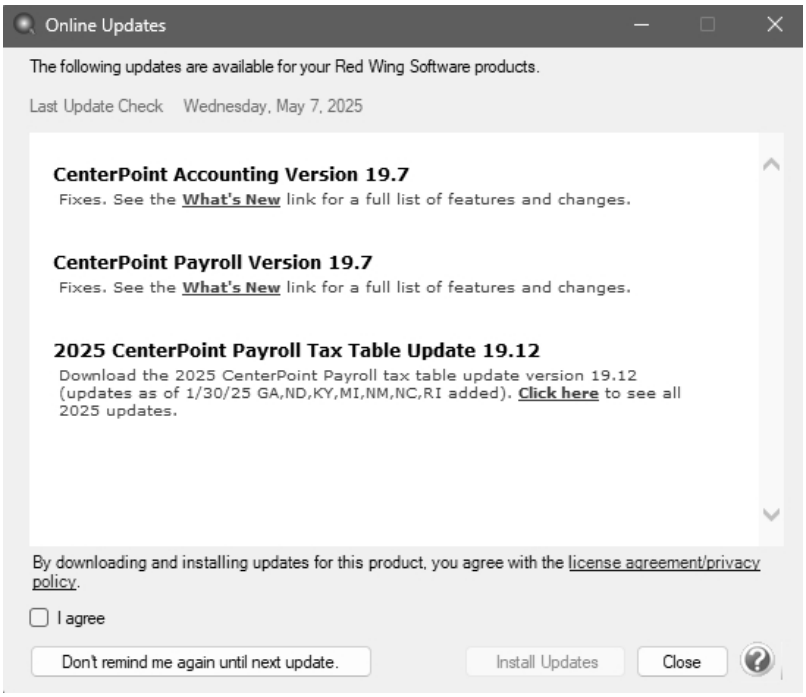
4. Click **Save**.

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.



3. Review the license agreement and privacy policy and if you agree to the terms, click the **I agree** check box.
4. Click **Install Updates**. The CenterPoint Update Center screen will display the progress of the installation.
5. 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 computer.



For information about performing Windows updates , contact your IT staff or search the internet for instructions about your operating system.

Back Up the CenterPoint Data from the Old Computer
Back Up the Aatrix History File from the Old Computer
Install the CenterPoint Program onto the New Computer
Restore the Database from the Old Computer onto the New Computer
Restore the Aatrix History File from the Old Computer
Frequently Asked Questions

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 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 flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.
    - To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).



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:
    1. Select **File > Preferences > General**.
    2. Select **Backup**.
    3. Under Backup, in the **Backup on Exit** box, select **Yes**.

Back Up the Aatrix History File from the Old Computer

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**.
2. Select the entities 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 **Log in**, enter your **Email Address** and **Password**, and then click **Log In**.
    1. 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.
    2. 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:
    - Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.

    Or

    - Select **Support & Learn**, 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**.

Restore the Database from the Old Computer onto the New Computer

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 "**databasenameMMDDYYYY.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

1. Select **File > Restore >** .**Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the entities 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. 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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

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.

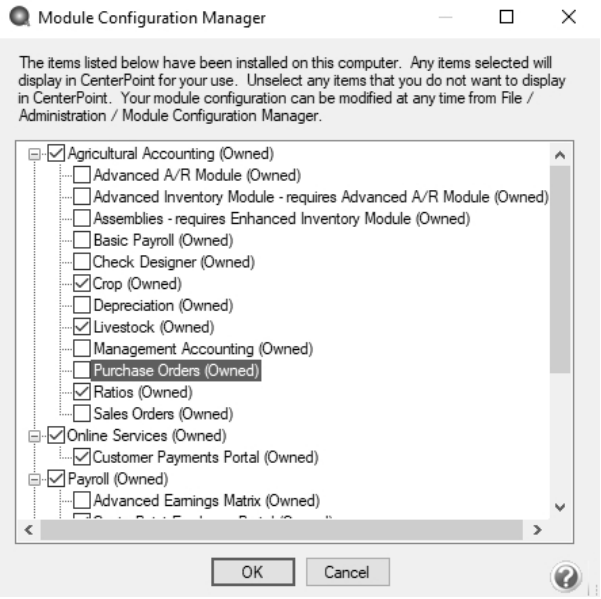
Add a Module

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 help topic.
4. Once the registration is complete, then you are ready to add the new module to your databases. Select **File** > **Administration** > **Module Configuration Manager**.



5. Select the additional module(s) you purchased, and click **OK**.
6. Close and restart CenterPoint. At this point all of the new menu items associated with that module will be displayed.
7. 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

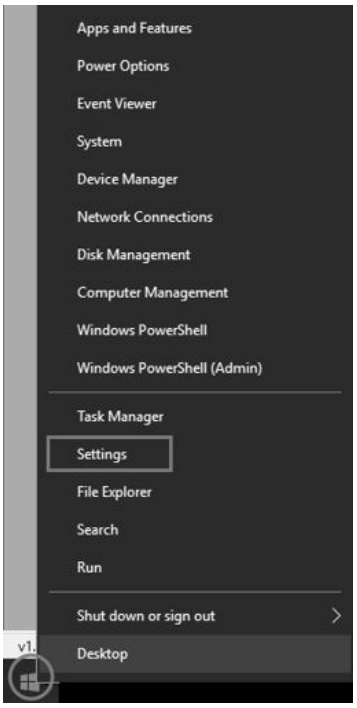
Install Windows Updates on the Windows 8 Operating System

Note: Please see the System Compatibility section of our website for operating system information not listed above by selecting **Support & Learn** > **System Compatibility** from the menu..

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

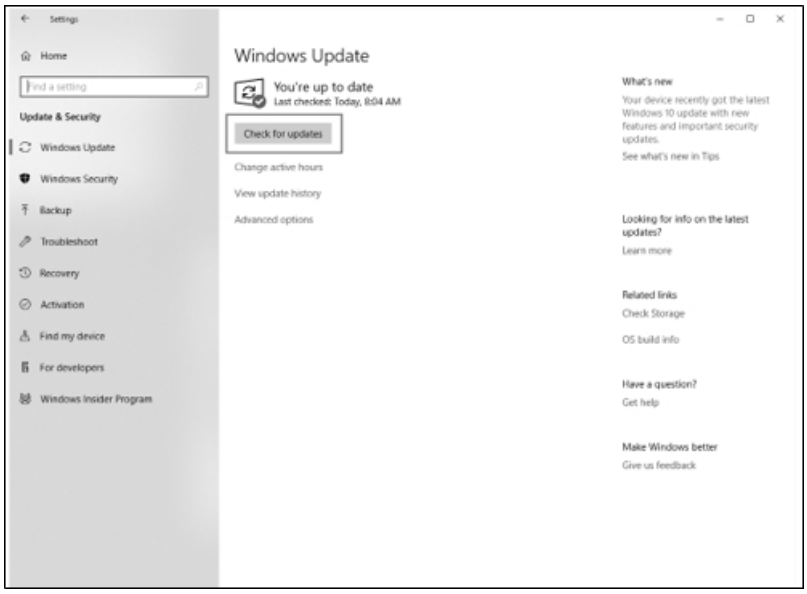
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



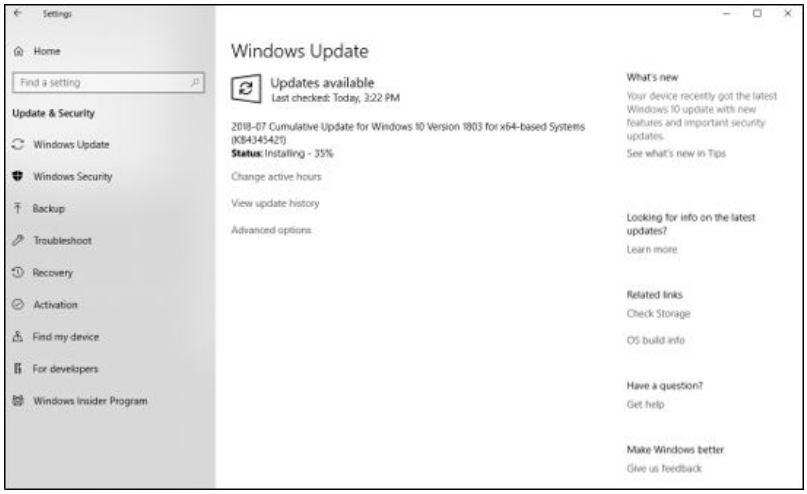
2. On the Windows Settings screen, select **Update & Security**.



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}).

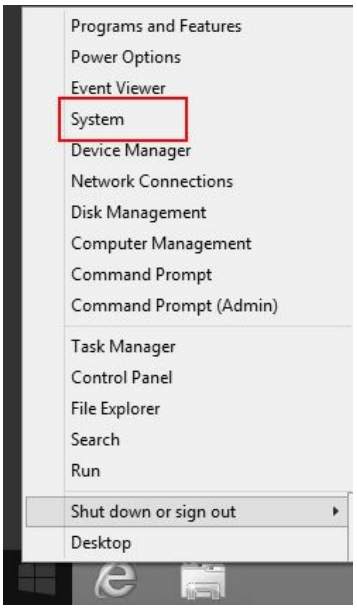


4. In the example above, the message indicated that the computer was up-to-date. However, after checking for updates there was an update that was required to be installed.

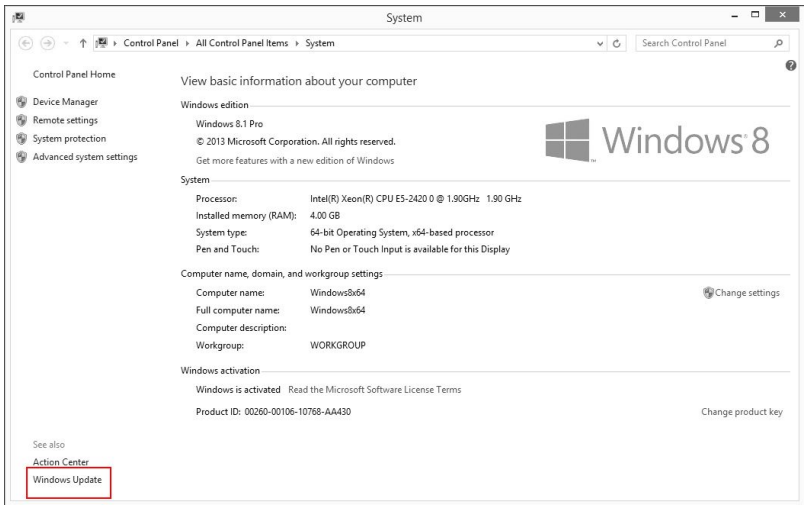


Perform Windows Updates on the Windows 8 Operating System

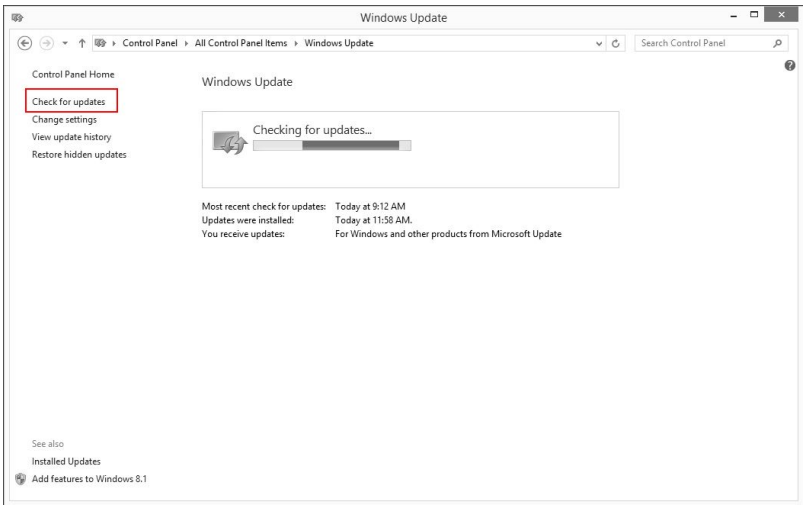
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



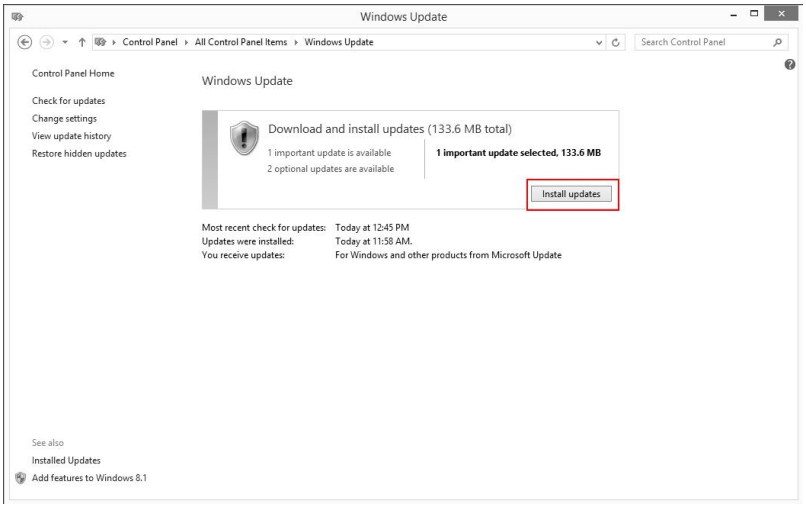
2. Select **Windows Update**.



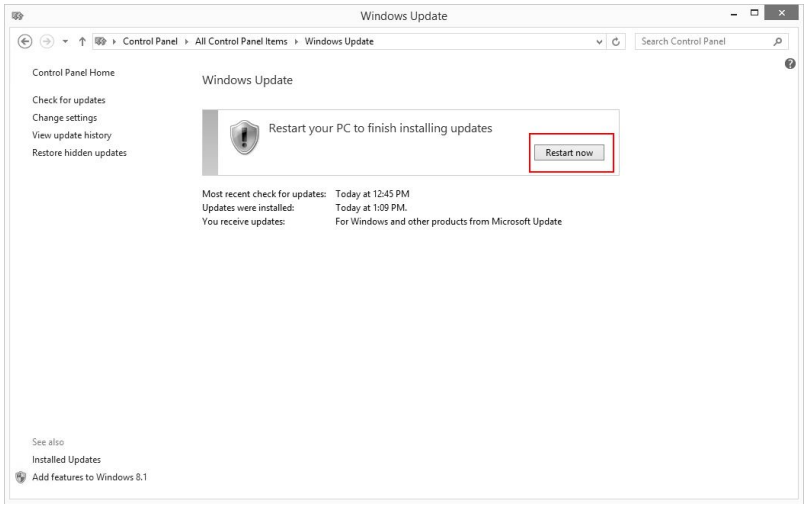
3. Select **Check for Updates**.



4. Click **Install Updates**.



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



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]

Legacy Software Form	CenterPoint	CenterPoint Payroll
Red Wing DOS Payroll - Laser Checks		Yes
Red Wing DOS Payroll - Dot Matrix Checks		No
Red Wing Windows Payroll		Yes
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 mayif 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 be 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: Set Up Database Security
Step B: Select Password Security Options
Step C: Create Database Users
Step D: Create User Groups
Step E: Create Security Policies
Step F: Set Report Level Security for User Groups
Frequently Asked Questions

Step A: Set Up 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.

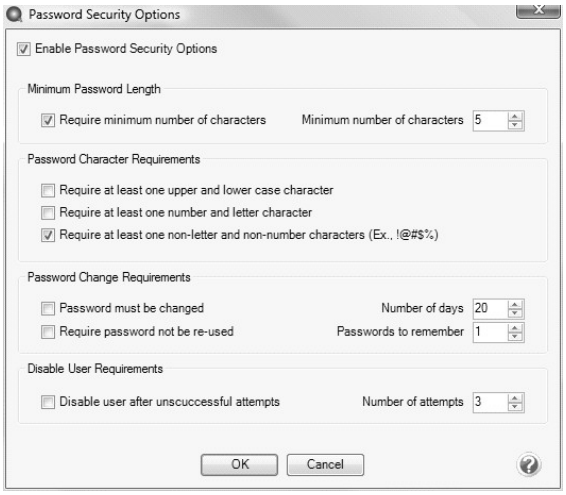
Note: The default user name will be Administrator.

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.

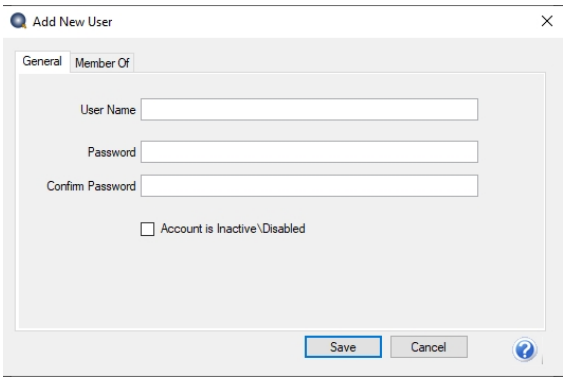


3. Select the options that are applicable to your organization. These selections can be changed at anytime. If selections are changed and a users password no longer meets the new requirements, they will be prompted to change their password on the next login.
4. Click **OK** to save the selections.

Step C: Create Database Users

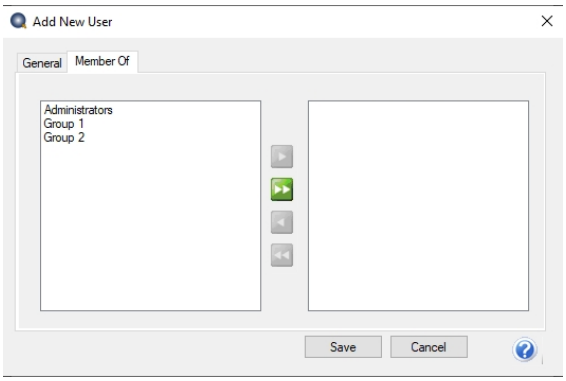
Setting up database users allows CenterPoint to track the transactions entered or modified by each user and authorize which processes they can access. CenterPoint will display the user currently logged in at the bottom of the screen in the left corner.

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. To inactivate/disable a user, select the **Account is Inactive\Disabled** check box.

6. If you have existing User Groups that this user should belong to, select the **Member Of** tab, select the groups that have access to the functions for this user, 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.



7. Click **Save**. 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.

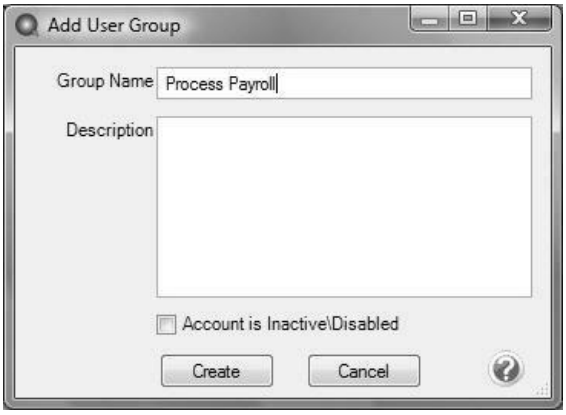
8. Repeat steps 2-7 for each user needed.

Step D: Create 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**.

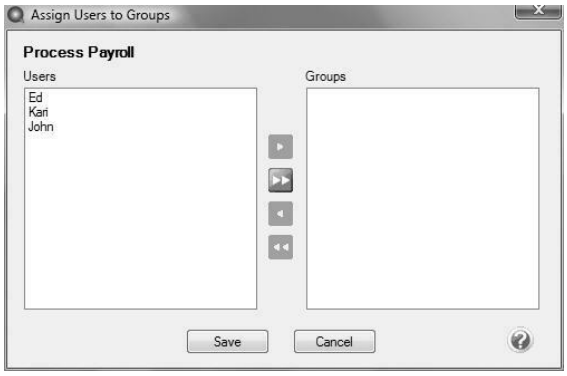


3. In the **Group Name** box, enter a description for the type of group you are creating, for example "Enter Time Sheets or Process Payroll".

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.

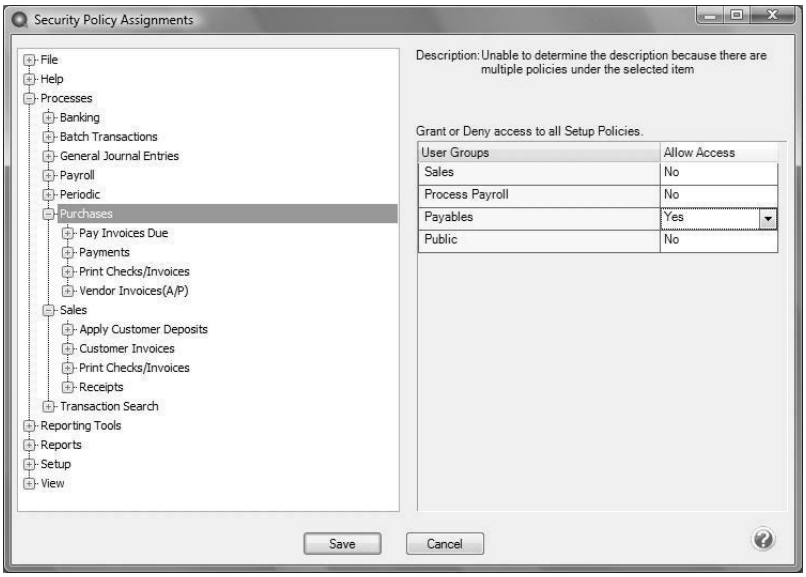


7. In the **Assign Users to Groups** screen, select the users that will have access to the functions for this group and click the right-arrow icon to move the users from the left-side of the screen to the right-side of the screen. Multiple users can be selected by holding the Ctrl key at the same time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

Step E: Create 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). If you restrict the access rights for sub-items differently or you have not set the access rights for the main menu group, the main menu group will display as undetermined.

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.

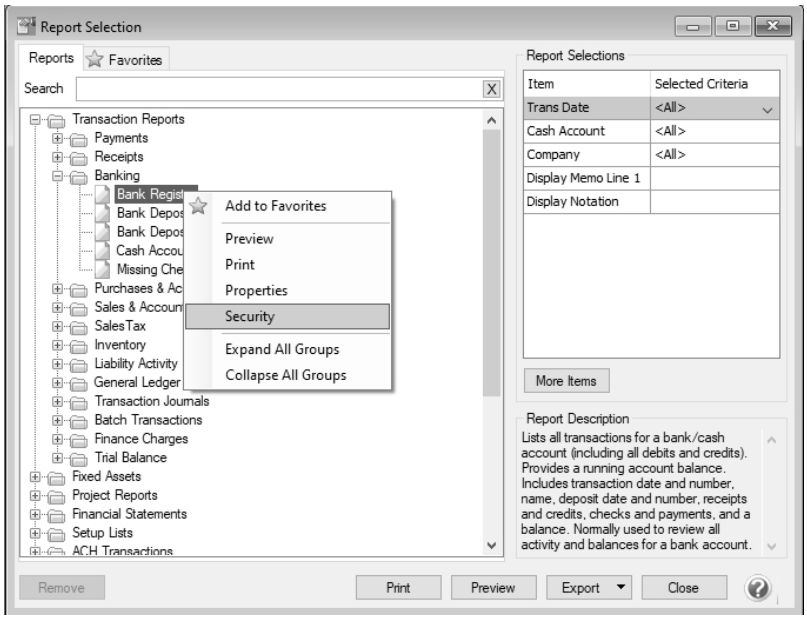
5. Click **Save** after all security policy assignments have been set.

Step F: Set Report-level Security for User Groups

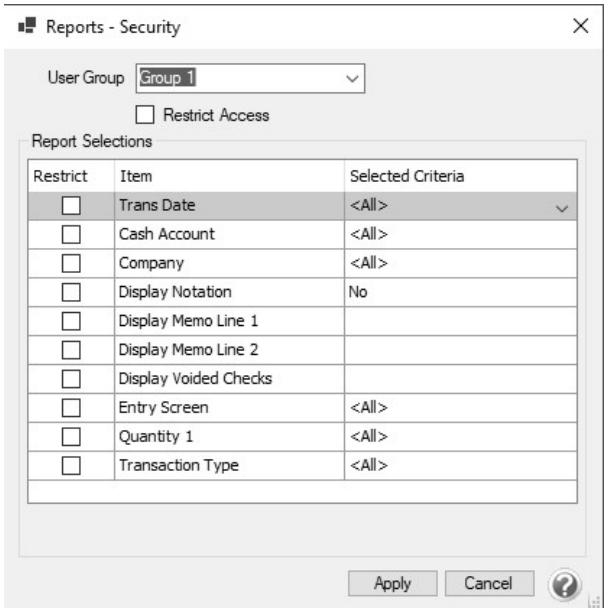
This option allows Administrators to configure report-level security by user group for the report selections criteria for a report or prevent access to the report.

When setting report-level security for report selections, the Administrator can set a default value for specific criteria for the report when the user group prints/previews a report. When the default is set, it cannot be changed when the user group prints/previews the report.

1. Log into a CenterPoint database as an Administrator.
2. Select **Reports** > **Reports** and select the report you want to set report-level security for. The example below will use the Bank Register report.
3. Right-click on the report and select **Security**. This menu is only available when logged in as an Administrator.

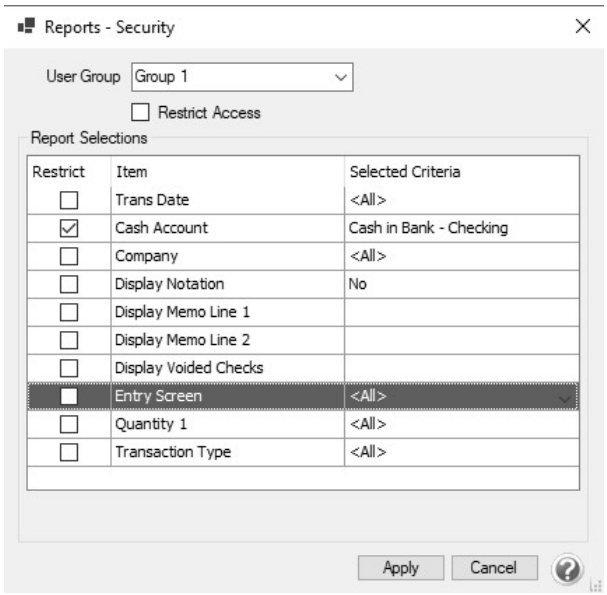


4. The Reports - Security screen displays with all of the available Report Selections for the selected report. Select the **User Group** this report-level security setting applies to.



5. This screen allows you to set the following report-level security for the selected User Group.

   - To prevent access to the report for the specified User Group, select the **Restrict Access** check box.
   - To set a default value for a Report Selection, click the drop-down arrow in the **Selected Criteria** column, and then select the default reporting criteria. For example, you may want to set a default Cash Account for a Bank Register report.
   - To prevent access to changing the default value for the selected Report Selection, select the **Restrict** check box. For example, if you want to prevent users in a User Group to be able to change the default Cash Account for a Bank Register when printing/previewing a Bank Register report.



6. Click **Apply**.
7. Click **OK**.
8. Close the Reports - Security screen.

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.

Dates
Keyboard and Function Keys (Hot Keys)
Lookups
Using the Set as Default option
Tab Stops
Customize the columns displayed in the grid
Recall a Transaction
Recurring Transactions
Review Transactions
Display Read-Only Grid
Scan and Attach Documents

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, 2024 and 25 is entered in a date field the system will auto-fill the date with 2/25/2024.
- 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 (12/25/24). 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.

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 moves 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**.

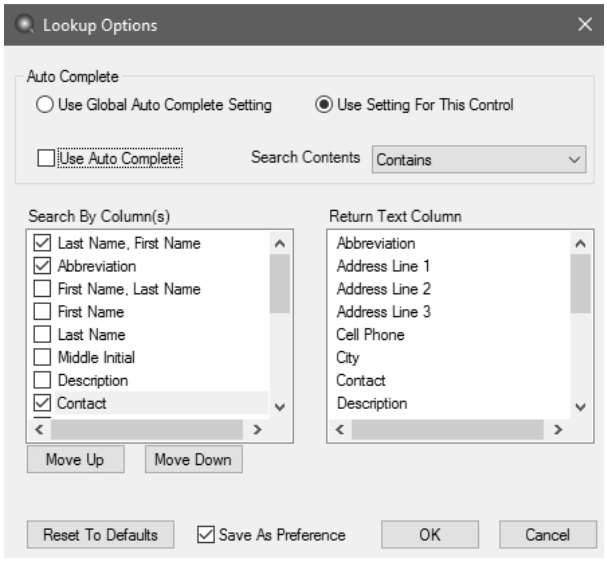
The Lookup Settings in File > Preferences > General > Defaults define how entering data into the Lookup box searches the information in the associated list. The options for how the lists are searched are:

- **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 cusotmers that contain the data entered into the Customer lookup box

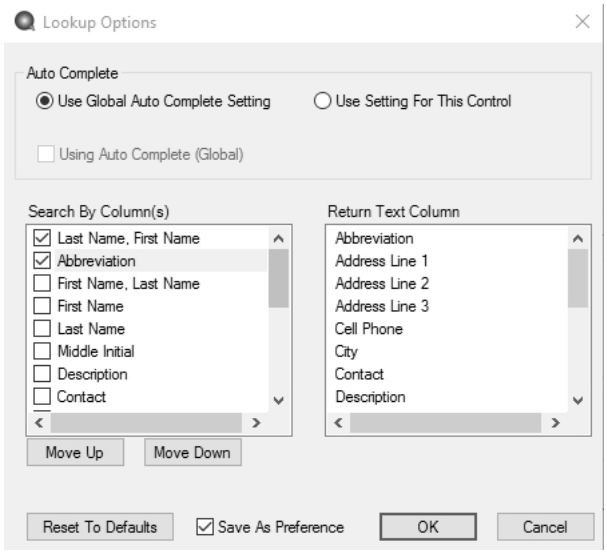
    1. From the Customer lookup box, right-click and select **Options**.
    2. Select **Use Setting For This Control**.



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**.

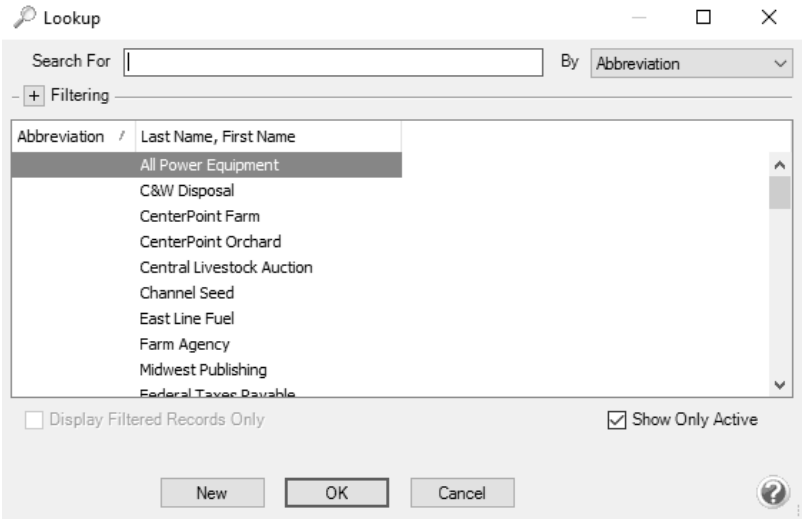
The options available for customizing field-by-field lookups using the Search by Contents box are:**:**

- **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.

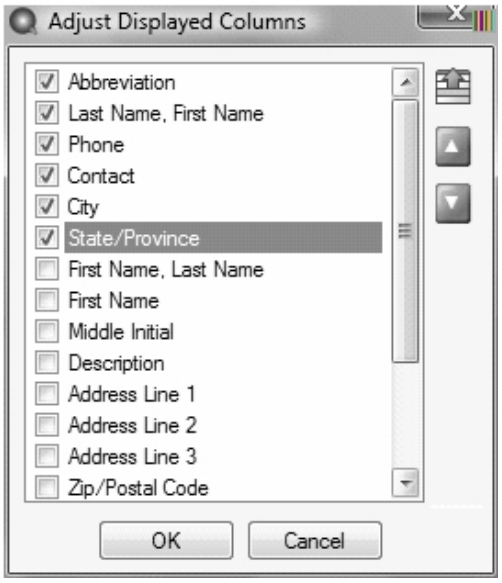
1. Select **Save as Preference** and click **OK**.

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**.

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.

Tab Stops

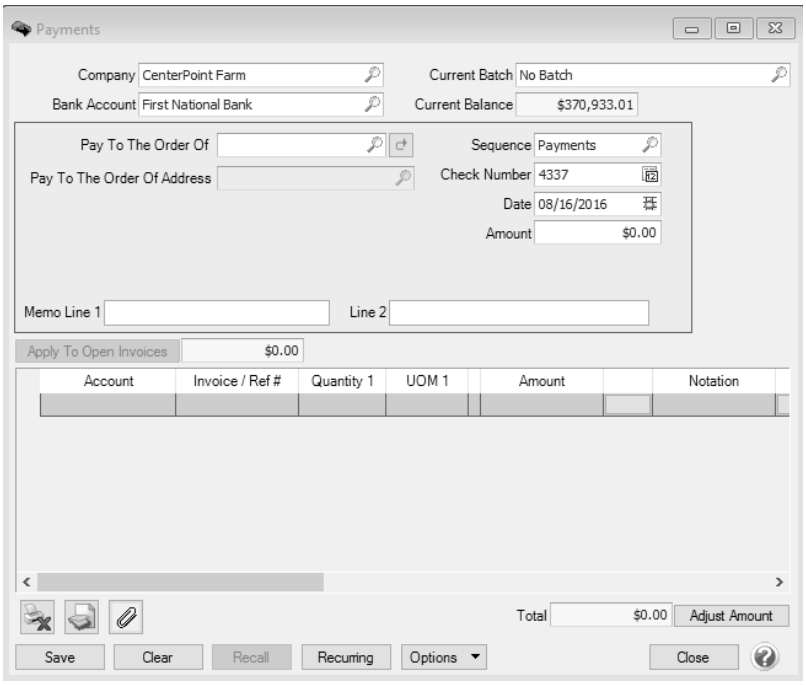
It is easy to customize your transaction entry screens by setting tab stops. Tab stops allow you to choose which fields the cursor stops at in each transaction entry screen. For example, if you never change the bank account or the batch, remove the tab stops so your cursor skips those data entry boxes.

To set tab stops

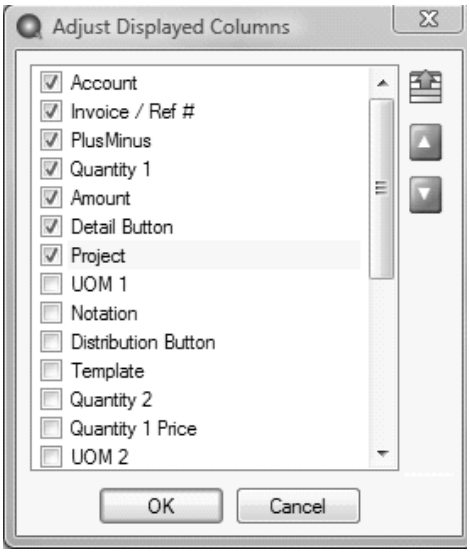
1. On any transaction entry screen, click **Options**, and then click **Set Tab Stops**.
2. On the Set Tab Stops screen, select the fields to stop at during transaction entry.
3. Click **OK**.

Customize the Columns Displayed in the Transaction Entry Grids

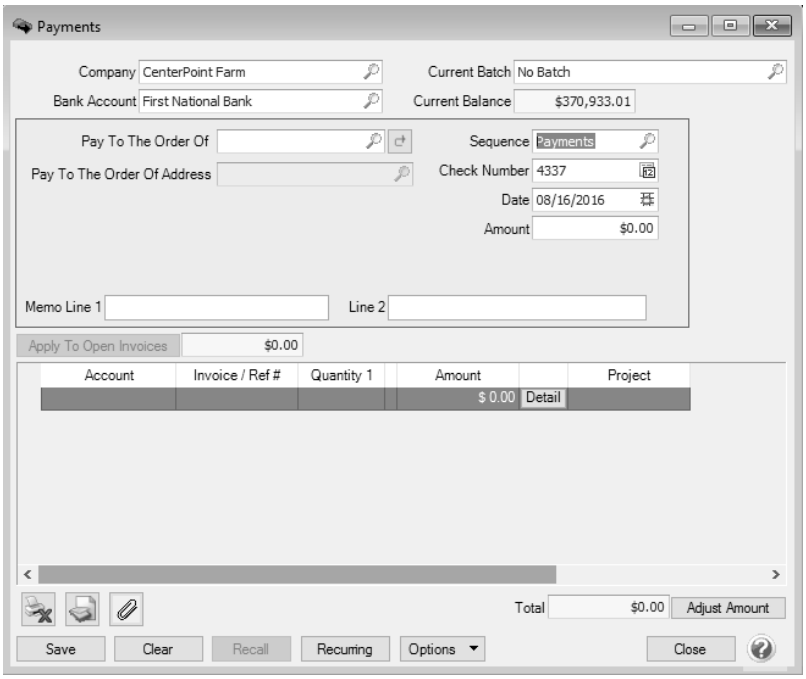
Each transaction entry screen includes a variety of columns organized in a grid. The columns displayed in this area, within each transaction entry screen and to the transaction detail grid (viewed by clicking the (+) sign to expand the journal entry), can be customized for the needs of your company.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



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**.



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.



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**.

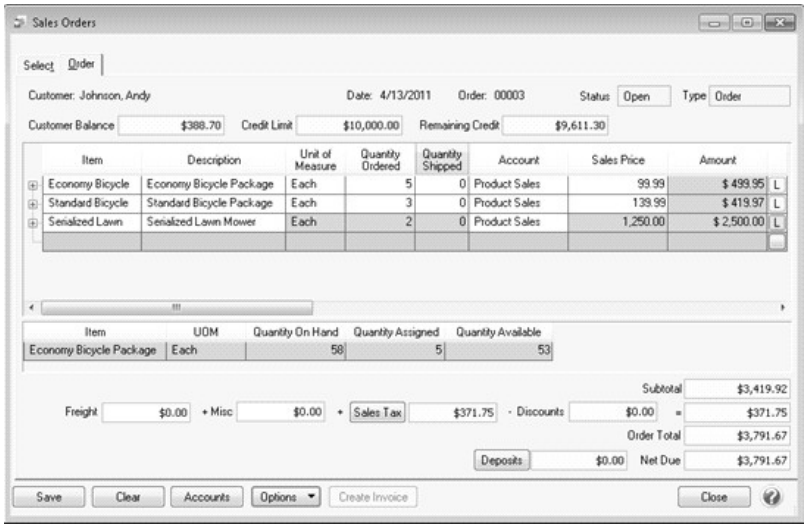
Setting Up a Name to Automatically Recall Last Transaction in a Specific Transaction Entry Screen

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.

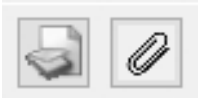
2. The current date is assigned and if applicable, the check number is incremented based on its numbering sequence. Make any needed modifications to the transaction.
3. Right click on the **Name** field and select **Transaction Settings > Recall Last Transaction** and click **Save**.
4. For each subsequent 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.



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 start up 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

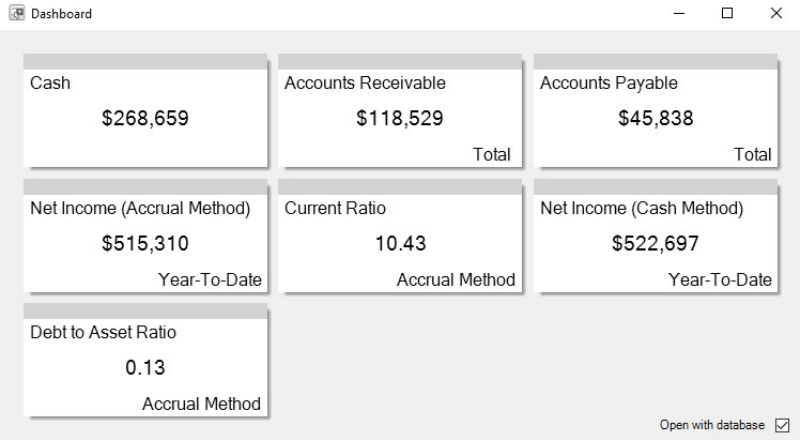
Refresh Dashboard Tile Information

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**.

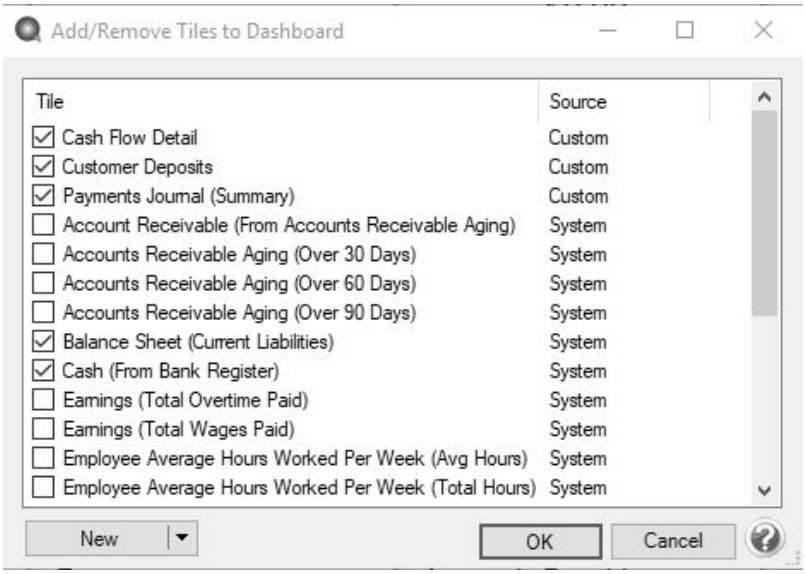


2. If you did not set the Dashboard to display upon CenterPoint start up, you can choose to open the Dashboard with this database and set the Display on Startup in File > Preferences > General > Dashboard by selecting the **Open with Database** check box.

Create a New Dashboard Tile

Example 1: Add Dashboard Tile using Report Selection Filters

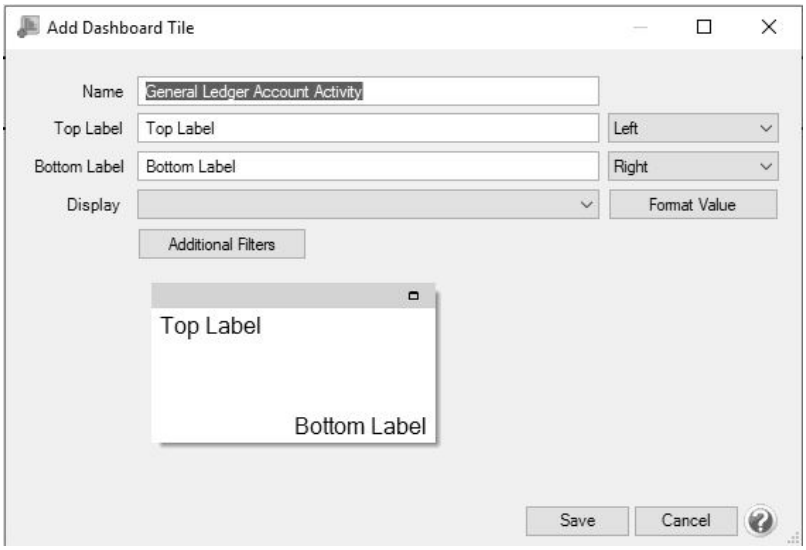
1. On the Dashboard screen, right-click and select **Add/Remove Tiles**.



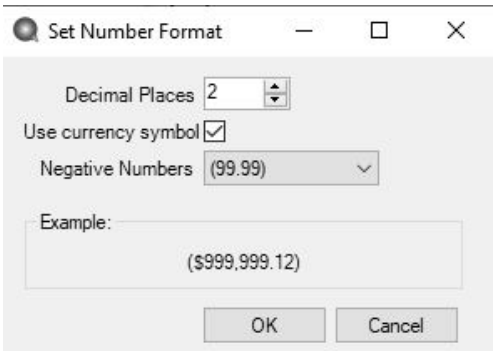
2. Click the drop-down arrow on the New button and then select **Report Tile**.
3. The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Transaction Reports > General Ledger > General Ledger Activity.
4. 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.

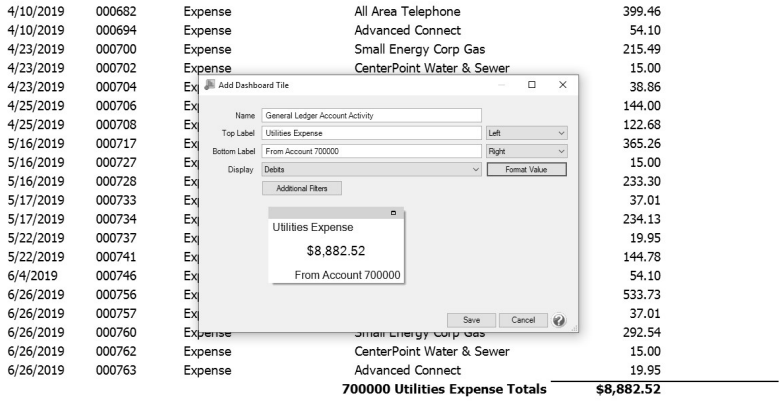
5. From the Preview toolbar, click the **Add to Dashboard** icon  to display the Add Dashboard Tile screen.



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.



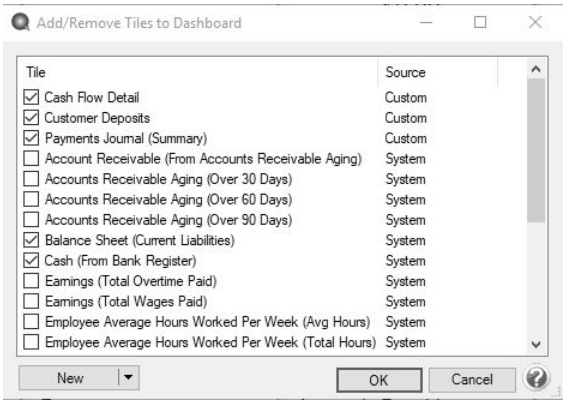
11. In the **Decimal Places** box, select the number of decimal places you want to view, select the **Use currency symbol** check box to add a $ sign to totals, determine if **Negative Numbers** should display with a negative sign or in parenthesis, and then click **OK**.



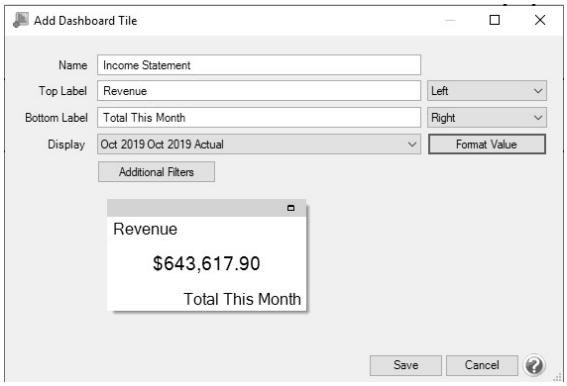
12. Click **Save**.The new Dashboard tile will now appear on the Dashboard screen.

Example 2: Add Dashboard Tile using Additional Filters

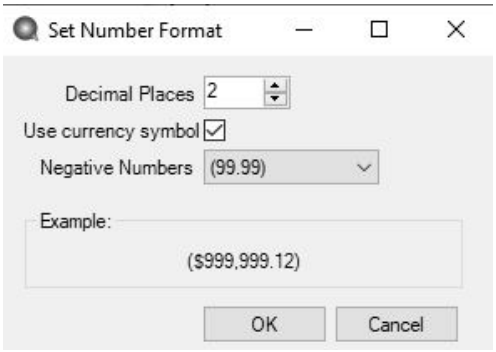
1. On the Dashboard screen, right-click and select **Add/Remove Tiles**.



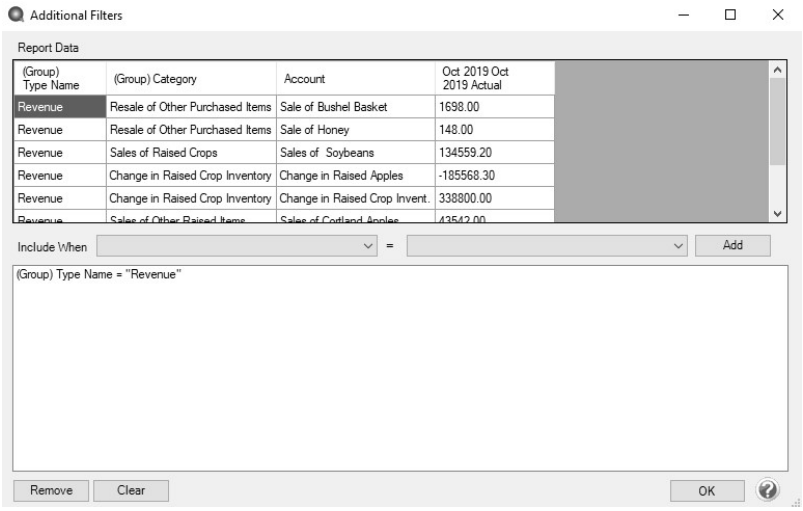
2. Click the drop-down arrow on the New button and then select **Report Tile**.
3. The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Financial Statements > Income Statement.
4. Define your Report Selection 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.

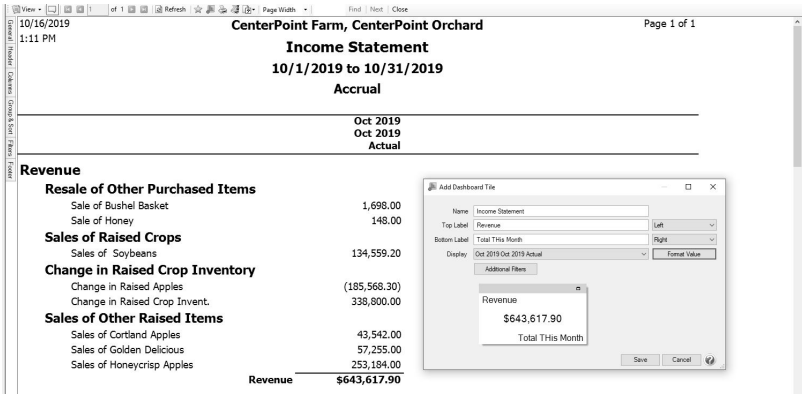


6. The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
7. In the **Top Label** box, enter the text you want to display in the upper portion of the Dashboard tile. For example, Revenue. 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.



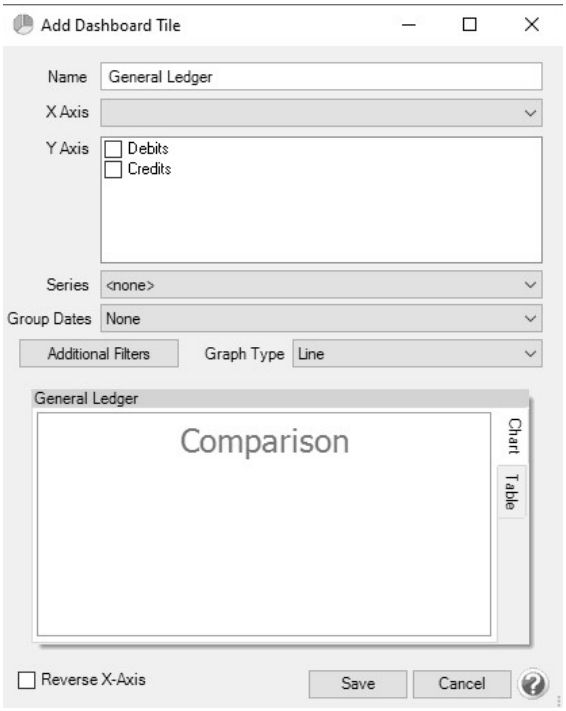


13. Click **Save**.The new Dashboard tile will now appear on the Dashboard screen.

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

1. 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**.

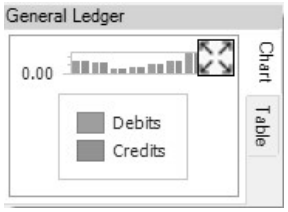
2. Click the **Add to Dashboard as Chart** icon . The Add Dashboard Tile screen displays.



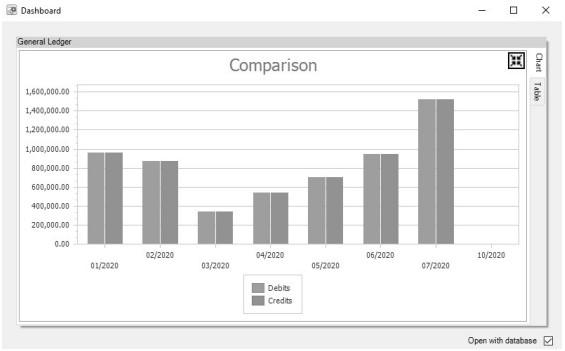
3. The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
4. Select the information you want to display on the **X Axis** of the chart (horizontal rows axis). The information varies by report, 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:

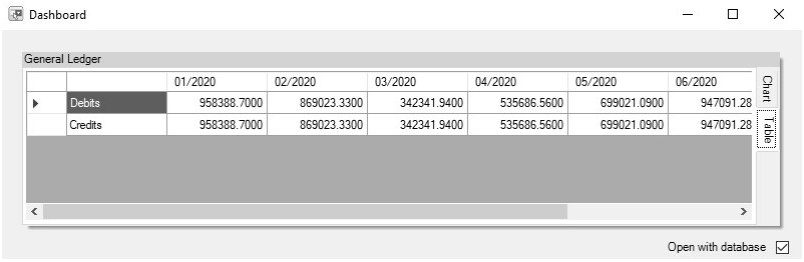


10. Select the **Reverse X Axis** checkbox to reverse the order of the X-Axis.
11. Click **Save**.
12. The Dashboard Tile will be added to the Dashboard, for example:



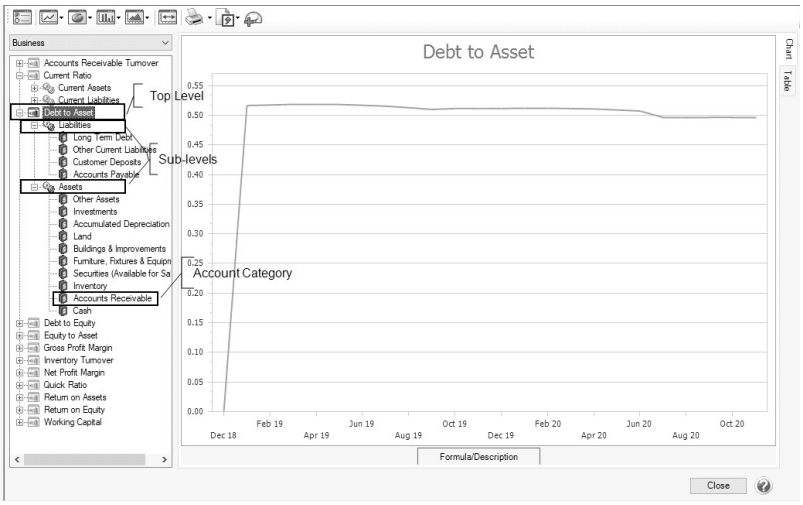
6. To Expand the Chart/Table, click  . In the examples below, the Add Dashboard Tile screen was defined from the General Ledger report, X Axis set to (Group) Account, Y Axis set to both Debits and Credits, Series set to None, Group Dates set to Month, and Graph Type set to Bar. To collapse the Chart/Table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



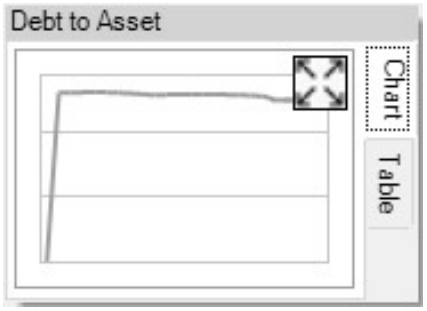


Example 4: Add a Dashboard Tile from a Ratio

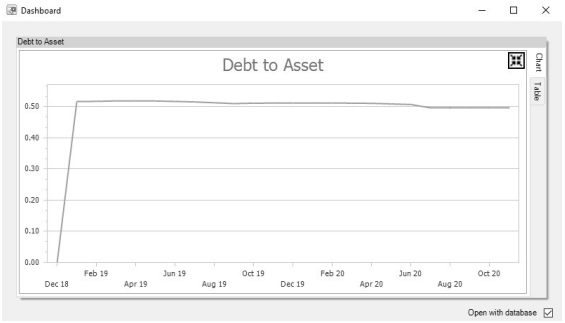
1. Select **Reports** > **Reporting Tools** > **Ratios**.
2. On the left side of the screen, select the top-level of the tree, sub-level, or account cateogory of the tree (not the individual ratios), in the example below the top level is Debt to Asset, the sub-levels are Liabilities and Assets, and the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

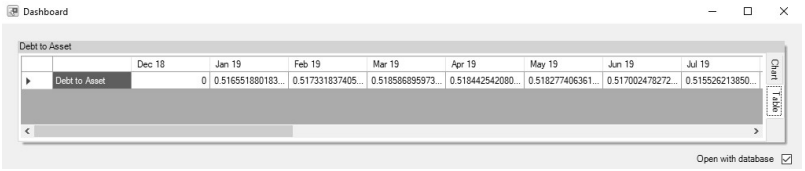


3. Click the Add to Dashboard icon .
4. At the Tile Saved message, click **OK**.
5. The tile will be saved to the Dashboard, for example:



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





6. To collapse the Chart/Table. click .

Add a Dashboard Tile Similar to Another

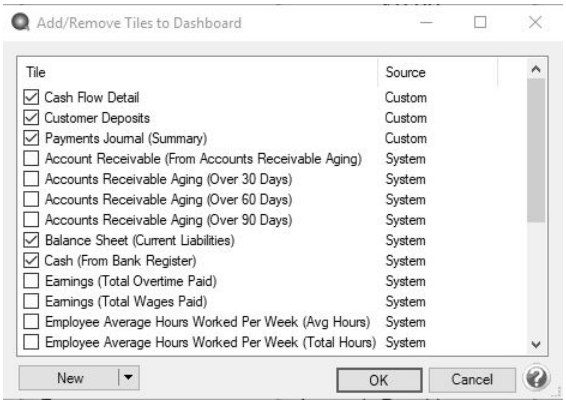
1. On the Dashboard screen, right-click on the Dashboard tile you want to use to define another Dashboard tile, and then select **Copy**.
2. Edit the existing information and Save the new Dashboard tile.

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

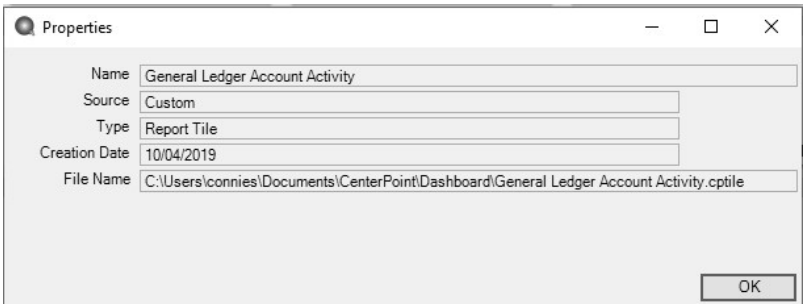
1. On the Dashboard screen, right-click in a blank space, and then select **Add/Remove Tiles**.



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**.

About the List tab

The List tab is where you will see items that have already been added to the system. It is also where you will begin to create new items or change existing items. All of the Setup screens in CenterPoint have some common features, each Setup screen has a List tab.

Lists are used to maintain specific pieces of information in your database such as your chart of accounts or names. Transaction entries are made up of records selected from Lists (payroll transactions can also include records selected from Lists).

Company, Names, Accounts, Employers, Employees, Earnings, and Pay Employees are required lists in CenterPoint. Other lists are optional tools to enhance the management strength of your data and ease the task of data entry. Each list has a similar screen structure that includes storing detail, applying a filter, and running reports.

If the list of items is long, it may be easier to locate the item that you are looking for by searching for it using the **Search For** box at the top of the screen.

The **Current Filter** box can be used to select a filter that you created and saved. When a current filter is selected, the List tab will be filtered by that filter. Create and save filters for information that you frequently view your data by. For example, only open pay runs or only active employees. See the Filter tab section in this guide for more information.

In the Current Filter box, you can select No Filter, the Default Filter, or a Custom filter. The Current Filter field defaults to No Filter (unless you have defined a Default filter). When you select No Filter, all previous filters are removed from the List tab.

The following instructions can be found in this topic:

Buttons on the List tab
Right-click Options in Lists
Filter the Contents of the List tab
Search for Specific Items on the List tab
Add or Remove Columns from the List tab
Change the Order of the Columns on the List tab
Sort the Contents of the List tab
Print the Contents of the List tab with Excel
Activate/Deactivate Items from the List tab

Buttons on the List tab

The following buttons are included in each List tab. For detailed information regarding these buttons, refer to the help for the specific screen (for example, Add an Employee, Change an Employee, etc.):

- **New** - Allows you to create a new record.
- **Edit** - Opens the detail screen of a selected record in a list for modification.
- **Combine** - Used when you want to merge any two items on a list into one single item. This is done for situations like when a name is added more than one time, but is actually the same name. In order to get information pulled together for reports, you will need to combine the information into a single item.

Note: It is recommended that you perform a backup prior to using the Combine feature.

Note: You cannot combine multiple master file records at one time. You can combine only one record with one other record at one time. The record in the Combine Information From box will be combined into the record you select from the list under With and will be removed from the database. The first record you select will be removed and will no longer appear on the List tab. The combined information will be stored in the combined record.

- **Delete** - Allows a record to be removed. The record can be deleted only if it is not linked to other records in the system. Once an item has been used in a transaction, it can only be deactivated.
- **Copy** - Allows a record to be duplicated. A different code/abbreviation and description is recommended on the new record.
- **Close** - Closes the screen.

Right-click Options in Lists

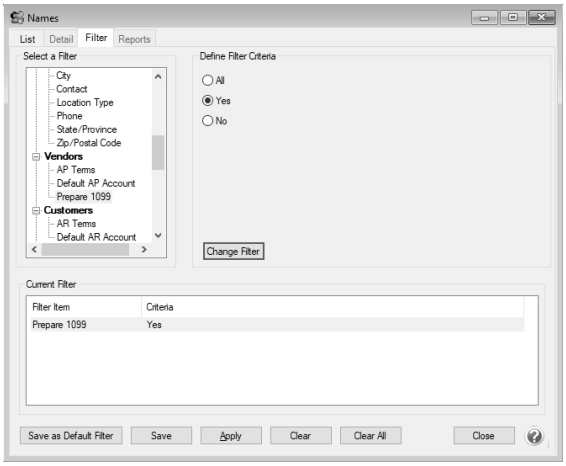
- Right-click menu options provide ways to customize your lists or ways to manage the view of the lists. The right-click menus options vary by list. Right-click settings are stored at the level you have selected in File > Preferences > General > Base Settings.
- **Add/Remove Columns** - A list of possible columns that can be added appears on the screen. Selecting the columns adds them to the front List tab. Moving them up or down determines their position on the screen from left to right. You can also order the fields from left to right by moving them up or down on the list with the up and down icons. Top to bottom represents left to right on the List tab. You can move a selection underneath the last selected item by clicking on the Top icon, which eliminates the need to click the Up icon over and over again to move an item to the top of a lengthy list of columns. Once you have selected your columns, click OK.
- **Sort Columns** - Allows you to select the column you wish to order the list by. The column you wish to sort by must be displayed as a column. For example, selecting the Last Name column in the Name List alphabetizes the names by the Last Name column. When you select Sort Columns from the right-click option, the columns that are on the List tab currently appear on the left in the Displayed Columns column. When moved to the right list, under Sorted Columns, the List will be sorted by that column. Multiple columns can be sorted on. The order that the columns are listed from top to bottom represents the order that they will be sorted by.
- **Activate / Deactivate** - Changes the active status of the selected records in a list. The next screen allows you to select the companies that require the same status change.
- **Refresh List** - Redisplays the list.

Filter the Contents of the List tab

The Filter tab allows you to filter the items that you see on the List tab.

For example, on the Names Setup screen, if you only wanted to see all of the names that you marked to receive 1099s on the List tab:

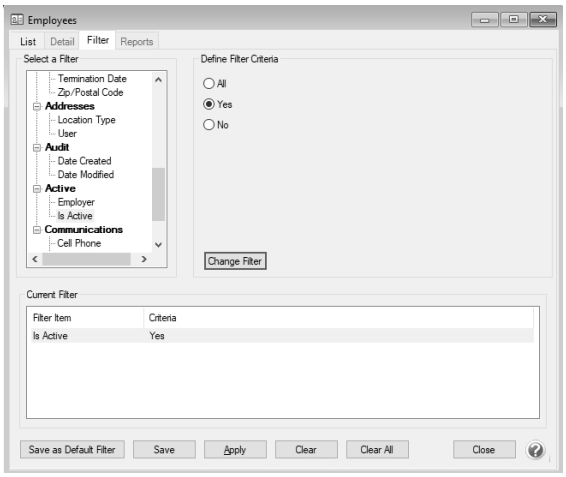
1. Click the **Filter** tab.
2. Select the filter item **Prepare 1099**.
3. Select **Yes**.
4. Click **Add Filter**.
5. Click **Apply**.



OR

For example, on the Employee Setup screen, if you wanted to see only your active employees on the List tab:

1. Click the **Filter** tab.
2. Select the filter item **Is Active**.
3. Select **Yes**.
4. Click **Add Filter**.
5. Click **Apply**.



Please refer to the About the Filter tab topic for more information about how to setup filters that affect the List tab.

Search for Specific Items on the List tab

1. On the **Setup** menu, select one of the Lists, for example Accounts, Names, Companies, etc.
2. In the **By** box, select which column you want to search for a specific record in the list. For example, on the Names list you want to search for Joe Anderson, so you would select the First Name, Last Name column.
3. In the **Search** for box, enter the alphanumeric characters. As the characters are entered, the system attempts to match a record in the list.

Add or Remove Columns from the List tab

1. On the Setup menu, select one of the lists.
2. On the List tab, **right-click**, and then select **Add/Remove Columns**.
3. In the **Adjust Displayed Columns** screen, select the column check boxes you want to display on the List tab and clear the column check boxes you do not want to display on the List tab.
4. You can order the columns from left to right by moving them up or down on the list with the up and down buttons. Top to bottom represents left to right on the data entry grid. You can move a selection underneath the last selected item by clicking the icon, which eliminates the need to click the up or down arrow buttons over and over again to move an item to the top of a lengthy list of columns.
5. Click **OK**.

Change the Order of the Columns on the List tab

There are three ways one can change the order columns are displayed in the grid.

Option A

1. On a **List** tab, **right-click**, and then select **Add/Remove Columns**.
2. You can order the columns from left to right by moving them up or down on the list with the up and down buttons. Top to bottom represents left to right on the data entry grid. You can move a selection underneath the last selected item by clicking the icon, which eliminates the need to click the up or down arrow buttons over and over again to move an item to the top of a lengthy list of columns

Option B:

From the List tab, use your mouse simply drag the column heading to the new location.

Option C:

Right-click, select **Sort Columns**, and then select the columns to sort by.

Sort the Contents of the List tab

1. On the **Setup** menu, select one of the lists.
2. Click the **column heading** of the column that you want to sort the contents of. Note: A small triangle will display next to the column heading to identify which order the sort is in either ascending or descending order.
3. To reverse the sort order (descending vs ascending), click the column heading of the column again.

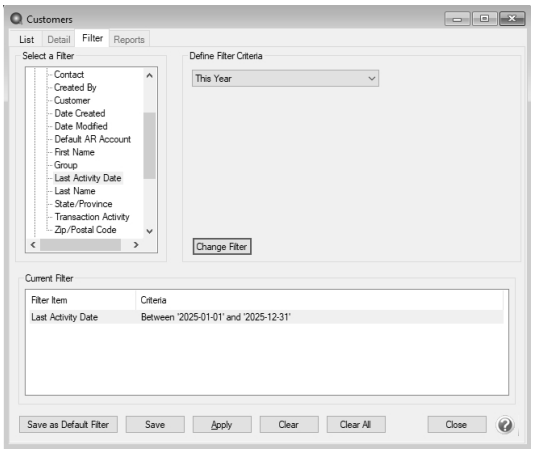


Note: The By field at the top of the List tab can also be used to change which column is used to sort the data displayed.

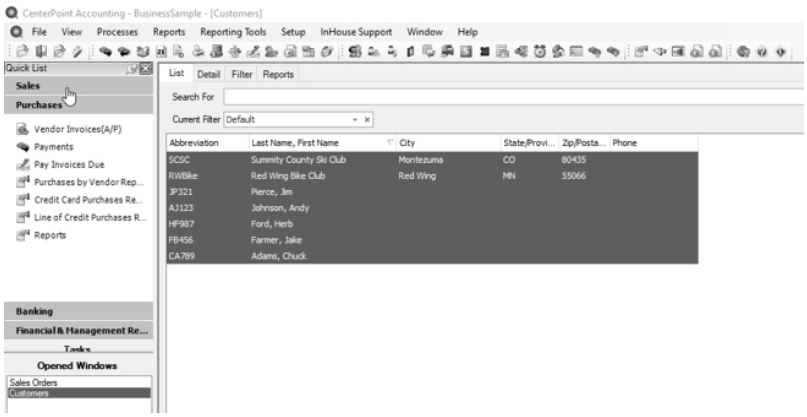
Print the Contents of the List tab from Microsoft® Excel

In the multiple setup screens in CenterPoint, you have the option to filter the default List tab to only show what you have filtered it for. Some of the Setup Lists reports (Reports > Reports > Setup Lists) can also be filtered to print a report with the same filtered information. There are some Setup Lists reports that do not have some of the filter options that the Setup screens have, in that case, you can copy the information from the List tab into Microsoft Excel to print it.

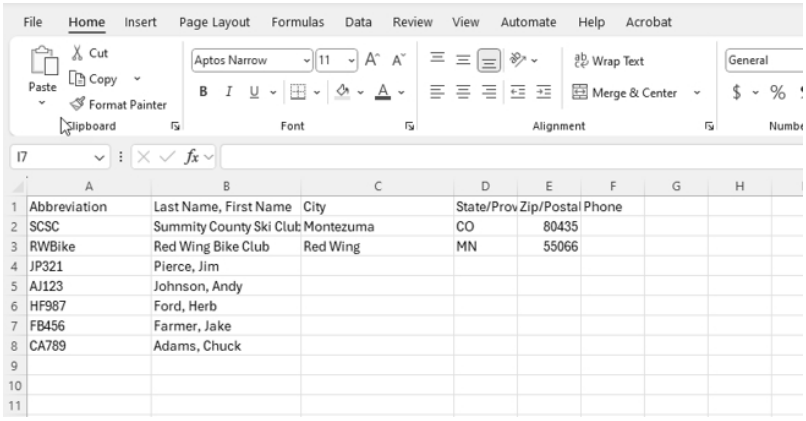
1. Follow the Filter the Contents of the List tab section to apply your filter to the default List tab. In the example below, the List tab was filtered to display the customers with a Last Activity Date of This Year.



2. The default List tab will be filtered. From the List tab, press **Ctrl + A**.



3. After selecting the items on the List tab, press **Ctrl + C** to copy the information.
4. From Microsoft Excel, open a new document.
5. Press **Ctrl + V** to paste the information copied from the List tab into the Excel document.
6. The document will display a filtered list in a format that can be printed.



Activate/Deactivate Items from the List tab

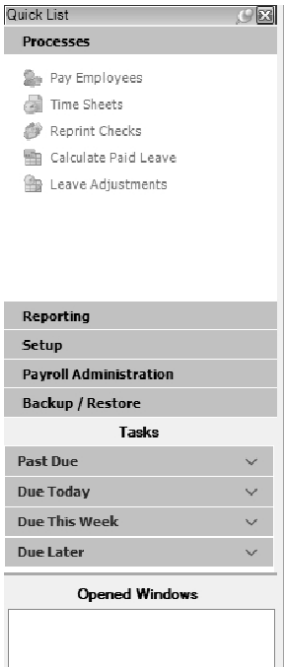
1. From a List tab, **right-click** on the item that needs to be activated/deactivated.
2. Select **Activate/Deactivate**.
3. Select or unselect the Active **check box**.
4. Click **OK**.

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](#)
[Working with Tasks](#)

What Is the Quick List?

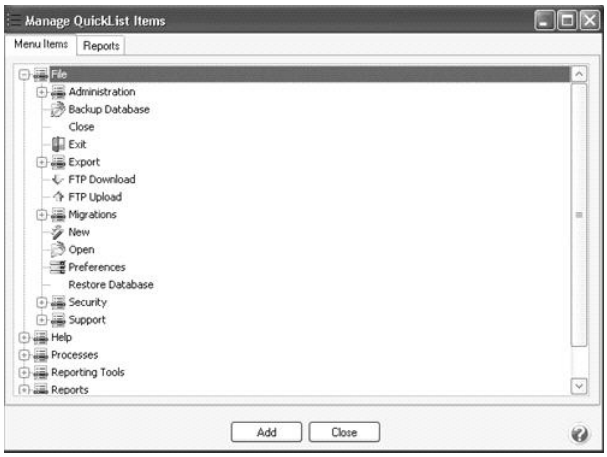
The Quick List is the user customizable menu that is located, by default, on the left-hand side of the screen.

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

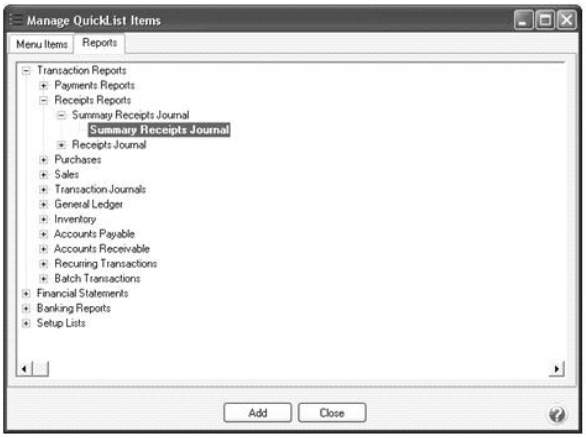
1. Position your mouse over the Group you'd like to add an item to.
2. Right-click and select **Manage Items**.
3. The **Manage Quick List Items** displays the CenterPoint menu on the **Menu Items** tab. Expand the menu you wish to access.



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 placed 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.

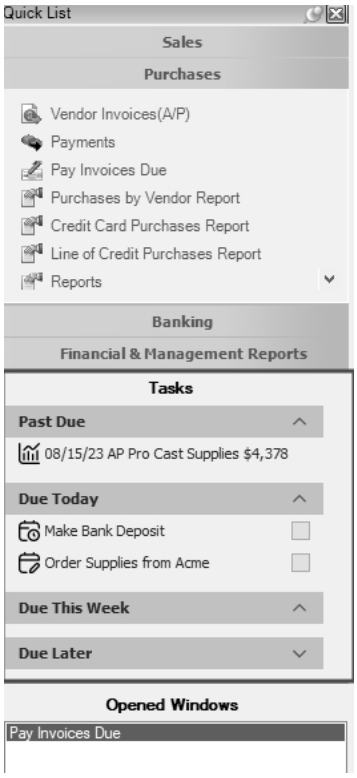
Working with Tasks

The Tasks panel located on the QuickList provides a reminder of Dynamic Tasks that are due, past due, and coming due soon for Accounts Payable invoices, Credit Card Liabilities, or Payroll Liabilities or scheduled one-time User Tasks or Recurring User Tasks of items from which the menus to perform the task can be launched and sequenced to form a workflow, for example all the tasks involved in completing a pay run can be listed in order and recur on the same day of the week every two weeks.

For detailed information on using the Task panel, see the Tasks topic.

Conquer Payroll Liability Payment Stress with the NEW Tasks Feature

The Tasks panel located on the QuickList provides a reminder of Dynamic Tasks that are due, past due, and coming due soon for Accounts Payable invoices, Credit Card Liabilities, or Payroll Liabilities or scheduled one-time User Tasks or Recurring User Tasks that act as scheduled reminders. User Tasks can be configured to launch menus items to perform the task and sequenced to form a workflow, for example all the tasks involved in completing a pay run can be listed in order and recur on the same day of the week every two weeks.

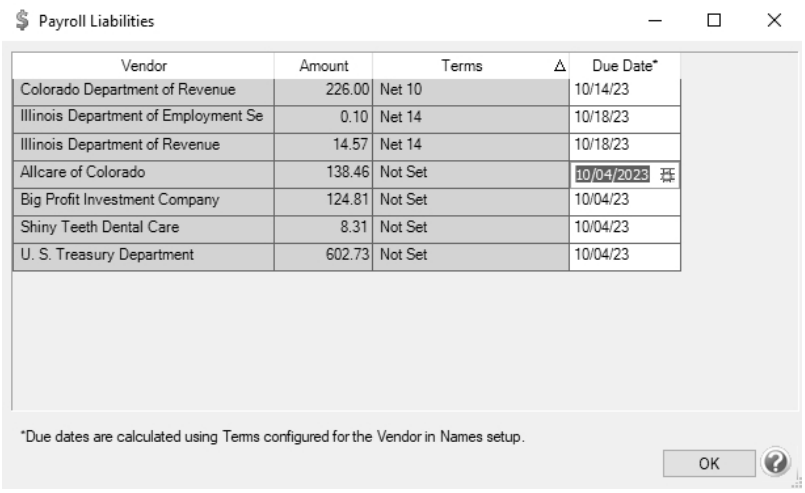


Task Types:

- **User Tasks:**
  - Tasks that are configured to be completed once (not recurring).
  - The task is removed from the task list once it is marked completed (unless the Show Completed option is selected by the user. Completed tasks can be made incomplete again by removing the check mark next to the task.
  - Deleting a task removes it from the list permanently (it cannot be retrieve).
  - Double-clicking on a User Task will open the menu selection assigned to the action associated with the task.
  - Display based on the currently logged on user. If the database is using user security, the tasks are filtered to the tasks created by the current CenterPoint user, otherwise they are filtered by Windows user.
  - Sorted after Dynamic Tasks by due date and sequence and identified by the  icon.
- **Recurring User Tasks**
  - These tasks are the same as User Tasks but have been configured to recur on a specific basis, for example daily, weekly, etc.
  - Once marked completed, the task's Due Date is recalculated for the next occurrence and marked incomplete, for example, a daily task for today marked as completed, would be recalculated with a Due Date of tomorrow.
  - Completed Recurring User Tasks are not included when the Show Completed Tasks option is selected.

- Deleting a Recurring User Task and selecting to "Delete this instance" is the same as marking the task completed which generates the Due Date for the next occurrence.
- Deleting a Recurring User Task and selecting to "Delete all" removes it from the list permanently (it cannot be retrieved).
- Sorted after Dynamic Tasks by due date and sequence and identified by the icon .

- **Dynamic Tasks**
  - Tasks based on data from the current database (these tasks cannot be "completed.") refreshed every five minutes based on the options selected in the Set the Dynamic Display Options section below:
    - **Accounts Payable** - Displays all open vendor Accounts Payable invoices that are not a Payroll or Credit Card Liability one task per invoice. The action associated with this type of task is to open the Pay Invoices Due screen (if the current user does not have access to this screen, this option will be disabled). Tasks display a description consisting of due date (unless it is in the "Due Today" category), AP prefix, invoice number, vendor name, and amount remaining (rounded to nearest dollar), for example AP #01234 Iceman Supplies $9,876.
    - **Payroll Liabilities-** Displays all open vendor Accounts Payable invoices that are a Payroll Liability one task per invoice. The action associated with this type of task is to open the Pay Invoices Due screen (if the current user does not have access to this screen, this option will be disabled). Tasks display a description consisting of due date (unless it is in the "Due Today" category), PR prefix, invoice number, vendor name, and amount remaining (rounded to nearest dollar), for example PR #01234 Big Insurance Company $2,326.
      - If you selected the **Display Liabilities** check box on the **6. Print Checks** tab while processing a pay run, the Payroll Liabilities screen will display liability amounts and due dates calculated from payment terms created in **Setup** > **Names** > **Payment Terms** and added to vendors in **Setup** > **Names** > **Names** or **Setup** > **Vendors.**



      - Payment terms can be set up to calculate the due date two different ways; by the number of days until due or due on a specific day of the month from the **Setup** > **Names** > **Payment Terms**.

- In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the payment term by. For example, N30 for Net 30 or 10 for Net 10.
- In the **Name** box, enter up to 30 characters of required information that describes the payment term.
    - Select **Number of Days Until Due (Net Terms)** to indicate that the due date will be a number of days past the invoice date.
    - In the **Number of Days** box, enter the number of days until an invoice is due.

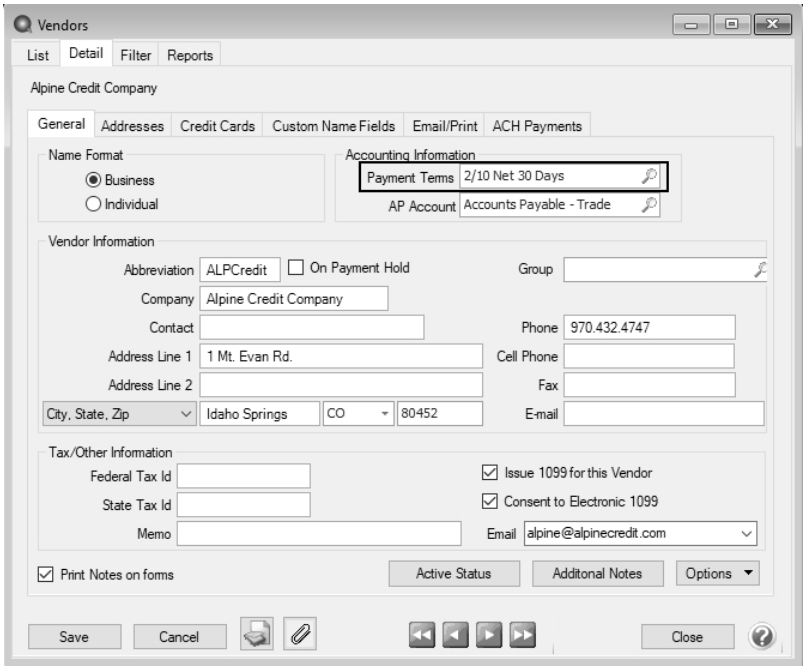
    OR

    - Select **Due on Day of Month** to indicate that the due date will be a number of days past the invoice date.
    - In the **Day of Month** box, enter the day of the month an invoice is due.
    - The **Minimum Days Before Due Date** allows you to specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
- In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
- If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
- If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box, specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days

Before Due Date. If 27 was entered in that field, then it will be due 3/27.

- Click **Save**.

- Payment terms can be added to Vendors in **Setup** > **Names** > **Names** or **Setup** > **Vendors**.



- If Terms have not been assigned to a vendor with liabilities in the pay run, the **Terms** will display **Not Set** and the **Due Date** will display the pay run date. To change a **Due Date**, enter the new date or select the date from the calendar icon. Click **OK** to continue the Posting & Printing process

- **Credit Card Liabilities** - Displays all open vendor Accounts Payable invoices that are a Credit Card Liability one task per invoice. The action associated with this type of task is to open the Pay Invoices Due screen (if the current user does not have access to this screen, this option will be disabled). Tasks display a description consisting of due date (unless it is in the "Due Today" category), CC prefix, invoice number, vendor name, and amount remaining (rounded to nearest dollar), for example CC #01234 Acme Travel Lodge $997.

- Identified by the  icon.

- Dynamic Tasks will display in the task panel before User/Recurring User Tasks grouped into the following categories by their due date:

  - **Past Due** - Any tasks that have a date prior to the current system date.

  - **Due Today** - Any tasks that have a date of the current system date.

  - **Due This Week** - Any tasks that are during the current week of the system date, excluding tasks due on, or prior to, the current system date.

- **Due Later** - Any tasks that are due after the current week of the system date.

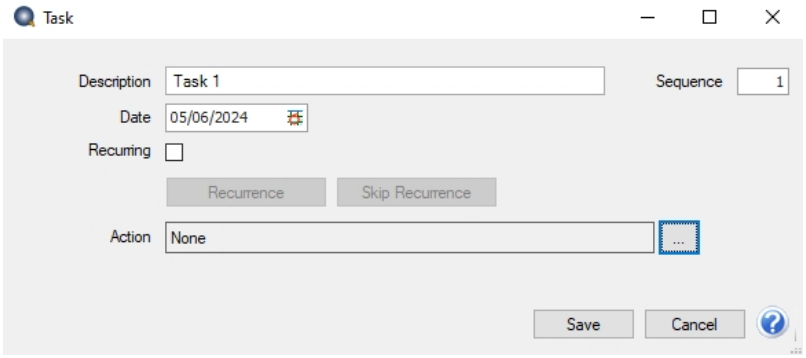
Set the Dynamic Display Options:

The Tasks panel is user-customizable by right-clicking on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later) and selecting the dynamic display option(s):

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select any or all of the display options **Accounts Payable**, **Payroll Liabilities**, or **Credit Card Liabilities**. See the Dynamic Tasks descriptions above for information about each type of display for tasks.

Add a User Task

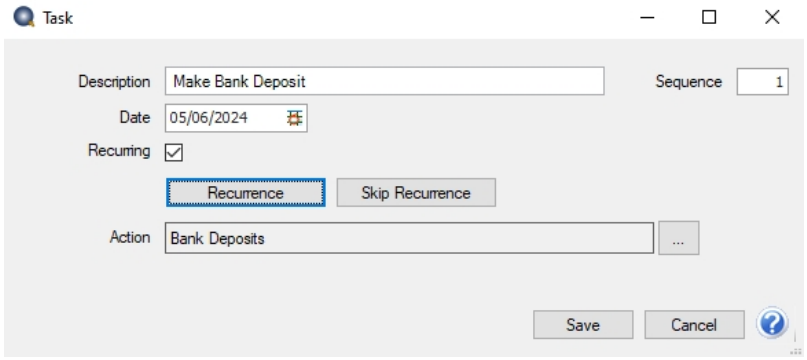
1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Add Task**.



3. In the **Description** box, enter for description of the task, for example **Task 1.**
4. In the **Sequence** box, enter the order of the task, for example if you want Task 1 to be listed first in a group of like tasks, enter a 1, if you want Task 2 to be listed next, you would enter 2.
5. In the **Date** box, enter the date the task is due.
6. If you want to open a menu item when the task is performed, in the **Action** box, click  and select the menu item from the Select Default Menu screen. In the example above, the default of **None** was selected since the action does not have an associated CenterPoint screen since it is a one-time task.
7. Click **Save**.

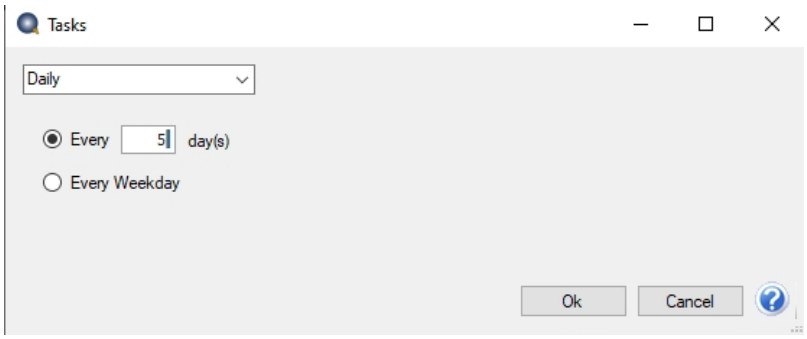
Add a Recurring Task

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Add Task**.

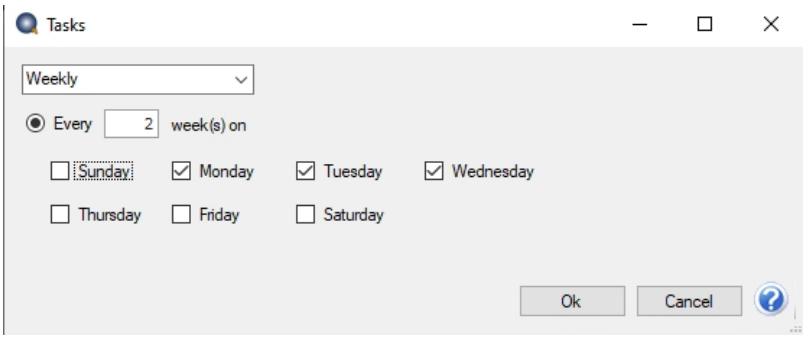


3. In the **Description** box, enter for description of the task, for example **Make Bank Deposit**.
4. In the **Date** box, enter the date the task is due.
5. Select the **Recurring** check box.
6. Click the **Recurrence** button.
    - Select the **Daily** recurrence if the task recurs daily.
        - Select the **Every [X] Days** (where X = every so many days) option. For example, enter a **5** if the task recurs every 5 days).

          OR
        - Select the **Every Weekday** (Monday - Friday) option. For example, if the task is currently due Monday, the next occurrence would be Tuesday or if the task is currently due Friday, the next occurrence would be the following Monday.



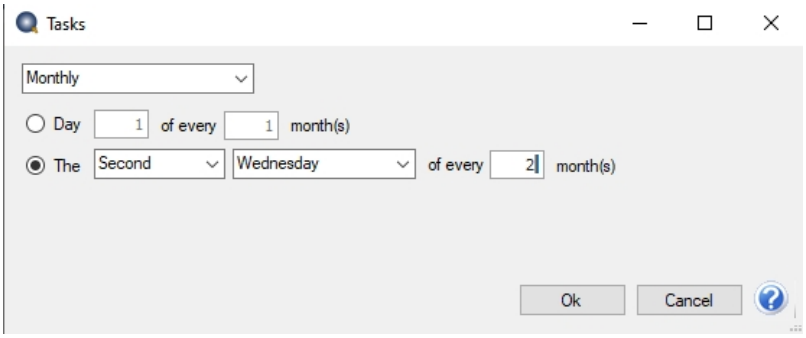
    - Select the **Weekly** recurrence if the task recurs **Every [X] Weeks** on specific days (where X = every so many weeks). For example if the task recurs every other week on Monday, Wednesday, and Friday, enter a **2** and then select the **day of the week** check boxes, for example Monday, Tuesday, and Wednesday. For example, the task is currently due Monday and the task is set to recur on Monday, Tuesday, and Wednesday; the next occurrence would be Tuesday of the current week or if the task is currently due Wednesday, and the task is set to recur on Monday, Tuesday, and Wednesday; the next occurrence would be Monday of the next week.



- Select the **Monthly** recurrence if the task recurs on a Monthly basis.
    - Select the **Day [X] of every [Y] month(s)** option (where X = the day of the month and Y = every so many months). For example, if the task recurs on the 5th day of the month every 3 months, enter Day [5] of every [3] month(s). For example if the task is due 4/5/2024 and recurs Day [5] of every [3] month(s), the next occurrence would be 7/4/2024.

  OR

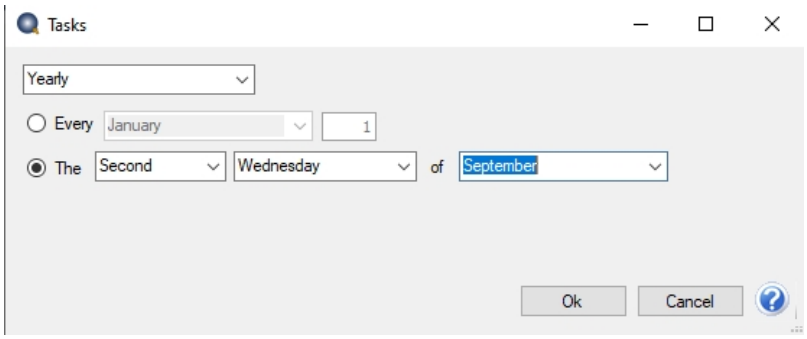
    - Select the **[X] [Y] of every [Z] month(s)** option (where X = the sequence of First, Second, Third, Fourth, Last Day, the unit Y = Day, Weekday, Weekend day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, and Z = every so many months. For example, if the task recurs the second Wednesday of every 2 months, select Second from the first drop-down, select Wednesday from the second drop-down, and then enter 2 in the every months box. For example if the task date is 04/29/2024 and is configured for The [Second] [Wednesday] of every [2] month(s), the next occurrence for the task would be 6/12/2024.



- Select the **Yearly** recurrence if the task recurs on a yearly basis.
    - Select the **Every [X] of [Y]** option (where X = the month January - December and Y = the day of the month the task should recur on). For example,the task date is 09/05/2023 and the task is configured to recur "Every [September] [5]", the next occurrence would be 09/05/2024.

  OR

    - Select the **[X] [Y] of every [Z] month(s)** option (where X = the sequence of First, Second, Third, Fourth, Last Day, the unit Y = Day, Weekday, Weekend day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, and Z = month January - December.) For example, if the task date is 04/29/2024 and is configured for "The [Second] [Wednesday] of [September]", the next occurrence would be 09/14/2025.



7. To advance the date for the task to the next occurrence, click the **Skip Recurrence** button. For example, if the task is for Today and is a daily recurring task, the Due Date would be advanced to Tomorrow.
8. In the **Sequence** box, enter the order of the task, for example if you want Daily Task 1 to be listed first in a group of like tasks, enter a 1, if you want Daily Task 2 to be listed next, you would enter 2.
9. If you want to open a menu item when the task is performed, in the **Action** box, click  and select the menu item from the Select Default Menu screen. In the example above, the Bank Deposits menu was selected to open when this recurring task is performed.
10. Click **Save**.

Edit a Task

The Edit Task selection is available only for User Tasks or Recurring Tasks.

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select a **User Task**  or a **Recurring Task** .
3. Select **Edit Task**.
4. Change any of the information on the Task screen. For more information, see the Add a Task or a Add a Recurring Task sections above.

Delete a Task

The Delete Task selection is available only for User Tasks and Recurring Tasks. Deleting a User Task removes it from the list permanently (it cannot be retrieved.) Deleting a Recurring Task and selecting to Delete All will remove it from the list permanently (it cannot be retrieved).

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select a **User Task**  or a **Recurring Task** .
3. Select **Delete Task**.
4. If the task is a User Task, click **Yes** to confirm that the task should be deleted permanently (it cannot be retrieved). If the task is a Recurring Task, click Yes to confirm that all occurrences of the task should be removed permanently or click No to remove just this occurrence; the next occurrence of the task will be generated.

Complete a Task

The Mark Complete selection is available only for User Tasks or incomplete Recurring Tasks.

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select the check box next to the task or right-click on the task and select **Mark Complete**.

Perform an Action

1. From the **Tasks** panel, open one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Double-click on a **User** , **Recurring** , or **Dynamic Task**  or right-click on a **User** , **Recurring** , or **Dynamic Task**  and select **Perform Action**.. When a User or Recurring task is selected, the menu item defined in the Action box when the task was created will open. If the task is a Dynamic Task, the Pay Invoices Due screen will open.

Display Completed Tasks

The Show Completed Tasks selection is available only for non-recurring User Tasks.

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Show Completed Tasks**.

Refresh the Task List

The Refresh Task selection forces the process to check for changes to Dynamic Tasks and grouping of current tasks by due date.

1. From the **Tasks** panel, right-click on or in one of the categories (Past Due, Due Today, Due This Week, or Due Later).
2. Select **Refresh Task List**.

Using Global Preferences

Global Preferences and the Global Layout file are used when your system is a network. An administrator creates an application-level preference stored in a preferences.xml file. The preferences.xml file can then be copied to a common location on 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 set as the default.An administrator can override the configuration of the Quick List by setting up the layout of CenterPoint for all users on the network, which is stored in a ControlLayouts.xml file. Then, the ControlLayouts.xml file can be copied to a common location on the server, and each user can set their preference to point to that location.

1. If you want to set up application-level preferences for all users, 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**.
3. If you want to customize the default QuickList and save your changes for all users, see the Customize the QuickList topic.
4. Close out of CenterPoint.
5. From the File Explorer, find the location of your preferences.xml and/or ControlLayouts.xml file(s). Right-click on the file and select **Copy**. The file(s) 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.*
6. 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 and/or ControlLayouts.xml file(s).

7. CenterPoint will need to be set up to use that shared preferences.xml and/or ControlLayouts.xml file(s). At each workstation that you want to use the CenterPoint global preferences/layout:
    - Select **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 6. Highlight the **preferences.xml** file and click **Open**.
        - Click on the lookup button to the right of **Select The Location Of The Global Layout File** field. Locate the shared network folder used in step 6. Highlight the **ControlLayouts.xml** file and click **Open**.
8. Click **Save**.
9. Exit and restart CenterPoint to start using the global preferences/layout.
10. Repeat step 7 -9 at each workstation that should use the shared preferences/layout.

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

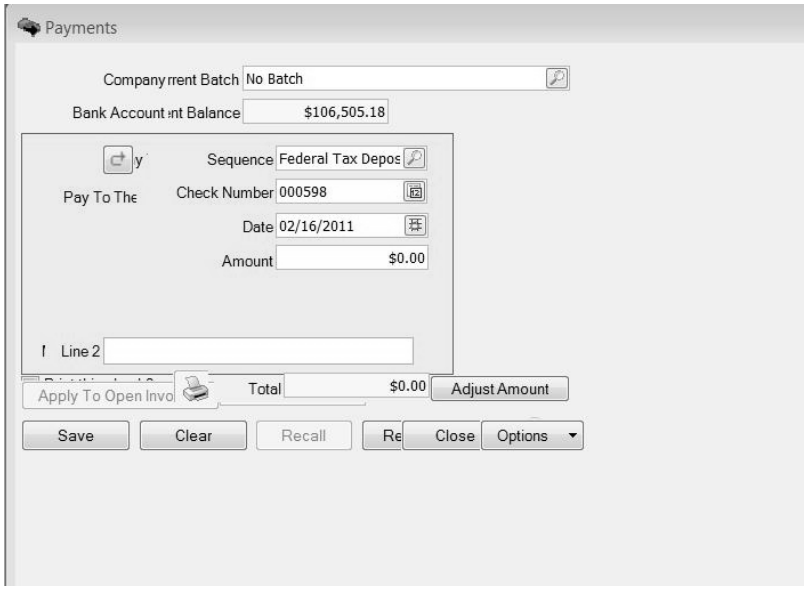
You may run into a situation where not all of your buttons and fields are available in transaction screens. This is caused by a display setting within the operating system itself. Follow the instructions below to change display settings back to the default.

Example of Buttons Overlapping

Make Changes to the Operating System to Correct the Issue

Example of Buttons Overlapping:

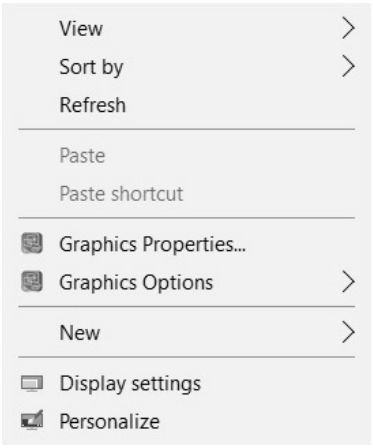
This is an example of how overlapping buttons and fields will display in CenterPoint:



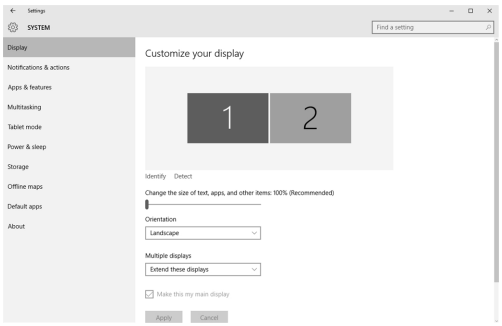
Make Changes to the Operating System to Correct the Issue

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.



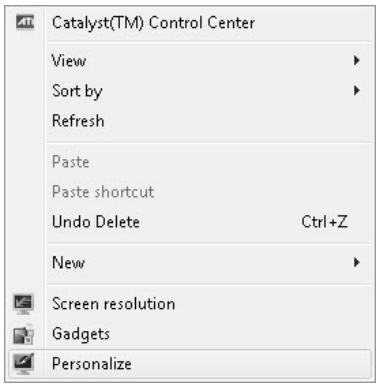
3. Select **Display settings**.
4. Change the slider below **Change the size of text, apps, and other items** to **100% (Recommended)**.



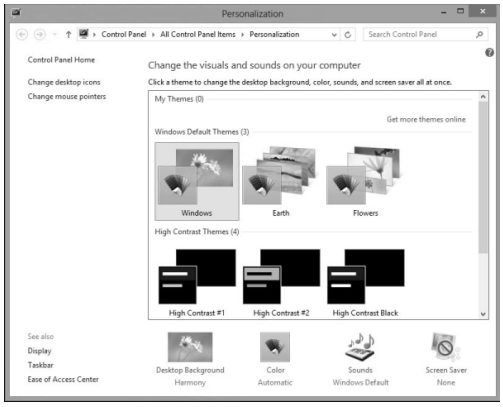
5. Click **Apply** and the red **X** to close. You may be prompted to reboot your computer. Once the computer has been restarted, the screens within CenterPoint will begin displaying properly again.

Windows 8 Operating System

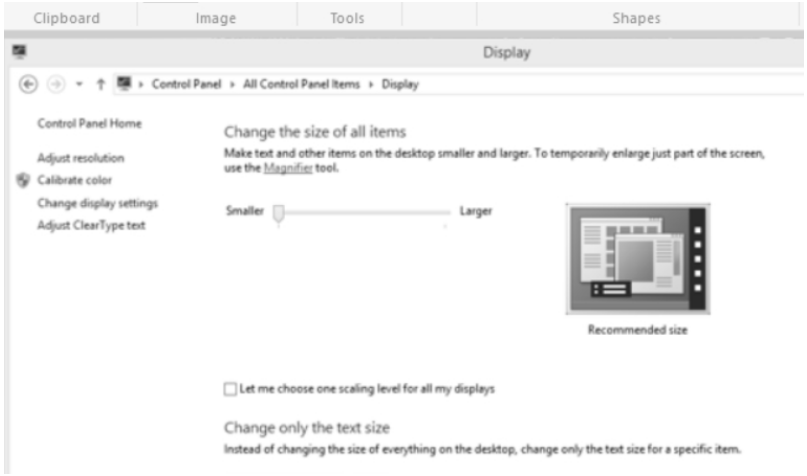
1. Exit out of CenterPoint and all other programs on your computer.
2. At the main desktop, **right-click** in any space not populated by an icon.



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 Desginer.

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**.

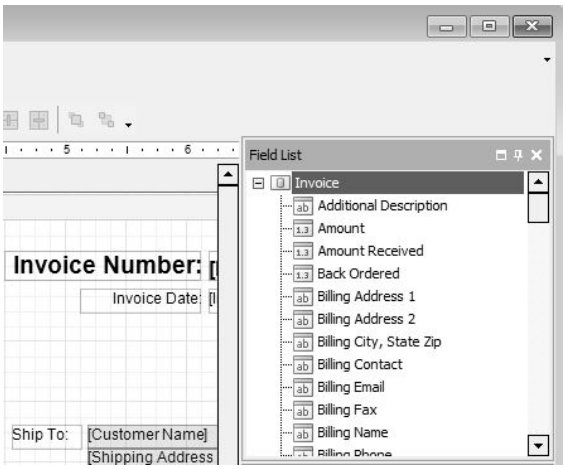


Note: When a forms designer is open, there will be two File menus, select the lower File menu.

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

Add a Field

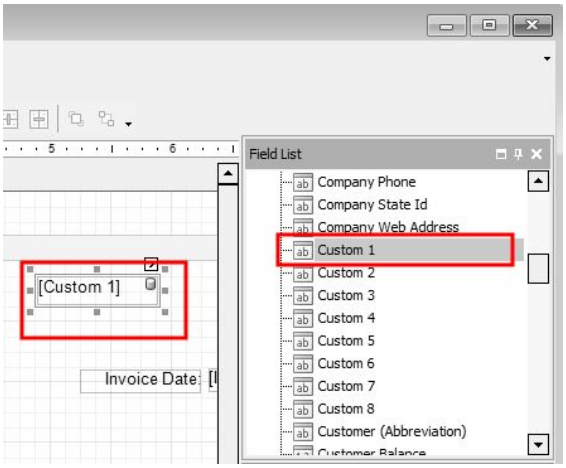
1. The Fields list on the upper right side of the screen will list all of the fields that can be added to this form. Find the field you wish to add in the **Fields** list.



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:

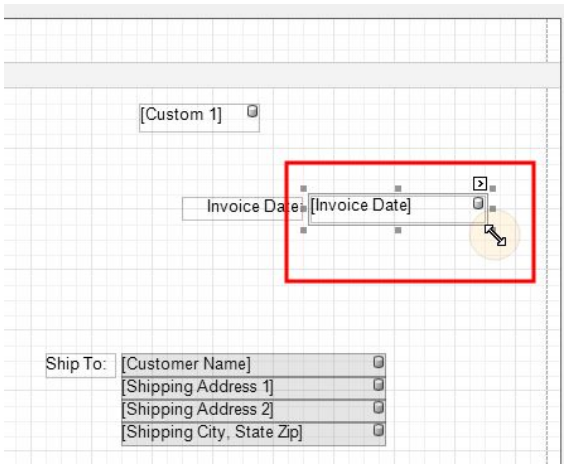
- Press, and hold down, the left button on the mouse, to "grab" the object.
- While continuing to hold down the left button the mouse, "drag" (move) the object to the desired location,
- "Drop" the object by releasing the left button on the mouse.



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.



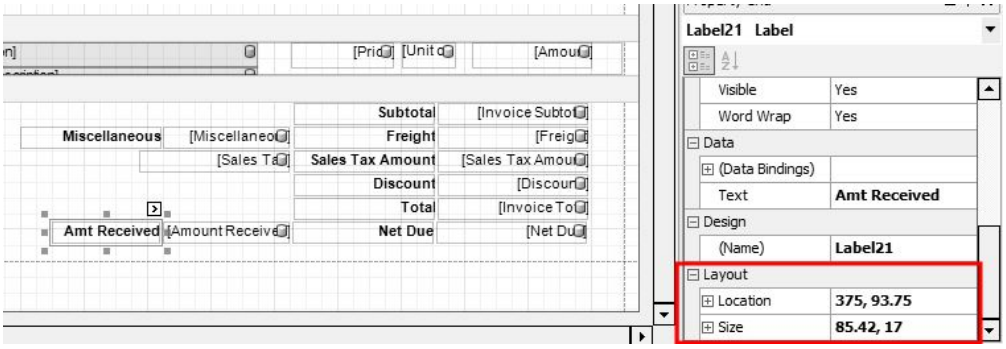
2. Click on one of the boxes and drag it to change the size of the field. The same process can be used to resize lines, pictures, text fields, etc.

Remove a Field

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

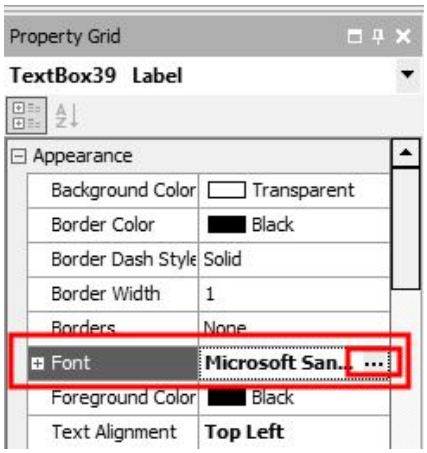
Move a Field

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

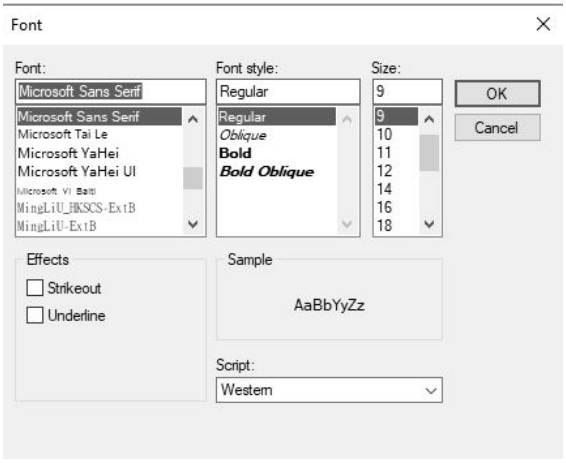


Change the Font

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

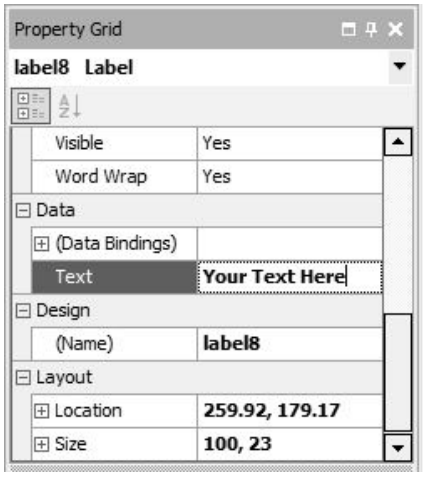


3. The Font screen will display. Select your desired **Font**, **Style**, and **Size**. Click **OK**.



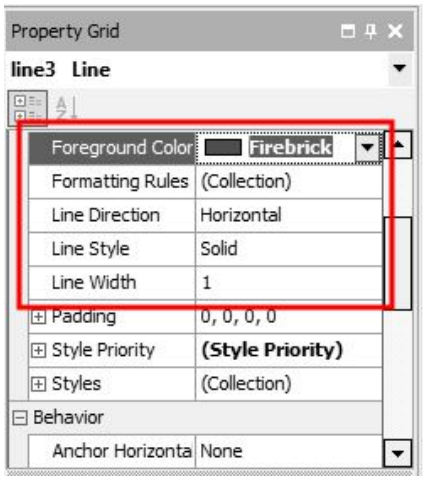
Add a Text Field (Label)

1. Click on the A 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

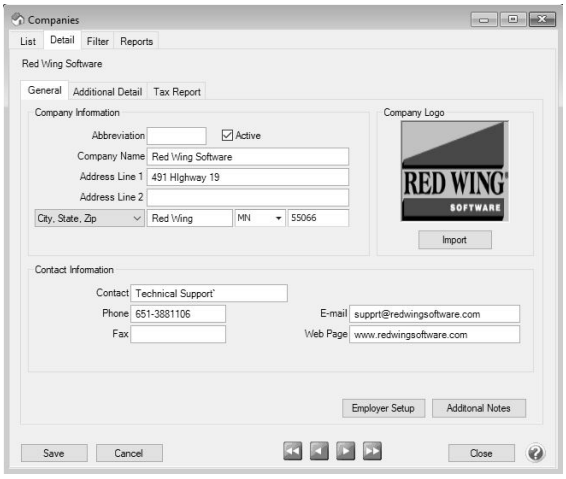
1. Click on the button in the toolbar.
2. Click in the form where the line should be located and drag to draw a line.
3. Drag-and-drop to move the line to your desired location.
4. To the right, the Foreground Color, Line Direction, Line Style, and Line Width of the line are displayed in the **Appearance**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



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.

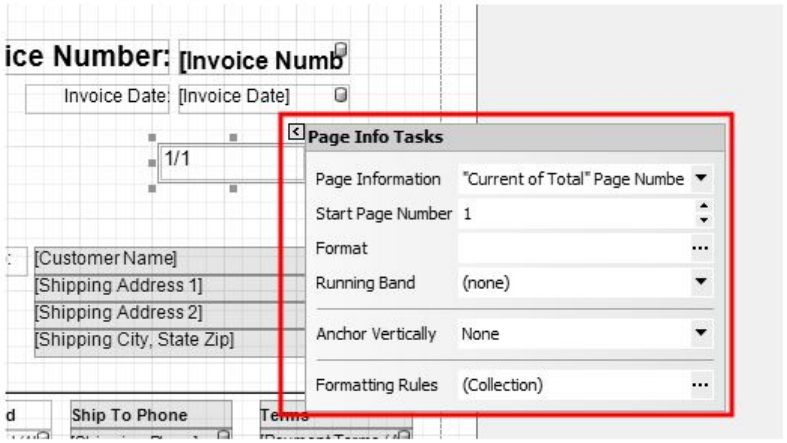
Add a Page Number to a Form

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.



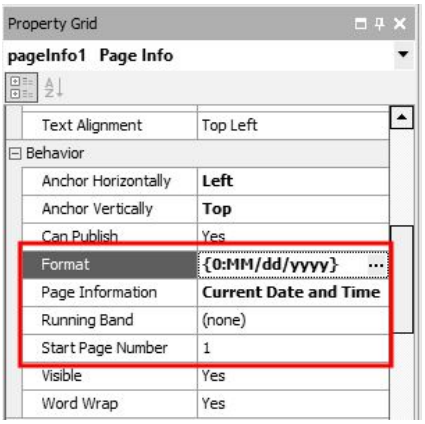
3. To modify the way the page number displays:

- 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 upper-case, 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/yyy, etc.

- Or, to the right, the Page Information, Start Page Number, and Format are displayed in the **Behavior** section.



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/Stubs

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 **Summarizeby**. 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 ear, 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

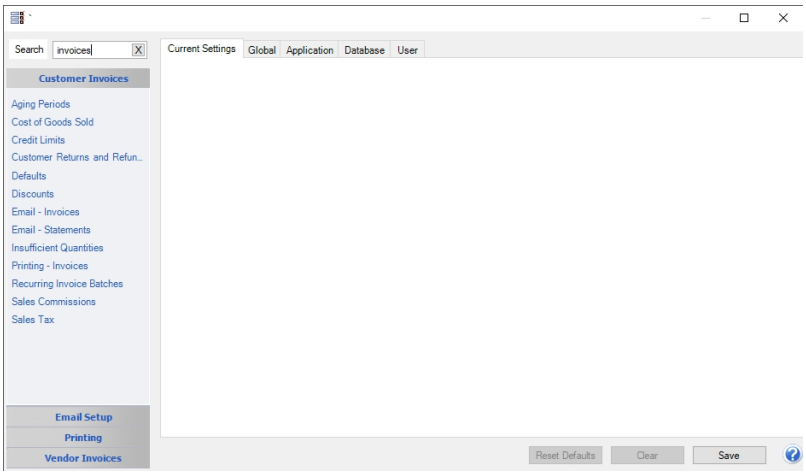
Database Preferences

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

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.

Searching for Preferences

1. Select **File** > **Preferences.**
2. In the **Search** box, enter a keyword for the preference you want to search for. For example, Invoices. All preferences applicable to that keyword will display.



How are the 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 status strip in the lower-right side 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 alphabetics 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 represents an account number format that is not required that uses two numbers, a space, and four additonal 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-fll 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 deail" (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**.
2. 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**.
3. 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.
4. Click **Save**.
5. 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

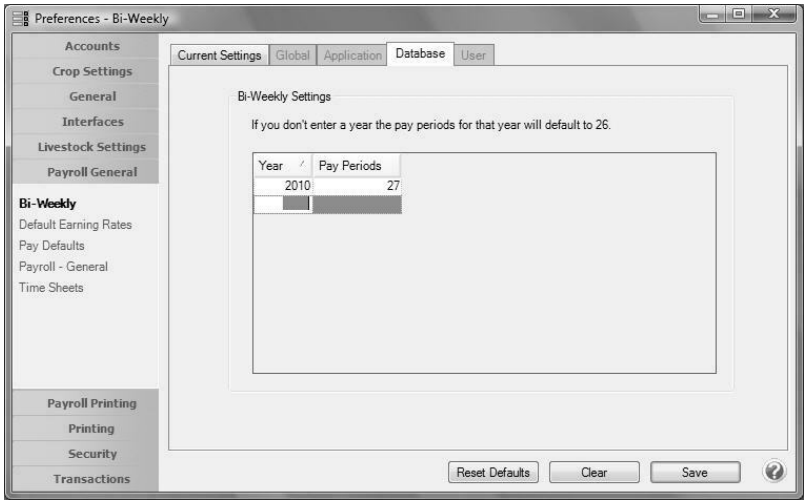
If you have salaried employees that are paid on a bi-weekly schedule, every few years there will be 27 pay periods in a year, rather than the usual 26. Without changes to your payroll setup, this will result in an extra pay check for salaried employees (so they are paid more than their salary for the 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 ÷ 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 ÷ 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** that has 27 pay periods and then enter the 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-fll 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 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.

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?

Filters Preference

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.

1.

Filters Preference

This preference allows you to change the number of items that can be selected in a report mover control. The default value is 500 records/items because selecting large amounts of records/items in the filter can make reports run slowly.

1. Select **File** > **Preferences** > **Reports** > **Filters**.
2. Click the **Application** tab.
3. In the **Maximum Selected Items** box, enter a value between 500 and 2500.
4. Click **Save**.

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.

- Standard
- Underline Groups
- Shade and Underline
- Preprinted Forms
- No Indent
- Small (6pt Font)
- Reg (8 pt Font)
- Large (10 pt Font)

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.

Warnings Preference

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.

When no Tax State has been configured for an Employee - When set to Not Set (default) or Yes, a message will display informing you that a Tax State was not entered in Setup > Employees when an employee is saved. When set to No, the warning message is suppressed when a SUTA State is not entered in Setup > Employee when an employee is saved.

When no SUTA State has been configured for an Employee - When set to Not Set (default) or Yes, a message will display informing you that a SUTA State was not entered in Setup > Employees when an employee is saved. When set to No, the warning message is suppressed when a SUTA State is not entered in Setup > Employee when an employee is saved.

When no Workers' Compensation Class has been configured for an Employee - When set to Not Set (default) or Yes, a message will display informing you that a Workers' Compensation Class was not entered in Setup > Employees when an employee is saved. When set to No, the warning message is suppressed when a SUTA State is not entered in Setup > Employee when an employee is saved.

Email Setup

This document explains a portion of the setup information necessary to email invoices, statements, receipts, sales orders, purchase orders, and vendor checks (pay advices) from CenterPoint. For additional information about emailing, click the specific type of document to be emailed link in this paragraph.

Email Settings

Test Settings

Additional Information About Ports

Red Wing Cloud Services Email Settings

Email Settings

- **Server** - Enter the SMTP (Simple Mail Transfer Protocol) server through which your outgoing email is routed. If you do not use a server internally, the server is your IP provider's mail server (for example, smtp.server.com).
- **Port** - Enter the port through which outgoing email is sent (up to 4 digits). There are currently some common implementations of SMTP used: **Port 25** (Cleartext SMTP with Require Secure Connection (SSL\TLS) = No), **Port 587** (Explicit TLS SMTP with Require Secure Connection (SSL\TLS) = Yes), or **Port 465** (Implicit TLS SMTP with Require Secure Connection (SSL\TLS) = Yes):

> **Note**: Although each implementation of SMTP has a default port to use (Implicit = 465, Explicit = 587, Cleartext = 25), the port used can be different. The port used is determined by the server. The Require Secure Connection (SSL\TLS) implementation, port, and authentication requirements can be verified by your administrator or email service provider.

See the Additional Details on Ports section for more information.

- **Require Login** - Select **Yes** if you require a user to be logged in when emailing invoices, statements, receipts, sales orders, and purchase orders.
- **Username** - Enter the username for logging into SMTP servers that require authentication. This box is active only when the Require Login check box is set to Yes.
- **Password** - Enter the password for logging into SMTP servers that require authentication. (The password is encrypted. The data is not readable directly from the database.) This box is active only when the Require Login check box is set to Yes.
- **Require secure connection (SSL\TLS)** - Select **Yes** if you require a secure SSL\TLS connection. No is the default setting. See the Port section in this topic for common settings for your SMTP configuration.
    - If your email service provider does not require a secure connection (SSL/TLS), you receive an error when configuring SMTP to not use a secure connection, and you are on a CenterPoint version prior to version 18.3, please contact the Red Wing Software Technical Support center for additional information.
- **Ignore Certificate Issues** - Select **Yes** to bypass SMTP certificate validation. **WARNING:** Your SMTP certificate is part of your email system outside of CenterPoint. Disabling certificate validation removes critical security checks exposing you to potential threats. Before enabling this function, you should consult your System Administrator. For additional information, contact the Red Wing Technical Support department.
- **Timeout** - Enter the interval of time to pass before the cancellation of the email task.

Test Settings

- **To/From Email Address** - Enter the default sender's email address. 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 **Requiresecure connection (SSL\TLS)** fields.
- 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.
    - If you did not receive the email, verify your settings and/or contact your administrator or email service provider.
    - If the Test works but the actual emails fail, verify the **From Address** in **Setup** > **General** > **Email Addresses**. You may not have access to send from that address.
    - If you receive an error that refers to your certificate, verify the certificate. The error will often have a list of possible issues.

Additional Details on Ports

- **Cleartext SMTP – Port 25**
  - This method is an unsecure port. This implementation of SMTP does not encrypt the communication between client and server, nor the emails being sent. Communication and messages sent using this implementation can be read by any server or router that they pass through between client and server
  - If you are having difficulty sending emails, verify that the **Require Secure Connection (SSL\TLS)** setting is set to **No**
- **Explicit TLS – Port 587**
  - Additional SMTP commands allow the SMTP protocol to support message encryption. This implementation of SMTP communication starts just like Cleartext with unencrypted communication between the client and server. The client sends the 'STARTTLS' command and if the server is able, it will respond and let the client know that it will support encryption of emails. If they can negotiate the encryption to be used all email messages sent will be encrypted, but the 'control' communication between client and server will remain unencrypted.
  - If you are having difficulty sending emails, verify that the **Require Secure Connection (SLL\TLS)** setting is set to **Yes**.
  - If you continue to have difficulty sending emails and you do not require a secure connection, change the **Port to 25** and the **Require Secure Connection (SSL\TLS)** to **No** or contact your email server provider or administrator to verify which port to use. The ports listed in this documentation are common, but individual email servers can be configured to use any port.
- **Implicit TLS – Port 465**
  - This method uses a server certificate to encrypt the entire conversation between the client and server, like communication with a secure website. This is the preferred method for SMTP communication but requires the server to be set up to communicate this way, has a certificate, and can be accessed using a FQDN (fully qualified domain name) like smtp.mydomain.com.
  - If you are having difficulty sending emails, verify that the **Require Secure Connection (SLL\TLS)** setting is set to **Yes**.
  - If you continue to have difficulty sending emails and you do not require a secure connection, change the **Port to 25** and the **Require Secure Connection (SSL\TLS)** to **No** or contact your email server provider or administrator to verify which port to use. The ports listed in this documentation are common, but individual email servers can be configured to use any port.

Red Wing Cloud Services Email Settings

If you are emailing invoices, statements, receipts, sales orders, purchase orders, or vendor checks (pay advices) from CenterPoint in the Red Wing Cloud, this preference should be set as follows:

1. In the **Server** box, enter **customer-mail-relay.wizmoworks.com**.
2. In the **Port** box, enter **25**.
3. In the **Require Login** box, select **No**.
4. The **Username** and **Password** boxes will be blank
5. In the **Require secure connection (SSL\TLS)** box, select **No.**
6. In the **Ignore Certificate Issues** box, select **Yes** to bypass SMTP certificate validation.
7. In the **Timeout** box, enter **30**.
8. Verify the settings by following the Test Settings section.

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 > 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

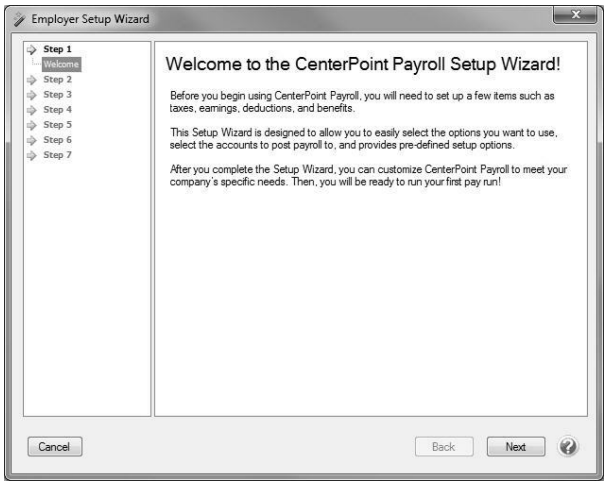


Note: While continuing through the Payroll Setup Wizard, you will be prompted to choose appropriate accounts for various fields. If you are unsure which account to use, we recommend you check with your accountant. If a new account is needed, it can easily be created without leaving the Payroll Setup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

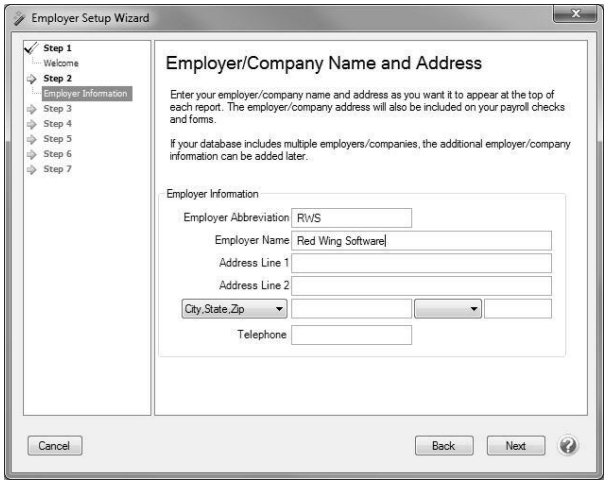
The same process can be used in any **Vendor** field to add a new vendor.

Step 1 - Welcome to the CenterPoint Payroll Setup Wizard



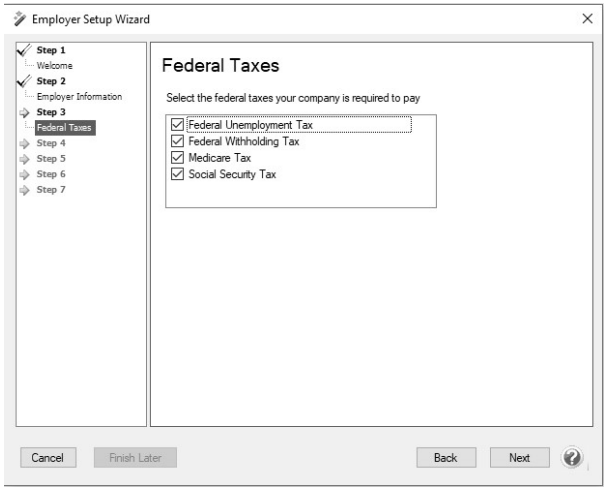
1. Click **Next**.

Step 2 - Employer/Company Name and Address



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



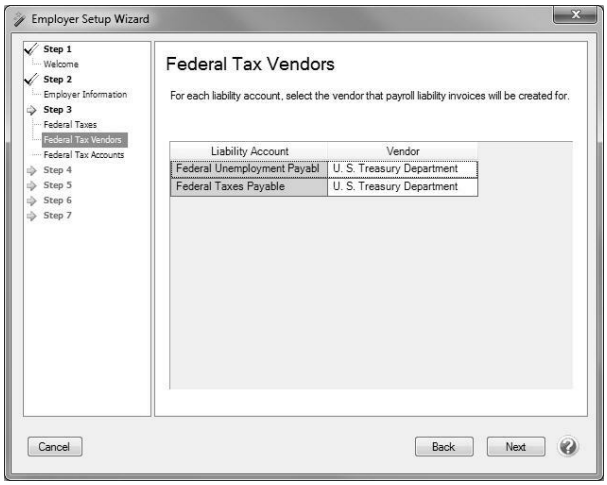
1. Select the federal taxes your company is required to pay.
2. Click **Next**.

Step 4 - Federal Tax Accounts

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



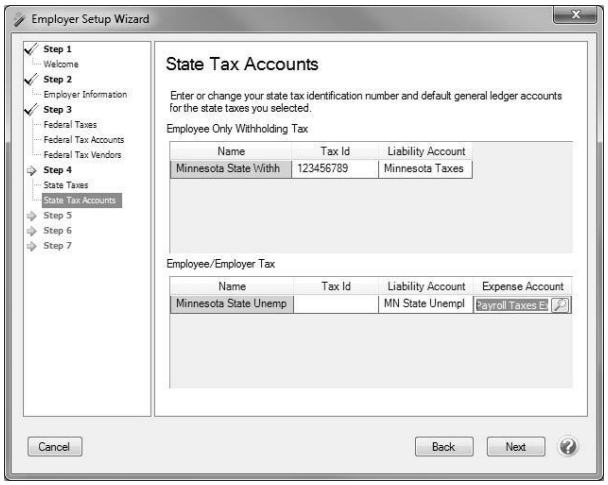
1. For each payroll or credit card liability account, select the required vendor that payroll liability invoices will be created for. If you intend to use CenterPoint Payroll to generate the checks that will pay for the liabilities created through payroll, you will need to setup vendors and associate 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. Click **Next**.

Step 7- State Tax Accounts

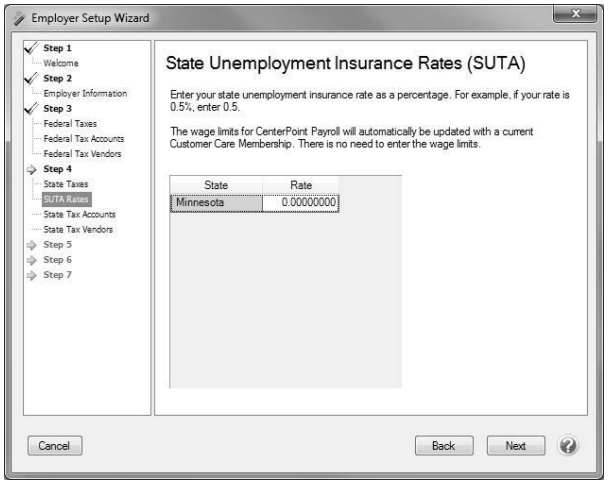


1. Enter or change your state tax identification number and default general ledger accounts for the state taxes you selected.
2. Click **Next**.

Step 8 - State Tax Vendors

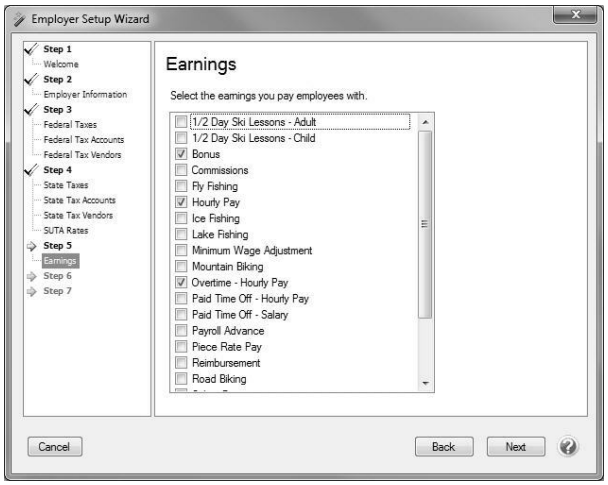
1. For each liability account, select the vendor that payroll liability invoices will be created for. If you intend to use CenterPoint Payroll to generate the checks that will pay for the liabilities created through payroll, you will need to setup vendors and associate them with the liability accounts. 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)



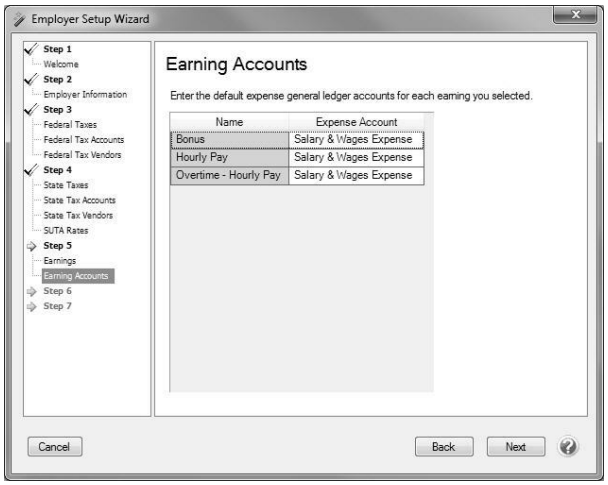
1. Enter your state unemployment insurance rate as a percentage. For example, if your rate is 0.5%, enter 0.5.
2. The wage limits for CenterPoint Payroll will automatically be updated with a current Customer Care Membership. There is no need to enter the wage limits.
3. Click **Next**.

Step 10 - Earnings



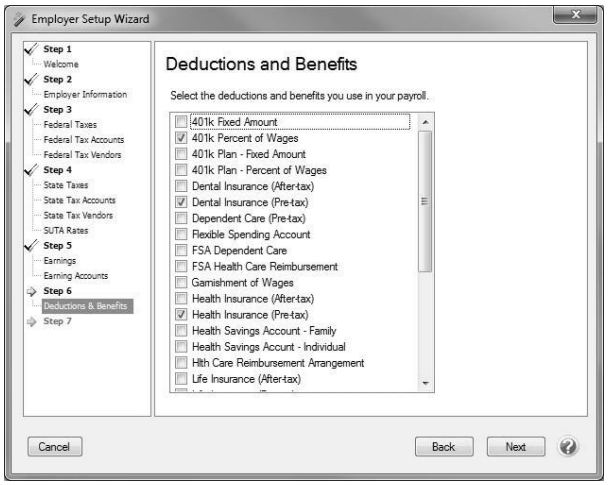
1. Select the earnings you pay employees with. Any additional earnings that are not on this list can be added after you finish the wizard.
2. Click **Next**.

Step 11 - Earning Accounts



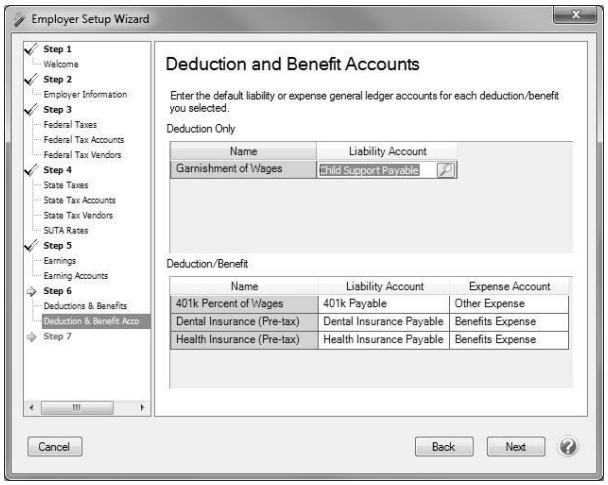
1. Enter the default expense general ledger accounts for each earning you selected.
2. Click **Next**.

Step 12 - Deductions and Benefits



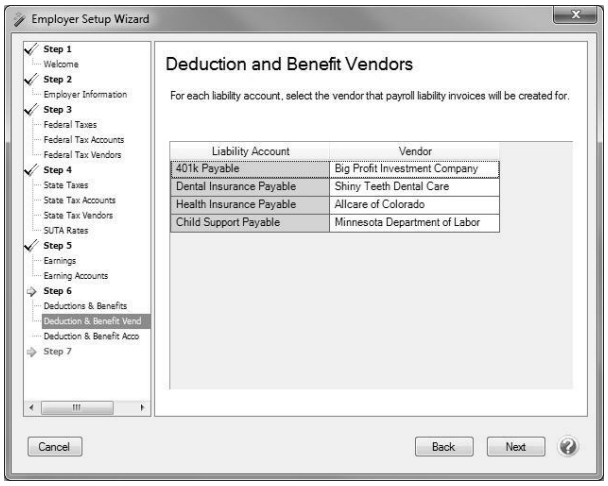
1. Select the deductions and benefits you use in your payroll. Any additional deductions or benefits not on this list can be added after you finish the wizard.
2. Click **Next**.

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



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



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**.

Accounts Preference

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.

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 alpha-numeric 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 alpha-numeric 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 alphabetics 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 represents an account number format that is not required that uses two numbers, a space, and four additonal numbers such as 10 1234.
7. All other characters are literal characters that display as themselves. 22 non-literal characters maximum.

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.This preference sets the way that your accounts will display in Setup > Accounts > Accounts on the List tab. The default for CenterPoint Accounting is to display the Account list as a flat list. If you choose not to display a flat list (will display as an expandable/collapsable tree list), you will see the account types and account categories in the Accounts list.

Expand All Accounts and Item Lists

Defines how your Account List displays.

- Under Expand All Accounts And Items Lists, in the **Expand all accounts\items when load accounts \lists**,
    - Select **Yes** to expand all accounts and items when displaying the Account list.

    or

    - Select **No** or **Not Set** to display a condensed list that can be expanded by clicking the (+) sign to the left of an account.

Distributions Preference

Check Distribution Checkbox by Default

This preference determines if the Distribution column that displays on the **Processes** > **General Journal Entries** screen is selected by default if there is a distribution for the account/company used in the transaction. If the Distribution column remains selected, the distribution will take place. If you choose to remove the selection at the time of the transaction, the distribution will not be implemented.

Inactive Accounts Preference

When inactive accounts are included in Recalled and Recurring transactions

This preference allows you to determine if you want a warning message to display when a Recalled or Recurring transaction is entered that includes inactive accounts.

When inactive account is selected in a transaction

This preference allows you to determine if you want a warning message to display when entering AP or AR Invoices, Cash Payments, Cash Receipts, and General Journal transactions, and the account selected is inactive for the company/fund chosen at the top of the screen. If this preference is set to Not Set, a warning message will not display.

Internal Accounts Preference

Use Internal Accounts

Defines if you wish to use internal accounts. Internal accounts can be suppressed on financial reports produced for external purposes and are used to consolidate transfer of funds between multiple in one database. For example, you can mark certain accounts as internal that are used for analysis internally but can be left off of financial reports that are produced for external purposes.

- If you want to use internal accounts, in the Use Internal Accounts box, select **Yes**. If you do not want to use internal accounts, select **No**.
- If you use internal accounts and change the Internal Accounts preference to No, a message will inform you that there are accounts designated as Internal Accounts. You will need to set the Internal Accounts Setting for Use Internal Accounts to Yes to change that designation in the future.
- If you chose to use internal accounts, and you wish to display internal accounts on financial statements, set the **Display Internal Accounts** filter to **Yes** when you print the Balance Sheet or Income Statement (the first time you use this filter, you will need to click **More Items** and select the filter from the Report Selection Items screen). If you do not want to include internal accounts on the financial statement, set the **Display Internal Accounts** filter to **No**.

Multiple Bank Accounts Preference

Multiple Bank Accounts in Subdivision

Defines an option to determine if you want to display a warning message that informs you about multiple bank accounts in one journal entry for cash entries other than bank transfers. This option is used for databases entering transactions for more than one company/fund in a single transaction. The reason you would not want to include multiple bank accounts in a journal entry would be because the system would have a hard time determining which entries were actually offset to cash and might skew the cash flow report.

- Under Multiple Bank Accounts in Subdivision, in the Allow multiple bank accounts in a subdivision box, select **Yes** to allow multiple bank accounts in one journal entry for cash entries other than bank transfers without receiving a warning message or enter **No** to not allow multiple bank accounts in one journal entry for cash entries other than bank transfers and receive a warning message.

Note: If you choose to create the transaction without displaying the warning message, there may be certain cash reports with erroneous data.

Accounts

Accounts are used to define the structure of your financial system and track and categorize specific types of transactions. Accounts are used in transactions to describe the movement of resources within your company/fund and to record and summarize the increases and decreases of their balances. You can add or change accounts at any time.

In this topic, we'll provide steps for:

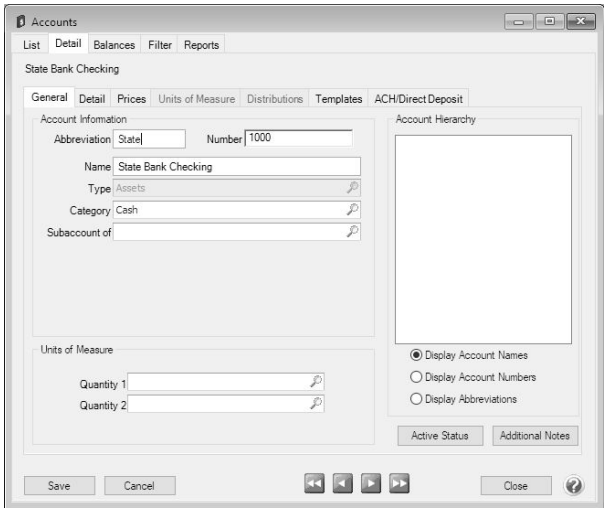
- Create an Account
- Using Sub Accounts
- Creating Accounts that Automatically Calculate Amounts in Transaction Entry

Maintenance Options for Existing Accounts:

- Edit/Change Existing Accounts
- Delete Accounts
- Change the Status (hide) Existing Accounts
- Combine Existing Accounts

Create an Account:

1. On the **Setup** menu, point to **Accounts**, and then click **Accounts**.
2. Click **New**.



3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the account by.
4. If you will be identifying your accounts with numbers, in the **Number** box, enter a number that the account can be referenced by. Account Numbers are optional.



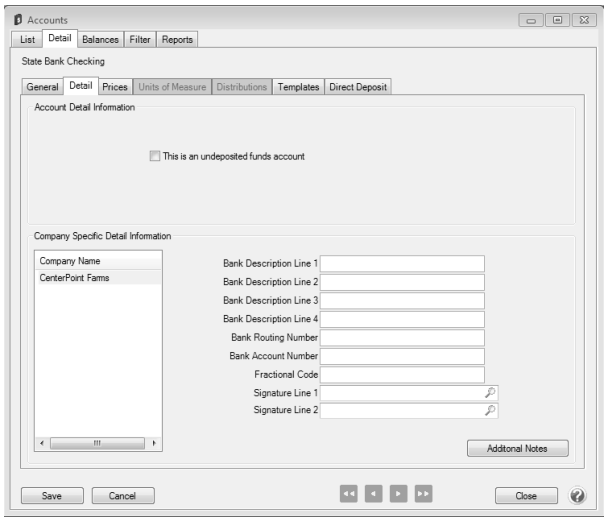
Note: The length and format (mask) of the account number are set in File > Preferences > Accounts > Account Settings.

5. In the **Name** box, enter up to 50 characters of required information that describes the account.
6. In the **Type** box, click and select an account type. Account Types are the highest level in the account hierarchy and are pre-defined. Account types determine the order your accounts print on financial statements. When an existing account is edited, the Account type cannot be changed.
7. In the **Category** box, select an appropriate account category. Account categories are the second highest level in the account hierarchy and are predefined. They define many of the characteristics of an account - the template used, the location on reports, balance details, etc.
8. If data posted to this account is to be summarized at a higher level on reports, the account that it is to be summarized at should be identified in the **Subaccount** box. Subaccounts of an another account must be in the same account category. A main account can have multiple subaccounts. Subaccounts can also have subaccounts, but you can only ever have three levels of accounts. For example, Fuel Expense is the main account, Gasoline is a subaccount of Fuel Expense and Regular, Dyed, and Diesel are subaccounts of the Gasoline subaccount. You can view the account hierarchy under Account Hierarchy on the right side of your screen. In the **Subaccount of** box, click and select a subaccount, or type a subaccount. If a subaccount is added to a parent account and the parent account has a balance, a confirmation message will display that warns you that the balance of the existing account will be moved to the subaccount and asks if you want to continue.
9. In the Quantity 1 and Quantity 2 boxes, if the account that you are creating can be identified with a quantity value, click and select an optional unit of measurement, or type a unit of measurement. For example, you might select gallons for a Fuel Expense account.
10. When an account is a subaccount of another account, view the hierarchy under Account Hierarchy. You can choose to view the hierarchy by account name, account number, or abbreviation.
11. To add notes to this account, 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. To activate/deactivate an account for a specific company/fund, from the List tab, right-click on the account, select/unselect the check box next to the company/fund you want to activate/deactivate the account in or to activate the account in all companies/funds click Activate All and to deactivate the account in all companies/funds, click Deactivate All. When you activate/deactivate accounts from Setup > Accounts > Accounts, the account will also change on Setup > Companies/Funds > Account List tab accordingly.
13. Click the **Detail** tab. The information on the Detail tab changes based on the properties of the account category assigned to the account. Complete all required fields (for example, Offset Account).

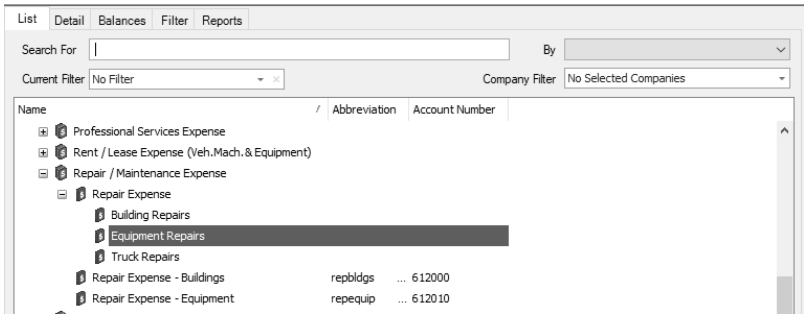


Note: The fields included on the Details tab differ depending on what account category is assigned to an account.

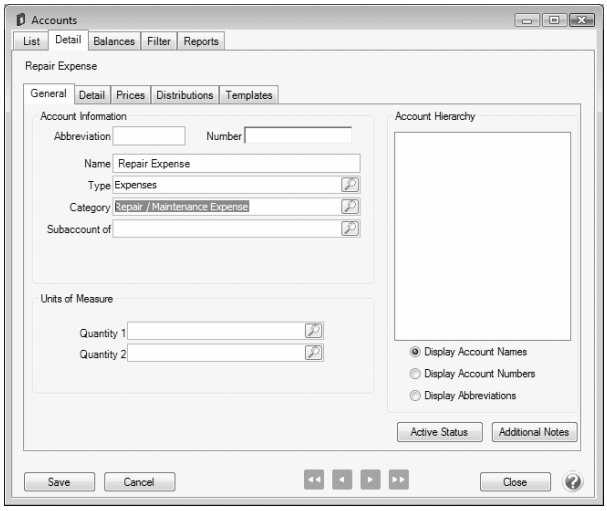
14. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

Using Subaccounts

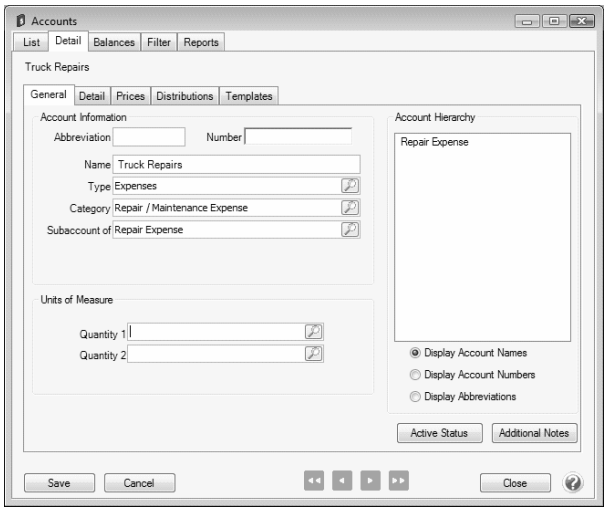
Subaccounts allow you to group similar accounts and gives you the option to summarize or detail those account balances on financial reports. The use of subaccounts is optional. When using subaccounts, the summarizing account and all detail accounts are setup as Accounts. In the example displayed below, the Building Repairs, Equipment Repairs and Truck Repairs are all subaccounts of the Repair Expense account.



1. Using the steps in the above *Creating an Account* section, create a main account that will be used to summarize a group of sub-accounts. This main account is referred to as a Level 1 account. In our example, we'll setup an account called "Repair Expense".

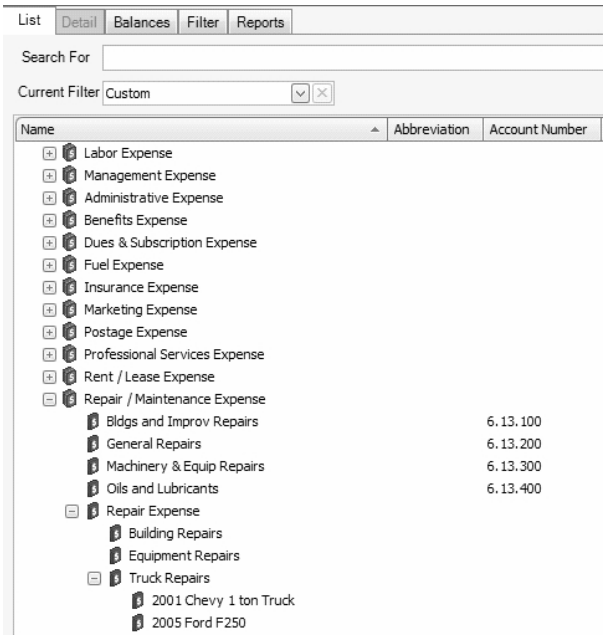


2. Follow the *Creating an Accounts* steps again to create subaccounts of this new account. Prior to clicking Save on the new sub-accounts specify the Level 1 account (in our example, Repairs Expense account) in the **Subaccount** field. Subaccounts are referred to as a Level 2 account.



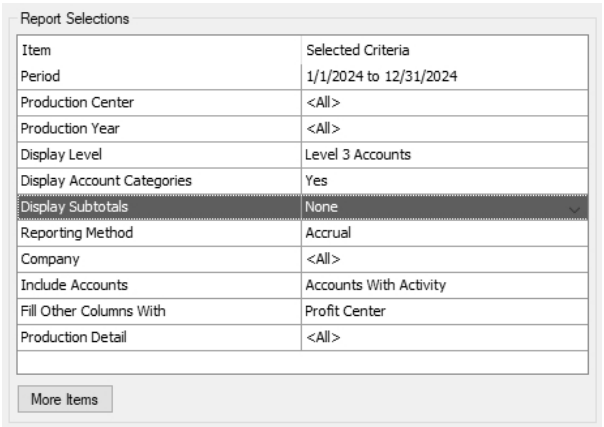
3. When adding any additional accounts that should be part of the "Repairs" group, assign the Repairs Expense account in the **Subaccount** of field.

Note: you can also create Level 3 accounts (subaccounts of subaccounts) by creating an account that has a subaccount assigned in the **Subaccount of** field.



Printing Financial Statements With or Without Subaccount Details

When printing Financial Statements, the **Detail Level** field in **Report Selections** allows you to decide how much detail to include on the reports when using subaccounts.



- If **Level 3** is selected in the **Detail Level** field, all accounts and their balances will displayed.



Note: In this example, if we had selected Level 2 instead, the 2005 Ford F250 would not have been displayed as it's a Level 3 account (subaccount of a subaccount).

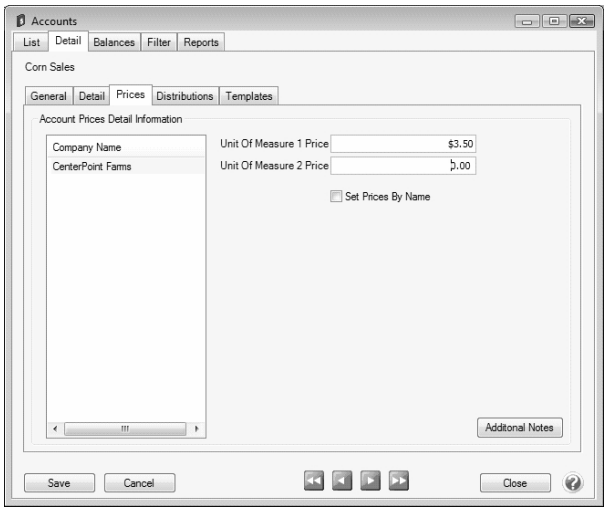
- If **Level 1** is selected in the **Detail Level** field, only the level 1 accounts will be displayed. All sub-account balances be summarized to the Level 1 account.

Repair / Maintenance Expense	
General Repairs	150.32
Machinery & Equip Repairs	8,917.42
Repair Expense	14,779.36

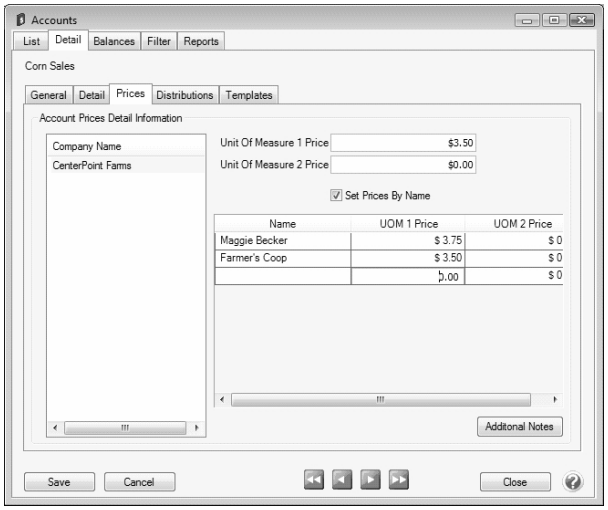
Accounts that Automatically Calculate Amounts in Transaction Entry

An account can be setup with a price assigned to it so that instead of entering in the amount during a transaction, you can enter the quantity and have the amount calculate based on the account price set up for the account. Additionally, you can record a different price for each customer or vendor that this account is used for. This process is normally done on revenue/income accounts.

1. Using the steps outlined above in *Creating an Account*, create a new or edit an existing sales account.
2. Prior to saving the new account, select the **Prices** tab.



3. Specify a price in the **Unit of Measure 1 Price** field.
4. If you prefer, select the **Set Prices by Name** field so that you can specify different prices depending on whom the product is sold to.



5. Click **Save** to save the account and return to the List tab, or click **Close** to save the account and close the Accounts screen.

Maintenance Options of Existing Accounts

Edit/Change an Existing Account

All information on an existing Accounts can be modified. All history and balances will stay with the Account.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Edit** (or simply double click on the appropriate Account). Edit the details as needed.
3. Click **Save** to save the Account and return to the List tab, or click **Close** to save the Account and close the Account screen.

Delete an Existing Account

The delete button completely removes a Account 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 Account 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. Select **Setup > Accounts > Accounts**.
2. Select the Account to be changed and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

Change the Status of an Existing Account

Accounts that are no longer being used, but have history, can be deactivated.



Note: Accounts may not be deactivated if there are active lower level accounts or active items. On transaction screens, the list of Accounts will only include active names. Filters can be created in reports, lists, etc. to only include active Accounts. Accounts can be active for some companies/funds, and not for others. Accounts may not be activated if the higher level account is inactive.

1. Select **Setup > Accounts > Accounts**.
2. Right-click on the appropriate Accounts and select **Activate/Deactivate**. Select the companies/funds the Accounts is inactive in, and then click **OK**.

Combine Two Existing Accounts

The combine button allows you to combine two existing Accounts. For example, if the same Account was inadvertently setup twice and both used on transactions. The combine button allows you to combine all history and balances for the two Accounts and remove one of the Accounts. **Note**: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. Select **Setup > Accounts > Accounts**.
2. Select the Account to be combined with another and click **Combine**. The Account selected in this step is the item that will be removed after the two Accounts are combined.
3. In the **Combine** screen, select the Account it should be combined into and click **OK**.

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.

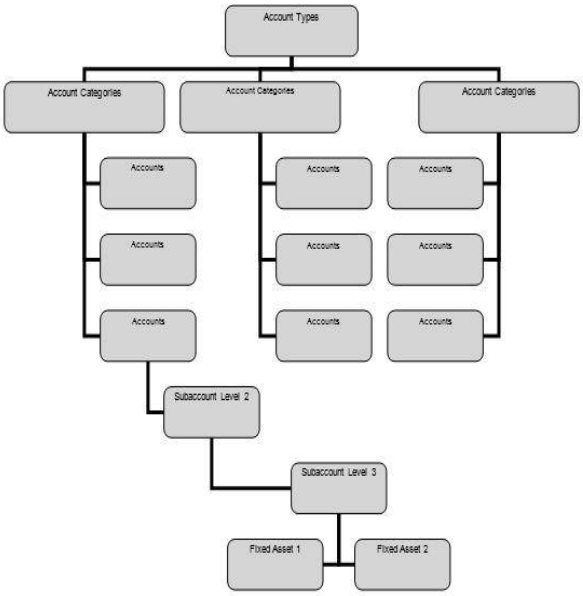
The CenterPoint Payroll account structure and the way that it integrates with CenterPoint Payroll is flexible enough to allow the posting of payroll transactions so that they best fit the accounting methods used by your company. An example of this is if you are using accrual accounting, you may want 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. Payroll vendors are used while setting up payroll liabilities to identify the vendor to which the liability is paid. Checks can be written to payroll vendors or a payroll vendor can be used to record payments made electronically. 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. See the Payroll Vendors video for additional information. 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.) to be paid by the employer. CenterPoint allows you to set up payroll liabilities in two different account categories: “Payroll Liabilities” or “Other Current Liabilities”. The 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”. When a pay run is posted, accounts for taxes and deductions in the "Payroll Liabilities" account category create an accounts payable under the vendors they were tied to during their setup and accounts in the "Other Current Liabilities" account category do not create an accounts payable but still update the liability balance. Reports (such as the Deductions & Benefits Liability and the Tax Liability reports) can be printed to see the balance due amounts.

If you are using CenterPoint Payroll with another CenterPoint product (integrated), the CenterPoint Payroll program needs additional 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.

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

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 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

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.

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.

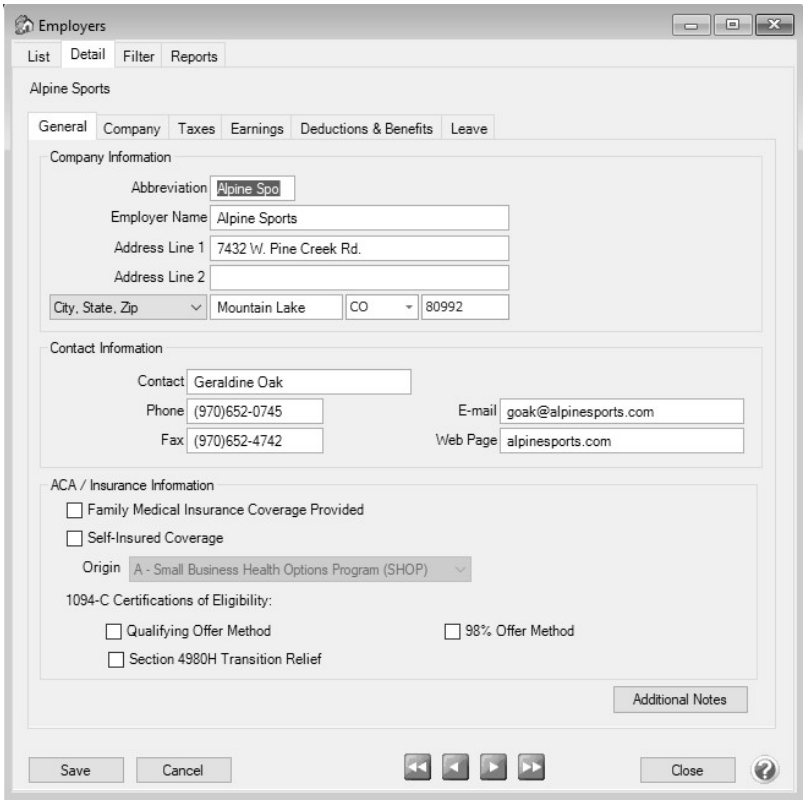
If you are creating a new database, we suggest you use the Payroll Setup Wizard to create your employer. Please see the topic *Using the Payroll Setup Wizard*. You will be prompted to use the Payroll Setup Wizard when you select a payroll item and no employer exists yet.

If you desire, you can create an employer without using the wizard.

1. Select **Setup > 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 > 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.

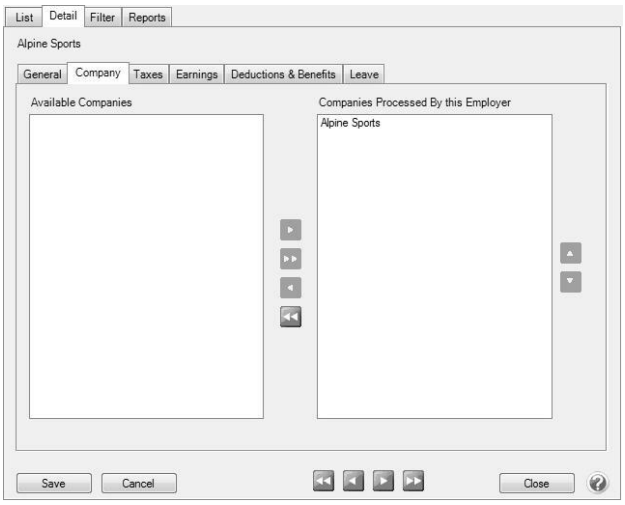
- D - Individual market insurance.
- E - Multi-employer plan.
- F - Other designated minimum essential coverage.
- G -Individual Coverage HRA (Health Reimbursement Arrangement)

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.

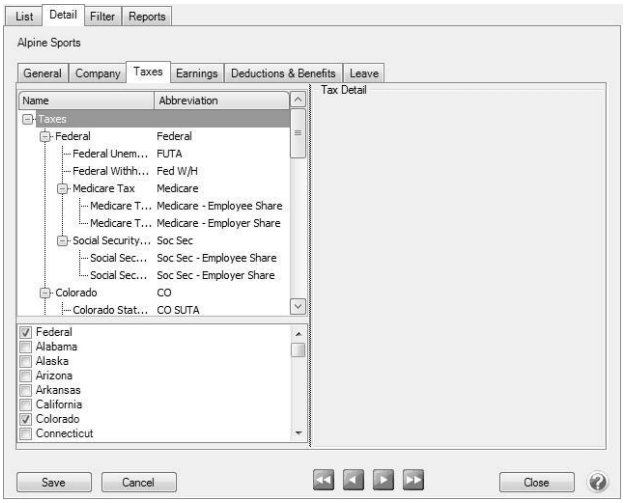


2. Select the companies processed by this employer by using the green arrow buttons to move the selected companies to the right. It is possible to have one employer process payroll for multiple companies but this is usually a one-to-one relationship. Once this is setup, it usually does not need to be changed.

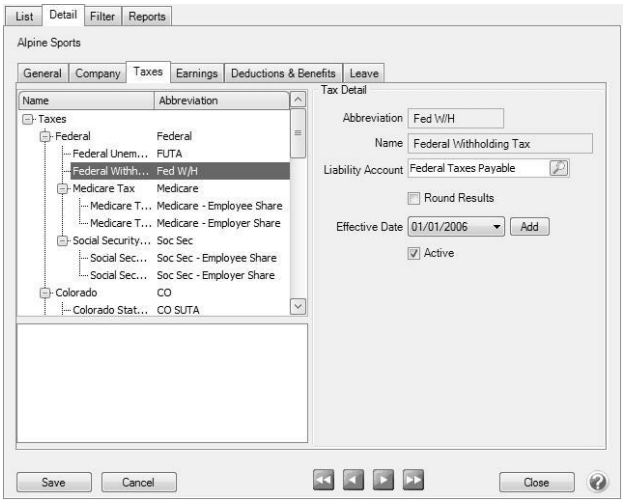
Note: If the company has been used in a pay run or a time sheet, a warning will display if a company is moved from the Companies Processed by this Employer column back to the Available Companies. The message will display as: "This company has been used on a Pay Run or Time Sheet. Removing it from this Employer may result in unwanted behavior and reporting issues."

Step C - Taxes tab

1. Click the **Taxes** tab



2. 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.



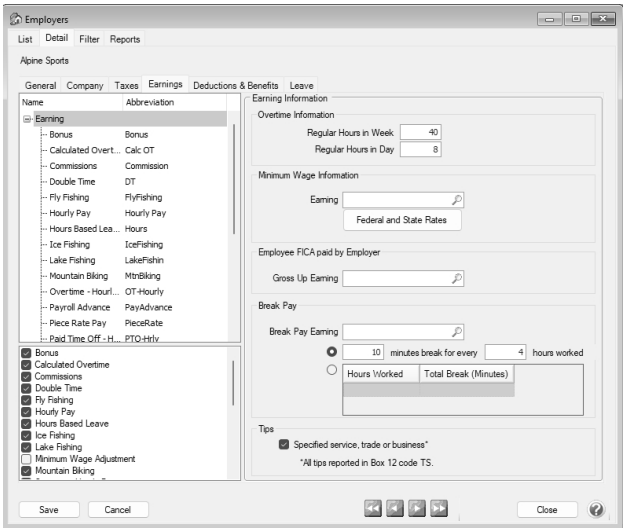
You can add additional taxes or change the tax details as needed. For example, to change the State Unemployment Rate, select the **State Unemployment Tax** on the left side of the screen to display the **Tax Details** on the right. Enter the new **Rate** and click **Save** or if you are not subject to 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.

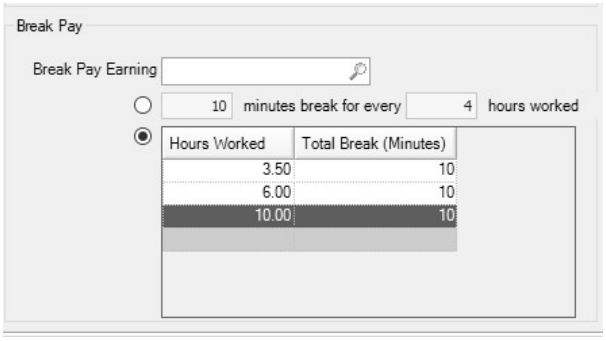
Step D - Earnings tab

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.



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 three10 minute break after 10 hours, select the **Hours Worked/Total Break (Minutes)** option and define the table as follows:



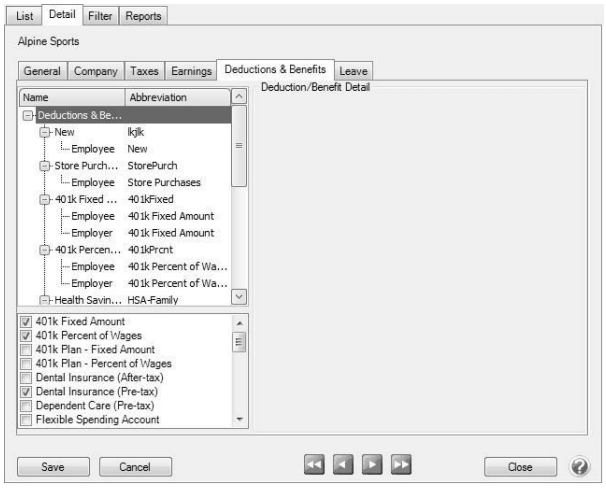
8. If your company is a specified service, trade or business, select the Specified service, trade or business check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic.
9. If an earning is associated with a default **Profit Center/Department**, **Production Center/Location**, **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.

10. For more information about adding earnings, follow the Earnings procedure.

Step E - Deductions & Benefits tab

1. Click the **Deductions & Benefits** tab.



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 with 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.

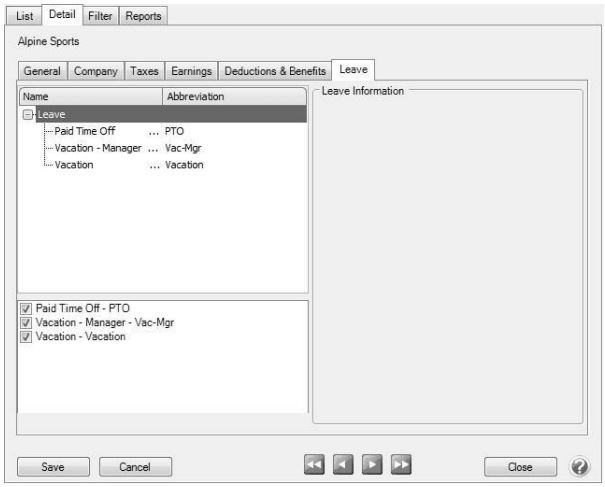
Note: Expense and Liability accounts are required and verified when saving or navigating away from the Deductions & Benefits tab.

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.



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 > 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**.

Payroll Vendors

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

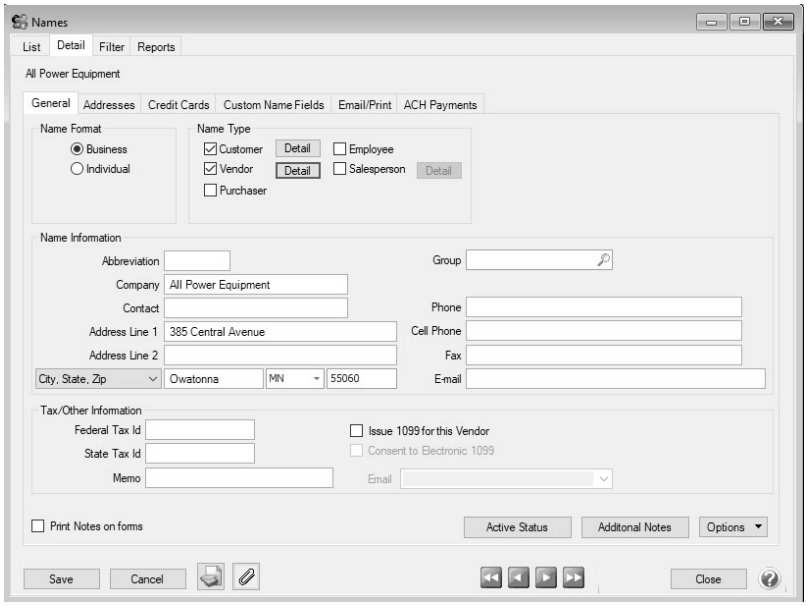
Change the Status (Activate/Deactivate) of a Name

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.

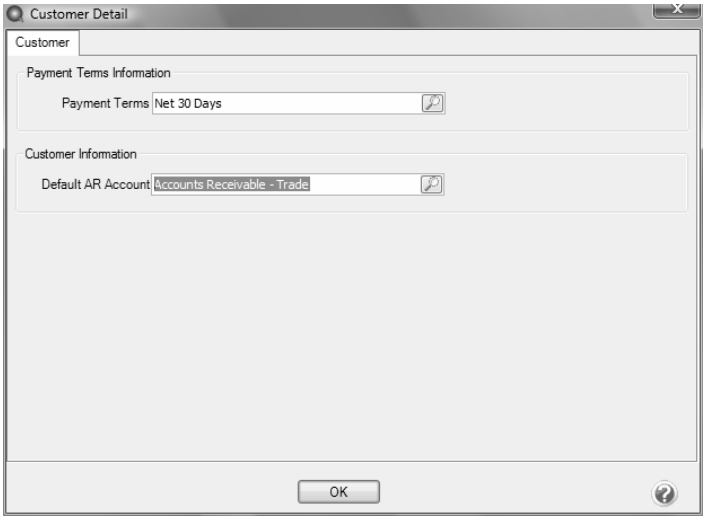
Note: To set a default for any of the fields on the screen, right-click and select Set As Default. For example, if most of the names you enter are for a particular State, you can set that state as the default that will display. To clear the default, right-click and select Clear Default. If you want to 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.



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.

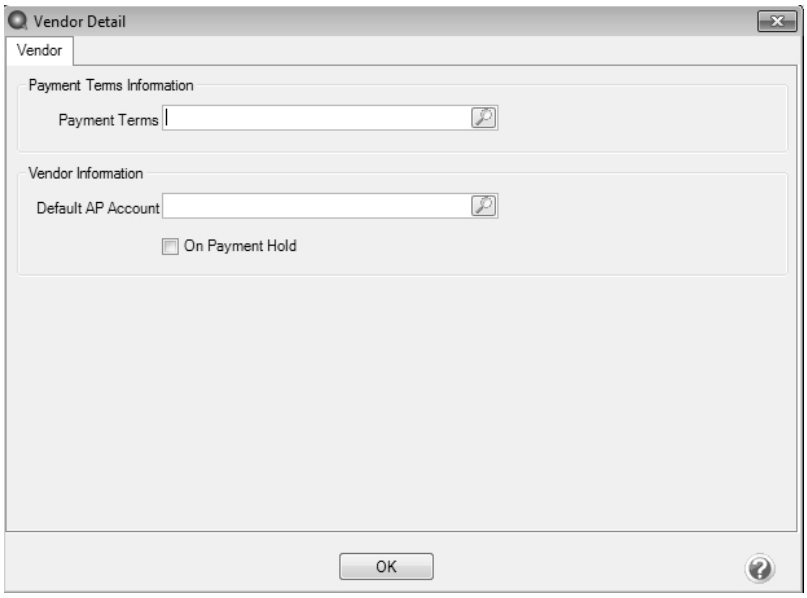


- In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.

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.



- 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 **Suffix**, **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

20. 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

21. 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

22. 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

23. 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.

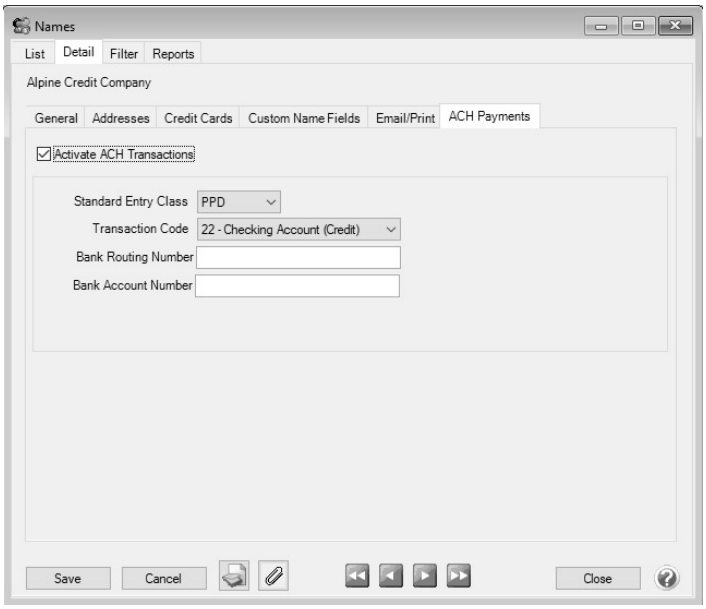
    The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. .The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase 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

24. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the ACH Setup & Processing document for more information.

25. To activate ACH electronic payments for this name, select the **Activate ACH Transactions** check box.



26. 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.

27. 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)**

28. 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.
29. 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.

30. Click **Save**.
31. 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**.

Understanding Payment Terms and Discounts

Payment terms are used on vendor and customer invoices to calculate due dates and early payment discounts. When an invoice is entered, the due date and early payment discount due date will automatically calculate based on the invoice date and payment terms used in the transaction. The due date will then be displayed on aging reports and can be used to select A/P invoices to be paid.

When early payment discounts are used, the discount will be calculated automatically when a payment is entered that meets the date criteria of the discount.

Step 1: Create a Payment Term (Option A and B)

Option A: Create a Payment Term Due in a Number of Days (Net Terms)

Option B: Create a Payment Term Due on a Certain Day

Step 2: Assign to Customers or Vendors (optional step)

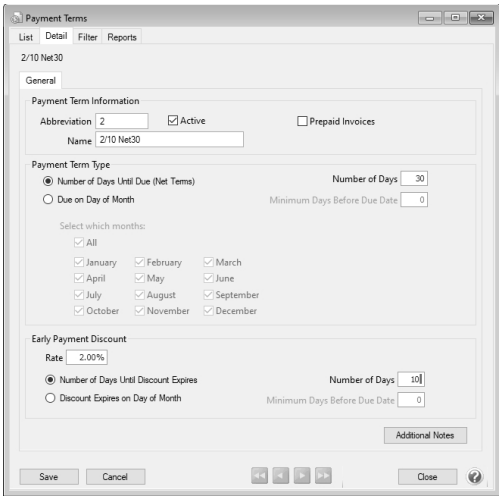
Step 3: Using Payment Terms when Invoicing

Step 1: Create Payment Terms

Payment terms can be set up to calculate the due date two different ways; by the number of days until due or due on a specific day of the month. If a payment term is set to Prepaid Invoices, a due date is not calculated; it will require the invoice be paid in full at the time it was entered. An unlimited number of payment terms can be created.

Option A: Create a Payment Term Due in a Number of Days (Net Terms)

1. Select **Setup** > **Names** > **Payment Terms**.
2. Click **New**.



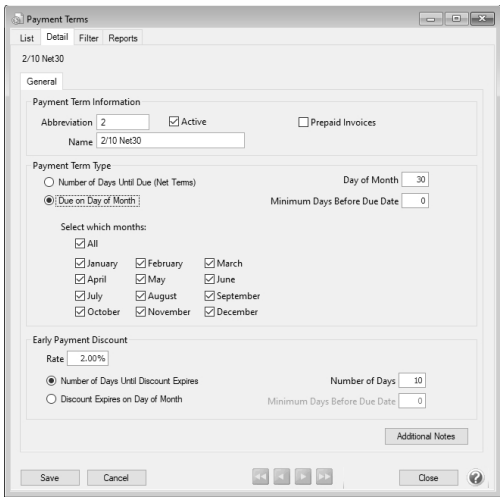
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the payment term by. For example, N30 for Net 30 or 10 for Net 10.
4. In the **Name** box, enter up to 30 characters of required information that describes the payment term.
5. Select **Number of Days Until Due (Net Terms)** to indicate that the due date will be a number of days past the invoice date.
6. In the **Number of Days** box, enter the number of days until an invoice is due.
7. In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
8. If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
9. If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box, specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
10. To add notes to this payment term, 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. Click **Save** to save the payment term.

Option B: Create a Payment Term Due on a Certain Day

1. Follow steps 1-4 from Option A.



2. Select **Due on Day of Month** to indicate that the due date will be a number of days past the invoice date.
3. In the **Day of Month** box, enter the day of the month an invoice is due.
4. The **Minimum Days Before Due Date** allows you to specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
5. **Select which months** the terms apply to. For example, if the payment term is for a quarterly payment due on the 30th of the following month after of the quarter end, select April, July, October, and January.
6. In the **Rate** box, enter the percentage that should be used to calculate the discount if the invoice is paid within the days specified in the Number of Days or Day of Month box depending on the Early Payment Discount option you choose below. If discounts are not used, this field can be skipped.
7. If the early pay discount is offered for a specific number of days, select **Number of Days Until Discount Expires** and enter the **Number of Days**.
8. If the early pay discount is offered until a specific day of the month, select **Discount Expires on Day of Month**, enter the **Day of the Month**, and in the **Minimum Days Before Due Date** box, specify if the due date calculated is during the current month or the next month. Normally the same number entered in Day of Month will be entered in Minimum Days Before Due Date. This will force the system to always calculate a due date in the following month. Example: If the Day of Month is set to 27 and an invoice is entered with an invoice date of 2/15, the due date will be 2/27 UNLESS 27 has been entered in the Minimum Days Before Due Date. If 27 was entered in that field, then it will be due 3/27.
9. Click **Save** to save the payment term.

Step 2: Assign Terms to Customers, Vendors, or Names.

A default payment term can be assigned to each vendor, customer, or name. Once assigned, each invoice entered for that vendor, customer, or name will use the assigned terms code by default.

1. Select **Setup > Customers** or **Vendors** or **Setup** > **Names** > **Names**.
2. Select the customer or vendor and click **Edit**.

   Or select the name and click **Edit** and click on the appropriate **Detail** button.
3. In the **Payment Terms** box, select the terms this customer, vendor or name will most commonly use
4. Click **Save**. Repeat these steps for each vendor, customer, or name that should have a default terms code assigned.

Step 3: Using Payment Terms when Invoicing

When entering invoices for vendors or customers you can supply payment terms that will automatically calculated a due date for the invoice. If default payment terms were assigned to the vendor or customer, their invoices will automatically default to using those terms. The default payment terms can be overwritten during invoicing. The terms and due dates can also be included on the printed A/R invoice.

If the payment terms assigned to an invoice includes discounts for early payments and a payment is entered that meets the requirements of an early payment discount; the discount will be calculated and deducted automatically.

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. If your scanner is connected to your computer and is operational but does not appear in CenterPoint under the Available Scanner list in File > Scanners, verify that the latest drivers are installed by downloading and installing them from the manufacturer's website. Sometimes manufacturer installers will include options for basic and full drivers, please install the full drivers for maximum compatibility.

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 Software 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 Software 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**.

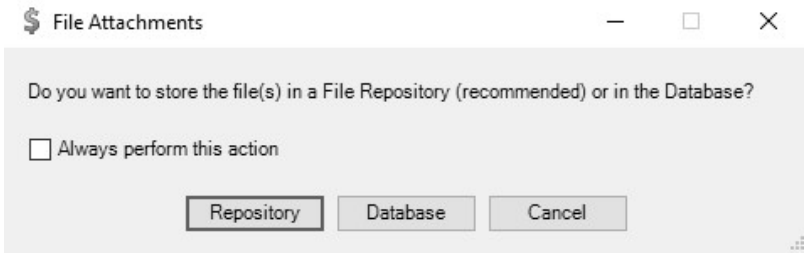
Display File Size Warning Message

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:
    1. 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 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 > 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

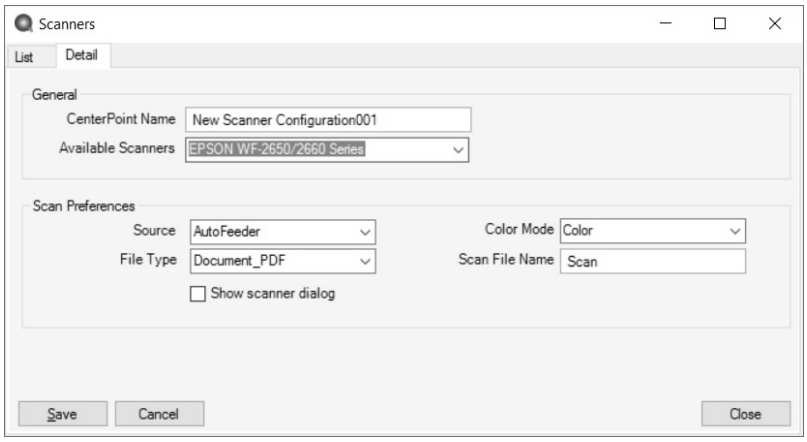
Documents can be attached on the to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices (both basic and detail), General Journal Entries, and Bank Reconciliation.. 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.

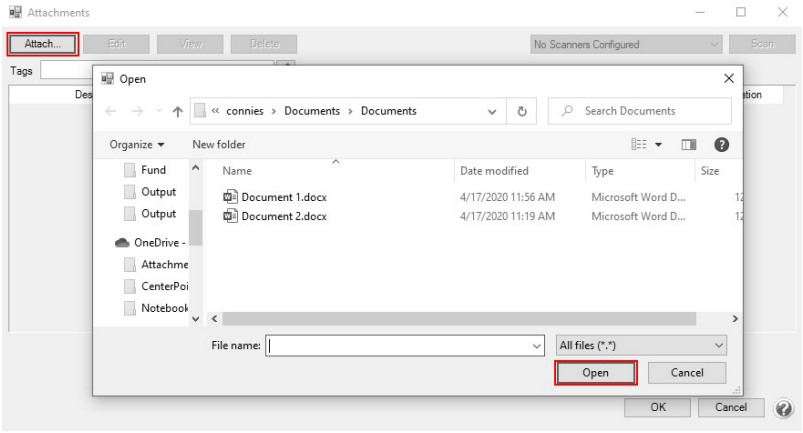
5. Continue with the After Documents are Scanned or Attached section in this document.

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.



