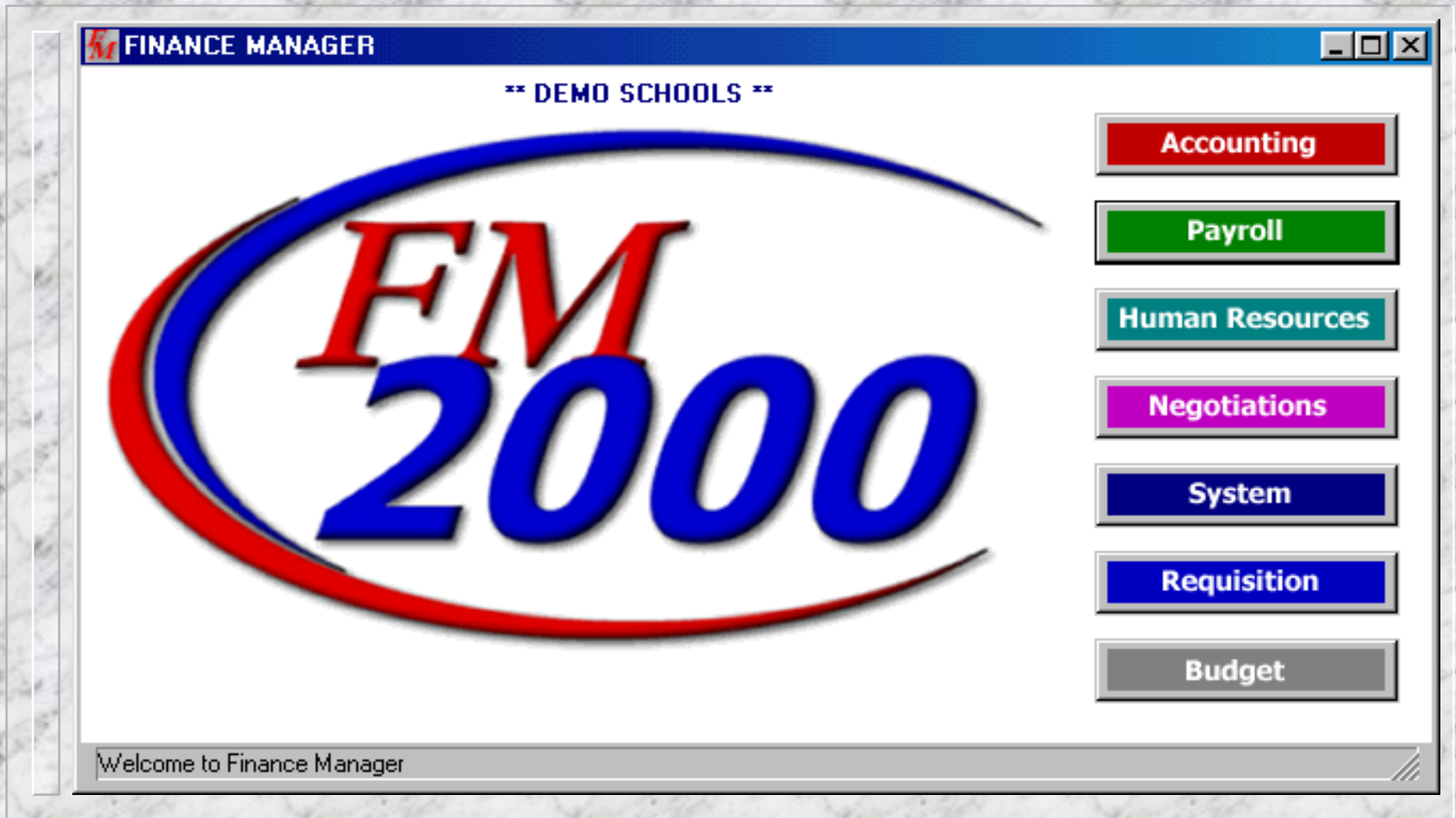


# FM2000

## Automated Trust and Agency



# Automated Trust and Agency

## Purpose:

- This routine is used to automate disbursements for a given payroll(s) from the Trust & Agency fund. Disbursements such as payments for Federal, FICA/Medicare and State withholdings in addition to other employee related disbursements like Credit Union deductions, Garnishments, TSA Contributions, Organizational Dues, Retirement Loan payments, etc can be included in the routine.

