

INITIALIZATION & UTILITIES

```

DATASMITH Custom Payroll 9.5
File Utilities What Next? Help
  < PAYROLL UTILITIES >
                                     Default Test Data

MM  MAIN MENU
II  INITIALIZE   Post, Or Erase   (accumulate totals)
KF  KEY FILE    Sort and/or Repair
CH  CHANGE      Employee Code   *
YE  YEAR END    Update           * (Zero Totals, Remove Terminated)
CD  CHANGE DATE Period Ended    *
SP  SPLICE      Payrolls Together (For Combined Reporting)
AU  ADDITIONAL  Payroll Utilities

Selections Marked '*' Require The Security Officer's Password

Your Selection, Please:  [III]

Today's date: 07-25-2001   Time: 18:43:14   Pay has been calculated.

```

By providing Initialization as a separate step, DATASMITH Custom Payroll can treat all Current-period data as "tentative" until the operator has seen all the consequences spelled out in reports and on paychecks. This allows easy current-period corrections, as no "reversals" are necessary until after Initialization is performed.

Initialization is the last step for a given payroll period. For maximum benefit from built-in error recovery features, Initialization is usually performed just before data entry for the next payroll period.

Advanced Features Include:

- ! Ability to issue checks in between regular pay dates.
- ! Ability to overlap year-end processing with new-year payroll.
- ! Ability to make adjusting runs to correct earlier-period errors.
- ! Ability to generate "Alternate Keys" in order to obtain reports or perform data entry in operator's choice of five standard sorting orders in addition to Employee ID order.
- ! Ability to recover from large, systematic errors by abandoning all current-period data, leaving previous Year-to-Date totals intact.
- ! Ability to correct the current-period payroll date.
- ! Ability to splice together two or more payrolls for combined reporting.
- ! Ability to restore a previous period to recover from a system or other error.

Initialization & Utilities

! Ability to delete prior-year payroll backup files no longer needed.

THE INITIALIZATION & UTILITY MENU

II INITIALIZE FOR A NEW PERIOD

Prepares the master file for a new payroll period by accumulating the current totals to year-to-date totals and zeroing all current amounts. This routine must be used after all current reports and paychecks have been printed. This routine will also initialize a single employee or erase all data in the current period.

KF KEY FILE MAINTENANCE

If you want reports to be in a sequence other than by employee number, this routine will generate alternate access keys. It also provides a means of regenerating the system's pointers to all employee data in case the key file is damaged or lost.

CH CHANGE AN EMPLOYEE NUMBER

Allows a means to change an employee's number. Not to be used routinely, but only to correct a data entry error.

YE YEAR END UPDATE

Used at the end of a year after W-2 forms have been printed to clear all year-to-date totals and remove terminated employees from the master file.

CD CHANGE DATE

Allows the operator to change the current period end date if the originally-entered date is incorrect. This function requires the operator to have entered Payroll using the Master Password.