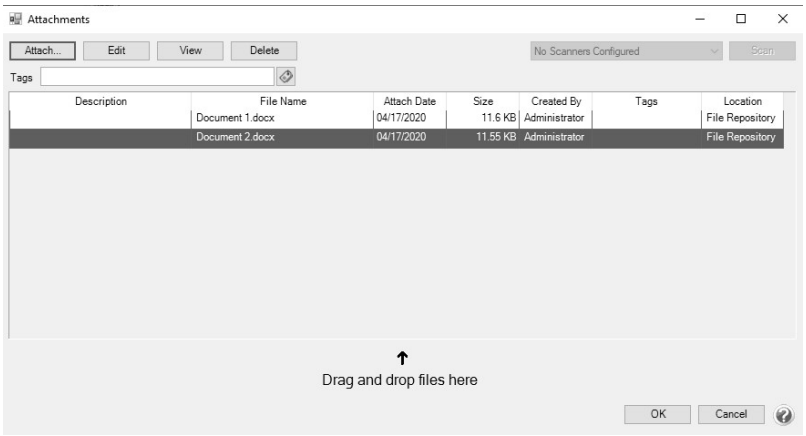
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    - To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
    - To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter 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 inovice 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

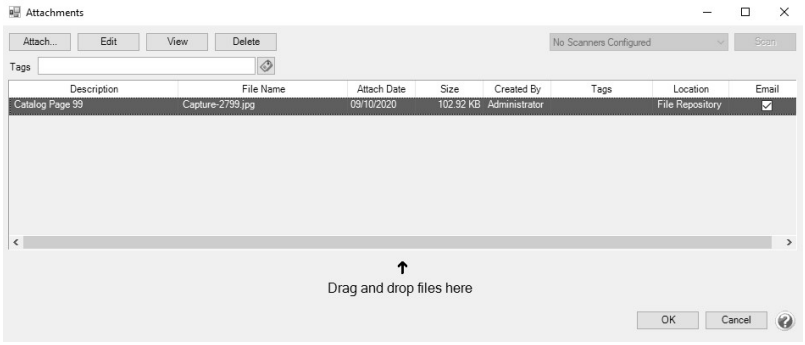
After you scan, drag and drop, or attach a file, the Attachments screen automatically displays as follows:.

- From Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Receipts, Bank Reconciliation, and General Journal Entries.

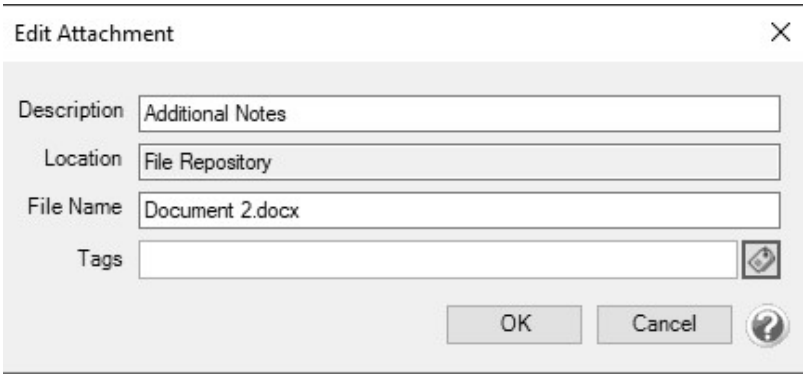


OR

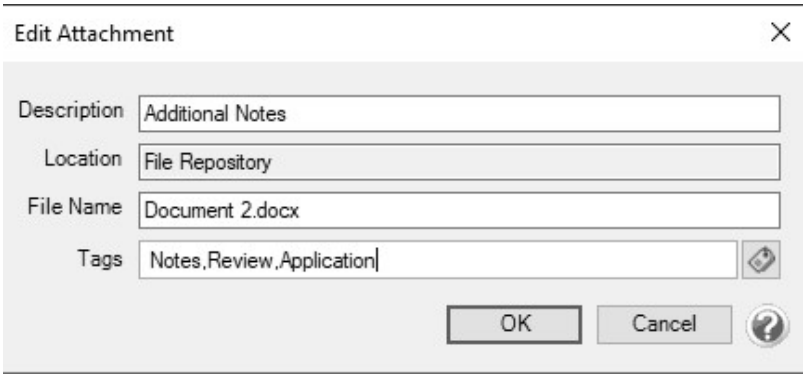
From the following Transaction screens: Sales Orders, Sales Order - Quick Entry, Customer Invoices (both basic and detail), and Customer Invoices - Quick Entry:



- 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.



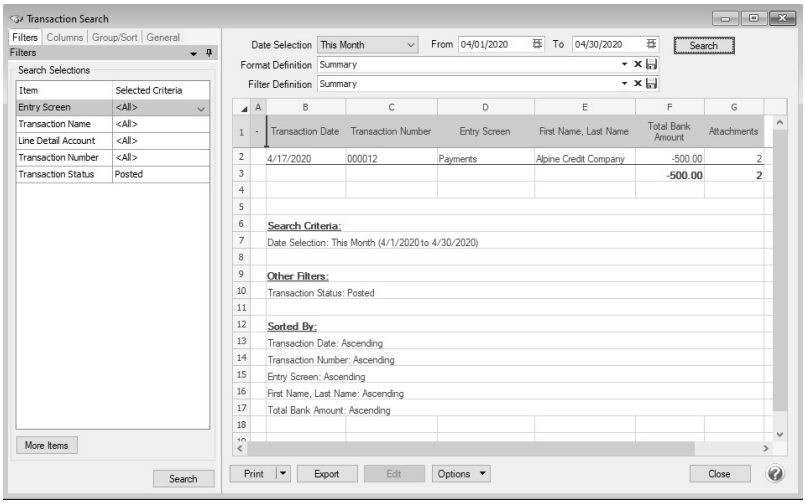
Note: To see a list of all tags, go to **Setup** > **File Attachments** > **File Attachment Tags**. From this maintenance screen you can:

- 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

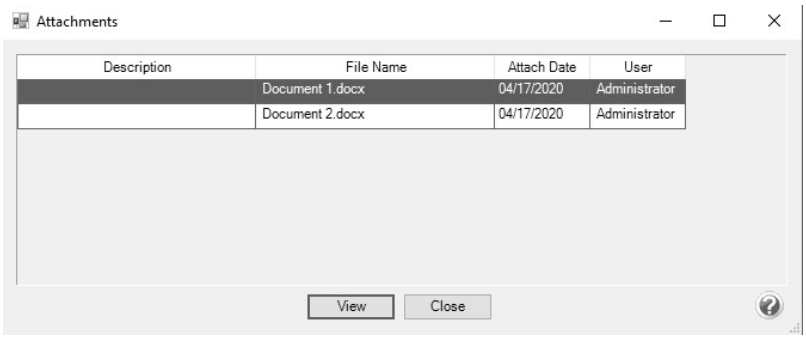
Transaction Search

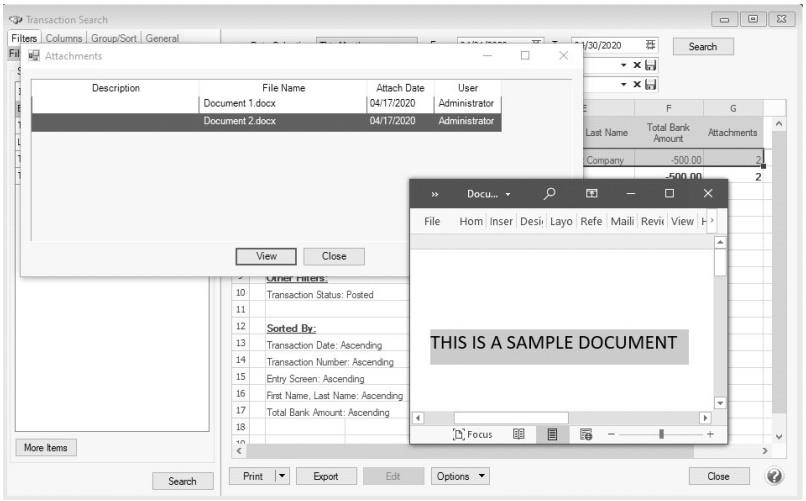
1. Select **Processes > Transaction Search** o**r Reporting Tools > Transaction Search**.
2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you 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**.



6. An **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.

7. 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**.





8. Click **Close**.
9. 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

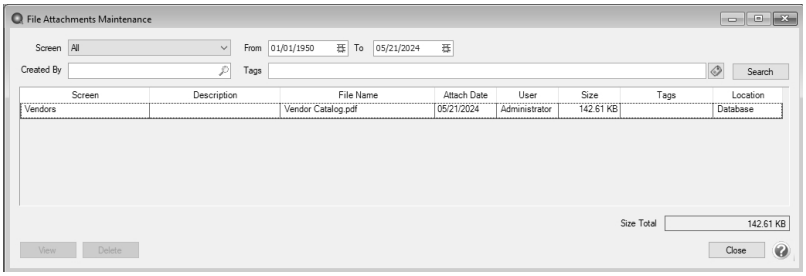
1. Select the appropriate setup screen, for example Setup > Employees, Setup > Customers, etc.
2. Select a record and then click **Edit**. Click the green arrows to move through your records.
3. Records with a yellow Paperclip button indicate that the record has an attachment.
    - To view an attached 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 > 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 Technical Support center to set up your Cloud environment to allow scanning.

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

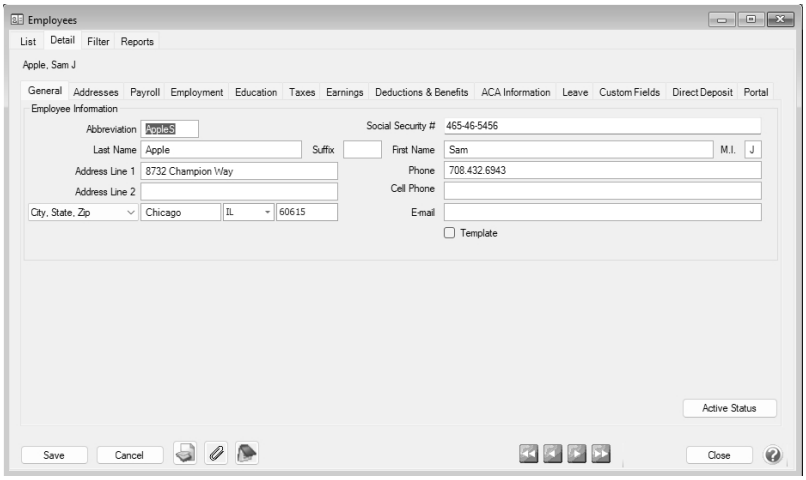
Change the Status (Activate/Deactivate) of an Employee

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.

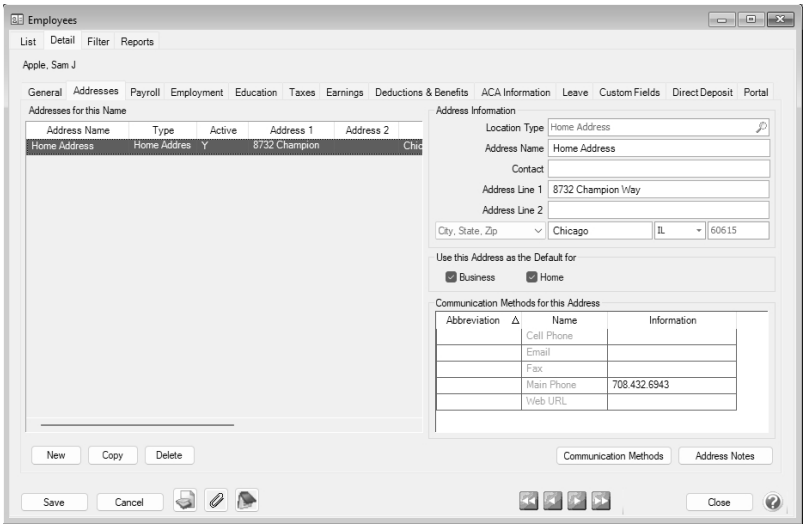
4. To add notes to this employee, click the **Notes** icon (), enter the notes, and then click **OK**. When notes are added from the Additional Notes icon, the icon will display with a yellow background.

> 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.

> Note: If you right-click in the Addresses for this Name list, you can select to display active/inactive addresses and add/remove/sort columns such as State/Province, Zip/Postal Code, etc.

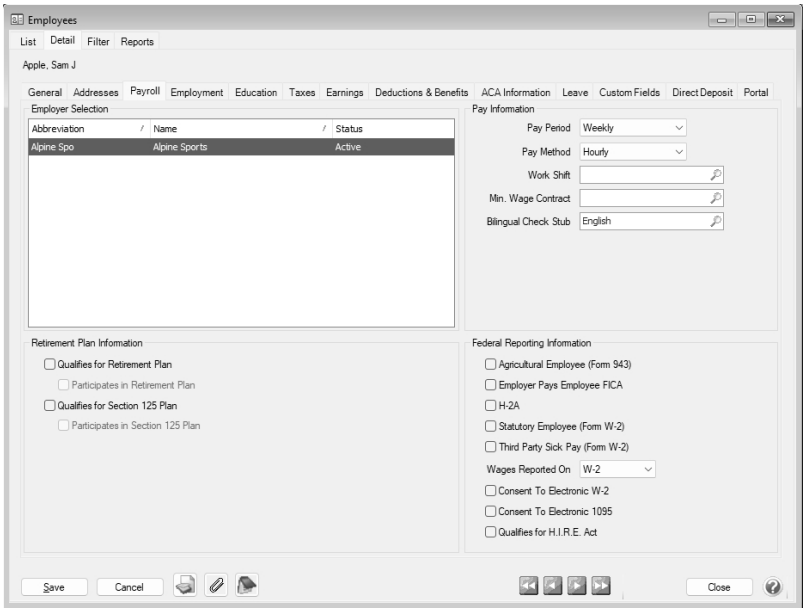


2. To add an additional address, click **New**.
   - In the **Location Type** box, select a location type. Typical location types are shipping, billing, business, etc. To create a new location type, right-click and select **New**. To set a location type as the default, right-click and select **Set As 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.
- 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.
- Enter the **City, State and Zip**.
- Under **Use this Address as the Default for**, select any combination of **Business** or **Home** to set this address as the default business or home address. Only one default business or home address (appears on the **Setup >Employees > General** tab) can exist. If a different address has already been set as the default, selecting a new default will change the default and override the previous setting.
- 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.) To create new communication methods, click **Communication Methods** at the bottom of the screen.
- To add notes about this address, click **Address Notes**, enter the notes, and then click **OK**. When notes are added from the Address Notes button, the button will display as **Edit Notes**.

Step C - Payroll Tab

1. Click the **Payroll** tab.



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.

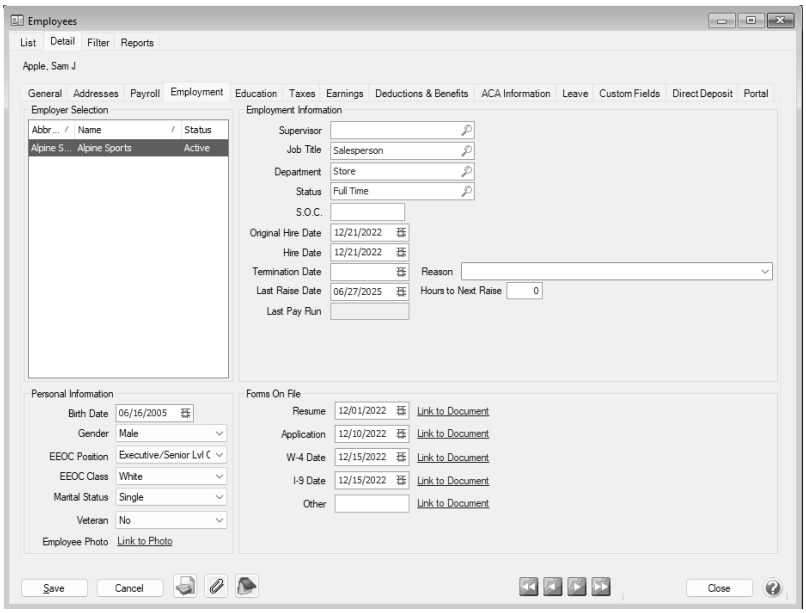
- **Agricultural Employee (Form 943)** - Select this check box if this employee is a farm worker and you will be paying wages that are subject to social security and Medicare taxes or federal income tax withholding.
- **Employer Pays Employee FICA** - Available when the Agricultural Employee check box 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)t, 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.

10. In the **Wages Reported On** box, select which form the wages for this employee should be reported on: **W-2**, **1099-Misc**, or **None**.
11. 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.
12. 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.
13. **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 **Termination Date** 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.

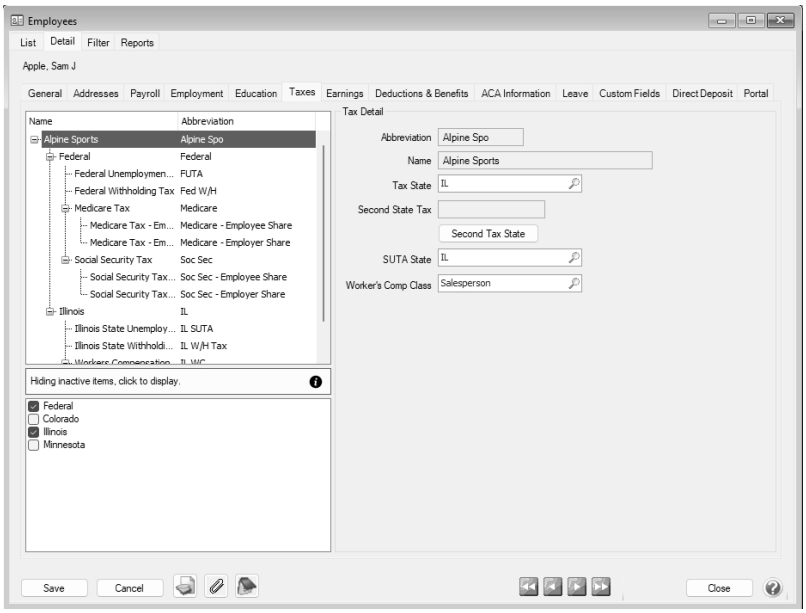
4. Complete the **Personal Information**. All information is optional.
    - In the **Birth Date** box, enter the employee birth date.
    - In the **Gender** box, select a gender. The options to select from are:
        - Male
        - Female
        - Non-Binary
    - The **EEOC Position** box is 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 **Marital Status** 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 on all income, 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. If the employee works in multiple states and is taxed on the income earned in each state, the **2nd Tax State** should be left blank. The assigned **Tax State** will be the default Tax State when time is entered, but entries in Time Sheets and Pay Employees can be assigned the correct Tax State for the earnings. Pretax deductions will be prorated by the percentage of taxable income in each state
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:

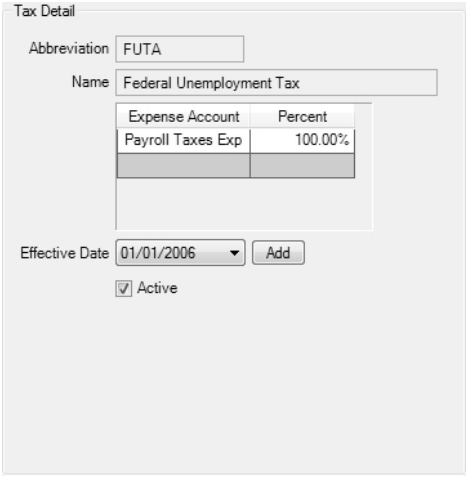
- **Expense Account** - For all employer tax expenses, the screen will default with the expense account that you specified for this tax in the employer record. You can override that account here, or you can add additional accounts and spread the expense among several accounts. Assign percentages to each line. The total percentage must equal 100%.

Note: Expense accounts are required and verified when saving or navigating away from the Taxes tab.

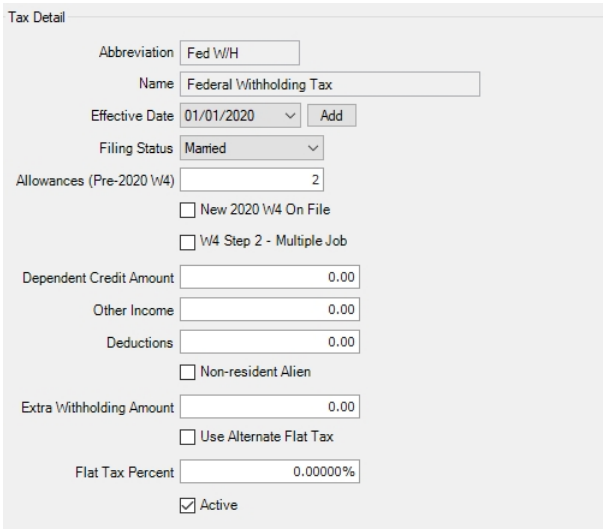
- **Effective Date** – Allows you to make changes to this setup prior to the date that the changes are to take place. When the current date is greater than or equal to the effective date, the new information will be used in calculating pay runs.

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.



Certain types of taxes have additional details:



- **Federal Withholding -**
    - **Filing Status** – 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.

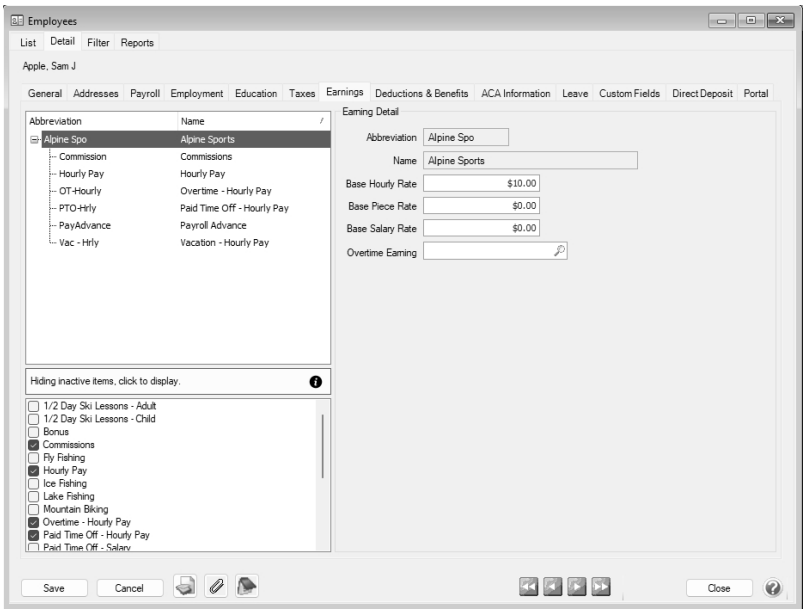
- **Use Alternate Flat Tax** – If you are entering a flat tax and want to have the tables use a specified percentage rather than the tax tables, select this check box, and then enter the flat tax percentage in the Flat Tax Percent box below.
- **Flat Tax Percent** - enter the percentage to use to calculate 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 > 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.



3. 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.

4. 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.

5. 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..

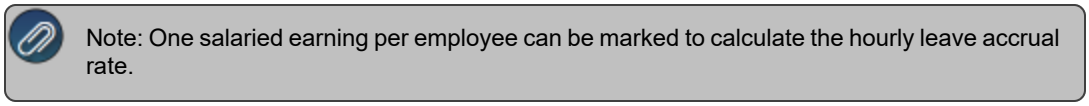
6. Click **Update**.

7. 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,schedules, and rates. Repeat for each earning.

- **Salary, Salary Leave and Bonus Earnings**
  - **Schedule** - Schedules are the combination of pay periods of a month (frequencies) that an earning is scheduled to be included in a pay run. Select a schedule for this earning, 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. For more information see the Using Schedules and Frequencies topic.
  - **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.



  - **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 removed).
  - **Pay Rate** – 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.
  - **Track Hours** – 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.)
  - **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 > 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**
  - **Schedule** - Schedules are the combination of pay periods of a month (frequencies) that an earning is scheduled to be included in a pay run. Select a schedule for this earning, 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. For more information see the Using Schedules and Frequencies topic.
  - **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.

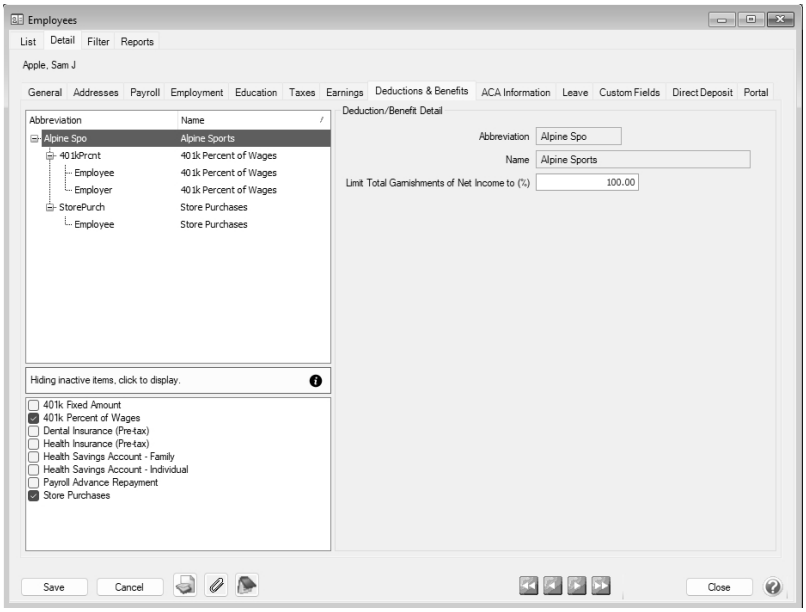
  - If a default Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, and Project was entered in Setup > Employers it will display or you can select the default Profit Center/Department, Production Center/Location, Production Year/Tracking 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** – Schedules are the combination of pay periods of a month (frequencies) that a deduction/benefit is calculated and included in a pay run. Select a schedule for this deduction/benefit, 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. For more information see the Using Schedules and Frequencies topic..
- **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

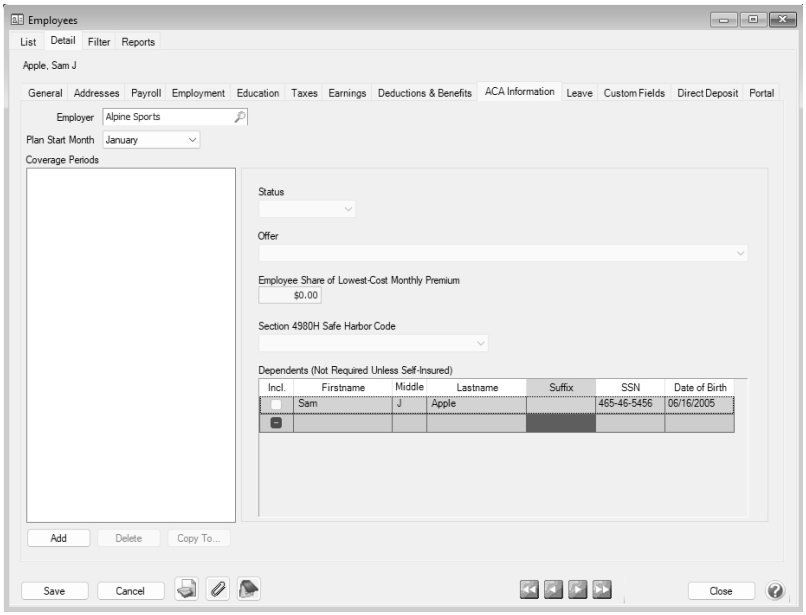
- The Garnishment deduction is 10% of the net pay.
- Since $75.00 is greater than the Maximum Reduction Amount of $50.00, $50.00 is used in the garnishment calculation.
- (500.00 - 100.00 - 50.00) *.10 = $35 is garnished from the employees wages.

- 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



For detailed information see the Affordable Care Act (ACA) procedure.

1. Click the **ACA Information** tab.
2. Select the **Employer** this employee is associated with for reporting on the 1094-C and 1095-C.
3. Select the **Plan Start Month**. This setting will update the Plan Start Month in the Employee Contact Information screen in the 1094/1095 Preparer when processing the 1095-C.
4. 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

5. Select the New Coverage Period's **Year** and **Month**.
6. Click **OK**.



Note: A coverage period can be copied 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.



Note: You can add a new coverage period to multiple employees by selecting Setup > Employees > Mass Update > ACA > Add New Coverage Period and then selecting a start month and year. You can also update the Status, Offer, Employee Share of Lowest Cost Monthly Premium, or Section 4980H Safe Harbor Code for the latest coverage period for multiple employees by selecting Setup > Employees > Mass Update > ACA Latest Coverage Period.

7. 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 (Emplyee & 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 affordabl**e - 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.

8. 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).

9. 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.

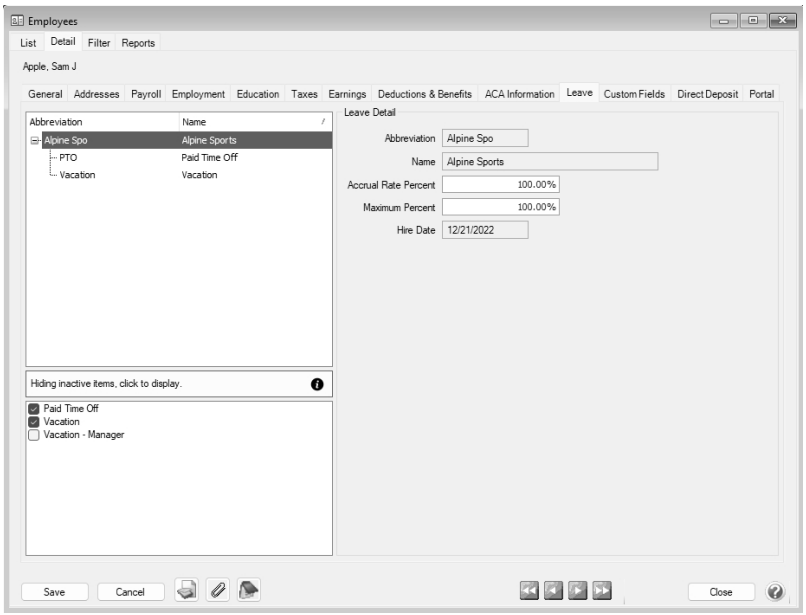
- **2G - Section 4980H - Federal Poverty Line** - Select code 2G if the employer used the section 4980H federal poverty line safe harbor to determine affordability for purposes of section 4980H(b) for this employee for any month(s).
- **2H - Section 4980H - Rate of Pay** - Select code 2H if the employer 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#d0e655under 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.

10. 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.
11. Repeat Steps 4-10 for each coverage period for this employee.
12. Click **Save**.
13. Repeat Steps 1-12 for all employees.
14. You can print the Employee ACA Setup report or Employee ACA Setup Detail report from **Reports** > **Reports** > **Payroll Setup Lists** > **Employees** to list the employee ACA setup information. By default, the Employee ACA Setup report will show employees that are not set up with ACA. To show employees that are set up, change the **ACA Setup** filter to **Yes**. The Employee ACA Setup Detail report gives a detail listing of ACA information by employee for each reporting period.

Step I- Leave Tab (If you are tracking leave balances in CenterPoint)

For detailed information see the Setting Up Leave procedure.

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 - Portal

If you are using the CenterPoint Employee Portal, see the CenterPoint Employee Portal 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

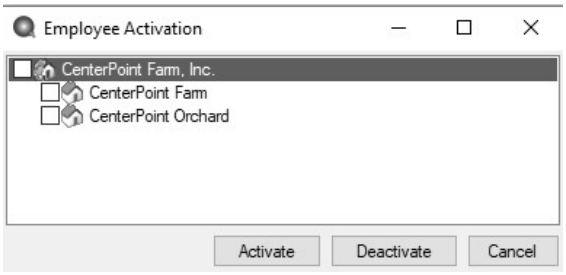
The Delete button completely removes an employee from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have an employee that is no longer working for you, but does have historical activity, please refer to the Change the Status 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**.



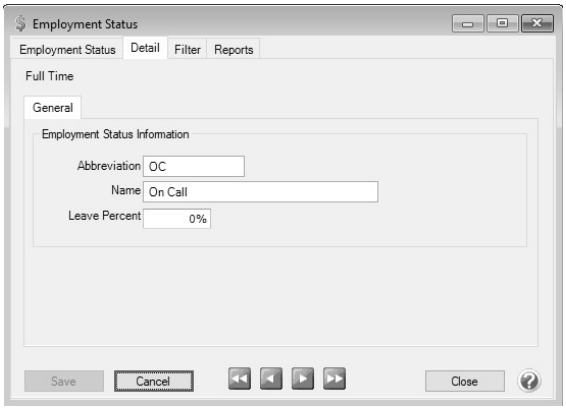
3. Select the employer and the company(s)/fund(s) to activate/deactivate and click either **Activate** or **Deactivate**.

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:

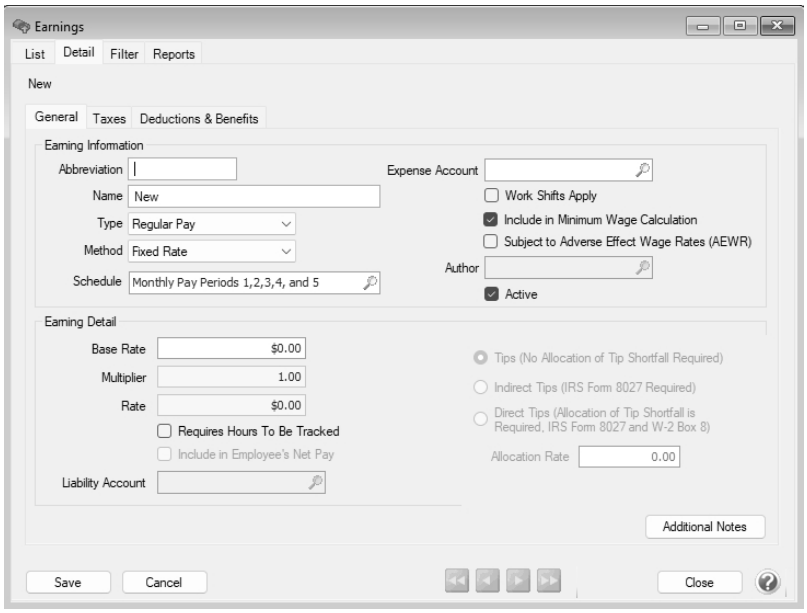
Step A - Create an Earning

Step B - Add an Earning to an Employee Record

Step C - Add an Earning to Multiple Employee Records

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.



General tab

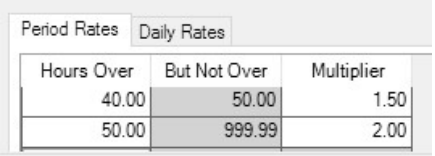
3. In the **Abbreviation** box, enter up to ten characters of information that you can easily identify the earnings by. For example, HP for Hourly Pay or S for Salary.
4. In the **Name** box, enter up to 35 characters of required information that describes the earning.
5. In the **Type** box, select 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. If this overtime is qualified overtime, select the **Qualified Overtime** check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic.
    - **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 bus-boy 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.
    - If this tip is a qualified tip, select the **Qualified Tips** check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic.
- **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:



        - 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:



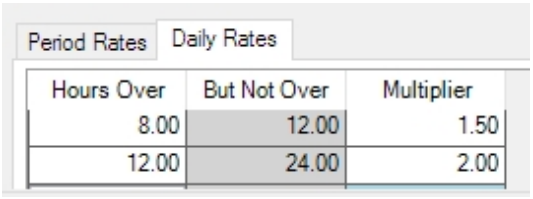
- If you calculate overtime daily, select the **Daily Rates** tab. Enter your specific overtime calculation settings by using the Hours Over, But Not Over, and Multiplier settings.

> 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:



  - 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:



- If this overtime is qualified overtime, select the **Qualified Overtime** check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic.

> 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 **Schedule** box, select when the earning should be included in the pay run. Earnings have a default Schedule of All Periods. If an earning is paid on a different schedule, for example the first and third pay periods of a month, they can be assigned to a different schedule. Schedules are a grouping of one or more earning 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 earning will be paid on the pay run. See the Using Schedules and Frequencies topic for additional information.
8. 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.

9. 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**.
10. 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.
11. 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.
12. 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 > Employers unless the Employer already has the Earning selected.
13. 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.

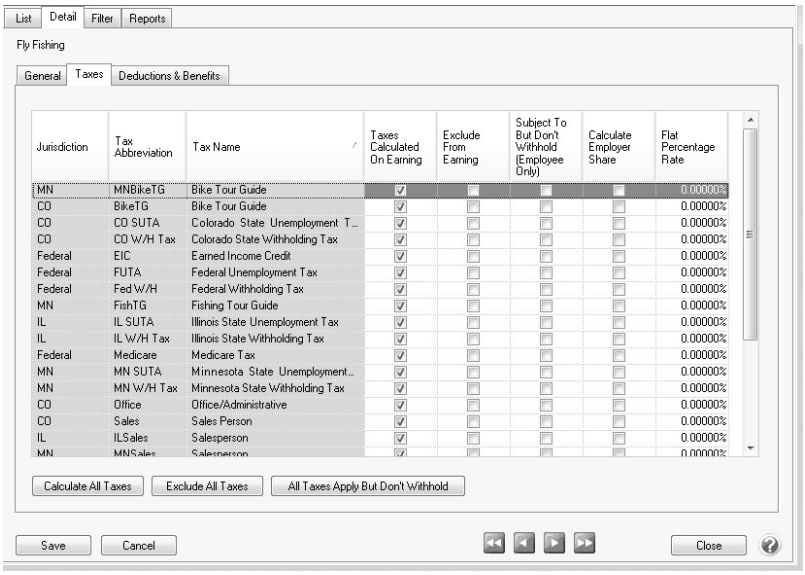
14. To add notes to this earning, click **Additional Notes**, enter the notes, and then click **OK**.



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

15. Select the **Taxes** tab. The taxes tab allows you to specify which taxes are calculated on this earning,



16. 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.

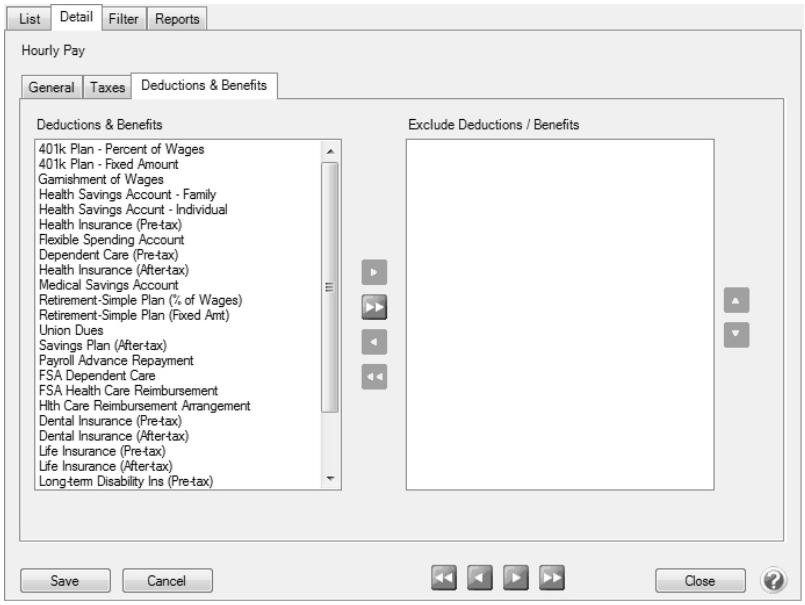
    Alternatively, you can click the **Calculate All Taxes**, **Exclude All Taxes**, or **All Taxes Apply But Don**'t **Withhold** buttons to check all the taxes for that column.

    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

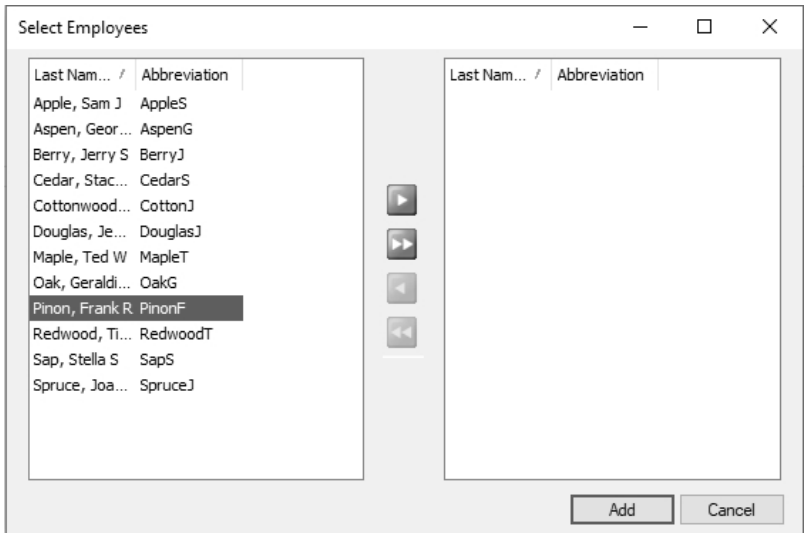
17. Click the **Deductions & Benefits** tab.



18. 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.

19. 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.

20. At the Do you want to add this earning to employees? message, click **Yes**

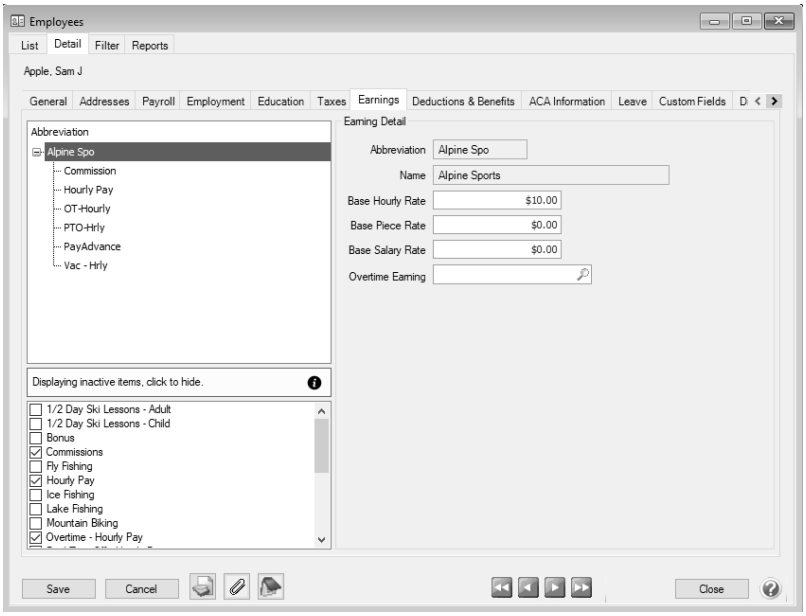


21. Select the employee that this earning should be added to and then click the right arrow  . .
22. Click **Add**.
23. At the Are you sure you want to add the earning to selected employees? message, click **Yes**.
24. Click **OK**.

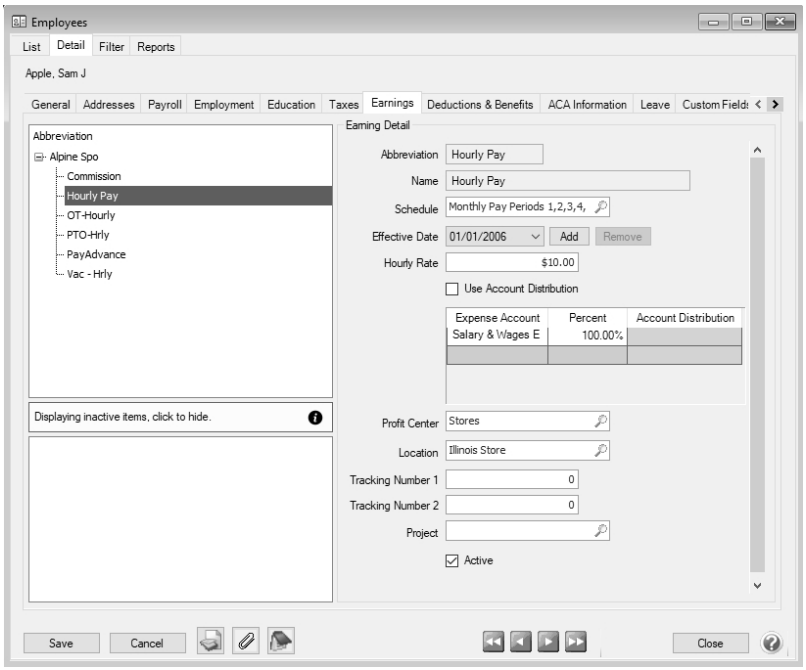
Step B - Add an Earning to an Employee Record

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 option instead.

1. Select **Setup > Employees**.
2. Select the employee requiring the earning and click **Edit**.
3. Select the **Earnings** tab.



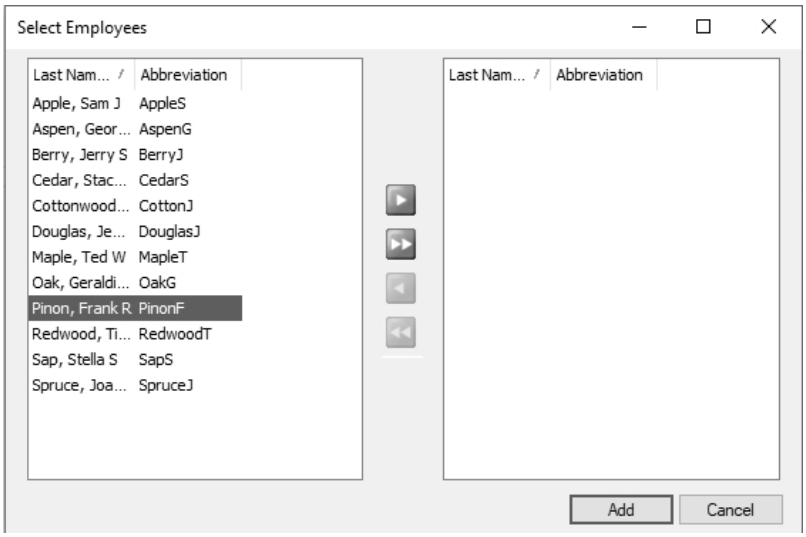
4. Select the **Employer** on the left side of the screen.
5. The list of available earnings will then be displayed at the bottom of the screen. Select the appropriate earnings. The selected items will then automatically be included in the list of earnings for this employee at the top of the screen.
6. Select the earning under the company. The details for that earning are displayed to the right.



7. 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.
8. In the **Schedule** box, select when the earning should be included in a pay run. Earnings have a default Schedule of All Periods. If an earning is paid on a different schedule, for example the first and third pay periods of a month, they can be assigned to a different schedule.
9. 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

1. Select **Setup** > **Earnings**.
2. Select the earning you want to add to multiple employee records.
3. Right-click and select **Add to Employees**.



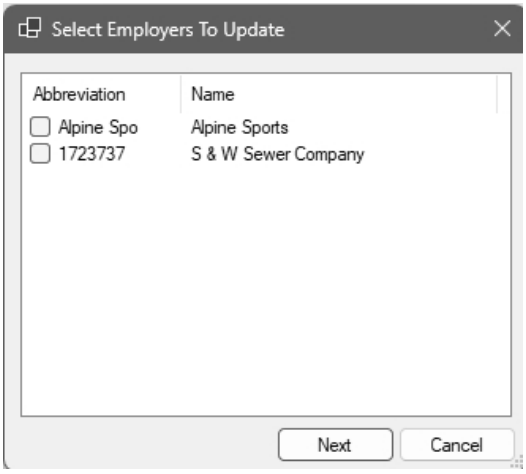
4. Select the employees that this earning should be added to and then click the right arrow . To select all employees, click the double-right arrow .
5. Click **Add**.
6. At the Are you sure you want to add the earning to selected employees? message, click **Yes**.
7. The number of employees the earnings was added to will display, click **OK**.
8. 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

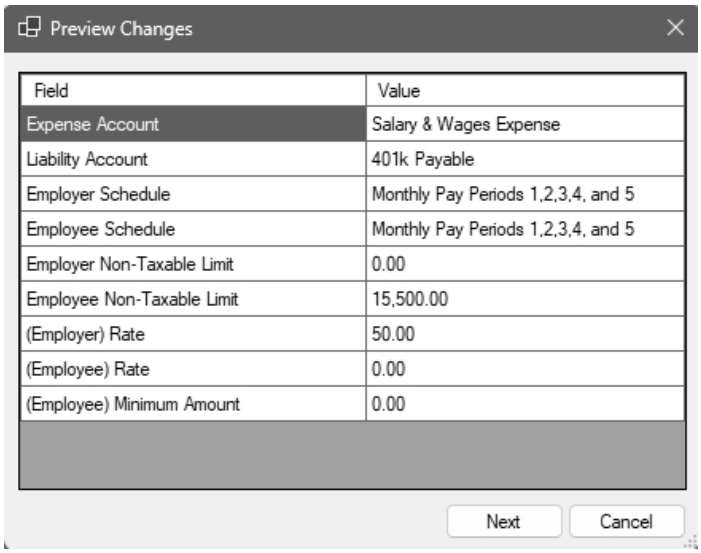
1. On the **Setup** menu, point to **Payroll Details**, and then click **Earnings**.
2. Select the earning you want to change, and then click Edit.

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**.
6. At the *Do you want to apply the current earning configuration to your employer(s)?* message, click **Yes** to view the current configuration or click **No** to save without applying to your employer(s). If you have multiple employers, select the employers you want to update and then click **Next**.



A Preview Changes screen will display with the changes that will be applied to the employer(s). Click **Next** to update and then click **OK** at the Update Complete message.



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).

- In the **Schedule** box, select when the earning should be included in the pay run. Earnings have a default Schedule of All Periods. If an earning is paid on a different schedule, for example the first and third pay periods of a month, they can be assigned to a different schedule. Schedules are a grouping of one or more earning 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 earning will be paid on the pay run. See the Using Schedules and Frequencies topic for additional information.



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.

One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips

This document outlines the functionality added to CenterPoint Payroll for the One Big Beautiful Bill Act.

No Tax on Overtime

- Step A: Designate Qualified Overtime Earnings
- Step B: Print the Qualified Overtime Earning Report

No Tax on Tips

- Step A: Designate Qualified Tip Earnings
- Step B: Assign Tipped Occupational Codes to Employees
- Step C: Designate Employer as a Specified Service, Trade or Business

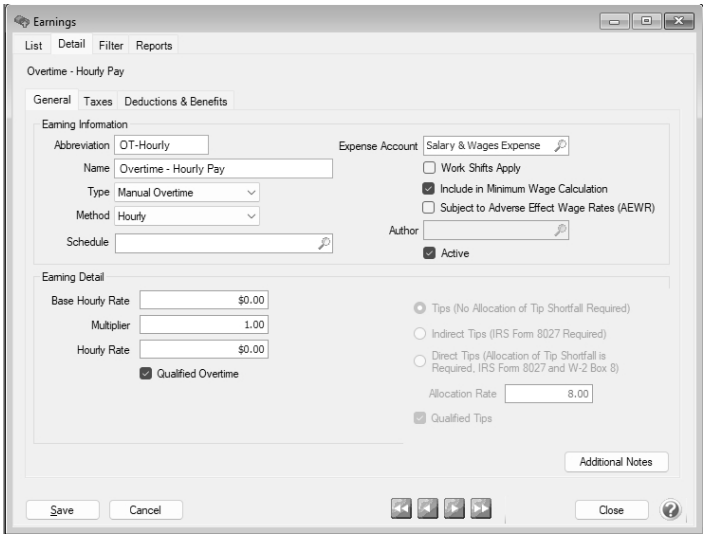
No Tax on Overtime

Qualified overtime represents the portion of compensation that exceeds the regular rate of pay, specifically the “half-time" pay. Designate qualified overtime earnings and use the Qualified Overtime Pay report to reconcile 2025 Form W-2, Box 14, or provide to employees as a supplemental report.

Step A: Designate Qualified Overtime Earnings

In 2025, qualified overtime earnings will be reported on Form W-2 , in Box 14. In 2026, qualified overtime earnings will print on Form W-2, in Box 12, Code TT.

1. Select **Setup** > **Payroll Details** > **Earnings**
2. Select an earning you want to specify as a qualified overtime earning and click **Edit**.
3. Select the **Qualified Overtime** check box. (only applies to Manual Overtime and Calculated Overtime Earning Types).



4. Click **Save**.
5. At the *Do you want to apply the current Earning configuration to your Employer(s)?* message, click **Yes**. Verify your changes and then click **Next**. At the *Update Complete* message, click **OK**.
6. Repeat Steps 1-5 for all qualified overtime earnings.

Step B: Print the Qualified Overtime Earning Report

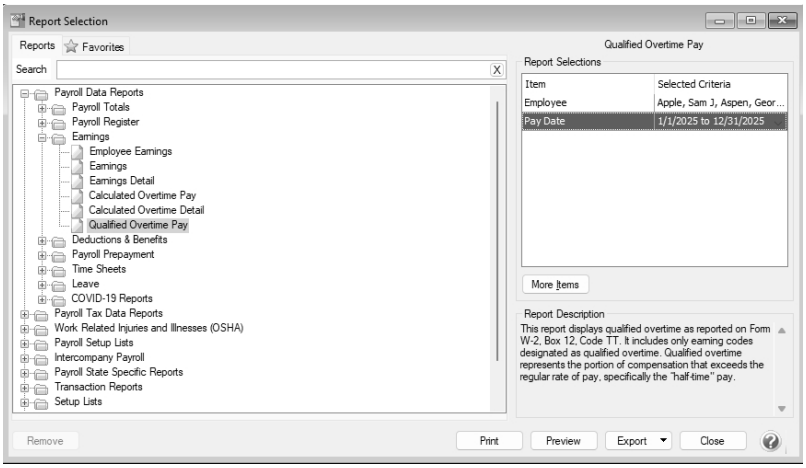
You can use the Qualified Overtime Pay report to reconcile the reported Form W-2 values or to hand out to employees as a supplemental report to show the total to be applied as a deduction on their individual tax return (employees should consult their tax preparer for guidance).

Note: Reporting qualified overtime on the W-2 is not required for 2025. As a convenience, CenterPoint can use your payroll setup and posted pay run data to calculate qualified overtime and report it in Box 14 of the 2025 W-2. Because overtime rules are complex and CenterPoint allows for flexibility in how overtime is calculated, the qualified overtime calculations may not be accurate in all situations. Overtime paid on a daily basis, calculated on leave earnings, or adjusted by a work shift may be over- or understated. Please review the results before completing W-2s. Any necessary adjustments can be made during W-2 processing in the Aatrix W-2 Preparer grid.

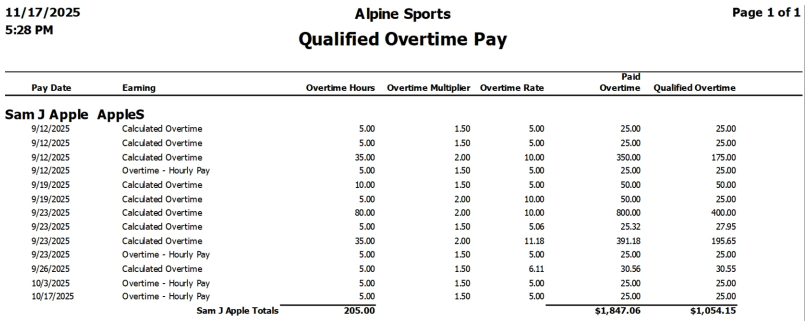
Red Wing Software will continue to monitor IRS guidance on overtime reporting requirements for 2026.

To simplify 2026 reporting, employers who pay overtime in excess of federal requirements may want to set up separate earning codes for qualified overtime and non-qualified overtime.

1. Select **Reports** > **Reports** > **Payroll Data Reports** > **Earnings** > **Qualified Overtime Pay**.
2. Revise your **Report Selections**. For example, the report can be printed for all or specific employees or pay dates.



3. Click **Preview**.



11/17/2025
5:28 PM

Alpine Sports

Qualified Overtime Pay

Page 1 of 1

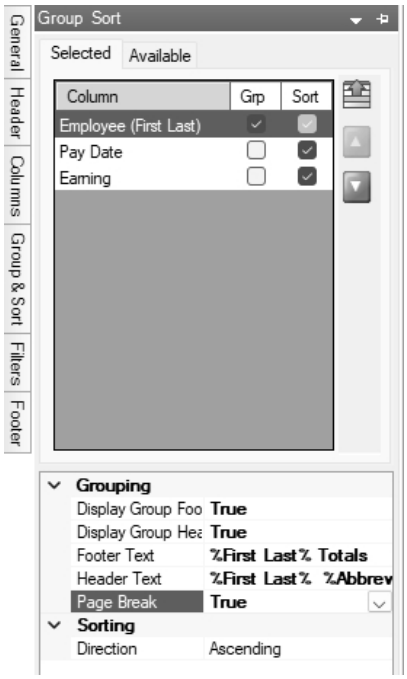
Pay Date	Earning	Overtime Hours	Overtime Multiplier	Overtime Rate	Paid Overtime	Qualified Overtime
Sam J Apple AppleS						
9/12/2025	Calculated Overtime	5.00	1.50	5.00	25.00	25.00
9/12/2025	Calculated Overtime	5.00	1.50	5.00	25.00	25.00
9/12/2025	Calculated Overtime	35.00	2.00	10.00	350.00	175.00
9/12/2025	Overtime - Hourly Pay	5.00	1.50	5.00	25.00	25.00
9/19/2025	Calculated Overtime	10.00	1.50	5.00	50.00	50.00
9/19/2025	Calculated Overtime	5.00	2.00	10.00	50.00	25.00
9/23/2025	Calculated Overtime	80.00	2.00	10.00	800.00	400.00
9/23/2025	Calculated Overtime	5.00	1.50	5.06	25.32	27.95
9/23/2025	Calculated Overtime	35.00	2.00	11.18	391.18	195.65
9/23/2025	Overtime - Hourly Pay	5.00	1.50	5.00	25.00	25.00
9/26/2025	Calculated Overtime	5.00	1.50	6.11	30.56	30.55
10/3/2025	Overtime - Hourly Pay	5.00	1.50	5.00	25.00	25.00
10/17/2025	Overtime - Hourly Pay	5.00	1.50	5.00	25.00	25.00
	Sam J Apple Totals	**205.00**			**$1,847.06**	**$1,054.15**

- The report is grouped by Employee and includes the following columns and calculations:
  - **Pay Date (Check Date)**
  - **Earning Name**
  - **Overtime Hours**
    - **For Calculated Overtime:** [Pay Run Earning Hours Overtime]
    - **For Manual Overtime:** [Pay Run Earning Hours Worked]
  - **Overtime Multiplier**
    - **For Calculated Overtime:** [Pay Run Earning Overtime Multiplier]
    - **For Manual Overtime:** [Pay Run Earning Rate] / [Pay Run Earning Base Rate]
  - **Overtime Rate**
    - **For Calculated Overtime:** [Pay Run Earning Rate]
    - **For Manual Overtime:** [Pay Run Earning Rate] - [Pay Run Earning Base Rate]
  - **Paid Overtime**
    - **For Calculated Overtime:** [Pay Run Earning Amount]
    - **For Manual Overtime:** ([Pay Run Earning Rate] - [Pay Run Earning Base Rate]) x [Pay Run Earning Hours Worked]
  - **Qualified Overtime**
    - **For Calculated Overtime:** [Pay Run Earning Average Rate] x 0.5 x [Pay Run Earning Hours Overtime]
    - **For Manual Overtime:** [Pay Run Earning Base Rate] x 0.5 x [Pay Run Earning Hours Worked]



Note: Small differences between Qualified Overtime and Paid Overtime may occur because of rounding.

4. If you want a page break after each employee to make the report easier to hand out, select the **Group & Sort** tab from the left side of the screen.



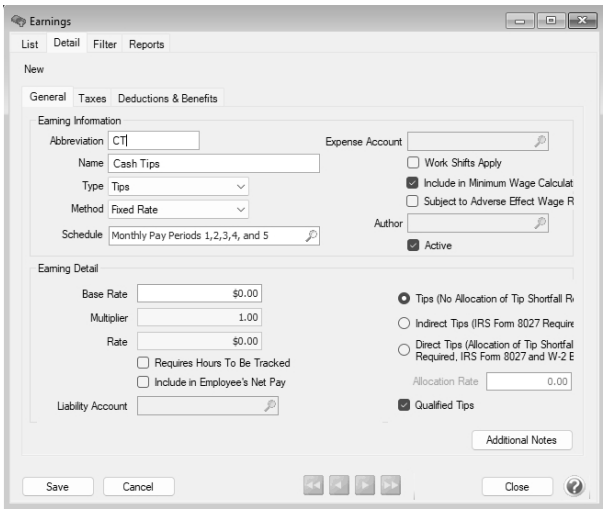
5. Select the **Page Break** section and then click the drop-down arrow and select **True**.
6. Click **Refresh**.
7. Click the **Print** icon.

No Tax On Tips

For 2025, qualified tips will be reported on Form W-2, in Box 14. In 2026, the Tipped Occupation Code will be reported on Form W-2 , in Box 14b.

Step A: Designate Qualified Tip Earnings

1. Select **Setup** > **Payroll Details** > **Earnings**
2. Select an earning you want to specify as a qualified tip earning and click **Edit**.
3. Select the **Qualified Tips** check box.

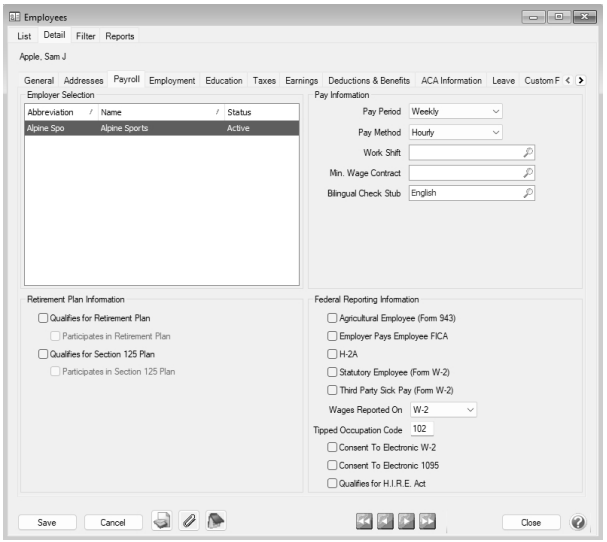


4. Click **Save**.
5. At the *Do you want to apply the current Earning configuration to your Employer(s)?* message, click **Yes**. Verify your changes and then click **Next**. At the *Update Complete* message, click **OK**.
6. Repeat Steps 1 -5 for all qualified tip earnings.

Step B: Assign Tipped Occupational Codes to Employees

Employers must report this code in Box 14b of the 2026 Form W-2, along with qualified tips in Box 12, with code TP..

1. Select **Setup** > **Employees**. Select an employee that should have a tipped occupational code assigned and then click **Edit**.
2. Select the **Payroll** tab.

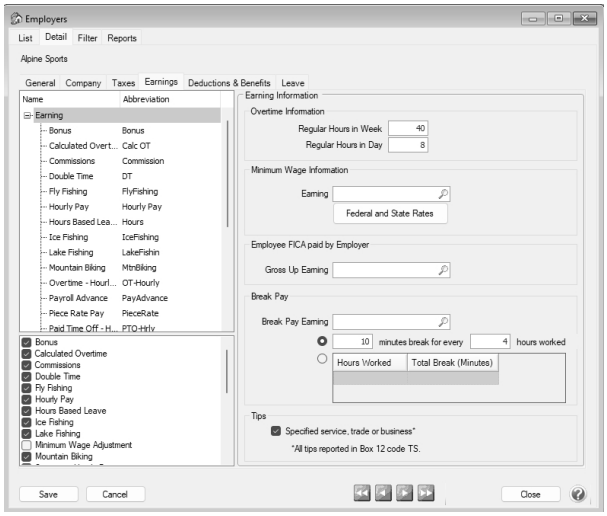


3. In the **Tipped Occupation Code** box, enter a Treasury Tipped Occupation Code (TTOC), a three-digit system created by the IRS to classify jobs that customarily and regularly receive tips. A detailed list of codes can be located on the Department of Treasury website
4. Click **Save**.

Step C: Designate Employer as a Specified Service, Trade or Business

If your company is a specified service, trade or business, all tips will be reported on Form W-2, Box 14, code TS in 2025 and Form W-2, Box 12, code TS in 2026. A list of specified service, trade or businesses can be located on the IRS website.

1. Select **Setup** > **Employers**.
2. Select an employer you want to specify as a specified service, trade, or business and click **Edit**.
3. Select the **Earnings** tab.
4. From the upper-left side of the screen, select **Earning**.



5. On the right side of the screen, in the **Tips** section, select **Specified service, trade or business**. This box should be selected **only** if your business is on the list of specified services, trades, or businesses. If this box is selected, all tips will be reported on Form W-2, Box 14, code TS in 2025 and Form W-2, Box 12, code TS in 2026.
6. Click **Save**.

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

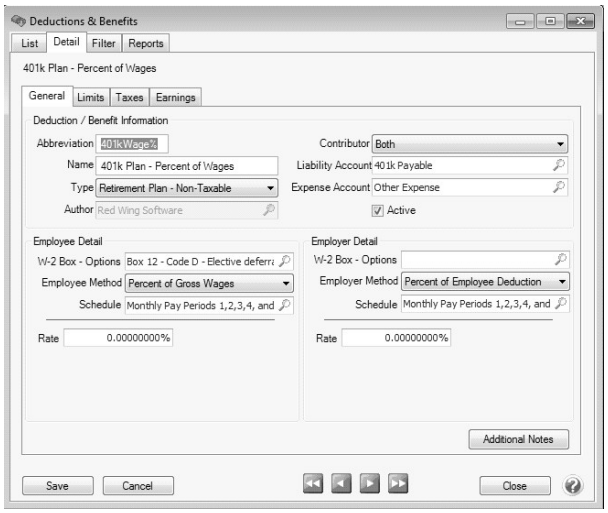
Step C - Add a Deduction/Benefit to Multiple Employee Records

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**.
    1. Click **New**,or if the new deduction/benefit will be similar to an existing, highlight the similar item and click **Copy** instead of New.



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 suggested taxability to a deduction/benefit and are also used for reporting purposes. The taxability can be verified/changed by clicking the **Taxes** tab. When the

deduciton/benefit is saved or if the Type is edited on an existing benefit/deduction, the Taxes tab will automatically display with a Tax Verification is required message. Click **OK**, verify the settings on the **Taxes** tab, and then select the **The tax setup for this deduction/benefit has been reviewed and verified** check box.

- 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.
  - Retirement Plan - Roth



Note: The primary difference between a taxable and non-taxable deduction or benefit is that if it is non-taxable, such as a retirement plan non-taxable, the deduction is taken out prior to any taxes. The calculation is performed on pre-tax dollars. A taxable option is calculated after taxes leaving the entire earning as taxable.

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 > 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, HH, II, and TA (in 2026) 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 a 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. See the Using Schedules and Frequencies topic for additional information.

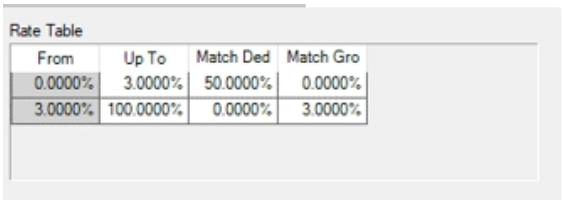
- Predefined Deduction & Benefit Frequencies:

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:

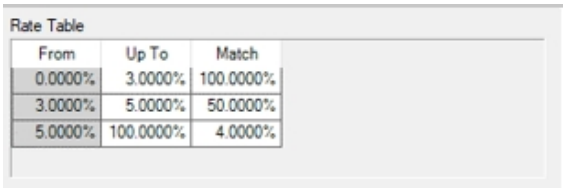
    - **% of Employee Deduction/Gross Wages (Multiple Rates)** - This method allows the definition of a table of rates where an employee deduction amount is matched up-to a specific percentage of the employee gross wages, after which a percentage of the employee gross wage is used to calculate the employer 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.

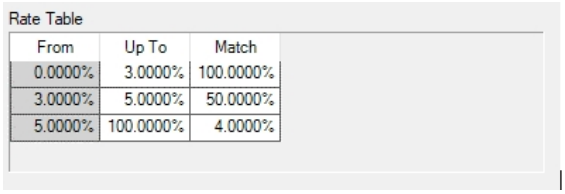
    - **% of Gross Employee Deduction (Multiple Rates)** - • The method allows the definition of a table of rates where either the employee deduction is matched by a specified percentage, or a percentage of the gross wage is used to calculate the employer contribution amount.


Rate Table

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.


Rate Table

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

Note: If you have high-wage earners in the catch-up age range, follow the Roth Catch-Up Deduction for High Earners topic

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.

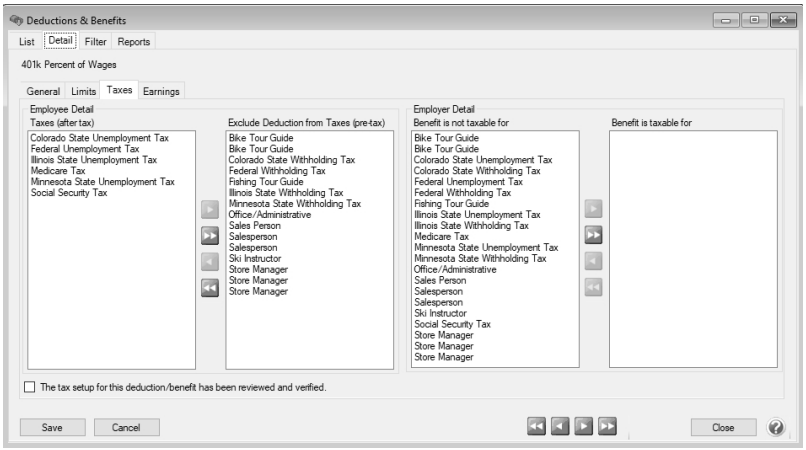
- For example, the pay period limit is $100, Deduction 1 is selected as Primary and Deduction 2 is combined with Deduction 1.
    - Deduction 1 calculates the full pay period limit first and will be calculated for the full amount of $64.
    - Deduction 2 is calculated and reduced to $36 to stop at the 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. After the taxability is verified, select the **The tax setup for this deduction/benefit has been reviewed and verified** check box.

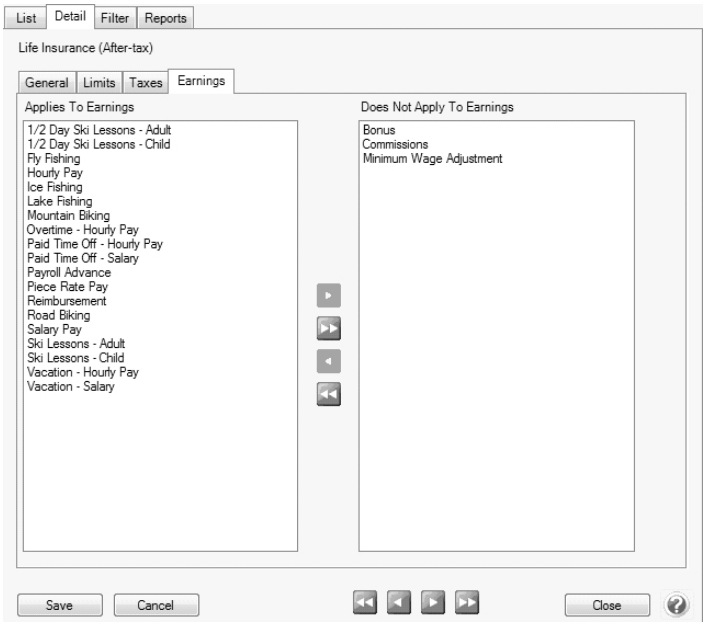
19. Click **Save** to save the deduction/benefit and return to the List tab, or click **Close** to save the deduction/benefit and close the Deductions & Benefits screen. When this deduction/benefit is saved, it will automatically be added to all employers in the database.

Earnings tab

20. Click the **Earnings** tab.

21. Determine which earnings this deduction/benefit does/does not apply to.

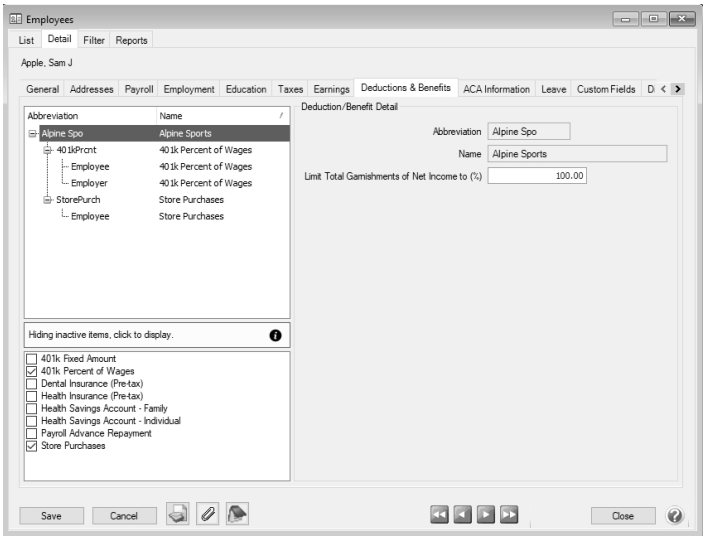
Note: At least one earning must be selected in the **Applies to Earnings** column.If a deduction/benefit does not apply to an earning move the earning to the **Does Not Apply to Earnings** column using the arrow icon.



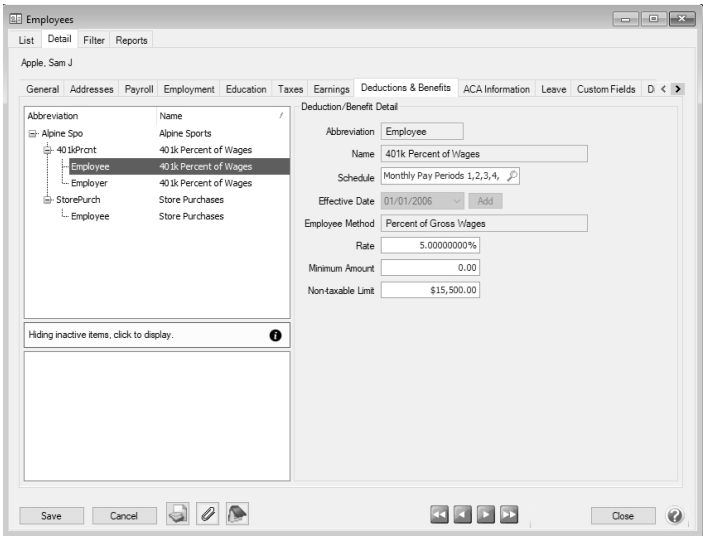
Step B - Add the Deduction/Benefit to an Employee Record:

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.

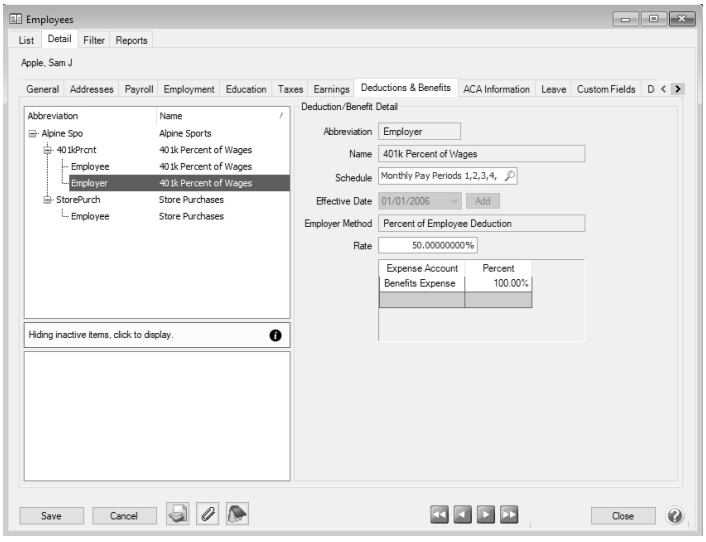
1. Select **Setup > Employees**.
2. Select the employee requiring the deduction/benefit and click **Edit**.
3. Select the **Deductions & Benefits** tab.



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.



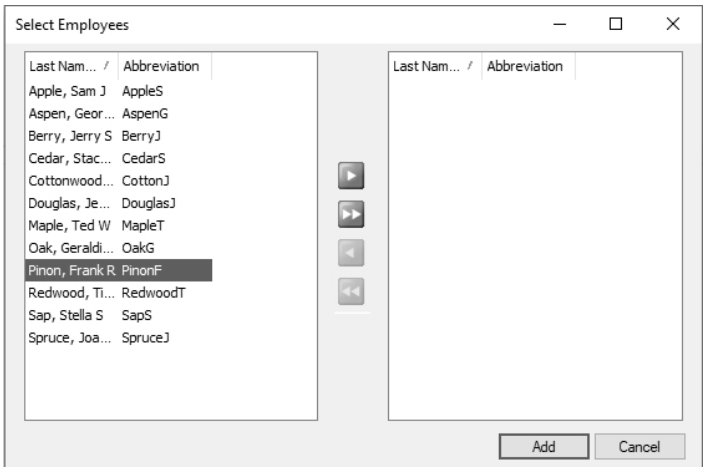
9. If displayed, specify the **Limits**.

> 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 calculcated 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

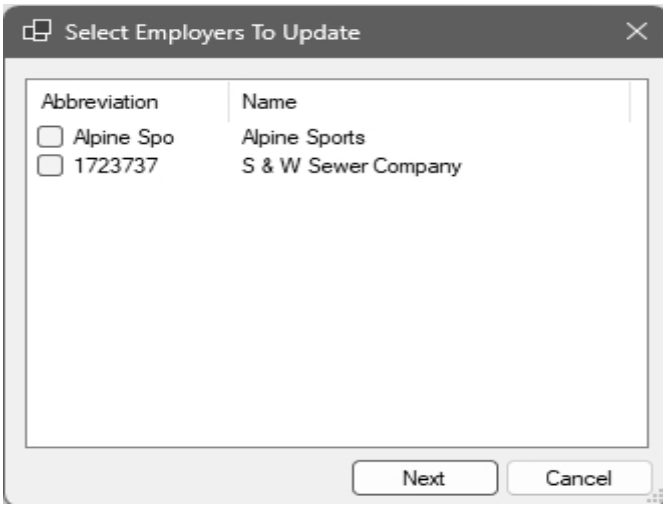
1. On the **Setup** menu, point to **Payroll Details**, and then click **Deductions & Benefits**.
2. Select the deduction/benefit you want to change, and then click **Edit**. Note: If you change the information in the Name box, past deduction/benefit information is automatically linked to the new name. 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.

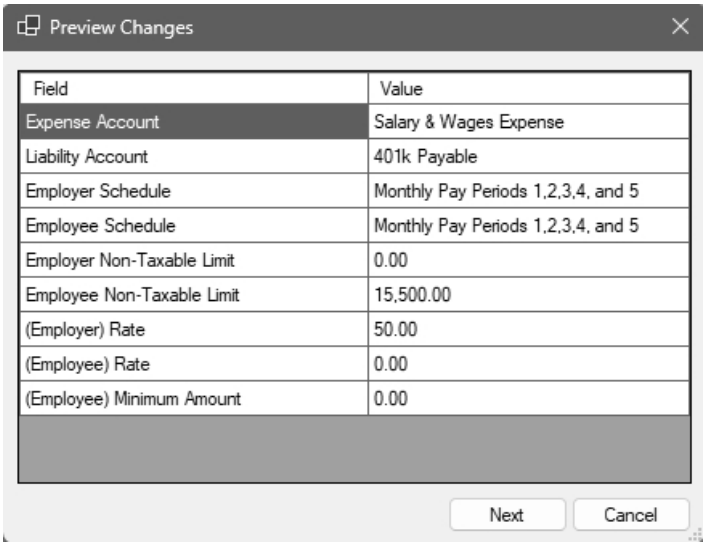
Note: Voiding a pay run after changing a deduction that was used in it could result in an incomplete voiding where deduction information is re-gathered and processed.

4. Click **Save**.
5. At the *Do you want to apply the current Deduction/Benefit configuration to your employer(s)?* message, click **Yes** to view the current configuration or click **No** to save without applying to your employer(s). If you have multiple employers, select the

employers you want to update and then click **Next**.



A Preview Changes screen will display with the changes that will be applied to the employer(s). Click **Next** to update and then click **OK** at the Update Complete message.



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.

Roth Catch-Up Deduction for High Earners

In CenterPoint, a 401K can be set up so that when the pretax limit is hit on employees that are high wage earners, the standard 401K will stop and a Roth Catch-Up deduction will start calculating up to the annual limit (both deductions then stop). For employees who are not high earners and do not have the Roth Catch-Up deduction, the standard 401K will stop at the pretax limit.

Step A: Create a new Roth Catch-Up Deduction

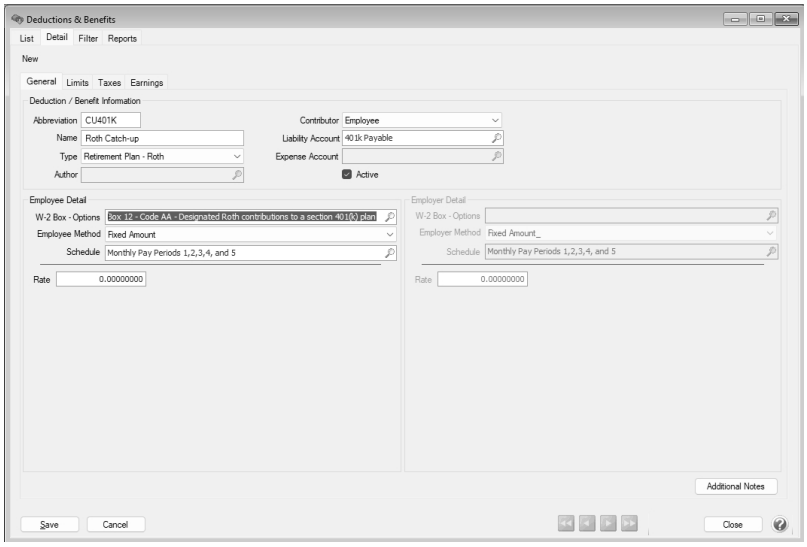
Step B: Edit the Standard 401K Deduction

Step C: Add the Roth Catch-Up Deduction to High Wage Earners (In the Catch-up Age Range)

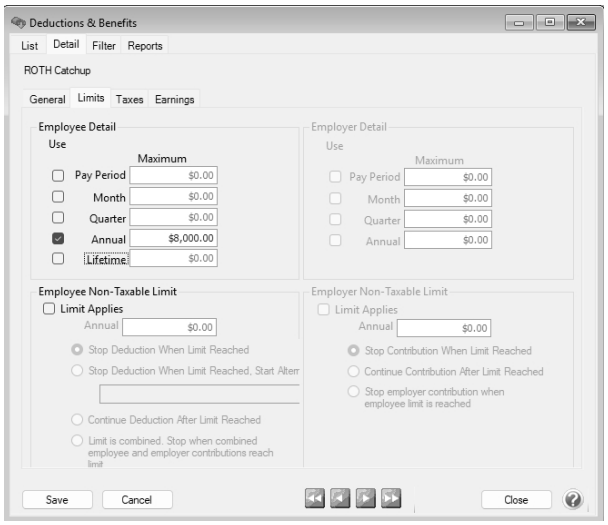
Step A: Create a new Roth Catch-Up Deduction (one-time setup)

1. Select **Setup > Payroll Details > Deductions & Benefits**.
2. Click **New**.

3. Enter an **Abbreviation** and **Name** to easily identify this deduction.
4. In the **Type** box, select **Roth Retirement Plan**.
5. In the **Contributor** box, select **Employee**.
6. In the **Liability Account** box, select the liability account this deduction should post to. The Liability Account also controls who the deduction will be paid to.



7. In the **W-2 Options** box, select the appropriate W-2 box option; it is usually the same box and code as the regular Roth deduction, for example, Box 12 Code AA - Designated Roth contributions to a section 401(k) plan for a 401K Roth.
8. Select the **Limits** tab.
9. Under Employee Detail, select the **Use** check box next to the Annual box and enter the **Annual** limit.

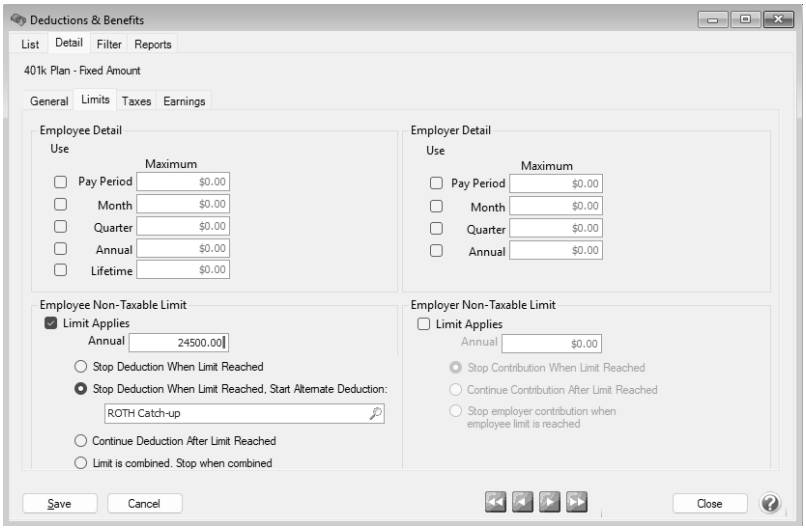


10. Select the **Taxes** tab, verify the tax setup by selecting the **The tax setup for this deduction/benefit has been reviewed and verified** check box.

11. At the *Do you want to add this Deduction/Benefit to Employees?* message, click **No**.
12. If you offer both Fixed Amount and Percent of Wages 401K plans, repeat Steps 1-10 for each type of 401K plan.

Step B: Edit the Standard 401K Deduction

1. Select **Setup > Payroll Details > Deductions & Benefits**.
2. Select your **Standard 401K deduction** and then click **Edit**.
3. Click the **Limits** tab.
4. Select the **Stop Deduction When Limit Reached, Start New Deduction** option and then select the **Roth Catch-Up** deduction created in Step A.

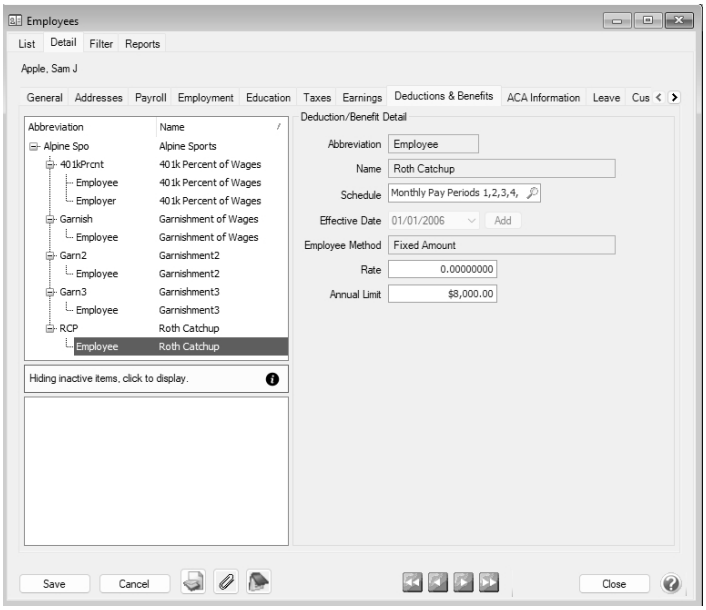


5. Click **Save.**
6. If you offer both Fixed Amount and Percent of Wages 401K plans, repeat Steps 1-5 and select a different Roth Catch-up deduction created in Step A.

Step C: Add the Roth Catch-Up Deduction to High Wage Earners in the Catch-up Age Range

Note: There is no need to make changes to employees that are not high wage earners other than to verify they have the correct Non-taxable Limit for 2026 based on age.

1. Select **Setup** > **Employees**.
2. Select a high wage earner and click **Edit**. Then select the **Deductions/Benefits** tab.
3. In the lower left portion of the screen, select the **Roth Catch-Up** deduction from the list. Once selected it will display in the upper left portion of the screen, below the employer.
4. On the right side of the screen, enter the **Rate** (the same as the Standard 401K) and the **Annual Limit** for the catch-up (limits vary by employee age).



5. From the upper-left side of the screen, select the **Standard 401K deduction** and verify/enter the **Non-taxable Limit** for 2026 based on the employee's age.
6. Click **Save**.

Using Schedules and Frequencies

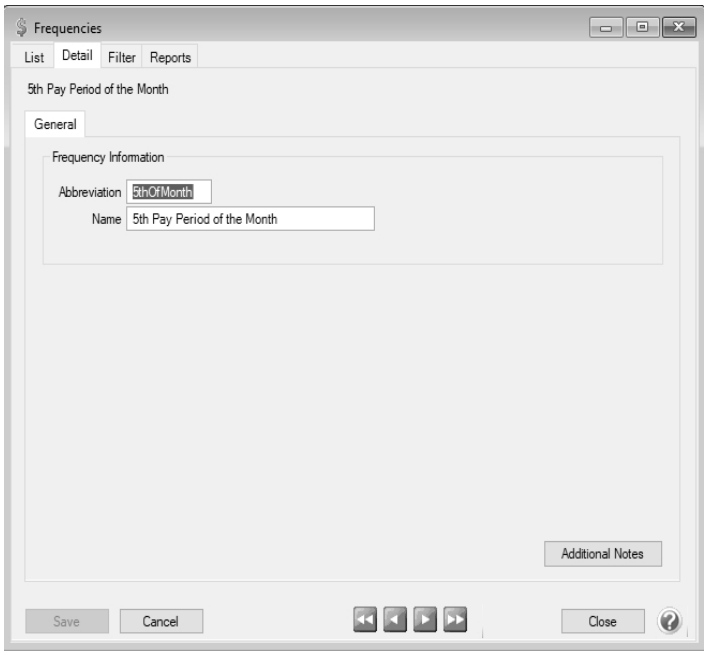
Schedules and frequencies allow you to specify that certain deductions, benefits, and earnings, are only calculated on certain pay periods. For example, most deductions might be calculated on every pay check and earnings paid on every pay check, but maybe a deduction for health insurance is only deducted from the first pay check of every month or commissions are paid only on the first pay check of every month. By setting up the deduction/earning to use the correct schedule, you can avoid having to manually add the correct deductions/earnings to a pay run.

Step A: Create Frequencies
Step B: Create Schedules
Step C: Assign Schedules
Set Up a New Deduction/Benefit
Change a Schedule for an Existing Deduction/Benefit on an Employee
Set Up a New Earning
Change a Schedule for an Existing Earning on an Employee
Step D: Select a Frequency on a Pay Run

Step A: Create Frequencies

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 > 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**.

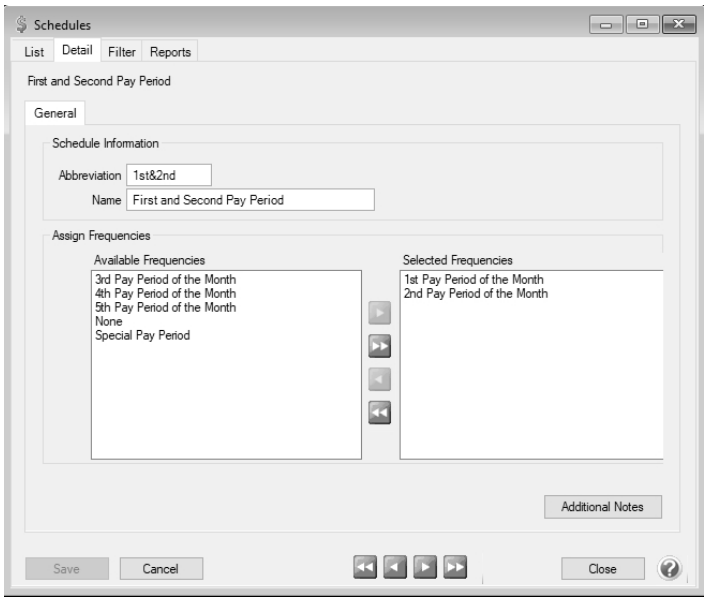


2. Enter an **Abbreviation** and **Name** for your frequency. Click **Save**.

Step B: Create Schedules

Schedules are the combination of pay periods of a month (frequencies) that a deduction, benefit, or earning 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 > 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, benefit, or earning 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, benefit, or earning will not be calculated.

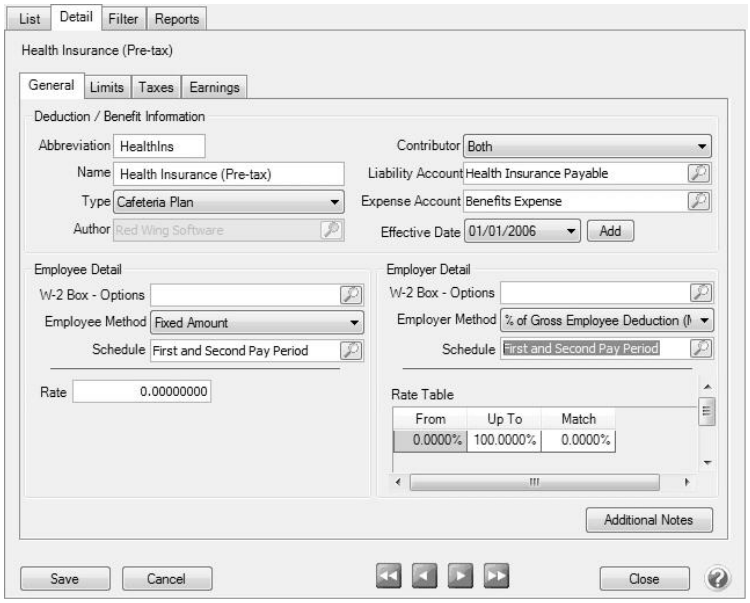
4. Click **Save**.

Step C: Assign Schedules

Set Up a New Deduction/Benefit

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.

1. Select **Setup > Payroll Details > Deductions and Benefits**. Click **New**.

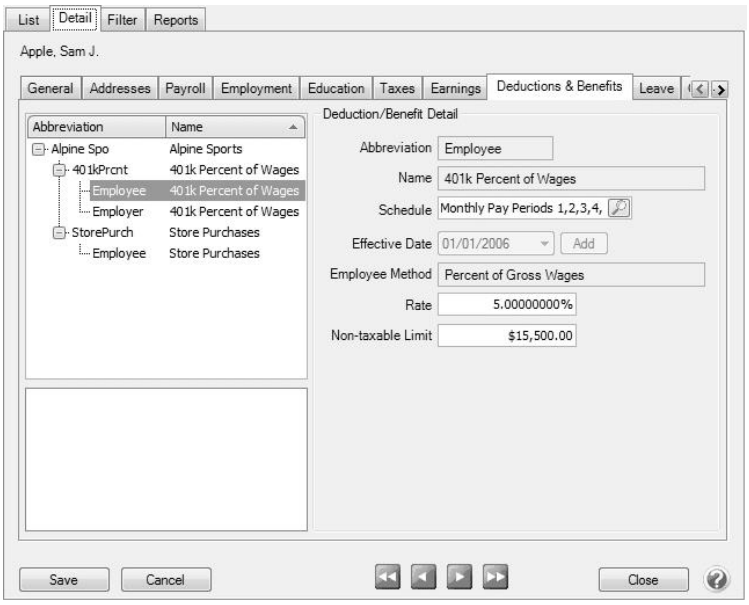


2. Enter the details for the deduction/benefit. In the Employee Detail section, select the **Schedule** for the employee deduction. If there is an employer benefit, select the **Schedule** for the benefit in the Employer Detail section. For more information on Deduction and Benefit setup, refer to the topic.

Change a Schedule for an Existing Deduction/Benefit on an Employee

1. Select **Setup > Employees**.

2. Highlight the employee you wish to change and click **Edit**. Select the **Deductions & Benefits** tab.



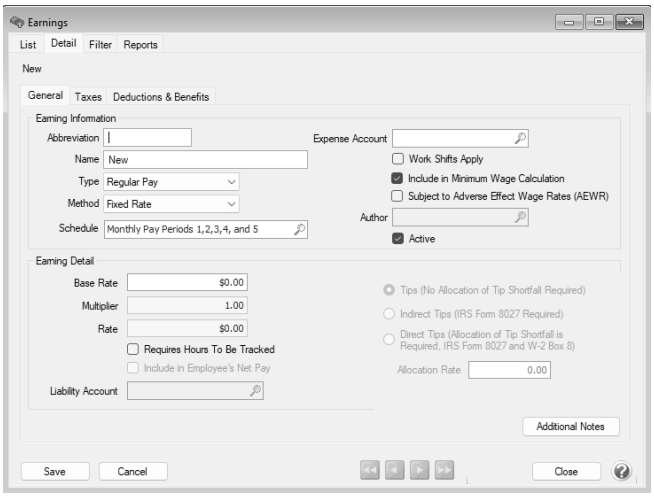
3. Highlight the Employee portion of the deduction you wish to change. Select the appropriate **Schedule** to the right.
4. If there is an Employer portion, also select the **Schedule** for the benefit.
5. Click **Save**. Repeat Steps 2 - 5 for any additional employees you wish to change.

Set Up a New Earning

Earnings have a default Schedule of All Periods. If an earning is paid on a different schedule, for example the first and third pay periods of a month, they can be assigned to a different schedule by following the steps below. Schedules are a grouping of one or more earning 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 earning will be paid on the pay run.

When setting up a new earning you assign the default schedule to the Earning. This can be changed on an individual employee basis. If you are changing the schedule of an existing earning, you will need to change it on the employee level.

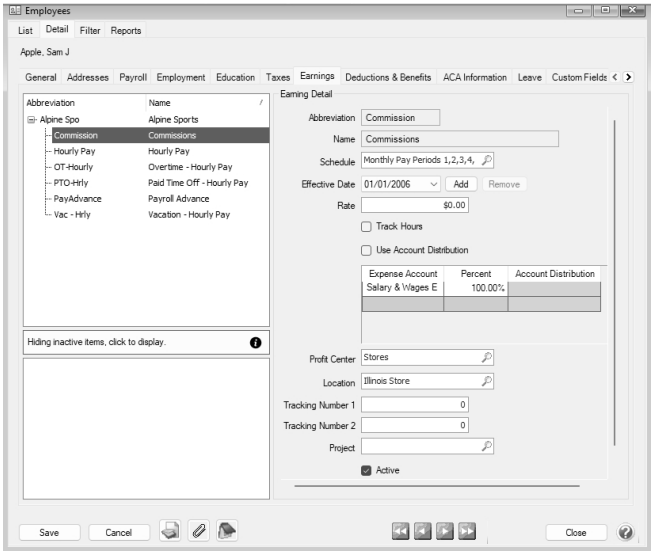
1. Select **Setup > Payroll Details > Earnings**.
2. Click **New**.



3. Enter the details for the earning. In the Employee Information section, select the **Schedule** the earning is paid in. For more information refer to the topic.

Change a Schedule for an Existing Earning on an Employee

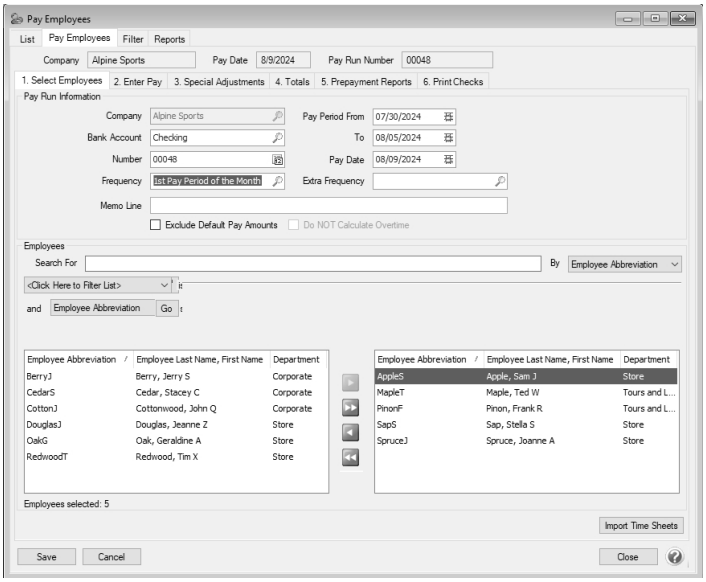
1. Select **Setup > Employees**.
2. Highlight the employee you wish to change and click **Edit**.
3. Select the **Earnings** tab.



4. In the Earning Detail section on the right side of the screen, select the **Schedule** the earning is paid in.
5. Click **Save**.
6. Click **Close**.

Step D: Select a Frequency on the Pay Run

1. Select **Processes > Pay Employees** or **Processes** > **Payroll** > **Pay Employees**. Click **New** to start a new pay run.



2. On the **1. Select Employees** tab, enter the **Frequency** for this pay run. For example, 1st Pay Period of the Month. This will calculate any deduction, benefit, or earning set up with a schedule that includes this frequency.

Note: If every deduction, benefit, or earning 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.

3. 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.

1. Select **Setup** > **Payroll Details > Start-Up Pay** or **Setup** > **Start-Up Pay**
2. 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

1. 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)**
2. 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, enterrequired 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 **Proft/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 **Proft/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/Departmentsthat 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 **Proft/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 **Proft/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/deparment to be changed and click **Combine**. The profit center/deparment selected in this step is the item that will be removed after the two profit centerr/deparments are combined.
3. In the **Combine** screen, select the profit center/deparment 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.

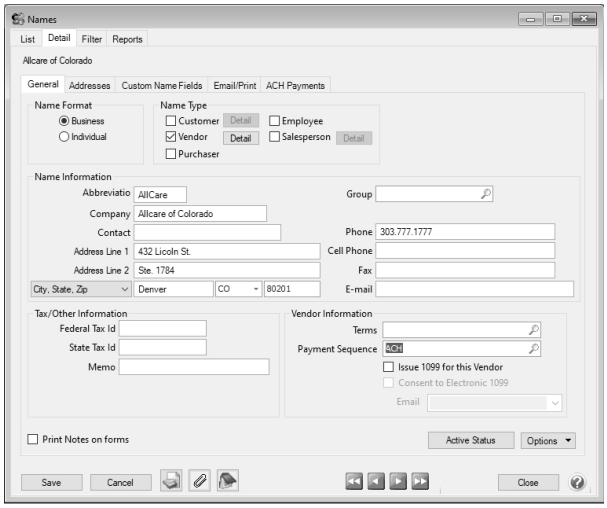
Create a Name
Edit/Change an Existing Name
View Transaction History for a Name
Delete a Name
Change the Status (Activate/Deactivate) of a Name
Combine Two Existing Names

Create a Name:

1. Select **Setup** > **Names** > **Names**.
2. Click **New** to create a new blank name. Or if the name being added 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.



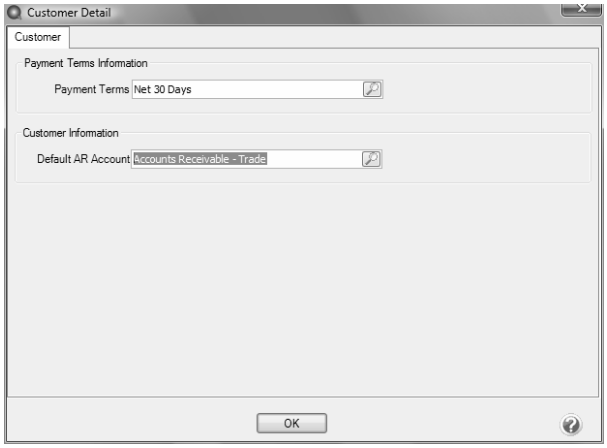
Note: To set a default for any of the fields on the screen, right-click and select Set As Default. For example, if most of the names you enter are for a particular State, you can set that state as the default that will display. To clear the default, right-click and select Clear Default. If you want to 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.



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.

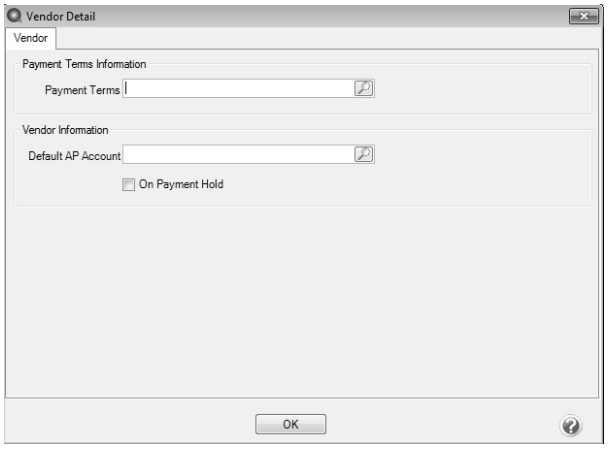


- In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.

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.



- 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 **Suffix**, **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 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.
21. In the **Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due.



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.

22. IIn the **Payment Sequence** box, enter a numbering sequence if this vendor should use a different default numbering sequence than is used by default in Processes > Purchases > Payments rather than the default numbering sequence for the Payments screen. For example, if this vendor is paid online rather than being issued a paper check, select an online payments sequence. To create a new numbering sequence, right-click, select New, and follow the Numbering Sequence topic for additional information.
23. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
24. 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.

25. 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.
26. 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**.
27. To add notes to this name, click the **Notes** icon (), enter the notes, and then click **OK**. When notes are added from the Notes icon, the icon will display 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)".

28. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**.
29. 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

30. 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: If you right-click in the Addresses for this Name List, you can select to display active/inactive addresses and add/remove/sort columns such as State/Province, Zip/Postal Code, etc. .

- 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

31. 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.

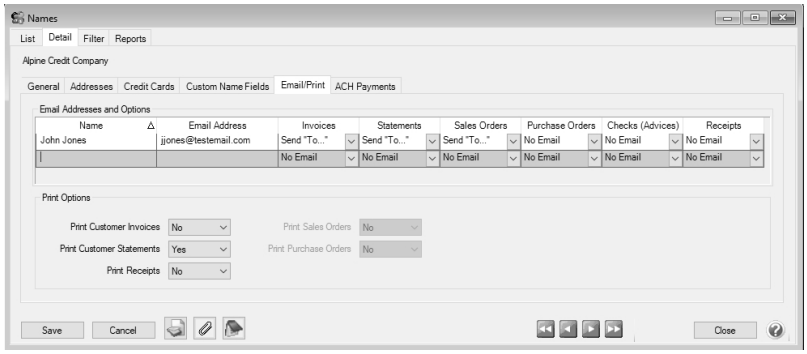
Custom Name Fields

32. 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

33. 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.

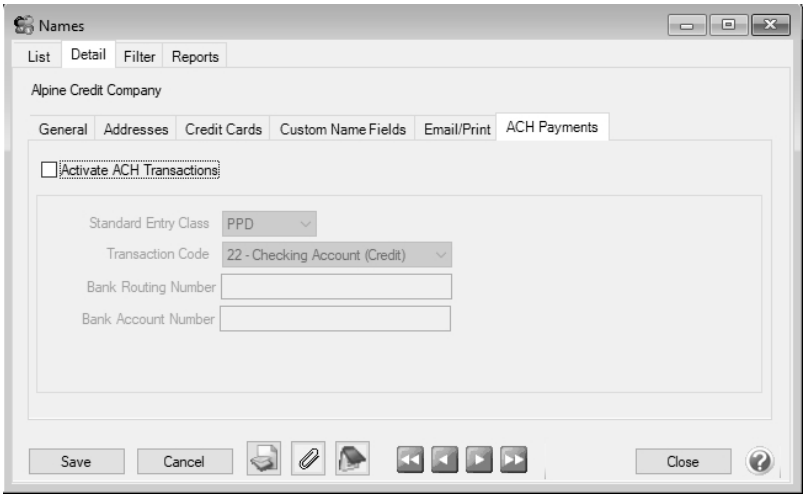


The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. .The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase 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

34. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the ACH Setup & Processing document for more information.

35. To activate ACH electronic payments for this name, select the **Activate ACH Transactions** check box.



36. 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.

37. 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)**

38. 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.

39. 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.

40. Click **Save**.
41. 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**.

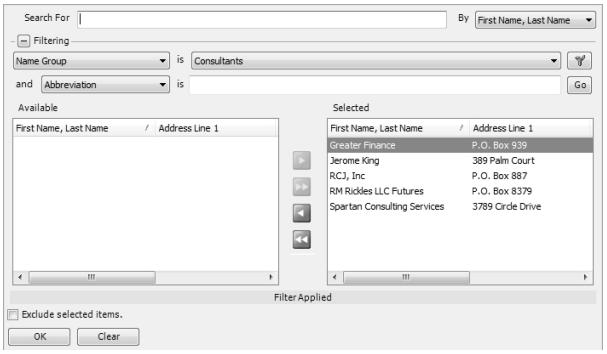
Assign a Name to a Group

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**.



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

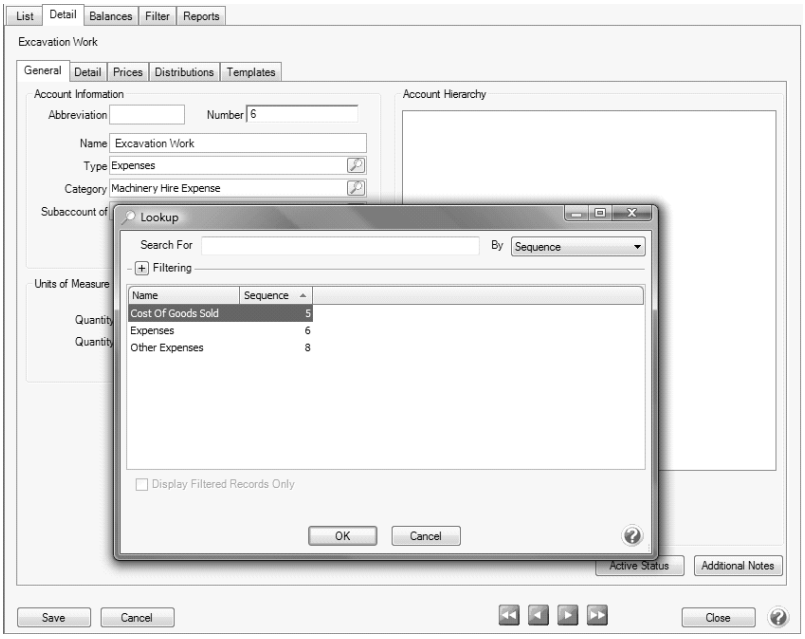
Change the Type on an Existing Account

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 General Revenue and Expenses or 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.

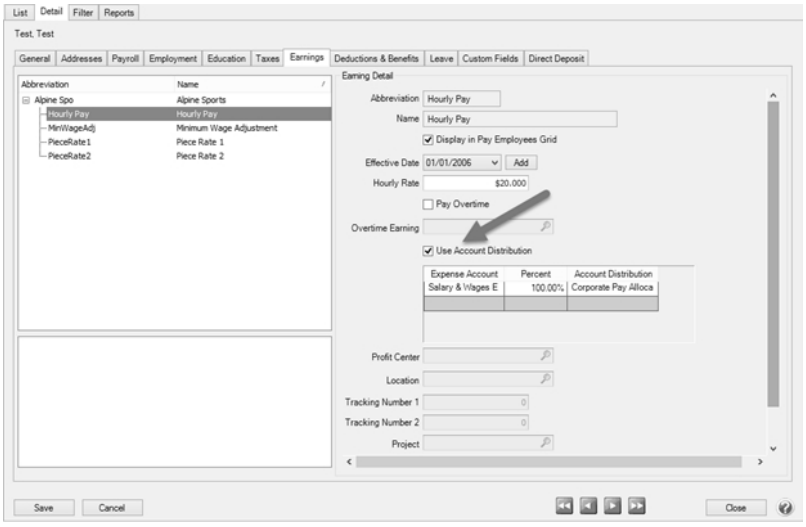
Step C - Test the Distribution (optional)

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.

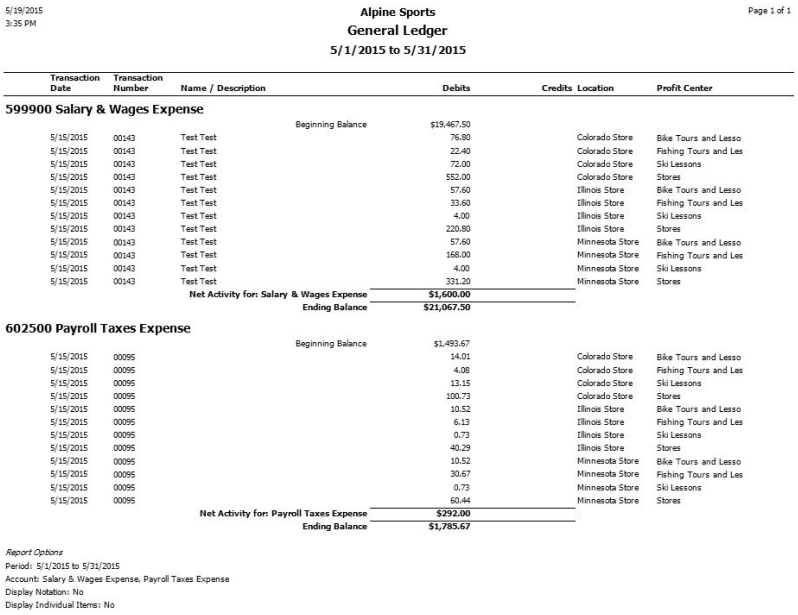
1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Distribution Detail** tab and click on **Test** in the lower left side of the screen.
3. Enter an amount in the **Distribute This Amount** field and click **Distribute**.
4. The 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.



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.



5/19/2015 3:35 PM — Page 1 of 1

Alpine Sports
General Ledger
5/1/2015 to 5/31/2015

Transaction Date	Transaction Number	Name / Description		Debits	Credits	Location	Profit Center
599900 Salary & Wages Expense							
			Beginning Balance	$19,467.50			
5/15/2015	00143	Test Test		76.80		Colorado Store	Bike Tours and Lesso
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 Lesso
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 Lesso
5/15/2015	00143	Test Test		168.00		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			14.01		Colorado Store	Bike Tours and Lesso
5/15/2015	00095			4.08		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 Lesso
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 Lesso
5/15/2015	00095			30.67		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**			

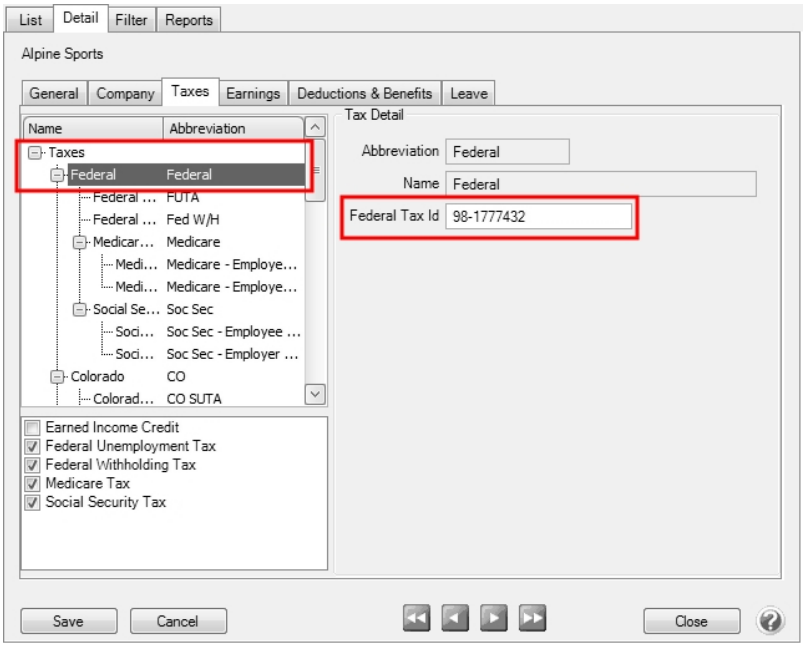
Report Options
Period: 5/1/2015 to 5/31/2015
Account: Salary & Wages Expense, Payroll Taxes Expense
Display Notation: No
Display Individual Items: No

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

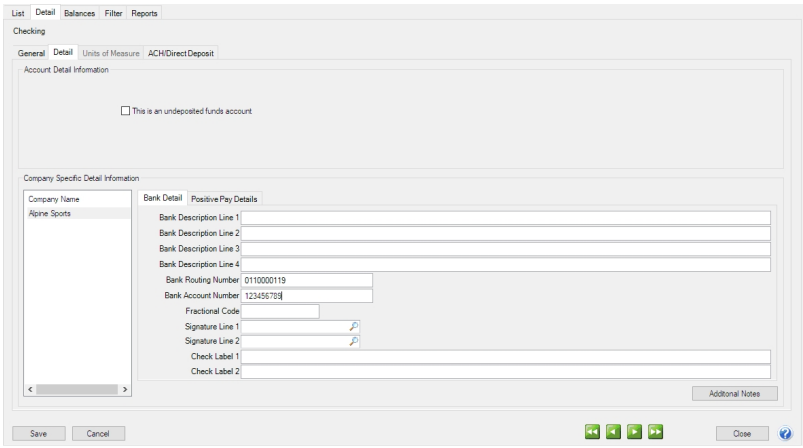
1. Select **Setup Employer**. Select the employer you want to add/change direct deposit information for, and then click **Edit**.
2. Click the **Taxes** tab.



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.

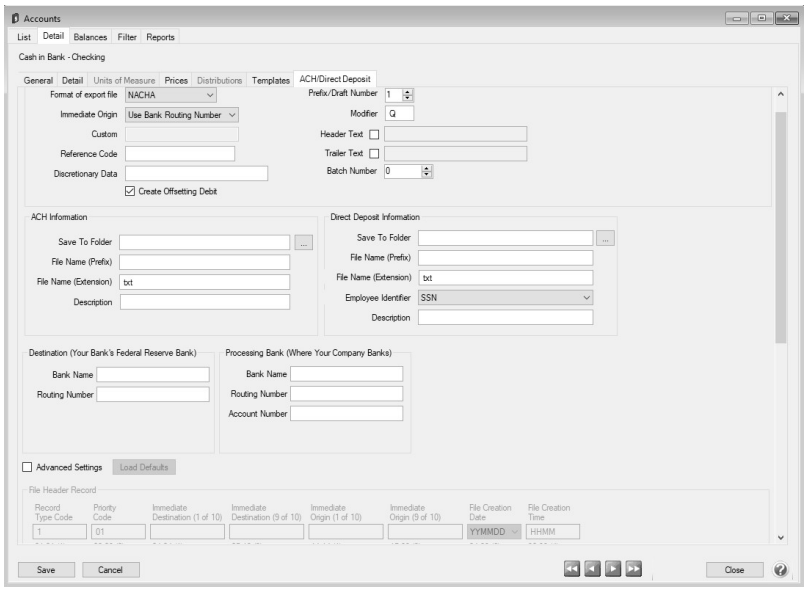


3. Select your **Company Name** on the left.
4. On the right, enter your **Bank Routing Number**. Enter the bank's transit/routing number as assigned by the American Banking Association. This number is 8-digits plus a ninth "check" digit. A typical ABA number would be 091900494.
5. In the **Bank Account 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.



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. "09999999999".

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.

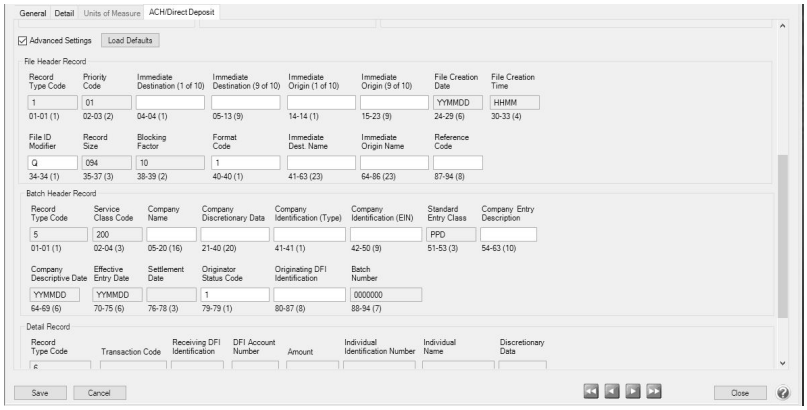
Optional Advanced Settings

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.

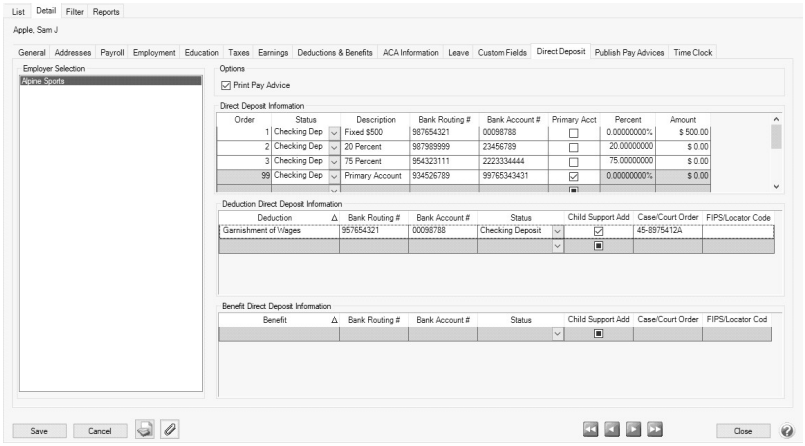
- Select the optional **Advanced Settings** check box to activate the Advanced Direct Deposit File Configuration section of the screen where you can see a representation of the File Header and Batch Header records included in a Direct Deposit file and customize the values. Click the **Load Defaults** 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). When a new pre-note account is added to an established employee, the amount for the pre-note account will be deposited into the Primary account for the employee and a check will not be printed. If the Primary account is also marked as pre-note, all accounts will be considered pre-note and a check will be printed.

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.

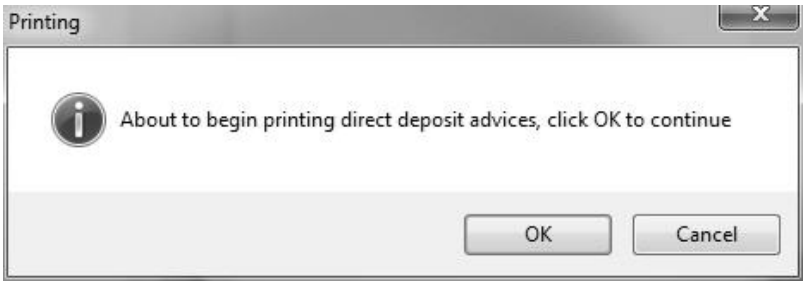
8. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
    - **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
    - **Use Federal 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. "09999999999".
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

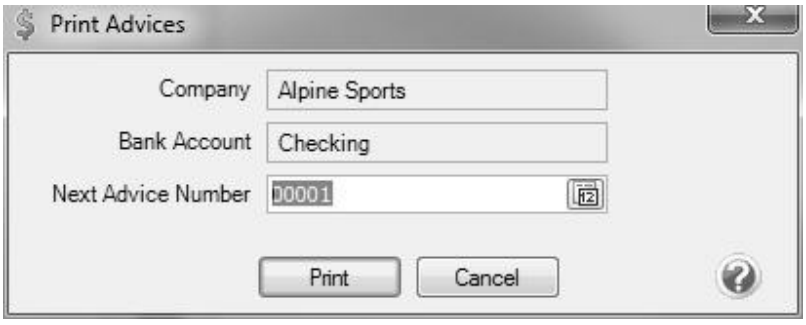
Once the employer and employee setup is complete, a payroll with direct deposit information can be processed/posted. When processing/posting a payroll (Processes > Pay Employees > 6. Print Checks tab or Processes > Payroll >Pay Employees > 6. Print Checks tab) be sure to select Print Checks and Direct 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:

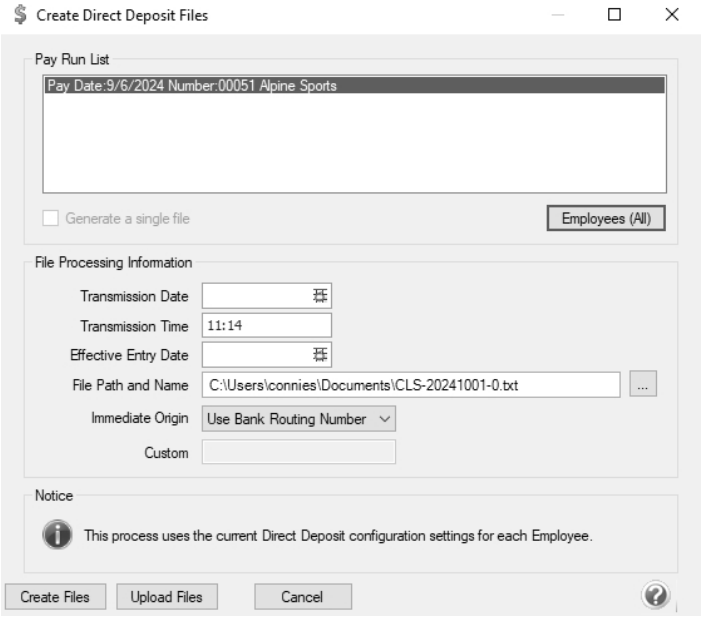


2. You will then be prompted for the next **pay advice number**. Verify the number is correct, and then click Print.



3. 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.



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. 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.
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.) 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. "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** or if you are set up to use NatPay Direct Deposit Services, click **Upload Files** and then see the NatPay Frequently Asked Question for additional information..

Note: The Upload Files button cannot be used if:

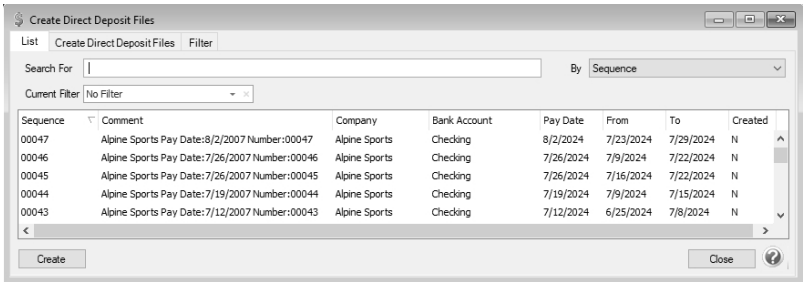
- The **Generate a single file** check box is selected. NatPay Direct Deposit Services does not support uploading a single file for multiple pay runs.
- NatPay Direct Deposit Services are not configured. See the NatPay Direct Deposit Services Setup and Processes document.

12. At the direct deposit files created successfully message, click **OK**.

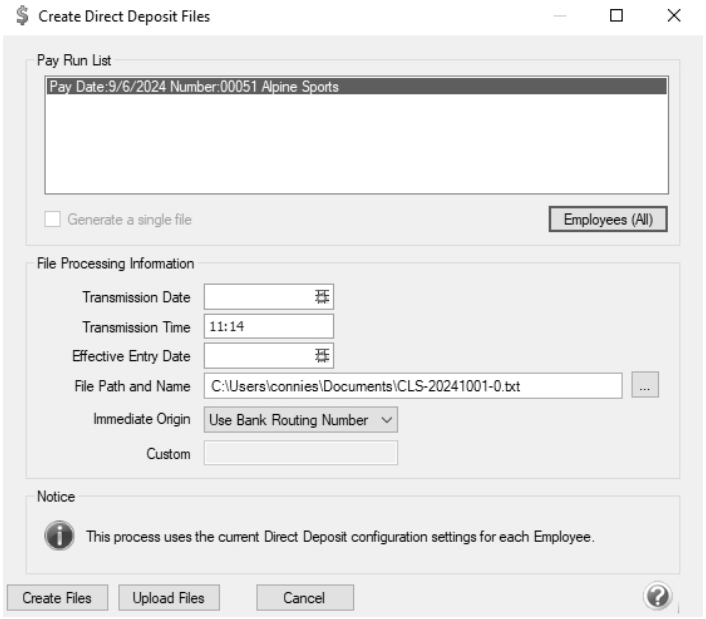
Recreate a Direct Deposit File

If a direct deposit file is damaged, there were transmission errors, it is accidentally deleted, or you need to resend a direct deposit for an employee(s), the file can be recreated from the Processes > Direct Deposit > Create Direct Deposit 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.

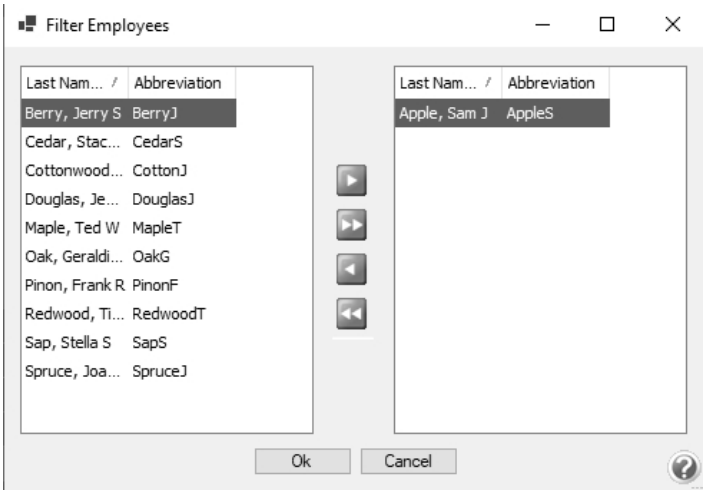
1. Select **Processes** > **Direct Deposit** > **Create Direct Deposit Files** or select **Processes > Payroll** > **Direct Deposit** > **Create Direct Deposit Files**.
2. On the **List** tab, select the pay run(s) you want to create direct deposit files for. You can customize the List tab by right-clicking 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 there position on the screen from left to right.



3. Click **Create**.



4. If you need to resend a direct deposit file for an employee(s), click the **Employees (All)** button.



5. On the Filter Employees screen, move the employee(s) to the right hand side of the screen, and then click **OK**.
6. 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.

7. 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.

8. 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.
9. In the **Effective Entry Date** box, enter the posting date (the date you want the deposit to appear in your employee's account.)
10. In the **File Pathand 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.
11. 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. "09999999999".
12. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with**.**
13. 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 .
14. Click **Create Files** or if you are set up to use NatPay Direct Deposit Services, click **Upload Files** and then see the NatPay Direct Deposit Services Frequently Asked Question for additional information.



Note: The Upload Files button cannot be used if:

- The **Generate a single file** check box is selected. NatPay Direct Deposit Services does not support uploading a single file for multiple pay runs.
- NatPay Direct Deposit Services are not configured. See the NatPay Direct Deposit Services Setup and Processes document.

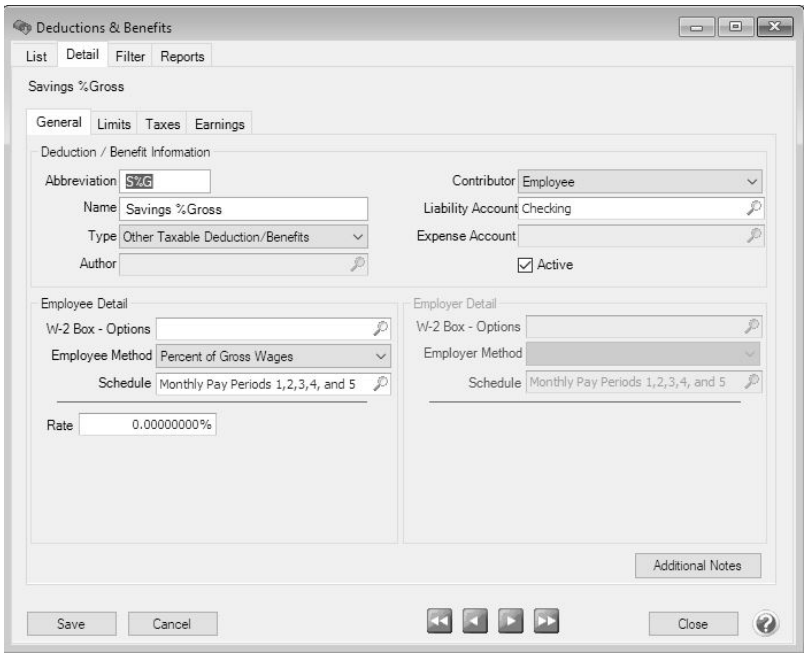
15. At the direct deposit files created successfully message, click **OK**.

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**.



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.

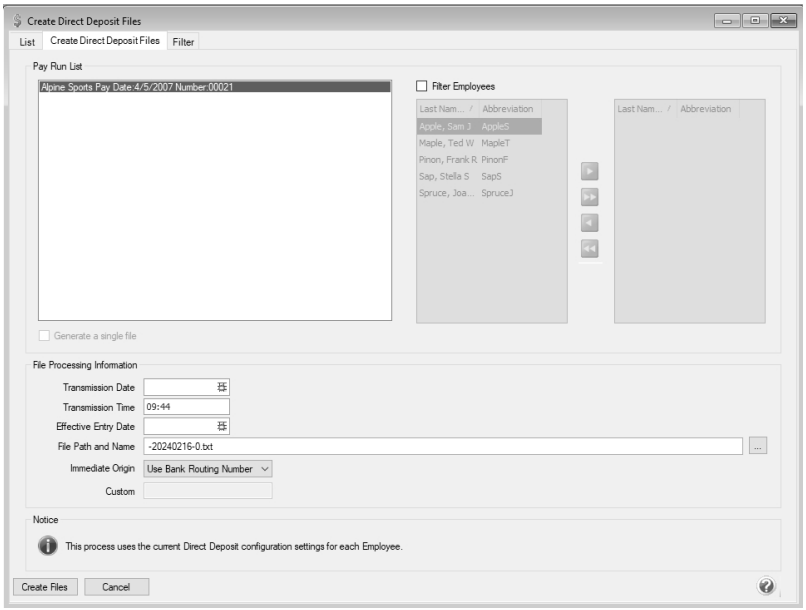
Q: How does the program know what format to use when printing direct deposit advices?

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, it is accidentally deleted,or you need to resend a direct deposit for an employee(s) 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. If you need to resend a direct deposit file for an employee(s), select the **Filter Employees** check box and then move the employee(s) to the right hand side of the screen.
5. 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.
6. 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.
7. 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.
8. In the **Effective Entry Date** box, enter the posting date (the date you want the deposit to appear in your employee's account.)
9. In the **File Path and Name** box, the file path and name will display from the **Setup > Employer > Direct Deposit** tab the first time.
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 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".

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 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**.

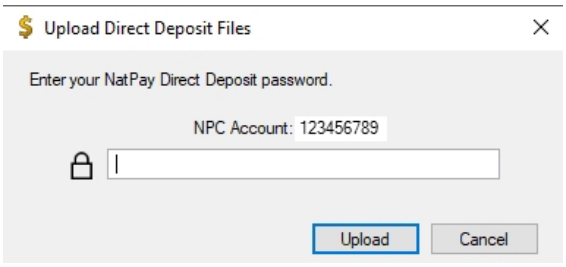
Q: Can I provide my employees with electronic copies of their direct deposit advices?

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.

Q: My company is set up to use NatPay Direct Deposit Services; how do I upload the direct deposit files from CenterPoint Payroll and confirm the status of the uploaded files?

A: Follow the instructions below to upload and confirm the status of the uploaded direct deposit files:

1. Verify your NatPay Credentials by following Step 2 in the NatPay Direct Deposit Services Setup and Processes document.
2. Complete steps 1-12 of step E: Processing a Payroll with Direct Deposit Employees or complete steps 1 - 14 of the Recreate a Direct Deposit File section if a direct deposit file is damaged, there were transmission errors, it is accidentally deleted, or you need to resend a direct deposit for an employee(s).
3. **Enter your NatPay Direct Deposit password**, and then click **Upload**.

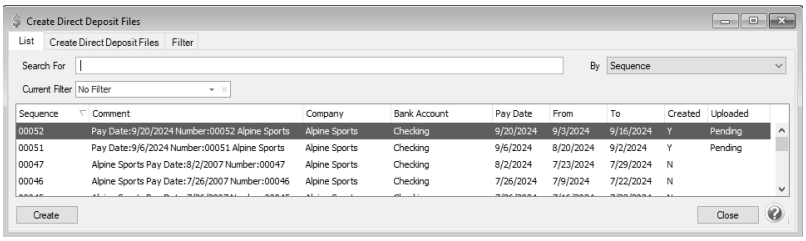


4. At the direct deposit files created successfully message, click **OK**.

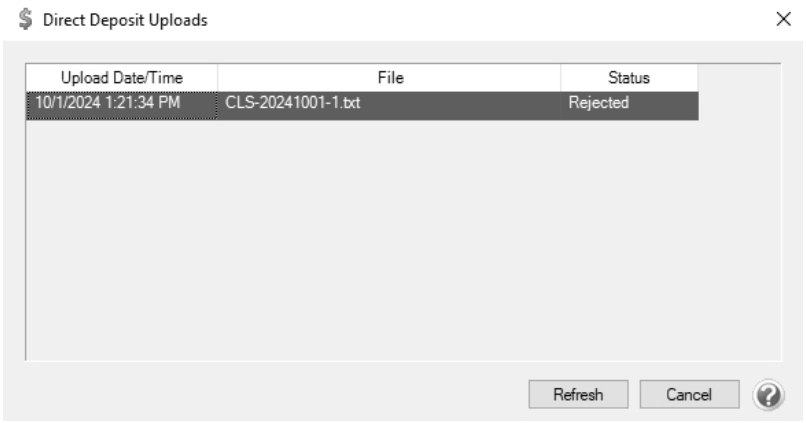
Note: If an upload is not successful, there may be a problem connecting to the NatPay Direct Deposit Service or your credentials are not authorized, the file is invalid, or there is no internet connection.

5. The last known status of the most recently uploaded file for the pay run can be viewed from the **Uploaded** column in **Processes** > **Direct Deposit** > **Create Direct Deposit Files**. For each of the company NatPay accounts, the list of uploaded files will display for the past 30 days. The status of the NatPay file upload is updated every 10 minutes.

If the Uploaded column does not display on the List tab, right-click and select **Add/Remove** columns, select the **Uploaded** column, and then click **OK** to add the column to the List tab.



6. To view the direct deposit files uploaded to NatPay for the specified pay run and their associated status, right-click on the pay run and select **Uploads...**



7. Click **Refresh** to get an updated list of uploaded files from NatPay.
8. If an upload is rejected, double-click on the entry to view the reason the file was rejected

Note: The Direct Deposit report can be printed from Reports > Reports > Payroll Data Reports > Prepayment Reports to help reconcile direct deposit information. The report lists the direct deposit employees on the current open, processed or posted pay runs and includes their bank account numbers, routing numbers and deposit amounts.

National Payment Corporation (NatPay) Direct Deposit Services Setup and Processes

Streamline payroll processing with NatPay Direct Deposit Services, accessible as an add-on to CenterPoint Payroll. NatPay expands direct deposit options for payroll processing, which can help streamline your payroll. Together, NatPay and Red Wing Software are committed to delivering innovative, reliable, and secure solutions that simplify workflow, automate payment processing, and enhance financial accuracy. NatPay offers fast, secure direct deposits with multiple levels of security and compliance to ensure the highest level of protection.

Companies that are unable to process direct deposit with their bank, or are simply looking for an alternative to processing direct deposit with their bank, can use NatPay to process payroll direct deposit files quickly and easily.

Payroll service providers can use NatPay to distribute direct deposit payments directly from CenterPoint, saving them significant time. The user interface makes it easy to keep track of payments, along with their status.

Step 1: Set Up CenterPoint Payroll Direct Deposit

Step 2: Set Up NatPay Direct Deposit Credentials
Step 3: Upload CenterPoint Payroll Direct Deposit Files to NatPay and Confirm Status

Prerequisite: To use NatPay Direct Deposit Services, you must have Direct Deposit set up in CenterPoint Payroll and have an account with NatPay for direct deposit processing. For more information, please contact the Red Wing Software sales department at 800-732-9464 or click here.

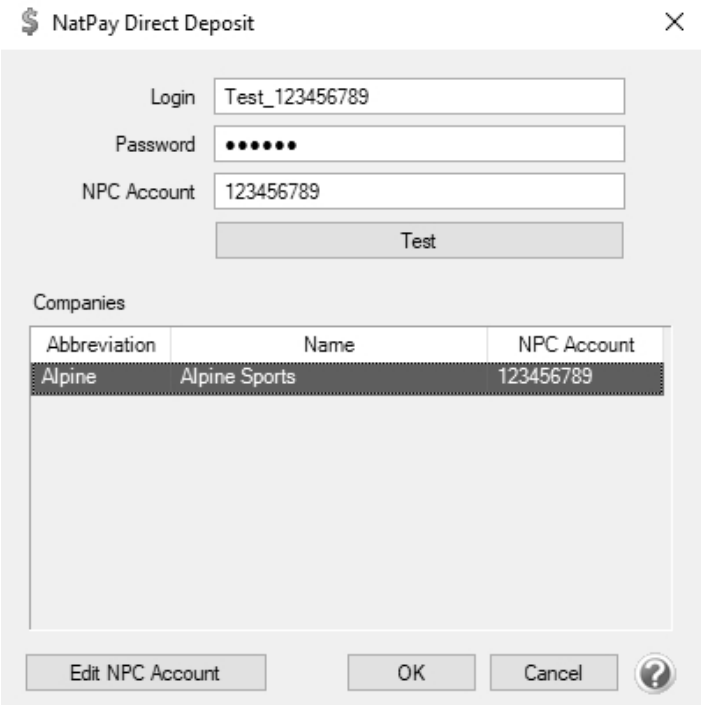
Step 1: Set Up CenterPoint Payroll Direct Deposit

If you are not currently using the Direct Deposit feature in CenterPoint Payroll, complete Steps A-C in the Direct Deposit: Setup & Processing document and then continue with Step 2 in this document.

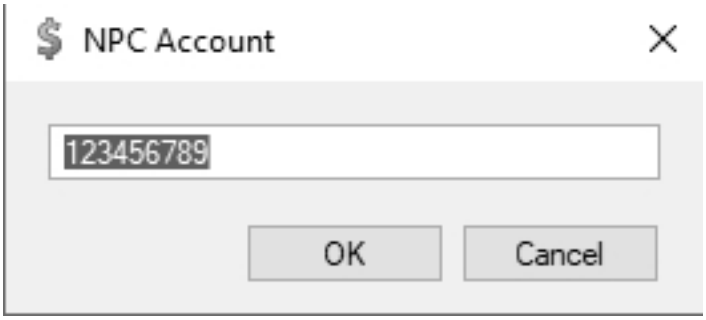
If you are currently using the Direct Deposit feature in CenterPoint Payroll, continue with Step 2 in this document.

Step 2: Set Up NatPay Direct Deposit Credentials

1. In CenterPoint Payroll, select **Setup** > **Payroll Details > NatPay Direct Deposit**.



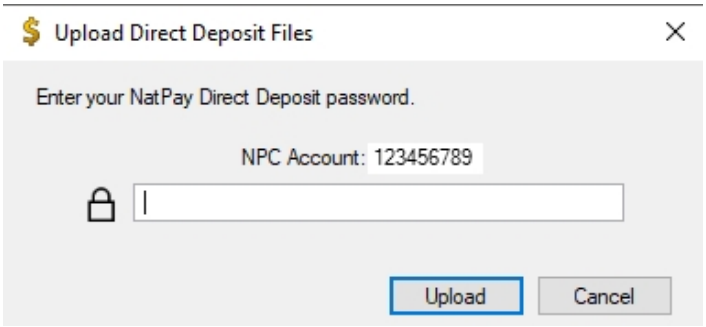
2. In the **Login** box, enter your NatPay service login.
3. In the **Password** box, enter your NatPay service password.
4. In the **NPC Account**, enter your NatPay processor NPC Account.
5. Under Companies, select each company listed, click **Edit NPC Account**, and enter the NPC Account associated with the client for whom the direct deposit file is being uploaded (owner of the funding accounts). For most customers, this would be the same as NPC Account entered in Step 4, but would be different for Service Bureau clients.



6. Click **OK**.

Step 3: Upload CenterPoint Payroll Direct Deposit Files to NatPay and Confirm Status

1. Complete steps 1-12 of step E: Processing a Payroll with Direct Deposit Employees or complete steps 1 - 14 of the Recreate a Direct Deposit File section if a direct deposit file is damaged, there were transmission errors, it is accidentally deleted, or you need to resend a direct deposit for an employee(s).
2. **Enter your NatPay Direct Deposit password**, and then click **Upload**.

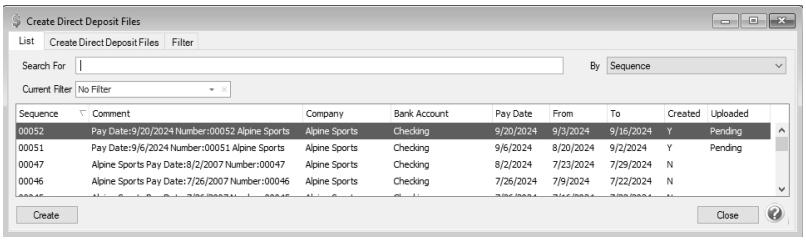


3. At the direct deposit files created successfully message, click **OK**.

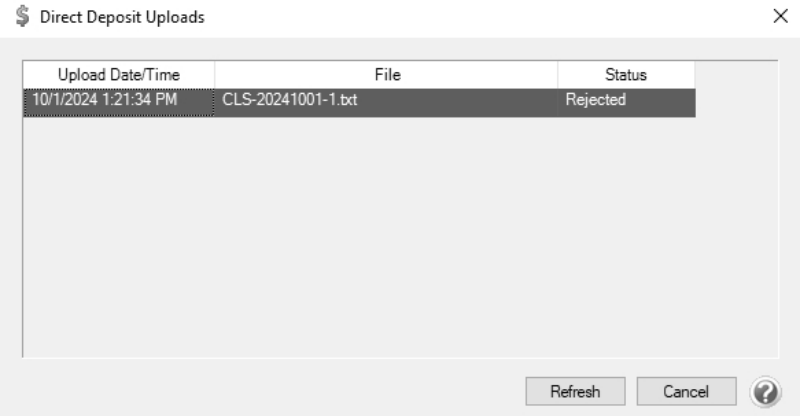
Note: If an upload is not successful, there may be a problem connecting to the NatPay Direct Deposit Service or your credentials are not authorized, the file is invalid, or there is no internet connection.

4. The last known status of the most recently uploaded file for the pay run can be viewed from the **Uploaded** column in **Processes** > **Direct Deposit** > **Create Direct Deposit Files**. For each of the company NatPay accounts, the list of uploaded files will display for the past 30 days. The status of the NatPay file upload is updated every 10 minutes.

If the Uploaded column does not display on the List tab, right-click and select **Add/Remove** columns, select the **Uploaded** column, and then click **OK** to add the column to the List tab.



5. To view the direct deposit files uploaded to NatPay for the specified pay run and their associated status, right-click on the pay run and select **Uploads...**



6. Click **Refresh** to get an updated list of uploaded files from NatPay.
7. If an upload is rejected, double-click on the entry to view the reason the file was rejected.

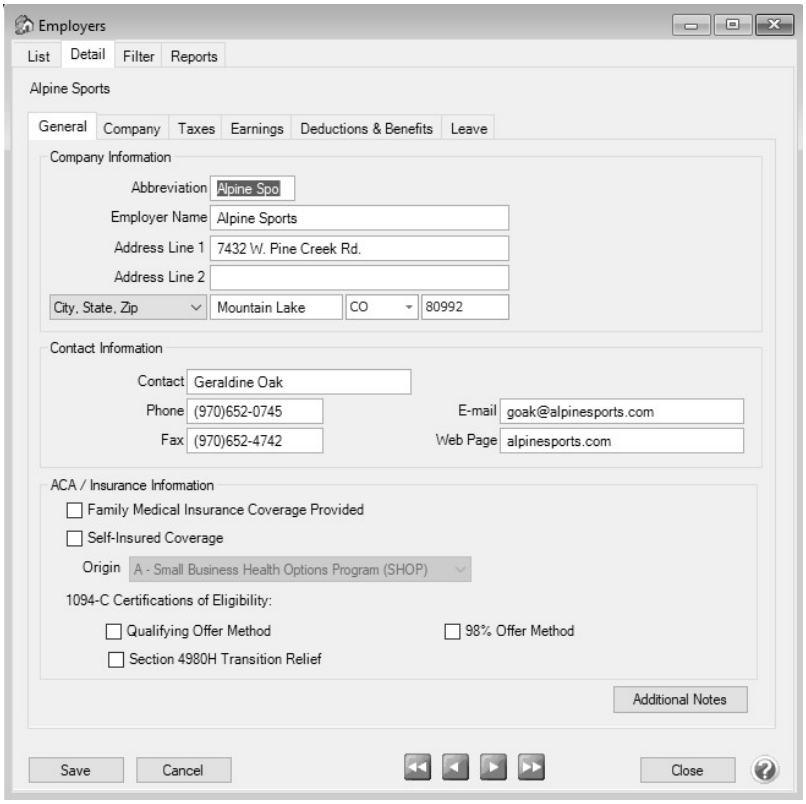
Note: The Direct Deposit report can be printed from Reports > Reports > Payroll Data Reports > Prepayment Reports to help reconcile direct deposit information. The report lists the direct deposit employees on the current open, processed or posted pay runs and includes their bank account numbers, routing numbers and deposit amounts.

Direct Deposit File Mapping

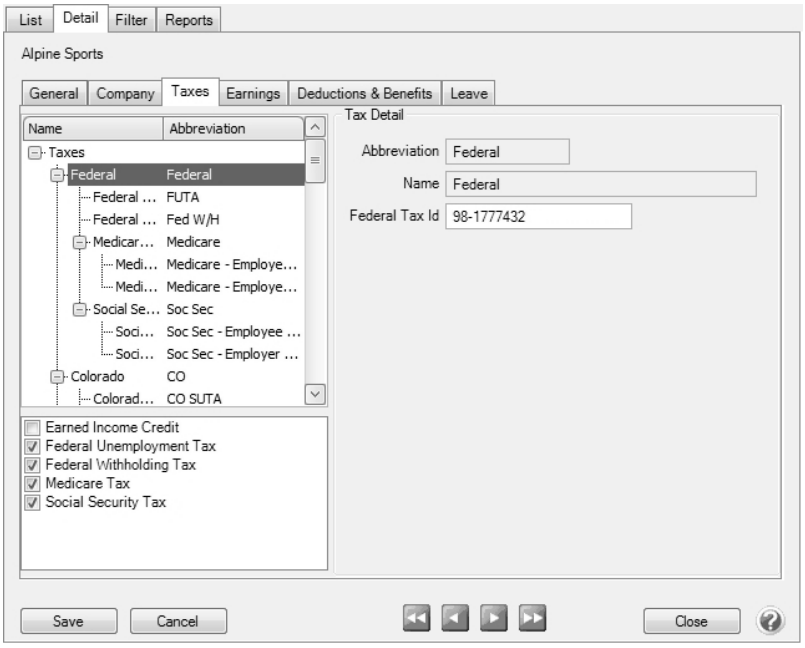
This document describes the information that is found in a Direct Deposit ACH file and where that information comes from in CenterPoint. The first part of the document has several screen shots which show where in CenterPoint data is entered for use in the Direct Deposit process. The second part shows 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

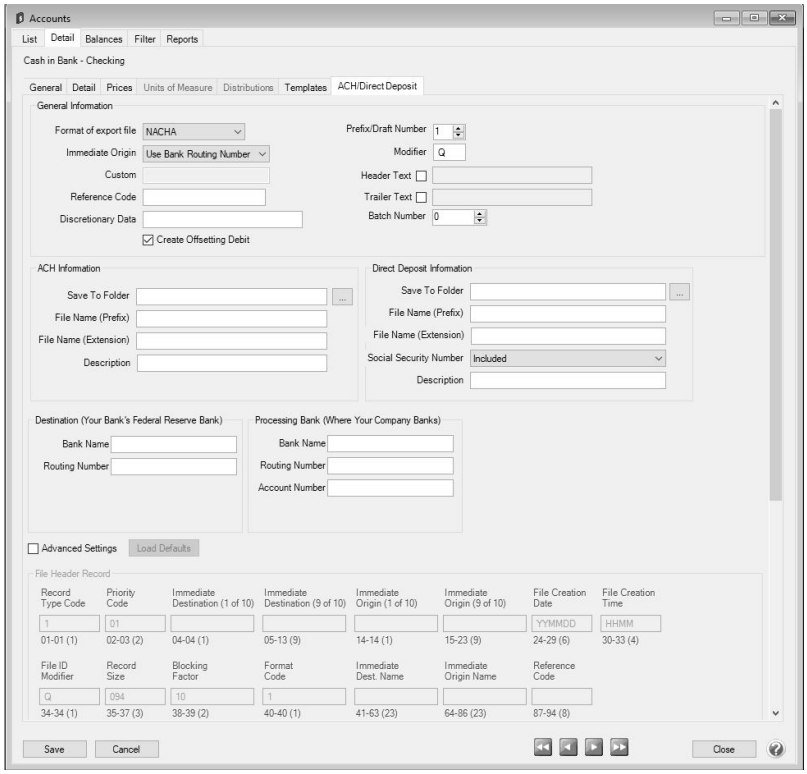
- Screen 1 - **Setup > Employers > General tab**.



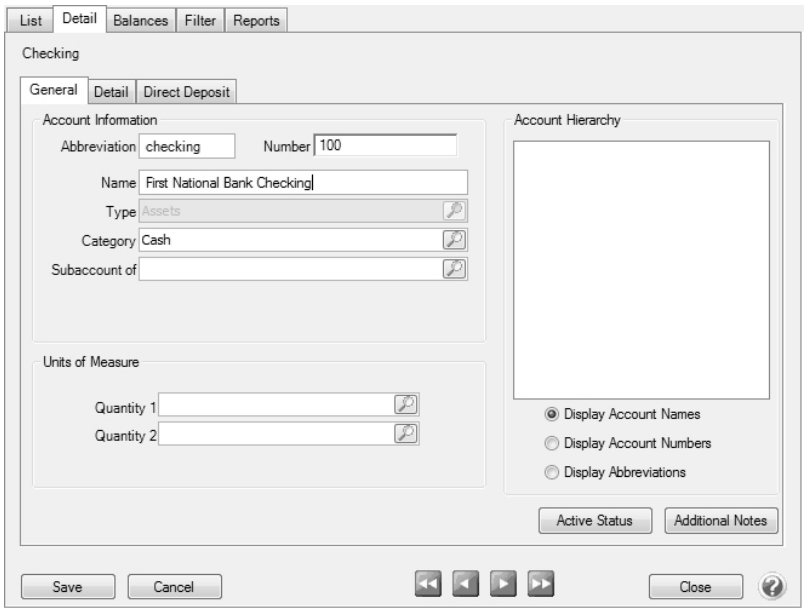
- Screen 2 - **Setup > Employers > Taxes tab**.



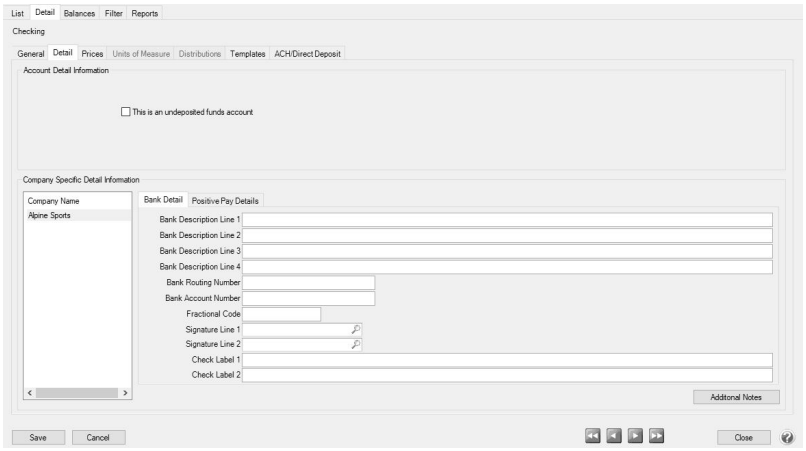
- Screen 3 - **Setup > Accounts > Accounts > ACH/Direct Deposit tab** (of the checking account used for Payroll).



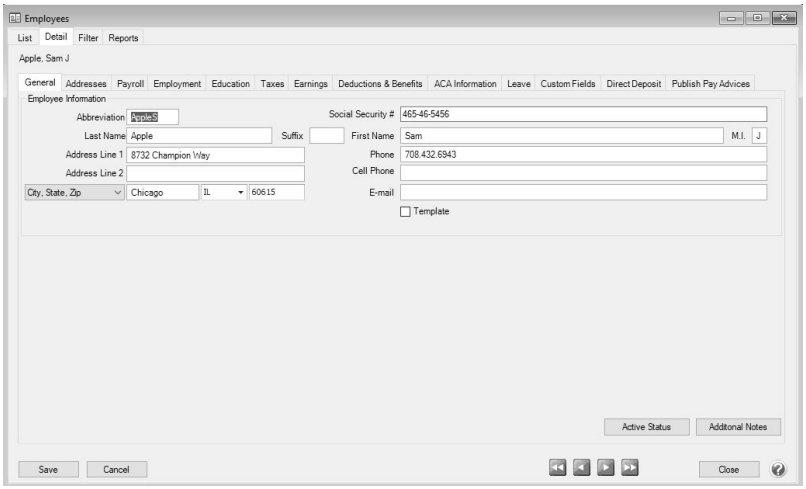
- Screen 4 - **Setup > Accounts > Accounts > General tab** (of the checking account used for Payroll).



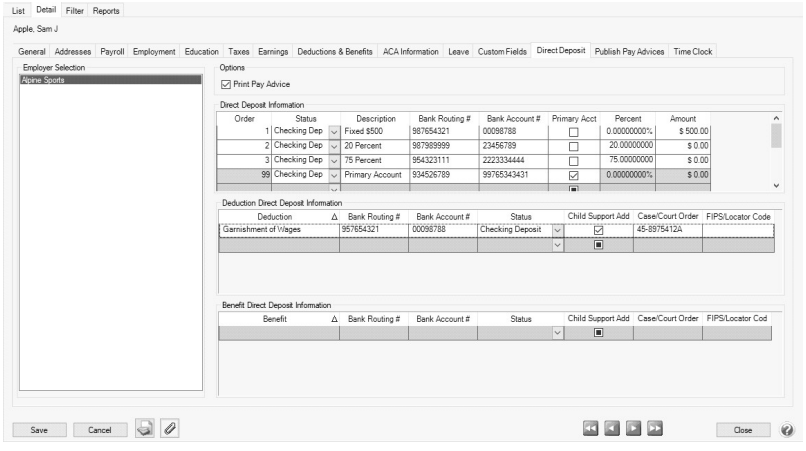
- Screen 5 - **Setup > Accounts > Accounts > Detail tab** (of the checking account used for Payroll).



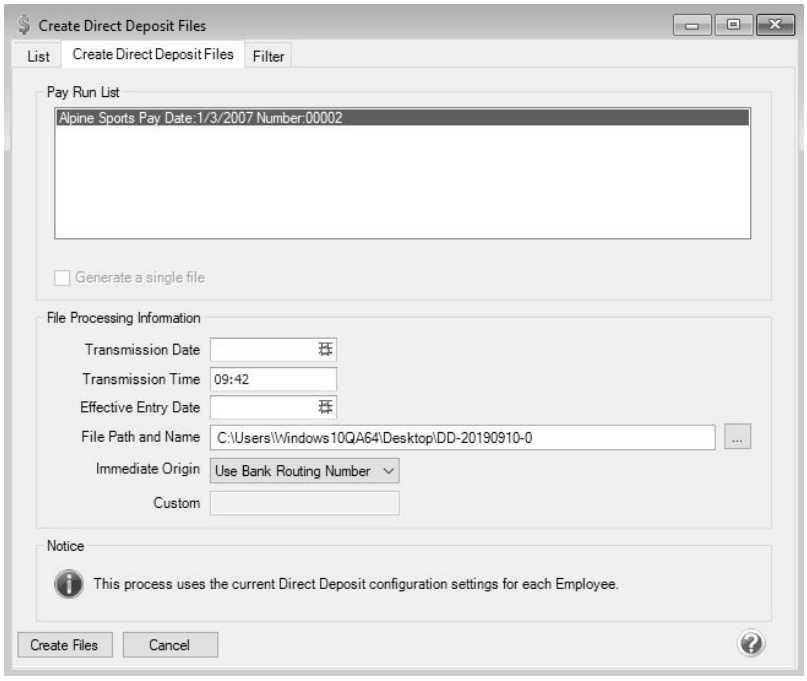
- Screen 6 - **Setup > Employees > General tab**.



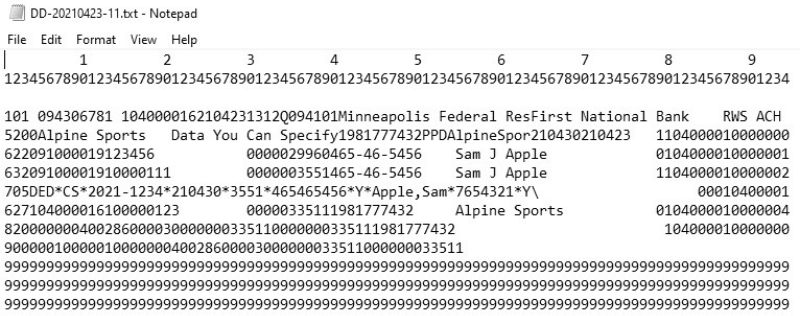
- Screen 7 - **Setup > Employees > Direct Deposit tab**.



- Screen 8 - **Processes > Create Direct Deposit Files** or **Processes > Payroll > Create Direct Deposit Files**.



File Mapping



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	1st character of Immediate Destination	None	Blank (not changeable)
5-13	Immediate Destination	Screen 3 > Destination > Routing Number	094306781
14	1st 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	1st 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	1st 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 • 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

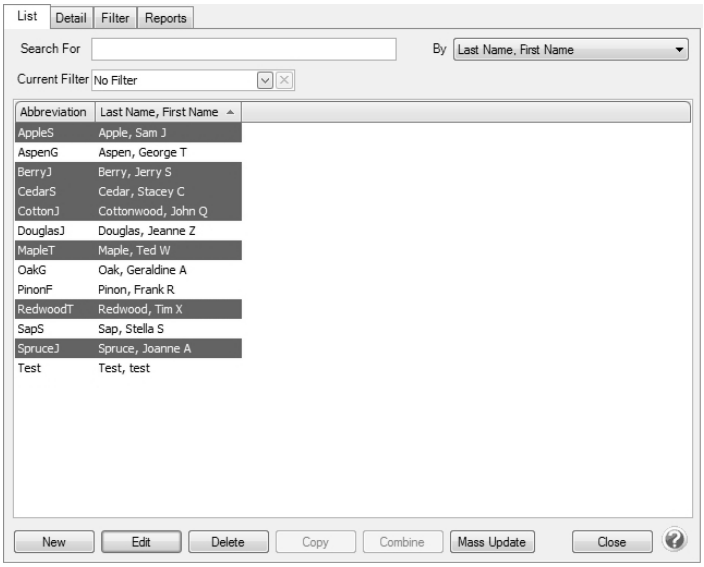
The Employee Mass Update process can be used to update more than one employee's information at the same time. You can mass update various types information, including deductions and benefits, earnings, payroll information, leave, or taxes.

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.

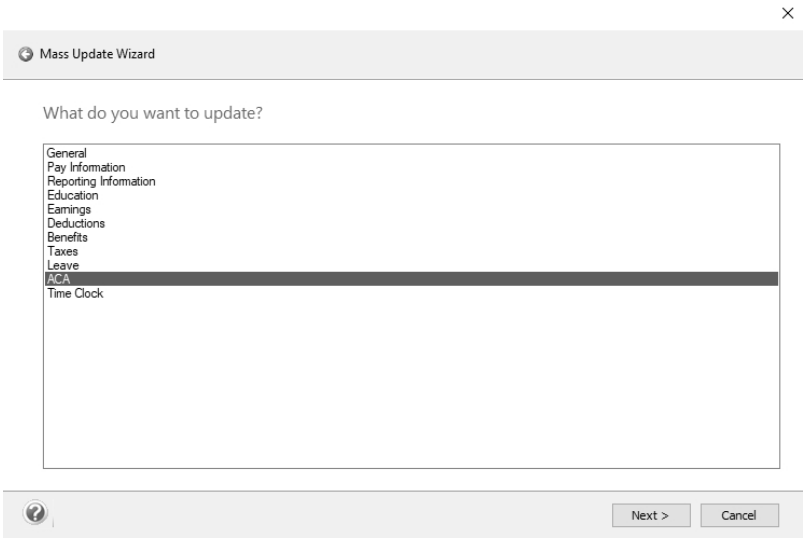
Important Note: It is recommended to perform a backup of your database prior to completing the Employee Mass Update. For more information, see the Backup and/or Restore a Single User Database topic.

Employee Mass Update

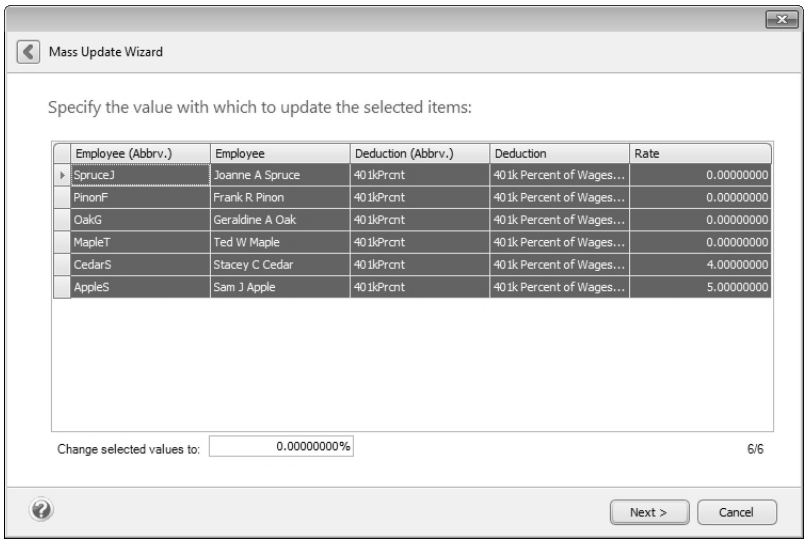
1. Select **Setup > Employees**.
2. On the **List** tab, select the employees you want to update (select multiple employees or customers by pressing the CTRL key while you make your selections) or if you do not limit your list to selected employees/customers, all employees/customers will be included in the update.



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, Pay Information, Reporting Information, Education, Earnings, Deductions, Benefits, Taxes, Leave, ACA, and Time Clock. 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

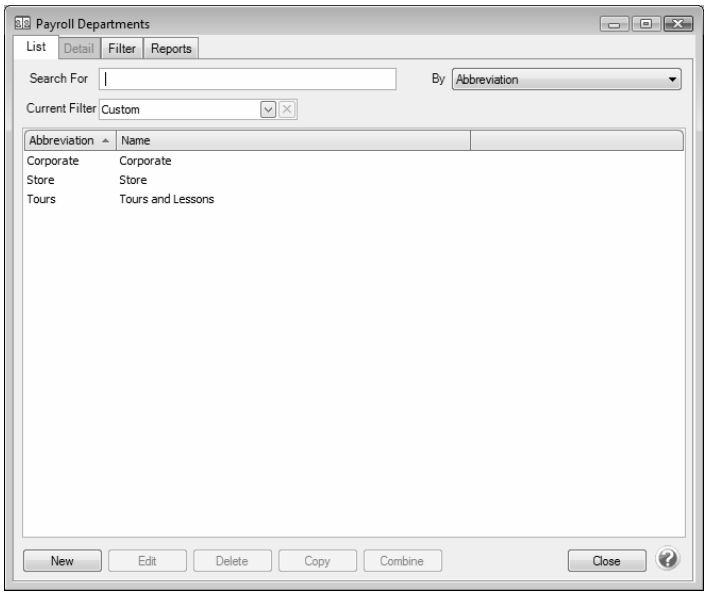
Step B - Assign the Departments/Groups to the Employees (optional)

Step C - Processing Pay Runs

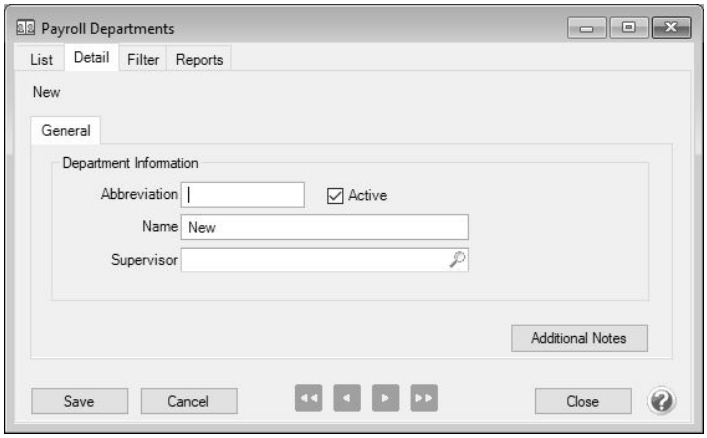
Step D - Generating Reports

Step A - Create Payroll Departments/Groups:

1. Select **Setup > Payroll Details > Payroll Departments/Groups**.



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.



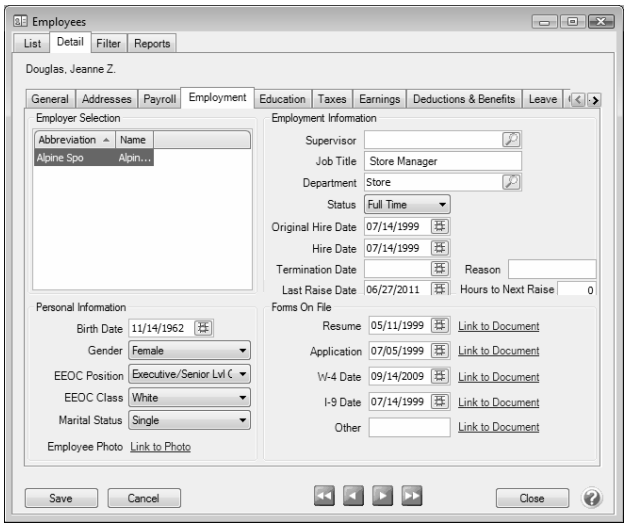
3. Enter an **Abbreviation** and **Name** for the department/group.
4. In the optional **Supervisor** box, enter or select the supervisor responsible for department-level management/approvalof employee time. If you use the online CenterPoint Time Clock, and the payroll department is assigned a Supervisor, 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

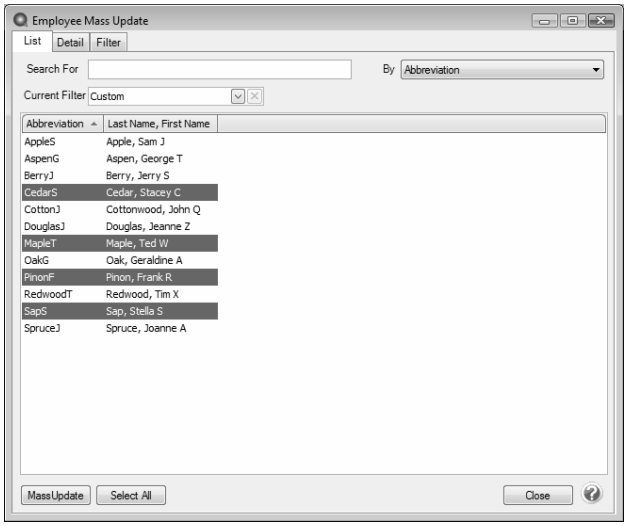
1. Select **Setup > Payroll Details > Employees**.
2. Select an employee and click **Edit**.
3. Select the **Employment** tab. Enter the appropriate **Department/Group**.



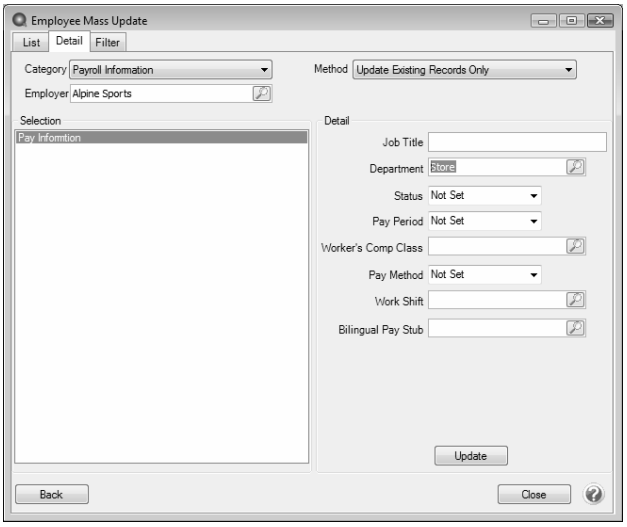
4. Click **Save**. Repeat for each employee.

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).



3. Click **Mass Update** at the bottom of the screen.



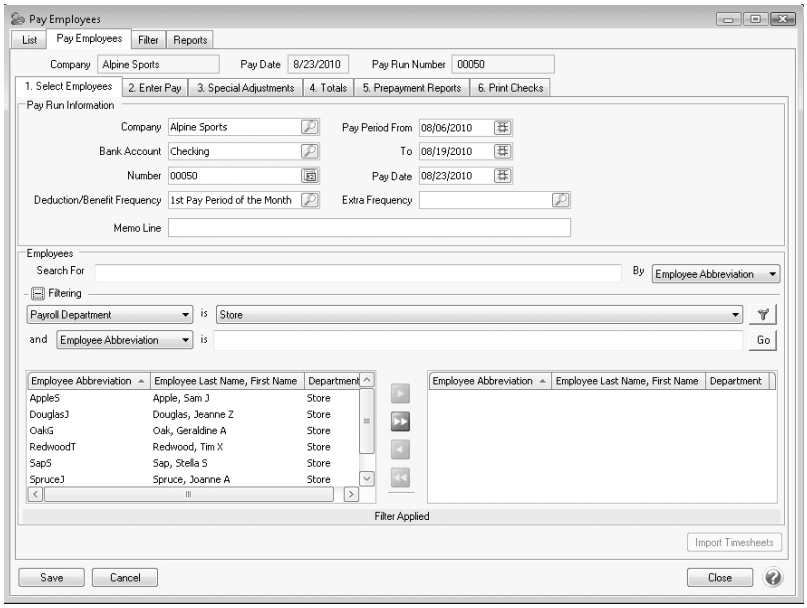
4. Select **Payroll Information** in the **Category** field.
5. Select the **Employer**.
6. Select the appropriate mass update **Method**:
    - **Update Existing Records Only** updates only employees currently assigned to the item updated.
    - **Update Existing/Add Missing Records** updates all selected 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.
7. 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.

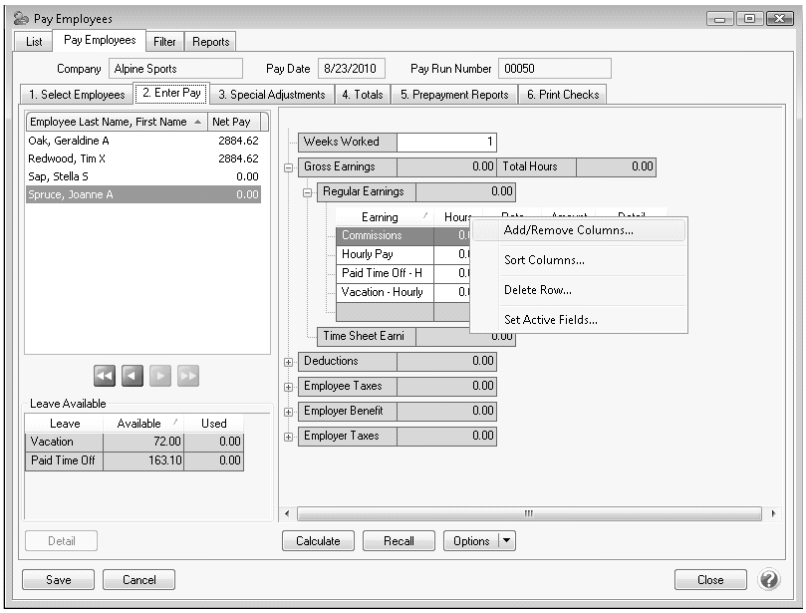


3. The employees displayed will then only be those assigned to that department/group. Click on the **green double arrow** to the right to select all employees in that department/group.

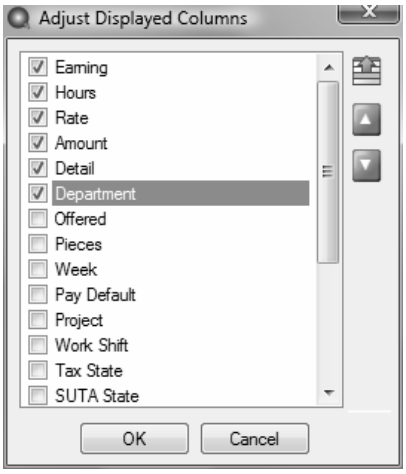
If your employees work in various departments/groups during the same pay period, or change departments/groups from one period to another, then you will want to specify on their pay run transactions, which hours are for each department/group. This can easily be done by adding the department/group field to the Pay screen:

1. While on the **2. Enter Pay** tab in **Pay Employees**, right-click in the grid and select **Add/Remove Columns**.

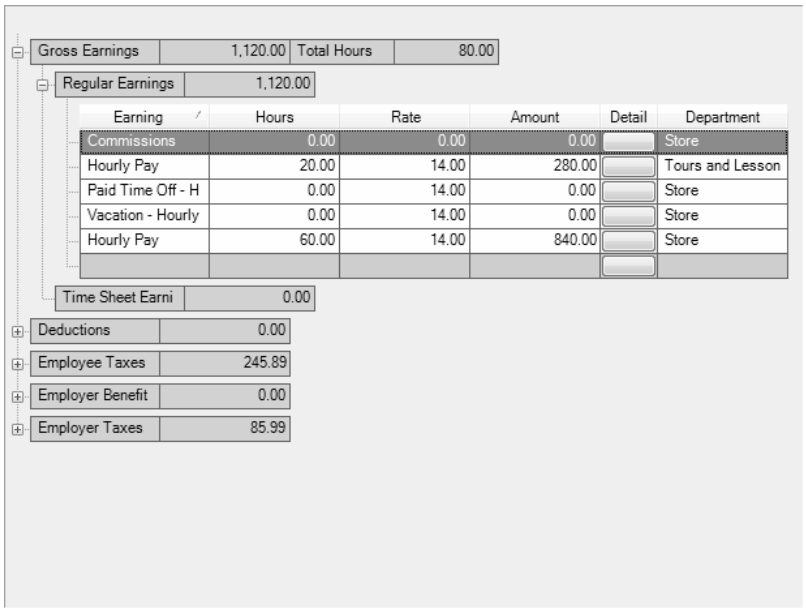
Note: If you are using Time Sheets, this same process can be followed to add the department/group column to Time Sheets.



2. Select **Department/Group** and Click **OK**.



3. The normal pay screen will now include a Department/Group field where you can specify hours for each employee/department/group.



Step D - Generating Reports

General Terms Used On Payroll Reports:

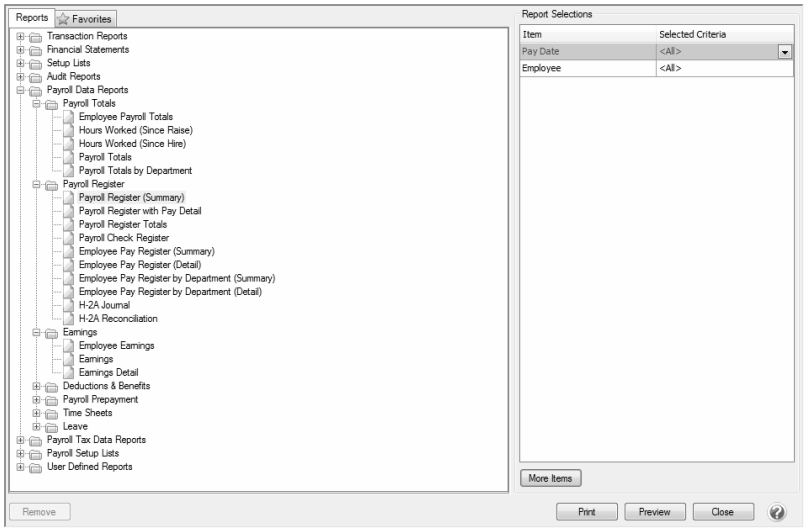
Pay Department/Group: Refers to the department/group assigned in the payroll records.

Department/Group: Refers to the department/group assigned in the employee setup.

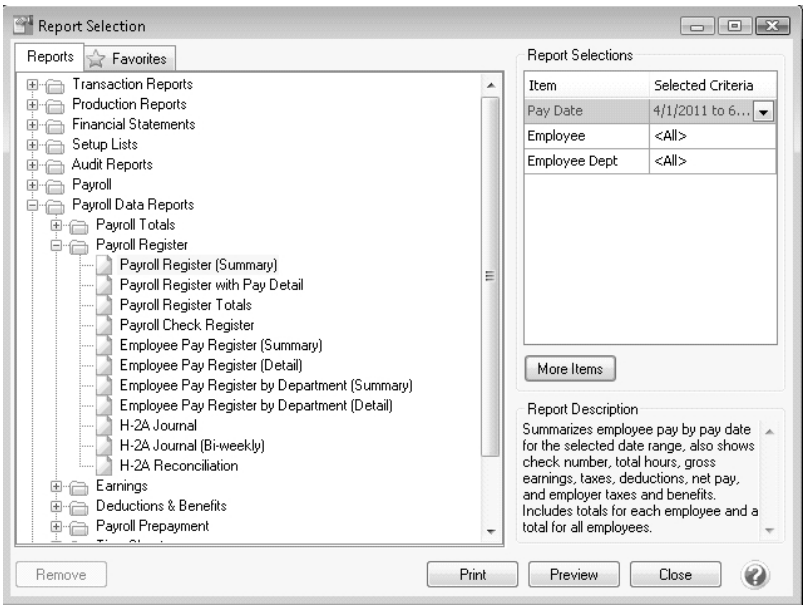
Using Department/Group as Selection Criteria on Reports

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.



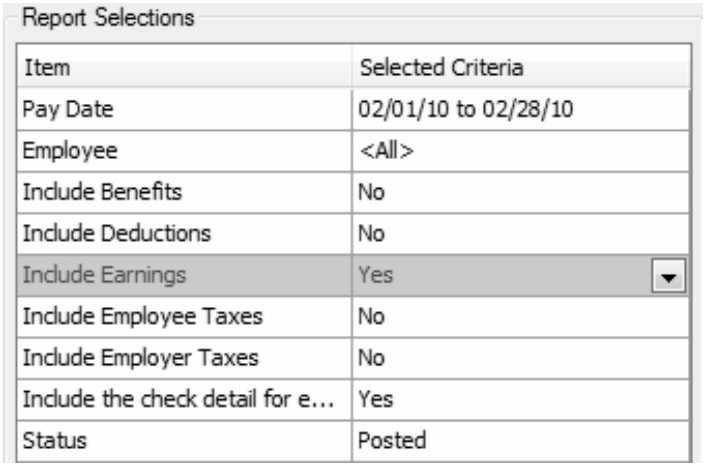
2. If **Department/Group** is not listed, click on the **More Items** button.
3. Select **Employee Dept** and click **OK**.