# Helpful Hints When Using the Automated Trust and Agency Routine

## **Remember the following when using this routine:**

1. Enter the G/L Account and A/P Vendor for ALL deductions in the maintenance area of Payroll Manager (See Next Slide). This will help in 2 ways: First, this information will be printed on the Payroll Transaction Journal where it can be referenced from. Second, the Automated Trust and Agency Routine will default these values for any new codes that are set up.
2. This routine will only work for payroll checks that have NOT been distributed to Accounting Manager through the Payroll Distribution routine. Therefore it MUST be run prior to distributing the payroll to accounting.

# Enter Account and Vendor in Payroll Deduction Maintenance

**P Payroll Maintenance Menu**

Depts Buildings Accounts **Ded Codes** Pay Freqs Earn Codes

Code	Description	Tax Type
CRED UN	CREDIT UNION	Before
ERS	EMP'S RETIREMENT SY:	Before
ERSAR	ERS ARREARS	After
ERSAR414	ERS ARREARS-414H	Before
ERSBACK	ERS ADJUSTMENT	Before
ERSLN	ERS LOAN	After
FLX-MED	FLEX MEDICAL	Before
GARN-ASC	GARN-ALBANY SCU	Before
TRS	TCH'S RETIREMENT SY:	Before

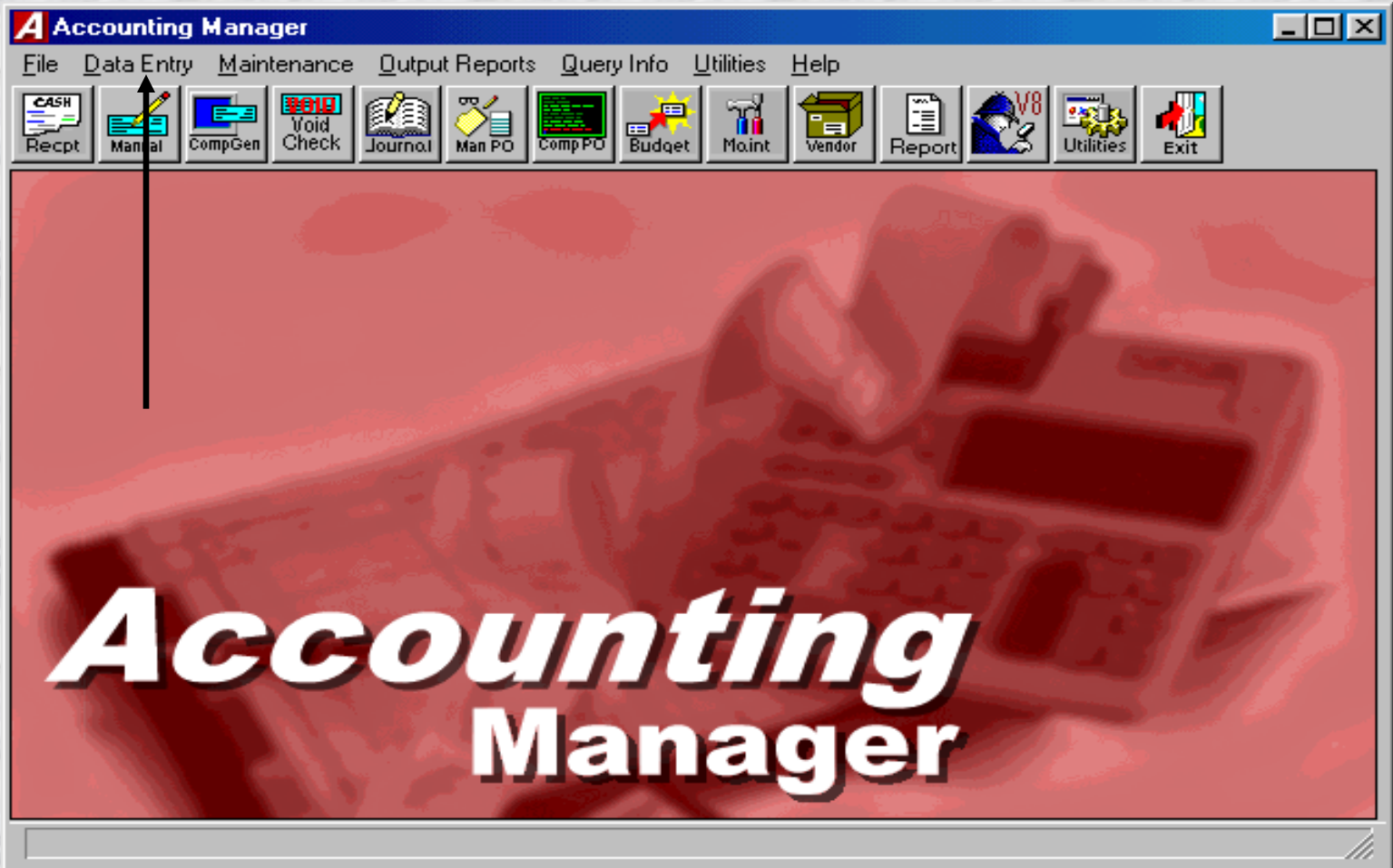
Code: CRED UN Descr: CREDIT UNION  
Annuity: No Type: Before Tax Deduction From Gross Flex: No  
Flex: Reimbursement Bond: No Bond Amount: 0.00  
Bank Acct: No Exclude From Calc: no Mandatory: No  
\*\*\*\*\* DEFAULT SETTINGS \*\*\*\*\*  
Pay Freq: ALL Ded Year: F Amt/Pct: 0.00  
Times Taken: 0 Ded Type: \$ Dollar Lim: 0.00  
\*\*\*\*\* ACCOUNTING INFORMATION \*\*\*\*\*  
G/L Acct: TA85  
A/P Vend: 2047 CREDIT UNION  
CREDIT UNION  
Print Pos: 0 Exemptions:

Sort:  Code  Description  
Starting:   
Type:  All  Before Tax  After Tax

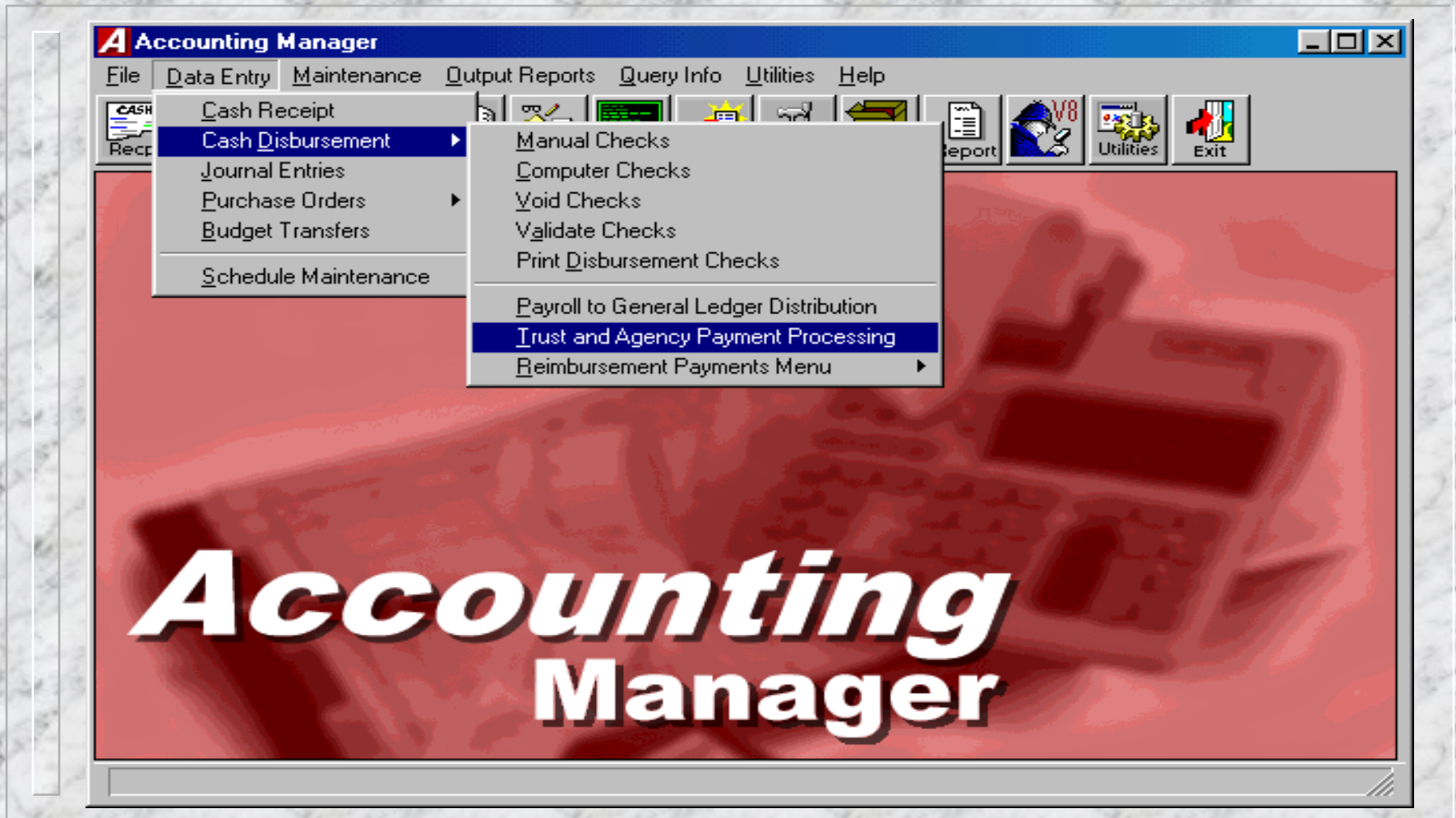
Next Prev First Last Update Reset Add Delete Cancel Exit

Press for Exemptions.