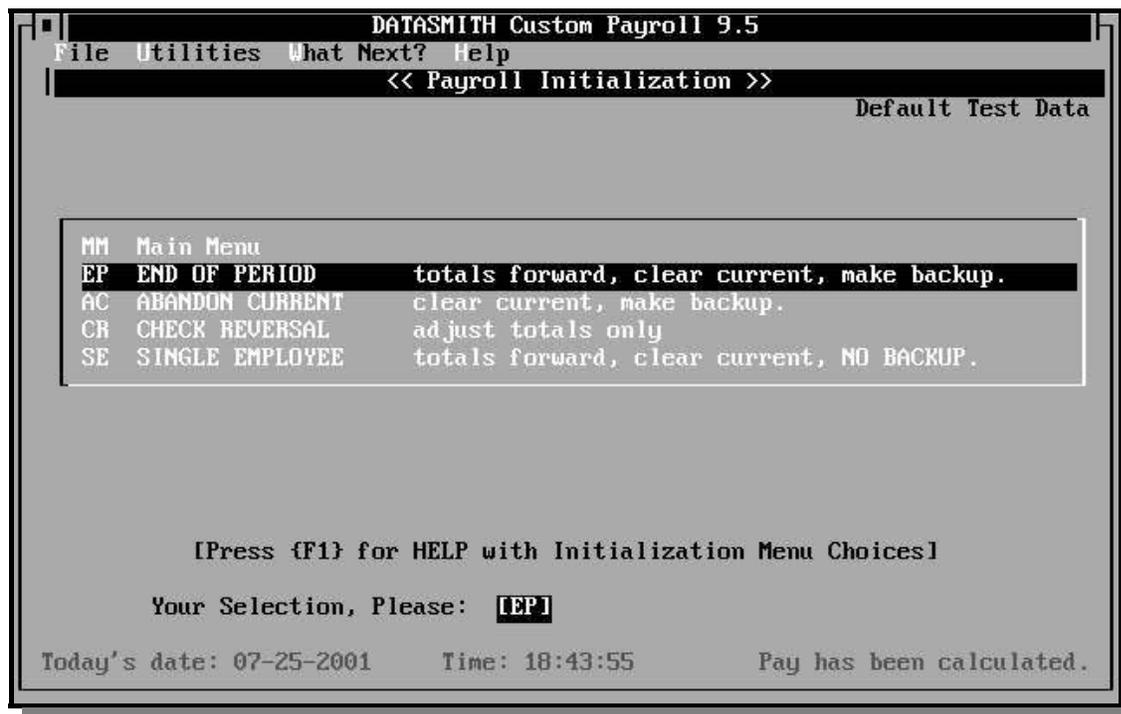
SP SPLICE Payrolls

This function may be used at any time. It requires the operator to establish a working directory for the combined payroll: a blank diskette will often be most convenient for this purpose. Once payrolls are spliced together, reports are printed in the normal manner from the working directory.

AU ADDITIONAL Payroll Utilities

This selection allows access to a menu which contains some of the less frequently used utility functions such as "Un-Initialize" and "Erase Prior Year".

INITIALIZE FOR A NEW PERIOD



- EP** END OF PERIOD initialization is used every pay period to prepare the files for a new period's entries. All processing and reports for the previous period must be complete.
- SE** SINGLE EMPLOYEE initialization is provided to give you a way to pay an employee more than once in a pay period. For example, an employee may be paid a commission or bonus check at irregular times and a salary check regularly. In this case, enter the mid-period" pay data and calculate payroll using the single employee options of the periodic entries, calculation, and report programs. Print the employee's check. Data can be entered for several individual employees and processed at the same time. When all processing for the mid-period payroll is complete, initialize the affected employees' data individually to prepare these records for the regular salary payroll at the end of the period. The mid-period data will not show up on the end-period report, so make sure you print a report before using this function.

Because this function bypasses the automatic backup processes which protect your data and allow old periods to be restored and re-run, we **DO NOT RECOMMEND** routine use of this function: use it only for exceptions.

AC ABANDON CURRENT PERIOD allows you to set all the "current" pay and deduction values to zero without adding them to year-to-date totals. This feature is convenient for training and experimenting where it is assumed that the data being erased is of no value. Never use this selection on a "live" payroll unless you wish to re-enter all current data.

CR CHECK REVERSAL allows you to adjust the totals for a void check processed in a previously pay period. This selection treats negative net pay as an adjustment instead of a carry-forward. Generally, **you should not use this feature for anything but an adjustment payroll** which affects only employees receiving erroneous checks in a previous pay period. If you choose this option, an Adjustment Report will be printed during Initialization to document the corrections.

NOTE: If an erroneous check is issued in the current period (and you recover the check), you can more easily correct it by simply forcing Recalculation of the affected employee's payroll record (see the chapter on Calculation): this also allows you to issue a corrected check in the same pay period.

JF JOURNAL FILE remake only: causes the Journal File to be recreated from the payroll master data without regeneration of the totals or backup files.

WHAT "INITIALIZE" DOES:

Because the DATASMITH Payroll system allows you to recalculate payroll as many times as necessary to achieve correct results, current figures are treated as "tentative" and are not added to the year-to-date values at calculation time.

