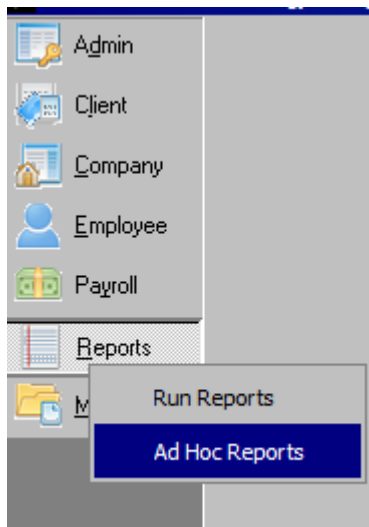
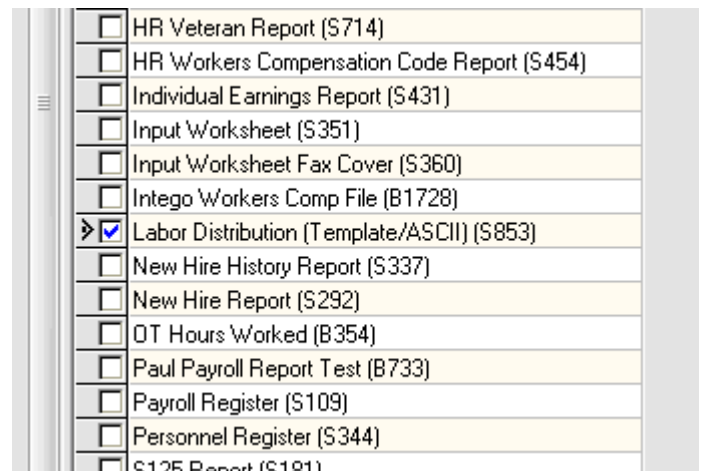


## Labor Distribution Template/ASCII



1. Before you can access company reports, you need to make sure that you have clicked on the 'open company' button. Once you have done this, click on 'Reports'.
2. Select Run Reports from the menu.

3. On the right hand side of the screen select Labor Distribution (Template/ASCII) (S853). If you have not clicked on the open company button you will not see a list of reports to choose.



4. Click on the report parameters tab.
5. Select what check dates of information you would like to run this report for.
6. Click on the Misc Tab. The Grouping and Sorting options that you select will determine how the data is displayed.

The screenshot shows a software interface with several tabs: Payrolls, Misc, Employee Filter, and DBDT Filter. The 'Employee Filter' tab is active. It contains a 'Grouping and Sorting' section with dropdown menus for Group Level (Branch), Group Type (Summary), Group Sort (Group Code), and Detail Sort (Employee SSN). To the right are checkboxes for 'Page Break after each group', 'Mask Sensitive Information', 'Show Terminated Employees', and 'Use "Deductions As Taxes" logic'. Below this is a 'Result Type' section with radio buttons for 'Graphic', 'ASCII Fixed Length', and 'ASCII Delimited'. At the bottom, there are tabs for Column 1 through Column 10, and a 'Column Type' dropdown menu with a 'Change Item Sign' button.

7. 'Group Level' allows you to specify whether you want to display your data based on Company, Branch, Division or Department.
8. 'Group Type' determines whether you see detailed information, summary information or both detailed and summary information for the group levels.
9. 'Group Sort' determines in which order you would like the Group information to be displayed. Valid options are: Group Code or Group Name.

10. Under the column type you will need to select what type of information you would like to see in the column.

This is a close-up of the 'Column Type' dropdown menu. The menu is open, showing a list of options: Earnings (Amounts), Earnings (Hours), Deductions, ED Group, Taxes, and Calculated.

11. Once you select the column type you will notice that below you will get different code choices based on which column type you selected.

The screenshot shows a window with a tabbed interface at the top labeled 'Column 1' through 'Column 10'. Below the tabs, there are two dropdown menus: 'Column Type' set to 'Earnings (Hours)' and 'Column Title' set to 'Regular Hours'. To the right of these is a 'Change Item Sign' button. Below the dropdowns is a table with the following columns: Code, Type, and Description. The table contains 13 rows of data. The row for 'E02 Regular' has a checkmark in the first column and a blue arrow pointing right. The other rows have empty checkboxes.