# Proceed to Data Entry Area of Accounting Manager



# Choose Trust and Agency Payment Processing



# Trust and Agency Initial Setup

**Trust and Agency Payment Processing**

File Navigation

Summ. Payroll | Review Pymnt | Cash Disbsmnt | Maintenance

**Trust and Agency Payment Generation Criteria**

Date Range

Starting Payroll Check Date: 02/02/01

Ending Payroll Check Date: 02/02/01

Payment Cycle

Every

Weekly

Monthly

Quarterly

Annually

Process

# Setup Codes for Trust and Agency Payments

- Choose the Maintenance tab to proceed with setup

**Trust and Agency Payment Processing**

File Navigation

Summ. Payroll | Review Pymnt | Cash Disbsmnt | **Maintenance**

**Trust and Agency Payment Generation Criteria**

Date Range

Starting Payroll Check Date: 02/02/01

Ending Payroll Check Date: 02/02/01

Payment Cycle

Every

Weekly

Monthly

Quarterly

Annually

Process



# System Default TA Codes

<b>FICA-EMPL</b>	- Employees' share of FICA
<b>FICA-EMPR</b>	- Employer's share of FICA
<b>FWT</b>	- Employees' Federal Tax Withholding
<b>MEDI-EMPL</b>	- Employees' share of Medicare
<b>MEDI-EMPR</b>	- Employer's share of Medicare
<b>NET</b>	- Net Payroll to Disburse
<b>SWT</b>	- Employees' State Tax Withholding

**Note:** If you do not wish to automate any of these default codes, simply change the Pay Cycle to Never on the Maintenance Tab.

# Update Default TA Codes for Automation of Payments

## ■ Enter Payment Method

- Check
- Wire Trans
- Electronic

## ■ Enter Type of Payment

### 1. Consolidated -

Consolidates into one check entry for all employees with the deduction

### 2. Singular – Will

create check entries by employee, but requires an additional code entry for each employee. Allows the entry of a Ref# by individual employee which is printed as the Invoice # on checks.

**A Trust and Agency Payment Processing**

File Navigation

Navigation: [Back] [Forward] [Home] [Print] [Save] [Reset] [Add] [Delete] [Cancel] [Exit]

Summ. Payroll | Review Pymnt | Cash Disbsmnt | Maintenance

Code	P/R Description	Payee	Method	Ty
FICA-EMPL	FICA-EMPLOYEE'S SH	IRS	Wire Trans	C
FICA-EMPR	FICA-EMPLOYER'S SH	IRS	Check	C
FWT	FEDERAL WITHHOLDI	IRS	Check	C
MEDI-EMPL	MEDI-EMPLOYEE'S SH	IRS	Check	C
MEDI-EMPR	MEDI-EMPLOYER'S SH	IRS	Check	C
NET	NET PAYROLL	PAYROLL A	Check	C
SWT	STATE WITHHOLDING	PROMPT T	Check	C

TYPES:  All  Consolidated  Singular

TA Code: FICA-EMPL  
 Descr: FICA-EMPLOYEE'S SHAR  
 Pay Meth: Electronic Type: Consolidated  
 Employee: 0 Ref:  
 Vendor #: 2051 IRS  
 Debit Acct: TA26FICA FICA TAX  
 Credit Acct: TA200 CASH IN CHECKING  
 Pay Cycle: Every

Press to Run Report.