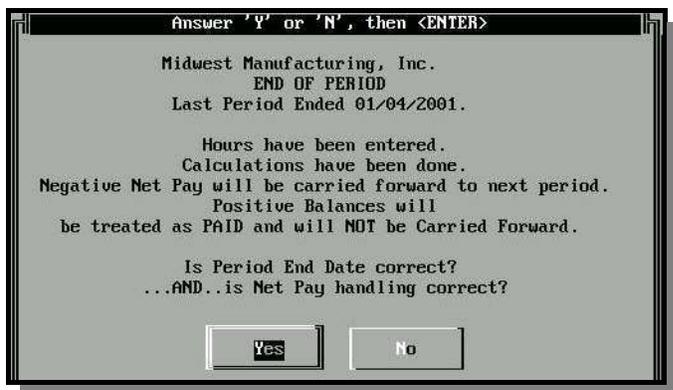
All reports that show year-to-date values (payroll report, checks, comparative reports) calculate and show what the totals would be if these tentative values were included at the time the report is printed. A recalculation might change these values if you detect and correct an error after reviewing one of the payroll reports.

When you have completed all processing for the current payroll period, you must run the Initialization program before starting a new period. Initialization performs the following functions:

1. Adds all Current-Period values for hours, pay, and deductions to the year-to-date totals for the respective amounts.
2. Sets all Current-Period values to zero.
3. Sets an internal flag indicating that the file has been initialized. This flag condition is required before the system will allow you to enter data for a different payroll date.

Initialization & Utilities

4. Generates a new "MASTER.PAY" file for the new period. The old (uninitialized) file is renamed and retained on the disk for use in producing comparative reports and for backup.



All of the initialization options display the file's status and ask you to verify that it is the correct file with the correct date. You will also be warned if the system detects that payroll has not been calculated or if checks have not been printed. These give you an opportunity to cancel the operation if everything is not the way you want it. In all cases except a single employee, a

backup file is made for archival and comparative report purposes.

The program will allow you to initialize to a different disk or directory. It will ask:

Where 'O:\STDPAY' in the illustration is the current data path for payroll data. If you say no, you will be asked for the data path to be used for the payroll history file.



If you would prefer to start a new disk, put the new disk in a free drive or swap out the program disk with the new disk before responding to the question. The reason for writing the new master file to a new disk may be because there is insufficient space on the current data disk for a new master file. Initialization requires as much disk space as is required for your current master file.

Assuring that there is enough disk space for Initialization

The program automatically checks the amount of disk space remaining on the drive where the data is stored and will refuse to perform an initialization if the free space is less than that occupied by MASTER.PAY.

If the program tells you there is not enough disk space to perform an initialization, you must do something to provide more space (for the backup copy of the current payroll) on either your hard disk or a floppy disk drive.

If you have a full floppy diskette:

Simply prepare a new formatted diskette and place it in drive A. Enter "N" in response to "Master file will be written to xxx, is this OK?". When asked for the new path, enter A:, and the program will write the new master to the new diskette.

If you have a full fixed disk:

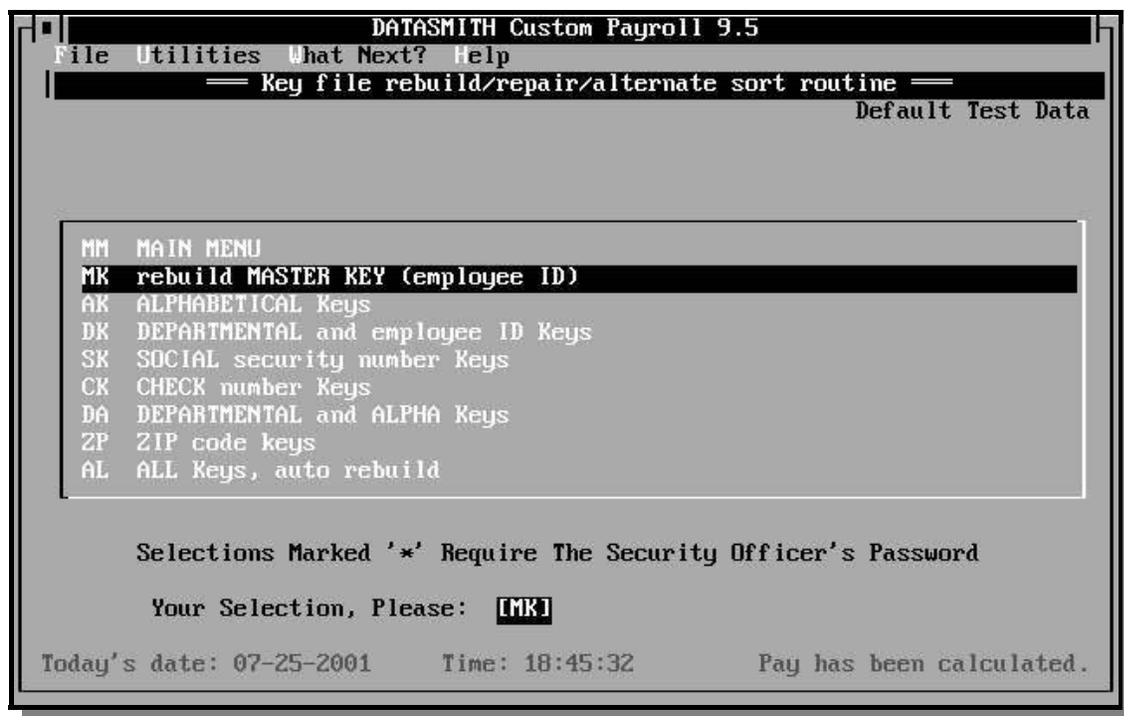
You must remove some files before you can proceed. Exit the payroll program and examine your data directory with the DIR command or File Manager. The payroll system creates backup files that begin with the letters "PR" and end with the file type ".PAY" Copy these files to a diskette or tape backup system (if you have one) and then erase them from your fixed disk.

Important: Some of the PR backup files are required to generate comparative reports. At a minimum, you need to permanently retain the backup files for ends of calendar quarters for generating quarterly reports. If you remove them from your fixed disk, they must be restored or available on a diskette when you do your quarterly reports. A fixed disk can also become full as a result of programs other than the payroll system. You might want to examine other directories for files that could be put on diskettes and erased from the fixed disk.

You may also want to consider using archiving programs such as PKZIP, LHARC, or WINZIP to free up some of your disk space. These programs are very effective in compressing Payroll Master files (MASTER.PAY and PRmmddy.PAY). Typically, they can compress Payroll Master files to 10-20% of their original size.

KEY FILE MAINTENANCE

The payroll system automatically maintains a special file named "KEYFILE.PAY" that contains a list of all employee numbers and their position in the employee master file "MASTER.PAY". Whenever an employee's data needs to be recovered, this file is consulted to determine where the information can be found. In addition, you can generate one or more "alternate key files" (named "ALTKEYS.PAY" and "Aknn.PAY") which will allow you to print reports and paychecks in other sequences. The key file maintenance program provides the following functions:



MK Rebuild master key file. The master key file KEYFILE.PAY is necessary to every function of the system. If this key file should become damaged or accidentally erased, the program would have no way to find an employee's data. This routine provides you with a means to reconstruct the key file in an emergency. If all goes well, you will never have to use this facility.

If you should ever need to reconstruct the key file, simply choose the program from the menu and it will proceed to reconstruct the file. The employee master file will be read, and the existing key file(s) will be replaced with new ones.

AK, DK, SK, CK, DA or ZP: Generate alternate access keys.

The master key file KEYFILE.PAY keeps employees ordered by their employee number. This is necessary in order to find an employee by his or her number in the file as provided by many of the payroll system's functions. However, it is sometimes more desirable to print a report in some other order. This routine creates key files in several alternate sequences. The Master Key file (KEYFILE.PAY) is still necessary to access employees by number and is required by all of the programs.

