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(i.e. patent numbers: 5,255,183, 5,646,839 & 5,963,912).

Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION	23
Using This Guide	23
Conventions	23
Contacting CCS	25
Technical Support	26
Free Support Policy	26
INSTALLATION	27
System Requirements	28
Stand Alone Installation	29
Local Area Network Installation	30
LAN Installation Process	30
Step 1: Program & Data File Installation	30
Step 2: Workstation Setup (Non-Vista)	30
Step 2: Workstation Setup (Vista)	31
Wide Area Network Installation	32
WAN Installation Process	32
Step 1: Program & Data File Installation	32
Step 2: User Setup	33
Convert a Stand Alone Installation to a Network Installation	34
Step 1: Move the Program & Data Files	34
Step 2: Workstation Setup	34
THE BASICS	35
RecordSet	36
What is a RecordSet?	36
Why do we use RecordSets?	36
When do I need or use a RecordSet?	37
Ultra32 Login	38
Data File Sets	39
Data File Set Selection Window	39
Data File Selection Window - How to Use	40
Common Data Files	40
Data Entry	41
Selection Criteria Tab	41
Additional Selection Criteria Tab Notes	42
Data Entry Tab	43
List Tab	44

Toolbar	45
Multiple Data Entry Forms	45
Toolbar Command Types.....	45
Toolbar Command List	46
New Command	46
Save Command.....	46
Undo Command.....	46
Print Command.....	46
Delete Command	46
Void Command	46
First Command	46
Prior Command.....	47
Next Command.....	47
Last Command.....	47
Filter Command	47
Sort Command.....	47
Close Command.....	48
Toolbar Shortcuts Table	49
Fields	50
Character Fields.....	50
Date Fields.....	50
Numeric Fields	51
Validated Fields.....	51
System-Defined Look Up.....	51
User-Defined Look Up.....	52
Adding Values to the User-Defined Look Ups On-The-Fly	53
Pages.....	54
Child Data.....	56
Child Data User Interface	57
Child Data User Interface - Grid.....	57
Child Data User Interface - New Button.....	57
Child Data User Interface - Delete Button.....	58
Child Data Entry Form.....	58
Filter Command	60
Filter - The Basics.....	60
Operator Table	61
Filter - How To.....	61
Filter Dialog Screen Commands.....	62
Clear All Conditions.....	62
Store Queries	62
Retrieve Stored Queries	62
Report Generator	64
Report Generator Form.....	64
Report Selection	65
Standard Filter	65
Standard Filter Control - Individual Components	65

Standard Filter Control - Different Appearances	66
Standard Filter Control - How to Use.....	66
Sort Selection.....	67
Group Selection.....	67
Date Filter.....	68
Date Filter Control - Individual Components	68
Date Filter Control - How to Use.....	68
Check Box.....	69
Text Box.....	69
Numeric Filter	69
Report Output Screen.....	70
Report Selection	70
Destination.....	71
Pages	72
Copies.....	72
Check Box Option	72
Offset	72
Print Preview Toolbar	73
Report Default Values	73
Item Selection Window.....	75
Available Items Pane.....	76
Selected Items Pane	76
Move All Button.....	77
Move Selected Button	77
Remove Selected Button	77
Remove All Button	77
Ok Button	77
Cancel Button.....	77
GETTING STARTED	79
New User	80
Checklist.....	80
Entering an Employee's Year To Date Wages	81
Converting from a Prior Version.....	82
Data Conversion Process	82
Do a Small Test.....	82
Convert from UltraTEMP Process	83
Conversion Steps.....	83
Post Conversion Steps.....	84
Conversion Notes	84
UltraTEMP Conversion Comparison Table	85
Convert from SkillSEARCH Process.....	85
Conversion Steps.....	85
Merge with UltraTEMP Data	86
Post Conversion	86
Conversion Notes	86
Convert from UltraSKED Process	87

Conversion Steps.....	87
Post Conversion Steps	88
Conversion Notes	88
UltraSKED Conversion Comparison Table	89
Checklist	90
Daily.....	90
As Needed	90
Prior to Performing Billing or Payroll	90
Each Payroll Cycle.....	90
Each Billing Cycle.....	91
Each Quarter.....	91
USING ULTRA32	93
Customer	94
Main Display	94
General Page	95
Billing Page	97
Contacts Page	99
Notes Page	100
Rates Page.....	100
Charges Page.....	101
Skills Page	101
Tracking Page	101
Additional Tracking	101
Barred From	102
Check-In Page.....	103
Documents Page	103
Work Sites Page	103
Customer Utilities	105
Customer Branch Id Change	105
Customer Contact Copy.....	105
Customer Contact Delete.....	106
Customer Contract Service Charge Copy	107
Customer Contract Service Charge Delete	107
Customer Delete.....	108
Customer Document Delete	109
Customer Note Copy	109
Customer Note Delete	110
Customer Rate Copy	111
Customer Rate Delete	111
Customer Skill Copy	112
Customer Skill Delete	113
Customer Special Charge Copy	113
Customer Special Charge Delete	114
Customer Status Change	115
Customer Tracking Copy	116
Customer Tracking Delete	116

Employee	118
Main Display	118
General Page	119
EEOC Page.....	121
Contacts Page	123
Notes Page	124
Skills Page	124
Rates Page.....	124
Payroll Page	125
Wage/Ded Page	128
Deduction Records.....	128
Auxiliary Deduction Setup Records.....	128
Additional Wage Records	128
Tracking Page	129
Additional Tracking	129
Barred From	129
Scheduling Page.....	130
Un-Available Times	130
Documents Page	130
Sub Contractors	131
Employee Photo	132
How to Add an Employee Photo.....	132
How to Edit an Employee Photo	132
Employee Utilities.....	134
Employee Branch Id Change.....	134
Employee Contact Copy	134
Employee Contact Delete	135
Employee Deduction Copy.....	136
Employee Deduction Delete.....	137
Employee Delete	138
Employee Document Delete.....	139
Employee EIC Status Change.....	139
Employee Miscellaneous Pay Copy.....	140
Employee Miscellaneous Pay Delete.....	141
Employee Note Copy.....	141
Employee Note Delete.....	142
Employee Rate Copy	143
Employee Rate Delete.....	144
Employee Skill Copy.....	144
Employee Skill Delete.....	145
Employee Status Change.....	146
Employee Tax Setup Copy.....	147
Employee Tax Setup Delete.....	147
Employee Tracking Copy	148
Employee Tracking Delete	149
Employee Un-Available Time Copy	150
Employee Un-Available Time Delete	151
Job Order	153

Job Order Entry	153
Main Display	154
General Page	155
Contacts Page	156
Notes Page	157
Skills Page	157
Rates Page.....	158
Assignments Page	158
Job Assignment	158
Employee Assignment	159
Tracking Page	160
Documents Page	160
Work Ticket	161
Create a Job Order with a Job Assignment.....	161
Print a Batch of Work Tickets.....	161
Print a Single/Reprint a Work Ticket	162
Work Ticket Post Screen.....	163
TimeSlip Generate	163
Create a Job Order with a Job and Employee Assignment.....	163
Generate the TimeSlips	164
TimeSlip Generate Post Screen	165
Job Order Utilities	166
Job Order Contact Copy	166
Job Order Contact Delete	166
Job Order Contact Copy From Customer	167
Job Order Delete	168
Job Order Document Delete.....	168
Job Order Note Copy	169
Job Order Note Copy From Customer	170
Job Order Note Delete	171
Job Order Rate Copy.....	172
Job Order Rate Copy From Customer.....	173
Job Order Rate Delete.....	174
Job Order Skill Copy.....	175
Job Order Skill Delete.....	176
Job Order Status Change.....	176
Job Order Tracking Copy	177
Job Order Tracking Copy From Customer.....	178
Job Order Tracking Delete	179
Pay & Bill Rates	181
Customer RateRecord	182
Employee RateRecord	183
Job Order RateRecord	184
Holiday Code.....	185
Rate Code.....	186
Rate Calculator.....	187
How is the Base Pay/Bill Rate Determined?	188
How is the Holiday Pay/Bill Rate Determined?	189

How is Holiday Bill Determined?	190
How is Holiday Pay Determined?	191
How is Overtime Billing Calculated?	192
How is Overtime Payroll Calculated?	193
SkillSEARCH.....	194
Group & Skill.....	194
Geography Group	196
Skill Entry	196
Employee and Job Order Skill Entry.....	197
Employee Search for Job Orders.....	198
Modifying the Employee Skills	199
Employee Search Results Screen.....	200
Employee Search Results Screen (Viewer).....	202
Employee Search for Job Orders - Results	203
Employee Search for Job Assignments - Results.....	204
Job Order Search for Employees.....	204
Modifying the Job Order Skills.....	205
Job Order Search Results Screen.....	206
Job Order Search Results Screen (Viewer)	207
Job Order Search for Employees - Results	208
Employee Dispatch.....	210
Group & Skill.....	210
Geography Group	212
Skill Entry	212
Customer Skill Entry.....	213
Customer Skill Inheritance.....	214
Sample Customer Skills Table.....	215
Sample Customer Skills with Inheritance Table.....	215
How to Use Inheritance with the Customer Skills	215
Employee Skill Entry	216
Customer Search for Employees	217
Modifying the Customer Search Skills	218
Customer Search Results Screen	219
Customer Search Results Screen (Viewer).....	220
Customer Search for Employees - Results	222
Employee Search for Customers	222
Modifying the Employee Search Skills	223
Employee Search Results Screen	224
Employee Search Results Screen (Viewer)	225
Employee Search for Customers - Results	227
Schedule Search for Employees.....	227
Modifying the Schedule Search Skills	228
Schedule Search Results Screen	229
Position Code.....	230
How to Use Position Codes	230

Schedule	232
Main Display	232
Pay & Bill Rule Table	235
General Page	236
Tracking Page	236
Documents Page	237
Additional Information Page.....	237
Check-In Page	238
Alert Message Result Code	239
Barred From	239
Customer Data Entry: Tracking Page	239
Employee Data Entry: Tracking Page	240
Un-Available Times.....	240
Visual Scheduler	241
Visual Scheduler - Customer View.....	241
Visual Scheduler - Employee View	242
Schedule Received Option.....	243
When is a Schedule Received Required?	243
Does the AEC module update the Schedule Received flag?.....	244
Schedule Copy Utility.....	244
How Do I Perform a Schedule Copy.....	244
Schedule Copy Screen	245
Schedule Contract Hours	247
How to Setup	247
Create a Contract Hours Tracking Type.....	247
Contract Hours System Preferences.....	248
Create a Customer Contract Hours Tracking Record.....	248
How Does It Work?	249
Schedule Contract Variance Report Process.....	250
Schedule Utilities.....	252
Daylight Savings Time Adjustment	252
Permanent Schedule Copy.....	253
Schedule Delete By Customer	253
Schedule Delete By Employee.....	254
Schedule Document Delete.....	255
Schedule Import.....	255
Schedule Import Configuration.....	257
Schedule Import File Specification	257
Schedule Import File Specification Notes.....	260
Schedule Note Copy	261
Schedule Note Delete	261
Schedule Received Status Change	262
Schedule Tracking Copy.....	263
Schedule Tracking Delete.....	264
Search & Replace Employee.....	265

TimeSlip	267
Main Display	267
General Display	269
Additional Information Display	271
Note Records.....	272
Tracking Page	272
Documents Page	273
Employee Deductions Display	273
TimeSlip Carry Over Option	274
TimeSlip Copy Option.....	274
TimeSlip Contract Hours	276
How to Setup	276
Create a Contract Hours Tracking Type.....	276
Contract Hours System Preferences.....	277
Create a Customer Contract Hours Tracking Record.....	277
How Does It Work?	278
TimeSlip Contract Variance Report Process	279
TimeSlip Utilities	281
Permanent TimeSlip Copy.....	281
TimeSlip Delete By Customer	282
TimeSlip Delete By Employee.....	282
TimeSlip Document Delete	283
TimeSlip Import.....	284
TimeSlip Import Configuration.....	286
TimeSlip Import Rate Lookup Table	288
TimeSlip Import File Specification.....	289
TimeSlip Import File Specification Notes	291
TimeSlip Note Copy	292
TimeSlip Note Delete	293
TimeSlip Tracking Copy	293
TimeSlip Tracking Delete	294
Payroll Check.....	296
Print Payroll Checks	296
Payroll Check Post Screen	296
Payroll Check File	297
Add Adjustment Payroll Check Entries.....	298
Void Payroll Check Postings	298
Void Payroll Check Screen.....	299
Payroll Check Sequence	300
Payroll Tax Calculation Wizard	301
When Should the Payroll Tax Calculation Wizard Be Used?.....	301
How Do I Use the Payroll Tax Calculation Wizard?	301
Payroll Tax Calculation Wizard Notes.....	302
Payroll Tax Calculation Wizard - Page 1 Federal	302
Payroll Tax Calculation Wizard - Page 2 State.....	304
Payroll Tax Calculation Wizard - Page 3 City.....	305
Payroll Tax Calculation Wizard - Page 4 Worker's Compensation & School	306

Payroll Tax Deposits	308
Void Payroll Tax Deposit Postings.....	309
Payroll Tax Reporting	309
Miscellaneous Pay Amounts	310
Non-Tax Deductions	310
Non-Tax Deduction Properties Table.....	310
Employee Deduction Screen.....	311
Auxiliary Deduction Setup	313
How to Track Deductions By Agency/Case	313
Create the Agency Record	314
Create the Auxiliary Deduction Setup Record.....	314
Create the Non-Tax Deduction Record.....	315
Generate a Deduction Report by Agency.....	315
How to Customize the Deduction Calculation.....	315
Create a Default Agency Record.....	316
Create the Auxiliary Deduction Setup Record.....	316
Create the Non-Tax Deduction Record.....	318
MICR Payroll Check	318
How to Setup	319
MICR Payroll Check Setup	319
System Preferences Setup	320
Printing MICR Payroll Checks.....	320
Direct Deposit.....	321
How to Setup	321
Payroll Check Process	322
Direct Deposit Export Option.....	322
QuickPay	324
Salary Payroll.....	324
How to Setup the System Preferences	325
How to Setup Each Employee.....	325
Salary Payroll Process	326
Tax Table Update Utility	327
How Do I Install a Tax Update?.....	328
How Do I Review the Tax Table Update History?.....	329
W-2 Reporting	330
Overview	330
Basic Information	331
State Tax Setup	331
City Tax Setup	332
Box 12 Setup	333
Box 14 Setup	334
W-2 Form Print	334
W-2 Form Print Notes	335
W-2 Form Printer Setup Options.....	336

W-2 Electronic File	337
W-2 Electronic File Notes.....	338
1099-MISC Reporting	339
Overview	339
Basic Information.....	339
State Tax Setup	340
1099-MISC Form Print	340
1099-MISC Form Print Notes	341
1099-MISC Form Printer Setup Options.....	341
Invoice.....	343
Print Invoices.....	343
Invoice Post Screen.....	343
Invoice File	344
Add Adjustment Invoice Entries	344
Void Invoice Postings.....	345
Void Invoice Screen.....	345
View A/R Activity	346
Miscellaneous Bill Amounts	347
Purchase Orders.....	347
Sales Tax.....	347
Special Charges.....	349
Contract Service Billing	350
Accounts Receivable.....	352
Cash Receipts Posting.....	352
How Do I Process an A/R Check?	353
How Do I Void an A/R Check or Credit Memo Posting?.....	354
How Do I Process an Over Payment?.....	354
How Do I Apply a Credit Memo?	355
Credit Memo File	356
Add a Credit Memo	357
Void a Credit Memo	357
A/R Reporting	358
A/R Late Charges	358
How Do I Post A/R Late Charges?	358
How Do I Review A/R Late Charge Postings?.....	358
What if my Customer did not pay the A/R Late Charges?.....	359
How do I Add Adjustment A/R Late Charge Postings?	359
How Do I Void A/R Late Charge Postings?.....	360
Job Cost & Sales Analysis.....	361
Perform Job Cost Adjustments	361
Comp Code	362
Category Code	364
Validation Code.....	365
File Transfer Receive	367
Receive Data.....	367

History.....	368
File Transfer Receive Settings	369
File Transfer Settings Notes.....	370
File Transfer Send	371
Send Data.....	371
Re-Send Data.....	372
File Transfer Send Settings	374
File Transfer Settings Notes.....	375
Bank Account Reconciliation.....	376
Select a Bank Account.....	377
Bank Account Screen.....	377
Data File Set Grid.....	377
Import Payroll Transactions	378
Reconcile the Transactions	378
Run the Reports	380
Bank Account Reconciliation Import.....	380
Cleared Items Import.....	380
Cleared Items Import Configuration.....	381
Cleared Items Import File Specification	383
Cleared Items Import File Specification Notes	384
Data Set Merge (Billing).....	385
What is the Purpose of Data Set Merge?.....	385
How to Perform a Data Set Merge.....	386
Data File Set Grid	386
Data Folder Screen.....	387
The Data Set Merge Process	387
What's Next?.....	388
Data Set Merge (Payroll).....	389
What is the Purpose of Data Set Merge?.....	389
How to Perform a Data Set Merge.....	390
Data File Set Grid	390
Data Folder Screen.....	391
The Data Set Merge Process	391
What's Next?.....	392
General Ledger Export.....	393
General Ledger Setup	393
General Ledger Export Setup Screen.....	394
Data File Set Grid.....	395
Chart of Accounts Grid.....	395
Journal Account Entry Screen	396
General Ledger Export/Reports	397
General Ledger Samples.....	398
Sample Chart of Accounts Table	398
Sample Journal Account Listing	398
Automated Employee Check-In	400
How to Setup	400
Setup Alert Groups	401

Alert Group Data Entry	401
Alert Group Contact.....	402
Alert Group Schedule.....	403
Setup Check-In Preferences.....	404
Check-In Preferences: Default Values	404
Update Shift from Check-In Results Table	408
Round Check-In/Check-Out Table	409
Check-In Preferences: Schedule Upload.....	409
Check-In Preferences: Variance Report.....	410
Setup Customer Information	410
AEC Customer Phone # Setup	415
Periodic Check-In Types.....	415
All Shifts: Shift Start Basis.....	415
All Shifts: Minute Basis - No Minimum	416
All Shifts: Minute Basis - Every Minimum	416
Range: Shift Start Basis.....	416
Range: Minute Basis - No Minimum	417
Range: Minute Basis - Every Minimum	417
None	418
Check-In Setting Test	418
Setup Work Site Information.....	419
AEC Get Phone # From Table	423
Setup Employee Information.....	423
What happens from here?.....	424
Setup the IVR Manager Service	425
Overview	425
Process.....	425
ProPack.....	427
Document Management.....	427
Email.....	428
Setup Email Accounts.....	429
Perform a Group Email	430
Group Email Data Filter	431
Modify the Group Email Filter Results.....	431
Compose the Email Message	432
Email Report Output	432
Report Filter	433
Filter Results	433
Message.....	434
Review Email History	434
Mail Merge	435
Create a Microsoft Word Template	435
Template File Location.....	436
How to View Microsoft Word Bookmarks	436
Bookmark Appearance.....	436
How to Insert a Microsoft Word Bookmark	436
Ultra32 Customer Bookmark Reference Table	437
Ultra32 Employee Bookmark Reference Table	438

Ultra32 Miscellaneous Bookmark Reference Table.....	439
Perform a Mail Merge	439
Mail Merge Data Filter	440
Modify the Mail Merge Filter Results	440
Review/Setup the Miscellaneous Bookmark Values.....	441
Select the Mail Merge Options.....	441
Report Writer.....	443
How to Setup	443
Setup Ultra32	443
Setup Contact Information.....	444
Activate License.....	444
Quick Report	445
How to Create a Quick Report.....	445
Quick Report - Add/Edit Screen	446
Quick Report Date Parameters	447
Quick Report List Screen.....	448
To Do List	450
Overview	450
To Do List Item	452
Search by Phone #	453
Search by Phone # Default Values	454
Search Notes and Comments	455
Search Notes and Comments Default Values	456
Auto Run.....	458
Auto Run Tasks	458
How It Works	458
Notes.....	458
Command Line Parameters	459
Command Line Examples	460
Task Settings File	460
File Structure.....	460
File Location	460
Auto Log Out Task	460
Task Requirements	460
Task Settings.....	460
Data File Set Merge Billing Task	461
Task Requirements	461
Task Settings.....	461
Data File Set Merge Payroll Task	461
Task Requirements	461
Task Settings.....	461
Database Maintenance Task.....	462
Task Requirements	462
Task Settings.....	462
Data Import Task.....	463

Task Requirements	463
Task Settings - common to all AutoRun Data Imports.....	463
Task Settings - Additional for Customer Data Import.....	464
Task Settings - Additional for Work Site Data Import.....	465
Task Settings - Additional for Employee Data Import.....	466
Task Settings - Additional for Schedule Data Import.....	467
Quick Report Task	467
Task Requirements	467
Task Settings.....	468
Data Export	469
Customers to QuickBooks	470
Customers to QuickBooks Configuration.....	471
Employee 401k Benefits.....	471
Employee 401k Benefits Configuration.....	471
Employees to Comdata - Payment Services	472
Employees to Comdata - Payment Services Configuration.....	473
Invoices to OB10 - Buyer Data Format.....	474
Invoices to OB10 - Buyer Data Format Configuration	474
Invoices to QuickBooks.....	475
Invoices to QuickBooks Configuration	475
Invoices to Wells Fargo (CSV Format).....	476
Invoices to Wells Fargo (CSV Format) Configuration	477
Mangrove Time	478
Mangrove Time Record Layout.....	478
Net Profit	479
Net Profit Configuration	479
Net Profit Record Formats.....	480
Net Profit (Client Customer Directory).....	480
Net Profit (Client Paycheck)	480
Net Profit (Employee Payroll Data Format - Rev Old)	480
Net Profit (Employee Payroll Data Format - Rev 2004)	481
Net Profit (Employee Payroll Data Format - Rev 2007)	481
PAI Data Export	482
PAI Data Export Configuration.....	482
Pay Plus	482
Pay Plus Configuration	483
Paychex Employee	484
Paychex Time Data	485
Paychex Exports Configuration	486
Payroll Check Deductions to 401k (Spec A).....	487
Payroll Check Deductions to 401k (Spec A) Configuration	487
Payroll Check Deductions to ASRM.....	488
Payroll Check Deductions to ASRM Configuration.....	488
Payroll Check Deductions to BIC (Version 4).....	489

Payroll Check Deductions to BIC (Version 4) Configuration.....	490
Payroll Check Deductions to SRC	490
Payroll Check Deductions to SRC Configuration	491
Payroll Checks to Bank of Bermuda.....	492
How to Setup	492
Payroll Checks to Bank of Bermuda Configuration.....	493
Payroll Checks to QuickBooks.....	493
Payroll Checks to QuickBooks Configuration	494
Positive Pay	495
Positive Pay Configuration.....	496
SUNZ Data Export.....	497
SUNZ Data Export Configuration.....	498
TALX Employer Services (Revised August 2000).....	499
TALX Employer Services Configuration.....	499
TALX TCI Excel Format (Version 2).....	500
TALX TCI Excel Format (Version 2) Configuration	501
TALX UC eXpress (Spec 120v1.6)	501
TALX UC eXpress (Spec 120v1.6) Configuration	502
Data Export - Generic	505
Data Export Utility Screen	507
Data Export Utility - Filter Results	509
Data Export Utility - Output.....	510
Export Map Settings	511
Export Map Settings - Description	511
Export Map Settings - Output Format	512
Data Export File Type List	513
Data Export File Type List Notes.....	513
Export Map Settings - Table Selection.....	514
Export Map Settings - Field Selection	515
Add User Defined Field.....	516
Export Map Settings - Field Order	517
Data Import.....	519
Comp Code	519
Comp Code Import Configuration.....	520
Comp Code Import File Specification	521
Comp Code Import File Specification Notes	521
Position Code.....	522
Position Code Import Configuration	523
Position Code Import File Specification	524
Position Code Import File Specification Notes	524
Rate Code	525
Rate Code Import Configuration	526
Rate Code Import File Specification	526