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**.



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

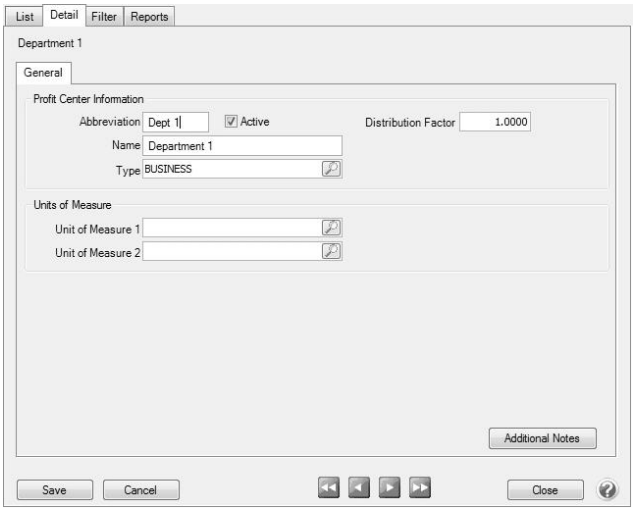
This topic provides instruction on reporting payroll expenses by department using Profit Centers instead of Payroll Departments. Profit centers are similar to departments, but they allow you post all payroll expenses (earnings, taxes, benefits) to a profit center. This allows you to get detailed reports 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):

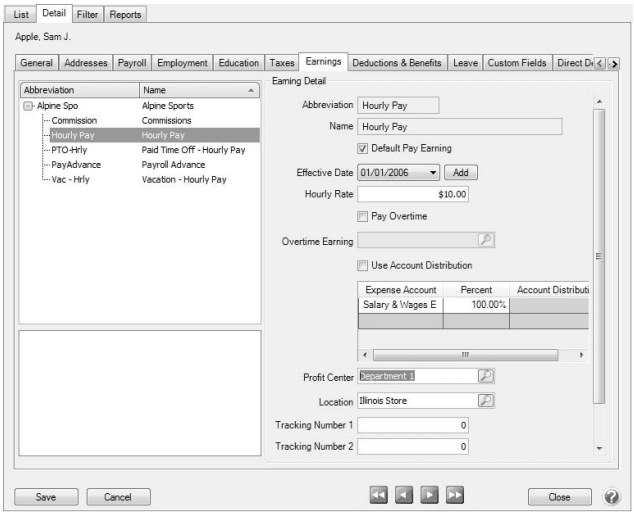
1. Select **Setup > Profit Centers/Locations > Profit Centers**.
2. Click **New**.



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**.

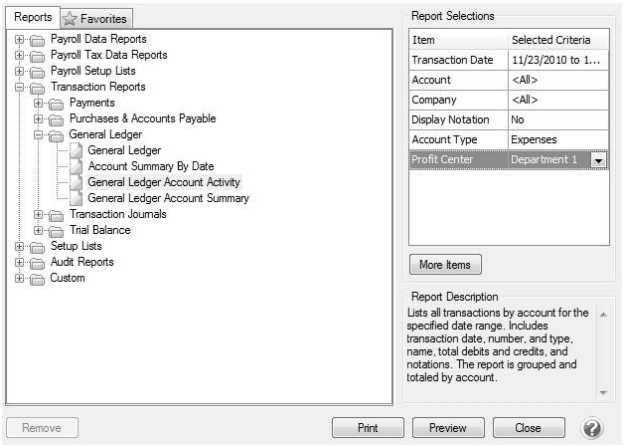
- The profit center from the employee's setup for this earning will display. You can change it if these hours are for a different profit center.
- Continue processing the pay run as usual.

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

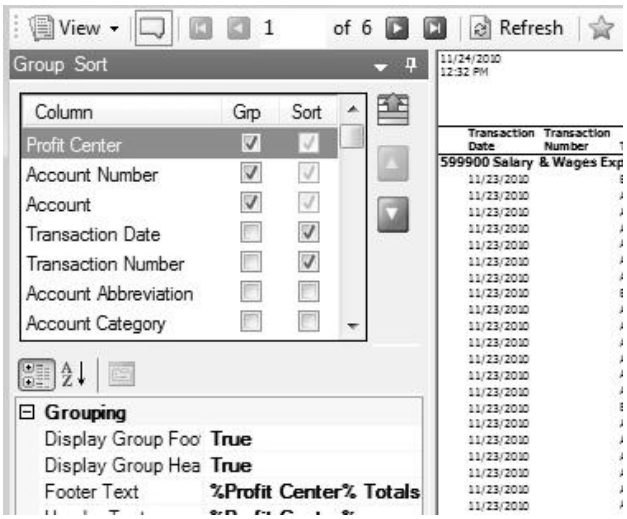
1. Select **Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity**.



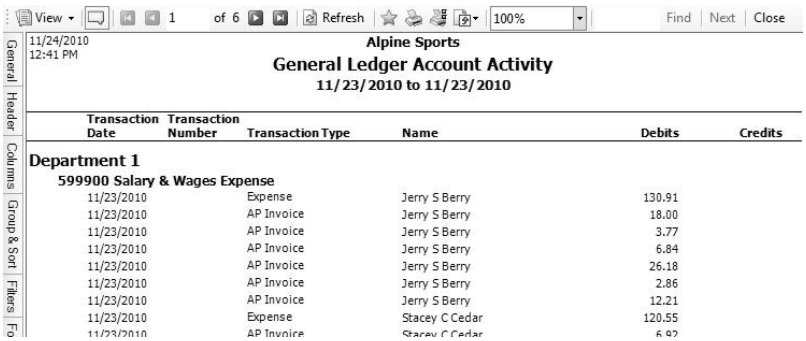
2. Click on the **More Items** button. Check the boxes for **Account Type** and **Profit Center**. Click **OK**.
3. Enter the **Transaction Date** range to run this report for. In the **Account Type** filter, select **Expenses** and select a profit center.
4. Click **Print** to print the report or click **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.



4. For more information see the topic Customizing Reports.

Garnishments

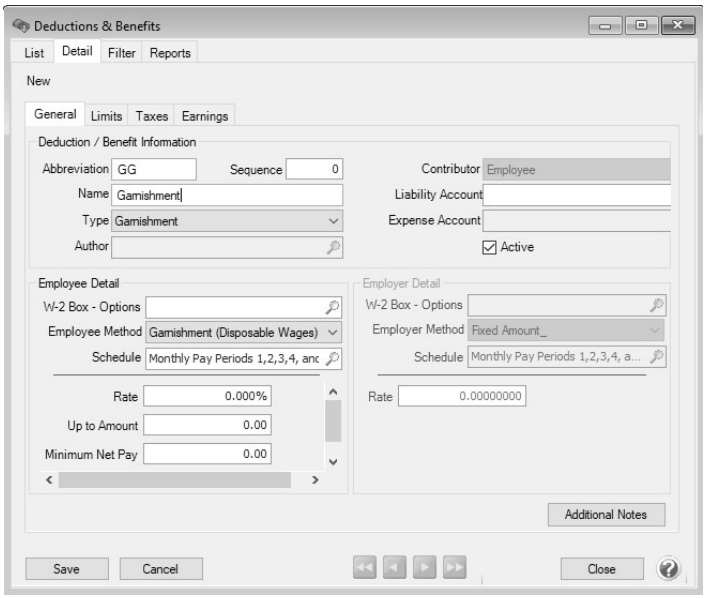
A garnishment is a mandated deduction withheld from an employee's wage. An example is child support. The employer withholds the garnishment from the employee's wages. The amount withheld is paid by the employer to the appropriate agency.

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 (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**.

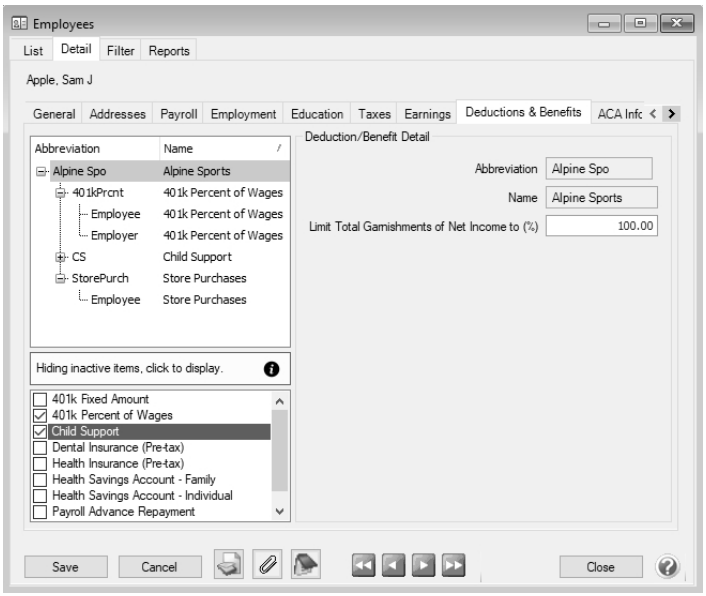
Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will 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.

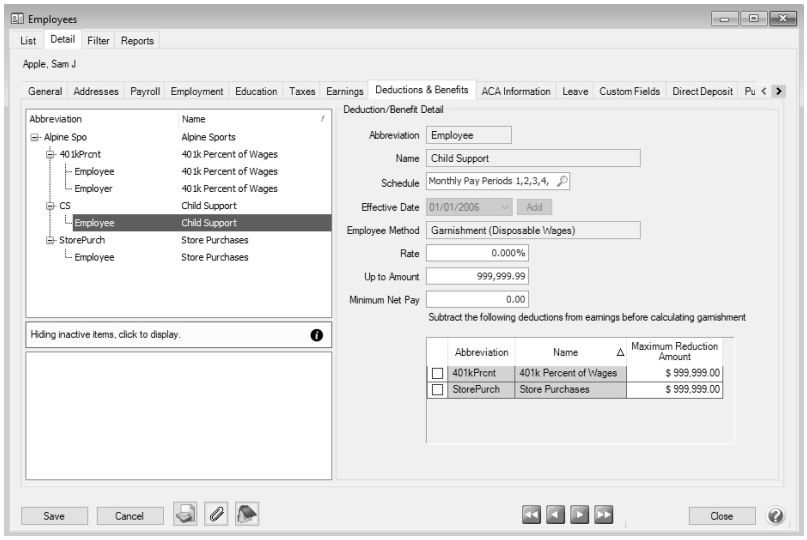
12. The **Rate**, **Up to Amount** and **Minimum Net Pay** boxes should all remain at zero when setting up the garnishment. When the garnishment is added to an employee, the rates and amounts will be specified on their record.
13. **Employee Deduction Limits** provide an additional way to stop the calculation. If the garnishment has an annual limit or a life-time 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. To add notes to this employee, click the **Notes** icon (), enter the notes, and then click **OK**. When notes are added from the Additional Notes icon, the icon will display 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)".

12. Click **Save**.

Additional Information

Reports Used to Review Garnishment Deductions and Payments

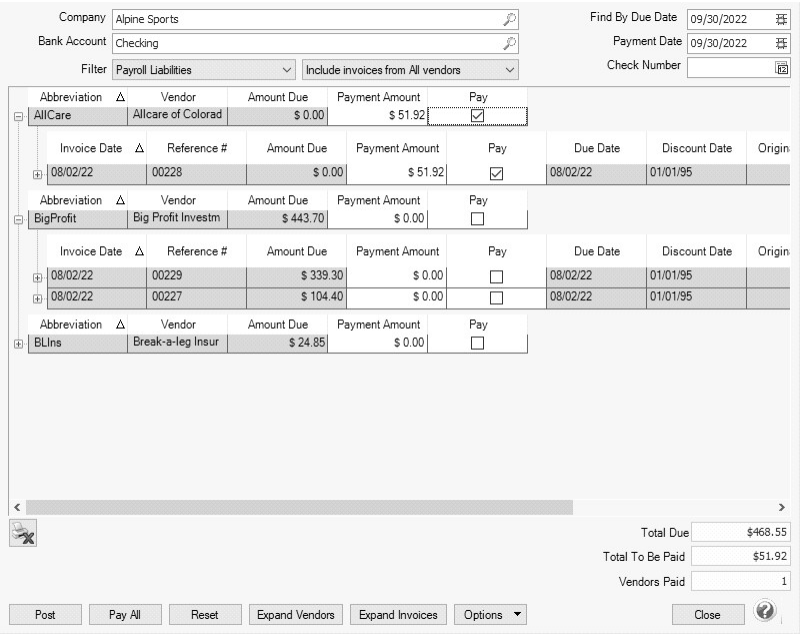
Deduction reports can be printed for garnishments from **Reports** > **Reports** > **Payroll Data Reports**. For each of the reports listed below, you can select Report Selections for the Pay Dates and garnishment Deduction you wish to review.

- **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** - TThis 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**.



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).

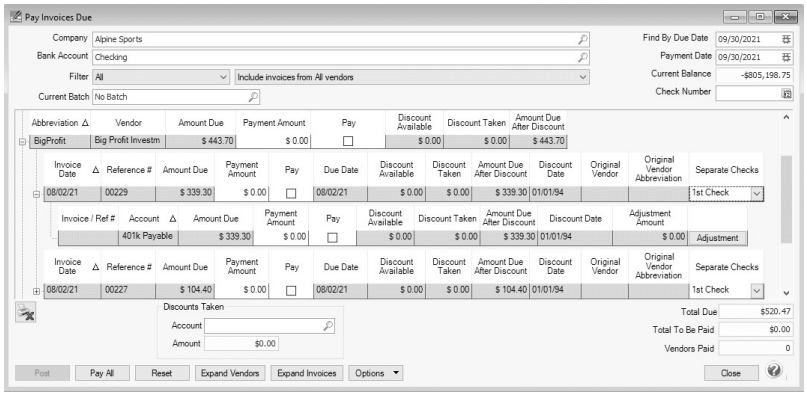
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).

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.

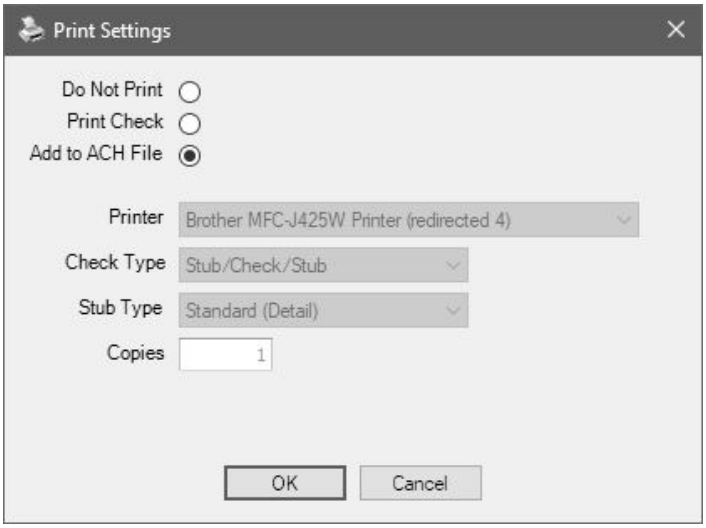


    2. Place a check mark in the **Pay** box for each invoice that should be paid.
        - To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.

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**.

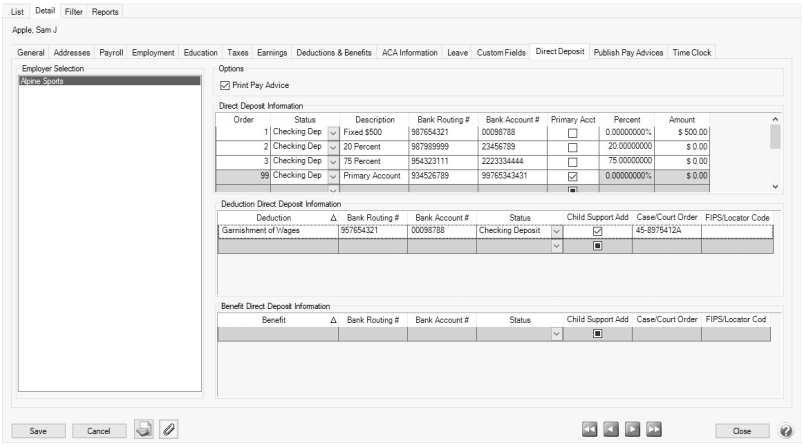
6. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
7. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
8. The **Vendors Paid** box displays 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.



    - 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.



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.

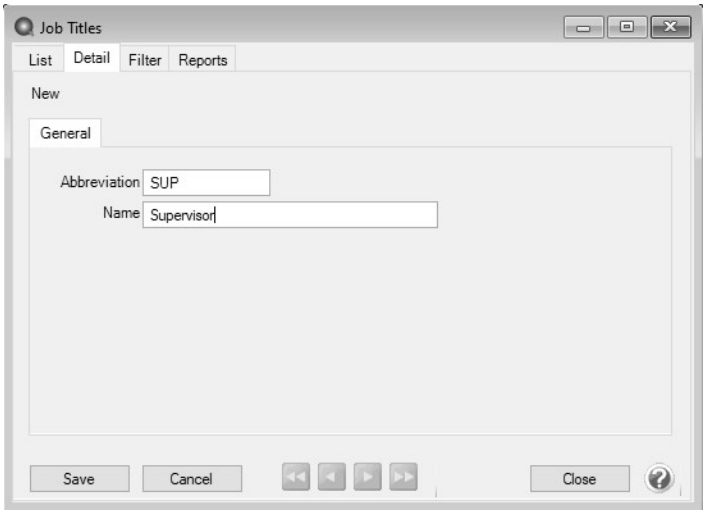
- **Child Support Addenda** - Select this check box if an ACH addenda record or a NACHA addenda record is needed to provide supplemental data such as an account holder or additional information to provide payment to the receiver or RDFI (Receiving Depository Financial Institution).
- **Case/Court Order**- 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

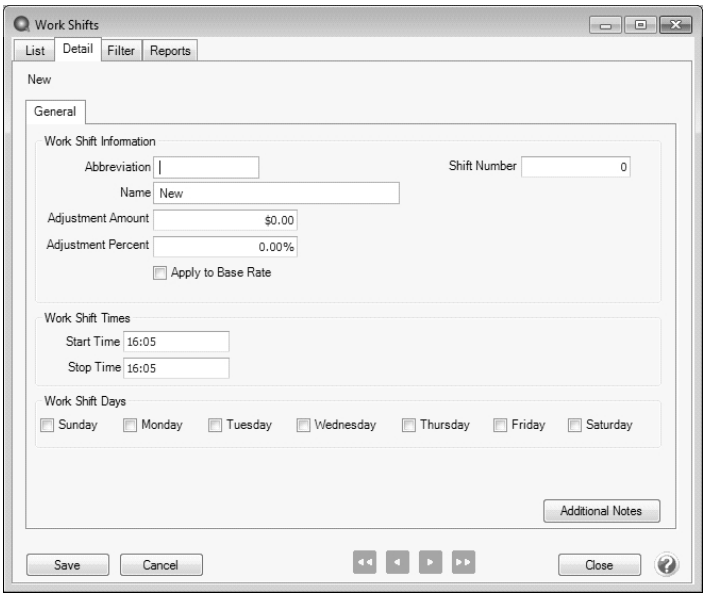
1. Select **Setup** > **Employees**.
2. Select an employee and then click **Edit**.
3. Select the **Employment** tab
4. In the **Job Title** box, select one of the user-defined job title from the drop-down list or right-click, select **New**, and repeat the Setup Job Titles section of this document to 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.

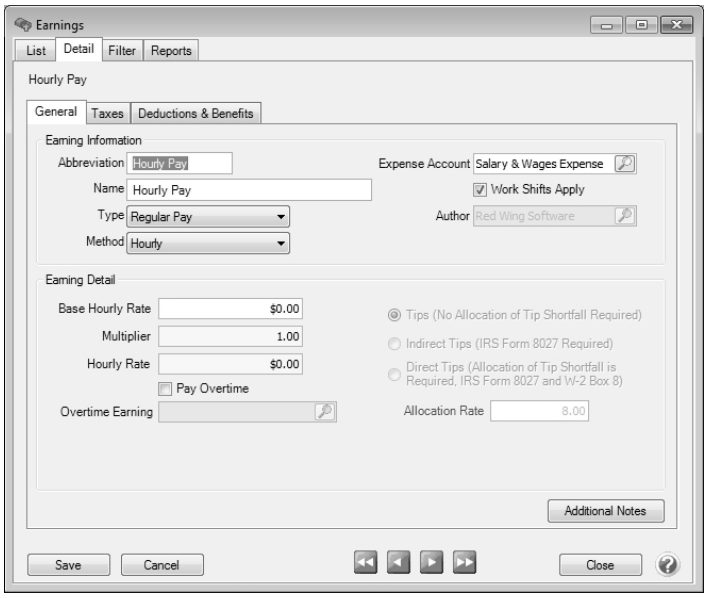
   or

   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: Base Rate + (Base Rate * (Work Shift Percentage / 100)) = 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 x 1.5= 22.50 + $1 shift differential = 23.50/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.

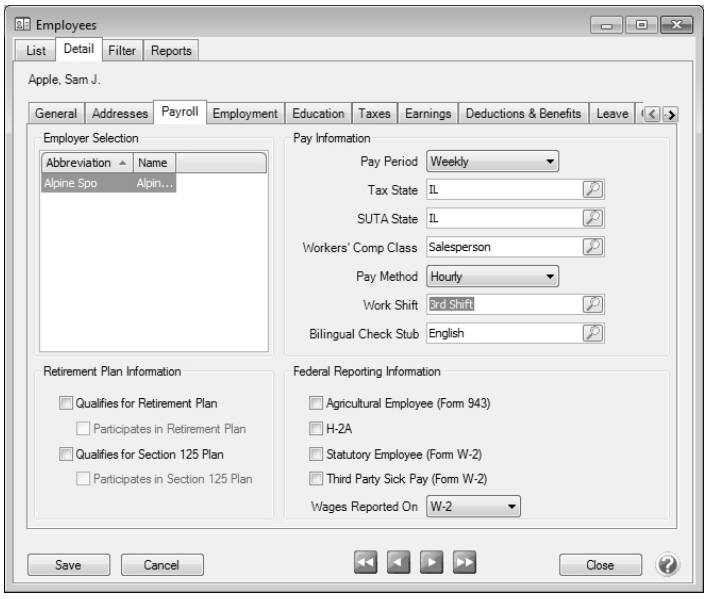


3. Select the **Work Shifts Apply** box on the right. Click **Save**.
4. Repeat for each earning that work shifts apply to.

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**.

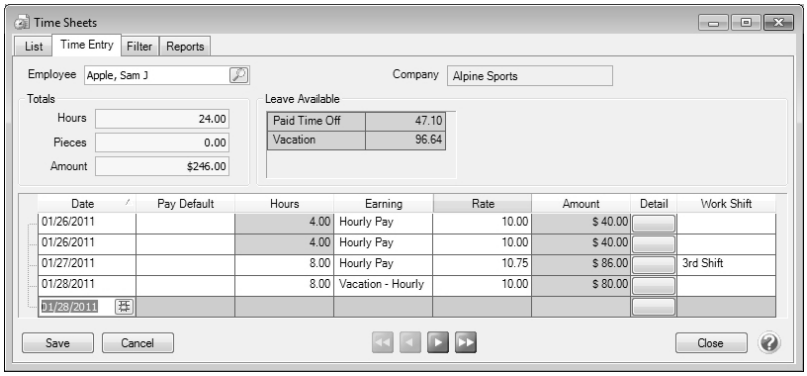


3. Select the **Payroll** tab. In the **Work Shift** field on the right, specify the appropriate work shift.
4. Click **Save**. Repeat for each employee that is assigned to one work shift.

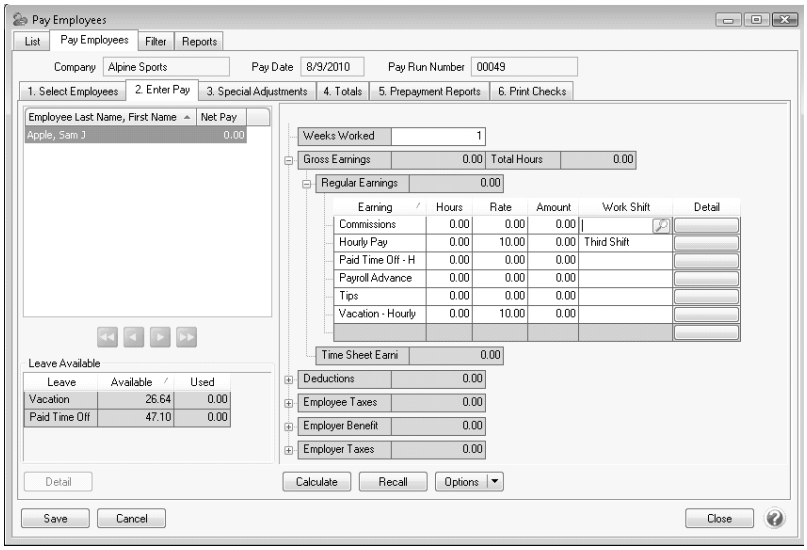
Processing Payrolls with Work Shifts

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.



- **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.



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

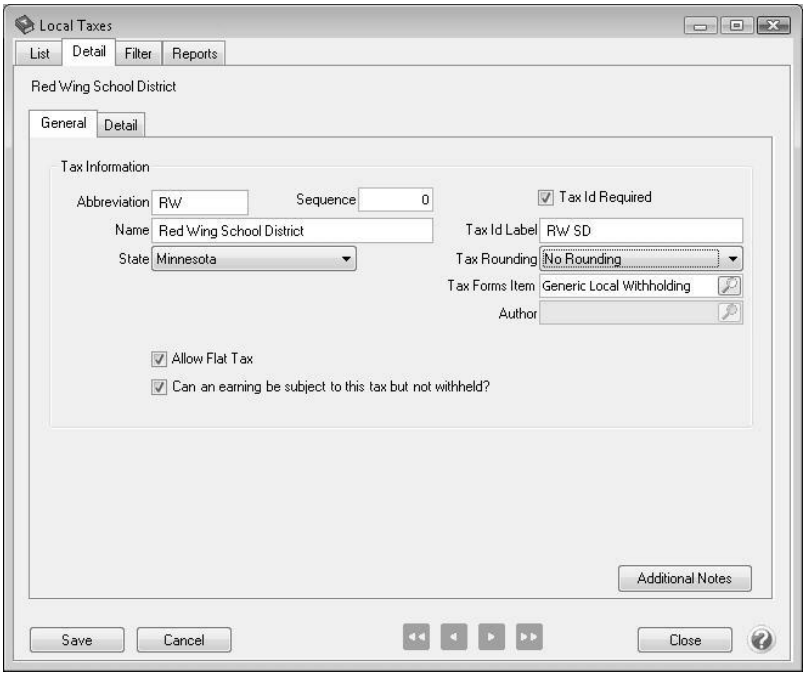
Step B - Add the Local Tax to an Employee Record

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).

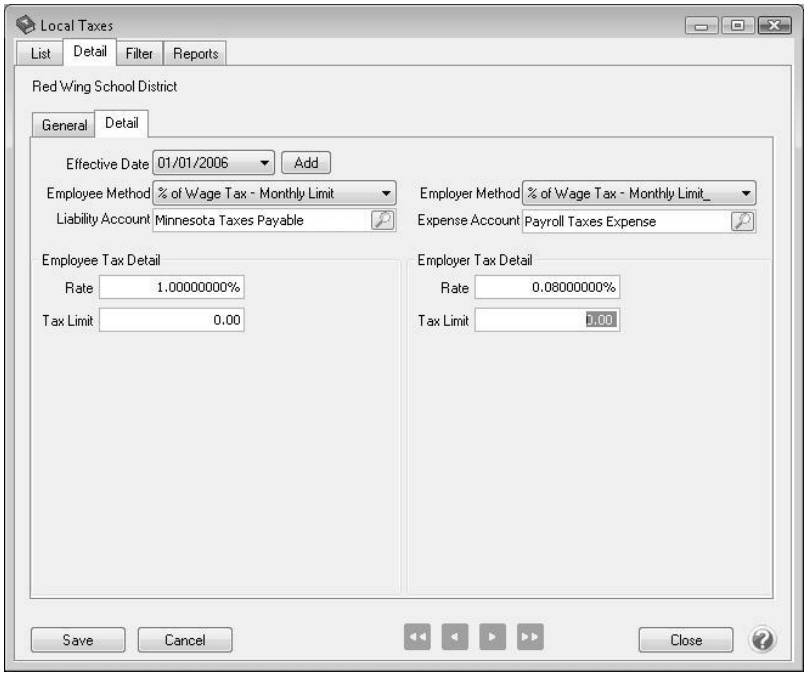


3. If you want to have your local taxes appear in a specific order on the screens where you see them displayed in a tree with other local taxes, you can enter a **Sequence** number that will place the local taxes in a specific order. If not, the Sequence field can be skipped.
4. In the **Name** box, 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:

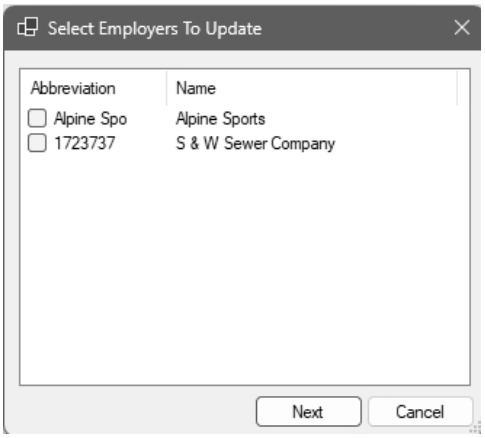
- **None** – If no tax for either the employee or employer.
- **% of Other Tax** – Choose this when the amount of tax calculated is based off of the calculation of another tax. Select the other tax and enter the rate.
- **% of Wage Tax with Annual Limit** – Will calculate tax out of taxable wages but 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 employer's portion of this tax should be calculated. If the employer does not pay a portion of this tax, select None.

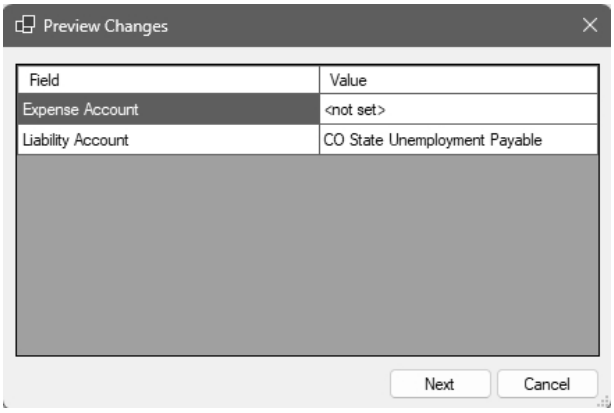


Note: If an Allowance Amount is entered on the % of Wages Tax, % of Wages Tax with Wage Limit, % of Wage Tax - Annual Limit, % of Wage Tax - Monthly Limit, or % of Wage Tax - Period Limit employer methods, the amount entered should correlate to the pay period being used, i.e. if employees are being paid 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.**
22. If you were changing a local tax that has been previously saved, the *Do you want to apply the current local tax configuration to your employer(s)?* message will display, click **Yes** to view the current configuration or click **No** to save without applying to your employer(s). If you have multiple employers, select the employers you want to update and then click **Next**.



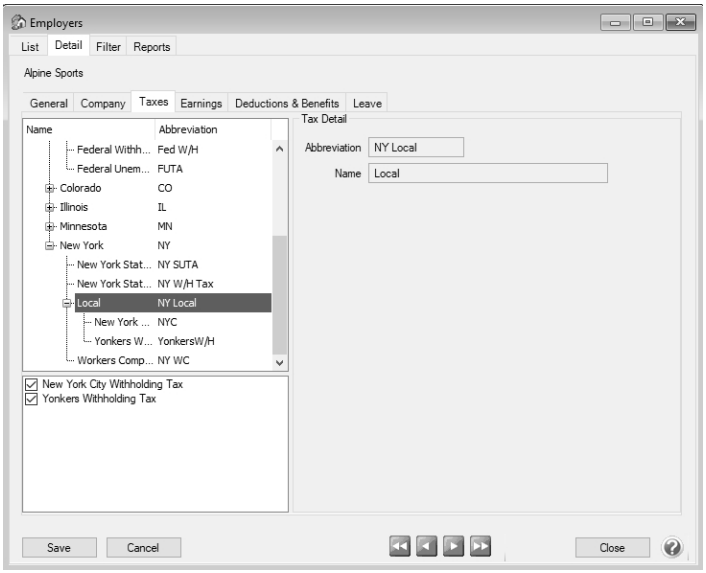
A Preview Changes screen will display with the changes that will be applied to the employer(s). Click **Next** to update and then click **OK** at the Update Complete message.



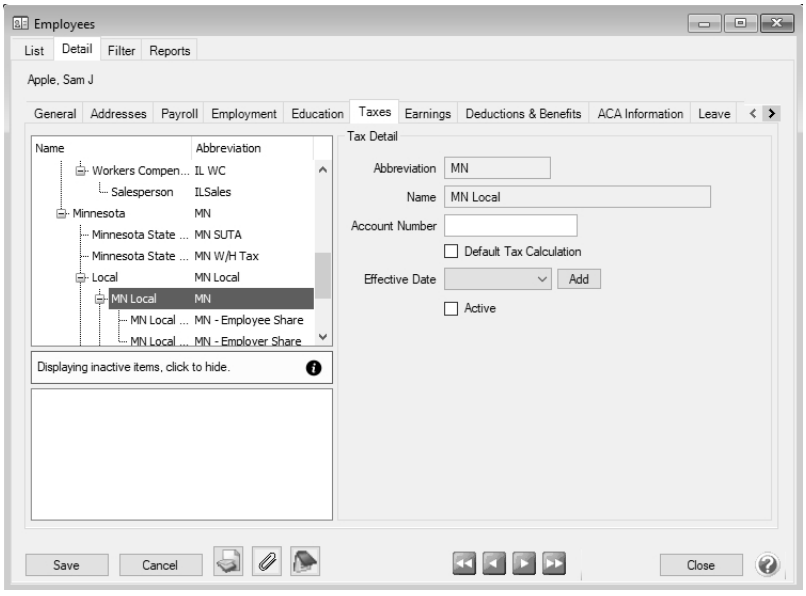
Step B - Add the Local Tax to an Employee Record:

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**.

Other State Taxes Setup as Local Taxes

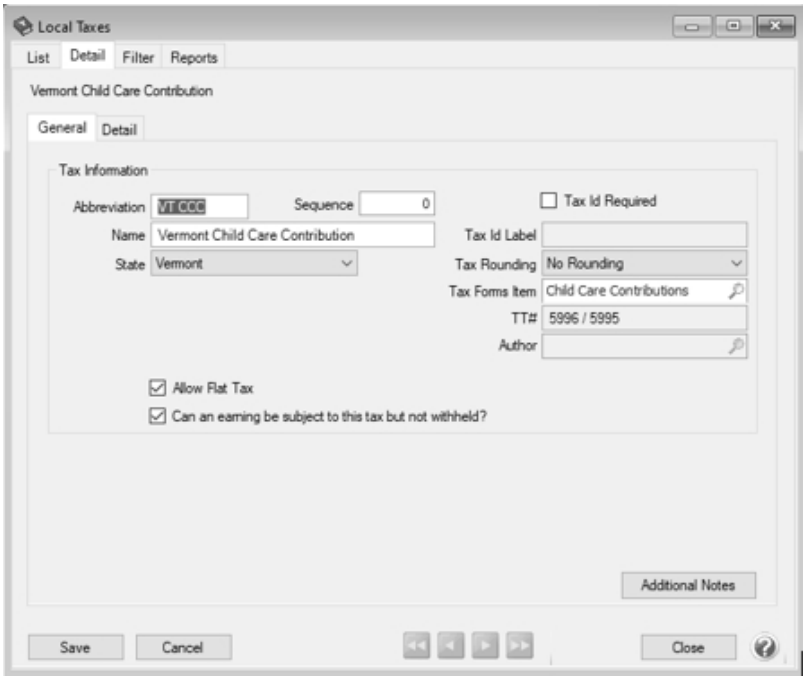
When an employer can choose how much tax to withhold from employees for other taxes, for example Vermont Child Care Contribution, Maine or Delaware Paid Family and Medical Leave, etc. Red Wing Software cannot maintain the tax rate as part of the CenterPoint Tax Table Updates and recommends creating a Local Tax for the other tax.

Step A - Create a Local Tax

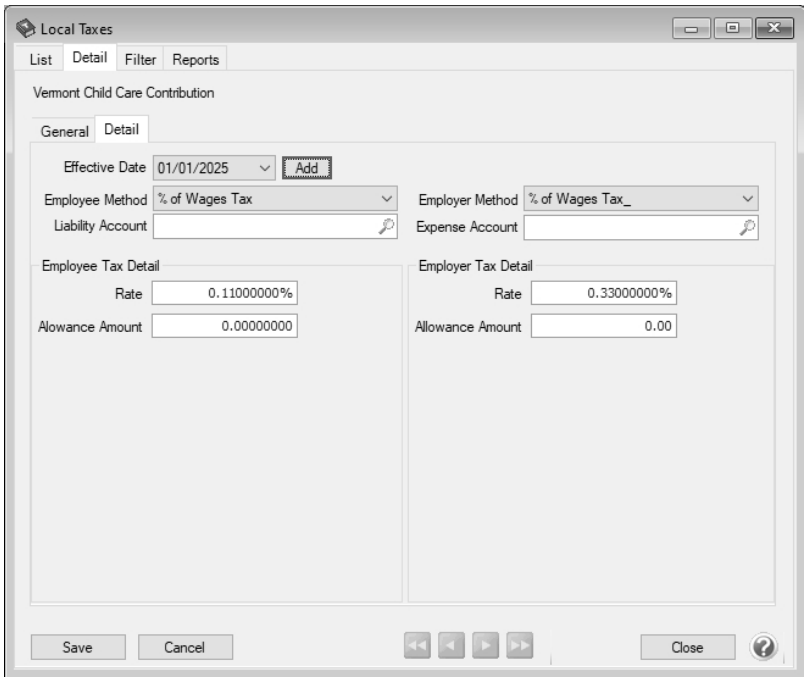
Step B - Add the Local Tax to an Employee Record

Step A - Create a Local Tax:

1. Select **Setup > Payroll Details > Local Taxes**. Click **New**.
2. Enter an **Abbreviation** and **Name** for this tax, for example Vermont Child Care Contribution, Maine or Delaware Paid Family and Medical Leave, etc.
3. In the **State** box, select the state the tax applies to, for example Delaware, Maine, Vermont, etc.
4. In the **Tax Forms Items** box, select the type, for example **Child Care Contributions** or **Paid Family and Medical Leave**.



5. Select the **Detail** tab.
6. In the **Employee Method** box, select how the employees' portion of this tax should be calculated, often % of Wage Tax. For details, see the Local Taxes topic.
7. In the **Employer Method** box, select how the employer's portion of this tax should be calculated.
8. Select a **Liability Account**.
9. Select an **Expense Account**.
10. Click **Save**.
11. **Edit** the tax you just created and select the **Detail** tab.
12. Click **Add**. In the **Effective Date** box, enter the effective date, for example **1/1/25**.
13. In the **Employee Tax Detail** section, enter the **Rate** you wish to withhold from your employees' checks.
14. In the **Employer Tax Detail** section, enter the **Rate** for the employer contribution.

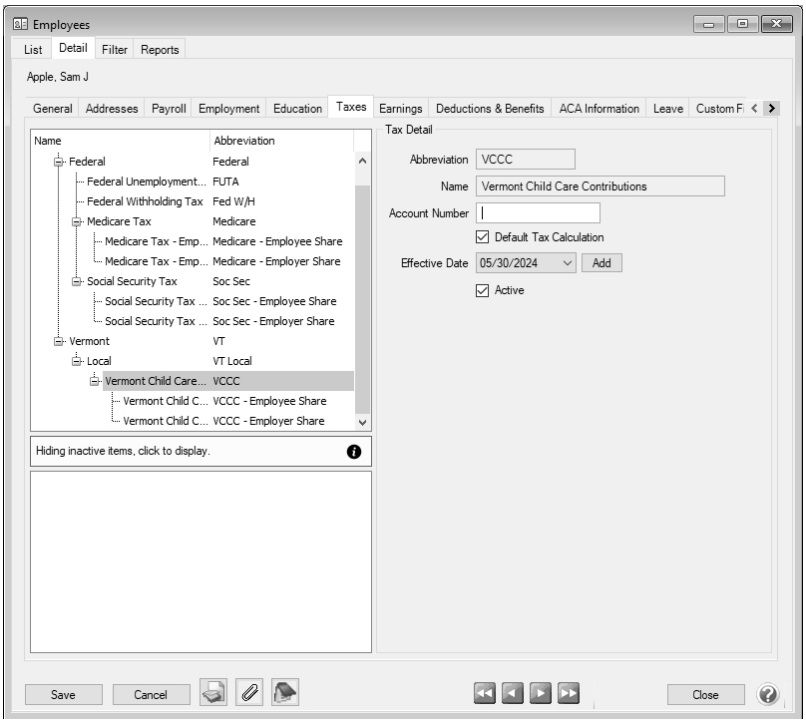


15. Click **Save**.

Step B - Add the New Local Tax to an Employee Record:

Follow the instructions below to add the new local tax to individual employee records. If you have multiple employees to add the local tax to, use 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 to add the local tax to, and then click **Edit**.
3. Select the **Taxes** tab.
4. Under the employer in the box on the left, select the state the new local tax applies to.
5. Under the state selected in step 4, select **Local**. Select the **new local tax** in the box in the lower left side of the screen.
6. From the upper left side of the screen, select **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 Account Number, etc.



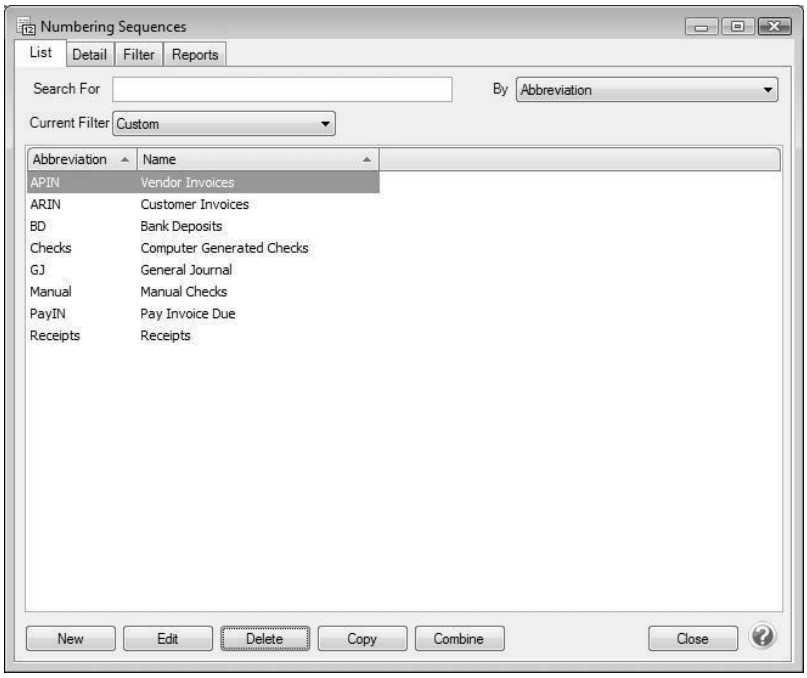
8. Click **Save**.

Numbering Sequences

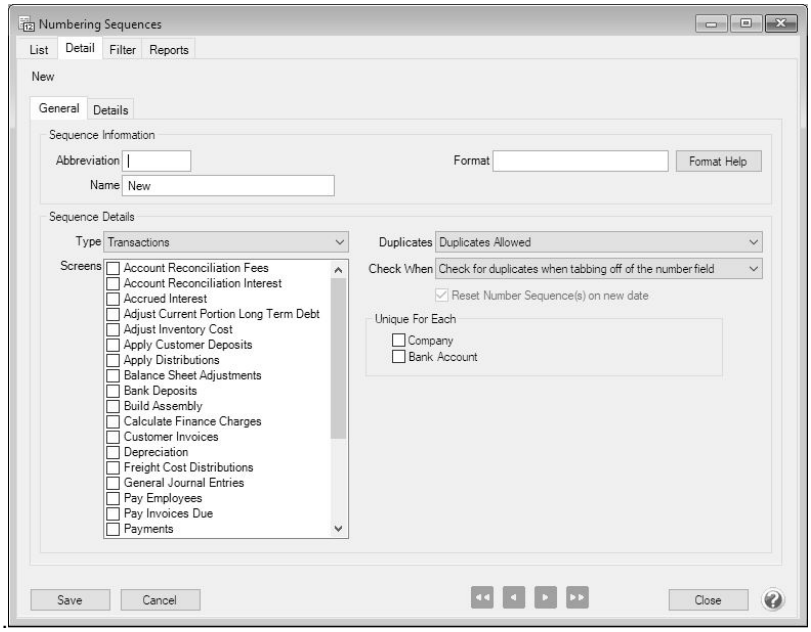
Numbering sequences are used to maintain check numbers, invoice numbers, bank deposit numbers, etc. A default sequence is added to your database for each transaction screen or maintenance/setup screen (where applicable). You can maintain different sequences for various transaction entry and maintenance/setup 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.**



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:

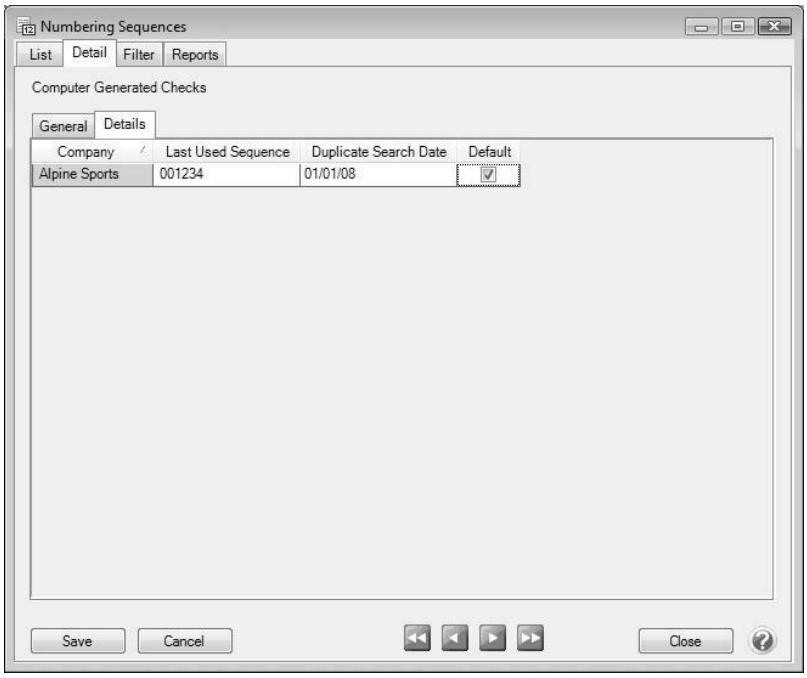
   mm = two digit month
   mmm = month name

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.



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.

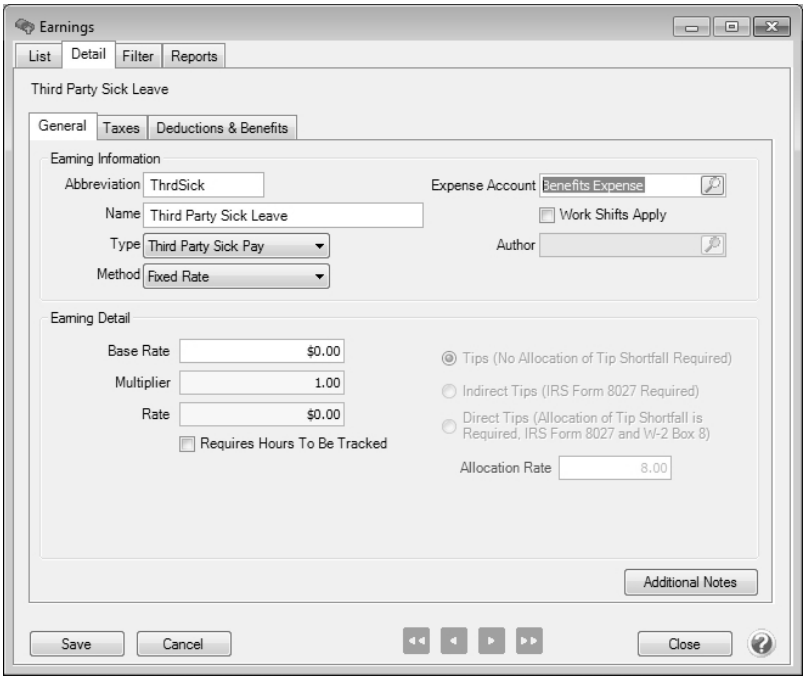
Option A: W-2 Provided by the Employer

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:

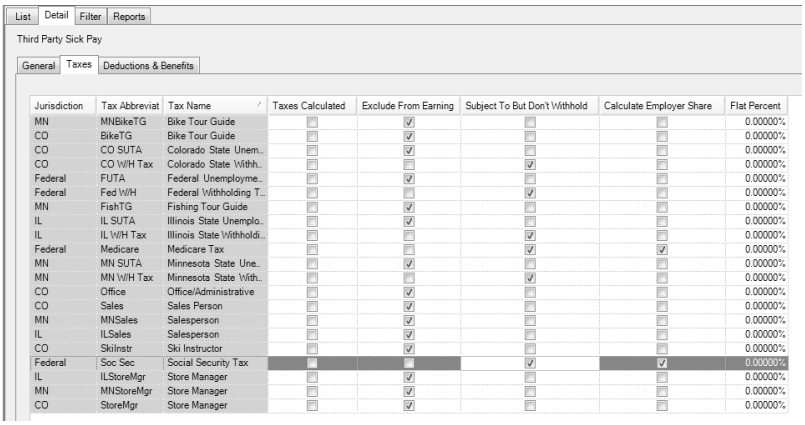
1. Select **Setup > Payroll Details > Earnings**.



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.



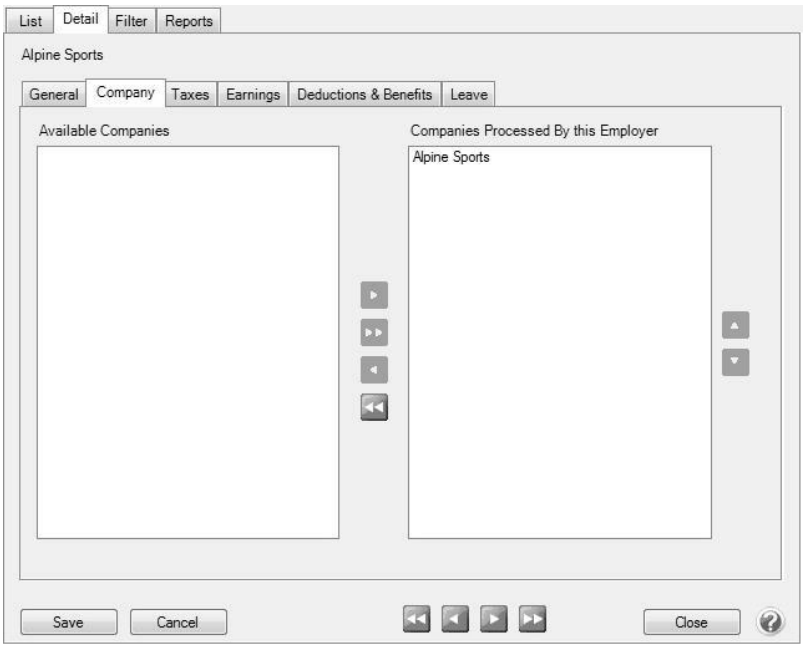
Jurisdiction	Tax Abbreviat	Tax Name	Taxes Calculated	Exclude From Earning	Subject To But Don't Withhold	Calculate Employer Share	Flat Percent
MN	MNBikeTG	Bike Tour Guide	☐	☑	☐	☐	0.00000%
CO	BikeTG	Bike Tour Guide	☐	☑	☐	☐	0.00000%
CO	CO SUTA	Colorado State Unem..	☐	☑	☐	☐	0.00000%
CO	CO W/H Tax	Colorado State Withh..	☐	☐	☑	☐	0.00000%
Federal	FUTA	Federal Unemployme..	☐	☑	☐	☐	0.00000%
Federal	Fed W/H	Federal Withholding T..	☐	☐	☑	☐	0.00000%
MN	FishTG	Fishing Tour Guide	☐	☑	☐	☐	0.00000%
IL	IL SUTA	Illinois State Unemplo..	☐	☑	☐	☐	0.00000%
IL	IL W/H Tax	Illinois State Withholdi..	☐	☐	☑	☐	0.00000%
Federal	Medicare	Medicare Tax	☐	☐	☑	☑	0.00000%
MN	MN SUTA	Minnesota State Une..	☐	☑	☐	☐	0.00000%
MN	MN W/H Tax	Minnesota State With..	☐	☐	☑	☐	0.00000%
CO	Office	Office/Administrative	☐	☑	☐	☐	0.00000%
CO	Sales	Sales Person	☐	☑	☐	☐	0.00000%
MN	MNSales	Salesperson	☐	☑	☐	☐	0.00000%
IL	ILSales	Salesperson	☐	☑	☐	☐	0.00000%
CO	SkiInstr	Ski Instructor	☐	☑	☐	☐	0.00000%
Federal	Soc Sec	Social Security Tax	☐	☐	☑	☑	0.00000%
IL	ILStoreMgr	Store Manager	☐	☑	☐	☐	0.00000%
MN	MNStoreMgr	Store Manager	☐	☑	☐	☐	0.00000%
CO	StoreMgr	Store Manager	☐	☑	☐	☐	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.

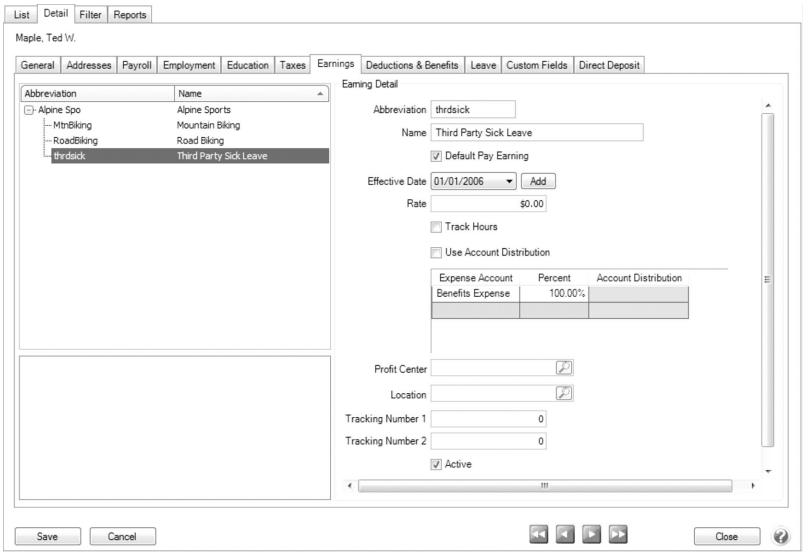
9. Click on the **Deductions & Benefits** tab.
    - Verify all items are in the **Exclude Deductions / Benefits** box.
10. Click **Save**. The earning will automatically be added to all employers in the database.

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.



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:

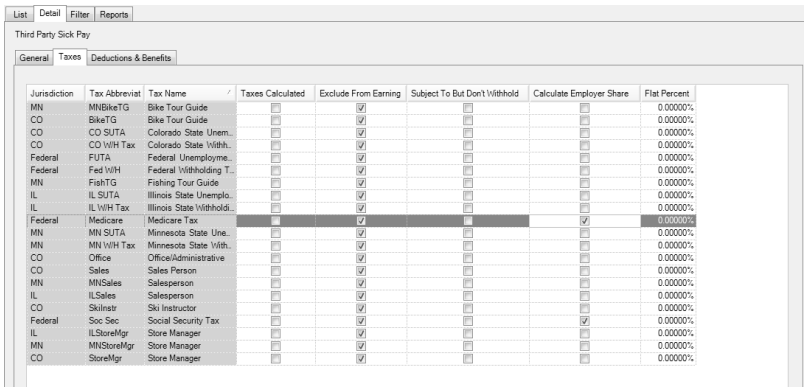
The third party payer will notify you about the Social Security and Medicare tax amounts they deducted from the employees disability pay. These amounts will need to manually entered into box 4 and box 6. If the third party also deducts Federal W/H that amount will need to be manually entered into box 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.



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

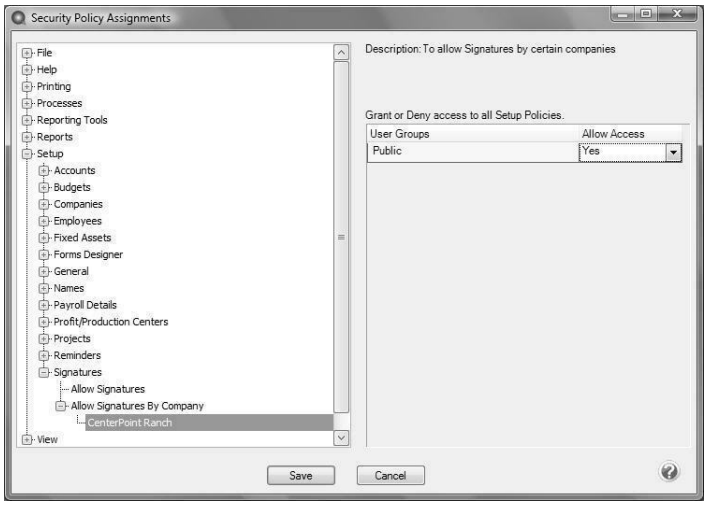
1. Select **Setup > Signatures**. Click **New**.
2. Enter an **Abbreviation** and **Name** for this signature.
3. Select the **Company/Fund** this signature is for.
4. Click **Import**. Select the file for this signature and click **Open**.
5. Click **Save**.
6. Repeat steps 1-5 for each signature that 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.

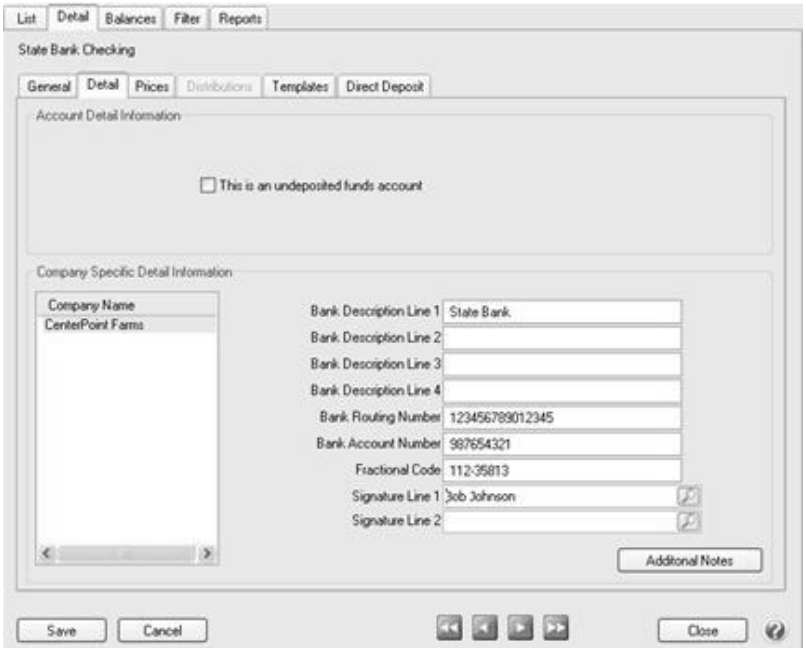
1. Select **File > Security > Security Policies**.
2. Expand **Setup > Signatures > Allow Signatures by Company/Fund**. Highlight the company/fund you are setting security for.
3. To the right, select whether or not to allow access for each user group.



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.



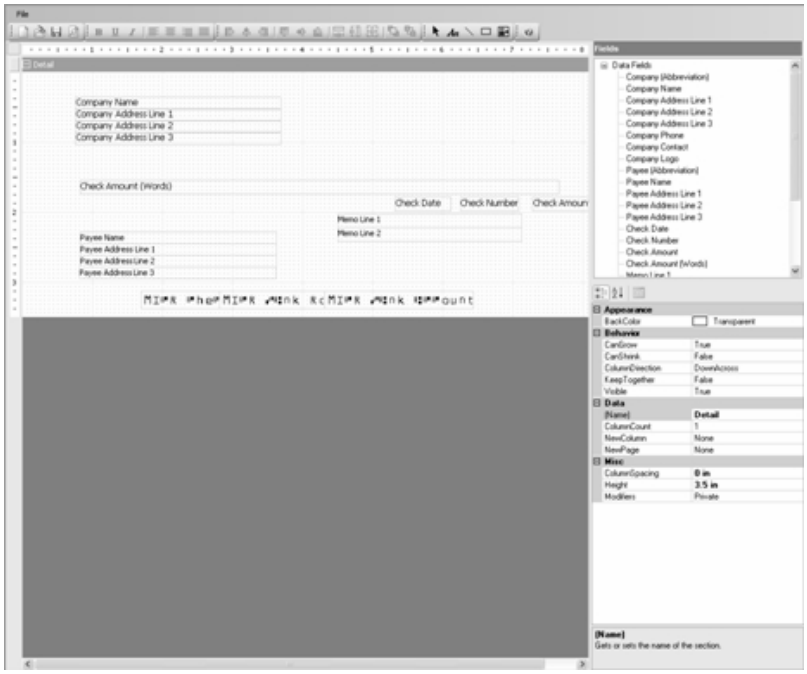
- Bank Description Line 1 – Enter the name of your bank
- Bank Description Lines 2-4 (Optional) – Additional bank information, usually address.
- Bank Routing Number – Your bank's routing number, needed for MICR encoding.
- Bank Account Number – You bank account number, needed for MICR encoding.
- Fractional 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*.”



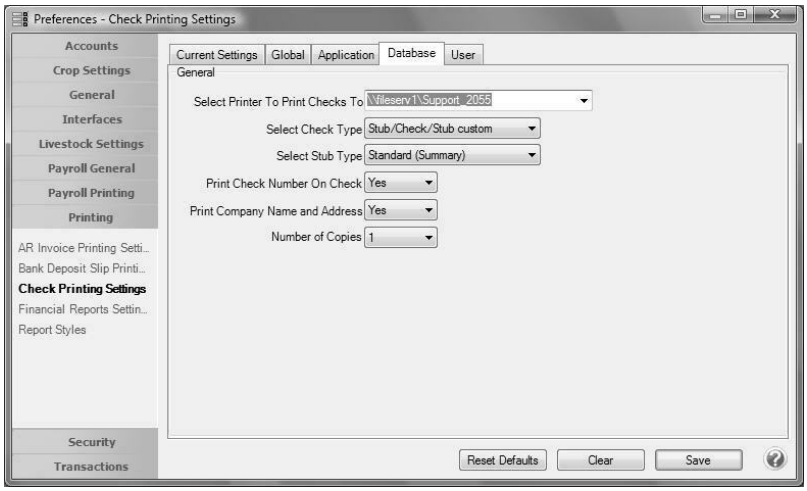
8. When you are finished customizing the check layout, go to **File > Save**. Enter a **Name** for your new layout and click **Save**.

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.

1. Select **File > Preferences > Vendor Invoices > Printing - Checks > Database** tab for accounting checks or **File > Preferences > Payroll > Printing - Checks > Database** tab for Payroll checks.
2. Change the **Select Check Type** to your new custom type.

3. Make sure **Print Check Number on Check** and **Print Company/Fund Name** are both changed to **Yes**.
4. 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

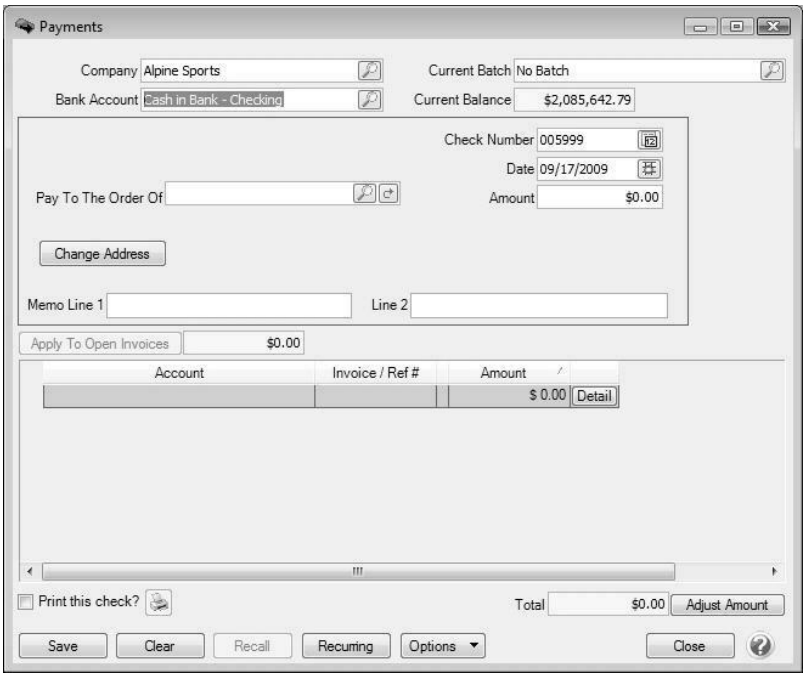
Step C: Assigning Projects During Transaction Entry

Step D: Report on the Project

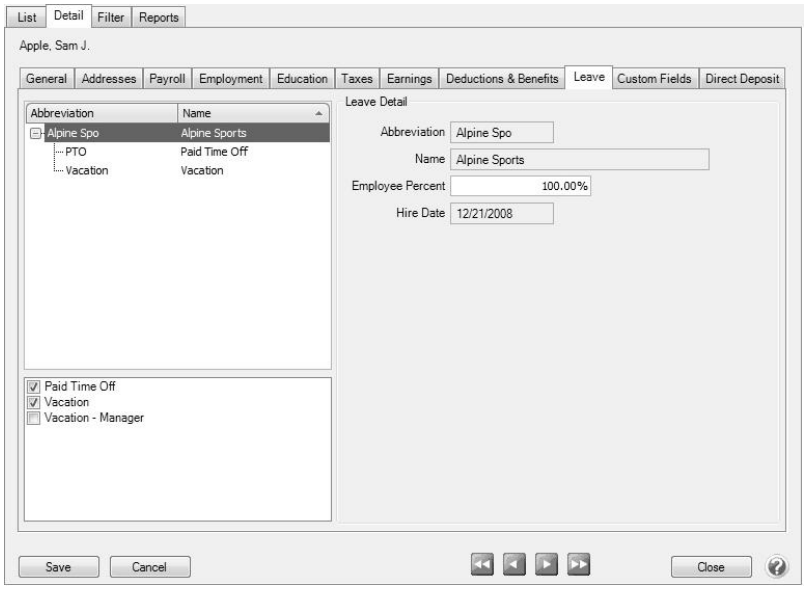
Step A: One Time Setup (Add field to transaction entry screens.)

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.

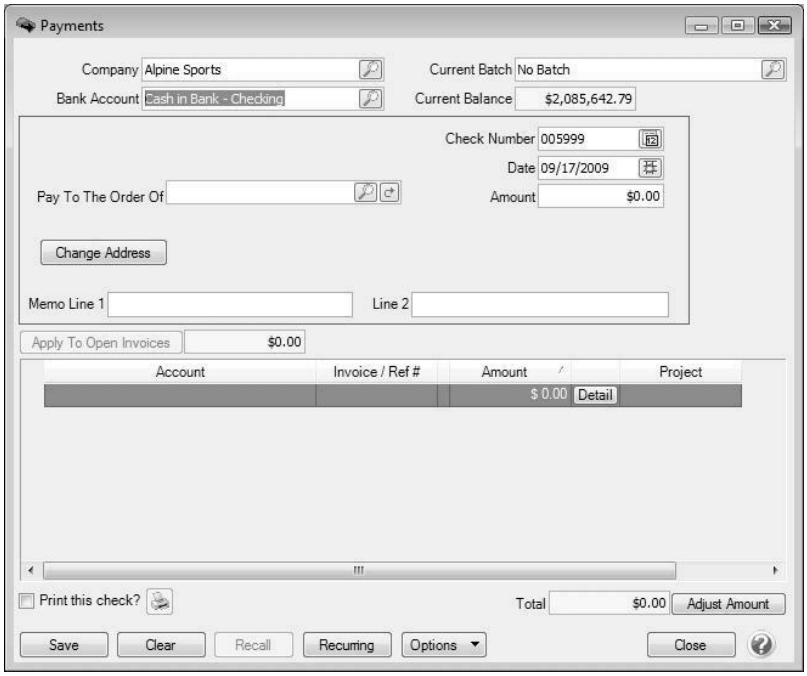
1. Select **Processes > Purchases > Payments**.



2. Right click anywhere in the grid area (where you see Account, Invoice/Ref #, Amount, etc)and click **Add/Remove Columns**.



3. 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.
4. Click **OK** and the **Project** field will now display on the main payments screen.



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**.

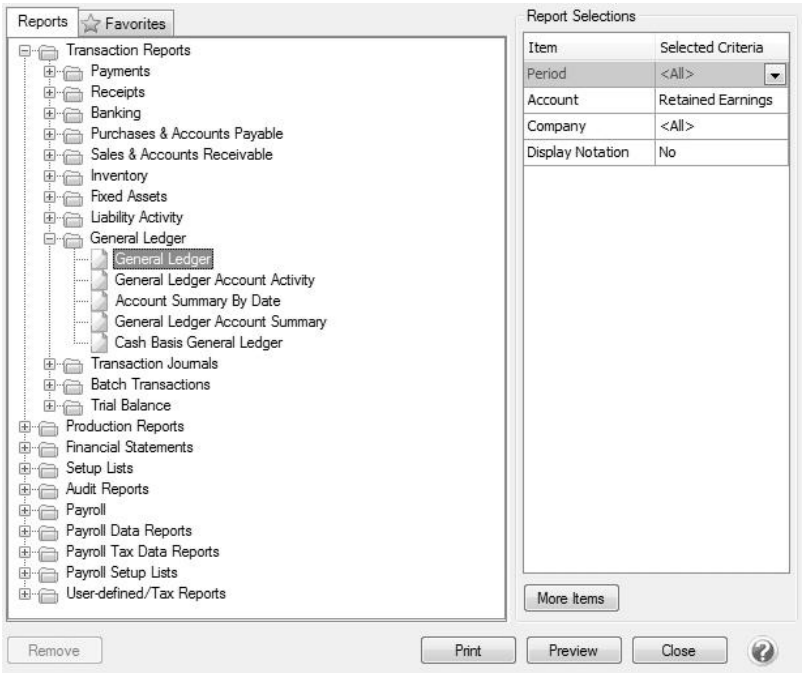
Note: To return to the List tab without saving the project, click Cancel. To close the Project Maintenance screen without saving the project click in the upper-right corner.

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).

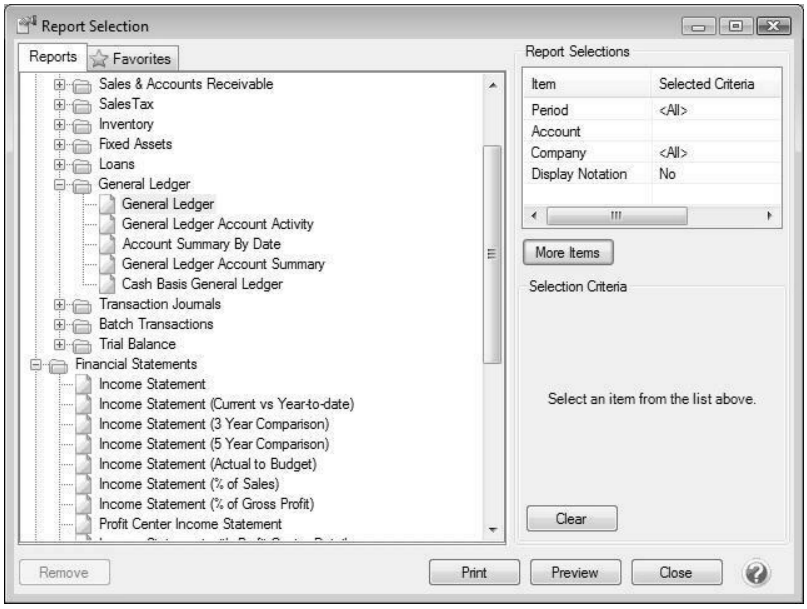
Note: See Step 1 for instructions on how to add the Project field to the grid.



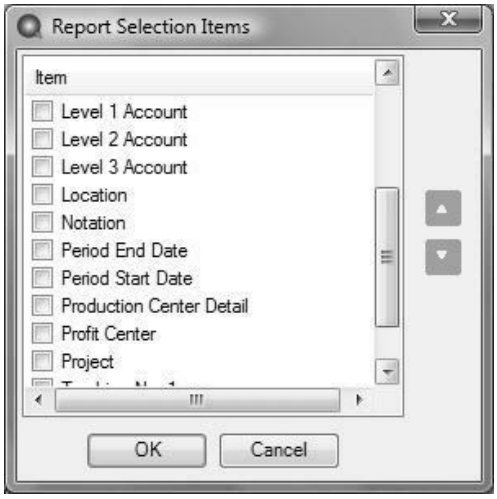
Step D: Filtering Reports by Project

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: 0000000111010120 1108HR. 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:

- Qqest/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.

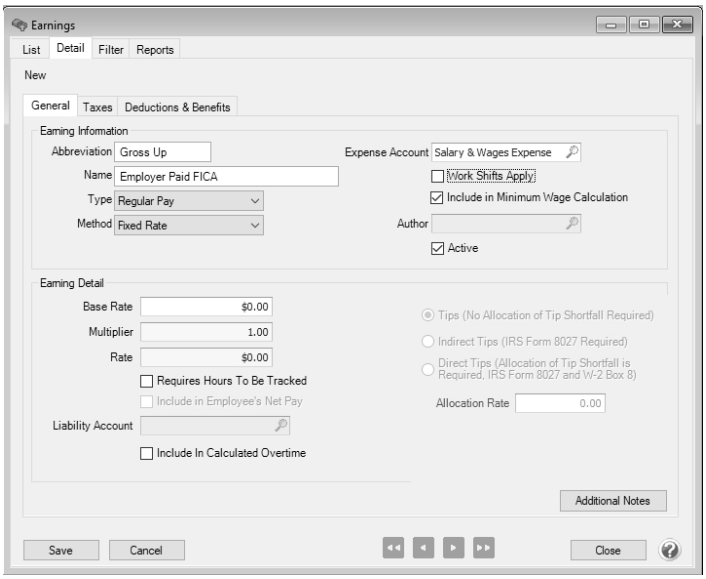
Employee FICA Paid by Employer (Gross Up Adjustment)

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.

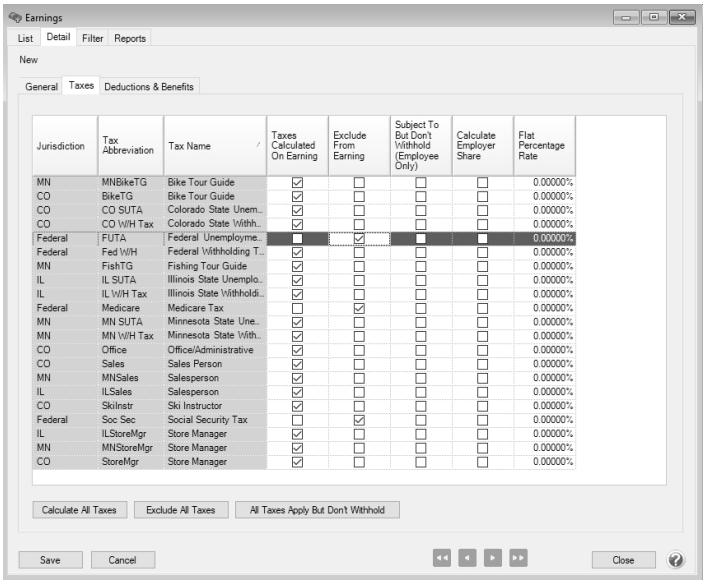
Step A - Create a Gross Up Earning
Step B - Assign the Gross Up Earning to the Employer
Step C - Setup the Employee for Employer Paid FICA
Step D - Pay Employees with the Pay Employee FICA Adjustment

Step A - Create a Gross Up Earning

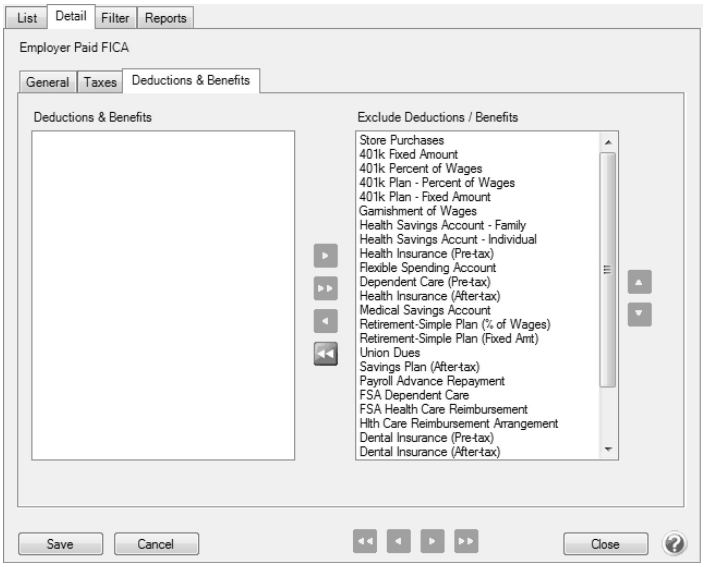
1. Select **Setup > Payroll Details > Earnings**. Click **New**.



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.



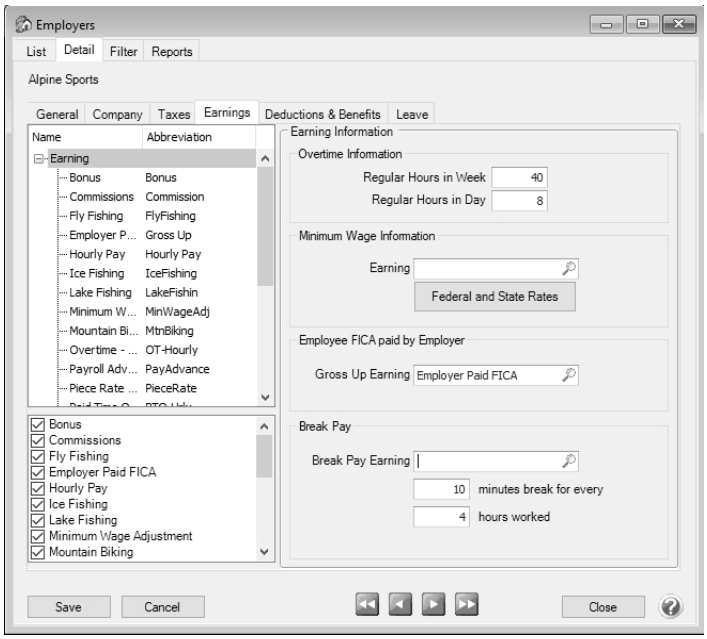
6. Select the appropriate column for each tax. Please check with your accountant for more information on which columns should be selected for each tax.
    - Medicare, Social Security and Federal Unemployment should have a check mark in the **Exclude from Earnings** column.
    - Federal Withholding 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

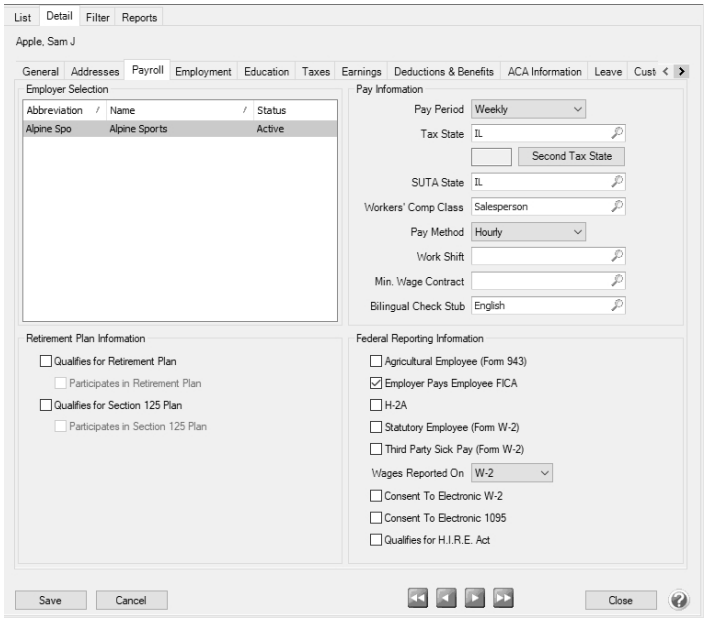
1. Select **Setup** > **Payroll Details** > **Employers**. Edit your employer and select the **Earnings** tab.



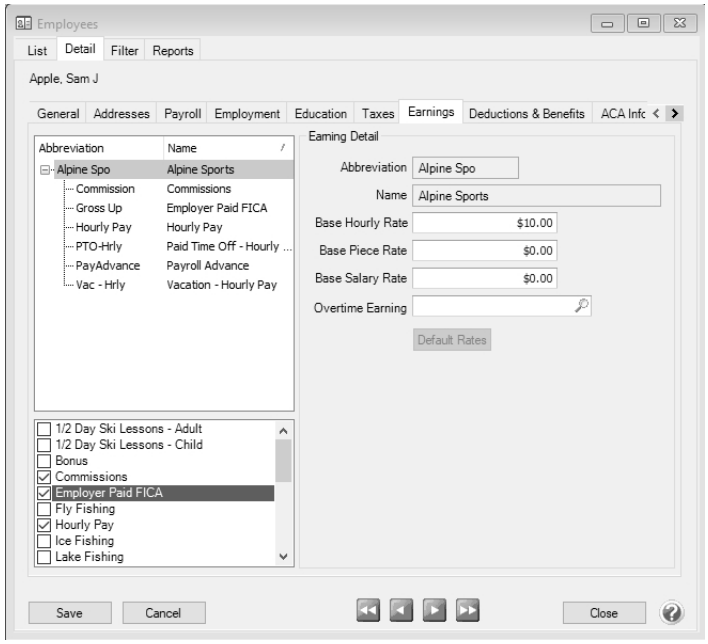
2. For the **Gross Up Earning**, select the earning setup in **Step 1**.
3. Click **Save**.

Step C - Setup Employee for Employer Paid FICA

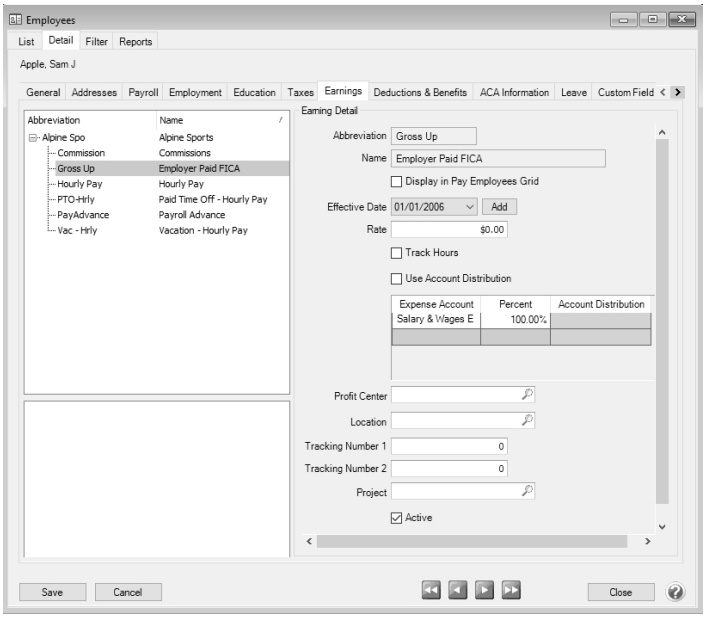
1. Select **Setup** > **Employees**. Edit the Employee and select the **Payroll** tab.



2. In the **Federal Reporting Information** section, check the box for **Employer Pays Employee FICA**.
3. Select the **Earnings** tab.



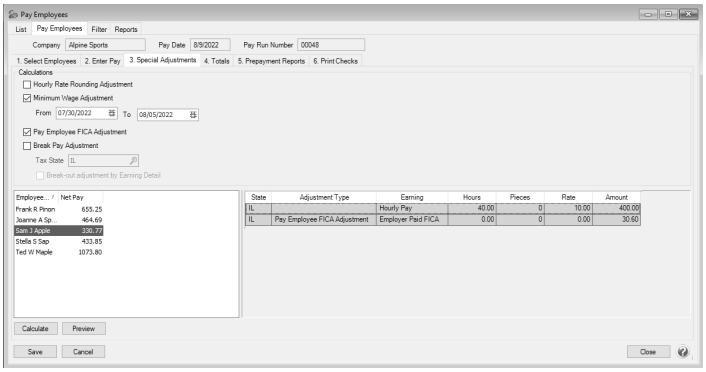
4. In the box on the lower-left hand side of the screen, check the box for the earning you setup in **Step A**. This will add it to the list of earnings for this employee.
5. Select the Employer Paid FICA earning from the upper list. The **Earning Details** will display to the right.
6. Unselect the **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. 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.
8. If desired, click **Preview** to see a report of all the adjustments that were calculated.
9. 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 an 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 classand 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 Classclick ✕ 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 > 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 > 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** > **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/verfiy 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 **ExpenseAccount**.
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.
9. 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

1. On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
2. 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.

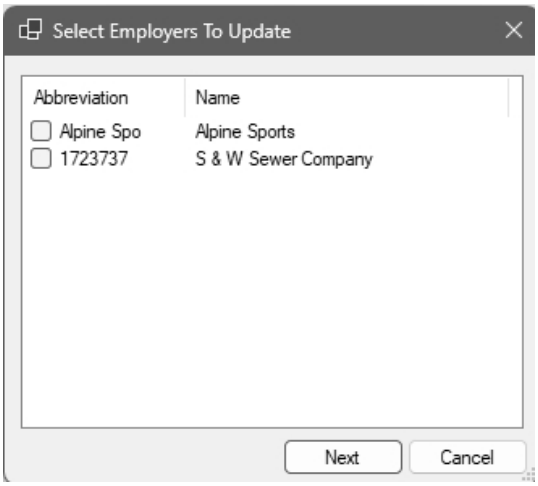
3. Edit the workers' compensation class detail.
4. Click **Save** to save the workers' compensation class and return to the List tab, or click **Close** to save the workers' compensation class and close the workers' compensation class screen.

Change a Workers' Compensation Class

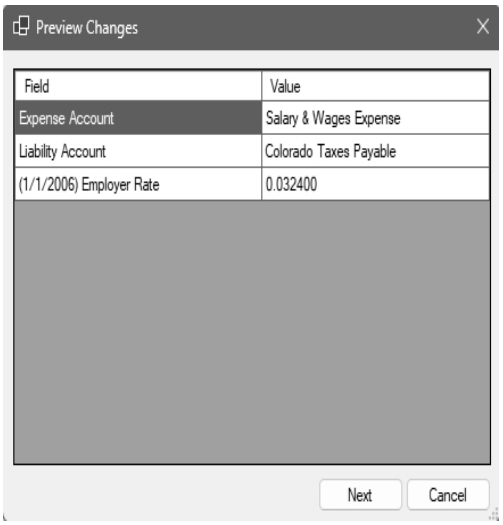
1. On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
2. Select the workers' compensation class you want to change, and then click **Edit**.

> *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 Truckeris now part of Over the Road Trucker.

3. Edit or view the workers' compensation class detail.
4. To edit another workers' compensation class, click  or  to display the previous/next workers' compensation class.
5. Click **Save**.
6. At the *Do you want to apply the current Workers' Compensation configuration to your employer(s)?* message, click **Yes** to view the current configuration or click **No** to save without applying to your employer(s). If you have multiple employers, select the employers you want to update and then click **Next**.l



A Preview Changes screen will display with the changes that will be applied to the employer(s). Click **Next** to update and then click **OK** at the Update Complete message.



Delete a Workers' Compensation Class

1. On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
2. 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.

3. At the "Are you sure you want the item deleted?" message, click **Yes**.

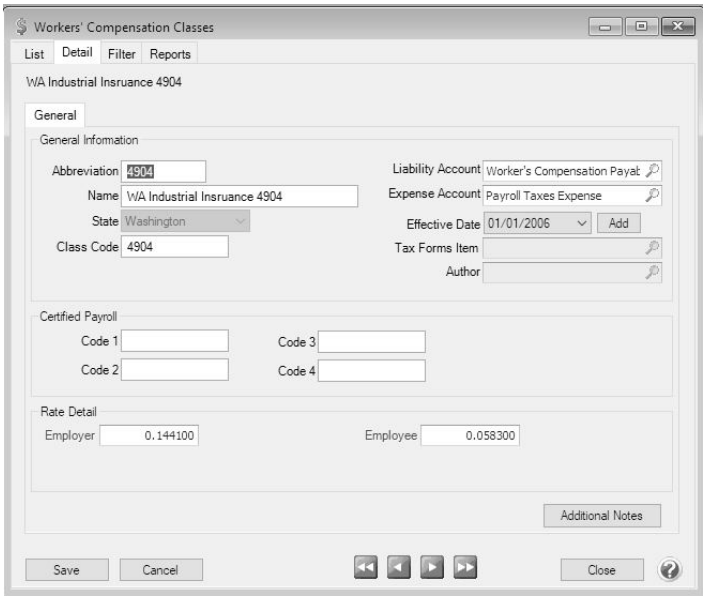
Washington Industrial Insurance

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.

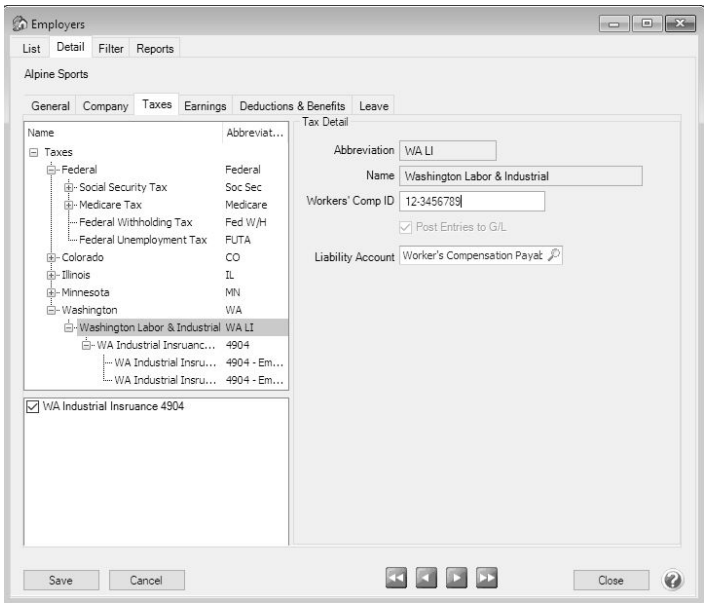
6. If applicable, in the Certified Payroll **Codes 1-4** boxes, enter the certified payroll work classification codes (usually apply for Federally funded building projects).
7. Under Rate Detail, enter the **Employer** rate. For example, in 2017 classification code 4904 has an employer rate of 0.144100 per hour worked.
8. Enter the **Employee** rate. For example, in 2017 classification code 4904 has an employee rate of 0.05830 per hour worked.



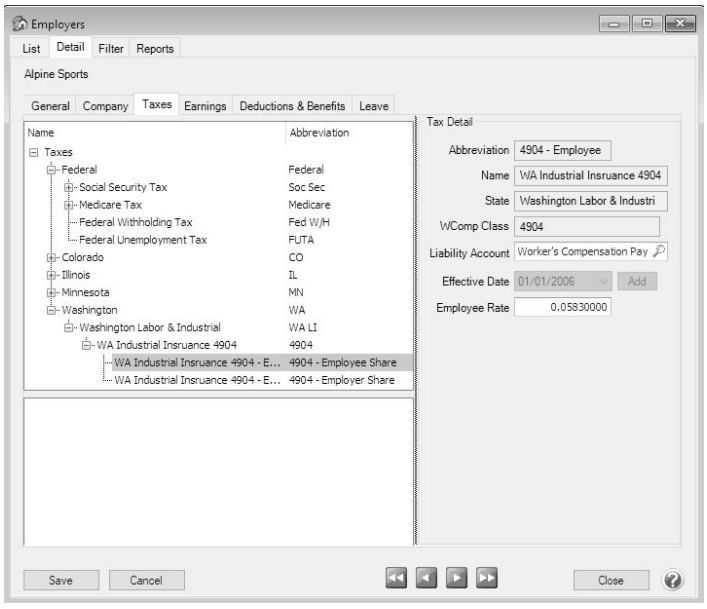
9. Click **Save**.

Note: When a workers' compensation class is created, it is automatically added to all employers in the database on the Setup > 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** > **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/verfiy the **Liability Account** (usually a payable account, for example Workers' Compensation Payable or State Taxes Payable).

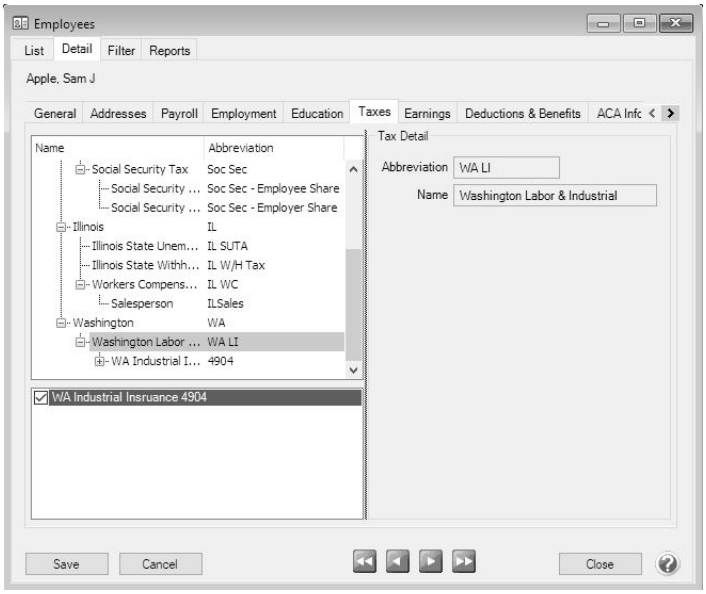


14. From the left side of the screen, select the **Employee** portion of a workers' compensation class under Washington Labor & Industrial.
15. On the right-side of the screen add/verify the **Liability Account** and **Employee Rate**.



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 translationss, 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)

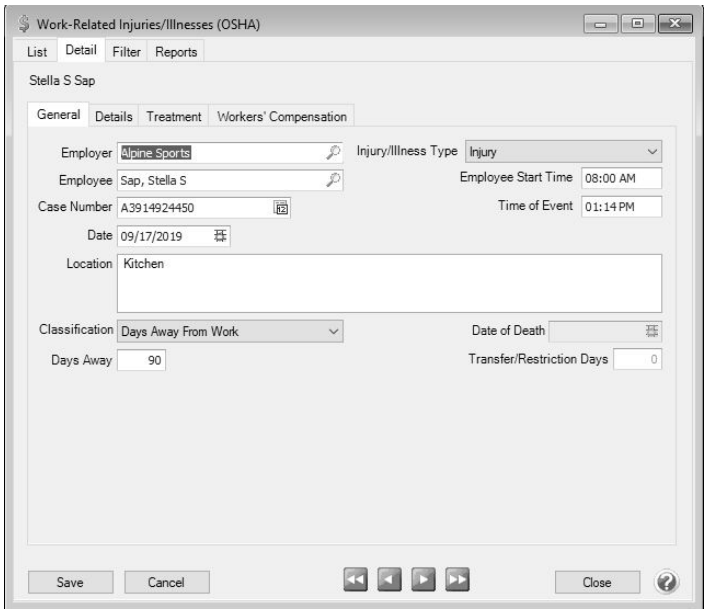
The Work-Related Injuries/Illnesses (OSHA) screen is used to track information about employee injuries and illnesses, specific details regarding the incident, treatment, and workers' compensation claims. The Employee Work Related Injury and Illness Summary report allows you to report on the information entered into the module.

Create a New Injury/Illness

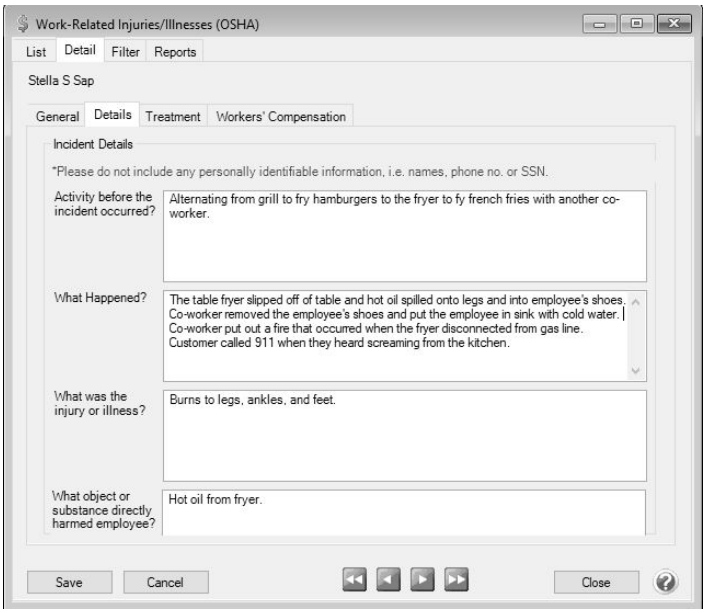
Print an Employee Work Related Injury and Illness Summary Report

Create a New Injury/Illness Incident

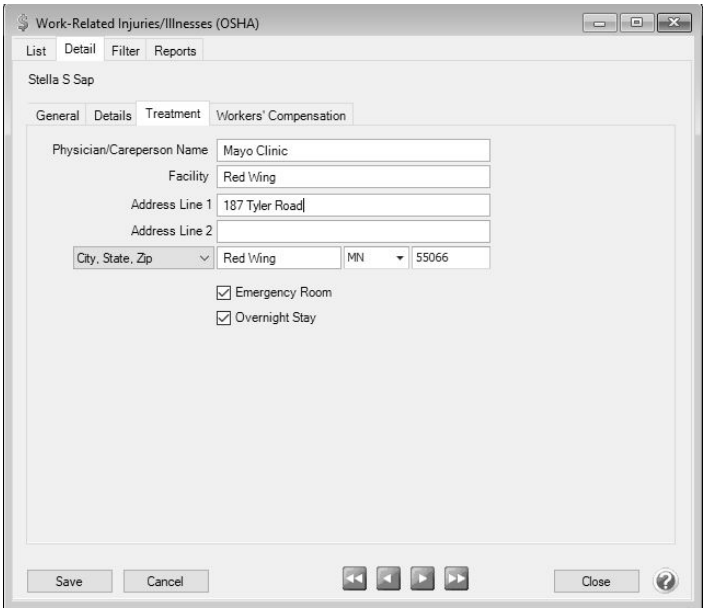
1. Select **Processes** > **Work-Related Injuries/Illnesses (OSHA)**.
2. Click **New**.



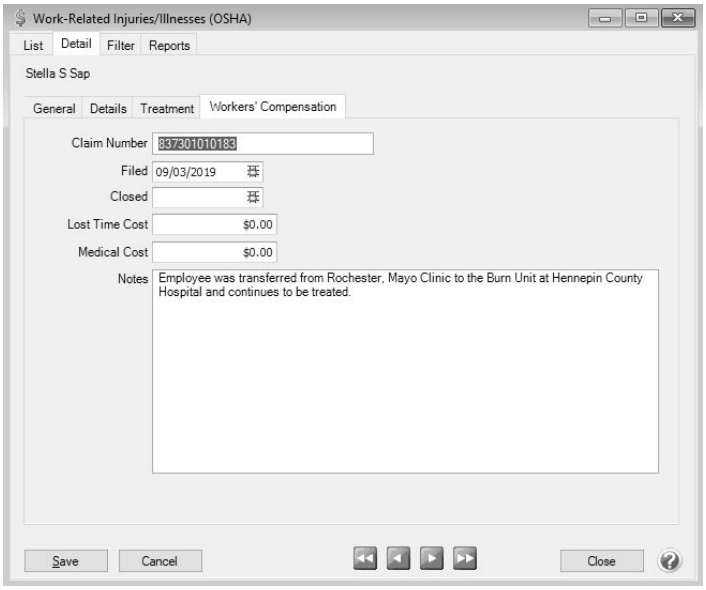
3. The **Employer** will display. If you have multiple employers in your database, select the correct employer.
4. Select the **Employee** you are entering the work-related injury/illness incident for.
5. In the **Case Number** box, the next available sequence number will display. Click the Sequence icon or press F4 to display the sequences associated with the Work-Related Injuries/Illnessess (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 dfferent 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.
    1. If you selected Days Away from Work, enter the number of **Days Away**.
    2. If you select Death, enter the **Date of Death.**
    3. 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.



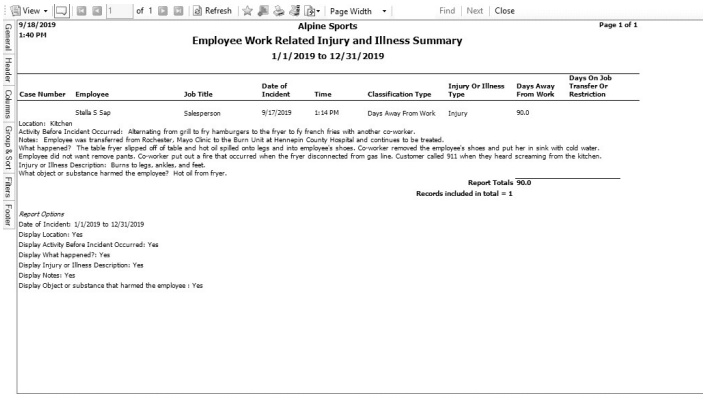
15. Enter the information related to the employee's treatment including **Physician/Careperson Name**, **Facility**, **Address** information and if treatment was in the **Emergency Room** and if it required an **Overnight Stay**.
16. Select the **Workers' Compensation** tab.



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**.



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.

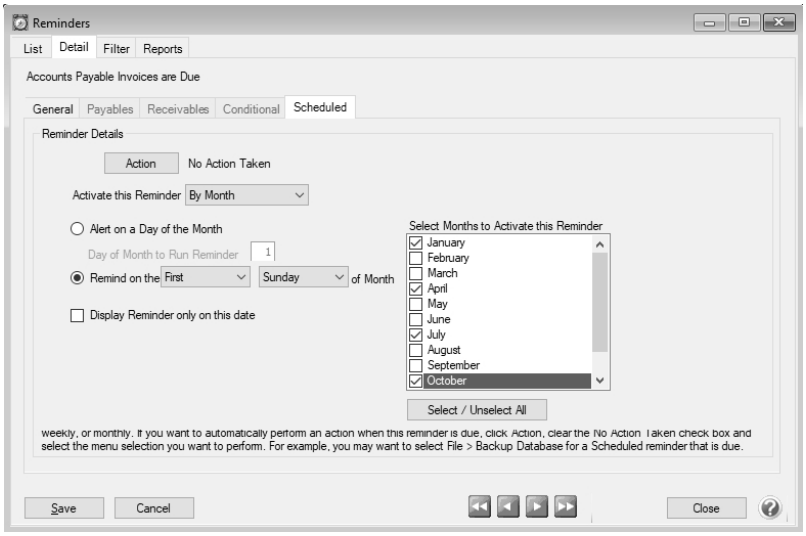
1. Select **File** > **Preferences** > **General** > **Reminders**.
2. Select the Application tab.
3. Under Reminder Manager Options, select the appropriate options:
    - **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened. The options are **Never**, **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.



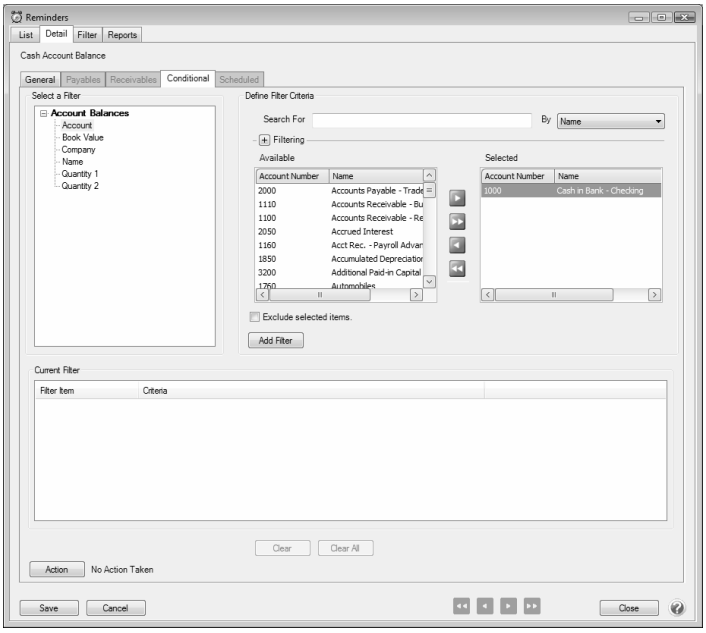
6. Under **Reminder Details**, if you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Batch Transactions when this scheduled reminder is due.
7. In the **Activate this Reminder** box, select the frequency that you want this reminder activated for; **Once**, **By Day**, **Weekly**, or **By Month**..
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 on, Display Reminder only on this date, etc.
9. If By Day or By Month 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

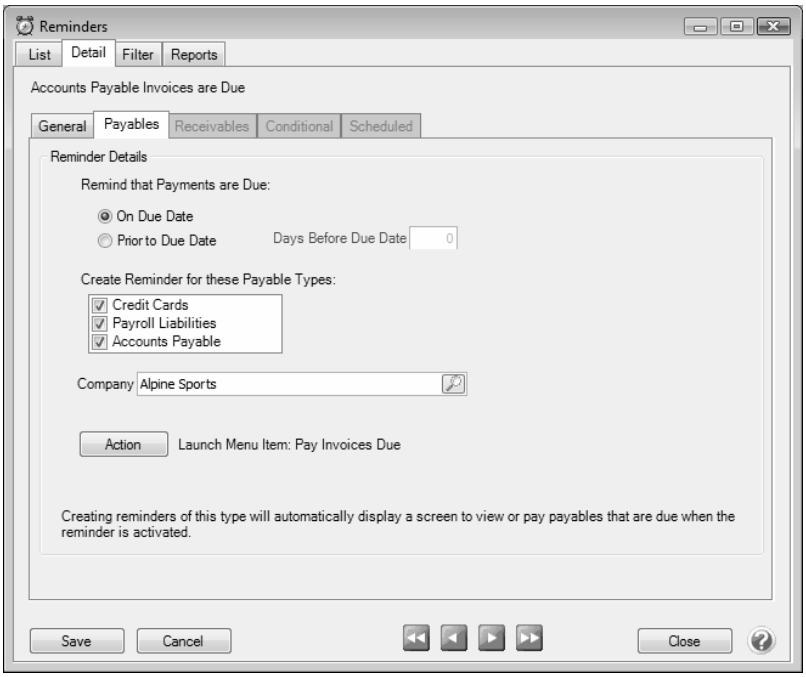
The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables).

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

JobBOSS Network (Multi-User) Installation Instructions

This topic describes how to install CenterPoint Payroll 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 Payroll with your data on one computer, please refer to the Single User Installation Instructions document.

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

Step A: Install at the Server

Step B: Install at each Workstation

Microsoft® Windows® Vista™ Users: New CenterPoint Payroll installations will install Microsoft SQL Server® 2014 Express which is not compatible with the Microsoft Windows Vista operating system. For new CenterPoint Payroll installations using the Microsoft Windows Vista operating system, click here or call Red Wing Software Technical Support for more information.

Moving Data from a Microsoft Windows 7, 8 or 10 Computer to a Microsoft Windows Vista Computer: To ensure all computers you plan to move data between are using the same version of SQL Server, follow the steps in the ***Computer that Stores CenterPoint Payroll Data*** section in the Installing CenterPoint on a Computer with the Microsoft® Windows® Vista™ Operating System topic before updating or creating data on a computer that has a later operating system (Microsoft Windows 7, 8 or 10 using Microsoft SQL Server 2014 Express).

Prerequisites

Complete the following setup on your network prior to installing CenterPoint Payroll. 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 Payroll 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 Payroll 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.

Step A - Install at the Server:

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

4. To download the CenterPoint program:

   - Click the **My Account** button to display the My Account page. Select the **Downloads** tab, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.

   Or

   - Select **Support & Learn**, 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.

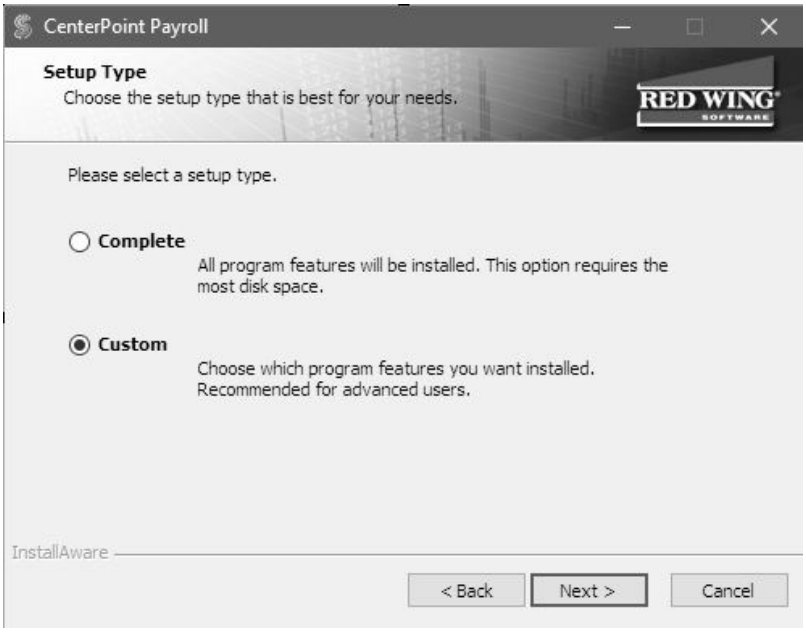
7. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.

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.

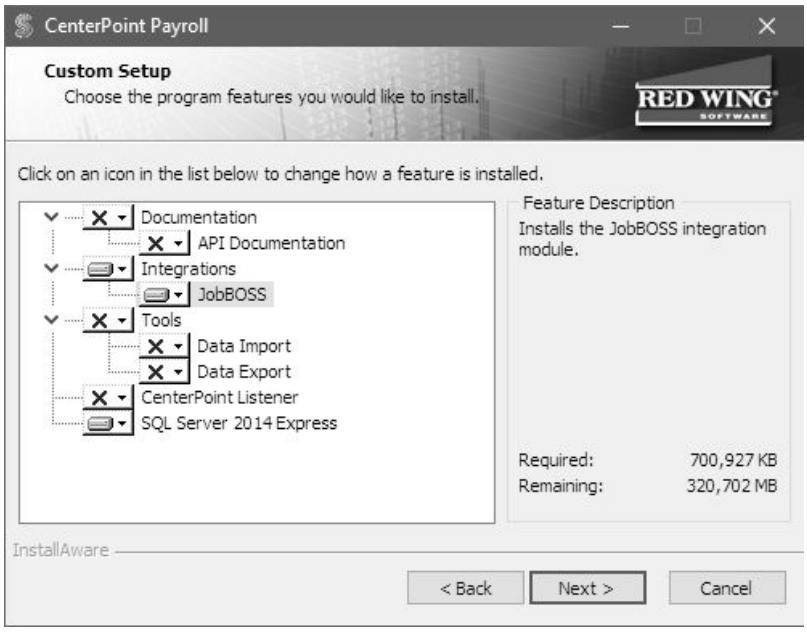
9. On the **Welcome** screen, click **Next** to continue.

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 **Custom**, and then click **Next** to continue.



12. Select the down-arrow next to **JobBOSS**, select **Entire feature will be installed on local hard drive**, and then click **Next** until the installation begins.

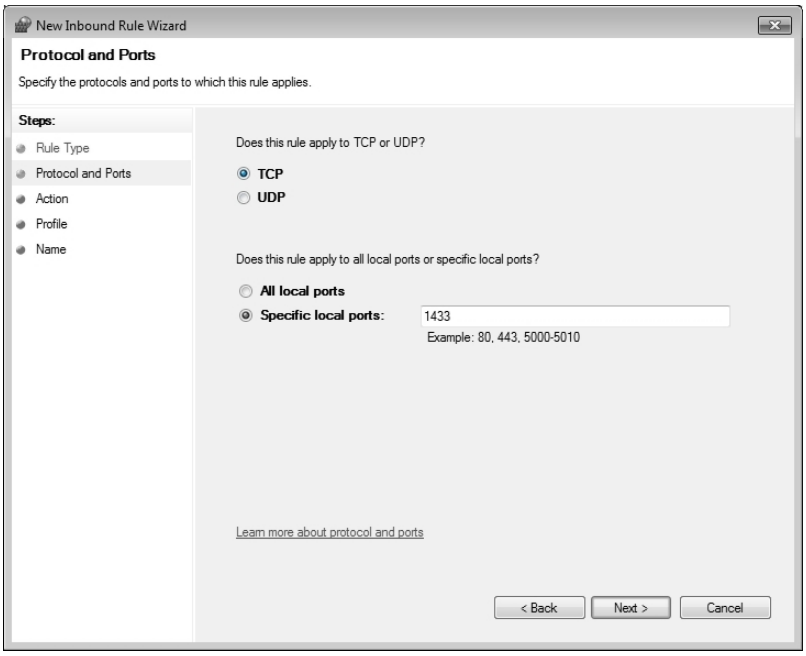


13. By default, CenterPoint Payroll will install to C:\Program Files(x86)\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
14. On the **Select Program Folder** screen, you should generally accept the default program folder location by clicking **Next**.
15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint Payroll 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. In each firewall running on the server, exceptions must be configured to allow CenterPoint Payroll to run properly . In Windows 10, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 7 & 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).

Note: If your computer has the Microsoft Windows Vista operating system, please follow the instructions in the Frequently Asked Questions section in this document that specifies how to change your firewall settings. They are located in a different location than stated here.

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:

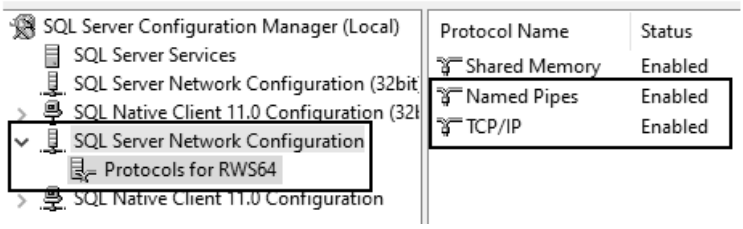
1. In Windows 10, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 7 & 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). **> Inbound Rules** (on the left again).
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 **SQLServr.exe** file and click **Next**. The location for SQLServr.exe will be in a path similar to this: C:\Program Files(x86)\Microsoft SQLServer\MSSQL10_50.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:

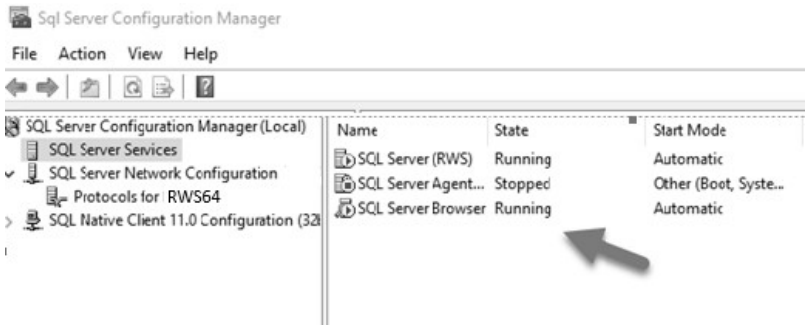
1. In Windows 10, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 7 & 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). **> Inbound Rules** (on the left again).
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**.

18. 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 RWS**.
    c. Verify that the **Named Pipes** and **TCP/IP** protocol status is **Enabled**.



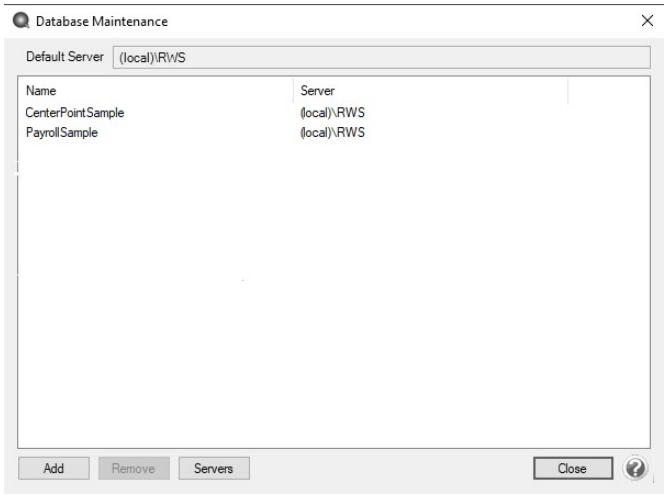
    d. Under SQL Server Configuration Manager, select **SQL Server Services**.
    e. Verify that the **SQL Server Browser** state is **Running**.



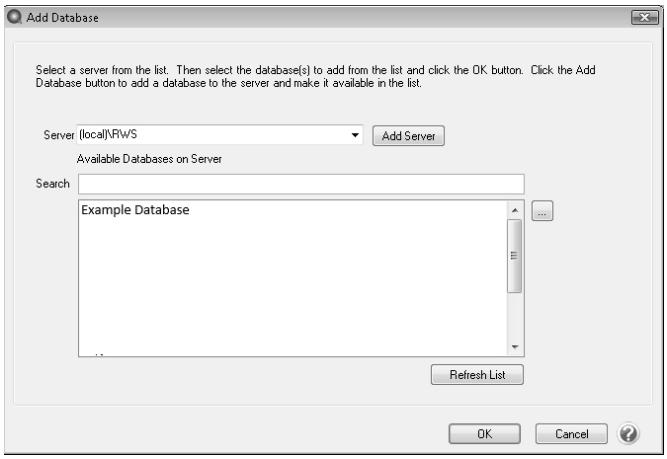
19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
20. On the **Configuration Manager** screen, review the selections and click **OK**.
21. CenterPoint must be registered on the server. See the Frequently Asked Questions section for more information on registering CenterPoint.
22. 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, creating new databases, or attaching to existing databases.

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

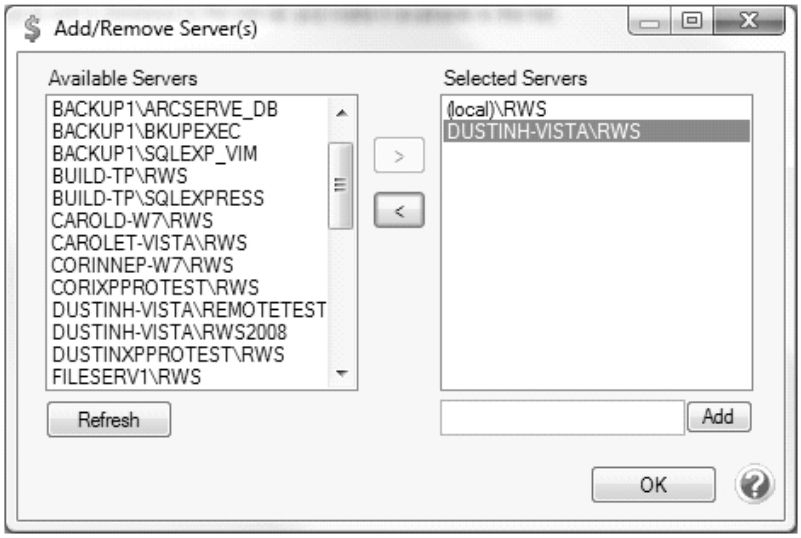
1. Follow steps 1-16 from the Server Installation section.
2. Start CenterPoint Payroll by double-clicking the **CenterPoint Payroll** icon on your desktop.
3. If the Module Configuration Manager does not display automatically, select **File** > **Administration** > **Module Configuration Manager**.
4. Verify that **JobBOSS Integration** is selected and then click **OK**.
5. CenterPoint Payroll must be registered at each workstation. See the Frequently Asked Questions section in this document for more information on registering CenterPoint Payroll.
6. 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. Select the SQL server used on the 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.

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**.

7. Select **File > Open**. Select the database that you want to open. Click **Open**.

Frequently Asked Questions:

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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.

7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

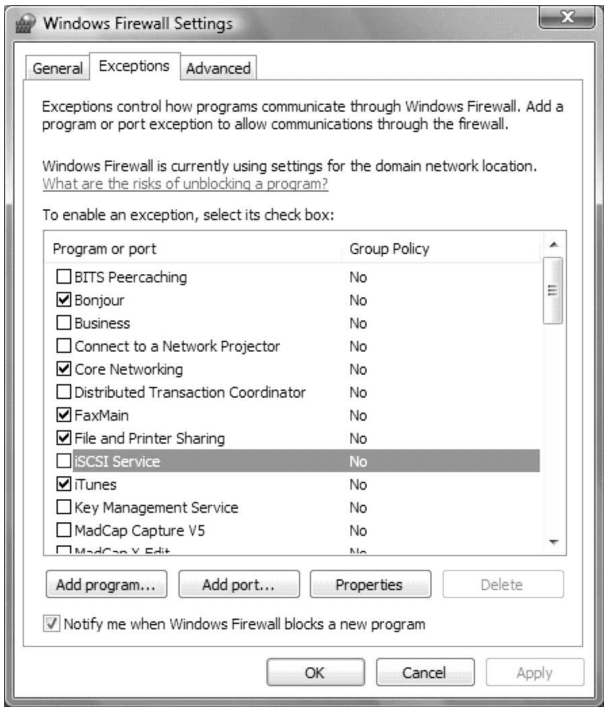
Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.

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

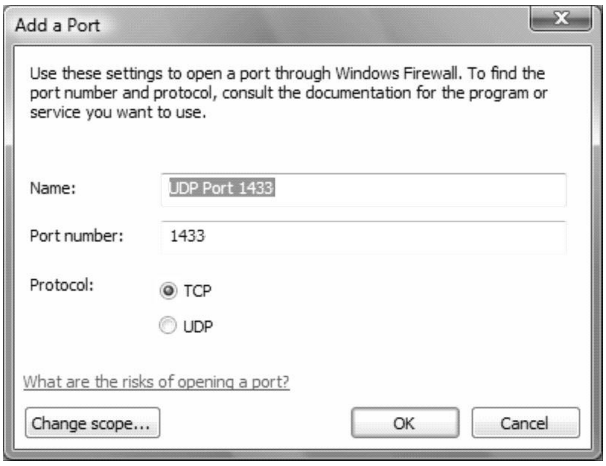
Q: How do I configure my firewall settings if I have Microsoft Windows Vista?

A: The process of changing the firewall settings in Microsoft Windows Vista is different than all other operating systems. Please follow the instructions below:

- Select **Control Panel > Security Center > Windows Firewall > Change Settings (Microsoft Windows Vista) > Exception Tab.**



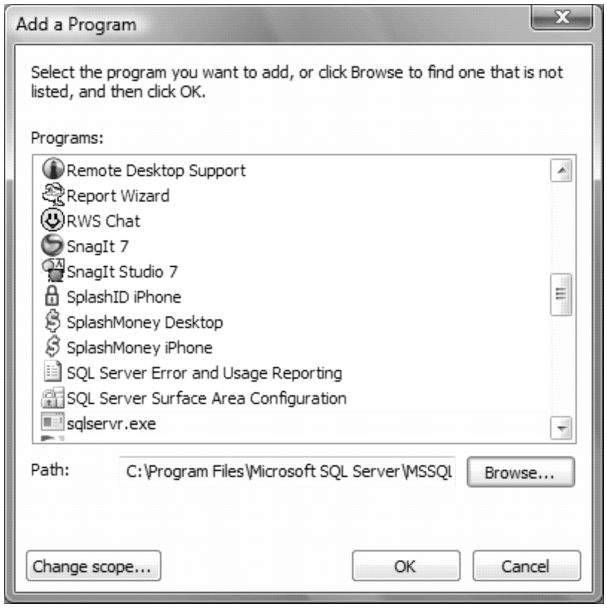
a. Port 1433 Exception:
   - Click on **Add Port** and enter the following information:



- **Name:** TCP Port 1433
- **Port:** 1433
- **Protocol:** TCP
- Click **OK**

b. SQLServr.exe Exception:

- Click on **Add Program**

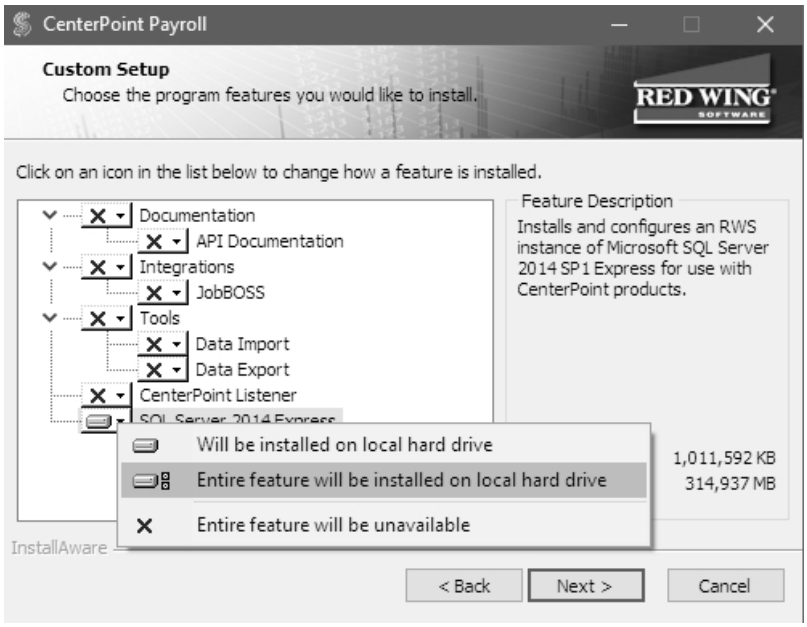


- Click **Browse**
- Select the **SQLServr.exe** file. The default location for SQLServr.exe is C:\Program Files\Microsoft SQLServer\MSSQL.1\MSSQL\Binn\SQLServr.exe
- Select **SQLServr.exe** in the list and click **OK**.
- Click **Open**
- Click **OK**

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

A: Yes. In some network environments you may want to install CenterPoint Payroll without installing SQL Server Express. During the installation of CenterPoint Payroll, 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: When I restarted my computer, I received a message that said, "Windows has blocked some startup programs." What does that mean?

A: If you use Microsoft Windows Vista or Windows 7 and if your computer requires a restart, you will receive a Windows has blocked some startup programs message in the lower-right portion of your screen. Click on the message, select **Run blocked program**, and then select **CenterPoint Payroll Installation**.

Q: When I was trying to add my server in the Database Maintenance screen (step 6 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 13 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 "\SQL Server used on the server" in the Add/Remove Server(s) screen (for example, 192.168.1.100\SQL Server used on the server), 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 Payroll 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 Payroll on the server and prior to opening CenterPoint Payroll, 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: How do I register CenterPoint Payroll?

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

Q: How do I manually 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.

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: How do I get updates for CenterPoint Payroll?

A: New releases of the program are available for download from our website and can be accessed from the CenterPoint Payroll 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.

1. Select **Help** > **Online Updates** > **Check for CenterPoint Updates**. Your version of CenterPoint Payroll and all add-ons are compared to the current versions available on the Red Wing Software website.
2. If an update is needed on your machine, the **Online Updates** screen will be displayed. The most current update available will automatically be selected for you. You can check either the Major or Minor Version options to see all updates that are available.
    - **Major Version -** Typically includes large technology changes and major system enhancements, as well as fixes and new feature enhancements. It is recommended that you make a

backup of your databases prior to installing this update, click Yes when prompted to backup your database. After you complete the update and open the program for the first time, you will be prompted to register the product. You can register the product by clicking the Online button on the CenterPoint Payroll Registration screen.

- **Minor Version** - Typically includes fixes and new feature enhancements.

3. Click **Install Updates**. The CenterPoint Update Center screen will display the progress of the installation.
4. 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 Payroll, 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: What are the minimum roles needed by CenterPoint Payroll 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 Payroll 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

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

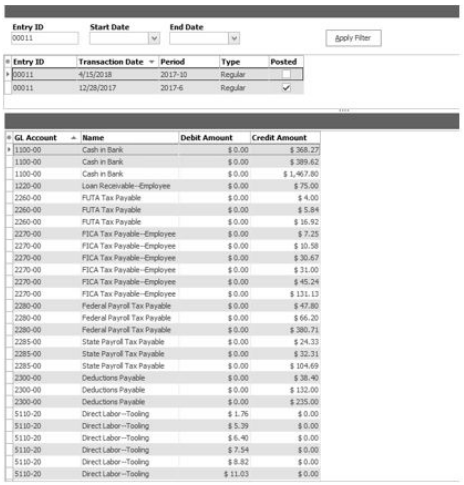
Liabilities for taxes, deductions, and benefits are posted in CenterPoint. The employee check transactions and the employer liabilities/expense post to the JobBOSS General Ledger by default. You can choose to post only the Employee checks if you prefer. There are two options on how to pay the liabilities.

- 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

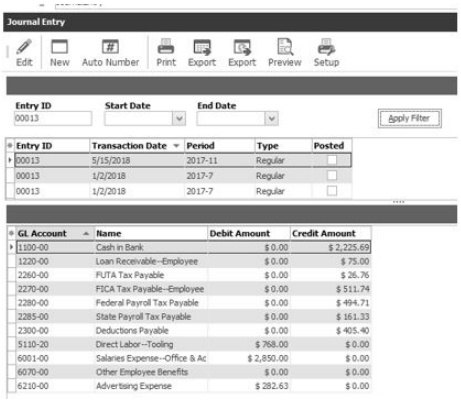
will post detailed journal entries for each check.:



- 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.



- 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.



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 Check Designer for Stub/Stub/Check

The Check Designer is an additional optional module sold separately and distributed with CenterPoint Payroll.

Create your company's own checks with the Check Form Designer (**Setup** > **Forms Designer** > **Check Form Designer**). This design tool allows you to start with a simple design template, and add fields of data to the check in the location of your choice. Virtually any field of data can be included on the check. Preview the check as you design it with the click of a button. Once completed, the check can be saved for later use. Create and save as many check variations as you like.

The check form designer has one Detail section. The Detail section represents the check face and will be repeated for each check when it prints.

Included in this topic is instructions on how to:

System-Supplied Check Forms

Open an Existing Form to Edit

Check Settings
Fields List
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
Formatting Checks
Save a Customized Form as Stub/Stub/Check
Set the Stub/Stub/Check Preference to Print Checks
Use a Customized Form for Another Database

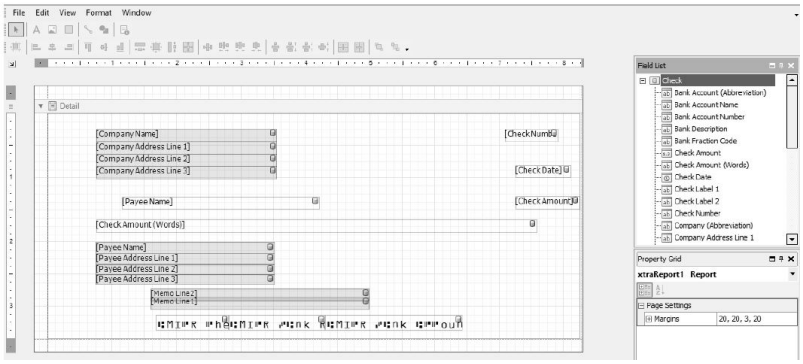
System-Supplied Check Forms

Red Wing Software supplies you with a list of available check forms that have been saved. System-supplied check forms appear in blue and cannot be overwritten, however they can be edited and then saved as a different name. Select **File** > **Open** or click the Open icon to display the list of available check forms (when the Check Form Designer is open, there will be two File menus, select the lower File menu).

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.

1. Select **Setup** > **Forms Designer** > **Check Form Designer**.
2. Select **File** > **Open**.
3. Choose the existing form, for example, Check/Stub/Stub (Alternate) and click **Open**. In the example below, Check/Stub/Stub (Alternate) was selected.

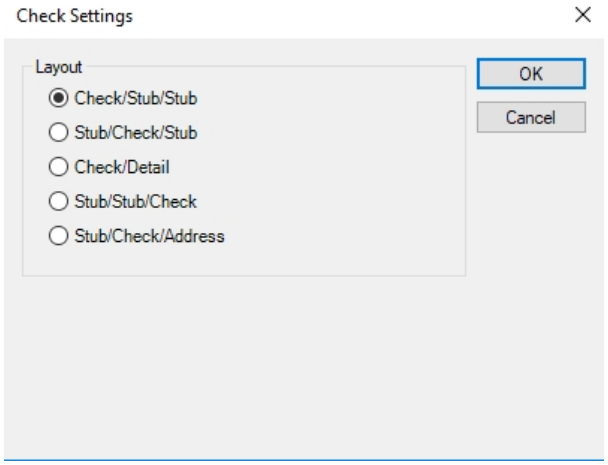


Check Settings

To set the check placement, select**File > Form Settings.**

There are five settings:

- **Check/Stub/Stub** where the check is printed at the top of the form followed by two stubs.
- **Stub/Check/Stub** where the check is printed in the center of the form between two stubs.
- **Check/Detail** where the check is printed at the top of the form with a single large detail stub.
- **Stub/Stub/Check** where two stubs are printed at the top of the form followed by a check.
- **Stub/Check/Address** When a new check form is saved with this setting, the Bottom "Stub" portion of the Form will be replaced with a pre-formatted Payee and Return Address.



1. Select **Stub/Stub/Check**.
2. Click **OK**.

Fields List

Data fields that can be used to design your check display on the upper-right side of the Check Form Designer screen. The following fields are the available data that be printed on the check:

Company (Abbreviation)	Check Date
Company Name	Check Number
Company Address Line 1 -3	Check Amount
Company Phone	Check Amount (Words)
Company Contact	Memo Line 1 & 2
Company Logo	Signature 1 & 2*
Payee (Abbreviation)	MICR Check Number
Payee Name	Bank Description**
Payee Address 1 - 3	MICR Bank Routing Number**
Payee Contact	MICR Bank Account Number**

Bank Account (Abbreviation)	Bank Fraction Code**
Bank Account Name	Check Label 1-2
Bank Account Number	

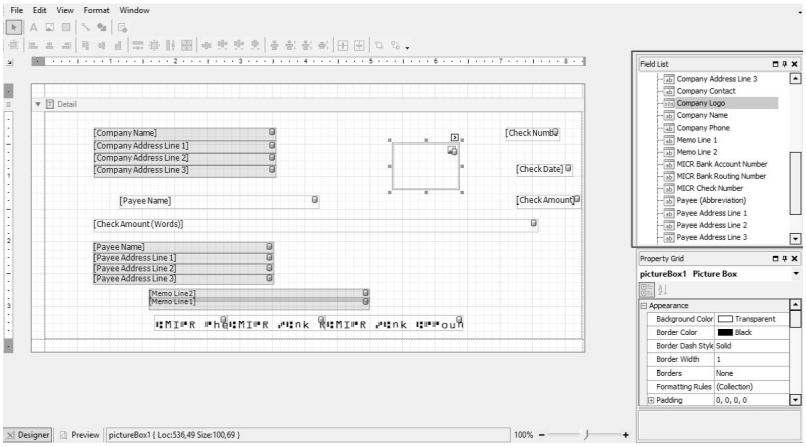
*Signature images are pulled from the company and account the check is being written from; signatures are created in **Setup** > **Signatures** and are assigned to a company/account in **Setup** > **Accounts** > **Accounts**. If the user printing the checks does not have the necessary privileges to use the signatures they will not print.

Bank information is pulled from the checking account used to write the check. Bank accounts are setup in **Setup > **Accounts** > **Accounts**.

To include a field in your check form design, select the field on the upper-right side of the Check Form Designer screen and continue to hold your left mouse button while you drag the field to the Detail section of the check. Properties for a selected field display on the lower-right side of the Check Forms Designer screen. In this example, the properties that are displayed are for the selected Check field.

Add a Field

1. The Fields box will list all of the fields that can be added to this form. Find the field you wish to add in the **Fields** list. For example, Company Logo.



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

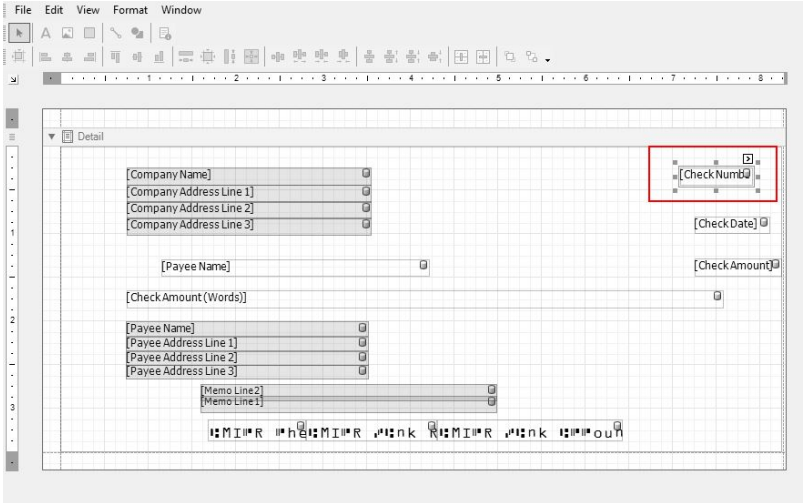
Note: "Drag and drop" functionality is used often when customizing forms. Drag-and-drop is the action of selecting an object by "grabbing" it and dragging it to a different location. This is done by following these steps:

- 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 shaded box 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.



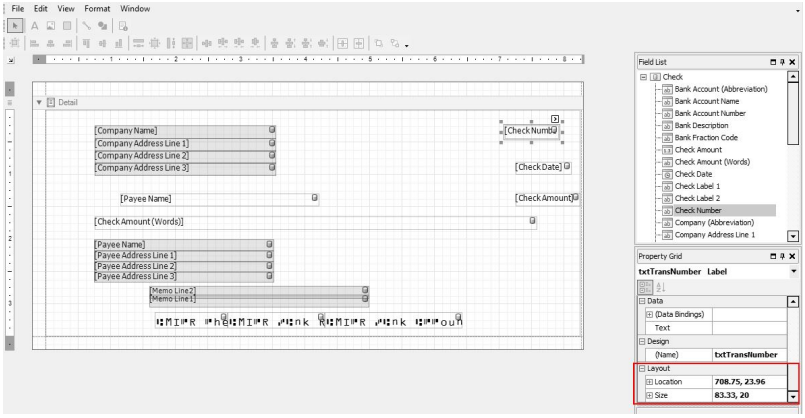
2. Click on one of the boxes and drag it to change the size of the field. The same process can be used to resize lines, pictures, text fields, etc.

Remove a Field

1. Click on the field you wish to remove from the form.
2. Press the **Delete** key on your keyboard.

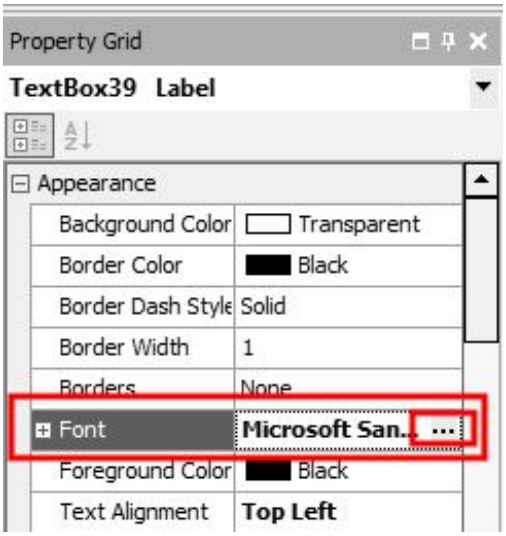
Move a Field

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

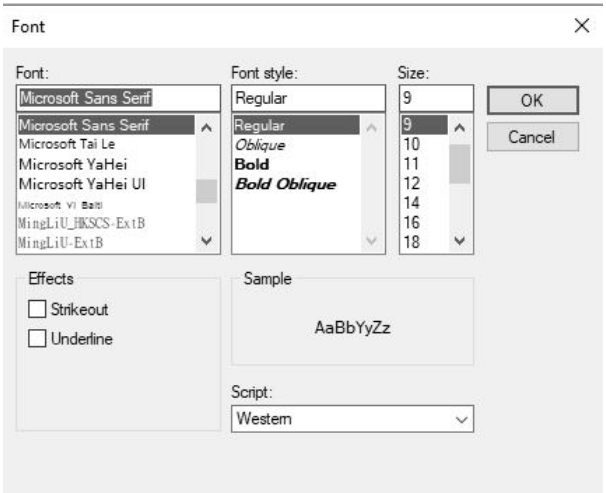


Change the Font

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



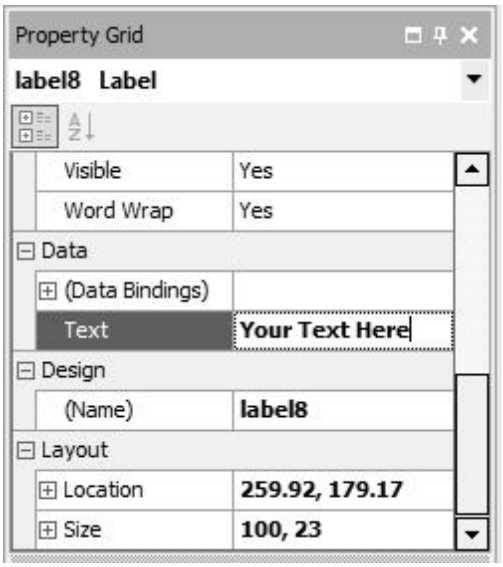
3. The Font screen will display. Select your desired **Font**, **Style**, and **Size**. Click **OK**.



Add a Text Field (Label)

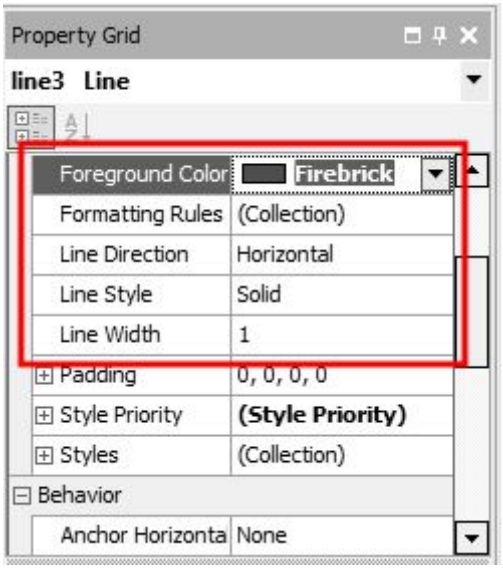
Additional labels that are not stored in the database, but will print on the check can be entered onto the form.

1. Click on the A 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

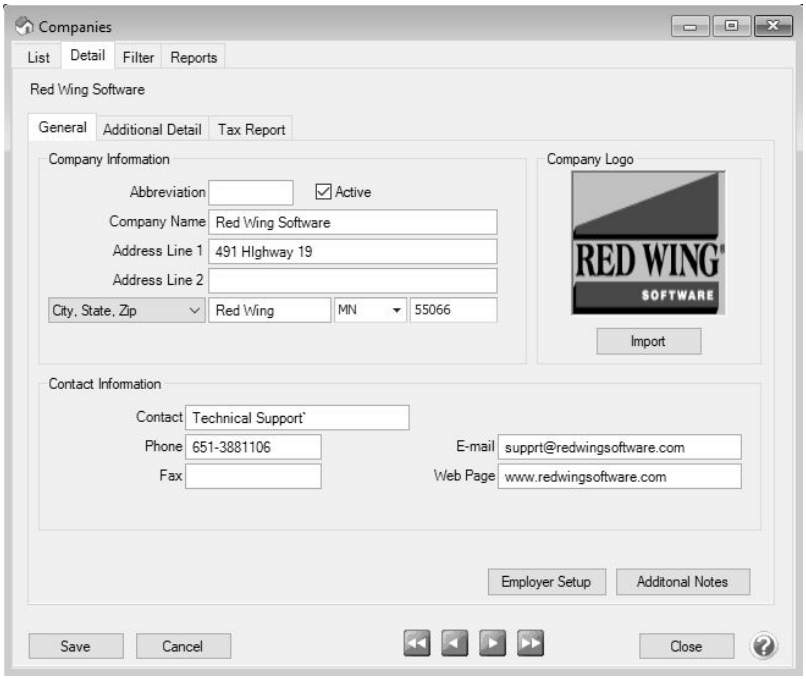
1. Click on the button in the toolbar.
2. Click in the form where the line should be located and drag to draw a line.
3. Drag-and-drop to move the line to your desired location.
4. To the right, the Foreground Color, Line Direction, Line Style, and Line Width of the line are displayed in the **Appearance**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

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



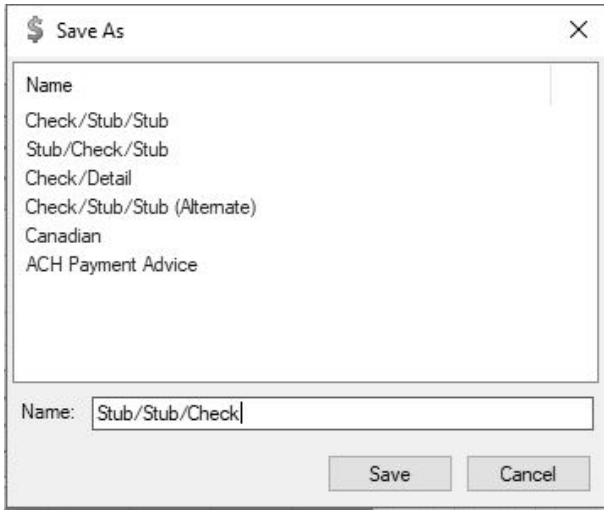
2. Click on the **Import** button. Browse to the image file for you logo. Click **Open**.
3. Click **Save**.
4. The logo is then added to the form using the form designer. Follow the ***Add a Field*** instructions to add the **Company Logo** field to the form.

Formatting Checks

- 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 .

Save a Customized Form as Stub/Stub/Check

1. Once your desired changes have been made, select **File** > **Save As...** within the Form Designer.
2. In the **Name** box, enter **Stub/Stub/Check**.



3. Click **Save**.

Set the Stub/Stub/Check Preference to Print Checks

To begin using the **Stub/Stub/Check** check, specify it in your preferences.

1. Select **File > Preferences > Payroll > Printing - Checks.**
   a. Select the **Database** tab and in the **Select CheckType** field, select **Stub/Stub/Check**.
   b. Verify the other settings, for example the printer you want to print the checks to or if you your check stock has the pre-printed Company Name, Address, etc. on the stock you would probably set **Print Company Name and Address** to **No**.
   c. 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** > **SaveFileAs...**

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** > **OpenFile**.
6. Browse to the location used in Step 2 and select the custom form file. Click **Open**.
7. Select **File** > **SaveAs...** to save the custom form in the new database.

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 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.

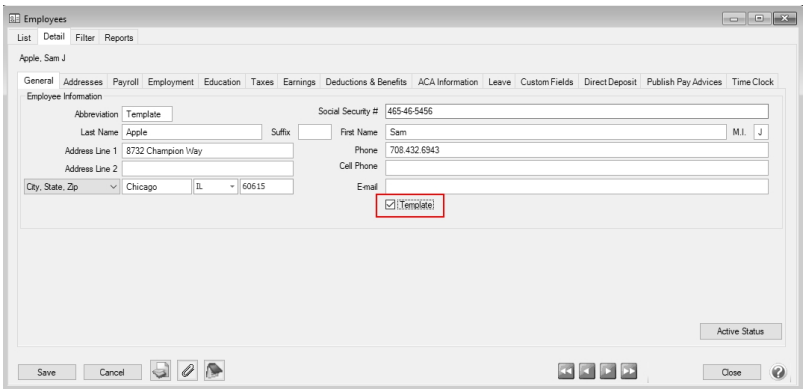
[Create a Template Employee in CenterPoint Payroll]
[Import Employees from JobBOSS to CenterPoint Payroll]
[Update Employees]

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.



5. 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.

6. Click **Save**.

Import Employees from JobBOSS to CenterPoint Payroll

1. Select **Setup** > **Payroll Details** > **JobBOSS Employee Import**.
2. The top of the screen will display the number of employees there are to import and update.
3. On the **Employees to Insert** tab, select the template employee to use to create the employees in CenterPoint Payroll.
4. Select the check box for each of the employees to be added with this template. Click All to select all employees.
5. Click **Insert**. Employees will be created.
6. Repeat for any additional employees that use different template employees.
7. Click **Close**.
8. 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

1. Select **Setup** > **Payroll Details** > **JobBOSS Employee Import**.
2. Select the **Employees to Update** tab.
3. 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.
4. 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.

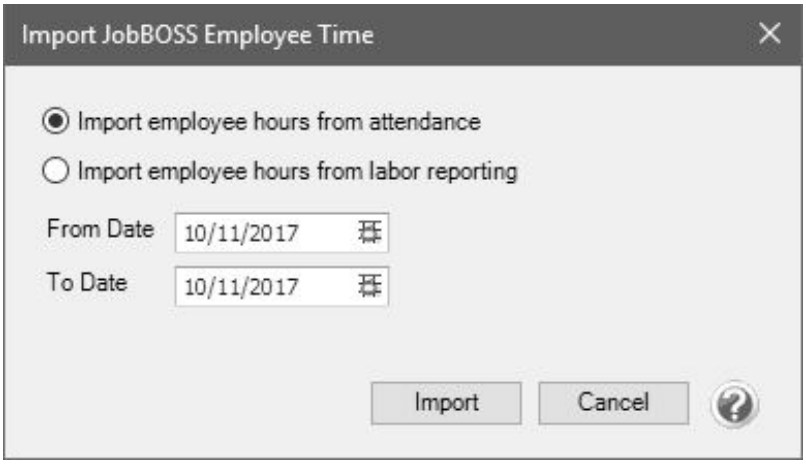
Prerequisites:

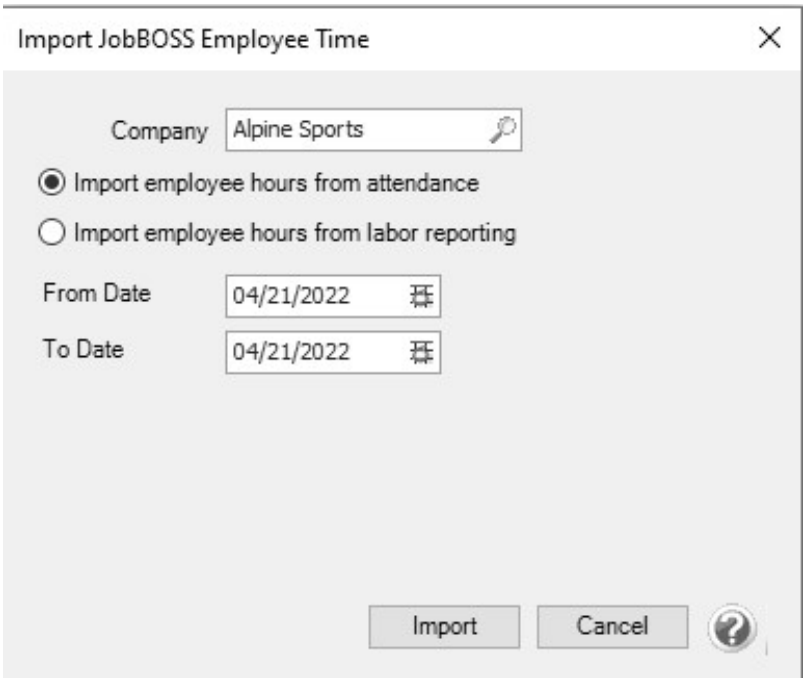
The JobBOSS Integration module must be installed and the interface preference in File > Preferences > Interfaces > JobBOSS > Database tab must include the JobBOSS SDK URL, SDK User, and SDK Password and enabled.

To Import Time from JobBOSS to CenterPoint Payroll:

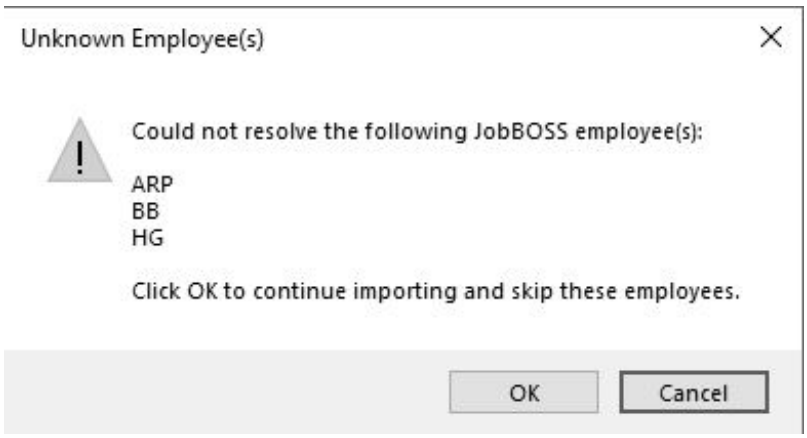
1. Select **Processes** > **Time Sheets**.
2. Click the **Time Import** button to automatically import the time entered in JobBOSS.

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.





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.

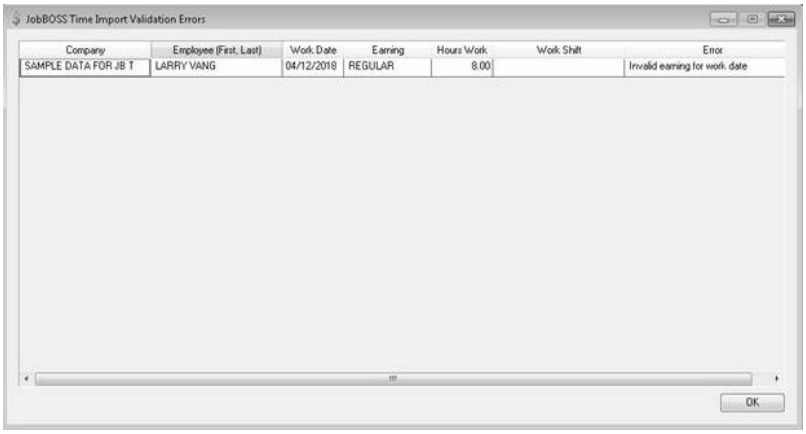


- If you choose to click **OK** to continue importing and skip all of the employees:
    - This will allow you to import employee hours from JobBOSS attendance or labor reporting without creating temporary employees from JobBOSS in CenterPoint Payroll.
    - If there are employees on the Unknown Employee(s) 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:

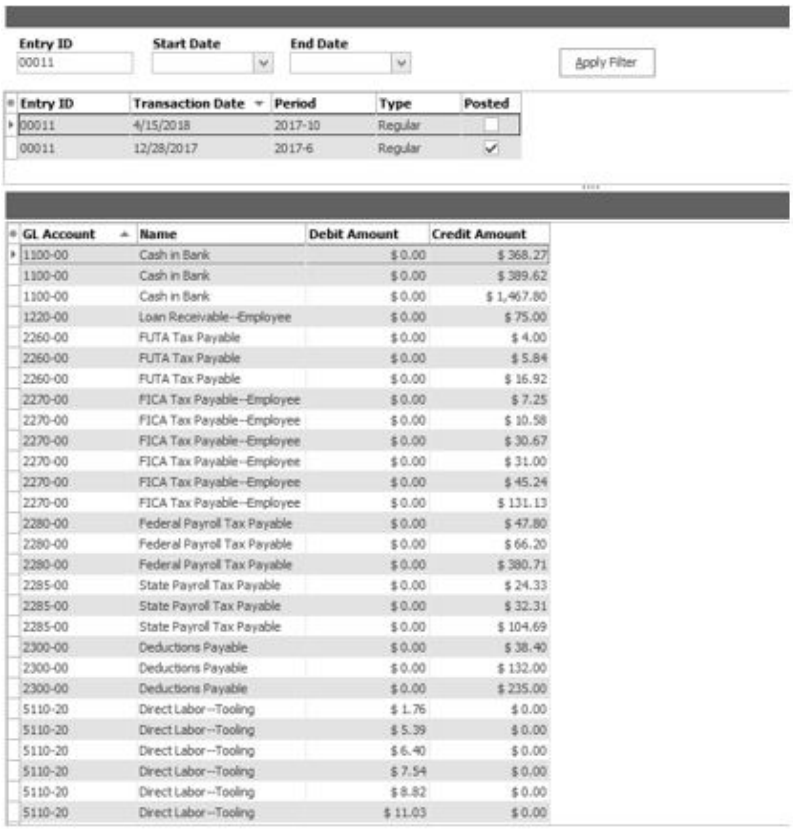
- **Invalid earning for work date** - An earning from JobBOSS is not active for the employee in CenterPoint Payroll.
    - To activate the earning in CenterPoint Payroll, select **Setup** > **Employees**, select the employee, click the **Earnings** tab, in the lower left side of the screen select the 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.

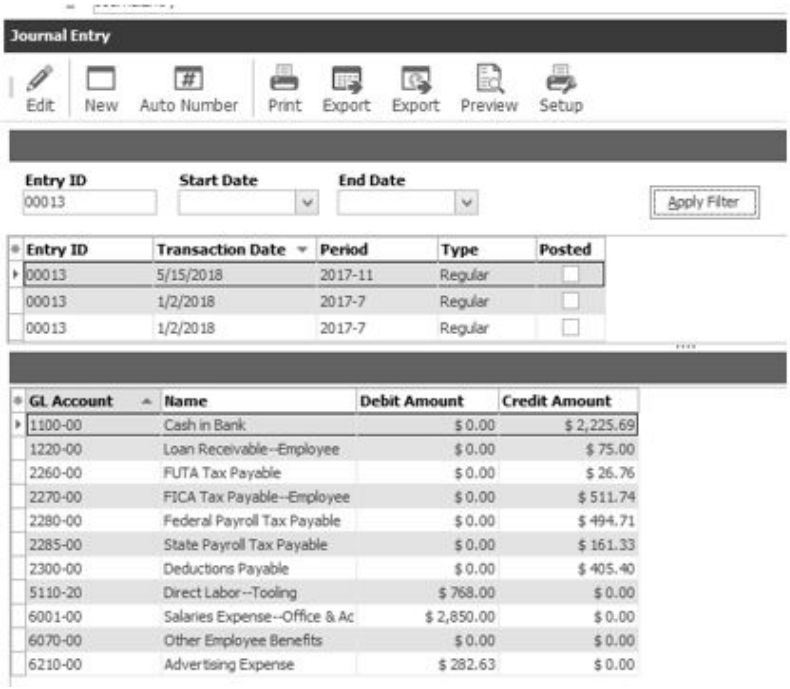
- If the File > Preferences > Payroll > General Ledger Posting is set to Detail (Employee Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to Not Set or None, CenterPoint will post detailed journal entries for each check.



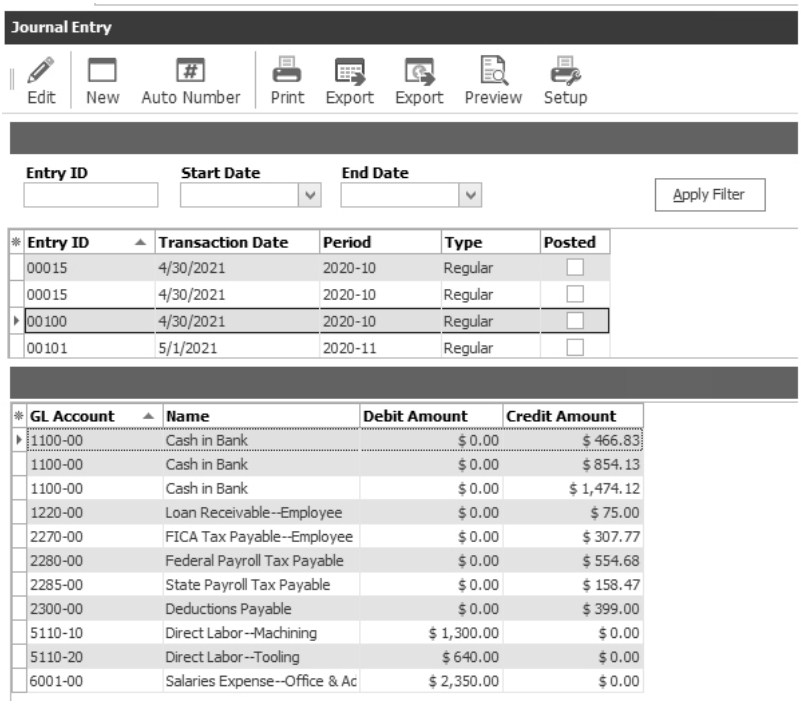
- If the File > Preferences > Payroll > General Ledger Posting is set to Summary(No Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to Not Set or None, CenterPoint will post on journal entry for each account/offset account combination used in the pay run.



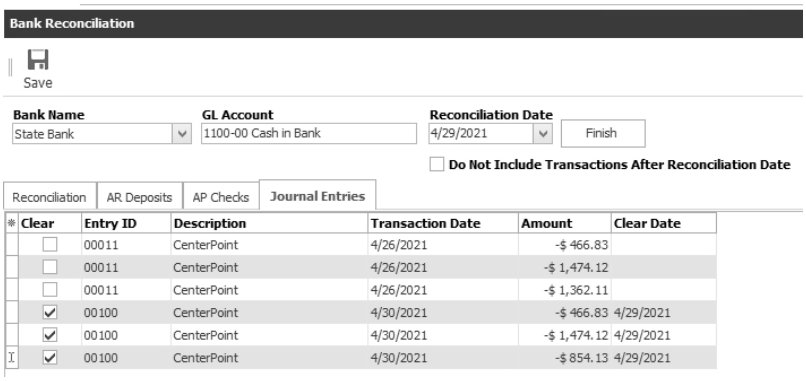
- If the File > Preferences > Payroll > General Ledger Posting is set to Summary (No Check Detail) or Detail (Employee Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to By Account, CenterPoint will post one journal entry to each account used in the pay run.



- 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 advices 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.



- 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.



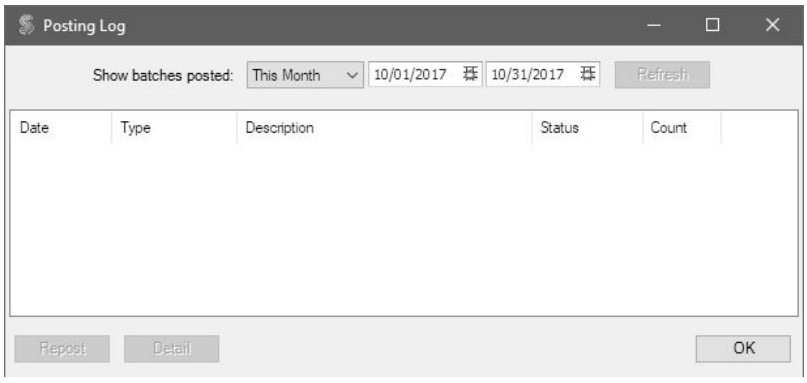
1. Select **Processes** > **Pay Employees** and complete a pay run. See the *Processing a Pay Run/Pay Employees* help topic for more information.
2. On the **6. Print Checks** tab, when you click **Post & Print** pay checks/advices will print, the pay run will post, and you will receive a message indicating 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**.



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.

CenterPoint Payroll JobBOSS2 Interface

JobBOSS^2 has been programmed to interface with CenterPoint Payroll, allowing you to export time information from JobBOSS^2 into CenterPoint payroll in the form of Time Sheets.

In JobBOSS^2, time information is entered for the shop employees, which is then exported to a data file and imported into CenterPoint Payroll. There, the hours can be adjusted if necessary and non-hourly employees can be processed. Once the payroll has been completed in CenterPoint Payroll, the resulting financial transactions can then be imported back into JobBOSS^2 in the form of "manual" paychecks and a Journal Entry for all non-cash items such as the employer's expense for social security. This is done by creating an external posting file within CenterPoint Payroll that is then imported back into JobBOSS^2.

Note: The interface WILL NOT merge master data files from JobBOSS^2 to CenterPoint Payroll such as G/L accounts, employees, departments, etc. All such information must be set up separately in CenterPoint Payroll and MUST EXACTLY MATCH how they were set up in JobBOSS^2 for the interface to work properly.

This topic contains the following information:

Configuring CenterPoint Payroll for the JobBOSS^2 Shop System Interface
Selecting CenterPoint Payroll as the JobBOSS^2 Interface
Exporting Time and Attendance Tickets from JobBOSS^2
Importing JobBOSS^2 Time and Attendance Tickets into CenterPoint Payroll
Exporting Payroll General Journal Entries from CenterPoint Payroll
Importing Payroll General Journal Entries into JobBOSS^2

Configuring CenterPoint Payroll for the JobBOSS^2 System Interface

1. Verify the CenterPoint Payroll Hardware Requirements. The CenterPoint Payroll hardware requirements are normally less stringent than the JobBOSS^2 requirements. If you have questions, they can be directed to the Red Wing Software Technical Support center at 800-732-9464.
2. Follow one of the installation instructions for CenterPoint Payroll:
    1. CenterPoint Payroll Single-user Installation Instructions.
    2. CenterPoint Payroll Network Installation Instructions.
3. From your desktop, click the **CenterPoint Payroll** desktop icon, select **File** > **Open**, and then select your CenterPoint Payroll database.
4. In CenterPoint Payroll, select **Setup** > **Employees**. Make sure that the Abbreviation field in CenterPoint Payroll EXACTLY MATCHES the Employee Number field in JobBOSS^2.
    1. CenterPoint allows alphanumeric values, but you must enter a numeric value only in order for the interface to make a proper match.

2. Abbreviations must be 4-digits; therefore, employee numbers in JobBOSS^2 must also be 4-digits.

3. The leading number cannot be a 0 (zero).

5. Select **Setup** > **Accounts** > **Accounts** and verify that the defined JobBOSS^2 accounts EXACTLY MATCH those in CenterPoint Payroll.

6. Select **Setup > Profit Centers/Locations > Profit Centers** and verify that the defined JobBOSS^2 profit centers EXACTLY MATCH those in CenterPoint Payroll.

    1. The Profit Center Abbreviation cannot exceed ten characters in JobBOSS^2 as this is the field size limit for CenterPoint Payroll.

7. Select **Setup** > **Payroll Details** > **Work Shifts** and verify that the defined JobBOSS^2 Shift Code Numbers EXACTLY MATCH the Abbreviation and Shift Number in CenterPoint Payroll.

    1. The Work Shift Name, Times, and Days must all EXACTLY MATCH between JobBOSS^2 and CenterPoint Payroll.

8. Select **Setup** > **Payroll Details** > **Departments** and verify that the defined JobBOSS^2 Departments EXACTLY MATCH the Departments in CenterPoint Payroll.

    1. Department codes have a maximum length of eight characters in CenterPoint Payroll, so the Department codes in JobBOSS^2 must also be eight characters.

    2. Department codes are case sensitive.

    3. If you are exporting Time Tickets, the export will use the Department on the work center rather than from the employee. Be sure to set Departments on the work centers in JobBOSS^2.

9. If you are using Direct Deposit, select **Setup** > **General** > **Numbering Sequences** and make sure the numbering sequence is set differently from the check numbers being used in Accounts Payable. When a company uses Direct Deposit, these entries will export to JobBOSS^2 as manual checks, so they cannot have duplicate check numbers.

10. JobBOSS^2 payroll rates must match the Earning codes in CenterPoint Payroll.

    1. If you export Attendance Tickets from JobBOSS^2, there are two options available regarding identifying earning codes types.

        1. If the option to **Force All Regular Hours To Regular Earnings Code Below** is selected on the interface screen for Attendance Tickets, you will need to make sure **RegHrs** and **Overtime** earning codes are created in CenterPoint Payroll**.** Any time sheet records marked as Overtime in JobBOSS^2 will be imported into the Overtime earnings type in CenterPoint Payroll. All other records will be imported as the RegHrs earnings type. To set up earning codes in CenterPoint Payroll, select **Setup** > **Payroll Details** > **Earnings**:

            a. The first earning code must be set up as **RegHrs** (case sensitive), select the **Work Shifts Apply** check box, select the **Pay Overtime** check box, and select **Overtime** as the Overtime Earnings. The Expense Account must match the GL account on the Attendance Ticket.

            b. The second earning code must be set up as **Overtime** (case sensitive), and then select the **Work Shift Apply** box. The Expense Account must match the GL account on the Attendance Ticket.

        2. If the option to **Force All Regular Hours To Regular Earnings Code Below** is not selected, all non-overtime hours will use their Attendance Code as the earnings type and CenterPoint Payroll will have to be set up accordingly in CenterPoint Payroll from **Setup** > **Payroll Details** > **Earnings**. Overtime hours will still be imported as noted above.

Note: If you choose not to use RegHrs Overtime, then the Attendance Codes in JobBOSS^2 must match the Earnings Codes in CenterPoint.

Selecting CenterPoint Payroll as the JobBOSS^2 Interface

1. In JobBOSS^2 select the red **Settings** tab, open the **System** drop-down menu, and select **Company Maintenance**.
2. Select your **company** from the grid and click **Edit**.
3. Click **Defaults**.
4. From the **Interfaces** section, click the **Red Wing / CenterPoint** option.
5. Click OK.
6. Click **Save** to save your changes and exit Company Maintenance.

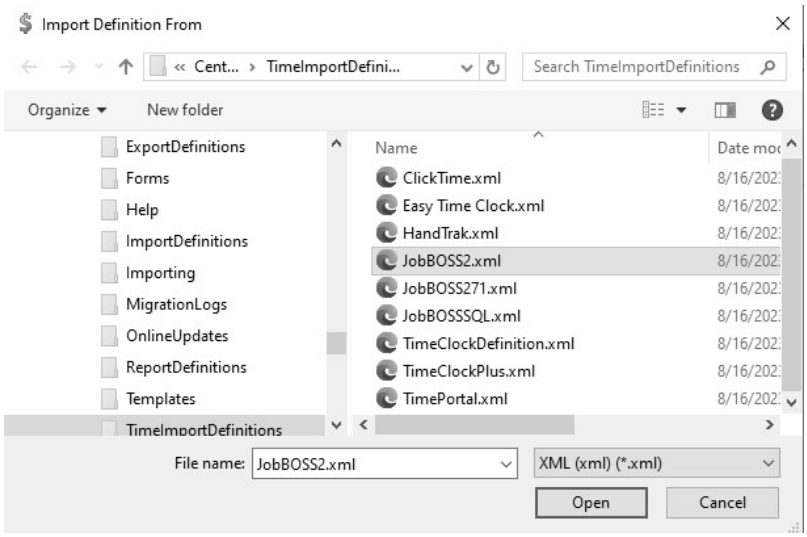
Exporting Time and Attendance Tickets from JobBOSS^2

The following process uses Time and Attendance Tickets as a demonstration, but the same steps can be used to export Time Tickets as well.

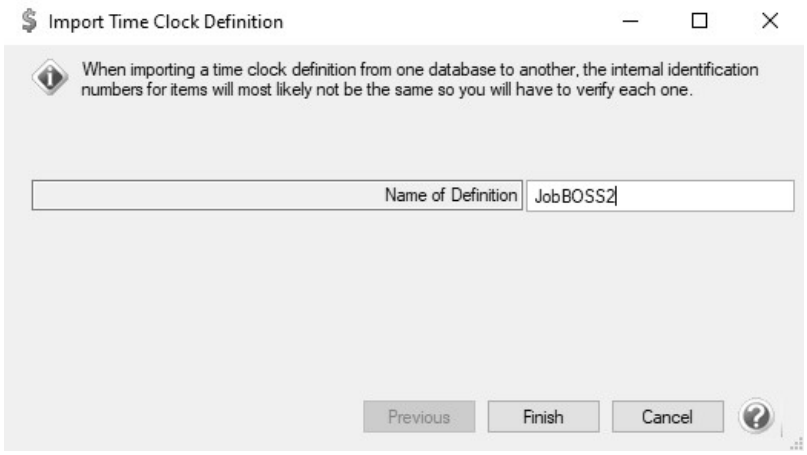
1. In JobBOSS^2, select the blue **Data Entry** tab, open the **Shop Floor Control** drop-down menu, and select **Time And Attendance**.
2. Click **Export**.
3. Enter a **Begin Date** and **End Date**. Only time and attendance tickets from that date range will export.
4. Select the **Limit Employee Number Field To 3 Digits In Length** check box.
5. Select the **Force All Regular Hours To Regular Earnings Code Below** check box.
    1. It is highly recommended that you check this box so that you can name your payroll rate anything you prefer and ensure the hours get assigned to the proper earnings code within CenterPoint.
    2. This does not apply to Time Ticket exports.
6. Enter / Verify the Regular Earnings Code as **RegHrs**.
7. Enter / Verify the Overtime Earnings Code as **Overtime**.
8. Click **Export**.
    1. A TXT file will download to your personal computer.

Importing Time and Attendance Tickets into CenterPoint Payroll

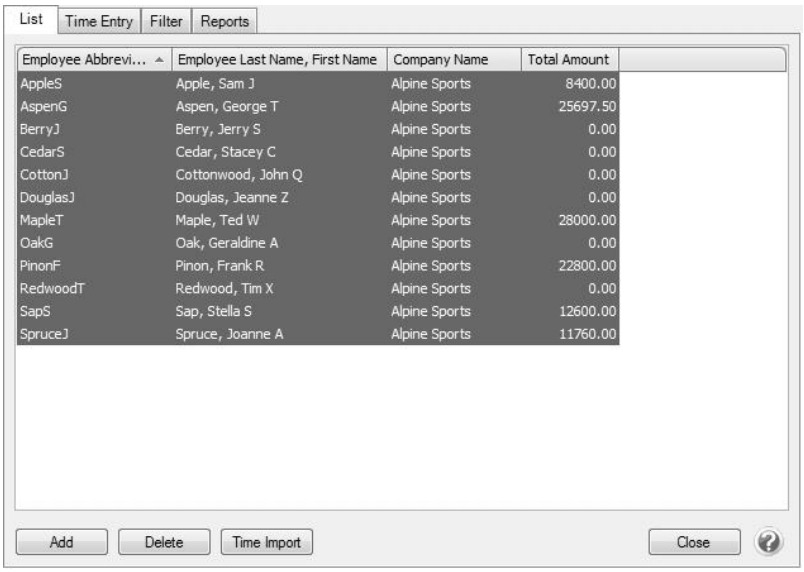
1. In CenterPoint Payroll, select **Setup > Payroll Details > Time Import Definitions**. Click **Import Definition**.



2. Select the Definition you wish to import and click **Open**. If you are using JobBOSS^2 and your employee codes have 3-digits, select JobBOSS2. If your employee codes have 4-digits select JobBOSS271.
3. Follow the on-screen instructions on the **Import Time Clock Definition** screen. Normally changes are not needed and you can click **Finish**.



4. Click **OK** when the Definition has imported successfully.
5. To print a report to review the time sheet entries, select **Reports > Reports > Payroll Data Reports > Time Sheets**.
    1. If necessary, you can delete the imported time so it can be re-imported.
        - Select **Processes > TimeSheets**.

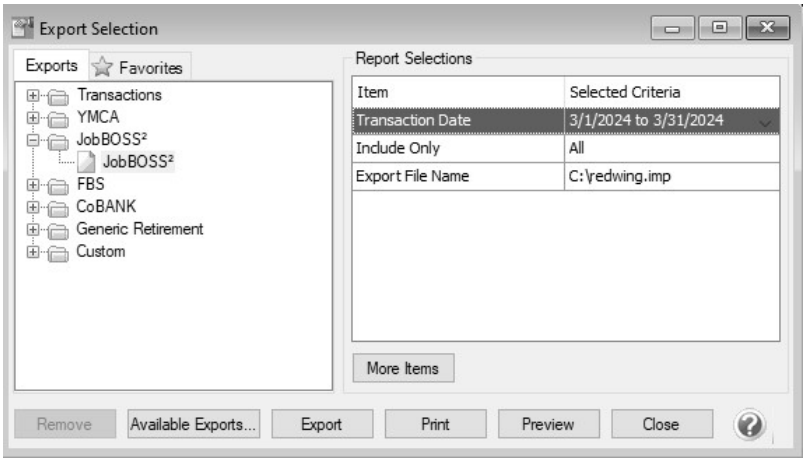


- Select the employees you wish to delete time from. Multiple employees can be selected by holding the **Ctrl** key on your keyboard while you click. To select all employees, highlight the first name on the list, hold the **Shift** key and select the last name.
- Click **Delete**. Time can now be imported again.

6. Follow the Processing a Pay Run/Pay Employees using Time Sheets topic to process a pay run using the imported JobBOSS^2 Time and Attendance Tickets.

Exporting Payroll General Journal Entries from CenterPoint Payroll

1. In CenterPoint Payroll, select **File** > **Export**.
2. Expand the **JobBOSS2** selection and then select **JobBOSS2**.



3. Under Report Selections, in the Selected Criteria column, select the **Transaction Date** (Pay Date or Pay Date range) box.
4. In the Selected Criteria column, in the **Include Only** box, select whether to include **Unexported Transactions**, **Exported Transactions**, or **All** transactions.

5. In the Selected Criteria column, in the **Export File Name** box, leave the default C:\redwing.imp or select a new location/name to save the export file.
6. Click **Export**.

Importing Payroll Journal Entries to JobBOSS^2

1. Select the blue **Data Entry** tab, open the **AP** drop-down menu, and select **Check Writing**.
2. Click **Import**.
3. Click **Upload File** to search for and select your import document you selected in Step 5 in the Exporting Payroll General Journal Entries from CenterPoint Payroll section.
4. Select a **Bank Code**.
5. Select a **Vendor Type**.
6. Click **OK**.
7. Verify the import totals by either viewing individual check records or running the Check Summary report.

Chapter 3 - Leave (Vacation, Paid Time Off, Sick Leave, etc.)

Setup & Process Leave

Setting Up Leave

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.

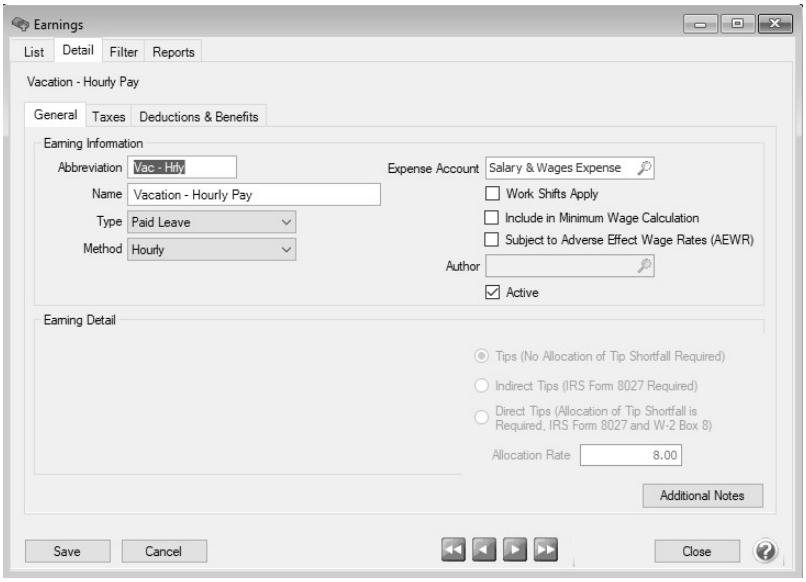
Note: For information specific to setting up leave for the California Paid Sick Days Law or any other state that indicates that an employee can accrue a set number of hours in a year with a maximum number of hours, see the Sick Leave Based on a Rate Per Hour topic.

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.

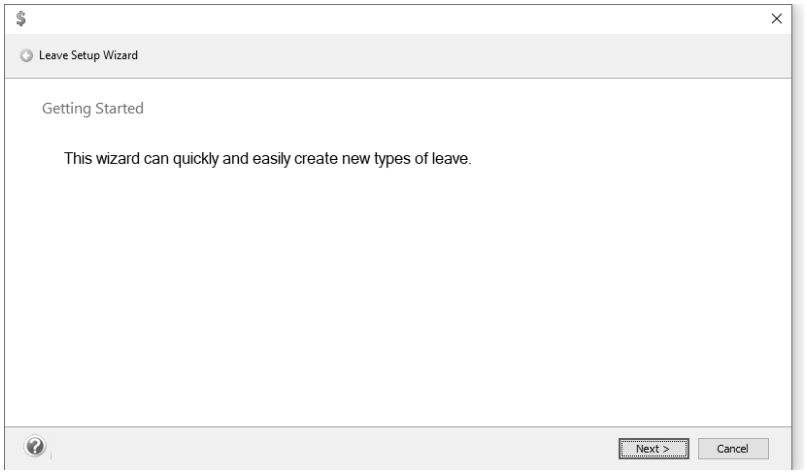


2. In the **Type** box, select **Paid Leave**.
3. Enter an **Abbreviation** and **Name**, such as V and Vacation or S and Sick Time.
4. In the **Expense Account** box, select the expense account for the earning.
5. Click **Save**. Follow steps 1-4 for each additional earning needed to track used leave.

Step B: Add Leave Categories and Leave Tables

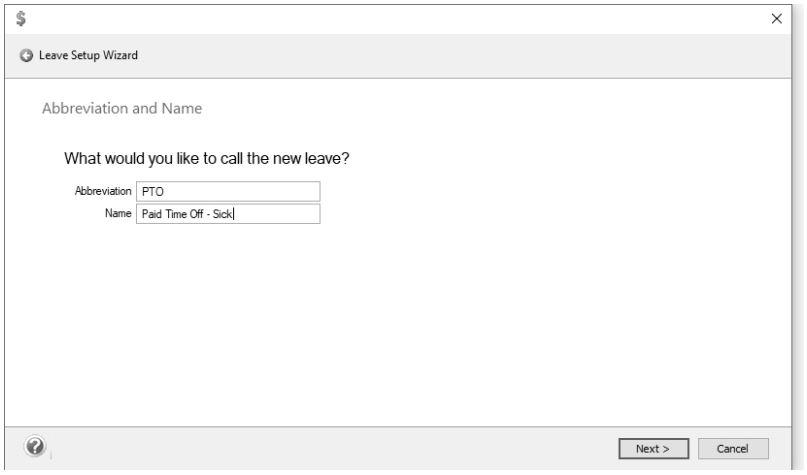
Option 1: Add Leave Categories and Tables with the Leave Setup Wizard

1. Select **Setup > Payroll Details > Leave Categories**. Click **New**.
2. At the ***Do you want to use the Setup Wizard to add a new Leave?*** message***,*** click **Yes**.
3. On the **Getting Started** screen, click **Next**.