# Update Default TA Codes for Automation of Payments (Cont)

- **Enter the Vendor #**
  - Will default from deduction setup
- **Enter the Debit Account**
  - Will default from deduction setup
- **Enter the Credit Account (ie, TA200)**
  - Only updateable for Wire and Electronic Transfers
  - Will default to the TA200 cash account
- **Enter the Pay Cycle** (Every, Weekly, Monthly, Quarterly, Annually or Never)

**A Trust and Agency Payment Processing**

File Navigation

Navigation: [Back] [Forward] [Home] [Print] [Save] [Reset] [Add] [Delete] [Cancel] [Exit]

Summ. Payroll | Review Pymnt | Cash Disbsmnt | **Maintenance**

Code	P/R Description	Payee	Method	Ty
FICA-EMPL	FICA-EMPLOYEE'S SH	IRS	Wire Trans	C
FICA-EMPR	FICA-EMPLOYER'S SH	IRS	Check	C
FWT	FEDERAL WITHHOLDI	IRS	Check	C
MEDI-EMPL	MEDI-EMPLOYEE'S SH	IRS	Check	C
MEDI-EMPR	MEDI-EMPLOYER'S SH	IRS	Check	C
NET	NET PAYROLL	PAYROLL A	Check	C
SWT	STATE WITHHOLDING	PROMPT TA	Check	C

TYPES:  All  Consolidated  Singular

TA Code: FICA-EMPL  
 Descr: FICA-EMPLOYEE'S SHAR  
 Pay Meth: Electronic Type: Consolidated  
 Employee: 0 Ref:  
 Vendor #: 2051 IRS  
 Debit Acct: TA26FICA FICA TAX  
 Credit Acct: TA200 CASH IN CHECKING  
 Pay Cycle: Every

Press to Run Report.

# Adding Other TA Codes

**There are 2 ways to add the TA Codes for deductions which are not currently set-up:**

1. Manually adding ALL deduction codes on the Maintenance tab
  2. Summarizing A Payroll – this will add any missing TA codes included on the particular payroll being summarized. The user must then update these codes on the Maintenance tab for their particular Payment Method, Type, Vendor, Account, and Pay Cycle. Since the system defaults the Pay Cycle to Every for these new codes, if there are NEW code(s) created which do not need to be paid on this particular run, one of the following two steps must be taken prior to creating the disbursements:
    1. The user must manually HOLD the code(s) on the Review Pymnt tab.
- or -
2. The new code(s) must be updated with their proper Payment Cycle and the payroll dates summarized again.

# Manually Adding TA Codes

- **Enter the TA Code** (Same as Deduction Code) or use lookup by clicking on the magnifying glass
- **Enter Payment Method**
  - Check
  - Wire Trans
  - Electronic
- **Enter Type of Payment**
  - **Consolidated** - Consolidates into one check detail entry for all employees with the deduction
  - **Singular** – Will create check entries by employee, but requires an additional code entry for each employee. Allows the entry of a Ref# by individual employee which is printed as the Invoice # on checks

**A Trust and Agency Payment Processing**

File Navigation

Navigation: [Back] [Forward] [Home] [Print] [Save] [Reset] [Add] [Delete] [Cancel] [Exit]

Summ. Payroll | Review Pymnt | Cash Disbsmnt | Maintenance

Code	P/R Description	Payee	Method	Ty
FICA-EMPL	FICA-EMPLOYEE'S SH/IRS		Wire Trans	C
FICA-EMPR	FICA-EMPLOYER'S SH/IRS		Check	C
FWT	FEDERAL WITHHOLDING		Check	C
MEDI-EMPL	MEDI-EMPLOYEE'S SH/IRS		Check	C
MEDI-EMPR	MEDI-EMPLOYER'S SH/IRS		Check	C
NET	NET PAYROLL	PAYROLL A	Check	C
SWT	STATE WITHHOLDING	PROMPT TA	Check	C

TYPES:  All  Consolidated  Singular

TA Code: CRED UN [Q]

Descr: CREDIT UNION

Pay Meth: Check [v] Type: Consolidated [v]

Employee: 0 [Q] Ref: [Q]

\*\* MULTI \*\*

Vendor #: 2047 [Q] [Add]

CREDIT UNION

Debit Acct: TA85 [Q]

CREDIT UNION

Credit Acct: TA200 [Q]

CASH IN CHECKING

Pay Cycle: Every [v]

Press to Select an Account.

# Manually Adding TA Codes (Cont)

- **Enter the Vendor No.**
  - Will default from deduction setup
- **Enter the Debit Account**
  - Will default from deduction setup
- **Enter the Credit Account (ie, TA200)**
  - Only updateable for Wire and Electronic Transfers
  - Will default to the TA200 cash account
- **Enter the Pay Cycle (Every, Weekly, Monthly, Quarterly, Annually or Never)**

**A Trust and Agency Payment Processing**

File Navigation

Navigation: [Back] [Forward] [Home] [Print] [Save] [Reset] [Add] [Delete] [Cancel] [Exit]