Rate Code Import File Specification Notes.....	527
Data Import Credit Memo	528
Credit Memo	528
Credit Memo Import Configuration	529
Credit Memo Import File Specification.....	530
Credit Memo Import File Specification Notes	531
Invoice.....	531
Invoice Import Configuration	532
Invoice Import File Specification.....	533
Invoice Import File Specification Notes	534
Data Import Customer.....	535
Customer	535
Customer Import Configuration.....	536
Customer Import File Specification	538
Customer Import File Specification Notes.....	541
Customer Contact	542
Customer Contact Import Configuration	543
Customer Contact Import File Specification	545
Customer Contact Import File Specification Notes.....	545
Customer Contract Charge.....	546
Customer Contract Charge Import Configuration	547
Customer Contract Charge Import File Specification	547
Customer Contract Charge Import File Specification Notes	548
Customer Note.....	548
Customer Note Import Configuration	550
Customer Note Import File Specification	551
Customer Note Import File Specification Notes	551
Customer Rate.....	552
Customer Rate Import Configuration	553
Customer Rate Import File Specification.....	554
Customer Rate Import File Specification Notes	554
Customer Special Charge	555
Customer Special Charge Import Configuration	556
Customer Special Charge Import File Specification	557
Customer Special Charge Import File Specification Notes.....	557
Customer Tracking	557
Customer Tracking Import Configuration	559
Customer Tracking Import File Specification.....	560
Customer Tracking Import File Specification Notes.....	560
Work Site	561
Work Site Import Configuration	562
Work Site Import File Specification	564
Work Site Import File Specification Notes.....	567

Data Import Employee	569
Employee Contact	569
Employee Contact Import Configuration.....	570
Employee Contact Import File Specification	571
Employee Contact Import File Specification Notes.....	572
Employee	572
Employee Import Configuration	573
Employee Import File Specification	576
Employee Import File Specification Notes.....	580
Employee Miscellaneous Pay	581
Employee Miscellaneous Pay Import Configuration	582
Employee Miscellaneous Pay Import File Specification.....	583
Employee Miscellaneous Pay Import File Specification Notes.....	584
Employee Non Tax Deduction	584
Employee Non Tax Deduction Import Configuration.....	585
Employee Non Tax Deduction Import File Specification.....	587
Employee Non Tax Deduction Import File Specification Notes	587
Employee Note	588
Employee Note Import Configuration.....	589
Employee Note Import File Specification	590
Employee Note Import File Specification Notes	590
Employee Rate.....	591
Employee Rate Import Configuration	592
Employee Rate Import File Specification	593
Employee Rate Import File Specification Notes	594
Employee Tracking.....	594
Employee Tracking Import Configuration	595
Employee Tracking Import File Specification	597
Employee Tracking Import File Specification Notes	597
Employee Un-Availability.....	598
Employee Un-Availability Import Configuration	599
Employee Un-Availability Import File Specification	599
Employee Un-Availability Import File Specification Notes	600
Data Import Payroll	601
Payroll Check	601
Payroll Check Import Configuration	602
Payroll Check Import File Specification.....	604
Payroll Check Import File Specification Notes	608
Data Import Skill.....	609
Customer Skill	609
Customer Skill Import Configuration	610
Customer Skill Import File Specification	611
Customer Skill Import File Specification Notes	611

Employee Skill	612
Employee Skill Import Configuration	613
Employee Skill Import File Specification	614
Employee Skill Import File Specification Notes.....	615
Group	615
Group Import Configuration	616
Group Import File Specification	617
Group Import File Specification Notes.....	617
Job Order Skill	618
Job Order Skill Import Configuration.....	619
Job Order Skill Import File Specification	619
Job Order Skill Import File Specification Notes.....	620
Skill	620
Skill Import Configuration	621
Skill Import File Specification	622
Skill Import File Specification Notes.....	622
Data Maintenance	624
Data Maintenance Utility Screen.....	624
Data Maintenance Utility - Filter Results.....	625
Data Maintenance Utility - Field Manipulation	626
Data File Set Utilities	627
Data File Set Backup Utility.....	627
Data File Set Restore Utility.....	628
System Menu.....	630
Contact Type Setup.....	631
Notes.....	632
Document Type Setup	633
Notes.....	633
Hour Type Setup	634
Notes.....	635
Miscellaneous Data.....	636
Miscellaneous Job Cost Type Setup	636
Miscellaneous Pay & Bill Type Setup	637
Notes.....	638
Non Tax Deduction Type Setup	639
Notes.....	640
Note Type Setup	641
Notes.....	641
Tracking Type Setup.....	642
Notes.....	643
System Preferences.....	644
Audit Log	644
Basic Information	645
Basic Information: Default Values	645

Basic Information: Miscellaneous	646
Basic Information: Rates	646
Basic Information: System Ids	646
Basic Information: System Numbers.....	647
Billing	648
Billing: Accounts Receivable.....	648
Billing: Default Values	648
Billing: Invoices	648
Check-In.....	650
Check-In: Default Values.....	650
Check-In - Schedule Upload.....	650
Check-In: Variance Report.....	650
Payroll	650
Payroll: Checks.....	650
Payroll: Default Values	652
Schedule.....	653
Schedule: Conflict Checking.....	654
Schedule: Contract Hours.....	654
Schedule: Default Values.....	655
Schedule: Employee Lookup	655
Schedule: Pay/Bill Lock	656
Schedule: Permanent Week.....	656
Schedule: Rates	657
Schedule: Visual Scheduler	657
Search.....	658
TimeSlip	659
TimeSlip: Carry Over Utility	659
TimeSlip: Contract Hours.....	660
TimeSlip: Copy Utility	660
TimeSlip: Default Values	660
TimeSlip: Hours Display	663
TimeSlip: Pay/Bill Lock	663
TimeSlip: Permanent.....	664
TimeSlip: Rates	664
Security System	666
Security Setup Page.....	666
Groups Page	668
Access Right Description Table.....	668
Users Page	669
Login Journal Page	671
Menu Rights Table.....	672
Report Rights Table.....	673
Application Log Out.....	687
How Does it Work?.....	688
Audit Log	689
How to Setup.....	689
Create an Audit Log Note Type	689

Audit Log System Preferences.....	690
How Does It Work?	691
How Do I View the Audit Logs?	691
HEALTH COVERAGE.....	692
Group Health Care Coverage, W-2 Reporting	692
Health Coverage Deduction Types	693
Health Coverage Adjustment Entry	693
Health Coverage Adjustment Import.....	695
Payroll Health Coverage Adjustment Import File Specification	696
Payroll Health Coverage Adjustments Import File Specification Notes	696
INDEX	698

Introduction

Complete Computer Service, Ltd. is proud to release the latest versions of our SkillSEARCH, UltraTEMP, and UltraSKED business applications. Our latest releases are full feature 32-Bit Windows applications, and are designed for exclusive use in Microsoft Windows NT, 2000, 2003, XP and Vista. As a leading software supplier for both the Temporary Staffing and Security Guard industries, we have been developing various versions of these business applications since 1984.

As part of our new release, we have combined the User's Guide for SkillSEARCH, UltraTEMP, and UltraSKED into one system, which from this point on will be referred to as Ultra32. Although these applications are unique, certain portions of each are similar. For example, the software installation process, data entry screens, and report generators appear and are used in a similar fashion across all three business applications. In addition, it is not uncommon for each to use similar modules. For example, both the UltraSKED and UltraTEMP use payroll, invoicing, accounts receivable, and job cost modules.

Using This Guide

This User's Guide is a tool designed to help you quickly get familiar with Ultra32. To gain the maximum benefit of this tool it is important that it is used in the correct manner (and in the correct order). The following is a description of how this User's Guide is organized:

- Introduction: the section you are currently reading. It provides a basic summary on how the User's Guide should be used, a list of conventions used in the User's Guide, how to contact CCS, and how to obtain Technical Support.
- Installation: describes how to install the Ultra32 software in either a stand alone computer or network environment.
- The Basics: will teach you the basic concepts and organization of the Ultra32 software. It leans heavy on the User Interface, so this section will not only benefit the new user, but will also help someone who is converting from a prior version.
- Getting Started: will guide you on how to get up and running with the Ultra32 software. For those new to Ultra32, this section will show you what needs to be done to get started. For those currently using a prior version, you will find instructions for converting your existing data and an overview on what is new.
- Using Ultra32: covers the basic flow and use of the Ultra32 software. It describes the key features and components of each main portions (i.e. customer, employee, payroll, etc, etc.) When you are ready to enter your data, it is a good idea to have this section available for reference and instruction.
- Index: an alphabetical list of keywords used throughout this User's Guide. You can use the index to quickly locate specific information or a specific section in this guide.

We recommend that you first begin with the Installation. We have found the many users learn quicker when they can see on screen what they are reading. After the installation is complete, it is time to move on to The Basics.

Conventions

Numerous items and instructions appear throughout the User's Guide. The following conventions are designed to make it quick and easy to find and understand information:

- Menu names and options are printed in bold type. For example: Click the **Data Entry** menu, then select **Employee**.
- Key combinations that you should press appear in upper case letter, in bold type, surrounded by brackets. If joined with a plus sign (+), press and hold the first key while you press the remaining ones. For example: Press **<CTRL>+**.
- Text you should type appears double quotation marks and in a distinct font (Courier) so you can easily read it in the document. For example: Enter "John Smith".
- Fields in the Ultra32 software are printed in italics and followed by the word "field". For example: The employee's *Last Name* field.
- References to other portions of this User's Guide appear in italics type and underlined. To find the exact page, use either the index or table of contents. For example: ...for more information, see the *System Requirements* section...
- Operators used in both the Find and Filter commands are printed with the first letter of each word capitalized and between a left and right curly bracket. For example: { Equals }.

Contacting CCS

Address:	Complete Computer Service, Ltd. 20853 Farmington Rd Ste. 104 Farmington Hills, MI 48336
Telephone:	(248) 488-8888
Fax:	(248) 479-2582
Email:	sales@completecomputerservice.com support@completecomputerservice.com
World Wide Web:	http://www.completecomputerservice.com
Office Hours:	9:30AM to 5:30PM Eastern Time

Technical Support

If you find a problem that you cannot solve in either the On-Line Help or User's Guide. You have the option of calling CCS at (248) 488-8888. Prior to placing the call, we recommend that you be in front of the computer with the Ultra32 software loaded.

Free Support Policy

Our Free Support Policy is to provide unlimited telephone support for the first xx days after purchase at no additional charge. It includes installation on a stand alone computer, basic use of and how to questions regarding the Ultra32 software.

The following items are not covered by our Free Support Policy, and therefore may result in either a charge for assistance or limited help.

- Basic use of the Microsoft Windows operating system. Including any type of operating system configuration or diagnostics.
- Support of other applications. Such as Microsoft Word, Microsoft Excel, QuickBooks, or any other application not developed by CCS.
- Support of hardware. Such as network cards, tape drives, CD-ROM burners, and other types of remove-able media. Including any type of hardware or operating system failure, such as hard drive failure, power surges, brownouts, computer virus attacks, and etc.
- Installation on a Local Area Network or Wide Area Network.

Note: Limited support is available for an installation on a Local Area Network, if the Multi-User version is purchased. However, CCS does require that the individual performing the install to be an experienced and up-to-date network support technician.

Installation

The Ultra32 software has been designed to run in either a stand alone computer, local area network, or wide area network environment. It is important to decide on which of the above environments will be used prior to installing the Ultra32 software. If a stand alone environment is chosen and later you wish to convert to a network environment, review the Convert a Stand Alone Installation to a Network Installation section in the User's Guide.

Once a decision on the type of installation has been made, use the following guidelines to ensure a successful installation:

- Check each computer where the Ultra32 software will be used and confirm that it meets or exceeds all System Requirements.
- Perform either a Stand Alone Installation, Local Area Network Installation or Wide Area Network Installation.

System Requirements

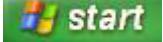
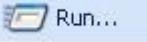
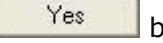
The following is a list of hardware requirements for the Ultra32 software. These requirements apply to all computers where the Ultra32 software will be used, and do not include any additional requirements of other software or hardware already installed. If you need assistance in determining whether or not your computer meets these requirements, contact your computer hardware support staff and/or vendor.

- Processor: minimum of 1GHz, 2GHz or faster recommended
- Memory: minimum of 128MB, 256MB recommended
- Disk Space: 100MB to install. Typical storage required for the data files are 5-100MB per year.
- Operating System: Microsoft Windows NT, 2000, XP or Vista.
- Printer: Ink Jet or Laser Jet printer. Laser printers are recommended.
- CD-ROM Drive: used for both the initial installation and future updates.
- 3.5" Diskette Drive: used for future updates.
- Display: minimum resolution of 800x600 with 256 colors, 1024x768 with 16-bit color recommended.
- Other: Long file names.

Note: The Ultra32 software will run on a computer with less processor speed and memory. However, the performance of the system will be reduced.

Stand Alone Installation

This type of installation is used when you wish to limit the use of the Ultra32 software to only one user, one computer, or if your company does not have an existing network installed. As your business grows, it is possible to convert this type of installation into a Network Installation, review the [Convert a Stand Alone Installation to a Network Installation](#) section in the User's Guide for more information.

- Verify that your computer meets or exceeds all [System Requirements](#).
- Close any programs or tasks that are currently running on your computer.
- Insert the Ultra32 Software CD into the CD-ROM drive.
- Wait a moment. Usually after 5-20 seconds a screen will appear with the option to install the Ultra32 software. (Assuming that Autoplay is enabled)
- If nothing happens, click the  button, select  , and type the following in the **Open** field: "D:\AUTORUN.EXE" (where "D" is the drive letter of your CD-ROM drive.) Click the  button.
- After a few moments, the Ultra32 Installation program will appear.
- The "Welcome" and "Network Installation" screens display information about the installation process.
- The "Choose Destination Location" screen is used to select a destination folder for the Ultra32 software.
 1. It is recommended to use the default.
 2. If you are upgrading from a prior version, DO NOT install the Ultra32 software in the same directory. It must be installed into an empty or non-existing directory.
- The "Start Installation" screen is the last screen displayed before the Ultra32 software is installed.
- After the Program and Data files are installed, the Ultra32 Installation program will load the Workstation Setup. The Workstation Setup is used to install the system files required to run the Ultra32 software. Select the  button to continue.
- Once the installation is complete, be sure to restart your computer before running the Ultra32 software.

Local Area Network Installation

This type of installation is used when you wish to use the Ultra32 software from more than one computer, or you wish to have the added security of storing the Ultra32 programs and data on a file server. When choosing a local area network environment, please consider the following:

- A dedicated Windows NT or Novell Server: are the best choices for a local area network.
- Windows NT Peer-to-Peer: is an affordable alternative for small offices.
- Performance is best when the "server" is not used as a workstation.

LAN Installation Process

The local area network installation is divided into two steps. The 1st step is to install the Ultra32 program and data files into a shared folder/resource on a file server. The 2nd step is to install the minimal files, necessary to run the Ultra32 software, at each workstation computer. It is important that the person performing these steps is experienced with computer networks and has some working knowledge of your company's network.

Note: The standard version of the Ultra32 software may be installed on a network, and can be run from more than one computer. However, only the Multi-User version will allow two or more simultaneous users.

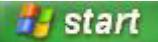
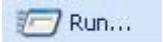
Step 1: Program & Data File Installation

- Verify that each workstation computer where the Ultra32 software will be used, meets or exceeds all [System Requirements](#).
- At the file server, create a shared folder/resource. All potential Ultra32 users must have read, write, execute, create, and delete rights within the shared folder/resource.
- From one of the workstation computers or the file server, insert the Ultra32 Software CD in the CD-ROM drive and load the installation program.
- At the "Choose Destination Location" screen, be sure to install the Ultra32 software into the shared folder/resource.
- After the Program and Data files are installed, the Ultra32 Installation program will load the Workstation Setup. If installing from a server that will not be used as a Workstation, bypass the Workstation Setup.
- Once the installation is complete, remove the Ultra32 Software CD. It is not necessary to restart the computer.

Note: The Ultra32 Software CD should only be installed once! The Workstation Setup procedure, outlined in Step 2, is used to setup the minimal files required at each workstation computer.

Step 2: Workstation Setup (Non-Vista)

Note: The Workstation Setup does not work using Network Neighborhood or UNC. It must be run using a mapped drive letter and path.

- Map a permanent Network Drive letter to the shared folder/resource on the file server. It is recommended to use the same network drive letter at all workstations. (The use of the `SUBST` command is not recommended.)
- From one of the workstation computers, click the  button, select , and type the following in the *Open* field: "F:\ULTRA32\WRKSTN.EXE" (where "F:\" is the drive letter mapped to the shared folder/resource on the file server, and where "ULTRA32\" is the destination directory where the Ultra32 software was installed during Step 1)
- Once the Workstation Setup program has completed, restart the computer before running the Ultra32 software.

Step 2: Workstation Setup (Vista)

Note: The Workstation Setup does not work using Network Neighborhood or UNC. It must be run using a mapped drive letter and path.

- Map a permanent Network Drive letter to the shared folder/resource on the file server. It is recommended to use the same network drive letter at all workstations. (The use of the `SUBST` command is not recommended.)
- Create a local folder to use temporarily on the workstation, such as C:\Ultra32
- Copy Ultra32.exe and WRKSTN.exe from the network drive (created in Step 1 above) to C:\Ultra32
- From this workstation, click the  button, select , and type the following in the *Open* field: "C:\ULTRA32\WRKSTN.EXE" (where "C:\ULTRA32\" is the local folder created above).
- Once the Workstation Setup program has completed, restart the computer.
- After restart, delete C:\Ultra32 and all its contents
- Adjust the Ultra32 desktop icon to point to the mapped drive and folder where Ultra32 software was installed during Step 1 instead of pointing to the C:\Ultra32 folder. This usually means changing C:\Ultra32\ to U:\Ultra32 (or whatever was used) in the Target and Start In fields.

Wide Area Network Installation

This type of installation is used when you wish to use the Ultra32 software from more than one computer at different sites (i.e. from your home or from a satellite office). When choosing a wide area network environment, please consider the following:

- Windows NT Terminal Server Edition or Citrix WinFrame: are the best choices for multiple remote offices and/or multiple simultaneous remote users.
- PcAnywhere or other Remote Control Software: is an affordable alternative for limited or occasional remote access. If this is your choice, perform either the Stand Alone Installation or the Local Area Network Installation and install your remote control software according to the manufacturers instructions.

Note: The Ultra32 software is not a low bandwidth application. It will not "run" over a low bandwidth connection (dial up modem, ISDN, DSL, etc, etc) unless it is ran using remote control or remote session.

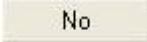
WAN Installation Process

The wide area network installation is divided into two steps. The 1st step is to install the Ultra32 program and data files into a shared folder/resource on the server. The 2nd step is to setup each user with the minimal files necessary to run the Ultra32 software. It is important that the person performing these steps is experienced with the wide area network operating system and has some working knowledge of your company's network.

Note: The standard version of the Ultra32 software may be installed on a network, and can be run from more than one computer. However, only the Multi-User version will allow two or more simultaneous users.

Step 1: Program & Data File Installation

- Verify that the server, where the Ultra32 software will be executed, meets or exceeds all [System Requirements](#).
 1. The system requirements will have to be taken into consideration for each concurrent user. Consult your WAN operating system manuals for more information regarding determining user requirements.
 2. In addition, each user must have a C: drive available when they start a remote session. The C: drive must be mapped to a User Folder on the server. It can not be mapped to the local workstation or terminal.
- At the server, create a shared folder/resource. All potential Ultra32 users must have read, write, execute, create, and delete rights within the shared folder/resource.
- Insert the Ultra32 Software CD in the CD-ROM drive and load the installation program.
- At the "Choose Destination Location" screen, be sure to install the Ultra32 software into the shared folder/resource.
 1. If you are upgrading from a prior version, DO NOT install the Ultra32 software in the same directory. It must be installed into an empty or non-existing directory.

- After the Program and Data files are installed, the Ultra32 Installation program will load the Workstation Setup. Click the  No button to bypass the Workstation Setup.
- Once the installation is complete, remove the Ultra32 Software CD. It is not necessary to restart the computer.

Note: The Ultra32 Software CD should only be installed once! The Workstation Setup procedure, outlined in Step 2, is used to setup the minimal files required for each user.

Step 2: User Setup

- Login to the server using the Id of a potential Ultra32 software user. Verify that the C: drive exists and is mapped to a unique folder for this user. (The use of the SUBST command is not recommended.)
- Click the  start button, select  Run..., and type the following in the *Open* field: "M:\ULTRA32\WRKSTN.EXE" (where "M:\ULTRA32" is the destination directory where the Ultra32 software was installed during Step 1)
- Once the Workstation Setup program has completed, restart the computer before running the Ultra32 software.

Note: The Workstation Setup does not work using Network Neighborhood or UNC. It must be run using a mapped drive letter and path.

Note: After performing the User Setup for one user, you may be able to setup the remaining users by copying the \CCSLOCAL folder (and its contents) from User's A folder into User's B folder. If needed, copy the Ultra32 shortcut as well.

Convert a Stand Alone Installation to a Network Installation

The following is a list of guidelines to use if your Ultra32 software was initially installed as a Stand Alone Installation and you now wish to run the software in a network environment.

The conversion process is divided into two steps. The 1st step is to move the Ultra32 program and data files into a shared folder/resource on a file server. The 2nd step is to install the minimal files, necessary to run the Ultra32 software, at each workstation computer. It is important that the person performing these steps is experienced with computer networks and has some working knowledge of your company's network.

Note: The standard version of the Ultra32 software may be installed on a network, and can be run from more than one computer. However, only the Multi-User version will allow two or more simultaneous users.

Step 1: Move the Program & Data Files

- Make a complete backup of the Ultra32 software.
- Verify that each workstation computer, where the Ultra32 software will be used, meets or exceeds all [System Requirements](#).
- At the file server, create a shared folder/resource. All potential Ultra32 users must have read, write, execute, create, and delete rights within the shared folder/resource.
- At each workstation computer, where the Ultra32 software will be used, map a drive letter to the shared folder/resource on the file server. It is recommended to use the same network drive letter at all workstations.
- Go to the workstation where the Ultra32 software is currently installed. Move the entire \ULTRA32 directory, including all of its sub-directories and files, to the shared folder/resource on the file server. (where "\ULTRA32" represents the folder where the Ultra32 software is currently installed)

Step 2: Workstation Setup

- From one of the workstation computers, click the  button, select  , and type the following in the *Open* field: "F:\ULTRA32\WRKSTN.EXE" (where "F:\" is the drive letter mapped to the shared folder/resource on the file server, and where "\ULTRA32\" is the destination directory where the Ultra32 software was moved during Step 1)
- Once the Workstation Setup program has completed, restart the computer before running the Ultra32 software.

Note: The Workstation Setup does not work using Network Neighborhood or UNC. It must be run using a mapped drive letter and path.

The Basics

The Ultra32 software user interface can be simplified into the following two basic components:

- Data Entry: is where data (such as customers, employees, Job Orders, etc, etc) can be queried, viewed, inputted, deleted, and/or edited. It is the place where you will spend most of your time working with your data.
- Report Generator: is used to create reports and documents (such as Payroll Checks, Invoices, Credit Memos, etc, etc) from the information in the Data Entry Forms. Many of the Report Generator Forms have controls that allow you to filter, group, and sort your data according to your specifications and needs. In addition, you can also control how the final output is presented, whether it be displayed on the screen, sent to a printer, faxed, or saved to a file.

Please take the time to review this section thoroughly. It can show you how to get the maximum benefit of the Ultra32 software interface in the shortest amount of time. If you take the time now to understand these two basic components, we are certain that you will save yourself hours of frustration, questions, and problems.

RecordSet

With the release of our Ultra32 software, CCS has implemented a new concept that is becoming widely used in software development. The concept is called the RecordSet. It is important that we take a moment to discuss "What is a RecordSet?", "Why do we use RecordSets?", and "When do I need or use a RecordSet?", because the RecordSet concept is used throughout the Data Entry Forms in the Ultra32 software.

What is a RecordSet?

A RecordSet can simply be described as a group of records. For example, the Ultra32 software stores information about your employees and applicants in an Employee File. Each employee or applicant is an Employee Record. In this example, a RecordSet is a group of Employee Records.

The group can be anything. It can be as simple all Employee Records who reside in Michigan or all Employees with the last name of Smith. Or it can be as complex as the following:

- All Employees who reside in Michigan
- And with an Employee Status of Active
- And with a Hired Date greater than or equal to 01/01/2001

Why do we use RecordSets?

The simple reason why we use RecordSets is that they take large volumes of un-managed data and organize it into smaller groups that are more readily useable.