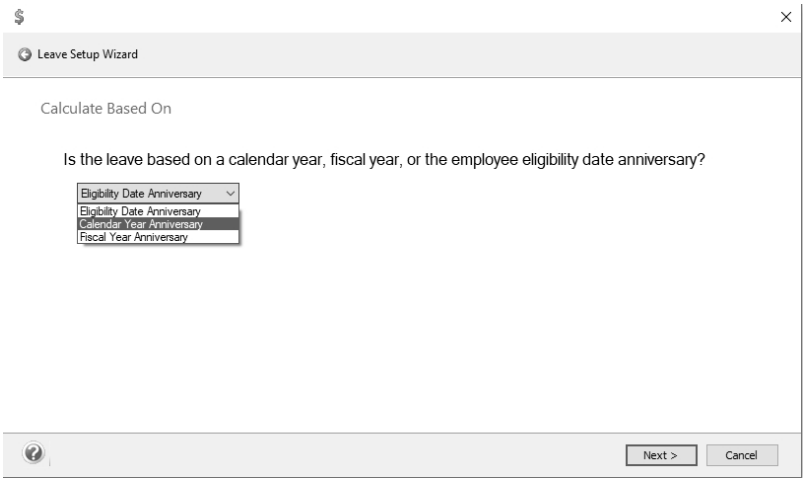
4. On the **Abbreviation and Name** screen, enter an **Abbreviation** and **Name** such as Vacation or PTO, and then click **Next**.

Note: To move to the previous screen of the Leave Setup Wizard, click  (the small green circle with a white arrow icon) at the top of the screen.

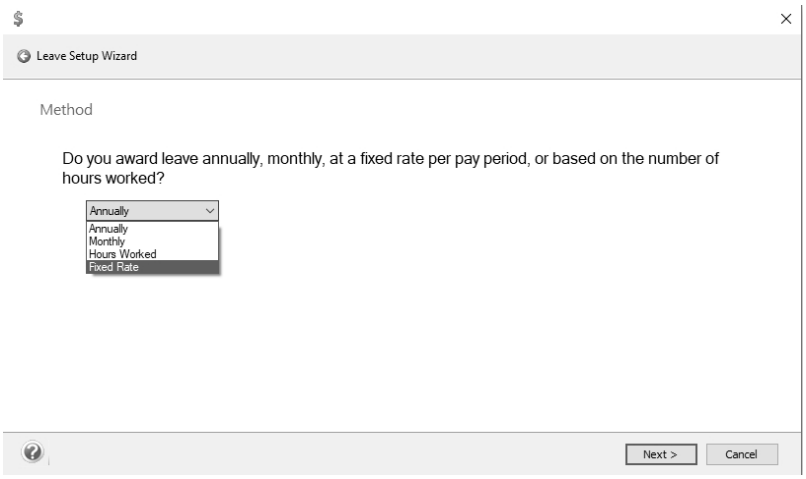


5. On the **Calculate Based On** screen, select if your leave is based on Calendar Year, Fiscal ear, or the Employee Eligibility Date Anniversary. This selection is used to determine the leave balance year, when the year-to-date values are counting from, and when any carry over for a new year is calculated. An employee's Years of Service is always calculated based on Hire Date

unless there's a wait period (then it is based on the Wait Period Date) to determine the amount of leave earned from the Leave tables. Click **Next**.



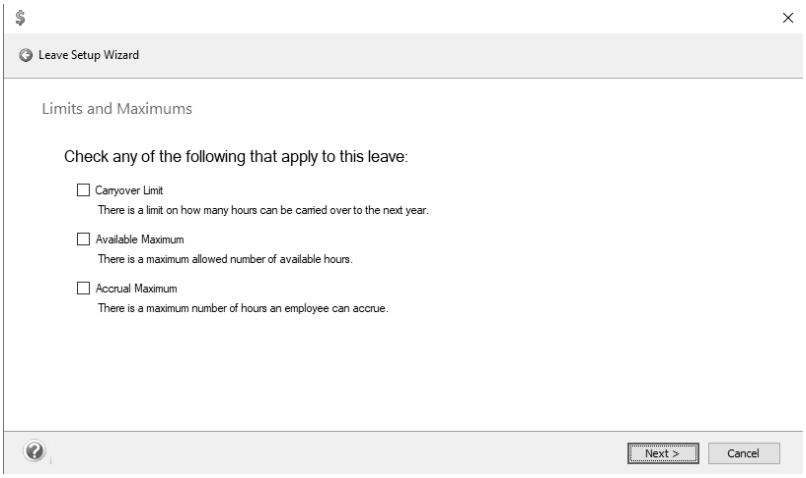
6. On the **Method** screen, select how you award leave, and then click **Next**.



- **Annually:** 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.
- **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 Worked**: 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.
- **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.

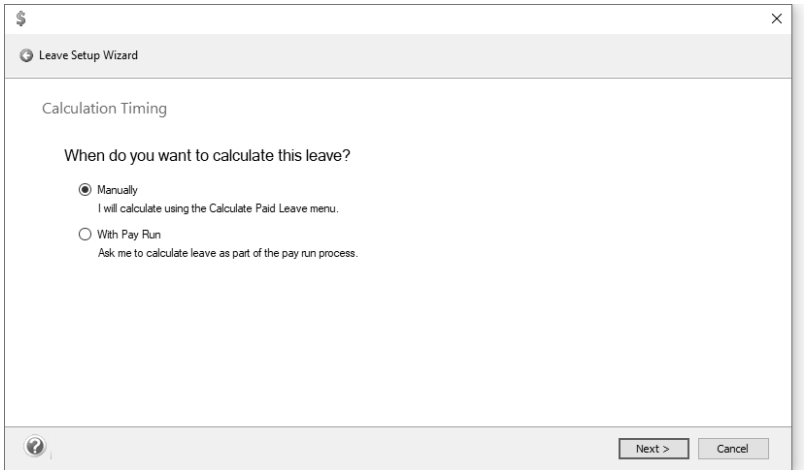
Note: If a method of Hours is selected, you must also specify in the Employer which earnings should be used to accumulate earning hours. This can be done in the Leave Configuration Wizard or in **Setup > Payroll Details > Employer > Leave tab > Earnings to Include in Leave Calculation**. If this is not specified, no hours will be awarded.

7. On the **Limits and Maximums** screen, select all that apply, and then click **Next**.

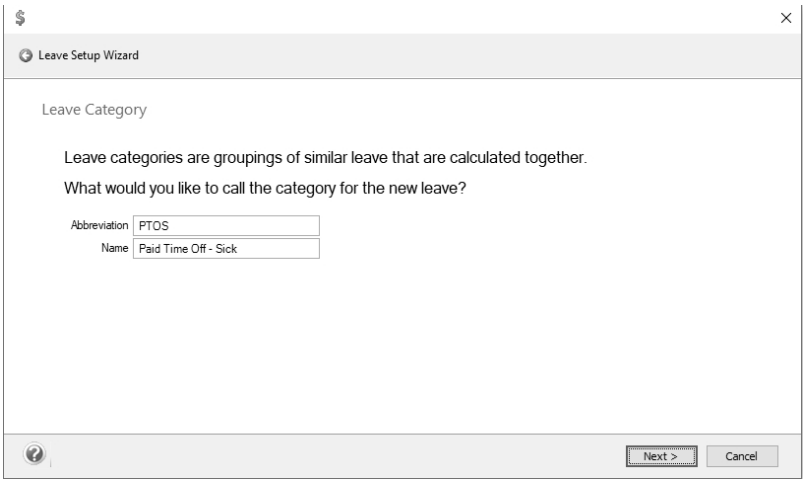


- **Select Carryover Limit** if there is a limit to the number of hours that can be carried over to the next year's leave. If an employee can carryover an unlimited number of available hours from one year to the next, then do not select this box.
- Select **Available Maximum** if there a maximum number 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, leave this box unselected.
- Select **Accrual Maximum** to indicate that there is a maximum number of hours an employee can accrue.

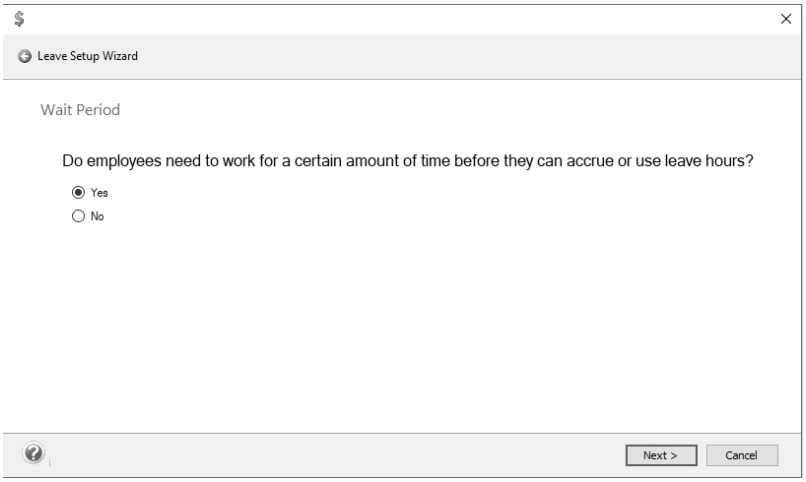
8. On the **Calculation Timing** screen, select whether you will be calculating leave **Manually** with the Calculate Paid Leave menu or as part of the pay run process by selecting **With Pay Run**, and then click **Next**.



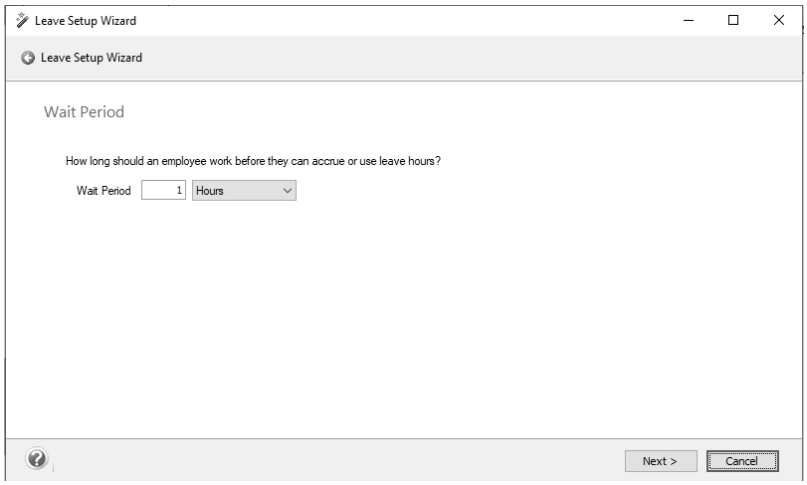
9. On the **Leave Category** screen, determine if you have groups of similar Leave that are calculated together that should be assigned to an existing leave category or if a new leave category should be created. Enter an **Abbreviation** and **Name** such as Vacation or PTO, and then click **Next**.



10. On the **Wait Period** screen, determine if your employees need to work for a certain amount of time before they can accrue or use leave hours, and then click **Next**.

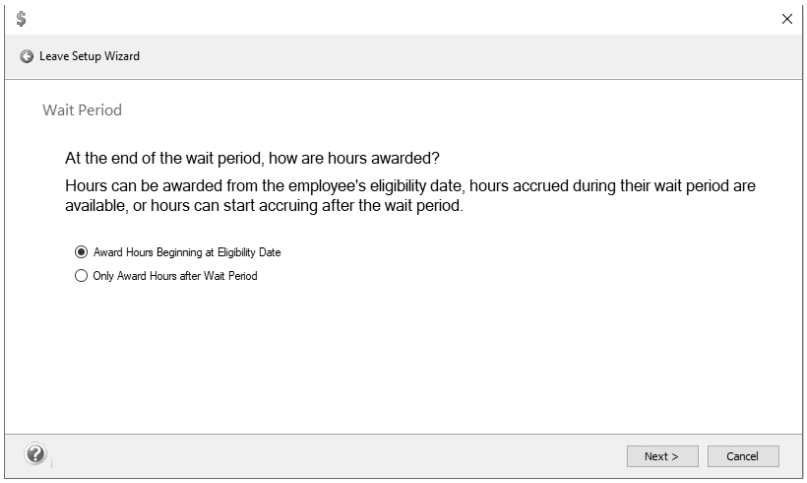


11. If your employees have a wait period, on the **Wait Period** screen, enter the period of time a new employee must work to qualify for this leave and then select **Hours**, **Days**, **Months**, for example if your employees must wait 30 Days before they can accrue or use leave hours, enter 30 and then select Days. Click **Next**.

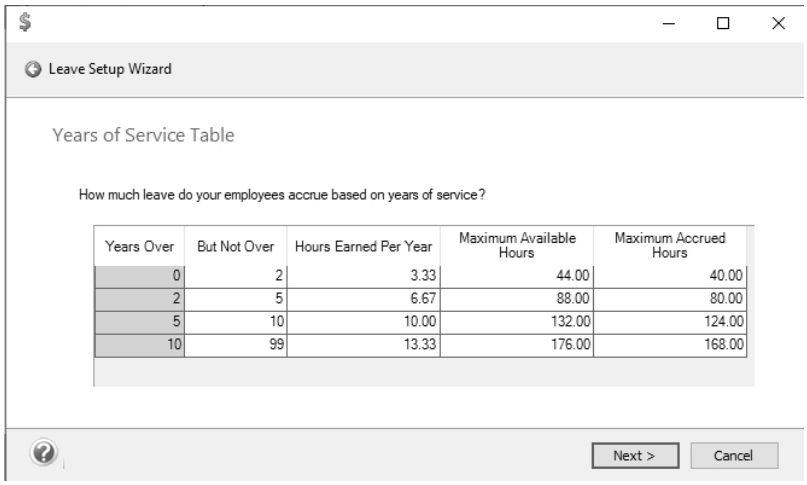


12. If your employees have a wait period, on the **Award Leave** screen, select how/when hours are awarded, and then click **Next**.

    - **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.

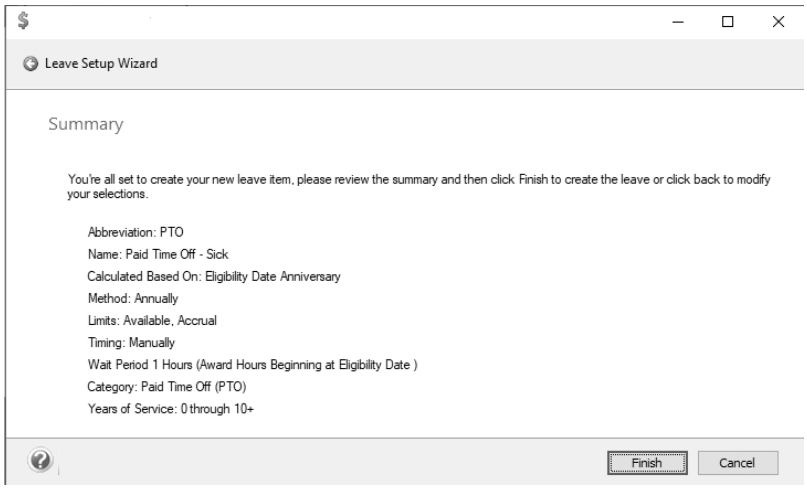


13. On the **Years of Service** screen, the columns displayed in the table will depend on the selections made in the Leave Setup Wizard, complete the table, and then click **Next**.



- **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.

14. On the **Summary** screen, review your selections and then click **Finish** to create the leave or click back to modify your selections.



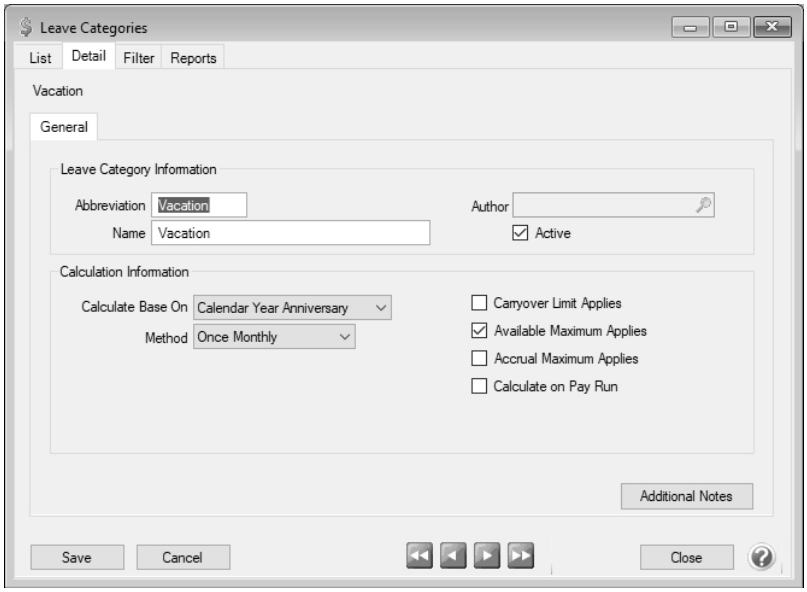
15. Determine if you want to use the Setup Wizard to configure the new leave, and continue with Step D.

Option 2 : Add Leave Categories and Tables Manually

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**.



2. Enter an **Abbreviation** and **Name** such as Vacation or PTO.
3. If you do not want to display this leave category as available to calculate or add to new employees, unselect the **Active** check box.
4. The **Calculate Base On** box is used to determine the leave balance year, when the year-to-date values are counting from, and when any carry over for a new year is calculated. Select whether your leave is based on **Calendar Year**, **Fiscal Year**, or **Eligibility Date Anniversary**. An employee's Years of Service is always calculated based on Hire Date unless there's a wait period(then it is based on the Wait Period Date) to determine the amount of leave earned from the Leave tables.
5. 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.



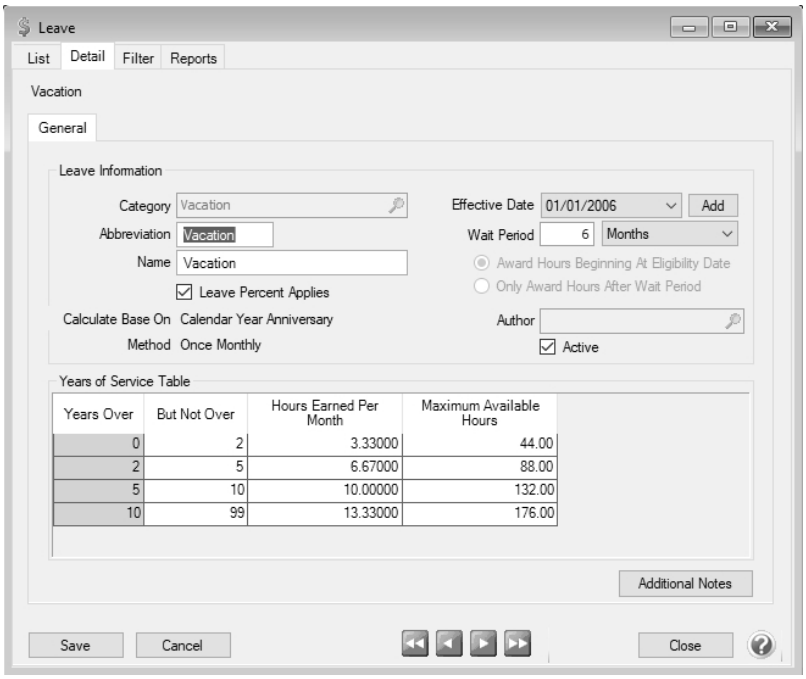
Note: If a method of Hours is selected, you must also specify in the Employer which earnings should be used to accumulate earning hours. This can be done in the Leave Configuration Wizard, or in**Setup > Payroll Details > Employer > Leave tab > Earnings to Include in Leave Calculation**. If this is not 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.
6. 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.
7. 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).
8. Select the **Accrual Maximum Applies** check box to indicate that the leave will have a maximum amount applied to hours accrued during the year.
9. When selected, the **Calculate on Pay Run** check box allows the leave to accrue on each pay run rather than running the Calculate Paid Leave transaction.
10. Click **Save**. Create additional categories as needed.

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**.



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 **Leave Percent Applies** check box will be selected by default. Remove the selection if the employee's Accrual Rate Percent and Maximum Percent set up in Setup > Employees > Leave do not apply to this leave when leave is calculated or adjusted.
5. 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.
6. 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.
7. 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.
8. If you do not want to display this leave as available to calculate or add to new employees, unselect the **Active** check box.
9. 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.

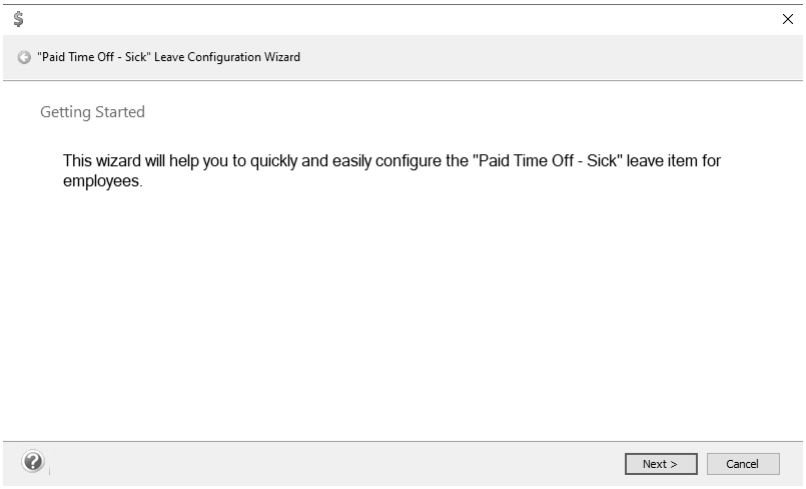
- **Maximum Available Hours** – When the Maximum Available Hours check box is selected on the leave category, this column appears on the grid. The hours available cannot surpass this value. The employee would stop accruing leave until their available leave falls below the maximum.
- **Maximum Accrued 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.

10. Click **Save**. Follow these steps again for each leave table that is needed for your employees and then continue with Step C..

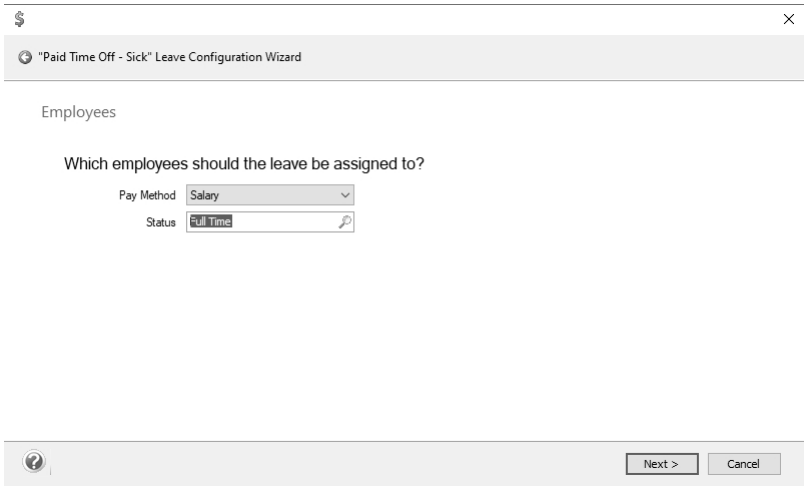
Step C: Assign Leave to Employees

Option 1: Assign to Employees with the Leave Configuration Wizard

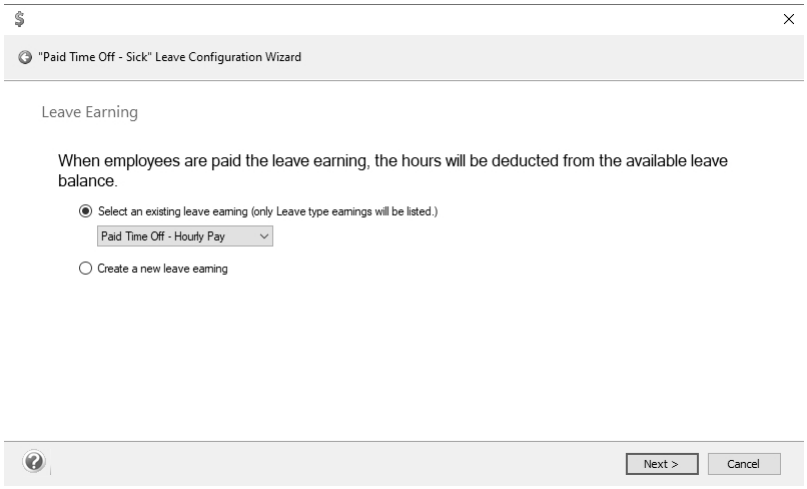
1. If you created leave with the Leave Setup Wizard and answered Yes to the "Do want to use the Setup Wizard to configure the new leave? message, follow steps 2 - 11 or if you have existing leave to add to additional employees, or you created leave manually and want to use the Leave Configuration Wizard, select **Setup** > **Payroll Details** > **Leave**, right-click on a leave, select **Assign to Employees**..., and then follow steps 2 - 11.
2. On the **Getting Started** screen, click **Next** to begin quickly and easily configuring the leave item created in Step B for employees.



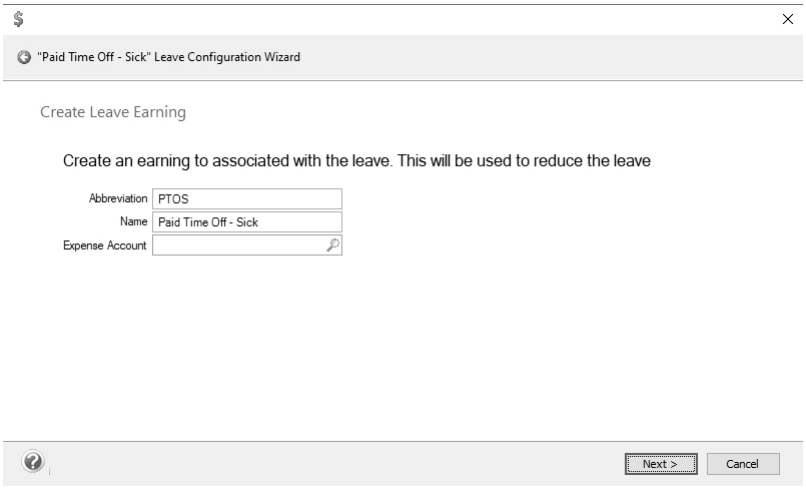
3. On the **Employers** screen, if you have more than one employer, select which employer(s) to configure this leave for, and then click **Next**.
4. If the leave being configured is based on the Hours method and isn't already configured for the selected employer, on the **Hours Worked Earnings** screen, select the earning(s) that should be included in the calculation of hours worked for this leave.
5. On the **Employees** screen, select which employees the leave should be assigned to. You will be able to select specific employees in a later Wizard screen. Select the **Pay Method**: **Hourly**, **Salary**, **Piece Rate**, **Fixed Rate** or select the **Status**: **Full Time**, **Other**, **Part Time**, **Seasonal** or **Temporary** to filter the employees assigned the leave by Pay Method or Status, and then click **Next**.



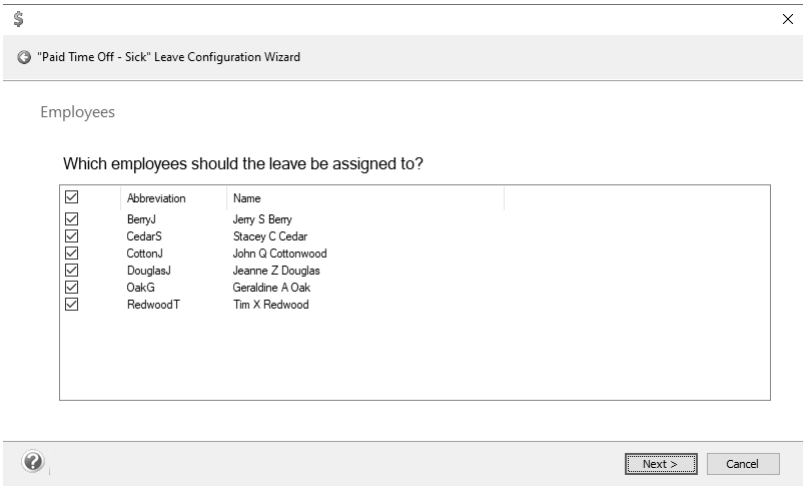
6. On the **Leave Earning** screen, select which leave earning to associate with the leave for the assigned employees (lists the available Paid Leave type Earnings that haven't been assigned to other leave for the affected employees) or choose to **Create a new leave earning**. When employees are paid this earning, the hours will be deducted from the available leave balance. If there aren't any leave earnings that have not already been assigned to a paid leave, this screen will not display.



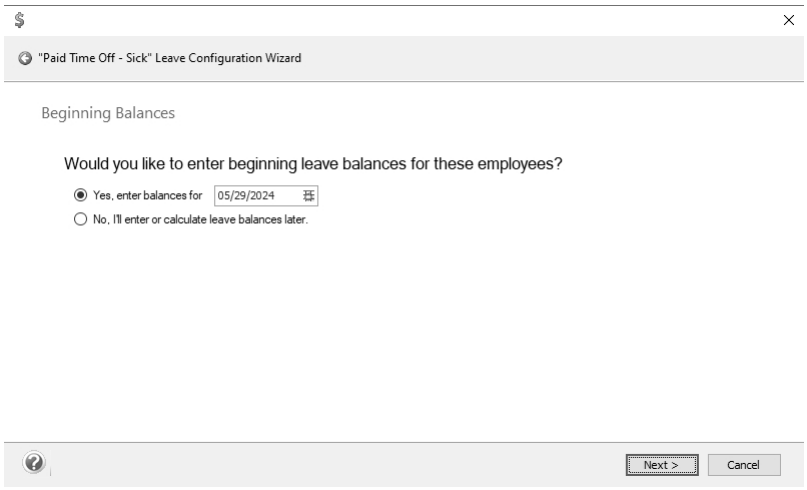
7. If you selected to create a new earning, on the **Create Leave Earning** screen, create an earning to associate with the leave. This will be used to reduce the leave balance when the employee uses available hours. Enter an **Abbreviation** and **Name** (both boxes will default to the leave being configured), then select the earning's **Expense Account.**



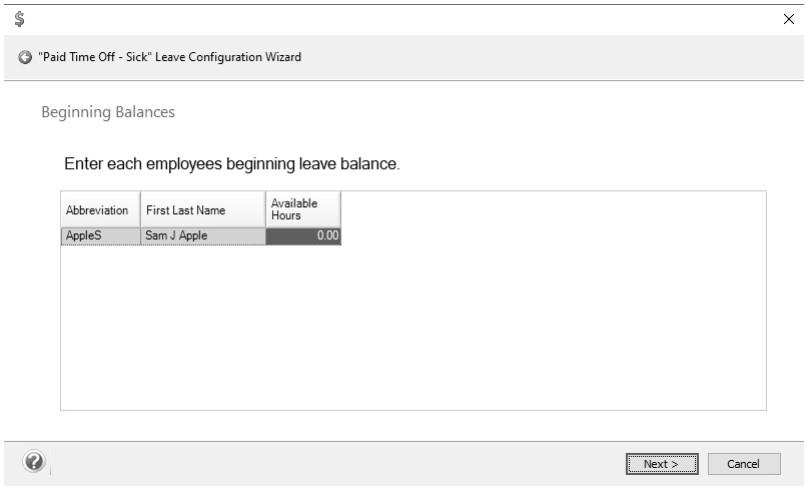
8. If you selected an existing leave earning, on the **Employees** screen, all employees that are active for the selected/default employer, assigned the specified pay method and status, and does not already have the leave assigned will be automatically selected. You can unselect all employees by clicking the check box in the header of the selection column or individual employees by clicking the check box next to their name. Click **Next** to continue.



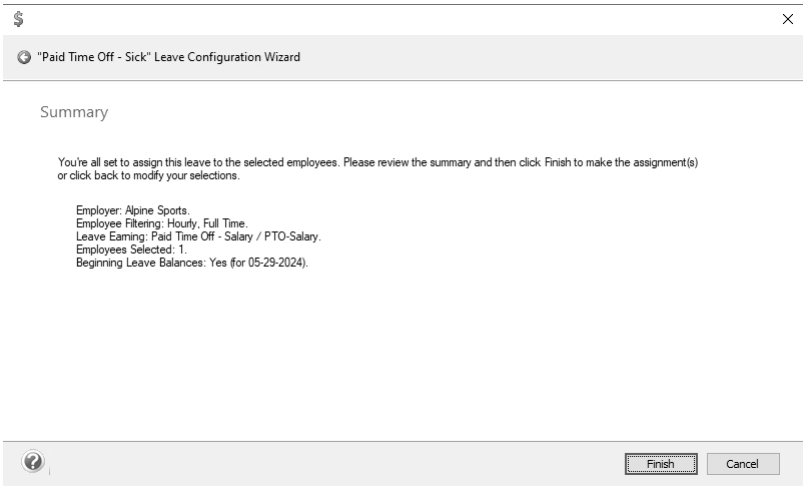
9. On the **Beginning Balances** screen, choose whether you want to enter beginning balances for the employee leave and if so, enter the date for which beginning leave balances would apply (the date will default to today's date).



10. If you selected to enter beginning balances for the employee leave, on the next **Beginning Balances** screen, in the **Available Hours** column, enter each employee's beginning leave balance (this column will be formatted the same as the Decimal Places for Hours preference set in File > Preferences > Payroll > General) .



11. On the **Summary** screen, review your selections and then click **Finish** to assign this leave to the selected employees based on your selections.

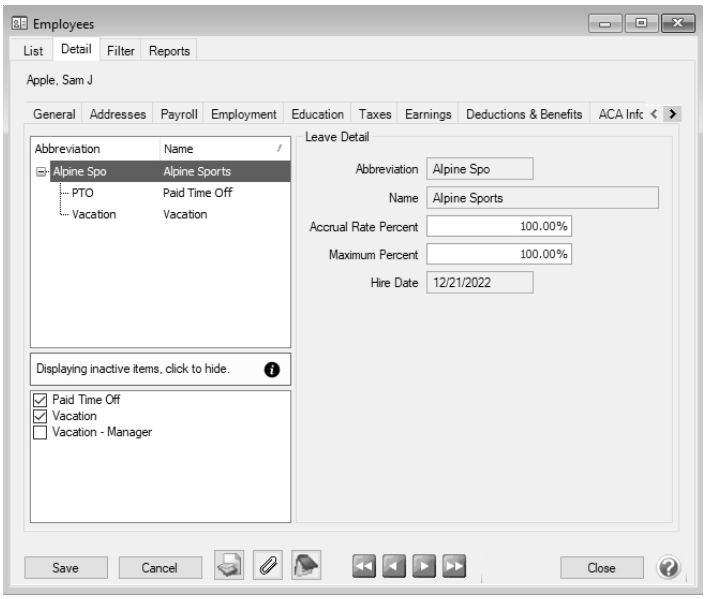


12. Determine if you want to add the leave to other employees after it was assigned to the employees specified in the Wizard.

Option 2: Assign to Employees Manually

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. Select 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. Select 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.

Leave: Calculate Paid and Record Used

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

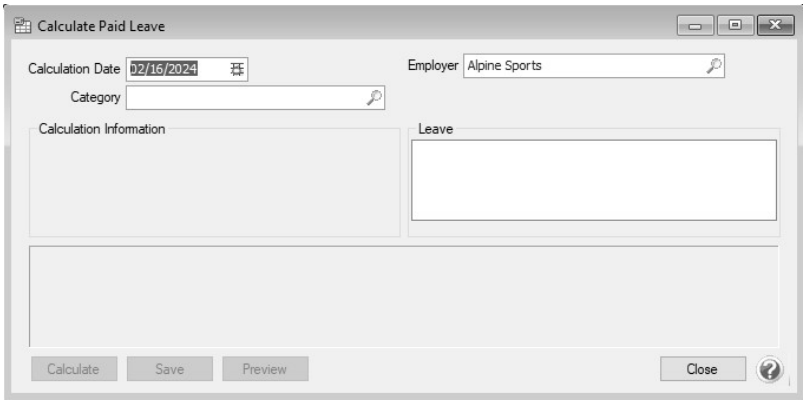
If leave is assigned a leave category with a Method of Once Yearly, or Once Monthly, needs to be calculated and awarded separate from processing payroll. it is up to the employer to communicate to the employees when leave will be available for them. The Years of Service box is updated on the employee record when paid leave is calculated.

How often you will need to calculate paid leave depends on the setup for your company. For example,

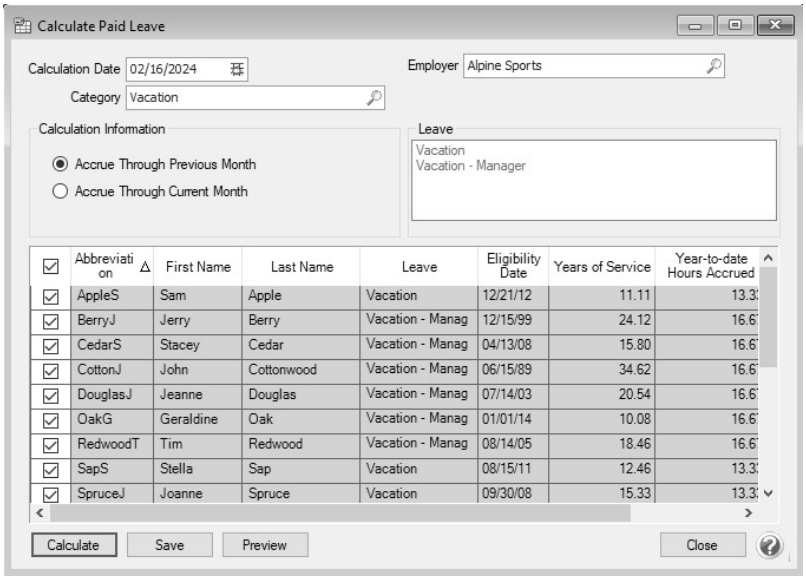
- If you award leave monthly, you'll need to calculate monthly.
- If you award leave annually but it's based on the employees anniversary, then you would still need to calculate monthly.
- If you award leave annually and it's always at the beginning of a calendar year or fiscal year, then paid leave 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 employees 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. Select whether you want to **Accrue Through the Previous** or the **Current Month**.
6. Click **Calculate**. The grid will display the calculated information sorted by Abbreviation. The default sort order can be changed by clicking on any column heading. The sort order is saved when the screen is closed and displayed when the screen is reopened.

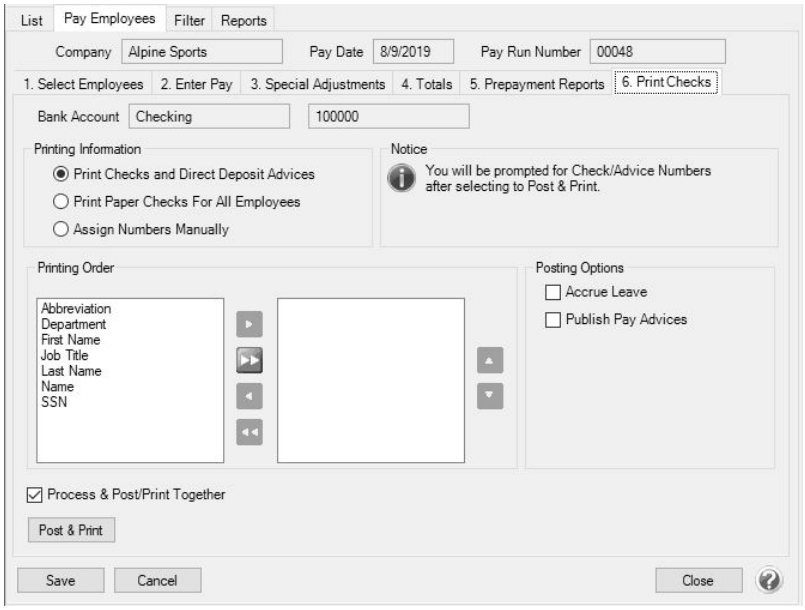


7. All employees will be selected for the paid leave calculation by default. If you do not want to calculate paid leave for all employees, click the check mark in the column header and then select which employee(s) you want to calculate paid leave for. To reselect all employees, click the check mark column header again.
8. To review the calculated information, click **Preview** to display the Calculate Paid Leave (Preview) report. Click the printer icon to print the report.
9. After you reviewed the calculated information, click **Save** to add the new accrued hours to the employee's record. The sort order is saved and will redisplay when the screen is opened again.

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.



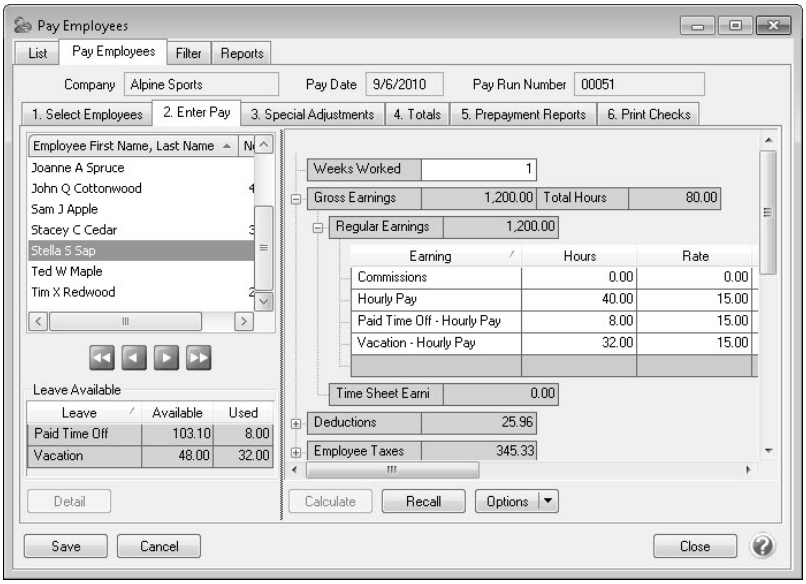
3. Once the check printing and posting process is complete, the **Calculate Paid Leave** screen will be displayed automatically. Follow steps 2-6 from above to complete the process.

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.



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.

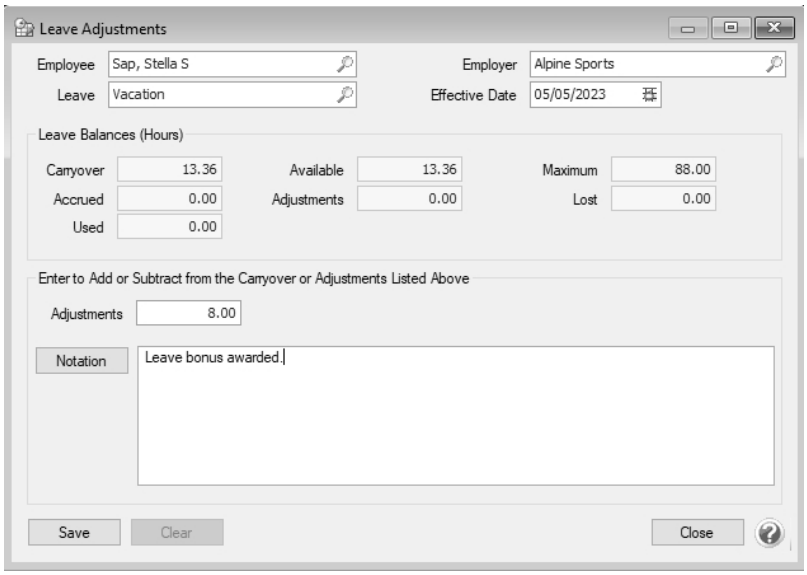
Note: You can view the current status of leave for an employee from the employee record under Setup > Employees > Leave tab. Hours accrued and used can also be printed on the pay stub. The Employee Leave History report (Reports > Reports > Payroll Data Reports > Leave) can be used to verify the historical leave transactions posted to an employee.

Leave Adjustments and Mass Leave Adjustments

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

1. On the **Processes** menu, click **Leave Adjustments** or on the **Processes** menu, point to **Payroll**, and then click **Leave Adjustments**.

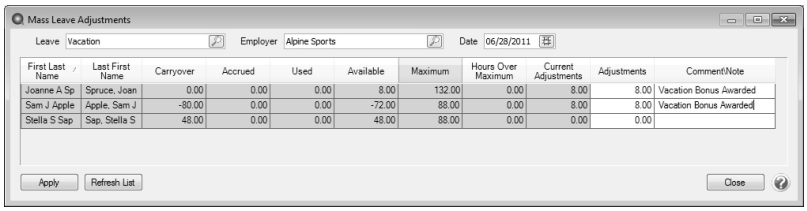


2. In the **Employee** box, select the employee that the leave will be entered for.
3. In the **Employer** box, select the employer that the leave adjustment is being made for.
4. In the **Leave** box, select which type of leave the adjustment is being made on. The current leave balances for the employee 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**.



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:



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

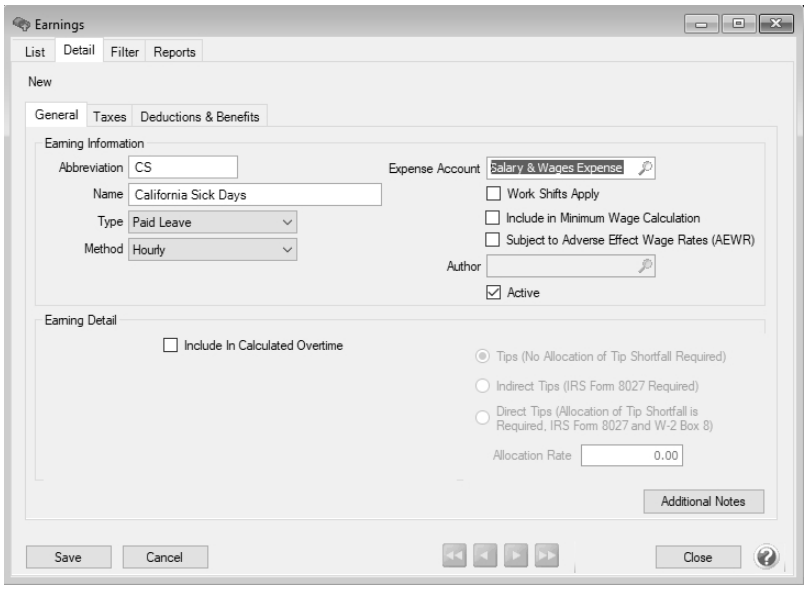
Paid leave earnings are used to track the number of hours used for each type of leave.

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.



Note: If earnings for paid leave already exist, Step A can be skipped.

1. Select **Setup** > **Payroll Details** > **Earnings.**
2. If a paid leave earning such as "Sick Time Leave" does not exist, click **New**.

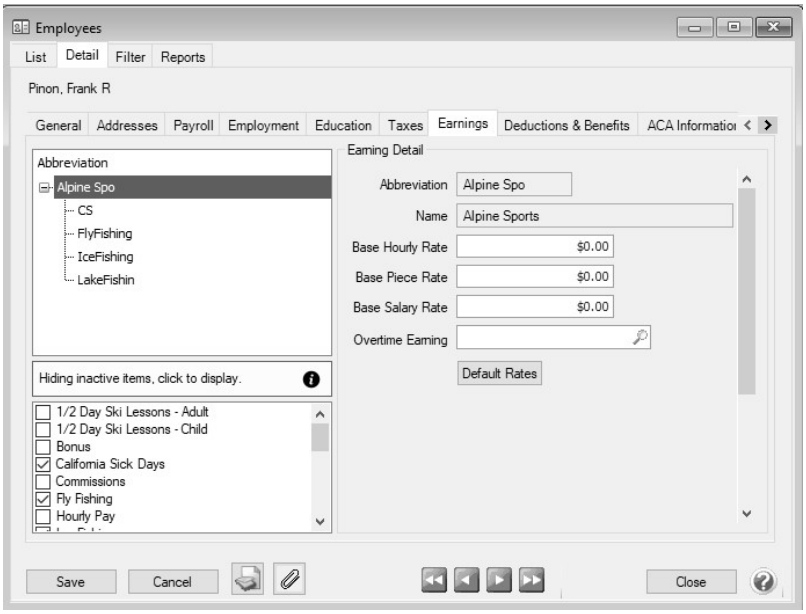


3. In the **Type** box, select **Paid Leave**.
4. In the **Method** box, select **Hourly**.
5. Enter an **Abbreviation** and **Name**, such as CS and California Sick or S and Sick Time.
6. In the **Expense Account** box, select the expense account for the earning.
7. Click **Save**. If you want to add the earning to your employees, click **Yes**, select the employee(s) to add the earning to, click **Add**, click **Yes**, and then click **OK**.

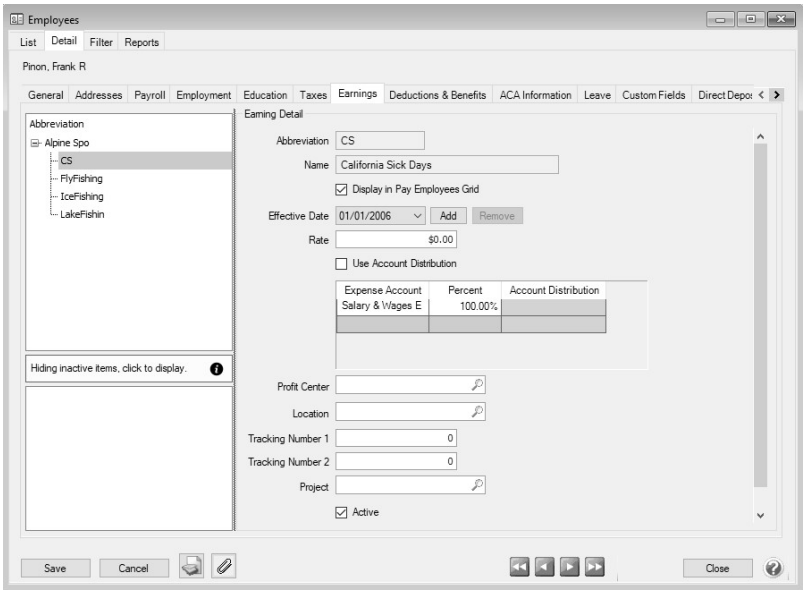
Step B: Add/Verify the Earning for the Employee

Follow the instructions below to add/verify the Sick Days earning for individual employee records. If you did not add the earning to multiple employees in Step A, 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 you want to add/verify the earning for, 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/verify that the appropriate earning is selected. The selected item will automatically be included in the list of earnings for this employee at the top of the screen.
6. On the top left of the screen, select the earning under the company. The details for that earning are displayed to the right.



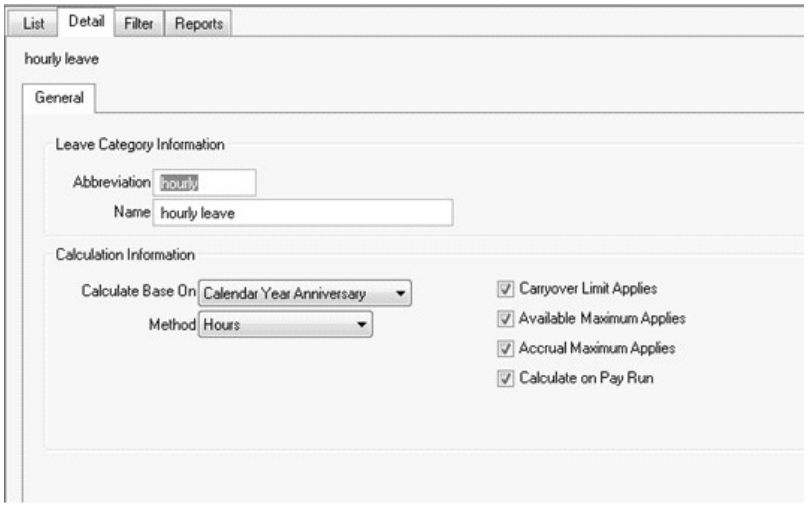
7. The fields displayed in the **Earning Detail** are dependent on which options were selected when the earning was originally setup (Setup > Payroll Details > Earnings). Complete the fields with information specific to this employee.
8. Click **Save**. Repeat Step B for each employee that needs an earning 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**.



2. Enter an **Abbreviation** and **Name** such as hourly and Hourly Leave.
3. In the **Calculate Base On** box, select **Calendar Year Anniversary**. Leave balances will be counted for and reset at the beginning of each calendar year.
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.

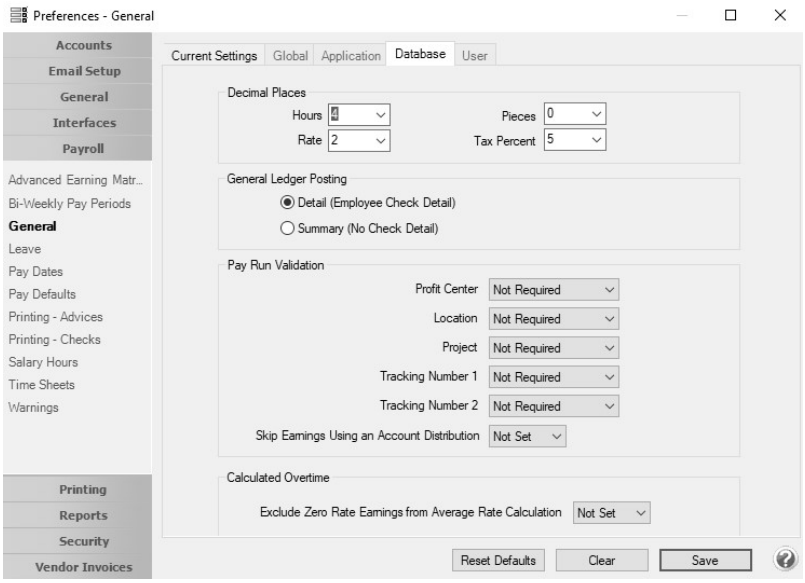
5. Select the **Carryover Limit Applies** check box to set a limit to the number of hours that can be carried over to the next year's leave. If this box is selected, you must specify on the Leave table how many hours can be carried over (step E8 below). In this example, California states that the carryover 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

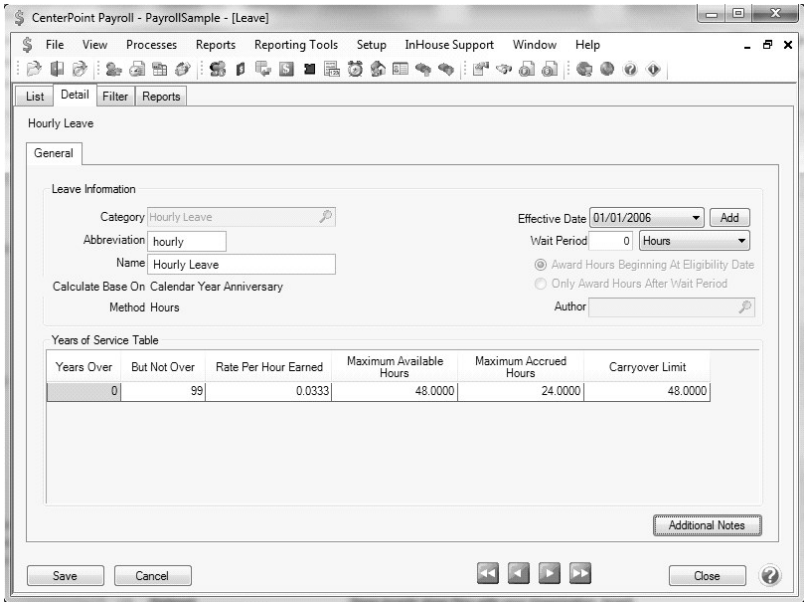
Leave is used to setup specific leave tables that can be assigned to an employee and used in leave time calculations. The Leave Table defines how much leave should be calculated for each employee based on the leave category and the employee's number of years of service.

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:



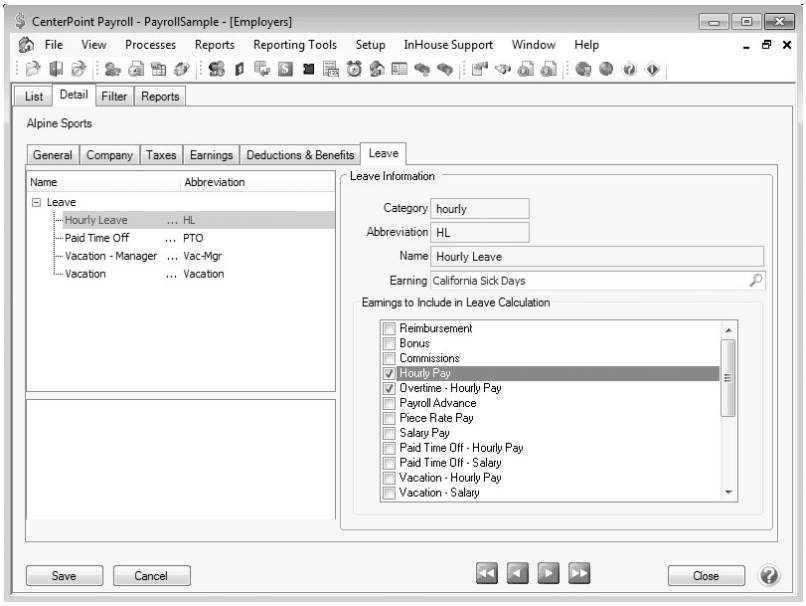
- **Years Over** – When an employee's years of service is equal to or greater than this number the application will use the leave accrual variables (hours earned, maximum hours, etc.) entered on the same row to calculate leave. Enter **0**.
- **But Not Over** – This is the ending range for calculating 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 7/1/23, the system will calculate on all hours worked from that date. If you want to only calculate hours after 7/1/23, the eligibility date must be set to 7/1/23.

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.

Minnesota Paid Leave Tax

Minnesota's Paid Family & Medical Leave program starts January 1, 2026, requiring most employers to contribute to a state fund via payroll taxes (shared with employees) to provide partial wage replacement for workers taking leave for family/medical reasons. The tax has an employee and employer share. It has a cap based on the Social Security limit. The rate is split 50/50 between the employee and the employer, but the employer can pay all or part of the employee's share. If an employer chooses to pay some of the employee's share, that amount must be treated as taxable wages and shown on the W-2 in boxes 1, 3, and 5.

If the employer is not paying any portion of the employee share, **Steps A - B are required**. If the employer is paying some of the employee share, **Steps A-C are required**.

Step A: Check for Tax Table Update and Add Minnesota Paid Leave Tax to Employer

Step B: Add the Minnesota Paid Leave Tax to Minnesota Employees

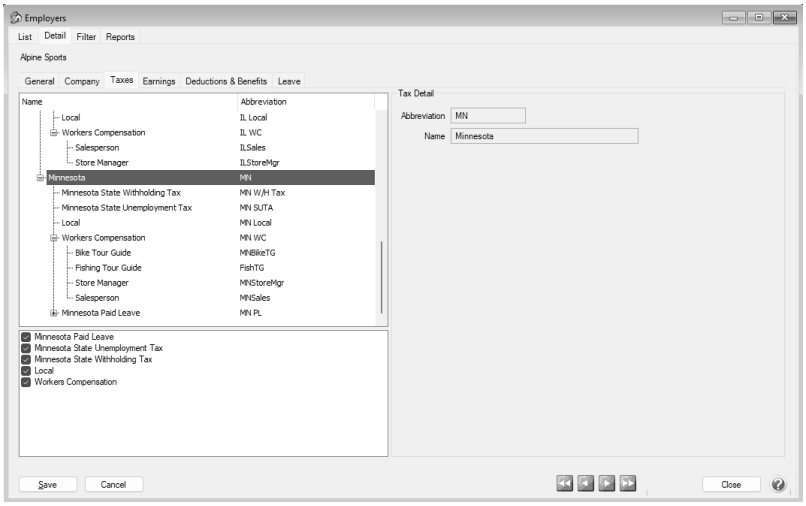
- Option A: Add to Individual Employees
- Option B: Add to Multiple Employees

Step C: For Employers Paying Some or All of the Employee Share

Step A: Check for Tax Table Updates and Add Minnesota Paid Leave Tax to Employer

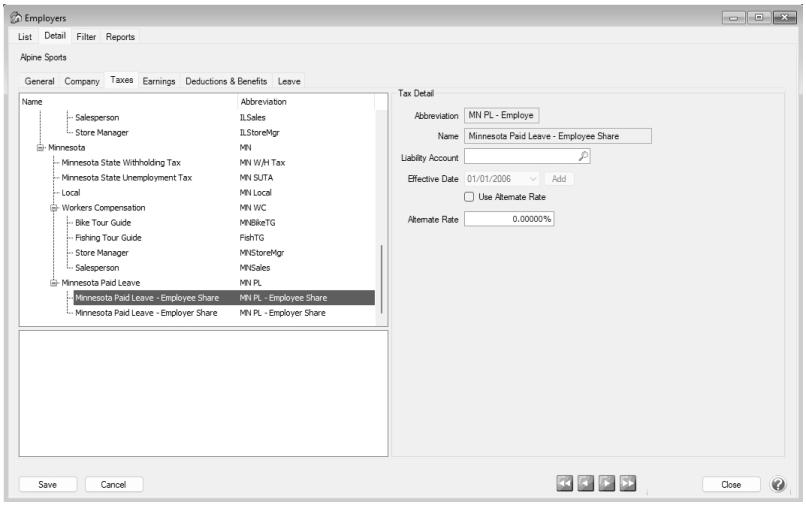
Note: If you are using Red Wing Cloud Services, skip Step A-1. Red Wing Software handles updates for you on the Cloud.

1. Select **Help** > **Online Updates** > **Check for CenterPoint Updates**. Your system version of CenterPoint, tax tables and all add-ons you have installed is compared to the current CenterPoint version, tax tables, and add-on versions available on the Red Wing Software website. If there are no updates available continue with step 2.
    a. Review the license agreement and privacy policy, and if you agree to the terms, click the **I agree** check box.
    b. Select **Install Updates**.
    c. When the download and installation are complete, click **Launch CenterPoint** to start your CenterPoint product.
2. Select **Setup** > **Employers** > **Taxes** tab.
3. From the top left side of the screen, select **Minnesota**.
4. From the bottom left side of the screen, select **Minnesota Paid Leave**. The tax will be added to the top left side of the screen.



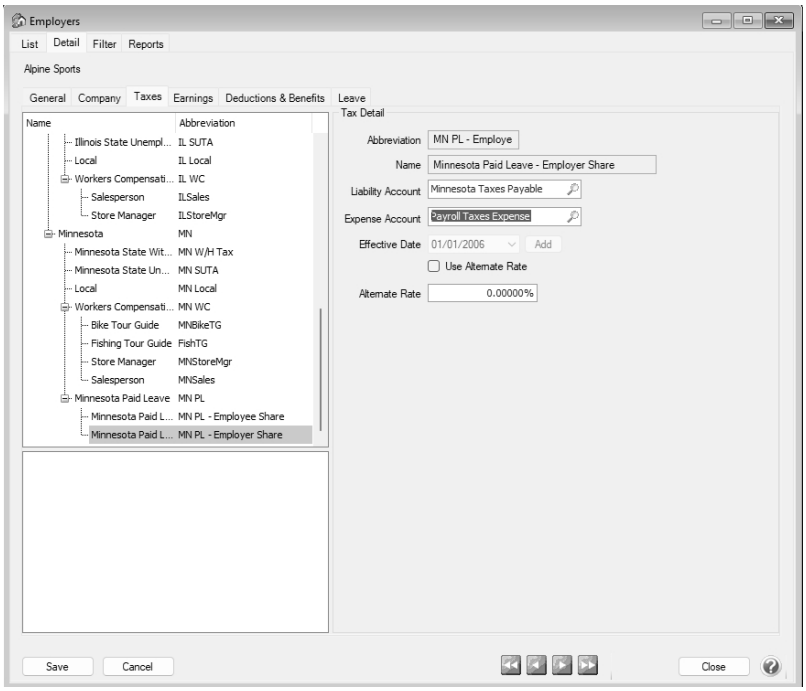
e. From the left side of the screen, expand the **Minnesota Paid Leave** node so you see the Employer and Employee portions.

f. Select the **Employee Share**.



g. On the right side of the screen, if your employer pays a portion of the employee's share, select the **Use Alternate Rate** check box, in the **Rate** box, enter the **lower employee rate**, and enter any applicable **account** information.

h. From the left side of the screen, select the **Employer Share**.



i. On the right side of the screen:

- If your employer qualifies as a small employer, select the **Use Alternate Rate** check box and change the **Rate** to the **lower small employer rate**.
- If your employer is paying some of the employee share, **do not** select **Use Alternate Rate**. The system will calculate at the default percentage.
- Enter any applicable **account** information.

j. Click **Save**.

Note: Each time a new tax is added to CenterPoint Payroll, it is important to check the **Setup** > **Payroll Details** > **Deductions & Benefits** > **Taxes** tab for all deductions/benefits. 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.

Step B: Add the Tax to all Minnesota employees

Option A: Add to Individual Employees

1. Select **Setup** > **Employees** > **Taxes** tab.
2. Select an employee you want to add the Minnesota Paid Leave tax to and click Edit.
3. Select the **Taxes** tab.
4. From the upper left side of the screen, select **Minnesota**.
5. From the lower left side of the screen, select **Minnesota Paid Leave**.
6. Select the **Employer Share**.

7. On the right side of the screen, select the **Expense Account**.
8. Click **Save**.
9. Repeat steps 1 - 5 for all employees the Minnesota Paid Leave tax should be assigned to.

Option B: Add to Multiple Employees

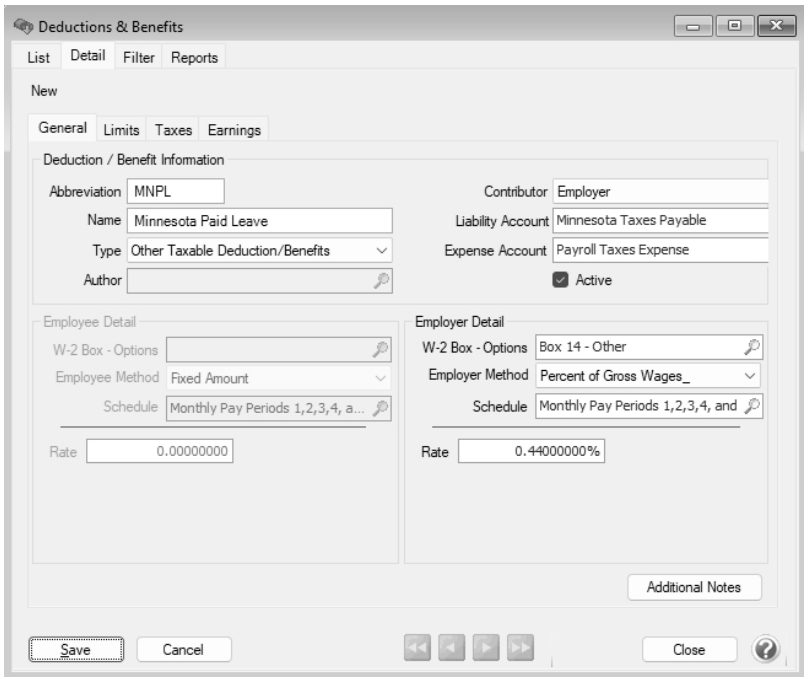
Important Note: It is recommended to perform a backup of your database prior to completing this step. For more information, see the Backup and/or Restore a Single User Database topic.

1. Select **Setup** > **Payroll Details** > **Employee Mass Update**.
2. The list of employees displays. Click **Select All** to select all employees or select multiple employees by pressing the **CTRL** key while you make your selections.
3. Click **Mass Update**.
4. In the **Category** box, select **Taxes**.
5. In the **Employer** box, select the employer you want to update taxes for.
6. On the right side of the screen, in the **Method** box, select **Only Add Record if Missing**.
7. On the left side of the screen, select **Minnesota Paid Leave** tax.
8. Expand the **Minnesota Paid Leave** node and select **Employer**.
9. Enter the **Expense Account**.
10. Click **Update**.

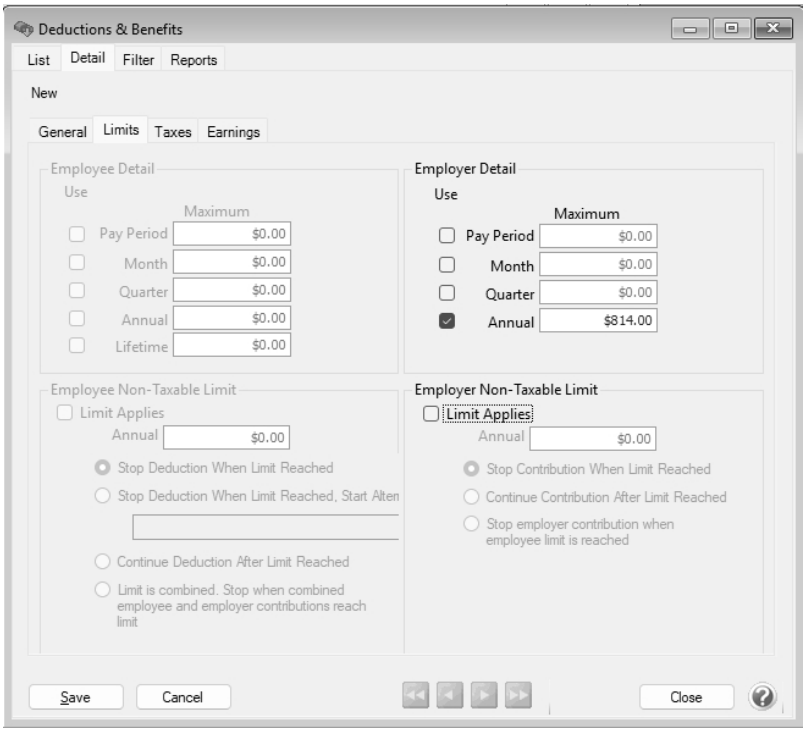
If the employer is not paying any portion of the employee share, **Steps A - B are required**. If the employer is paying some of the employee share, **Steps A-C are required**.

Step C: For Employers Paying Some or All of the Employee Share

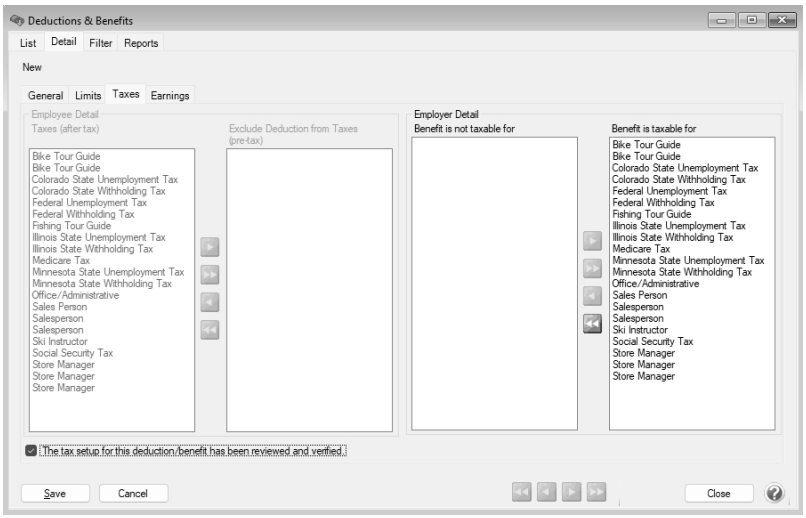
1. Select **Setup** > **Payroll Details** > **Deductions and Benefits** and click **New**.



2. Enter an **Abbreviation** and **Name**. It is recommended that you use a specific abbreviation , for example, MNPL for reporting purposes.
3. In the **Type** box, select **Other Taxable Deduction/Benefits**.
4. In the **Contributor** box, select **Employer**.
5. Select the **Liability** and **Expense** accounts. These should be the same as used on the Tax portion.
6. Under Employer Details in the **W-2 Box - Options** box, select **Box 14 Other**.
7. In the **Employer Method** box, select **Percent of Gross Wages**.
8. Select the appropriate schedule, normally **All pay periods**.
9. In the **Rate** box, enter the amount of the **Employee Share** the employer is paying.
10. Select the **Limits** tab, select the **Annual** check box and enter the **limit**. (This is the tax calculation amount limit, not the wage limit. To calculate the limit, multiply the wage limit by the **Rate** on the **General** tab. For example, in 2026 if you are paying the full employee portion, the calculation would be $185,000 x .0044 and the limit would be $814.00.)



11. Select the **Taxes** tab. The Benefit is taxable for section should include **Federal Withholding**, **Medicare Tax**, and **Social Security Tax** (W-2 Boxes 1, 3, and 5).



12. Select the **This tax setup for the deduction/benefit has been reviewed and verified.** check box.
13. Click **Save**.
14. At the *Do You Want to Add this Deduction/Benefit to employees?* prompt, click **Yes**. Select the appropriate employees and click **Add** or to add to each employee select **Setup** > **Employees** > **Deductions/Benefits** tab, selecting an employee, click **Edit**, select the **Deductions/Benefits** tab, select the benefit from the bottom left side of the screen, and then click **Save**.

Note: Red Wing Software will release an update during the 1st quarter of 2026 so that employers can link the benefit to the tax for reporting purposes. If you want to report on this information prior to the update, the **State Unemployment Tax by Employee Report** can be printed from **Reports** > **Reports** > **Payroll Tax Data Reports** > **State & Local Tax Reports** and an **Employee Deductions & Benefits** report can be printed from **Reports** > **Reports** > **Payroll Data Reports** > **Deductions & Benefits**.

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:

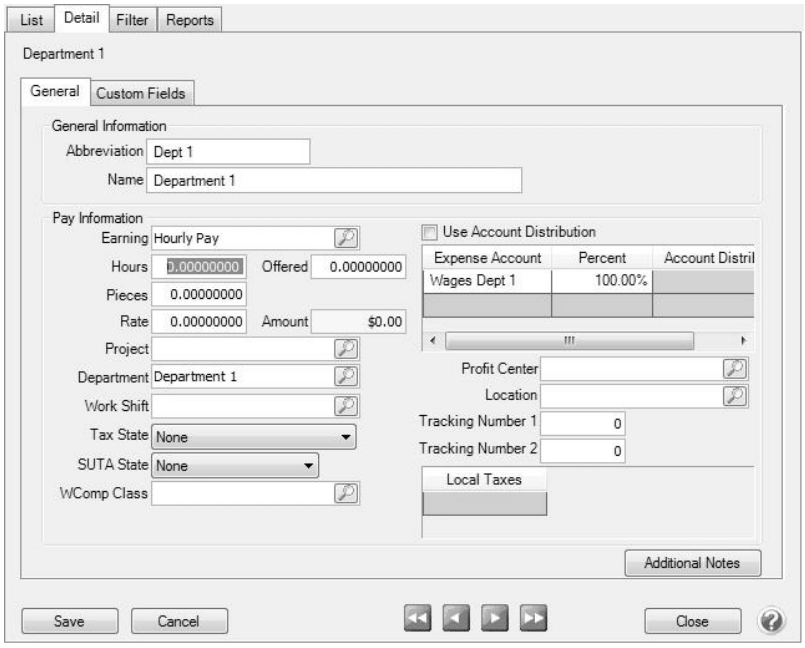
- Examples of Pay Defaults
- Create Pay Defaults
- Use Pay Defaults
  - Option 1: Pay Defaults in Time Sheets
  - Option 2: Pay Defaults in Pay Employees
- How are Pay Default Values Determined?
  - Pay Defaults on the Setup > Payroll Details > Pay Defaults Screen
  - Pay Defaults in Processes > Time 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.

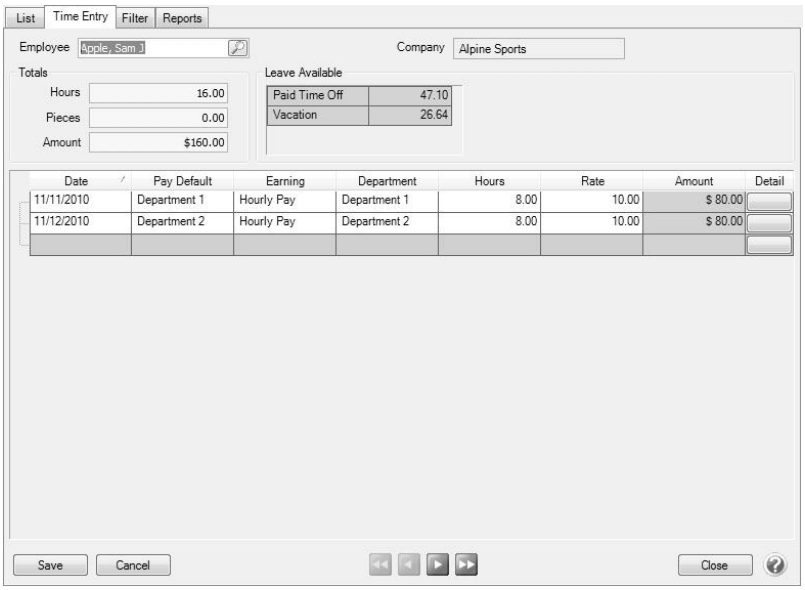
Note: Pay defaults are not assigned to specific employees. Once a pay default is setup, it can be used for any employee on any pay run.

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**.



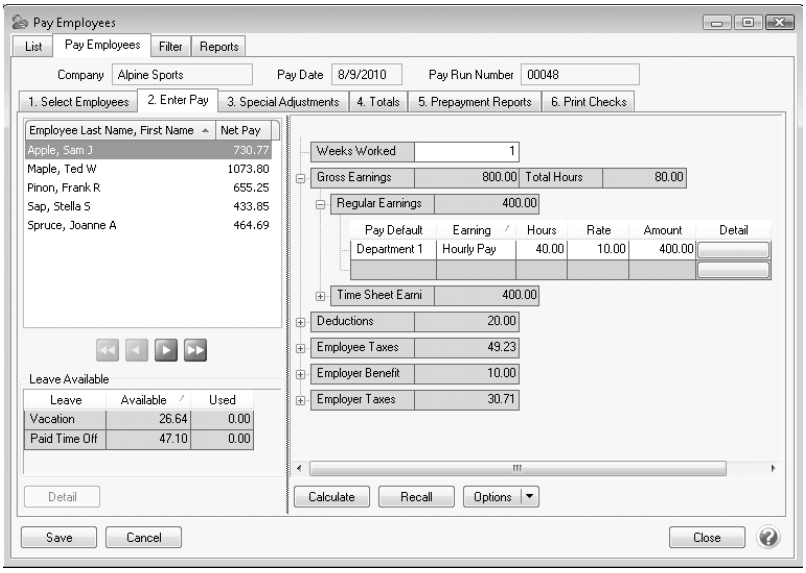
2. If Pay Default is not an available column, right-click and select **Add/Remove Columns**. Check the box for **Pay Default** and click **OK**. You can drag and drop the columns into your preferred order. It may be helpful to have the Pay Default column immediately after the Date column.

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**.



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

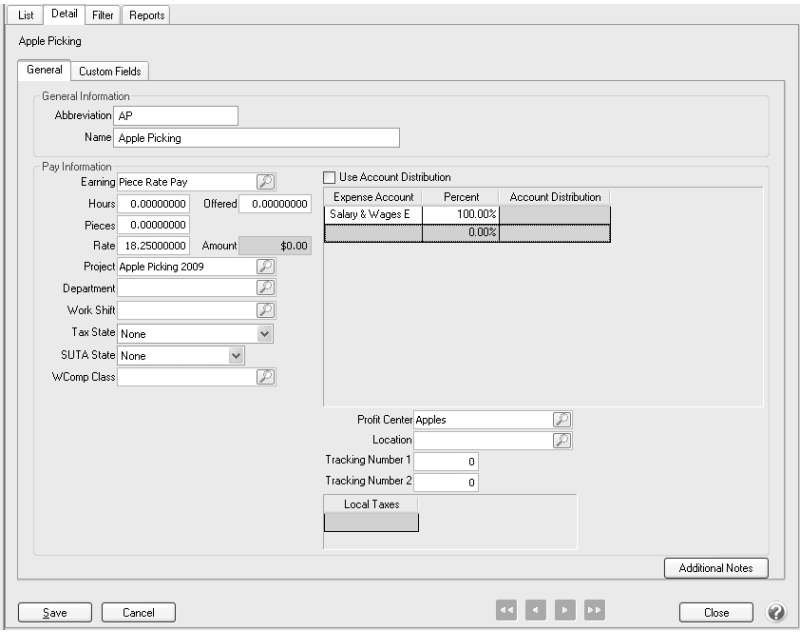
- If a numeric box such as Hours, Pieces, Rate, etc. requires an entry, then the box is considered a default if the value is not equal to zero.
- If a text box such as Name is not equal to spaces or null, it is a default.
- If a check box is selected, it is a default.
- If a lookup box such as Project, 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.



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

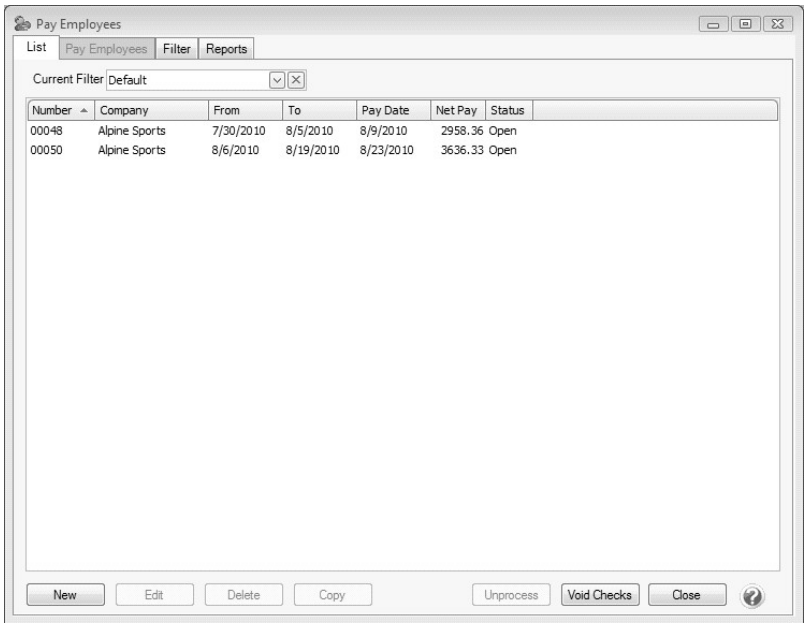
Note: If you will be entering or importing time sheets from a time clock see the Processing a Pay Run/Pay Employees Using Time Sheets procedure instead of this procedure.

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.

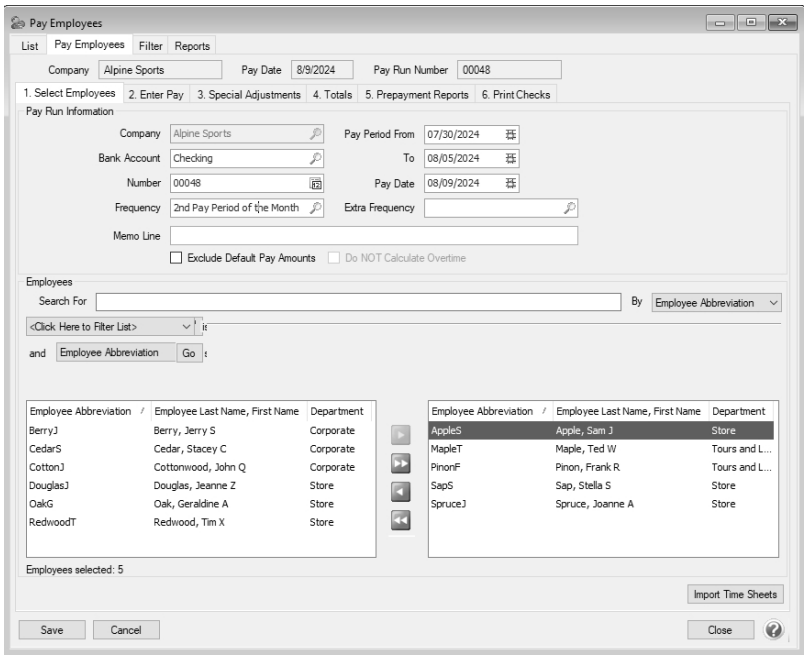
Select Employees

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.
    - **Frequency** - Select the frequency (schedule) to determine which deductions/benefits and earnings are included for each selected employee, and only include those deductions/benefits and earnings with the assigned schedule.
    - **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.)



    - **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.

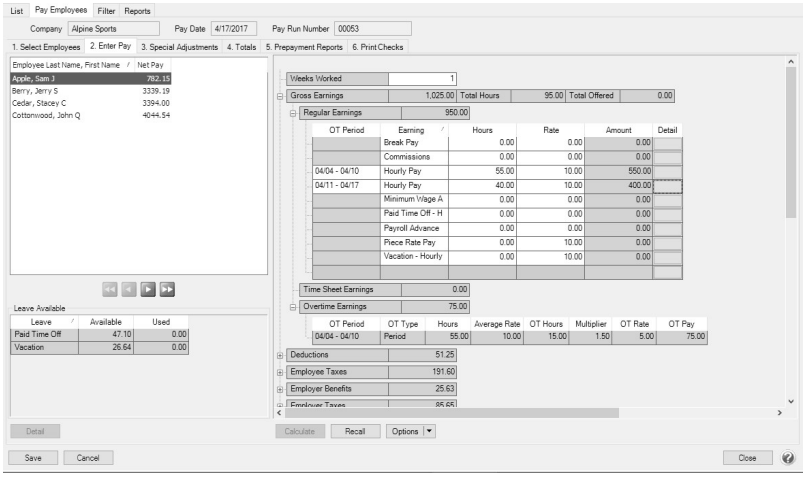


4. Under **Employees**, select the employees that you want to pay in this pay run. The number of **Employees selected** will appear under the list on the left side of the screen.

    - 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.



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 an earning is duplicated in the Regular Earnings and Time Sheet Earnings sections, the earning was marked to **Display in Pay Employees Grid in Setup** > **Employees** > **Earnings** tab and it was also entered in **Processes** > **Time Sheets**.

> **Note:**If you want the Hours Offered and Hours Worked fields to auto-flll 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 be 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 .cvs 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.

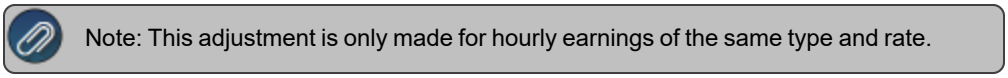
Special Adjustments

- **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.

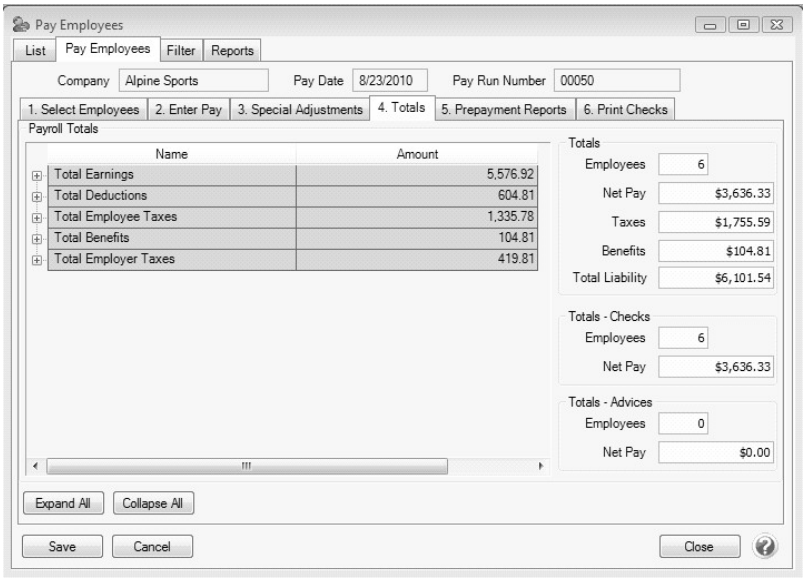
      
      Note: This adjustment is only made for hourly earnings of the same type and rate.

- **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 hours – 100 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

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.

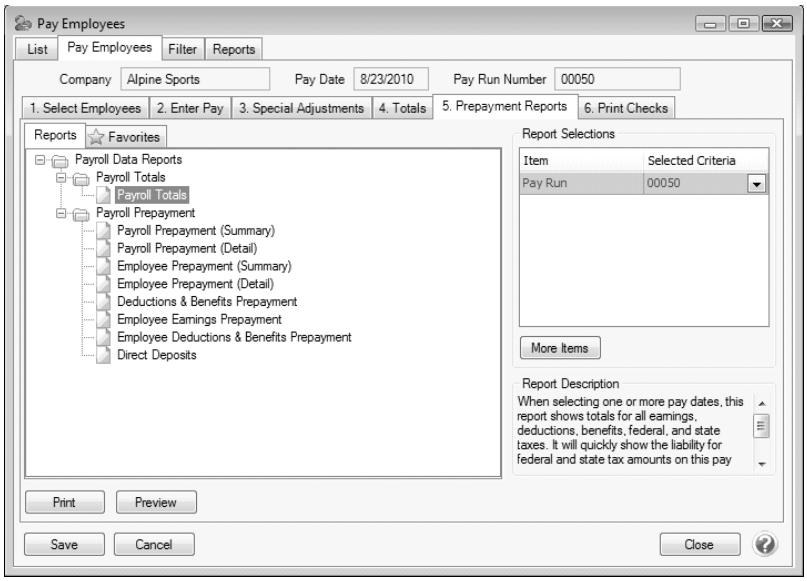


Step B - Verify Pay Run Information (Optional)

Prepayment Reports tab

1. 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.

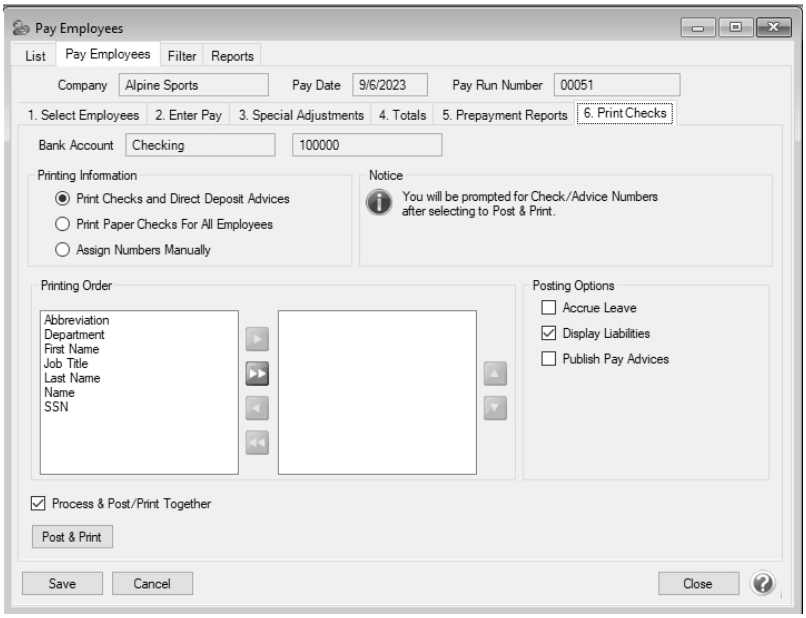
Note: The Reports tab will display as the default in the 5. Prepayment Reports tab even if the File > Preferences > Reports > General > Display Database Favorites is set to display the Favorites tab by default.



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**.
    - The **Display Liabilities** check box will be selected by default indicating that the liabilities included in the pay run will display on a Payroll Liabilities screen with amounts and due dates calculated from Terms set in Setup > Names > Names for each vendor. The due dates for each liability can be changed on the Payroll Liabilities screen.
    - 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.

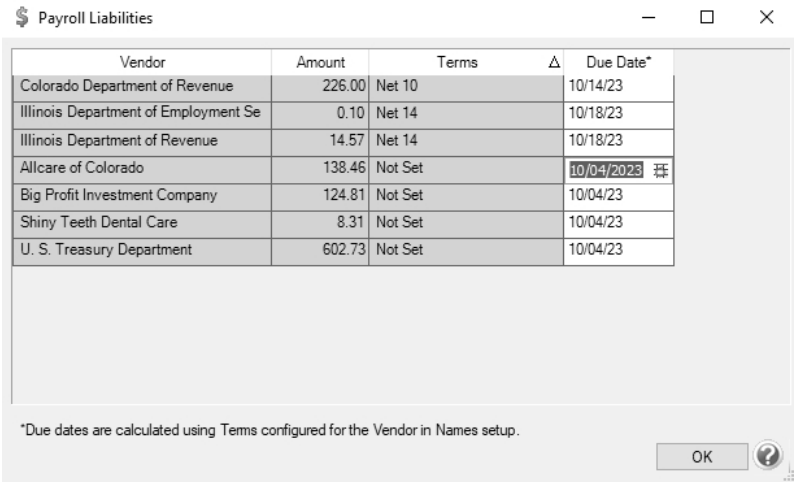
    Note: Posted pay runs can be edited to view account numbers or other information by clicking the Edit button on the List tab, selecting the Enter Pay button and then clicking the Detail button on the pay grid. Information displayed cannot be changed and will not update the Pay Run when closed.

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.

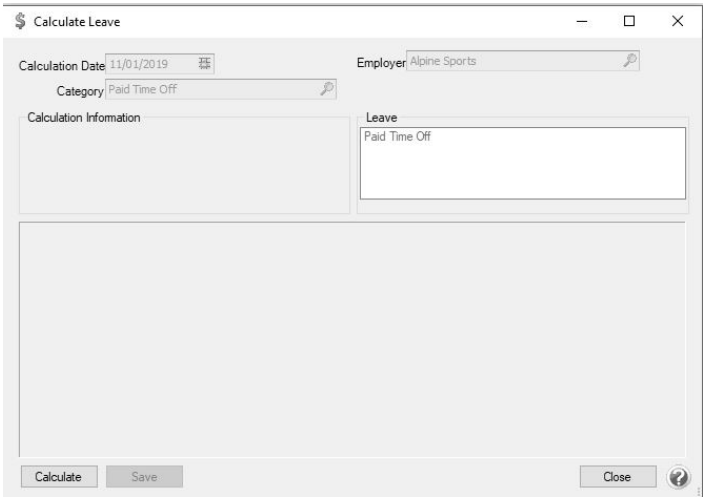
7. If you selected the **Display Liabilities** check box, the Payroll Liabilities screen will display liability amounts and due dates calculated from payment terms created in **Setup** > **Names** > **Payment Terms** and added to Vendors in **Setup** > **Names** > **Names**.

Note: For additional information about payment terms, follow the Understanding Terms and Discounts procedure. For additional information about payroll vendors, follow the Understanding & Using Names procedure.

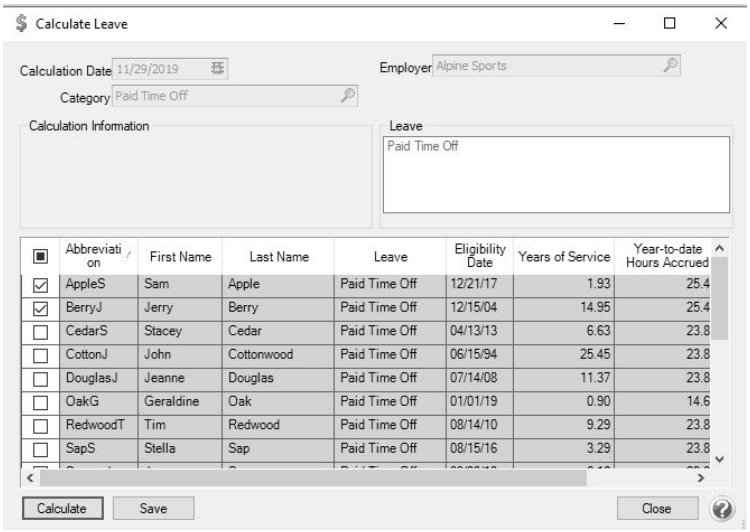
8. If Terms have not been assigned to a vendor with liabilities in the pay run, the **Terms** will display **Not Set** and the **Due Date** will display the pay run date. To change a **Due Date**, enter the new date or select the date from the calendar icon. Click **OK** to continue the Posting & Printing process.



9. 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.



- Click **Save**.
- Click **OK**.

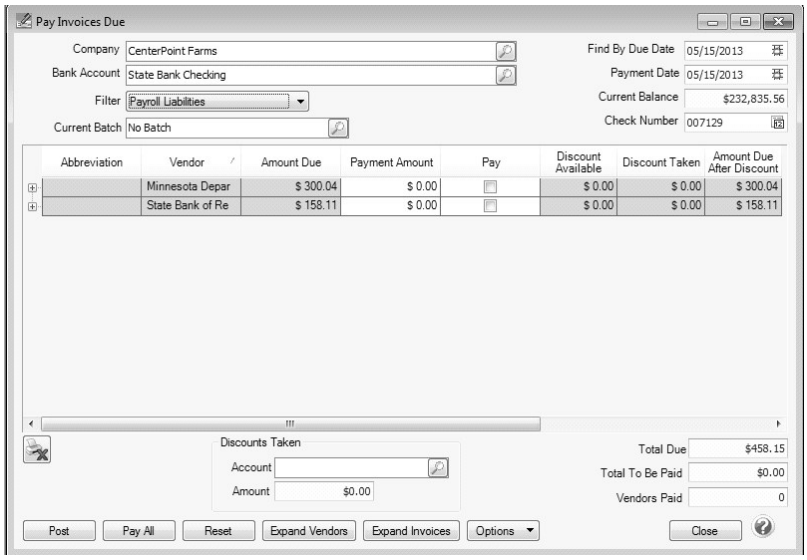
10. On the Printing screen, the number of checks to be printed will display. Select the **Printer**, **Check Type**, **Stub Type**(the Check and Stub Types default from the settings in File > Preferences > Printing) and **Number of Copies**, and then click **OK**. Verify/change the **Next Check Number**, 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**.

11. 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 taxes, child support deductions, etc. which will in turn be paid to another party, the system will automatically create liability invoices for those amounts (invoices are created only if the account used for the vendor/liability is in the Payroll Liabilities account category) . 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**.



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.

    - To change the due date for a payroll liability invoice after the pay run is posted, expand the vendor invoices to the invoice level, right-click and select **Change Due Date**. Only invoices that haven't had any payments applied can be updated.

- 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.

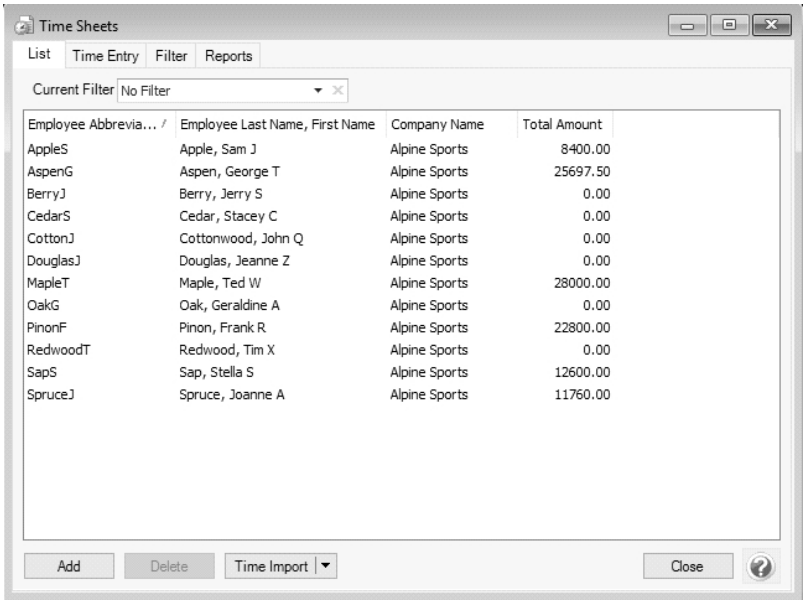


See the Default Earnings Time Sheet procedure for more information.

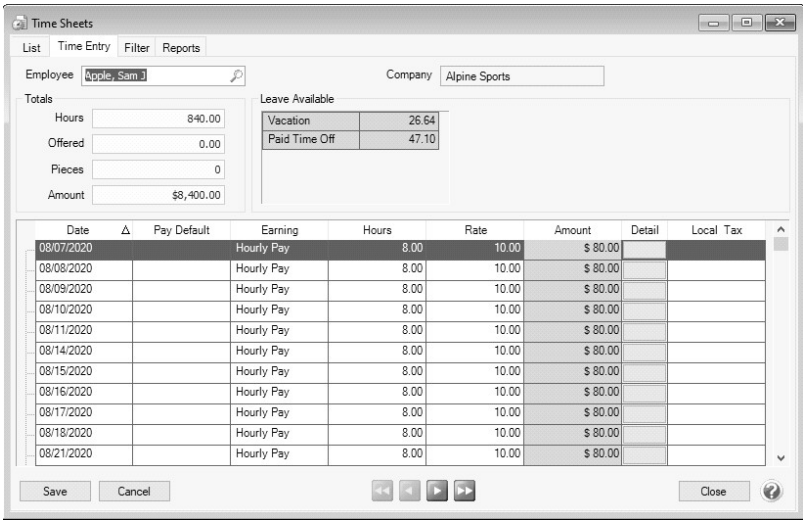
Step A - Enter Time Sheets
Step B - Create a Pay Run & Import Time Sheets
Step C - Verify Pay Run Information (Optional)
Step D - Process Pay Run/Print Checks
Step E - Pay Liability Invoices Due

Step A - Enter Time Sheets

1. Select **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**.



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-flll 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**.

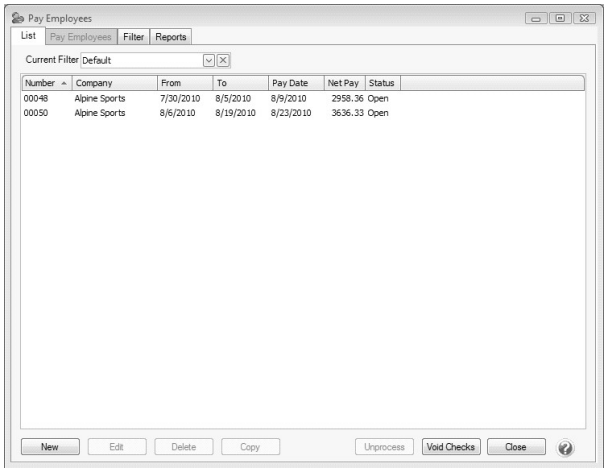


Note: If earnings that require Hours to be Entered have no Hours, a "One or more earnings used require hours to be entered. Enter hours for these earnings or reconfigure them to not require hours to be tracked." message displays and the time sheet will not be saved.

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**.

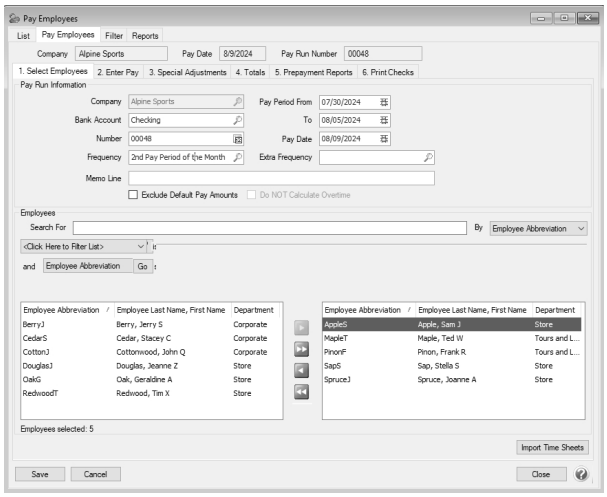
Step B - Create a Pay Run & Import Time Sheets:

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**.



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**.



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.
- **Frequency** - Select the frequency (schedule) to determine which deductions/benefits and earnings are included for each selected employee, and only include those deductions/benefits and earnings with the assigned schedule..
- **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.)



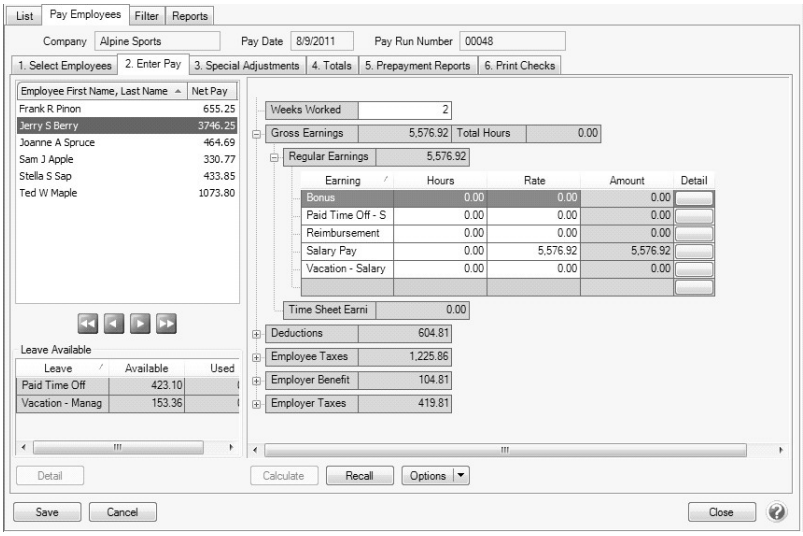
- **Exclude Default Pay Amounts** - Select this check box if you do not want salary to automatically calculate for special pay runs such as bonus or commission pay runs. When the Enter Pay tab is selected, the earning Amount column value will be set to zero for the selected employees in the pay run.
- **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.



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.

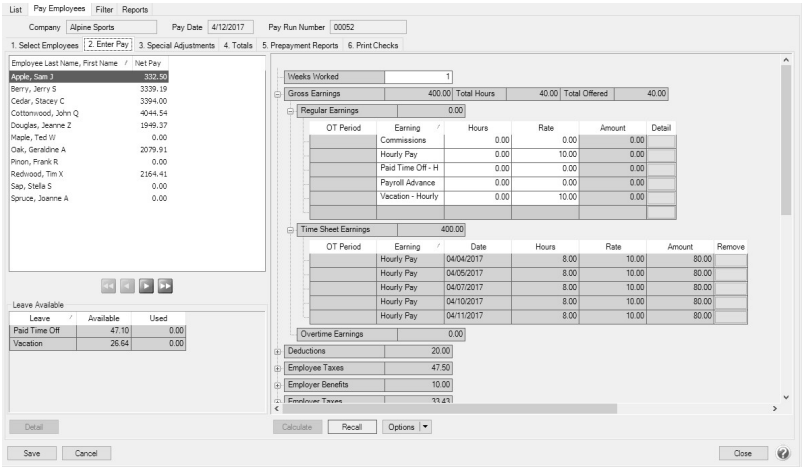
Click the Lookup icon in any of the boxes under Gross Earnings to select the earning, work shift, department, etc. from a list. You can also customize the data entry grid, right-click on the grid, select Add\Remove Columns, select the columns of detail you will need for time entry by selecting the check 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.



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.

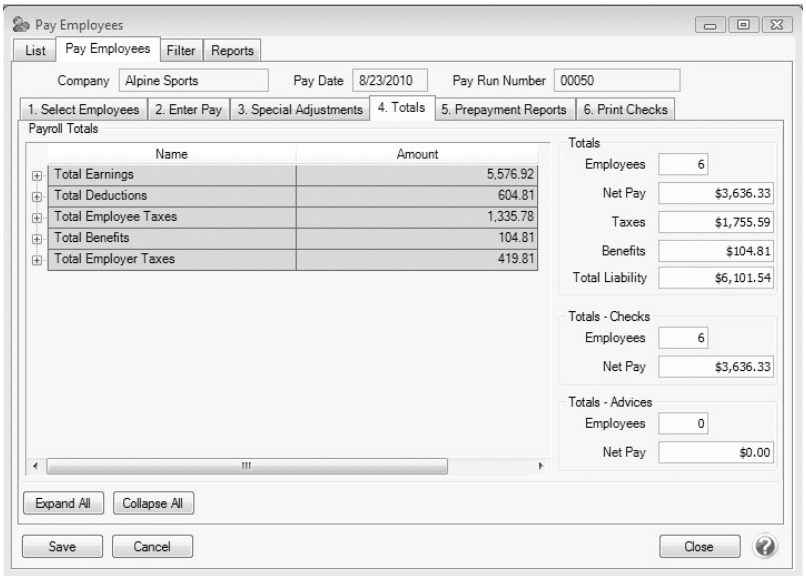
- **Hourly Rate Rounding Adjustments**
  - In situations where you have earning rates that extend beyond two decimal places or use fractional hours/pieces that may result in rounding discrepancies, the Hourly Rate Rounding adjustment can be used to correct the rounding discrepancy.
    - This adjustment 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 hours – 100 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.



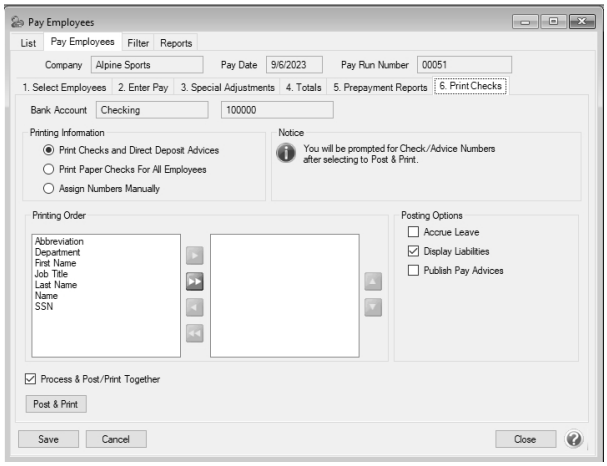
Step C - Verify Pay Run Information (Optional)

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

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**.
   - The **Display Liabilities** check box will be selected by default indicating that the liabilities included in the pay run will display on a Payroll Liabilities screen with amounts and due dates calculated from Terms set in Setup > Names > Names for each vendor. The due dates for each liability can be changed on the Payroll Liabilities screen.
   - 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.

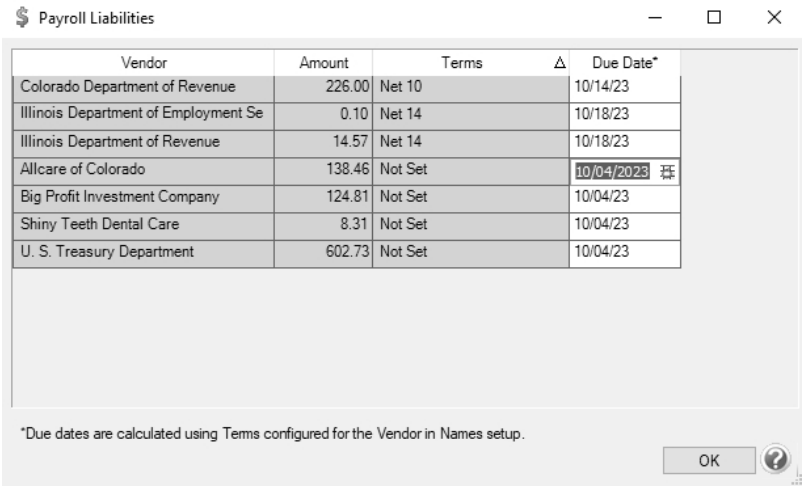
Note: If an entered pay date is in a locked period when you click Post & Print, you will receive a message. The pay run is processed, but not posted so you can unprocess and change the pay date if needed or unlock the period.

7. If you selected the **Display Liabilities** check box, the Payroll Liabilities screen will display liability amounts and due dates calculated from payment terms created in **Setup** > **Names** > **Payment Terms** and added to Vendors in **Setup** > **Names** > **Names**.

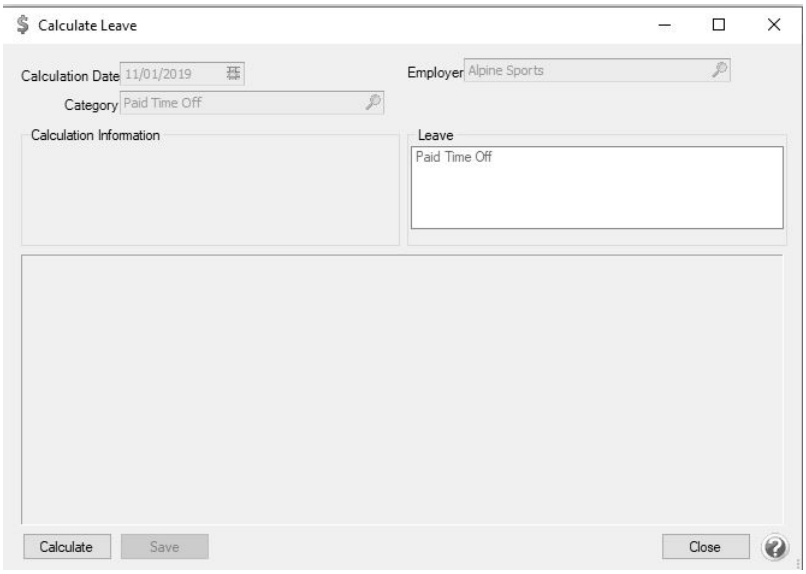
Note: For additional information about payment terms, follow the Understanding Terms and Discounts procedure. For additional information about payroll vendors, follow the Understanding & Using Names procedure.

8. If Terms have not been assigned to a vendor with liabilities in the pay run, the **Terms** will display **Not Set** and the **Due Date** will display the pay run date. To change a **Due Date**, enter the new date or select the date from the calendar icon. Click **OK** to

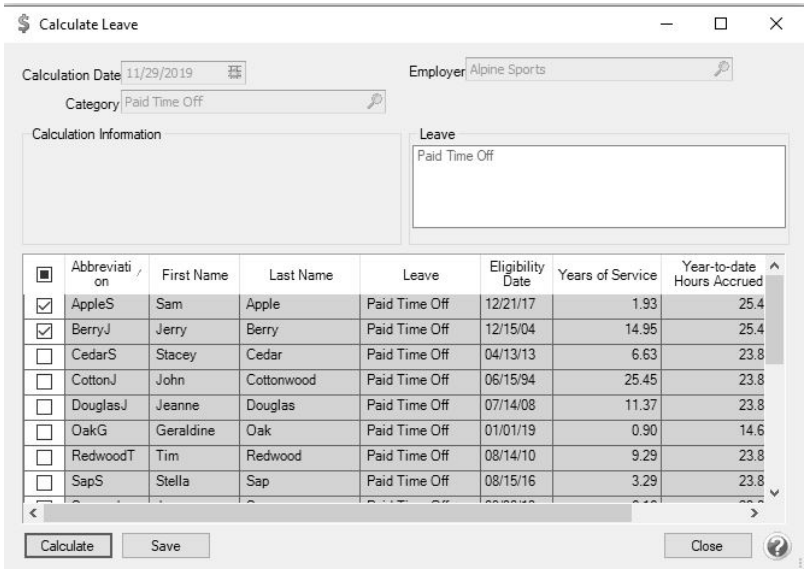
continue the Posting & Printing process.



9. 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.



- Click **Save**.
- Click **OK**.

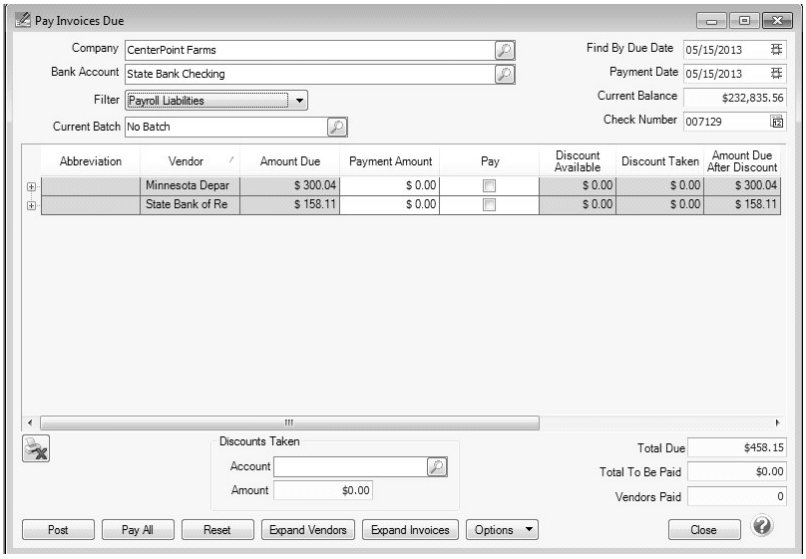
10. On the Printing screen, **About to begin printing # (the number of check that will print) checks, click OK to continue** screen , select the **Printer**, **Check Type**, **Stub Type** (the Check and Stub Types default from the settings in File > Preferences > Printing) and **Number of Copies**, and 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).

11. 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**.



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.

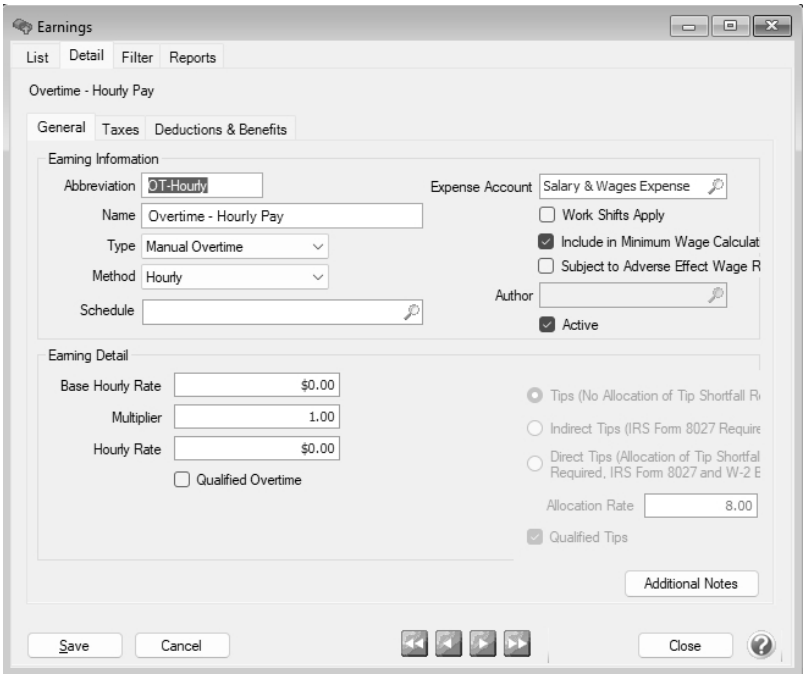
Simple Overtime Processing

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, if your overtime periods do not align with your pay periods, or if your payroll does not have a 7 or 14-day work date range, please see the topic Advanced Overtime Processing for CenterPoint Payroll.

Step A: Create/Review the Manual Overtime Earning

1. 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.
2. 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 .
3. In the **Name** box, enter up to 35 characters of required information that describes the earning.
4. In the **Type** box, select **Manual Overtime**.
5. In the **Method** box, select **Hourly**.
6. In the **Schedule** box, select when the earning should be included in the pay run. Earnings have a default Schedule of All Periods.
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.
8. The **Active** check box will automatically be selected.



9. If this earning is a Qualified Overtime earning under the One Big Beautiful Bill Act, select the **Qualified Overtime**check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic.
10. At the Do you want to add the earning to employees message, 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

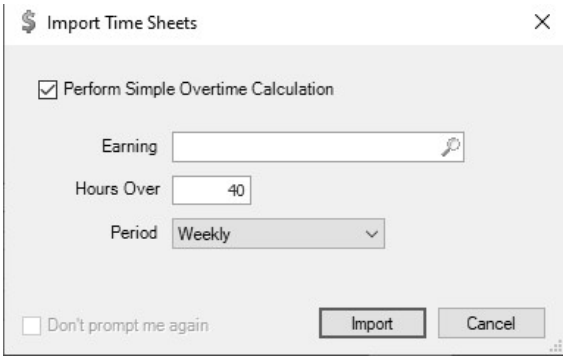
1. Select **Setup** > **Employees**, select the employee that the overtime earning should be added to or reviewed for, and then click **Edit**.
2. If you created a new earning, select **Setup** menu, select **Employees**, select the employee that the overtime earning should be added to, and then click **Edit**.
3. Click the **Earnings** tab.
4. On the lower-left side of the screen, make the overtime earning active by selecting the **overtime earning** you created/reviewed in Step A.
5. Enter/verify the **Base Rate** and **Multiplier** to use to calculate the overtime rate.
6. Click **Save**.
7. 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

1. 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.

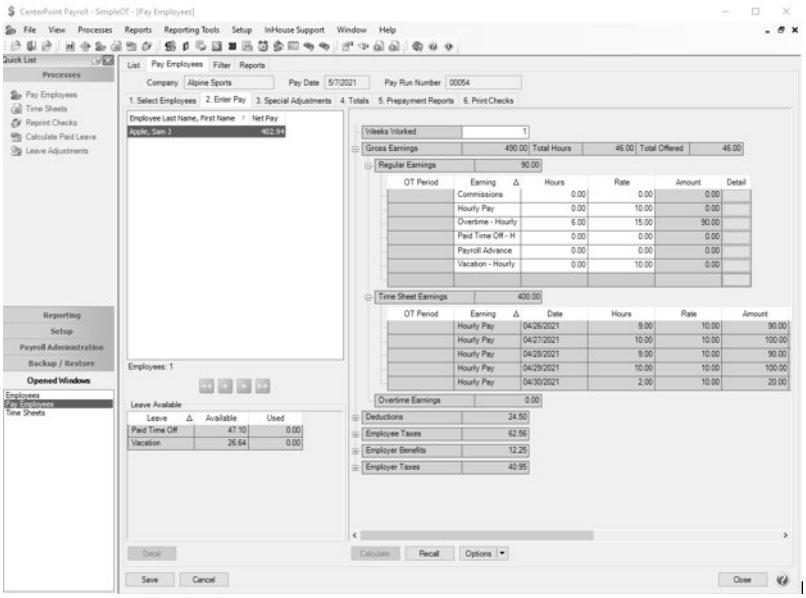
Note: If you have an earning that you do not want to include in the overtime calculation, the earning must have a Type other than Regular Pay assigned in Setup > Payroll Details > Earnings.

1. Select **Processes** > **Pay Employees** > or **Processes** > **Payroll** > **Pay Employees**. Click **New**.
2. Enter the pay run information on the **1. Select Employees** tab as usual.
3. Click the **Import Time Sheets** button.
4. 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.



5. Select the overtime **Earning** that overtime hours should be calculated for employees assigned the earning.
6. Enter the threshold number of **Hours Over** that should be moved to the overtime earning for overtime rate of pay calculation.

7. 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.
8. Click **Import**.
9. 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.

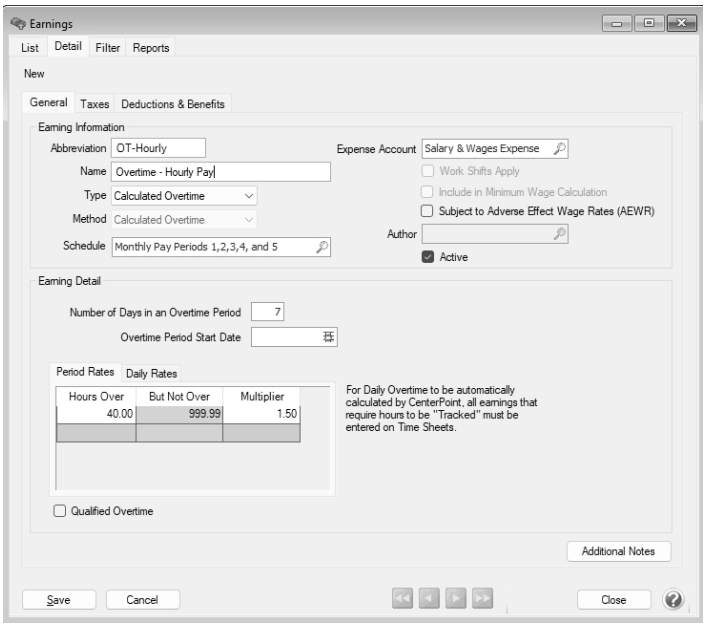


Advanced Overtime Processing

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. .

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.

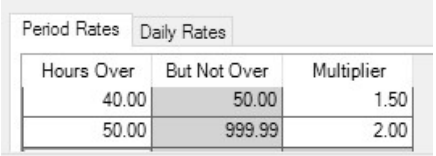


4. In the **Type** box, select **Calculated Overtime**.
5. In the **Expense Account** box, select the expense account for this earning. All pay calculated using this earning will be charged to this expense account.
6. The **Active** check box will automatically be selected.
7. Under the Earnings Detail 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:



    - 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:



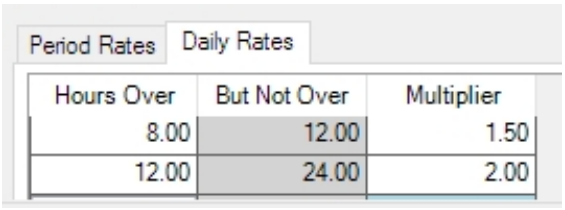
10. If you calculate overtime daily, select the **Daily Rates** tab. Enter your specific overtime calculation settings by using the Hours Over, But Not Over, and Multiplier settings.

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:



- 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:



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.

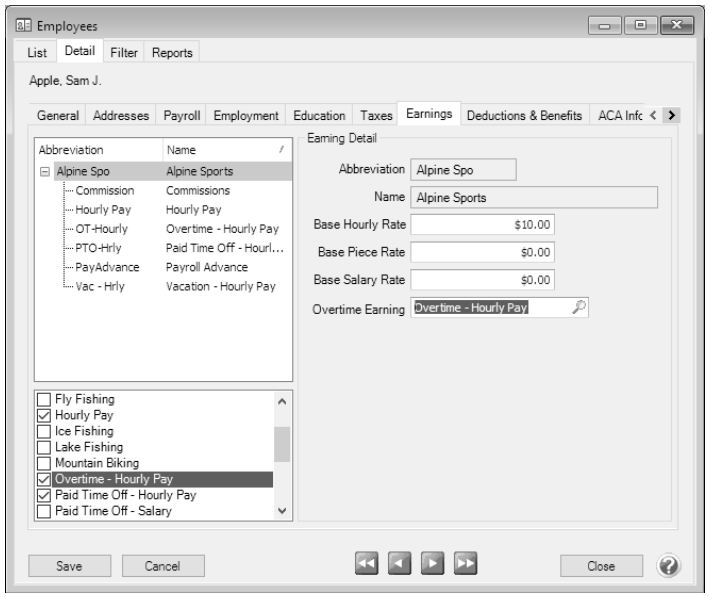
11. If this earning is a Qualified Overtime earning under the One Big Beautiful Bill Act, select the **Qualified Overtime**check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic.
12. Click **Save**.

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.

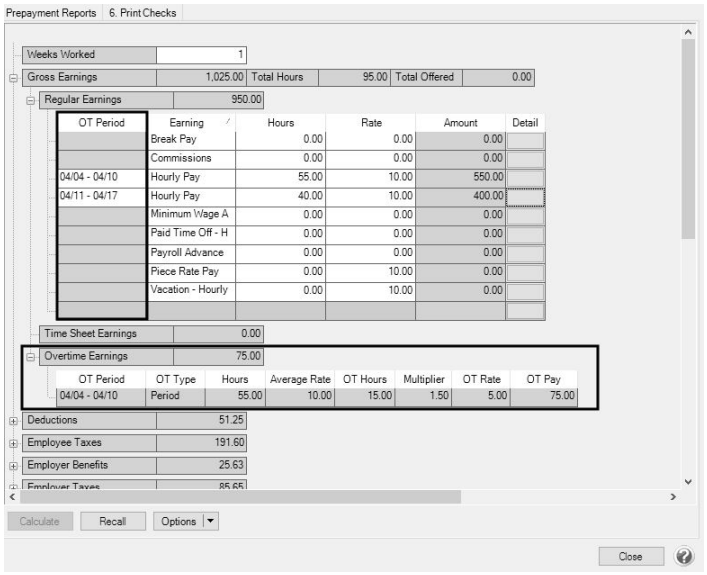


4. On the right side of the screen, in the **Overtime Earning** box, select the overtime earning you created in Step A.
5. On the lower-left side of the screen, make the overtime earning active by selecting the **overtime earning** you created in Step A.
6. Click **Save**.
7. Repeat steps 1-6 for each 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 **Pay Information**, 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 Advanced (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.



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 (JobBOSS^2, 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.

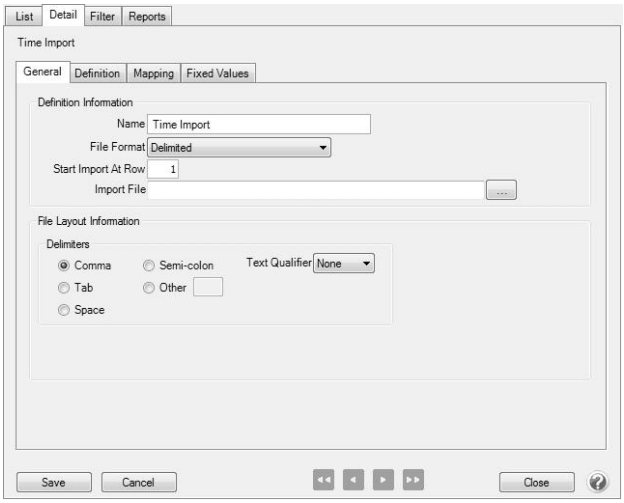
Step 1: Create a Time Import Definition (One time setup)

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**.



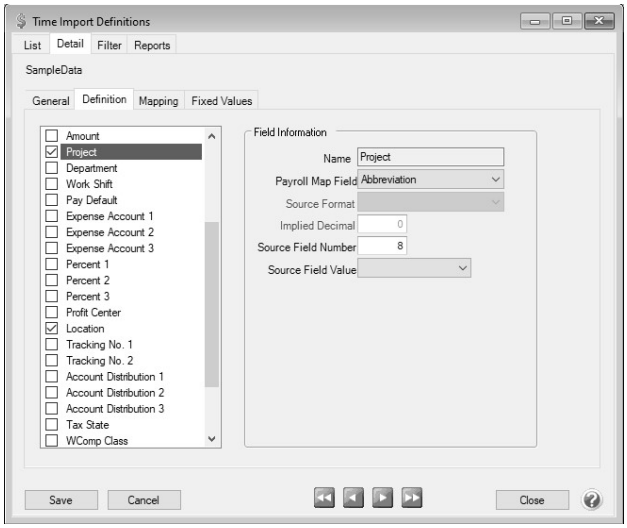
General tab

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.



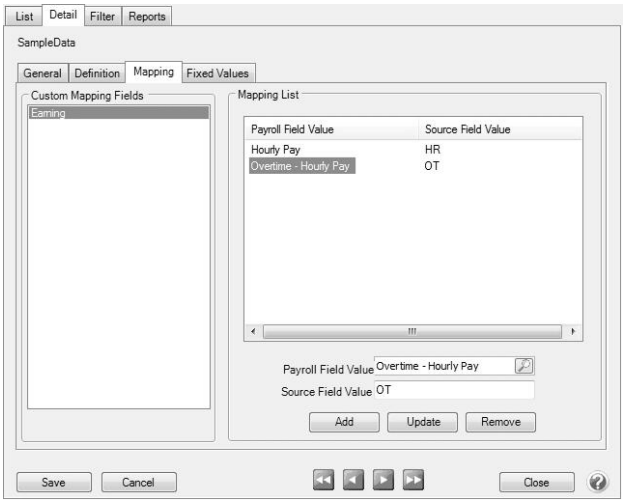
8. On the left side of the screen, select the CenterPoint Payroll fields that will need to be imported from you import file. Once a field is selected on the left, the **Field Information** is displayed on the right side of the screen.

- **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

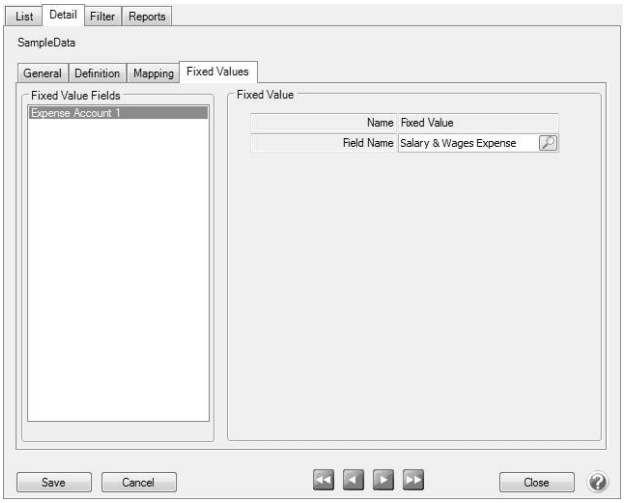
9. If **Custom Mapping** was selected in the **Payroll Map Field** for any imported items, click the **Mapping** tab to assign your own designation of time codes to CenterPoint Payroll items.



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.

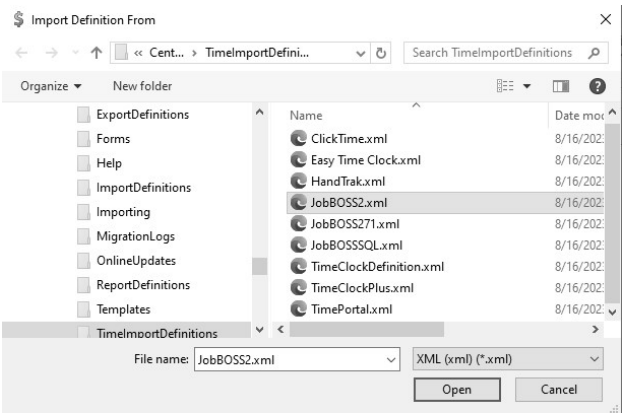


17. For each **Fixed Value Field**, enter the **Field Name** that should be imported for every record.
18. Click **Save**.

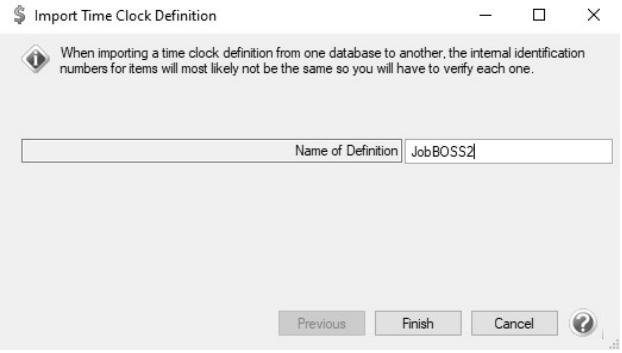
Option 2: Import an Existing Time Import Definition

CenterPoint Payroll has predefined definitions for commonly used time entry programs including JobBOSS^2, 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**.



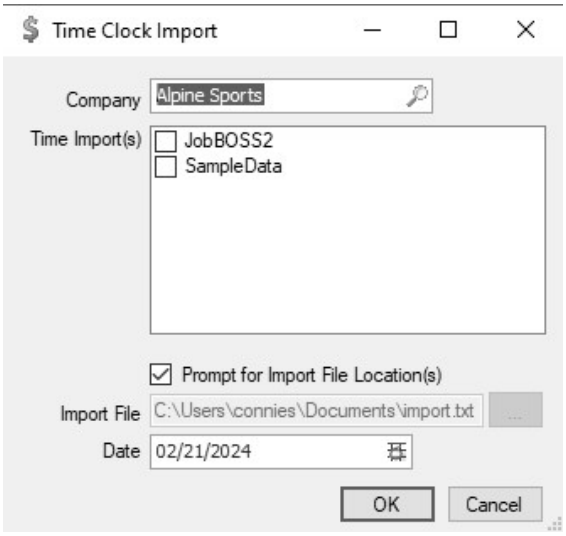
2. Select the Definition you wish to import and click **Open**. If you are using JobBOSS^2 and your employee codes have 3-digits, select JobBOSS^2. If your employee codes have 4-digits select JobBOSS^{2}71. If you are importing a different file, select the location on your computer where that file is 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.

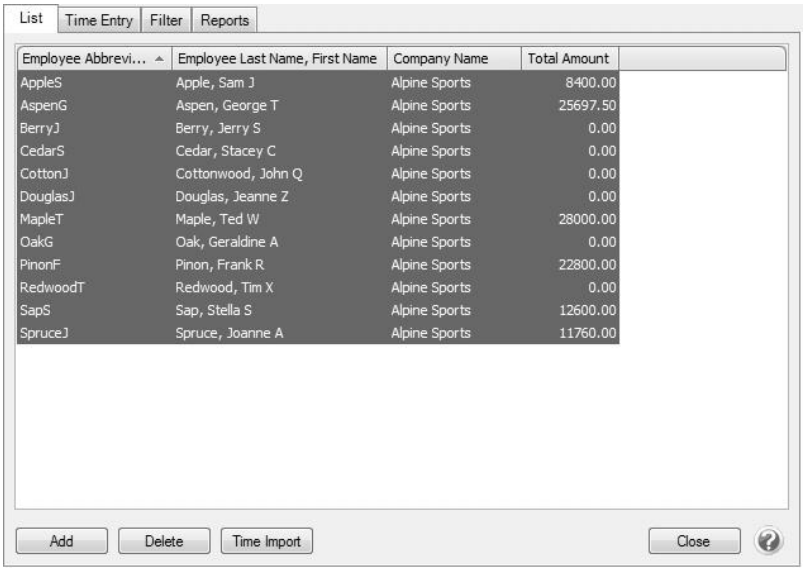
Step 2: Import Time from a Time Entry Program

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**.



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**.



    - 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)

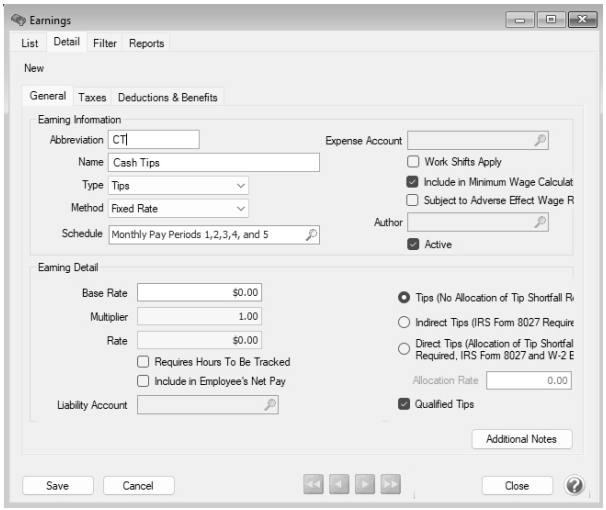
Step B - Assign Tips Earning to Employees

Step C - Enter Tips on a Pay Run

Step D - Tip Shortfall Allocation (optional - only if using Direct Tips)

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.



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.

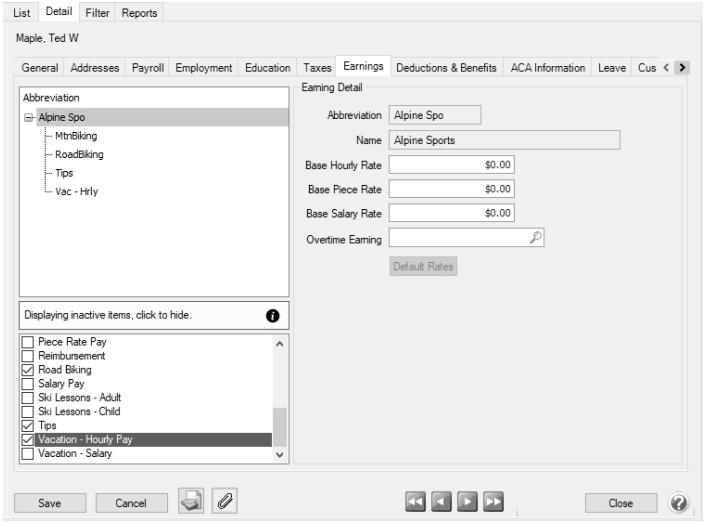
> Note: The Liability Account used for this earning must be an Other Current Liability Account Category and cannot be a Payroll Liability Account Category.

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.
   - If this tip is a qualified tip, select the **Qualified Tips** check box and follow the One Big Beautiful Bill Act (OBBBA) - No Tax on Overtime and Tips topic
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.



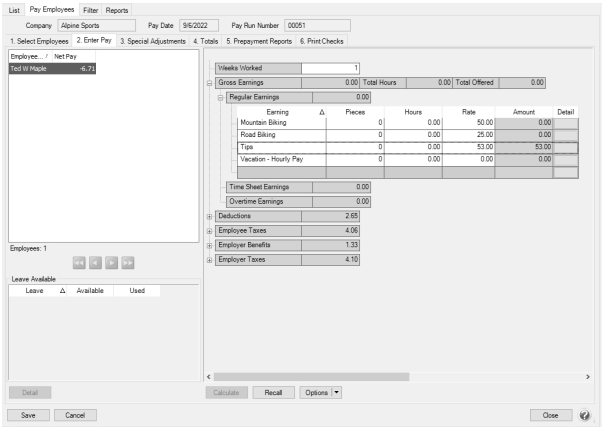
Note: if you would like to distribute this tips earning to a profit center, click on the tips earning below the employer and specify the **Earning Details** to the right.

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.

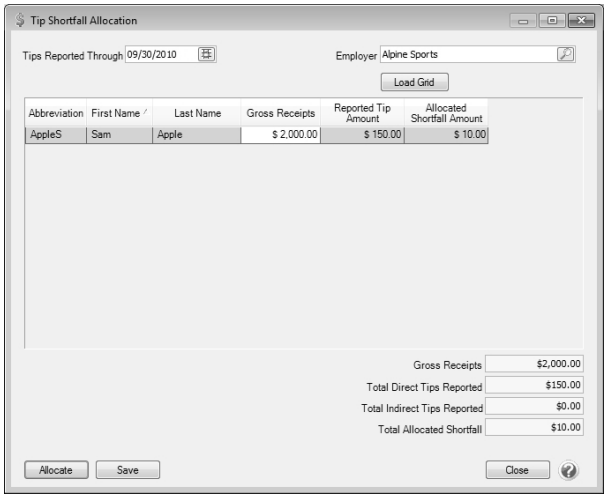


3. If using **Direct Tips**, enter the employee's **Gross Receipts** for the pay period. To add **Gross Receipts** as a column, right click and select **Add/Remove Columns**. Check the box for **Gross Receipts** and click **OK** or you can click the **Detail** button and in the **Gross Receipts** box, 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**.



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.
    - The Total Direct Tips will display. This is the amount that will be used for the allocations.
    - 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.
    - 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.
7. 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

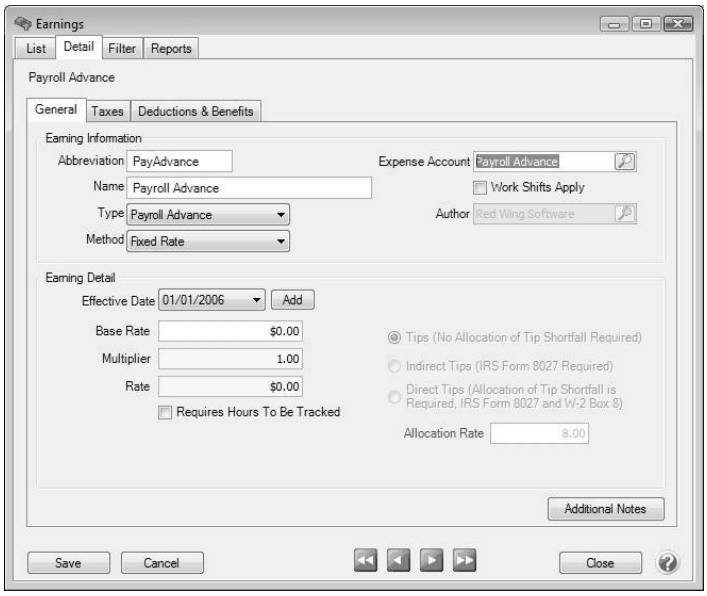
Prerequisite

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.

1. 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.



2. Enter an **Abbreviation** and **Name** to easily identify this earning.
3. Select a **Type** of Payroll Advance and a **Method** of Fixed Rate.

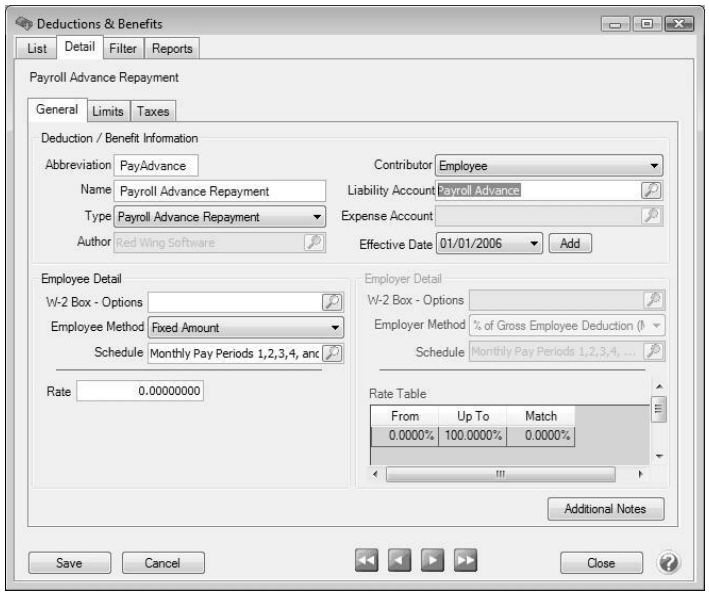
Note: When you select Payroll Advance as the Type, the taxes and deductions & benefits are changed so no taxes will be calculated on these earnings.

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**.

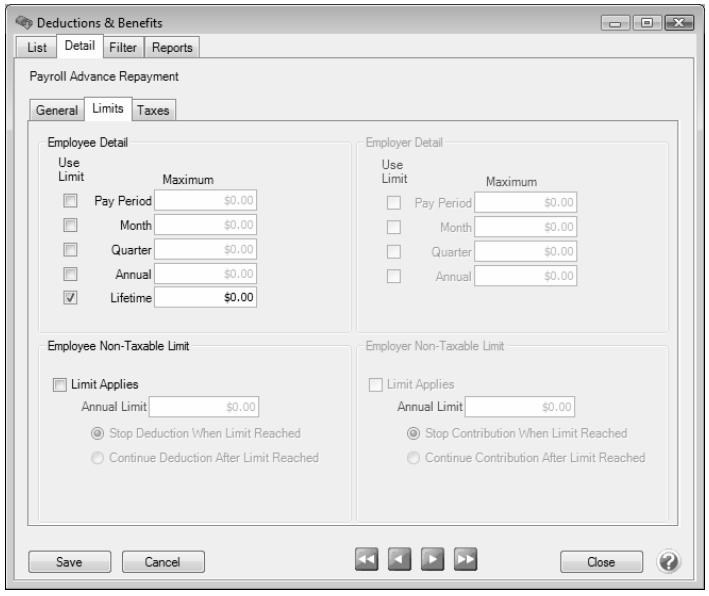
Step B: Create an Advance Repayment Deduction (one-time setup)

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.



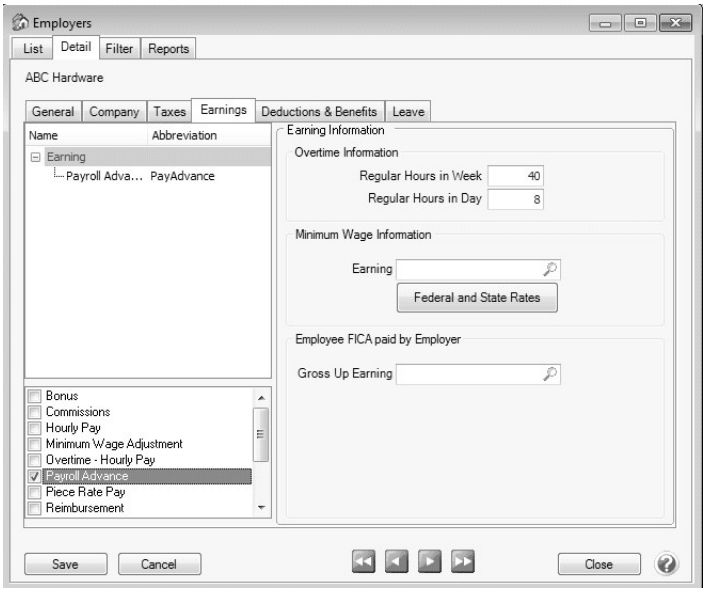
2. Enter an **Abbreviation** and **Name** to easily identify this deduction.
3. Select **Employee** in the **Contributor** field.
4. Select a **Type** of **Payroll Advance Repayment**.
5. In the **Liability Account** field, select your asset account for Payroll Advances (see prerequisite). "The selected 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.



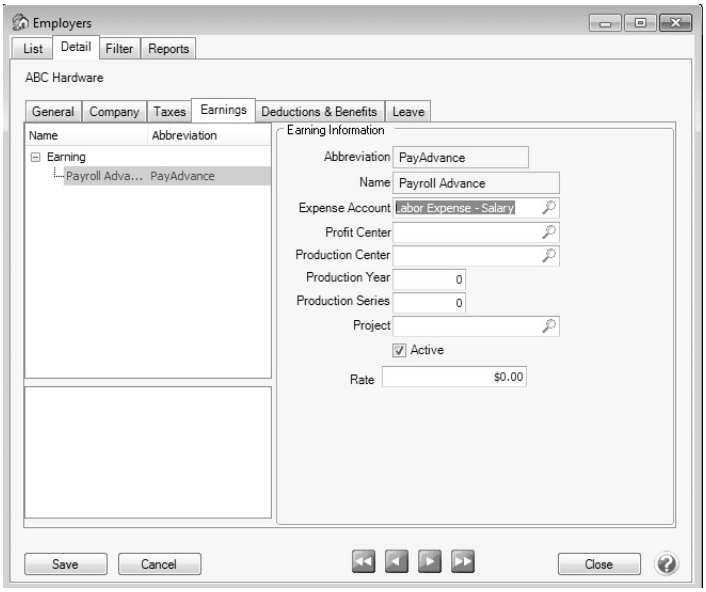
9. Select the Lifetime option in the Employee Detail section.
10. Click **Save.**

Step C: Assign the Advance Earning & Repayment Deduction to the Employer

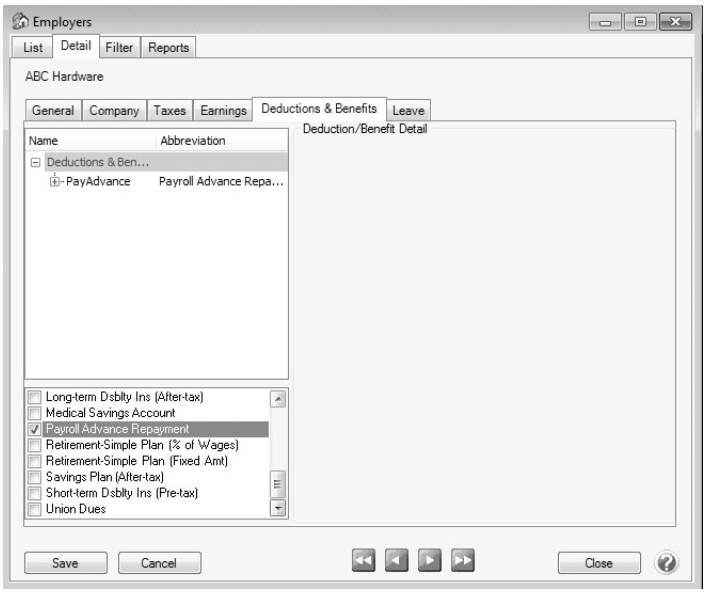
1. Select **Setup** > **Employers**.
2. Select the employer you want to attach the advance earning and repayment deduction and click **Edit**.
3. Select the **Earnings** tab.
4. In the lower left side of the screen, select **Payroll Advance**.



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**.



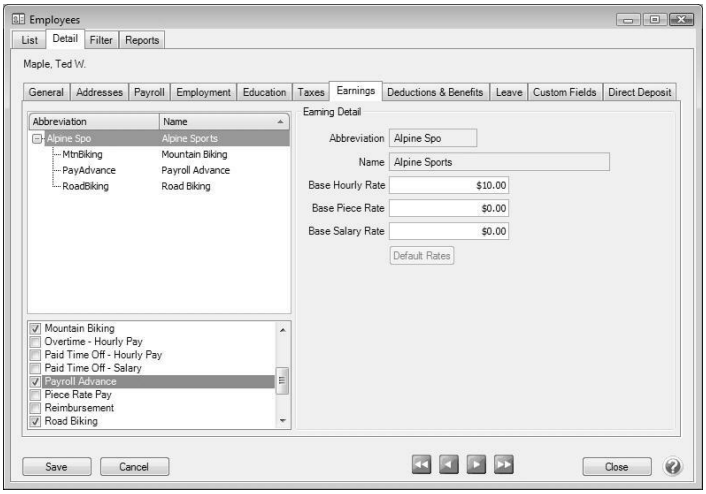
6. Select the **Deductions & Benefits** tab.
7. In the lower left side of the screen, select the repayment deduction for this employer.



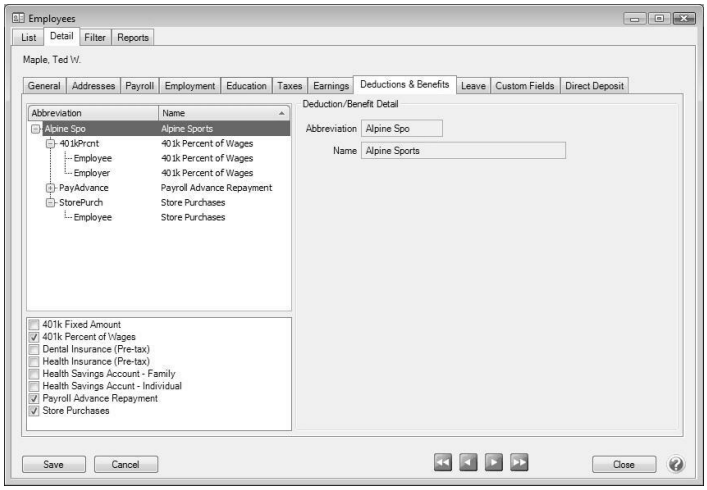
8. In the upper left side of the screen, select the repayment deduction for this employer.
9. On the right side of the screen, select the repayment deduction and then on the right side of the screen, select the appropriate Liability account.
10. On the upper left side of the screen, expand the repayment 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

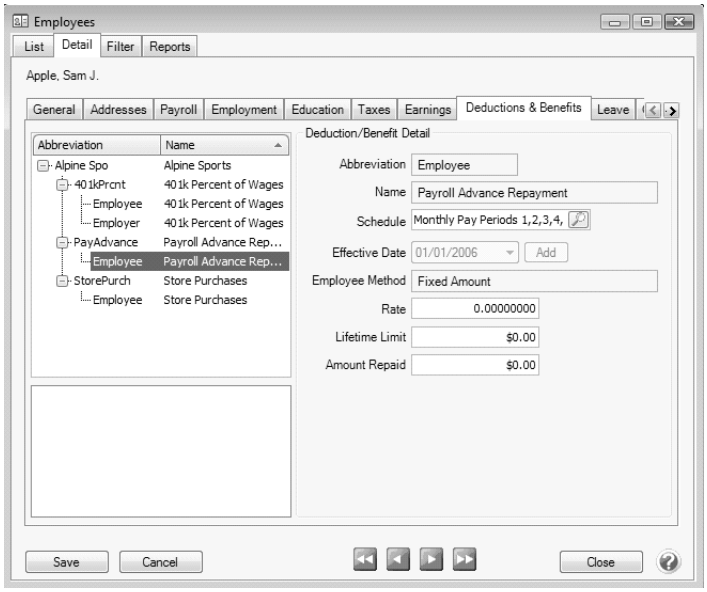
1. Select **Setup** > **Employees**.
2. Select the employee(s) wishing to receive a Payroll Advance and click **Edit**. Then select the **Earnings** tab.



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.



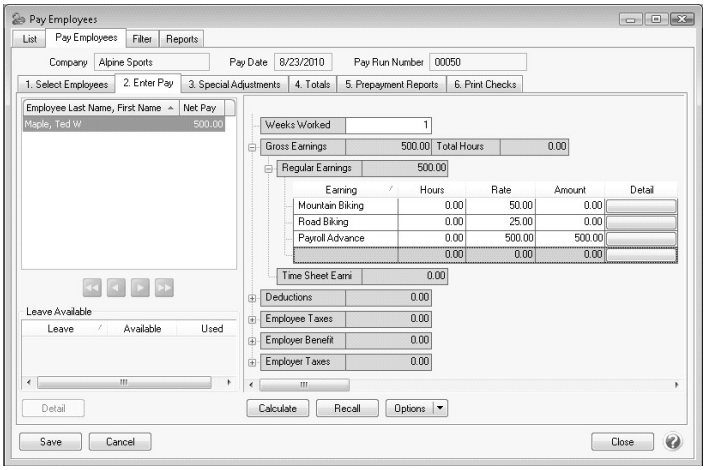
5. In the lower left portion of the screen, select the **Payroll Advance Repayment** from the list. Once selected it will display in the upper left portion of the screen, below the employer.
6. Expand the **Payroll Advance Repayment** at the top left of the screen. Click on the **Employee** line.



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.



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 or alternate wage rates (Adverse Effect Wage Rates (AEWR)) that differ between workers and domestic workers, 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 rages 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)

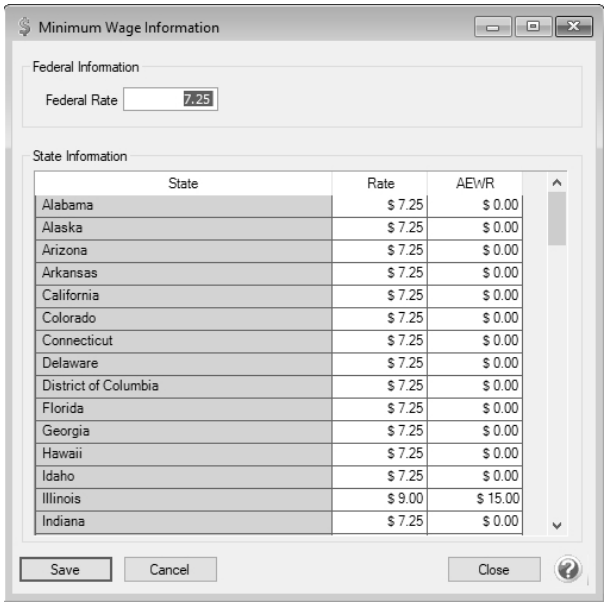
Step 6 - Pay Employees with the Minimum Wage Adjustment

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

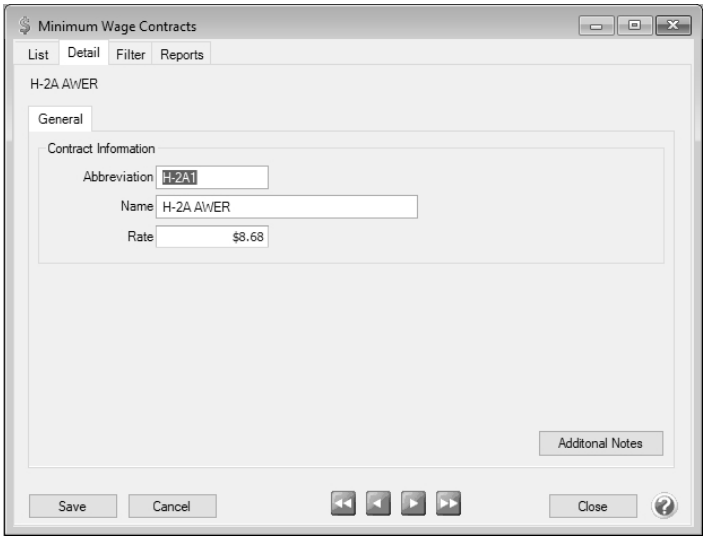
1. From the **Setup** menu, select **Payroll Details** and click on **Minimum Wage Information**.



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.

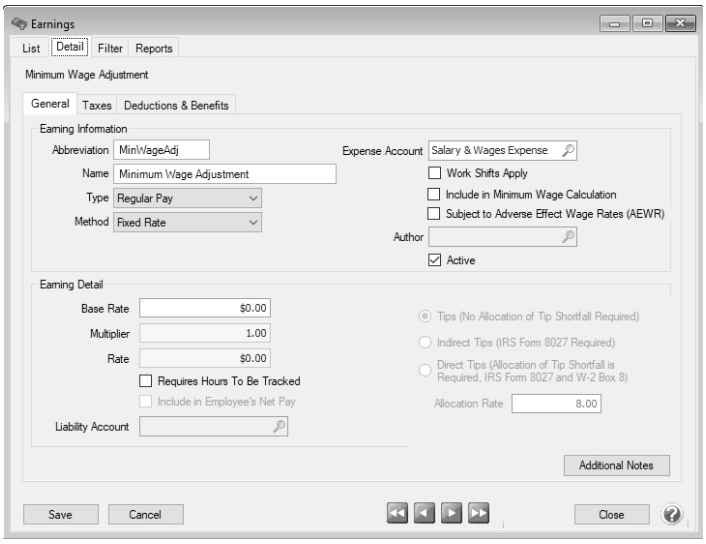
6. Repeat steps 1-4 to create all of your minimum wage contracts.
7. Click **Close**.
8. Select **Setup** > **Employees**.
9. Edit an employee that should be assigned to a minimum wage contract.
10. Select the **Payroll** tab.
11. In the **Minimum Wage Contract** box, select this employee's applicable 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**.



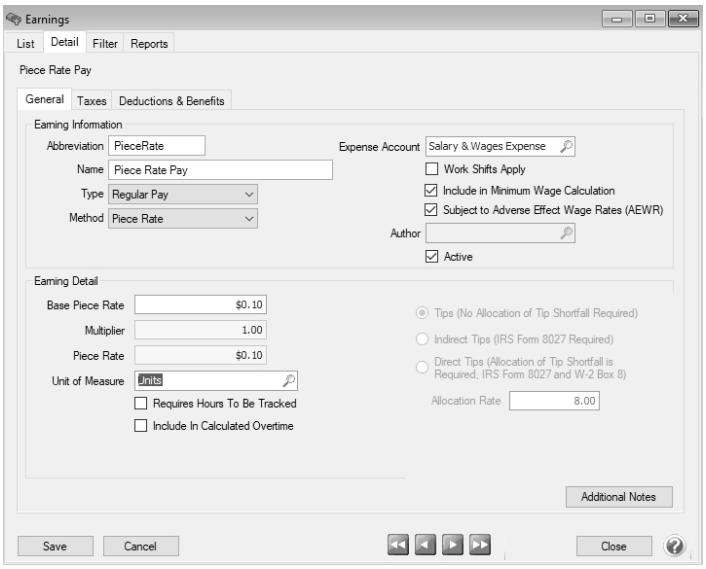
3. Enter an **Abbreviation** and **Name** such as Minimum Wage Adjustment.
4. In the **Expense Account** box, select the expense account for the minimum wage adjustments.
5. Leave the **Include in Minimum Wage Calculation** and **Subject to Adverse Effect Wage Rates (AEWR)** check boxes blank.
6. Click **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:

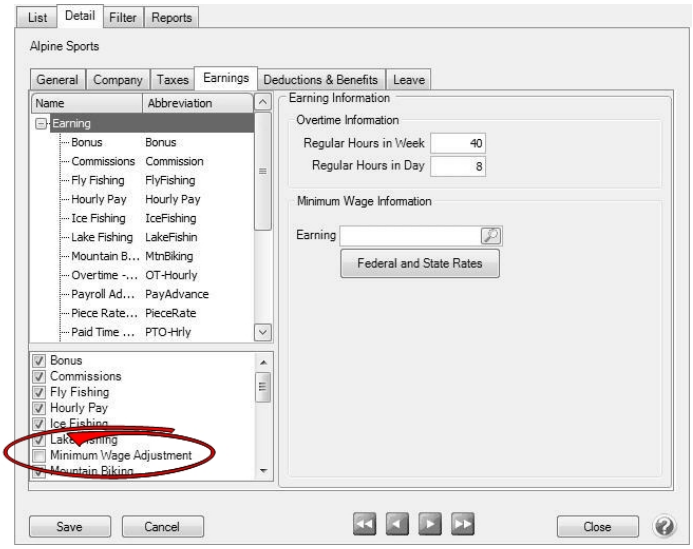
- If an earning is subject to AEWR and the AEWR rate is entered for the state in Setup > Payroll > Minimum Wage Information, the minimum wage will be adjusted to the AEWR rate.
- If some earnings are subject to AEWR and others are not (standard hours), the minimum wage is adjusted to standard hours multiplied 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.



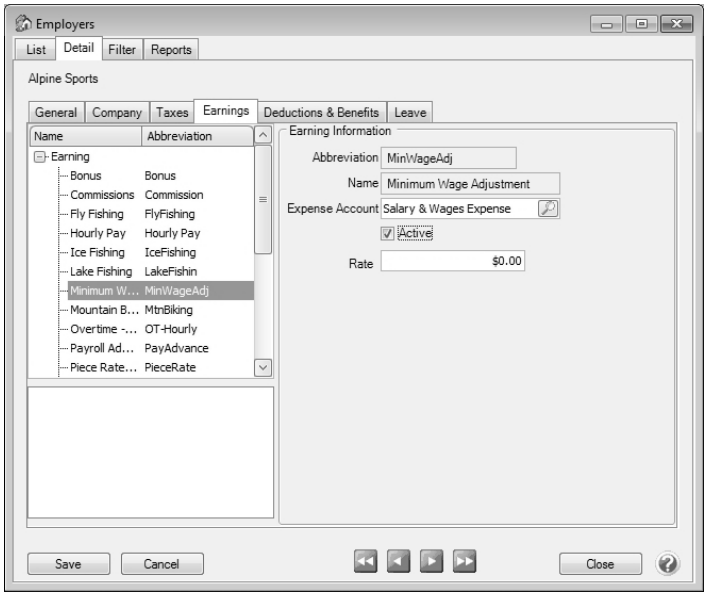
5. Click **Save**. Repeat Steps 2-4 for each earning to be included in the minimum wage calculation.

Step 4 - Assign the Minimum Wage Earning to the Employer (one time setup)

1. From the **Setup** menu, select **Payroll Details** and click on **Employers**.
2. Highlight the employer and click **Edit**. Select the **Earnings** tab.



3. Click on **Earning** in the upper left.
4. On the lower-left, check the box for the Minimum Wage Adjustment earning. This will add the earning to the list above.
5. In the **Earning Information**, click to select the **Minimum Wage Adjustment Earning**.
6. Select the Minimum Wage Adjustment earning from the upper list of earnings. The **Earning Information** will display to the right.



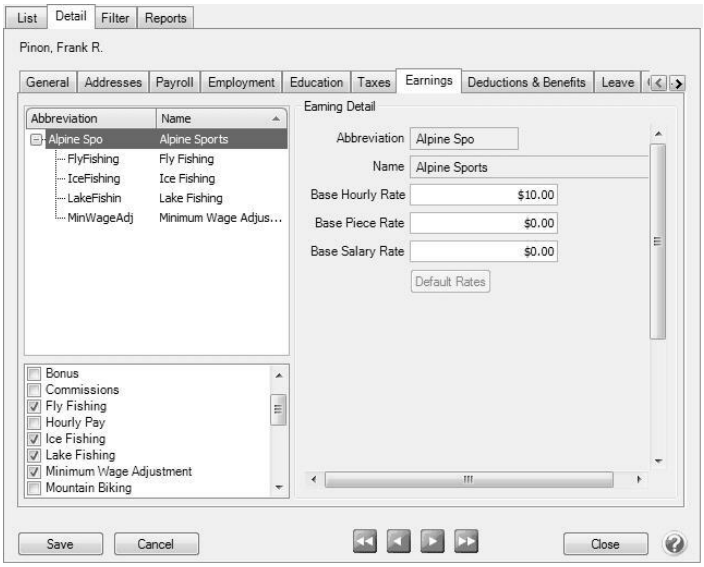
7. In the **Earning Details**, enter the **Expense Account** for the Minimum Wage Adjustment earning.

Note: Leave the **Rate** at zero in the employer screen.

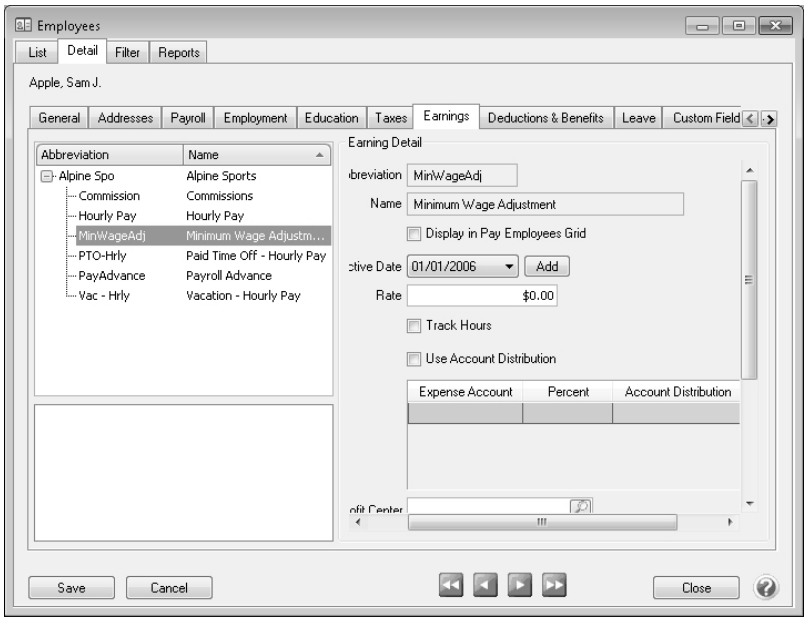
8. Click **Save**.

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.

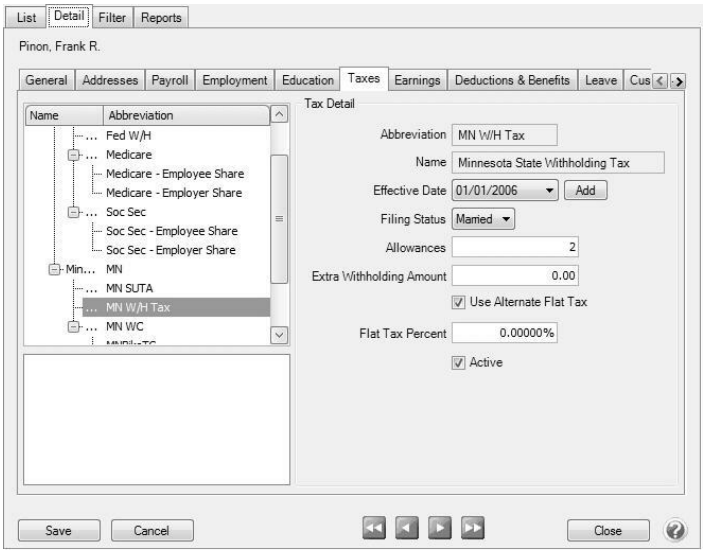


3. On the upper-left, select the **Employer**. Below, select the Minimum Wage Adjustment earning to assign the earning to the employee. This will add the earning to the list above.
4. Select the Minimum Wage Adjustment earning from the upper list. The **Earning Details** will display to the right.



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.



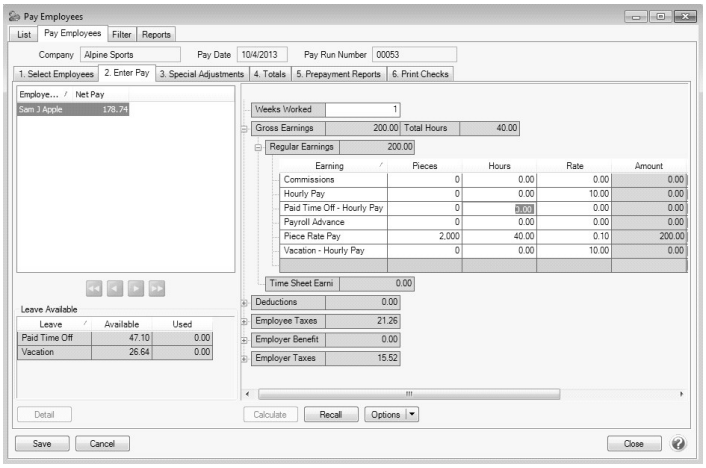
13. Click **Save**.

Step 6 - Pay Employees with the Minimum Wage Adjustment

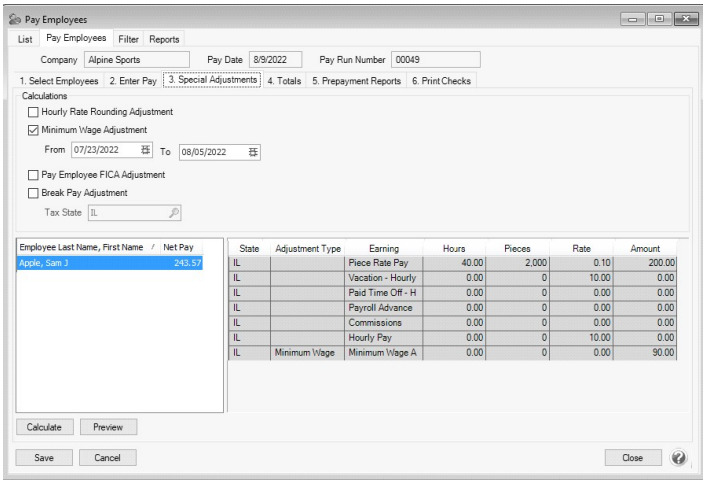
The Minimum Wage Adjustment is performed during the Pay Employees process. For step-by-step instructions on processing a pay run see the *Process a Payroll* topic.

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.

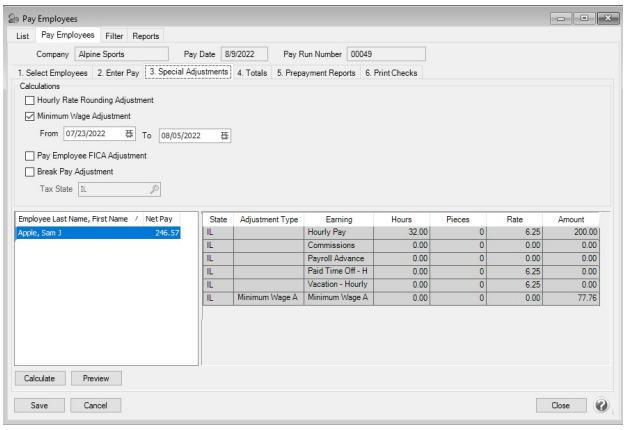
    - In this example, the employee's piece rate was $.10; the minimum wage was set to $7.25, and the employee worked 40 hours and had 2000 pieces. So, CenterPoint Payroll lists the employee as needing a minimum wage adjustment.



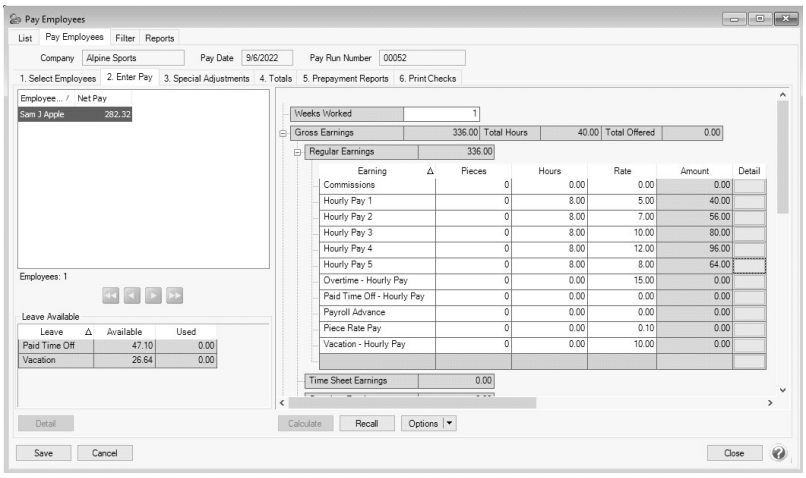
- The first time you click **Calculate**, you will be prompted to enter/select the Minimum Wage Adjustment earning, and then click **OK**.
- At the *Replace any existing Minimum Wage adjustments?* message, select Yes to overwrite any existing adjustments or select No if you want to make more than one 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 hours x $7.25 = $290.00. $290.00 – 200.00 (2000 x .10) = $90.00).



- 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 hours x $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 x 32 hours) = $77.76.



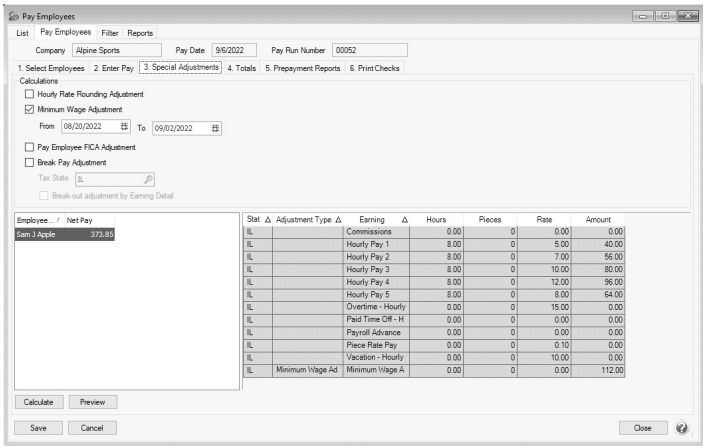
- In the example below, an employee has five hourly earnings and the Minimum Wage Rate is $9/hour and the AEWR Minimum Wage Rate is $15/hour.
    - 8 hours at $5/hour (subject to minimum wage)
    - 8 hours at $7/hour (subject to minimum wage)
    - 8 hours at $10/hour (subject to AEWR minimum wage)
    - 8 hours at $12/hour (subject to AEWR minimum wage)
    - 8 hours at $8/hours (not subject to minimum wage)



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



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.

Processing Paid Breaks for Piece Rate Employees

If you are required by law to pay for a break after an employee works a set number of hours, this topic describes how to setup and process a payroll using the break pay adjustment. For example, the state of Washington passed a law that states that employees

being paid for piece work have to get paid for a break every 4 hours of work. The rate of pay is the higher of the piece rate pay (calculated as an hourly rate) or minimum wage.

Step A: Create a New "Break Pay" Earning

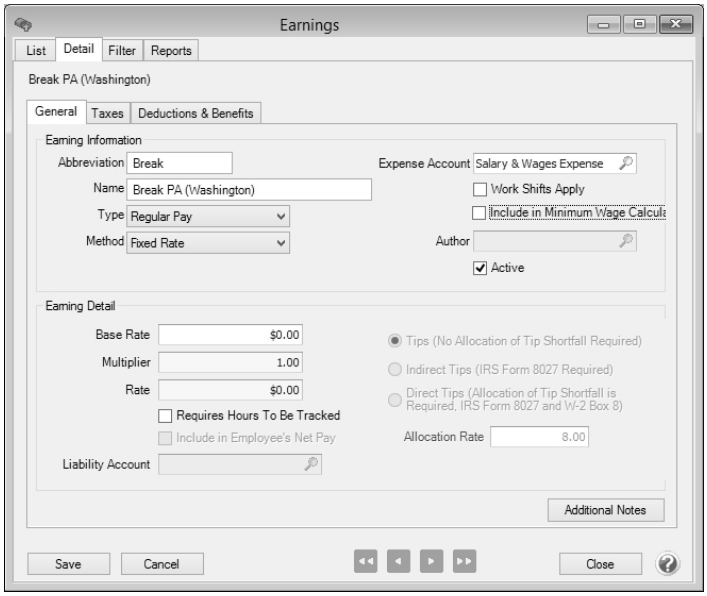
Step B: Specify the Break Pay Details on the Employer

Step C: Assign the New Earning to Piece Rate Employees

Step D: Processing a Payroll with the New Break Pay Earning

Step A: Create a New Break Pay Earning

1. In **Setup > Payroll Details > Earnings**, click on **New** to create a new taxable, fixed rate earning code. This earning will be used to pay employees for their breaks.
2. If you want to include the break pay earning as part of the minimum wage calculation and adjustment, select the **Include in Minimum Wage Calculation** check box. (This ensures that your employees are paid minimum wage by comparing the total wages 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 more information on Minimum Wage Adjustments, see the Minimum Wage Adjustments topic.



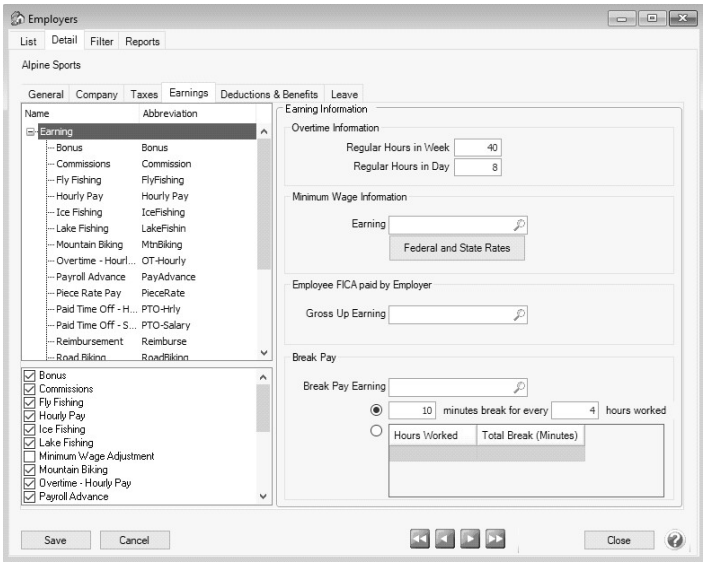
3. Click **Save**.



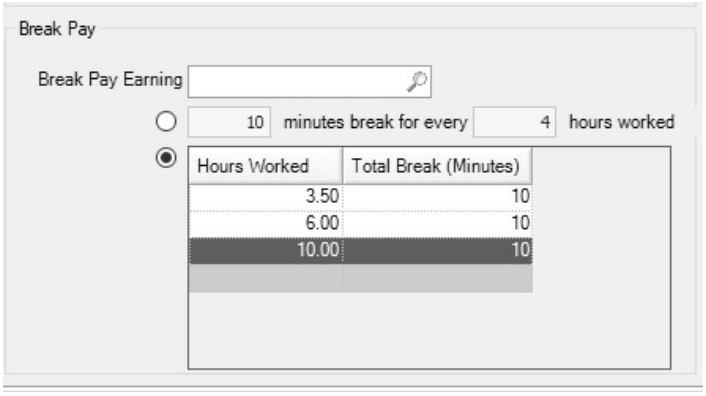
This earning will display on the employee check stub to report the total calculated amount and total number of hours for the breaks.

Step B: Specify the Break Pay Details on the Employer

1. In **Setup > Employers**.
2. Edit the **Employer**.
3. Click on the **Earnings** tab.
4. Click on the **Earning** heading on the top left side of the screen to display the **Earning Information** on the right.