IMPORTANT: If a key file is not up-to-date, the program will not sequence the output properly. Sudden appearance of improper output sequence or missing employees is a signal to the operator that the Master Key file and any needed alternate key files should be rebuilt. The process of rebuilding key files does not alter any current or YTD data. So if your system directories and operating system are working properly, the act of rebuilding key files can

only help you: no matter where you are in the payroll cycle. However, if your system directories are corrupt, any attempt to write to disk (by Payroll or by any other program in your system) may “scribble” data anywhere - possibly overwriting data and/or programs anywhere on your drive. Therefore, it is always good practice to make sure your system is fully operational before attempting any application-level recovery. If you suspect something is wrong, the following recovery procedure is recommended:

1. Make sure the VERIFY flag is ON and that the “Write Delay” feature of any disk caching utility programs is OFF on your computer. If your computer is a workstation on a Network, make sure VERIFY is ON and “Write Delay” caching is OFF on all workstations attached to the network. These measures are to assure basic system integrity.
2. Run the CHKDSK, SCANDISK, or the corresponding network utility (all networks come with one) which checks and repairs directories.
3. Reboot your system (in case the operating system area was part of a damaged-and-repaired area of the disk). This step is extremely important if any errors were found by CHKDSK, SCANDISK, or a similar utility.
4. Start DATASMITH Payroll and rebuild the keyfiles. This forces the program to read and quick-check the entire data file. If this step is successful, it is very likely that your system has been fully repaired. As a final check, reprint some of the reports and check the totals against the last pay period. Make sure all employees appear in the report.

CHANGE EMPLOYEE CODE

WARNING: This routine is not to be used without good reason. Read the following carefully before trying it. There are only two reasons for using this utility. If your reason is not one of them, **DON'T USE IT!**

1. You have just entered a new employee into the system and discover that you have not given him or her the employee number you wanted. You have not yet Initialized a payroll using the wrong code.
2. It is the end of the year and you have just run the "year end update". You want to change an employee's code for next year.

You should not use this utility to change an employee's number once you have done calculations and initialized a pay period using that number. Although the system will allow you to do so (the operator is always in charge), it may produce erroneous results on the comparative reports. This is because the system needs to positively identify each employee's data in all periods after he was first paid during the current calendar year in order to produce a correct comparative report.

If your current payroll file is damaged, it is usually better to start from the last “good” payroll and re-enter the current period data. You may have damaged numbers or other

Initialization & Utilities

bad employee data in the record which contains a damaged ID. Use “Un-Initialize” to resurrect the last “good” pay period, and then immediately re-initialize it. This will leave you with a “clean” file ready to accept current-period data.

To change an employee's number, choose “CH” from the Initialize and Utilities menu. The program will ask you for the employee's present number and ask you to verify that it is the correct employee. If it is the correct employee, you will be asked for the new employee number. Provided that the new number is not already in use, the number will be changed and the key file will be regenerated as above, reflecting the change. If the new number is already assigned to another employee, you will not be allowed use it.

YEAR END UPDATE

When you choose this selection from the menu, the program will read the master file as it exists and create a new master file. The new file will contain all Active and Laid Off employees with zero year-to-date totals. Employees who are "Terminated" will be removed from the file.

CAUTION: Be sure you are finished with the current year's payroll data before you do a Year-End Update. You should have already printed the last period's payroll report, check register, quarterly reports, and W-2 forms. If you need to start a new year before finishing the current year, follow the procedure below.

OVERLAPPING YEAR END AND NEW YEAR PAYROLL PROCESSING

If you want to continue working on last year's payroll while you are starting a new year:

1. From the Main Menu of Payroll, select DATA PATH (DP), then Select Path from Library (SL). On the Select Data Path screen, choose Add New Item (Alt-A).

On the Add Data Path screen, choose Enter Data Path (Alt-1), and type in your new data path. The system should ask: Create New Directory? **If Payroll does not ask your permission to Create a New Directory, you have chosen an existing directory:** choose Enter Data Path and try again to enter a new data path (you can Browse to discover which path names are already in use).

When you return to the Add Data Path screen, complete the addition by entering a new display name (we suggest including the year in the name) and a unique two-letter code (for instance: the last two digits of the year).