The following example will try to explain the use of RecordSets using a typical business world scenario. Let's say that in your office you have a file cabinet of 10,000 Employee Records, from the past 5 years. If you needed to update John Smith's Employee Record with a new address, it is unlikely that you would bring the entire file cabinet back to your desk. Instead you would bring the one record back to your desk and perform the address change.

The RecordSet concept brings this same type of thinking to computer software. Before you can work with the Employee File, the Ultra32 software prompts you to identify which Employee Records you wish to work with. It then retrieves all Employee Records that meet your criteria. As we stated earlier, the criteria can be simple or complex.

What the RecordSet concept accomplishes is as follows:

- As your business grows, you will accumulate more and more data over the years. As this data grows, it becomes more difficult to work with the individual records. The RecordSet simplifies your data by organizing it into smaller more manageable groups.
- Increases the Ultra32 software performance on both your individual computer workstations and file servers, by working with smaller segments of data .
- Reduces network bandwidth, especially important to those working in a wide area network environment.

- Increases Multi-User performance.
- Allows CCS to prepare the Ultra32 software for the future, such as Server Based Applications, SQL and other database servers, and Web/Internet applications.

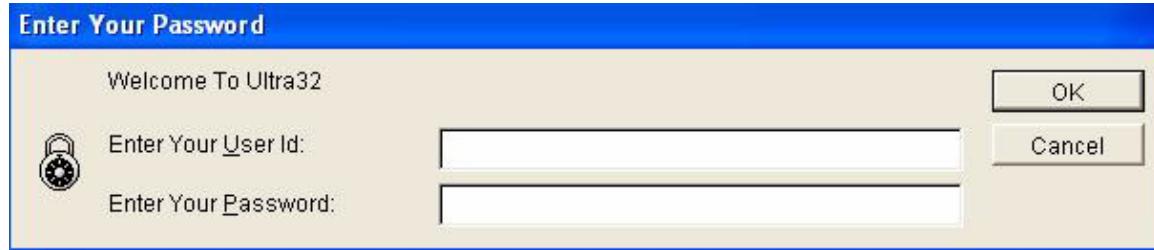
When do I need or use a RecordSet?

The answer to this is simple. Always. A RecordSet is used anytime you want to access data in the Ultra32 software. Once a RecordSet is created you can do the following:

- Add, edit, delete, or change records in the RecordSet via the Data Entry Tab
- View records in the RecordSet via the Data Entry or List Tabs.

Note: Most Data Entry Forms require some sort of criteria before a RecordSet can be created. The exceptions to this rule are the Data Entry Forms under the **System Files...** sub-menu, such as Groups & Skills, Comp Code, Rate Code, Sales Tax Code, and Validation Code.

Ultra32 Login



When the Ultra32 software loads, the Ultra32 Login Window is the first screen to appear. For security reasons, all users are required to supply both a *User Id* and *Password*. To complete the login process, follow these simple steps:

- Enter the *User Id* that was assigned to you by your system administrator.
- Enter the *Password* that was assigned to you by your system administrator.
- Click the button to login or click the button to close the Ultra32 software.

Note: The *User Id* is automatically capitalized, and the *Password* is not case sensitive.

Data File Sets

The phrase "Data File Set" refers to the set of files (customer, employee, Job Order, etc, etc) where your business data is stored. The Ultra32 software supports multiple Data File Sets. A sample of when you might have more than one Data File Set is:

- One set for your "regular employees" and a separate set for your "office staff".
- One set for each of your profit centers, offices, or regions.
- If you operate more than one business entity with different business names and Tax Id's. (A separate Data File Set is required in this instance.)

Note: If you split a single business entity (single Tax Id) into multiple Data File Sets, you may need the Data File Set Merge (Payroll) Option to combine payroll data for tax reporting purposes. Contact [CCS Technical Support](#) for more information.

Data File Set Selection Window



If more than one Data File Set is installed, the Data File Selection Window will appear after the Login Window. The following is a breakdown of the information displayed:

- Last Used: a marker for the last used Data File Set, at this particular workstation. (Indicated by the letter "Y".)
- Company Name: self explanatory. This value can be changed by selecting the **System** menu, followed by the **System Preferences** menu option.
- Directory Name: most commonly used to describe either the profit center, office, or region. This value can be changed by selecting the **System** menu, followed by the **System Preferences** menu option.
- Data Folder: a unique name for each Data File Set. This value is assigned by CCS and cannot be changed or altered.
- Version: the current version.
- Locked: indicates if the Data File Set is currently locked by another user. Data File Sets are locked by certain processes such as File Transfer, Data File Set Merge, and other Utilities.

Data File Selection Window - How to Use

- Double-Click the row of the Data File Set you wish to access.
- Select the row of the Data File Set you wish to access using your mouse or the up/down arrow keys, then press the <ENTER> key or click the  button.
- Click the  button to access the Data File Set with Last Used equal to "Y".

Common Data Files

The phrase "Common Data Files" refers to the set of files that is shared by all Data File Sets. Some types of data stored in the Common Data Files folder:

- Security Setup Information
- Validation and Sales Tax Codes
- Comp Codes and Payroll Tax Tables
- Bank Account and G/L Account Information
- System Setup Information, such as Deduction Types, Note Types, etc...

Note: Tables that contain Employer liability rates (Comp Codes, Payroll Tax Tables) can also be included in individual Data File Sets when one set of rates does not apply to all entities. For example, the State Unemployment (SUTA) rate is 4.2% for ABC Human Resource Inc, but 5.6% for Everyday Security, Inc.

Data Entry

The Ultra32 software stores the majority of your business data in several main files, such as Customers, Employees, Job Orders, etc, etc. Each of these main files has a Data Entry Form that is used to query, view, input, delete, and/or edit the corresponding data.

Even though each of the Data Entry Forms are ultimately unique, they all share a common User Interface. This common User Interface simplifies the use of the Ultra32 software and minimizes the time required to become proficient. Once you have mastered one Data Entry Form, you will have the knowledge to use them all.

All Data Entry Forms consist of four main components. The following is a list of those components, please see the individual sections for detailed information about each:

- Selection Criteria Tab
- Data Entry Tab
- List Tab
- Toolbar

Selection Criteria Tab

The Selection Criteria Tab is the starting part of every Data Entry Form. It allows you to identify criteria that will be used to create the Data Entry Form RecordSet. A RecordSet must be created before any records can be viewed, deleted, or changed. The only instance when the Selection Criteria can be bypassed is when you only want to add new records.

If you have not done so yet, we highly recommend that you review the RecordSet section in this User's Guide before continuing. It will explain the concept of the RecordSet and why it is used.

Note: For the purpose of this User's Guide, the Employee Information Data Entry Form will be used as an example and in all screen shots.

Employee Information:1

Selection Criteria	Data Entry	List
Employee Id <input type="text"/> Last Name <input type="text"/> Address1 <input type="text"/> Address2 <input type="text"/> City <input type="text"/> Status <input type="text" value="A"/> Soc Sec# <input type="text"/> Soc Sec Card: Last Name <input type="text"/> First <input type="text"/> Middle <input type="text"/> Office Code <input type="text"/> Dept Code <input type="text"/> Location Code <input type="text"/> Salesman1 <input type="text"/> Salesman2 <input type="text"/> Work Code <input type="text"/> Transportation <input type="text"/>		
<input type="button" value="Retrieve Employees"/> <input type="button" value="Clear Selections"/>		

Use of the Selection Criteria Tab can be divided into two simple steps. The first step is to enter the criteria. The criteria can be as simple or complex as you wish to make it. For example, you could enter "MI" in the **Status** field to create a simple RecordSet of all Employees who reside in Michigan. Another more complex example is as follows:

- Enter "A" in the **Status** field
- Enter "S" in the **Last Name** field
- Enter "MI" in the **State** field

The above sample would create a RecordSet of all Employees who are (1) Active, (2) Last Name begins with "S", and (3) reside in the State of Michigan. Now you can begin to see the power of the Selection Criteria Tab and RecordSets.

The final step is to click the command button. The Ultra32 software will create a RecordSet of all matching records. If no matches are found, a message is displayed. Otherwise, the Data Entry Tab is automatically displayed with the first matching record.

Additional Selection Criteria Tab Notes

- The command button resets all fields on the Selection Criteria Tab.
- Most Data Entry Forms require some sort of criteria before a RecordSet can be created. The exceptions to this rule are the Data Entry Forms under the **System Files...** sub-menu, such as Groups & Skills, Comp Code, Rate Code, Sales Tax Code, and Validation Code.
- Some fields on the Selection Criteria Tab require validation. For example, the employee **Status** field is validated against a list of pre-defined values.

- Character fields, that are not validated, use a wild-card query. For example, if "BA" is entered in the employee *Last Name* field, the Ultra32 software would create a RecordSet of all employees with a last name that begins with "BA". Such as "Baker" and "Baldwin".

Data Entry Tab

The Data Entry Tab is what we like to call the meat and potatoes of the Data Entry Form. It is the screen where you add new or view/delete/change existing records. If your only intention is to add new records, you can bypass the Selection Criteria Tab and begin adding new data. Otherwise, you must first use the Selection Criteria Tab to create a RecordSet.

If you have not done so yet, we highly recommend that you review the [RecordSet](#) and [Selection Criteria Tab](#) sections in this User's Guide before continuing.

Note: For the purpose of this User's Guide, the Employee Information Data Entry Form will be used as an example and in all screen shots.

The contents and layout of a Data Entry Tab will vary depending on the file that is being displayed. For example, the type of information stored for an employee is not the same as what will be stored for a customer, or for a Job Order. However, all Data Entry Tabs use some or all of the following similar components:

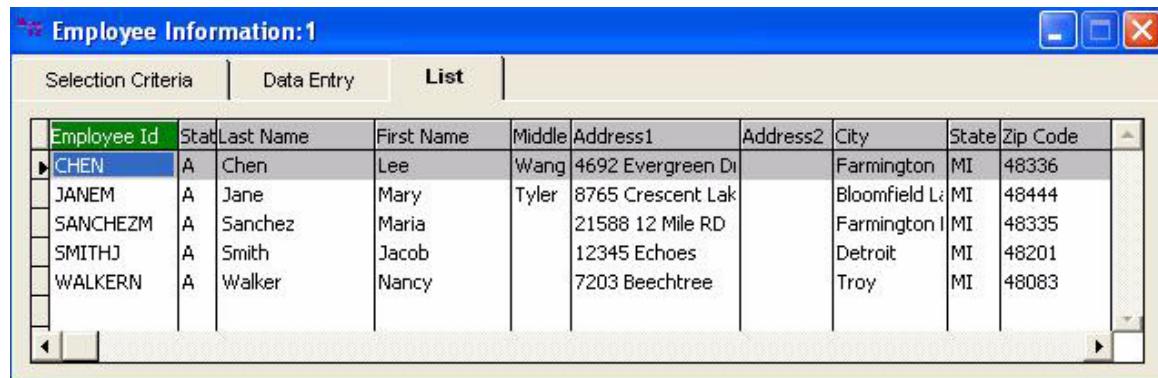
- [Fields](#)
- [Pages](#)
- [Child Data](#)

List Tab

The List Tab displays the records from the current RecordSet in a spreadsheet like format. Each of the columns represent a field in the Ultra32 software and includes the field name. For example, the image below displays the *Employee Id* field, *Status* field, *First Name* field, and so on. Each of the rows represent a separate record. For example, the image below displays five employee records, one for "Lee Chen", one for "Mary Jane", and so on.

If you have not done so yet, we highly recommend that you review the [RecordSet](#) and [Selection Criteria Tab](#) sections in this User's Guide before continuing.

Note: For the purpose of this User's Guide, the Employee Information Data Entry Form will be used as an example and in all screen shots.



The screenshot shows a Windows application window titled "Employee Information:1". The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a menu bar with three tabs: "Selection Criteria", "Data Entry", and "List". The "List" tab is currently selected, indicated by a thicker border around its tab area. The main content area is a grid table with 11 columns and 5 rows of data. The columns are labeled: Employee Id, Stat, Last Name, First Name, Middle, Address1, Address2, City, State, and Zip Code. The rows contain the following data:

Employee Id	Stat	Last Name	First Name	Middle	Address1	Address2	City	State	Zip Code
CHEN	A	Chen	Lee	Wang	4692 Evergreen Dr		Farmington	MI	48336
JANEM	A	Jane	Mary	Tyler	8765 Crescent Lak		Bloomfield L	MI	48444
SANCHEZM	A	Sanchez	Maria		21588 12 Mile RD		Farmington I	MI	48335
SMITHJ	A	Smith	Jacob		12345 Echoes		Detroit	MI	48201
WALKERN	A	Walker	Nancy		7203 Beechtree		Troy	MI	48083

With the List Tab, you can perform the following:

- View the data using the horizontal and vertical scroll bars.
 1. The horizontal scroll bar is used when the number of columns or the size of the columns displayed exceed the size of the grid. Click either the left or right scroll buttons to change the columns visible.
 2. The vertical scroll bar is used when the number of rows or the size of the rows displayed exceed the size of the grid. Click either the up or down scroll buttons to change the rows visible.
- Select a record for access (via the Data Entry Tab) using one of several methods:
 1. Double-Click the row of the record you wish to access.
 2. Select the row of the record you wish to access using your mouse or the up/down arrow keys, then press the <ENTER> key.
- Sort the records displayed in the List Tab by clicking the column heading.
 1. The current sort order of the List Tab is denoted by either a green column heading (ascending "A,B,C...") or a blue column heading (descending "Z,Y,X...").
 2. You can change between an ascending and descending sort by double-clicking the column heading.
 3. Not all columns can be sorted. For example, it usually does not make reasonable sense to sort records by a street address. However, an Id, Name, or Zip Code are all good examples of commonly used sorts.

Note: The selected record in a List Tab is always denoted by a ▶ triangle in the far left column.

Toolbar

The Toolbar is a control panel for the Data Entry Form. Each component of the Toolbar issues a specific command. For example, the New Command tells the Data Entry Form that you wish to add a record.

If you have not done so yet, we highly recommend that you review the [RecordSet](#) and [Selection Criteria Tab](#) sections in this User's Guide before continuing.

Note: The image below is a sample Toolbar used by most Data Entry Forms in the Ultra32 software. However, some Data Entry Forms will have modified versions of this toolbar.



Multiple Data Entry Forms

If more than one Data Entry Form is open, all Toolbar commands apply to the active Data Entry Form only. For example, the image below depicts three open Data Entry Forms (Customer, Employee, and Job Order Information). The Job Order Information Data Entry Form is the active (dark blue), the other Data Entry Forms are in-active (grey).



Toolbar Command Types

The Toolbar commands can be grouped into three distinct command types: RecordSet Commands, Current Record Commands, and Active Window Commands. For a summarized list of commands, review the [Toolbar Shortcuts Table](#) at the end of this section. Otherwise, review each individual command for more information.

The following is a description of each Toolbar Command Type:

- RecordSet Commands: affect the RecordSet that was created by the Selection Criteria Tab. For example, the First Command displays the first record, of the RecordSet, on the Data Entry Tab screen. The majority of Toolbar commands are of this type.
- Current Record Commands: affect only the currently displayed record, on the Data Entry Tab. For example, the Delete Command prompts you to delete the current record. It does not delete all records in the RecordSet.
- Active Window Commands: affect the active window. For example, the Close Command will only close the active Data Entry Form. All other non-active Data Entry Forms will remain open.

Toolbar Command List

New Command



New displays a "blank" record on the Data Entry Tab for adding a new record to the RecordSet. This is the only RecordSet command that can be used without first using the Selection Criteria Tab to create a RecordSet.

Save Command



Save when adding a new record (Add Mode), this command completes the record creation. Otherwise, when making changes to a record (Edit Mode), this command will save the changes to the currently displayed record on the Data Entry Tab.

Undo Command



Undo when adding a new record (Add Mode), this command will cancel the previously selected New Command. Otherwise, when making changes to a record (Edit Mode), this command will cancel all changes since the last save to the currently displayed record on the Data Entry Tab.

Print Command



Print creates a picture/image of the active window that can be sent to an installed printer device. Similar to taking a snapshot of the monitor. This command is useful when reporting a problem in the Ultra32 software or creating procedures and check lists for your staff.

Delete Command



Delete attempts to delete the currently displayed record on the Data Entry Tab. In some cases, the Ultra32 software does not allow you to delete a record. For example, an employee cannot be deleted once he or she has been issued a payroll check.

Void Command



Void voids the currently displayed record on the Data Entry Tab. This command is used in place of the Delete Command in cases where the Ultra32 software never allows a record to be deleted. For example, a Payroll Check can not be deleted, because the Ultra32 software requires an audit trail of Payroll Checks issued.

First Command



First displays the first record in the RecordSet, on the Data Entry Tab.

- This command only works if the RecordSet has more than one record.
- The "first record" is affected by the Sort and Filter commands.

Prior Command



Prior displays the prior record in the RecordSet, on the Data Entry Tab.

- This command only works if the "first record" is not currently displayed, and the RecordSet has more than one record.
- This command is affected by the Sort and Filter commands.

Next Command



Next displays the next record in the RecordSet, on the Data Entry Tab.

- This command only works if the "last record" is not currently displayed, and the RecordSet has more than one record.
- This command is affected by the Sort and Filter commands.

Last Command



Last displays the last record in the RecordSet, on the Data Entry Tab.

- This command only works if the RecordSet has more than one record.
- The "last record" is affected by the Sort and Filter commands.

Filter Command



Filter performs simple to complex filtering on the RecordSet.

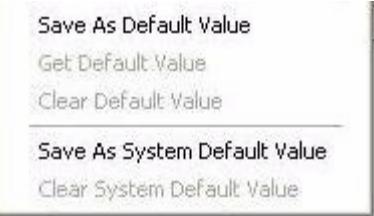
- See the [Find & Filter](#) section in this User's Guide for more information.
- The criteria specified this command effects the First, Prior, Next, and Last commands.

Sort Command



Employee Id sorts the records in the RecordSet.

- To select a sort order, click the down arrow button, then select a value from the list using the mouse.
- The value selected by this command effects the First, Prior, Next, and Last commands.
- This control includes the ability to save, get, and clear default values. To access this functionality, simply Right Click the control to display the following menu:



- Save As Default Value: saves the current Sort Order value in the System Registry under the Current User Key.
- Get Default Value: retrieves the default value currently stored in the System Registry.
 1. This menu option is only enabled if a current default value exists.
- Clear Default Value: clears the default value currently stored in the System Registry.
 1. This menu option is only enabled if a current default value exists.
- Save As System Default Value: saves the current value into the System Default Values Table.
 1. This menu option is only visible to those with System Administrative Rights.
 2. A System Default Value overwrites the "standard" Default Value.
 3. The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.
- Clear System Default Value: saves the current value into the System Default Values Table.
 1. This menu option is only visible to those with System Administrative Rights.
 2. This menu option is only enabled if a current system default value exists.
 3. The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.

Note: both the Default Value and System Default Value are stored for each Data File Set. For example, the \DATA folder has one set of default values, whereas the \STAFF folder utilizes a separate set of default values.

Close Command



closes the currently active Data Entry Form.

Toolbar Shortcuts Table

Command	Affects the	Short-Cut Key
New	RecordSet	<CTRL>+<N>
Save	Current Record	<CTRL>+<S>
Undo	Current Record	<CTRL>+<E>
Print	Active Window	
Delete	Current Record	
Void	Current Record	
First	RecordSet	<CTRL>+<HOME>
Prior	RecordSet	<CTRL>+<PAGEUP>
Next	RecordSet	<CTRL>+<PAGEDOWN>
Last	RecordSet	<CTRL>+<END>
List	RecordSet	
Filter	RecordSet	
Sort	RecordSet	
Close	Active Window	<ESC>

Fields

A "field" represents a portion of a record. For example, *First Name*, *Middle Name*, and *Last Name* are all fields in an Employee Record. In the Ultra32 software, there are several different types of fields used to store your business data. The following is a list of basic field types.

Character Fields

Last Name are used to store most of the data. The majority of these fields allow alpha-numeric characters in mixed case format.

Date Fields

Birthdate are used when the data stored must be a valid calendar date. In addition to entering the date manually, you can use any of the following alternative methods:



- Select **Calendar...** from the Right-Click Menu.
- Press one of the following Date Shortcut keys.

Short-Cut Key	Action
+	increase by 1
-	decrease by 1
t	today
w	first day of the week
k	last day of the week
p	first day of the previous week
s	last day of the previous week
n	first day of next week
x	last day of next week
m	first day of the month
h	last day of the month
q	first day of the quarter
u	last day of the quarter
y	first day of the year
r	last day of the year

Numeric Fields

Pay: are used when the data stored is always a numeric value and/or will be used in some type of calculation.

Validated Fields

State are used when (1) the data stored must match a pre-defined list of values and/or (2) when an abbreviated code can be used to increase data entry speed and reduce repetitive data entry. For example, the employee **State** field uses a two character code to represent the state where an employee resides. It is much quicker, easier, and less error prone to enter "MI" versus "Michigan". The following is a list of Validated Field characteristics:

- They range in length from one to ten alpha-numeric characters.
- All alpha characters are automatically stored and displayed in upper case.
- A Look Up Window is displayed whenever one of the following conditions occur:
 1. Press the **<F5>** key.
 2. An invalid code is entered into the Validated Field and the user attempts to proceed to the next field, page, etc, etc.
 3. The **Look Up...** menu option is selected from the Right-Click Menu.
- Use one of the following types of Look Ups:
 1. System-Defined Look Up
 2. User-Defined Look Up

System-Defined Look Up

The Ultra32 software uses Look Ups when the data being stored is in a Validated Field. If you have not reviewed the section on Validated Fields yet, we recommend that you do so at this time. The following is a list of System-Defined Look Up characteristics:

- Cannot be left blank or bypassed. For example, every Employee Record must have an Employee Status. The employee's **Status** field is later used to include/exclude groups of employees from various Ultra32 software functions.
- Are generally between one and three alpha-numeric characters in length. All alpha characters are stored and displayed in upper case.
- The list of pre-defined values are preset by CCS before the Ultra32 software was shipped and cannot be altered.

Note: In most instances, CCS's preset values handle the majority of our user's needs. However, if your company has a special circumstance and you require additional System-Defined Look Up values, please contact CCS Technical Support for more information.



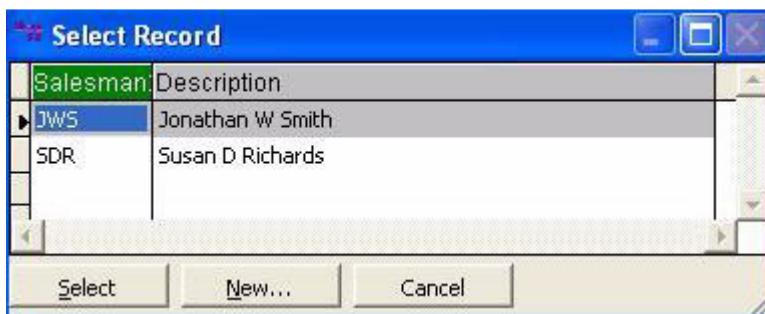
The above image is an example of a System-Defined Look Up with the employee *Status* field, on the Employee Data Entry Form. Once the Look Up is displayed you may perform any of the following:

- Select one of the available choices using your mouse or the up/down arrow keys, then press the <ENTER> key or click the **Select** button.
- Double-Click the desired choice.
- Click the **Cancel** button or press the <ESC> key to return the previous screen.

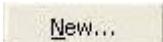
User-Defined Look Up

The Ultra32 software uses Look Ups when the data being stored is in a Validated Field. If you have not reviewed the section on Validated Fields yet, we recommend that you do so at this time. The following is a list of User-Defined Look Up characteristics:

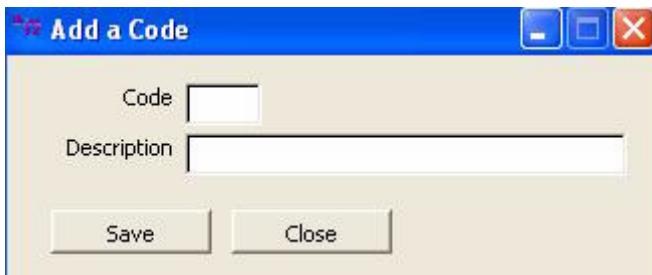
- Are optional. For example, every employee has a *Department Code*, *Location Code*, and *Office Code* field. The Ultra32 software does not require you to use any of these employee classifications.
- Are generally between one and ten alpha-numeric characters in length. All alpha characters are stored and displayed in upper case.
- The list of pre-defined values are preset by your company. You may setup the values ahead of time using the corresponding Data Entry Forms under the **System Files...** sub-menu. Or the values can be added on-the-fly.