5. In the **Break Pay** section, select the new earning that will be used to pay piece rate employees for their breaks.
6. 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 ## hours worked** 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 three10 minute break after 10 hours, select the **Hours Worked/Total Break (Minutes)** option and define the table as follows:



7. Click **Save**.

Step C: Assign the New Earning to Piece Rate Employees

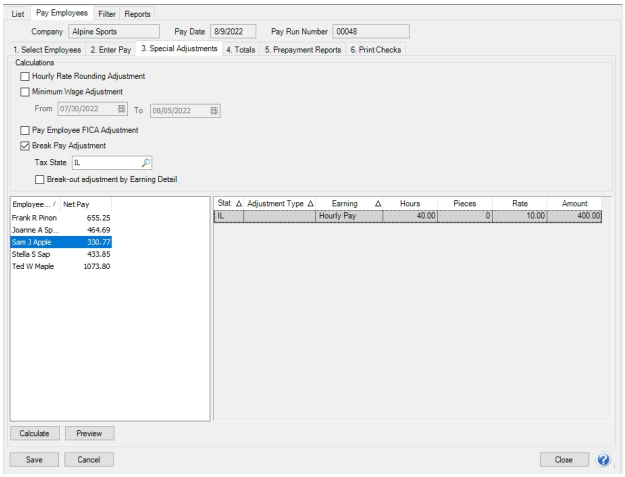
1. In **Setup > Employees**, add the new Break Pay earning to each piece rate employee. For more information about entering earnings, see the Earnings topic.

Note: The Display in Pay Employees grid check box should not be selected to prevent two break pay earnings (one from the setup and one from the calculated amount) from displaying in the Enter Pay grid during a pay run.

Step D: Processing a Payroll with the New Break Pay Earning

The break pay adjustment is performed 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.
3. Click the **3. Special Adjustments** tab. Select all of the employees that you want to include break pay in the minimum wage adjustment for. You can select all employees by clicking on the first employee and then holding the Shift key while you click the last employee. Release the Shift key.
4. Select the **Break Pay Adjustment** check box.
5. If you want to include only earnings associated with a specified state, select the state in the **Tax State** box. If no selection is made, the calculation will include all state's earnings.



6. If you want break pay to be broken out to the same detail as the earnings for the break pay calculation, select the **Break-out Adjustment by Earning Detail** check box. For example, if a piece rate employee works 5 hours and picks 200 apples and 5 hours and picks 100 oranges, the piece rate earnings are distributed to the apples and oranges profit/production centers and expense accounts. If break pay is set up for 10 minutes every 4 hours, 2 breaks will be calculated and each will be broken out to the appropriate apple/orange profit/production center and expense account.
7. Click **Calculate**.
8. In the **Break Pay Wage Earning** box, select the earning for break pay and click **OK**.
9. The employee's break pay adjustment details display.
10. If you also want to perform the Minimum Wage adjustment, uncheck the **Break Pay Adjustment** check box and select the Minimum Wage Adjustment check box. For more information , see the Minimum Wage Adjustments topic.
11. Click **Calculate**.
12. In the Minimum Wage Earning box, select the earning for minimum wage adjustments and click **OK**

13. 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.
14. 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.
15. Continue to process and post the pay run as usual.

Eliminate the Need for an Overflow Stub in CenterPoint Payroll

The default check/advice 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/advices, 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 or Printing - Advices > 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/advice stock.

1. Select **File > Preferences > Payroll > Printing – Checks or Printing - Advices > 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

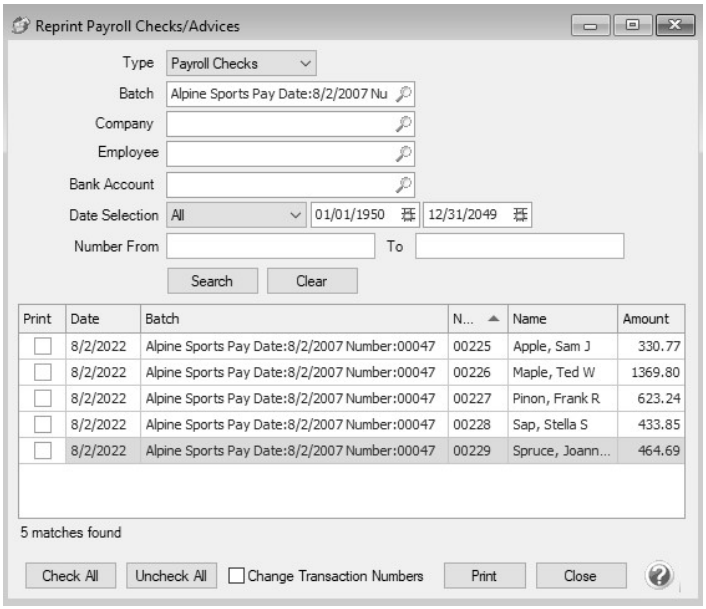
The Payroll Check Stub Designer is an additional module available for CenterPoint. With the Check Stub Designer, you can modify any of the existing stub/advices s or create brand new stubs/advices specifically to meet your company's needs. For more information or to purchase the Check Stub Designer, 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:



   - 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**.

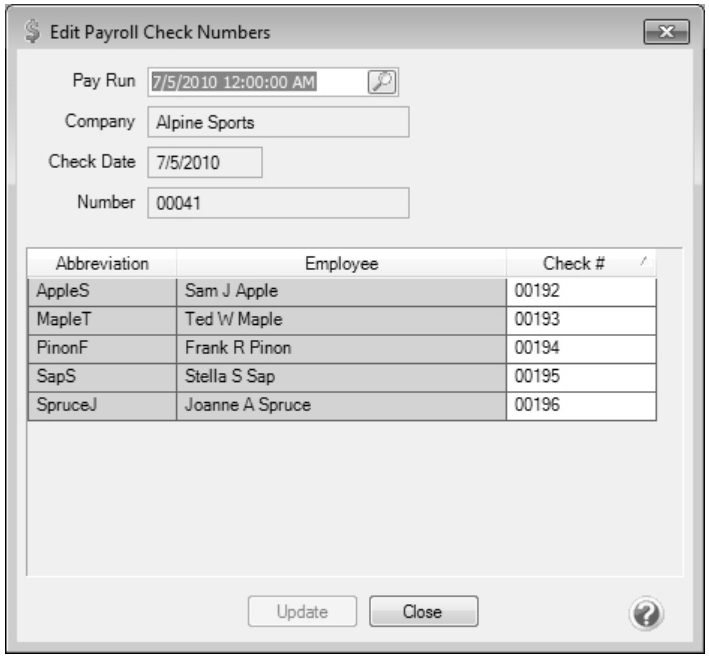
7. If you selected the Change Transaction Numbers box in your selection criteria, you will be prompted for the first check number. Enter the number and click **Print**.

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**.



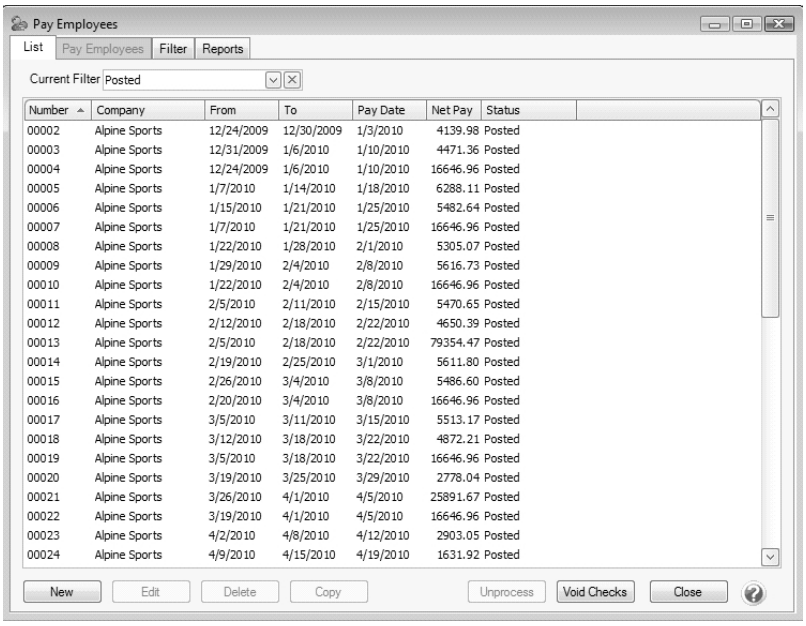
2. Select the **Pay Run** you would like to change the check numbers for.
3. The **Company**, **Check Date**, and **Number** will fill in automatically.
4. Each check in the pay run will display with the **Check #** assigned in CenterPoint. All Check # data is available to edit. Change any check numbers that need to be corrected.
5. Click **Update** to save the changes. Click **Close** when you are finished.

Void Payroll Checks or Entire Pay Runs

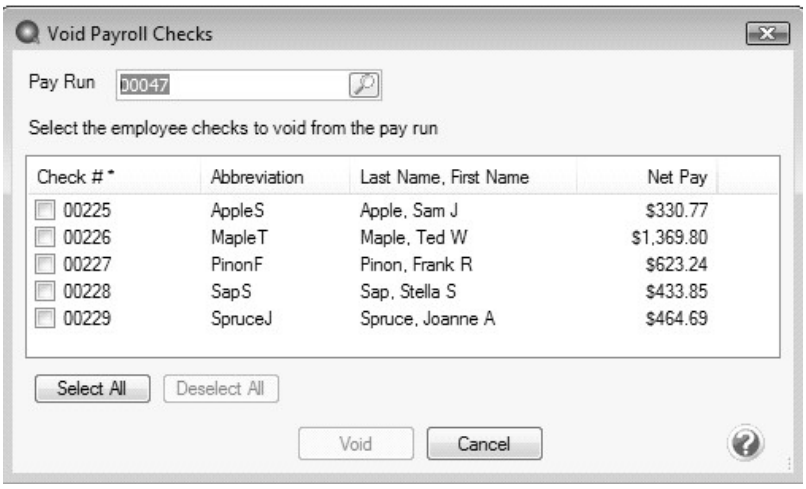
Void Checks in payroll is used to reverse individual pay checks or to void an entire pay run. The void process reverses the original transaction including the employee's net pay check and any accounts payable invoices posted for taxes or deductions. The pay check can be re-entered by processing a new pay run. The same dates and check numbers can be used on the re-entered pay check.

Void a Pay Run/Paycheck

1. On the **Processes** menu, click **Pay Employees** or on the **Processes** menu, point to **Payroll**, and then click **Pay Employees**.



2. Click **Void Checks**.



3. 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

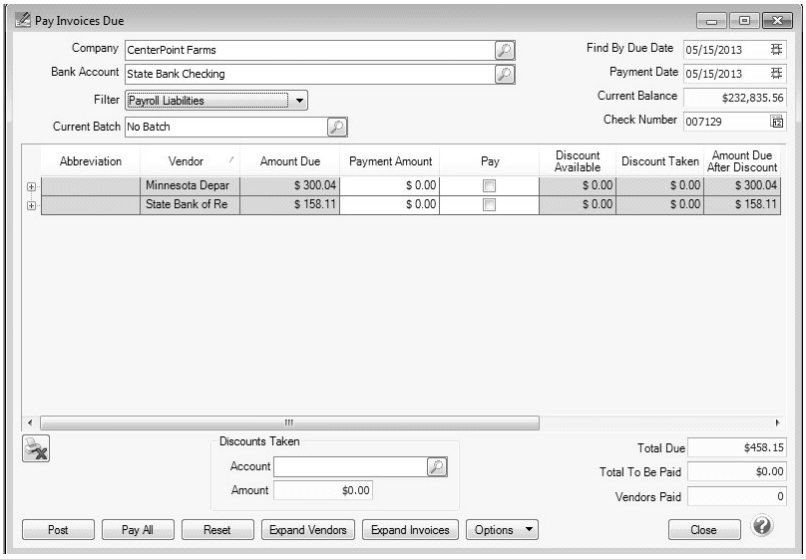
When a payroll is processed that deducts monies (taxes, child support deductions, etc.) which will in turn be paid to another party, the system will automatically create liability invoices for those amounts. This topic explains how to select these invoices for payment, print a list of the selected transactions 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**.



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 four options available for the **Find By** field (**Findby Due Date, Find by Invoice Date, Find by Discount Due Date,** and **Display All**). 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). When the **Find by Due Date, Find by Invoice Date, or Find by Discount Due Date** option is selected, enter the appropriate date in the field. This field will not be active when the **Display All** option is selected. The last used Find By option will display when the Pay Invoices Due screen is opened.
    - 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.

- To change the due date for a payroll liability invoice after the pay run is posted, expand the vendor invoices to the invoice level, right-click and select **Change Due Detail**. Only invoices that haven't had any payments applied can be updated.

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.

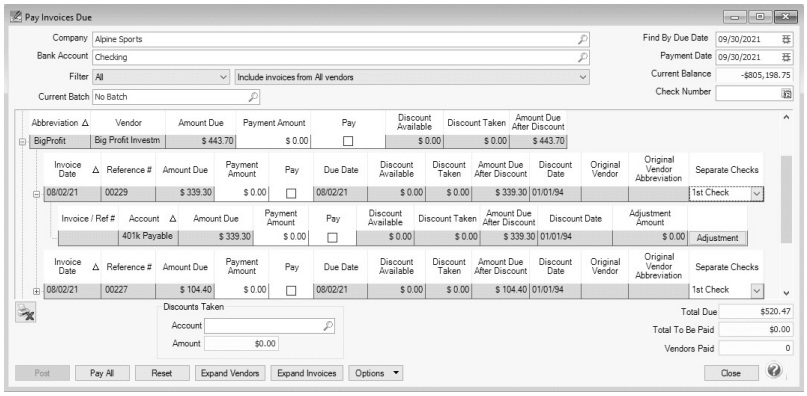
    - To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.

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. 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.

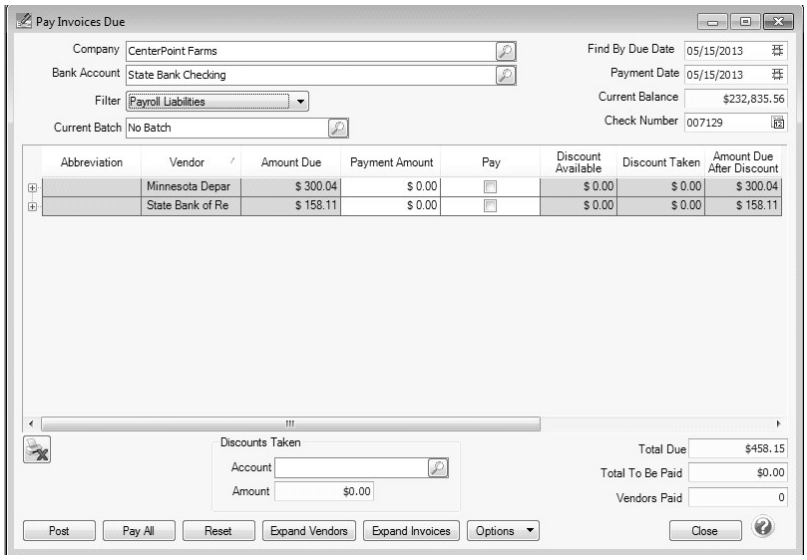
Pay Invoices and/or Pay Liability Invoices Due

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**.



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 four options available for the **Find By** field (**Find by Due Date, Find by Invoice Date, Find by Discount Due Date,** and **Display All**). 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). When the **Find by Due Date, Find by Invoice Date, or Find by Discount Due Date** option is selected, enter the appropriate date in the field. This field will not be active when the **Display All** option is selected. The last used Find By option will display when the Pay Invoices Due screen is opened.
    - 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**.
    - To change the due date for a payroll liability invoice after the pay run is posted, expand the vendor invoices to the invoice level, right-click and select **Change Due Date**. Only invoices that haven't had any payments applied can be updated.

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.

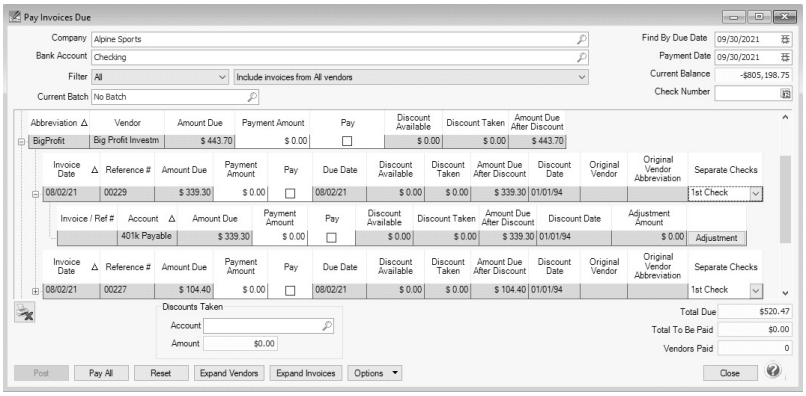
- If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.

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.

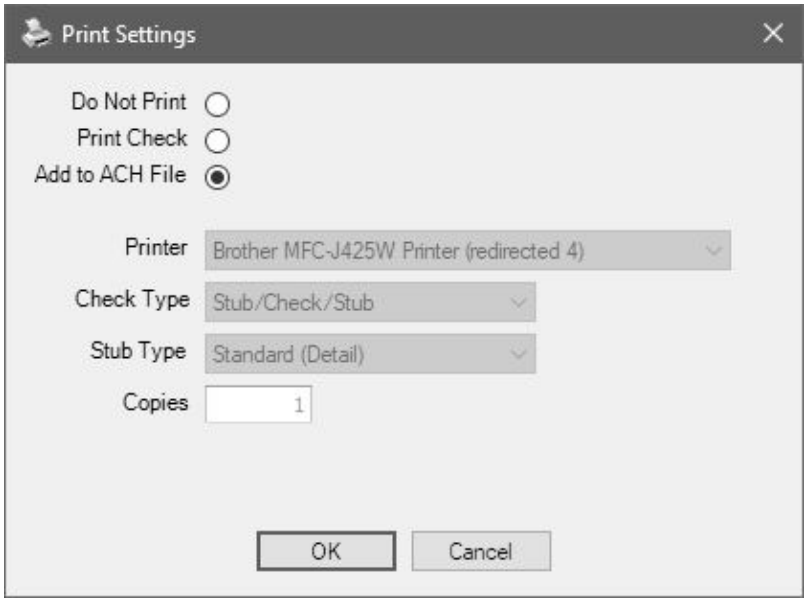
> Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

      - 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.



- 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

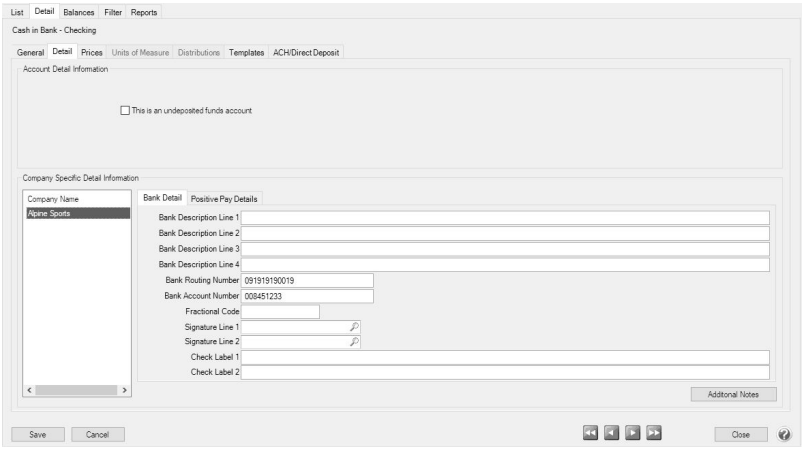
ACH: Setup & Processing

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

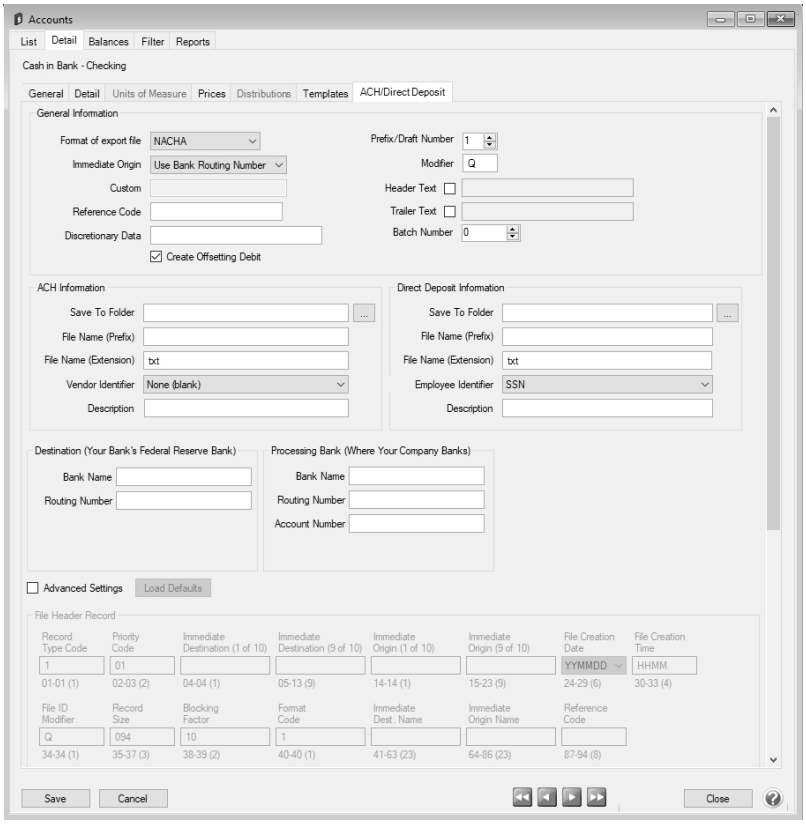
1. Select **Setup > Accounts > Accounts**. Select the account that the ACH funds will be withdrawn from (accounts in the Cash or Line of Credit account categories) and click **Edit**.
2. Click on the **Detail** tab.



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.



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. “09999999999”.
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 ACH 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. Determine how you want the **Vendor Identifier** to display in the ACH file PPD/CTX Detail records in position 40-54 by selecting an option from the drop down list:
    - **TIN** - Use the Vendor's TIN as entered (including formatting characters) when the ACH file is created.
    - **TIN (Suppress First 5 Digits) -** The first five digits of the Vendor's TIN are excluded and replaced with "X" characters, ex. "XX-XXX1234" when the ACH file is created.
    - **None(Blank) -** The Vendor Identifier will be left blank when the ACH file is created.
    - **TIN (No Formatting) -** Formatting characters are excluded from the Vendor's TIN when the ACH file is created.
    - **Vendor Abbreviation** - The Abbreviation field from Setup > Vendors or Setup > Names > Names will be included when the ACH file is created.
22. Enter your bank's **Bank Name** and **Routing Number**.
23. 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.

Optional Advanced Settings



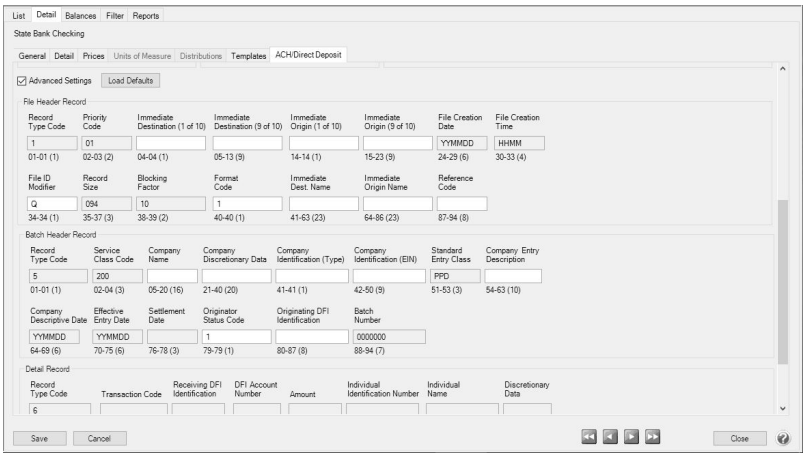
Important Note:

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 Software 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.

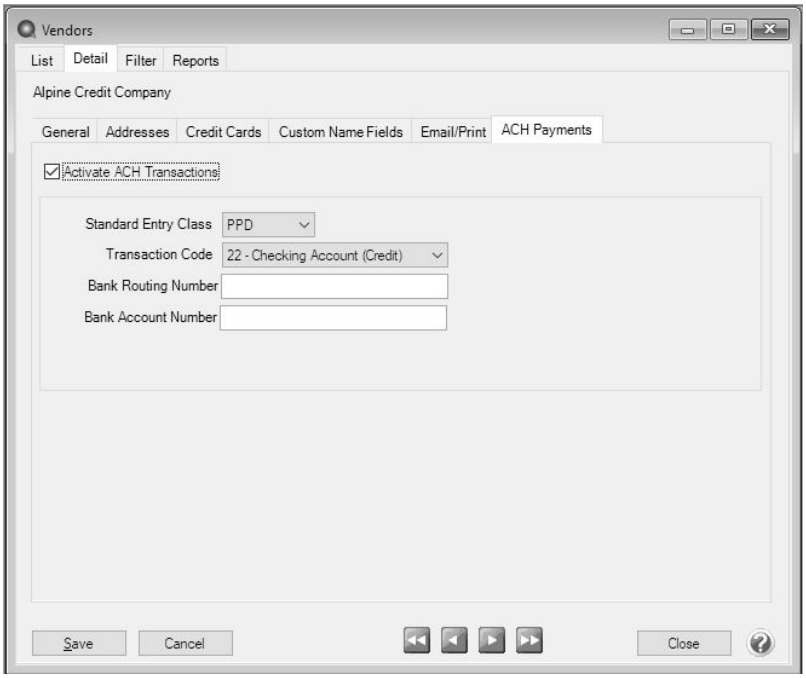


Note: If you choose to customize the ACH file, ALL editable fields must be populated with an appropriate value; blank fields will not be populated with any other values by CenterPoint and will appear in the file as blank space.



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.

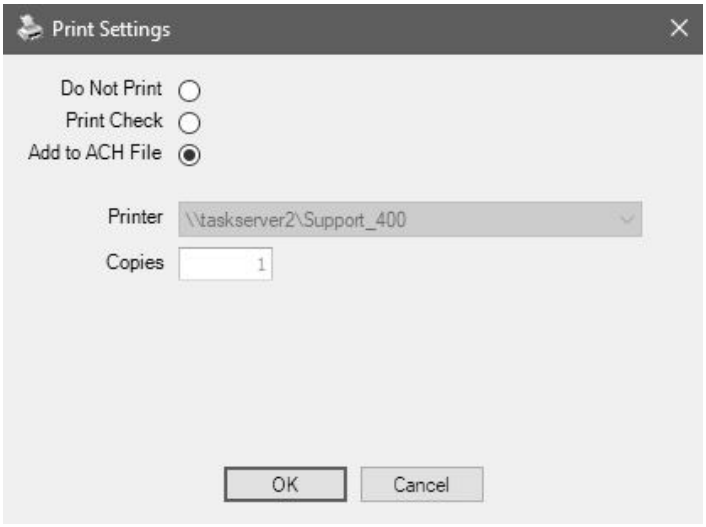
5. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor/name. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking 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.



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/Fund** box, select the company/fund 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.

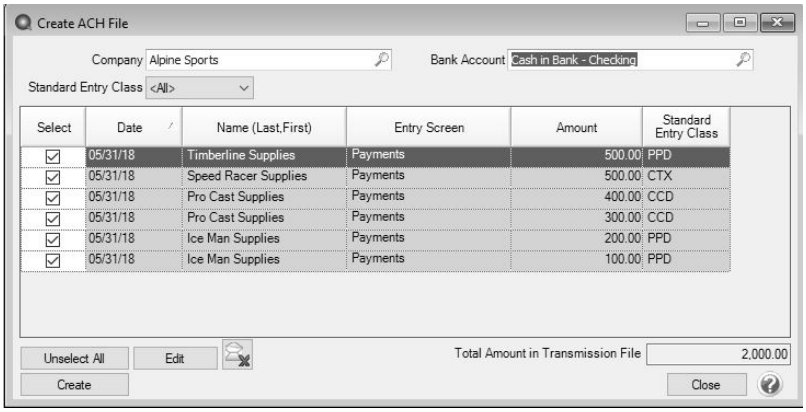


Note: It may be necessary to create individual ACH files by standard entry class; PPD, CCD, or CTX (you will be notified by your bank if this is the case). Only the vendors assigned the same standard entry class in Setup > Vendors > ACH Payments would be selected and then steps 1-13 of the Create ACH 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 **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/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. “09999999999”.
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/Fund** box, select the company/fund you want to create an ACH file for.
3. Select the **Bank Account** number the ACH file should be created for.



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 **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 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/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. “09999999999”.
11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with**.**

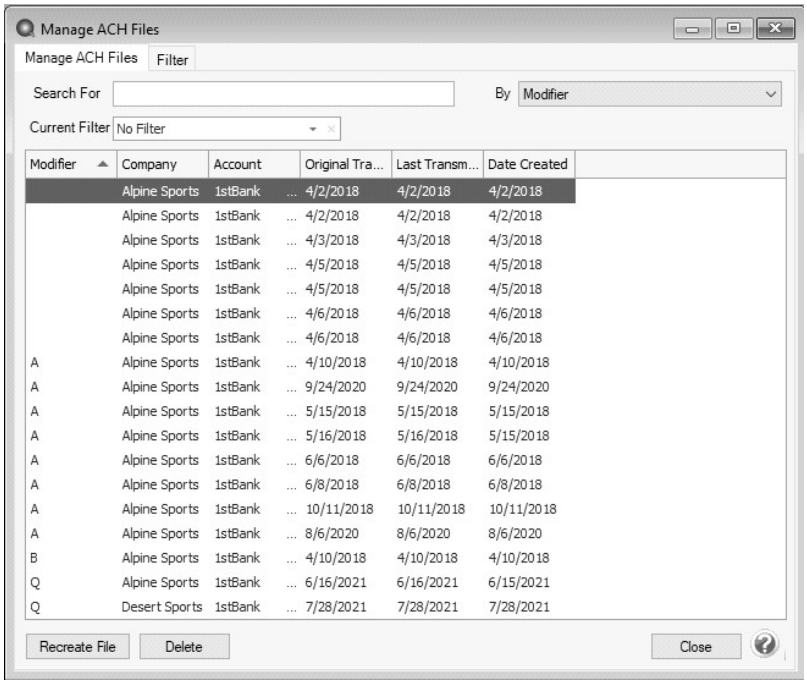
12. Click **Create Files**.
13. At the file has been created successfully message, click **OK**.

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-YYYMMDD-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. “09999999999”.
    - **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”.

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**.

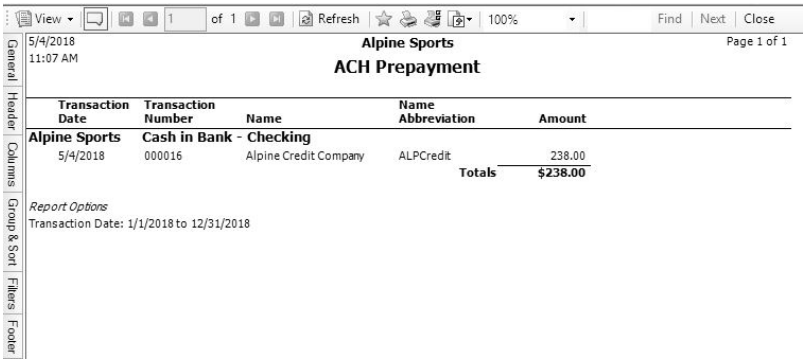
Delete an ACH File

1. Select **Processes > ACH Files > Manage ACH/Direct Deposit 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**.

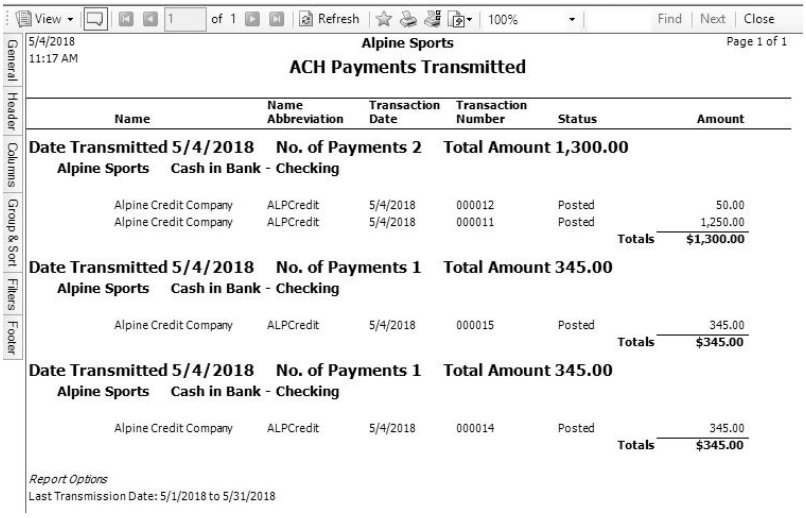
ACH Reports

To view or print reports that will provide information about the ACH transactions, select **Reports** > **Reports** > **ACH Transactions**.

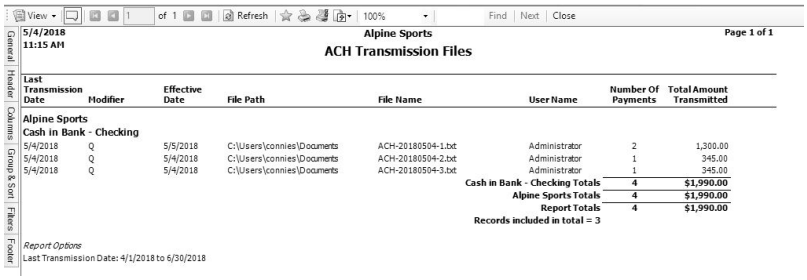
- **ACH Prepayment** - This report includes payment transactions that have been added to an ACH File during the payment entry or pay invoices due process.



- **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.



5/4/2018
11:15 AM

Alpine Sports

ACH Transmission Files

Page 1 of 1

Last Transmission Date	Modifier	Effective Date	File Path	File Name	User Name	Number Of Payments	Total Amount Transmitted
Alpine Sports							
Cash in Bank - Checking							
5/4/2018	Q	5/5/2018	C:\Users\connies\Documents	ACH-20180504-1.txt	Administrator	2	1,300.00
5/4/2018	Q	5/4/2018	C:\Users\connies\Documents	ACH-20180504-2.txt	Administrator	1	345.00
5/4/2018	Q	5/4/2018	C:\Users\connies\Documents	ACH-20180504-3.txt	Administrator	1	345.00
					Cash in Bank - Checking Totals	**4**	**$1,990.00**
					Alpine Sports Totals	**4**	**$1,990.00**
					Report Totals	**4**	**$1,990.00**

Records included in total = 3

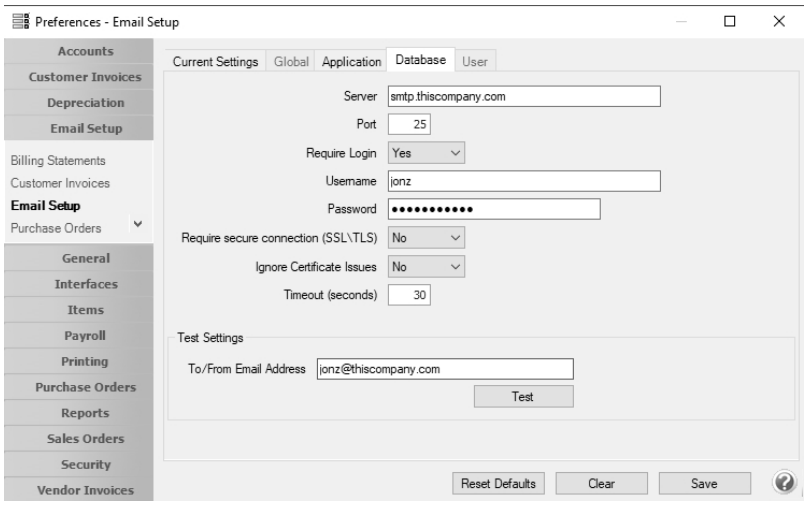
Report Options
Last Transmission Date: 4/1/2018 to 6/30/2018

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.



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. See the Email Setup topic for additional information.

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.

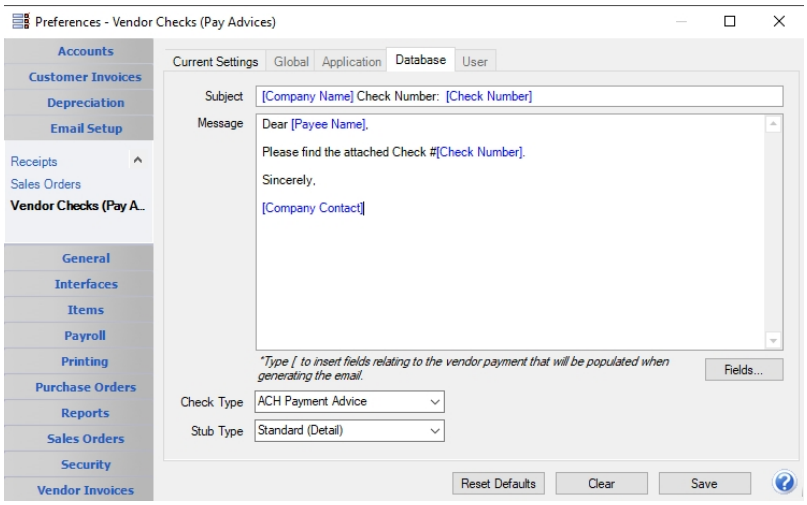
Optional Setup - Define a Default Subject and Message for Emailed Checks (Advices)

If you'd like to use the same e-mail Subject, Message, and Form each time you email a check (advice), it can be added to this preference. This preference also allows you to add Form Fields from the check (advice) data to the default Subject line or Message text.

1. Select **File > Preferences > Email Setup > Vendor Checks (Pay (Advices)**.
2. Select the **Database** tab.
3. Enter a default **Subject** and **Message**.
4. If you want to insert Form **Fields** into the Subject or Message of the email, click the **Fields** button at the location the form field should be inserted. The available Form Fields for sales orders are:

Company Abbreviation	Company Name	Company Address 1-3	Company Phone	Company Contact
Payee Abbreviation	Payee Name	Payee Contact	Check Date	Check Number
Check Amount	Memo 1	Memo 2		

- For example, you can customize the default Subject and Message for emailed checks (advices) to include data fields from the checks (advices)data along with default text:
    1. In the **Subject** box, click **Fields**, select **Company Name**, type **Check Number**:, click **Fields** or type **[**, and then select **Check Number**.
    2. In the **Message** box, type **Dear**,click **Fields** or type **[**, select **Payee Name**, and then type a **comma**.
    3. In the **Message** box, type **Please find the attached Check #**,click **Fields** or type **[**, select **Check Number**, and then type a period.
    4. In the **Message** box, type **Sincerely,**.
    5. In the **Message** box, click **Fields** or type **[**, select **Company Contact**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

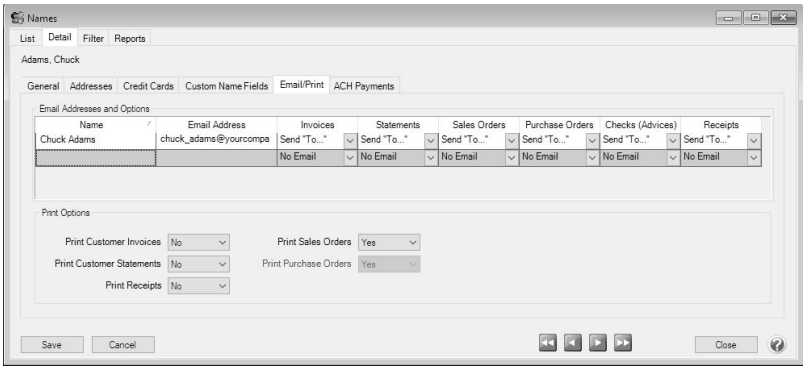
1. Select a default **Check Type** and **Stub Type** for emailing advices. The default form for vendor advices is the non-negotiable ACH Payment Advice form. This form will be used to format the PDF file that will be attached to the email.
2. Click **Save**.

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.



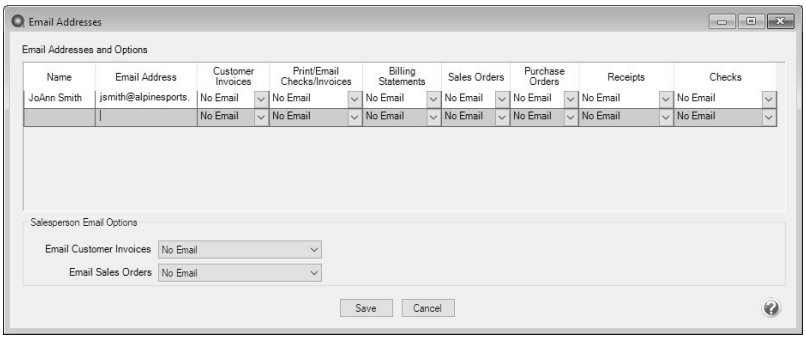
4. Click **Save**.

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**.

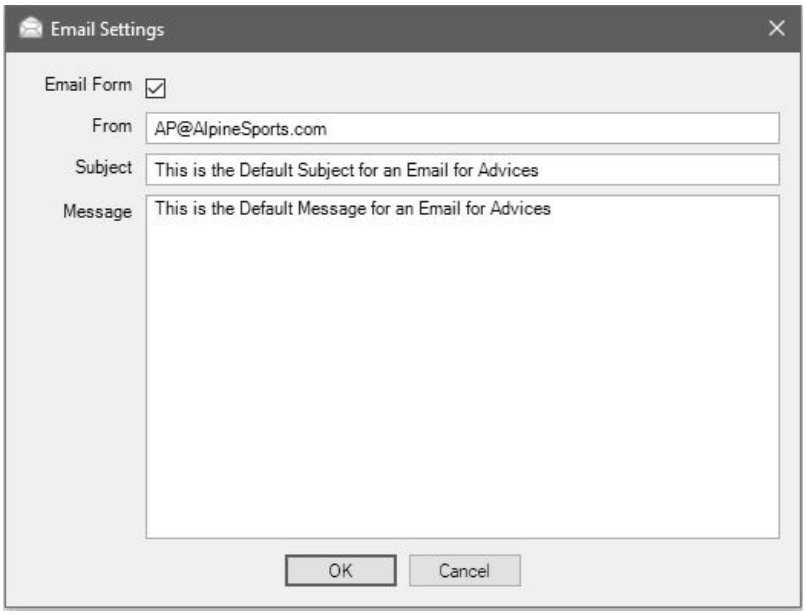


2. Enter the **Name**, the **Email Address**, and select how checks (advices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the check (advice) is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).

Option 1: Email Advices During Creation of an ACH File

1. Follow steps prior to clicking Create Create an ACH FIlesection in this document.

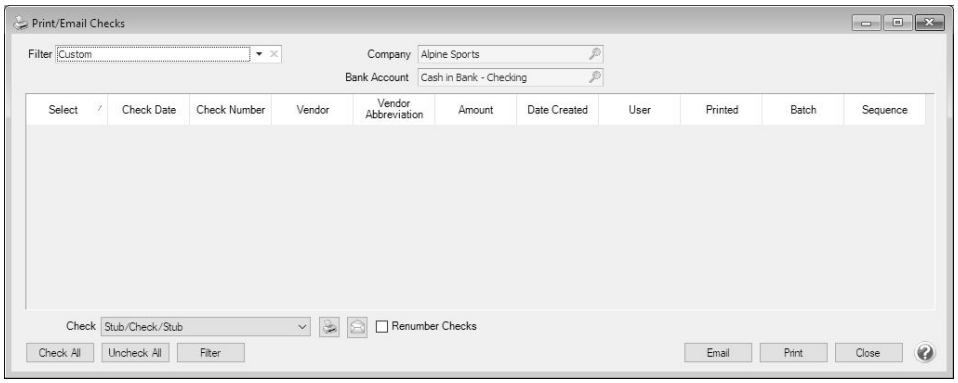
2. Select the Envelope icon .



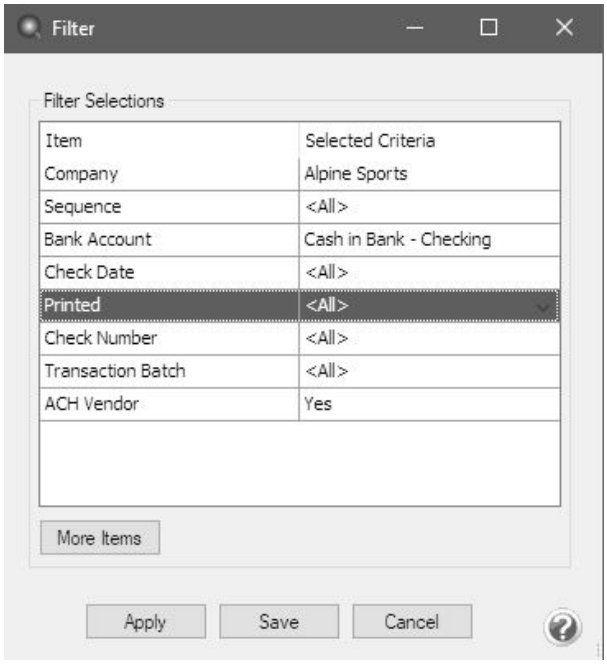
3. Select the **Email Form** check box to email advices for vendors/names with the Checks (Advices) column in the Setup Vendors > Email/Print tab or Setup > Names > Names > Email/Print tab set to Send "To".
4. The **From** box will display the Email Address from Setup > General > Email Addresses if the 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**.

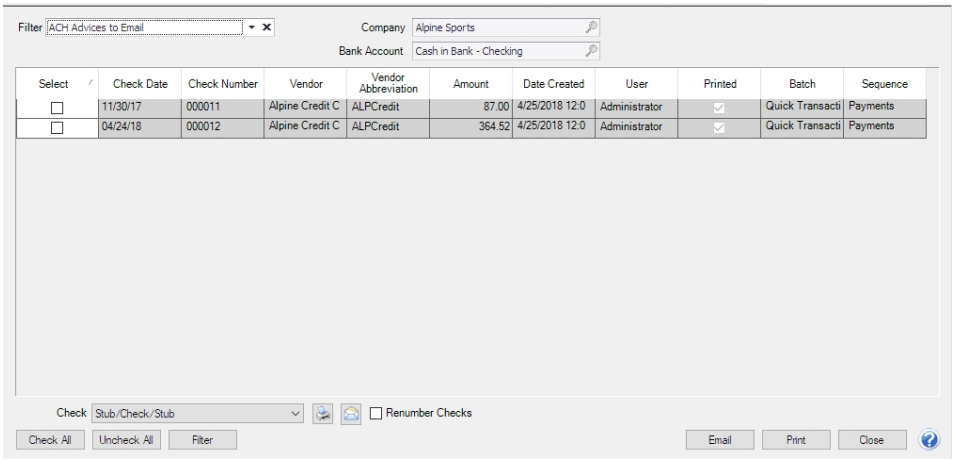
Option 2: Mass Email Advices from Print/Email Checks

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.



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





4. 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**.
5. Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
6. Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
7. Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor.
8. You will receive a *Process Completed Successfully* message when completed.
9. 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?

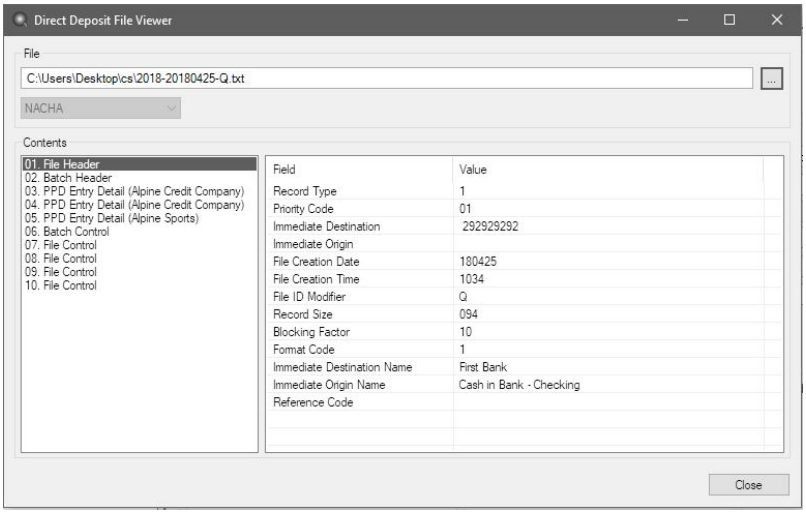
A: When advices are emailed, they will use the formats for the Check and Stub Type and options selected in **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.

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.

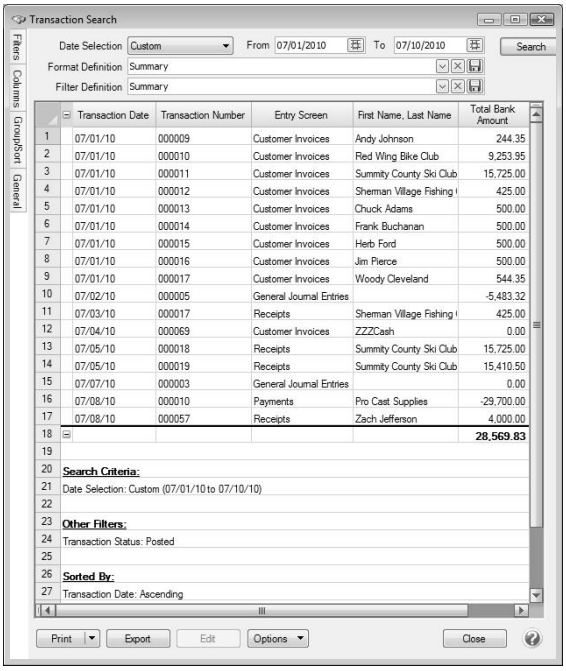
In this topic we'll show you the general steps one would use to execute a search. Please refer to the *Edit or Delete a Transaction* and *Reprint a Check, Invoice or Deposit Slip* topics for specific instructions on how to use transaction search for those types of processes.

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**.

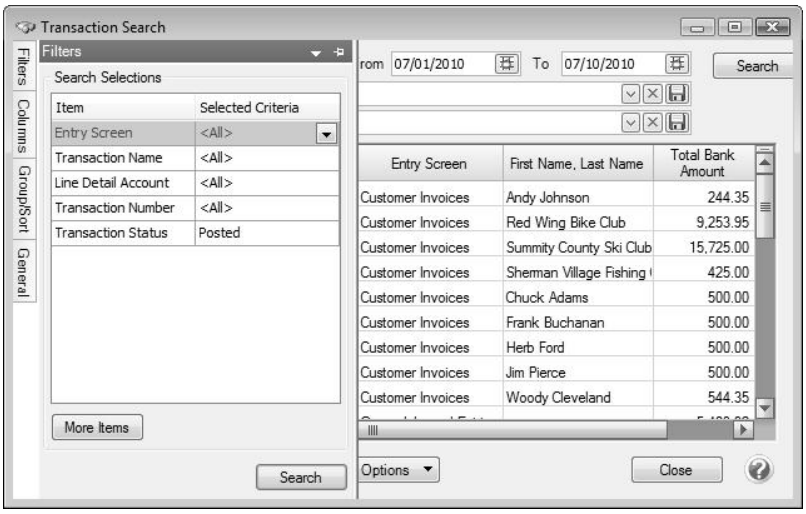


2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.

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.

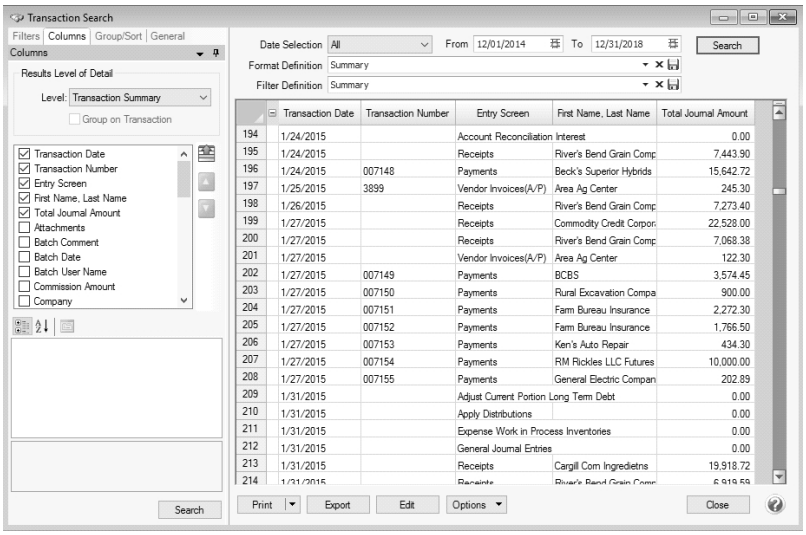
4. The **Filter Definition** allows you to choose predefined data selections on the Filters tab. The default, **Summary**, is recommended as it includes all posted transactions.

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 **Save** 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 save icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.



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.

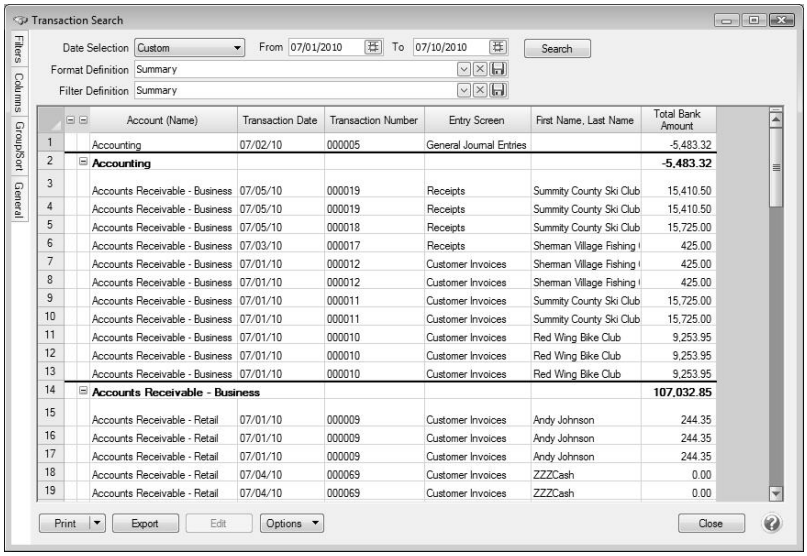
Q: How do I display just the transactions for one account?

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).
3. 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**.

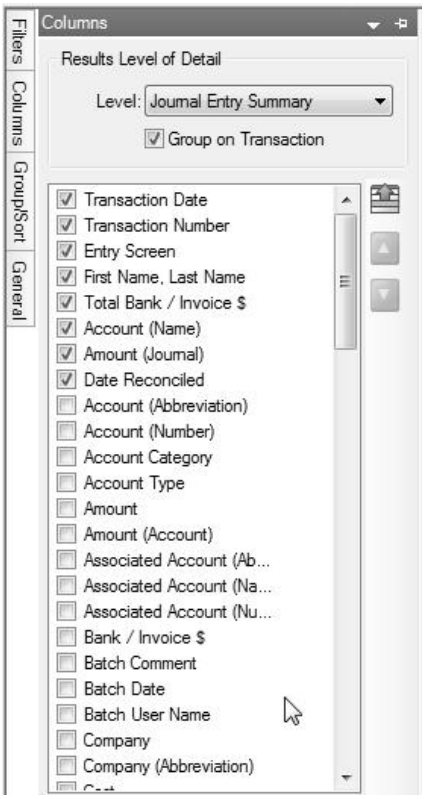


	Account (Name)	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	Accounting	07/02/10	000005	General Journal Entries		-5,483.32
2	**Accounting**					**-5,483.32**
3	Accounts Receivable - Business	07/05/10	000019	Receipts	Summity County Ski Club	15,410.50
4	Accounts Receivable - Business	07/05/10	000019	Receipts	Summity County Ski Club	15,410.50
5	Accounts Receivable - Business	07/05/10	000018	Receipts	Summity 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	Summity County Ski Club	15,725.00
10	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summity 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.

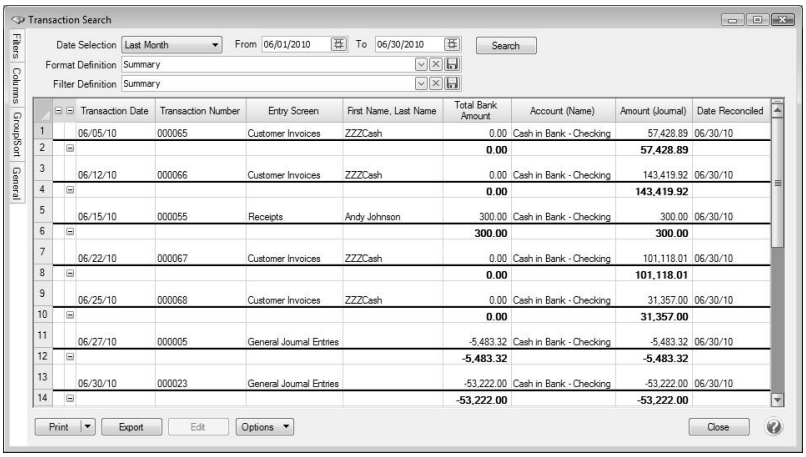
1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary**. Put a check mark in **Group on Transaction**. Select the fields shown below:



3. 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.

4. 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 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**	

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

CenterPoint Employee Portal - Publish Pay Advices

This document includes the following topics:

Enroll Individual Employees in the Publish Payroll Advices Service

Additional Employee Documentation

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

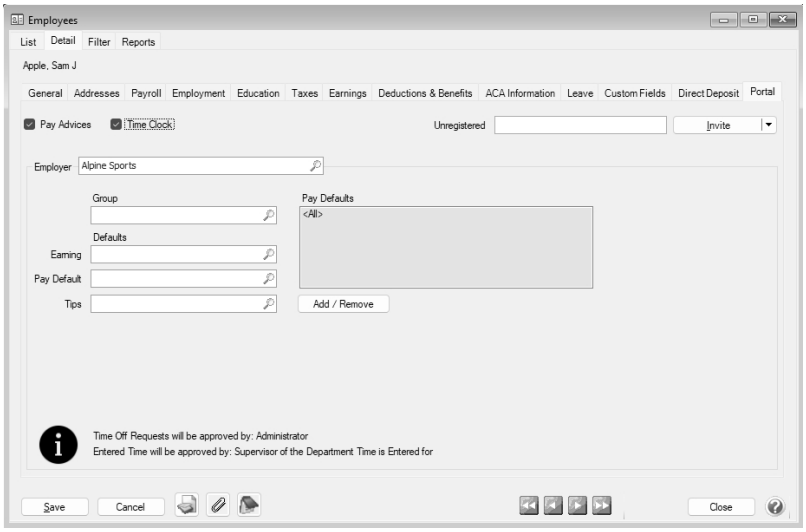
Frequently Asked Questions

Prerequisites:

- The Publish Pay Advices module allows you to provide online pay advices for directly deposited pay for employees or for paper checks. See the Direct Deposit document for specific information about setting up and using the add-on module.
- The CenterPoint Employee Portal Setup document must be completed before continuing.

Enroll Individual Employees in the Publish Payroll Advices Service

1. From CenterPoint Payroll, select **Setup** > **Employees** > **Portal** tab.
2. Click the **Pay Advices** check box to indicate that direct deposit advices or paper check advices should be published online.



3. If you would like CenterPoint to send the employee an enrollment email with instructions for registering, enter the email address in the **Unregistered** box and then click **Invite**. If you choose not to send the enrollment email, you will need to provide instructions to your employee outside of CenterPoint.

Note: The Employee Enrollment email notification text from **Employee Portal** > **Settings** > **Employee Notifications** will be sent to the employee email address entered here.

4. See the Frequently Asked Question section of this document for information about troubleshooting Publish Pay Advices.
5. Click **Save**.
6. Click **Close**.

Additional Employee Documentation:

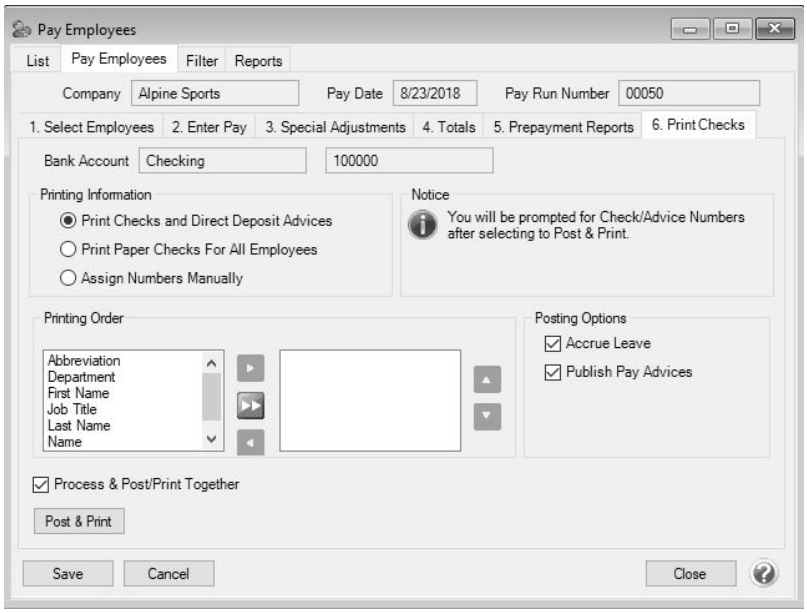
The following documentation is available and can be distributed to your employees. Click the link below to view the documentation.

- Employee Quick Reference for Publish Pay Advices – This document contains concise information about using Publish Pay Advices.

Publish Payroll Advices

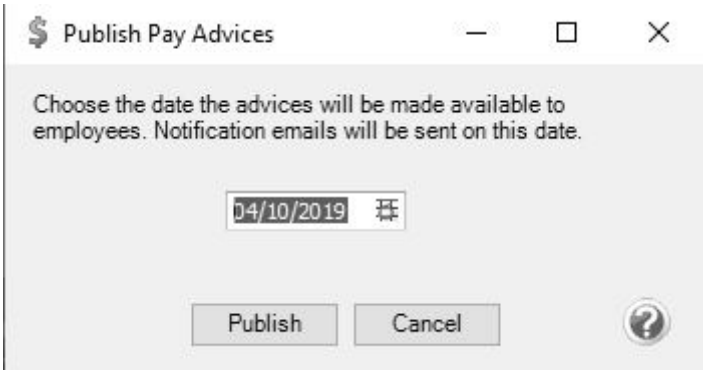
Option A - While Processing a Pay Run

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**.

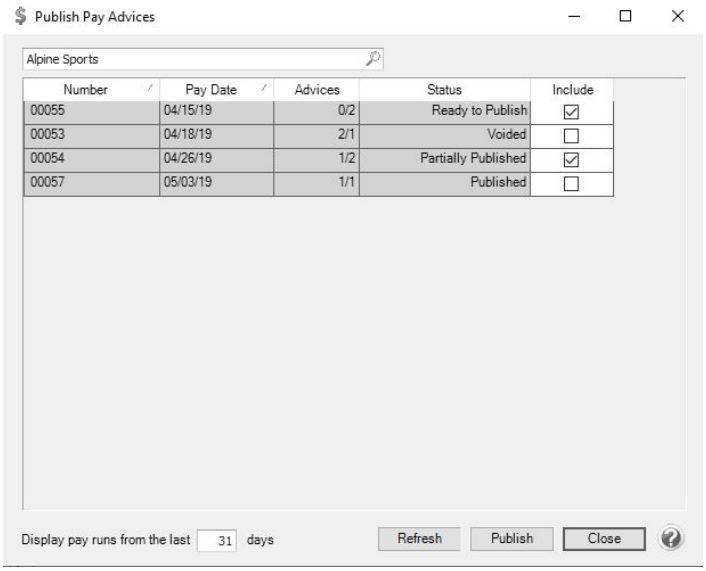


Note: The Advice Published email notification text from **Employee Portal** > **Settings** > **Employee Notifications** will be sent to the email address the enrolled employees registered with from noreply@redwingsoftware.com on the date selected above at 12 AM. Advices will not be available online and email notifications will not be sent until the date selected above.

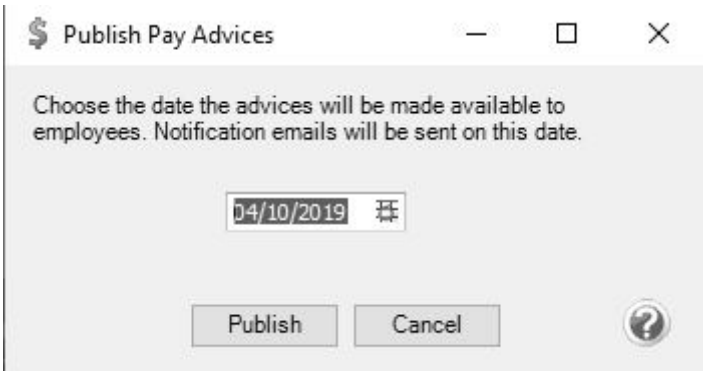
Option B - After Posting a Pay Run

1. Select **Employee Portal** > **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.

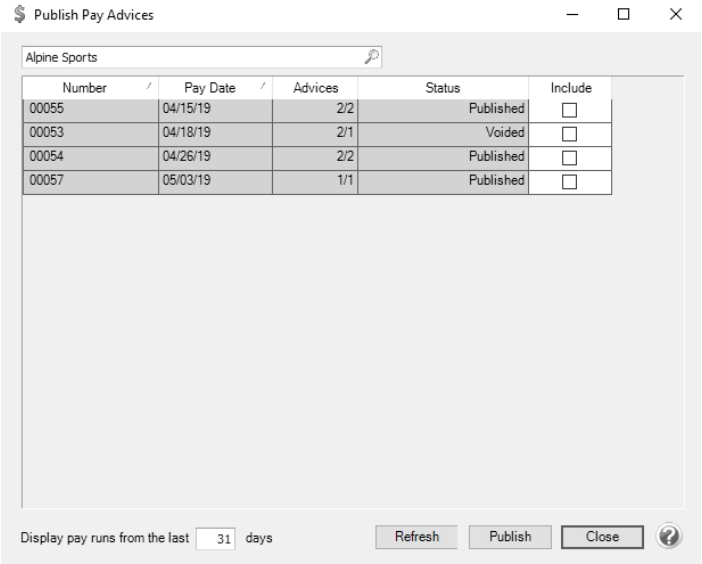


3. Under the **Advices** column, the first number is the advices that have already been published
4. Under the **Status** column, the following can display
    - **Published** - This status displays when a pay run includes enrolled employees that had the Publish Pay Advice check box selected when the 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**.



Note: The Advice Published email notification text from **Employee Portal** > **Settings** > **Employee Notifications** 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.

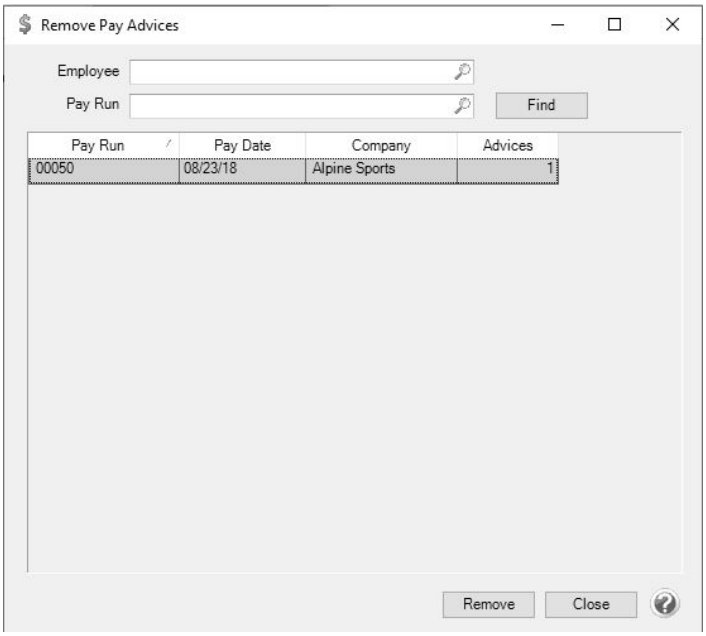
7. The status of the pay runs will change to a Published status as shown below.



8. Click **Close**.

Remove Published Pay Advices

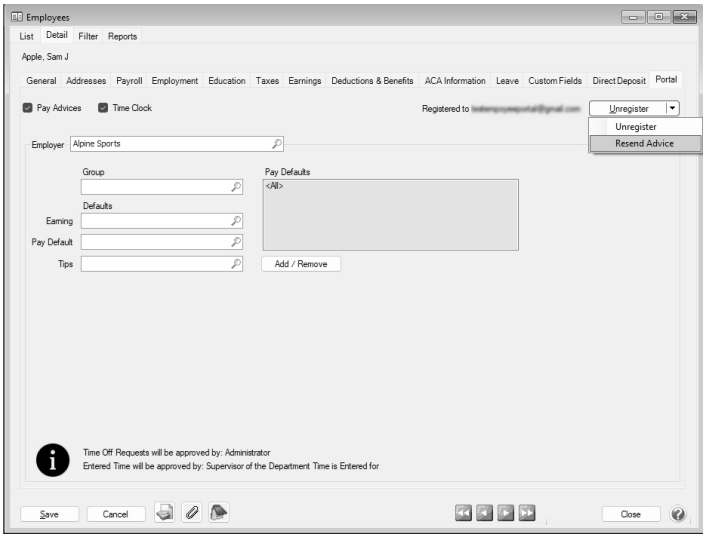
1. Select **Employee Portal** > **Pay Advices** > **Remove Advices**.
2. Select an **Employee** you want to remove published pay advices for or leave blank to include all employees.
3. Select a **Pay Run** you want to remove published pay advice in or leave blank to include all pay runs for the selected employee.
4. Click **Find**.



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 form the web. Are you sure?* message, click **Yes**.

Resend an Available Advice Notification to an Employee

1. Select **Setup** > **Employees** > **Portal** tab.
2. In the box next to **Registered "employee email address"** box, click the drop-down arrow and select **Resend Advice**
3. At the *Are you sure you want to send advice available email for this employee?* message, click **Yes.**.



Note: The Advice Published email notification text from **Employee Portal** > **Settings** > **Email Notifications** 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** > **Portal** tab.
2. Unselect the **Pay Advices** check box.
3. Click **Save**.

Note: The Employee Unenrolled email notification text from **Employee Portal** > **Settings** > **Email Notifications** 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 **Employee Portal** > **Settings.**.
2. Click **Synchronize**.
3. Click **OK**.

Frequently Asked Questions

Q: Can the default e-mail messages be changed?

A: Yes. To change email messages:

1. In CenterPoint Payroll, select **Employee Portal** > **Settings** and select the **Employee Notifications** 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 Messageof 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 Message 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 **Employee Portal** > **Settings** > **Administration** tab in the **Contact Name** and **Contact Email** boxes.

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?

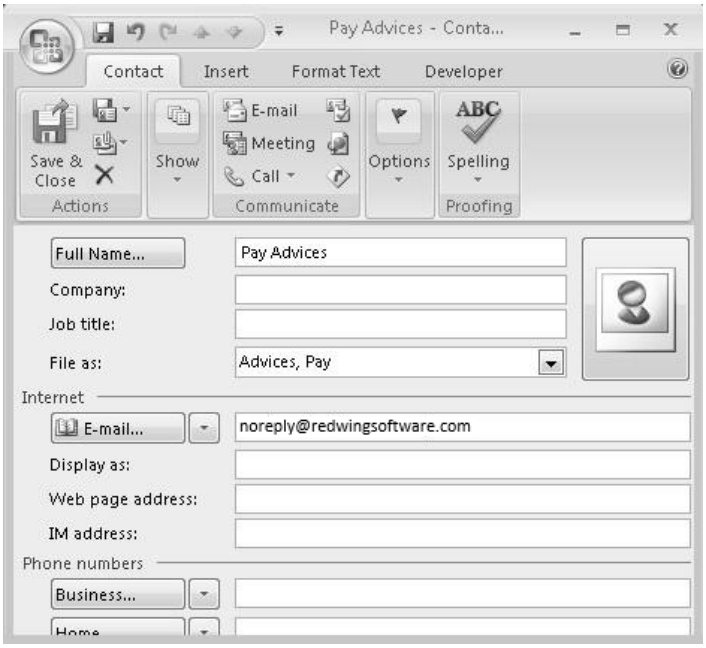
A: The employee will only receive pay advice notifications at the email address they specified in their Employee Portal settings.

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 web services 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 domain can be added as a safe domain.

Q: Is it possible to resend an Enrollment or Available Advice email 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 **Employee Portal** > **Pay Advices** tab.
2. In the box next to **Registered "employee email address"** box, click the drop-down arrow and select **Resend Advice**.
3. At the *Are you sure you want to send advice available email for this employee?* message, click **Yes.**
4. Click **Save**.

Resend an Enrollment Email Notification to an Employee

1. Select **Setup** > **Employees** > **Portal** tab.
2. In the **Unregistered** box, enter the email address and then click **Invite**.

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 Employee Portal> Settings > Email Notifications tab 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@redwingsoftware.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: 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: My CenterPoint Payroll data and web services are not reflected correctly. How can I ensure they are in sync??

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 in **Employee Portal** > **Registration** tab..

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:

- **Employee Portal** > **Pay Advices** > **Publish Advices** > **Allow Publish Advices**
- **Employee Portal** > **Pay Advices** > **Remove Advices** > **Allow Remove Advices**
- **Employee Portal** > **e Settings** > **Allow Set of Employee Portal 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 **Employee Portal** > **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 for payroll web services online?

A: An employee can change their password in CenterPoint Employee Portal by following the steps below:

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**
2. On the menu on the left side of the screen, select **Settings** and then click **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 Employee Portal > Settings > Email Notifications 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 be will 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.

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. 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 status strip in the lower-right side 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**.

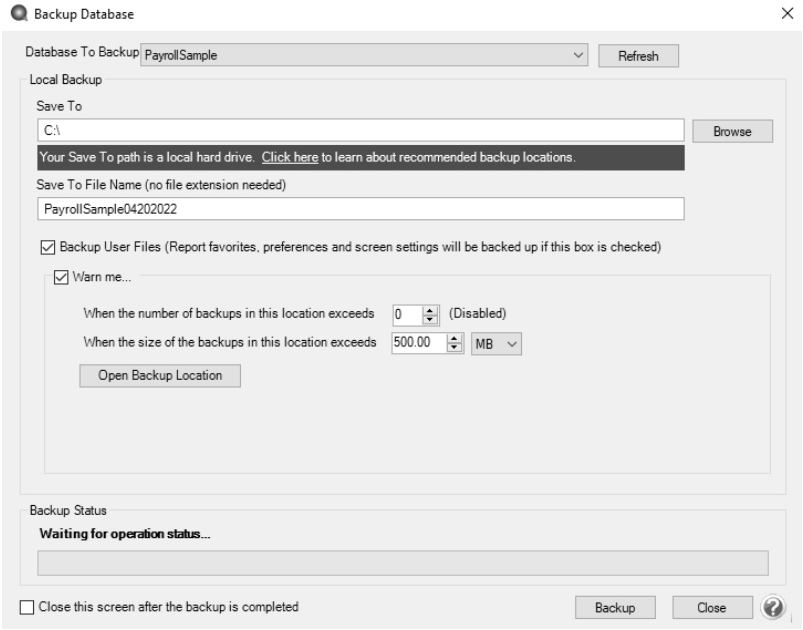
Set Preference to Display Backup Screen Upon Exit (Optional)

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 Database, in the **Backup on Exit** box, select **Yes**.

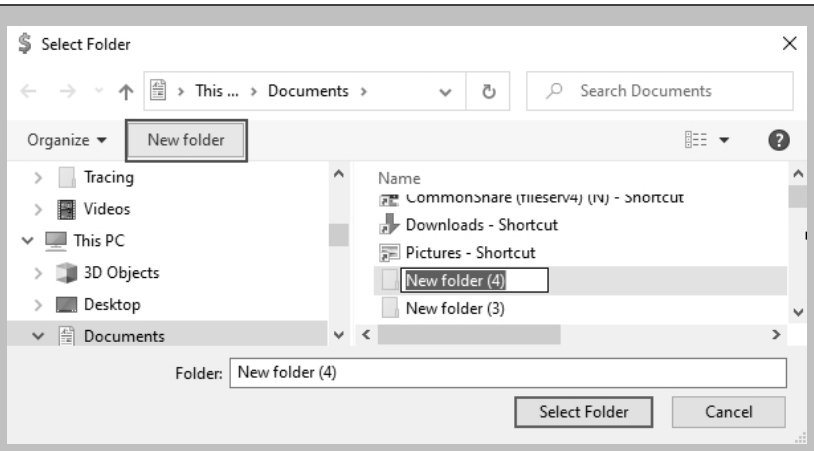
Back Up a Single User Database

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 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 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.
- To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).

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**.

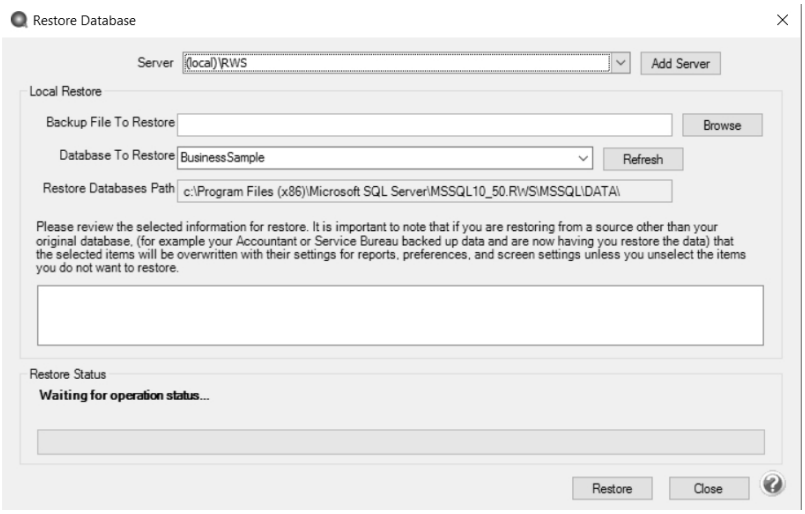
Tip: Define a Preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

1. Select **File > Preferences > General**.
2. Select **Backup**. Under Backup, in the **Backup on Exit** box, select **Yes**.

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 flash or another hard drive). The file name for the backup file is "**databasenameMMDDYYYY.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 over-written 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.

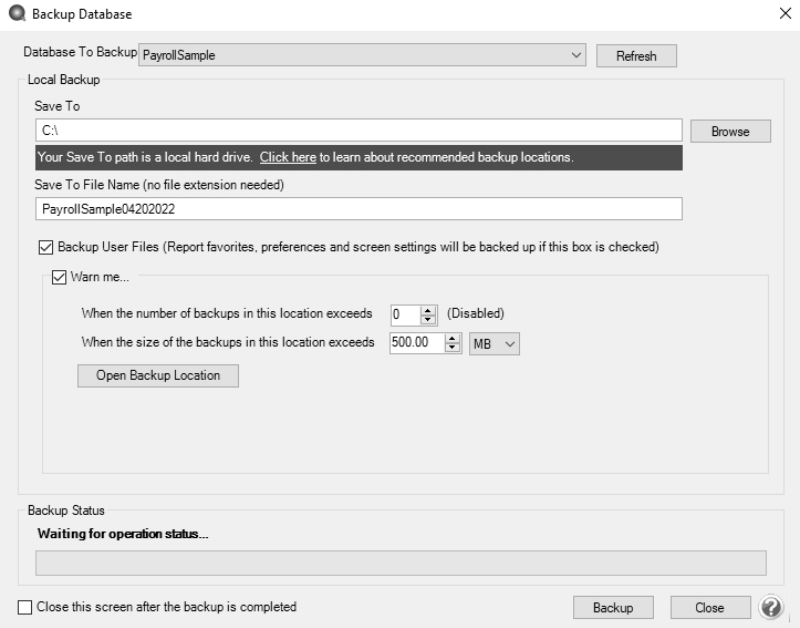
Prerequisites

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.**



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**.

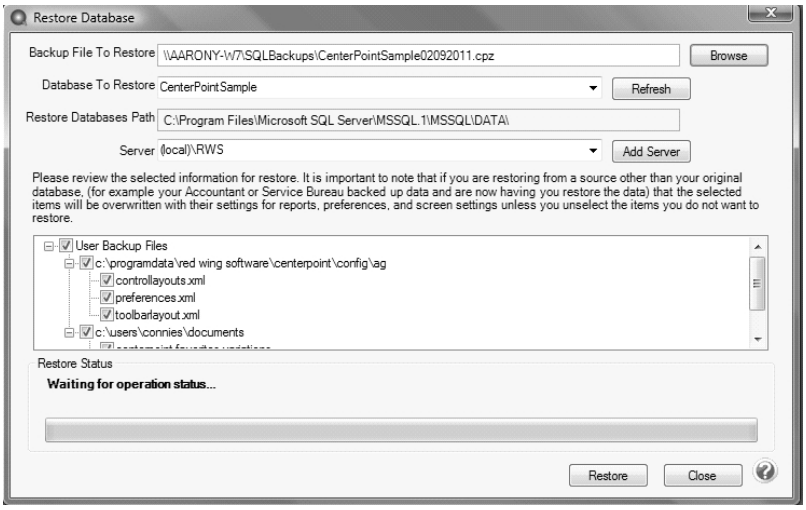
Note: You can define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

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 or 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.

Set Preference to Display Backup User Files Screen on Exit

Back Up User Files

To copy the backup to CD or a DVD-RW Drive

Restore User Files

Set Preference to Display Backup User Files Screen Upon Exit (Optional)

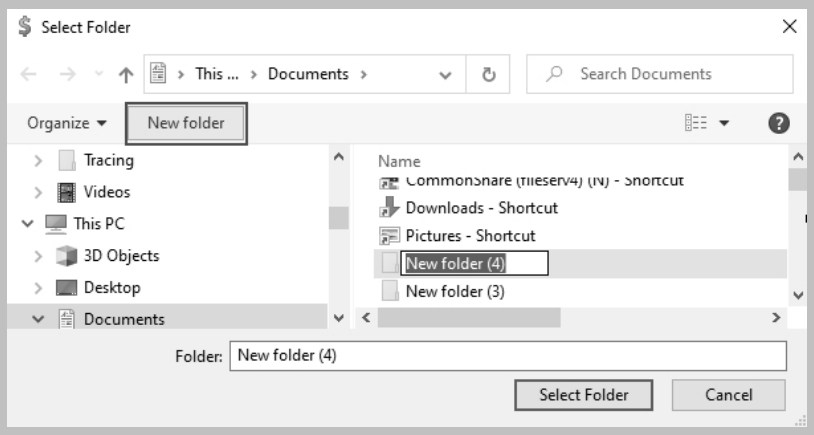
To define a preference that will automatically display the Backup User Files screen each time you exit CenterPoint (just as if you selected File > Backup > Backup User Files):

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup User Files, in the **Backup on Exit** box, select **Yes**.

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**, select the location 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 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.

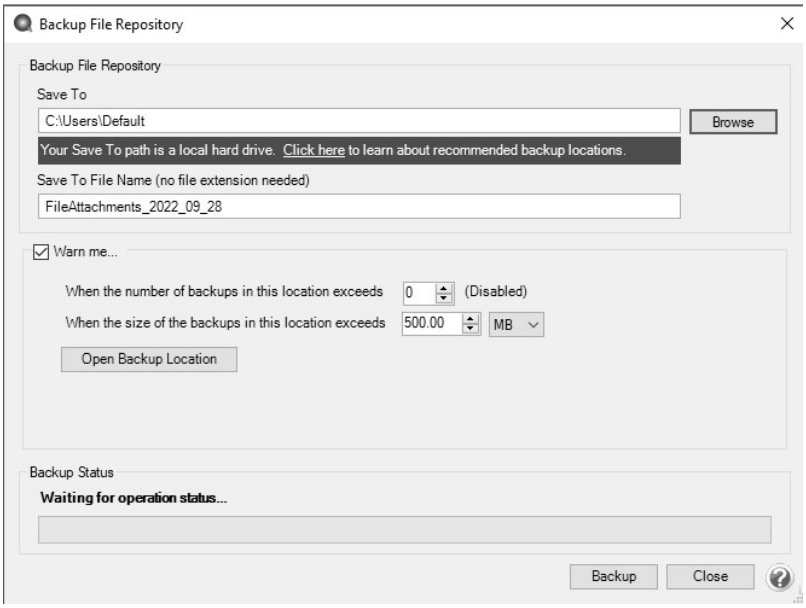
To copy the backed up files to the file repository, use the Restore feature at the end of this topic.

Back Up File Repository

Restore File Repository

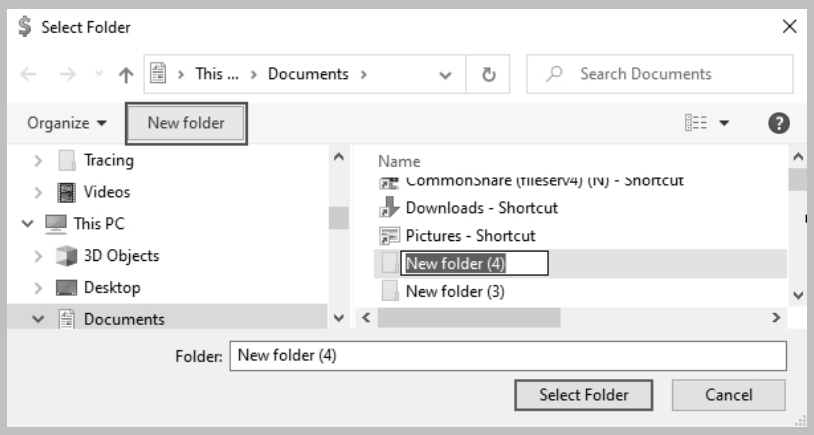
Back Up File Repository

1. Select **File** > **Backup** > **Backup File Repository**.



2. In the **Save To** box, a default path displays. Click **Browse**, 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 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 or Restore Aatrix History

The Aatrix History File contains your historical Federal/State Tax Forms. It is necessary to back up this file 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 regularly.

Set the Aatrix History Files Location

Back up Aatrix History Files

Restore Aatrix History Files

Set the Aatrix History Files Location

If you are networked and would like to specify where the Aatrix history files are saved instead of the default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, follow the steps below.

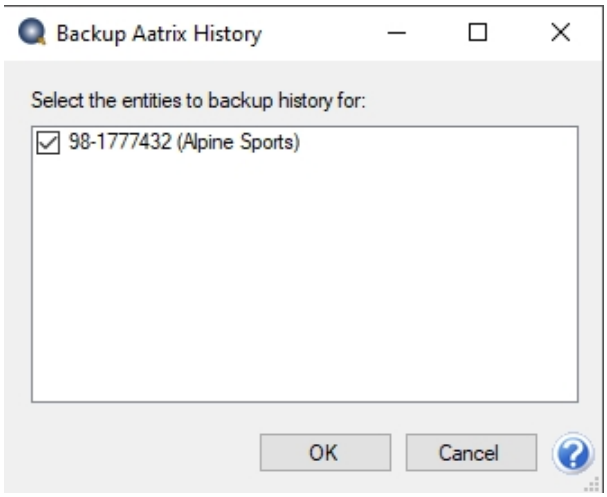
1. Select **File** > **Preferences** > **Reports** > **Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, change the displayed default location to the network location you want to save the Aatrix History file to.
5. Click **Save**.

If you do not use a custom file location (the Use Non-Default File Location box is set to No), the Red Wing Software default location used is <Users>\<User>\AppData\Local\Aatrix Software\Aatrix Forms\Red Wing\.

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 entities 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 AatrixHistoryBackup.zip File will have one or more sub-folders, each sub-folder contains files for a specific EIN number. If you use CenterPoint Payroll and CenterPoint Accounting, this backup will include your payroll and accounting Aatrix information.

Restore Aatrix History Files

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

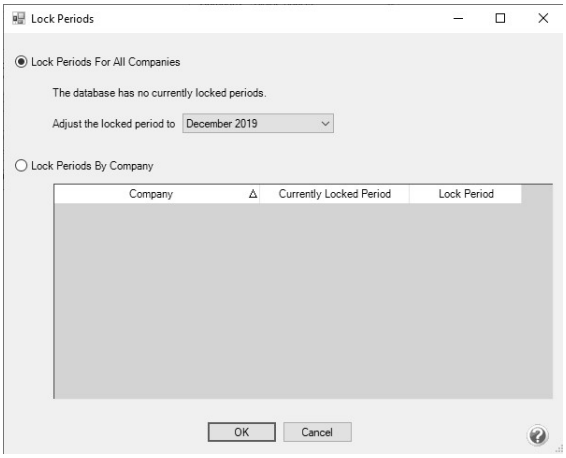
1. Select **File > Restore >** .**Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the entities you want to restore history for.
4. Click **OK**.
5. At the *This will overwrite the existing history data, are you sure?* message, click Yes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

Locking Periods or Years in CenterPoint

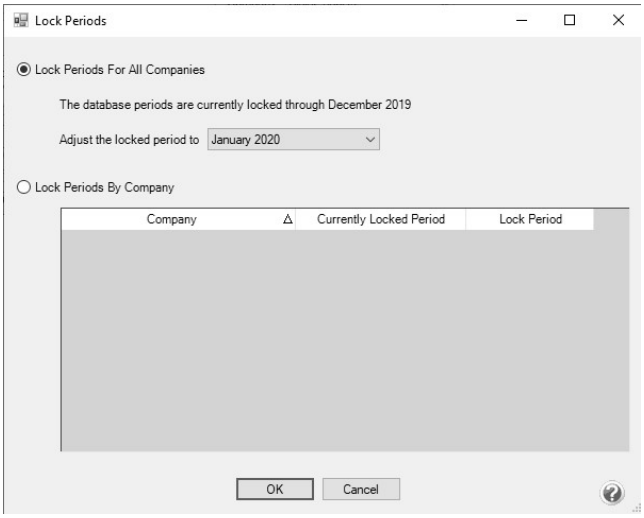
The Lock Period function in CenterPoint restricts users from modifying, deleting or adding transactions in a particular period or year. For example, after financial reports (or tax reports) are printed for a period or year, that time period can be locked so the transactions that created the balances 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.

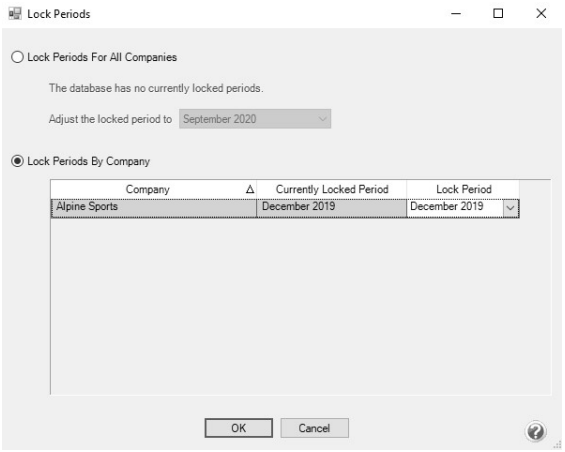
1. Select **File** > **Administration** > **Lock Periods**. The first time you select this menu option for a database, your screen will display with a "The database has no currently locked periods" message:



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)

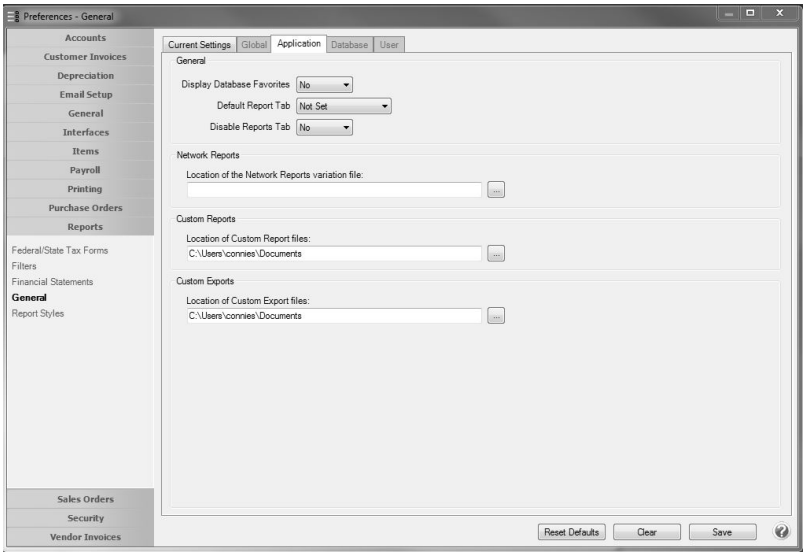
Step C - Export Data Using the New Custom Export Program

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 sav`ed 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)

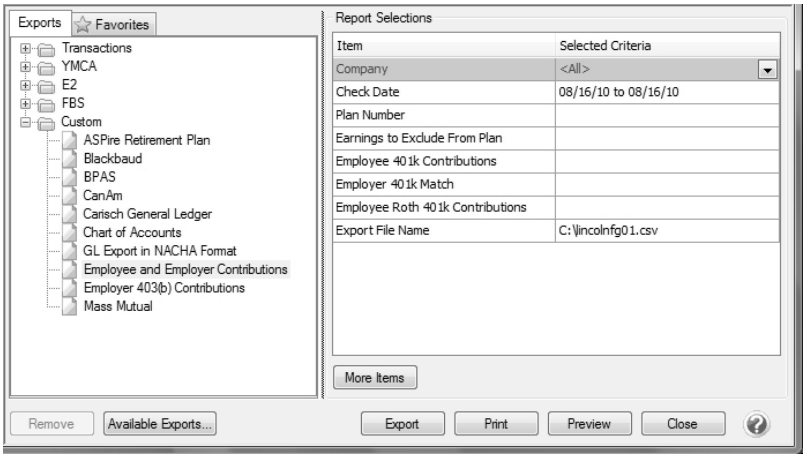
1. Select **File > Preferences**.
2. Select **Reports** and then **General**.
3. Select the **Application** tab.



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:

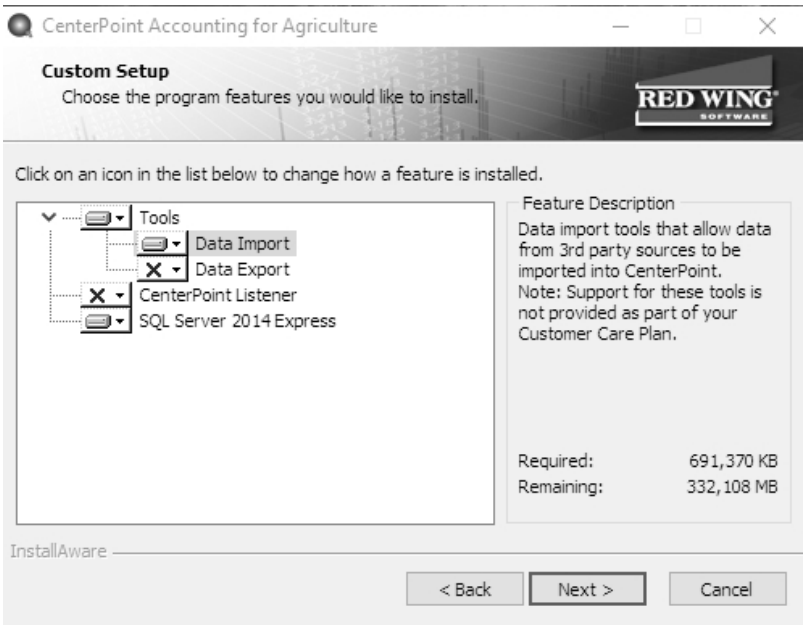
Installing the CenterPoint Data Importer
Using the CenterPoint Data Importer for Master Files
Mapping by Column
Rules
Specify How Your .CSV File is Defined
Mapping by Data Field
Rules
Define the .CSV File Fields/Columns
Performing the Import
Using the CenterPoint Data Importer for Transactions
Mapping 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.

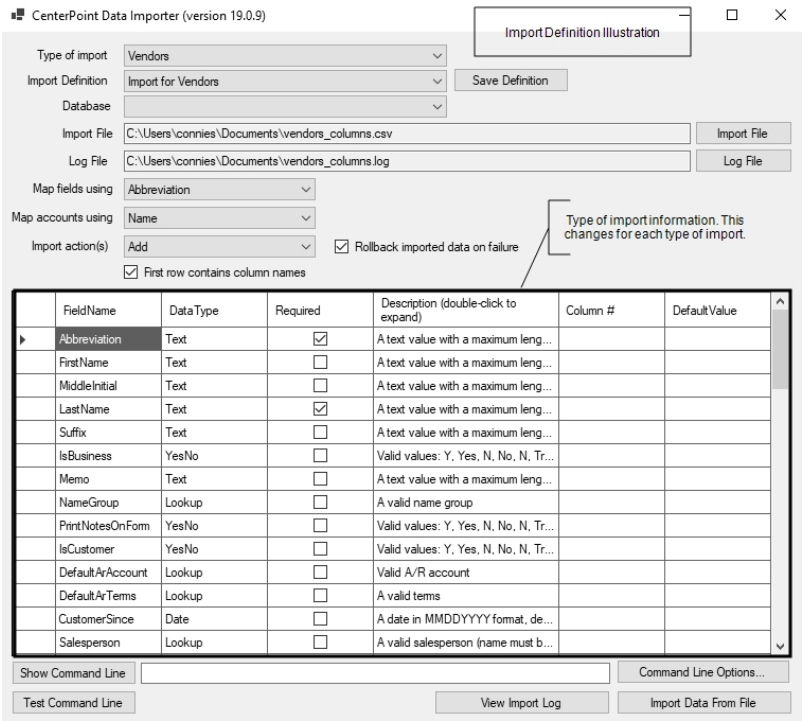
Rules

- The data to be imported must be saved in a comma delimited (.CSV) file.
- The data to be imported must be saved in a comma delimited (.CSV) file.
- 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.

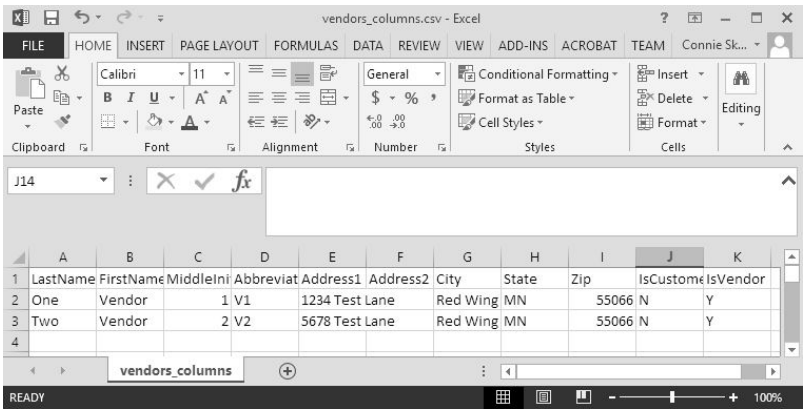


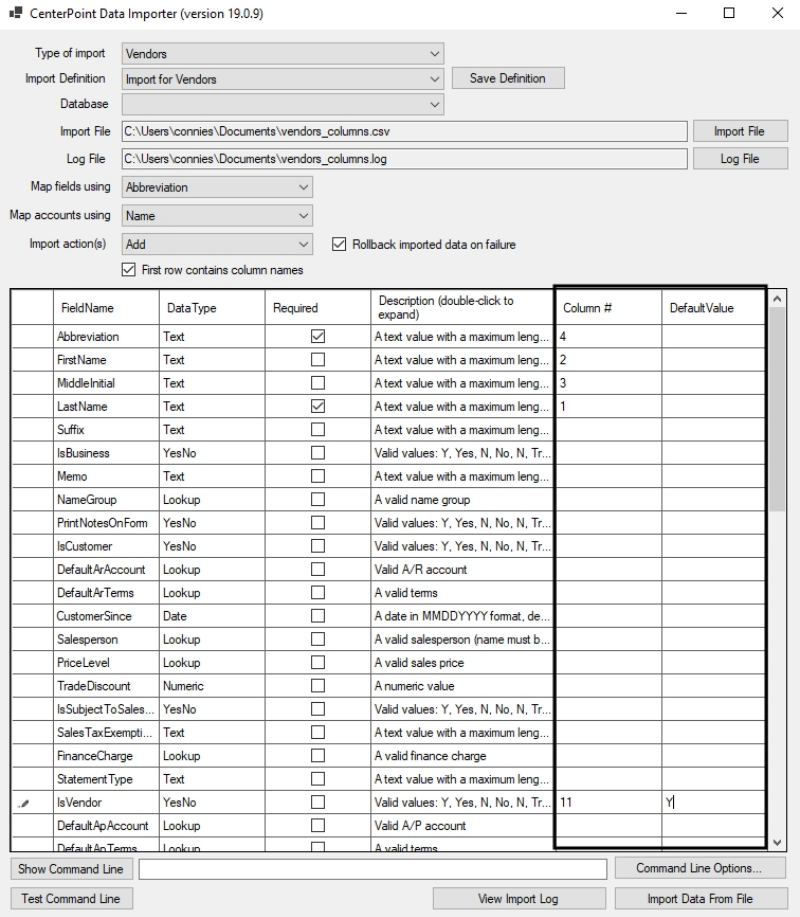
In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- **DataType** - 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 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.





4. 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

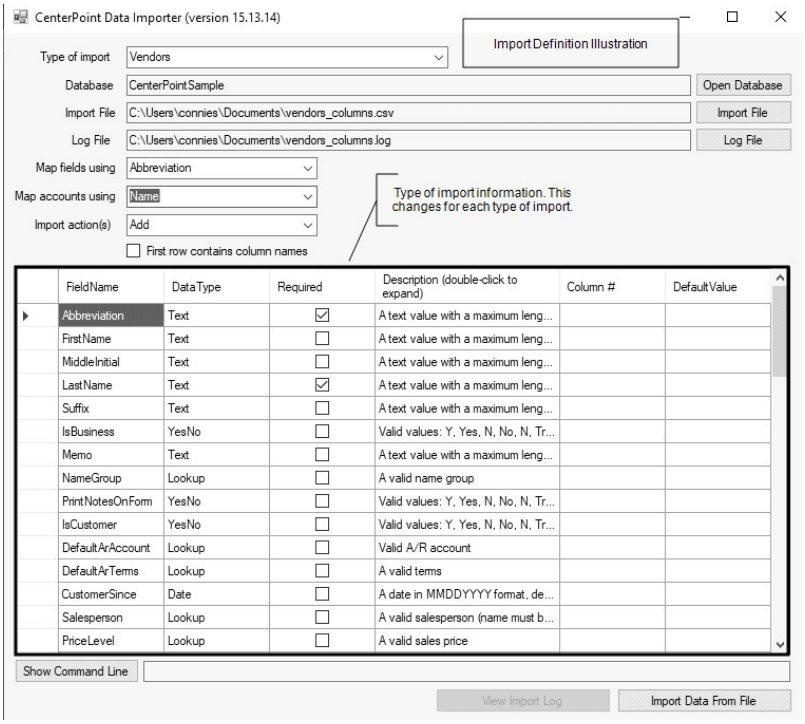
- The data to be imported must be saved in a comma delimited (.CSV) file.
- The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.

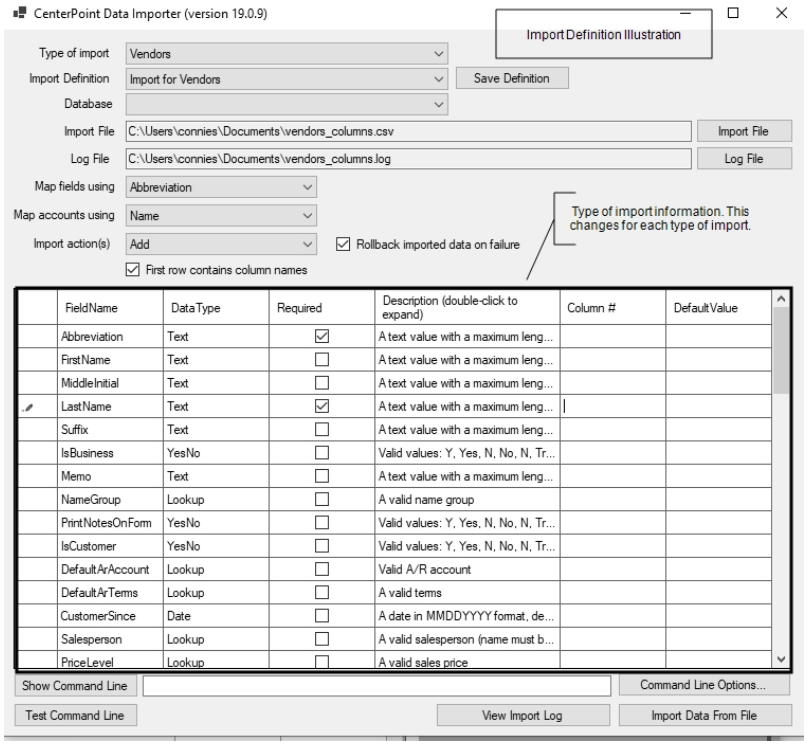
- Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee 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..

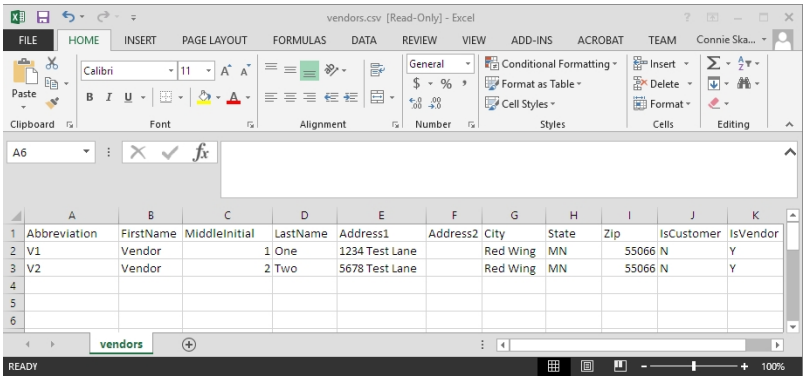




In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- **DataType** - 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.



- 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.

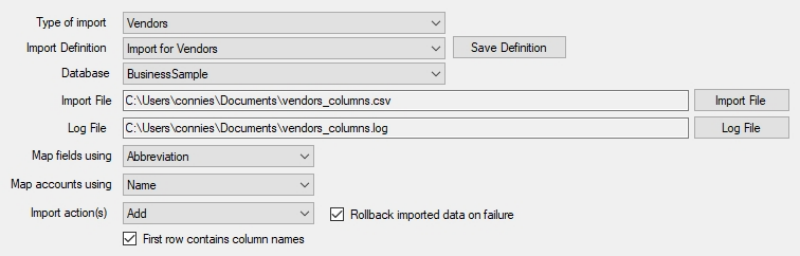
Performing the Import

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.



10. Select the **First row contains column names** check box if the import file contains column names in the first row.

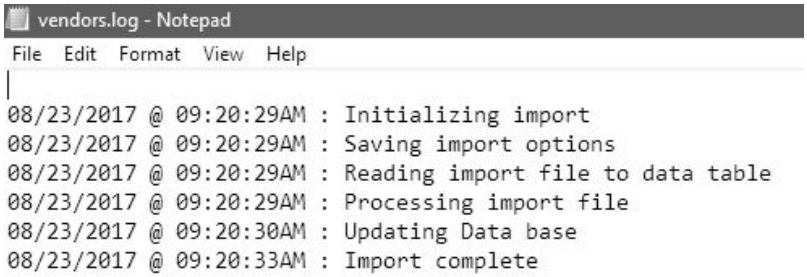
11. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.

12. The **Rollback imported data on failure** check box is used to determine the action to take if the import is not successful:

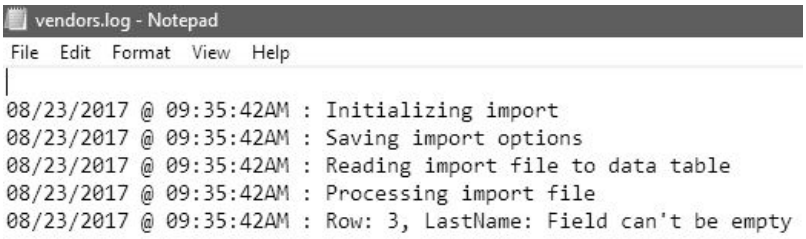
    1. If selected, any rows imported successfully before the failure will not be saved to the database.

    2. If not selected, any rows imported successfully before the failure will be saved to the database.

13. 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.



14. 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.



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

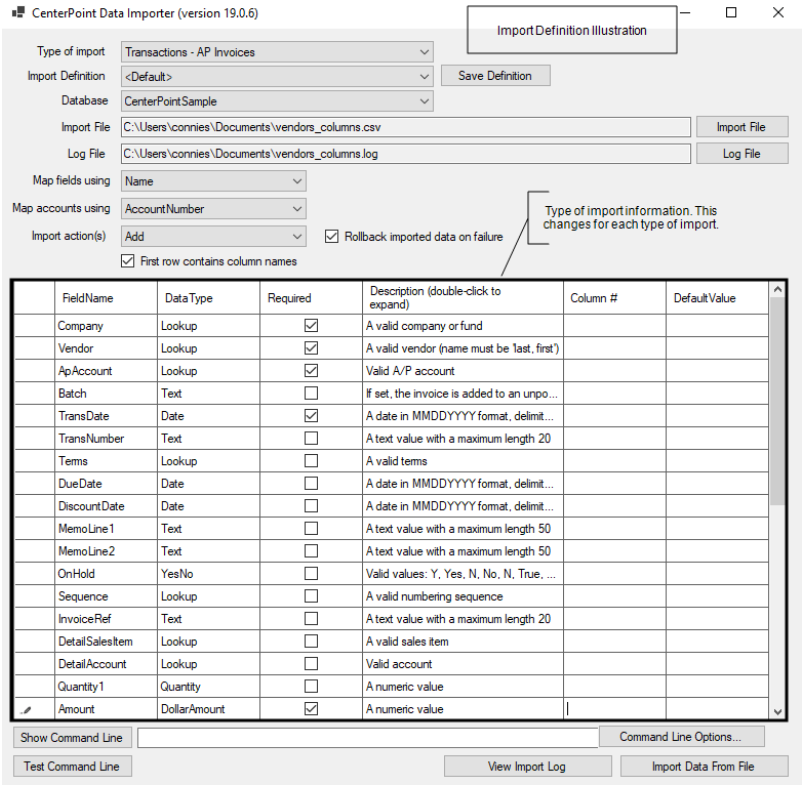
- The data to be imported must be saved in a comma delimited (.CSV) file.
- The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, 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).
- Transactions cannot include a parent account on a detail line. An invalid account message will prevent posting to a parent account.

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..

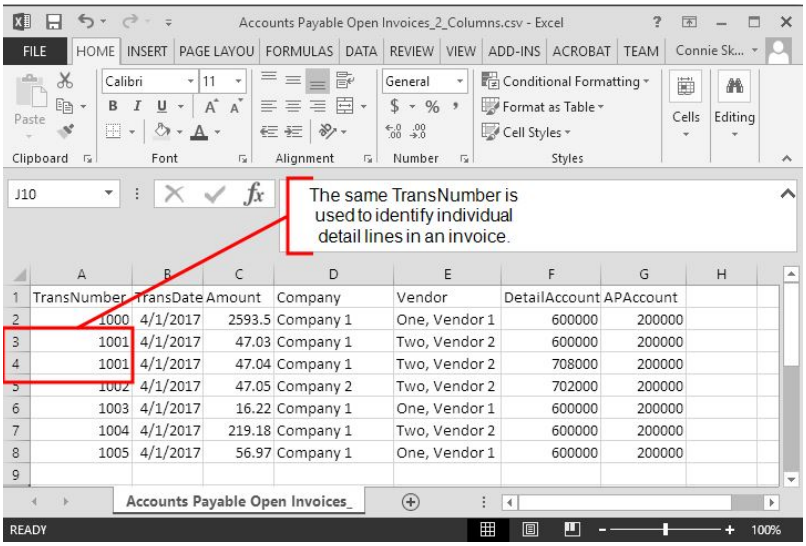


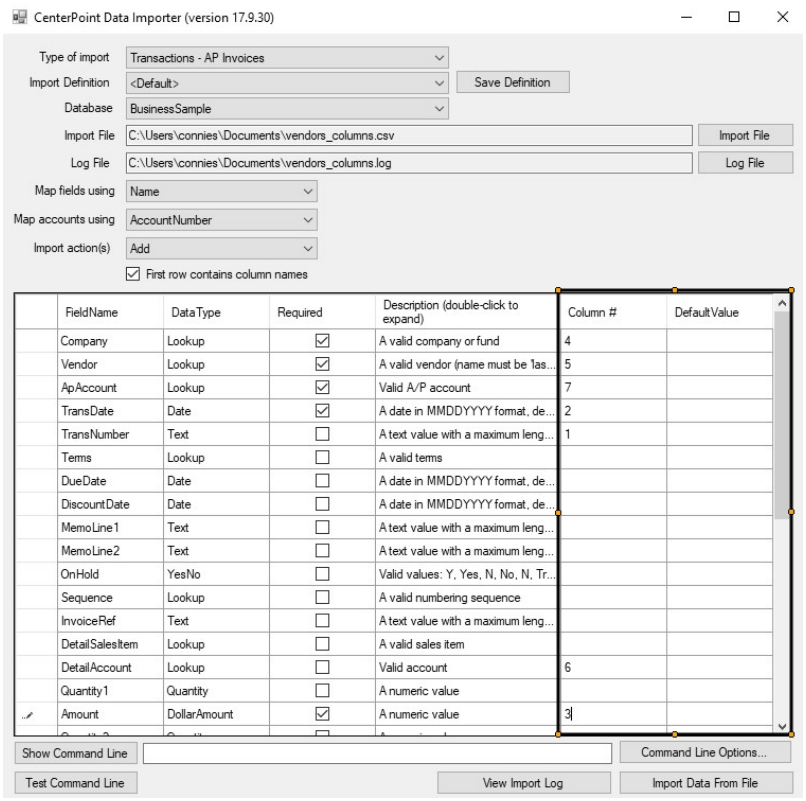
In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- **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).
- **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 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.





4. Continue with the Performing the Import section in the Using the CenterPoint Data Importer for Transactions section of this document.

Mapping by Data Field

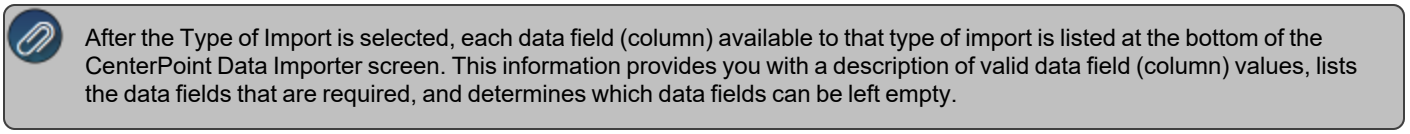
Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

Rules

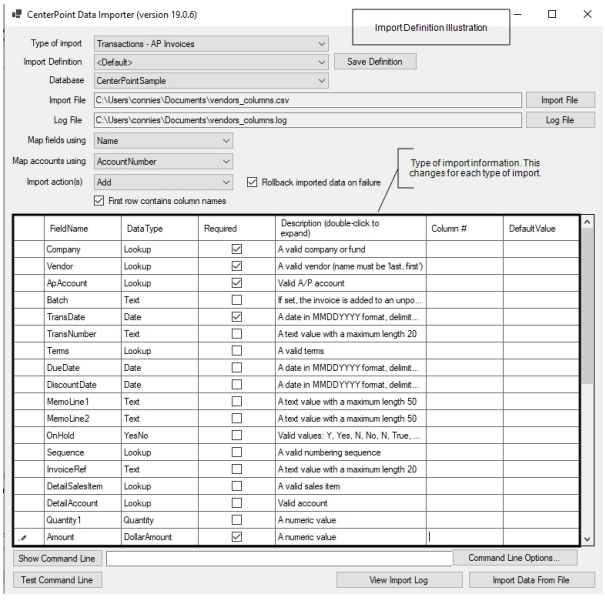
- The data to be imported must be saved in a comma delimited (.CSV) file.
- The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- The file must include all the data 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.



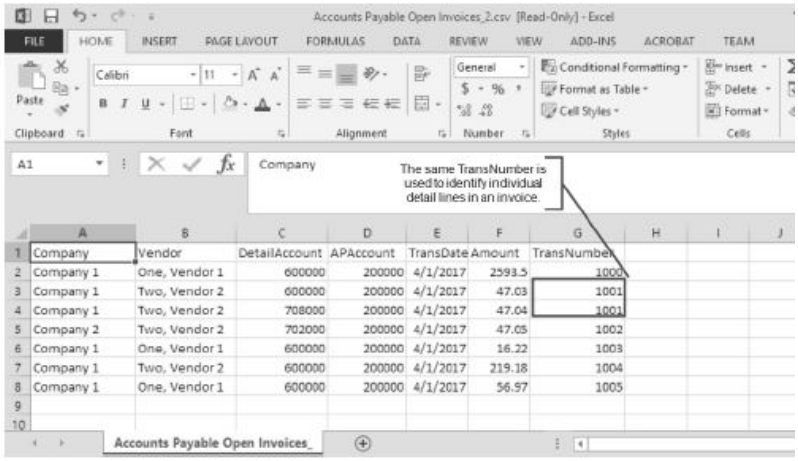
After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, lists the data fields that are required, and determines which data fields can be left empty.



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.



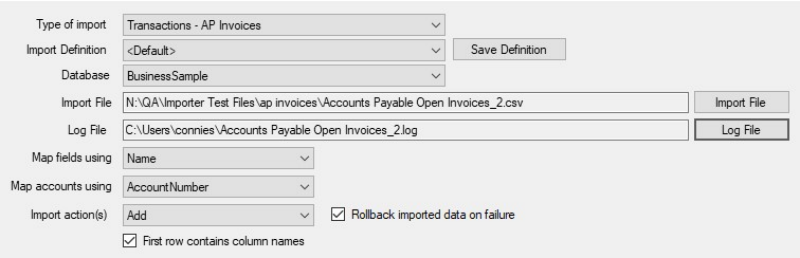
- Each column includes a header from the FieldName list, for example Company/Fund, Vendor, DetailAccount, APAccount, TransDate, Amount, TransNumber, etc. are all listed in the FieldName column from the Type of Import Information in the Import Definition Illustration in this section.
- According to the 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.

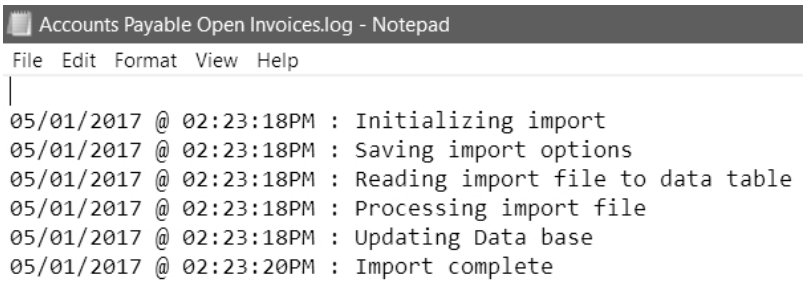
Performing the Import

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.



10. Select the **First row contains column names** check box if the import file contains column names in the first row.
11. 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.

12. The **Rollback imported data on failure** check box is used to determine the action to take if the import is not successful:
    1. If selected and an error occurs during the import, any rows imported successfuly before the error will not be saved to the database.
    2. If not selected and an error occurs during the import, any rows imported successfully before the error will be saved to the database.
13. 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.



14. 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.

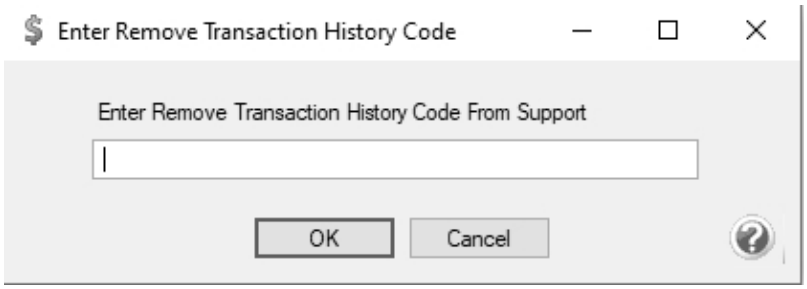
Remove Transaction History

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.

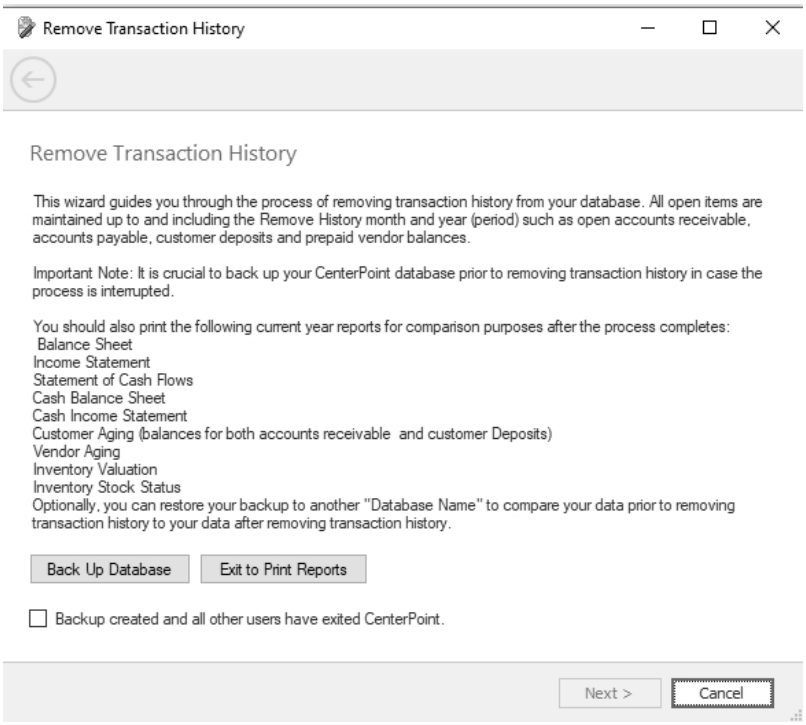
This process could be quite lengthy depending on the size of the database, number of years of data, and the number of companies. So, it is suggested that the process should be run when the accounting system can be down for several hours.

Important Note: This process cannot be reversed. It is crucial to back up the CenterPoint database prior to removing transaction history.

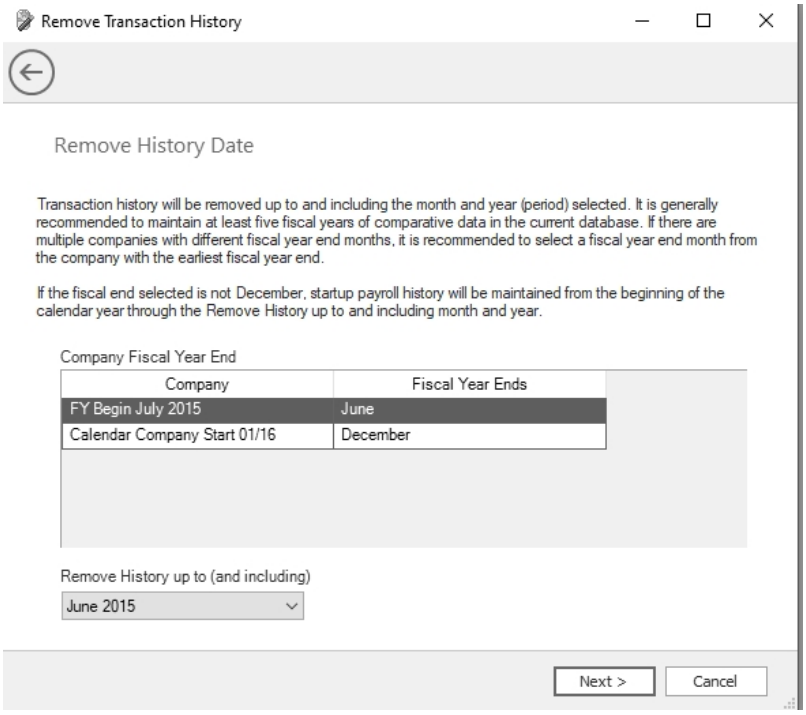
1. Open the CenterPoint database the historical transactions will be removed from.
2. Print the following reports:
    - **Reports** > **Reports** > **Financial Statements**:
        - Balance Sheet – Current Period and the Remove History Date
        - Cash Balance Sheet (only if using cash tax basis 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.
    1. Click the **Beginning Period** button.
    2. 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.



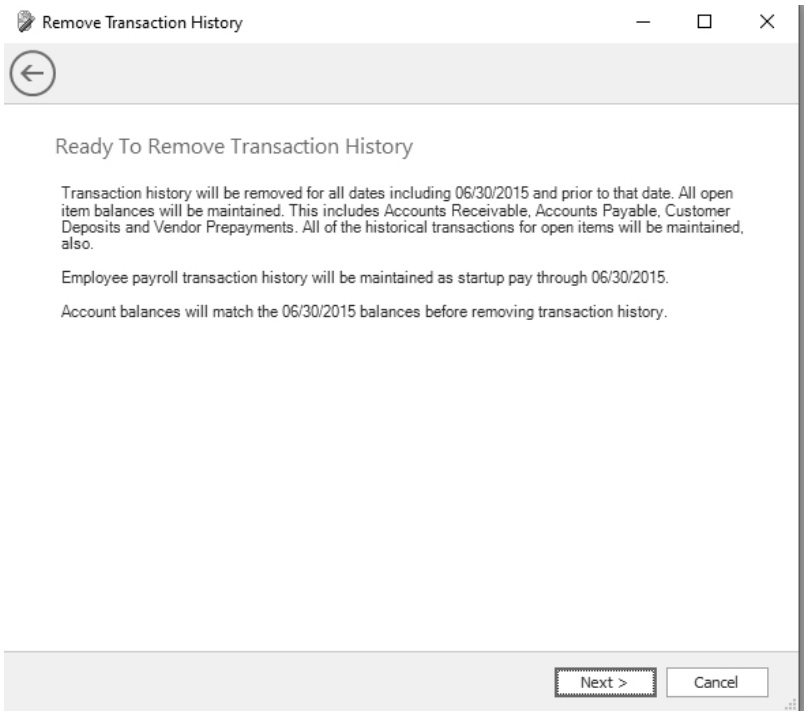
9. Click **OK**.



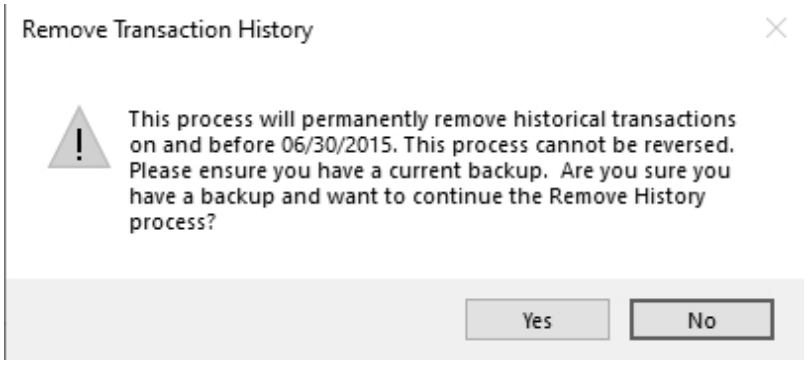
10. Select the **Backup created and all other users have exited CenterPoint** check box and then click **Next** to continue.



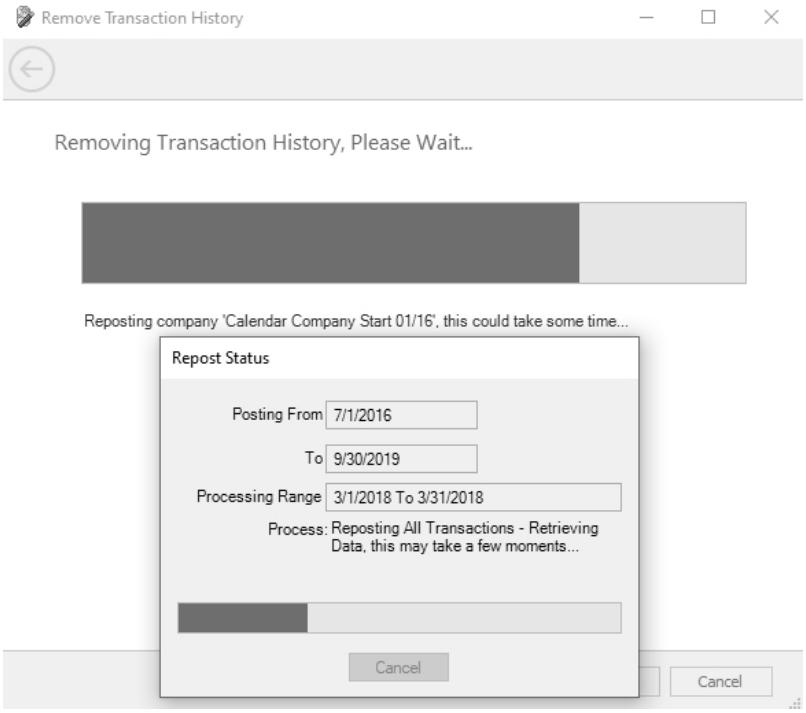
11. Select the **Remove History up to (and including)** month and year. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll 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.



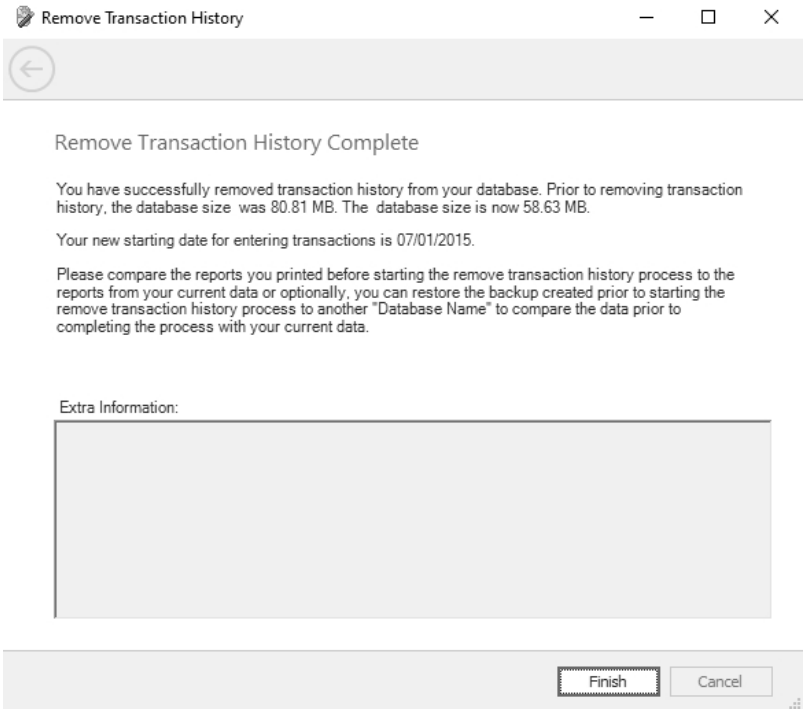
13. Verify the transaction history removal dates on the Ready to Remove Transaction History screen. After the dates are verified, click **Next** to continue.
14. Verify the transaction history removal date on the Remove Transaction History screen and confirm that you have a current backup. After the verification, click **Yes** to continue.



15. The Removing Transaction History, Please Wait.... screen displays. The removal process make 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

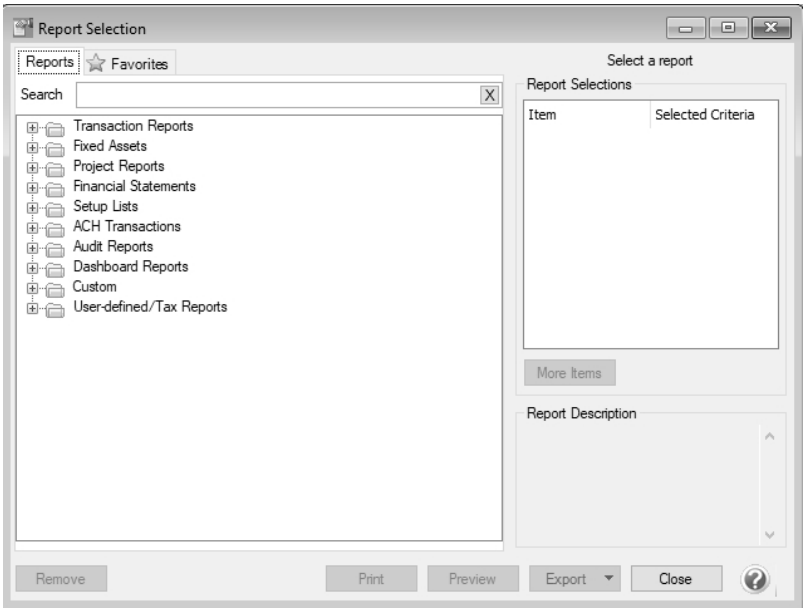
Setup Network Favorites

Generate a Batch of Reports

Set Report Level Security

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 will display (each report will have different filters available). These options allow you to filter the data you see in the reports, including the date range for which you are generating the report. Once a report is selected, the report name will also be displayed above the selections and remain highlighted in blue on the left side of the screen when using the selections.

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.

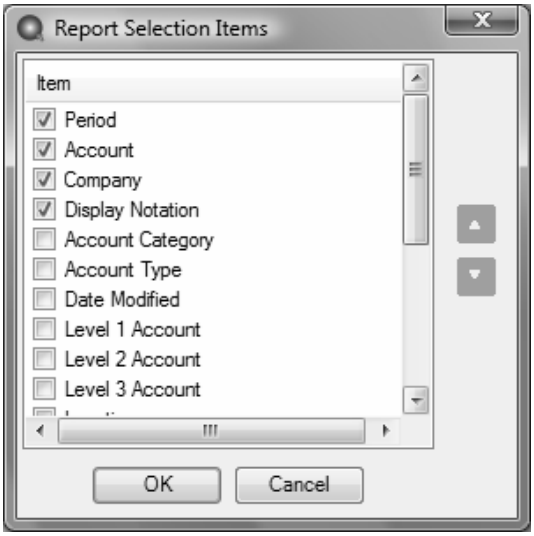
Note: You can select up to 500 items to filter the report by for each option.

- Click **OK**.

Note: To clear a filter and return the selection to All, select the filter and click **Clear**.

- For more information, see the Report Selections and Selection Criteria procedure.

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**.



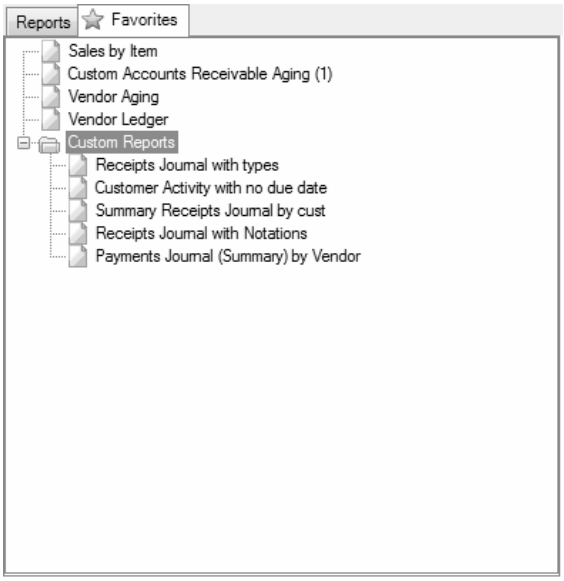
- Check the box for any filters you want to add.
- Click **OK**. All selected filters will now be displayed with the default Report Selections.

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.

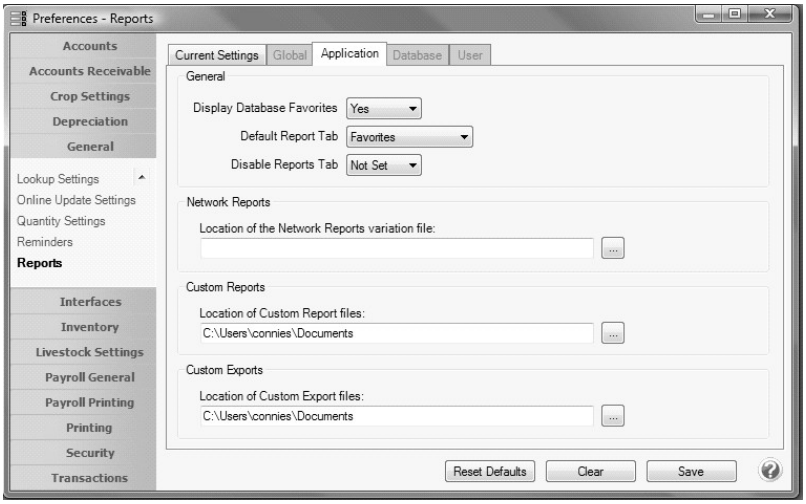
4. To remove reports from your Favorites tab, right-click on the report and select **Delete**.
5. To determine which tab will be the default tab when you select Reports > Reports, select **File** > **Preferences > General** > **Reports,** click on the **Application** tab, and in the **Default Report 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.

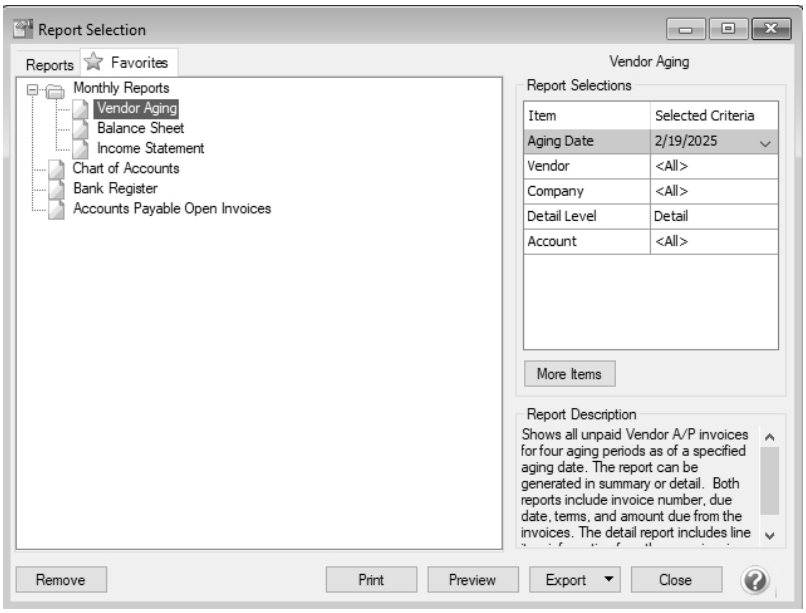


Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions on adding reports and creating folders on the Favorites tab.

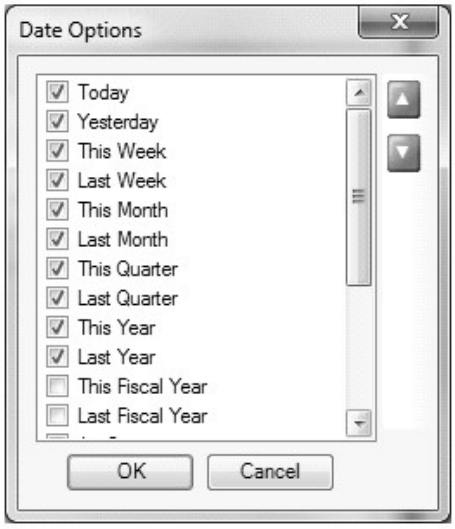
    - Create a folder on the **Favorites** tab for your batch and drag the desired reports to that folder.
    - Select the first report in the folder and identify a preset date range in the **Report Selections**.



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.

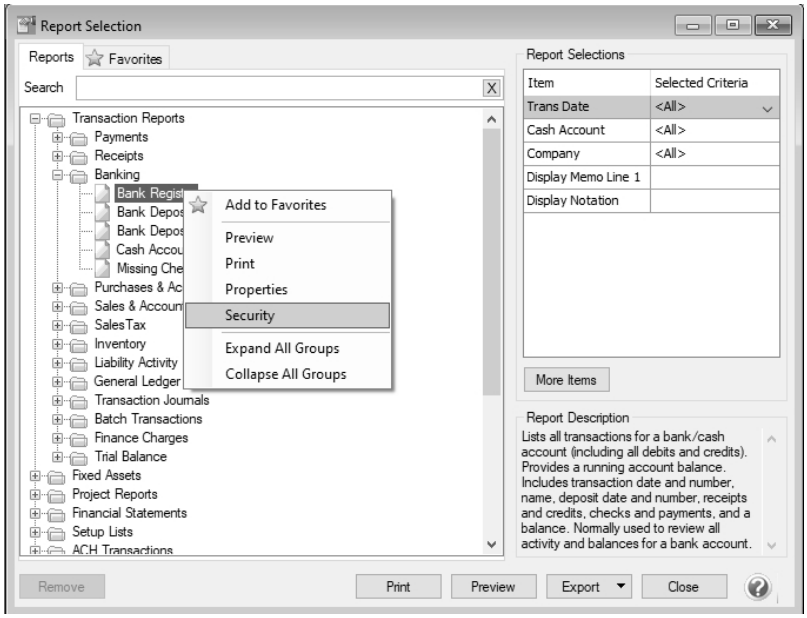
- Generate the Reports:
  - From the **Favorites** tab, select the folder for your batch reports.
  - Choose the **Batch date** and **Company/Fund** from the **Report Selections**. When the report is generated, a combination of the preset date range assigned in the report and the Batch Date will be used 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.

Set Report-level Security

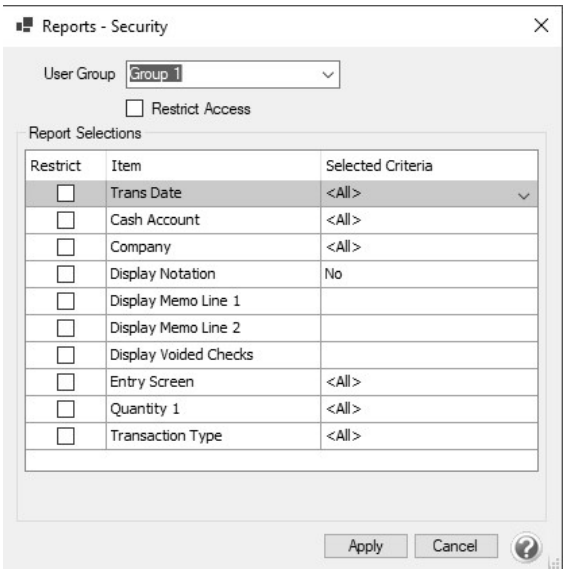
This option allows Administrators to configure report-level security by user group for the report selections criteria for a report or prevent access to the report.

When setting report-level security for report selections, the Administrator can set a default value for specific criteria for the report when the user group prints/previews a report. When the default is set, it cannot be changed when the user group prints/previews the report.

1. Log into a CenterPoint database as an Administrator.
2. Select **Reports** > **Reports** and select the report you want to set report-level security for. The example below will use the Bank Register report.
3. Right-click on the report and select **Security**. This menu is only available when logged in as an Administrator.

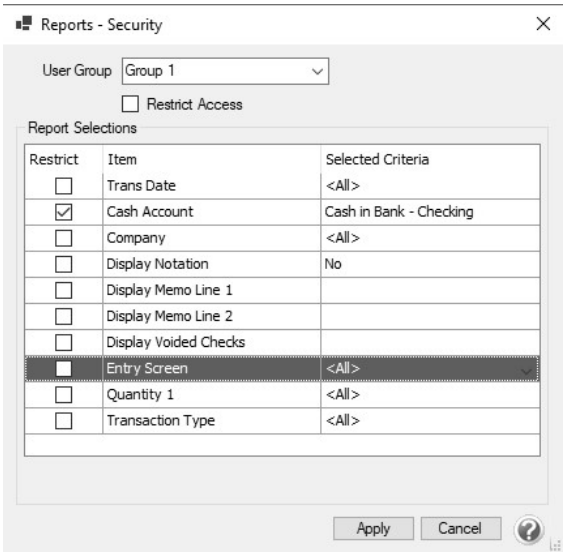


4. The Reports - Security screen displays with all of the available Report Selections for the selected report. Select the **User Group** this report-level security setting applies to.



5. This screen allows you to set the following report-level security for the selected User Group.T

   - To prevent access to the report for the specified User Group, select the **Restrict Access** check box.
   - To set a default value for a Report Selection, click the drop-down arrow in the **Selected Criteria** column, and then select the default reporting criteria. For example, you may want to set a default Cash Account for a Bank Register report.
   - To prevent access to changing the default value for the selected Report Selection, select the **Restrict** check box. For example, if you want to prevent users in a User Group to be able to change the default Cash Account for a Bank Register when printing/previewing a Bank Register report.



6. Click **Apply**.
7. Click **OK**.
8. Close the Reports - Security screen.

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**).

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>***.

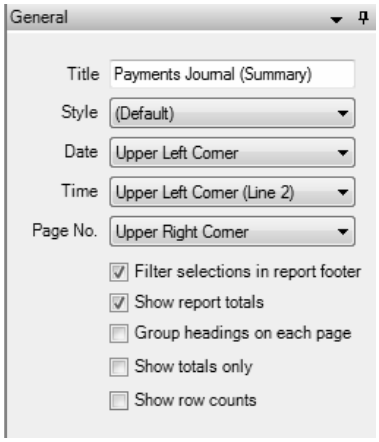
2. Choose the appropriate Selection Criteria and click **Preview**.

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.
    - **General tab**: Manages the title and style of the report and the position of the date, time stamp, and page numbers.
    - **Header tab** : Controls the information displayed in the report heading (title, company/fund name, etc.).
    - **Columns tab** : Select which columns of data do and do not print on the report.
    - **Group & Sort tab** : Manages how data is sorted and subtotaled (grouped).
    - **Filter tab** : 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.
    - **Footer tab :** 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.



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

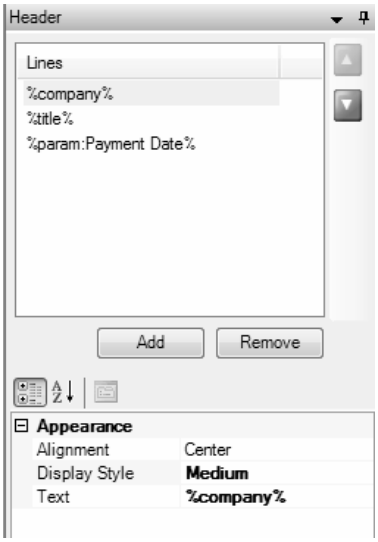
1. From the preview of any report, click on the **General** tab.
2. Click on the **Page No**. drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

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.



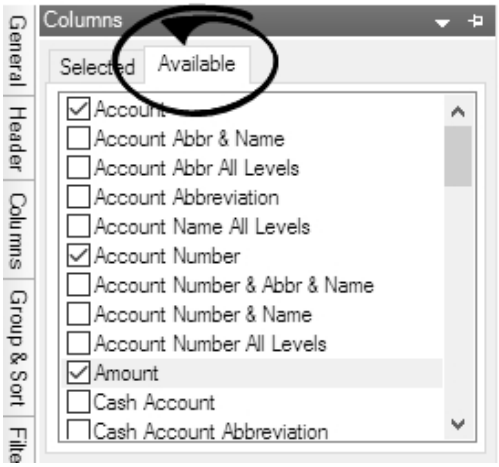
2. At the top of the screen in the Lines area, click on the header information that you'd like to change (Company/Fund, Title, etc.) and the **Appearance** information for that line will display below.
3. To change the size of the text used for that line on the report, click in the **Display Style** 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

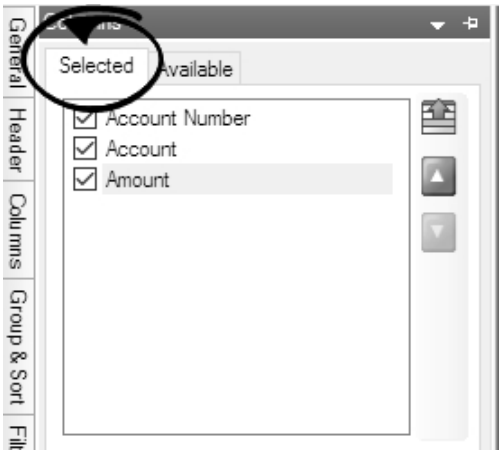
1. From the preview of any report, click on the **Header** tab.
2. Click on the **Add** button.
3. Select the **New Item** line in the Lines box to display the Appearance information below.
4. Click on the ellipse button on the **Text** field to select a field from the database to print or simply enter 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.

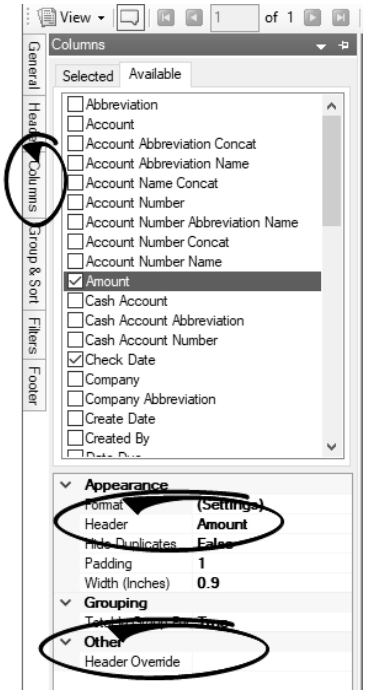


3. To remove a column of data from the report, on the **Selected** tab, unselect the check box next to the column name.
4. To move a column of data, on the **Selected** tab, select the column and then use the green up and down arrows on the right to move the column.

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

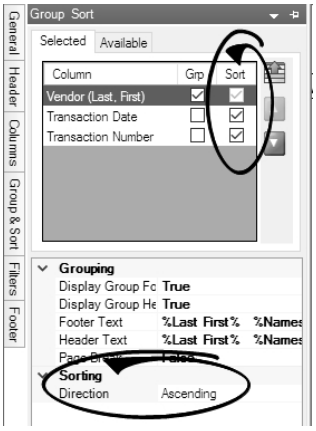
1. From the preview of any report, click on the **Columns** tab.
2. Click on the column to be modified and the **Appearance** information will be displayed below.



3. Click in the **Header** field and make the appropriate changes or click in the **Header Override** field if the column heading label is for a column that was generated based on the data represented in the column, for example period column names on Income Statements and Balance Sheets.

Change the Sort Order of Data in a Report

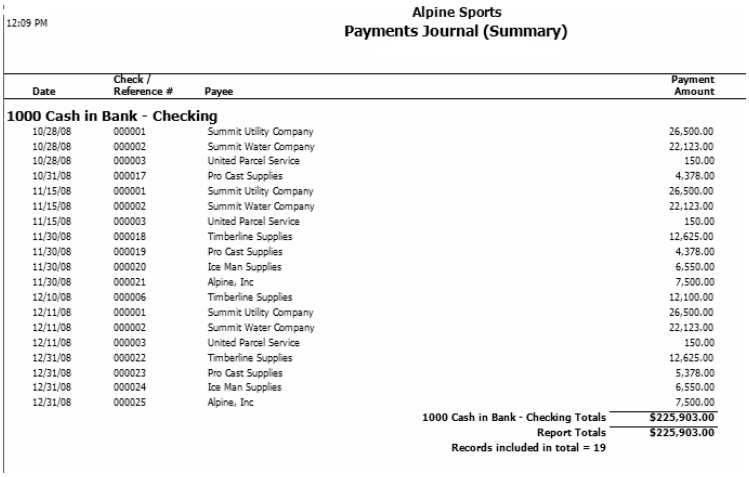
1. From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the Selected tab..



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.

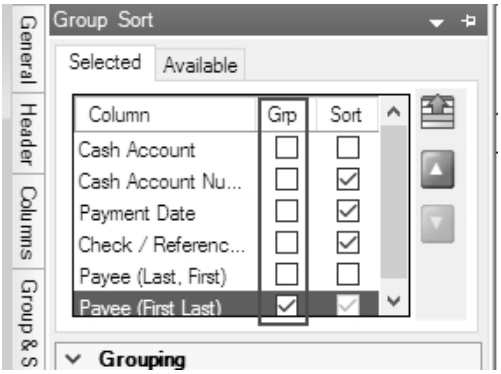


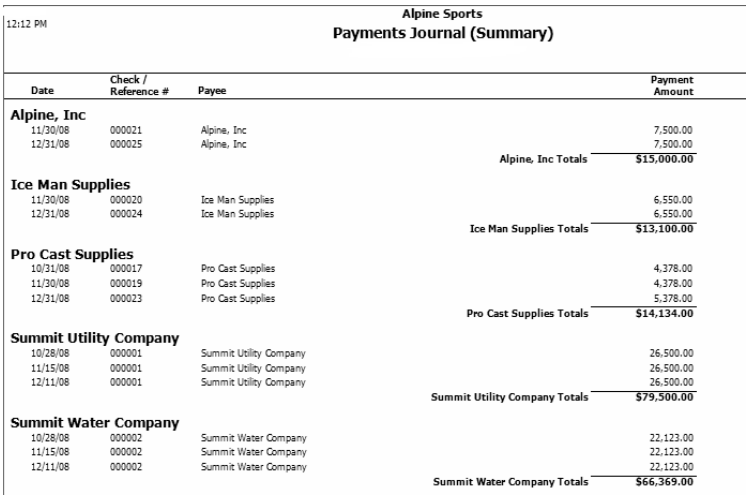
12:09 PM

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	5,378.00
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.





12:12 PM

Alpine Sports
Payments Journal (Summary)

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.

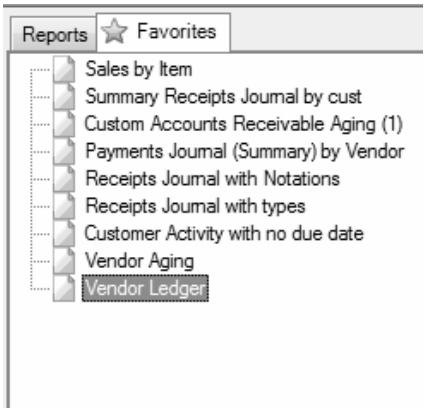
Step B - Save Customized Report for Future Use

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.

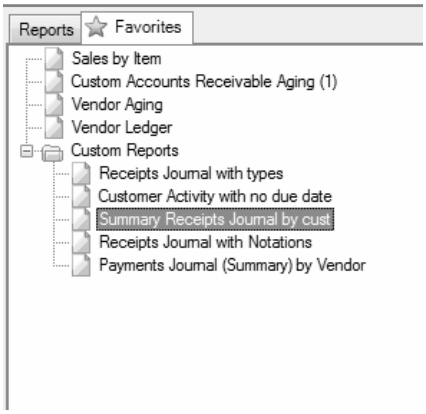
1. Once a report is successfully customized, save the report as a **Favorite** by clicking on the Favorites icon while still in the preview screen. For more information about favorites, see the About Favorites topic.
2. Specify a name for the customized report and click **OK**. It will then be available 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:
        1. Right-click in any blank space on the Favorites tab.
        2. Select **New Folder**.
        3. Type in a name for the new folder and press enter on the keyboard (in this example, we named the folder "Custom Reports").
        4. 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 5/1/10 - 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.
6. 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.
7. 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.

8. 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.)

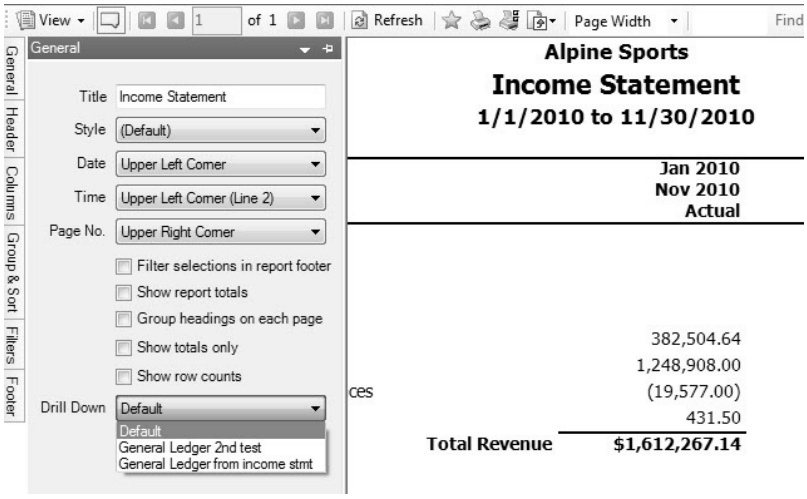
Change the Report used for Drill Down Functionality

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

1. From the **Reports > Reports** menu, select the report you would be drilling down from. In this case, the Income Statement.
2. Click **Preview** to display the report.
3. Select the **General** tab.



4. 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.

5. Click **Refresh**.
6. 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**.

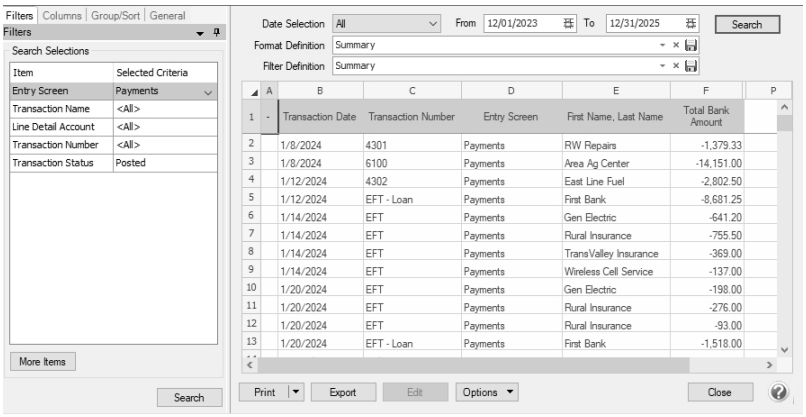
Display an Audit Trail for Edited, Deleted and Voided Transactions

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.

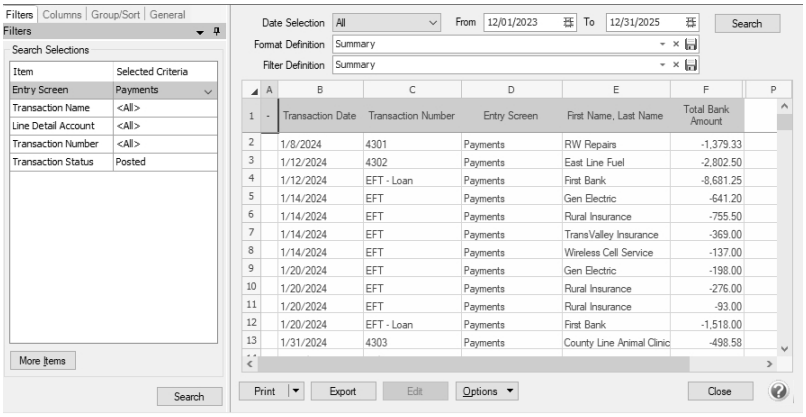
Showing an Audit Trail in Transaction Search

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.

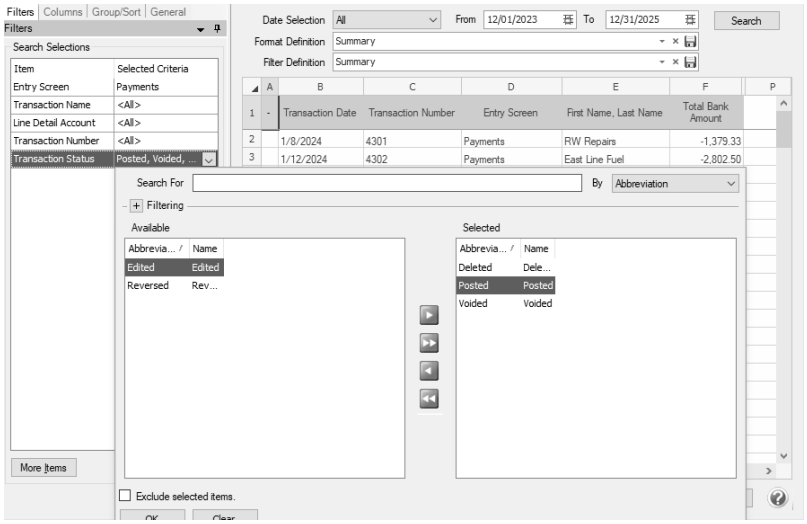
1. Select **Processes > Transaction Search**.
2. Select the filters, columns, etc. needed to search for the data you'd like to display (refer to the Transaction Search topic for additional information). Click **Search**. In our example, we have filtered the data to show only Payment transactions.



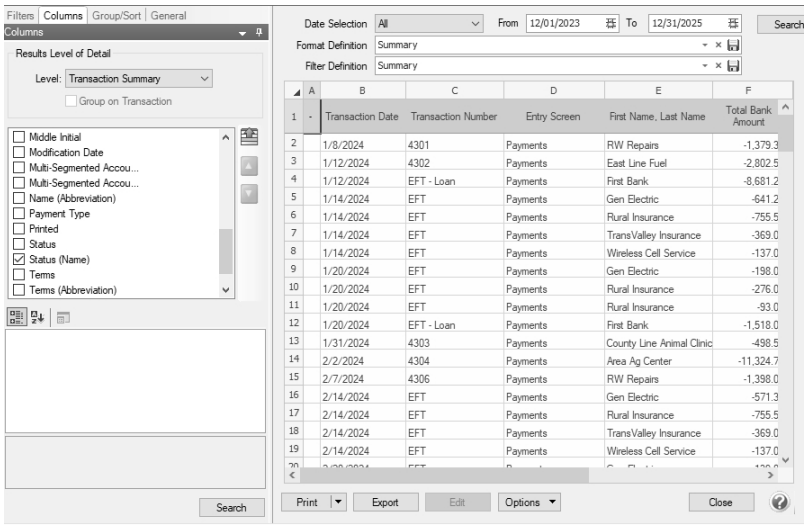
3. We then voided the payment to Area Ag Center from 1/82, which removes the payment from the default transaction search results (as seen below). Please refer to the Void a Check or Edit or Delete a Transaction topics for additional information on editing or voiding transactions.



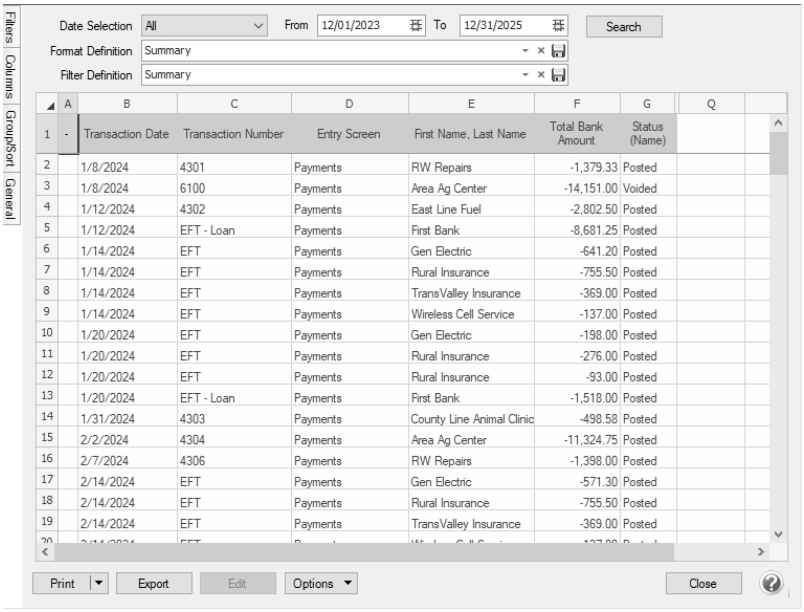
4. Select the **Filters** tab and click in the **Transaction Status** field. By default, only posted will be selected. Move the appropriate options for your search to the right under Selected. In this example, we moved **Voided** and **Deleted**. Click **OK**.



5. Select the **Columns** tab. Scroll down and select the check box for **Status (Name)**.



6. Click **Search** to update the search results to include voided/deleted transactions and display a column that notes the status of each transaction.



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

1. 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.
2. 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.

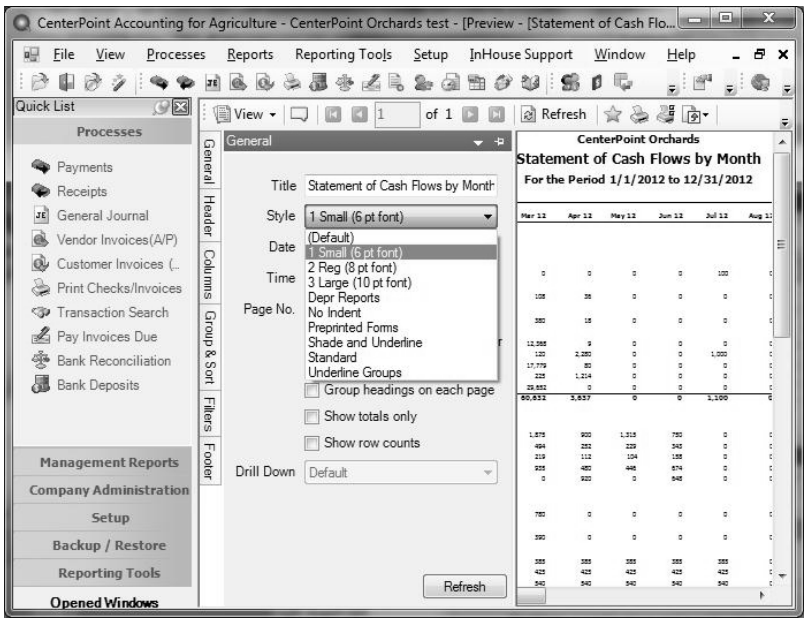
Modify a Report to Change Font and Modify Column Widths

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.

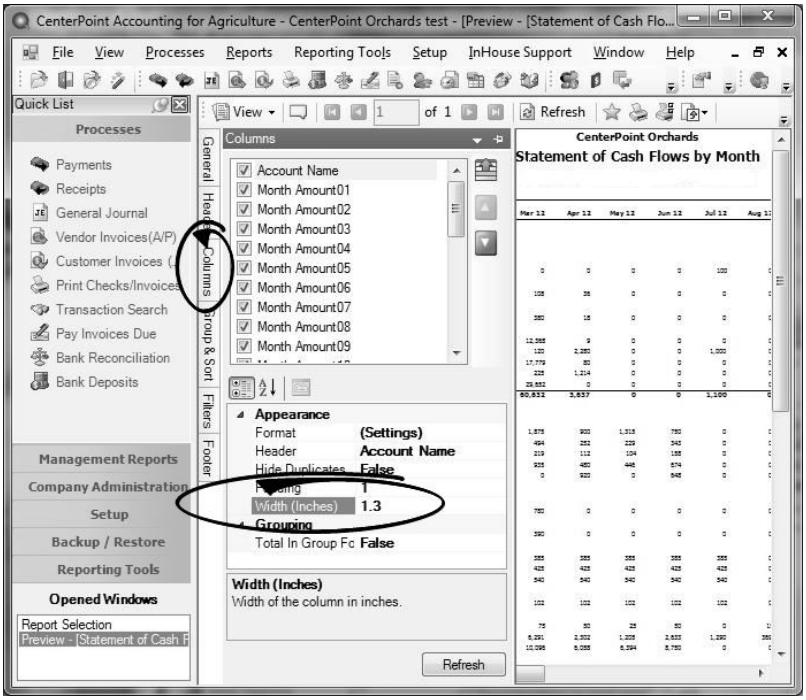
Modify a Report to Change the Font and Modify Column Widths

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:

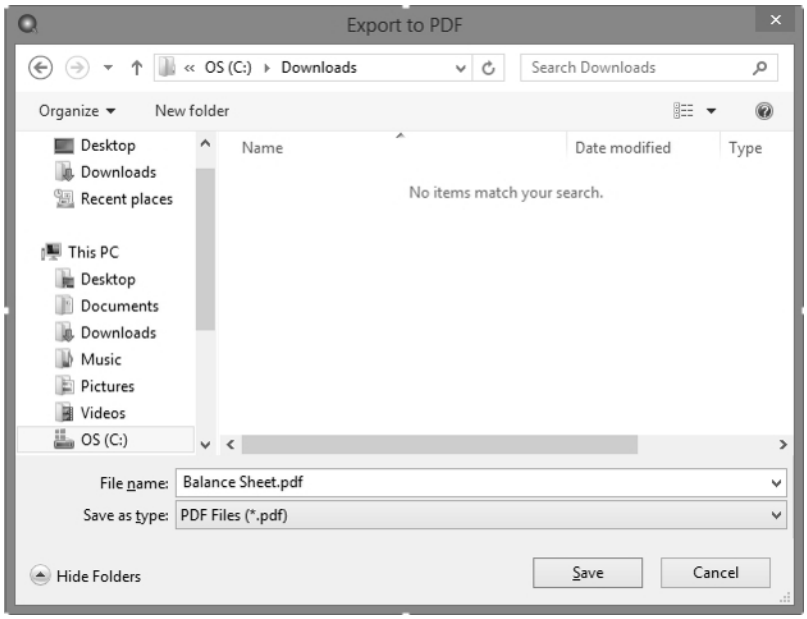
Export Report with Previewing

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.

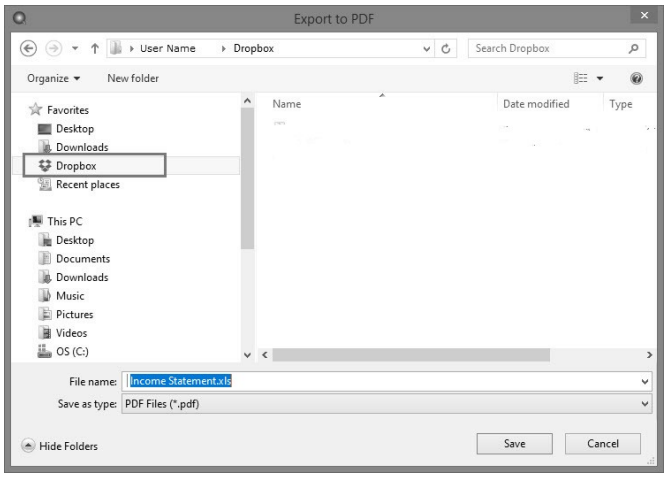
Prerequisite

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

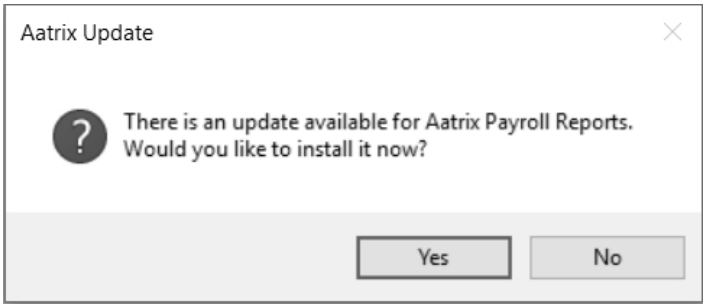
Step A - Exporting 1099 Data from CenterPoint Payroll

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

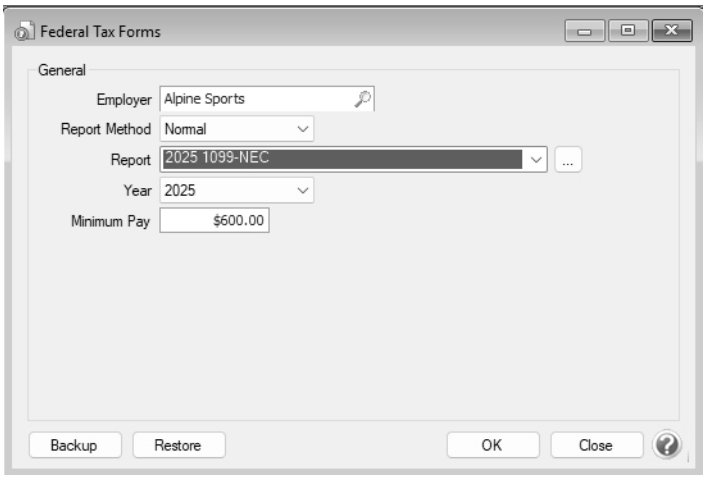
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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**.

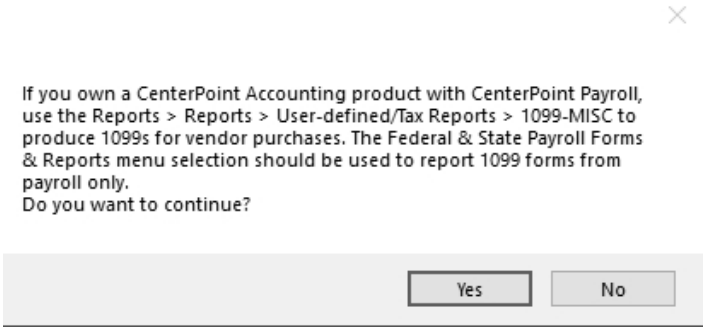
2. The Federal Tax Forms screen will display.



3. Select the appropriate **Employer**. Choose the current year's **1099** form in the **Report** field and the current year in the **Year** field.

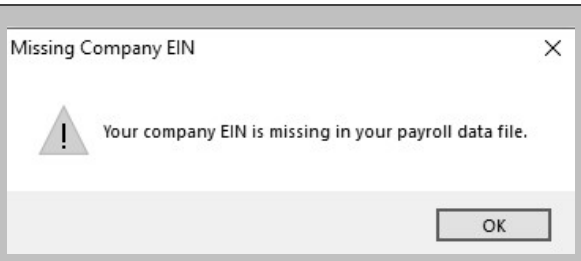
Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

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.



Note: A **Warning** message will display if the Federal ID# is not filled in for this company.

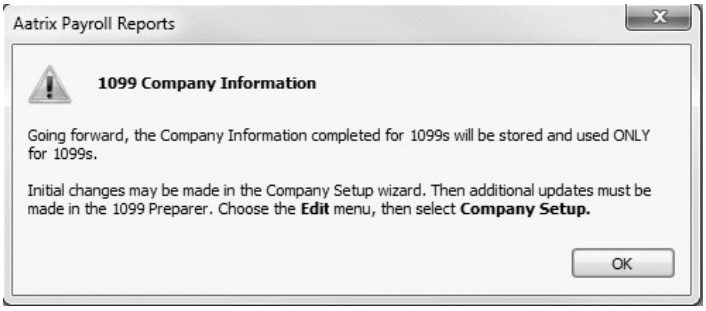
If that message is received, click **Cancel** and then **OK**. Then within CenterPoint, select **Setup > Employers**. **Edit** the **Employer**. Click on the **Taxes** tab. On the left, select **Federal**. Enter the **Federal Tax Id** in the **Tax Detail** section on the right. Click **Save**. Click **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**.

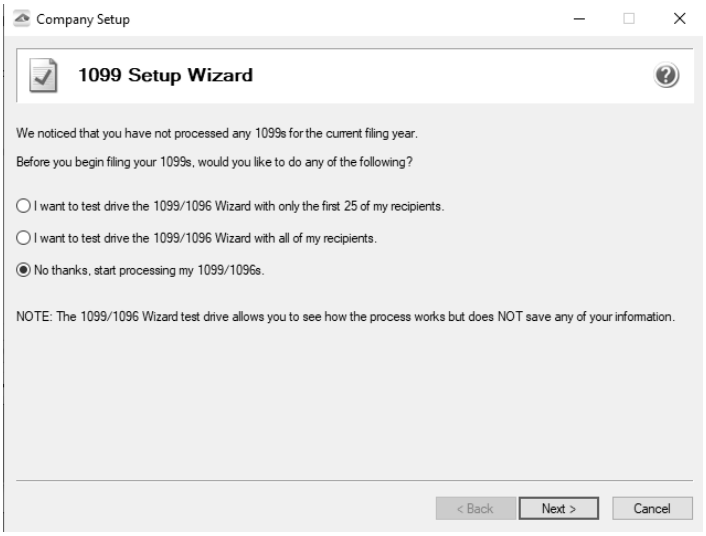
Note: Changing information in Aatrix does not change company information in CenterPoint. If a change is needed, it is suggested to change information in CenterPoint.

Note: The following screen may not appear on top of your other open windows. You may need to minimize any open windows to continue.

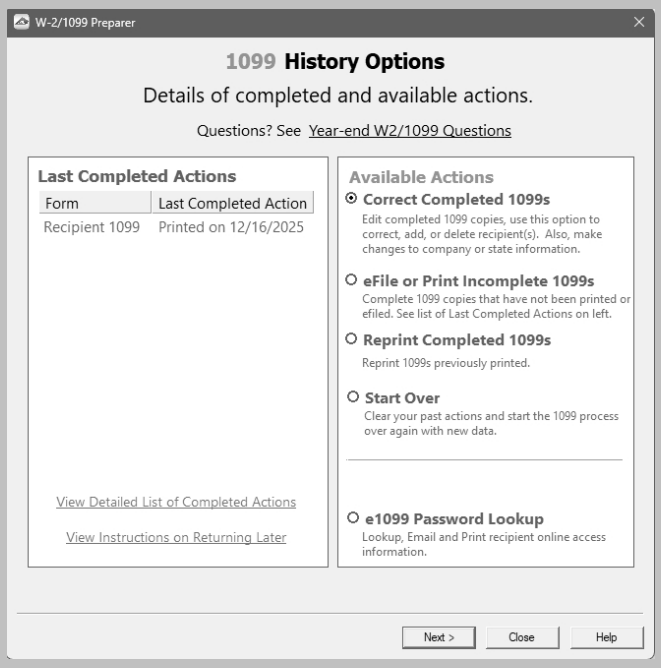


Step B - Setup 1099 Forms

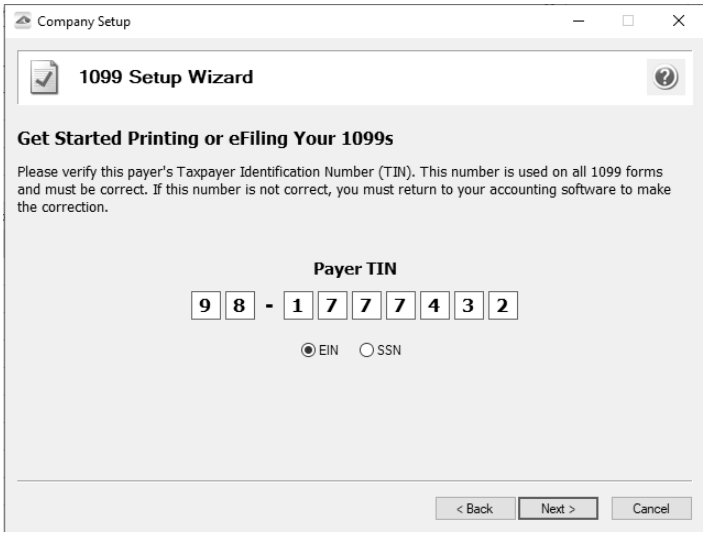
1. If this is the first time 1099s are being processed this year, the **1099 Setup Wizard** will automatically be displayed. If you want to continue the 1099 process, select the **No thanks, start processing my 1099/1096s** option, and then click **Next**. If you wish to test the 1099 Setup Wizard without saving any of the test information, select either the 25 recipients or All recipient test drive options. (The test drive allows you to see how the process works but does not save your selections, changes, or forms.)



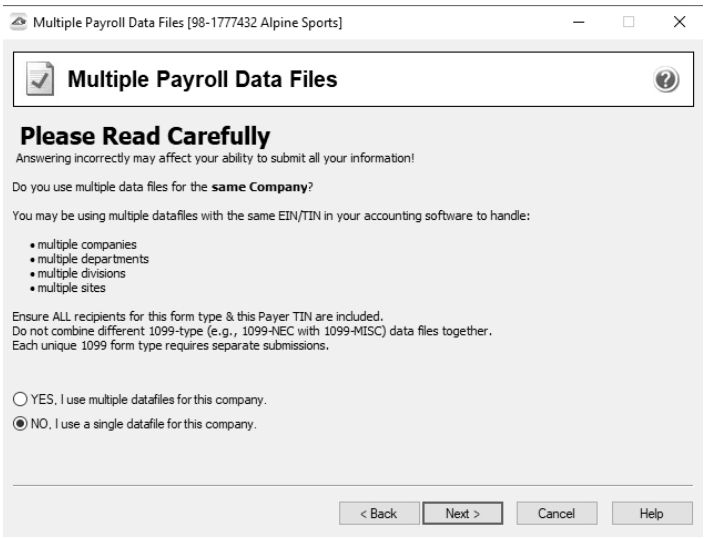
Note: If you started processing 1099s previously, the 1099 Setup Wizard screen will not be displayed. Instead, you'll see the **1099 History File Options** screen below. Choose the appropriate **Action**, and then click **Next**.



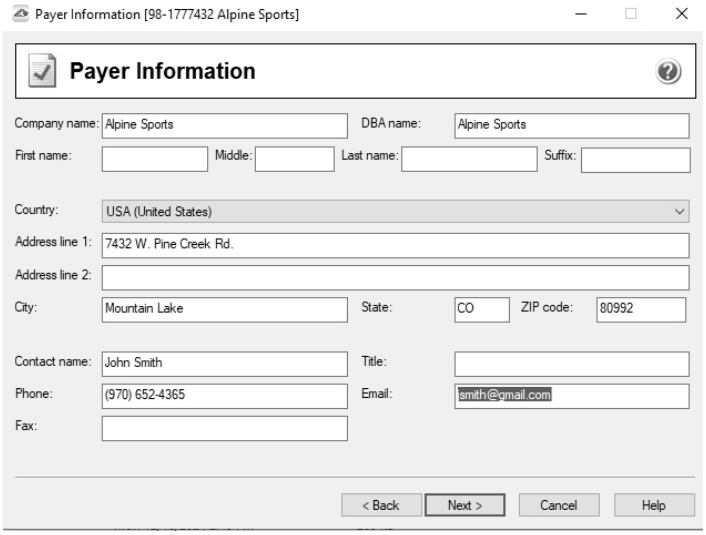
2. Verify that the **Payer TIN** is correct, select whether the Payer TIN is an **EIN** or **SSN** , and then click **Next**.



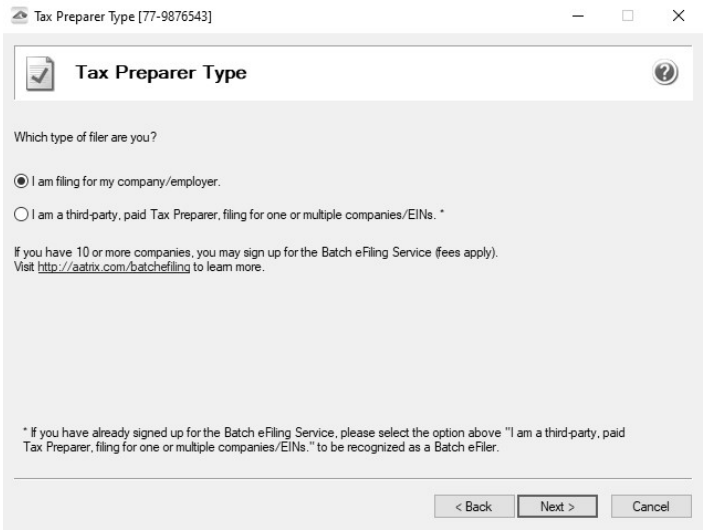
3. The **Multiple 1099 Data Files** screen will display. Select **Yes** if you have multiple payroll databases with the same EIN and see the FAQ section in this document for more information. Otherwise, select **No,** and then click **Next**.