2. On the Select Data Path screen, select the new Data Path you just added, then return to the Main Menu.

3. From the Main Menu, Select Company Entry and Changes (CO) and then Set Company Data (SE). The program will advise you that you have created a NEW PAYROLL DATA PATH, and ask:

Start with files from an existing Payroll?

Answer "Yes". The Select Data Path screen will again appear. Select the existing Payroll you want copied to your new directory. After the files have been copied, your new payroll is selected for use.

4. Make sure all employees not wanted in the new payroll are marked "Terminated" in their Employee Records. **Run Year End Initialization on the new year's Payroll.** When you run overlapped Year End and New Year payrolls, you **should not** run Year End Initialization on the current-year file, because that will prevent you from making changes and from reprinting reports for the current year. When you run the normal Period End Initialization for the last period in the current year (including any extra corrective periods), all Journal files and reports will be available.
5. In your new payroll, use Tax Table Maintenance to make any rate changes which may be applicable to the new year.

At this point, you are ready to run the new year's payroll. You can continue to make adjustments or run W-2's and other reports from the last year's payroll by simply setting the Data Path to last year's payroll.

CHANGE DATE

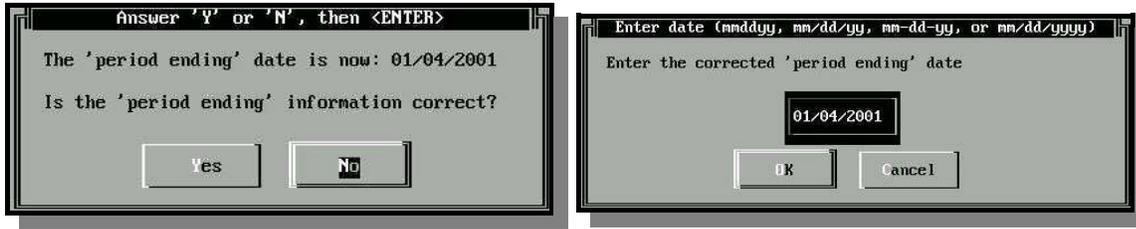
This selection allows the operator to change the Period End date for the current payroll which was entered previously. It should be used to correct an error in the current Period End date only: it will not resurrect an old period or modify old-period files (use Un-Initialize to modify old-period files). Use of this function requires that the operator enter payroll using the Security Officer (Master) Password.

When you select the Change Date function, a window will appear to warn you of the consequences of changing the date.

After the warning is acknowledged, a window will present the current Period End date and ask the operator if that date is correct. If the answer is "No", a date entry window will appear. This process is repeated until the operator answers "Yes" to signify that the current Period End date is correct.



Initialization & Utilities



SPLICE PAYROLLS

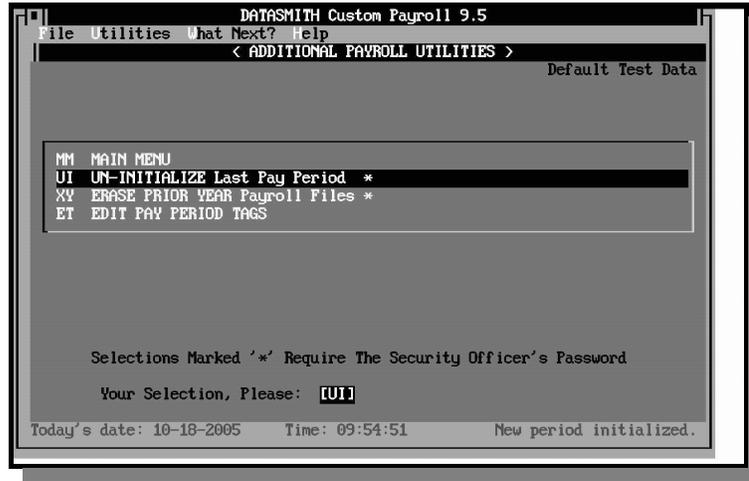
The Splice Payrolls selection allows the operator to combine two or more payroll master files into one large combined file for reporting purposes. This technique is usually useful only for YTD reports such as the W-2, 1099-MISC, and the general reports on the Master Reports menu. It is recommended that the destination path specified by the operator be a blank floppy disk or a separate directory on the hard disk, as the resulting file will likely be of no further interest after the combined reports are generated.