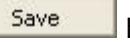
The above image is an example of a User-Defined Look Up with the employee *Salesman* *Code* field, on the Employee Data Entry Form. Once the Look Up is displayed you may perform any of the following:

- Select one of the available choices using your mouse or the up/down arrow keys, then press the <ENTER> key or click the  button.
- Double-Click the desired choice.
- Click the  button to add a User-Defined Look Up value on-the-fly.
- Click the  button or press the <ESC> key to return the previous screen.

Adding Values to the User-Defined Look Ups On-The-Fly



When the  button is clicked, the Add a Code Window is displayed. To add a new value, perform the following.

- Enter a unique alpha-numeric character combination into the *Code* field. Note, all alpha characters are automatically capitalized. Press <TAB> to move to the next field.
- Enter up to thirty alpha-numeric characters into the *Description* field. This field supports mixed case.
- Either click the  button to save the new value, or click the  button to cancel the add process.

Pages

The Data Entry Tab uses Pages when the amount of information for a record cannot be displayed on one screen. For example, an Employee Record can contain general information such as address and classification codes, multiple contact codes, multiple skills and training, multiple pay and bill rates, etc, etc. Pages allow the Ultra32 to group and logically arrange various data that completes a particular record.

Note: For the purpose of this User's Guide, the Employee Information Data Entry Form will be used as an example and in all screen shots.

Employee Information:1

Selection Criteria **Data Entry** List

Employee Id Status Added On
Last Name First Middle
Address1
Address2
City State Zip Country

[General] EEOC Contacts Notes Skills Rates Payroll Deductions Assign Schedule Track Document
Soc Sec#

Soc Sec Card:
Last Name First Middle
1099 TIN 1099 DBA/LLC Name
Office Code Dept Code Location Code
Salesman1 Salesman2
Work Code Transportation
External Sys Id

The Employee Information Data Entry Form has nine pages (General, EEOC, Phone, etc, etc). In the example above, we can see that General page is active because its page name is in bold type. If you wanted to view or change the information on the EEOC page, simply click the name of the page.

EEOC General EEOC Contacts Notes Skills Rates Payroll Ded/Wage Schedule Track Document

Marital Status Race Sex Employee Photo:
Birthdate Get/View File
Hired On Rehired On Remove
First Check Last Check
Terminated Term Code


Note: The data displayed on a page always refers to record displayed above. In the above examples, both the General and EEOC pages contain Mary Jane's employee information.

Child Data

Child Data is a term used to describe data that is a child of a parent record. For example, you may wish to store a list of job skills and qualifications of a particular employee. This list of job skills is child data of the parent employee record.

We use the terms Child and Parent because they have the similar characteristics of the "real world". For example:

- A parent must exist before a child can be created. In Ultra32 this means that you cannot create child data (such as Skills, Rates, Deductions, etc, etc.) for an Employee without first creating the basic Employee Record.
- A parent is not required to have any children. In Ultra32 this means that you are not required to create child data (such as Skills, Rates, Deductions, etc, etc.).
- A parent can have more than one child. In Ultra32 this means that each Employee can have one or more child data. For example, it is not uncommon for an employee to have more than one phone, possess more than one skill, or have more than one pay rate.

Note: For the purpose of this User's Guide, the Employee Information Data Entry Form will be used as an example and in all screen shots.

The screenshot shows the 'Employee Information:1' window with the 'Data Entry' tab selected. The main area contains fields for Employee Id (HANEM), Status (A), Added On (04/16/2002), Last Name (Jane), First (Mary), Middle (Tyler), Address1 (8765 Crescent Lake Rd), Address2, City (Bloomfield Lake), State (MI), Zip (48444), and Country. Below these fields is a navigation bar with tabs: General, EEOC, Contacts, Notes, Skills, Rates, Payroll, Deductions, Assign, Schedule, Track, and Document. The 'Rates' tab is currently active. A grid titled 'Pay and Bill Rates' displays two rows of data:

Type	Description	RateCode	CompCode	Reg PayRte	Ovt PayRte	Dbl PayRte	Reg BillRte	Ovt BillRte	Dbl BillRte
H	Holiday	CLERICAL	8810MI	15.0000	22.5000	30.0000	20.5500	30.8300	41.1000
R	Hourly	CLERICAL	8810MI	10.0000	15.0000	20.0000	13.7000	20.5500	27.4000

In the above image, you can see that the employee "Mary Tyler Jane" (parent record) has two Rates (child data).

Note: The concepts in this section discuss how Ultra32 incorporates parent and child data. These concepts not only apply to the rest of the employee record (Skills, Notes, Deductions, etc, etc), but also to other parent records (Customer, Job Order, TimeSlip, etc, etc).

Child Data User Interface

The contents and layout of the Child Data User Interface will vary depending on the information that is being displayed. For example, the type of information stored for an employee rate is not the same as what will be stored for an employee skill, or for an employee deduction. However, all Child Data User Interfaces use the following similar components:

- Grid
- New Button
- Delete Button

Child Data User Interface - Grid

Type	Description	RateCode	CompCode	Reg PayRte	Ovt PayRte	Dbl PayRte	Reg BillRte	Ovt BillRte	Dbl BillRte
H	Holiday	CLERICAL	8810MI	15.0000	22.5000	30.0000	20.5500	30.8300	41.1000
R	Hourly	CLERICAL	8810MI	10.0000	15.0000	20.0000	13.7000	20.5500	27.4000

The Grid is very similar to a spreadsheet. Each of the columns represent a field in the Ultra32 software and includes the field name. For example, the image above displays the **Type** field, **Description** field, **RateCode** field, and so on. Each of the rows represent a separate record. For example, the image above displays two records, one for "Hourly" rates, and a second for "Holiday" rates.

With the grid, you can perform the following:

- View the data using the horizontal and vertical scroll bars.
 1. The horizontal scroll bar is used when the number of columns or the size of the columns displayed exceed the size of the grid. Click either the left or right scroll buttons to change the columns visible.
 2. The vertical scroll bar is used when the number of rows or the size of the rows displayed exceed the size of the grid. Click either the up or down scroll buttons to change the rows visible.
- Edit the data in the grid using one of several methods:
 1. Double-Click the row of the child data record you wish to edit.
 2. Select the row of the child data record you wish to edit using your mouse or the up/down arrow keys, then select the **Open...** menu option from the Right-Click Menu.

Note: The selected record in a grid is always denoted by a triangle in the far left column.

Child Data User Interface - New Button

The button is used add a child data record via the [Child Data Entry Form](#).

Child Data User Interface - Delete Button

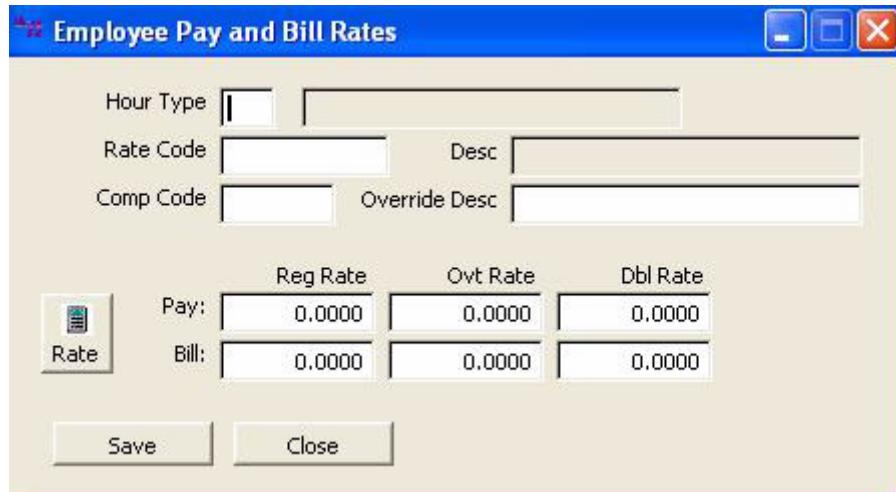
The  button is used permanently remove the selected record. Before the child data information is removed, you will be prompted to confirm whether or not you wish to perform the deletion.

Note: The selected record in a grid is always denoted by a  triangle in the far left column.

Child Data Entry Form

The contents and layout of the Child Data Entry Form will vary depending on the information that is being displayed. For example, the type of information stored for an employee rate is not the same as what will be stored for an employee skill, or for an employee deduction.

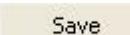
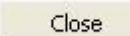
If you have not done so yet, we highly recommend that you review the *Fields* section in this User's Guide before continuing. It explains the types of fields on the Data Entry Forms and how the fields are used.

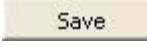


A Child Data Entry Form is only displayed when one of the following events occur:

- The  button is selected. (Add Mode)
- The row displayed in the grid is double-clicked. (Edit Mode)
- The **Open...** menu option from the Right-Click Menu, is selected. (Edit Mode)

Once a Child Data Entry Form is displayed, you can perform the following:

- If the Child Data Entry Form is in "Add Mode"
 1. Click the  button to complete the creation of a new child data record. The Child Data Entry Form will close and you will return to the previous screen.
 2. Click the  button to leave the Child Data Entry Form. You will be prompted whether or not you wish to save any changes.
- If the Child Data Entry Form is in "Edit Mode"

1. Click the  button to save any changes to the child data record. The Child Data Entry Form will close and you will return to the previous screen.
2. Click the  button to leave the Child Data Entry Form. If any changes were detected, you will be prompted whether or not you wish to save those changes.

Filter Command

Note: Although we have included this section in The Basics portion of this User's Guide, this command is an advanced user feature. If you are new to the Ultra32 software, you can skip this section for the time being and return later when you are ready to master an advanced feature.

The Filter is a very powerful RecordSet command. It is used to perform simple to complex queries on a Data Entry Form RecordSet. These queries can be useful when working with large RecordSets such as TimeSlips, Payroll Checks, Invoices, and so on.

The Filter command can be summed as follows: it hides all records in that RecordSet that do NOT match the criteria specified. (We use the term "hide" because the records that do not match the criteria are still in the RecordSet, but are invisible.)

Because this is an advanced feature, it is divided into the following two sections:

- *Filter - The Basics*: this section explains the basics of querying, conditions, and connectors.
- *Filter - How To*: this section explains how to use the Filter command with examples and screen shots.

Note: The concepts and examples contained in the above sections will apply to the Filter command in all Data Entry Forms. For the purpose of this User's Guide, the Employee Information Data Entry Form will be used as an example and in all screen shots.

Filter - The Basics

Before you can start using the Filter command, it is important that you have a basic understanding of querying. Querying is the process in which a large number of records is reduced to a smaller set of records that match a set of given criteria (aka conditions).

The Filter command uses one or more Conditions to perform their tasks. For example, *Last Name* { Begins With } "S" is a condition that will locate only those employees whose last name starts with the letter "S". Every condition is made of three parts.

- Field: is the data in the Ultra32 software.
 1. In the above example, *Last Name* is the field.
 2. Every condition uses a field.
- Operator: is how a field is compared.
 1. In the above example, { Begins With } is the operator.
 2. See the *Operator Table* section for a detailed list and descriptions of operators.
 3. Every condition uses an operator.
- Value: is an example of the data you wish to locate.
 1. In the above example, "S" is the value.

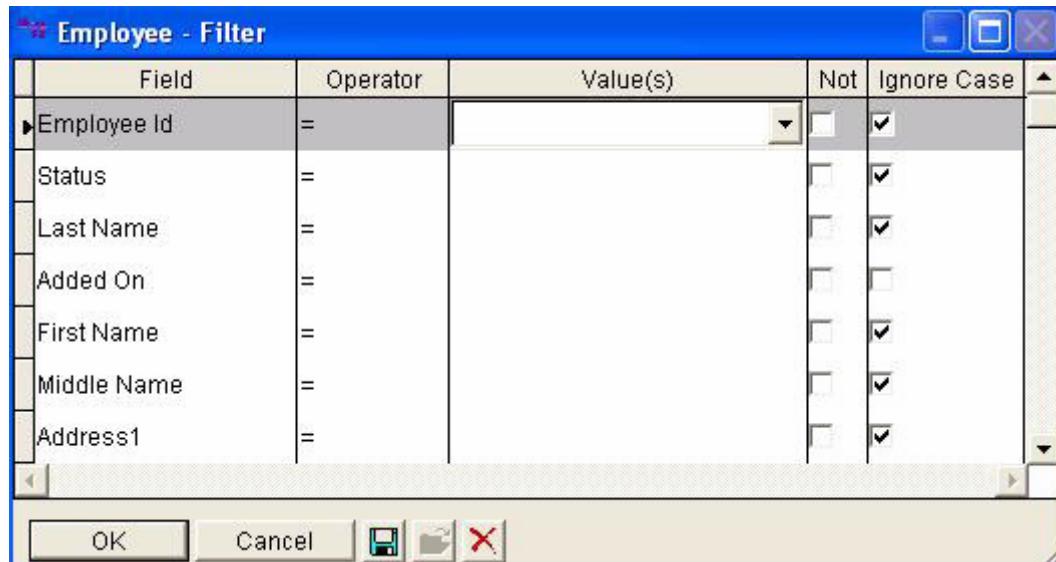
- Some conditions use more than one Value. For example, the { Is Between } operator needs two values (*Hire Date* { Is between } 01/01/2000 and 12/31/2000").
- The Ignore Case option controls whether or not upper and lower case characters affect the results. For example, if unchecked, a Condition with the *Last Name* field and the Value "Jones" would include records with "JONES", "jones", "Jones", and "JoNES". But, the same Condition with this option checked, would only include records with "Jones".

Operator Table

Operator	Description
{ = }	The data stored in the field must exactly match the value you specify. For example, <i>Last Name</i> { Equals } "Smith".
{ > }	The field contains a value in excess of the specified value. Commonly used on numeric and date fields. For example, <i>Pay Rate</i> { is greater than } "100".
{ < }	The field contains a value under the specified value. Commonly used on numeric and date fields. For example, <i>Pay Rate</i> { is Less than } "100".
{ is in List }	This operator allows for entry of several values for a single field. The equivalent expression would be created using ten separate "equals" operations. For example, <i>City</i> { Begins With } "Denver", "New York", "Los Angeles", "Seattle".
{ is Between }	This operator allows the entry of a range of values. Commonly used on numeric and date fields. For example, <i>Hire Date</i> { is between } "01/01/2000" and "12/31/2000".
{ Begins With }	The data in the field will start with the value specified. For example, <i>Last Name</i> { begins with } "S".
{ is between }	This operator allows the entry of a range of values. Commonly used on numeric and date fields. For example, <i>Hire Date</i> { is between } "01/01/2000" and "12/31/2000".
{ Contains }	The field has the specified value anywhere in the data it contains. For example, <i>Street</i> { contains } "Orchard Lane".

Filter - How To

When either the Filter command is issued, the Filter Dialog Screen is displayed.



With this screen, you can perform the following:

- Clear All Conditions
- Store Queries
- Retrieve Stored Queries

Filter Dialog Screen Commands

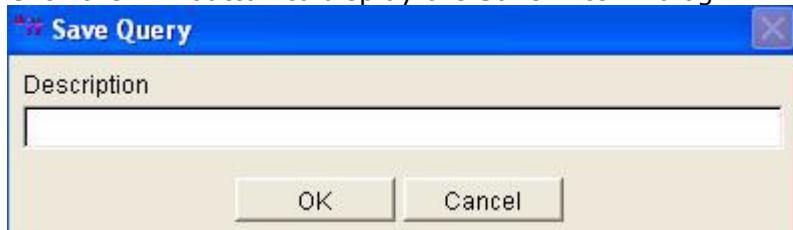
Clear All Conditions

To delete all Conditions previously added to the Filter Dialog Screen, click the  button.

Store Queries

If you find that you are repeatedly using the same queries over and over again, it may be worthwhile to store them. Use the following steps to store a query:

- Click the  button to display the Save Filter Dialog.



- Enter a description of your query. For example, "All Employees with the State=MI, Hired Since 01/01/2001".
- Click the  button to complete the save process.

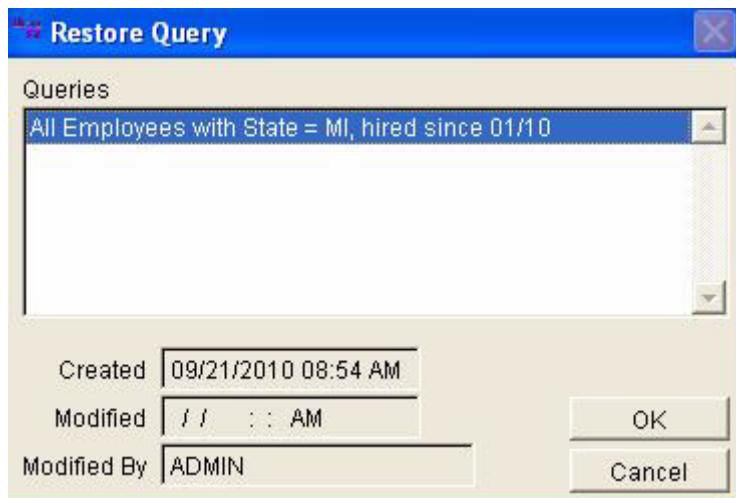
Note: Queries are both stored and retrieved using the active Data Entry Form. For example, a query stored on the Employee Data Entry Form is not visible from the Customer Data Entry Form. This makes logical sense, because the type of query created for an employee would not work on a customer, or a Job Order, and so on.

Note: All stored queries are accessible to all users of the Ultra32 software. That is why you may wish to include your name as part of the name.

Retrieve Stored Queries

To retrieve a previously stored query use the following steps:

- Click the  button to display the Select Filter Dialog.



- Select a value using your mouse, then press the <ENTER> key or click the **OK** button.

Note: Queries are both stored and retrieved using the active Data Entry Form. For example, a query stored on the Employee Data Entry Form is not visible from the Customer Data Entry Form. This makes logical since, because the type of query created for an employee would not work on a customer, or a Job Order, and so on.

Note: All stored queries are accessible to all users of the Ultra32 software. That is why you may wish to include your name as part of the name.

Report Generator

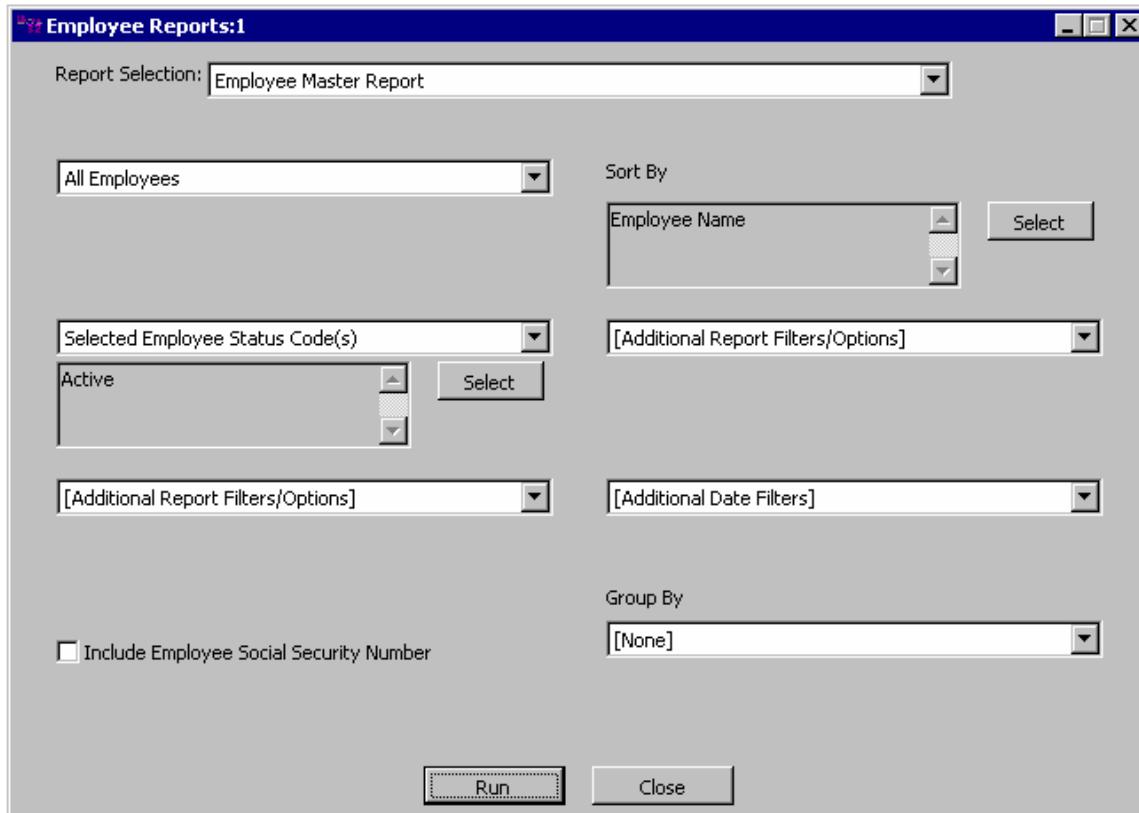
The Report Generator Form is a powerful tool used to create reports and documents (such as Payroll Checks, Invoices, Credit Memos, etc, etc). The Ultra32 software organizes the system by using a separate Report Generator Form for each key category, such as Customer, Employee, Job Order, and so on.

Even though each of the Report Generator Forms are ultimately unique, they all share a common User Interface. This common User Interface simplifies the use of the Ultra32 software and minimizes the time required to become proficient. Once you have mastered one Report Generator Form, you will have the knowledge to use them all.

The User Interface of the Report Generator Forms consist of the following two main portions:

- Report Generator Form: this is where you select the type of report or document you wish to create, then filter, group, and sort the data.
- Report Output Screen: this is where you select how the final output is presented, whether it be displayed on the screen, sent to a printer, faxed, or saved to a file.

Report Generator Form



Each of the Report Generator Forms have controls that allow you to filter, group, and sort your data according to your specifications and needs. The following is a list of those controls/components, please see the individual sections for detailed information about each:

- Report Selection

- Standard Filter
- Sort Selection
- Group Selection
- Date Filter
- Check Box
- Text Box
- Numeric Filter

Note: For the purpose of this User's Guide, the Employee Report Generator Form will be used as an example and in all screen shots.

Note: The contents/options of Report Generator Controls will vary depending on both the category (Customer, Employee, Job Order, and so on) selected and the Report Selection. For example, the type of information that would be filtered for an employee report may not be the same type information for a customer, a Job Order, and so on.

Report Selection

Report Selection:  this component is used to select which report or document you wish to create. Perform the following to view or select a different report:

- Click the  arrow that appears to the far right. A drop down list of possible options will appear.
- Select a single option using your mouse or use the up/down arrow keys and press the <ENTER> key.

Note: Whenever a Report Selection is changed, all other controls are reset to their original settings. The "original setting" will vary depending on the report or document selected.

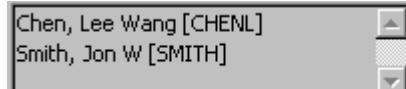
Standard Filter

This component is the most commonly used control on a Report Generator Form. It is so important that many of the Report Generator Forms include multiple instances (more than one) of this control. Its purpose is to filter the data that will be included on the report or document using sample values. For example, an Employee Master Report can be filtered for all employees with a *Status Code* of "A".

Standard Filter Control - Individual Components

All Standard Filter Controls consist of the following three components:

- Filter Type:  is a drop down list of available filters. For example, "Selected Employee(s)", "Selected Employee Status Code(s)", "Selected Employee State(s)", and so on.



- Value List: is a list of values that will be applied to the Filter Type. For example, in the image above, only those two employees will be included on the report.
 1. The vertical scroll bar is used when the number of items displayed exceed three. Click either the up or down scroll buttons to change the items visible.
 2. This component is not visible when either the "All ????????" or "[Additional Report Filters/Options]" is selected in the Filter Type.
 3. The order in which the items appear makes no difference in the report output.
- The button is used to modify the items in the Value List.
 1. See the *Item Selection Window* section in this User's Guide for more information.
 2. This component is not visible when either the "All ????????" or "[Additional Report Filters/Options]" is selected in the Filter Type.