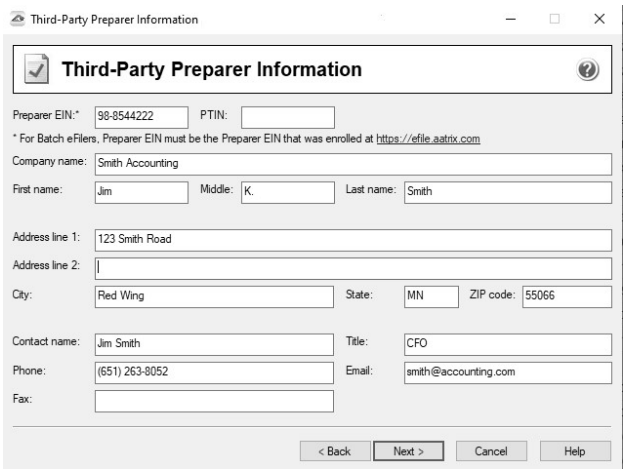
4. Review your **Payer Information**. The system will notify you if any required fields have incorrect or missing information (for example, allowable characters for Address Line 1 are -, /, space { }). Click **Next**if the screen is correct, if it's incorrect, click **Cancel**. If incorrect, go back into your program and select **Setup** > **Payroll Details** > **Employer** to correct the information and then start the export process again.



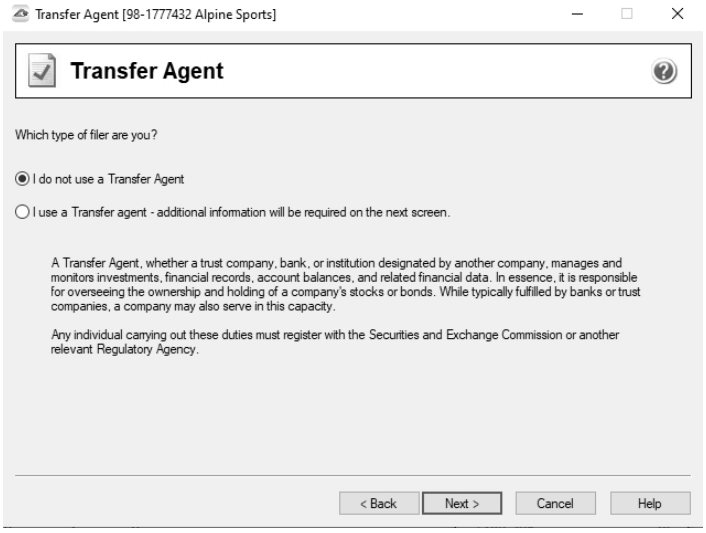
5. Select the appropriate filer type on the **Tax Preparer Type** screen, and then click **Next**.



- If you are a third-party tax preparer, you will then be prompted for your information. If you have **Yes** selected in the **Use Preparer information** setting in **File** > **Preferences** > **Federal/State Tax Forms** > **Preparer/Designee**, the paid preparer information will automatically display. Otherwise, enter the information and then click **Next**.

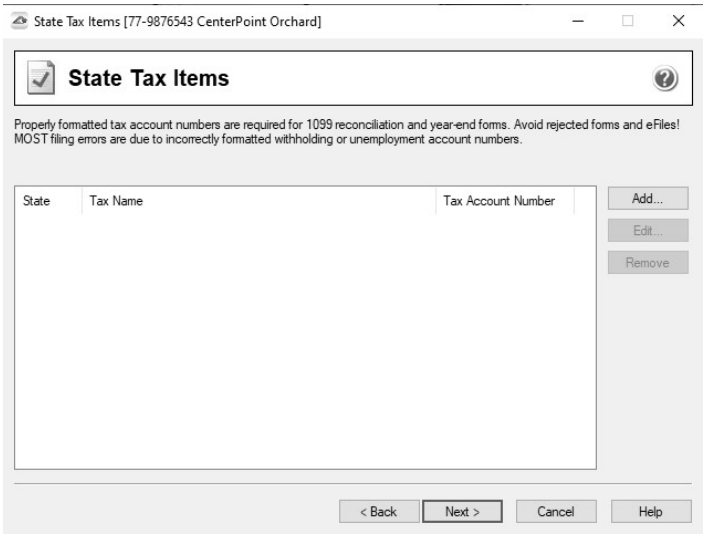


6. Select the appropriate filer type on the **Transfer Agent** screen, and then click **Next**. A transfer agent is responsible for overseeing the ownership and holding of a company's stocks or bonds and is registered with the Securities and Exchange Commission or another relevant regulatory agency. If you use a Transfer Agent, you will then be prompted for your information.



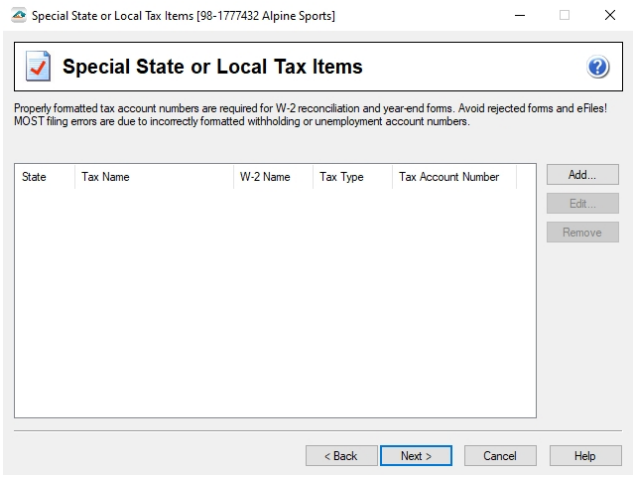
7. The **State Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states are complete and conform to the required formats (Vermont, Pennsylvania, Oregon, Louisiana, and Wisconsin all require complete state information). If it finds a blank 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 information in Aatrix does not change state information in CenterPoint. If a change is needed, it is suggested to change state tax information in CenterPoint.

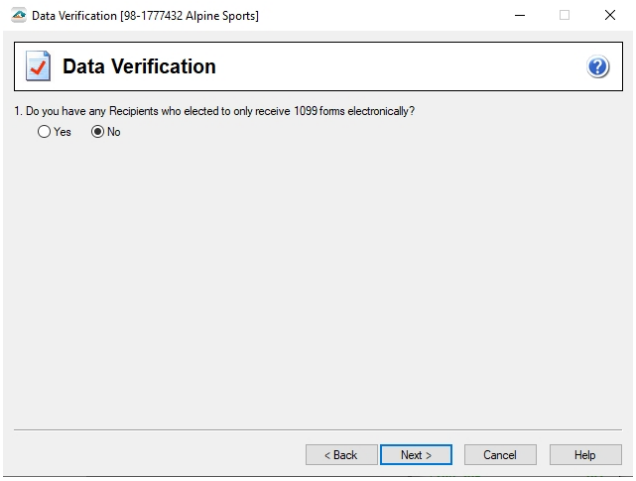


8. The **Special State or Local Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed local taxes are complete and conform to the required formats. Click **Next**.

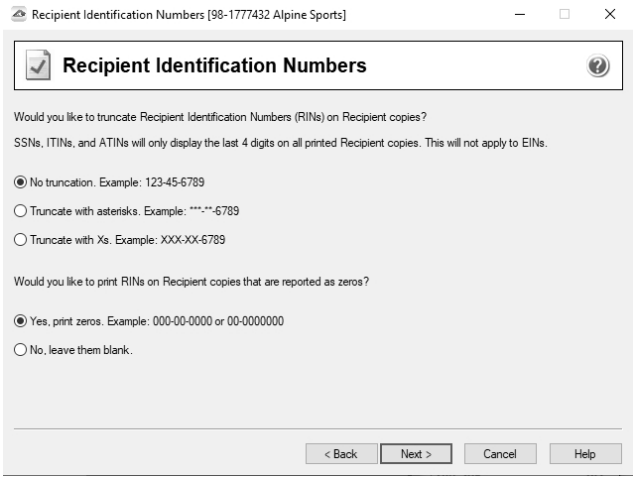
Note: Changing local tax information in Aatrix does not change local tax information in CenterPoint. If a change is needed, it is suggested to change local tax information in CenterPoint.



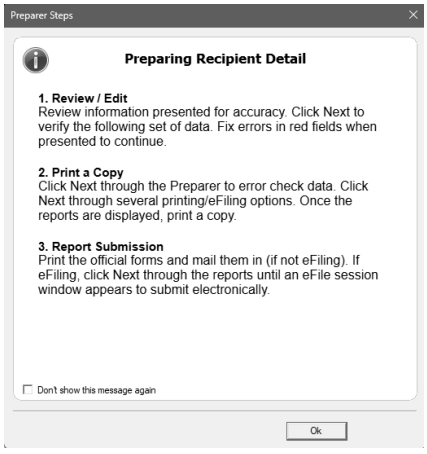
9. The **Data Verification** screen will be displayed. Determine if you have any recipients that elected to receive 1099s electronically, and then click **Next** to continue.



10. 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. The data will now be transferred to the W2/1099 Preparer grid.



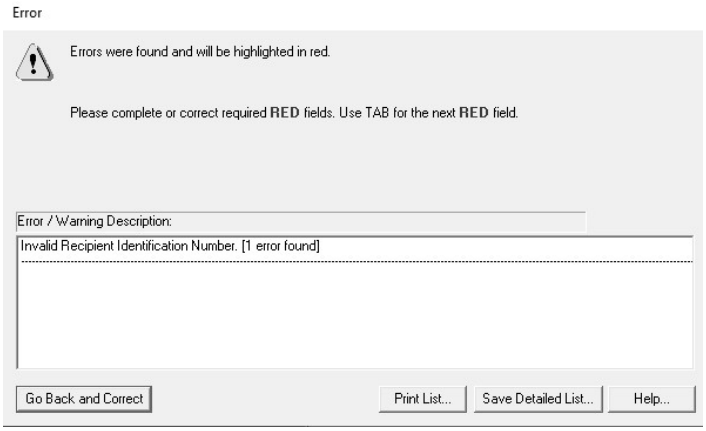
Step C - Prepare 1099 Forms



Review the Preparer Steps screen, and then click OK.

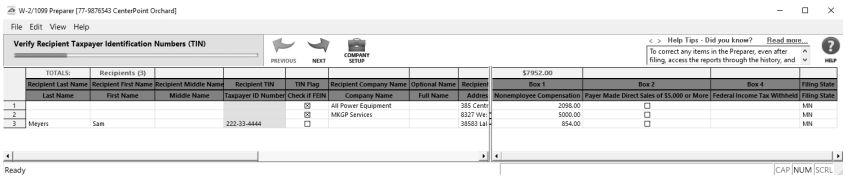
The W-2/1099 Preparer will walk you through the process of eFiling and/or printing your 1099s. Once the displayed data has been reviewed, click **Next** to continue to the next screen. When you click on Next, the W-2/1099 Preparer will automatically verify that all required fields are filled in and the 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** again to continue to the next screen.



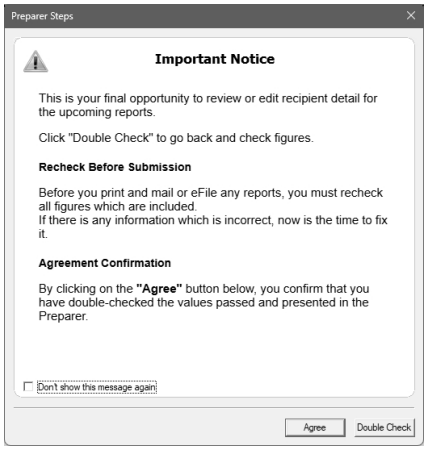
1. The first screen of the **W-2/1099 Preparer** displays the **Verify RecipientTaxpayer Identification Number (TIN)** for each recipient. The information will be highlighted in blue.Make any needed changes, and then click the **Next** button at the top of the screen. The screen can be adjusted by scrolling or moving the center line from the left to the right.

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.



- 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 number 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 number 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 number 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**.

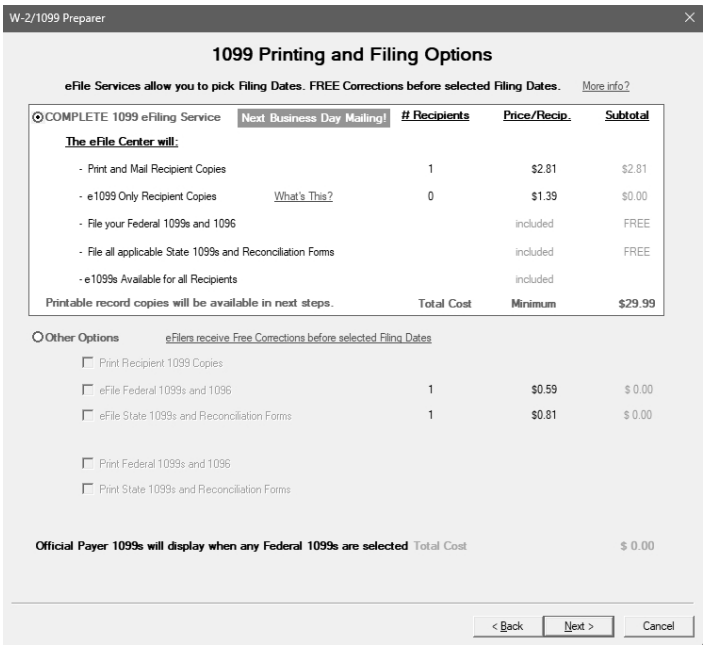
2. The next step allows you to the **TIN Flag**. The **TIN FlagCheck if FEIN** should be selected for each recipient that has a TIN that is an FEIN. Make any needed changes, and then click **Next Step**.
3. **Verify Recipients Names** and addresses are correct. The recipients names will be in the Recipient Last Name, Recipient First Name, and Recipient Middle Name columns. If the recipients names are not in the correct columns, please see the second question in the Frequently Asked Questions section of this document. Make any needed changes, and then click **Next**.
4. Continue to **Verify All Income** boxes, Filing State, and any other amounts for the recipients, make any needed changes, and then click **Next** until all data is accurate.
5. When all data is accurate, click **Next** to begin printing and/or eFiling 1099s.
6. 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**.



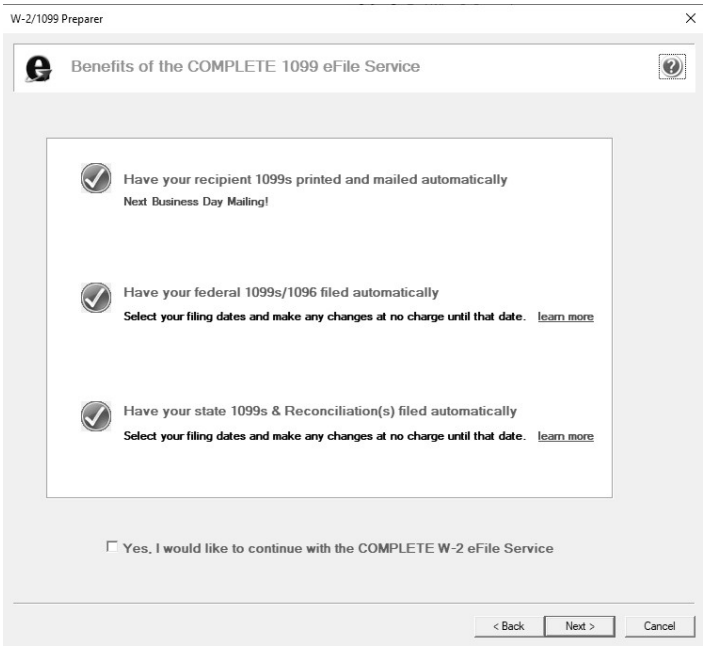
7. Review the Important Information screen. If you want to review/edit the information in the W-2/1099 Preparer grid, click **Double Check**. After you've double-checked the information in the W-2/1099 Preparer grid, click **Agree**.
8. When a Complete eFile Service informational screen displays, click **Next**.



9. 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**.



10. 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**.

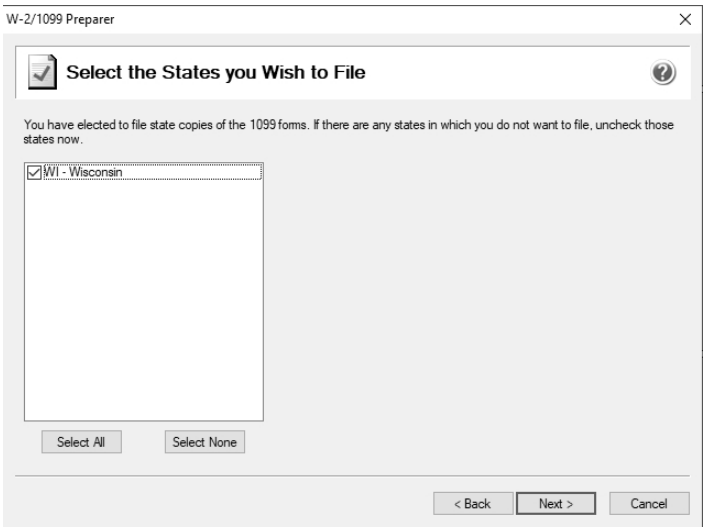


11. If you chose the **1099 eFiling Service**, you have the option to purchase a PDF archive on a USB of your 1099s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.

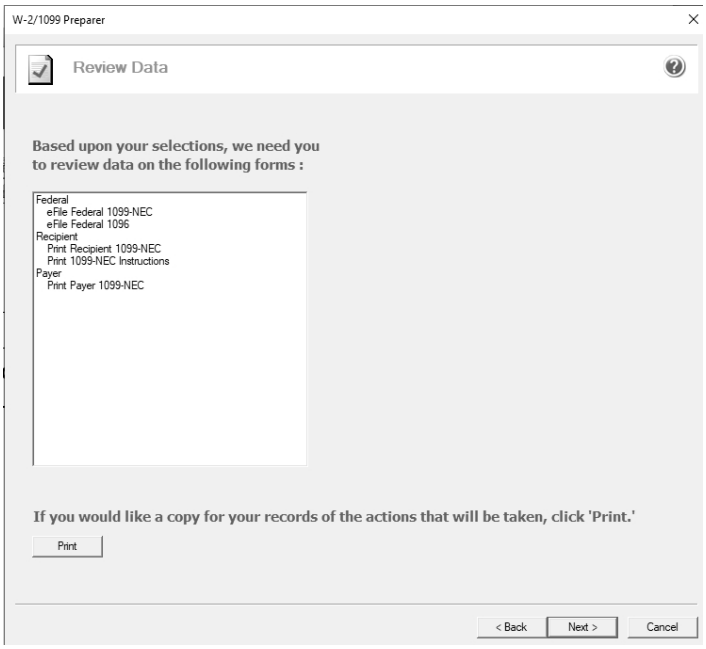
Red Wing Software recommends purchasing a PDF Archive of your 1099s as a backup so you can easily view or reprint a filed 1099 form. If your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer the PDF Archive can be used instead.



12. 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.



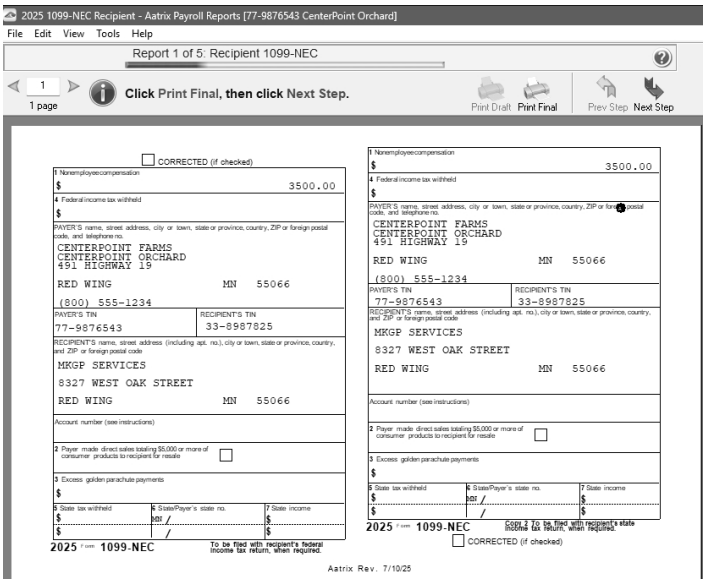
13. The **Review Data** screen will display. If you select the Print button, a printed version of exactly what displays on this screen will be printed. If any changes are needed, click **Back**. Otherwise, click **Next** to continue.



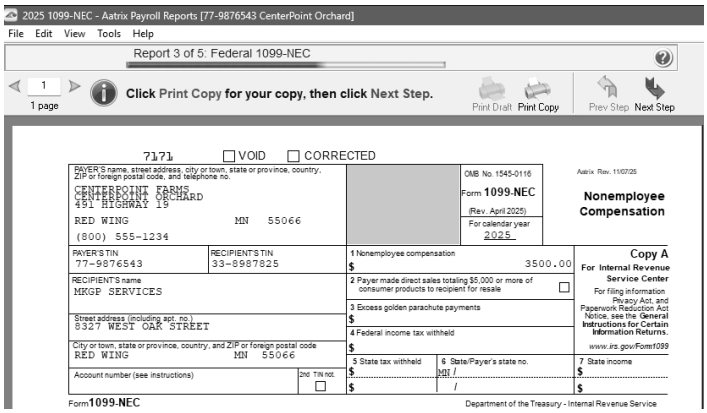
14. The first selected 1099 form will be displayed. The form type is displayed in the yellow bar at the top of the screen. It also specifies how many different forms were selected to print. In the upper-left side of the screen, use the left and right arrows to move through all of the forms for this form type.

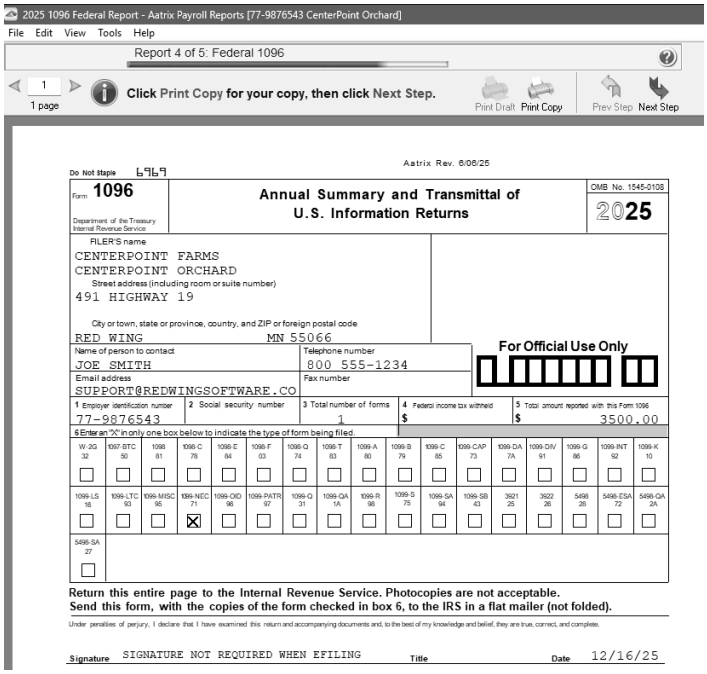
    - You can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it may be changed by adjusting the fields around the white field. Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.

    - 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.



15. The next form will be displayed. Click **Print Copy** to print the form, then click **Next Step** to continue to the next form. The last form will be displayed. Click **PrintFinal** to print the form, then click **Next Step**. Continue through this process for all of the forms that display.

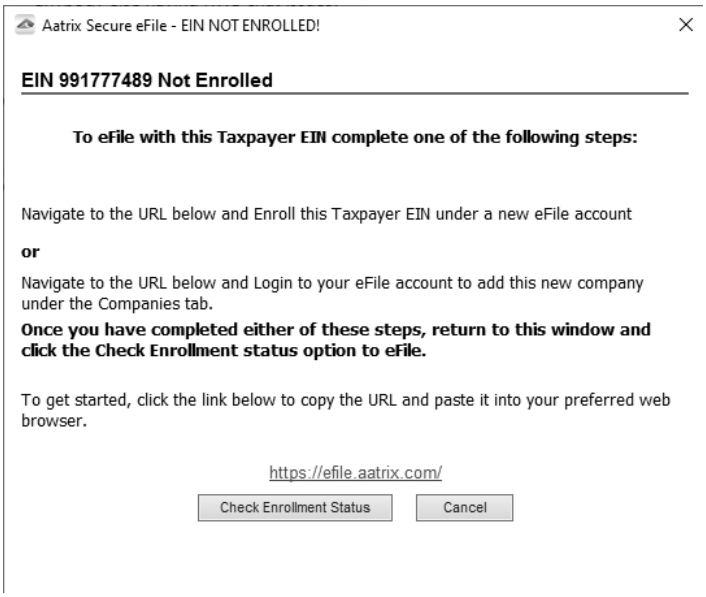




eFile 1099 Forms

This section will not display if you did not chose to eFile your 1099 forms.

1. If you have chosen to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.



2. If you are not enrolled to eFile with Aatrix:
   - From an internet browser, enter **https://efile.aatrix.com** to go to the Aatrix website
     - Click **Enroll** in the upper-right corner to complete the enrollment process.

     OR

     - Log in to your eFile account to add this new company under the Companies tab.
   - Return to the Aatrix Secure eFile screen and click **Check Enrollment Status**. Enter your login information, and then follow the onscreen instructions to eFile your forms.
3. If you are enrolled to eFile with Aatrix, enter your login information. Verify your enrollment information. To edit your enrollment information, click **Edit** on the Enrollment Information screen, click **Next**, and then follow the onscreen instructions to eFile your forms.

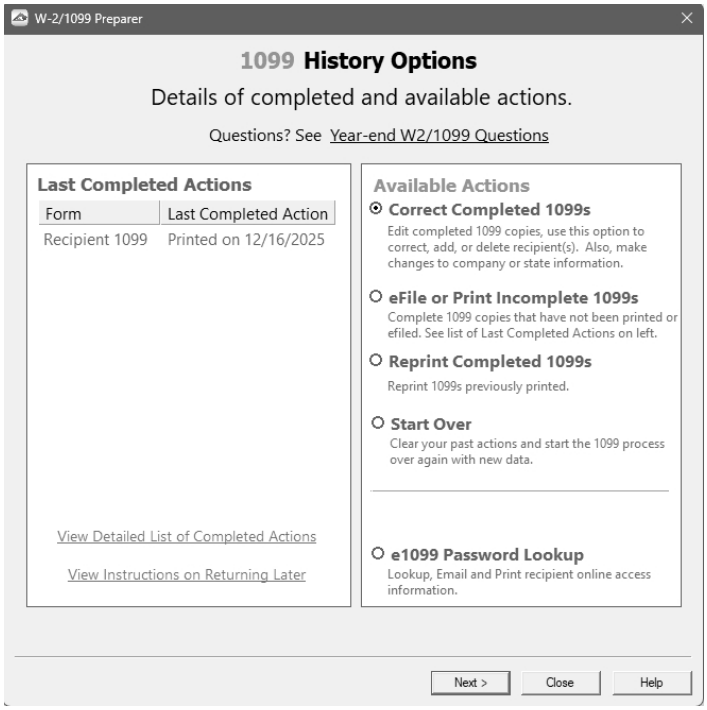


- To view answers to common questions, click here or from an internet browser, enter **https://www.aatrix.com/support/knowledgebase/windows/**
- If you have questions about the calculated sales tax or need to apply for tax exemption for your filing, email **AatrixExemptCerts@sovos.com**.
- For additional information about eFiling , click here or enter **https://partner.aatrix.com/red-wing-software/**
- You will have the option to select to allow your recipients to securely import their 1099 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.
    - If you have recipients that opted to receive their 1099 electronically or selected the Complete eFiling Service, you will need to complete the Online Access Wizard which allows you to lookup, print, or email access letters and passwords. For detailed information, click here.
- 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 note the AFID (Aatrix Filing Identifier). It will be required when contacting the eFile Center with questions about your submission.

- If you eFiled your 1099 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.

4. 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: Are there any important changes to the 1099 process for 2025?

A: There are no specific changes to the 1099 filing process for 2025; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click here for more information. For specific 1099 series information, click here.

Q: If I choose to eFile my 1099 forms, is there a charge per form/recipient?

A: Yes, please click here to view the eFile pricing for 1099 and minimum charge for 1099 and other tax forms (the minimum charge applies to each type of form eFiled).

Q. Where do I enter the employer identification number (EIN) that is required when running Federal or State tax forms?

A. Select **Setup > 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.

If you are also integrated with CenterPoint Accounting, select **Setup** > **Companies**. Edit each company and go to the **Additional Detail** tab to verify/enter the **Federal Tax Id**.

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms**.
2. In the **Report** box, select **Electronic 1099 Consent**. In the **Year** box, enter **2025**, and in the **Time Period** box, select **One Year**.
3. Follow the on-screen instructions until the form displays, then edit, print, and distribute to your recipients. Have your recipients sign and return for your records.
4. Make sure each vendor (**Setup** > **Names** > **Names**) has an email address on file and the **Consent to Electronic 1099** selected on the **General** tab. If the Consent to Electronic 1099 check box is selected, a signed consent form must be on file. Additional charges apply for eFiling with Aatrix.
5. Process your 1099s from **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms** by selecting **2025 1099-NEC**.
6. After the grid of employees displays and is verified/edited, the 1099 Printing and Filing Options screen will display, select **Complete 1099 eFiling Service** and follow the on-screen instructions to eFile.

Q. When is the 2025 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 2025 eFiling deadlines for 1099 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 1099 forms or can I print them on plain paper?

A. All of your 1099 copies will be printed on plain paper, including the Copy A (often called the “red copy”) and your 1096. CenterPoint/Aatrix received IRS approval to print all copies of the 1099 on plain paper. Click here to view the 1099 Approval Letter.

Perforated paper and envelopes can be purchased from Computer Forms, Inc. at https://redwing.computerforms.biz, by calling 800-458-0158, or by selecting **Resources** > **Order Checks and Forms** on the Red Wing Software website.

Note: If you choose to use the Complete 1099 eFiling Service through Aatrix, you do not need to print any 1099 forms.

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.

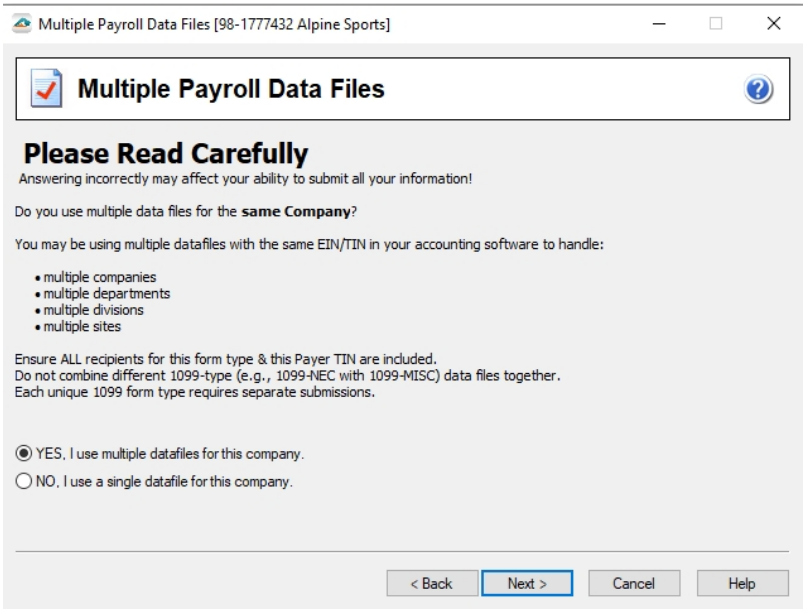
Q: I eFiled my 1099 forms, and I have questions regarding my filing, how do I contact Aatrix ?

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.

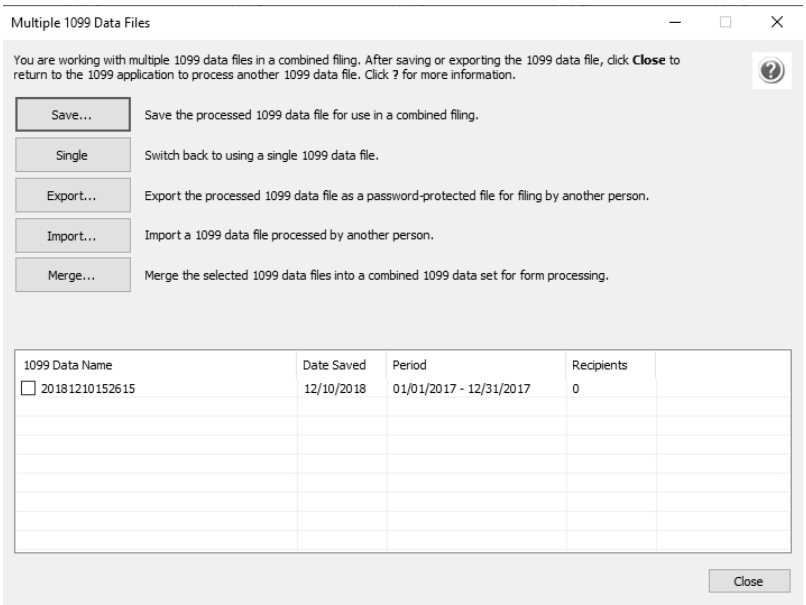
Q: I have multiple databases for one EIN; how do I merge the databases so I get one set of 1099s?

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**.

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

If you are networked and would like to specify where the Aatrix history files are saved instead of the default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, follow the steps below.

1. Select **File** > **Preferences** > **Federal/State Tax Forms** > **Aatrix File Information**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, change the displayed default location to the network location you want to save the Aatrix History file to.
5. Click **Save**.

If you do not use a custom file location (the Use Non-Default File Location box is set to No, the Red Wing Software default location used is <Users>\<User>\AppData\Local\Aatrix Software\Aatrix Forms\Red Wing\.

Note: 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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

Correcting Completed 1099s

This document describes how to make corrections to processed 1099 forms.

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).

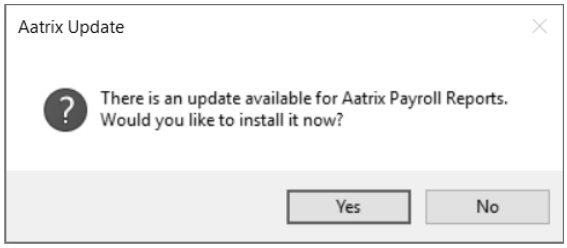
Step A - Export 1099 Data from CenterPoint Payroll

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

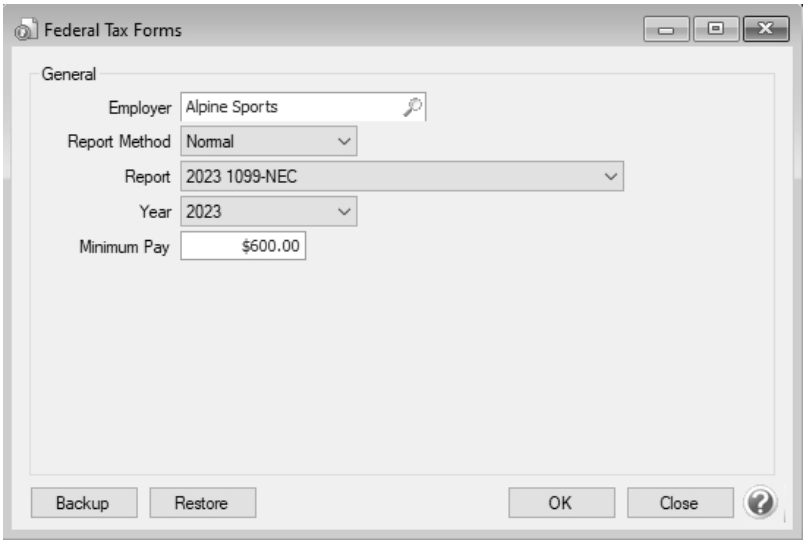
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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.



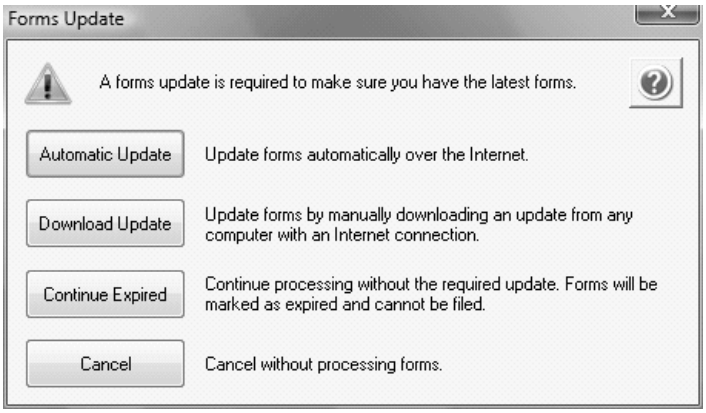
3. Select the appropriate **Employer**.
4. In the **Report Method** box, select **Normal** to correct processed current tax year 1099 forms, or select **History** to correct processed prior tax year 1099 forms.
5. In the **Report** box, select the form and year you want to correct, for example, select **2024 1099-NEC** and **2024** in the **Year** to correct current tax year 1099 forms.

Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

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**.

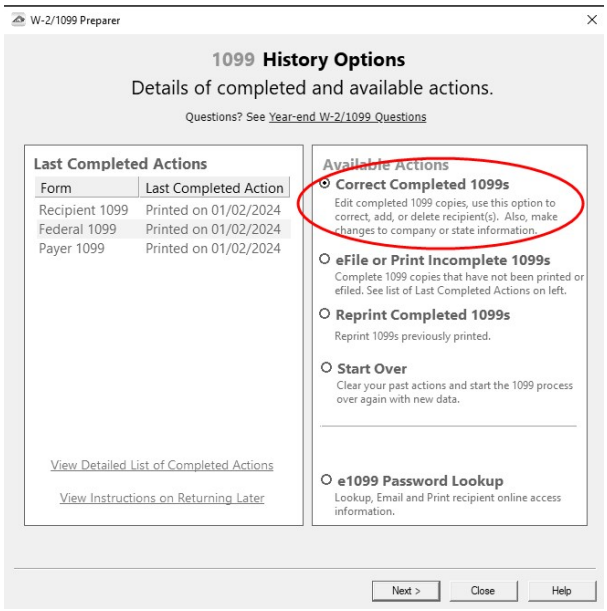
Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.



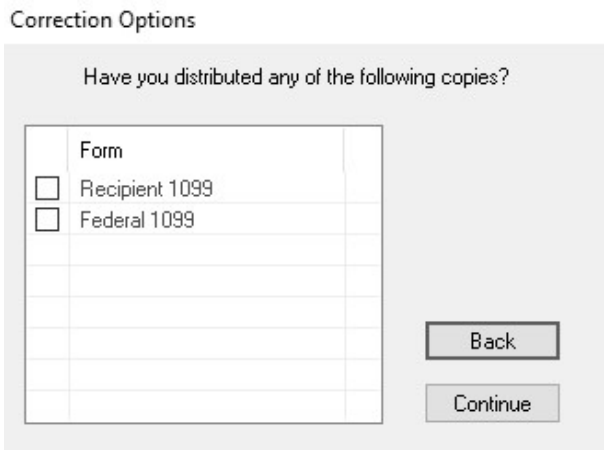
Note: The 1099 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

1099 History File Options

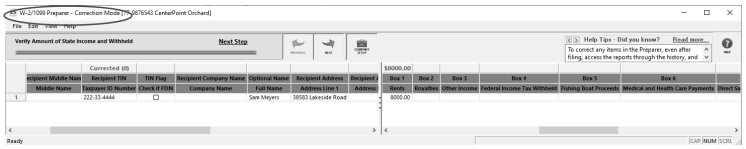
The following 1099 History Options screen will be displayed. Choose **Correct Completed 1099s** on the right and click **Next**.



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**.



The W-2/1099 Preparer will display. Here you can change any of the recipient information.

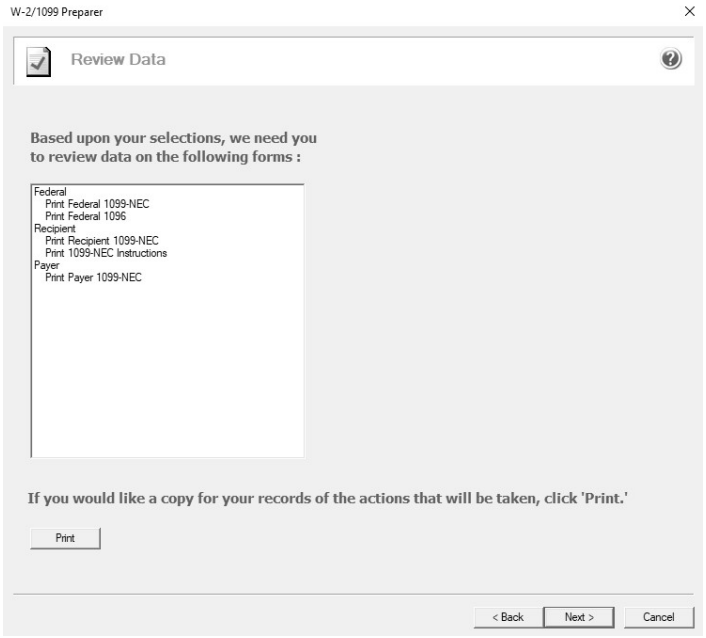


- To correct any box values including names, addresses, and tax payer id numbers, simply select the box in the recipient row and just type in the new value.
- To add a 1099 recipient to the W2/1099 Preparer grid, select Edit > Row > Insert and enter the new name, address, taxpayer id, box values, etc.

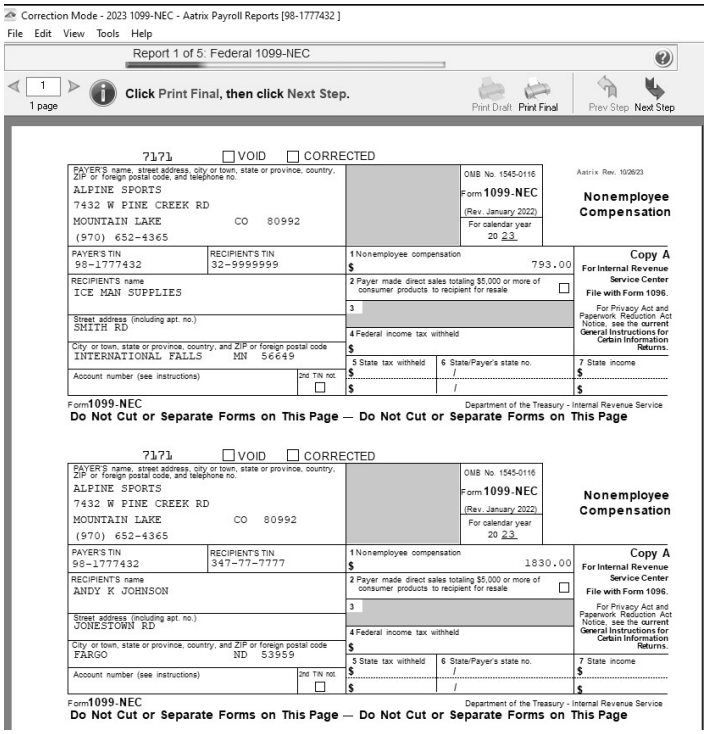
- Do not remove recipients that are not being corrected; they need to remain in your filing. Only remove recipients if they in fact did not need a 1099 form from your company.

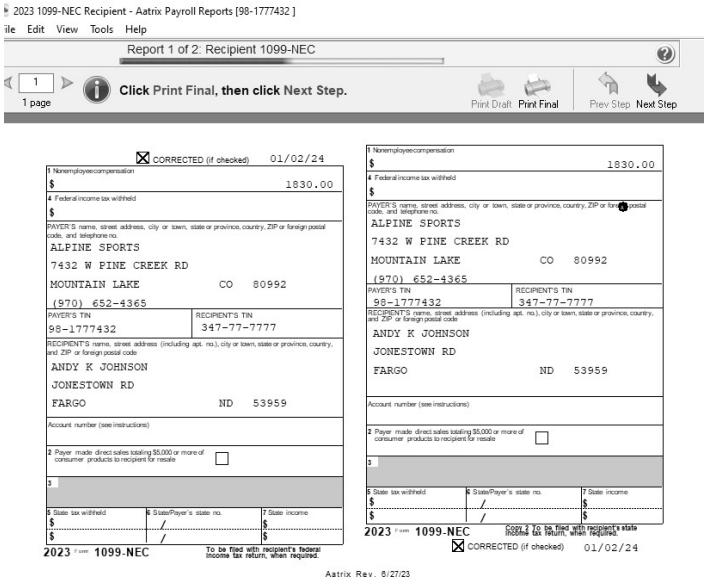
Note: When you change data in the Preparer, the column and row will change to a green color which is an indication that you are in correction mode.

- 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.



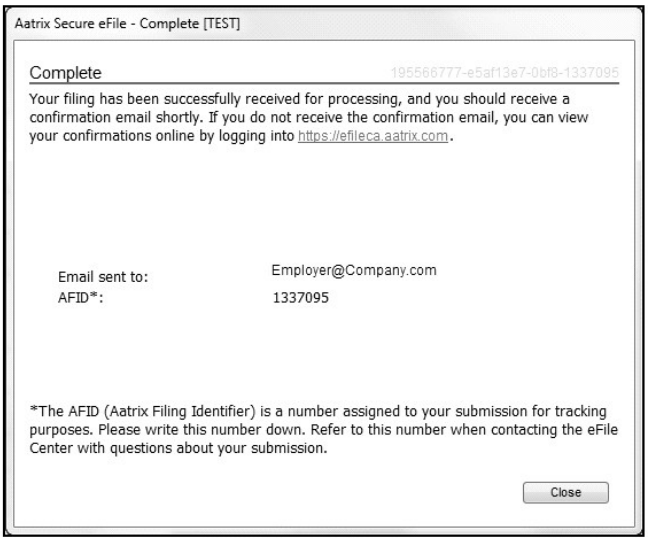


Note: The forms displayed are determined based on what has already been processed.

- 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 thee 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).

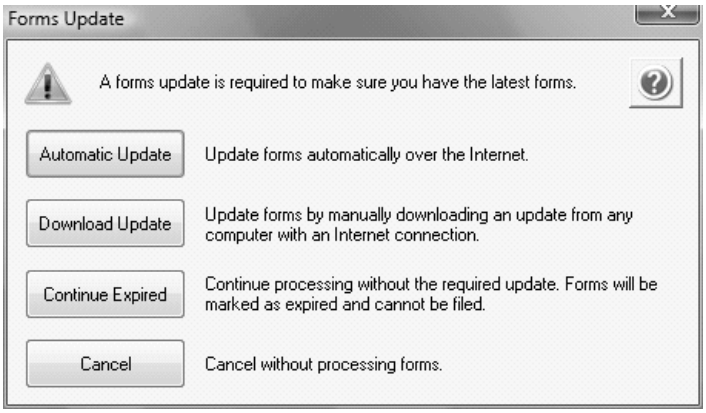
Step A - Export 1099 Data from CenterPoint Payroll

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.

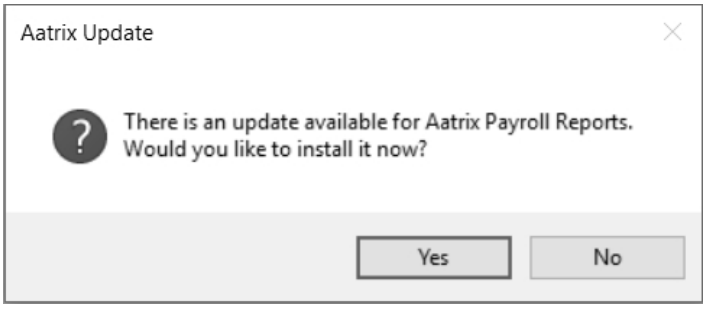


2. If a Forms Update was required, select **Reports** > **Federal & State Payroll Forms& Reports** > **Federal Tax Forms**. If an update was not required, the Federal Tax Forms screen will display.

Forms Update

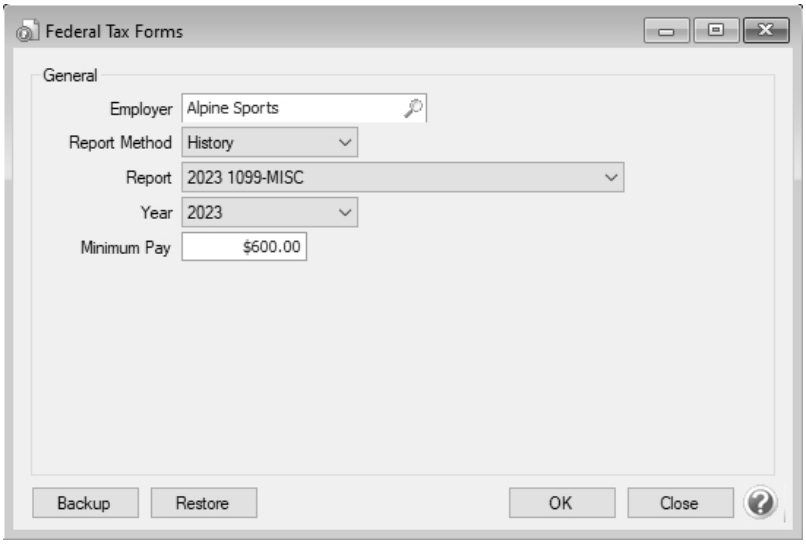
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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.



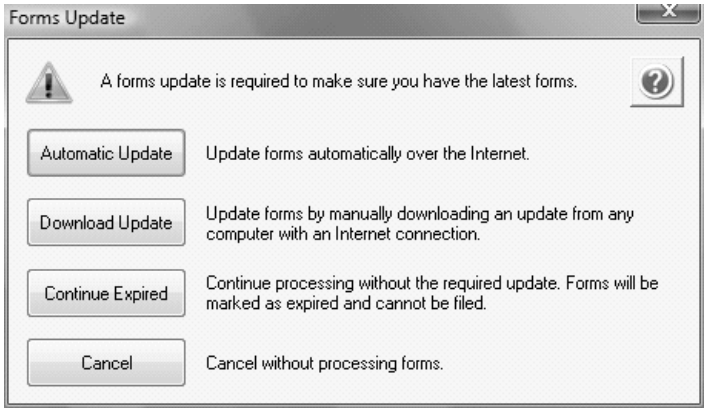
4. Select the appropriate **Employer**. Choose **History** in the **Report Method** box. Choose the current year's **1099** form in the **Report** field and the current year in the **Year** field.

Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

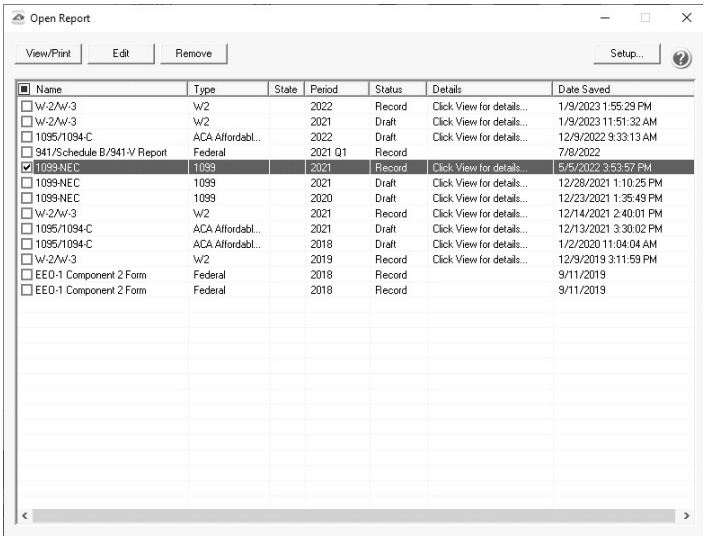
Forms Update

- 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.



5. If you've previously processed Federal Forms, the Open Report screen displays.



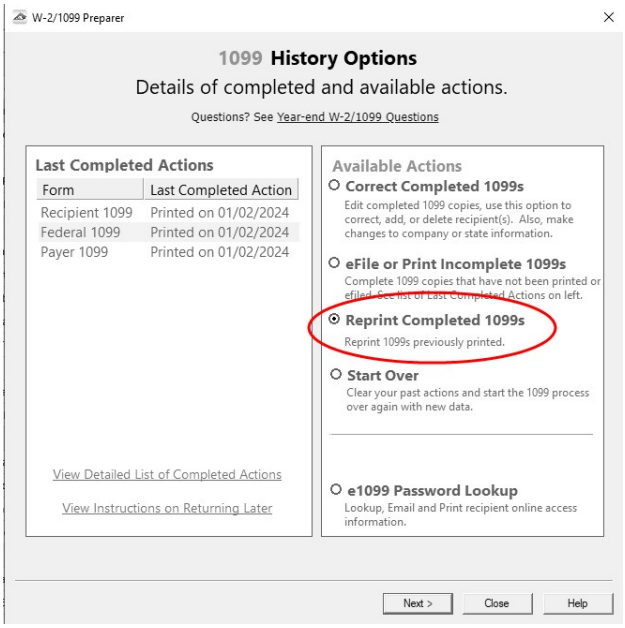
6. Select the form you want to reprint and then click **Edit**.

> 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.

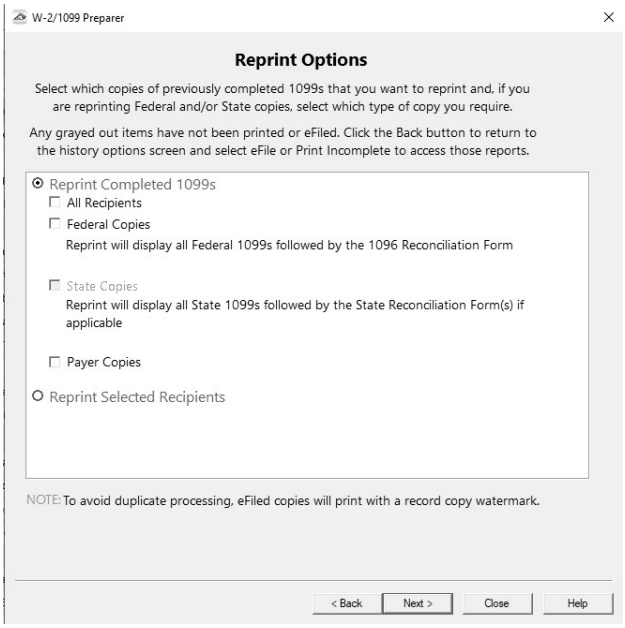
1099 History File Options

The following 1099 History Options screen will be displayed.

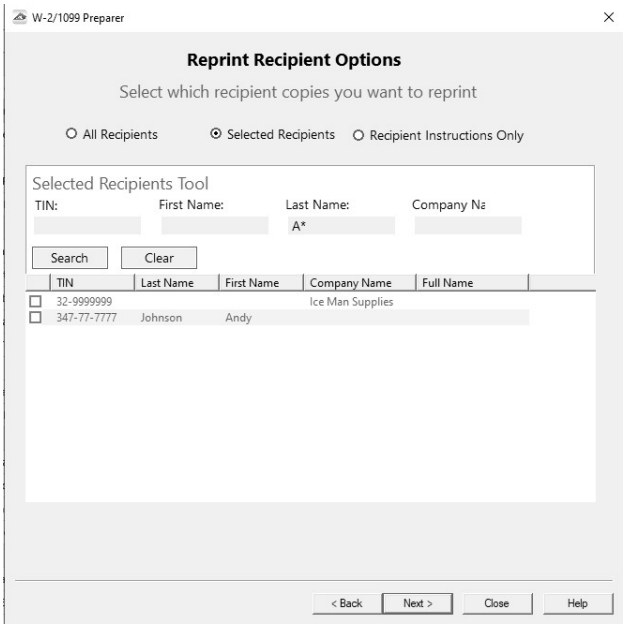
1. Choose **Reprint Completed 1099s** on the right and click **Next**.



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**.



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.



6. Click **Next**.
7. 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. You will be reminded when to insert special perforated blank paper 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 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.

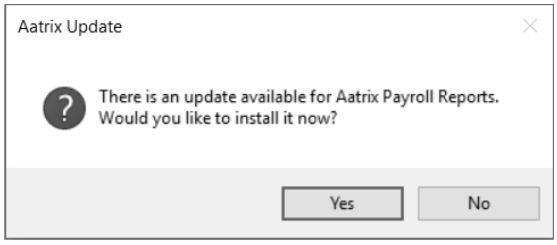
Exporting Data from CenterPoint Payroll

1. 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

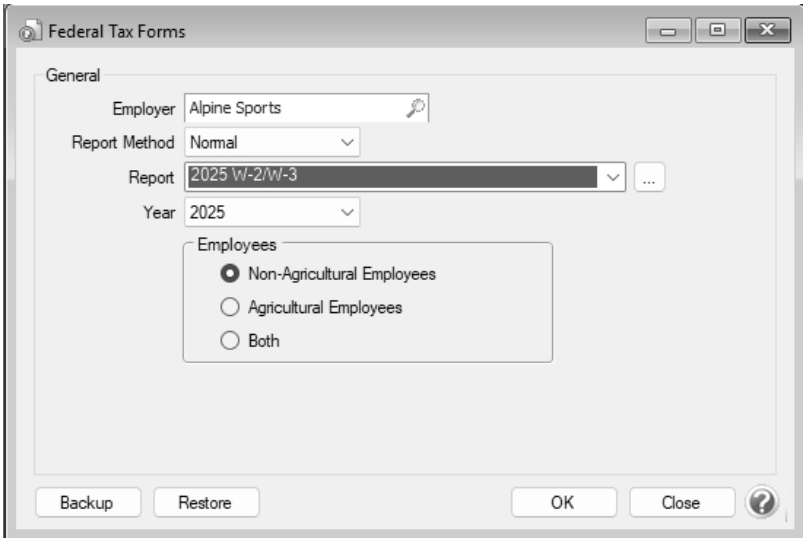
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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**.

2. The Federal Tax Forms screen will display.



3. 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.

4. In the **Report** box, select **2025 W-2/W-3** and **2025** in the **Year**. Click **OK**. **Note**: If the 2025 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**.

> Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

5. Under employees, select whether you want to include **Non-Agricultural Employees**, **Agricultural Employees**, or **Both**

6. 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.

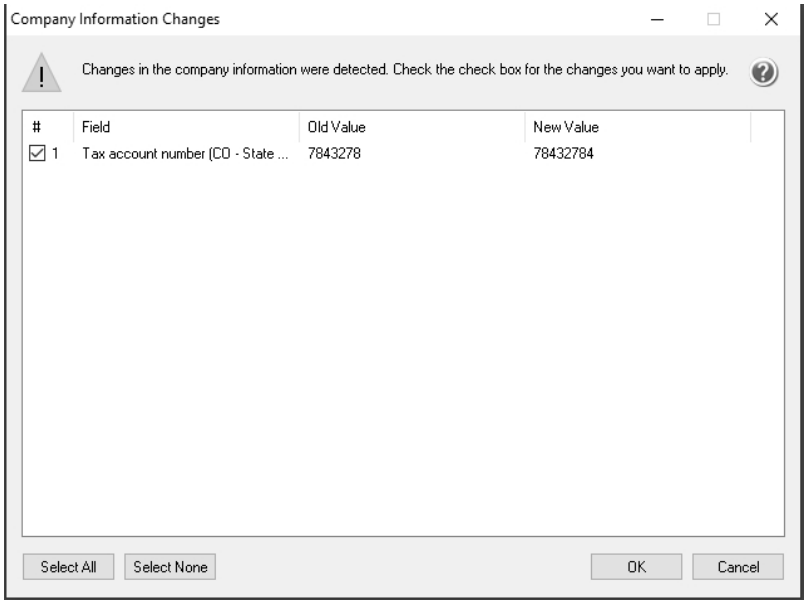
7. It may take several minutes for the payroll data to be transferred to the W-2 printing process. Actual time will depend on the number of employees in your database.

8. 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 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.

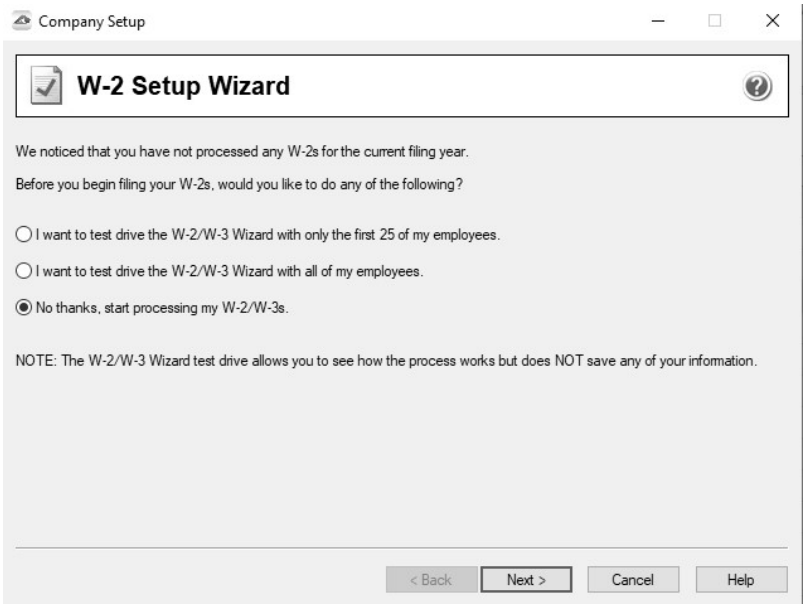


Choose to either accept or reject these changes. To accept only certain changes, use the check box provided to indicate which changes to apply.

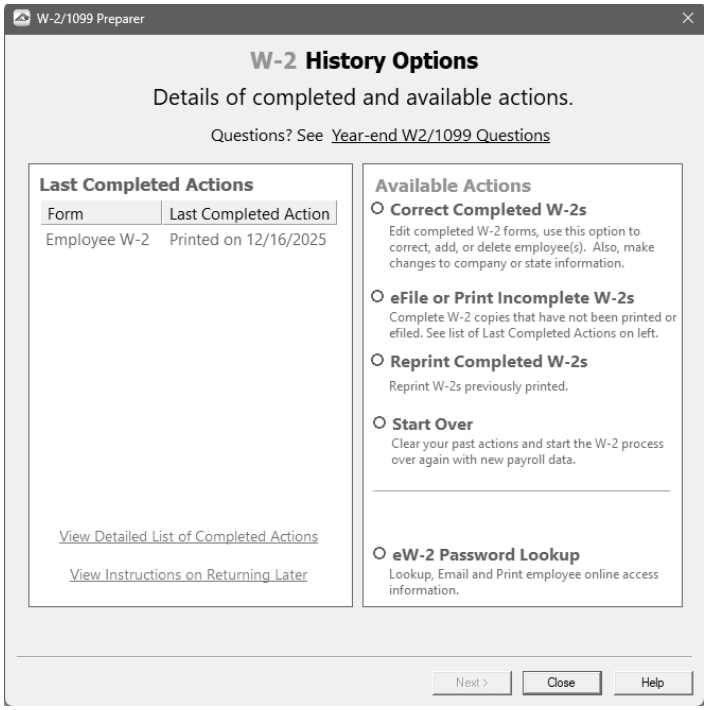
Note: Any changes that are accepted will overwrite the current data stored in the Company Setup Wizard in Aatrix. The Company Setup Wizard will display to allow you to review the new data updates.

Note: Changing company information in Aatrix does not change company information in CenterPoint. If a change is needed, it is suggested to change company information in CenterPoint.

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 efiling 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, 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**. (The test drive allows you to see how the process works but does not save your selections, changes, or forms.)



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**.



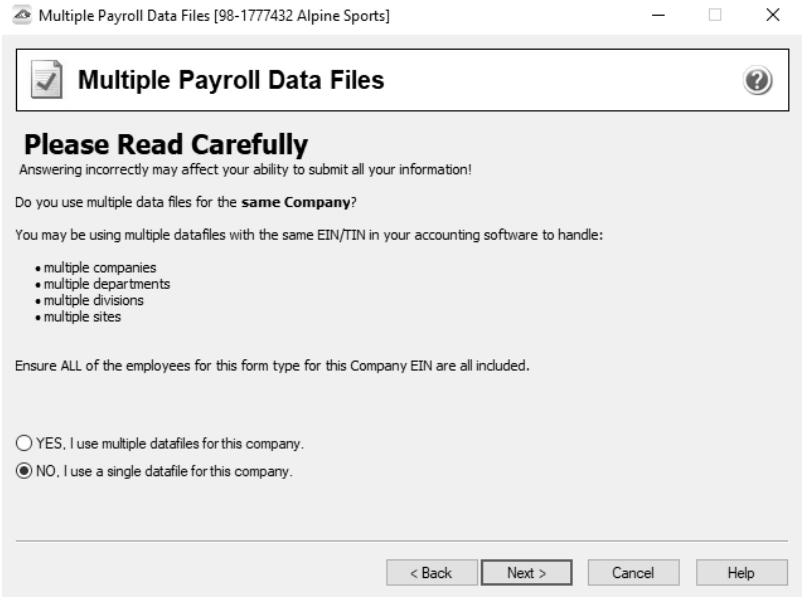
- If the **Reprint Completed W-2s** or **Process Non-Filed W-2 Copies** is selected, it will automatically bring you to the W-2/1099 Preparer detailed in the next section of this document.

2. The Federal 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 CenterPoint Payroll to correct the number by selecting **Setup** > **Employers** > **Taxes** tab, selecting **Federal** from the left side of the screen, and then changing the **Federal Tax Id** on the right side of the screen and then start the export process again.

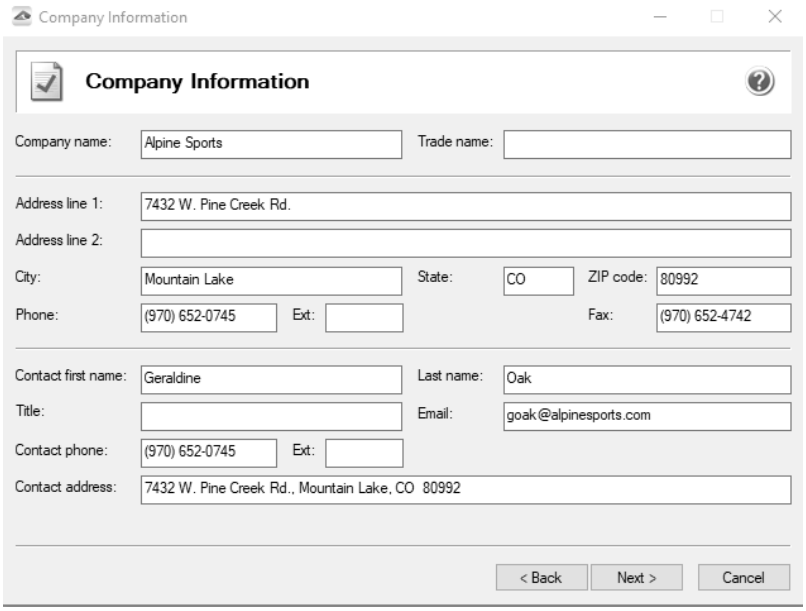


3. The Multiple Payroll Data Files option will be displayed. Select **Yes** if you have multiple payroll data files for the same Company, see the Frequently Asked Questions section in this document for more information. Otherwise select **No** and click **Next**.

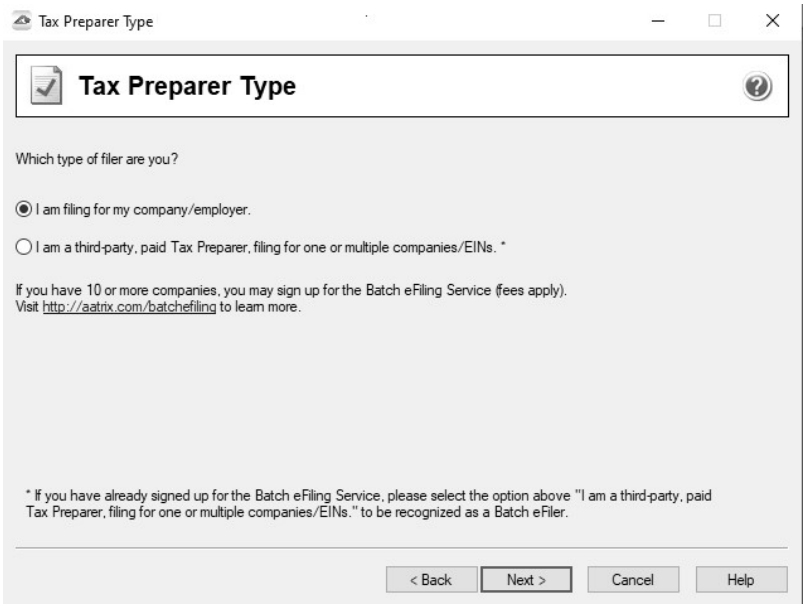
Note: Aatrix cannot accept multiple filings from the same EIN. If you have multiple payroll databases with the same EIN number, they must be merged prior to submission.



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** > **Employers** to correct the information and then start the export process again.

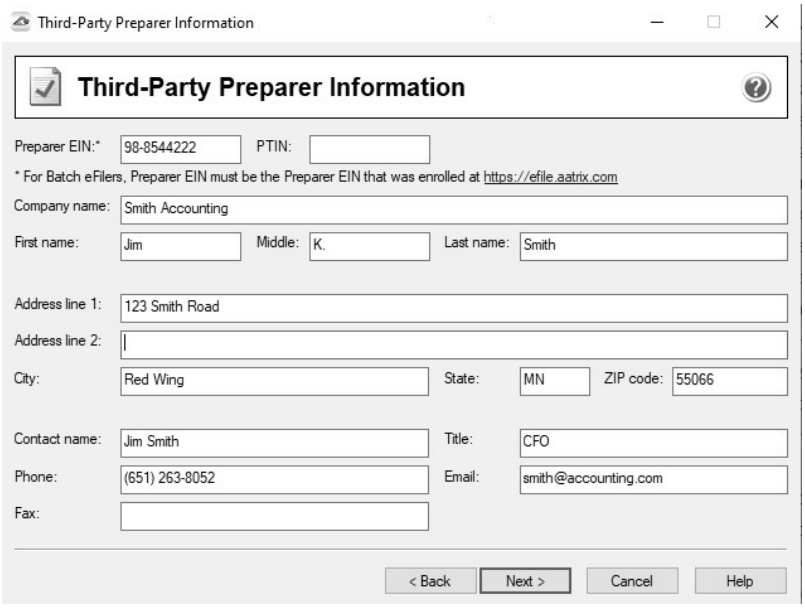


5. Specify the correct **Tax Preparer Type**; processing the W-2s for your company/employer or processing the W-2s as a paid third-party tax preparer. If you are a third-party tax preparer, you will then be prompted for your information. After making the selection, click **Next**.



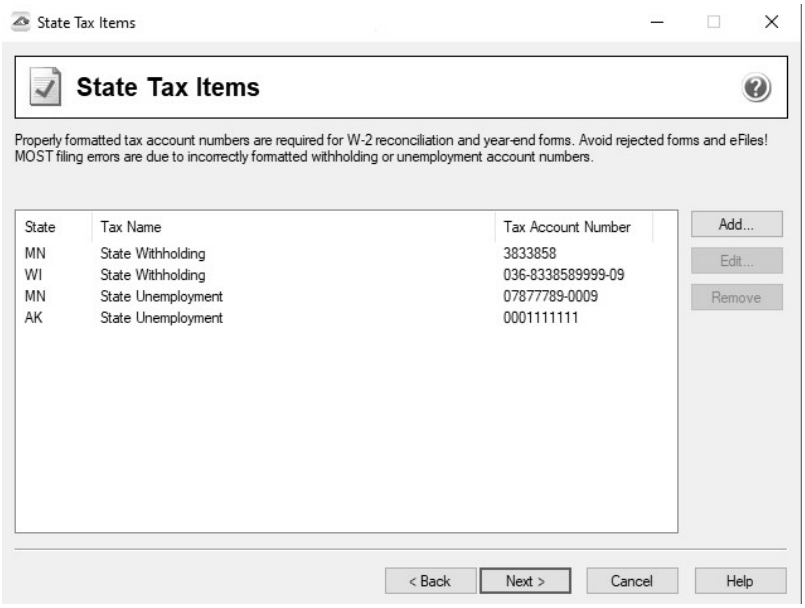
- If you are a third-party tax preparer, you will then be prompted for your information. If you have **Preparer Information (Optional)** entered and **Yes** selected in the **Use Preparer information** setting in **File** > **Preferences** > **Reports** > **Federal Tax Forms**, the paid preparer information will automatically display. Otherwise,

enter the information and then click **Next**.



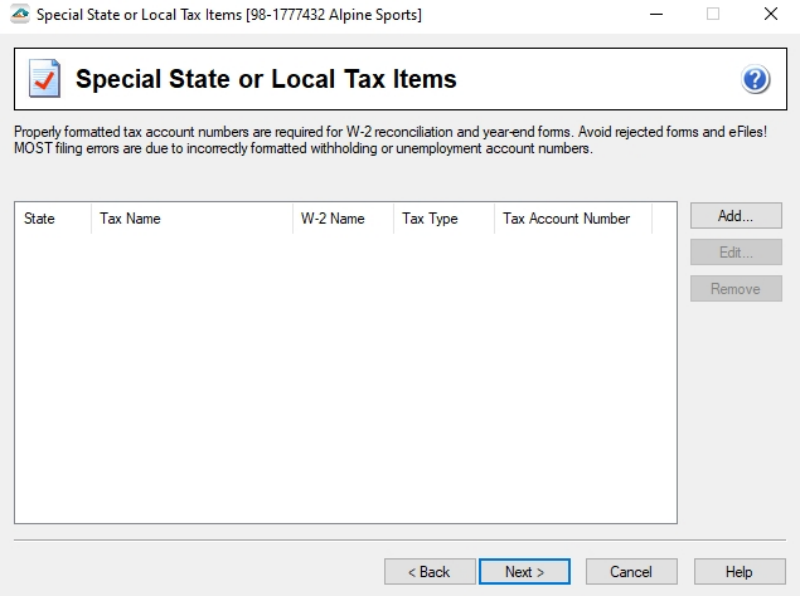
6. The **State Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states are complete and conform to the required formats. Click **Next**.

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.



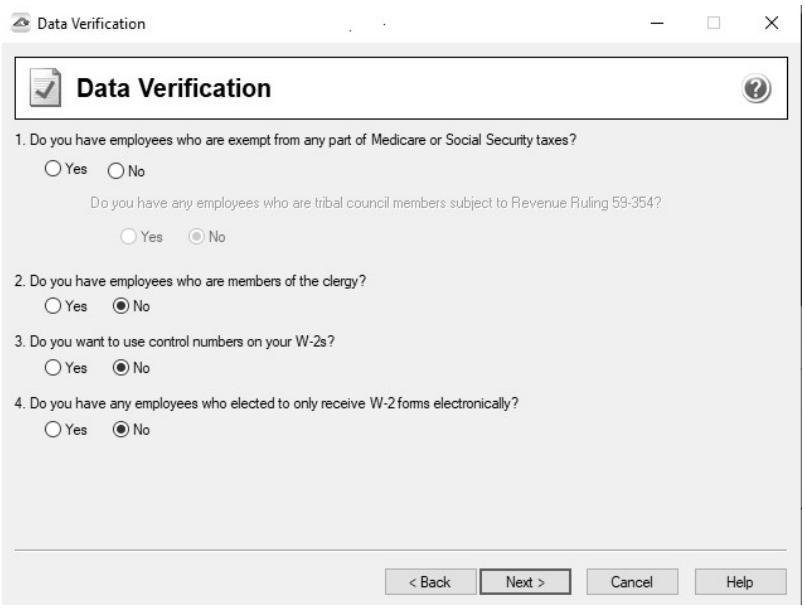
- Click **Edit** to add any applicable information to each state, for example tax account numbers for state withholding, state unemployment, workers' compensation, etc. States and account numbers exported from CenterPoint Payroll cannot be removed.
- Click **Add** to add a state and applicable tax account numbers. States that are added from this screen can be removed if needed.
- If there is blank or incorrect data on the **State 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 until all required fields are correct.

7. The **Special State or Local Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed local taxes are complete and conform to the required formats. Click **Next**.



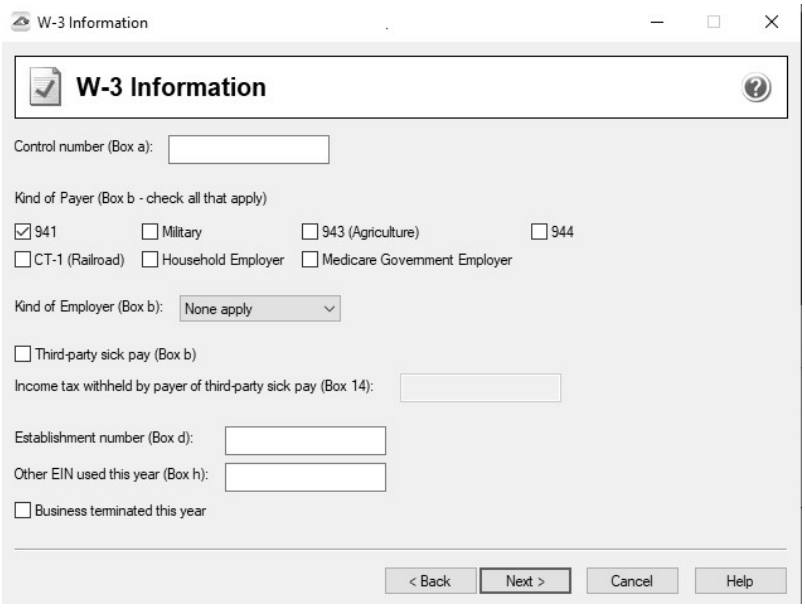
- Click **Edit** to add any applicable information to each local tax, for example tax account numbers local taxes, etc. States and account numbers exported from CenterPoint Payroll cannot be removed.
- Click **Add** to add a local tax and applicable tax account numbers. States that are added from this screen can be removed if needed.
- If there is blank or incorrect data on the **Special State or 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 locality has different requirements, the screen that displays will guide you through the requirements for the local tax formatted in error.). Some local taxes 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 until all required fields are correct.

8. The **Data Verification** screen will display five questions. Please review and answer each question accurately as they affect how the W-2s are processed. Once all questions are answered, click **Next**.

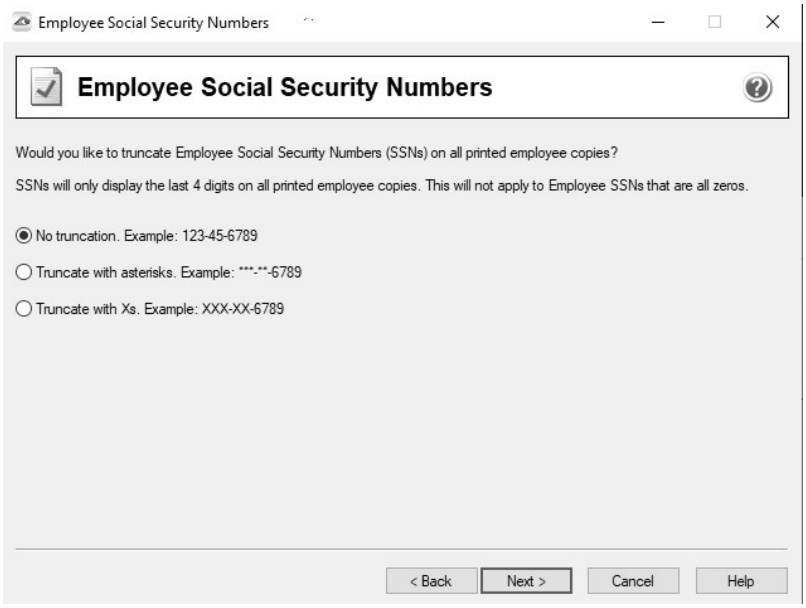


9. Review the information on the W-3 Information screen. The Setup Wizard will notify you if any required fields are not filled in or if data is formatted incorrectly.

    - 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.

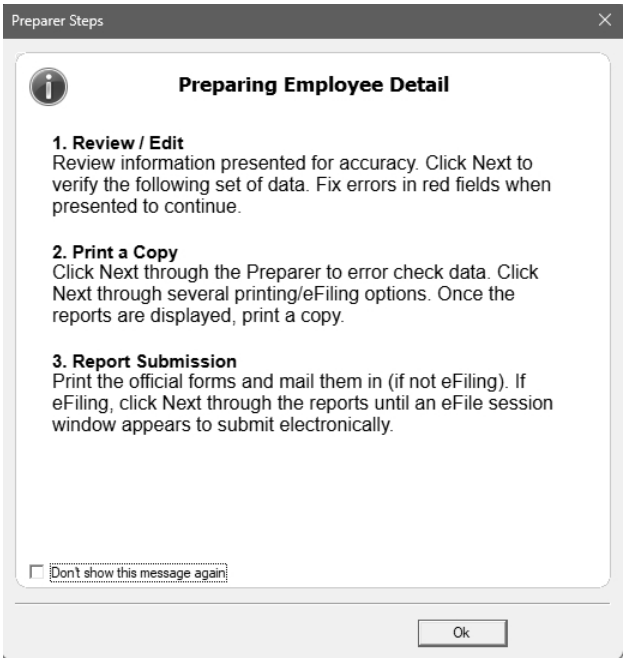


10. The **Employee Social Security Numbers** screen displays, determine if you want to truncate employee social security numbers and how the truncation should appear, with asterisks or X's and then click **Next**.



11. Click **Next** and the data will begin transferring to the W-2/1099 Preparer.

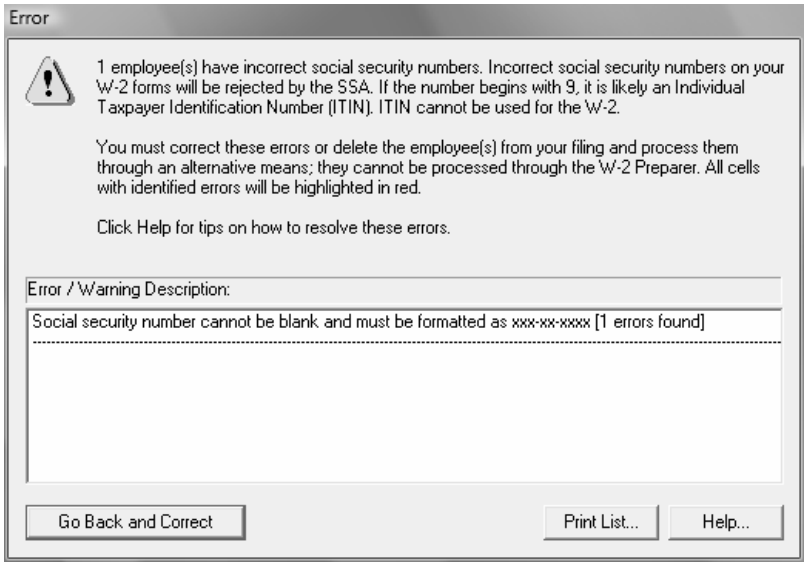
Prepare W-2s



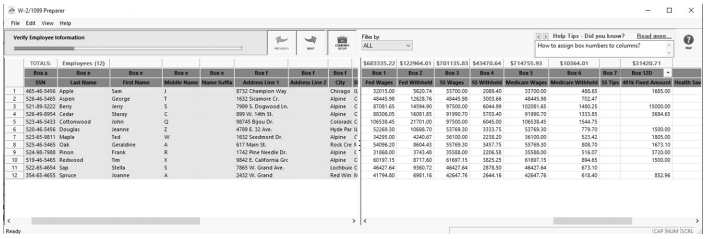
Review the Preparer Steps screen and then click **Ok**.

The W-2/1099 Preparer will walk you through the process of efiling and/or printing your W-2s. Once the displayed data has been reviewed, 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.

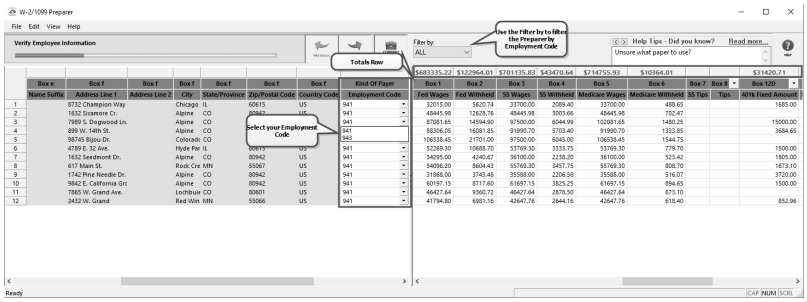
This is an example of what the W-2/1099 Preparer will display if it finds incorrect or missing data on a screen. If this message is displayed, simply click on the **Go Back and Correct** button and the data that needs to be corrected will be displayed in red. Click on the red data and correct the information. Once all data has been corrected, click the **Next** button again to continue to the next screen.



1. The W-2/1099 Preparer will display the information it is currently validating in the top left corner. The information will be highlighted in blue. The first screen of the **W-2/1099 Preparer** is **Verify Employee Information** (box a - f on the W-2). The screen can be adjusted by scrolling or moving the center line from the left to the right.



- 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**.

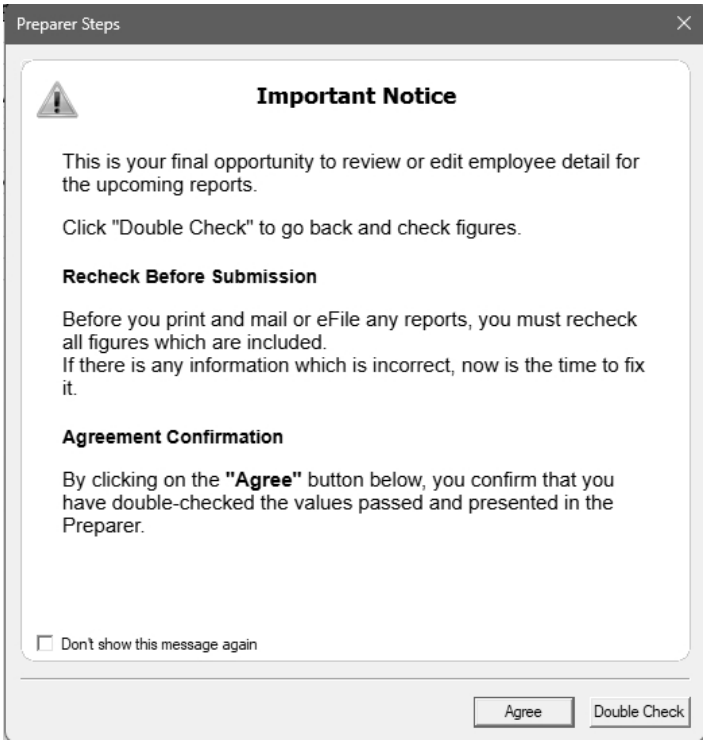


- To add a line to the W-2/1099 Preparer grid, right-click over one of the line numbers on the left side of the screen and select **Insert Row**, enter the number of rows you want to add to the end of the list of employees, and then manually enter the new information into the grid.
- To delete a line from the W-2/1099 Preparer grid, right-click over the line number 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 number 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 number 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**.

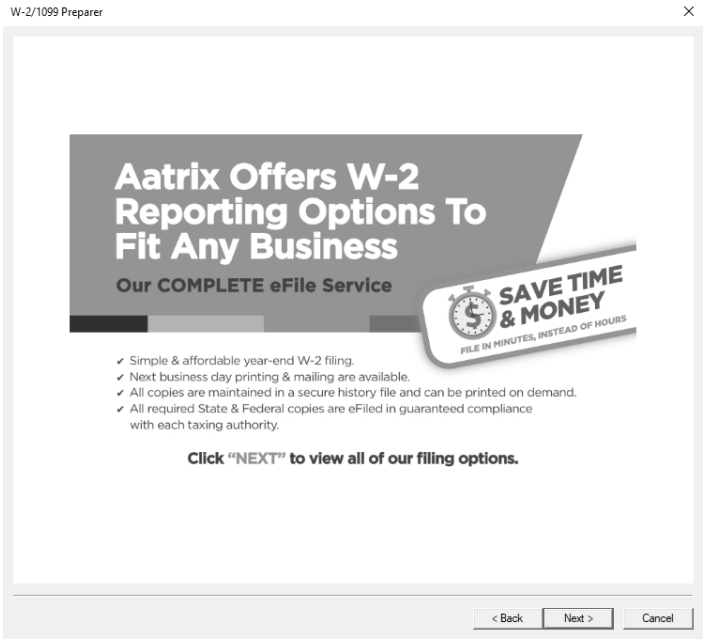
2. Click **Next Step** or the **Next** button at the top of the screen.

Note: The total for the columns appears above the column in the Totals Row.

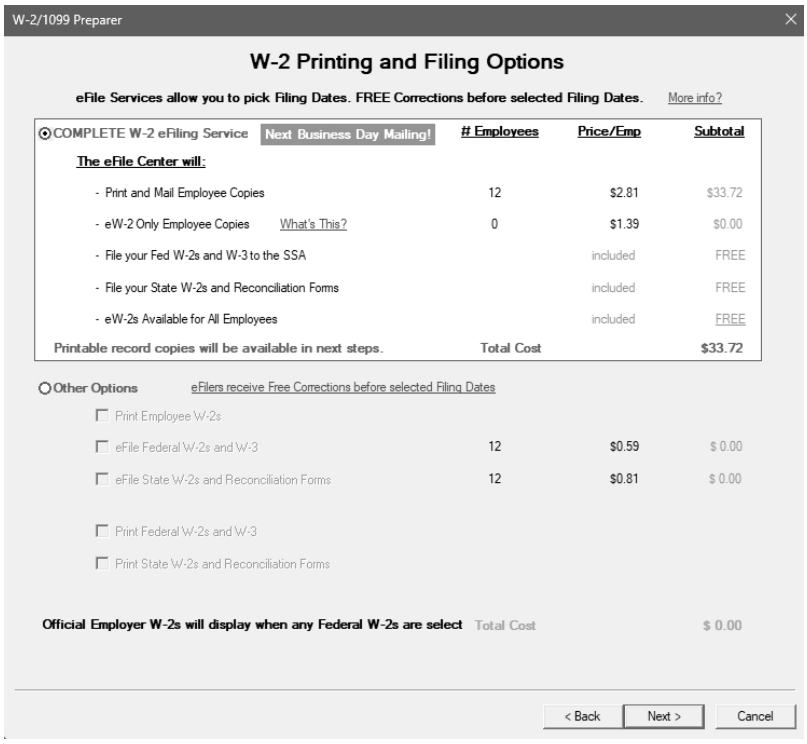
3. The **Verify Additional Employee Information** screen will display next. Review/edit the supplied data, and then click **Next Step** or the **Next** button.
4. Continue reviewing/editing the supplied data on the **Verify Federal Information**, **Verify State Information**, and **Verify Unassigned Columns** screens and clicking **Next Step** or the **Next** button on each screen displayed.



5. Review the Important Information screen. If you want to review/edit the information in the W-2/1099 Preparer grid, click **Double Check**. After you've double-checked the information in the W-2/1099 Preparer grid, click **Agree**.
6. When a Complete eFile Service informational screen displays, click **Next**.

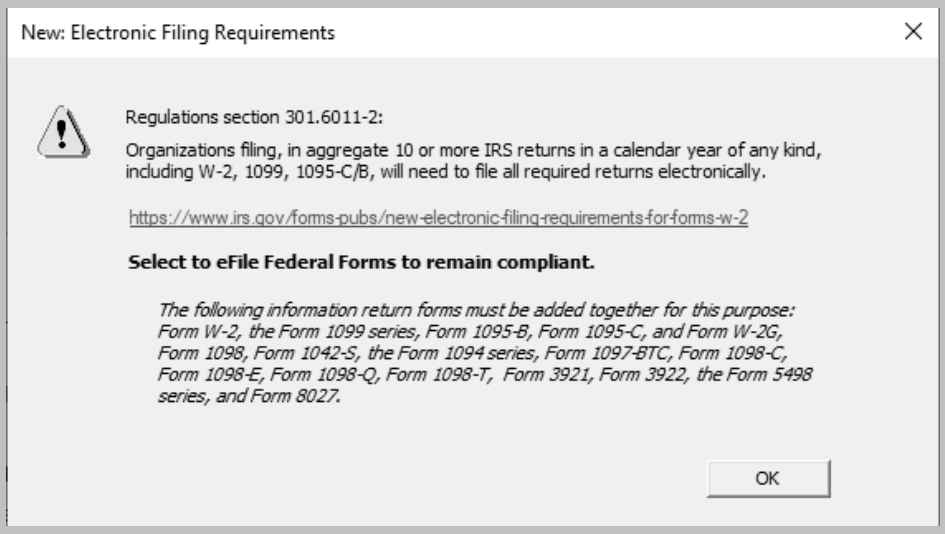


7. The **W-2 Printing and Filing Options** screen will display. eFiling options are displayed with the associated costs and printing forms is free. Choose the appropriate options for your company, and then click **Next**.

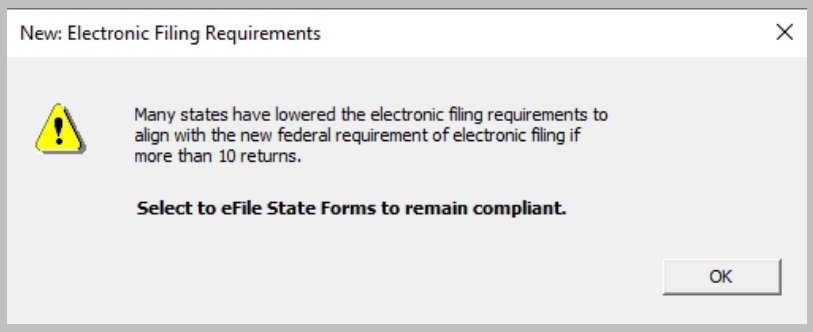


Note: If you chose to print your Federal forms, you will receive a New Electronic Filing Requirements screen. This screen outlines the regulation the IRS and the Department of Treasury changed on February 21, 2023 which changed the Federal

eFile threshold from 250 to 10. Click here for more information. Click **OK** to return to the filing options screen to continue printing if you are compliant or make eFiling selections to remain compliant.

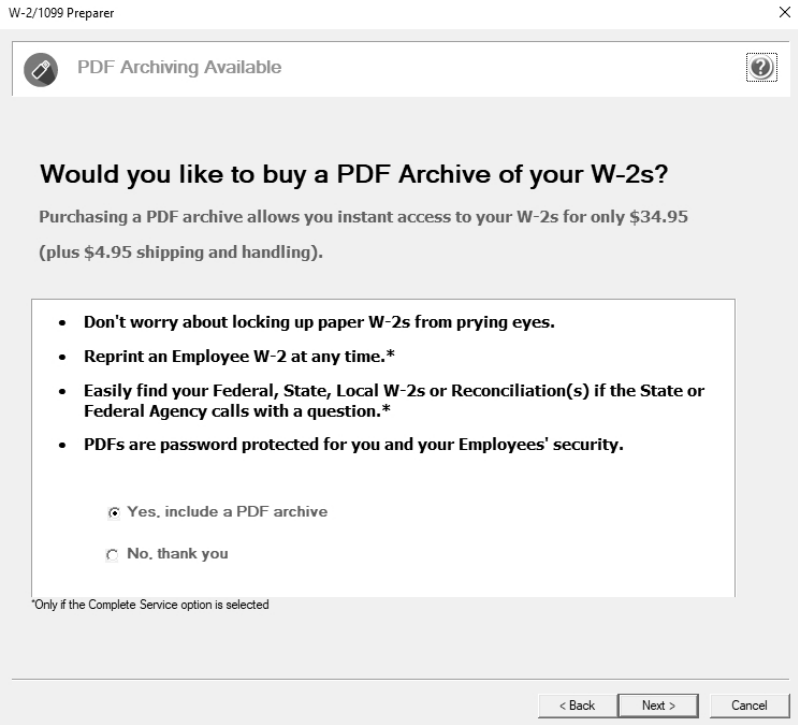


Many states have lowered the efiling requirements to align with the new Federal requirement and you will receive a New Electronic Filing Requirements screen when printing state copies. Click **OK** to return to the filing options screen to continue printing if you are compliant or make eFiling selections to remain compliant.

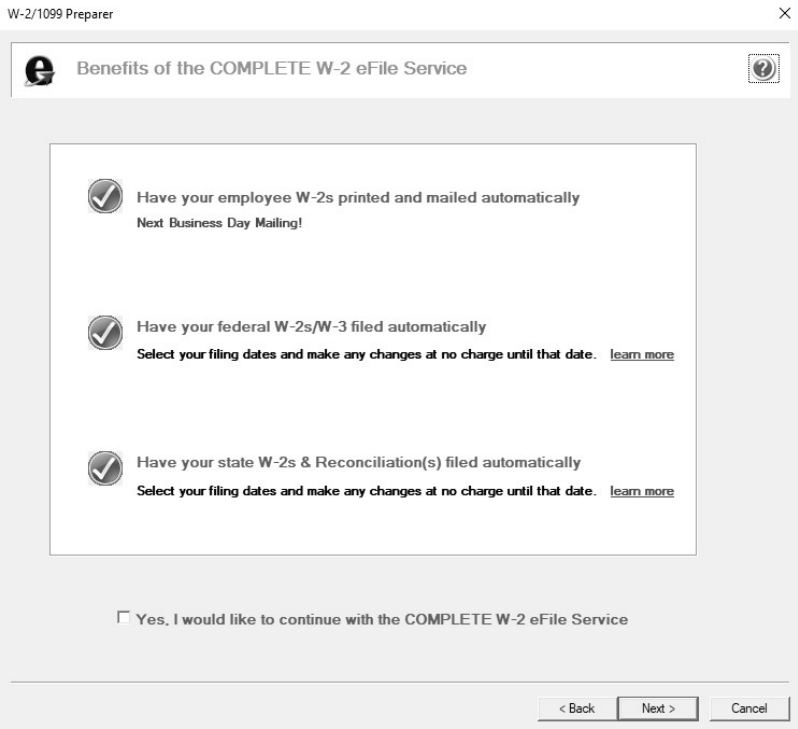


8. If you chose the **W-2 eFiling Service**, you have the option to purchase a PDF archive on a USB drive of your W-2s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.

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.

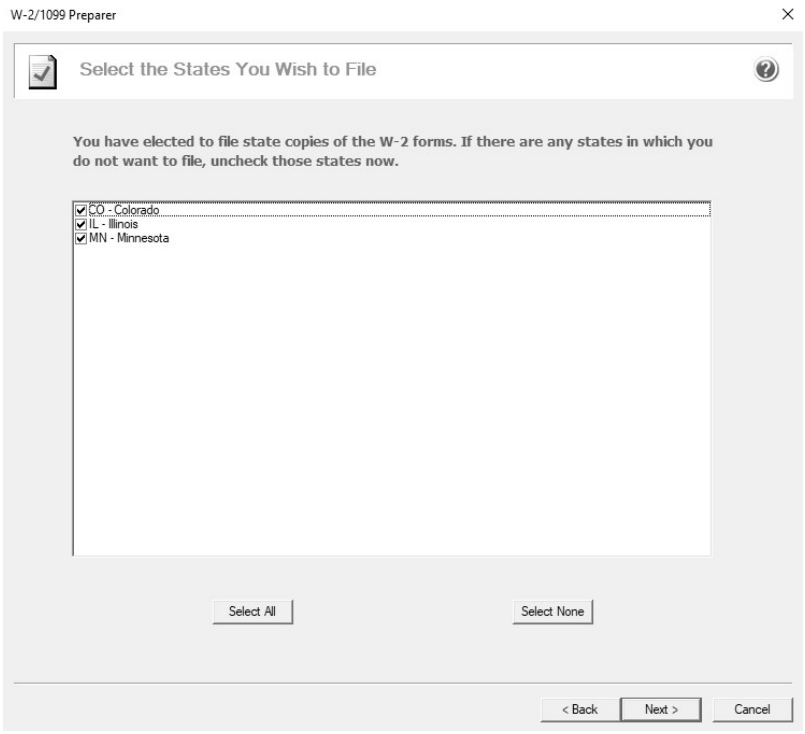


9. If you have not chosen the Complete W-2 eFiling Service option, you have another chance to select that service instead of printing the W-2s yourself. Click **Next** to continue.

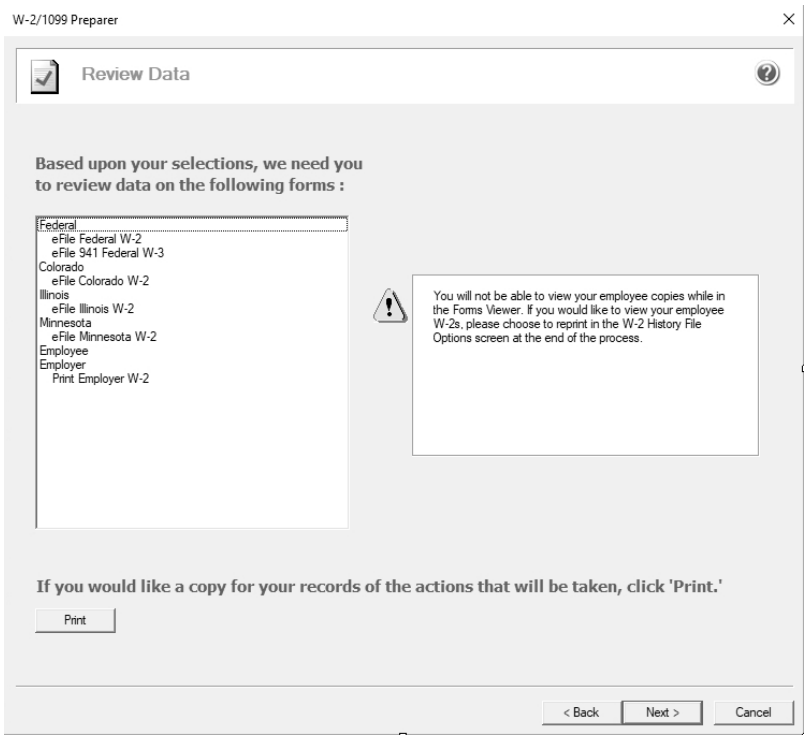


- If you use the Complete eFiling Service for your W-2 forms, there are applicable discounts for using the complete eFile service for your ACA 1095-C forms (does not include the 1095-B forms). To qualify for discounted 1095-Cs:
    a. eFile your W-2s using the Aatrix W-2 Complete eFile Service.
    b. 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).
    c. eFile your ACA forms utilizing the Aatrix Complete eFiling Service and save 50%.
    d. Please click here to view the eFile pricing.
- 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 1095-C forms. Package pricing is based on the number of employees in your company. Please click here to view the eFile pricing.

10. The **Select the States You Wish to File** 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. Click **Next** to continue.



11. 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.

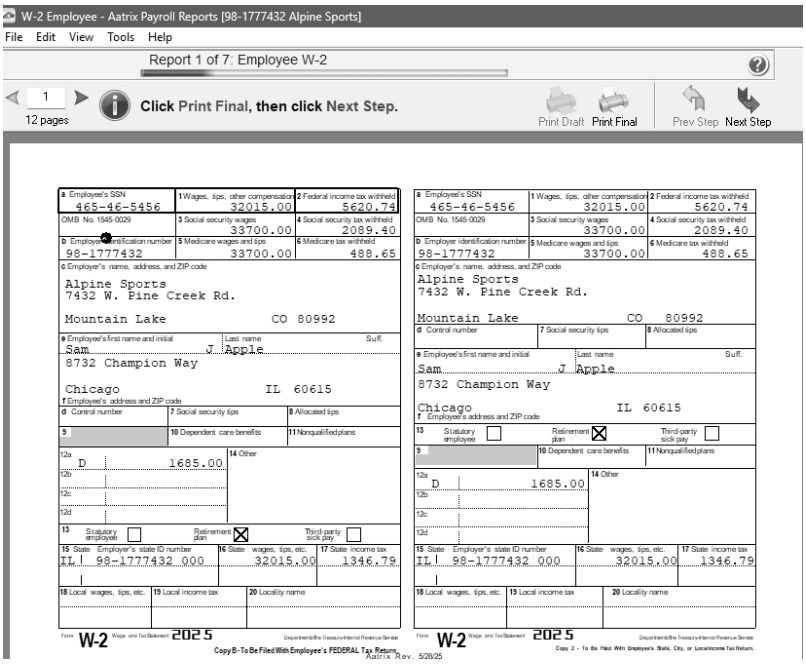


Print/eFile W-2s

12. The first employer W-2 form will be displayed. The form type and the number of form types are displayed in the yellow bar. In the upper-left side of the screen, use the left and right arrows to move through all of the forms for this form type.

    - 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 may 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 CenterPoint. 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.
    - 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.

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.



13. The next form will be displayed. Click **Print Copy** or **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.

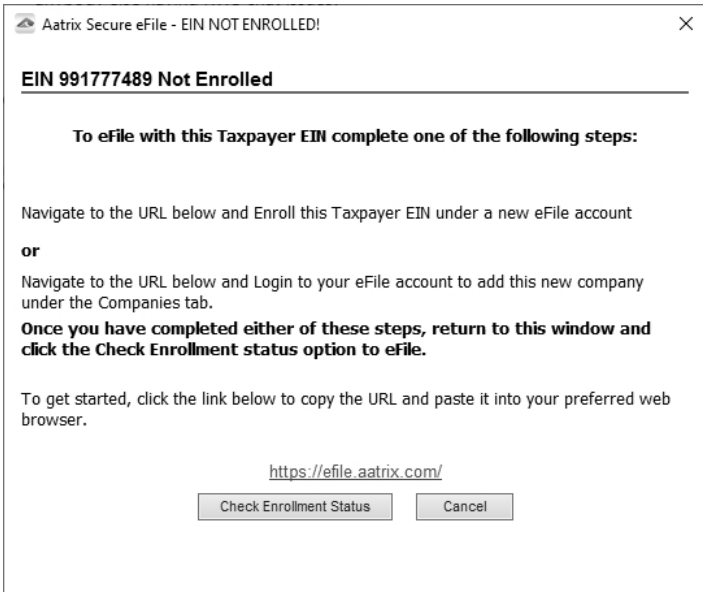
14. Depending on the form selected to print, the following message may be displayed. Selecting **Double Check** will bring you back to the previous screen so you can verify your data. Selecting **Agree** will bring you to the eFiling login screen.



eFile W-2 Forms

This section will not display if you have not chosen to eFile your W-2 forms.

1. If you have chosen to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.



2. If you are not enrolled to eFile with Aatrix:
   - From an internet browser, enter **https://efile.aatrix.com** to go to the Aatrix website
     - Click **Enroll** in the upper-right corner to complete the enrollment process.

     OR

     - Log in to your eFile account to add this new company under the Companies tab.
   - Return to the Aatrix Secure eFile screen and click **Check Enrollment Status**. Enter your login information, and then follow the onscreen instructions to eFile your forms.
3. If you are enrolled to eFile with Aatrix, enter your login information. Verify your enrollment information. To edit your enrollment information, click **Edit** on the Enrollment Information screen, click **Next**, and then follow the onscreen instructions to eFile your forms.



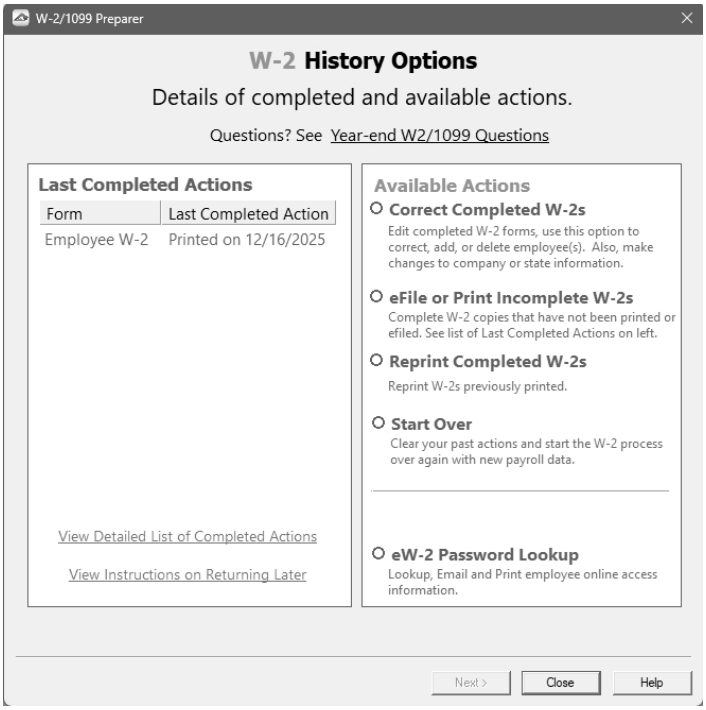
- To view answers to common questions, click here or from an internet browser, enter **https://www.aatrix.com/support/knowledgebase/windows/**
- If you have questions about the calculated sales tax or need to apply for tax exemption for your filing, email **AatrixExemptCerts@sovos.com**.
- For additional information about eFiling , click here or enter **https://partner.aatrix.com/red-wing-software/**
- 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.
    - If you have employees that opted to receive their W-2 electronically or selected the Complete eFiling Service, you will need to complete the Online Access Wizard which allows you to lookup, print, or email access letters and passwords. For detailed information, click here.
- 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 note the AFID (Aatrix Filing Identifier). 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.

4. 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 restarted 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 eW-2 Password Lookup selection to see a full list of your employee passwords and you can distribute as you'd like.



Frequently Asked Questions

Q: Are there any important changes to the W-2 filing process for 2025?

A: There are no specific changes to the W-2 filing process for 2025; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click here for more information. For specific W-2 and ACA form information, click here.

Q: If I choose to eFile my W-2 forms, is there a charge per form/employee?

A: Yes, please click here to view the eFile pricing for W-2 and minimum charge for W-2 and other tax forms (the minimum charge applies to each type of form eFiled).

Q. Where do I enter the employer identification number (EIN) that is required when running Federal or State tax forms?

A. Select **Setup > 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 verify taxable wages and tax amounts for this year prior to printing W-2s?

A: To verify those amounts, you can print the W-2 Summary report from **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.

Q: When is the 2025 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 2025 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 have deductions/benefits that have a code that must appear in Box 8,10, 11, 12, or 14, where do I set that code up?

A: The **Employee** or **Employer** Box 8, 10, 11, 12, or 14 options can be selected in **Setup** > **Deductions & Benefits** > **Detail** tab > **General** tab from the **W-2 - Box Options** box.

Q: How can I determine how many employee W-2 forms I printed last year?

A: The Federal Tax Withheld by Employee report can be used to determine the number of W-2 forms printed last year by selecting **Reports** > **Reports** > **Payroll Tax Data Reports** > **Federal Tax Reports** > **Federal Tax Withheld by Employee** report and using a **Pay Date of Last Year**. The Records included in total will be the number of employee W-2 forms that were printed last year.

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: Follow the steps below to set up your employees to receive electronic copies of their W-2 form:

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms**.
2. In the **Report** box, select **Electronic W2 Consent**. In the **Year** box, enter **2025**, and in the **Time Period** box, select **One Year**.
3. Follow the on-screen instructions until the form displays, then edit, print, and distribute to your employees. Have your employees sign and return for your records.
4. Make sure each employee (**Setup** > **Employees**) has an email address on file on the **General** tab and the **Consent to Electronic W-2** on the **Payroll** tab selected if they consented to receiving their W-2 electronically.
5. Process your W-2s from **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms** by selecting **2025 W-2/W-3**.
6. After the grid of employees displays and is verfied/edited, the W-2 Printing and Filing Options screen will display, select **Complete W-2 eFiling Service** and follow the on-screen instructions to eFile.

Q: We have one employee with a Social Security number that begins with "900". CenterPoint does not accept a number that begins with the digit 9. The number the employee is providing is an ITIN #. How can I process a W-2 for this employee?

A: The Federal Tax Forms (Aatrix) software will not accept a Temporary SSN so to get past this message you will have to enter 000-00-0000 in CenterPoint in **Setup** > **Employees** and then when the employee files their W-2 they can file using the temporary number and then provide you with a SSN after receiving the permanent number.

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/c/tax_forms or by calling 800-458-0158.

Q. Do I need to print my W-2 forms before I close the 2025 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 2025 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 flash drive at the end of each quarter, please follow the instructions that will be included with the flash drive. Those flash drives will begin shipping before January 1, 2026.

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**, click the **My Account** button, and from the My Account page, 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 flash drive 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 you are networked and would like to specify where the Aatrix history files are saved instead of the default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, follow the steps below.

1. Select **File** > **Preferences** > **Reports** > **Federal/State Tax Form**s.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, change the displayed default location to the network location you want to save the Aatrix History file to.
5. Click **Save**.



If you do not use a custom file location (the Use Non-Default File Location box is set to No), the Red Wing Software default location used is <Users>\<User>\AppData\Local\Aatrix Software\Aatrix Forms\Red Wing\.



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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
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 1095-C forms, 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 1095-C forms. Package pricing is based on the number of employees in your company. Please click here to view the eFile pricing.

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**.

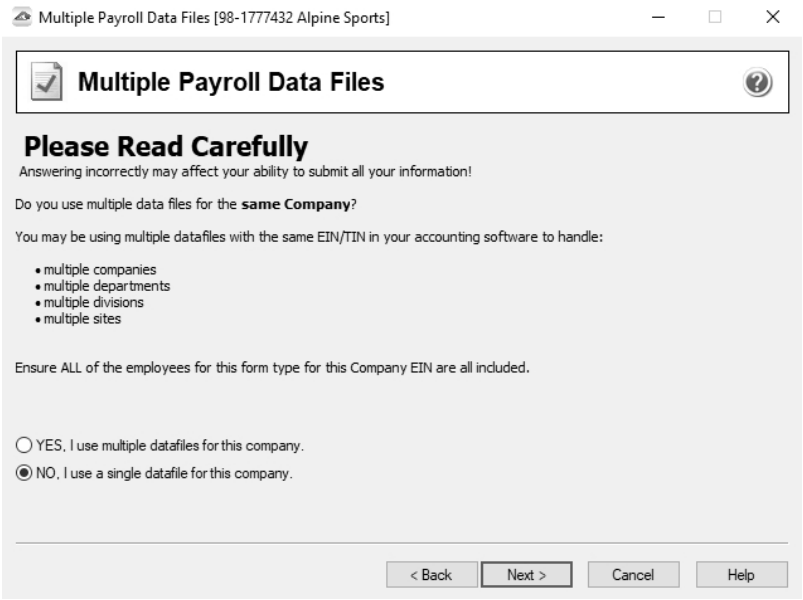
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q: I have multiple payroll databases for one EIN; how do I merge the databases so I get one set of W-2s?

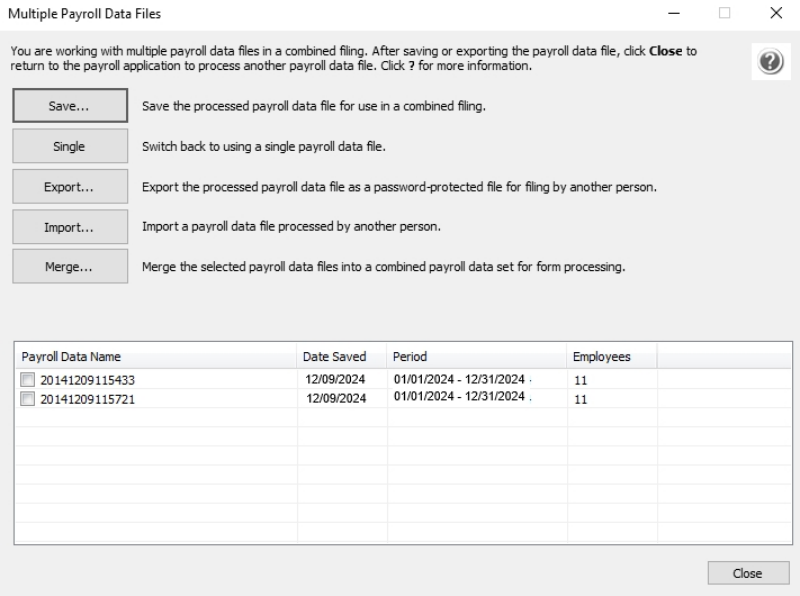
A: Follow the steps below to merge multiple databases into one set of W-2s:

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 datafiles for the EIN and click **Next** to continue.

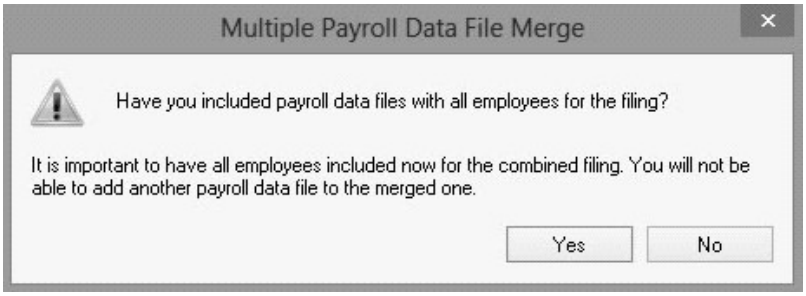
Note: Aatrix cannot accept multiple filings from the same EIN. If you have multiple payroll databases with the same EIN number, they must be merged prior to submission.



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 processed W-2 forms.

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).

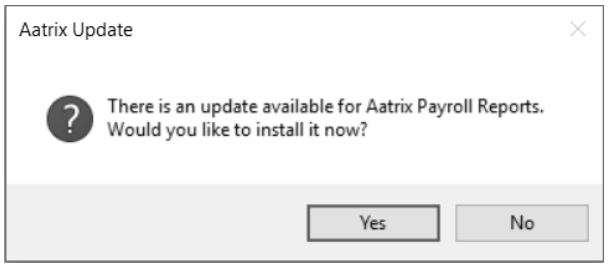
Exporting Data from CenterPoint Payroll

1. Begin processing W-2s by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

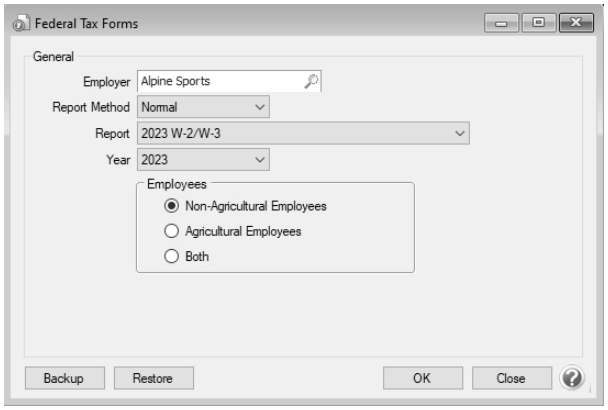
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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** to correct processed current tax year W-2 forms, or select **History** to correct processed prior tax year W-2 forms.
5. In the **Report** box, select the form and year you want to correct, for example, select **2024 W-2/W-3** and **2024** in the **Year** to correct current tax year W-2 forms.

Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

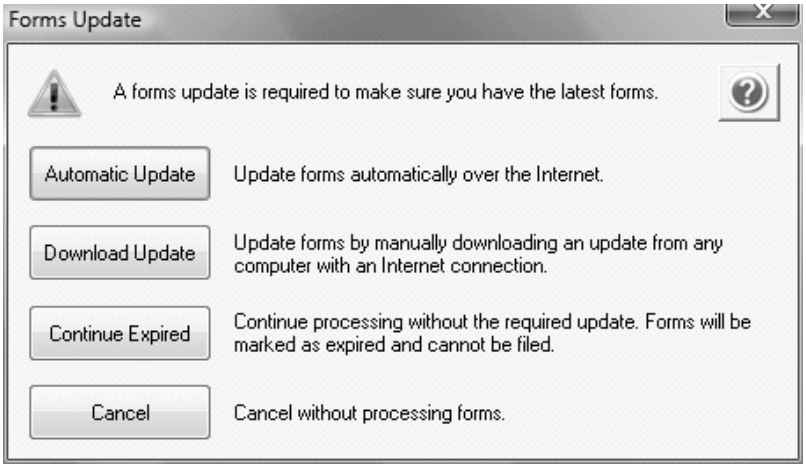
6. Under employees, select whether you want to include **Non-Agricultural Employees**, **Agricultural Employees**, or **Both**.
7. Click **OK**.

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**.

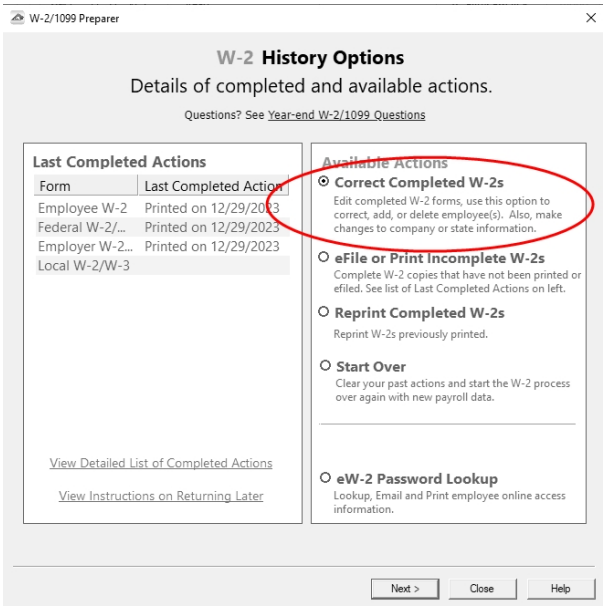
Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.



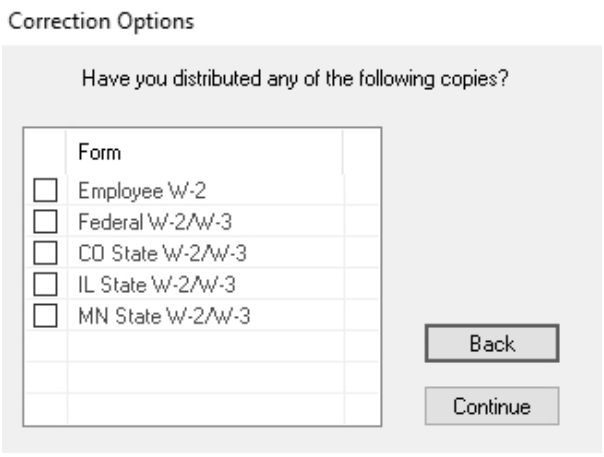
Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

W-2 History File Options

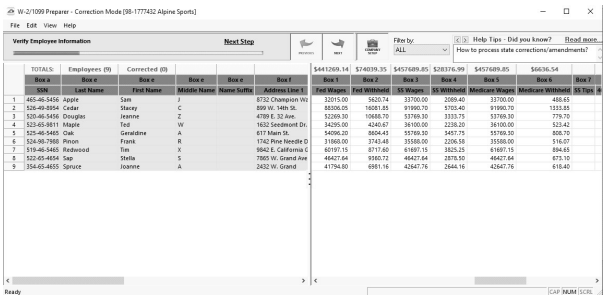
1. The following **W-2 History File Options** screen will be displayed.
2. Choose **Correct Completed W-2s** on the right and click **Next**.



3. 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**.



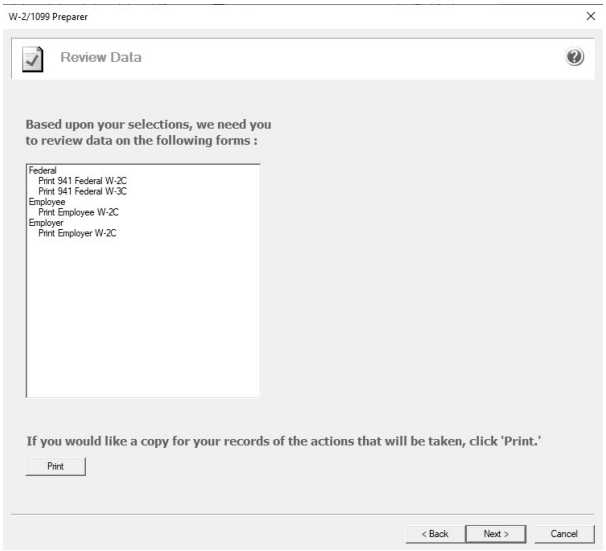
4. The W-2/1099 Preparer will display. Here you can change any of the employee information.



- 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.



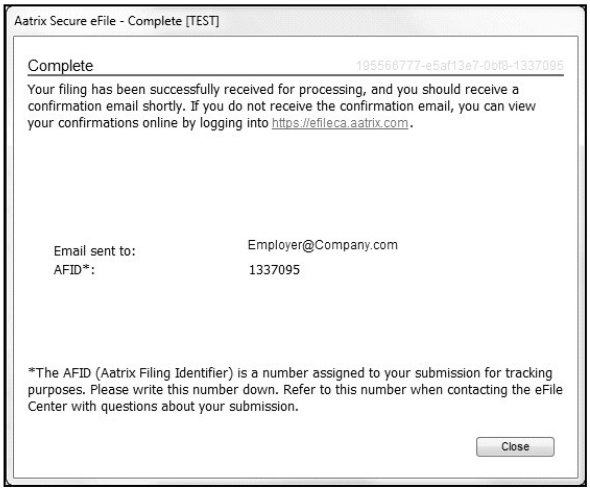
5. Click **Next**, the Forms Viewer will display. The forms will begin to display in the same order as displayed on the action list.

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.

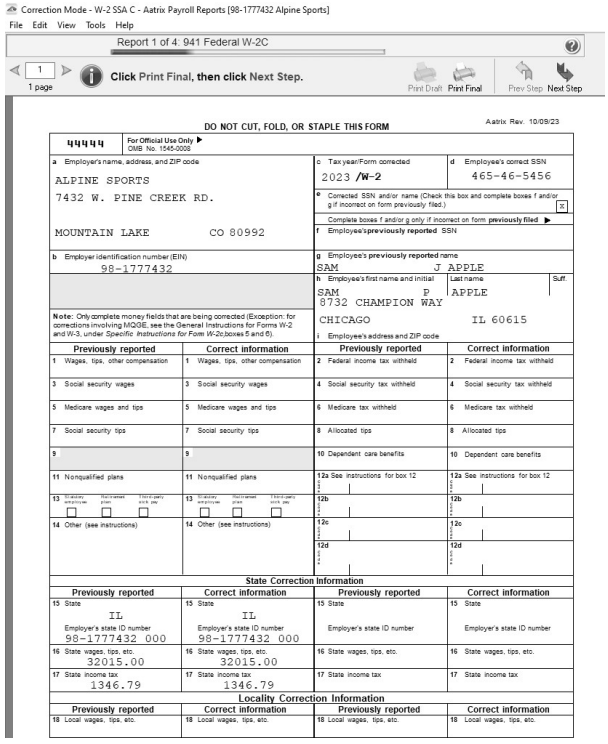


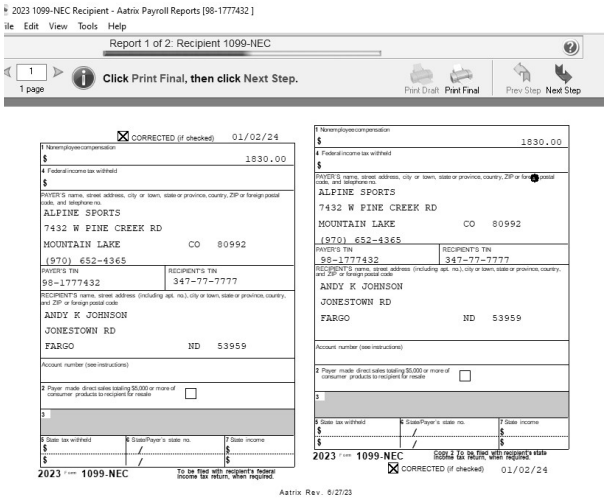
After submitting, you will receive a new Aatrix Filing Identification Number (AFID).



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.





- 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 W-2s 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 W-2s. These scenarios will help you determine the differences that will occur during the W-2 correction process.

Example Scenario 1

A customer submitted the Complete Filing Option W-2s 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 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 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 thee 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).

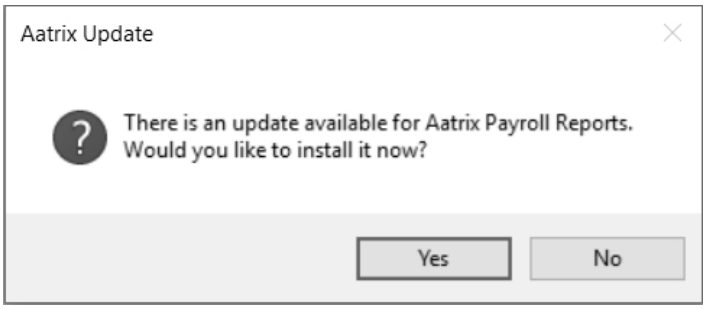
Exporting Data from CenterPoint Payroll

1. Begin processing W-2s by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms.**

Forms Update

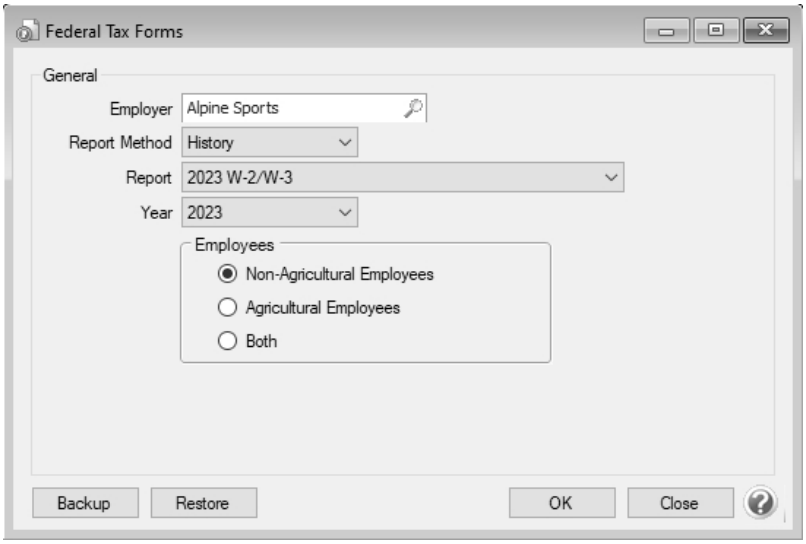
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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 **2024 W-2/W-3** and **2024** in the **Year**.

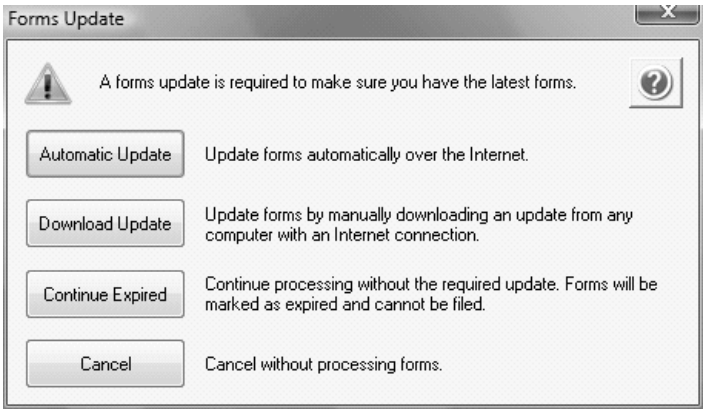
Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

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

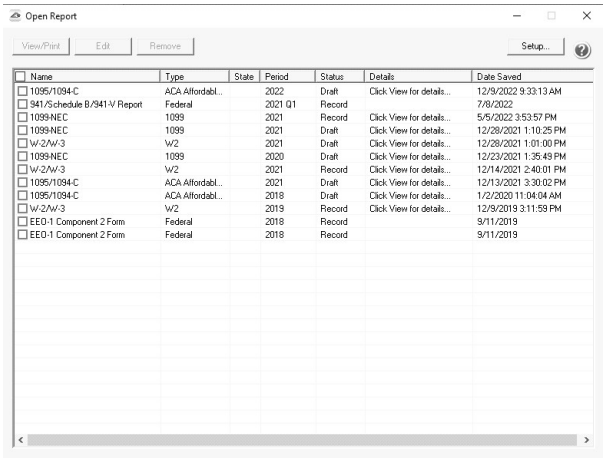
- The following **Forms Update** screen will display if you chose not to perform the Aatrix update when you first selected Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms or State Tax Forms. If you want to continue processing your forms without performing the required update, click **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

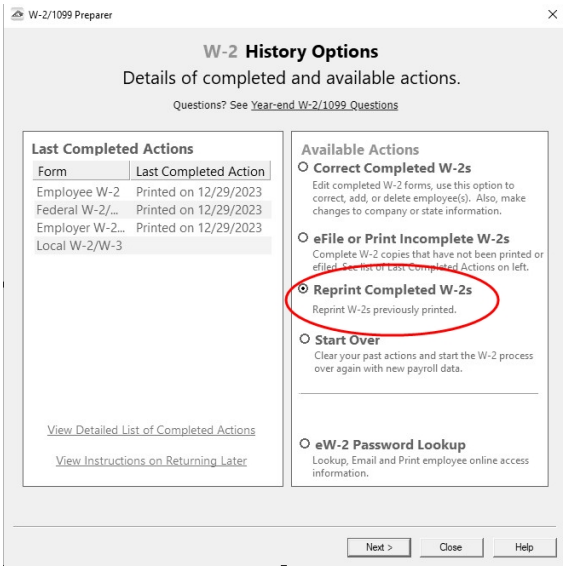
1. If you've previously processed Federal Forms, the Open Report screen displays.



2. Select the form you want to reprint and then click **Edit**.

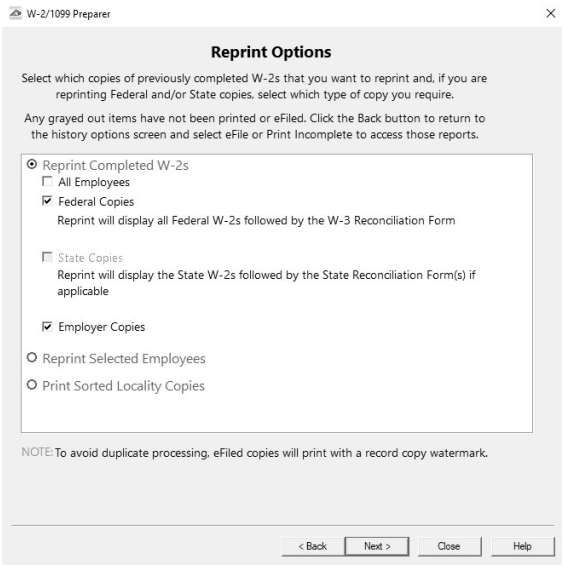
Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

3. Choose **Reprint Completed W-2s** on the right and click **Next**.



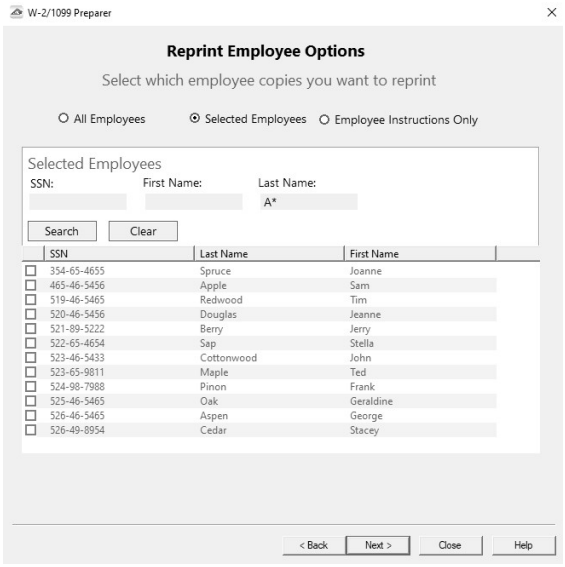
4. Click **Next**.

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**.



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.



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 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

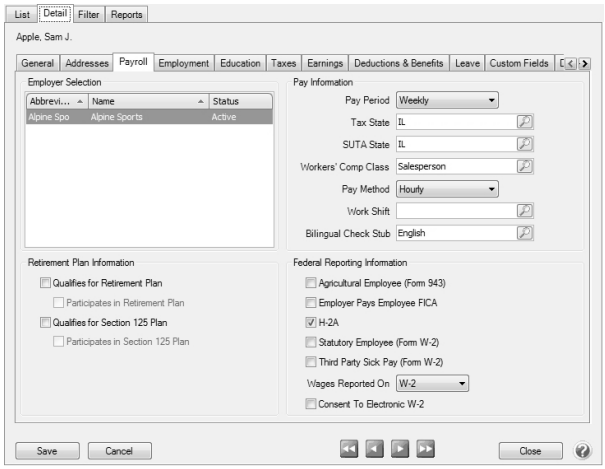
Delete the Totals Pay Run

Edit H-2A Employee Setup

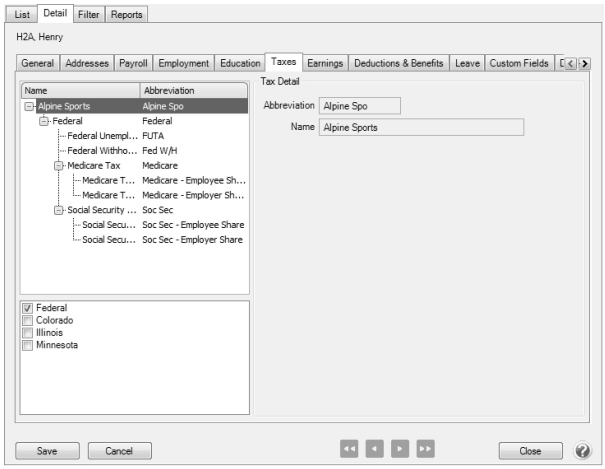
H-2A employees must be setup to have their wages reported on a W-2. Most employers do not withhold taxes from H-2A employee pay checks. However, in order for the wages to display in Box 1 of the W-2, the wages must be setup as subject to the Federal Withholding Tax, even if no tax is actually withheld.

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.

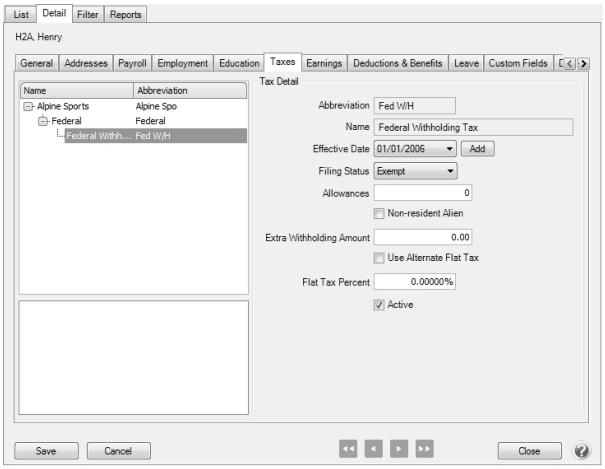


2. Select the **H-2A** check box.
3. Change **Wages Report On** to **W-2**.
4. Select the **Taxes** tab. Check **Federal** in the box at the bottom of the screen.



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

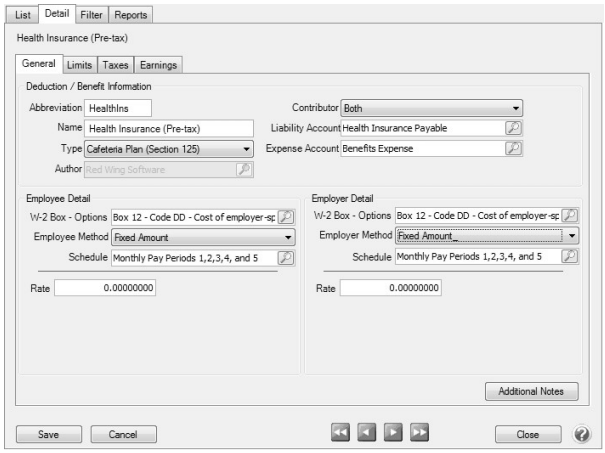
The Affordable Healthcare Act requires most employers to report the cost of employer sponsored health insurance in Box 12 on the W-2. CenterPoint can easily track the employer paid portion of health insurance and both the employee deduction and employer benefit amounts can be reported on the W-2.

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**.

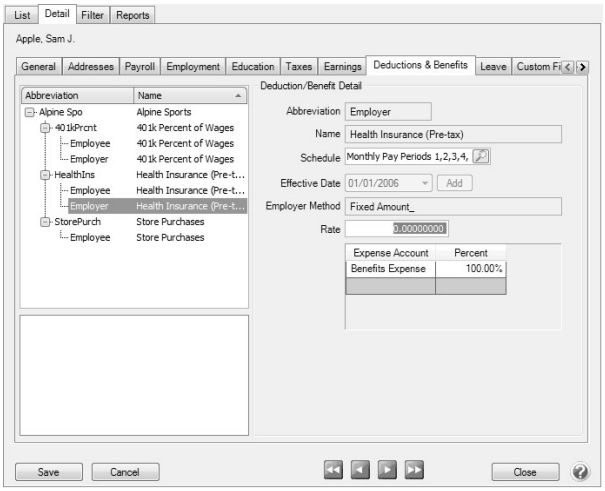


2. If the deduction/benefit is already calculating the employee and employer share of health insurance, make sure the **W-2 Box - Options** for both the Employee and Employer detail is filled in with *Box 12 Code DD - Cost of employer-sponsored health coverage*, then click **Save**. The health insurance 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 D**D.
    - 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.



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 fringe 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]

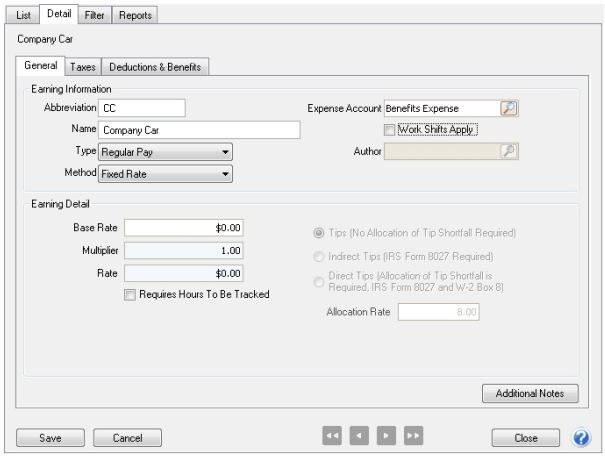
[Step C - Add the Earning and Deduction to the Employee]

[Step D - Process a Startup Pay Run]

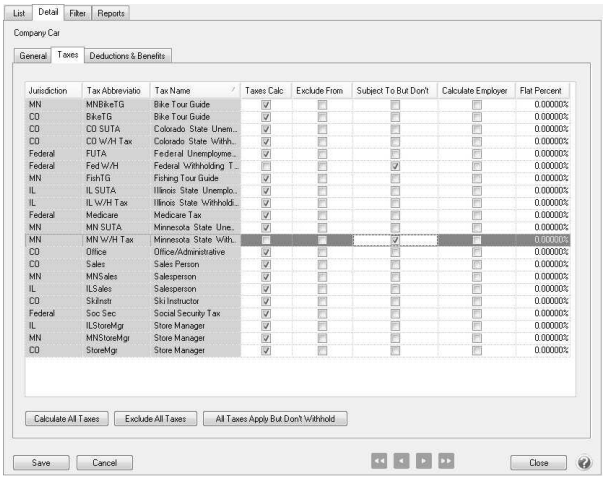
Note: If your accountant provides you with the amounts prior to the last pay run being processed for the year, follow the same procedures, except include the earning and deduction in a normal pay run instead of a startup pay run (Step D). By including them as part of the last pay run of the year, the 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**.



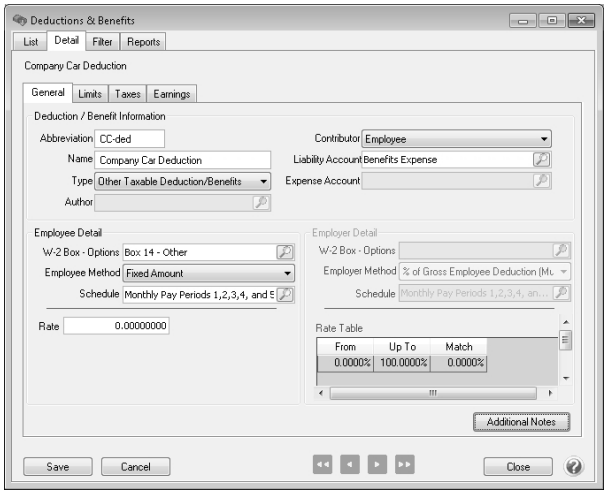
2. Enter an appropriate **Abbreviation** and **Name** for this earning. In our example, we are using Auto Usage. Specify the appropriate **Expense Account** for this earning.
3. Select **Regular Pay** as the **Type**, and **Fixed Rate** as the **Method**. All other fields on the General tab can be ignored.
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.



5. Click **Save**.

Step B - Create a Deduction

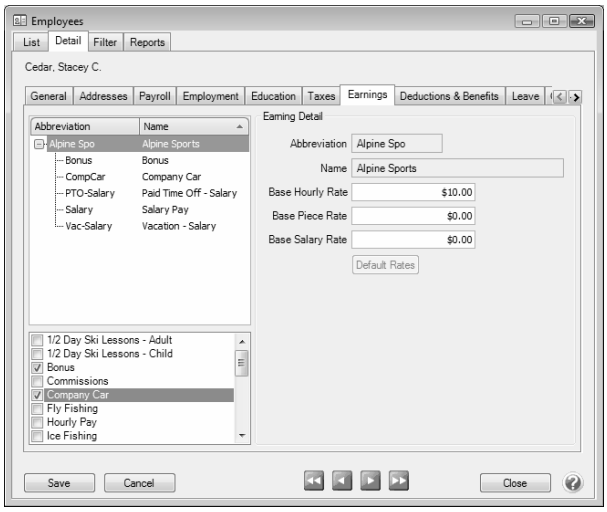
1. Select **Setup > Payroll Details > Deductions & Benefits**. Click **New**.



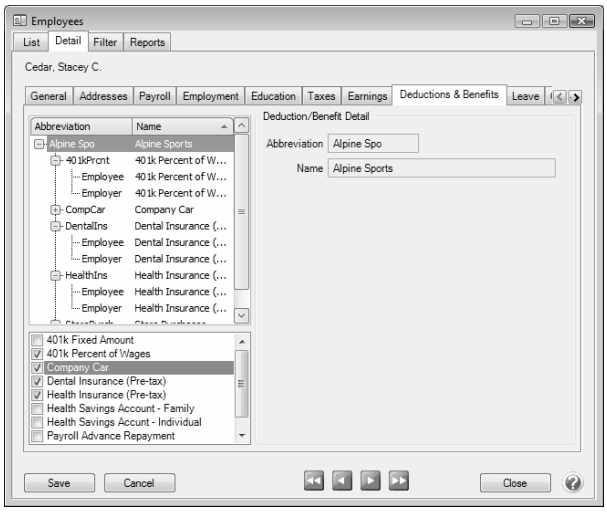
2. Enter an appropriate **Abbreviation** and **Name** for this deduction. In our example, we are again using Auto Usage.
3. The **Type** should be **Other Taxable Deduction/Benefits**. Select **Employee** in the **Contributor** field.
4. In the **Liability** account field, use the same expense account 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.



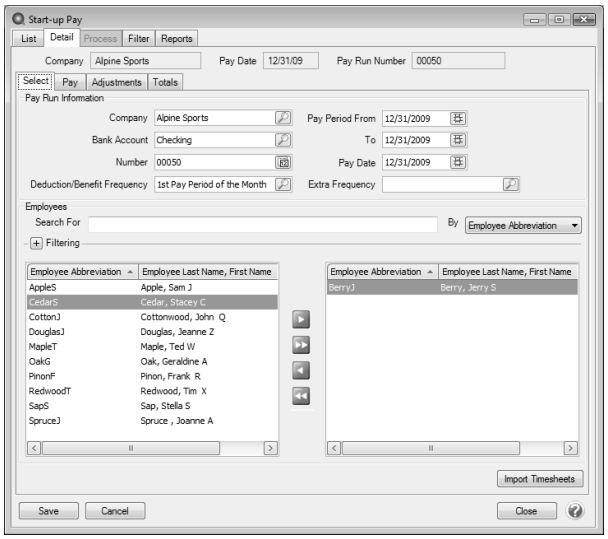
3. In the lower left corner of the Earnings tab, select the **Earning** that was created in Step A. Leave the **Rate** at **0**.
4. Select the **Deductions & Benefits** tab.



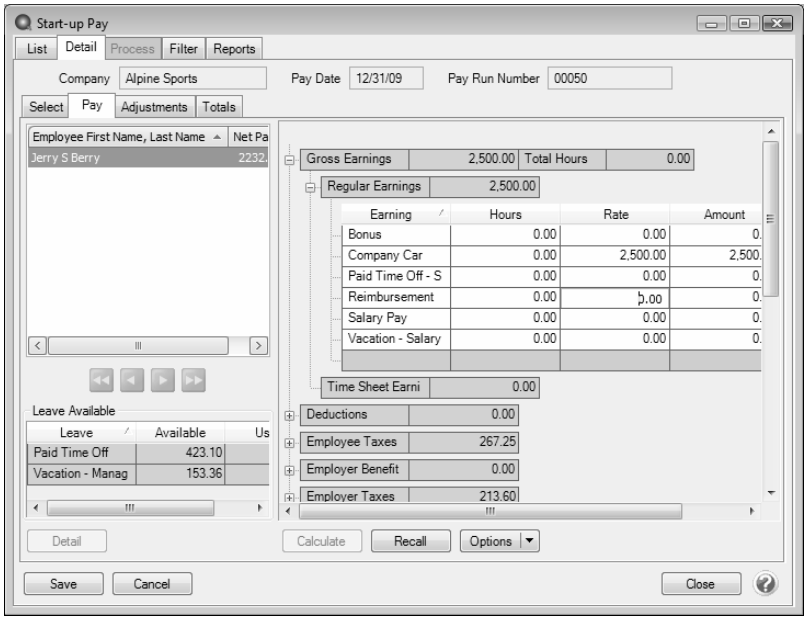
5. In the lower left corner of the Deductions & Benefits tab, select the **Deduction** that was created in Step B. Leave the **Rate** at **0**.
6. Repeat steps 1-5 for each employee that needs personal auto usage or life insurance amounts added to their W-2.

Step D - Process a Start-Up Pay Run:

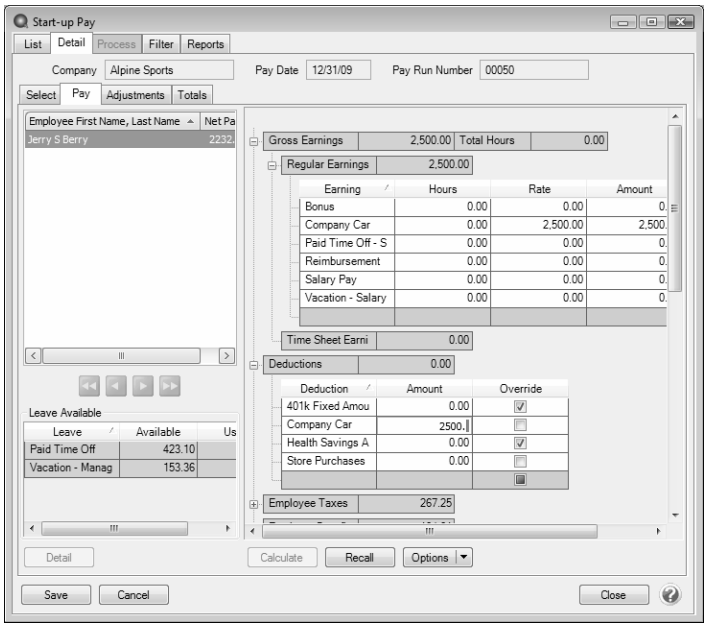
1. Select **Setup > Payroll Details > Start-up Pay**. Click on **New**.



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.



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.



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

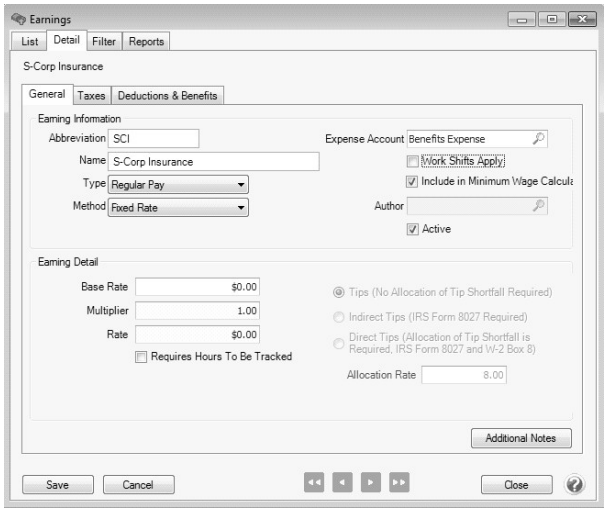
The steps below identify the process to use if your accountant specifies that an amount needs to be added to a shareholder's W-2 for health insurance paid through an S-Corp on behalf of > 2% shareholders, **after all payrolls are complete for the year**. These steps will not add any liabilities to your 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.

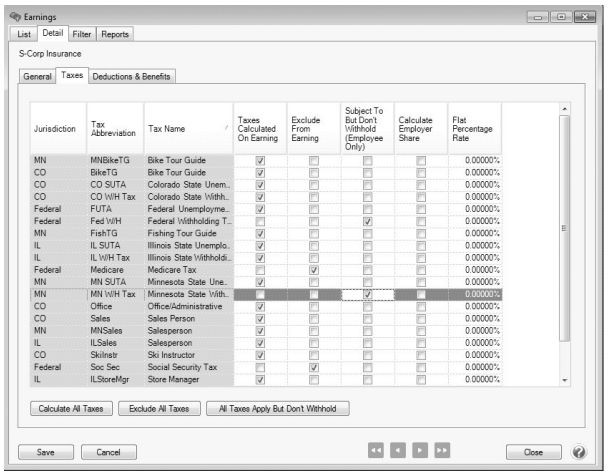
Step A - Create an Earning:

1. Select **Setup > Payroll Details > Earnings**. Click **New**.



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.

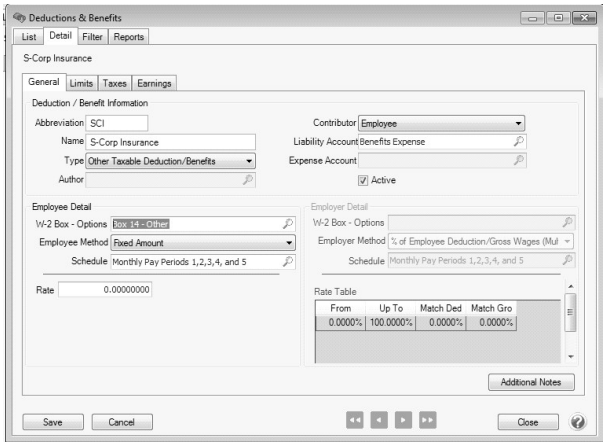
Note: If processing during an actual pay run, you can have Federal Withholding, State Withholding, etc. marked as taxable.



5. Click **Save**.

Step B - Create a Deduction

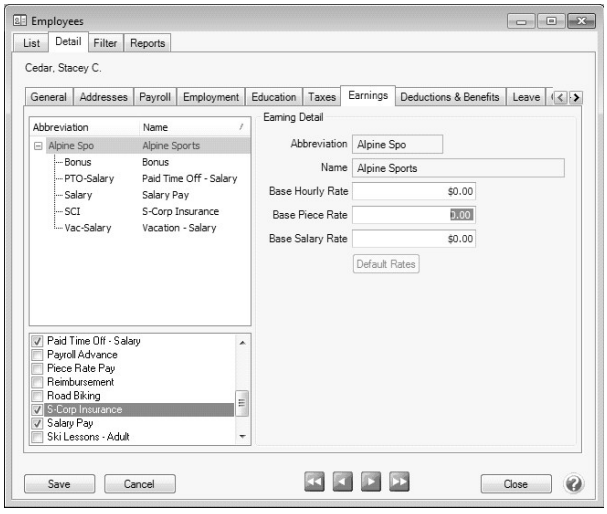
1. Select **Setup > Payroll Details > Deductions & Benefits**. Click **New**.



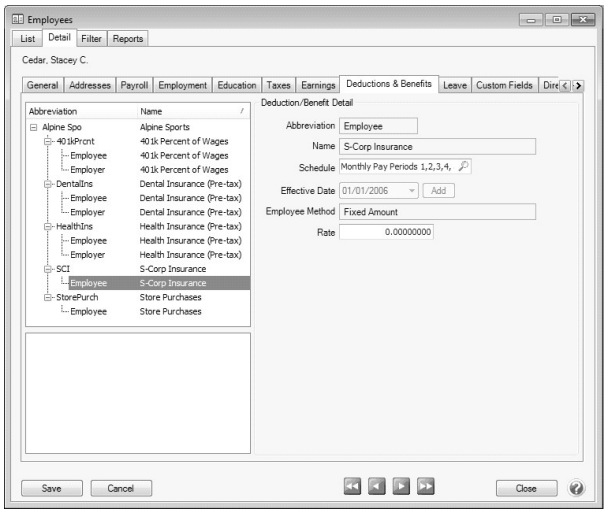
2. Enter an appropriate **Abbreviation** and **Name** for this deduction. In our example, we are again using S-Corp Insurance.
3. The **Type** should be **Other Taxable Deduction/Benefits**. Select **Employee** in the **Contributor** field.
4. In the **Liability** account field, use the same expense 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.



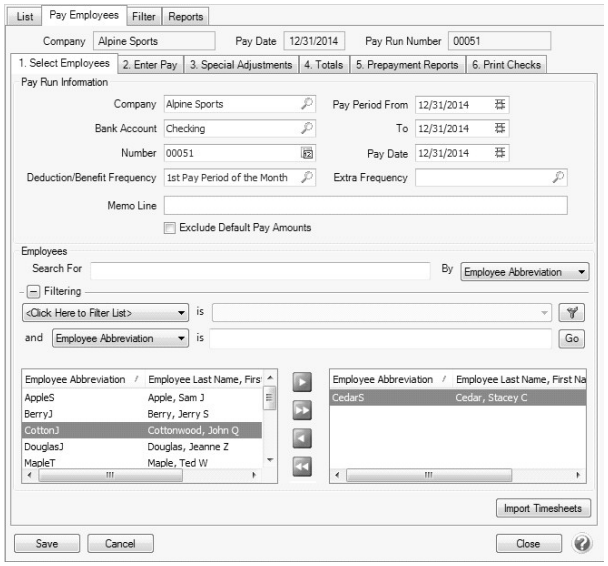
3. In the lower left corner of the Earnings tab, select the **Earning** that was created in Step A. Leave the **Rate** at **0**.
4. Select the **Deductions & Benefits** tab.



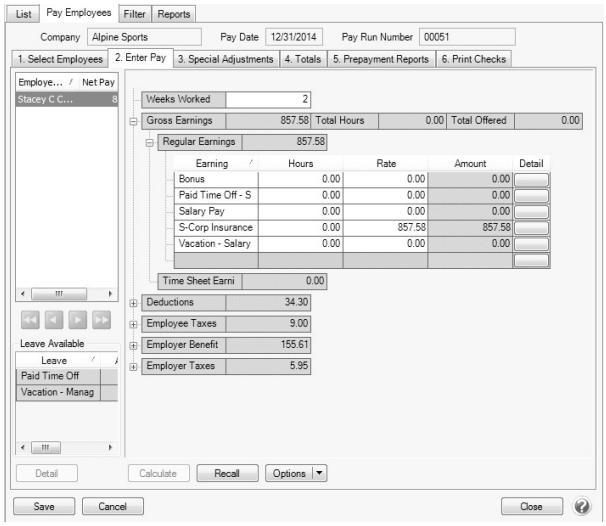
5. In the lower left corner of the Deductions & Benefits tab, select the **Deduction** that was created in Step B. Leave the **Rate** at **0**.
6. Repeat steps 1-5 for each shareholder that needs health insurance amounts added to their W-2.

Step D - Process a Pay Run:

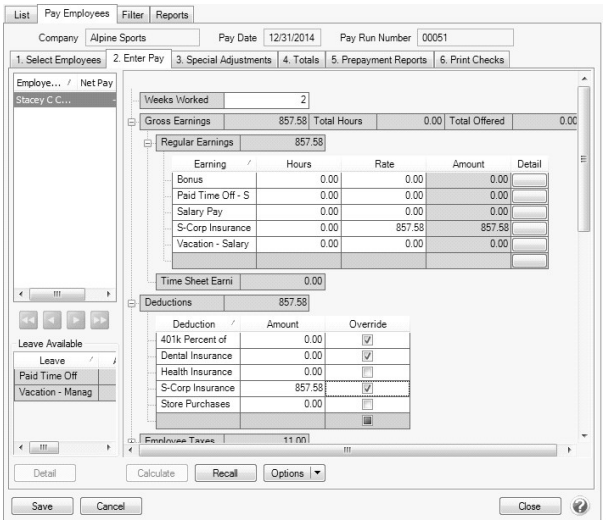
1. Select **Processes > Pay Employees** or **Processes** > **Payroll** > **Pay Employees**. Click on **New**.



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.



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.



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

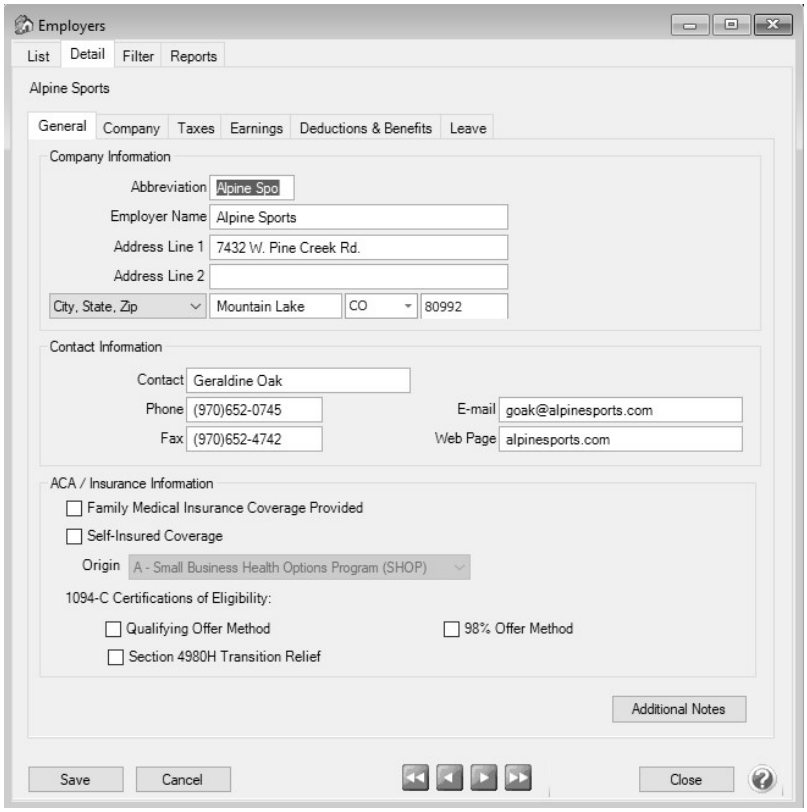
Step C - Print the ACA Forms
Frequently Asked Questions

For detailed information about the Affordable Care Act, see the following publications:

Publication 5208 Affordable Care Act: Are you an applicable large employer?
Q & A on Employer Shared Responsibility Mandate
Q & A on Information Reporting Mandate
Affordable Care Act Mandates for Employers
Q & A on Affordable Care Act Mandates
1094-C and 1095-C Instructions

Step A - Set the Employer ACA Specifics

1. Select **Setup** > **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.

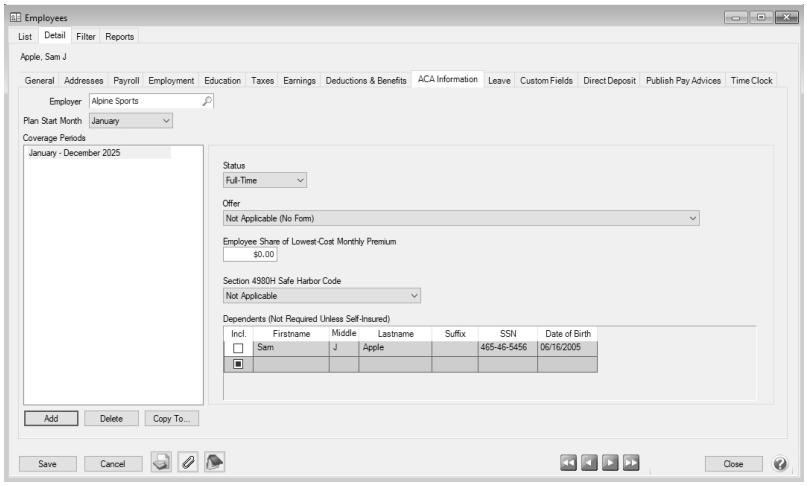
4. This step should only be completed if you are self-insuring your employees with your own health insurance and not insuring your employees through an insurance company. If you do not self-insure your employees, skip to Step 6. Under ACA information, on the bottom of the **General** tab, select the **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.
7. Click **Save**.
8. 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. Select the **Plan Start Month**. This setting will update the Plan Start Month in the Employee Contact Information screen in the 1094/1095 Preparer when processing the 1095-C.
8. 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



9. Select the New Coverage Period's **Year** and **Month**.
10. Click **OK**.
11. Select the **Status**. The options are Full-Time, Part-Time or Not Employed.
12. 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 affordabl**e - 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 - Qualifiying Offer Transition Relief (2015 Only)**

13. 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).
14. 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#d0e655under 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.

15. 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 > 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 > 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.

16. Repeat Steps 8-10 for each coverage period for this employee.
17. Click **Save**.
18. Repeat Steps 1-16 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.

Note: You can add a new coverage period to multiple employees by selecting Setup > Employees > Mass Update > ACA > Add New Coverage Period and then selecting a start month and year. You can also update the Status, Offer, Employee Share of Lowest Cost Monthly Premium, or Section 4980H Safe Harbor Code for the latest coverage period for multiple employees by selecting Setup > Employees > Mass Update > ACA Latest Coverage Period.

19. 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

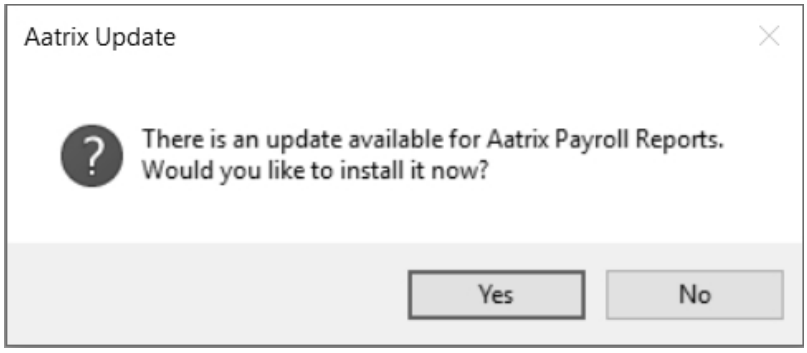
Note: The example below is for the 1094/1095-C forms, if you are processing the 1094/1095-B forms the screens that display may appear slightly different.

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms.**

Forms Update

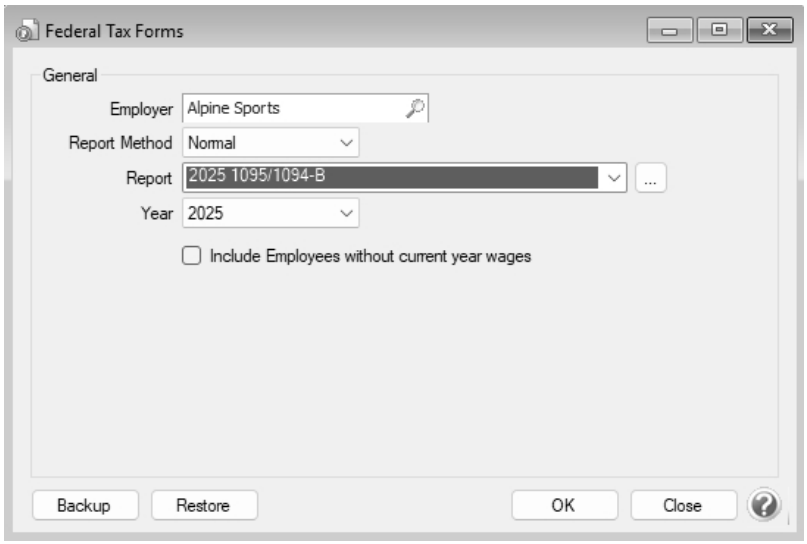
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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**.

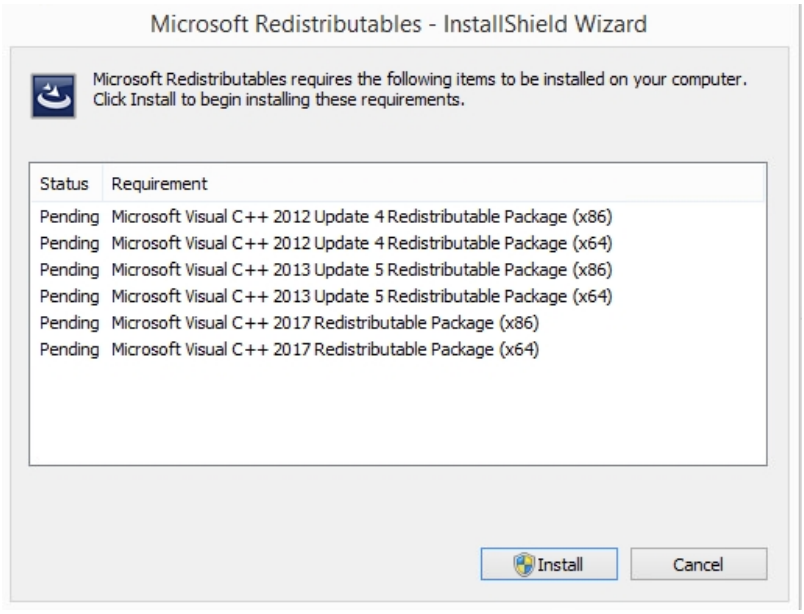
2. The Federal Tax Forms screen will display.



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. In the Report field, select either **2025 1095/1094-C** or **20251095/1094-B**. 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

Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

1. 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**.

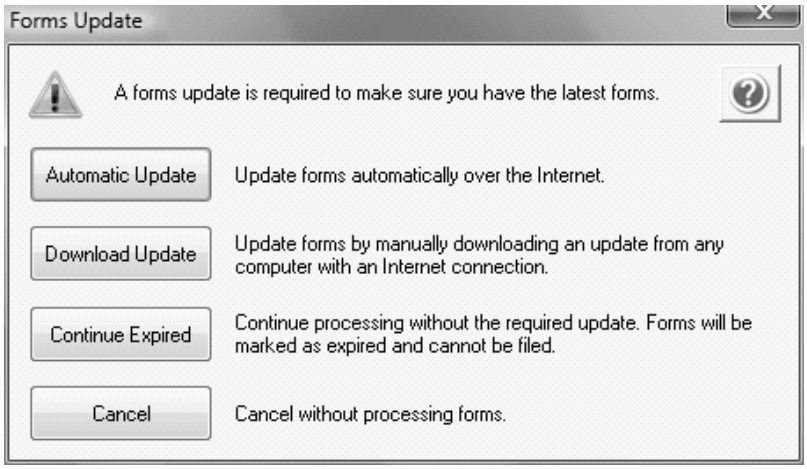
6. Select **2025** in the **Year** field.
7. Select the **Include employees without current year wages** check box if you want to prepare ACA forms for employees you are not currently paying, for example retired employees or employees using cobra benefits.
8. Click **OK**. It may take several minutes 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.

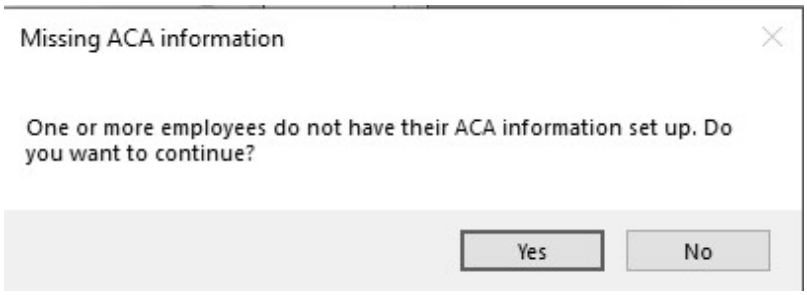
Forms Update

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.

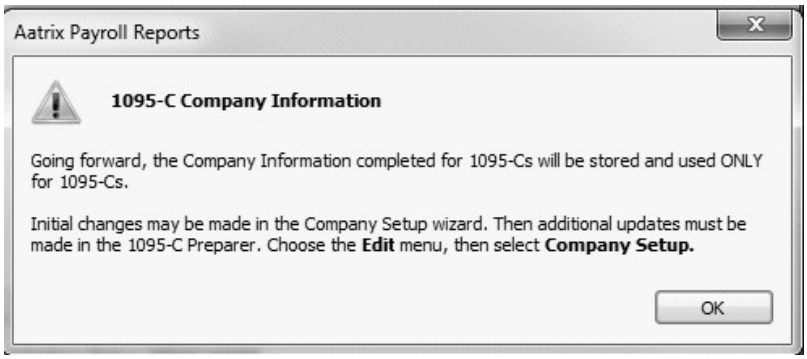
Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



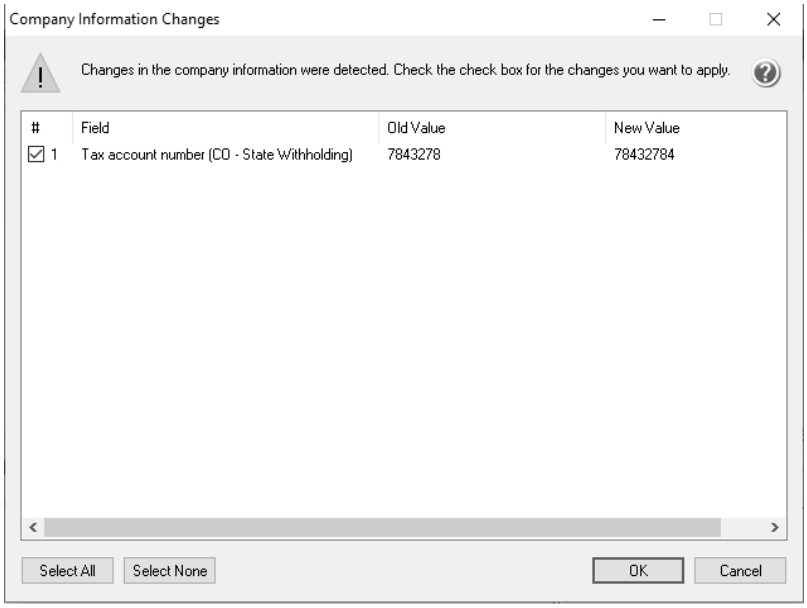
9. If employees are found to be missing ACA information (coverage period) setup for the year you will receive a message asking if you want to continue, if you select Yes, the employees will print, but will not have any of the ACA-specific information generated.



10. 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**.



11. 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.



12. 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 efiling or printing year end forms. Select **No thanks, start processing my 1095/1094s**, then click **Next**.

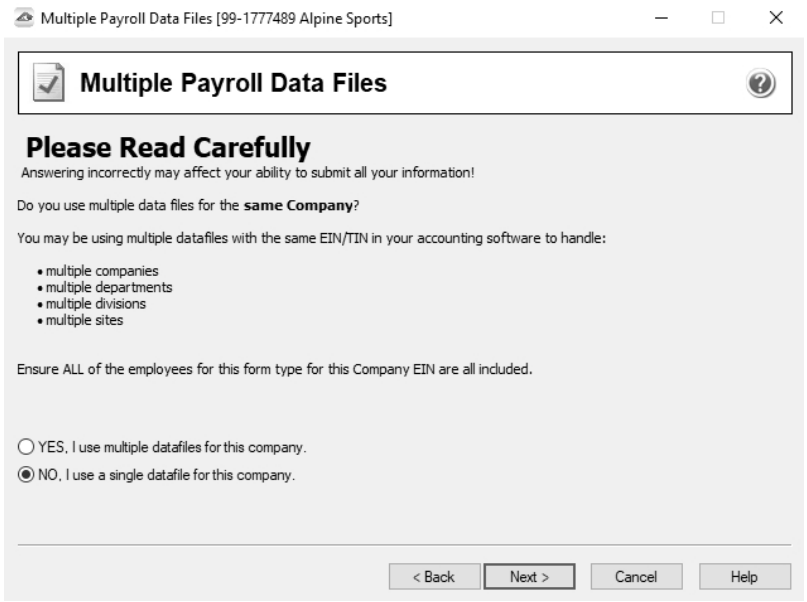


13. The **Taxpayer Identification Number** for this company is displayed. If it's correct, click **Next**. If it's incorrect, click **Cancel**. You will need to go back into your program and select **Setup** > **Employers** > **Taxes** tab to correct the number and then start the export process again..

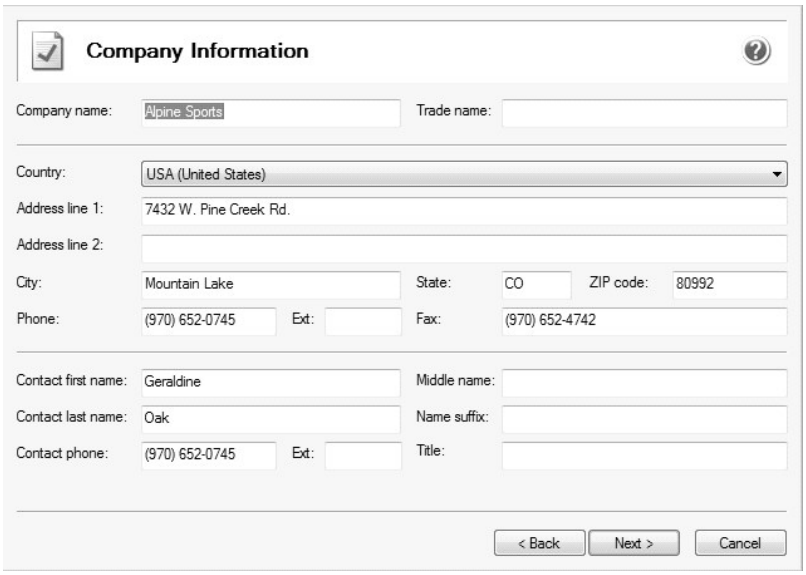


14. The **Multiple Payroll Data Files** option will be displayed. Select **Yes** if you have multiple payroll data files with the same Company and see the Frequently Asked Questions section in this document for more information. Otherwise select **No** and click **Next**.

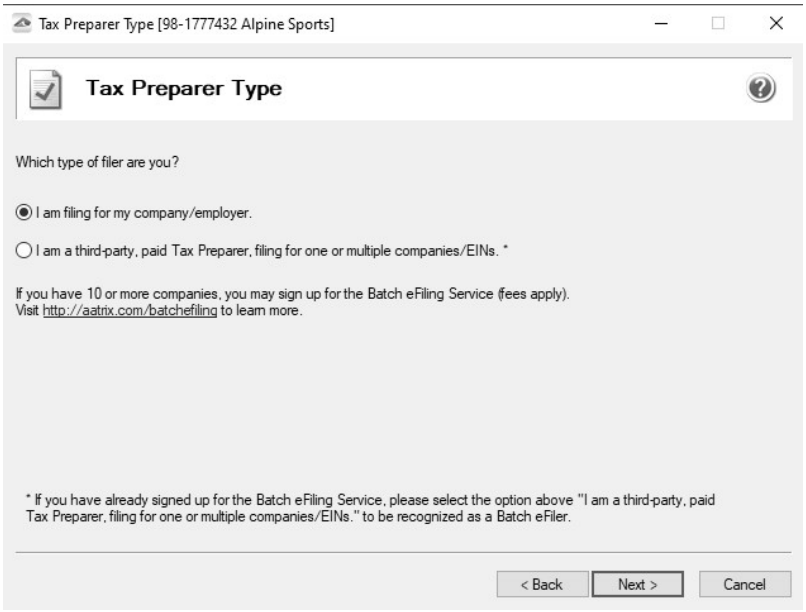
Note: Aatrix cannot accept multiple filings from the same EIN. If you have multiple payroll databases with the same EIN number, they must be merged prior to submission.



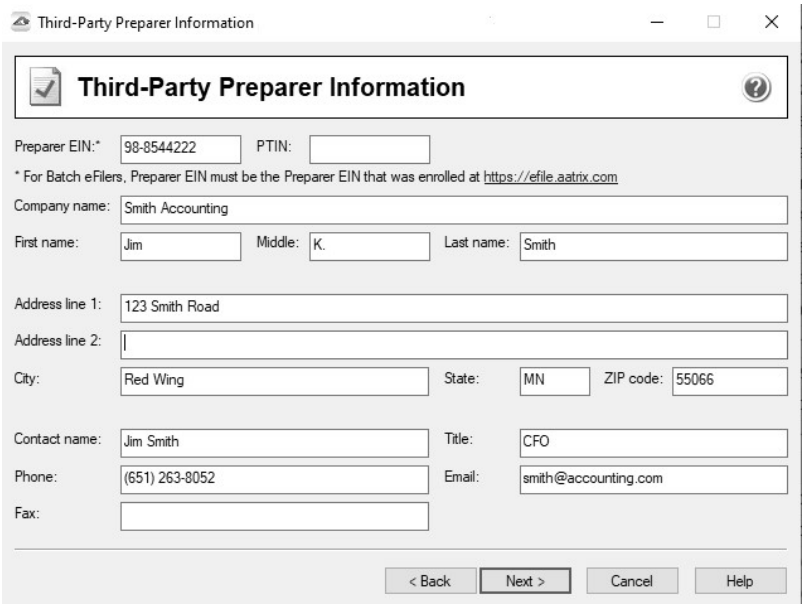
15. Review your **Company Information**. The system will notify you if any required fields have incorrect or missing information. Click **Next**if the screen is correct, if it's incorrect, click Cancel. You will need to go back into your program and select **Setup** > **Employers** to correct the information and then start the export process again.



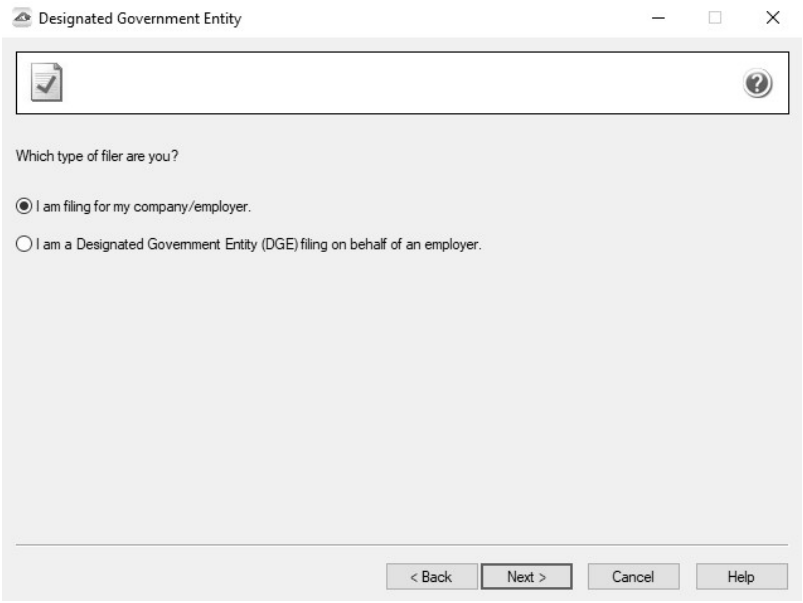
16. Specify the correct **Tax Preparer Type**.If you are a third-party tax preparer, you will then be prompted for your information. If you have **Yes** selected in the **Use Preparer information** setting in **File** > **Preferences** > **Federal/State Tax Forms** > **Preparer/Designee**, the paid preparer information will automatically display. Otherwise, enter the information and then click **Next**.