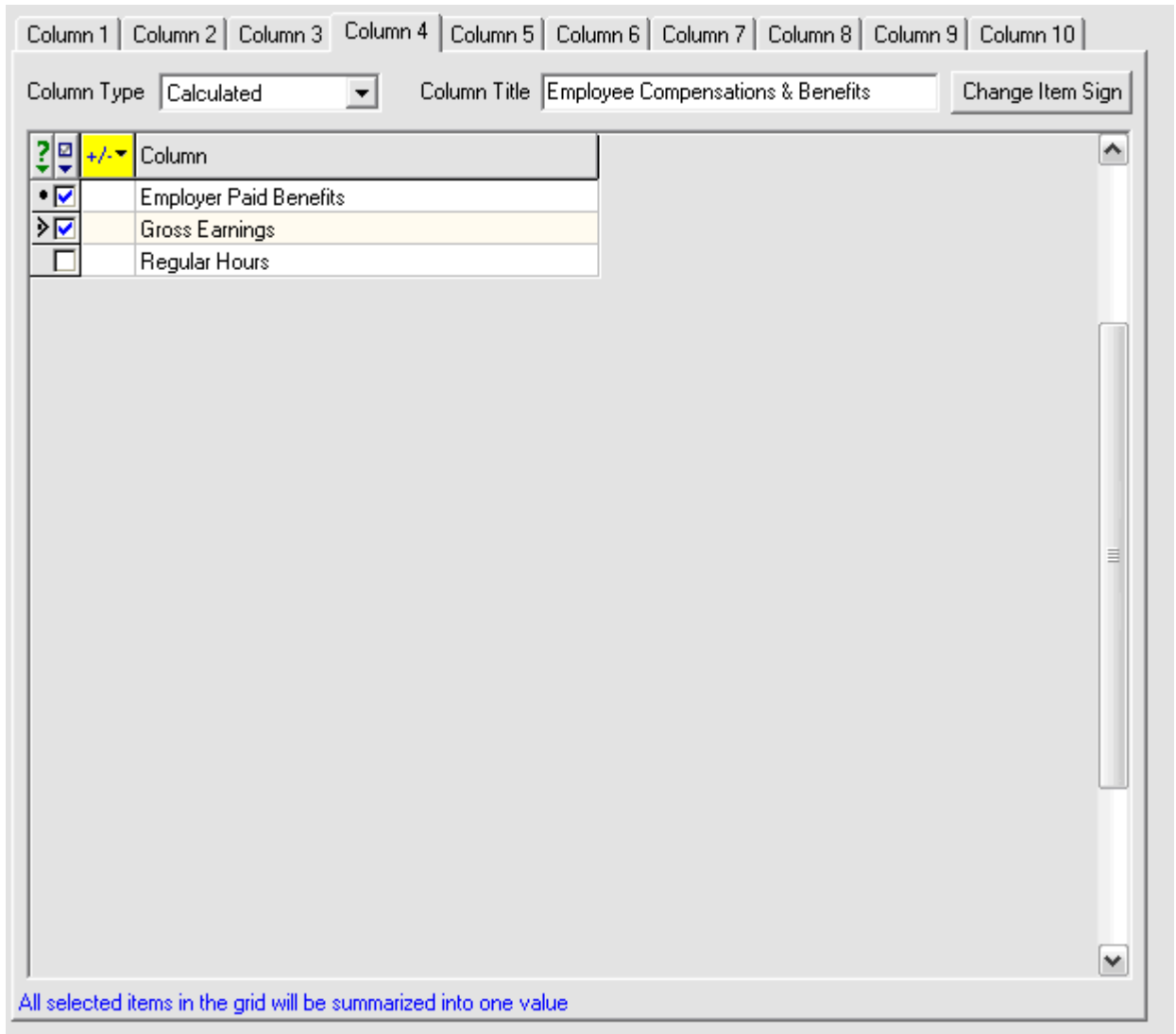
	Code	Type	Description
<input type="checkbox"/>	D22	M1	ER HSA Single DD
<input type="checkbox"/>	D23	M1	ER HSA Family DD
<input type="checkbox"/>	D80	M1	ER Paid Dental
<input type="checkbox"/>	D81	M1	ER Paid MVO HMO
<input type="checkbox"/>	D82	M1	ER MVO PPO
<input type="checkbox"/>	D99	M1	ER Paid Meals
<input type="checkbox"/>	E01	EA	Salary
<input checked="" type="checkbox"/>	E02	EB	Regular
<input type="checkbox"/>	E03	EF	Overtime @1.5
<input type="checkbox"/>	E04	EE	Vacation
<input type="checkbox"/>	E05	EB	Holiday
<input type="checkbox"/>	E06	EC	Commission
<input type="checkbox"/>	E07	E1	Tips
<input type="checkbox"/>	E08	ED	CTO
<input type="checkbox"/>	E09	EJ	Ave OT
<input type="checkbox"/>	E10	EC	Bonus
<input type="checkbox"/>	E11	EW	1099 Earnings
<input type="checkbox"/>	E12	EC	Waitstaff Regular
<input type="checkbox"/>	E13	EG	Waitstaff Overtime

12. Click the check box next to the code(s) you would like to see in the column. Each column may have multiple selections. If you select more than one code, the system will add the amounts together and give you a total under that column.

13. To define the caption or column header on the report, enter this in the Column Title box for that column.

14. You may want to join two columns together. This would be considered a calculated column.

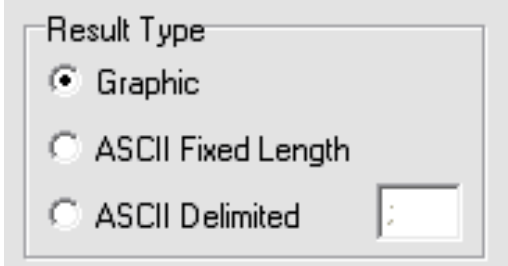
15. Select 'calculated' under column type options.



16. Click the check box next to the codes you would like to see in the calculation for this particular column. All selected items in the grid will be summarized into one value. If you wish to subtract one of the codes from the total, then click on the "Change Item Sign" button. A minus sign will appear in the +/- column showing that this amount will be subtracted from the total.

17. To produce an ASCII result, click the check for Print ASCII Result check box.

18. If you are making this an ASCII report you will want to selecte delimited or fixed length.



The image shows a dialog box titled "Result Type". It contains three radio button options: "Graphic" (which is selected), "ASCII Fixed Length", and "ASCII Delimited". To the right of the "ASCII Delimited" option is a small text input field containing a semicolon (;).

19. If you select delimited, you have the ability to choose what symbol is used for the delimited file.

20. To select employees that will be shown in this report or file, click on the employee tab and put a check box next to the employee's name. If no employees are selected then the file will run for all employees.

21. To select to run this report for just one division/branch/department or team, Click on the D/B/D/T and select the D/B/D/T level and put a check box next to the options you would like. If no D/B/D/T are selected the file will run for all.

22. Once you have completed all of your columns, Click Run reports.