Standard Filter Control - Different Appearances

The following is an example of the various appearances of a Standard Filter Control:

- or is displayed when no filter is being used by the Standard Filter Control. In this case, the report is set to include all records.
- appears when a filter is being used and one or more values for the filter have been chosen. In this case, the report is set to only include the two employees listed above.
- appears when a filter is being used, but no values for the filter have been chosen. In this case, the report is set to include all records because the Value List is empty!

Standard Filter Control - How to Use

The use of a Standard Filter Control can be explained as follows:

- Select an option from the Filter Type
1. Click the arrow that appears to the far right. A drop down list of possible options will appear.
 2. Select a single option using your mouse or use the up/down arrow keys and press the **<ENTER>** key.

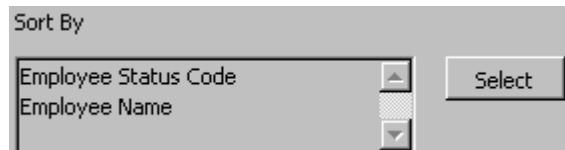


- Add one or more values to Value List

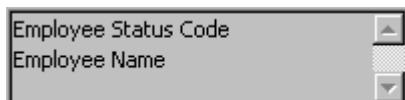
1. Click the button to display the [Item Selection Screen](#).

Note: In an effort to be more efficient, whenever a new option is selected in the Filter Type, the [Item Selection Screen](#) will automatically be displayed.

Sort Selection



this component is used to control the order or sort of the data in the final output. The following is a list and explanation of the components used in this control:



- Value List: is a list of values that will be applied to the Sort Selection. For example, in the image above, the final output would be sorted first by "Employee Status Code" and then by "Employee Name".
 1. The vertical scroll bar is used when the number of items displayed exceed three. Click either the up or down scroll buttons to change the items visible.
 2. The order in which the items appear does make a difference in the final output.
- The button is used to modify the items in the Value List.
 1. See the [Item Selection Window](#) section in this User's Guide for more information.

Note: Group Selection takes precedence over Sort Selection. For example, if the Group Selection is "Employee State" and Sort Selection like the image above, the final output would be sorted by "Employee State", and then "Employee Status" and finally by "Employee Name"..

Note: Some reports may include more than one Sort Selection. For example, the Employee Rates Report includes a primary sort for the employee records and a secondary sort for each employees' rate records.

Group Selection



this component is used to group (aka sub total) report data. For example, in the image displayed above, the Group Selection would create an output that listed and sub totaled employee by their Employee State.

You can perform the following to view or select a Group Selection:

- Click the arrow that appears to the far right. A drop down list of possible options will appear.

- Select a single option using your mouse or use the up/down arrow keys and press the <ENTER> key.

Date Filter

This component is used to filter the data that will be included on the report or document using date ranges. For example, an Employee Master Report can be filtered for all employees with a *Hire Date* { Between } "01/01/2000" and "12/31/2000".

Date Filter Control - Individual Components

The majority of Date Filter Controls consist of the following three components:

- Filter Type: Employee Hire Date is a drop down list of available filters. For example, "Employee Hire Date", "Employee Birth Date", "Employee Termination Date", and so on.
- Operator: Between is used to determine how the Value will be compared to Filter Type.
 1. { Between } filters all records between a range of values. For example, *Employee Hire Date* { Between } "01/01/2000" and "12/31/2000".
 2. { Greater Than or Equal To } filters all records in excess of or equal to the specified value. For example, *Employee Hire Date* { Greater Than or Equal To } "01/01/2000".
 3. { Less Than or Equal To } filters all records under or equal to the specified value. For example, *Employee Hire Date* { Less Than or Equal To } "12/31/2000".
 4. This component is not visible when the Filter Type is "[Additional Date Filters]".
- Value: 01/01/2000 is used to input the date.
 1. See the *Date Field* section in this User's Guide for general information about date fields, and a list of shortcuts.
 2. This component is not visible when the Filter Type is "[Additional Date Filters]".

Date Filter Control - How to Use

The use of a Date Filter Control can be explained as follows:

- Select an option from the Filter Type Employee Hire Date.
 1. Click the arrow that appears to the far right. A drop down list of possible options will appear.
 2. Select a single option using your mouse or use the up/down arrow keys and press the <ENTER> key.
- Select an option from the Operator Between.
 1. Click the arrow that appears to the far right. A drop down list of possible options will appear.
 2. Select a single option using your mouse or use the up/down arrow keys and press the <ENTER> key.

- Enter a date into each of the Value components.

Check Box

Include Employee Social Security Number this component is used to control minor report options. The contents of this control varies, but is usually self explanatory. In the image above, a check would include the Employee's *Social Security Number* on the final output, unchecked would omit it.

Note: This control includes the ability to save, get, and clear default values. See the [Report Default Values](#) section in this User's Guide for more information.

Text Box

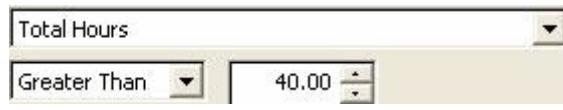


this component is used to enter free form text.

The contents of this control varies, but is usually self explanatory.

Note: This control includes the ability to save, get, and clear default values. See the [Report Default Values](#) section in this User's Guide for more information.

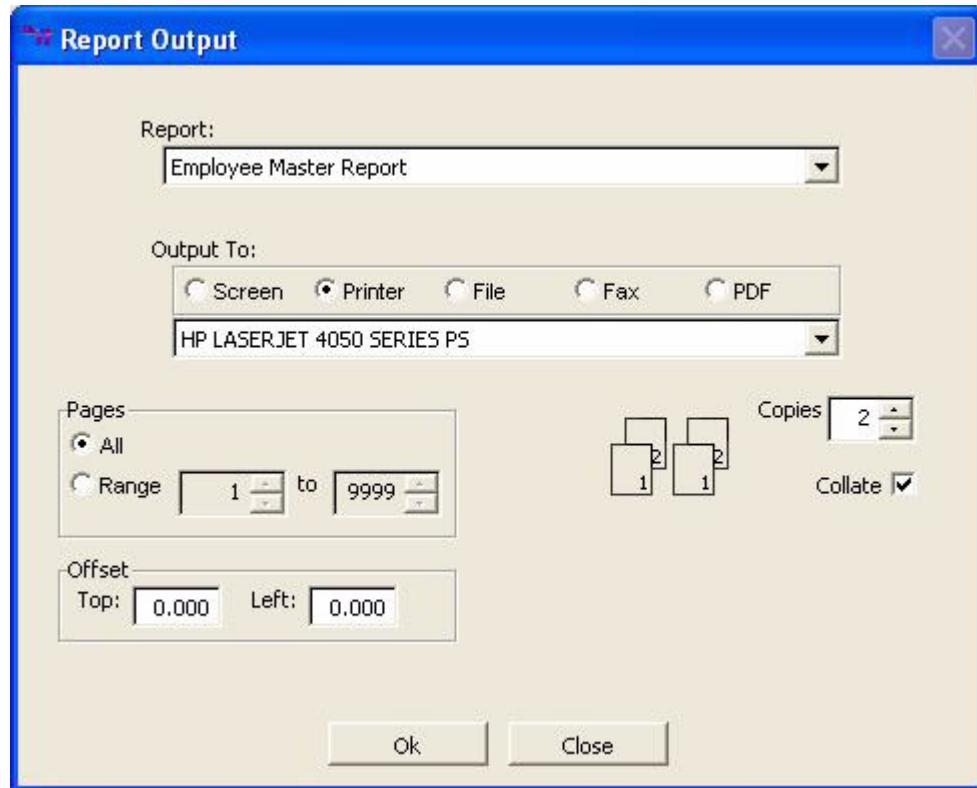
Numeric Filter



this component is used to filter the data that will be included on the report or document using numeric ranges. For example, an Accumulated Payroll Check Hours Report can be filtered for all employees with a *Total Hours* { Greater Than } "40.00". The contents of this control varies, but is usually self explanatory.

Note: This control includes the ability to save, get, and clear default values. See the [Report Default Values](#) section in this User's Guide for more information.

Report Output Screen



The Report Output Screen is displayed when the **Run** button on a Report Generator Form is chosen and after the data has been compiled. The controls and options available in the Report Output Screen will vary by the type of report or document that was generated. For example, Payroll Checks cannot be sent to a Fax.

The following is a list of components that comprise this screen, please see the individual sections for detailed information about each:

- Report Selection
- Destination
- Pages
- Copies
- Check Box Option
- Offset

Note: When the Report Output Screen is displayed, all other screens and menus are disabled.

Report Selection

displays the name of the generated report or document.

The majority of reports and documents in the Ultra32 software consist of only one output format. However, some reports may have separate summary or auxiliary pages, for example the Payroll Check Register report. In these cases, "All Generated Reports" will appear.

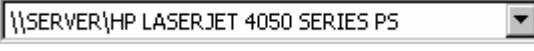
In the event of a multiple a output report, you can perform the following

- Click the arrow that appears to the far right. A drop down list of possible options will appear. Select the individual report or document you wish to send to the Destination.
- Click the arrow that appears to the far right. Select "All Generated Reports" to send all listed output formats to the Destination.

Destination



provides a list of possible destinations.

- Screen: displays the report or document on your computer monitor in a Print Preview window
 1. The horizontal scroll bar is used when the size of the report being displayed exceeds the size of the screen. Click either the left or right scroll buttons to change the information visible.
 2. The vertical scroll bar is used when the size of the report being displayed exceeds the size of the screen. Click either the up or down scroll buttons to change the information visible.
 3. See the *Print Preview Toolbar* section in this User's Guide form more information.
- Printer: sends the report or document to an installed printer.
 1. The default printer is displayed in the Printer Destination  control.
 2. You can change the printer destination by clicking the arrow that appears to the far right. Select a printer from the list using your mouse or the up/down arrow keys, then press the <ENTER> key.
- File: sends the report or document to an ASCII Text File.
 1. A default filename for the output is displayed in a text box .
 2. You can change the filename and extension. However, all files will be saved to the C:\CCSLOCAL\ReportOutput directory.
 3. If the file already exists, you will be prompted whether or not the system should overwrite the existing file.
 4. All graphics, images, and printer code is removed from the final output.
 5. You will be prompted whether or not you wish to display the report output in whatever application is associated with the file. For example, TXT files are usually associated with Notepad.
- Fax: sends the report or document to an installed Fax Driver

1. You must define the default fax driver using the User Preferences from the **System** menu.
- PDF: sends the report or document to a PDF File.
 1. A default filename for the output is displayed in a text box

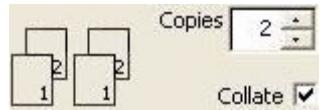
 2. You can change the filename and extension. However, all files will be saved to the C:\CCSLOCAL\ReportOutput directory.
 3. If the file already exists, you will be prompted whether or not the system should overwrite the existing file.
 4. This feature only applies if you are using the Pro Pack option of the Ultra32 software.
 5. You will be prompted whether or not you wish to display the report output in whatever application is associated with the file. For example, PDF files are usually associated with Adobe Acrobat Reader.

Pages



allows you to select a range of report or document pages.

Copies

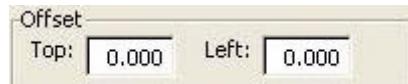


allows you to select the number of copies for a report or document.

Check Box Option

No Detail controls minor report output options. The contents of this control varies, but is usually self explanatory. In the image above, a check would exclude any detail from the final report output. Only sub-totals and grand totals would appear.

Offset



allows you to adjust the starting Top and Left positions of the output. For example, enter "0.50" in the Top to move everything down 1/2 an inch.

- This control is commonly used to adjust the output when printing on specialty stock paper. For example, Payroll Checks, Work Tickets, Invoices, W-2 Forms, 1099-MISCC forms, etc.
- You can enter any value between -9.999 and 99.999.
- All values are converted to inches. For example, 1.250 is 1 and 1/4 inches.
- The Top and Left value applies to all reports listed in the Report Selection.
- This control includes the ability to save, get, and clear default values. See the

[Report Default Values](#) section in this User's Guide for more information.

Print Preview Toolbar



This toolbar is displayed whenever a report or document is sent to the Screen destination. The following is a list of commands available and an explanation of each:

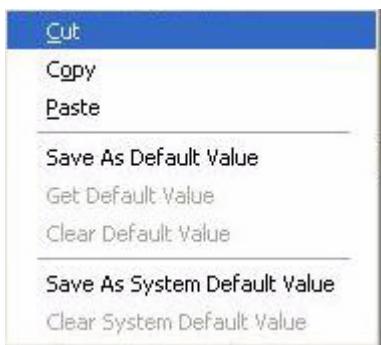
- First Page: displays the first page.
- Prior Page: displays the prior page.
- Goto Page: allows the user to jump to specific page.
- Next Page: displays the next page.
- Last Page: displays the last page.
- Zoom: allows the user to change the size of the output.
- Close : closes the preview window.

Report Default Values

Each of the following Report Generator Form controls include the ability to save, get and clear default values.

- [Check Box](#)
- [Text Box](#)
- [Numeric Filter](#)

To access this functionality, simply Right Click the control to display the following menu:

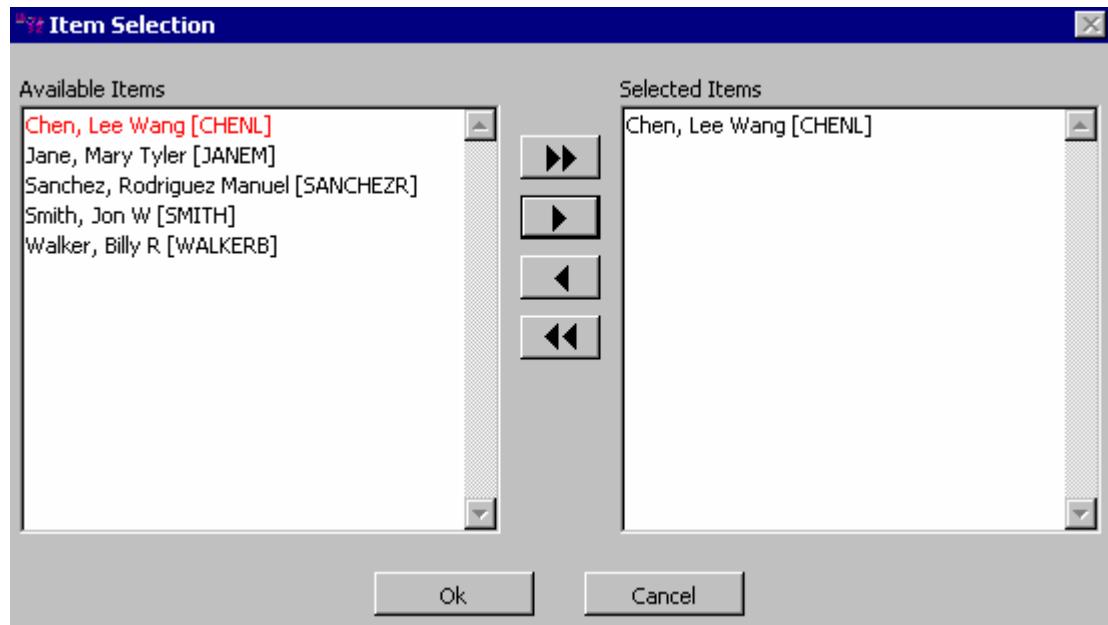


- Save As Default Value: saves the current value in the System Registry under the Current User Key.
- Get Default Value: retrieves the default value currently stored in the System Registry.

1. This menu option is only enabled if a current default value exists.
- Clear Default Value: clears the default value currently stored in the System Registry.
 1. This menu option is only enabled if a current default value exists.
- Save As System Default Value: saves the current value into the System Default Values Table.
 1. This menu option is only visible to those with System Administrative Rights.
 2. A System Default Value overwrites the "standard" Default Value.
 3. The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.
- Clear System Default Value: saves the current value into the System Default Values Table.
 1. This menu option is only visible to those with System Administrative Rights.
 2. This menu option is only enabled if a current system default value exists.
 3. The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.

Note: both the Default Value and System Default Value are stored for each Data File Set. For example, the \DATA folder has one set of default values, whereas the \STAFF folder utilizes a separate set of default values.

Item Selection Window



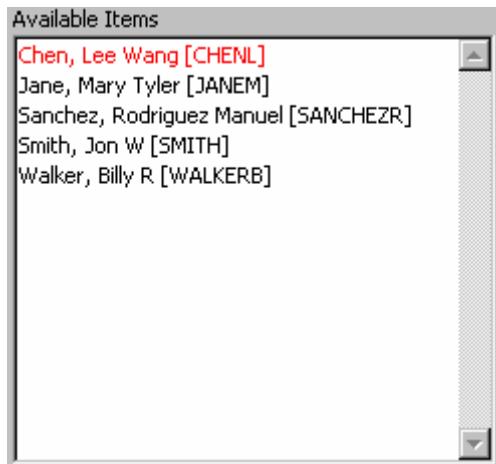
The Item Selection Window is used whenever we need to present the user with a list of choices and get back a list of selections. It is commonly used by the Report Generator Forms, but can be found elsewhere in the Ultra32 software.

Note: When the Item Selection Window is displayed, all other screens and menus are disabled.

The following is a breakdown of the components that make up the Item Selection Window, please see the individual sections for detailed information about each:

- Available Items Pane
- Selected Items Pane
- Move All Button
- Move Selected Button
- Remove Selected Button
- Remove All Button
- Ok Button
- Cancel Button

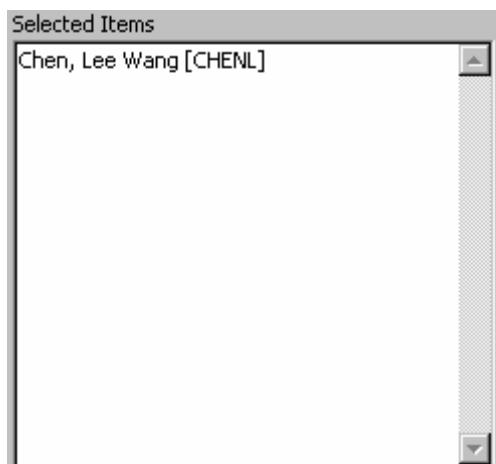
Available Items Pane



displays a list of available items.

- Items that appear in red have already been selected.
- The vertical scroll bar is used when the number of items displayed exceed the size of the pane. Click either the up or down scroll buttons to change the items visible.
- Items can be moved from this pane to the Selected Items Pane using one of several methods:
 1. Double-Click the item.
 2. Select a single item using your mouse or the up/down arrow keys, then press the <ENTER> key or click the button.
 3. Select multiple sequential items by holding down the <SHIFT> key, click the first item and then the last item. Release the <SHIFT> key, and click the button.
 4. Select multiple non-sequential items by holding down the <CTRL> key, then click each item once. Release the <CTRL> key, and click the button.

Selected Items Pane



displays a list of selected items.

- The vertical scroll bar is used when the number of items displayed exceed the size of the pane. Click either the up or down scroll buttons to change the items visible.

- Items can be moved from this pane to the Available Items Pane using one of several methods:
 1. Double-Click the item.
 2. Select a single item using your mouse or the up/down arrow keys, then press the <ENTER> key or click the  button.
 3. Select multiple sequential items by holding down the <SHIFT> key, click the first item and then the last item. Release the <SHIFT> key, and click the  button.
 4. Select multiple non-sequential items by holding down the <CTRL> key, then click each item once. Release the <CTRL> key, and click the  button.

Move All Button



adds all items from the Available Items Pane into the Selected Items Pane.

- This button is disabled when the number of items in the Item Selection Pane is large.

Move Selected Button



adds all selected items in the Available Items Pane into the Selected Items Pane.

- A "selected item" appears in a dark blue highlight.

Remove Selected Button



removes all selected items in the Selected Items Pane back into the Available Items Pane.

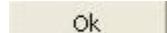
- A "selected item" appears in a dark blue highlight.

Remove All Button



removes all items in the Selected Items Pane back into the Available Items Pane.

Ok Button



confirms all changes to the Selected Items Pane, and then returns to the previously displayed screen.

Cancel Button



restores the Selected Items Pane back to its previous values, and then returns to the previously displayed screen.

Getting Started

This section details what steps are necessary to get you up and running with the Ultra32 software in the quickest possible way. It is important that all steps outlined are performed in the order that they appear. If you skip something now, it can cost you hours of frustration and possible data re-entry later.

This portion of the User's Guide has been divided into the following parts:

- New User: is designed for the user who is new to the Ultra32 software.
- Converting From a Prior Version: is designed for those users who are currently using a prior version of Ultra32 and wish to convert their existing data.
- Checklist: a sample checklist of what to do and when to do it. This section is beneficial to both New and Upgrade Users.

New User

One common fact about software applications is that no two are exactly alike. Software A will have a certain way of performing a task, whereas Software B's way could be different. This would also apply to a company that may be performing tasks in a manual or paper method.

In order to properly adjust to Ultra32's ways and to take full advantage of it's capabilities, CCS recommends that you start with a small sampling of your business. That is, do not rush out and start entering all your employees, customers, and other data. Start slow using the following steps:

- Enter one or two employees, customers, and etc.
- Perform a sample payroll cycle, a billing cycle, and any other steps that are important to your company.
- Preview the reports available in the system, make sure you know where to find the reports you need to have.

Note: After you have performed some sample tests, you can call CCS Technical Support for assistance in clearing some or all of your test data.

Checklist

- Enter your basic company information using the **System Preferences** menu option (**System** menu).
- If you wish to calculate Worker's Comp or use the Rate Calculator, use the **Comp Code** menu option (**Data Entry** menu, **System Files...** sub menu).
- If you are required to withhold or report sales tax, use the **Sales Tax Code** menu option (**Data Entry** menu, **System Files...** sub menu).
- Verify the Federal Tax Tables using the **General Tax Table** menu option (**System** menu).
- Verify the State Tax Tables using the **Tax Table Setup, Tax Deduction/Exemption**, and the **Cross Reference Tax Table Setup** menu options (**System** menu).
- If you are required to withhold or report any local, city, or school taxes, verify the information using **Tax Table Setup**, **Tax Deduction/Exemption**, and the **Cross Reference Tax Table Setup** menu options (**System** menu).
- If you will be using the Employee Skills and/or Job Requirements (aka SkillSEARCH), define your groups and criteria using the **Group & Skill** menu option (**Data Entry** menu, **System Files...** sub menu).
- Enter your customers using the **Customer** menu option (**Data Entry** menu).
- If you are planning to use the Ultra32 software to track accounts receivable...

1. Use the **Invoice** menu option (**Data Entry** menu) to enter open Invoices.
 2. Use the **A/R Credit Memo** menu option (**Data Entry** menu) to enter outstanding credits.
 3. Use the **Accounts Receivable** menu option (**Reports** menu) to run an "A/R Aging Report". Verify that the totals in Ultra32 match your current system.
- Enter your employees using the **Employee** menu option (**Data Entry** menu).
 - If you are planning to use the Ultra32 software to generate payroll tax reports, see the *Entering an Employee's Year To Date Wages* section in this User's Guide for more information.
 - If applicable, enter any open Job Orders using the **Job Order** menu option (**Data Entry** menu).

Entering an Employee's Year To Date Wages

If you are planning to implement Ultra32 in the middle of a tax year and plan to use the Ultra32 software to create payroll tax reports, it will be necessary to update Ultra32 with your employees' year to date earnings. See the *Payroll Check File* section in this User's Guide for more information on how to add adjustment Payroll Check entries.

Note: When entering adjustment Payroll Check entries, it is your decision to make on how much detail you will enter into the Ultra32 software. If it is the beginning of a tax year, it may be worthwhile to create a separate entry for each employee and every pay period processed in your old system. Otherwise, CCS recommends that you create a separate entry for each employee and every tax quarter. For example, May 15th was the last payroll in your old system. In the Ultra32 software, you would need to create two adjustment entries for every employee. The first would cover January 1st through March 31, and the second would cover April 1st through May 15th.

Converting from a Prior Version

When the Ultra32 software was installed, it required to have its own directory (separate from the old system). This was done for several reasons:

- It allows both systems to be run concurrently on the same workstation. You can bring up a report in the old system, jump over and view a similar report in the new.
- It allows you to perform the data conversion more than once without ever changing your existing data. Each time the Data Conversion is ran, a COPY of the old system data is converted.
- Allows you the freedom to experience and adapt to the new system without having to go cold turkey off the old.