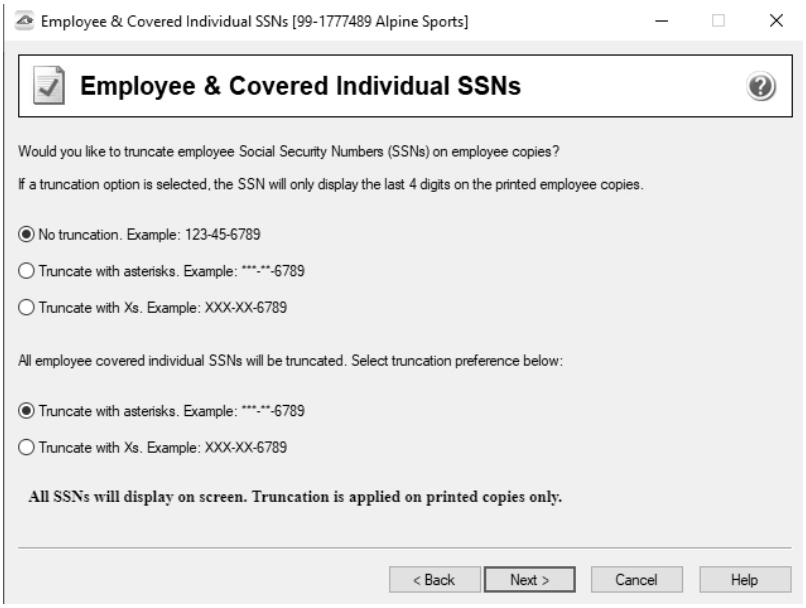
- If you are a 3rd party tax preparer, you will then be prompted for your information. If you have **Preparer Information (Optional)** entered and **Yes** selected in the **Use Preparer information** setting in **File** > **Preferences** > **Reports** > **Federal Tax Forms**, the paid preparer information will automatically display. Otherwise, enter the information and then click **Next**.



17. Specify the correct **Designated Government Entity** type. After making the selection, click **Next**.



18. The **Employee & Covered Individual SSNs** 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**.

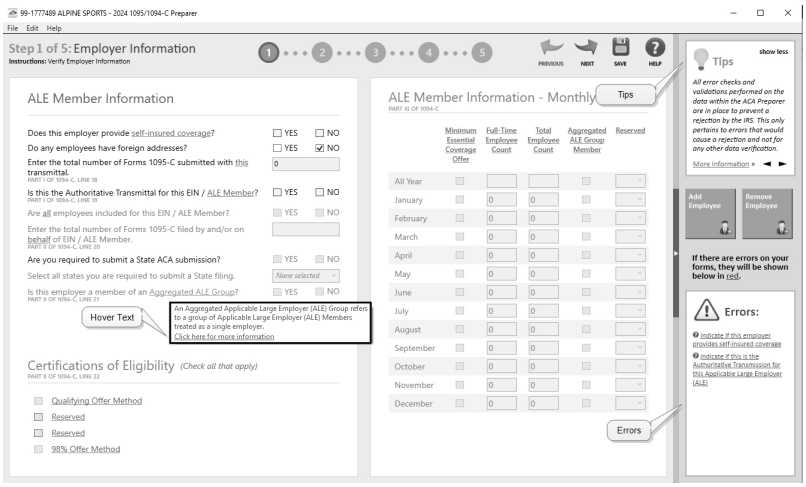


19. The **Employer Information** screen displays. Review and update the ALE Member Information, Certifications of Eligibility, and ALE Member Information - Monthly sections accordingly and click **Next**.

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 you 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.



20. 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.



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.

21. 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.



22. 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.

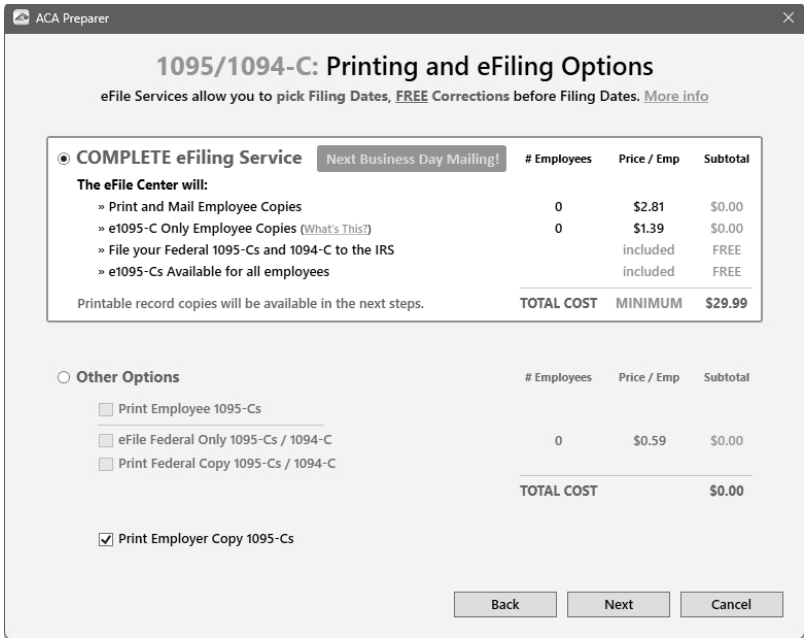


23. The **Employee Coverage** screen displays. Verify and update the employee coverage information, and then click **Next**.**Note:** If you change any of the information here, it is not saved in CenterPoint Payroll. If necessary, you can cancel this process and go to Setup > Employees in CenterPoint Payroll to change and the restart this process.

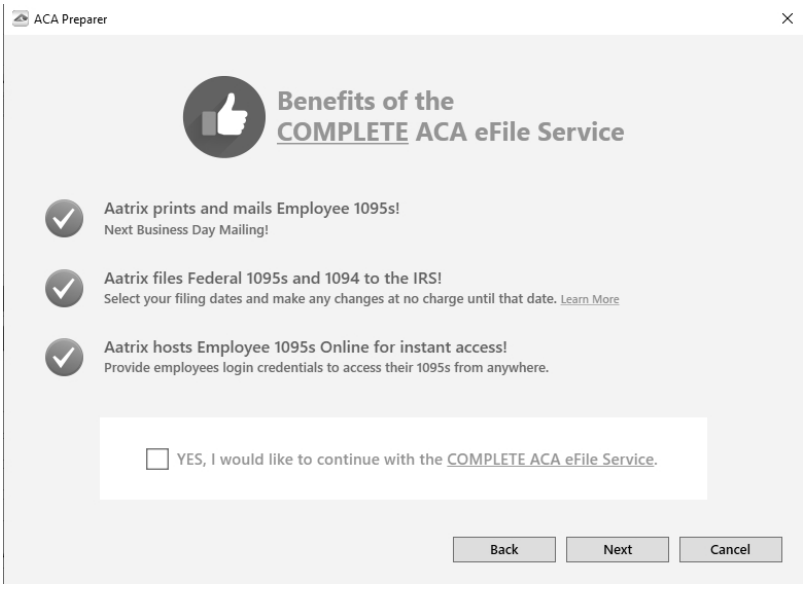


24. On the **Special Offer** screen, review the information and then click **Close**.

25. 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.

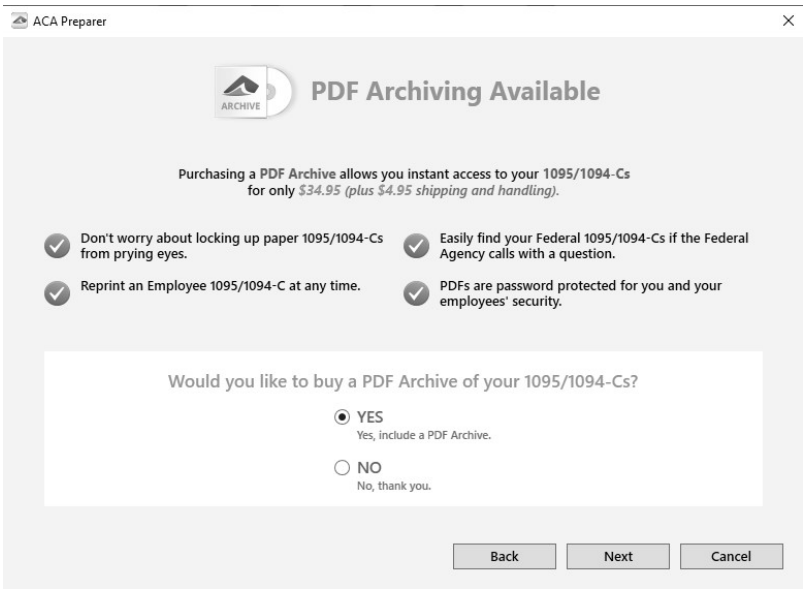


26. If you have not chosen the Complete ACA eFiling Service option, you have another chance to select that service instead of printing the W-2s yourself. Click **Next** to continue.

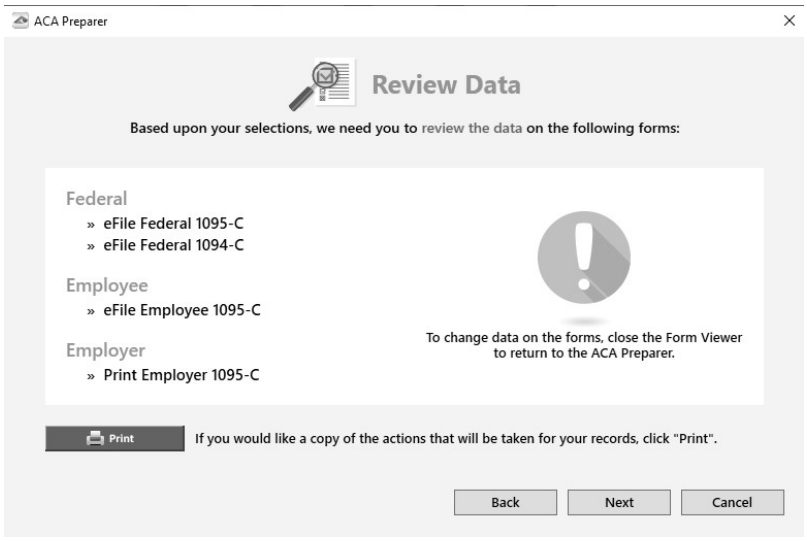


27. If you chose the Complete ACA eFiling Service, you have the option to purchase a PDF archive on a USB drive of your ACA forms, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.

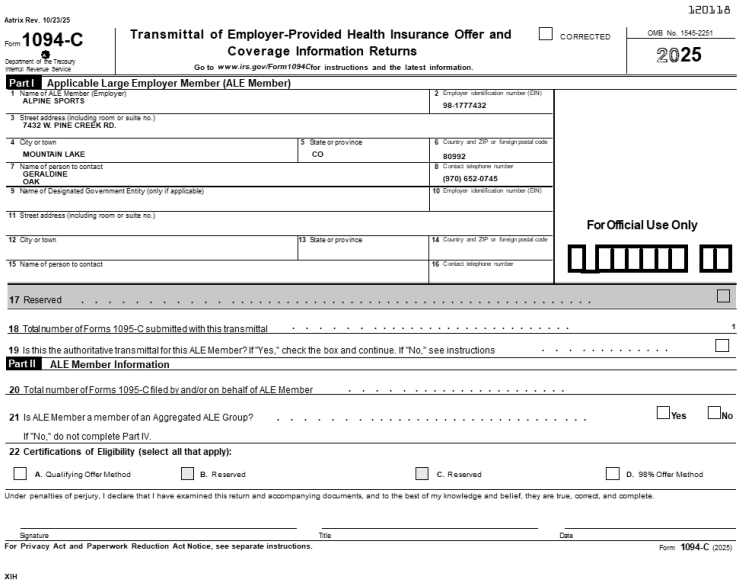
Red Wing Software recommends purchasing a PDF Archive of your ACA Forms as a backup so you can easily view or reprint a filed ACA form if your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer.



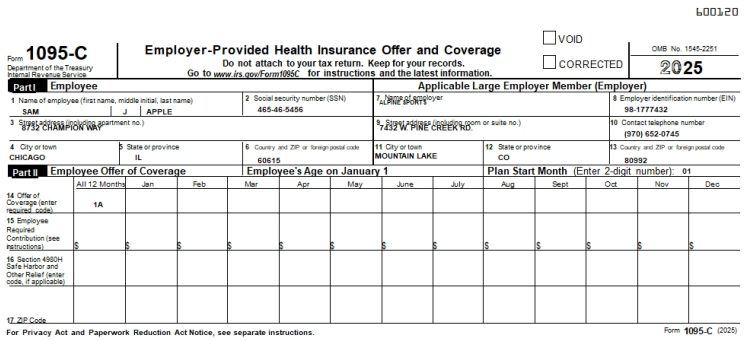
28. The **Review Data** screen will be displayed. Note: If you select the Print button, it will create a printed version of exactly what displays on this screen. If any changes are needed, click **Back**. Otherwise click **Next** to continue.



29. 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.



30. 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.



600120

Form **1095-C** — Department of the Treasury, Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
Do not attach to your tax return. Keep for your records.
Go to www.irs.gov/Form1095C for instructions and the latest information.

☐ VOID ☐ CORRECTED

OMB No. 1545-2251

2025

Part I Employee

1 Name of employee (first name, middle initial, last name)	2 Social security number (SSN)
SAM J APPLE	465-46-5456

3 Street address (including apartment no.)	4 City or town	5 State or province	6 Country and ZIP or foreign postal code
8732 CHAMPION WAY	CHICAGO	IL	60615

Applicable Large Employer Member (Employer)

7 Name of employer	8 Employer identification number (EIN)
ALPINE SPORTS	98-1777432

9 Street address (including room or suite no.)	10 Contact telephone number
7432 W. PINE CREEK RD.	(970) 652-0745

11 City or town	12 State or province	13 Country and ZIP or foreign postal code
MOUNTAIN LAKE	CO	80992

Part II Employee Offer of Coverage — Employee's Age on January 1 — Plan Start Month (Enter 2-digit number): 01

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1A												
15 Employee Required Contribution (see instructions)		$	$	$	$	$	$	$	$	$	$	$	$
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)													
17 ZIP Code													

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Form 1095-C (2025)

31. 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.

    - On the Aatrix Payroll reports screen,

        a. Review/edit the report.

        b. Review the report for accuracy of values.

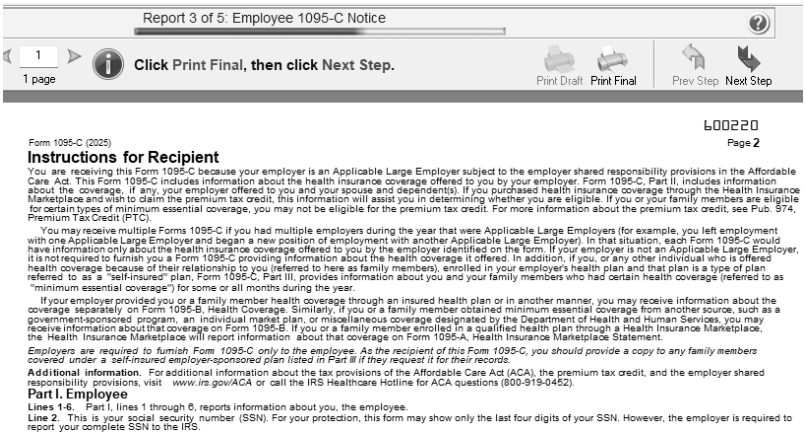
        c. Fill out required boxes highlighted in Red.

        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.

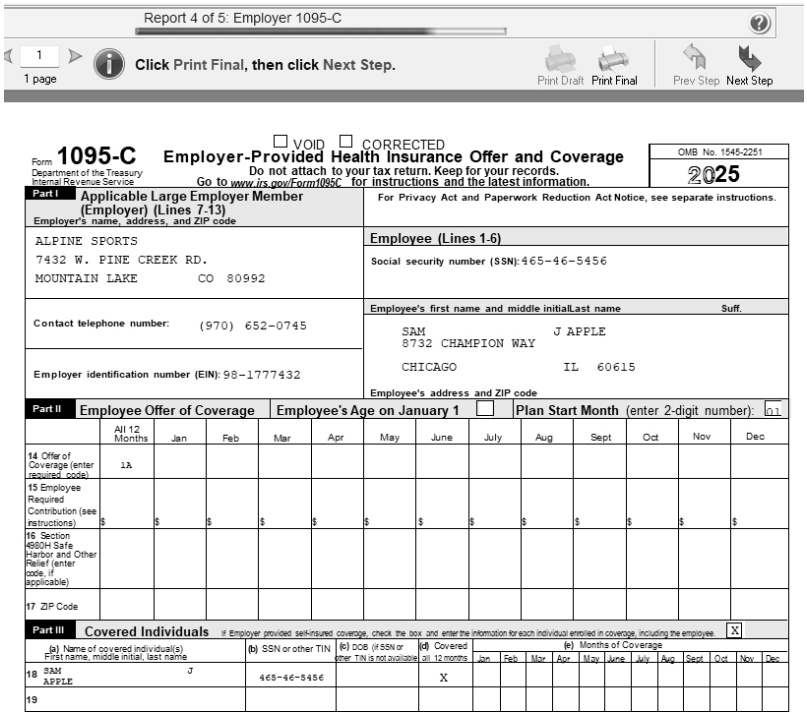
32. After you have completed all of the entry on the current page, click the **Next Step** button on the top of the screen.

    - 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.

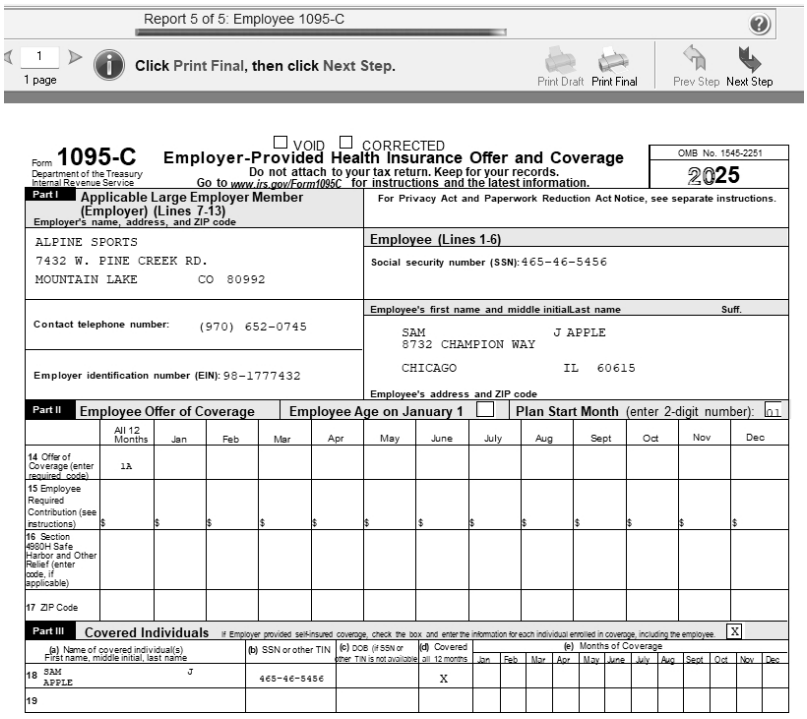
33. The Instructions for the Employee 1095-C Recipient Notice will display. Click Print Final to print a copy on blank paper. To print this first form, click **Print Copy/Final**. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the 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.



34. 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.



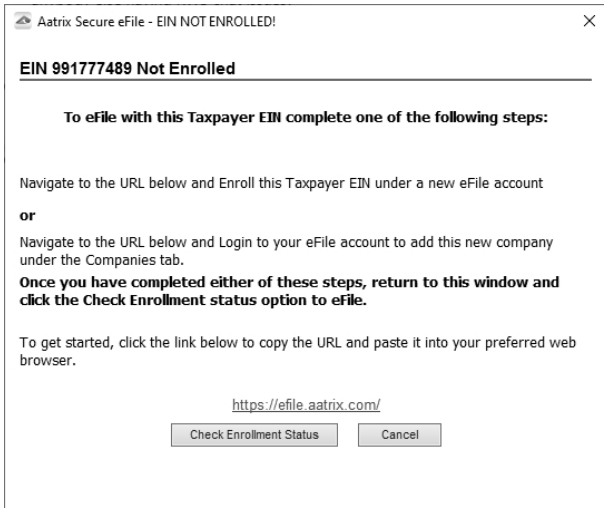
35. The Employee 1095-C will be displayed. Click **Print Copy/Final**. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.



Efile ACA Forms

This section will not display if you have not chosen to eFile your ACA forms.

1. If you have chosen to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.



2. If you are not enrolled to eFile with Aatrix:
   - From an internet browser, enter **https://efile.aatrix.com** to go to the Aatrix website
     - Click **Enroll** in the upper-right corner to complete the enrollment process.

     OR

     - Log in to your eFile account to add this new company under the Companies tab.
   - Return to the Aatrix Secure eFile screen and click **Check Enrollment Status**. Enter your login information, and then follow the onscreen instructions to eFile your forms.
3. If you are enrolled to eFile with Aatrix, enter your login information. Verify your enrollment information. To edit your enrollment information, click **Edit** on the Enrollment Information screen, click **Next**, and then follow the onscreen instructions to eFile your forms.

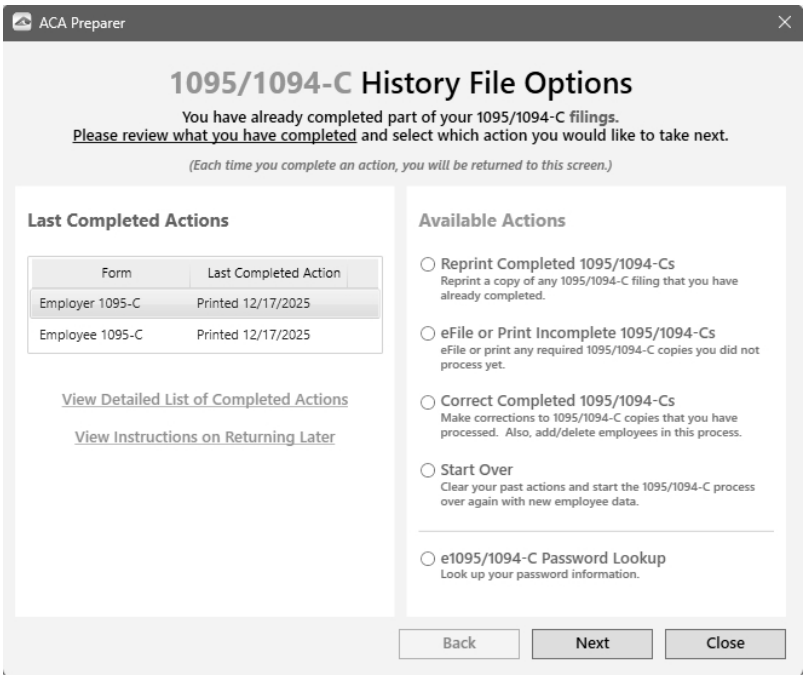


- To view answers to common questions, click here or from an internet browser, enter **https://www.aatrix.com/support/knowledgebase/windows/**
- If you have questions about the calculated sales tax or need to apply for tax exemption for your filing, email **AatrixExemptCerts@sovos.com**.
- For additional information about eFiling , click here or enter **https://partner.aatrix.com/red-wing-software/**
- 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.
    - If you have employees that opted to receive their W-2 electronically or selected the Complete eFiling Service, you will need to complete the Online Access Wizard which allows you to lookup, print, or email access letters and passwords. For detailed information, click here.
- 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 note the AFID (Aatrix Filing Identifier). It will be required when contacting the eFile Center with questions about your submission.

- If you eFiled your ACA 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.

4. 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.



Frequently Asked Questions:

Q: What is the Affordable Care Act (ACA)?

A: The Affordable Care Act (ACA) created new reporting requirements mandatory for calendar years 2015 - 2025 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 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: 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

Affordable Care Act Mandates for Employers - http://www.irs.gov/Affordable-Care-Act/Employers

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

1094-C and 1095-C Instructions - http://www.irs.gov/instructions/i109495c

Q & A on Affordable Care Act Mandates - http://www.irs.gov/Affordable-Care-Act/Affordable-Care-Act-Tax-Provisions-Questions-and-Answers

Q: Are there any important changes to the ACA filing process for 2025?

A: There are no specific changes to the ACA filing process for 2025; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click here for more information. For specific W-2 and ACA form information, click here.

Q: I've already set up the Affordable Care Act Information in a previous year, are there any changes for 2025?

A: Yes, in CenterPoint Payroll version 19.5 a **Plan Start Month** was added to the **ACA Information** tab in **Setup** > **Employees**. The Plan Start Month will automatically pull into the 1094/1094 Preparer on the Employee Contact Information screen when processing ACA forms. The Plan Start Month can be updated for multiple employees:



Note: We recommend you do a backup of your database prior to starting the mass update process.

1. Select **Setup** > **Employees**.
2. On the **List** tab, select the employees you want to update the Plan Start Month for.
3. From the What Do you want to update? screen, select **ACA** and click **Next**.
4. Click **Next**.
5. In the **Change selected values to** box, select the **Plan Start Month** you want to change the selected employees to and click **Next**.
6. Verify that the selected employees have changed and click **Next**.
7. At the *These changes will be saved to the database, are you sure?* message, click **Yes**.

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: 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: Is there a way that I can update all my active employees to the ACA coverage period of the new year?

A: Yes, from **Setup** > **Employees**, and **Edit** one of your employees, then select the **ACA Information** tab. Click **Add** and add the coverage period for this year. Then, click the **Copy To** button and choose the employees you would like to copy that coverage period to.

Q: Is there a way that I can add new coverage periods to multiple employees at the same time?

A: Yes, to add a new coverage period to multiple employees, select :**Setup** > **Employees** > **Mass Update** > **ACA** > **Add New Coverage Period** and then select a start month and year.

Q: Is there a way that I can update the Status, Offer, Employee Share of Lowest Cost Monthly Premium, or Section 4980H Safe Harbor Code for the latest coverage period?

A: Yes, the Status, Offer, Employee Share of Lowest Cost Monthly Premium, or Section 4980H Safe Harbor can be updated for multiple employees at the same time by selecting **Setup** > **Employees** > **Mass Update** > **ACA** > **Latest Coverage Period**.

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 available in the December 20th time frame. You will automatically be prompted to perform an update for Aatrix during this week.

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 minimum charge for ACA and other tax forms (the minimum charge applies to each type of form eFiled).

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 2025 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/c/tax_forms or by calling 800-458-0158.

Q. Do I need to print my ACA forms before I close the 2025 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.

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**,click the **My Account** button to display the My Account page**,** 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.

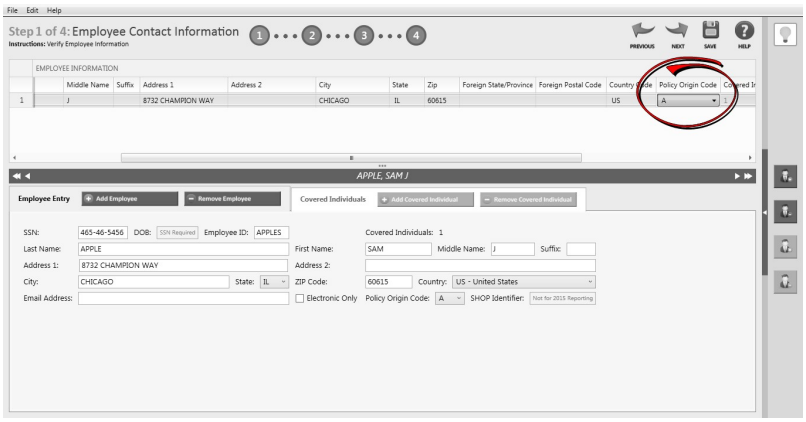
Q. Can I change the figures on my ACA forms if they are incorrect?

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 am printing 1094/1095-B forms, does anything need to be verified or changed on the Employee Contact Information screen?

A: Yes, if you are printing 1094/1095-B forms and you **have not** updated the **Origin** in **Setup** > **Employers** if you provide Self-Insured Coverage, it will be necessary to verify the **Policy Origin Code** and change the code to accommodate your company. Select each employee, scroll to the right to view the Policy Origin Code, and edit by selecting the appropriate code form the drop-down list. This code will always default to Code A if you do not change it. The codes are as follows:

- 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)



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.

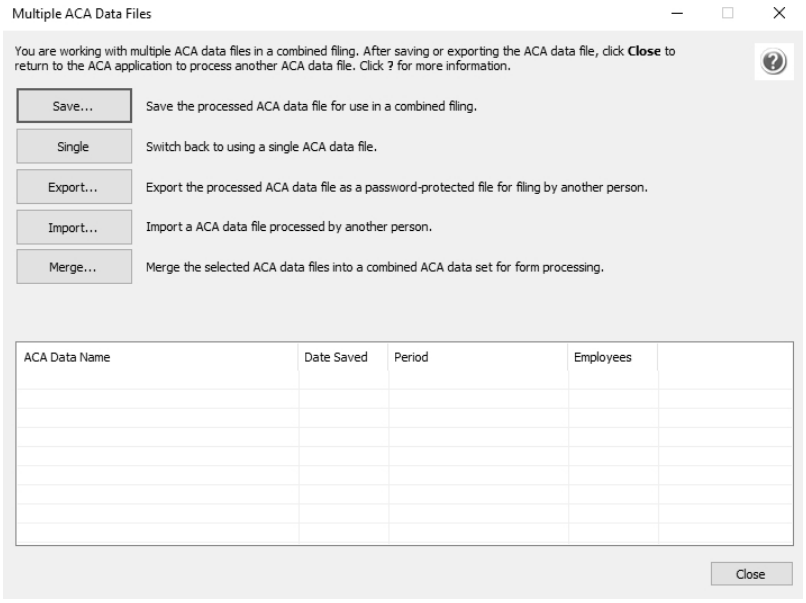
Q: I have multiple payroll databases for one EIN; how do I merge the databases so I get one set of ACA forms?

A: Follow the steps below to merge multiple databases into one set of ACA forms?

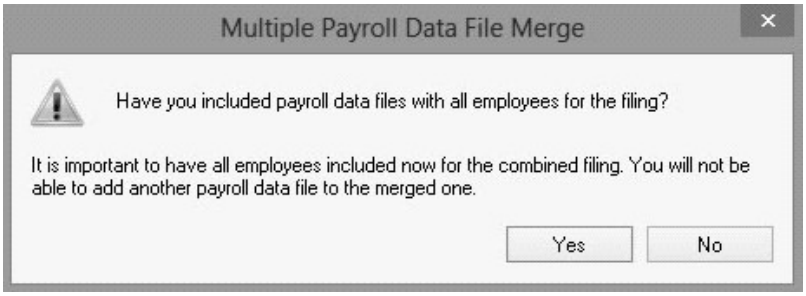
1. Start the ACA forms process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple Payroll Data Files** screen, select Yes, I use multiple payroll data files for the EIN and click **Next** to continue.



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 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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**
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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
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).

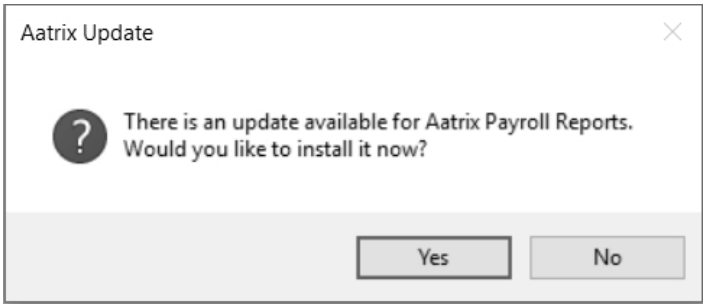
Note: The example below is for the 1095/1094-C forms, if you are reprint the 1095/1094-B forms the screens that display may appear slightly different.

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms.**

Forms Update

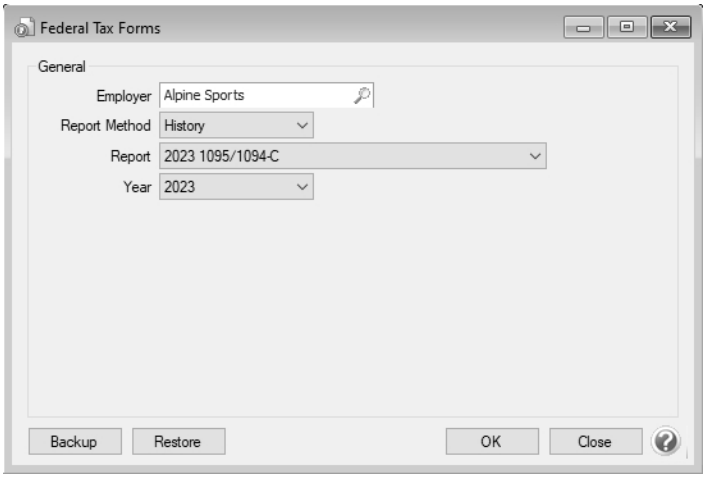
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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.



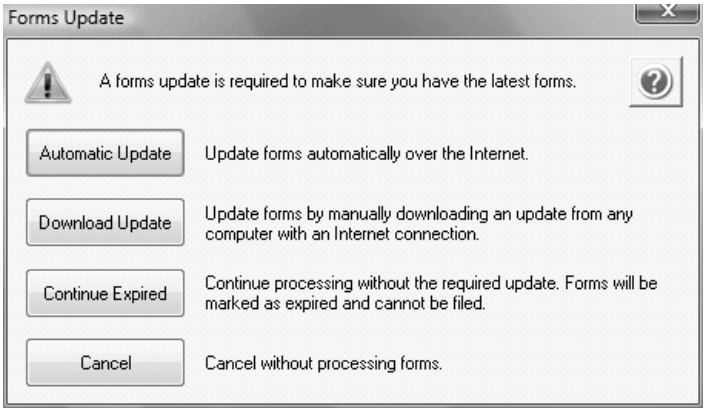
3. Select the **Employer** you want to print the 1095/1094-C for.
4. Select **History** in the **Report Method**. History is used to view or edit a previously saved form.
5. Select either **2023 1095/1094-C** or **2023 1095/1094-B** in the **Report** field.
6. Select **2023** in the **Year** field.
7. 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.

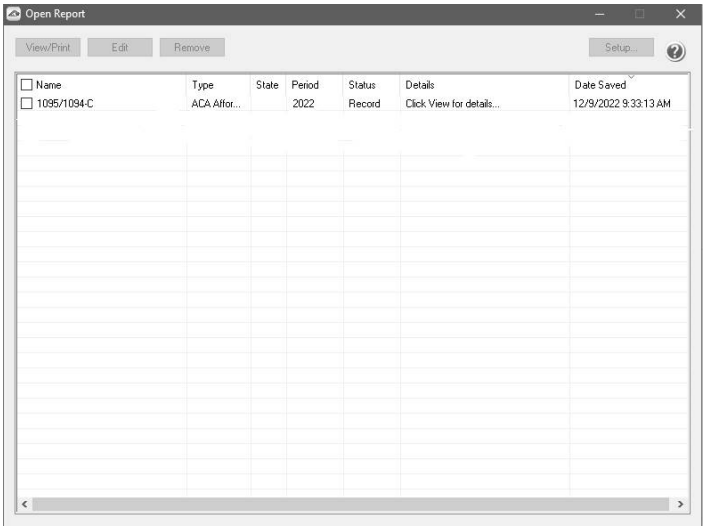
Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



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

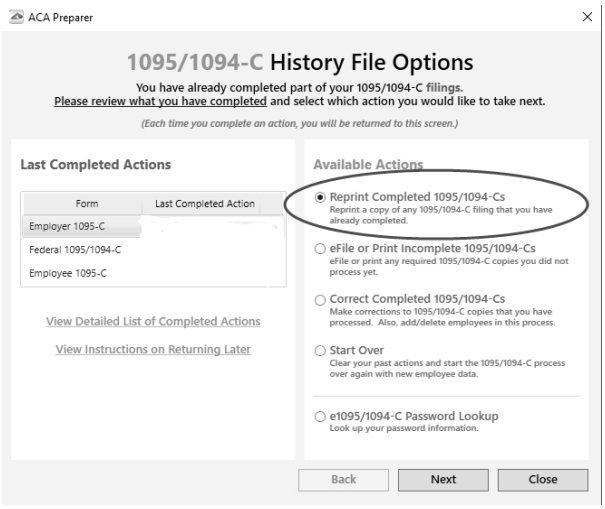
1. If you've previously processed Federal Forms, the Open Report screen displays.



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.

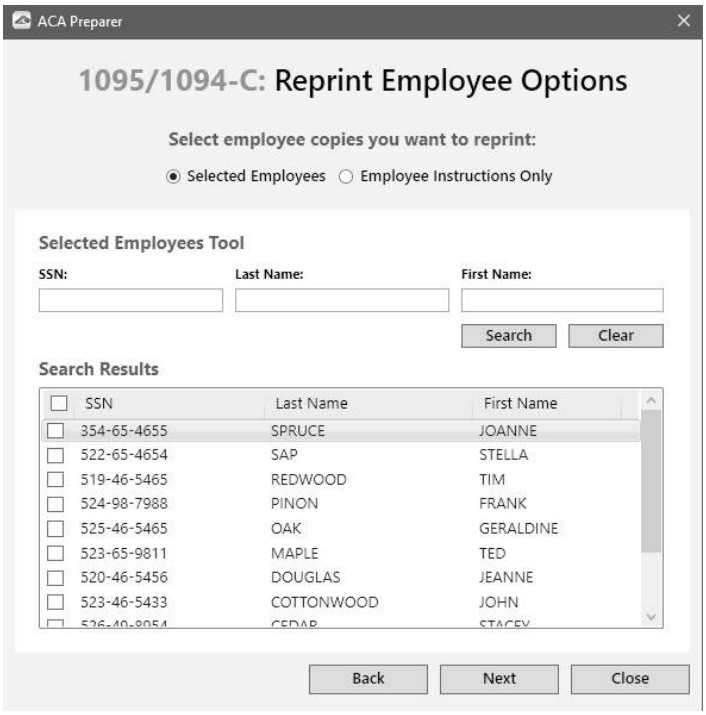
3. On the 1095/1094-C History File Options screen, select **Reprint Completed 1095/1094-Cs** on the right and click **Next**.



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 your require.



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.



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 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 processed ACA forms.

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).

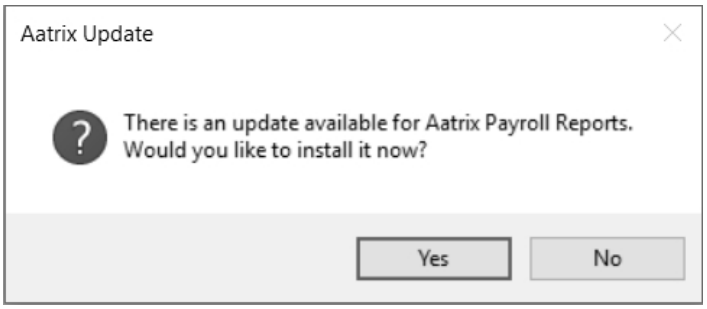
Note: The example below is for the 1094/1095-C forms, if you are correcting the 1094/1095-B forms the screens that display may appear slightly different.

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms.**

Forms Update

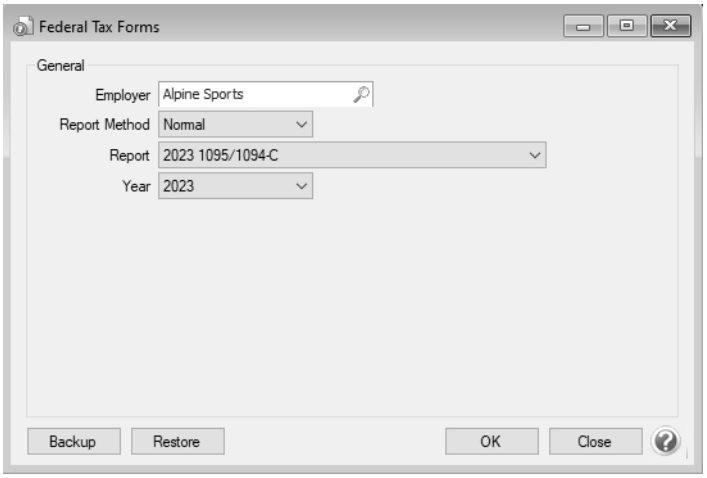
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- 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.

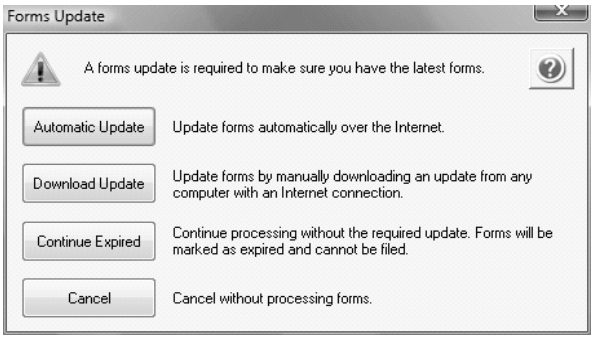


3. Select the **Employer** you want to print the 1095-C for.
4. In the **Report Method** box, select **Normal** to correct processed current tax year ACA forms, or select **History** to correct processed prior tax year ACA forms.
5. In the **Report** box, select the form and year you want to correct, for example, select either **2023 1095/1094-C** or **2023 1095/1094-B** to correct current tax year ACA forms.
6. Select **2023** 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

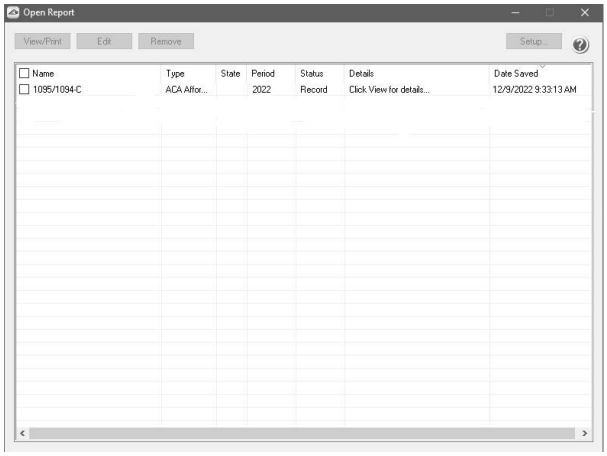
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions. Note: Once 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

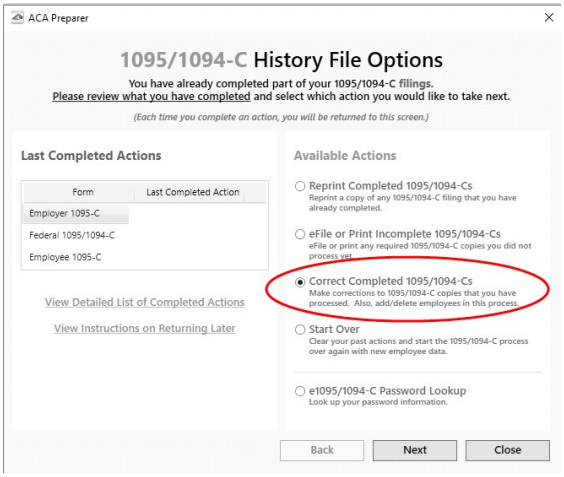
1. If you've previously processed Federal Forms, the Open Report screen displays.



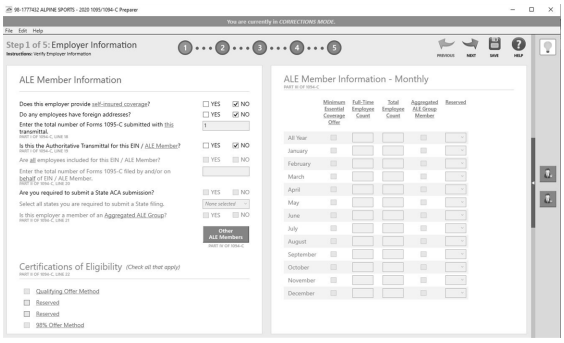
2. Select the form you want to correct and then click **Edit**.

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**.



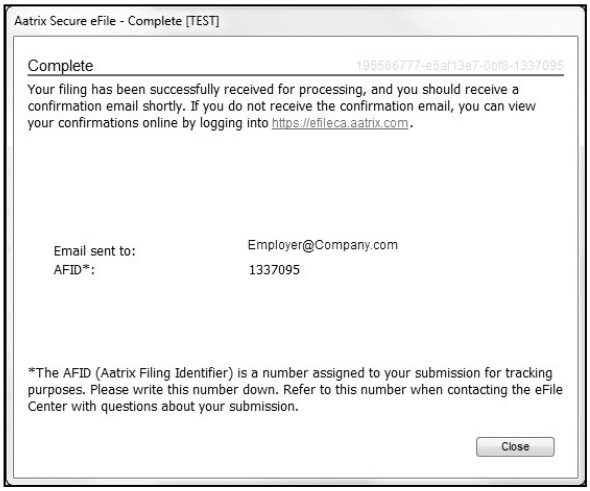
The ACA Corrections Mode screen displays.



- 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

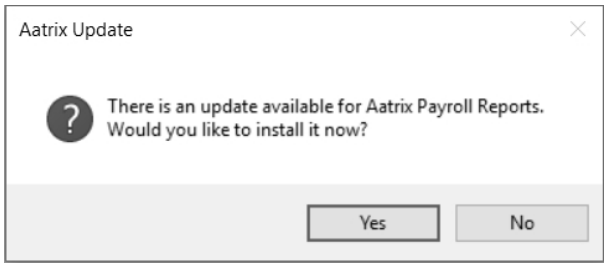
1. Begin processing your 94x forms by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

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 **2024 94x** (where x is the specific number of the report, for example 940, 941, 943, etc.) and **2024** in the **Year**. Click **OK**.

Note: If you want to add the selected report to the Favorites section of the Report drop-down list, see the Set Report List Favorites section of the Federal/State Tax Forms topic for more information.

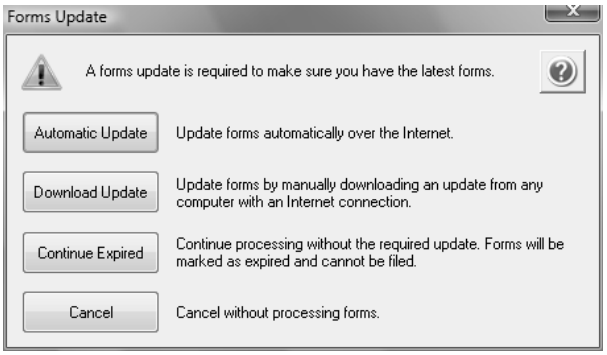
Note: If the 2024 94x is not available in the Report box, then the 4th quarter update for Aatrix has not yet been installed. This can be installed by clicking on **Help > Online Updates > Check for Fed/State Tax Forms Update**.

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.



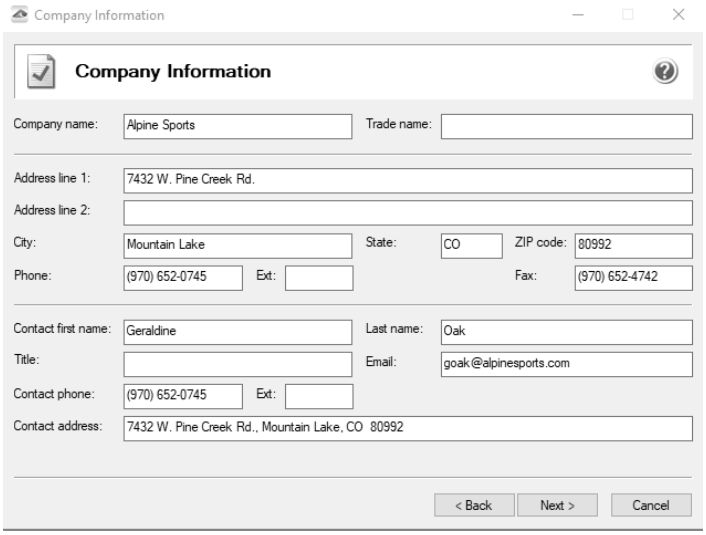
Company Setup Wizard

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 > > Employers > Taxes tab to correct the number and then start the export process again.



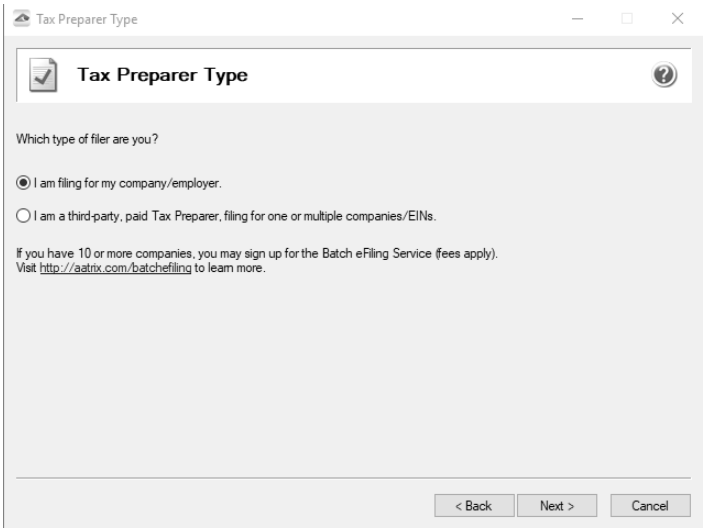
Company Information

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.



Tax Preparer Type

Specify the correct **Tax Preparer Type**.If you are a third-party tax preparer, you will then be prompted for your information. If you have **Yes** selected in the **Use Preparer information** setting in **File** > **Preferences** > **Federal/State Tax Forms** > **Preparer/Designee**, the paid preparer information will automatically display. Otherwise, enter the information and then click **Next**.If you have **Yes** selected in the **Use Designee Information** setting, the third-party designee information will automatically be included in the Third-Party Designee section of the 941, 943, or 940.



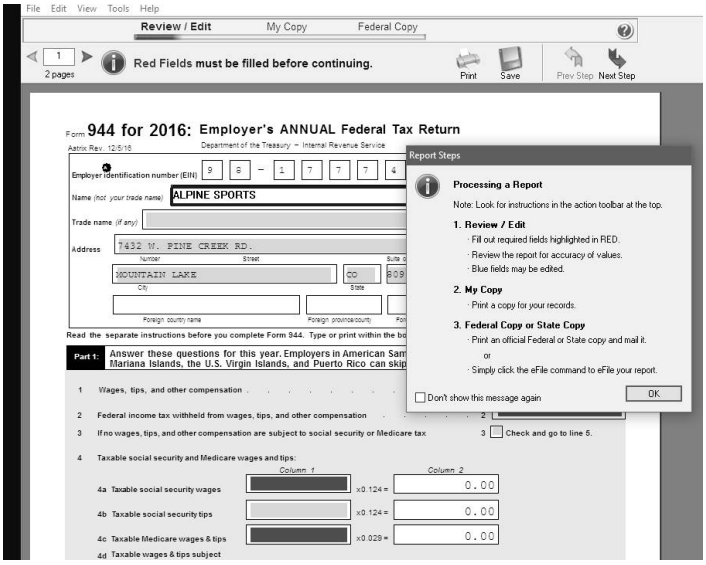
Processing Your Form

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.

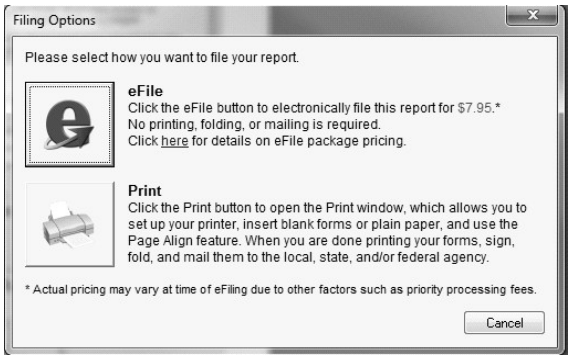
94x Form Display

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**.



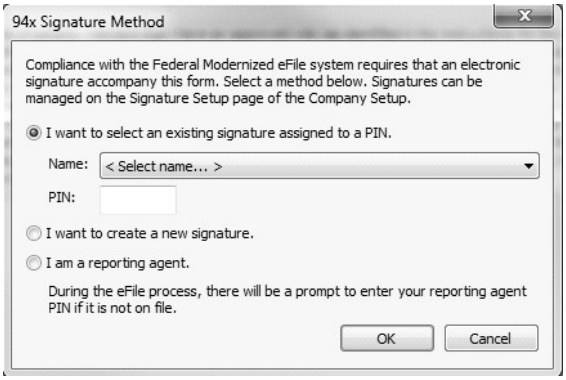
Select the Filing Option



- 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 o 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:

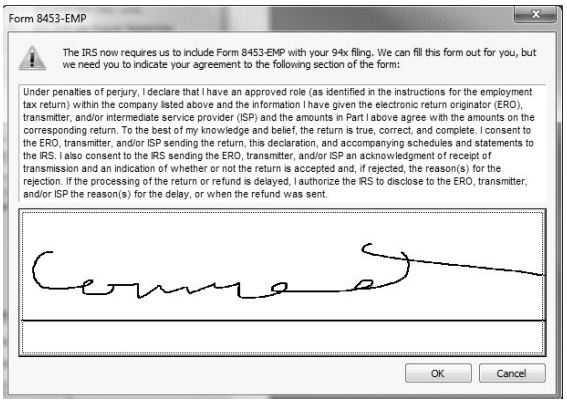
    - **I want to select an existing signature assigned to a PIN** - This option will be disabled if there were no signatures previously created and saved. If a signature was previously saved, it can be selected from the **Select name** drop-down list, which will then require the PIN for the selected signature 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**.



- 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.



- 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.

[One Big Beautiful Bill (OBBBA)]
[Tax Tables]
[Affordable Care Act (ACA) Reporting]
[W-2, 941, 943 and Other Tax Forms]

Other Information

Red Wing Software Website

One Big Beautiful Bill Act (OBBBA)

For detailed information about CenterPoint and the OBBBA, click here.

No Tax on Overtime

Q: How do I designate which overtime earnings are qualified? How are the qualified overtime earnings reported on the W-2?

A: Earnings that are considered qualified overtime earnings can be set up from **Setup** > **Payroll Details** > **Earnings** by selecting the **Qualified Overtime** check box (only applies to Manual Overtime and Calculated Overtime Earning Types). In 2025, the qualified overtime earnings will be reported on Form W-2, in Box 14. You can use the Qualified Overtime Pay report to reconcile the reported W-2 values or to hand out to employees as a supplemental report to show the total to be applied as a deduction on their individual tax return (employees should consult their tax preparer for guidance). The report can be printed from **Reports** > **Reports** > **Payroll Data Reports** > **Earnings** > **Qualified Overtime Pay**.

No Tax on Tips

For detailed information about CenterPoint and the OBBBA, click here.

Q: How do I designate which tips are qualified? How are the tips reported on the W-2?

A: Earnings that are considered qualified tip earnings can be set up from **Setup** > **Payroll Details** > **Earnings** by selecting the **Qualified Tip** check box, and the employee occupational code can be entered in the **Tipped Occupation Code** box on the **Setup** > **Employees** > **Payroll** tab. Qualified tips will be reported on Form W-2, in Box 14 for 2025. In 2026, the Tipped Occupation Code will be reported on Form W-2, in Box 14b. See the question below for 2026 Box 12 Codes for information about how Aatrix will report qualified tips for 2026.

New Box 12 Codes

Q: Are there new Box 12 codes for 2026? Will the amounts assigned to the new Box 12 Codes appear on the 2025 W-2 Form?

A: Yes. There are new Box 12 codes for 2026. Code TA can be assigned to your benefit by selecting **Setup** > **Payroll Details** > **Deductions & Benefits** in the **Employee/Employer W-2 Box – Options**. Code TP will print on Form W-2, in Box 12 for the tip earnings you've designated as Qualified Tips. Code TS will print for tip earnings for employers who are a specified service trade or business Code TT will print on Form W-2, in Box 12 for Qualified Overtime.

- **TA** - denotes employer contributions paid to a Trump account of an employee or a dependent of an employee.
- **TS** - denotes the amount of cash tips an employee reported to an employer in a specified service, trade, or business. The amount reported in Box 12 with code TS is not used when determining the deduction for qualified tips.
- **TP** – denotes the total amount of cash tips reported to a non-specified service, trade, or business employer. This code is used to determine the deduction (credit) for qualified tips.
- **TT** – denotes the total qualified overtime compensation (the 'half' portion above the regular rate in time-and-a-half).

In 2025, Box 12, codes TA, TS, TP, and TT will be reported on Form W-2, in Box 14. In 2026, the new codes will be reported on Form W-2, in Box 12.

Tax Tables

Q. When will the new payroll tax table updates be available for 2026?

A. All Federal and State tax table changes will be available prior to the end of 2025. 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 2026 tax table updates?

A. In CenterPoint Payroll:

1. Select **Help** > **Online Updates** > **Check for CenterPoint Updates**.
2. Select the **I agree** check box and then click **Install Updates**.
3. 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 2026 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** > **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 1/1/2026.
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 2026 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**
2. From the upper-right, click the **My Account** button, and from the My Account page, select **Downloads**.
3. Under CenterPoint Payroll select **Downloads**, and then select **Download Now** under the **2026 Payroll Tax Update**.
4. 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.

5. 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 2026 tax tables were installed correctly?

A. To verify tax tables were installed properly:

1. In CenterPoint Payroll, select **File** > **Payroll Administration** > **Taxes**.
2. Select **Soc Sec** and then click **Edit**.
3. Click the **Detail** tab.
4. Verify that the **Limit** under the Employee Tax Detail is **184,500.00**.

Q: My state has a credit reduction, is the credit reduction included in the tax tables?

A: We do not include the FUTA credit reduction in our tax tables. This is handled through the 940 reporting with the Aatrix Federal/State Tax forms.

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 2026 or as soon as you receive it from your State Unemployment Agency. (Also see the following question about checking the employer rates for additional taxes other than Federal Withholding, State Withholding, or the wage base for State Unemployment tax because the tax rate may differ by employer and the rate may need to be updated manually.)

1. Select **Setup** > **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 1/1/25.
7. On the right side of the screen, enter the new **Rate**.
8. Click **Save**.

Q: Are other taxes, for example, TDI, Paid Family Leave, Job Development, etc., included in the 2026 tax tables?

A: It is important to check the employer rates for additional taxes other than Federal Withholding, State Withholding, or the wage base for State Unemployment tax because the tax rate may differ by employer and the rate may need to be updated manually. To verify tax rates:

1. Select **Setup** > **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 tax**.
5. In the Tax Detail section on the right side of the screen, verify the **Rate**. If no Rate box is available, this tax is updated by the tax table updates.
6. If the rate is not correct, click the **Add** button next to the Effective Date. In the **Date** box, enter the effective date for the rate change, and then click **OK**.
7. On the right side of the screen, enter the new **Rate**.
8. Click **Save**.

Q: Are the Local tax tables affected by the installation of the 2026 tax tables?

A: Local tax tables that you have set up will NOT be affected by the installation. However, it is a good idea to verify the set up of local taxes each year from **Setup** > **Payroll Details** > **Local Taxes** based on information received from the local tax entity.

Affordable Care Act (ACA) Reporting

Q: Are there any important changes to the ACA filing process for 2025?

A: There are no specific changes to the ACA filing process for 2025; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click here for more information. For specific W-2 and ACA form information, click here.

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 forms and minimum charges for ACA and other tax forms (the minimum charge applies to each type of form eFiled).

Q: What is the Affordable Care Act (ACA)?

A: The Affordable Care Act (ACA) created new reporting requirements mandatory for calendar years 2015 - 2025 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 2025 filing deadlines for the ACA 1094/1095 Forms?

A: The Internal Revenue Service deadline for the ACA 1094/1095 for the 2025 calendar year can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

Q. What are the 2025 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? - https://www.irs.gov/pub/irs-pdf/p5208.pdf
- Affordable Care Act Mandates for Employers - https://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 - https://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

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: Will the Plan Start Month automatically pull into the 1094/1095 Preparer on the Employee Contact Information screen when processing ACA Forms?

A: Yes, the **Plan Start Month** was added to the **ACA Information** tab in **Setup** > **Employees**. The Plan Start Month will automatically pull into the 1094/1094 Preparer on the Employee Contact Information screen when processing ACA forms. The Plan Start Month can be updated for multiple employees:



Note: We recommend you do a backup of your database prior to starting the mass update process.

1. Select **Setup** > **Employees**.
2. On the **List** tab, select the employees you want to update the Plan Start Month for.
3. From the What Do you want to update? screen, select **ACA** and click **Next**.
4. Click **Next**.
5. In the **Change selected values to** box, select the **Plan Start Month** you want to change the selected employees to and click **Next**.
6. Verify that the selected employees have changed and click **Next**.
7. At the *These changes will be saved to the database, are you sure?* message, click **Yes**.

Q: Is there a way that I can update all my active employees to the ACA coverage period of the new year?

A: Yes, to update all active employees to the ACA coverage period of the new year:

1. Select **Setup** > **Employees** and **Edit** one of your employees.
2. Select the **ACA Information** tab. Click **Add** and add the coverage period for this year
3. Click the **Copy To** button and choose the employees you would like to copy that coverage period to.

Q: Is there a way that I can add new coverage periods to multiple employees at the same time?

A: Yes, to add a new coverage period to multiple employees, select :**Setup** > **Employees** > **Mass Update** > **ACA** > **Add New Coverage Period** and then select a start month and year.

Q: Is there a way that I can update the Status, Offer, Employee Share of Lowest Cost Monthly Premium, or Section 4980H Safe Harbor Code for the latest coverage period?

A: Yes, the Status, Offer, Employee Share of Lowest Cost Monthly Premium, or Section 4980H Safe Harbor can be updated for multiple employees at the same time by selecting **Setup** > **Employees** > **Mass Update** > **ACA** > **Latest Coverage Period**.

Q: How do I process my ACA forms with CenterPoint Payroll?

A: To process ACA forms:

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms**.
2. Select the **2025 1095/1094-C** or **2025 1095/1094-B** and click **OK**.
3. 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.

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:

1. From **www.redwingsoftware.com**, select **Support & Learn** > **Search Help and Videos** > **CenterPoint Payroll**.
2. Within the Help, in the **Search** bar, enter **ACA** to display the documents and videos.
3. There are three general steps to printing the tax forms:
    - Select **Reports** > **Federal & State Payroll Forms and Reports** > **Federal Tax Forms** to transfer information from CenterPoint Payroll to Federal/State Tax Forms.
    - Review the transferred information using the Federal/State Tax Forms viewer and make any needed changes.
    - Print or eFile the forms.

Q: When I process my ACA forms, I am receiving a "One or more employees do not have their ACA Information set up. Do you want to continue?" message, can I continue processing the forms?

A: If employees are found to be missing ACA information for the year (coverage periods, etc.), 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. Please

refer to the Affordable Care Act (ACA) and CenterPoint Payroll document for specific information on setting up ACA Information for employees.

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. CenterPoint/Aatrix received IRS approval to print all copies of the ACA forms on plain paper.



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 (for the employee copy). All forms use the same perforated paper (if you choose to order the blank perforated paper with no backer instructions) and envelopes that can be purchased from Computer Forms, Inc. at https://redwing.computerforms.biz/c/tax_forms, by calling 800-458-0158, or by selecting **Resources** > **Order Checks & Forms** on the Red Wing Software website.

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: I am a third-party tax preparer; is there a way to automatically fill in the Third-Party Preparer Information and Designee sections of my tax forms?

A: Yes, default third-party tax preparer and designee information can be set up in **File** > **Preferences** > **Federal/State Tax Forms** > **Preparer/Designee**. If you have **Yes** selected in the **Use Preparer information** setting, the paid preparer information will automatically appear on the W-2, ACA, and 1099 forms. If you have **Yes** selected in the **Use Designee Information** setting, the third-party designee information will automatically be included in the Third-Party Designee section of the 941, 943, or 940 forms.

Q: I only use a few of the Federal tax forms, is there a way to list those at the top of the list of reports?

A: Yes, to determine which reports are your most often used and add them to a Favorites section at the top of the Report drop-down list, follow the steps below:

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal State Tax Forms**.
2. Click the drop-down arrow to display the full report list.

3. Select a report you want to add to the Favorites section list.

4. Right-click in the **Report** box or click the **Ellipsis** button () and select **Add to Favorites** to move the report to the Favorites section at the top of the Report drop-down List.

Q: Are there any important changes to the W-2 filing process for 2025?

A: There are no specific changes to the W-2 filing process for 2025; however, it is important to remember that the U.S. Department of the Treasury and the IRS issued final regulations on February 21, 2023, that changed the eFile threshold from 250 to 10. The current 10-return threshold comprises an aggregate of return types (W-2, ACA, 1099 forms) covered by the regulation. Click here for more information. For specific W-2 and ACA form information, click here.

Q: If I choose to eFile my W-2 forms, is there a charge per form/employee?

A: Yes, please click here to view the eFile pricing for W-2 forms and minimum charges for W-2 and other tax forms (the minimum charge applies to each type of form eFiled).

Q. Where do I enter the Federal and State employer identification numbers (EIN) that is required when running Federal or State tax forms?

A. To enter the employer identification numbers (EIN):

1. Select **Setup > Employers**.
2. Select your **Employer** and click **Edit**
3. Select the **Taxes** tab.
4. Under the **Taxes** in the upper left, select **Federal** to display the **Tax Details** on the right. Enter your **Federal Tax Id**.
5. 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.
6. Enter your **State Id #**. Click **Save** after completing each required State tax number.

Q: How can I verify taxable wages and tax amounts for this year prior to printing W-2s?

A: Verify taxable wages and tax amounts:

- **Federal, FICA, and FUTA** - Select **Reports** > **Reports** > **Payroll Tax Data Reports** > **Federal Tax Reports** > **W-2 Summary**.
- **State and Local Withholding and SUTA** - Select **Reports** > **Reports** > **Payroll Tax Data Reports** > **State & Local Tax Reports**.

Q: When is the filing deadline for 2025 tax forms?

A: The Internal Revenue Service deadline for W-2, 941, 943 and other tax forms for the 2025 calendar year can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

Q: I have deductions/benefits that have a code that must appear in Box 8,10, 11, 12, or 14, where do I set that code up?

A: To set the deductions/benefits code for Box 8, 10, 11, 12, or 14:

1. Select **Setup** > **Payroll Details > Deductions & Benefits** > **Detail** tab.
2. Select the **deduction/benefit** and click **Edit**.
3. Select the **General** tab.
4. Under the **Employee Detail** or **Employer Detail** sections, in the **W-2 Box Options** box , select the code for Box 8, 10, 11, 12, or 14.
5. Click **Save**.

Q: How can I determine how many employee W-2 forms I printed last year?

A: The Federal Tax Withheld by Employee report can be used to determine the number of W-2 forms printed last year:

1. Select **Reports** > **Reports** > **Payroll Tax Data Reports** > **Federal Tax Reports** > **Federal Tax Withheld by Employee**.
2. Under Report Selections, in the **Pay Date** box**,** enter a pay date range of last year.
3. Click **Print** or **Preview**. The records included in total will be the number of employee W-2 forms that were printed last year.

Q. What are the 2025 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. To set employees to receive electronic W-2 copies:

1. Select **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms**.
2. In the **Report** box, select **Electronic W2 Consent**. In the **Year** box, enter **2025**, and in the **Time Period** box, select **One Year**.
3. Click **OK**.
4. Follow the on-screen instructions until the form displays, then edit, print, and distribute to your employees. Have your employees sign and return for your records.
5. Select **Setup** > **Employees** > **General** tab and m ake sure each employee has an email address on file.
6. Select the **Payroll** tab and select the **Consent to Electronic W-2** box if the employee consented to receive their W-2 electronically.
7. Process your W-2s from **Reports** > **Federal & State Payroll Forms & Reports** > **Federal Tax Forms** by selecting **2025 W-2/W-3**.
8. After the grid of employees displays and is verified/edited, the W-2 Printing and Filing Options screen will display, select **Complete W-2 eFiling Service** and follow the on-screen instructions to eFile.

Q. Do I need to order W-2/W-3, 941 or 943 forms or can I print them on plain paper?

A. You are able to print **all** of your W-2/W-3, 941 and 943 form copies on plain paper; you no longer need to print any on preprinted forms, including the Social Security Copy A (often called the "red copy"). CenterPoint/Aatrix received IRS approval to print all copies of the W-2 on plain paper. Click here to view the W-2/W-3 Approval Letter.

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. All forms use the same perforated paper (if you choose to order the blank perforated paper with no backer instructions) and envelopes that can be purchased from Computer Forms, Inc. at https://redwing.computerforms.biz/c/tax_forms, by calling 800-458-0158, or by selecting **Resources** > **Order Checks & Forms** on the Red Wing Software website.

Q. Do I need to print my W-2 forms before I close the 2025 year and print January checks?

A. There is no closing process in CenterPoint Payroll, so W-2 forms can be printed any time.

Q. What are the steps for printing the tax forms (W-2, 940, 941, 943)?

A. Step-by-step instructions (documents and videos) for printing the tax forms are available on our website:

1. Log in to the Red Wing Software website at **www.redwingsoftware.com**, click the **My Account** button, and from the My Account page, select **End of Year** to view all tax forms documents and videos.
2. 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. Why is the 2025 W-2 form 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, 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 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 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**
2. From the upper-right, click the **My Account** button, and from the My Account page, select **Downloads**.
3. Under CenterPoint Payroll select **Downloads**, and then select **Download Now** under **Federal/State Tax Forms (Aatrix)**.
4. When the download is complete, exit the website. Copy the **RedWingForms.exe** file from your Downloads folder to the removable drive (CD, thumb drive, etc.) you'll be using to move the downloaded file.
5. Take the removable media source to the computer with CenterPoint Payroll and install by double-clicking on the **RedWingForms.exe**.

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.

Q: We have one employee with a Social Security number that begins with "900". CenterPoint does not accept a number that begins with the digit 9. The number the employee is providing is an ITIN #. How can I process a W-2 for this employee?

A: The Federal Tax Forms (Aatrix) software will not accept a Temporary SSN so to get past this message you will have to enter 000-00-0000 in CenterPoint in **Setup** > **Employees** and then when the employee files their W-2 they can file using the temporary number and then provide you with a SSN after receiving the permanent number.

Q: When processing my W-2 forms, I do not receive a W-2 for one of my employees who received pay in 2025, why didn't the W-2 print?

A: There are a couple of items to check:

1. When W-2s were processed, was the Non-AG employees or AG Employees selection made rather than selecting Both? This would indicate that the missing employee does not have the **Agricultural Employee (943)** check box set up correctly in the **Setup** > **Employees** > **Payroll** tab.
2. From the **Setup** > **Employees** > **Payroll** tab, under Federal Reporting Information, make sure the **Wages Reported on W-2** check box is selected, and not 1099 or None.

Other Information

Q: Are there any other setup items to update at the beginning of a year?

A: Yes, it is important to check rates that may be different by employer for any setup item, for example for workers' compensation from **Setup** > **Payroll Details** > **Workers' Compensation** and for deductions/benefits from **Setup** > **Payroll Details** > **Deductions & Benefits**.

Q: How can I reactivate an inactive earning, deduction, or tax that were previously used for an employee?

A: CenterPoint hides earnings, deductions, and taxes that are inactive for an employee in order to keep the screens less cluttered. To reactivate an earning, deduction, or tax:

1. Select **Setup** > **Employees**,select the employee, and then click Edit.
2. Select the **Earnings, Deductions,** o**r Taxes** tab.
3. On the left side of the screen, click the yellow bar to display all items.
4. The inactive earning, deduction, or tax will display in the upper-left side of the screen. To reactivate the earning, deduction, or tax, select the **earning**, **deduction** or **tax** and then select the **Active** check box on the right-side of the screen.

Q: Our company accrues leave once a year. Do I need to do anything at the beginning of the year to ensure employees receive their yearly accrual?

A: Yes, you should **Calculate Paid Leave** for **1/1/2026** to generate employees' new leave for the year. The process will use the settings in your leave table to carry over the designated hours, create the new beginning balance, and apply the correct accruals and used hours will be reset to zero. If the leave category is set to calculate during the pay run and the **Accrue Leave** check box is selected on the **6. Print Checks** tab, it will calculate automatically.

Q: Our company has a few employees that are high wage earners in the catch-up age range. How do I set up the Roth Catch-Up deduction?

A: In CenterPoint, a 401K can be set up so that when the pretax limit is hit on employees that are high wage earners in the catch-up age range, the standard 401K will stop and a Roth Catch-Up deduction will start calculating up to the annual limit (both deductions then stop). For employees who are not high earners in the catch-up age range and do not have the Roth Catch-Up deduction, the standard 401K will stop at the pretax limit. For detailed information about Roth Catch-up for High Wage Earners, click here.

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**.



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

If you are networked and would like to specify where the Aatrix history files are saved instead of the default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, follow the steps below.

1. Select **File** > **Preferences** > **Reports** > **Federal/State Tax Forms**. Select **File** > **Preferences** > **Federal/State Tax Forms** > **Aatrix File Information**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, change the displayed default location to the network location you want to save the Aatrix History file to.
5. Click **Save**.

If you do not use a custom file location (the Use Non-Default File Location box is set to No), the Red Wing Software default location used is <Users>\<User>\AppData\Local\Aatrix Software\Aatrix Forms\Red Wing\.

Note: 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: 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, click the **My Account** button, and from the My Account page, 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 will be closed Wednesday, December 24, 2025, Thursday, December 25, 2025, Thursday, January 1, 2026, and will be closing at noon on Wednesday, December 31, 2025.

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 register on the Red Wing Software website:

The Red Wing Software website uses the same login as Red Wing Software's Web Services (Pay Advices, CenterPoint Time Clock, or Employee Portal). If you have an existing account for Web Services, enter the same user credentials to log in to the website. If you do not have an existing account for Web Services, follow the steps below:

1. From a web browser, enter **www.redwingsoftware.com**.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Create One!**

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. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
    1. From within CenterPoint by selecting **Help** > **About**.
    2. On the Support Certificate that you receive upon renewing Customer Care Membership.
    3. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
    4. Invoices you've received from Red Wing Software contain your account number.
    5. 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.
9. Continue entering your **Title**, **First and Last Name**, **Email Address** (which is your login) and a **Password**.
10. 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 reset 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 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.
7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.
8. Continue with the To log in to the Red Wing Software website section above.

To log out of the Red Wing Software website:

1. On the upper-right side of the Red Wing Software home page, click the **drop-down arrow** next to the **My Account** button.
2. In the displayed menu, select **Log out**.

Modify State Unemployment Tax (SUTA) Rate or other Employer Rates for Additional Taxes (TDI, Job Development, Paid Family Leave)

All of the State and Federal taxes are updated when you install the 2026 tax table update, **except for your State Unemployment rate**. This rate needs to be entered before the first payroll in 2026 or as soon as you receive it from your State Unemployment Agency.

Also, it is important to check the employer rates for additional taxes (TDI, Job Development, Paid Family Leave, etc.) other than Federal Withholding, State Withholding, or the wage base for State Unemployment tax because the tax rate may differ by employer and the rate may need to be updated manually.

Follow the topics below to verify/change employer tax rates:

Modify State Unemployment Tax (SUTA) Rate

Modify Employer Rates for Additional Taxes (TDI, Job Development, Paid Family Leave, etc.)

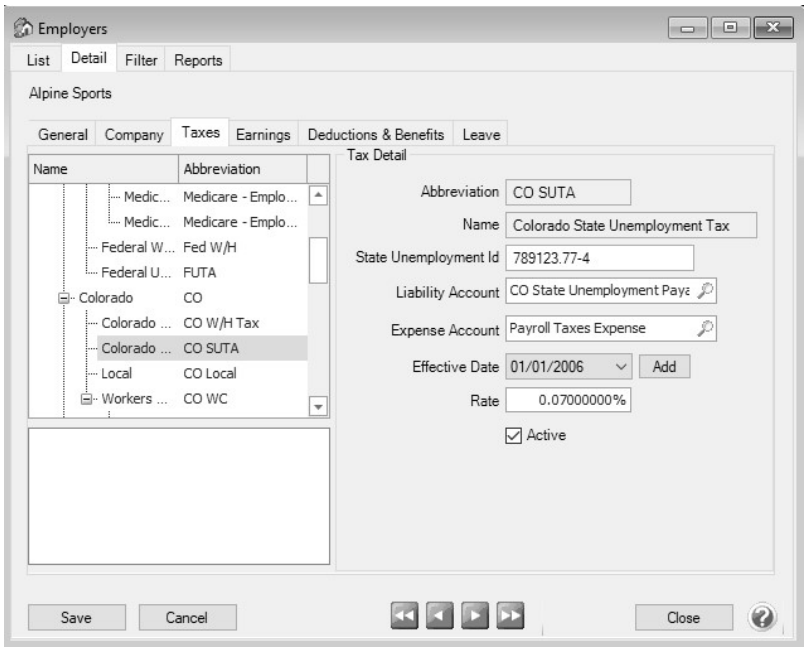
Modify State Unemployment Tax (SUTA) Rate:

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.

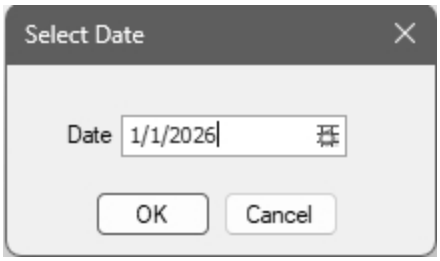


Note: The wage base for unemployment taxes is updated by installing tax table updates and does not need to be manually updated.

1. Select **Setup** > **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 1/1/2026.
7. Click **OK**.
8. On the right side of the screen, enter the new **Rate**.
9. Click **Save**.
10. Click **Close**.

Modify Employer Rates for Additional Taxes (TDI, Job Development, Paid Family Leave, etc.)

To verify employer rates:

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 tax**.

5. In the Tax Detail section on the right side of the screen, verify the **Rate**. If no Rate box is available, this tax is updated by the tax table updates.
6. If the rate is not correct, click the **Add** button next to the Effective Date. In the **Date** box, enter the effective date for the rate change, for example 1/1/2026.
7. Click **OK**.
8. On the right side of the screen, enter the new **Rate**.
9. Click **Save**, and then click **Close**.

Chapter 7 - Red Wing Cloud Services

Setup and Admnistration

Red Wing Cloud Services – CenterPoint (Setup, Connecting, and File Explorer)

This document explains how to set up and access Red Wing Cloud Services.

Recommendations

Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser

- Change a Password
- Change an Expired Password
- Retrieve a Forgotten Password

Option 2: Connecting to the Red Wing Cloud Services via a RDP File

- Connecting to the Red Wing Cloud Services via a RDP File Frequently Asked Questions

Option 3: Connecting to the Red Wing Cloud Services via the Start Menu or Desktop Icon

Set a User Email Address on the Account

Multi-Factor Authentication Frequently Asked Questions

Accessing the Mapped Drives via the File Explorer

General 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 Services 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 Services 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, or use the Screwdrivers Printing and Scanning Plugin (contact Red Wing Software Technical Support for more information). 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.

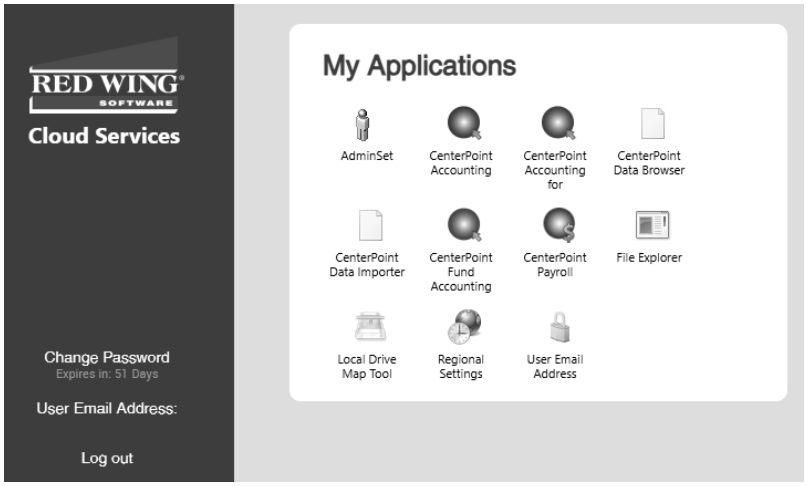
Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser

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. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, enter **https://centerpoint.redwingcloud.com**.
3. 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.

4. Click **Log In**.

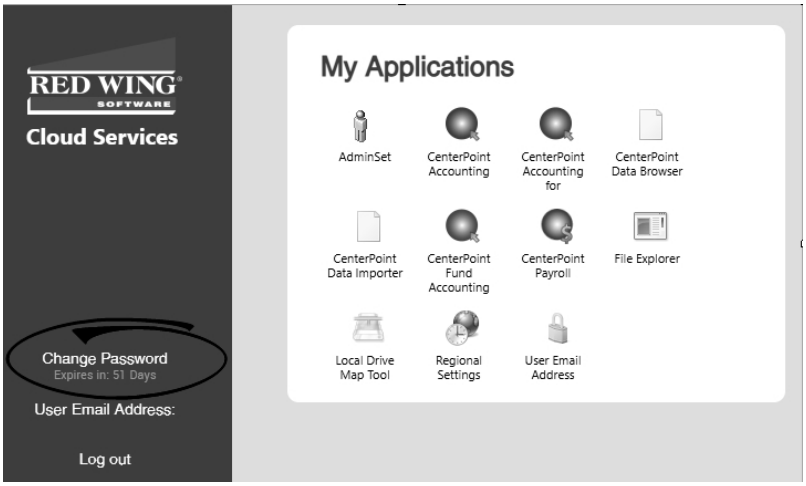


5. Select your **CenterPoint** application from the My Applications list.
6. Click **Connect**. If you are not using the Edge browser in Internet Explorer compatibility mode, you may be prompted to login with the username and password provided to you by Red Wing Software.
7. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid **CenterPoint** database username and password.

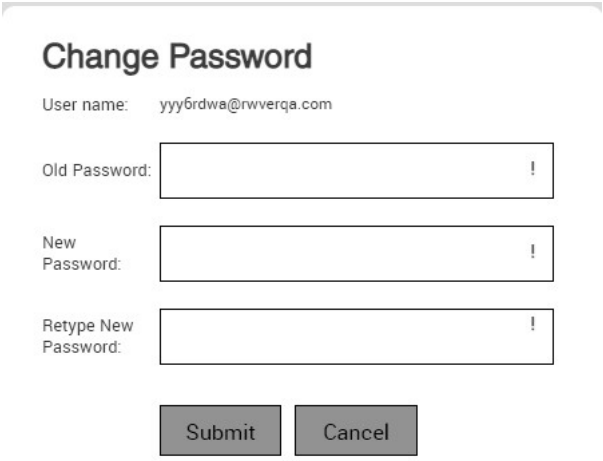
Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.

Change a Password

- Follow Steps 1 - 4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.



- Select **Change Password**.



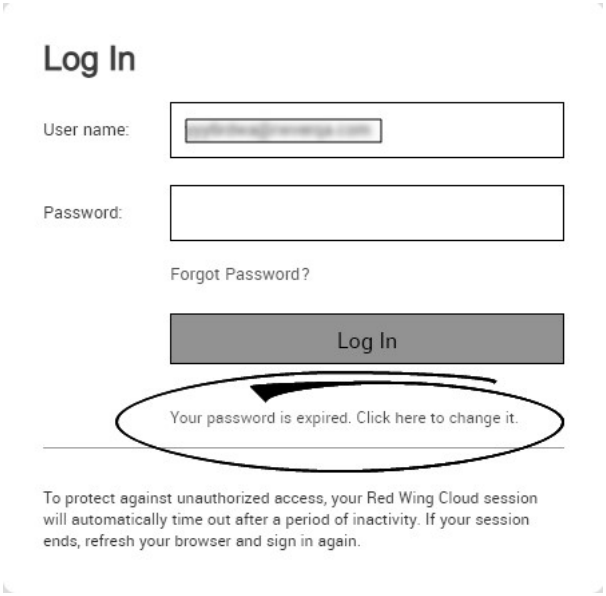
- Enter your **Old Password**, a **New Password** and **Retype New Password**. When the password criteria has been met, the red ! and password requirements will display in green.
    - Password must be a minimum of 10 characters.
    - Passwords must not contain the owners name.
    - Passwords must contain at least one character from three of the four categories below:
        - Upper case letters
        - Lower case letters

- Numbers
- Non-alphanumeric characters: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

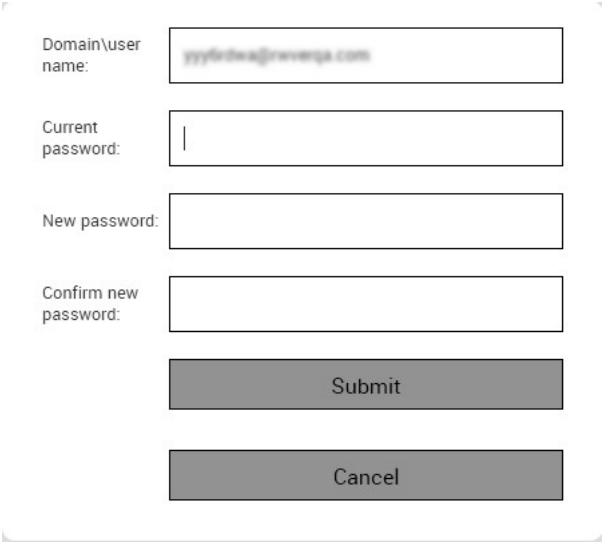
- Click **Submit**.
- At the *Password successfully changed* message, click the **Click here to login with your new password** link.
- Continue with the Steps 1 -4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

Change an Expired Password

- Follow Steps 1 - 4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.
    - Your password expires every 180 days. When it expires, 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: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

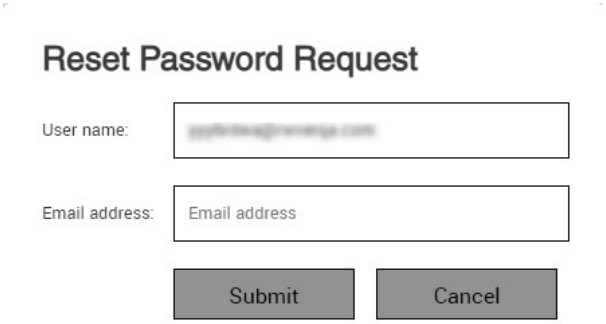


- At the *Your Password has been successfully changed* message, click the **Click here to login** link or click **OK**.
- Continue with the Steps 1 -4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

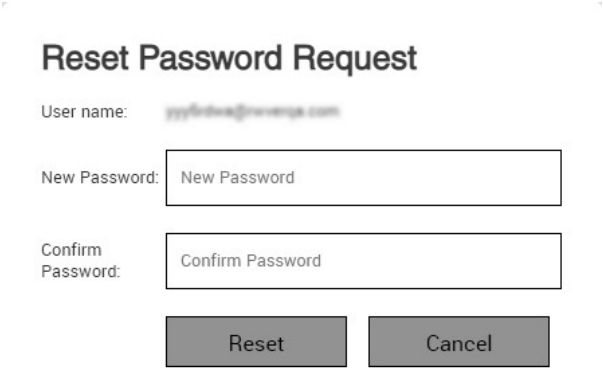
Retrieve a Forgotten Password

Use this option to retrieve a forgotten password for your Red Wing Cloud Services account. See the Set a User Email Address on the Account section in this document to look up your User name (email address).

- From your web browser, enter **https://centerpoint.redwingcloud.com**.
- Click the **Forgot Password?** link.
- Enter your **User name**.
- Enter your **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.



- 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 -4 of the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

Option 2: Connecting to the Red Wing Cloud Services via a RDP File

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, go to https://centerpoint.redwingcloud.com.
3. Enter your current Red Wing Cloud Services login credentials.
4. In the Web Links section at the bottom right, click **Remote Desktop Download** to download the **Red_Wing_Software_Cloud.RDP** file to your desktop.
5. To access the Red Wing Cloud Services, double-click the **Red_Wing_Software_Cloud.RDP** icon on your desktop and enter your Red Wing Cloud Services credentials.

Connecting to the Red Wing Cloud Services via a RDP File Frequently Asked Questions

Q: Will I be notified about my password expiration date?

A: Yes, passwords expire every 180 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, it is expired, or the account is not authenticated.

1. From your web browser, enter https://centerpoint.redwingcloud.com.
2. Enter your **User name** and **Password**.

   Expired Password:

   - Your password expires every 180 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.

Authenticate Account:

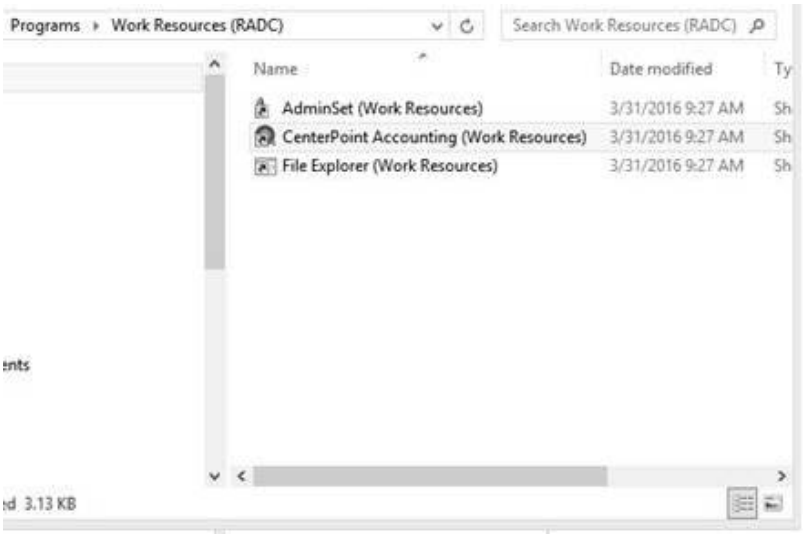
- See the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section for more information.

Option 3: Connecting to the Red Wing Cloud Services 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. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. In the **Search** box in the bottom toolbar enter **RemoteApp (Windows 11)** or **Remote (Windows 10)**, and then select the **RemoteApp and Desktop Connections** heading. Or, search for and open the **Control Panel** and then search the Control Panel for the **RemoteApp**.
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 180 days. When it expires, follow Steps 1 -2 of the Option 1 - Connecting to the Red Wing Cloud Services 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:
    1. **Windows 10:** Right-click on each one and select **Send to** > **Desktop(create shortcut)**.
    2. **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 180 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.

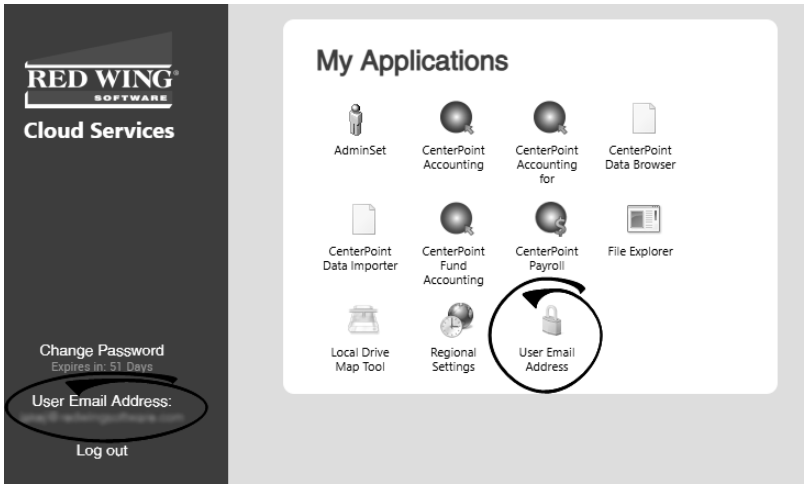
Set a User Email Address on the Account

Your Red Wing Cloud Services account requires a User Email Address. The User Email Address is currently filled, but can be changed to a valid email at any time. The User Email Address is used for two purposes: Multi-Factor Authentication (MFA) account verification and password retrieval through the "Forgot Password?" option.

1. The Red Wing Cloud Services uses Multi-Factor Authentication. Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing

Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.

2. From your web browser, enter https://centerpoint.redwingcloud.com.
3. Enter the **User name** and **Password** given to you by Red Wing Software.
4. Click **Log In**. Your current configured email address is displayed on the left side of the screen.



5. Under My Applications, click **User Email Address**. 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.



6. Enter your **MFA/Password Recovery Email Address**.
7. Click **Update**.
8. At the *MFA/Password reset email address updated* message, click **OK**.
9. Click **Close**.

Multi-Factor Authentication Frequently Asked Questions

Q: What is multi-factor authentication (MFA)?

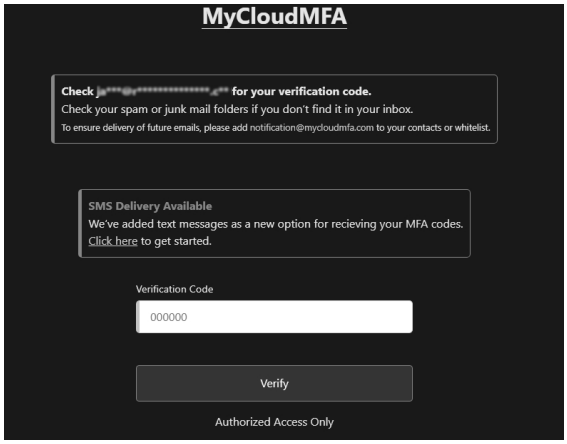
A: Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment.

Q: How do I authenticate my account and log into the Red Wing Cloud Services?

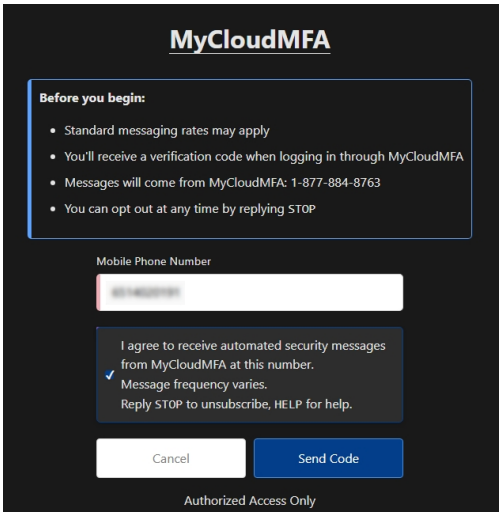
A: To authenticate your Red Wing Software account and log in:

1. From your web browser, enter https://mycloudmfa.com/ and sign in with your cloud credentials.

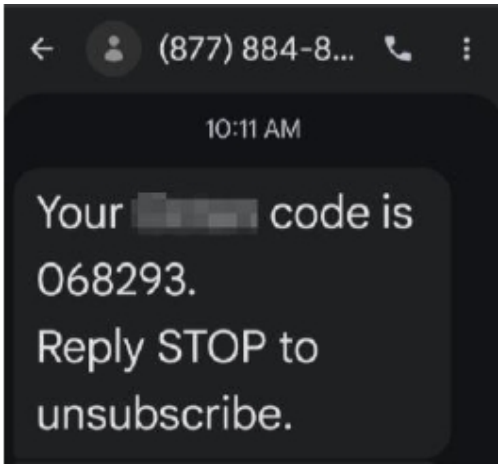
- If you want to receive an email to receive your verification code, it will be sent to the email address on record containing a six digit verification code.
    - Check your registered email for your verification code. If you cannot locate or do not receive the email:
        - Check your spam or junk email folders.
        - To ensure delivery of future emails, add notification@mycloudmfa.com to your contacts or whitelist.
        - Your account is already authenticated. See the How do I know if my account is authenticated? question below.
    - Enter the six digit **Verification Code** and click **VerifyOR** if you want to receive your verification code via SMS text, select the **Click here** link.



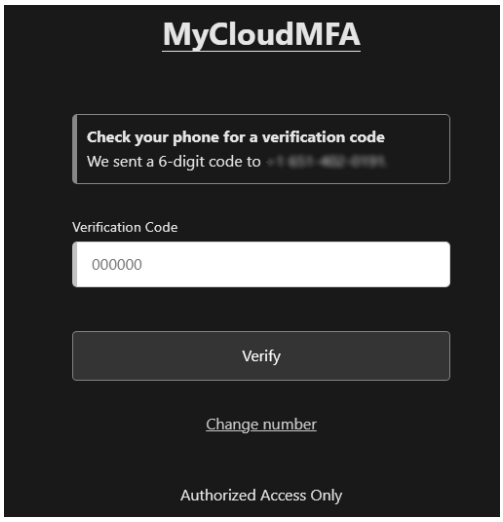
- The screen displays regulatory information including the number the text will be sent from (this will be the only phone number that texts will be sent from). Enter your **Mobile Phone Number** and select the "**I agree...**" check box, then click **Send Code**.



- You will receive the following text:



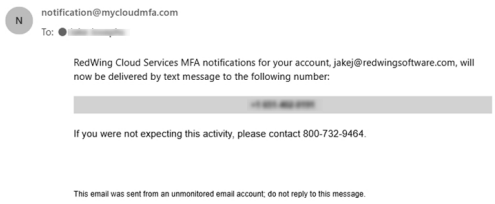
- Enter the six digit **Verification Code** displayed in the nxt text and click **Verify**.



Note: The Change Number link allows you to change the phone number you are set up to receive SMS texts on . This link is only available during initial setup. If you need to change your SMS text phone number after initial setup, contact Red Wing Software Technical Support at 800-732-9464.

- You will also receive a verification text and email.





2. Log into the Red Wing Cloud Services using your preferred method:

   Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser

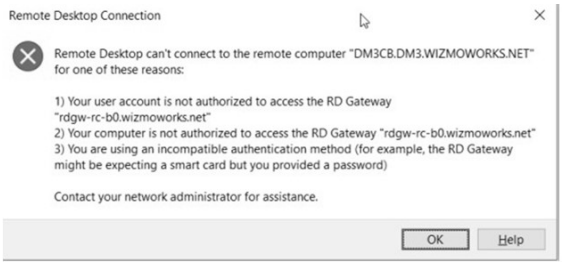
   Option 2: Connecting to the Red Wing Cloud Services via a RDP file

   Option 3: Connecting to the Red Wing Cloud Services via the Start Menu or Desktop Icon

Q: How do I know if my account is authenticated?

A: If you can log into your products without error, you are authenticated. Or, if you go to https://mycloudmfa.com/, and enter your user credentials, you will redirected to https://centerpoint.redwingcloud.com instead of a screen to enter an authentication code.

Q: Why am I receiving the screen below when I log into the Red Wing Cloud Services?



A: This message displays if your Red Wing Cloud Services account has not been authenticated. Follow the How do I authenticate my account and log into the Red Wing Cloud Services? question above.

Q: How often do I have to authenticate my Red Wing Cloud Services account?

A: Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month at each unique location. User passwords expire every 180 days. If you connect via Option 1, via an internet browser, three days before the account authentication expiration, the following message will display to remind you to authenticate your account. See the How do I authenticate my account and log into the Red Wing Cloud Services? question above.



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. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. From your web browser, enter **https://centerpoint.redwingcloud.com**.
3. 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.
4. Click **Connect**.
5. 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.

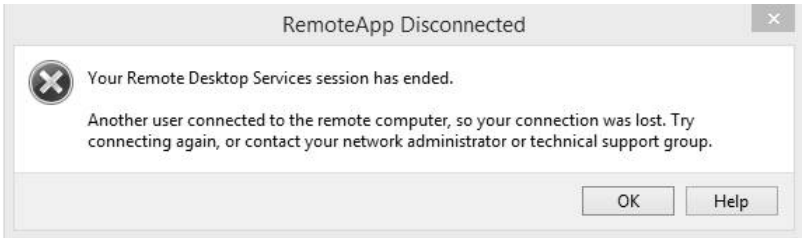
Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the 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).

General Frequently Asked Questions

Q: What is the Local Drive Map Tool?

A: The Local Drive Map Tool allows you to map a cloud drive to a default drive/path on your local computer to save exported reports, or files, from the Red Wing Cloud Services to your local computer. See the Local Drive Map Tool topic.

Q: I received the following message when I was connected to the Red Wing Cloud Services and my session ended, can you explain why?

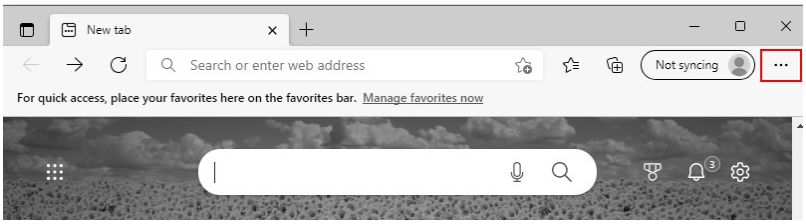


A: Your session ended because another user logged into the Red Wing Cloud Services with the same login credentials. A user can be logged into the Services one at a time. Each login is for a single user and additional users must be purchased to log in concurrently.

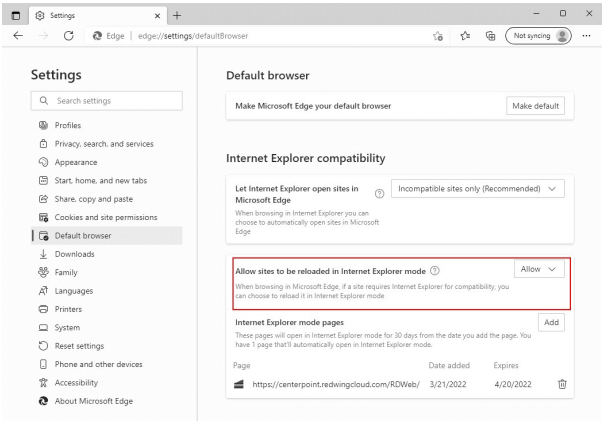
Q: How do I set the Microsoft Edge internet browser to Internet Explorer compatibility mode?

A: Follow the steps below to set Microsoft Edge to Internet Explorer compatibility mode:

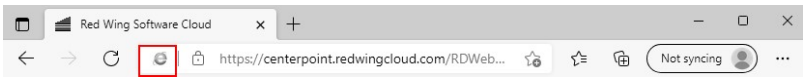
1. Open Microsoft Edge.
2. Select the ellipsis (…) button in the upper-right corner.



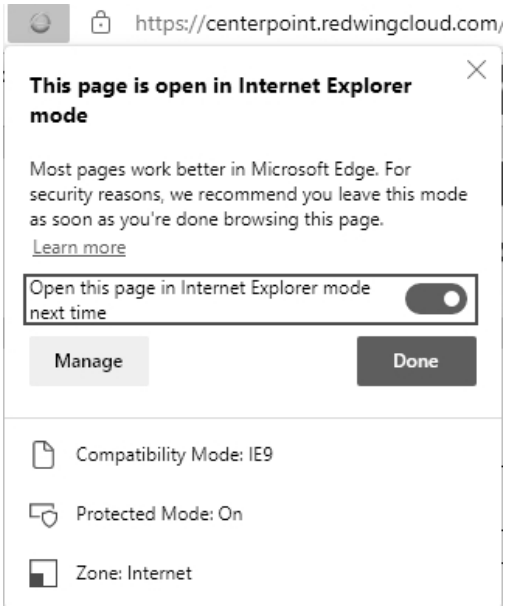
3. Select **Settings**.
4. From the **Settings** menu on the left side of the screen, select **Default Browser**. If the Settings menu isn't visible, click the  icon.
5. In the **Internet Explorer Compatibility** section, under **Allow sites to be reloaded in Internet Explorer mode**, change the setting 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 Services, 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 Services?

A: Follow the steps in the Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser section.

Q: Can I connect to the Red Wing Cloud Services 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 Services?

A: Yes, scanners that are set up on a local computer can be accessed by the cloud services for direct scanning into CenterPoint. Contact Red Wing Software Technical Support to set up your Red Wing Cloud Services environment to accept scans. See the Scanning and Attaching Documents document for more information.

Q: How do I set up emailing in CenterPoint when in the Red Wing Cloud?

A: See the Red Wing Cloud Services Email Settings section in the Email Setup topic for additional details.

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 Services?

A: Yes, there is scheduled general maintenance every day from 11:00 pm - 1:00 am Central Standard Time.

Red Wing Cloud Services – Multi-Factor Authentication (MFA)

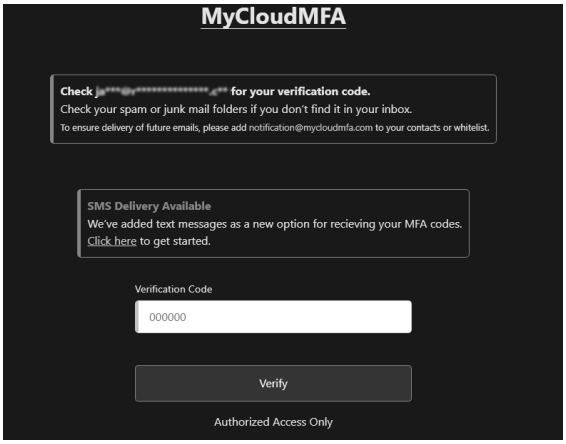
The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment. Users are required to authenticate their account at the start of each month.

Authenticate the Red Wing Cloud Services Account
Set a User Email Address on the Account
Multi-Factor Authentication Frequently Asked Questions

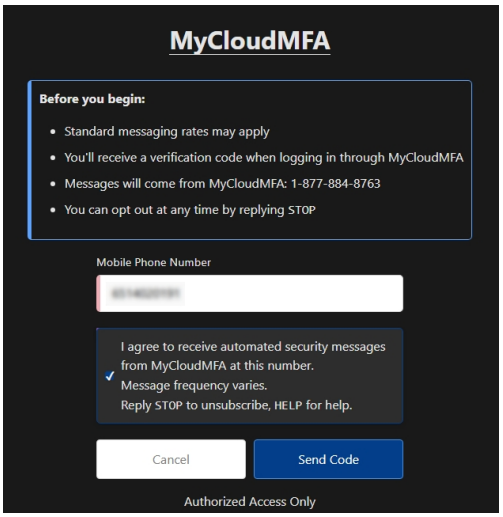
Authenticate the Red Wing Cloud Services Account

Your Red Wing Cloud Services account requires a User Email Address, see the Set a User Email Address on the Account section for more information.

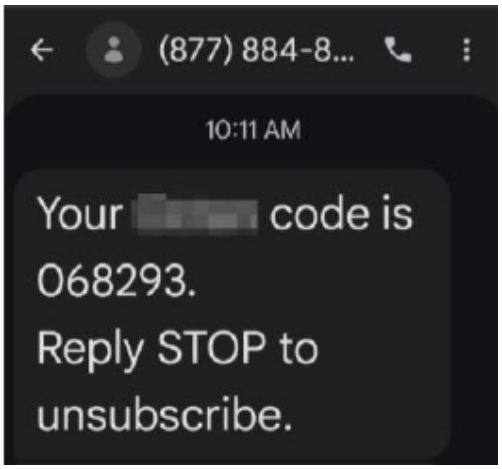
1. From your web browser, enter https://mycloudmfa.com/ and sign in with your cloud credentials.
    - If you want to receive an email to receive your verification code, it will be sent to the email address on record containing a six digit verification code.
        - Check your registered email for your verification code. If you cannot locate or do not receive the email:
            - Check your spam or junk email folders.
            - To ensure delivery of future emails, add notification@mycloudmfa.com to your contacts or whitelist.
            - Your account is already authenticated. See the How do I know if my account is authenticated? question below.
        - Enter the six digit **Verification Code** and click **Verify OR** if you want to receive your verification code via SMS text, select the **Click here** link.



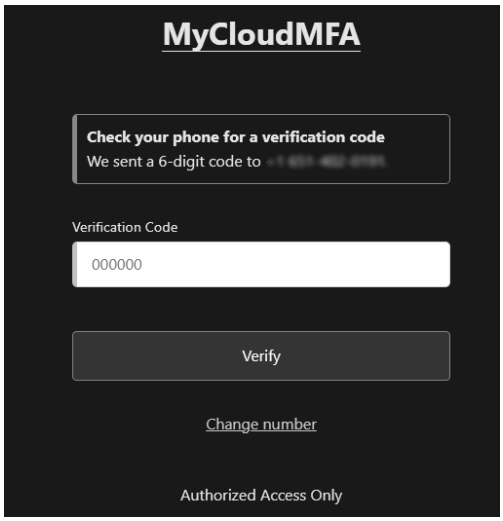
    - The screen displays regulatory information including the number the text will be sent from (this will be the only phone number that texts will be sent from). Enter your **Mobile Phone Number** and select the "**I agree...**" check box, then click **Send Code**.



- You will receive the following text:



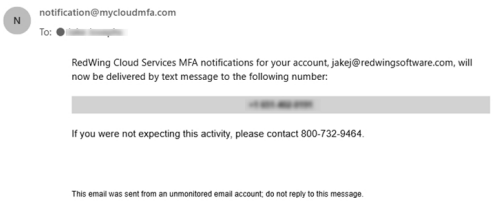
- Enter the six digit **Verification Code** displayed in the nxt text and click **Verify**.



Note: The Change Number link allows you to change the phone number you are set up to receive SMS texts on . This link is only available during initial setup. If you need to change your SMS text phone number after initial setup, contact Red Wing Software Technical Support at 800-732-9464.

- You will also receive a verification text and email.





2. Log into the Red Wing Cloud Services using your preferred method:

   Option 1: Connecting to the Red Wing Cloud Services via an Internet Browser

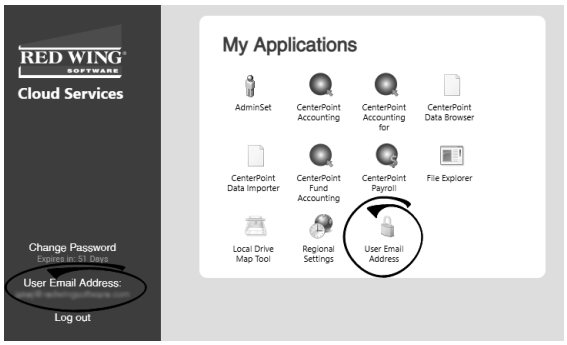
Option 2: Connecting to the Red Wing Cloud Services via a RDP file

Option 3: Connecting to the Red Wing Cloud Services via the Start Menu or Desktop Icon

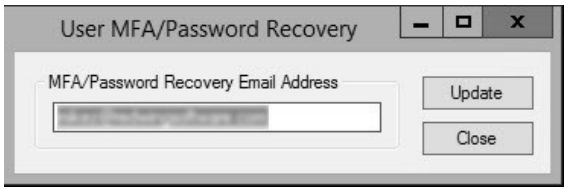
Set a User Email Address on the Account

Your Red Wing Cloud Services account requires a User Email Address. The User Email Address is currently filled, but can be changed to a valid email at any time. The User Email Address is used for two purposes: Multi-Factor Authentication (MFA) account verification and password retrieval through the "Forgot Password?" option.

1. The Red Wing Cloud Services uses Multi-Factor Authentication. Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the Authenticate the Red Wing Cloud Services Account section and then continue with step 2.
2. From your web browser, enter https://centerpoint.redwingcloud.com.
3. Enter the **User name** and **Password** given to you by Red Wing Software.
4. Click **Log In**. Your current configured email address is displayed on the left side of the screen.



5. Under My Applications, click **User Email Address**. 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.



6. Enter your **MFA/Password Recovery Email Address**.
7. Click **Update**.
8. At the *MFA/Password reset email address updated* message, click **OK**.
9. Click **Close**.

Multi-Factor Authentication Frequently Asked Questions

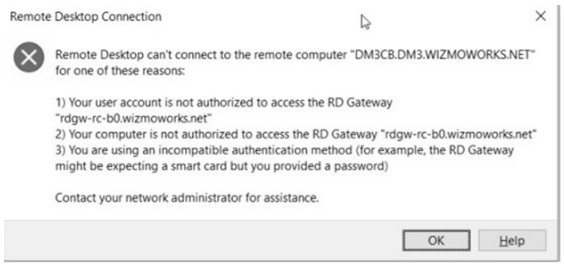
Q: How do I know if my account is authenticated?

A: If you can log into your products without error, you are authenticated. Or, if you go to https://mycloudmfa.com/, and enter your user credentials, you will redirected to https://centerpoint.redwingcloud.com instead of a screen to enter an authentication code.

Q: What is multi-factor authentication (MFA)?

A: Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment.

Q: Why am I receiving the screen below when I log into the Red Wing Cloud Services?



A: This message displays if your Red Wing Cloud Services account has not been authenticated. See the Authenticate the Red Wing Cloud Services Account section above.

Q: How often do I have to authenticate my Red Wing Cloud Services account?

A: Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month. User passwords expire every 180 days. If you connect via an Internet Browser, three days before the account authentication expiration, the following message will display to remind you to authenticate your account. See the Authenticate the Red Wing Cloud Services Account section above.



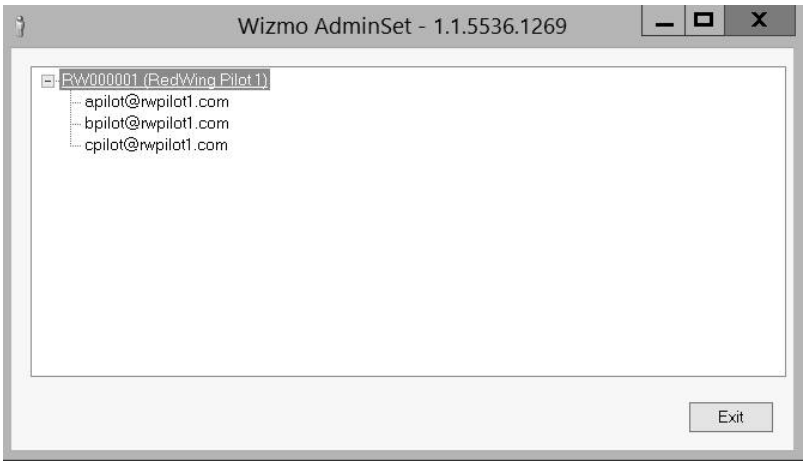
Red Wing Cloud Services – CenterPoint (Administration Functions)

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

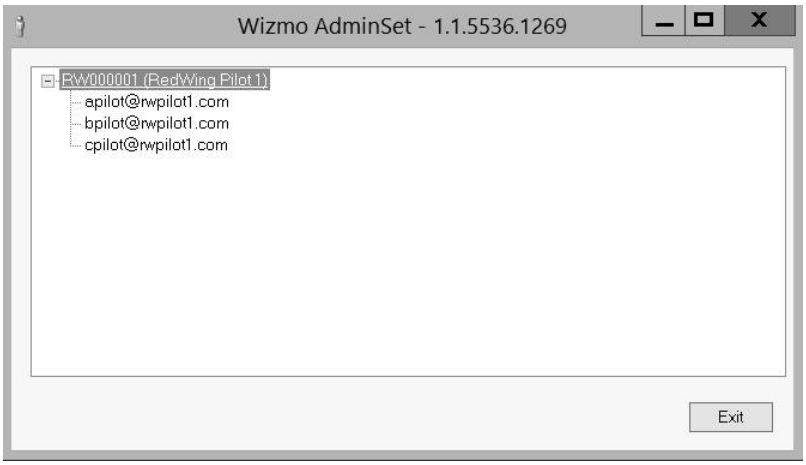
Note: Administration functions can be performed by logging in with an Admin username and password.

1. Connect to the Red Wing Cloud Services.
2. Select the **AdminSet** application (if you connected via an Internet Browser (web) - Option 1 or via a RDP file - Option 2) or the **AdminSet (Work Resources)** icon (if you connected via the Start menu or Desktop Icon - Option 3) 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

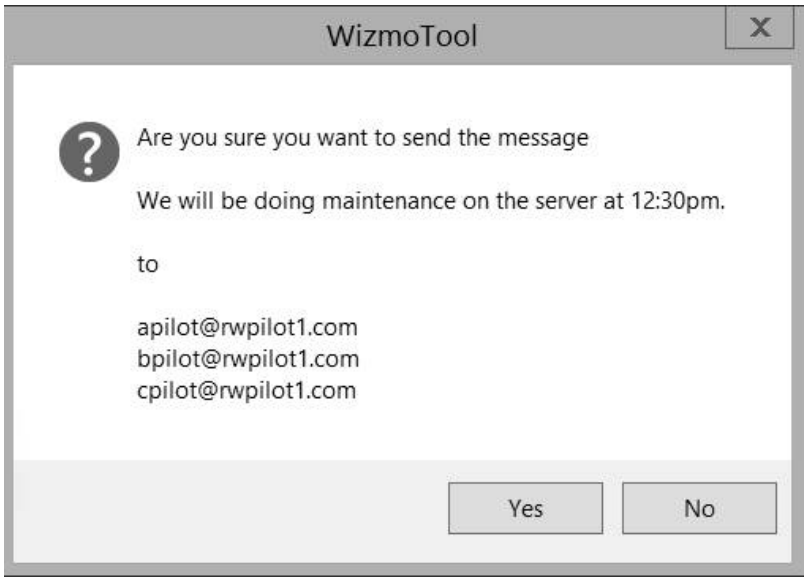
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



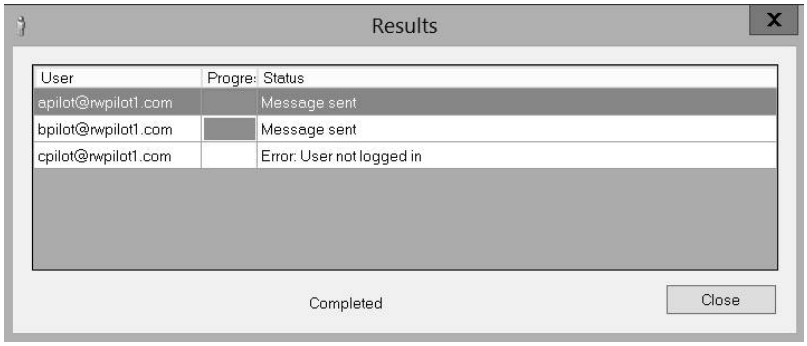
3. Select **Send Messages to All Company Users**.



4. Enter the message you wish to send and then click **OK**.



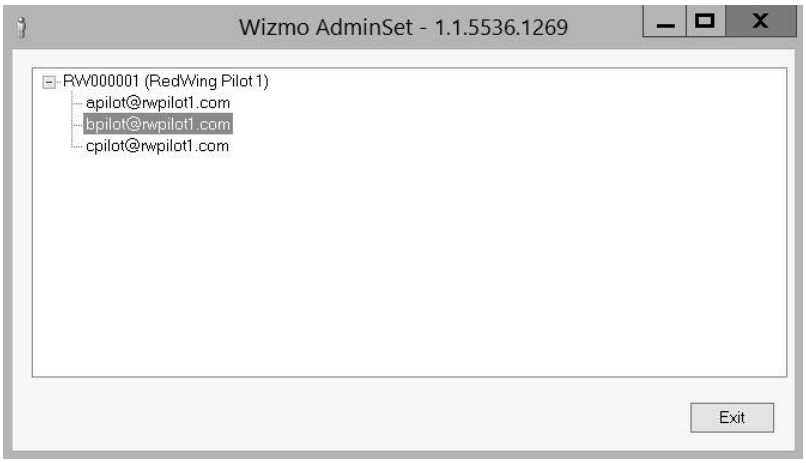
5. At the *Are you sure you want to send the message* prompt, click **Yes**.
6. Each user displayed under the main node will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



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:

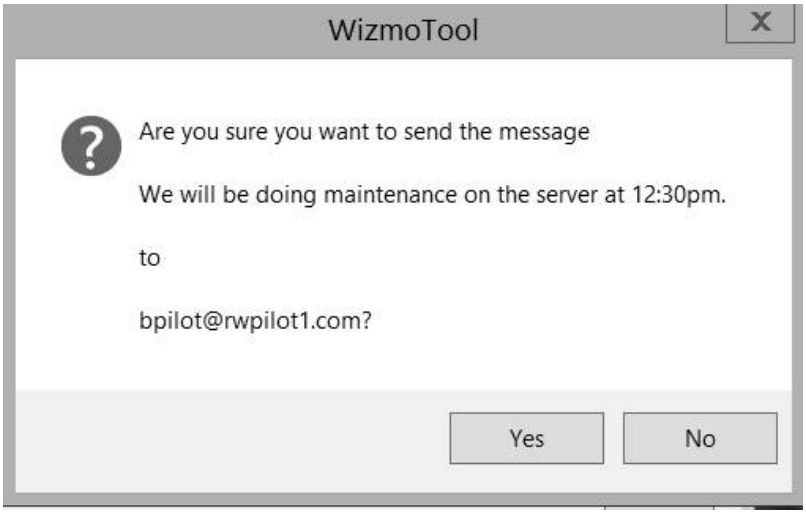
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to send a message to. For example, right-click on bpilot@rwpilot1.com.



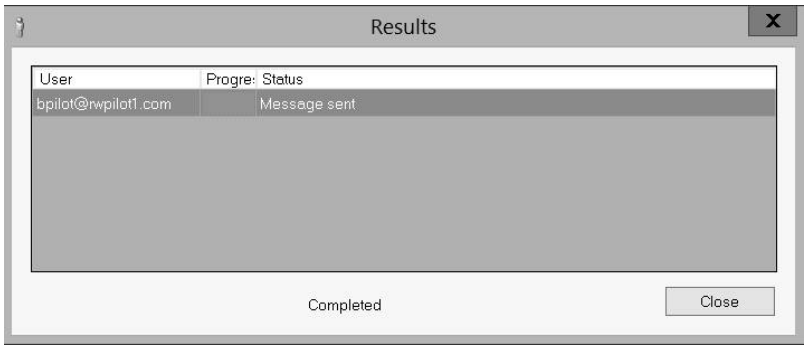
3. Select **Send Message**.



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**.

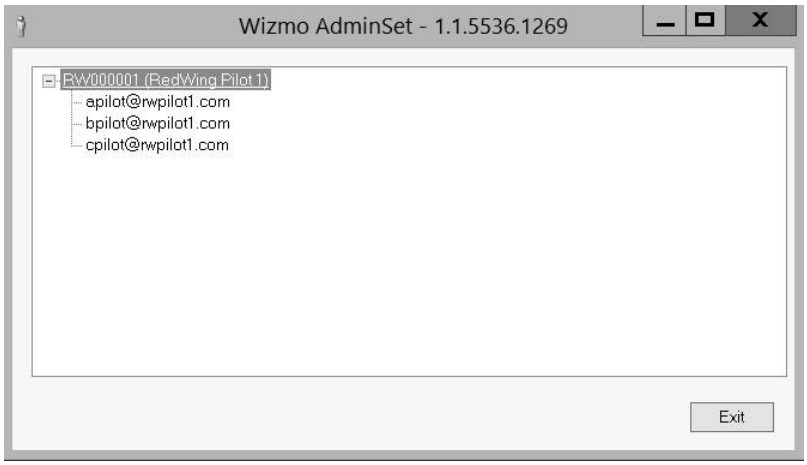


7. You will receive a Results window that will display the user that received the message. Click **Close**.

Log-Off Users

Log Off All or Specific Users

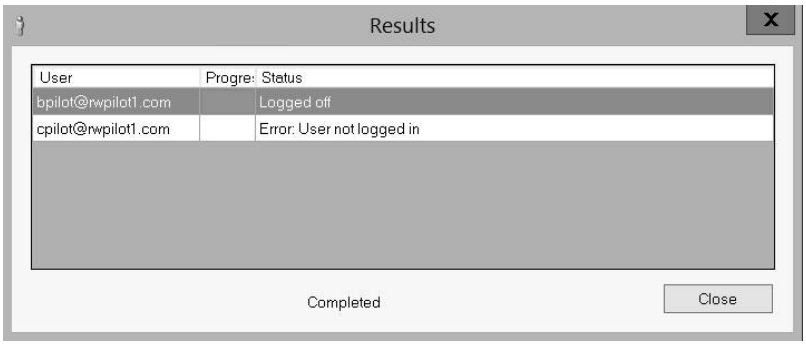
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Logoff All Company Users**.
4. At the *Are you sure you want to logoff the following users* message, click **Yes**.



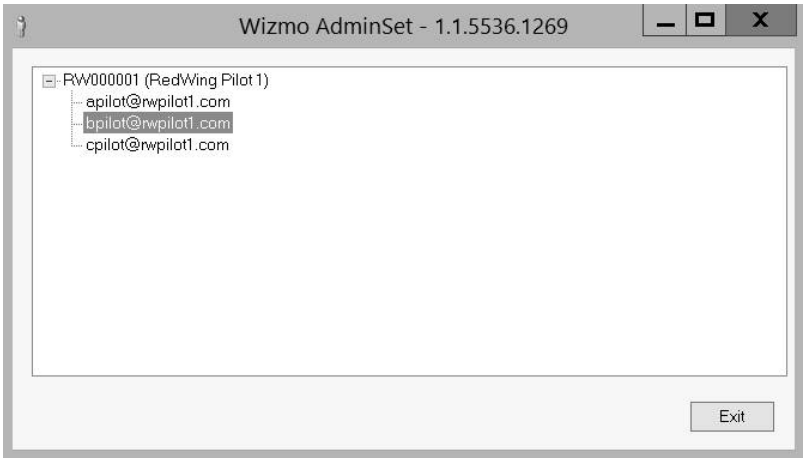
5. Click **Yes**.
6. Each user displayed under the main node will be logged off.



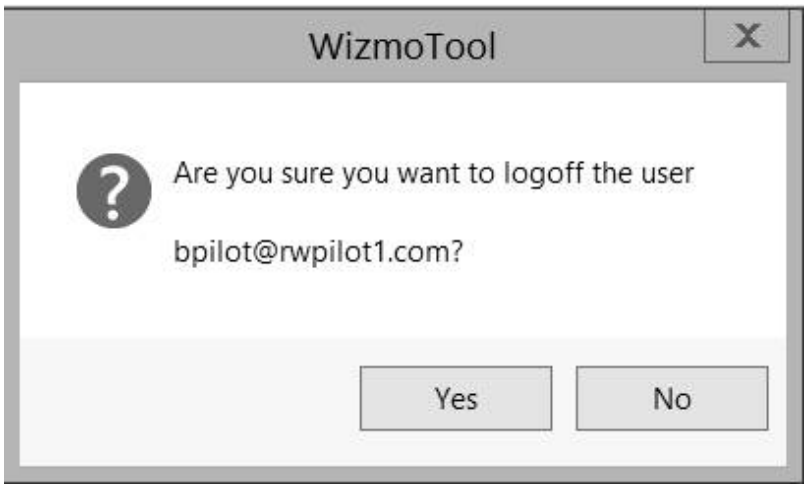
7. You will receive a Results window that will display the users that were logged off. Click **Close**.

To log off a specific user

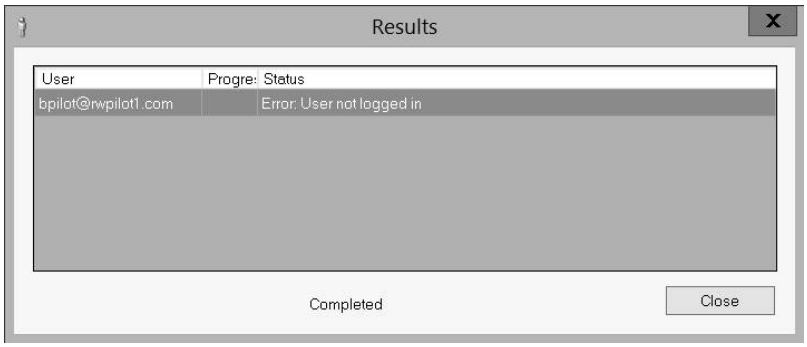
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to log off. For example, right-click on bpilot@rwpilot1.com.



3. Select **Logoff**.



4. Click **Yes**.
5. The selected user will be logged off.



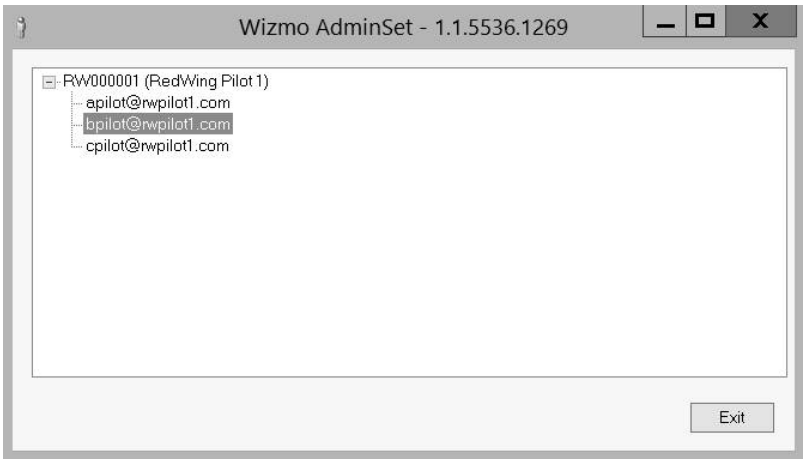
6. You will receive a Results window that will display the user that was logged off. Click **Close**.

Perform Remote Assistance for Specific Users

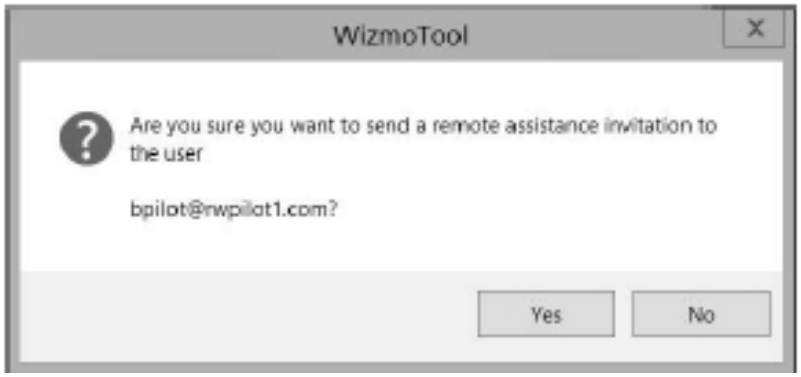
Remote assistance allows an administrator to access a user's session without being physically located at the user's computer.

To Remotely Control a Specific User's Session

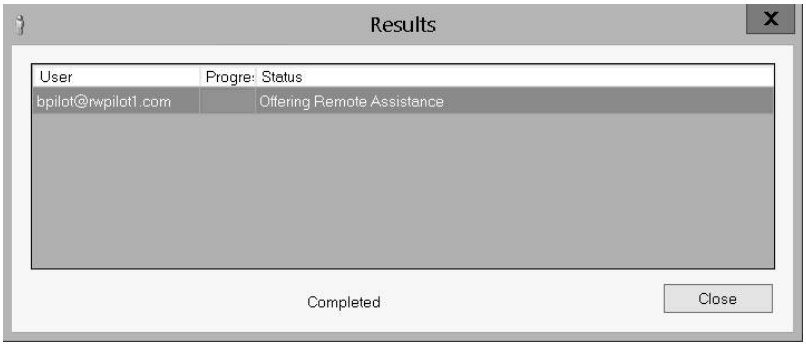
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to peform remote assistance for. For example, right-click on bpilot@rwpilot1.com.



3. Select **Remote Assist**.



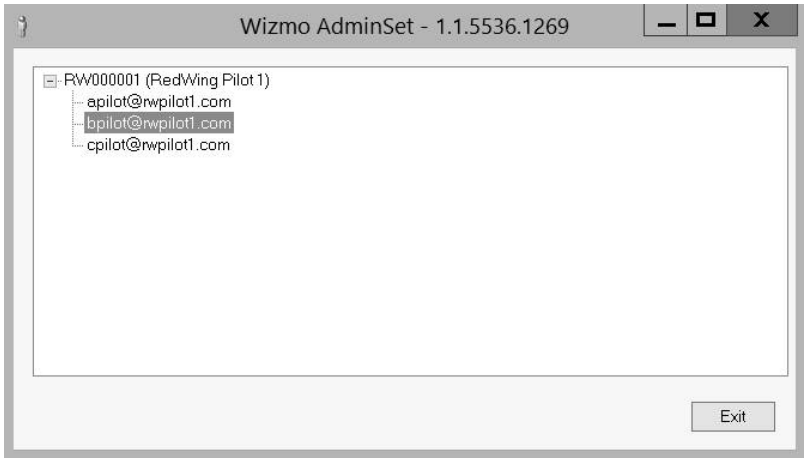
4. At the *Are you sure you want to send a remote assistance invitation to the user* message, click **Yes**.
5. The selected user will see a *Remote control request "username" is requesting to control your session remotely. Do you accept the request?* message. If the user clicks **Yes**, you will have 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**.



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 180 days.



5. At the *Are you sure you want to change the password* message, click **Yes**.

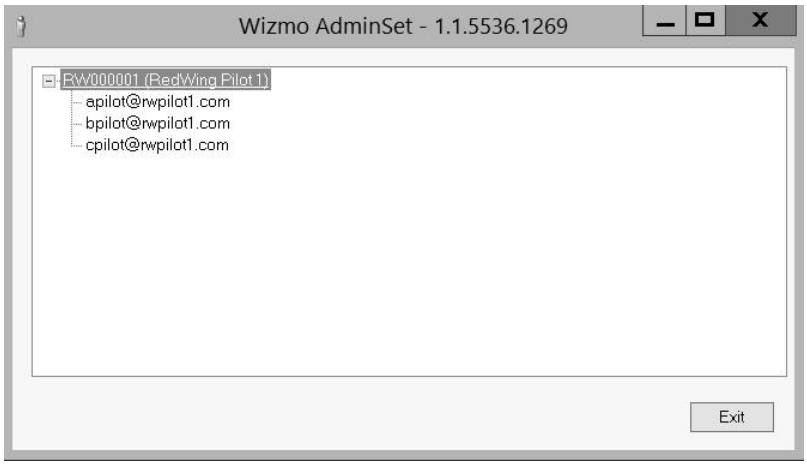
Note: The action is not reversible.



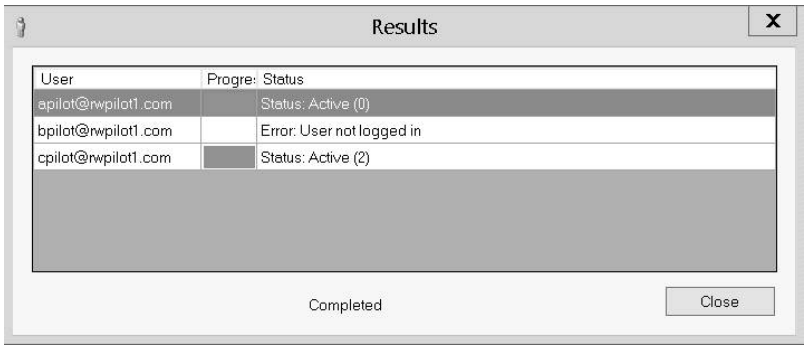
6. After the password is changed, the user must change their password at the time of their next login. Click **OK** at the confirmation message.

Get an Active User Report for All Company Users

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).



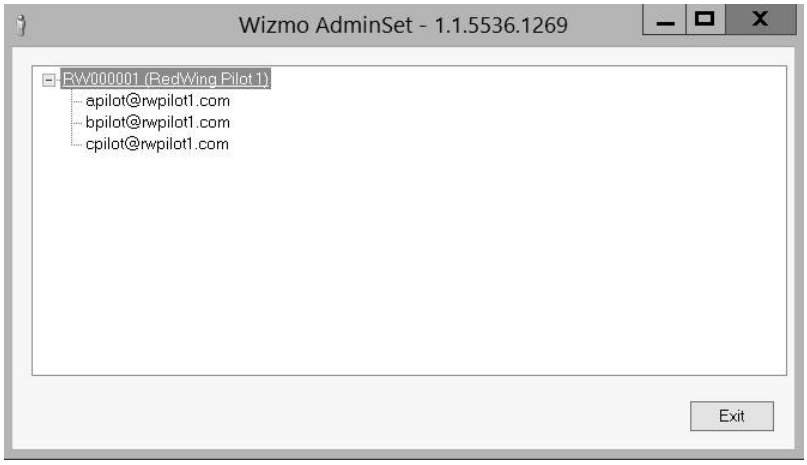
3. Select **Active User Report for All Company Users**.



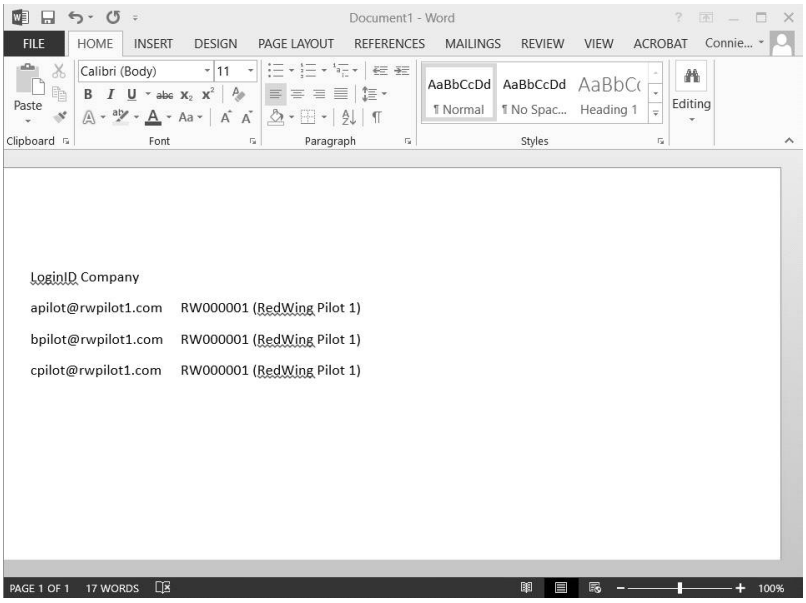
4. Click **Close**.

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.

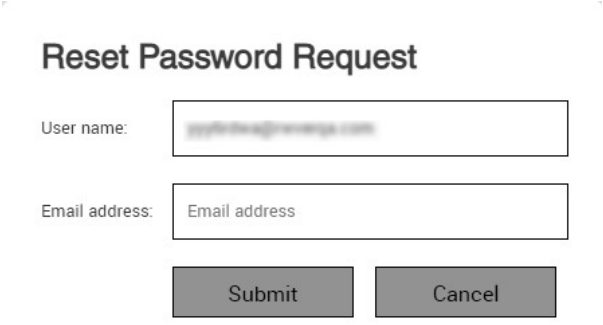


Red Wing Cloud Services – Changing or Updating a Password

- 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

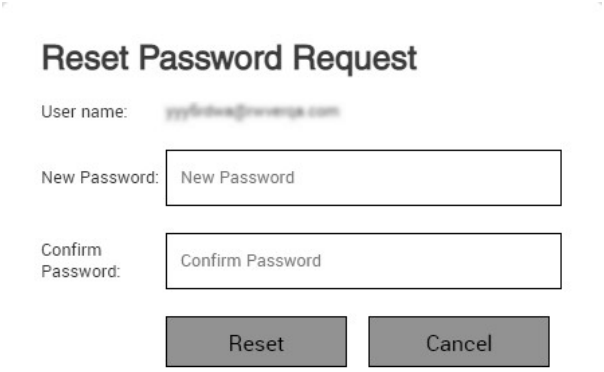
1. From your web browser, enter **https://centerpoint.redwingcloud.com**.
2. Click the **Forgot Password?** link.



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 Cloud Services, please click here for detailed information.

6. Open the email and click the enclosed link to reset your password.



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.

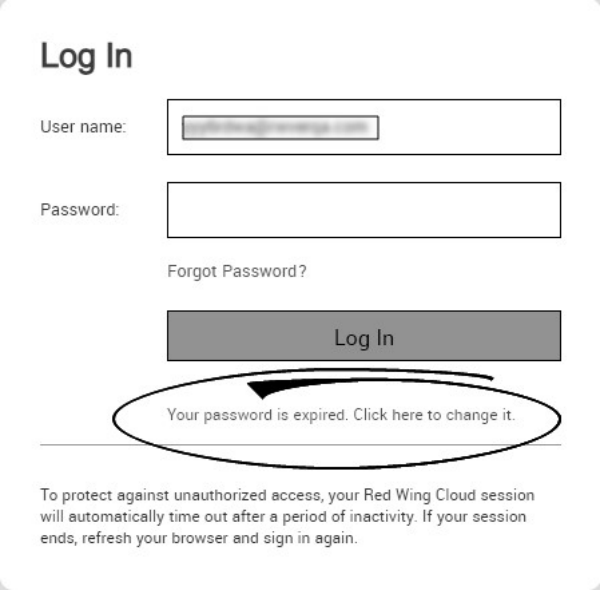
Option 2: Change a Password when Connecting via an RDP

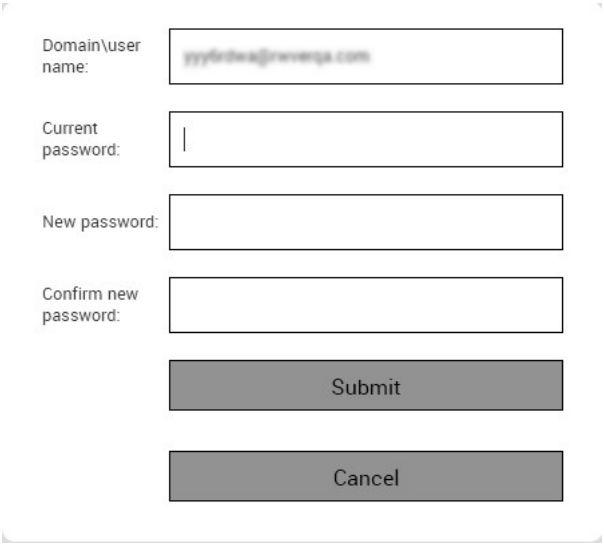
1. Log in to the Red Wing Cloud Services via your RDP file. This will load to a desktop.
2. Press **Ctrl**+**Alt**+**End** on your keyboard.
3. Select **Change a Password**.

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: ~!@#$%^&*_-+=`|\(){}[]:;'"<>,.?/

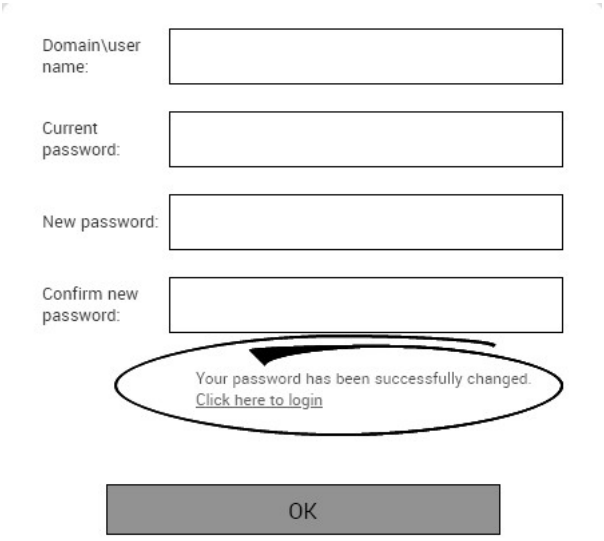
Option 3: Reset an Expired Password via an Internet Browser

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.





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: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/



2. 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 Services.

How do I Back Up and Restore Data?

Understanding Red Wing Cloud Services Backup and Restore

Back Up your Database using the Red Wing Cloud Services

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 Services/CenterPoint Backup and Restore

Cloud Service Backup and Restore:

- To ensure the safety of your data, backups are performed by the Red Wing Cloud Services every evening. These backups are stored off-site at the Red Wing Cloud Services 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 Services. The cost to have Red Wing Software restore your data after 24 hours from the Red Wing Cloud Services 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.

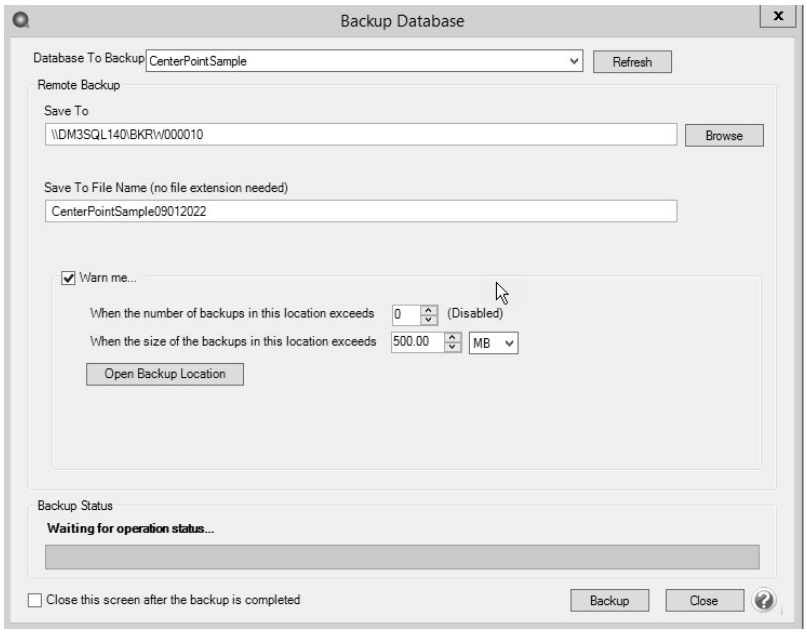
When you use the Red Wing Cloud Services, CenterPoint runs on a server in a remote data center and you cannot save a backup directly to a local or network drive on your computer. The Red Wing Cloud Services uses the L: drive for backups, when you do a backup from within CenterPoint a default Save To 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 Services

1. Connect to the Red Wing Cloud Services.
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 Services section in this document.
2. Close CenterPoint.
3. Connect to the Red Wing Cloud Services.
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 Services.
2. Select **File Explorer**. Click **Connect**.
3. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
4. Copy the .cpz backup file you want to restore to the L: drive.
5. 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 Services from an Apple computer or device or an Android device.

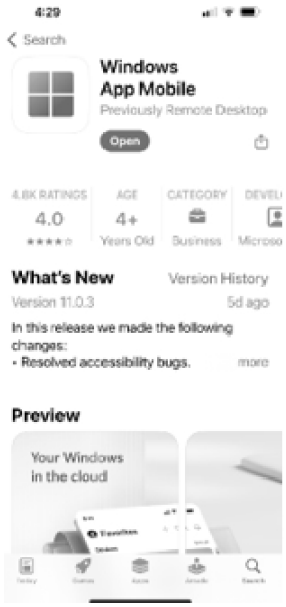
iPhone or iPad (iOS mobile) Device
Mac OS X Device
Android
Frequently Asked Questions

Prerequisite: A User name and Password are required to connect to the Red Wing Cloud Services 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.

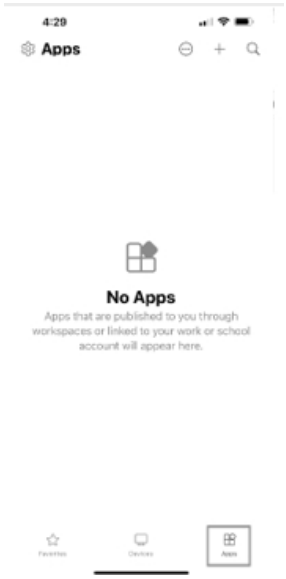
iPhone or iPad (iOS mobile) Device

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 Windows App Mobile app (previously Remote Desktop app). The following steps will instruct you on how to access your session using the Windows App Mobile app.

1. From the App Store on your Apple device, search for the **Windows App Mobile** app. The developer is Microsoft Corporation.



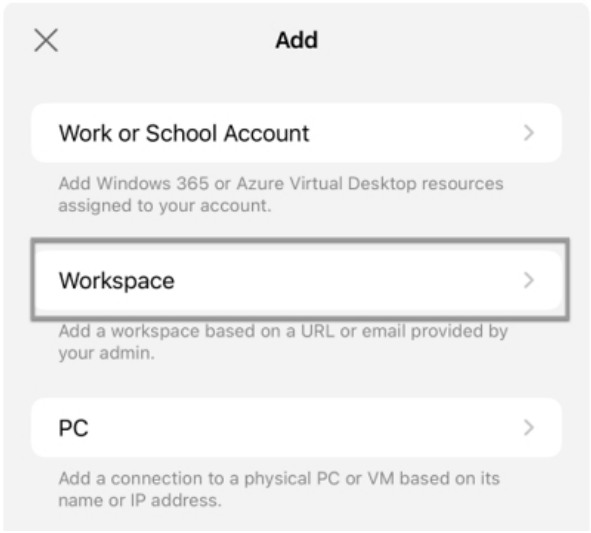
2. Select **Get**, and then select **Install**.
3. Open the **Windows App Mobile** app on your Apple device.
4. From the bottom of right-side of the screen, select **Apps**.



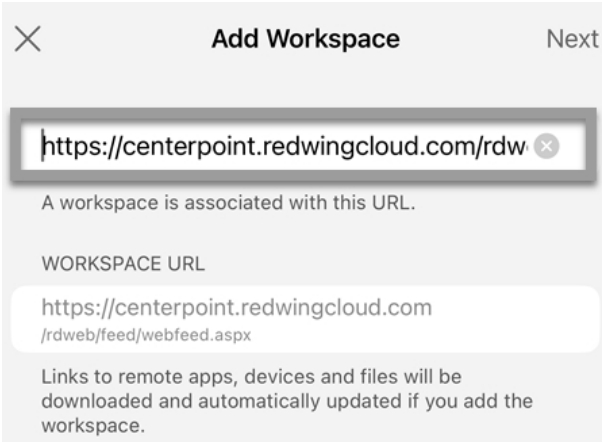
5. From the upper-right side of the Apps screen, click the **+** sign.



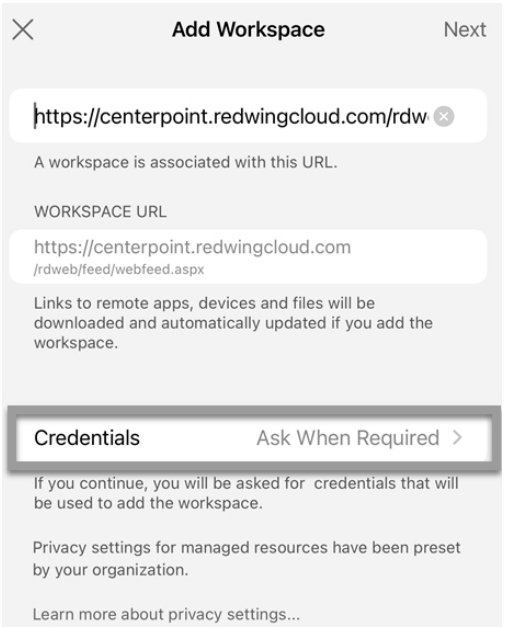
5. From the Add screen, select **Workspace**.



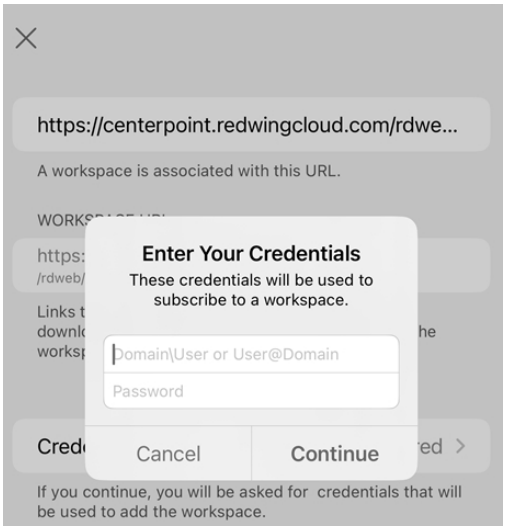
6. On the Add Workspace screen, in the **Email or Workspace URL** box, enter https://-centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx.



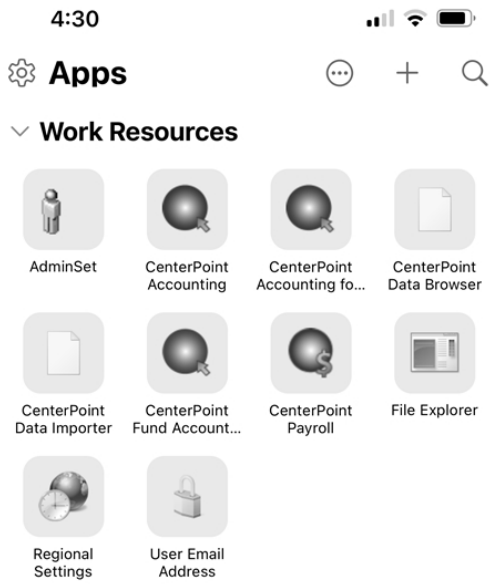
7. On the Add Workspace screen, select **Credentials** and switch the selection from **Ask when required** to **Add Credentials** (unless you prefer to log in each time you open the app and/or Workspaces).



8. Enter Your Credentials for Red Wing Cloud Services, select **Save** to add your credentials to the Workspace screen, and the select **Continue**.



9. Select **Next**.
10. The app will be “Setting up Workspaces” and then you should see your Work Resources (AdminSet (if applicable to your cloud profile), CenterPoint, File Explorer, and other applicable applications) loaded on the Apps screen.
11. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.



12. To log out of the application, click on the “X” to redisplay the Work Resources screen.

Note: Hold your finger on Work Resources to refresh, edit, or delete your Work Resources.

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 Windows App Mobile app and from the Work Resources screen, click  (Settings), select User Accounts, select your User Account and enter the new password you changed in Red Wing Cloud Services.

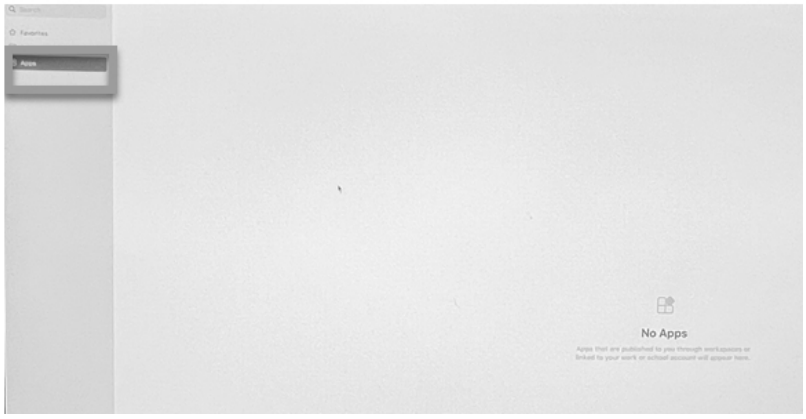
Mac OS X

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 Windows App (Previously Remote Desktop) from the App store. The following steps will instruct you on how to access your session using the Windows app.

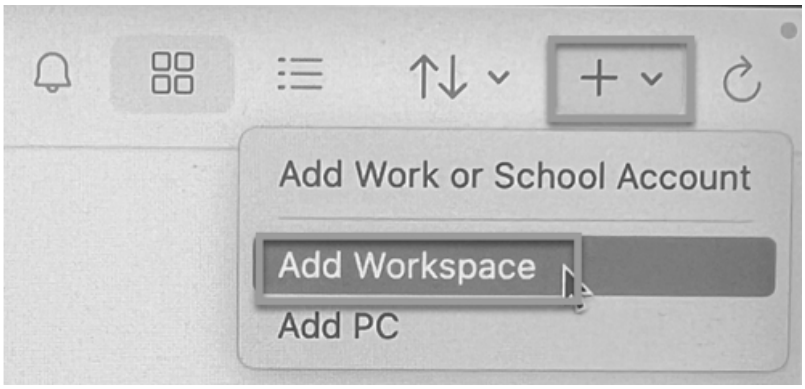
1. Form the Mac App Store on your device, search for the **Windows App** .



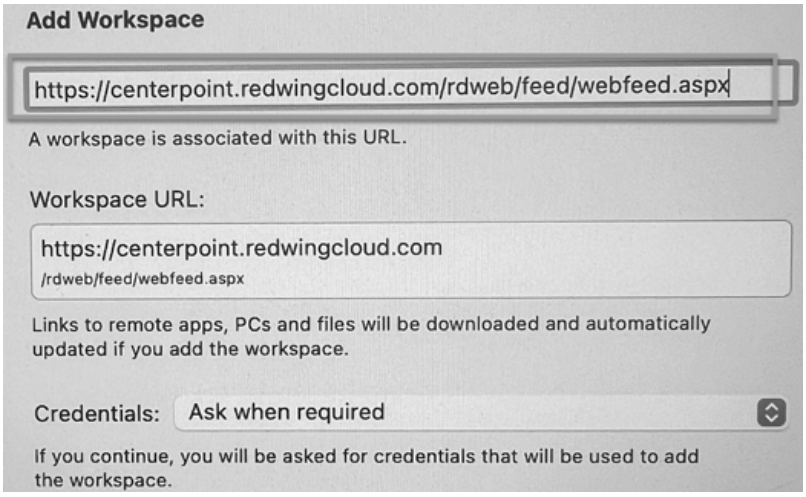
2. Download and install the **Windows App**.



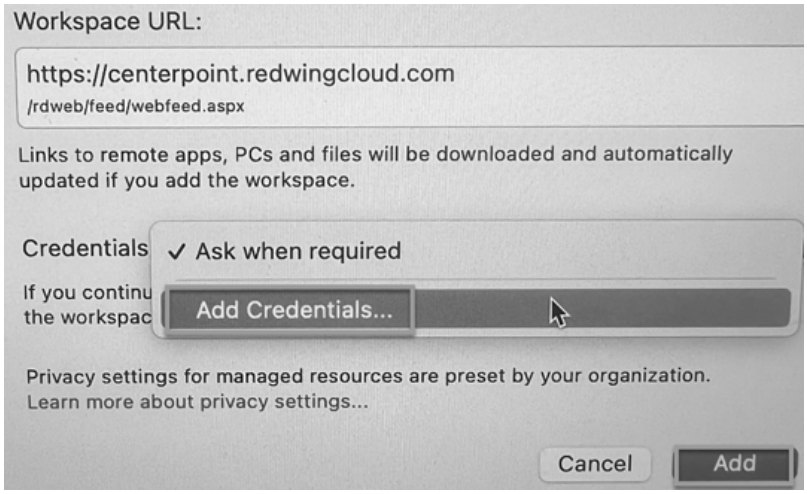
3. From the left side of the screen, select **Apps**.
4. From the top right side of the screen, click the **+** dropdown and select **Add Workspace**.



5. On the Add Workspace screen, enter the https://centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx URL.

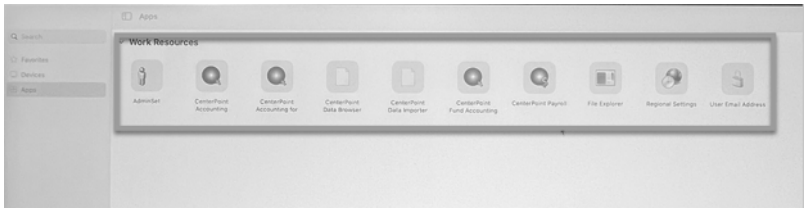


6. On the Add Workspace screen, in the **Credentials** box, switch the selection from **Ask when required** to **Add Credentials** (unless you prefer to log in each time you open the app and/or Workspace).



Enter your credentials for Red Wing Cloud Services and select **Save** to add your credentials to the Workspace screen.

7. Click **Next**.
8. The app will be “Setting up Workspaces” and then you should see your Work Resources (AdminSet (if applicable to your cloud profile), CenterPoint, File Explorer, and other applicable applications) loaded on the Apps screen.



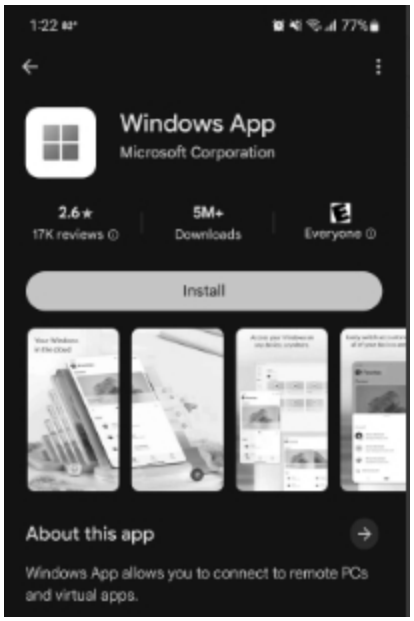
9. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.
10. To log out of the application, click on the “X” to redisplay the Work Resources screen.

Note: Hover your cursor over Work Resources to refresh, edit, or delete your Work Resources.

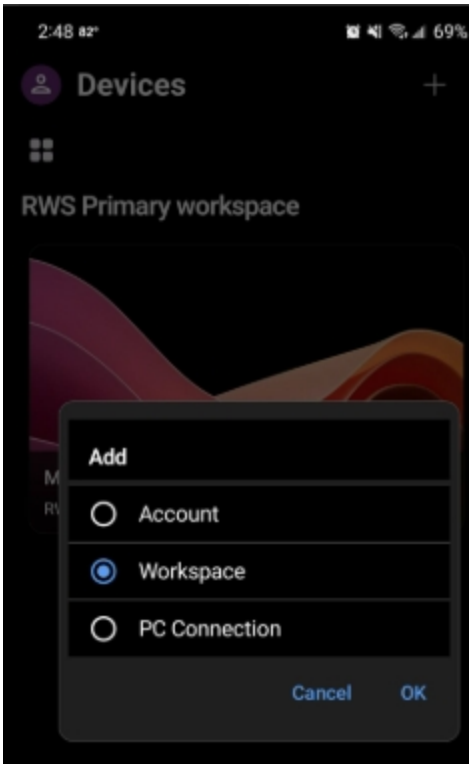
Android

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 Windows App app. The following steps will instruct you on how to access your session using the Microsoft Windows App app.

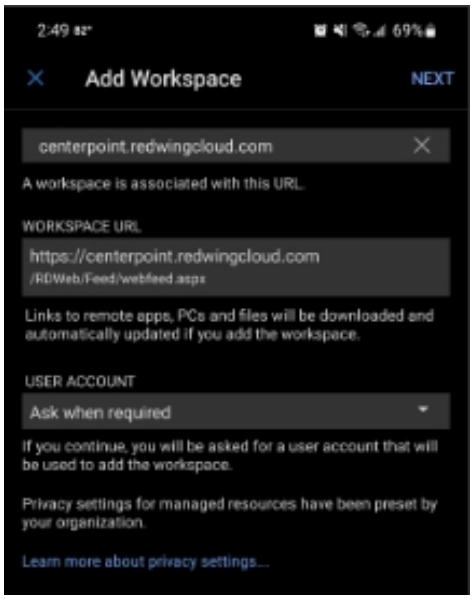
1. From the App Store on your Android device, search for the **Windows App** app. The developer is Microsoft Corporation.



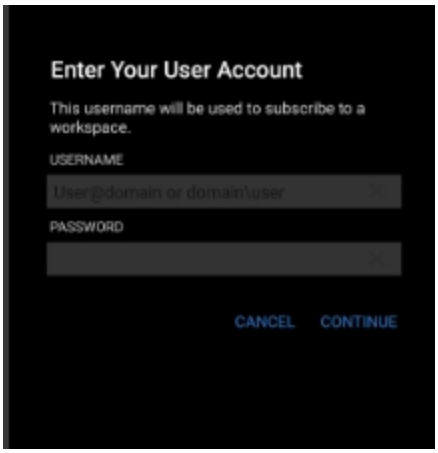
2. Open the **Windows App** app on your device.
3. Click the **+** in the top right of the first displayed screen.



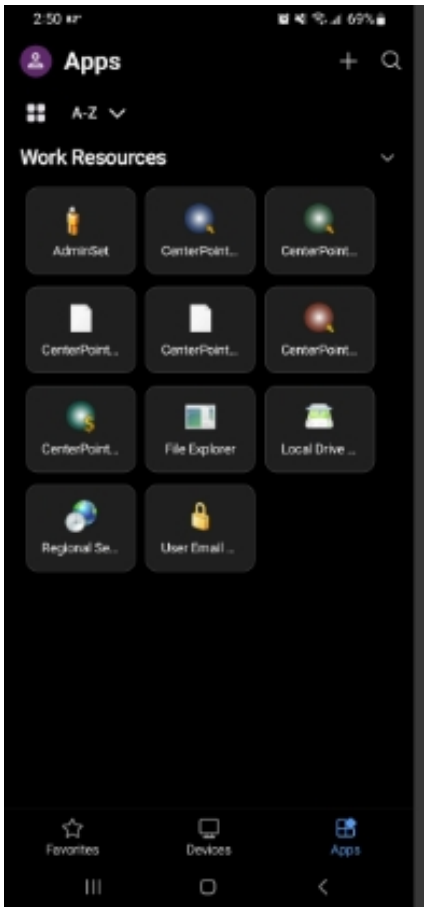
4. Select **Workspace**.
5. Select **OK**.
6. In the **Workspace URL** box, enter **https://centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx** and select **Next**.



7. Click **Next**. Enter **your** Red Wing Software Cloud Services **Username** and **Password** and then select **Continue**.



8. You should see your Work Resources (AdminSet (if applicable to your cloud profile), CenterPoint, File Explorer, and other applicable applications) loaded on the Apps screen.
9. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.



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 Services 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 Services 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 and validate their account using multi-factor authentication.



Note: this is NOT the CenterPoint database login and password.

- Red Wing Cloud Services passwords expire every 180 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.

Multi-Factor Authentication (MFA)

The Red Wing Cloud Services require MFA. MFA requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. The MFA will take place via the email address you have tied to your Red Wing Cloud Services account. Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month at each unique location .

Data Protection

- Red Wing Software is partnering with a nationally known hosting provider. The software is hosted on a private cloud environment built and maintained cooperatively by the hosting provider and Red Wing Software. While Microsoft RDP is used to access the software, all access is routed through redundant network and firewall infrastructure through RD Gateway servers that encrypt all traffic at a level above and beyond normal RDP encryption to enhance security. These RD Gateway servers also perform pre-connection authentication of all incoming requests against the Red Wing Software environment's Active Directory infrastructure.
- 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.
- The Red Wing Cloud Services 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+I 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 any data backups, that you have taken, 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.
- The Environment is rebooted on Tuesdays and Fridays during the maintenance period.

Red Wing Cloud Services – Export Reports

This document explains how to export reports in the cloud as either Excel, PDF, CSV, or RAW Data to a CSV file.

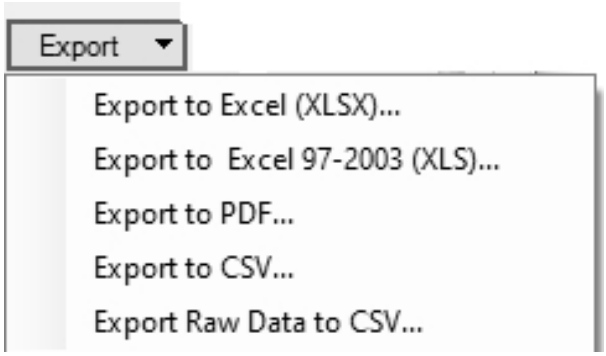
Create and Save a Report Export
Option A: From the Export button
Option B: From the Export icon on the Preview toolbar
Save and Locate Report Exports
Option A: Using a Mapped Drive to a Local Computer Path
Option B: Using a Cloud Storage Drive

Create and Save a Report Export

There are two options for exporting reports in the cloud:

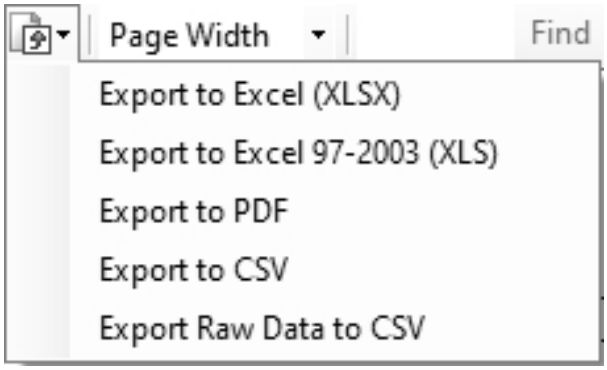
Option A: From the Export button:

- 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 Export Icon on the Preview toolbar:

- 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**.



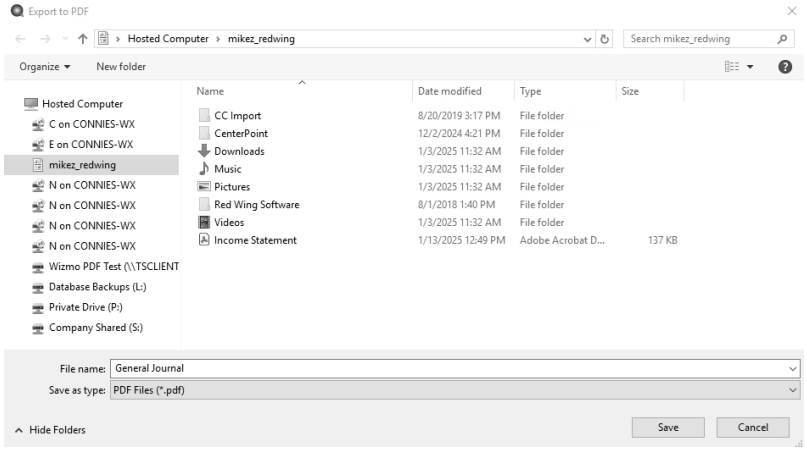
Save and Locate Report Exports

After selecting the type of export from either option above:

There are two options for saving and locating :

Option A: Using a Mapped Drive to a Local Computer Path

1. A screen similar to the screen below will display. Select your drive letter mapping that has been set up in the Local Drive Map Tool and click **Save**.

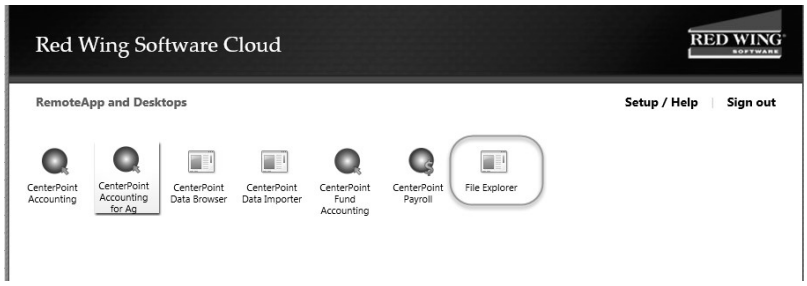


2. At the *Report Exported to* (*mapped drive location)* message, click **OK**.

Locate Report Exports Saved to a Local Drive Mapped Path

To locate a report export saved to your mapped local computer drive/path:

- If you connected to Red Wing Cloud Services via an Internet Browser (web) - Option 1 or via the Start Menu or Desktop icon - Option 3, select **File Explorer**.



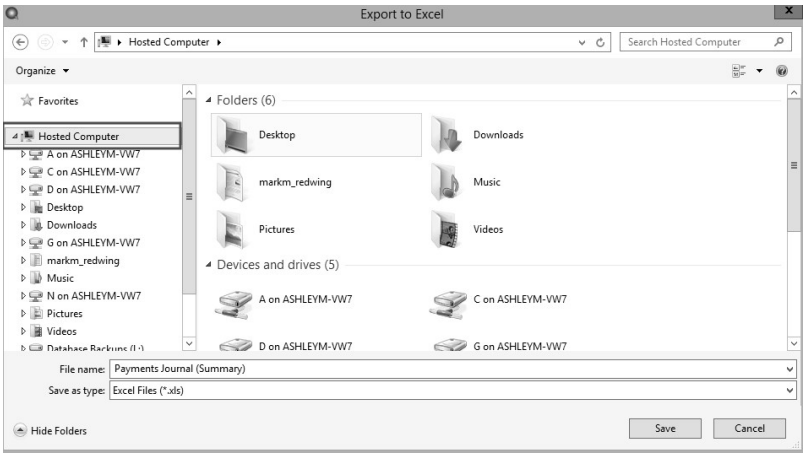
- If you connected to Red Wing Cloud Services via a RDP file - Option 2, select **Hosted Computer**.



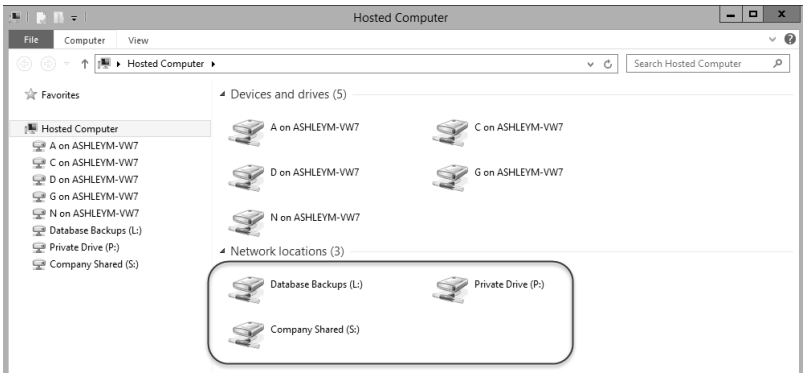
Select the local drive/path (this location is set by using the Local Drive Map Tool) where you saved the exported report to display the exported file, or go to your local environment and open the directory exported to.

Option B: Using a Cloud Storage Drive

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 or use the Local Drive Map Tool.

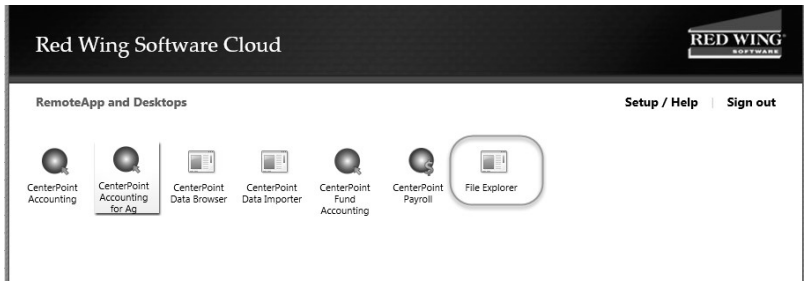
Note: The P drive is a private drive to each user. If you have multiple users, and the file is saved to the P: drive, no other users will have access to the exported document - you will be the only user that can access the file.

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**.
7. At the *Report Exported to (location)* message, click **OK**.

Locate Report Exports Saved to Cloud Storage Drives

To locate a report export saved to your Red Wing Cloud Services storage drives (L:, P:, S:):

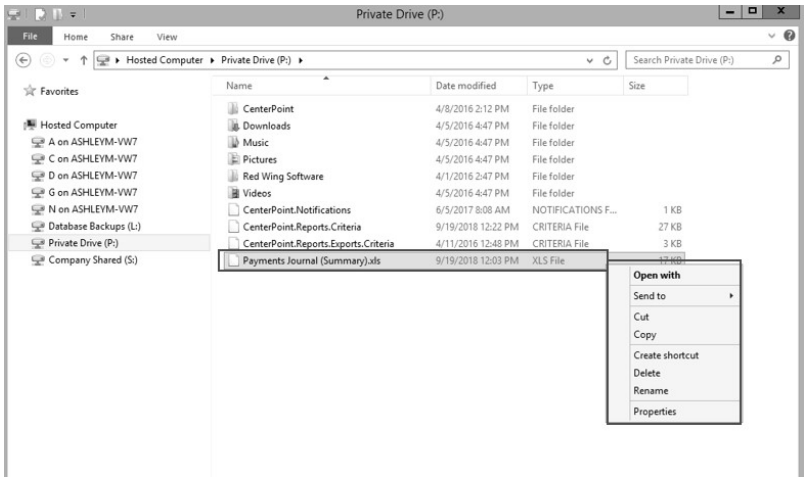
- If you connected to Red Wing Cloud Services via an Internet Browser (web) - Option 1 or via the Start Menu or Desktop icon - Option 3, select **File Explorer**.



- If you connected to Red Wing Cloud Services via a RDP file - Option 2, select **Hosted Computer**.



1. Under Hosted Computer, select the drive that you exported to.
2. Locate and highlight the report export.



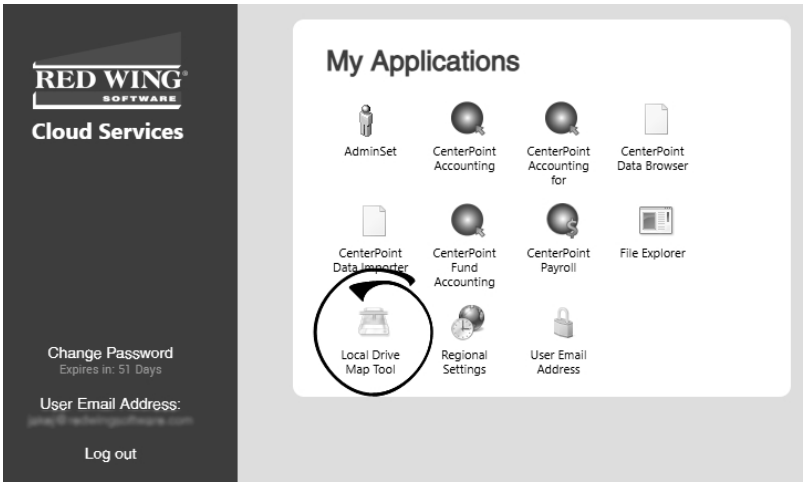
3. After you have located your export, you can copy and paste back to your local computer or move it to any alternate drives available to you in the environment.

Red Wing Cloud Services – Local Drive Map Tool

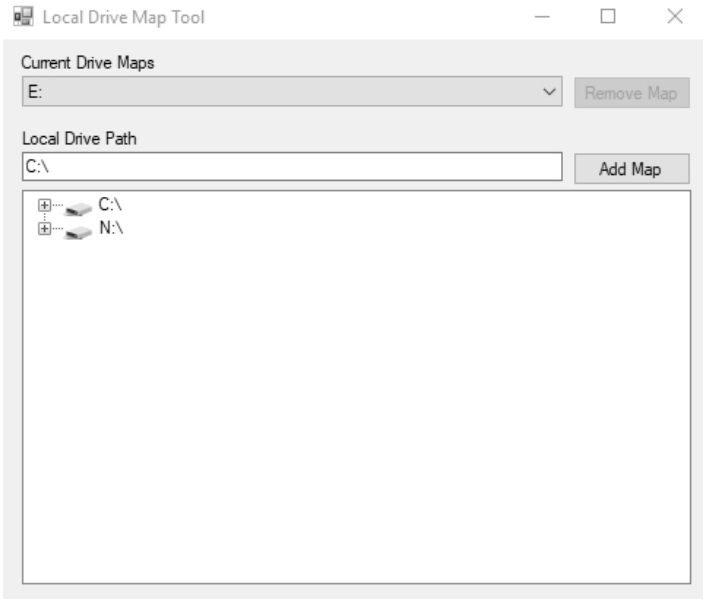
This document explains how to map a cloud drive to a default drive/path on your local computer to save exported reports, or files, from the Red Wing Cloud Services to your local computer. Using this option eliminates the need to drill-down to a specific file or files folder location when you send exports to your local computer.

Set the Local Drive Mapped Path

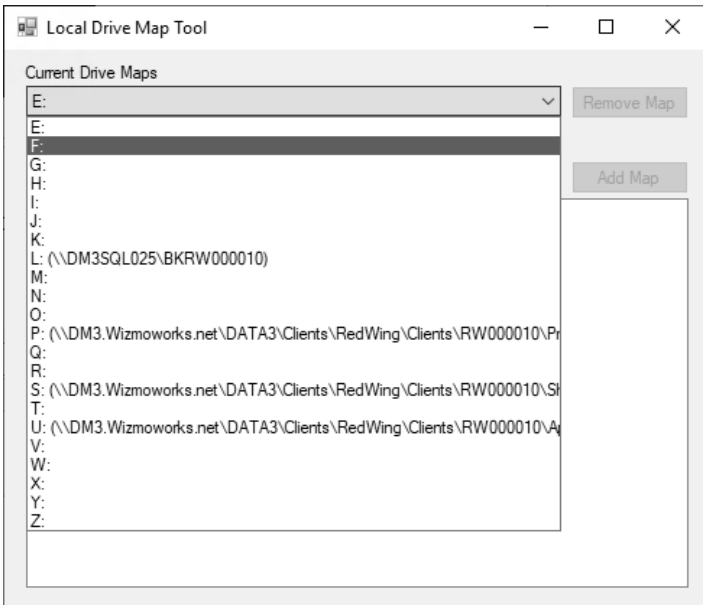
1. Connect to the Red Wing Cloud Service.
2. Select **Local Drive Map Tool**.



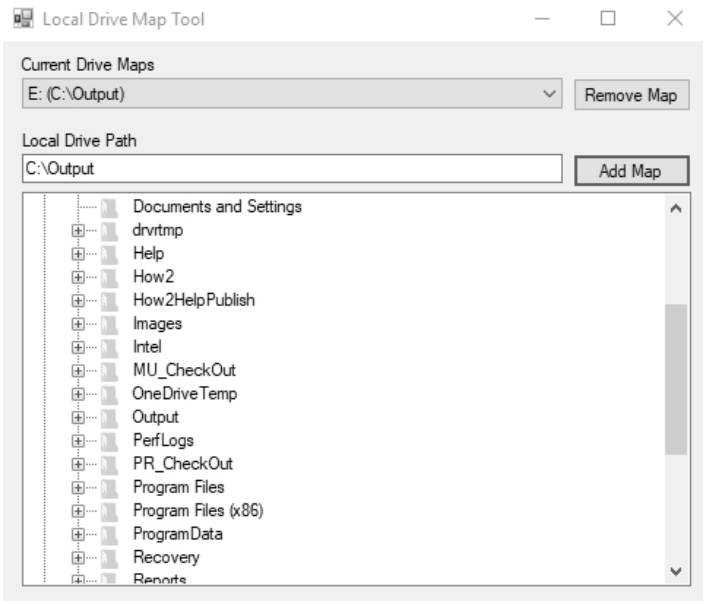
3. The first open drive that can be mapped will display in the **Current Drive Maps** box.



- If you want to map to a different drive, click the down-arrow. Drives L:, P:, S:, and U: are reserved by the Red Wing Cloud Service.



4. In the **Local Drive Path** box, select the drive and path you want to save the cloud export to on your local computer, and then click **Add Map**.



Note: You can remove the current drive map by clicking **Remove Map** and selecting **Yes** at the *Are you sure you want to remove the mapped drive?* message.

5. Click the **Close (X)** icon.
6. Follow the Export Reports topic for additional information about using a mapped drive to export a report to a local computer path.

Red Wing Cloud Services for Service Bureaus

This document explains how to set up and use Red Wing Cloud Services for Service bureaus:

Recommendations
Connecting to the Red Wing Cloud Services
Selecting, Accessing, and Changing Clients
Set a User Email Address on the Account
Multi-Factor Authentication Frequently Asked Questions
Accessing the Mapped Drives
General Frequently Asked Questions

Recommendations

- Service bureau users typically connect to the Red Wing Cloud Services via an RDP file. To access the Red Wing Cloud Services, 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 Cloud Services.
- Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Cloud Services 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 Services 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 Cloud Services

1. The Red Wing Cloud Services uses Multi-Factor Authentication (MFA). Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.