Summ. Payroll | Review Pymnt | Cash Disbsmnt | **Maintenance**

Code	P/R Description	Payee	Method	Ty
FICA-EMPL	FICA-EMPLOYEE'S SH/IRS		Wire Trans	C
FICA-EMPR	FICA-EMPLOYER'S SH/IRS		Check	C
FWT	FEDERAL WITHHOLDING		Check	C
MEDI-EMPL	MEDI-EMPLOYEE'S SH/IRS		Check	C
MEDI-EMPR	MEDI-EMPLOYER'S SH/IRS		Check	C
NET	NET PAYROLL	PAYROLL A	Check	C
SWT	STATE WITHHOLDING	PROMPT TA	Check	C

TYPES:  All  Consolidated  Singular

TA Code: CRED UN  
 Descr: CREDIT UNION  
 Pay Meth: Check Type: Consolidated  
 Employee: 0 Ref:  
 \*\* MULTI \*\*  
 Vendor #: 2047  
 CREDIT UNION  
 Debit Acct: TA85  
 CREDIT UNION  
 Credit Acct: TA200  
 CASH IN CHECKING  
 Pay Cycle: Every

Press to Select an Account.

# Reviewing TA Code Maintenance

- To review TA Codes by type (consolidated, singular or All), click on the appropriate radio button from the left-bottom side of the browser
- The codes may be sorted by Code or Description by simply clicking on the respective column heading
- To print the Trust and Agency Codes report, click on the print icon

The screenshot shows the 'Trust and Agency Payment Processing' software interface. The title bar reads 'Trust and Agency Payment Processing'. Below the title bar is a menu bar with 'File' and 'Navigation'. The main window is divided into several sections:

- Navigation Bar:** Contains a 'Print' icon and buttons for 'Save', 'Reset', 'Add', 'Delete', 'Cancel', and 'Exit'.
- Tabbed Interface:** Includes tabs for 'Summ. Payroll', 'Review Pymnt', 'Cash Disbsmnt', and 'Maintenance' (which is currently selected).
- Table:** A table with columns 'Code', 'P/R Description', 'Payee', 'Method', and 'Ty'. The 'Code' column is highlighted in yellow. The table contains the following data:

Code	P/R Description	Payee	Method	Ty
FICA-EMPL	FICA-EMPLOYEE'S SH/IRS		Wire Trans	C
FICA-EMPR	FICA-EMPLOYER'S SH/IRS		Check	C
FWT	FEDERAL WITHHOLDING		Check	C
MEDI-EMPL	MEDI-EMPLOYEE'S SH/IRS		Check	C
MEDI-EMPR	MEDI-EMPLOYER'S SH/IRS		Check	C
NET	NET PAYROLL	PAYROLL A	Check	C
SWT	STATE WITHHOLDING	PROMPT TA	Check	C
- Form Fields:** On the right side, there are several input fields and dropdown menus:
  - TA Code: CRED UN (with a search icon)
  - Descr: CREDIT UNION
  - Pay Meth: Check (dropdown) Type: Consolidated (dropdown)
  - Employee: 0 (with a search icon) Ref: (with a search icon)
  - \*\* MULTI \*\*
  - Vendor #: 2047 (with a search icon and an 'Add' button)
  - CREDIT UNION
  - Debit Acct: TA85 (with a search icon)
  - CREDIT UNION
  - Credit Acct: TA200 (with a search icon)
  - CASH IN CHECKING
  - Pay Cycle: Every (dropdown)
- TYPES Section:** A section at the bottom left with a 'TYPES' label and three radio buttons: 'All' (selected), 'Consolidated', and 'Singular'.

At the bottom of the window, there is a status bar that reads 'Press to Select an Account.'

# Creating the Disbursements

The screenshot shows a software window titled "Trust and Agency Payment Processing" with a menu bar containing "File" and "Navigation". Below the menu bar is a tabbed interface with four tabs: "Summ. Payroll", "Review Pymnt", "Cash Disbsmnt", and "Maintenance". The "Review Pymnt" tab is active, displaying the "Trust and Agency Payment Generation Criteria" form. This form is divided into two main sections: "Date Range" and "Payment Cycle".