Data Conversion Process

When the Data Conversion is run, the Ultra32 software will perform the following steps:

- Locks all user out of the Ultra32 software.
- Copies all files in the *Location of Data Files to Convert* field into a temporary folder.
- Clears ALL existing data in the Ultra32 software, with the following exceptions:
 1. All Federal, State, and any City/Local/School Tax Tables and Tax Setups are bypassed.
 2. If multiple Data File Sets, the Comp Code, Sales Tax Code, Rate Code, and Validation Code files are bypassed.
 3. Basic company information stored under the **System Preferences** menu option is bypassed.
- Performs one of the following conversion processes:
 1. *Convert from SkillSEARCH Process*
 2. *Convert from UltraTEMP Process*
 3. *Convert from UltraSKED Process*
- Removes temporary files.

Note: If you wish to combine your UltraTEMP and SkillSEARCH data into one Data File Set, you must perform the UltraTEMP conversion process first. Once the data from UltraTEMP has been converted, you can perform the SkillSEARCH conversion process.

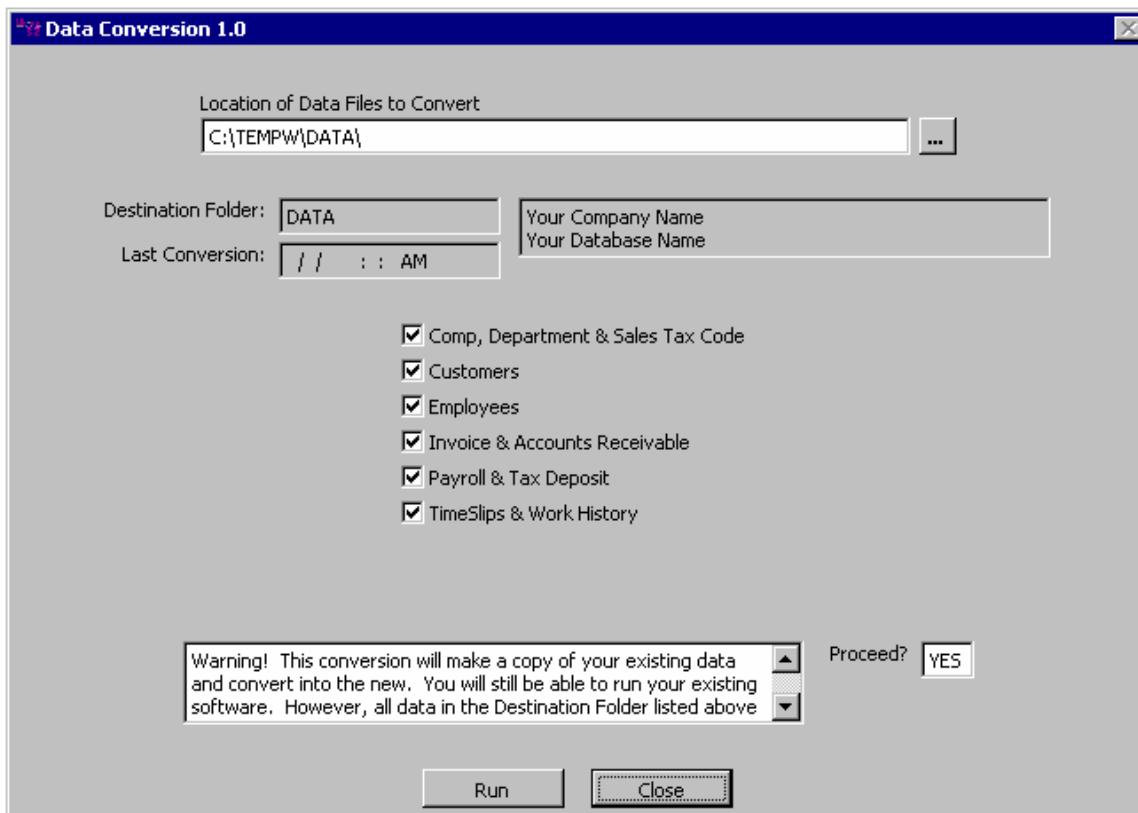
Do a Small Test

In order to properly adjust to Ultra32's ways and to take full advantage of its capabilities, CCS recommends that you run parallel in both systems for at least one payroll and billing cycle. That is, do not try to cut off the old system. Start slow using the following steps:

- Enter one or two employees, customers, and etc.
- Perform a sample payroll cycle, a billing cycle, and any other steps that are important to your company. Use data that you were going to process in the old system so that you can compare the results.

- Preview the reports available in the system, make sure you know where to find the reports you need to have. There are a lot of new reports and report options.

Convert from UltraTEMP Process



Conversion Steps

To convert your existing UltraTEMP data into the Ultra32 software, follow these steps:

- Make sure that all users of the old UltraTEMP software have exited the program.
- Select the **Data Conversion** menu option (**System** menu).
- Click the button and select the location of the UltraTEMP data files. If you do not know the exact location you can perform the following steps:
 1. Start the old UltraTEMP program.
 2. From the Utilities menu, select the "Display Hardware/Software Information" menu prompt.
 3. Look for either the line "Data Directory" or "Current Directory"
- Select the type of data you wish to convert. For example, "Customers", "Employees", "TimeSlips", and so on.
- You must type "Yes" in the *Proceed?* field, and then click the button.

Post Conversion Steps

- If you have not done so yet, enter your basic company information using the **System Preferences** menu option (**System** menu).
- If you calculate Worker's Comp or use the Rate Calculator, check the **Comp Code** menu option (**Data Entry** menu, **System Files...** sub menu).
- If you are required to withhold or report sales tax, check the **Sales Tax Code** menu option (**Data Entry** menu, **System Files...** sub menu).
- Verify the Federal Tax Tables using the **General Tax Table** menu option (**System** menu).
- Verify the State Tax Tables using the **Tax Table Setup, Tax Deduction/Exemption**, and the **Cross Reference Tax Table Setup** menu options (**System** menu).
- If you are required to withhold or report any local, city, or school taxes, verify the information using **Tax Table Setup, Tax Deduction/Exemption**, and the **Cross Reference Tax Table Setup** menu options (**System** menu).
- Verify that the data you selected for conversion was imported properly. See the [UltraTEMP Conversion Comparison Table](#) in this User's Guide for a list of reports to run in each system.

Conversion Notes

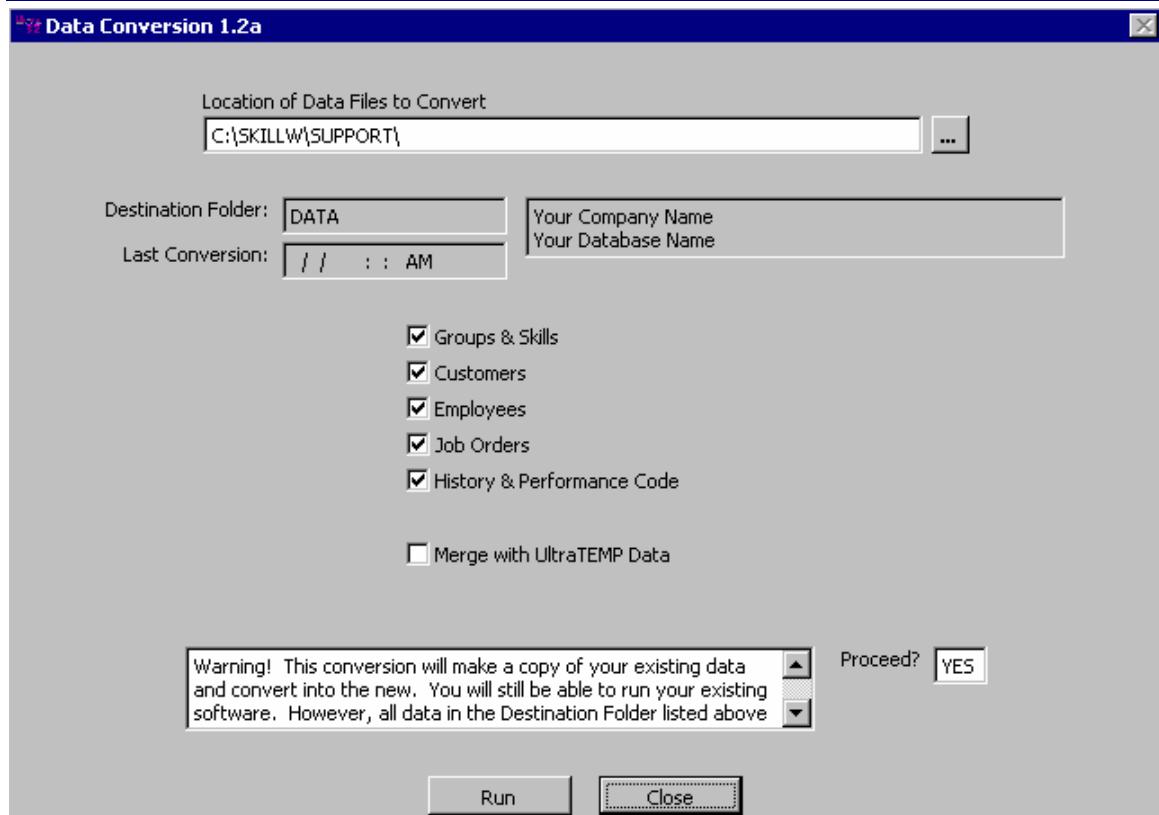
The following is a list of notes regarding the conversion process:

- The Department Codes are moved into the Validation Code file.
- Customer: all data in the *Last Activity* and *Terms Desc* fields are dropped. All data in the *Comp Code* field is dropped unless the customer has pay or bill rates.
- Employee: all data in the *Comp Code* field is dropped unless the employee has pay or bill rates.
- Invoice: all data in the *Discount Amount*, *Discount Applied*, *Last LC Amount*, *Accum LC Amount*, and *Date/Time of Last Edit* fields are dropped.
- Job Cost: is not converted. The Ultra32 has a new far more accurate Job Cost & Sales Analysis reporting system.
- Payroll Tax Deposits: all data in the *Deposit for Quarter* field. Splits the *FICA Tax W/H Amt* and *Matching FICA Tax Amt* fields into separate records for Social Security and Medicare. You should confirm these splits.
- Thirteen Months Sales: is not converted. The Ultra32 has a new far more accurate Job Cost & Sales Analysis reporting system.
- TimeSlip & WorkHistory: all data in the *PO/Work Ord*, and *Location* fields are dropped.

UltraTEMP Conversion Comparison Table

In the old UltraTEMP Software	In the new Ultra32 Software
Periodic Check Register	Payroll Check Register
Fed/State Tax Report	Federal Tax Report Federal Unemployment Tax Report State Unemployment Tax report
State Income Tax Report	State Income Tax Report
Local Tax Report	City and Local Income Tax Report
School Tax Report	School Tax Report
Disability Tax Report	Disability Insurance Report
Disability Maximum Pay Report	
941 Tax Liability Report	Form 941 Form 941 Schedule B
Invoice Register by Customer	Invoice Sales Register Report
A/R Cash Receipts Report	A/R Cash Receipts Posted Report
A/R Aging Report	A/R Aging Report
A/R Credit Memo Report (Standard)	Credit Memo Master Report

Convert from SkillSEARCH Process



Conversion Steps

To convert your existing SkillSEARCH data into the Ultra32 software, follow these steps:

- Make sure that all users of the old SkillSEARCH software have exited the program.
- Select the **Data Conversion** menu option (**System** menu).

- Click the  button and select the location of the SkillSEARCH data files. If you do not know the exact location you can perform the following steps:
 1. Start the old SkillSEARCH program.
 2. From the Utilities menu, select the "Display Hardware/Software Information" menu prompt.
 3. Look for either the line "Data Directory" or "Current Directory"
- Select the type of data you wish to convert. For example, "Groups & Skills", "Customers", "Employees", and so on.
 1. In order to combine your SkillSEARCH and UltraTEMP data into one Data File Set, you must use the "Merge with UltraTEMP Data" option.
- You must type "Yes" in the *Proceed?* field, and then click the  Run button.

Merge with UltraTEMP Data

The Merge with UltraTEMP Data option does not work like the "normal" SkillSEARCH conversion process. Instead, the following processes are performed:

- First, any existing Groups & Skills, Employee Skills, and Job Order Skills in Ultra32 are cleared.
- Second, the Groups & Skills in the old SkillSEARCH are added to the Ultra32 system.
- Next, the employees in the old SkillSEARCH are compared to the existing employee files in the Ultra32 system, by Social Security Number.
 1. If the Social Security Number in the old SkillSEARCH is blank, or if the employee record can not be found, the entire employee record is added.
 2. If a match is found, only the Skills from the old SkillSEARCH are added.
- Finally, any Department Codes, History Codes, or Performance Codes used in the old SkillSEARCH are added to the Ultra32 system.

Note: None of the customers data or Job Order data is converted when the Merge with UltraTEMP Data option is selected.

Post Conversion

After the conversion process has completed, perform the following steps:

- If you have not done so yet, enter your basic company information using the **System Preferences** menu option (**System** menu).
- Verify that the data you selected for conversion was imported properly.

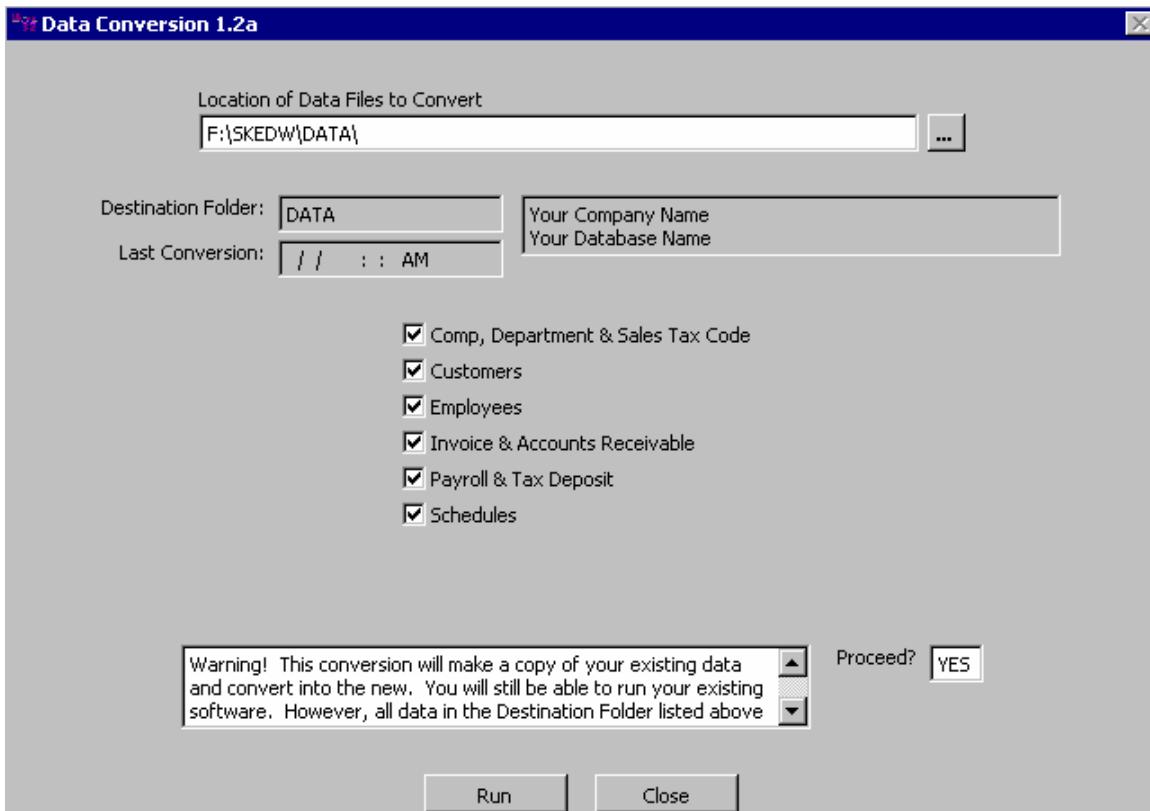
Conversion Notes

The following is a list of notes regarding the conversion process:

- The Department, History, and Performance Codes are moved into the Validation Code file.

- Customer: all customers default to *Billable* = "Y".
- Employee: all employees default to *Emp Tax Type* = "E", *Pay Frequency* = "W", and *Emp Pay Type* = "H". All dates in the *Last Activity* field are dropped.
- Job Assignment: is not converted.
- Job Order: all dates in the *Last Activity* field are dropped.

Convert from UltraSKED Process



Conversion Steps

To convert your existing UltraSKED data into the Ultra32 software, follow these steps:

- Make sure that all users of the old UltraSKED software have exited the program.
- Select the **Data Conversion** menu option (**System** menu).
- Click the  button and select the location of the UltraSKED data files. If you do not know the exact location you can perform the following steps:
 1. Start the old UltraSKED program.
 2. From the Utilities menu, select the "Display Hardware/Software Information" menu prompt.
 3. Look for either the line "Data Directory" or "Current Directory"
- Select the type of data you wish to convert. For example, "Customers", "Employees", "Schedules", and so on.

- You must type "Yes" in the *Proceed?* field, and then click the  Run button.

Post Conversion Steps

- If you have not done so yet, enter your basic company information using the **System Preferences** menu option (**System** menu).
- If you calculate Worker's Comp or use the Rate Calculator, check the **Comp Code** menu option (**Data Entry** menu, **System Files...** sub menu).
- If you are required to withhold or report sales tax, check the **Sales Tax Code** menu option (**Data Entry** menu, **System Files...** sub menu).
- Verify the Federal Tax Tables using the **General Tax Table** menu option (**System** menu).
- Verify the State Tax Tables using the **Tax Table Setup**, **Tax Deduction/Exemption**, and the **Cross Reference Tax Table Setup** menu options (**System** menu).
- If you are required to withhold or report any local, city, or school taxes, verify the information using **Tax Table Setup**, **Tax Deduction/Exemption**, and the **Cross Reference Tax Table Setup** menu options (**System** menu).
- Verify that the data you selected for conversion was imported properly. See the [UltraSKED Conversion Comparison Table](#) in this User's Guide for a list of reports to run in each system.

Conversion Notes

The following is a list of notes regarding the conversion process:

- The Department Codes are moved into the Validation Code file.
- The Work Codes are moved into the Validation Code file.
- Customer: all data in the *Last Activity*, *Comp Code* and *Terms Desc* fields are dropped. The "default" post is created as Work Site "000".
- Employee: all data in the *Comp Code* field is dropped unless the employee has pay or bill rates.
- Invoice: all data in the *Discount Amount*, *Discount Applied*, *Last LC Amount*, *Accum LC Amount*, and *Date/Time of Last Edit* fields are dropped.
- Job Cost: is not converted. The Ultra32 has a new far more accurate Job Cost & Sales Analysis reporting system.
- Payroll Tax Deposits: all data in the *Deposit for Quarter* field. Splits the *FICA Tax W/H Amt* and *Matching FICA Tax Amt* fields into separate records for Social Security and Medicare. You should confirm these splits.
- Schedule: all "permanent" shifts are changed to the week ending after the "Week After Next". All "8888" Shifts have been moved to the Employee Un-Available Times.

UltraSKED Conversion Comparison Table

In the old UltraSKED Software	In the new Ultra32 Software
Periodic Check Register	Payroll Check Register
Fed/State Tax Report	Federal Tax Report Federal Unemployment Tax Report State Unemployment Tax report
State Income Tax Report	State Income Tax Report
Local Tax Report	City and Local Income Tax Report
School Tax Report	School Tax Report
Disability Tax Report	Disability Insurance Report
Disability Maximum Pay Report	
941 Tax Liability Report	Form 941 Form 941 Schedule B
Invoice Register by Customer	Invoice Sales Register Report
A/R Cash Receipts Report	A/R Cash Receipts Posted Report
A/R Aging Report	A/R Aging Report
A/R Credit Memo Report (Standard)	Credit Memo Master Report

Checklist

This section includes a sample checklist that can be used as a guideline to get you started with using the Ultra32 software. It is recommended that you review this section with your management staff, accountant, and/or tax advisor. It may be necessary to make adjustments to the frequency in which certain items are performed, and/or include additional items.

Daily

- Make a Data File Set Backup using the **Data File Set Backup** menu option, under the **File** menu.

As Needed

- Enter new and prospective clients using the **Customer** menu option, under the **Data Entry** menu.
- Enter new employees and applicants using the **Employee** menu option, under the **Data Entry** menu.
- Generate New Hire reports using the **New Hire Reporting** menu option, under the **Reports** menu.
- Process A/R Payments using the **A/R Cash Receipts** menu option, under the **Data Entry** menu.

Prior to Performing Billing or Payroll

- If you are using the TimeSlip module, enter TimeSlips using the **TimeSlip** menu option, under the **Data Entry** menu.
 1. If you pay daily, enter the date that the employee actually worked in the *Work/Weekend* date field, and the actual week ending date into the *Batch* date field. Otherwise, enter the actual week ending date in the *Work/Weekend* date field, and the pay date into the *Batch* date field.
- If you are using the Schedule module, enter/update Schedules using the **Schedule** menu option, under the **Data Entry** menu.
- If you are using the AEC module, a manual review of those Schedules with a Schedule Received Flag not = "Y" should be performed (Check-In or Check-Out calls were not made or the calls were unsuccessful). The Schedule Data Entry can be filtered to only include those Schedules with Schedule Received <> "Y". The Schedule Received Status Report, under the **Reports**, followed by the **Schedule...** menu can also be filtered on the Schedule Received Flag.

Each Payroll Cycle

- Print the Proposed Payroll Report using the **Proposed Payroll/Check Print** menu option, under the **Reports**, followed by the **Payroll...** menu. Review the report for

any mistakes and omissions.

- Print the Payroll Checks using the **Proposed Payroll/Check Print** menu option, under the **Reports**, followed by the **Payroll...** menu. Once all Payroll Checks have printed successfully, select the option to post the Payroll Checks.
- Print the Form 941 Schedule B: Employer's Record of Federal Tax Liability using the **Payroll Tax** menu option, under the **Reports**, followed by the **Payroll...** menu.
- If you have any other Employee Withholdings or Employer Liabilities that must be paid each payroll period, print the Payroll Liability Worksheet using the **Payroll Tax** menu option, under the **Reports**, followed by the **Payroll...** menu.
- Record your payroll tax deposits using the **Tax Deposit** menu option, under the **Data Entry** menu.

Each Billing Cycle

- Print the Proposed Billing Report using the **Proposed Billing/Invoice Print** menu option, under the **Reports**, followed by the **Invoicing...** menu. Review the report for any mistakes and omissions.
- Print the Invoices using the **Proposed Billing/Invoice Print** menu option, under the **Reports**, followed by the **Invoicing...** menu. Once all Invoices have printed successfully, select the option to post the Invoices.

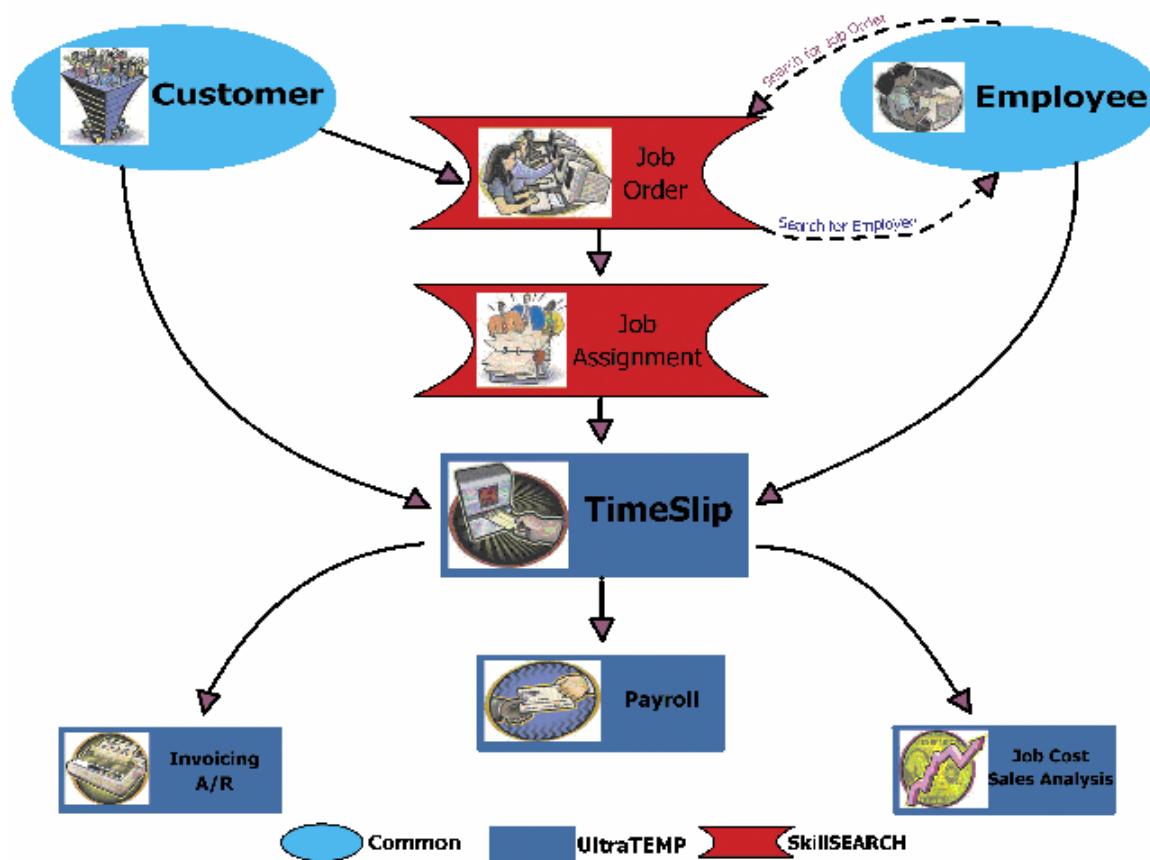
Each Quarter

- Generate the Quarterly Wage report and/or magnetic file for each State Tax Authority using the **Quarterly State Wage Reporting** menu option, under the **Reports**, followed by the **Payroll...** menu.
- Make a special Data File Set Backup using the **Data File Set Backup** menu option, under the **File** menu (and preferably keep this Backup set off-site).