2. Double-click the **Red_Wing_Software_Cloud.RDP** file. If you do not have this file, please contact the Red Wing Software Technical Support department.
3. On the Remote Desktop Connection screen, click **Connect**.
4. 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).
5. If applicable, select the **Remember me** check box, and then click **OK**. This step will start the Red Wing Cloud Services 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.

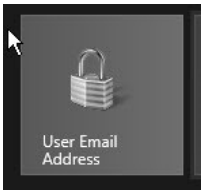
6. Begin working in the client's database.
7. Close CenterPoint when your work is complete.

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 Cloud Services.

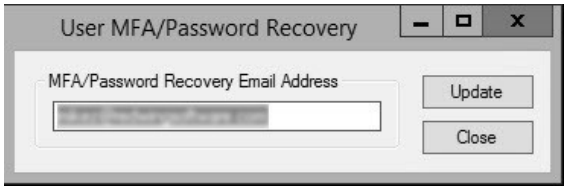
Set a User Email Address on the Account

Your Red Wing Cloud Services account requires a User Email Address. The User Email Address is currently filled, but can be changed to a valid email at any time. The User Email Address is used for two purposes: Multi-Factor Authentication (MFA) account verification and password retrieval through the "Forgot Password?" option.

1. The Red Wing Cloud Services uses Multi-Factor Authentication. Users are required to authenticate their account at the start of each month. If you have not authenticated the account, see the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section and then continue with step 2.
2. Connect to the Red Wing Cloud Services and enter your service bureau login credentials.
3. From your desktop, in the lower-left, click the **Start** menu icon .
4. From the Start menu, select **User Email Address**.



5. Enter your **MFA/Password Recovery Email Address**.



6. Click **Update**.
7. At the *MFA/Password reset email address updated* message, click **OK**.
8. Click **Close**.

Multi-Factor Authentication Frequently Asked Questions

Q: What is multi-factor authentication (MFA)?

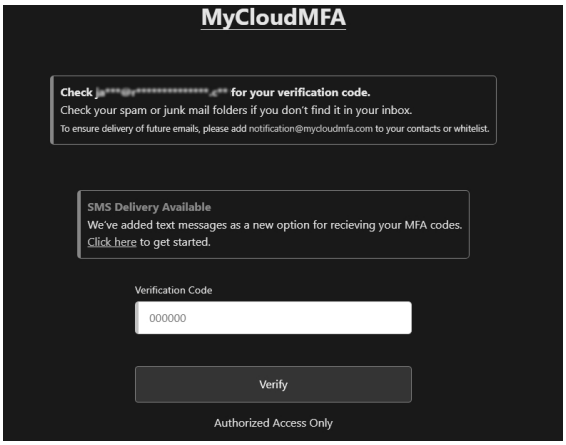
A: Multi-factor authentication requires users to validate the login credentials through a challenge/response that sends a 6-digit code via email, which is then entered to verify the account. MFA adds additional security to the Red Wing Cloud Services environment.

Q: How do I authenticate my account and log into the Red Wing Cloud Services?

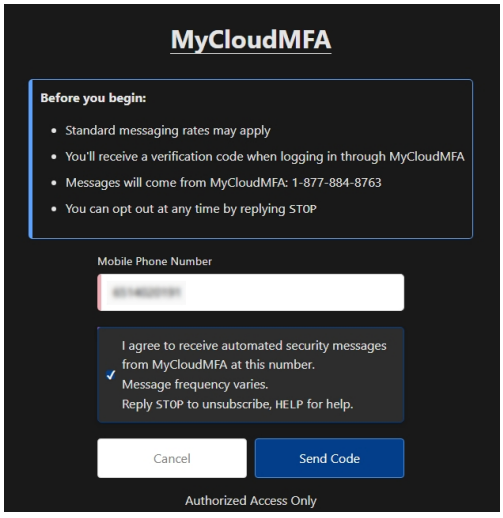
A: To authenticate your Red Wing Software account and log in:

1. From your web browser, enter https://mycloudmfa.com/ and sign in with your cloud credentials.

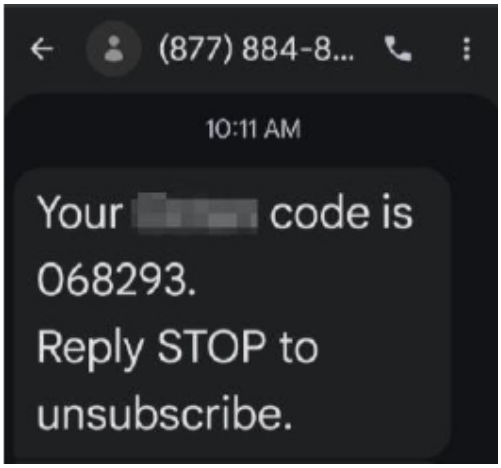
- If you want to receive an email to receive your verification code, it will be sent to the email address on record containing a six digit verification code.
    - Check your registered email for your verification code. If you cannot locate or do not receive the email:
        - Check your spam or junk email folders.
        - To ensure delivery of future emails, add notification@mycloudmfa.com to your contacts or whitelist.
        - Your account is already authenticated. See the How do I know if my account is authenticated? question below.
    - Enter the six digit **Verification Code** and click **VerifyOR** if you want to receive your verification code via SMS text, select the **Click here** link.



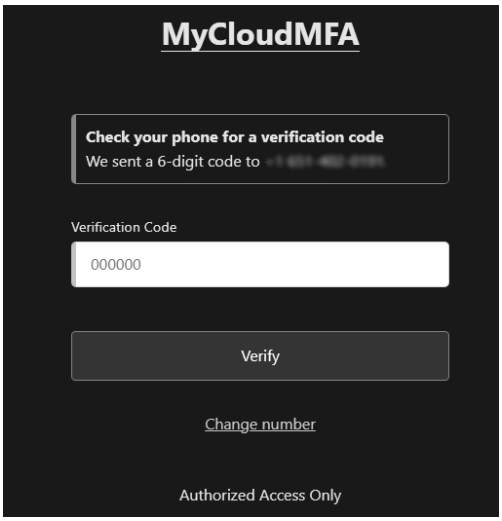
- The screen displays regulatory information including the number the text will be sent from (this will be the only phone number that texts will be sent from). Enter your **Mobile Phone Number** and select the "**I agree...**" check box, then click **Send Code**.



- You will receive the following text:



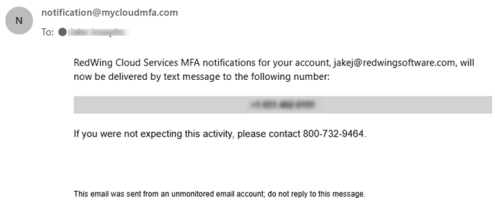
- Enter the six digit **Verification Code** displayed in the nxt text and click **Verify**.



Note: The Change Number link allows you to change the phone number you are set up to receive SMS texts on . This link is only available during initial setup. If you need to change your SMS text phone number after initial setup, contact Red Wing Software Technical Support at 800-732-9464.

- You will also receive a verification text and email.



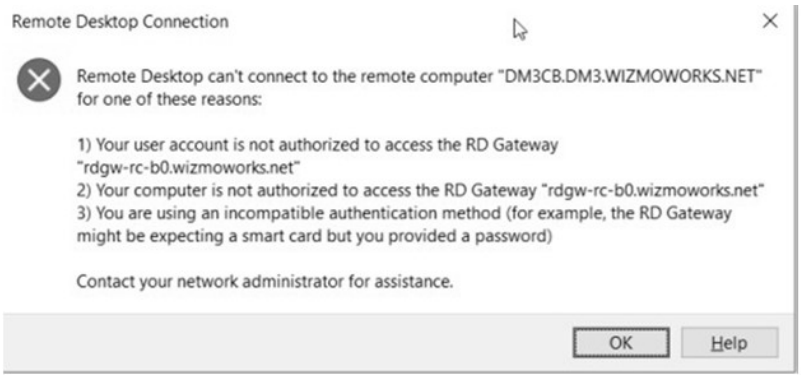


2. Log into the Red Wing Cloud Services using your preferred method.

Q: How do I know if my account is authenticated?

A: If you can log into your products without error, you are authenticated. Or, if you go to https://mycloudmfa.com/, and enter your user credentials, you will redirected to https://centerpoint.redwingcloud.com instead of a screen to enter an authentication code.

Q: Why am I receiving the screen below when I log into the Red Wing Cloud Services?



A: This message displays if your Red Wing Cloud Services account has not been authenticated. Follow the How do I authenticate my account and log into the Red Wing Cloud Services? question above.

Q: How often do I have to authenticate my Red Wing Cloud Services account?

A: Users are required to authenticate their Red Wing Cloud Services account initially and the first time they log in each month at each unique location. See the How do I authenticate my account and log into the Red Wing Cloud Services? question above.

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 Cloud Services that can be viewed in the cloud from the Hosted Computer icon on the Desktop.

1. Complete steps 1-5 of the Connecting to the Red Wing Cloud Services section in this document.
2. On the Desktop, double-click the **Client Support Tool** icon and select the client. See the Selecting, Accessing, and Changing Clients section above for more information.
3. 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 Cloud Services 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).

General Frequently Asked Questions

Q: Will I be notified about my password expiration date?

A: Yes, passwords expire every 180 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 Cloud Services as a service bureau user?

A: You can change your password by using either Option 1 - Change Password or Option 2 - Retrieve a Forgotten Password section below.

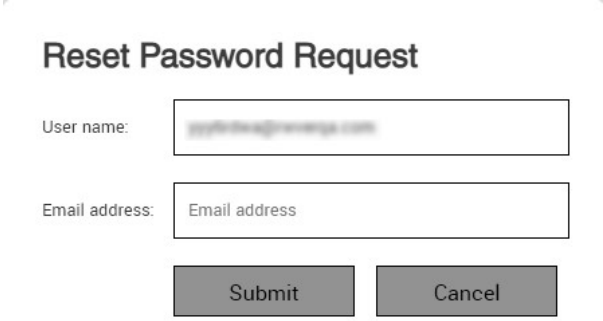
Option 1 - Change Password

1. Connect to the Red Wing Cloud Services and enter your service bureau login credentials.
2. On the Red Wing Cloud Services 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: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

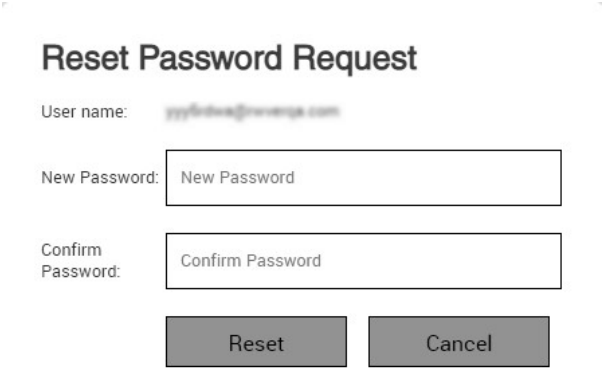
Option 2 - Retrieve a Forgotten Password

Use this option to retrieve a forgotten password for your Red Wing Cloud Services account. See the Set a User Email Address on the Account section in this document to look up your User name (email address).

- From your web browser, enter **https://centerpoint.redwingcloud.com**.
- Click the **Forgot Password?** link.
- Enter your **User name**.
- Enter your **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.



- 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.

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, it is expired, or the account is not authenticated.

1. From your web browser, enter https://centerpoint.redwingcloud.com.
2. Enter your **User name** and **Password**.

   Expired Password:

   - Your password expires every 180 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.

   Authenticate Account:

   - See the How do I authenticate my account and log into the Red Wing Cloud Services? question in the Multi-Factor Authentication Frequently Asked Questions section for more information.

Q: Are there scheduled maintenance periods for the Red Wing Cloud Services?

A: Yes, there is scheduled general maintenance every day from 11:00 pm - 1:00 am 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 consolidates the Red Wing Software payroll web services into one location.

- The registration/configuration/processing for all of the Red Wing Software web services are performed from the Employee Portal.
- Company announcements 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.
- 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.
- CenterPoint Time Clock, Pay Advices, and Self-Serve are accessible directly, providing employees with seamless access.
- The data synchronization processes for the Red Wing Software web services are combined into a single Employee Portal synchronization process.

Employee Portal Setup

Step 1 - Add the CenterPoint Employee Portal Module

Step 2 - Set Up Employee Portal

Step 3 - Employee Portal Registration for Administrators

Step 4 - Provide Employees with Portal Registration Instructions

Step 5 - Additional Employee Documentation

Other Employee Portal Functions

Maintain Announcements

Maintain Quick Links

Disable Web Services Access for Employees

Frequently Asked Questions

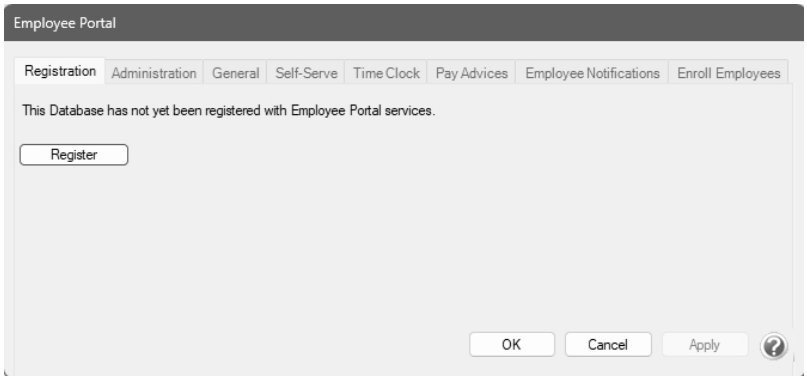
Employee Portal Setup

Step 1 - Add the CenterPoint Employee Portal Module

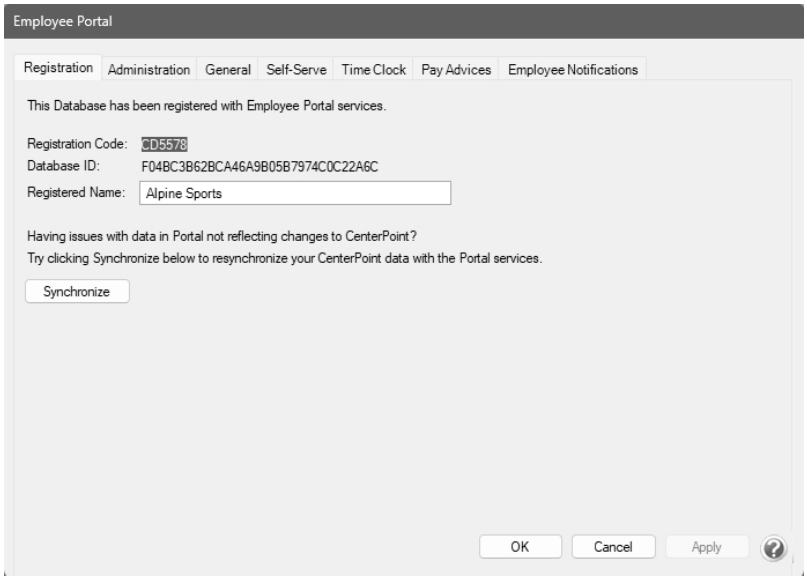
1. If CenterPoint Payroll is not open, start CenterPoint Payroll by double-clicking your **CenterPoint** icon on your desktop.
2. Select **File** > **Administration** > **Module Configuration Manager**.
3. Select **Employee Portal** and then click **OK** twice.
4. Close CenterPoint, double-click the **CenterPoint** icon on your desktop to restart it, and then open your database.

Step 2 - Set Up Employee Portal

1. From CenterPoint Payroll, select **Employee Portal** > **Settings**.

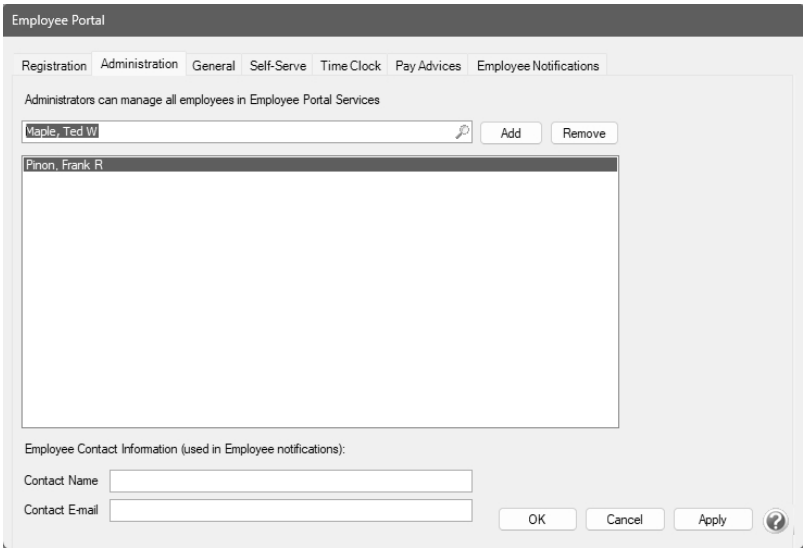


2. On the **Registration** tab, click **Register** and wait while the Employee Portal registration and synchronization takes place. When it is complete, a Registration Code and Database ID will display. Take note of both. The Registration Code is used when your employees register for the CenterPoint Employee Portal. The Database ID uniquely identifies your database to web services.

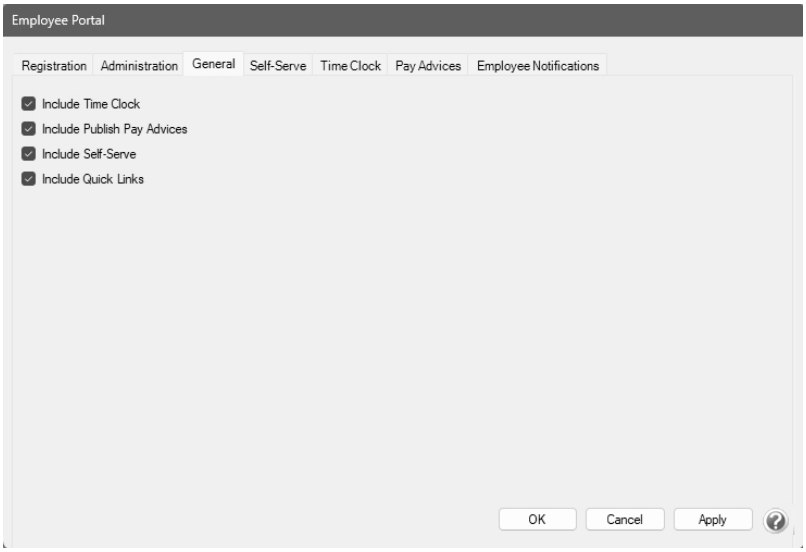


3. If you have issues with the data in the Employee Portal not reflecting changes in CenterPoint, click the **Synchronize** button to resynchronize your CenterPoint data with the Employee Portal.

4. Select the **Administration** tab.



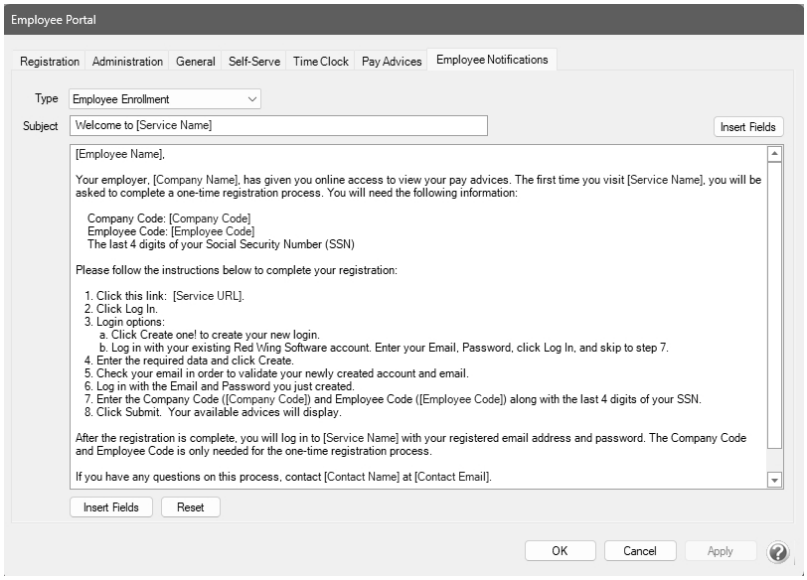
5. Select an active **Employee(s)** that has access to enhanced functionality as administrative users for the Employee Portal, CenterPoint Time Clock or Publish Pay Advice services, and then click **Add**. To remove an administrator, select the employee in the list and then click **Remove**.
6. In the **Contact Name** and **Contact Email** boxes, enter the information that should be used in email notifications to your employees on your behalf.
7. Select the **General** tab.



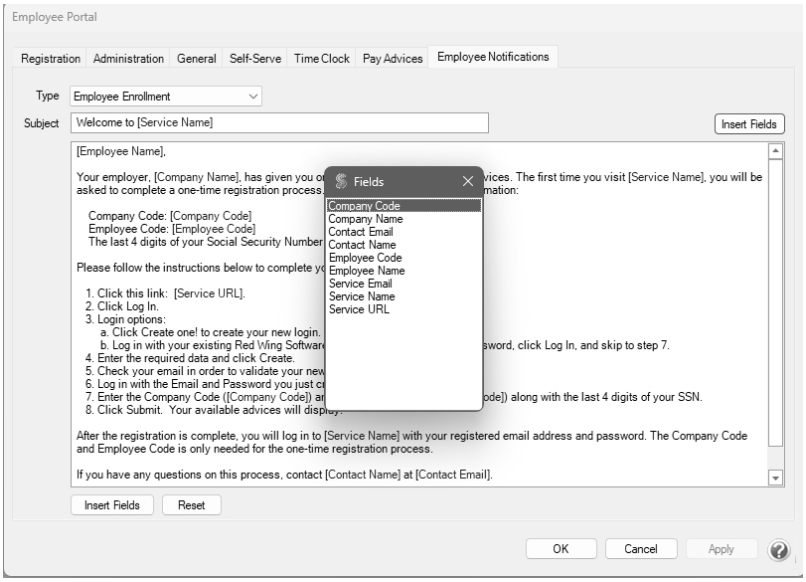
8. Select the options you want your employees to have access to from the Employee Portal:
    - **Include Time Clock** - Select this option if you want your employees to have access to CenterPoint Time Clock.
    - **Include Publish Pay Advices** - Select this option if you want your employees to have access to Pay Advices.

- **Include 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.
- **Include 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.

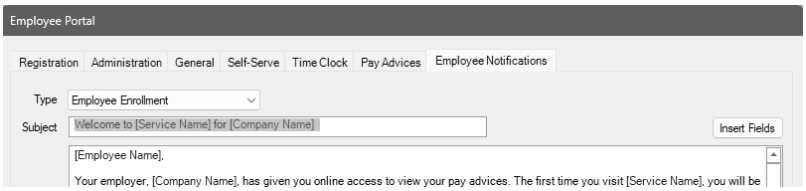
9. If you selected the Include Self Serve check box on the General tab in step 13, select the Self-serve tab and click here to continue with Self Serve setup.
10. If you selected the Include Time Clock check box on the General tab in step 13, select the Time Clock tab and click here to continue with CenterPoint Time Clock setup.
11. If you selected the Include Publish Pay Advices check box on the General tab in step 13, select the Pay Advices tab and click here to continue with Publish Pay Advices setup.
12. Select the **Email Notifications** tab. This tab allows you to determine the content of the emails generated by the web services.



13. Select the **Type** of email message that you wish to customize. The options are Employee Enrollment, Advice Published, or Employee Unenrolled.
14. The **Subject** can be edited to any text you prefer. If you want the system to insert fields from a list of Subject fields, click **Insert Fields**.



15. Double-click the field you want to insert. The selected Field will display in between square brackets, for example the Subject below was edited to "Welcome to [Service Name] for [Company Name]".



16. The body of the email can also be edited to the text your prefer using the same method as the Subject.

Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

Note: If you insert fields or edit the standard email text and you wish to return to the default information, click Reset.

17. Click **OK**.

Step 3 - Employee Portal Registration for Administrators

- 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**.
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.



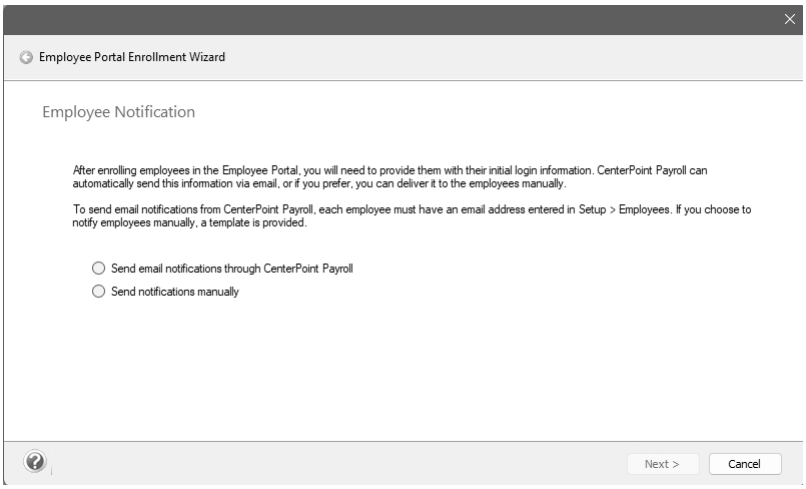
Note: If the email is not received, please look in your Junk email folder.

Step 4 - Provide Employees with Portal Registration Instructions

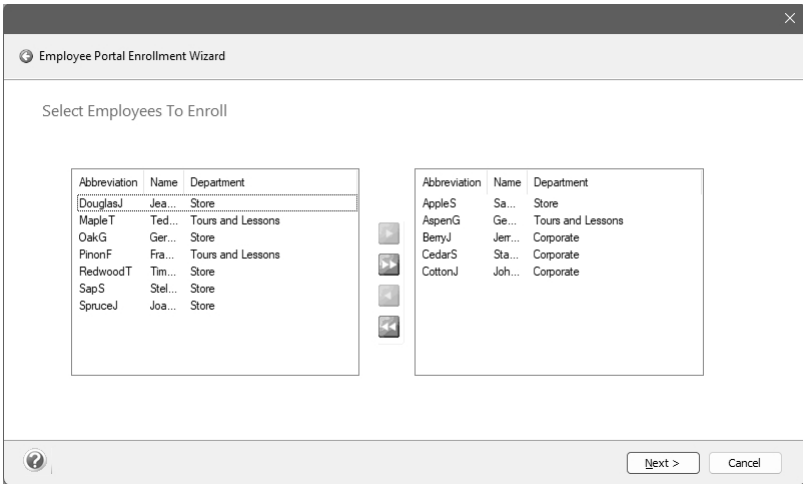
Use the **Employee Portal Enrollment Wizard** to enroll multiple employees for an employer at once. After enrolling employees in the Employee Portal, you will need to provide them with their initial login information. CenterPoint Payroll can automatically send this information via email, or if you prefer, you can deliver it to your employees manually.

To send email notifications from CenterPoint Payroll, each employee must have an email address entered in Setup > Employees. If you choose to notify employees outside of CenterPoint Payroll manually, a template is provided.

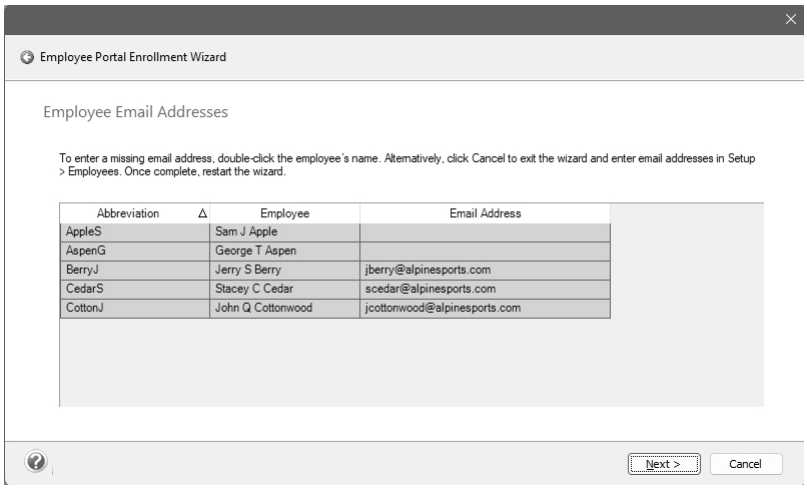
1. From CenterPoint Payroll, select **Employee Portal** > **Enroll Employees**.
2. After enrolling employees in the Employee Portal, you will need to provide them with their initial login information. Determine if you want to **Send email notifications through CenterPoint Payroll** or **Send notifications manually**.



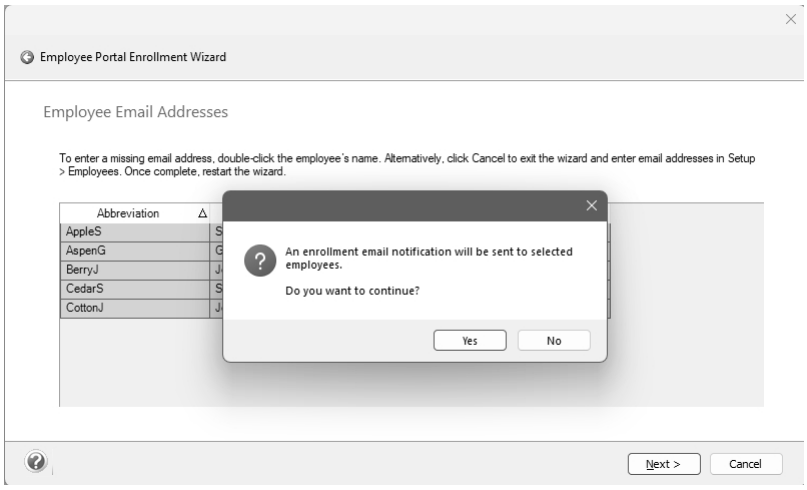
3. Click **Next**.
4. Use the **Employee Portal Enrollment Wizard** to enroll multiple employees for an Employer at once. To enroll individual employees, double-click the employee name to move the selection to the right side of the screen. To enroll multiple employees, select each employee while holding the Ctrl key and then click the right arrow to move the selections to the right side of the screen. To select all employees, select the right double-arrows.



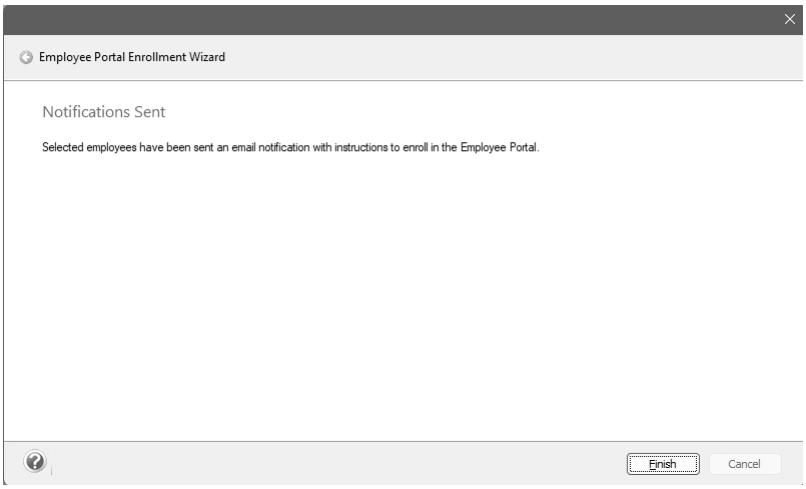
5. Click **Next**.
6. The selected employees will display on the Employee Email Addresses screen. To enter a missing email address, double-click the employee's name. Alternatively, click Cancel to exit the wizard and enter email addresses in Setup > Employees. Once complete, restart the wizard.



7. Click **Next**.



8. At the *An enrollment email notification will be sent to selected employees. Do you want to continue?* message, click **Yes**.
9. Click **Next**.
10. On the Notifications Sent screen, click **Finish**.



Step 5 -Additional Employee Documentation:

The following documentation is available and can be distributed to your employees. Click the link below to view the documentation.

- Employee Quick Reference for Employee Portal – This document contains concise information about using the CenterPoint Employee Portal.
- Employee Quick Reference for Self-Serve - This document contains concise information about using Self-Serve.
- Employee Quick Reference for Publish Pay Advices - This document contains concise information about using Publish Pay Advices.
- Employee Quick Reference for CenterPoint Time Clock Website- This document contains concise information about using the CenterPoint Time Clock website.
- Employee Quick Reference for CenterPoint Time Clock App- This document contains concise information about using the CenterPoint Time Clock app.
- Self-Serve Setup - This document contains detailed information about using Self-Serve.
- Using CenterPoint Time Clock for Employees - This document contains detailed information about using the CenterPoint Time Clock.
- Using CenterPoint Time Clock for Supervisors - This document contains detailed supervisor information about using the CenterPoint Time Clock.

Other Employee Portal Functions

Maintain Announcements

Announcements can be maintained only when an employee that was designated as an Administrator is logged into the Employee Portal.

1. From a web browser, enter **https://employeeportal.redwingsoftware.com.**
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. Select your **Company** (Subscriber) and **Employer**. Click **Select**.

5. From the menu on the left side of the screen, select **Announcements**. To create an announcement, click the plus sign at the bottom of the screen.
6. In the **Description** box, enter up to 500 characters of text for the announcement.
7. In the **Sequence** box, enter a number that will determine the order of the announcements that display on the Announcements list.
8. 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.

Maintain Quick Links

Quick Links can be maintained only when an employee that was designated as an Administrator is logged into Self-Serve.

1. From a web browser, enter **https://employeeportal.redwingsoftware.com.**
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. Select your **Company** (Subscriber) and **Employer**. Click **Select**.
5. From the left side of the screen, , select **Quick Links**. To create a link, click the plus sign at the bottom of the screen.
6. Enter the **URL**, **Label**, and **Description** for the web site you want to link to.
7. In the **Sequence** box, enter a number that will determine the order of the links that display on the Quick Links list.
8. 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**.

Disable Web Services Access for Employees

1. From CenterPoint Payroll, select **Setup** > **Employees** > **Portal** tab.
2. In the box next to **Registered "employee email address"** box, click the drop-down arrow and select **Unregister**.
3. At the *This will unregister the employee's user account and they will have to re-register to access Portal services, are your sure?* message, click **Yes**.
4. At the *Employee unregistered message, 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 **Portal** tab.
3. In the box next to **Registered"employee email address"** box, click the drop-down arrow and select **Unregister**.

4. At the *This will unregister the employee's user account and they will have to re-register to access Portal services, are your sure?* message, click **Yes**
5. At the Employee unregistered message, click **OK**
6. The employee will need to register with CenterPoint Pay Advices again by creating a new account with their preferred email address. If you enter the new email address in the **Unregistered** box and click **Invite**), 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 theUsing 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 web services 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 web services with their current account or create a new account using a different email address.

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 Employee Portal.

To retrieve a forgotten password:

- From a web browser, enter **https://employeeportal.redwingsoftware.com**.
- Click **Log In**.
- Start CenterPoint Employee Portal, click **Log In**, and thencClick 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**.

CenterPoint Employee Portal - Self-Serve Setup

Self-Serve allows employees convenient online access to view and modify payroll information.

Employees can view and update their personal information (name, address, phone, and email), Federal and State Withholding, and direct deposit allocation information from Self-Serve. 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.

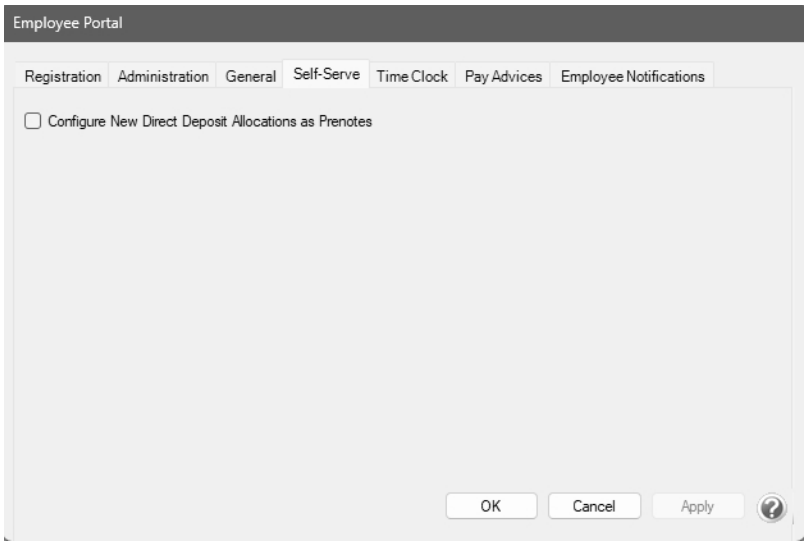
Self-Serve Settings
Viewing/Accepting Self-Serve Pending Changes

Prerequisites:

- To use Self-Serve, you must first subscribe to the CenterPoint Employee Portal service by contacting the Red Wing Software Sales department.
- The CenterPoint Employee Portal Setup document must be completed before continuing.

Self-Serve Settings

1. From CenterPonit Payroll, select **Employee Portal** > **Settings** > **Self-Serve** tab.

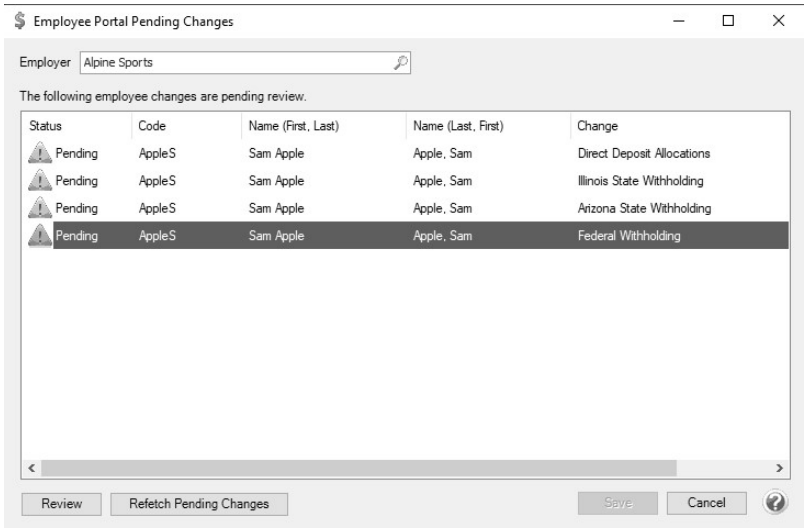


2. **Configure New Direct Deposit Allocations as Prenotes** - Select this option if new direct deposit account allocations entered from Self-Serve should be marked as a prenote when they are accepted from **Employee Portal** > **Self-Serve** > **Review Pending Changes**.
3. Click **OK**.

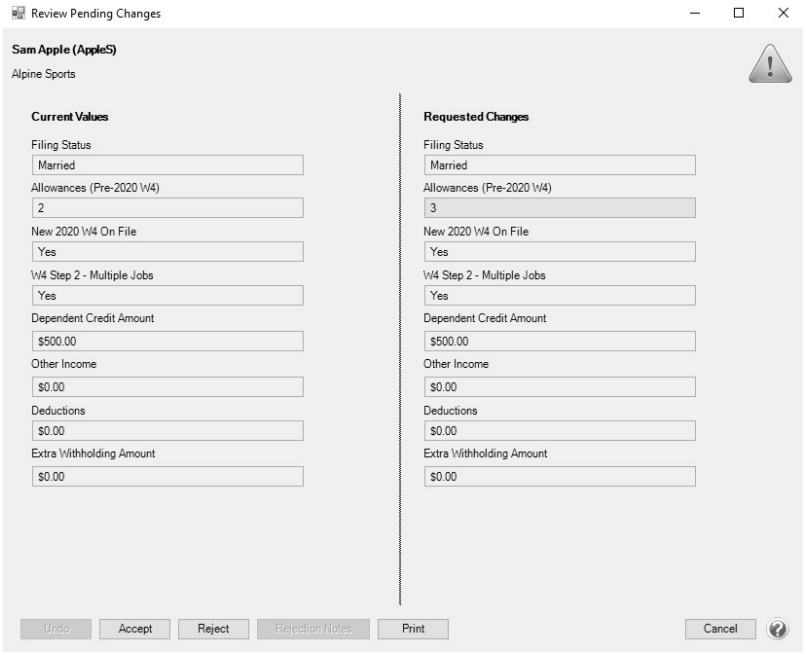
Viewing/Accepting Self-Serve Pending Changes

When employees make changes to their personal or Federal/State withholding information or direct deposit allocations, the pending changes will display in the Review 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, from CenterPoint Payroll, select **Employee Portal > Self Serve > Review 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.

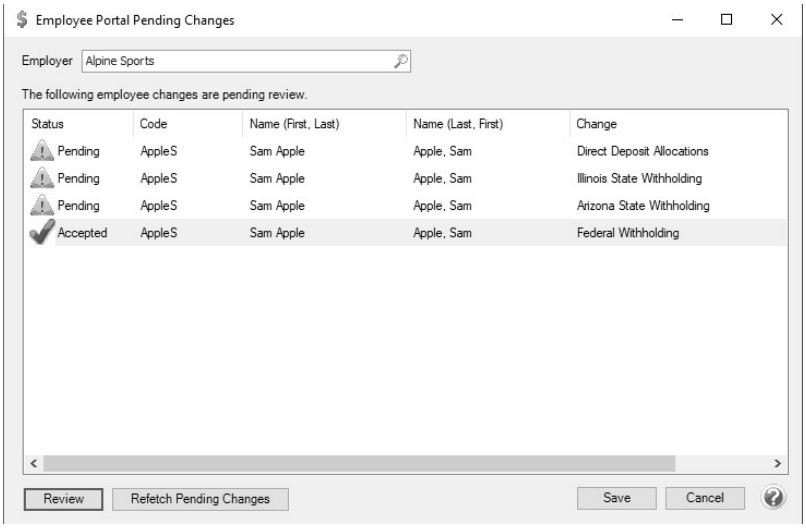


2. Select the pending changes you want to review, and then click **Review**. The pending change will be displayed highlighted in yellow. This example will be for the Federal Withholding pending change.



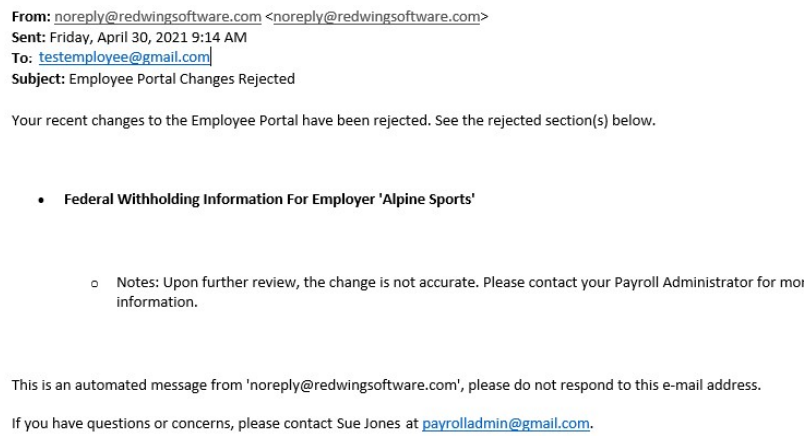
3. To process pending changes:

   - 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.



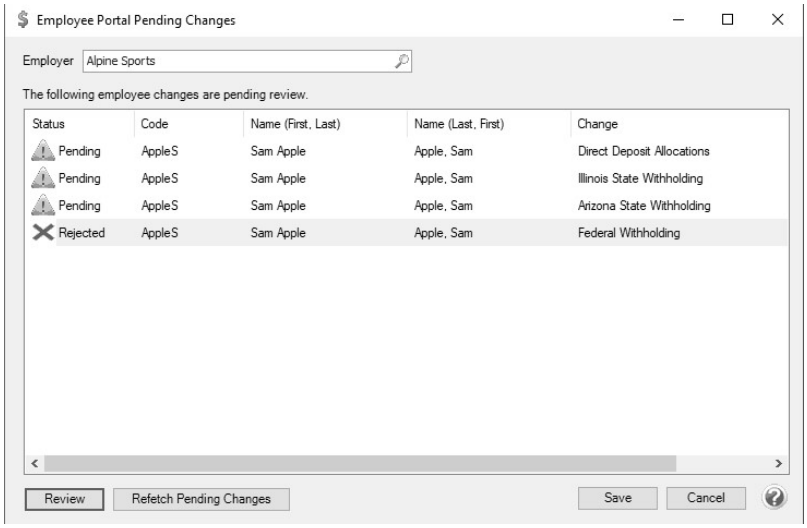
From: noreply@redwingsoftware.com <noreply@redwingsoftware.com>
Sent: Friday, April 30, 2021 9:14 AM
To: testemployee@gmail.com
Subject: Employee Portal Changes Rejected

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 mo information.

This is an automated message from 'noreply@redwingsoftware.com', please do not respond to this e-mail address.

If you have questions or concerns, please contact Sue Jones at payrolladmin@gmail.com.



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. The Employee Portal Changes report displays accepted modifications made to CenterPoint through the Employee Portal. The report can be printed from **Reports** > **Reports** > **Payroll Setup Lists** > **Employee Portal Changes**.

> 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.

CenterPoint Employee Portal - 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 within the Employee Portal website,CenterPoint Time Clock app and kiosk.

There are three ways to enter time with the CenterPoint Time Clock:

- **Employee Portal** - 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.

Prerequisites:

- To use CenterPoint Time Clock, you must first subscribe to the CenterPoint Employee Portal service by contacting the Red Wing Software Sales department.
- The CenterPoint Employee Portal Setup document must be completed before continuing.

Step 1: Setting Up CenterPoint Time Clock in CenterPoint Payroll

Preparing CenterPoint Payroll for Time Clock Settings

Time Clock Employee Groups (Optional)

Time Clock Settings

Setting Up Employees

Step 2: 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 3: 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.

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.

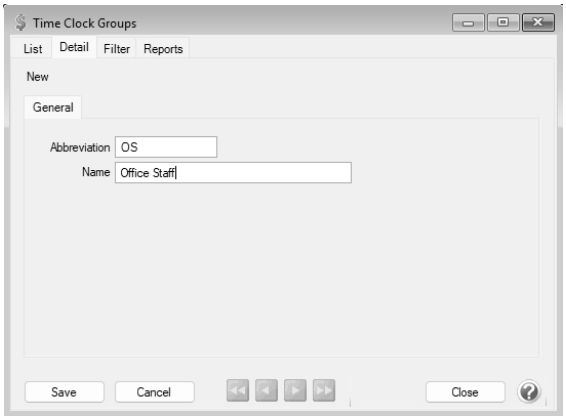
1. Select **Setup** > **Payroll Details** > **Pay Defaults**, and then click **New**.
2. Enter an **Abbreviation** and **Name** for the pay default you are creating. For example, Hrly for Abbreviation and Hourly for Name.
3. In the **Earning** box, select one of the earnings you will be tracking time 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.

Time Clock Employee Groups (Optional)

Employee groups allow you to have different time clock settings for different groups of employees. For example, one group of employees might be required to clock in and out, while another might have the option to manually enter their time.

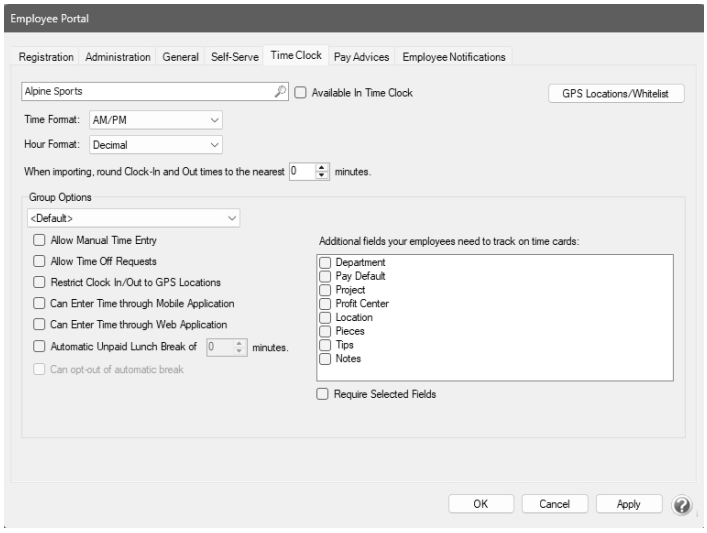
1. Select **Employee Portal** > **Time Clock** > **Time Clock Groups.**
2. In the **Abbreviation** box, enter up to ten unique characters of information that you can easily identify the group by.
3. Enter a group **Name**.



4. Click **Save**.

Time Clock Settings

1. Select **Employee Portal** > **Settings** > **Time Clock** tab.



2. Select the **Employer** you are configuring Time Clock settings for, and specify if the employer is **Available in Time Clock**.

> Note: Employees cannot use Time clock if they are enrolled with an employer that does not have the Available in Time Clock.check box selected.

3. 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 the Time Clock Employee Groups (Optional) section of this document, 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. 01/01/25 through 01/03/25 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 fromthe **Employee Portal** > **Time Clock** > **GPS Locations/Whitelist** button tab.

h. 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 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 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).

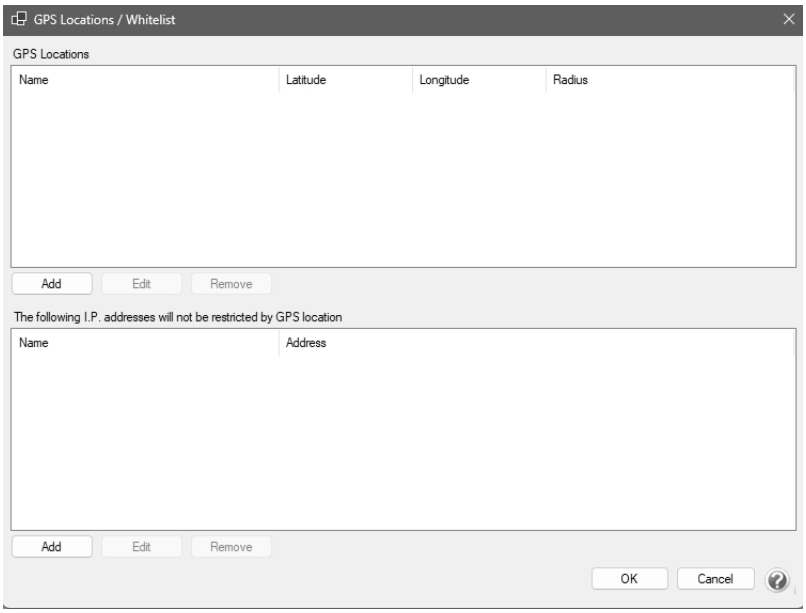
j. Select the **Automatic Unpaid Lunch Break** check box and enter a number greater than zero if you want to adjust clocked time by a break. If you want to allow employees to opt out of the automatic break, select the **Can opt-out of automatic break** check box. A Break Taken Today? message will display 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 breakt ime 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.

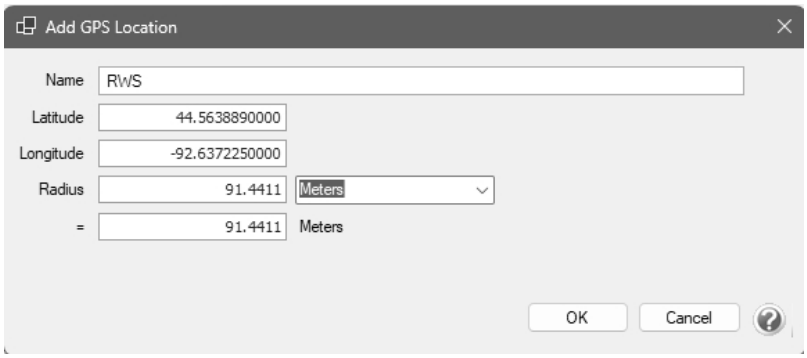
k. Select **Additional fields your employees need to track on time cards**. Fields selected here will display for your employees when they are clocking out or entering manual time. If the additional fields selected in step 4 are required, select the **Require Selected Fields** check box.

> Note: Select pay defaults here if you set up pay defaults above in Step 1-1.

4. Repeat the Group configuration for each Group.
5. If you are restricting clock in/clock out entries within the radius of specific GPS locations, click the **GPS Locations/Whitelist** button.



6. Under GPS Locations, click **Add**.



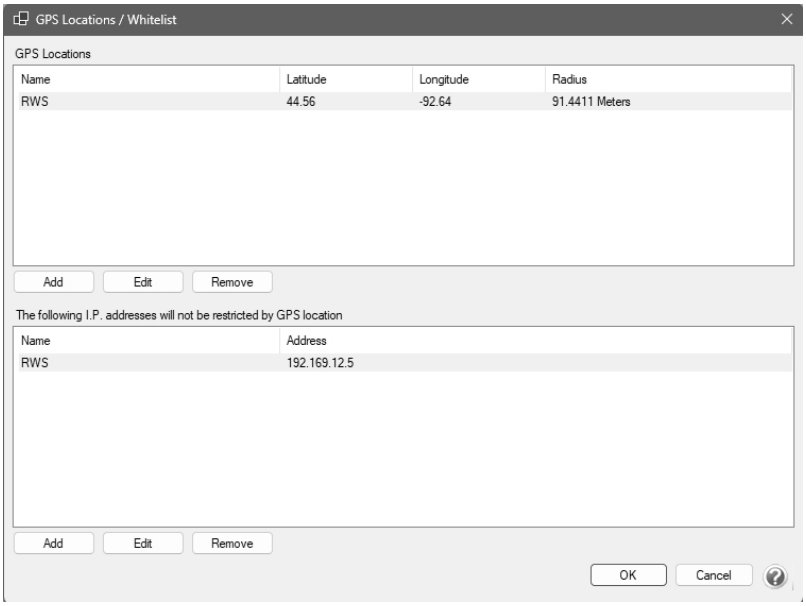
7. Enter the **Name** of the location. The name is used for display purposes.
8. Enter the **Latitude** and **Longitude** coordinates of the location.
9. Enter the **Radius** area from the coordinates of the GPS location where the employees can log in, and then select either **Meters**, **Kilometers**, **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?**.

10. Click **OK**.
11. 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, under the IP Address section, click **Add**.



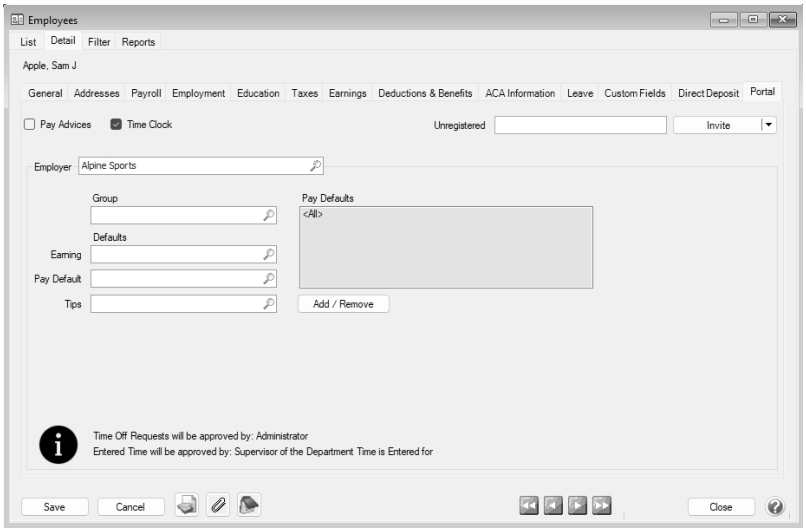
12. Enter the **Name** of the location. The name is used for display purposes.
13. Enter the **I.P. Address** you do not want to restrict.Entry is validated to ensure the address contains only numbers (0–9) and periods, includes four parts separated by periods, and that each part contains at least one number.
14. Click **OK**.



15. Click **OK**.

Setting Up Employees

1. Select **Setup** > **Employees**.
2. Select an employee that will be using CenterPoint Time Clock.
3. Select the **Portal** tab.



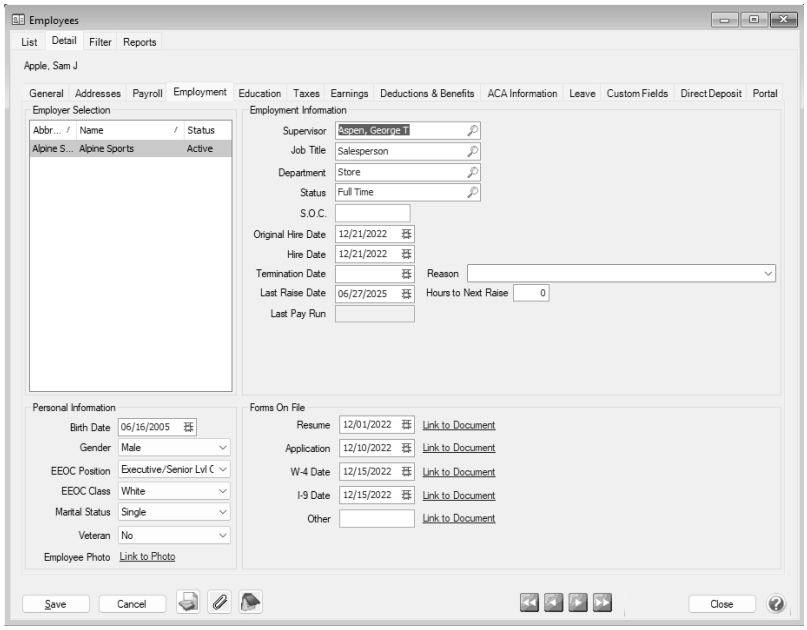
4. The **Time Clock** check box will be selected by default to indicate the employee is active and will display in CenterPoint Time Clock. If the employee should not be active in Time Clock, unselect the check box. This selection is available to be changed for multiple employees at once by following the Employee Mass Update documentation.
5. Select the **Employer** this employee will use for Time Clock purposes.

6. 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.
7. 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.
8. 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.
9. If your employees will be reporting tips earned during their shift when they clock out, select the **Tips** 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.
10. Under Pay Defaults, click **Add / Remove** and 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.

11. 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.

12. 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: 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.

- 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 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 CenterPoint Employee Portal, your employees will need to register for the Employee Portal. Follow the Important Information section of the Employee Quick Reference for Employee Portal document.
- If your employees will be using the kiosk, you can skip this section and go to Option 2.

Employee Registration Process for the Employee Portal Website

1. If you would like CenterPoint to send the employee an enrollment email with instructions for registering, from the **Setup** > **Employees** > **Portal** tab, enter the email address in the **Unregistered** box and then click **Invite**. If you choose not to send the enrollment email, you will need to provide instructions to your employee outside of CenterPoint.
2. Follow the Important Information section of the Employee Quick Reference for Employee Portal document.
3. 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 pieceEmployee Quick Reference for the CenterPoint Time Clock App

Option 2: CenterPoint Time Clock Kiosk

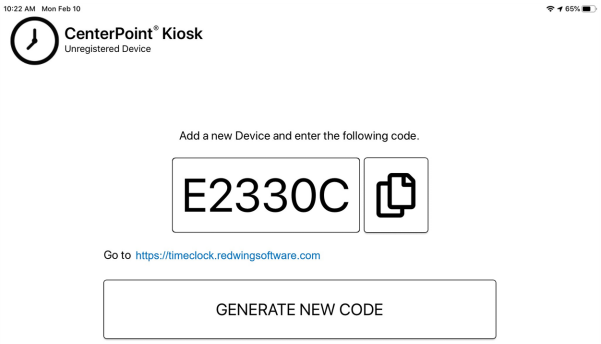
Employees can log time through the website, app or kiosk. If you will be allowing access to the CenterPoint time clock via kiosk, all setup is performed by the Payroll Administrator, there is no setup for your employees.

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.



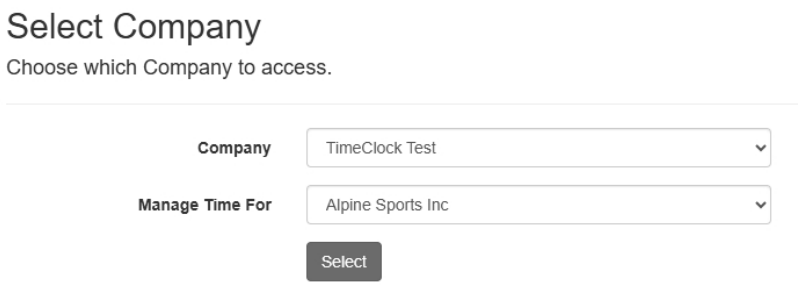
2. If you plan to complete the CenterPoint Time Clock Kiosk setup from the tablet device, click the Copy  icon and then click the **https://timeclock.redwingsoftware.com/admin/managekiosks** link under the code, click **Login,** enter your credentials, and click **Log in** to log in as an Administrator user.

   OR

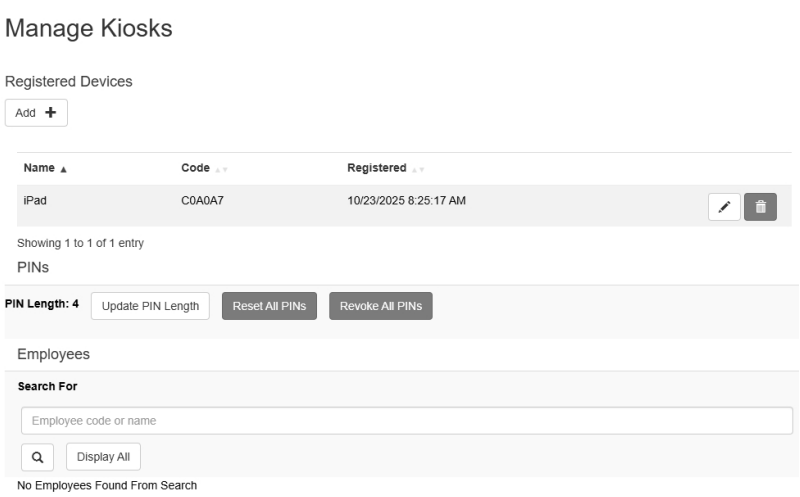
   If you plan to complete the CenterPoint Time Clock Kiosk setup from a computer, note the code displayed and then go to **https://timeclock.redwingsoftware.com/admin/managekiosks**, click **Login,** enter your credentials, and click **Log in** to log in as an Administrator user.

Note: Only users set as an Administrator of Employee Portal will have access to Manage Kiosks.

3. If you have multiple companies, select the **Manage Time For** company you are setting the CenterPoint Time Clock Kiosk up for, and then click **Select**.

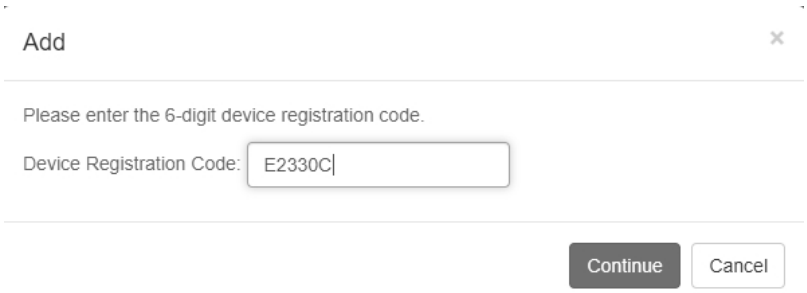


4. From the Manage Kiosks screen, click **Add +**.



Note: The Manage Kiosks screen can also be displayed from **Time Clock** > **Administration** > **Manage Kiosks**.

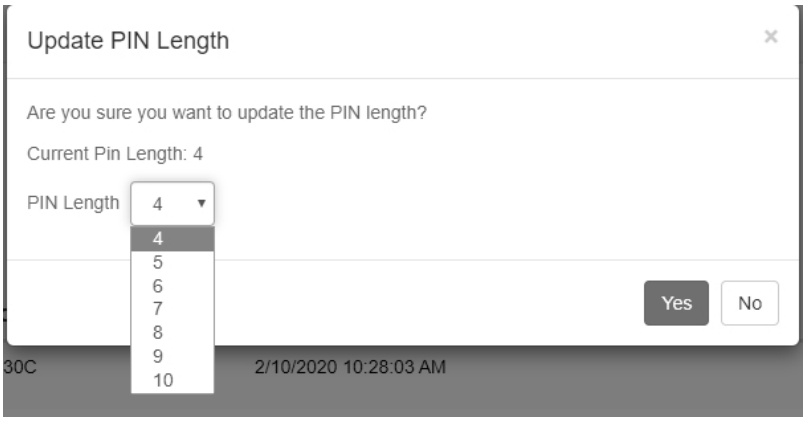
5. From the Add screen, paste the code you copied from above or enter the code noted above, and then click **Continue.**



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.

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**.



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 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.

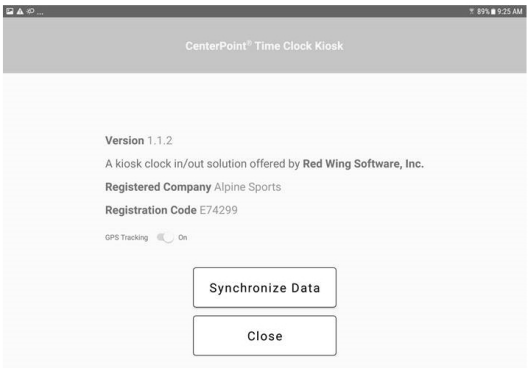
Tablet Setup for Employee Use

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**.

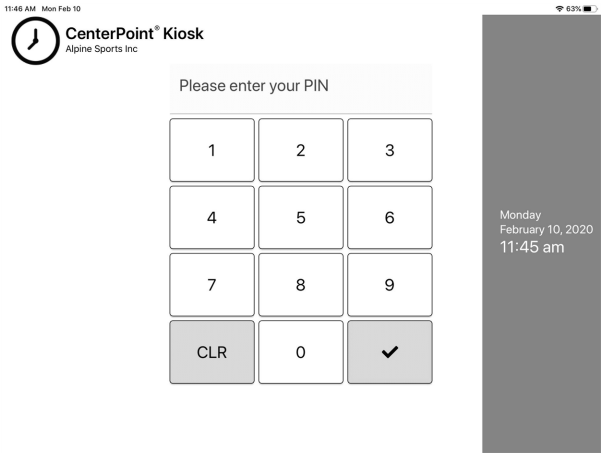
Delete a Kiosk Device

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

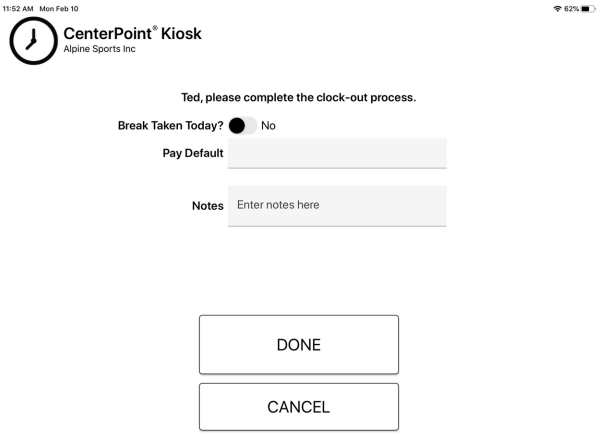
1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



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 in complete. No action is necessary.

Clock Out

1. Form 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**.



4. When the Thanks screen displays, the clock out process in complete. No action is necessary.

Step 3: 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**, **Processes** > **Payroll Time Sheets,** or **Employee Portal** > **Time Clock** > **Import Time**.

   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. 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 **Employee Portal** > **Settings** > **Registration** 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 Employee Portal. 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 Employee Portal. They will then be able to re-link using their preferred email address.
    - Log in as an Administrator, select **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.

Q: How does CenterPoint Time Clock handle overtime hours?

A: CenterPoint Time Clock does not 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 Employee Portal website (https://employeeportal.redwingsoftware.com). On the CenterPoint Employee Portal 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 Employee Portal website at **https://employeeportal.redwingsoftware.com** as an Administrator user.

- Select **Time Clock** > **Admin** > **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 **Time Clock** > **Admin** > **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.

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 Employee Portal and Start CenterPoint Time Clock
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- Enable Text Message Notifications
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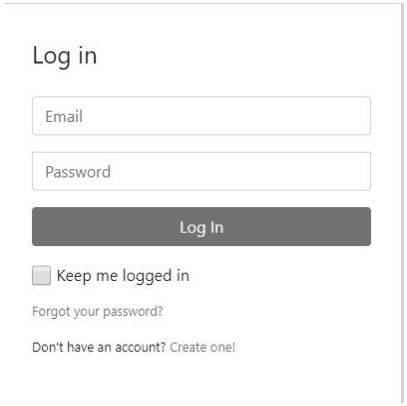
Using the CenterPoint Time Clock app
- Start CenterPoint Time Clock
- Clock In
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- View Time Clock Activity
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- View Status of Time Off Requests
- Change Application Settings
  - Register Additional 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

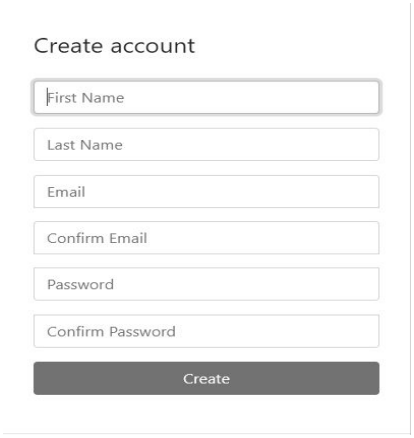
Employee Registration (One-time Setup)

Note: Registration from the CenterPoint Employee Portal 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.

1. When your employer provides you with a Company and Employee Code to register with CenterPoint Employee Portal, the following steps should be completed once to register.
2. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
3. Click **Log In**.

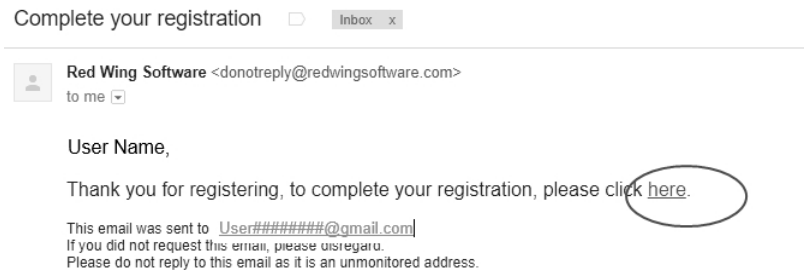


4. Click **Create One!** to create an identity.

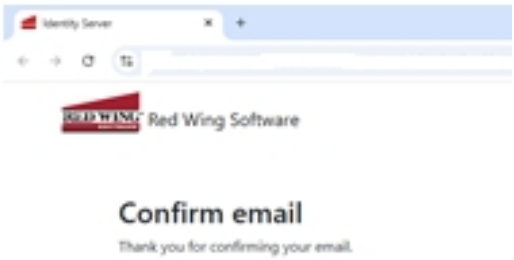


5. Enter your **First Name** and **Last Name.**
6. Enter an **Email** address and a **Confirm Email** address.
7. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower case letter.
8. Click **Create**. This will send an email to the address you entered above.
9. 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.



10. Check for an email from Red Wing Software in order to validate your newly created account by clicking the the **here** link.
11. From your web browser, you will recieve a Confirm email message. This browser screen can be closed.



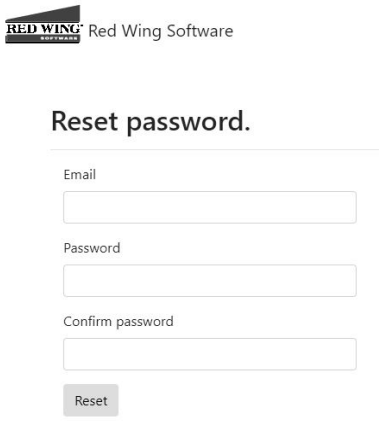
12. From the Employee Portal, on the Register screen, enter the **Subscriber Code** and **Employee Code** along with the last 4 digits of your **SSN**.
13. Click **Submit**.

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://employeeportal.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.



7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

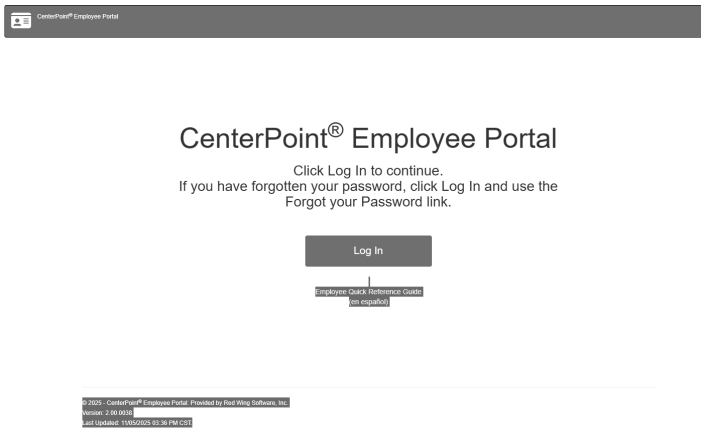
Changing your Password

If you know your current password and would like to change the password, follow the steps below:

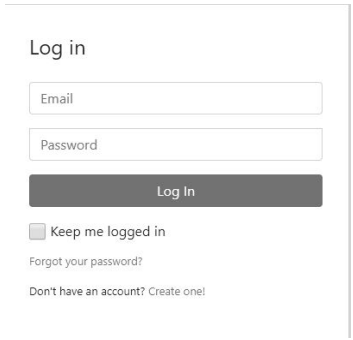
1. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. On the menu on the left side of the screen, select **Settings** and then click **View Account**. If prompted, enter your Email and Password and click Log In.
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 Employee Portal and Start CenterPoint Time Clock

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**.



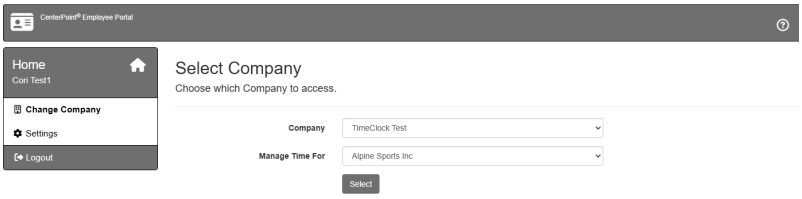
2. Click **Log In**.



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. Select your **Company**, **Employer**, and **Manage Time For** (Time Clock Company) if requested, and then click **Select**.



To Clock In

1. If your company requires you to record your time entries by clocking in:

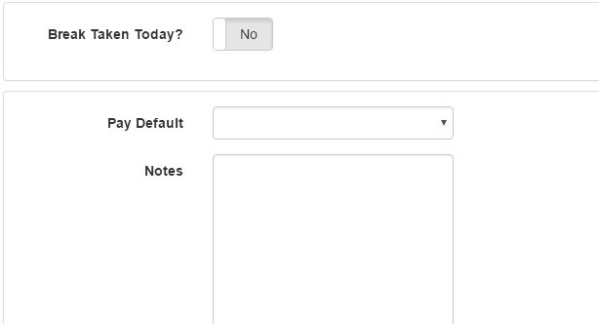
   - From the Employee Portal, from the Time Management Dashboard tile, click **Add Time**. If the Clock Out button displays, you are now clocked in.

   Or

- From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, and then select **Clock In/Out**.

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.



3. If you are required to log out of CenterPoint Time Clock after clocking in, from the menu on the left side of the screen, select Logout..

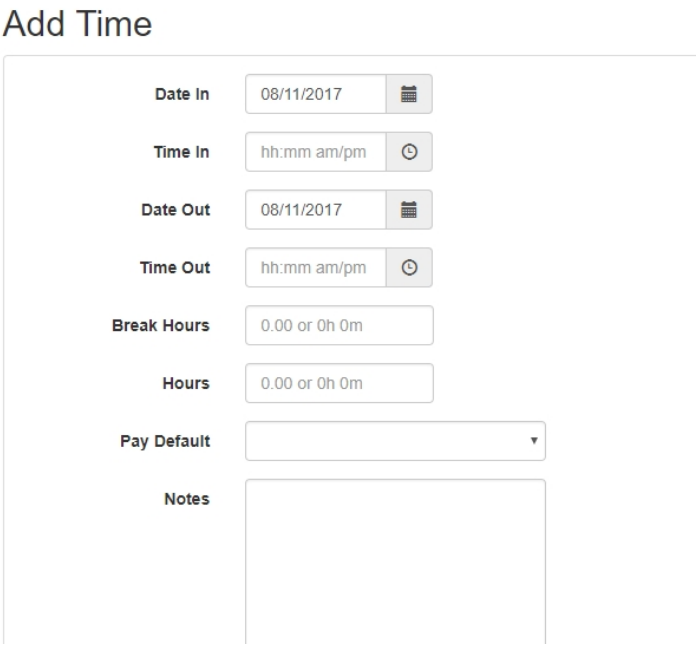
To Enter Your Time

1. If your company does not require you to clock in and allows you to add or modify time cards:

   - From the Employee Portal, from the Time Management Dashboard tile, click **Add Time**.

   Or

   - From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, and then select **Activity**, and then select **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 Employee Portal.
2. To review your time entries:
   - From the Employee Portal, the Time Management Dashboard tile will show you a summary the last 5 days of activity. If there is more activity in your current period, click **More**, or click Time Management to see all activity.

   Or

   - From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, and then select **Activity**.

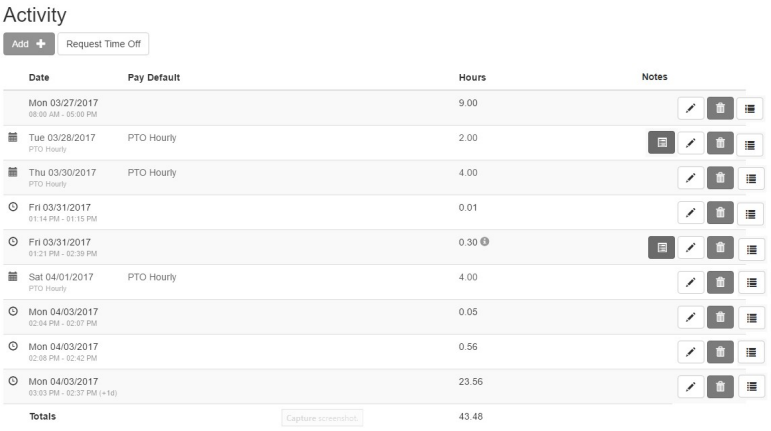
To Review and Add, Change or Delete Time Entries

1. Log into CenterPoint Employee Portal..
2. To review, add, change, or delete time entries:
3. If your employer allows you to add, change, or delete time entries:
    - From the Employee Portal, from the Time Management Dashboard tile, click **Add Time**.

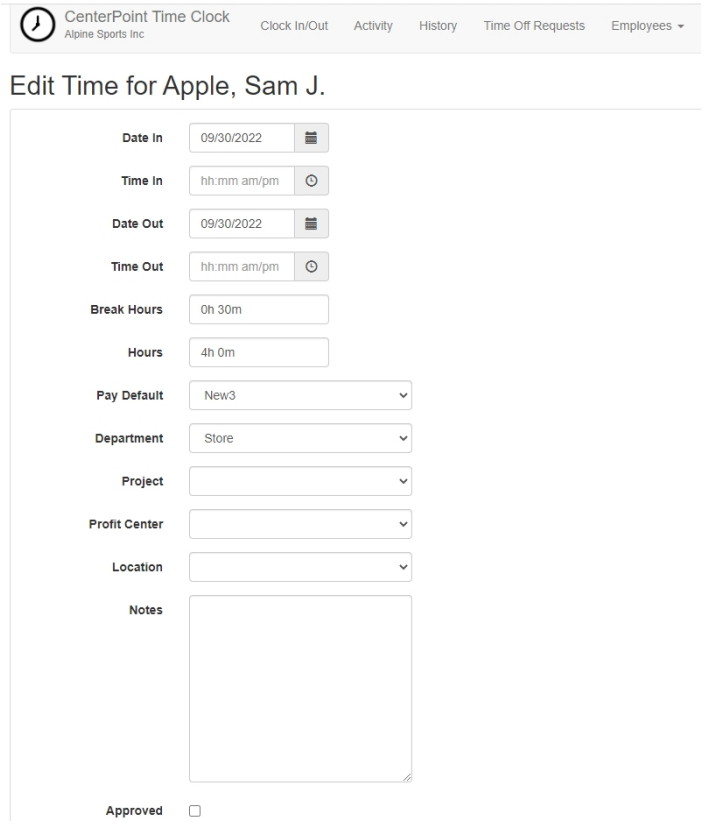
      Or

    - From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, and then select **Activity**, and then select **Add** to enter your time card.

1.

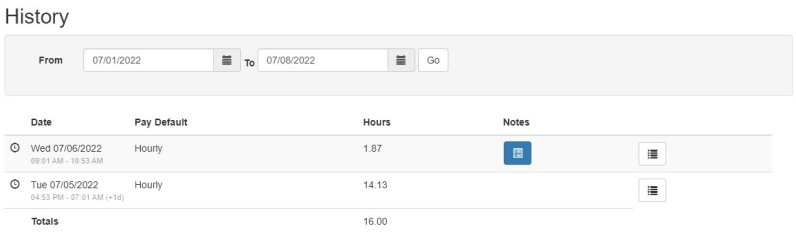


- To correct time entries or clocked entries (if allowed to manually enter time), click the Edit button next to the entry that needs to be modified and the Edit Time screen will display. Make your changes and then click **Save**. An entry can be removed by selecting the corresponding Trash Can button. An Audit Log can be viewed by clicking . Click the button to display the note.



To View Time Entry History

1. Log into CenterPoint Employee Portal...
2. From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, and then select **History**.
3. In the From/To Date range, enter the dates you wish to view historical time entries for.
4. Click **Go**.



5. To view notes entered on a time card, click 
6. An Audit Log can be viewed by clicking .

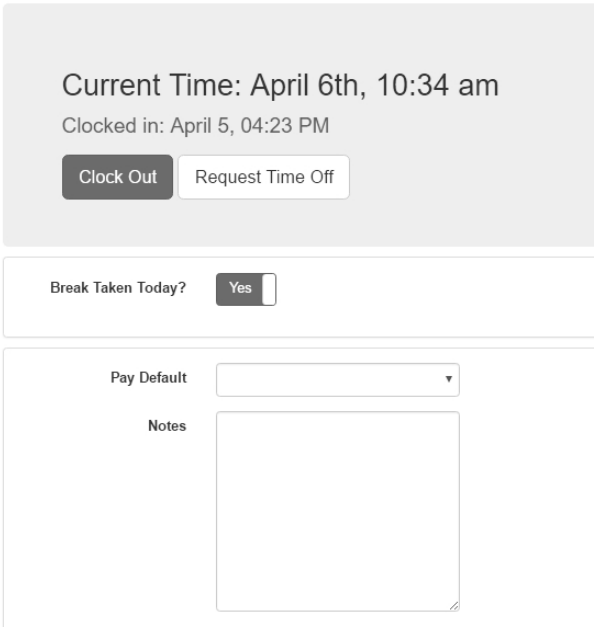
Clock Out and/or Log Out of CenterPoint Time Clock

To clock out and log out of CenterPoint Time Clock

1. Log into CenterPoint Employee Portal..
    - From the Employee Portal, from the Time Management Dashboard tile, click **Clock Out**.

    Or

    - From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, and then select **Clock In/Out**.



2. If the **Automatic Unpaid Lunch Break of** set in **Employee Portal** > **Settings** > **Time Clock** 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**.

Note: If the time between clock-in and clock-out is less than 1 minute, the time card will be discarded and a Clock-In Canceled entry will be added to the Audit Log.

To log out of CenterPoint Employee Portal

From the menu on the left side of the screen, select Logout.

Request for Time Off

Submitting New Requests

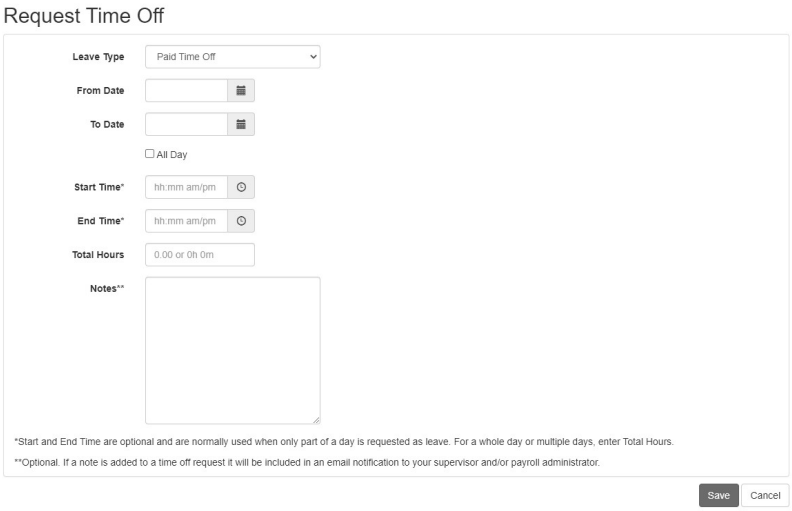
1. Log into CenterPoint Employee Portal.
   - From the Employee Portal, from the Time Off Requests Dashboard tile, click **Request Time Off**.

   Or

   - From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, select **Time Off Requests**, and then select **New Request**.

   Or

   - From the Clock In/Out or Activity screens, click **Request Time Off**.



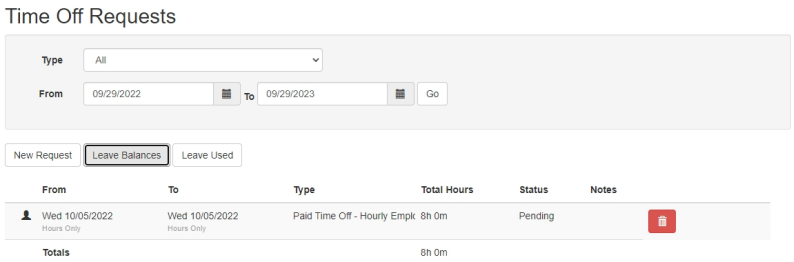
2. In the **Leave Type** box, select a paid leave pay default (only leave pay defaults will display in this box if Employee Portal > Settings > Time Clock tab > Allow Time Off Requests check box is selected).
3. Enter the time off request:
   - Enter the date range being requested in the **From Date/To 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.

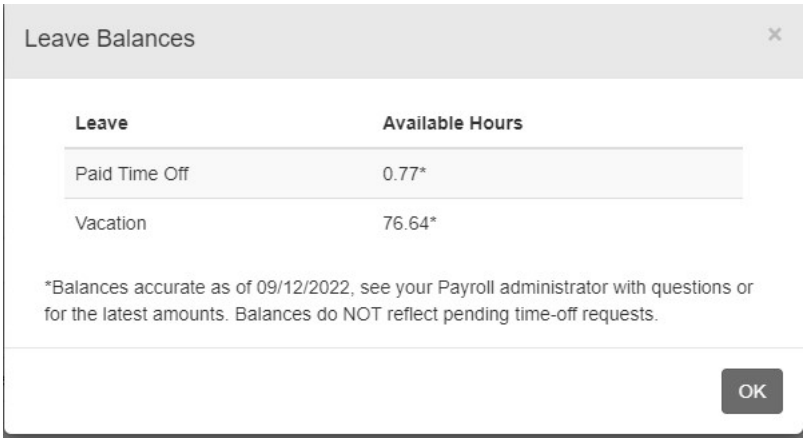
4. Add an optional **Note** that will be included when your supervisor reviews your time entry.
5. Click **Save**. The time off request will be generated and an email notification will be sent to the employee's supervisor for approval (if there isn't a supervisor, the email notification will be sent to the Administrator users).

Viewing Status of Time Off Requests

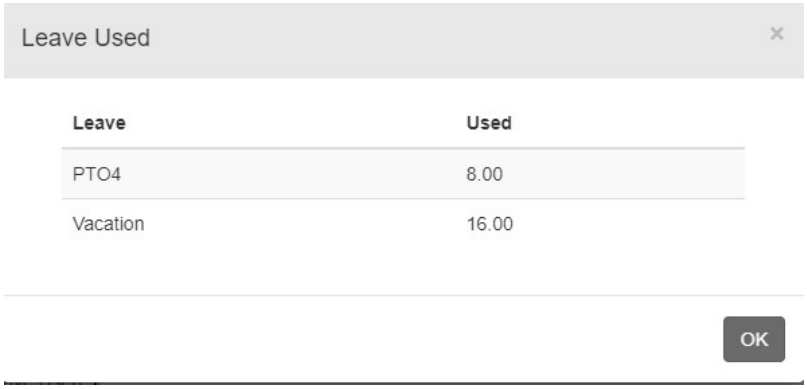
1. Log into CenterPoint Employee Portal.
2. From the Employee Portal, on the menu on the left side of the screen, select **Time Clock**, select **Time Off Requests**.



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).



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.

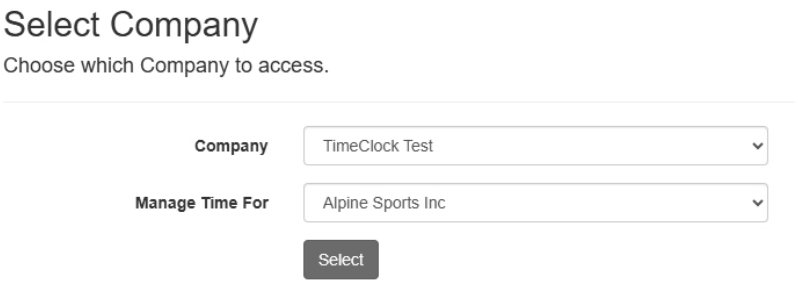


6. The status of the time off requests are Pending, Approved, or Denied.
    - Pending time off requests can be removed by clicking  at which time an email notification is sent to the employee's supervisor or administrator.
    - When a time off request is approved or denied by a supervisor or administrator, the requesting employee will receive an email notification. The notification includes time off request details so the employee can easily determine which time off requests are approved or denied.

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 Employee Portal..
2. From the Employee Portal, on the menu on the left side of the screen, select **Change Company**.

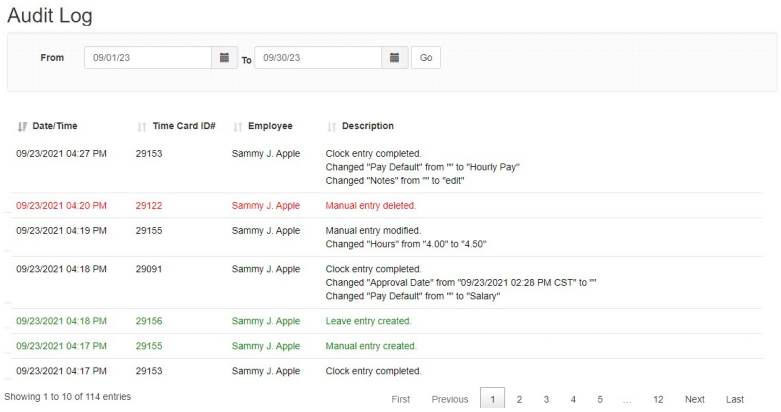


3. Select the Manage Time For **company** you want to use to enter hours.
4. Click **Select**.

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 Employee Portal..
2. From the Employee Portal, on the menu on the left side of the screen, selec **Audit Log**.
3. Select the date range you want to display and then click **Go**.



4. After viewing the log, click **Back.**

Changing Application Settings

1. Log into CenterPoint Employee Portal..
2. From the Employee Portal, on the menu on the left side of the screen, select **Settings**.,

Enable Text Message Notifications

When text notifications are enabled, employees will receive texts when:

- A time card is changed by someone other than the employee the card is for.
- A time card is entered prior to the Entry Date set by an administrator.
- Time off requests are submitted, submitted for an employee by a supervisor or an administrator, approved, denied, or deleted.
    - Click **Change** next to **Text Notifications** and follow the on-screen instructions to add/change your phone number and enable text notifications.

Change Notification Email

Note: This email address is used only for notifications sent through CenterPoint Employee Portal and does not change the email address you enter on the Log In screen to log into CenterPoint Employee Portal.

- 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 Login Email

Note: This is the notification email address unless an alternative was specified. Unregistering and re-registering will update the notification email, unless a different address was previously designated."

- Click **Unregister** next to your current company.
- Confirm the **Company Code** provided by your employer.
- Click **Unregister**.
- To create a new account using a new email address, follow steps 2-17 in the Employee Registration section of this document. Note: In step 5, enter the new email address you want to use to log into CenterPoint Employee Portal

Change 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**.

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 Employee Portal. Please see your Payroll Administrator for information about registering.

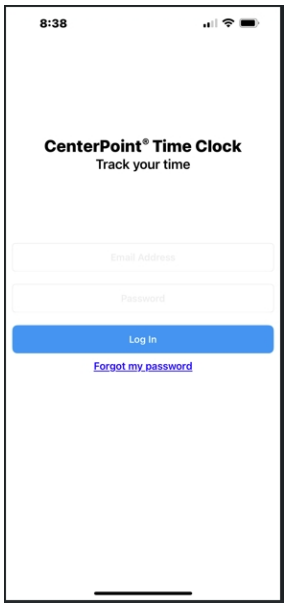
The optional CenterPoint Time Clock app can be downloaded and used on individual employee mobile devices. Employees log into the app and the website with the same email address and password credentials.

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

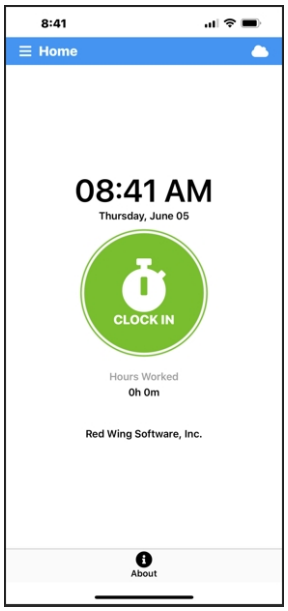
1. Open the CenterPoint Time Clock app.



2. 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**.



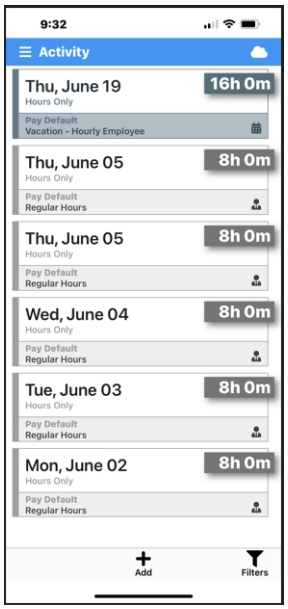
Clock Out

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. If a field is not required, select **Not Set** to save a blank entry. Select **Save**.

Note: If the time between clock-in and clock-out is less than 1 minute, the time card will be discarded and a Clock-In Canceled entry will be added to the Audit Log.

View Time Clock Activity

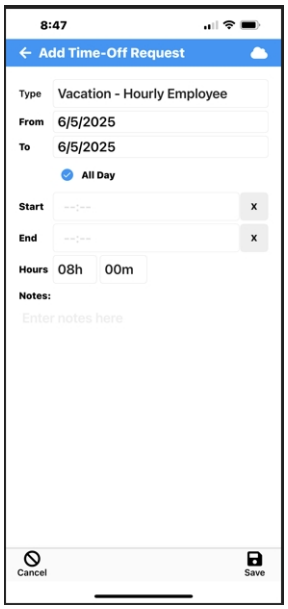
1. Open the CenterPoint Time Clock app, select the **Home** icon, and then select **Activity**.
    - Clocked entries display with a Clock icon.
    - Time off requests display with a Calendar icon.
    - Manual time entries do not display with an icon.



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)

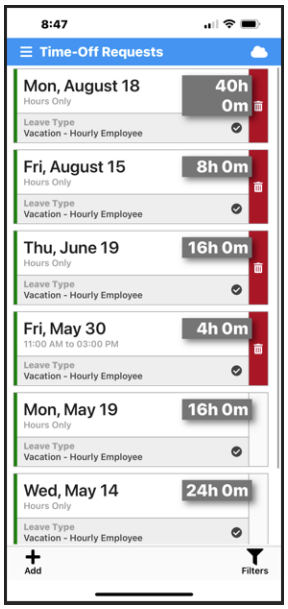
1. Open the CenterPoint Time Clock app, select the **Home** icon, select **Time Off Requests**, and then click **Add**.



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**.

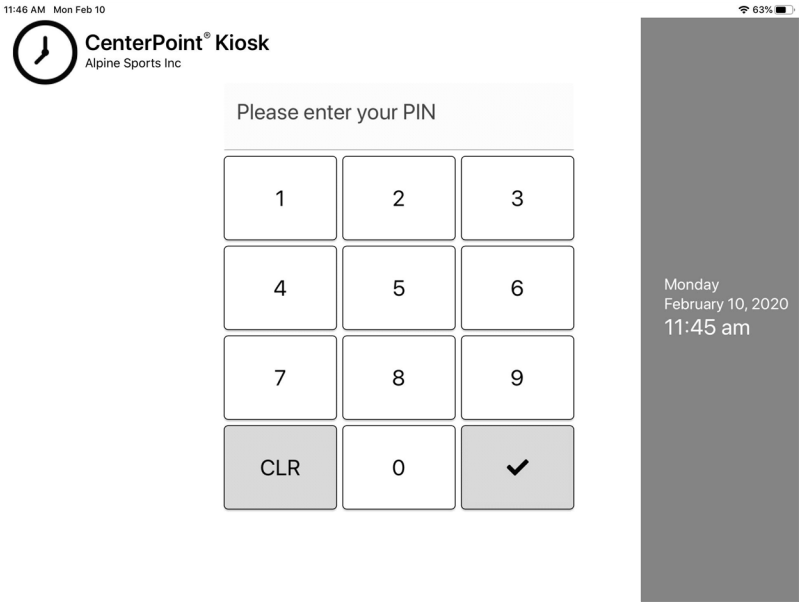
4. In the **Supervisor** box, select the supervisor that will approve time cards and cover for the main supervisor in their absence. Select **Done**.
5. Select the **From/To** dates the alternate supervisor is active. The alternate supervisor will automatically inactivate after the To date. Select **Done**.
6. Select **Save**.

Using the CenterPoint Time Clock Kiosk

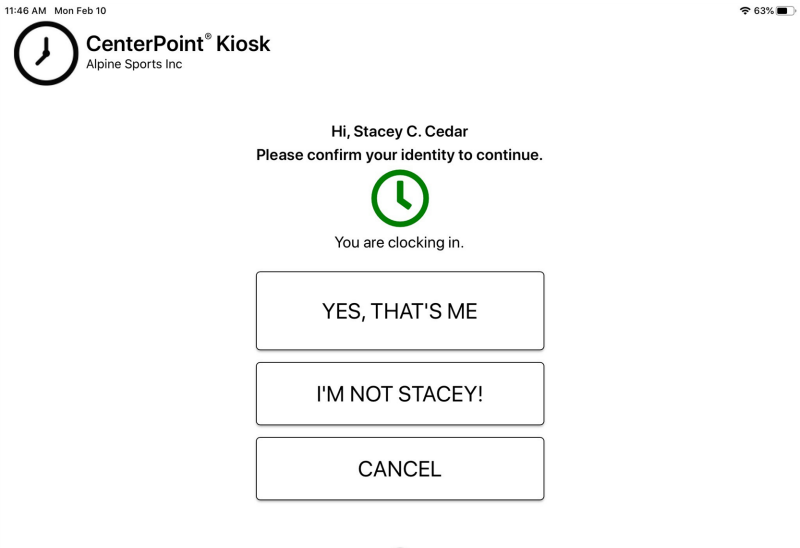
Note: If your employer will be allowing access to the CenterPoint Time Clock via a kiosk, all setup is performed by the Payroll Administrator, there is no setup for your employees. Your Payroll Administrator will provide you with a PIN which is used to Clock In and Clock Out.

Clock In

1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click ✔.

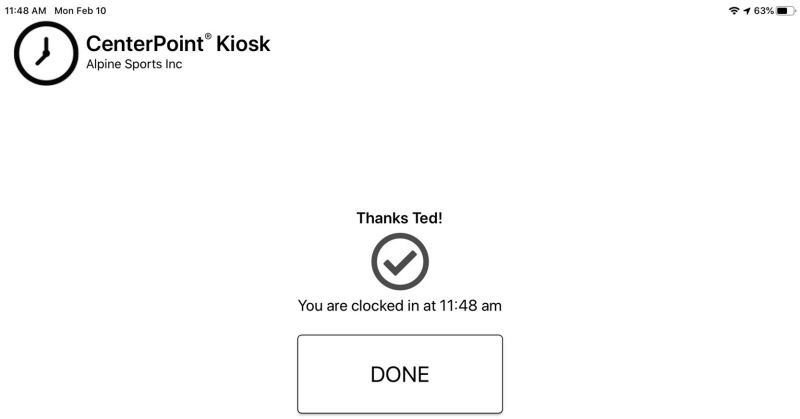


2. From the Clocking In screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.



3

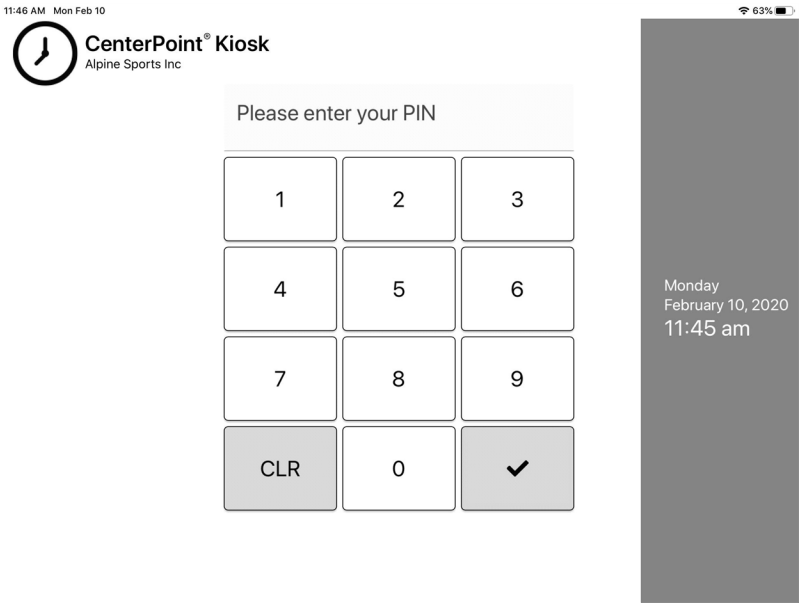
3. When the following screen displays, the clock in process in complete. No action is necessary.



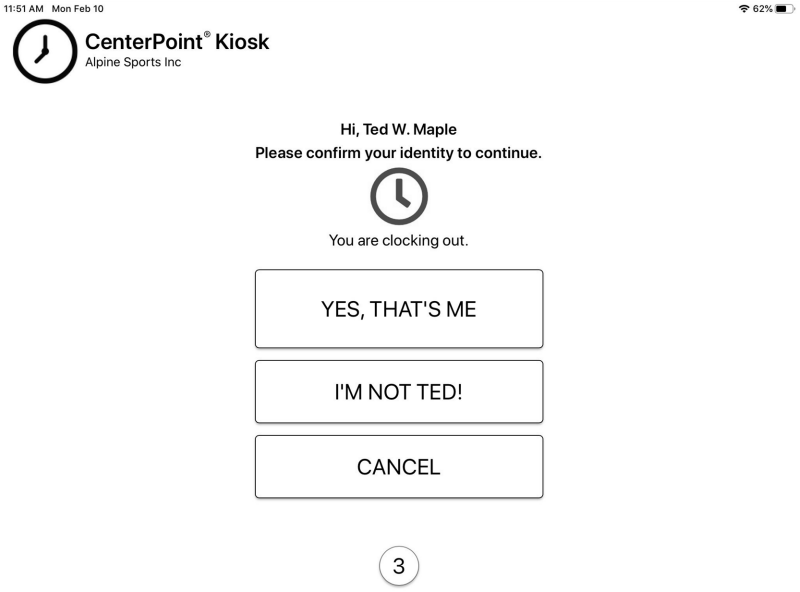
3

Clock Out

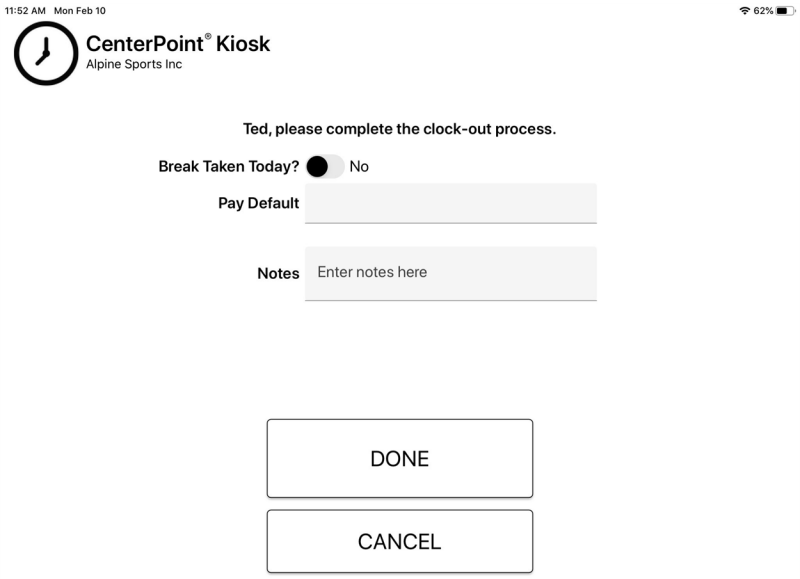
1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



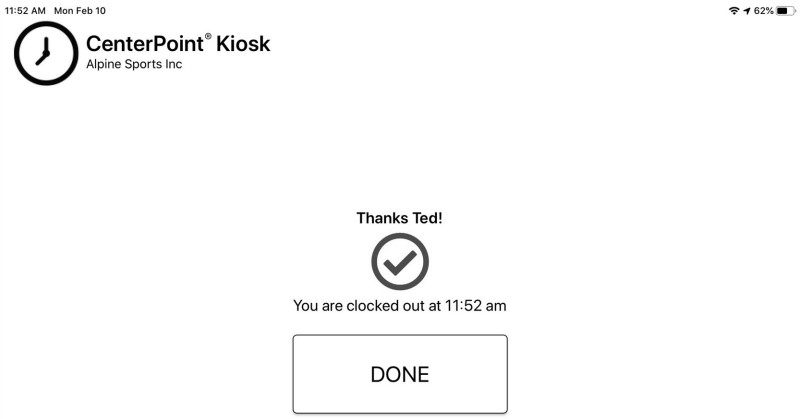
2. From the Clocking Out screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.



3. If prompted to enter information regarding breaks, pay defaults, or notes, complete the entry and click **Done**. If a field is not required, select **Not Set** to save a blank entry.



4. When the following screen displays, the clock out process is complete. No action is necessary.



3

Note: If the time between clock-in and clock-out is less than 1 minute, the time card will be discarded and a Clock-In Canceled entry will be added to the Audit Log.

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.

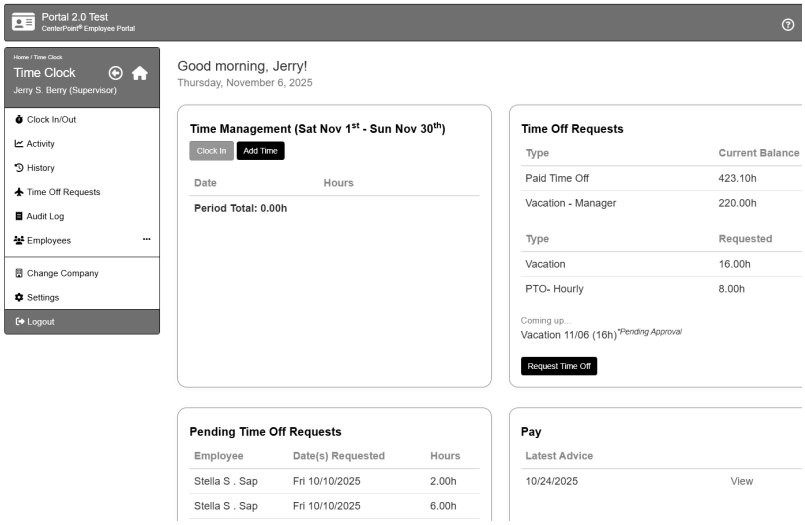
Log In
Reset your Password
Changing your Password
View and Approve Employee Activity
View an Employee Summary and Approve All Employee Time
View/Approve Employee Time Off Requests
View/Change Employee Status
View the Clocked Time Log
View Employee History
Change Application Settings
Change the Employee Format
Set Alternate Supervisor
Receive Administrator Notifications
Entry Date Restriction
Frequently Asked Questions

Log In

1. From a web browser, enter **https://employeeportal.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**, **Employer**, and **Manage Time For** (Time Clock Company), and then click **Select**.
4. Once you are logged in, your name (Supervisor) will display at the top of the menu on the left side of the screen. . In the following example Jerry Berry is a Supervisor.

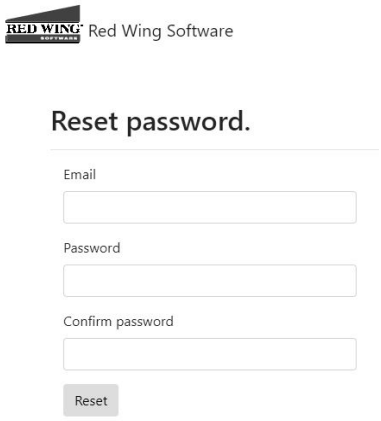


Reset your Password

If you have forgotten your password and would like to reset the password, follow the steps below:

1. From a web browser, enter **https://employeeportal.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.



7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

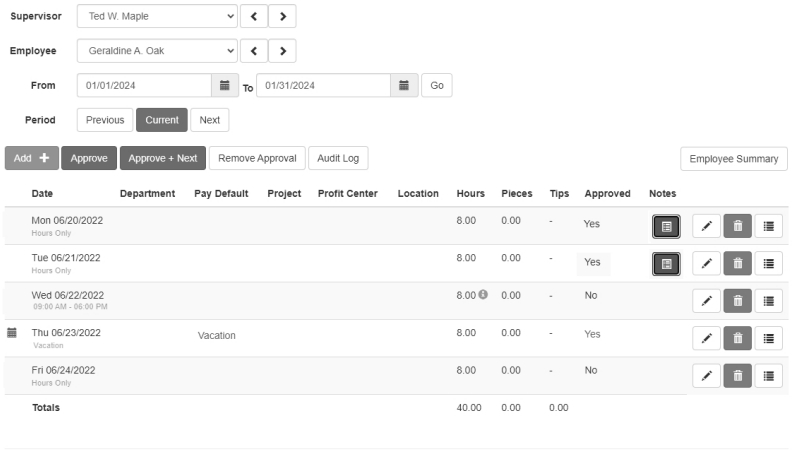
Changing your Password

If you know your current password and would like to change the password, follow the steps below:

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. From the Employee Portal, on the menu on the left side of the screen, select **Settings** and then click **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**.

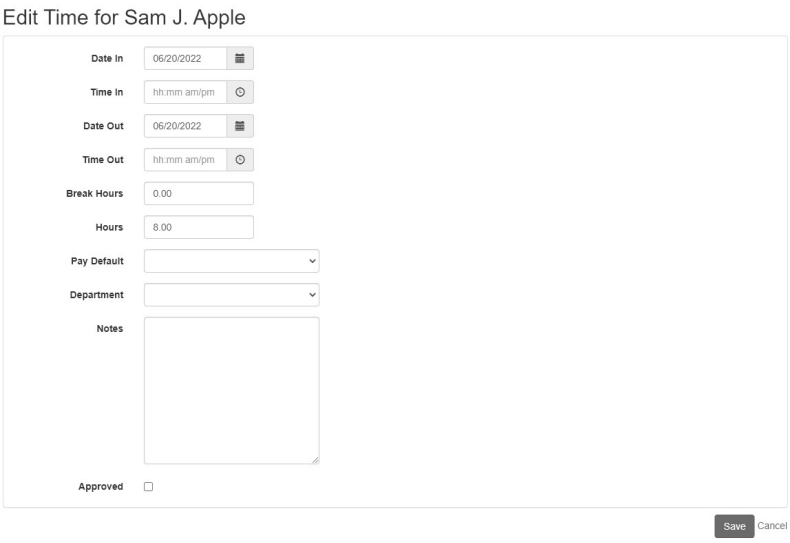
View and Approve Employee Activity

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Employee Activity**.
4. Select the **Employee** you want to review/approve time cards for.
5. Select the **From/To** dates to display time cards in a date range.
6. Click **Go**.



- Use the buttons to move to the next Supervisor or Employee without approving employee activity.
- 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.

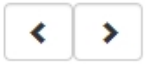


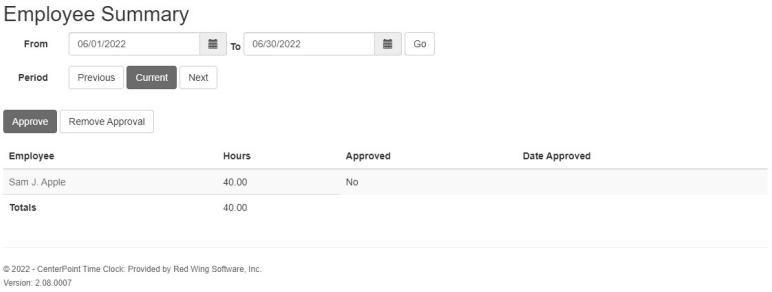
- An entry can be removed by selecting the corresponding Trash Can button.
- An Audit Log can be viewed by clicking .
- Click **Employee Summary** to quickly move back and forth between the Employee Activity and Employee Summary pages filtered for the same dates.

7. 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. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Employee Summary** .
4. Select the **From/To** dates to display time cards in a date range.
5. Click **Go**.
6. The Employee Summary screen will display each employee and the total number of hours, the approval status, and the latest date approved. Click the employee's name to drill-down to the Employee Activity screen to see details for the selected

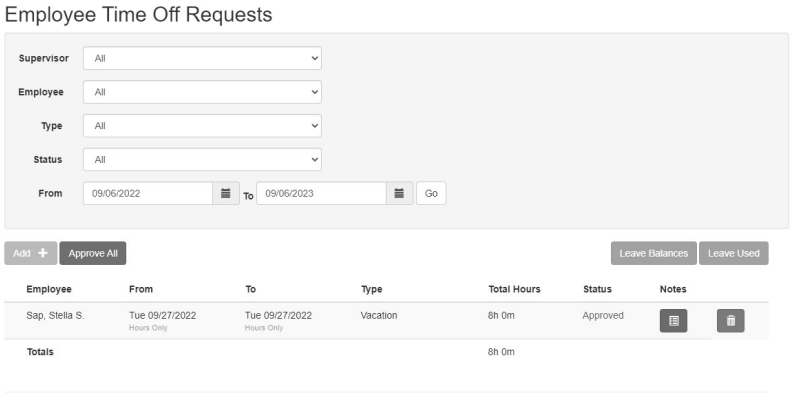
employee. Administrators can filter this screen by Supervisor and use the  buttons to move to the next Supervisor without approving employee activity.



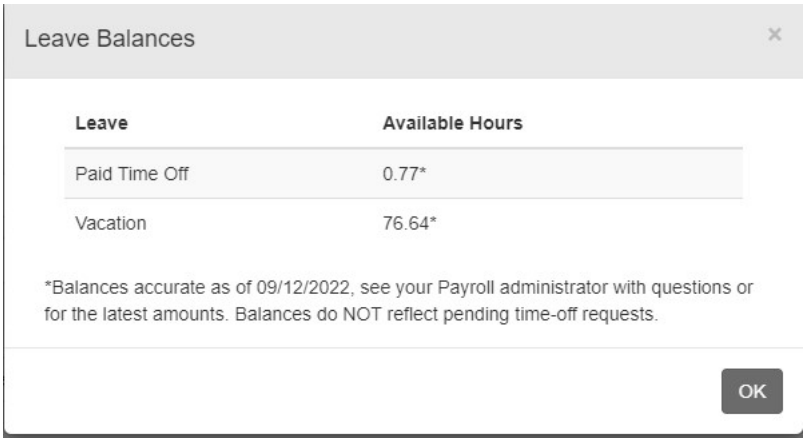
7. Click **Approve** to approve all time entries in the specified date range or click **Remove Approval** to remove the approved status for all time entries in the specified date range.

View/Approve Employee Time Off Requests

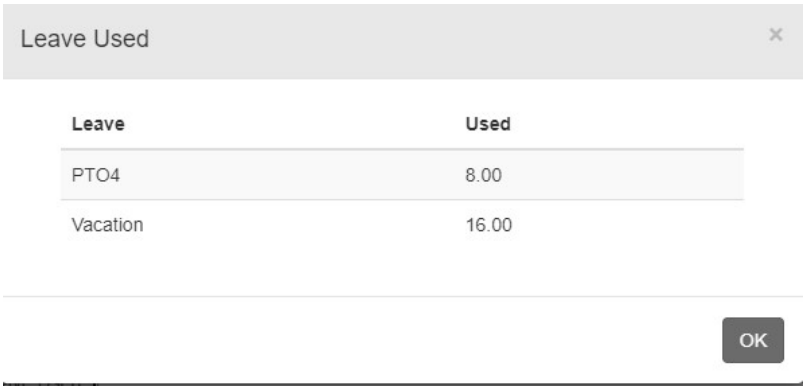
1. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Employee Time Off Requests**.



3. 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.
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).



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.



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 . To add an employee time off request, click **Add**, enter the details, and click **Save** (when a supervisor enters an employee time off request, a  icon appears to the left of the employee name and will indicate who entered the time when hovered over). To approve all pending time off requests, select the employee(s), click **Approve All**, and then click **Yes**.

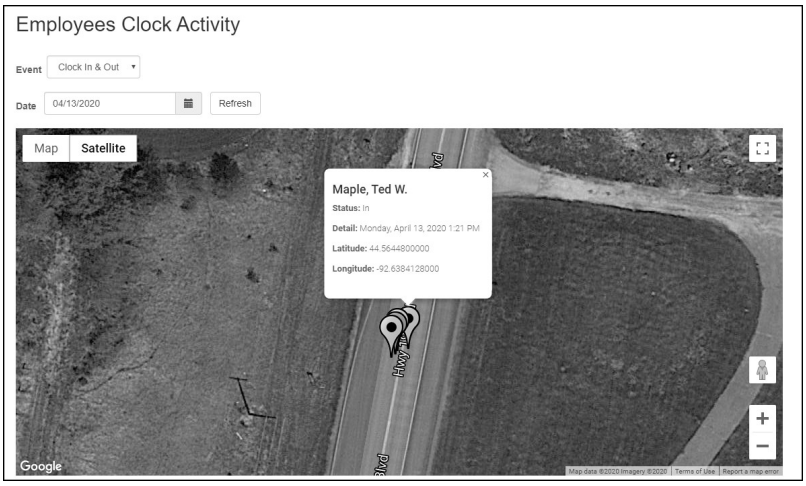
Note: Once approved, time off requests in the period being imported will create time sheet entries in CenterPoint Payroll.

View/Change Employee Status

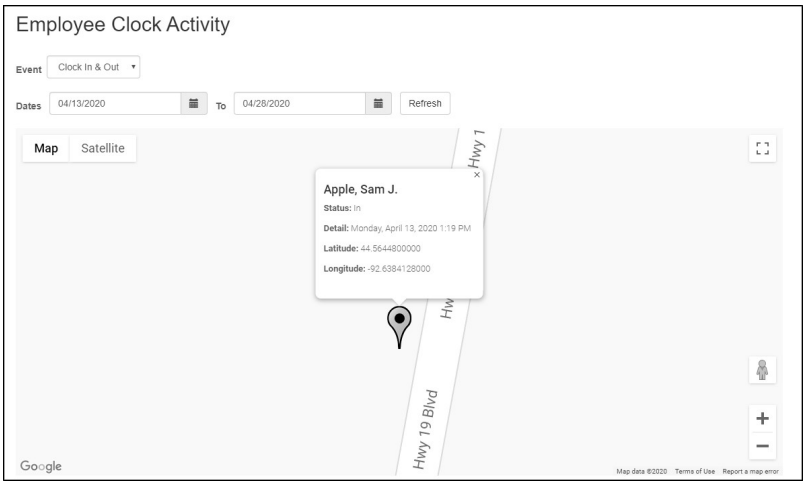
1. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Employee Status** .
4. The Employee Status screen will display all employees the supervisor is responsible for and their current 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:

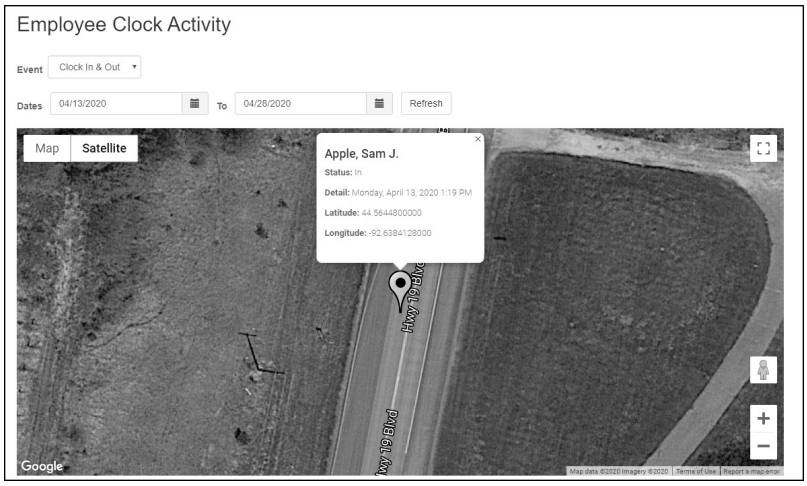
- **Clock In/Out or Add Time for a Group of Employees** - Select the employees and then click to clock out, click to clock in, or click to add time.
- **Clock In/Out or Add Time for an Employee** - Select the employee and then click to clock out, click to clock in, or click to add time.
- **Map Clock 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 pin-points 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.

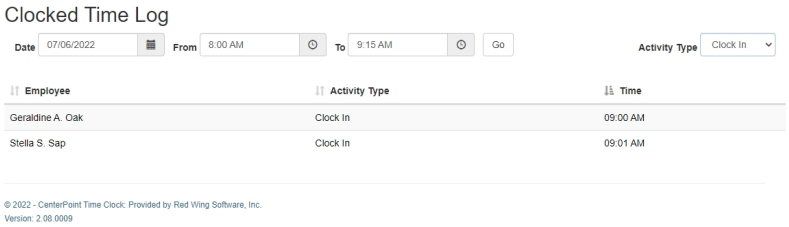




View the Clocked Time Log

This option allows you to quickly view a log of clocked in/out times for all employees for any selected date or time.

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**Log into CenterPoint Time Clock.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Clocked Time Log**.
4. 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.
5. Select the **Activity Type** you want to view: **All**, **Clocked In**, or **Clocked Out**.
6. Click **Go**.

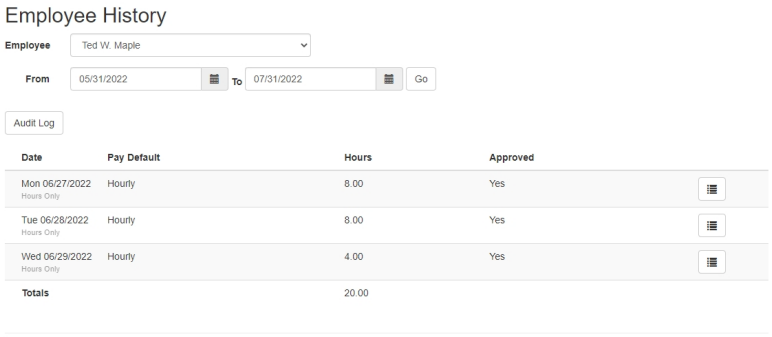


View Employee History

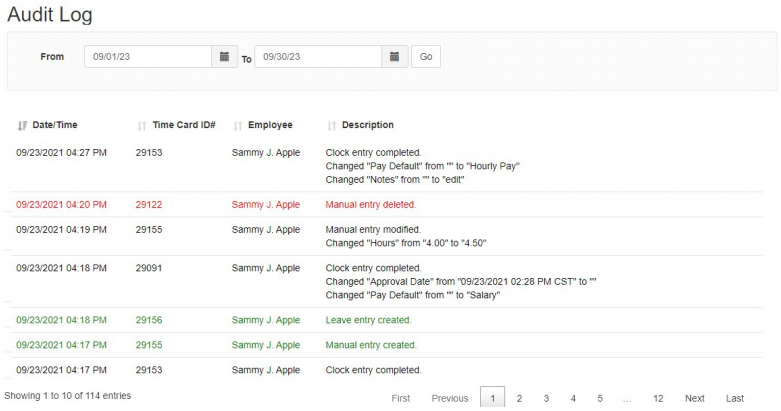
The following selection allows supervisors to look up time cards for their employees which have already been imported into CenterPoint. Administrators can filter this screen by Supervisor and use the buttons to move to the next Supervisor.

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**Log into CenterPoint Time Clock.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Employee History**.

4. Select the **Employee** to view history for.
5. Select the **From/To** dates to display history for.



6. Click Audit Log or  to view an audit of time clock entries.



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. From a web browser, enter **https://employeeportal.redwingsoftware.com**
2. From the menu on the left side of the screen, select **Settings**.
3. Click **Change** next to **Employee Format**.

4. Select one of the other **Employee Format** options:
    - Last, First
    - First, Last
    - First, Last (Code)
    - Last, First (Code)
    - (Code) First, Last
    - (Code) Last, First
5. 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. From a web browser, enter **https://employeeportal.redwingsoftware.com**
2. From the menu on the left side of the screen, select .**Settings**.
3. Click **Change** next to the current alternate supervisor setting.
4. If the setting is inactive, change the **Off** toggle to **On**.
5. In the **Supervisor** box, select the individual that will approve time cards and cover for the main supervisor in their absence. This list will contain other supervisors and employees this supervisor supervises.
6. Enter the **From/To** dates the alternate supervisor is active. The alternate supervisor will automatically inactivate after the To date.
7. In the **Time Off Notifications** box, select who to send notifications to, alternate supervisor, primary supervisor, or both supervisors.
8. Click **Apply**.

Note: Administrators can also set an alternate supervisor for a supervisor from the **Time Clock** > **Admin** > **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. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. From the menu on the left side of the screen, select **Settings**.
3. Click **Change** next to the current **Receive Administrator Notification** setting.

4. If you are an administrator that is not involved in the time off request process, change the toggle selection to **No**.
5. 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. From a web browser, enter **https://employeeportal.redwingsoftware.com**.
2. From the menu on the left side of the screen, select **Settings**.
3. Click change next to the **Entry Date Restriction** setting.
4. Change the **Enabled** toggle to **On**.
5. Enter the **Date** that employees are restricted from entering time before. When time is imported into CenterPoint from Processes > Times Sheets > Time Import (Time Clock) and the Update Entry Date Restriction box is selected, this Date will be set to the day after the To Date entered in Time Import (Time Clock) and will also display as the Updated Entry Date Restriction date on the Time Card Summary screen.
6. 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**.
7. 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:

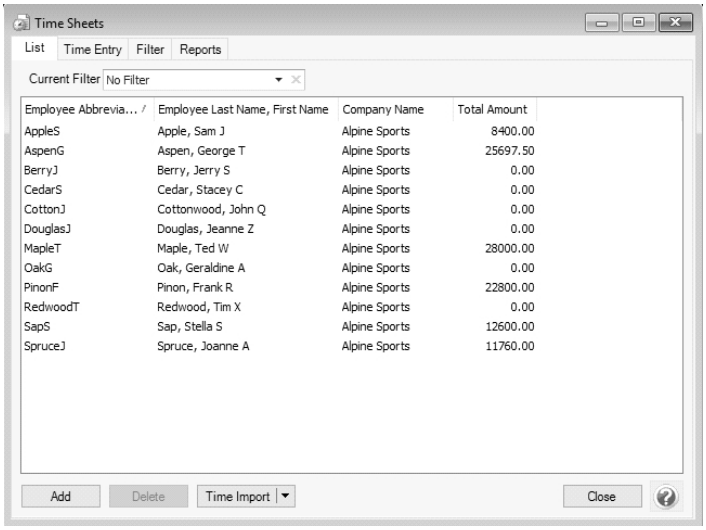
- From CenterPoint Payroll, select **Employee Portal** > **Settings** >**Registration** tab
- Click **Synchronize**.
- Click **OK**.

Importing CenterPoint Time Clock Entries into CenterPoint Payroll

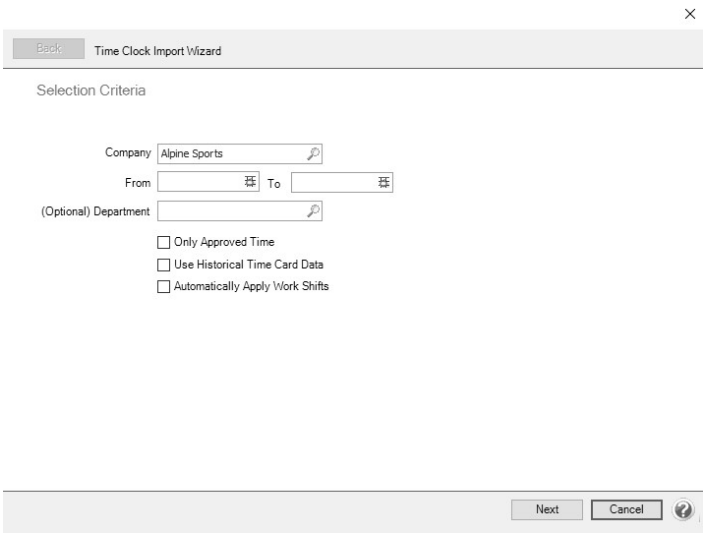
This document explains how to import CenterPoint Time Clock entries from CenterPoint Time Clock into CenterPoint Payroll.

Import Time Cards

1. Select **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**.

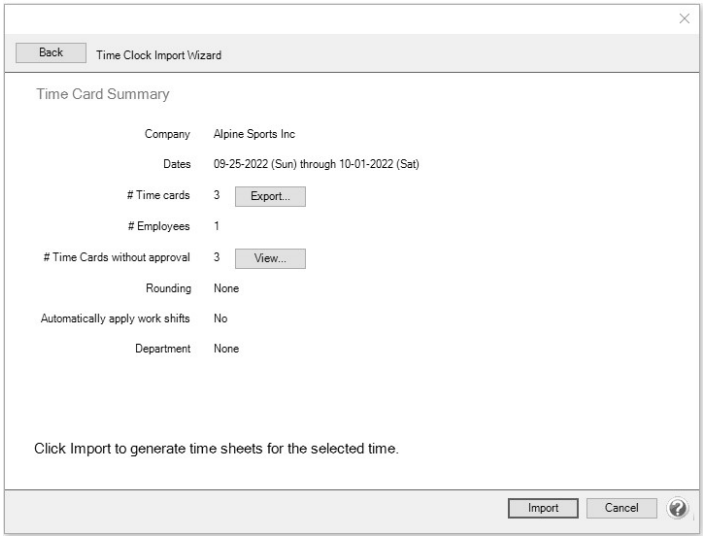


2. Click **Time Import** to import time detail from the CenterPoint Time Clock module.

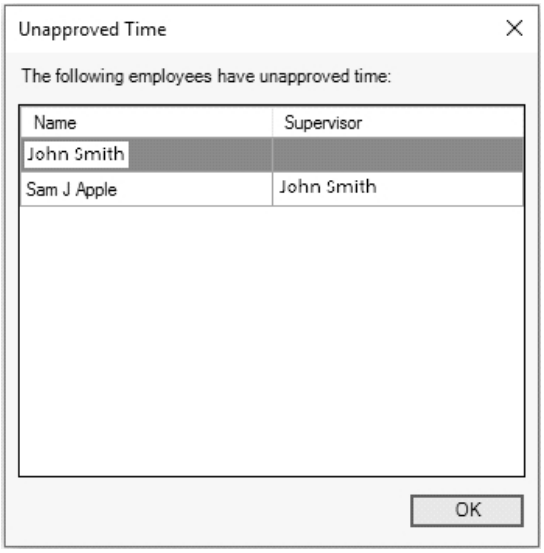


3. In the **Company** box, select the company time cards should be imported for.
4. In the **From/To** boxes, select or enter a date range time cards should be imported for.
5. If you want to import time clock entries separtely by department, in the **(Optional) Department** box, selet a department. If you want to import all time clock entries, leave the box blank.
6. 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.
7. 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.
8. 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.

9. 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.



- Click the **View** button to display a list of those employees (and their supervisor) who have unapproved time cards.



- 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 > Portal 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 hrs = $37.50 / 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.

CenterPoint Employee Portal - Publish Pay Advices

This document includes the following topics:

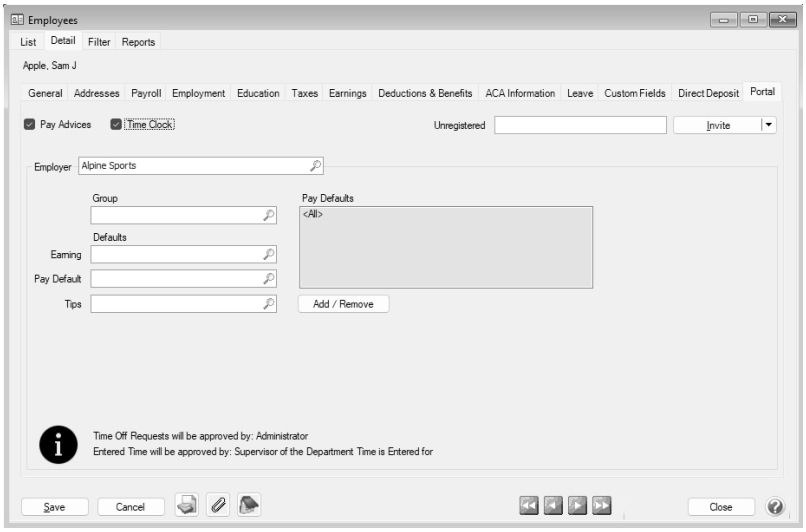
Enroll Individual Employees in the Publish Payroll Advices Service
Additional Employee Documentation
Publish Payroll Advices
Option A - While Processing a Pay Run
Option B - After Posting a Pay Run
Remove Published Pay Advices
Resend an Available Advice Notification to an Employee
Unenroll Employees from the Publish Payroll Advices Service
Synchronize CenterPoint Payroll Information with Publish Pay Advices
Frequently Asked Questions

Prerequisites:

- The Publish Pay Advices module allows you to provide online pay advices for directly deposited pay for employees or for paper checks. See the Direct Deposit document for specific information about setting up and using the add-on module.
- The CenterPoint Employee Portal Setup document must be completed before continuing.

Enroll Individual Employees in the Publish Payroll Advices Service

1. From CenterPoint Payroll, select **Setup** > **Employees** > **Portal** tab.
2. Click the **Pay Advices** check box to indicate that direct deposit advices or paper check advices should be published online.



3. If you would like CenterPoint to send the employee an enrollment email with instructions for registering, enter the email address in the **Unregistered** box and then click **Invite**. If you choose not to send the enrollment email, you will need to provide instructions to your employee outside of CenterPoint.

Note: The Employee Enrollment email notification text from **Employee Portal** > **Settings** > **Employee Notifications** will be sent to the employee email address entered here.

4. See the Frequently Asked Question section of this document for information about troubleshooting Publish Pay Advices.
5. Click **Save**.
6. Click **Close**.

Additional Employee Documentation:

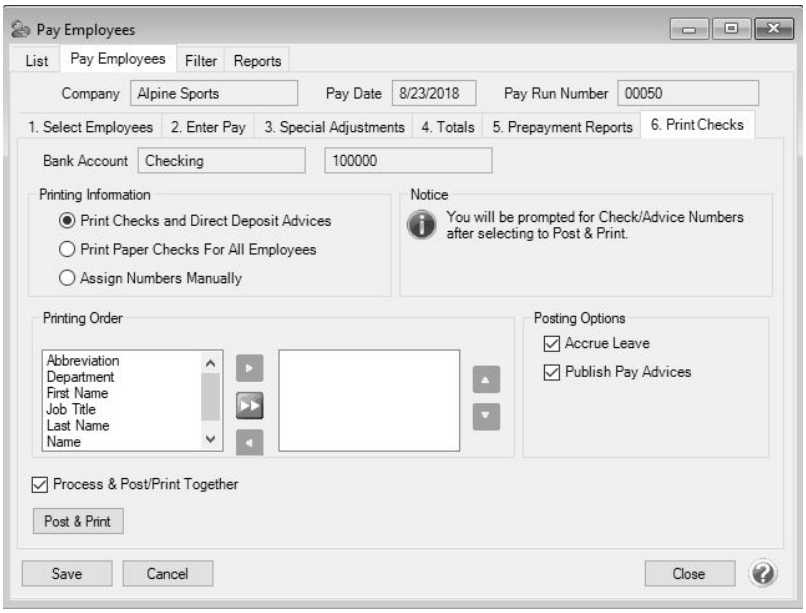
The following documentation is available and can be distributed to your employees. Click the link below to view the documentation.

- Employee Quick Reference for Publish Pay Advices – This document contains concise information about using Publish Pay Advices.

Publish Payroll Advices

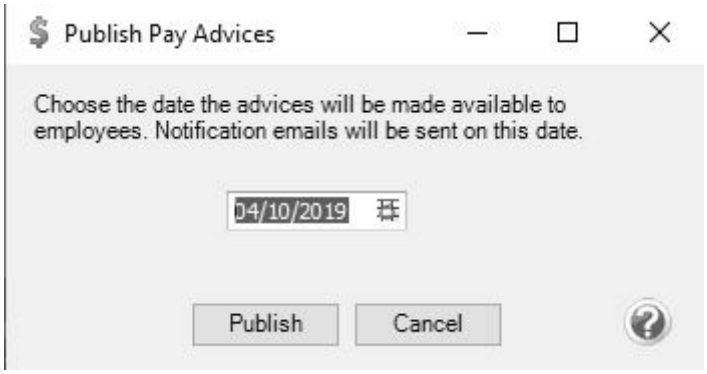
Option A - While Processing a Pay Run

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**.

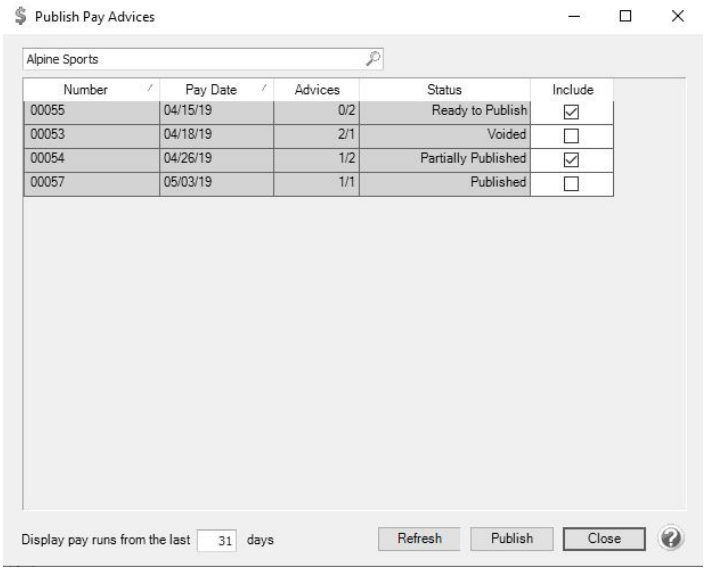


Note: The Advice Published email notification text from **Employee Portal** > **Settings** > **Employee Notifications** will be sent to the email address the enrolled employees registered with from noreply@redwingsoftware.com on the date selected above at 12 AM. Advices will not be available online and email notifications will not be sent until the date selected above.

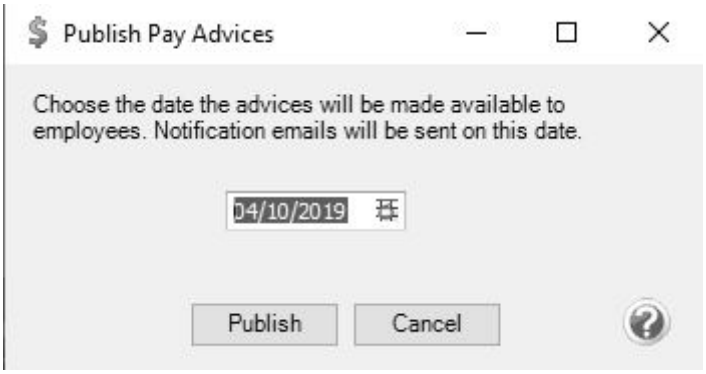
Option B - After Posting a Pay Run

1. Select **Employee Portal** > **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.

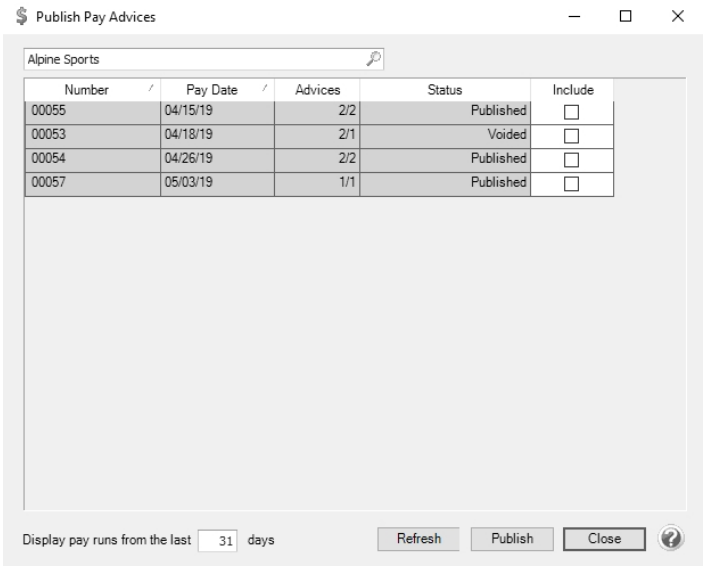


3. Under the **Advices** column, the first number is the advices that have already been published
4. Under the **Status** column, the following can display
    - **Published** - This status displays when a pay run includes enrolled employees that had the Publish Pay Advice check box selected when the 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**.



Note: The Advice Published email notification text from **Employee Portal** > **Settings** > **Employee Notifications** 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.

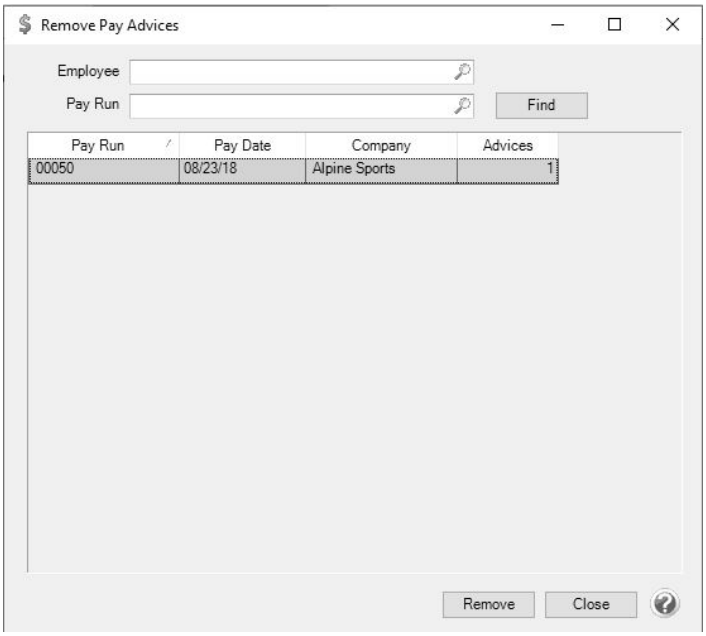
7. The status of the pay runs will change to a Published status as shown below.



8. Click **Close**.

Remove Published Pay Advices

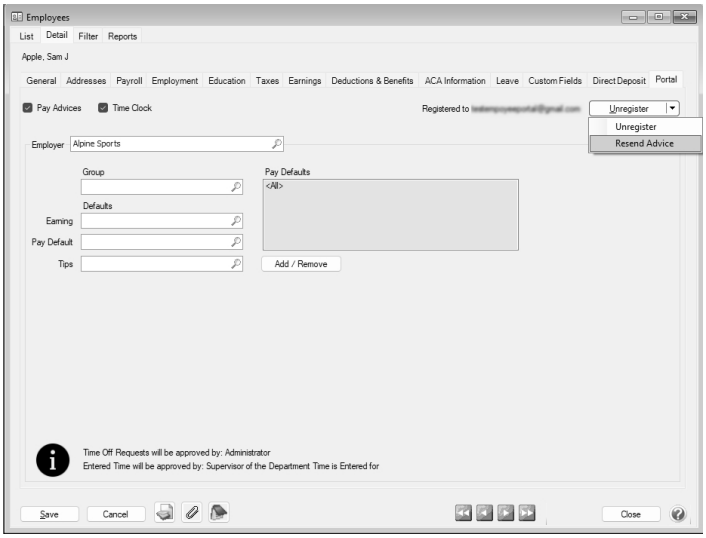
1. Select **Employee Portal** > **Pay Advices** > **Remove Advices**.
2. Select an **Employee** you want to remove published pay advices for or leave blank to include all employees.
3. Select a **Pay Run** you want to remove published pay advice in or leave blank to include all pay runs for the selected employee.
4. Click **Find**.



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 form the web. Are you sure?* message, click **Yes**.

Resend an Available Advice Notification to an Employee

1. Select **Setup** > **Employees** > **Portal** tab.
2. In the box next to **Registered "employee email address"** box, click the drop-down arrow and select **Resend Advice**
3. At the *Are you sure you want to send advice available email for this employee?* message, click **Yes.**.



Note: The Advice Published email notification text from **Employee Portal** > **Settings** > **Email Notifications** 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** > **Portal** tab.
2. Unselect the **Pay Advices** check box.
3. Click **Save**.



Note: The Employee Unenrolled email notification text from **Employee Portal** > **Settings** > **Email Notifications** 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 **Employee Portal** > **Settings.**.
2. Click **Synchronize**.
3. Click **OK**.

Frequently Asked Questions

Q: Can the default e-mail messages be changed?

A: Yes. To change email messages:

1. In CenterPoint Payroll, select **Employee Portal** > **Settings** and select the **Employee Notifications** 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 Messageof 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 Message 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 **Employee Portal** > **Settings** > **Administration** tab in the **Contact Name** and **Contact Email** boxes.

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?

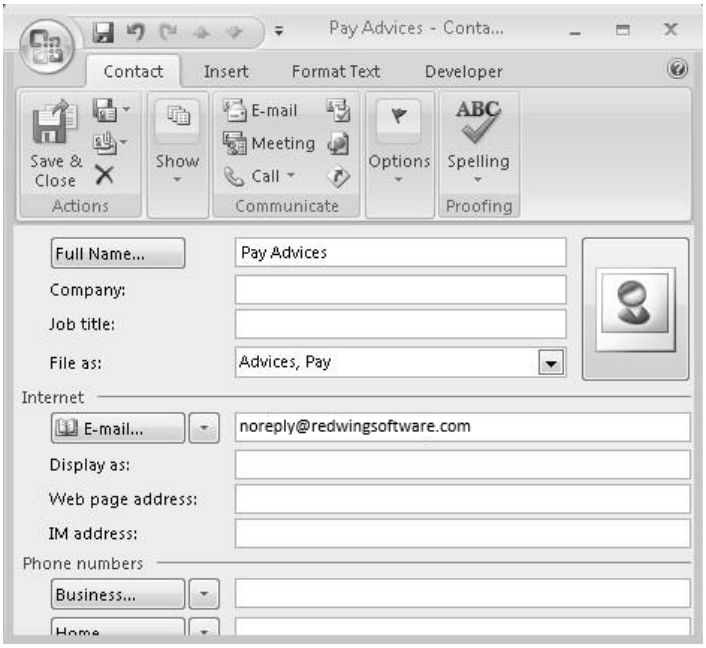
A: The employee will only receive pay advice notifications at the email address they specified in their Employee Portal settings.

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 web services 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 domain can be added as a safe domain.

Q: Is it possible to resend an Enrollment or Available Advice email 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 **Employee Portal** > **Pay Advices** tab.
2. In the box next to **Registered "employee email address"** box, click the drop-down arrow and select **Resend Advice**.
3. At the *Are you sure you want to send advice available email for this employee?* message, click **Yes.**
4. Click **Save**.

Resend an Enrollment Email Notification to an Employee

1. Select **Setup** > **Employees** > **Portal** tab.
2. In the **Unregistered** box, enter the email address and then click **Invite**.

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 Employee Portal> Settings > Email Notifications tab 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@redwingsoftware.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: 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: My CenterPoint Payroll data and web services are not reflected correctly. How can I ensure they are in sync??

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 in **Employee Portal** > **Registration** tab..

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:

- **Employee Portal** > **Pay Advices** > **Publish Advices** > **Allow Publish Advices**
- **Employee Portal** > **Pay Advices** > **Remove Advices** > **Allow Remove Advices**
- **Employee Portal** > **e Settings** > **Allow Set of Employee Portal 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 **Employee Portal** > **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 for payroll web services online?

A: An employee can change their password in CenterPoint Employee Portal by following the steps below:

1. From a web browser, enter **https://employeeportal.redwingsoftware.com**
2. On the menu on the left side of the screen, select **Settings** and then click **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 Employee Portal > Settings > Email Notifications 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 be will 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.

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.

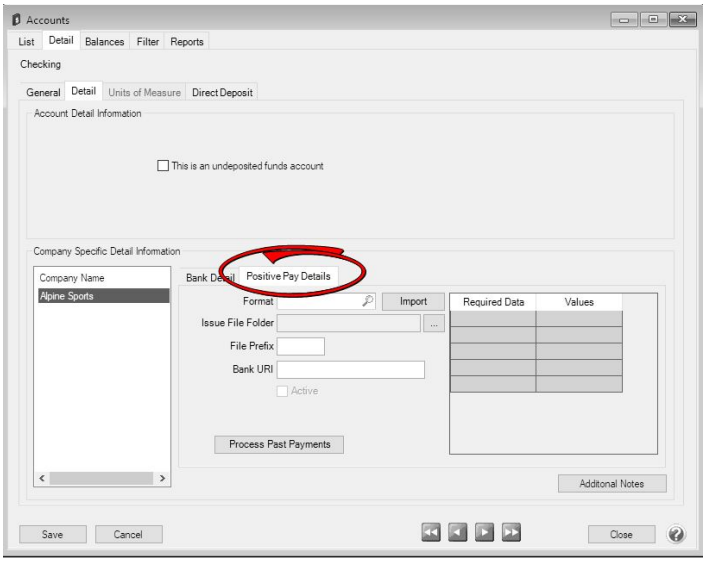
Positive Pay file formats vary from bank to bank. CenterPoint has pre-defined format layouts and any format for any bank can be created. If your bank is not one of the pre-defined layouts, please contact Red Wing Software Technical Support for assistance on having a positive pay format defined.

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.



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.

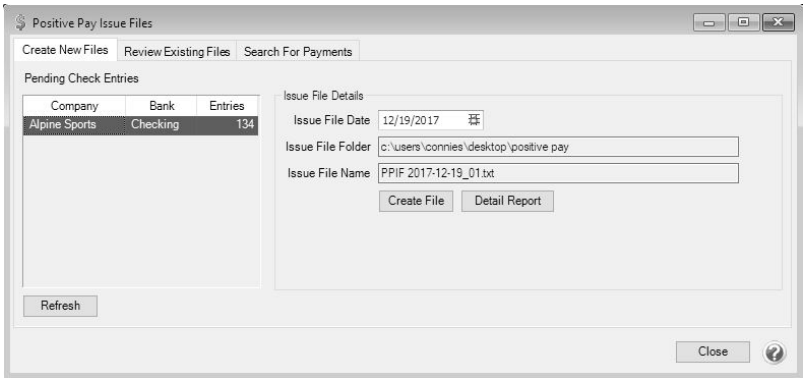
Note: If the next step is performed and you have never used Processes > Bank Reconciliation to reconcile cleared checks, all of the checks that you have ever printed will be included in the positive pay issue file.

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**.

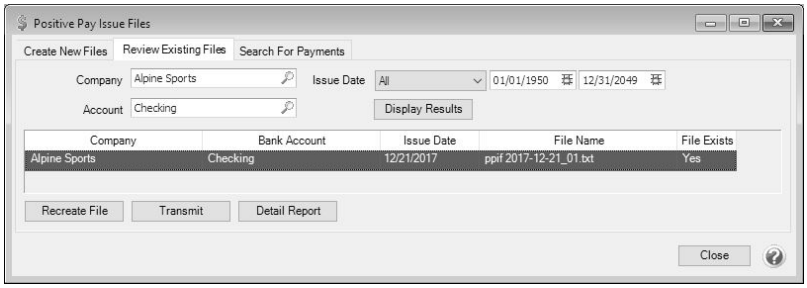
Step B - Process Positive Pay Issue Files

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.

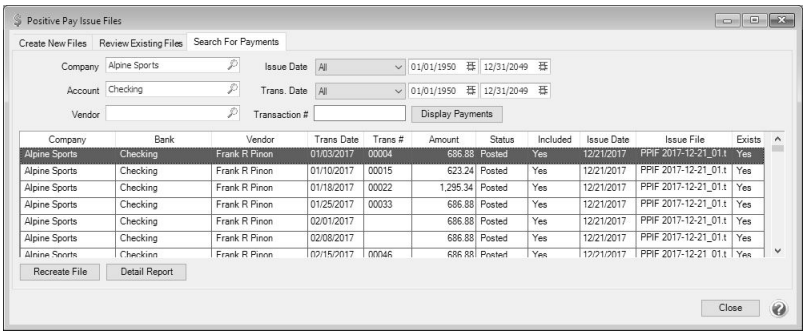
3. Select a **Pending Check Entry** from the left side of the screen.
4. The right side of the screen will display the Issue File Folder and Issue File Name created from the Positive Pay Details tab in Setup > Accounts > Accounts. Verify the Issue File Date.



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.



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**.



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

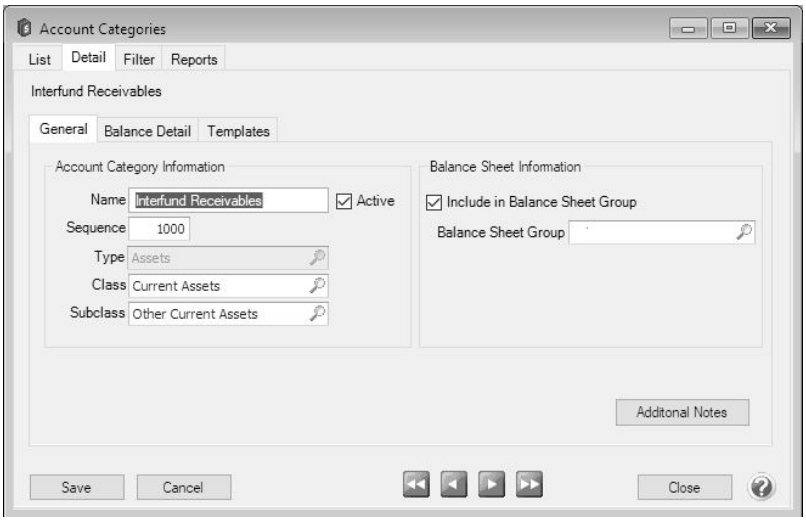
Step D: Process Payroll with Distribution

Step E: Report on Distribution

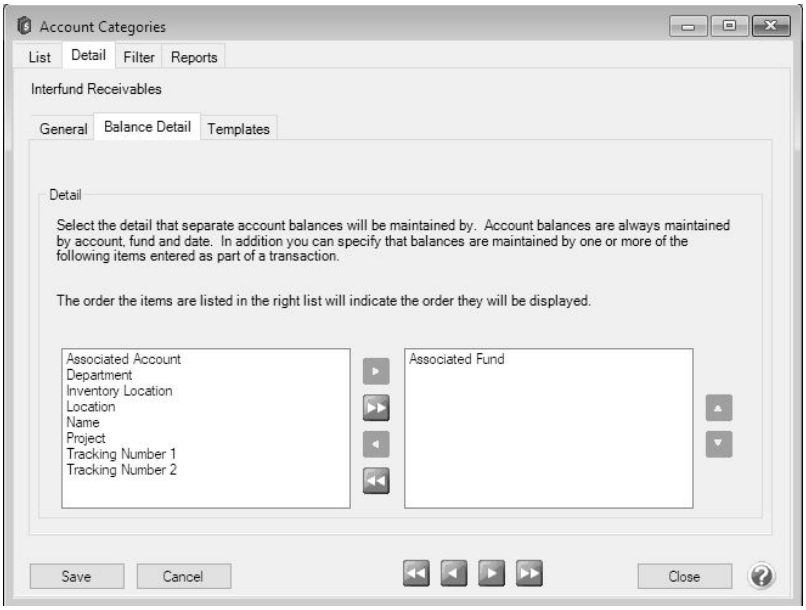
Step F: Record Payment of Transfer of Liabilities/Expense

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.**



8. Click the **Balance Detail** tab.
9. Move **Associated Fund/Company** from the left list to the right list.

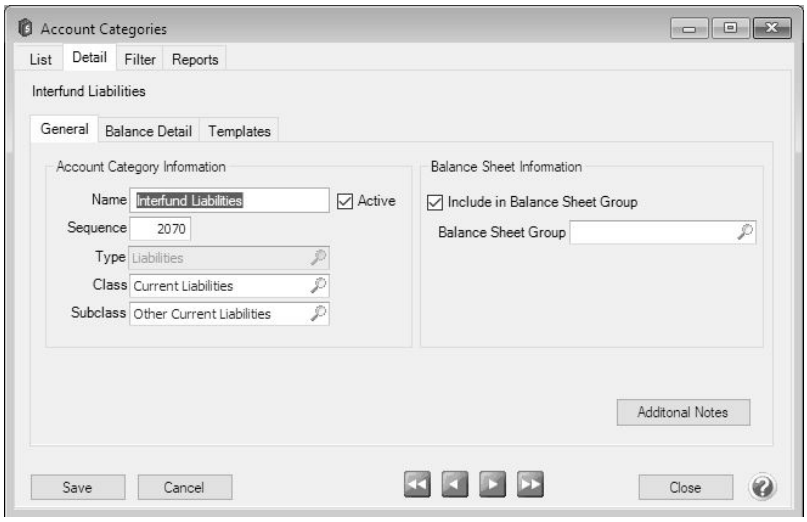


10. Click **Save**.

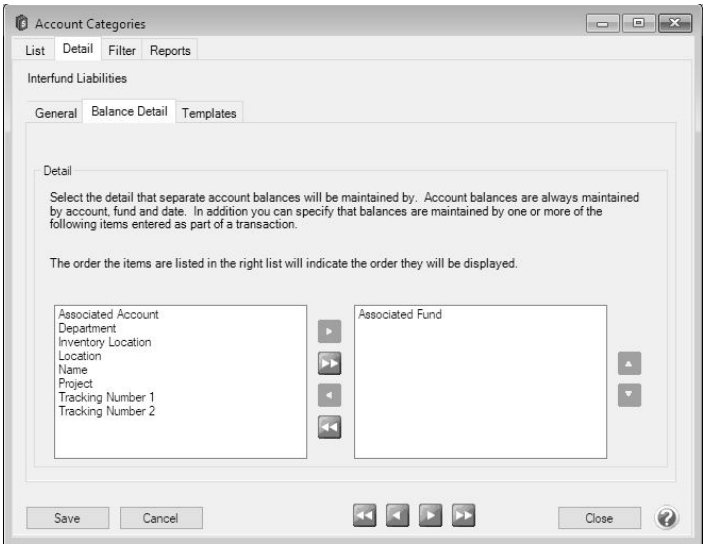
Create an Interfund/Intercompany Payables Account Category

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**.



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**.

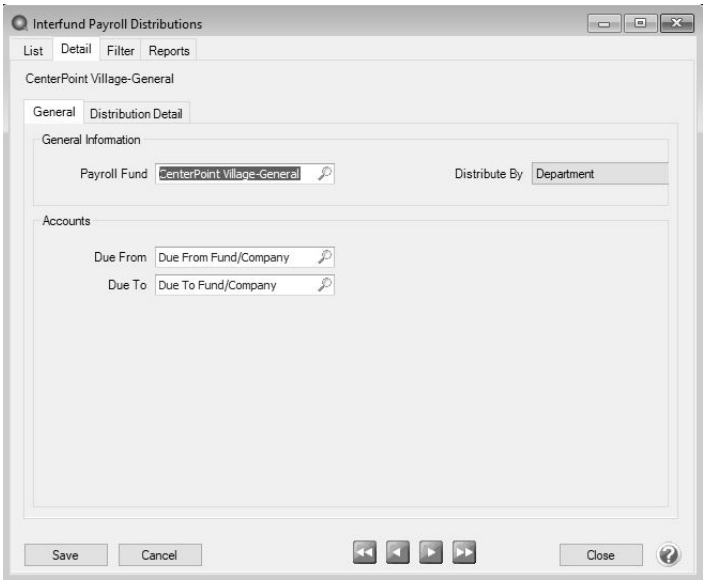
4. In the **Type** box, select **Assets**.
5. In the **Category** box, select **Interfund/Intercompany Receivables**.
6. Click **Save**.

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**.

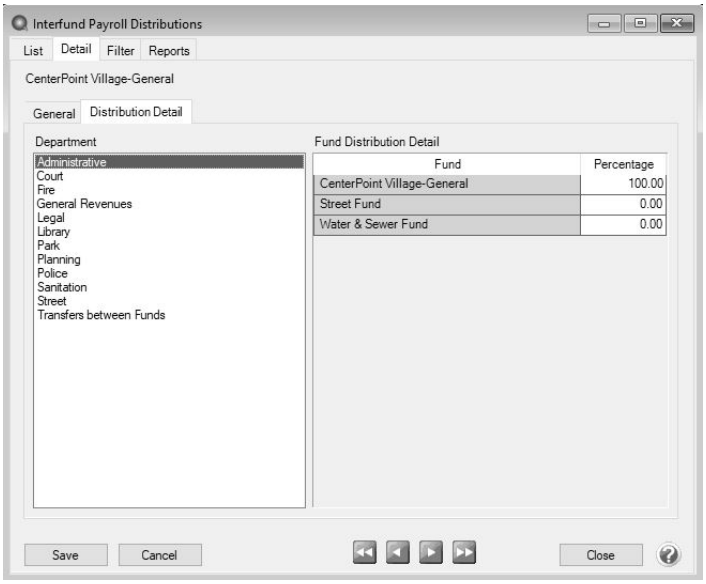
Step C: Setup Interfund/Intercompany Distribution

1. Select **Setup** > **Payroll Details** > **Interfund/Intercompany Payroll Distributions**.
2. Click **New**.



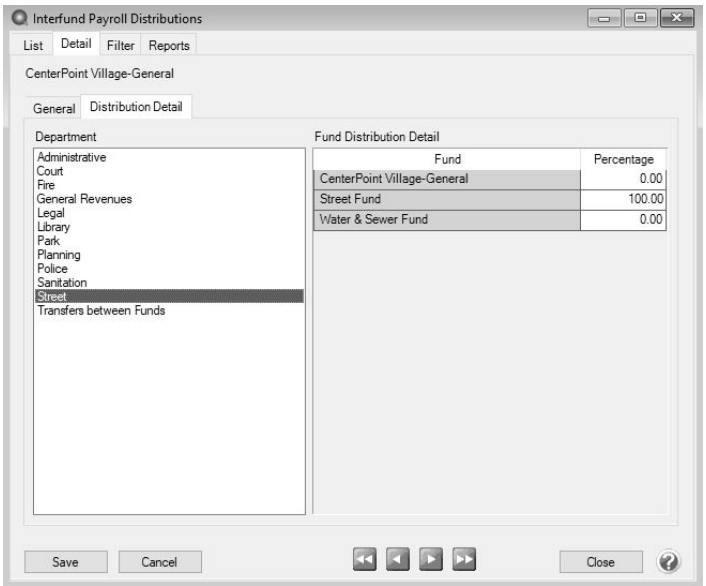
3. In the **Payroll Fund/Company** box, select the fund/company that processes payroll for other funds/companies. You will be warned if a fund/company already has an assigned distribution.
4. In the **Distribute By** box, select either **Department/Profit Center** or **Location/Production Center**.
5. 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.



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.

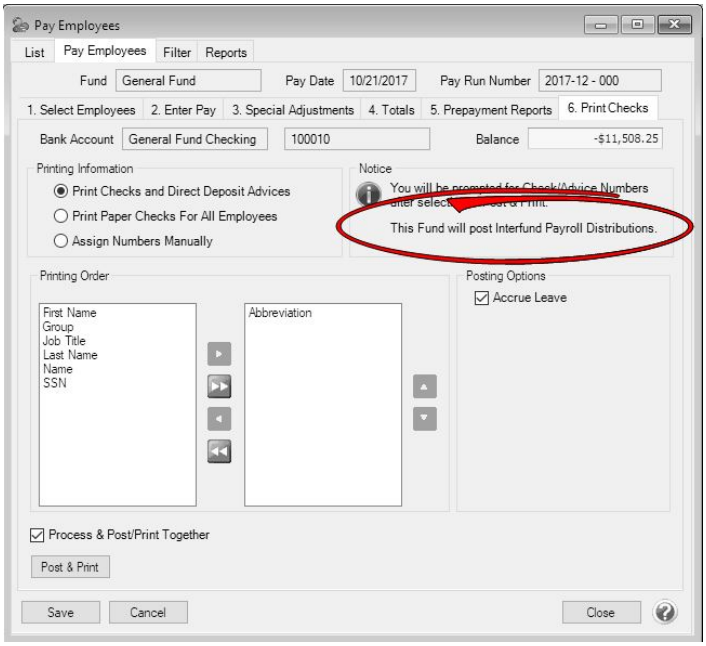
Note: If a fund/company is not listed and should be, select **Setup** > **Payroll Details** > **Employer**, select the **Fund/Company** tab, move the fund/company from the left side of the screen under Available Funds to the right side of the screen under Funds/Companies Processed By this Employer, and then click **Save**.



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

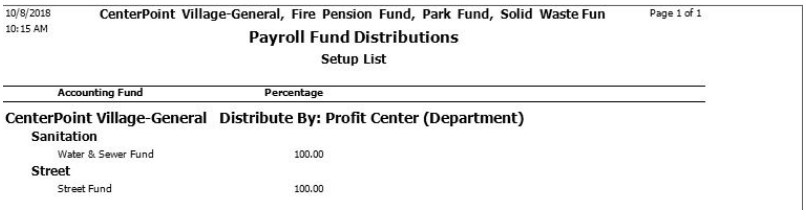
1. Process payroll as you normally would using either the Processing a Pay Run/Pay Employees or Processing Payroll Using Time Sheets topics.
2. When you have an Interfund/Intercompany Payroll Distribution set up, the only difference you will see in payroll processing is a notation on the 6.Print Checks 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**.

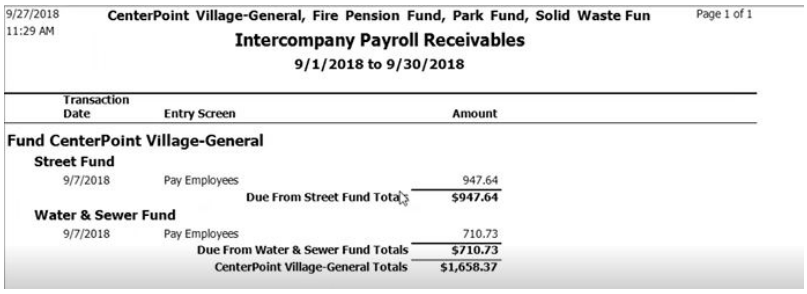
- **Payroll Fund/Company Distribution Setup List** - Lists the funds that are paid by a payroll fund and the percentage of distributions for each.


10/8/2018 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.



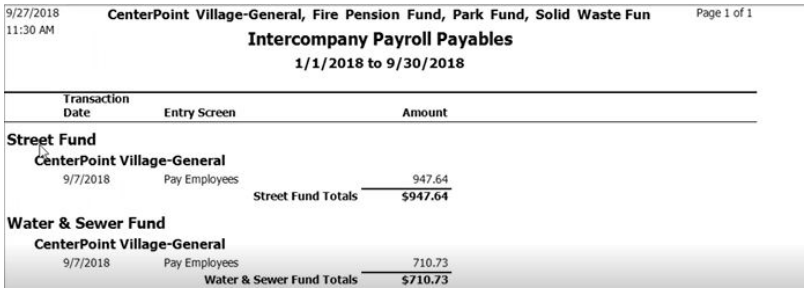
9/27/2018 11:29 AM — CenterPoint Village-General, Fire Pension Fund, Park Fund, Solid Waste Fun — Page 1 of 1

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 Total	**$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 .



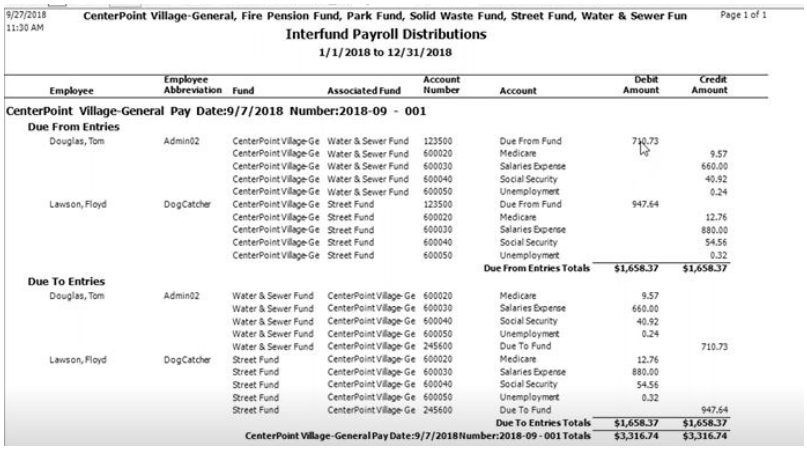
9/27/2018 11:30 AM — CenterPoint Village-General, Fire Pension Fund, Park Fund, Solid Waste Fun — Page 1 of 1

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	**$947.64**
Water & Sewer Fund		
CenterPoint Village-General		
9/7/2018	Pay Employees	710.73
	Water & Sewer Fund Totals	**$710.73**

- **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

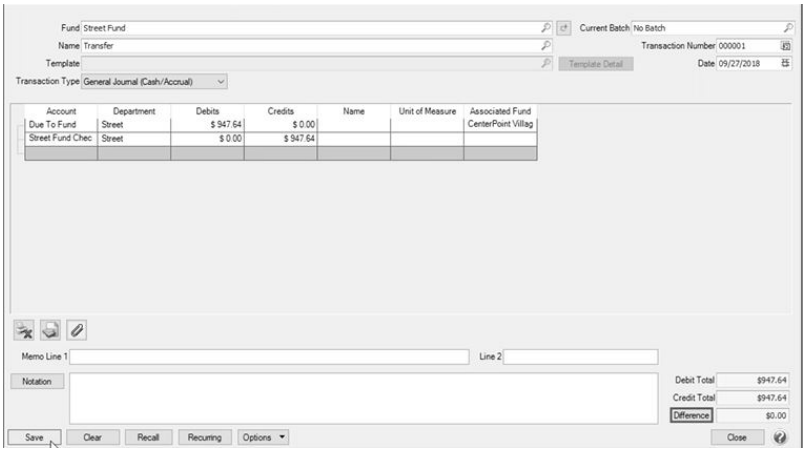
Interfund Payroll Distributions

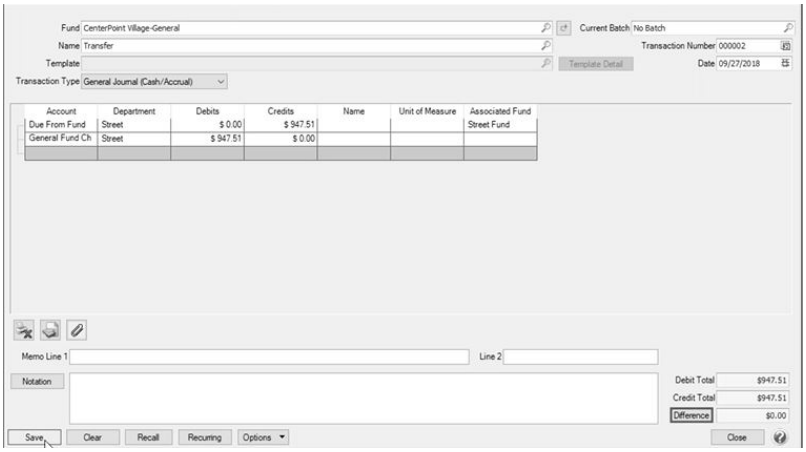
1/1/2018 to 12/31/2018

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	
		Water & Sewer Fund	CenterPoint Village-Ge	245600	Due To Fund		710.73
Lawson, Floyd	DogCatcher	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**.





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)

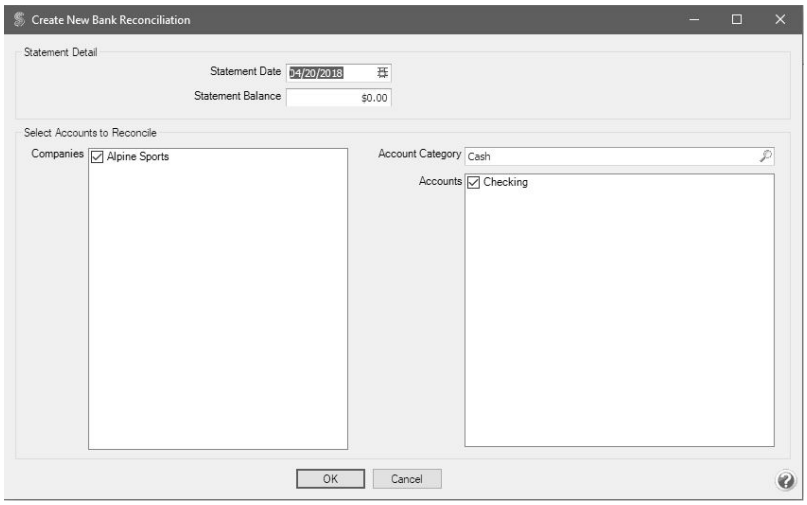
Step C: Select Transactions to Reconcile

Step D: Review Summary & Print Reconciliation Report

Frequently Asked Questions (FAQ)

Step A: Select Account to Reconcile

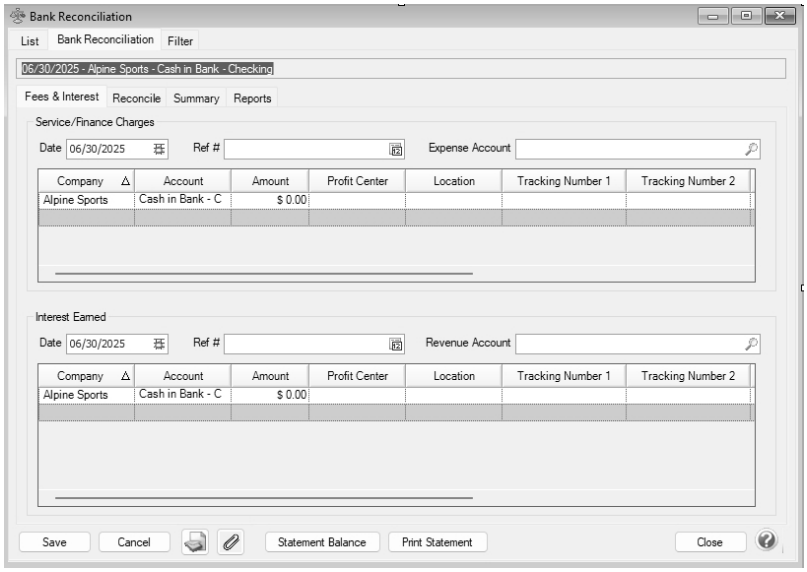
1. Select **Processes > Banking > Bank Reconciliation**.
2. Click **Create New**.



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".

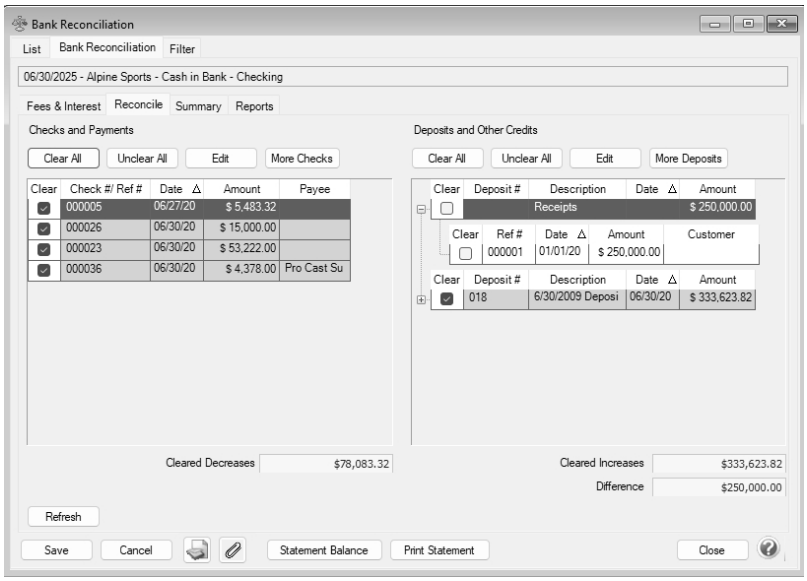
The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.



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.



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 Statement** 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 Statement** button to view a variety of Bank Reconciliation reports.

Note: If you want to attach a document to this transaction, see the Scan and Attach Documents topic for detailed information.

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?

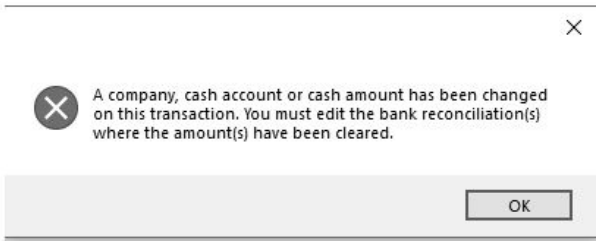
A: Yes. Click on **Processes > Banking > Bank Reconciliation**. After selecting the appropriate companiesand account(s), select **Reconciled Statement** and the original **Statement Date**. Then click on the various reconciliation tabs to review the bank reconciliation. Select the Reports tab to print 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.

Q: What happens when a bank reconciliation is deleted?

A: Deleting a bank reconciliation would remove the bank reconciliation for that date from the system. Any transactions that were cleared would no longer show as cleared and any fees or interest added would be reversed. It would allow you to start over with reconciliation for that statement.

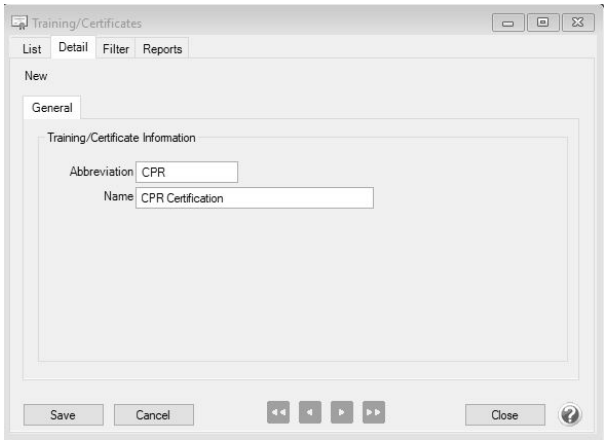
Employee Training and Certification Tracking

Keep track of training and certifications earned by employees with the Employee Certification Tracking option. Track training completion and expiration dates as well as additional notes. All training and certification information is tracked within the **Setup** > **Employees** > **Education** tab for each employee by employer. The training/certification information can be printed for your records from **Reports** > **Reports** > **Payroll Setup Lists** > **Employees** > **Employee Education**.

Training/certificate items are first created (for example: Microsoft Certified Professional, Certified Trainer, Physical Trainer, CPR Certificate, etc.) in **Setup** > **Payroll Details** > **Training/Certificate** and then can be assigned to an employee.

Training/Certificate Setup

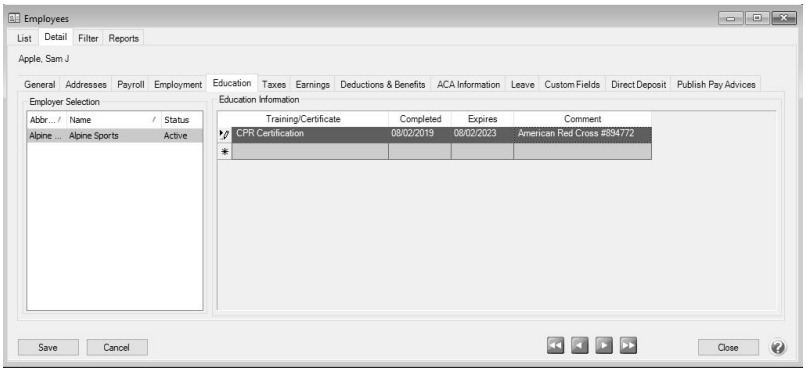
1. Select **Setup** > **Payroll Details** > **Training/Certificates**.
2. Click **New**.
3. In the **Abbreviation** box, enter an abbreviation for the training or certificate.
4. In the **Name** box, enter a name for the training/certificate.



5. Click **Save**.

Assign Training/Certificate to an Employee/Employer

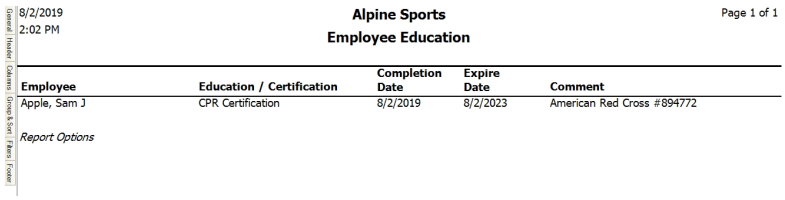
1. Select **Setup** > **Employees.**
2. Select the **Education** tab.
3. Under Employer Selection on the left side of the screen, select the employer this training/certificate is for. A list of all employers will display. The Status column will indicate whether the employee is Active or Inactive for the employer.
4. In the **Training/Certificate** box, select a training or certificate item.
5. In the **Completed** box, enter or select the date the training as completed or the date the certificate was issued.
6. In the **Expiration** box, enter or select the date the training/certificate expires or should be retaken.
7. In the **Comment** box, enter up to 500 characters of optional additional comments.
8. In the **Hours** box, enter the number of hours the employee attended trainng/certification.



9. Click **Save**.

Print the Employee Education Report

1. Select **Reports** > **Reports** > **Payroll Setup Lists**.
2. Select **Employee Education**.
3. Click **Print** or **Preview**.



8/2/2019
2:02 PM

Alpine Sports
Employee Education

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Employee	Education / Certification	Completion Date	Expire Date	Comment
Apple, Sam J	CPR Certification	8/2/2019	8/2/2023	American Red Cross #894772

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