**Trust and Agency Payment Generation Criteria**

**Date Range**

Starting Payroll Check Date:

Ending Payroll Check Date:

**Payment Cycle**

- Every
- Weekly
- Monthly
- Quarterly
- Annually



# Summarize Payroll Information

- Enter the Starting & Ending Dates for the Payroll data to be summarized
- Check off the appropriate Payment Cycle(s) for the Payroll information being summarized
- Click the Process button to proceed with payment calculations

**Trust and Agency Payment Processing**

File Navigation

Summ. Payroll | Review Pymnt | Cash Disbsmnt | Maintenance

**Trust and Agency Payment Generation Criteria**

Date Range

Starting Payroll Check Date: 01/20/01

Ending Payroll Check Date: 02/02/01

Payment Cycle

Every

Weekly

Monthly

Quarterly

Annually

Process

# Reviewing/Editing the Disbursements

**A Trust and Agency Payment Processing**

File Navigation

Navigation buttons: Home, Previous, Next, Refresh, Print, Update, Reset, Cancel

Summ. Payroll | **Review Pymnt** | Cash Disbsmnt | Maintenance

Show only the following cycle: All

Code	P/R Description	Vendor	Method	Cycle	Hold	Amount	Unpaid Bal
CRED UN	CREDIT UNION	2047	Check	Every	NO	100.00	0.00
ERS	EMP'S RETIREMENT S	547	Check	Monthly	YES	94.75	0.00
ERSLN	ERS LOAN	547	Check	Monthly	YES	220.00	0.00
FICA-EMPL	FICA-EMPLOYEE'S SHA	2051	Electronic	Every	NO	647.79	0.00
FICA-EMPR	FICA-EMPLOYER'S SHA	2051	Electronic	Every	NO	647.79	0.00
FWT	FEDERAL WITHHOLDII	2051	Electronic	Every	NO	1,826.16	0.00
GARN-ASC	GARN-ALBANY SCU	2052	Check	Every	NO	35.00	0.00
MEDI-EMPL	MEDI-EMPLOYEE'S SH.	2051	Electronic	Every	NO	151.51	0.00
MEDI-EMPR	MEDI-EMPLOYER'S SH	2051	Electronic	Every	NO	151.51	0.00
NET	NET PAYROLL	1333	Check	Every	NO	0.00	0.00

Total Distribution: 4,705.71

Code: CRED UN  
 Amount: 100.00  
 Unpaid Balance: 0.00  
 Hold:

Click on Column (Code, Desc, Vendor, Method, Cycle) to Sort.

# Reviewing the Current Disbursements

- To review payments by Pay Cycle, click on the drop down list and choose accordingly
- The payments may also be sorted by Code, Description, Vendor #, Method or Cycle by simply clicking on the respective column heading
- To print the Current Trust & Agency information that was generated, click on the print icon

**Trust and Agency Payment Processing**

File Navigation

Navigation: [Previous] [Next] [Home] [Print] [Update] [Reset] [Cancel]

Tabs: Summ. Payroll | **Review Pymnt** | Cash Disbsmnt | Maintenance

Show only the following cycle: All

Code	P/R Description	Vendor	Method	Cycle	Hold	Amount	Unpaid Bal
CRED UN	CREDIT UNION	2047	Check	Every	NO	100.00	0.00
ERS	EMP'S RETIREMENT S	547	Check	Monthly	YES	94.75	0.00
ERSLN	ERS LOAN	547	Check	Monthly	YES	220.00	0.00
FICA-EMPL	FICA-EMPLOYEE'S SH4	2051	Electronic	Every	NO	647.79	0.00
FICA-EMPR	FICA-EMPLOYER'S SH4	2051	Electronic	Every	NO	647.79	0.00
FWT	FEDERAL WITHHOLDII	2051	Electronic	Every	NO	1,826.16	0.00
GARN-ASC	GARN-ALBANY SCU	2052	Check	Every	NO	35.00	0.00
MEDI-EMPL	MEDI-EMPLOYEE'S SH	2051	Electronic	Every	NO	151.51	0.00
MEDI-EMPR	MEDI-EMPLOYER'S SH	2051	Electronic	Every	NO	151.51	0.00
NET	NET PAYROLL	1333	Check	Every	NO	0.00	0.00

Total Distribution: **4,705.71**

Click on Column (Code,Desc,Vendor,Method,Cycle) to Sort.

Code: CRED UN  
Amount: 100.00  
Unpaid Balance: 0.00  
Hold:

# Editing the Current Disbursements

- Select the Code to update and click update
- There are 3 items that can be modified:
  - **Amount** - The amount currently set to be disbursed (When the payroll is first summarized, this includes any Unpaid Balance)
  - **Unpaid Balance** – The amount of money which was held from previous payroll(s)
  - **Hold** – A check box which allows the user to manually mark a deduction to be held from the current disbursements and carried forward as an unpaid balance