Using Ultra32

The Ultra32 software stores the majority of your business data in several main files, such as Customers, Employees, Job Orders, etc, etc. Each of these main files are represented in the flow chart below.

This portion of this User's Guide will explain how to use each of the main files, what type of information is stored, and what are some of the key features and components. If you have not done so yet, we highly recommend that you review [The Basics](#) and [Getting Started](#) sections in this User's Guide before continuing.



Customer

The Customer file is used to store both your customers and prospects. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer & Work Site** menu option.

The screenshot shows the 'Customer Information:1' window with the 'Data Entry' tab selected. The window contains fields for Customer Id (ABCTECH), Status (A), Added On (01/08/2001), Customer Name (ABC Technologies, Inc.), Address1 (18322 West Palm Dr Ste 1050), Address2 (empty), City (Farmington Hills), State (MI), Zip (48334), and Country (empty). Below the main area are tabs for General, Billing, Contacts, Rates, Charges, Skills, Tracking, Documents, and Work Sites. The 'General' tab is currently active.

The Customer Data Entry Tab can be divided into the following sections:

- Main Display
- General Page
- Billing Page
- Contacts Page
- Notes Page
- Rates Page
- Charges Page
- Skills Page
- Tracking Page
- Check-In Page
- Documents Page
- Work Sites Page

Main Display

This portion of the Customer Data Entry Tab stores basic company information (i.e. name and address), and is visible on all pages. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Customer Id:** is used throughout the Ultra32 to identify the customer.
 1. Once assigned, the **Customer Id** can only be changed by using the button. Duplicate Ids

are not allowed.

2. CCS recommends using a portion of the customer's name. For example, "ABCTECH" for a customer named "ABC Technology, Inc.".
 3. The Ultra32 software supports both User Assigned and Computer Assigned Ids. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces. Computer Assigned Ids are numeric only and are automatically incremented by the Ultra32 software every time a new customer is added.
 4. The maximum Id length is ten characters and all Ids are automatically capitalized.
- The address fields on this display can be used for billing or general information purposes. See the [Billing Page](#) section in this User's Guide for more information.

Note: The Work Site Page should be used for storing specific job site information.

General Page

The screenshot shows a software interface titled 'General' with tabs for Billing, Contacts, Rates, Charges, Skills, Tracking, Documents, and Work Sites. The General tab is selected. Below the tabs are several input fields:

- Business Code: A dropdown menu.
- Location Code: A dropdown menu.
- Office Code: A dropdown menu.
- Salesman1: A dropdown menu.
- Salesman2: A dropdown menu.
- Sched Rec'd Requirement: A checkbox with the value 'Y'.
- P/R State Code: A dropdown menu.
- P/R City Code: A dropdown menu.
- Allow DST Adjustment: A checkbox.

The General Page stores basic customer classification codes, and payroll setup information. The majority of these fields also appear for each Work Site. The following is a list of fields that need special mentioning:

- ***Business Code***: is a user-defined code for classifying your customers.
 1. Can be used in the Accounts Receivable, Customer, Job Assignment, Job Cost & Sales Analysis, Job Order, Invoice Registers, Proposed Billing, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the A/R Late Charge Posting, Customer File Utilities, Group Email Utility, Invoice Reprint, Mail Merge Utility, Schedule Utilities, Visual Scheduler, and Work Ticket to filter which information to process.
 3. See the [Validation Code](#) section in this User's Guide for more information.
- ***Location Code***: is a user-defined code for classifying your customers.
 1. Can be used in the Accounts Receivable, Customer, Job Assignment, Job Cost & Sales Analysis, Job Order, Invoice Registers, Proposed Billing, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the A/R Late Charge Posting, Customer File Utilities, Group Email Utility, Invoice Reprint, Mail Merge Utility, Schedule Utilities, Visual Scheduler, and Work Ticket to filter which information to process.
 3. See the [Validation Code](#) section in this User's Guide for more information.
- ***Office Code***: is a user-defined code for classifying your customers.
 1. Can be used in the Accounts Receivable, Customer, Job Assignment, Job Cost & Sales Analysis, Job Order, Invoice Registers, Proposed Billing, Schedule, and TimeSlip reports to

- filter and sort information.
2. Can be used by the A/R Late Charge Posting, Customer File Utilities, Group Email Utility, Invoice Reprint, Mail Merge Utility, Schedule Utilities, Visual Scheduler, and Work Ticket to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
- **Salesman Code 1 & 2:** are user-defined codes for classifying the sales people assigned to your customers.
 1. Can be used in the Accounts Receivable, Customer, Job Assignment, Job Cost & Sales Analysis, Job Order, Invoice Registers, Proposed Billing, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the A/R Late Charge Posting, Customer File Utilities, Group Email Utility, Invoice Reprint, Mail Merge Utility, Schedule Utilities, Visual Scheduler, and Work Ticket to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
 - **Schedule Received Requirement:** indicates whether or not the *Schedule Received* field on the Schedule Data Entry form must be "Y" Yes before the schedule can be billed or paid.
 1. This field only applies if you are using the Schedule Received option of the Ultra32 software.
 2. See the *Schedule Received Option* section in this User's Guide for more information.
 3. If this field is blank on a Work Site, the value in the Customer's File will be used.
 - **Allow DST Adjustment:** indicates whether or not the Customer/Work Site is in a Daylight Savings Time Zone.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If blank or "Y" Yes, the Customer/Work Site is assumed to be in a DST Zone.
 3. See the *Daylight Savings Time Adjustment* section in this User's Guide for more information.
 - **P/R State Code:** is used to classify which State this customer or work site is located in for payroll tax reporting purposes.
 1. Is only needed when your company processes state withholdings and SUTA liability based on the actual job location an employee worked at. For example, an employee living in Michigan works at a job site located in Ohio.
 2. The current *Exemptions* and *Pers/Est* values stored in the Employee Payroll page are used.
 - **P/R City Code:** is used to classify which Locality this customer or work site is located in for payroll tax reporting purposes.
 1. Is only needed when your company processes local withholdings based on the actual job location an employee worked at. For example, an employee living in City A works at a job site located in City B.
 2. The current *Exemptions* and *Pers/Est* values stored in the Employee Payroll page are used.

Note: When working with a Work Site, the **Billable**, **Sales Tax Code**, **PO Number**, **Release**, and **Project** fields are located on the General Page. See the [Billing Page](#) section in this User's Guide for more information about each of these fields.

Billing Page

The screenshot shows the 'Billing' tab selected in a software application. The form contains the following fields:

- Bill To:** Name: ABC Technologies, Inc., Address1: PO Box 256789, Address2: (empty), City: Farmington Hills, State: MI, Zip: 48333, Country: (empty).
- Billable:** Y, **Bill Freq:** W, **Salestax Code:** (empty), **Inv Batch/Distr:** (empty), **PO Number:** (empty).
- Terms Code:** N30, **Late Chg Days:** 30, **Late Chg (%)**: 18.00000, **Credit Limit:** 10000.00.
- Invoice Type:** (empty), **Ovt Bill Type:** 40H, **Holiday: Bill:** Y, **Pay:** Y, **Hol Codes:** (empty).
- Release:** (empty), **Project:** (empty).

The Billing Page stores billing and accounts receivable setup information. All information on this page applies to both the customer and all of the customer's work sites, unless stated otherwise. The following is a list of fields that need special mentioning:

- **Bill To Name, Address, City, State, Zip, Country:** are overrides for the Invoice, Credit Memo, and A/R Statement printing. If the **Bill To Name** is left blank, the information on the Main Display will be used instead.
- **Billable:** is used to indicate whether or not this customer or work site can be Invoiced.
 1. This field appears on the Billing Page of a Customer record, and on the General Page of a Work Site record.
 2. Non-billable accounts can be used for paying and job costing your office staff.
- **Net Terms Code:** is a user-defined code for indicating a description of terms for your customers.
 1. The description will appear on the customer's Invoice.
 2. See the [Validation Code](#) section in this User's Guide for more information.
- **Invoice Type:** is used to indicate the type of Invoice this customer receives (Detail or Summary).
 1. This field only applies if you are using the Scheduling module of the Ultra32 software and have the Summary Invoice Option.
- **Sales Tax Code:** is used to indicate which sales tax this customer or work site is subject to.
 1. This field appears on the Billing Page of a Customer record, and on the General Page of a Work Site record.
 2. See the [Sales Tax Code](#) section in this User's Guide for more information.

- **Late Charge Days:** represents the number of days (aka grace period) this customer has to pay an Invoice before A/R Late Charges are accessed.
 1. Enter "0" if you do not wish to process A/R Late Charges against this customer.
 2. See the *A/R Late Charges* section in this User's Guide for more information.
- **Late Charge (%):** represents the annual A/R Late Charge percent.
 1. Enter "0" if you do not wish to process A/R Late Charges against this customer.
 2. Enter 18% as "18.00".
 3. See the *A/R Late Charges* section in this User's Guide for more information.
- **Invoice Distribution Code:** is a user-defined code for classifying your customers.
 1. Commonly used to perform billing in a batch mode or sort Invoices.
 2. See the *Validation Code* section in this User's Guide for more information.
- **Credit Limit:** represent the line of credit in dollars.
 1. Is not enforced by the Ultra32 software, but does appear on the Aging report.
- **PO Number, Release, Project:** are used to assign a default purchase order.
 1. These fields appear on the Billing Page of a Customer record, and on the General Page of a Work Site record.
 2. See the *Purchase Orders* section in this User's Guide for more information.
- **Invoice Time:** is currently not used by the Ultra32 software.
- **Overtime Bill Type:** controls how Overtime Billing is calculated for this customer.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If left blank, the default is "N" None Generated.
 3. See the *How is Overtime Billing Calculated?* section in this User's Guide for more information.
- **Holiday Bill:** controls how Holiday Billing is calculated for this customer.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If left blank, the default is "N" None Generated.
 3. See the *Pay & Bill Rates* and *How is the Holiday Pay/Bill Rate Determined?* sections in this User's Guide for more information.
- **Holiday Pay:** controls how Holiday Pay is calculated for employees working at this customer.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If left blank, the default is "N" None Generated.
 3. See the *Pay & Bill Rates* and *How is the Holiday Pay/Bill Rate Determined?* sections in this User's Guide for more information.

- The **Hol Codes** button is used to select which user defined holidays in which this customer participates. See the [Holiday Code](#), [How is Holiday Bill Determined?](#), and the [How is Holiday Pay Determined?](#) sections in this User's Guide for more information.

Contacts Page

Customer Contact Information

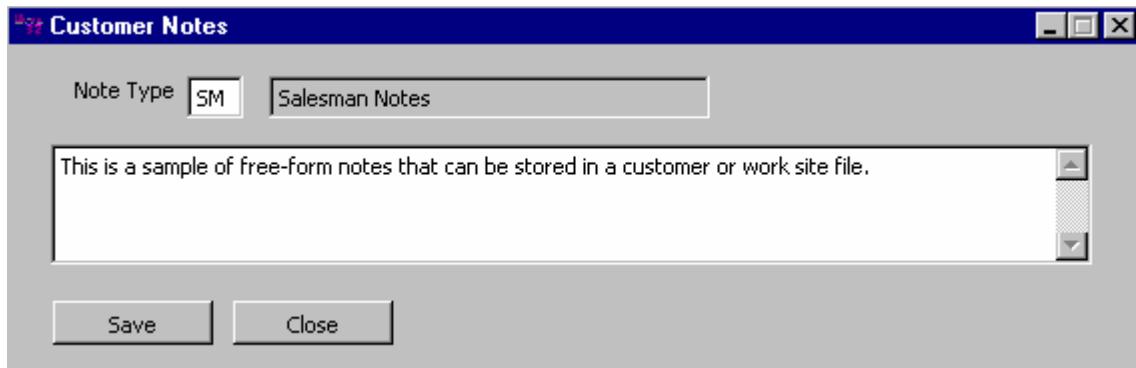
Contact Type	<input type="text" value="S"/> Supervisor				
Contact Name	John W Smith				
Description	General Manager				
Phone1	(555) 123-4500 Ext 250				
Phone2	(555) 123-4520 Fax				
Phone3	(555) 111-2525 Mobile				
E-Mail and MailMerge					
E-Mail Address	johnsmith@abctechnologies.com				
Title/Salutation	MR				
First Name	John	Middle	W	Last	Smith
E-Mail Body Text Type	<input checked="" type="checkbox"/> * Only used with Group E-Mail option				
Notes	John is the new supervisor as of 3/4/2002. He replaced Carl Walker.				

The Contact section stores contact information (i.e. name, description, telephone numbers, email address, and contact notes). The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- Contact Type:** is used to classify the contact record.
 - Each contact record must have a unique **Contact Type**. However, the same **Contact Type** can be used for different customers or work sites.
 - The **Contact Type** "A" is used by Invoice print, Credit Memo print, and Aging report.
 - See the [Contact Type Setup](#) section in this User's Guide for more information.
- Category Code:** is a user-defined code for classifying additional contact records.
 - Only certain Contact Types have the ability to identify a **Category Code**.
 - If present, you can use the same **Contact Type** and **Category Code** combination multiple times for the same customer or work site.
 - See the [Category Code](#) section in this User's Guide for more information.
- Email Address:** is used to store the primary email address for this contact. When the **Email Address** caption is clicked, one of the following will occur:
 - If you are using the ProPack option of the Ultra32 software, a single email form is displayed pre-loaded with this contact's email address.

- 2. Otherwise, the default email application (as defined by your operating system) is launched, and if permitted, pre-loaded with this contact's email address.
- **Title/Salutation:** is a user-defined code for defining this contact's title or salutation. See the [Validation Code](#) section in this User's Guide for more information.
- **Email Body Text Type:** indicates this contact's preference for receiving email.
 1. Leave blank or enter "H" for HTML format. Enter "P" for Plain Text.
 2. This field only applies if you are using the ProPack option of the Ultra32 software.

Notes Page



The Notes section stores free form notes. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Note Type:** is used to classify the note record.
 1. Each note record must have a unique **Note Type**. However, the same **Note Type** can be used for different customers or work sites. Note, some Note Types may be configured to be used repeatedly.
 2. The **Note Type** "AR" appears on the A/R Cash Receipt Data Entry screen.
 3. The **Note Type** "CI" appears on the Daily Check-In and Hourly Check-In reports.
 4. The **Note Type** "WI" appears on the Individual Employee Schedule report.
 5. The **Note Type** "WX" appears on the Individual Employee Schedule Extended Notes report.
 6. See the [Note Type Setup](#) section in this User's Guide for more information.

Note: Each Work Site record can have its own Contact and Note information.

Rates Page

The Rates Page is used to store both pay and bill rates. The following is a list of issues that need special mentioning:

- Each RateRecord must have a unique **Hour Type + Rate Code** combination. However, the same **Hour Type + Rate Code** combination can be used for different customers or work sites.
- See the [Pay & Bill Rates](#) section in this User's Guide for more information.

- See the [Hour Type Setup](#) section in this User's Guide for more information.
- If you are using the Scheduling module of the Ultra32 software, be sure to review the [How is the Base Pay/Bill Rate Determined?](#), [How is the Holiday Pay/Bill Rate Determined?](#), [How is Holiday Bill Determined?](#), [How is Holiday Pay Determined?](#), [How is Overtime Billing Calculated?](#), and the [How is Overtime Payroll Calculated?](#) sections in this User's Guide for more information.

Note: Each Work Site record can have it's own Rate information.

Charges Page

The Charges Page is used to store both the Special and Contract Billing Charges.

- See the [Special Charges](#) and the [Contract Service Billing](#) sections in this User's Guide for more information.

Note: Each Work Site record can have it's own Special Charge and Contract Service Charge information.

Skills Page

The Skills Page is used to identify the skills and experience a customer/work site requires. The following is a list of issues that need special mentioning:

- Each skill record must have a unique *Position Code + Group Id + Skill Id* combination. However, the same *Position Code + Group Id + Skill Id* combination can be used for different customers and/or work sites.
- See the [Employee Dispatch](#) section in this User's Guide for more information.
- **Required:** is used when performing a [Customer Search for Employees](#) or a [Schedule Search for Employees](#), but is not used during the [Employee Search for Customers](#).
- **Compare:** is used when performing an [Customer Search for Employees](#) or a [Schedule Search for Employees](#), but is not used during the [Employee Search for Customers](#).
- This feature only applies if you are using the Scheduling module of the Ultra32 software.

Note: Each Work Site record can have it's own Skill information.

Tracking Page

Additional Tracking

Additional Tracking Information

Date Type	CC	Credit Check
Last Rating	A+	
Last Check Performed	01/21/2002	
Next Scheduled Check	02/21/2003	
Notes	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<input type="button" value="Save"/> <input type="button" value="Close"/>		

The Additional Tracking section is used to store specialty pieces of information about a customer that need complex tracking and querying. For example, Contract Details, Credit Checks, and etc. The following is a list of issues that need special mentioning:

- **Tracking Type:** is used to classify the tracking record.
 1. Each additional tracking record must have a unique *Tracking Type*. However, the same *Tracking Type* can be used for different customers or work sites.
 2. See the *Tracking Type Setup* section in this User's Guide for more information.
- **Category Code:** is a user-defined code for classifying additional tracking records.
 1. Only certain Tracking Types have the ability to identify a *Category Code*.
 2. If present, you can use the same *Tracking Type* and *Category Code* combination multiple times for the same customer or work site.
 3. See the *Category Code* section in this User's Guide for more information.

Note: Each tracking type can be customized to store up to four date fields, four text fields, four numeric fields, four logical fields, and one free form notes field. In addition, there is a Customer Tracking Report that can be used to query this information.

Barred From

The Barred From section is used to identify the employees who have been barred from working at this customer and/or work site.

- See the *Barred From* section in this User's Guide for more information.
- This feature only applies if you are using the Scheduling or the SkillSEARCH modules of the Ultra32 software.

Note: Each Work Site record can have its own Barred From information.

Check-In Page

The Check-In Page is used to store settings for the Automated Employee Check-In option..

- See the Automated Employee Check-In, the Setup Customer Information, and the Setup Work Site Information sections in this User's Guide for more information.
- This feature only applies if you are using the Scheduling module of the Ultra32 software.

Note: Each Work Site record can have it's own Check-In information.

Documents Page

The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar is a table with columns: Doc's, Type, Description, Category, Description, Added On, and Description. Three rows are visible in the table, each representing a document entry. At the bottom of the table are 'New' and 'Delete' buttons. To the right of the table are two input fields: 'Description' containing 'Initial Proposal' and 'Comments/Notes' containing 'Sent to Bill Denver GM of Operations - JWS.' Below these fields are 'Get/View File' and 'Remove' buttons, and a red link labeled 'Document on File'.

Doc's:	Type	Description	Category	Description	Added On	Description
CF	Customer File	PROPOSAL	Proposals	02/04/2002	Initial Proposal	
CF	Customer File	CONTRACT	Contract	02/20/2002	Standard 6 Month Service Co	
CF	Customer File	CREDIT RPT	Credit Report	02/22/2002		

New Delete

Description: Initial Proposal Get/View File

Comments/Notes: Sent to Bill Denver GM of Operations - JWS. Remove

Document on File

The Documents Page is a electronic file cabinet. It is used to store information and documents such as Contracts, Proposals, and etc. Once stored, these documents can be viewed, printed, and sent via email. The following is a list of issues that need special mentioning:

- **Document Type:** is used to classify the document record.
 1. The same **Document Type** can be used multiple times for the same customer or work site.
- **Category Code:** is a user-defined code for classifying document records.
 1. See the Category Code section in this User's Guide for more information.
- See the Document Management section in this User's Guide for more information.

Note: Each Work Site record can have it's own Document information.

Work Sites Page

The Work Sites Page is used to store information about job sites. The following is a list of issues that need special mentioning:

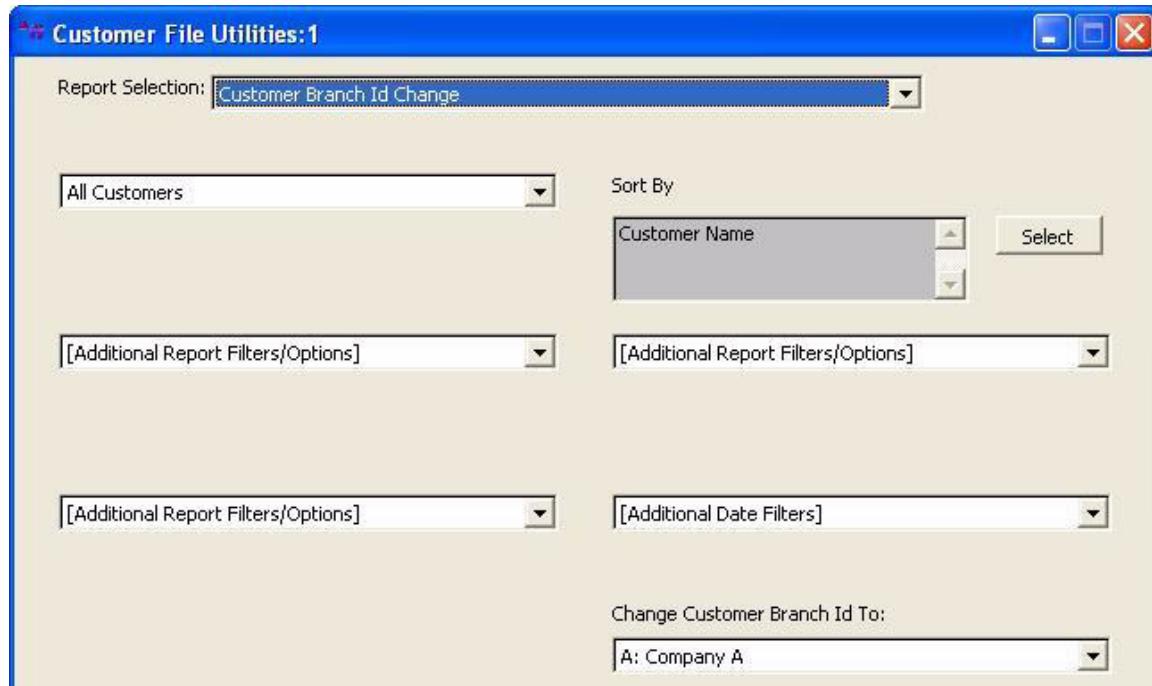
- Every work site must have a unique **Site Code**. However, the same **Site Code** can be used for different customers.
- Each work site has it's own address fields, modified General Page, Contact Page, Rates Page, Charges Page, Tracking Page, and Documents Page.

Customer Utilities

Provides the means to add and/or update items in an automated manner.