The program first asks for the date of the payroll period to be spliced. If a specific date is specified, all payrolls to be included must have a payroll period which ended on that date, and that period must have already been initialized. If no specific date is entered, the current period master file will be included from each payroll data path specified.

The output file consists of the Company Record from the Primary Payroll, plus the employee records from the Primary Payroll and all Secondary Payrolls.

After splicing the data files together, the program automatically generates a Master Keyfile for the combined file. To use combined data, select the destination path using the DP selection on the main menu. The system handles it as it would any other payroll.

ADDITIONAL PAYROLL UTILITIES



The Additional Payroll Utilities menu (IN-AU) contains the following functions:

UI UN-INITIALIZE Last Pay Period



Un-Initialize allows the operator to "start over" beginning with an operator-specified previous payroll period. This function is used to recover from hardware or system "crashes", or drastic errors in payroll operation, where starting over is judged to be the best path to recovery. It also offers an easy way to 're-do' or correct the previous pay period if errors are discovered before data for the next period has been entered.

When you use Un-Initialize, the previous period is restored as it was just before you initialized it originally. You may make corrections to this period if necessary, and

Initialization & Utilities

then you MUST initialize the period again (whether you have made corrections or not) in order to proceed to the next pay period. Data for all subsequent pay periods must be re-entered. Use of this function requires that the operator enter payroll using the Security Officer (Master) Password.

The previous period is selected from the history files found in the current data directory as shown above. The selection is normally limited to dates within the current calendar year, but the operator can override this limitation if necessary by changing the "Earliest Period" and/or "Latest Period" dates and activating the RELOAD button. After an old period has been selected, the operator will be warned of the consequences of restoring that period before the Uninitialize operation is actually performed..

XY ERASE PRIOR YEAR Payroll Files



"Erase Prior Year" is a convenience feature, which allows the operator to "clean up" the data directory after all reports for a prior year have been completed. All initialized payroll master files (PR???yy.PAY and PR????yy.PAY) from a specified year (yy) chosen from a list of prior years on file are erased. In addition, if the Extended Accounting Option is used, the prior year Journal files (JF???yy.PAY and JF????yy.PAY) are also erased. A backup of the payroll data directory should be made before using Erase Prior Year. Use of this function requires that the operator enter payroll using the Security Officer (Master) Password.

ET EDIT PAY PERIOD TAGS

"Edit Pay Period Tags" is a function associated with the Pay Period Tagging Option. If your payroll does not have the Pay Period Tagging Option, this selection will not be present on the Additional Utilities menu.

The purpose of this utility is to allow the operator to edit the Pay Period Tag of a completed payroll without having to Un-Initialize and Re-Initialize it. Since Pay Period Tags only affect the 941 Report and certain country-specific Monthly Reports, changing the Pay Period Tags of a completed payroll can be done at any time without affecting YTD totals or year end reports.



Pay Period Tags are used to classify the payrolls for reporting purposes. If the report(s) you are using require identification of a week, refer to the report instructions to see whether the week number should be the relative week within the month (1-5), or the sequential week within a year (1-52). If none of the reports you require use the Week Tag, you may omit it or set it to any value you wish. None of the Pay Period Tags affect YTD or Year End reporting.

Note that this function does not change the Period End Date or the name of the Payroll History file.

To change a tag, make sure that the pay period(s) of interest appear in the list. If necessary, change the "Earliest Date" or "Latest Date" (these refer to the Period End Dates: NOT the Pay Period Tags) and click "RELOAD". Highlight the pay period you wish to Tag or re-Tag, and modify the Year, Month, Day, and (if used) Week tags on the screen as necessary. When the tag has been corrected, click "Update Pay Period Tag" to make the change in the Payroll History file (no change will be made if you do not click "Update").