**Trust and Agency Payment Processing**

File Navigation

Summ. Payroll | **Review Pymnt** | Cash Disbsmnt | Maintenance

Show only the following cycle: All

Code	P/R Description	Vendor	Method	Cycle	Hold	Amount	Unpaid Bal
CRED UN	CREDIT UNION	2047	Check	Every	NO	100.00	0.00
ERS	EMP'S RETIREMENT S	547	Check	Monthly	YES	94.75	0.00
ERSLN	ERS LOAN	547	Check	Monthly	YES	220.00	0.00
FICA-EMPL	FICA-EMPLOYEE'S SHA	2051	Electronic	Every	NO	647.79	0.00
FICA-EMPR	FICA-EMPLOYER'S SHA	2051	Electronic	Every	NO	647.79	0.00
FWT	FEDERAL WITHHOLDII	2051	Electronic	Every	NO	1,826.16	0.00
GARN-ASC	GARN-ALBANY SCU	2052	Check	Every	NO	35.00	0.00
MEDI-EMPL	MEDI-EMPLOYEE'S SH	2051	Electronic	Every	NO	151.51	0.00
MEDI-EMPR	MEDI-EMPLOYER'S SH	2051	Electronic	Every	NO	151.51	0.00
NET	NET PAYROLL	1333	Check	Every	NO	0.00	0.00

Total Distribution: 4,705.71

Hold?

Code: CRED UN  
 Amount: 100.00  
 Unpaid Balance: 0.00  
 Hold:

# Creating the Current Disbursements

**Trust and Agency Payment Processing**

File Navigation

RUN Checks RUN Wires

Summ. Payroll Review Pymnt **Cash Disbsmnt** Maintenance

**Open Cash Disbursement Schedule**

Schedule Description	Fund	Sch#	Dt Opened
A FUND WARRANT-FEB	TA	2	02/01/01
TA PAYROLL 2/01	TA	1	02/01/01

**Payment Parameters**

Date: 02/01/01  
Ref#: 0

OK Cancel

Select an Open Cash Disbursement Schedule

# Creating the Current Disbursements - Checks

- **Select the Schedule** the disbursements should be recorded on
- **Enter the date** you wish to have the disbursements be entered as of – For checks, this may not necessarily be the same as the check date since that will be assigned upon printing
- **Click the Run Checks button** to create Computer Generated checks (Waiting to print) for any payments marked as Payment Method Checks

Trust and Agency Payment Processing

File Navigation

Summ. Payroll Review Pymnt Cash Disbsmnt Maintenance

Schedule Description	Fund	Sch#	Dt Opened
A FUND WARRANT-FEB	TA	2	02/01/01
TA PAYROLL 2/01	TA	1	02/01/01

Payment Parameters

Date: 02/02/01

Ref#: 0

OK Cancel

RUN Checks RUN Wires

# Creating the Current Disbursements – Wire/Electronic Transfers

- **Select the Schedule** the disbursements should be recorded on
- **Enter the date** you wish to have the disbursements be entered as of
- **Click the Run Wires button** to create disbursements for any payments marked as Payment Method Wires or Electronic

Trust and Agency Payment Processing

File Navigation

RUN Checks RUN Wires

Summ. Payroll Review Pymnt Cash Disbsmnt Maintenance

Open Cash Disbursement Schedule			
Schedule Description	Fund	Sch#	Dt Opened
A FUND WARRANT-FEB	TA	2	02/01/01
TA PAYROLL 2/01	TA	1	02/01/01

Payment Parameters

Date: 02/02/01

Ref#: 0

OK Cancel

# Creating the Current Disbursements – Wire/Electronic Transfers (Cont)

- Upon clicking the Run Wires button, the Ref# window will open and a reference number must be entered to proceed. The reference number will serve as a starting number for the disbursements that are created. Once this routine has been run, the Ref# will default to the next number the next time it is run
- After entering the Ref#, click OK to proceed or Cancel to exit the routine

Trust and Agency Payment Processing

File Navigation

RUN Checks RUN Wires

Summ. Payroll Review Pymnt Cash Disbsmnt Maintenance

Schedule Description	Fund	Sch#	Dt Opened
A FUND WARRANT-FEB	TA	2	02/01/01
TA PAYROLL 2/01	TA	1	02/01/01

Open Cash Disbursement Schedule

Payment Parameters

Date: 02/02/01

Ref#: 990001

OK Cancel

Enter a Starting Wire#.



# Finishing Up

- Once the Run Checks routine has been completed, any computer checks that were created can be printed through the Print Disbursement Checks routine. To confirm the utility has worked properly, a Checks Waiting to Print report can be run to confirm check amounts prior to printing them.
- Once the Run Wires routine has been completed, disbursements are created for wires/electronic transfers. To confirm this and their amounts, either a Warrant report or Cash Disbursement Schedule report can be run. These disbursements will NOT appear in either the Computer or Manual Checks routines.