Customer Branch Id Change

The Customer Branch Id Change utility is used to change the *Branch Id* of Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

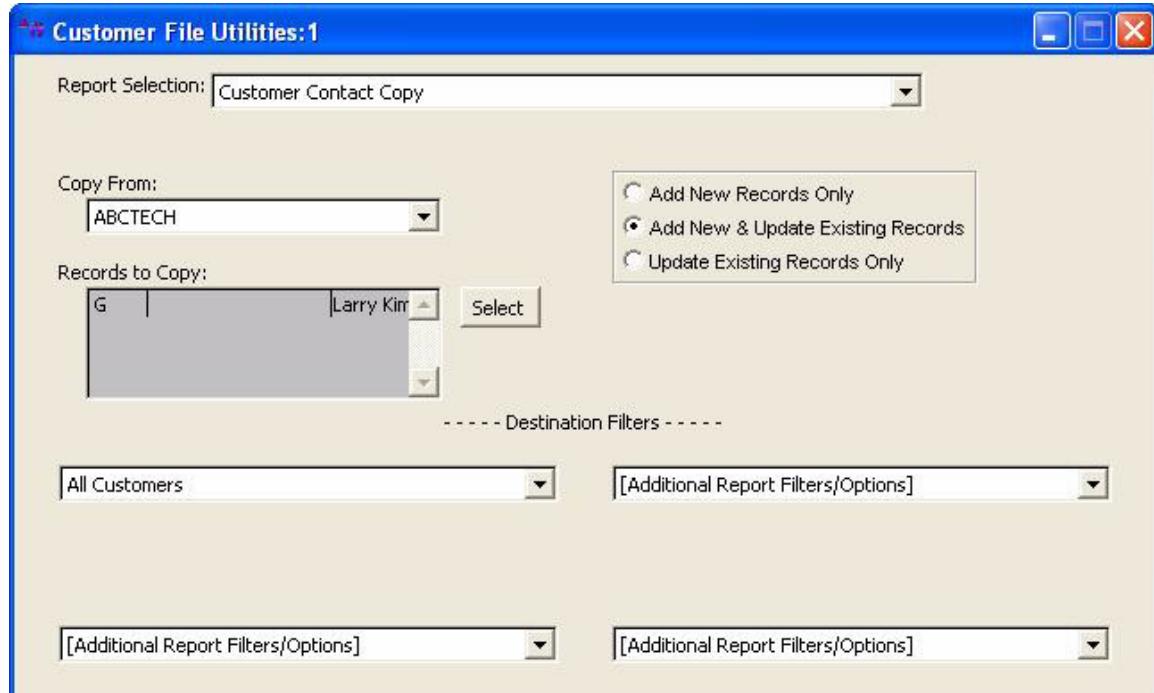


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Contact Copy

The Customer Contact Copy utility is part of the Utility Pack Option. It is used to copy Contact Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



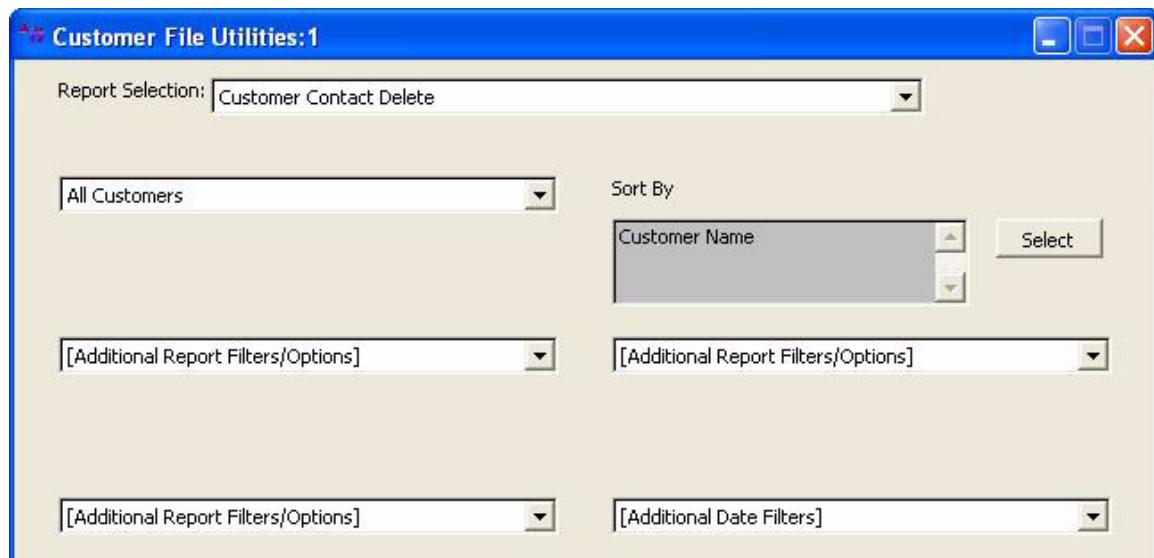
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Contact Type.

Customer Contact Delete

The Customer Contact Delete utility is used to delete customer contacts in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

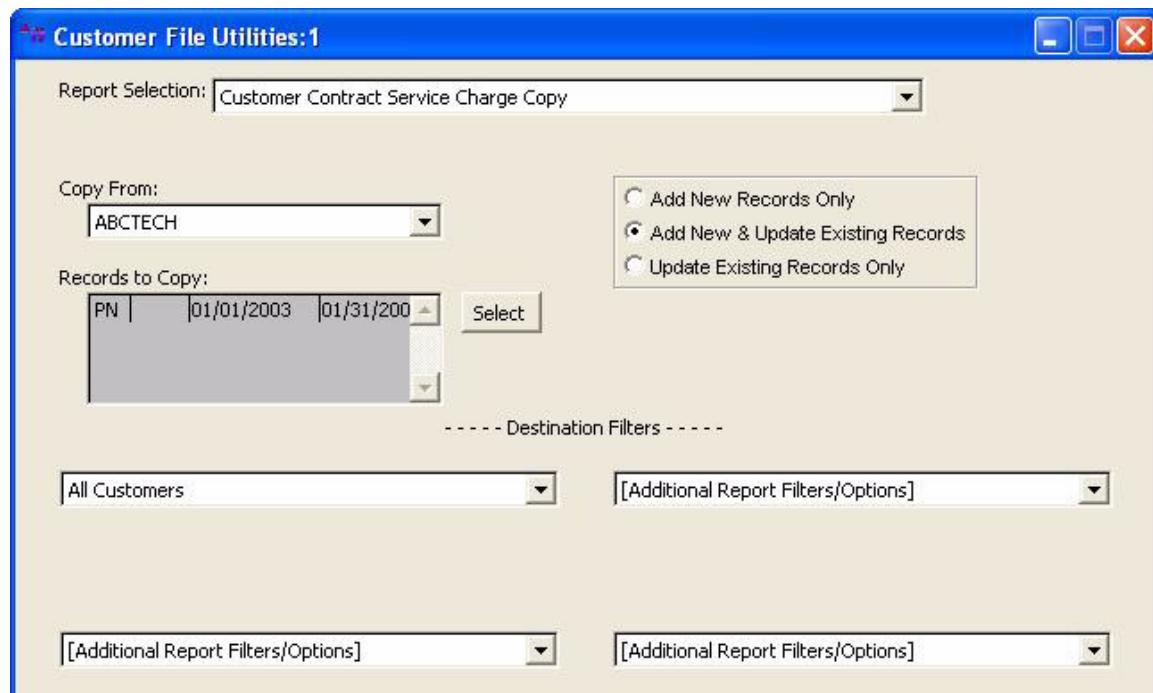


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Contract Service Charge Copy

The Customer Contract Service Charge Copy utility is part of the Utility Pack Option. It is used to copy Contract Service Charge Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



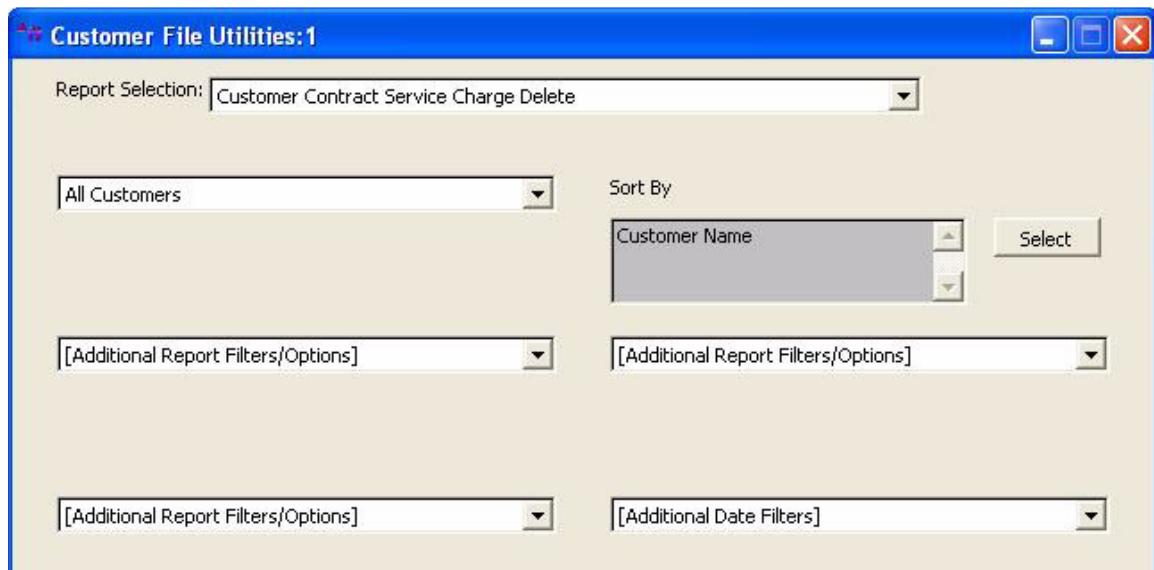
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the Contract Service Billing Charges module of the Ultra32 software. Existing records are determined by matching the Miscellaneous Bill Type.

Customer Contract Service Charge Delete

The Customer Contract Service Charge Delete utility is used to delete customer contract service charges in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



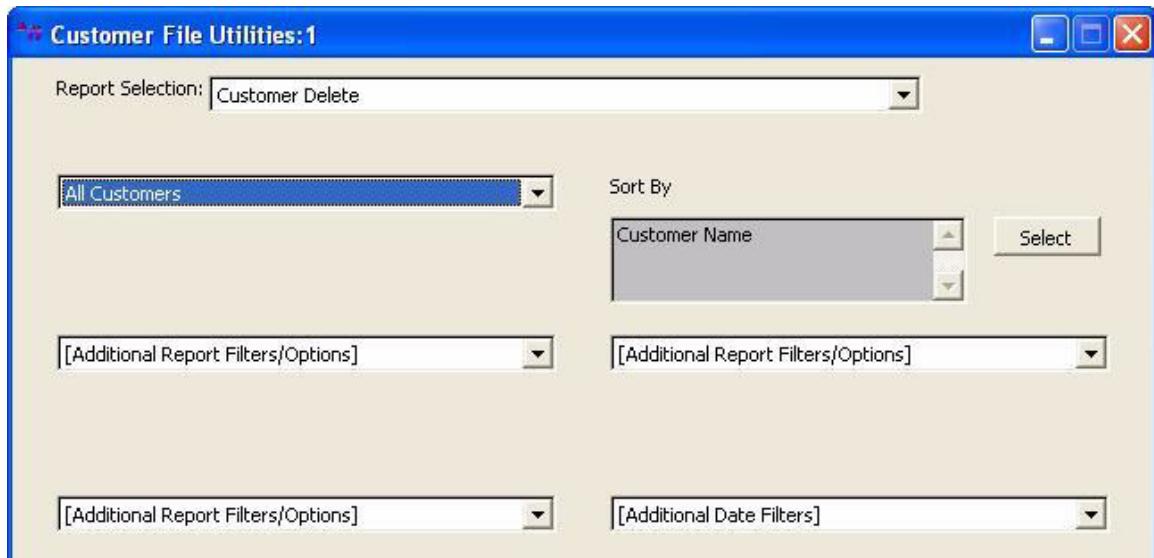
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the Contract Service Billing Charges module of the Ultra32 software.

Customer Delete

The Customer Delete utility is used to delete customers in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

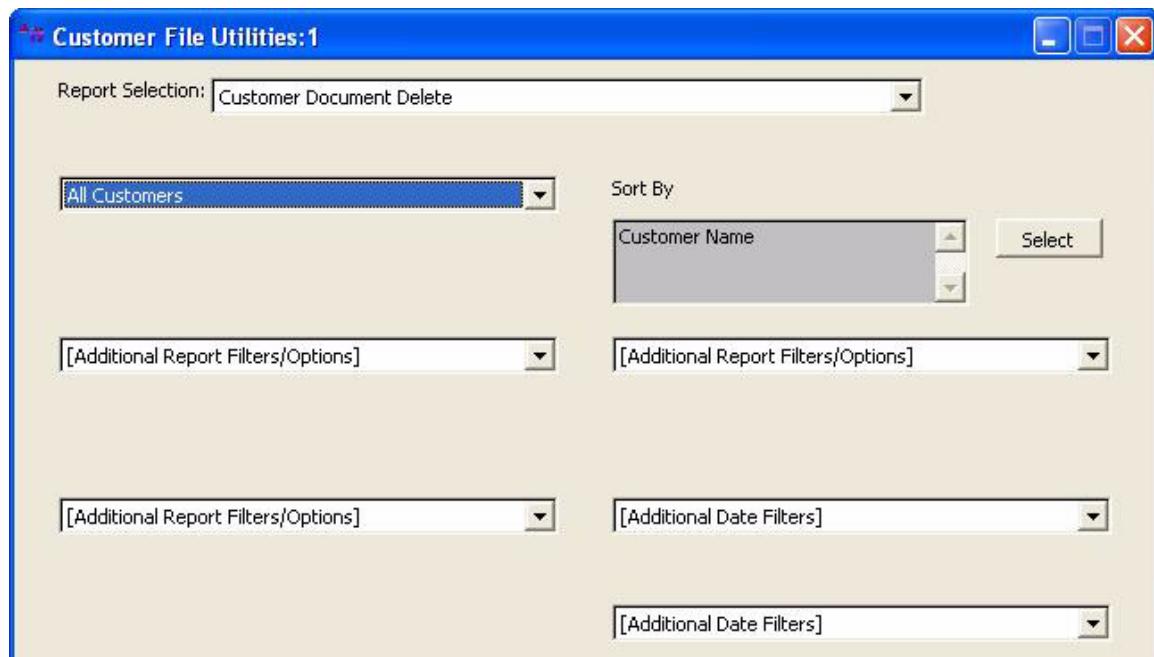


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Document Delete

The Customer Document Delete utility is used to delete customer documents in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

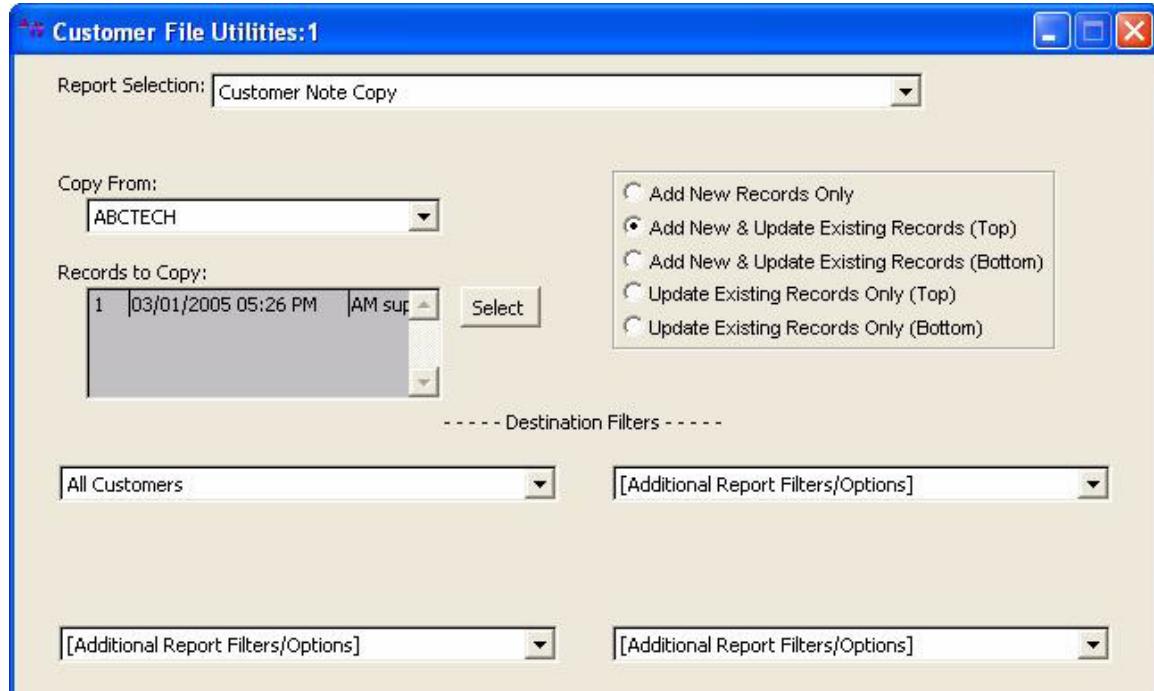


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Note Copy

The Customer Note Copy utility is part of the Utility Pack Option. It is used to copy Note Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



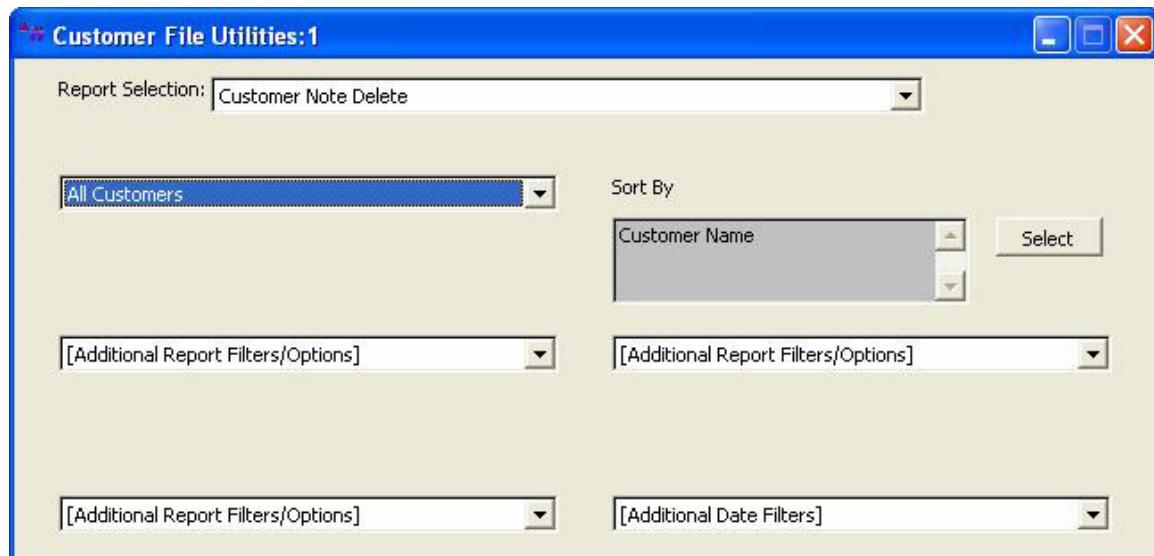
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Note Type.

Customer Note Delete

The Customer Note Delete utility is used to delete customer notes in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

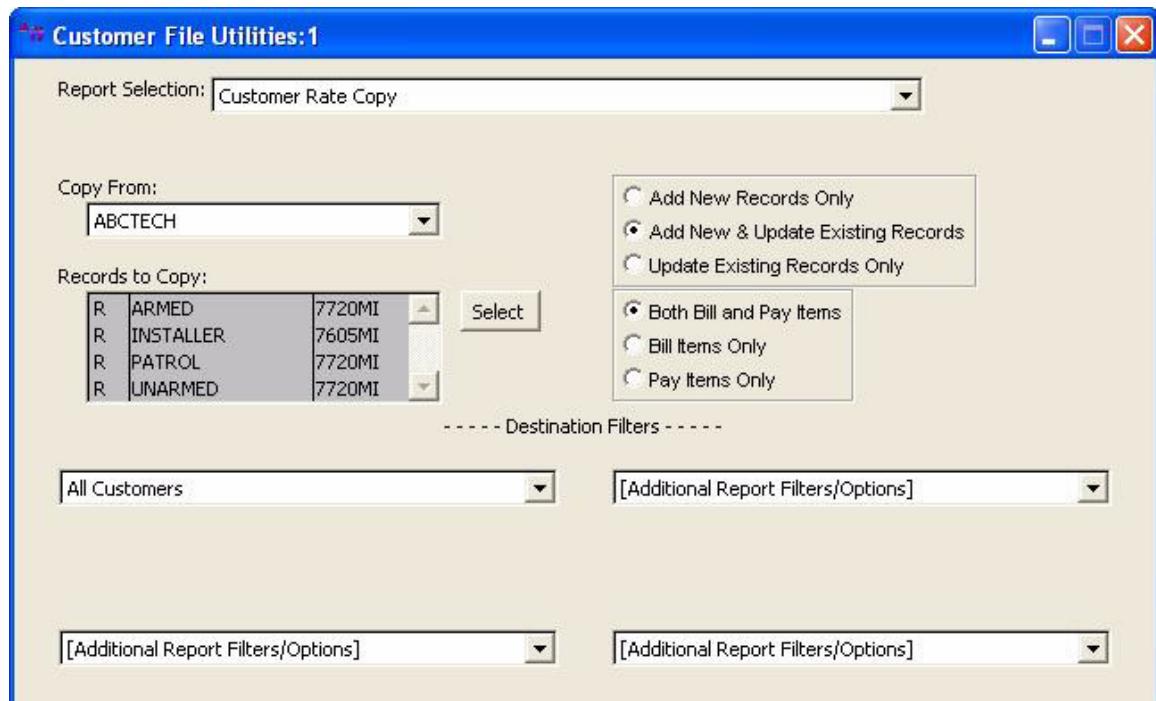


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Rate Copy

The Customer Rate Copy utility is part of the Utility Pack Option. It is used to copy Rate Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



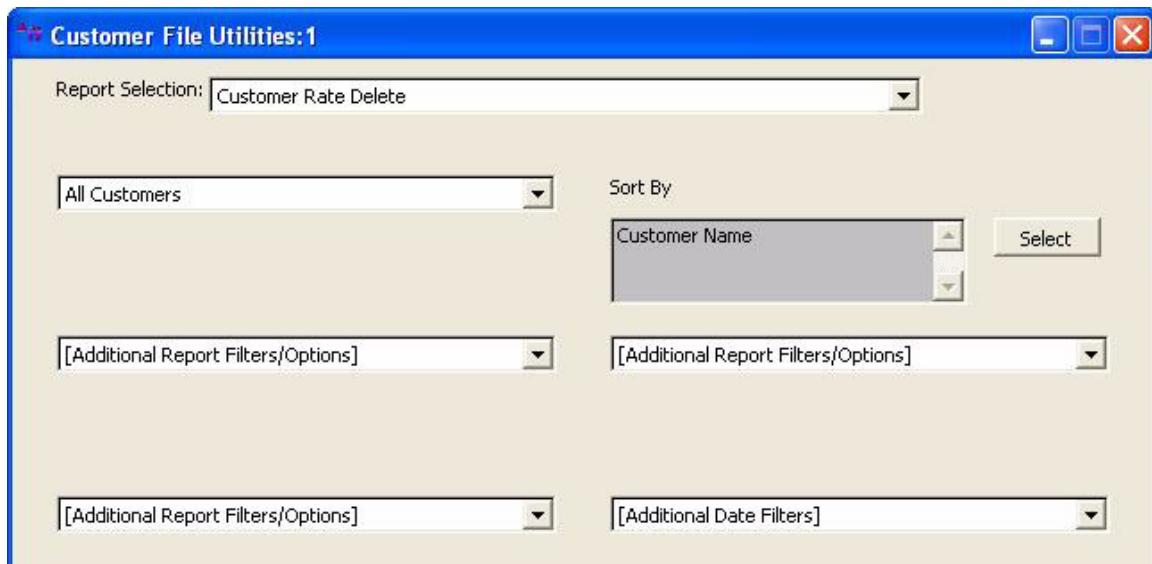
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Hour Type + Rate Code. This utility can copy multiple source records.

Customer Rate Delete

The Customer Rate Delete utility is used to delete customer rates in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

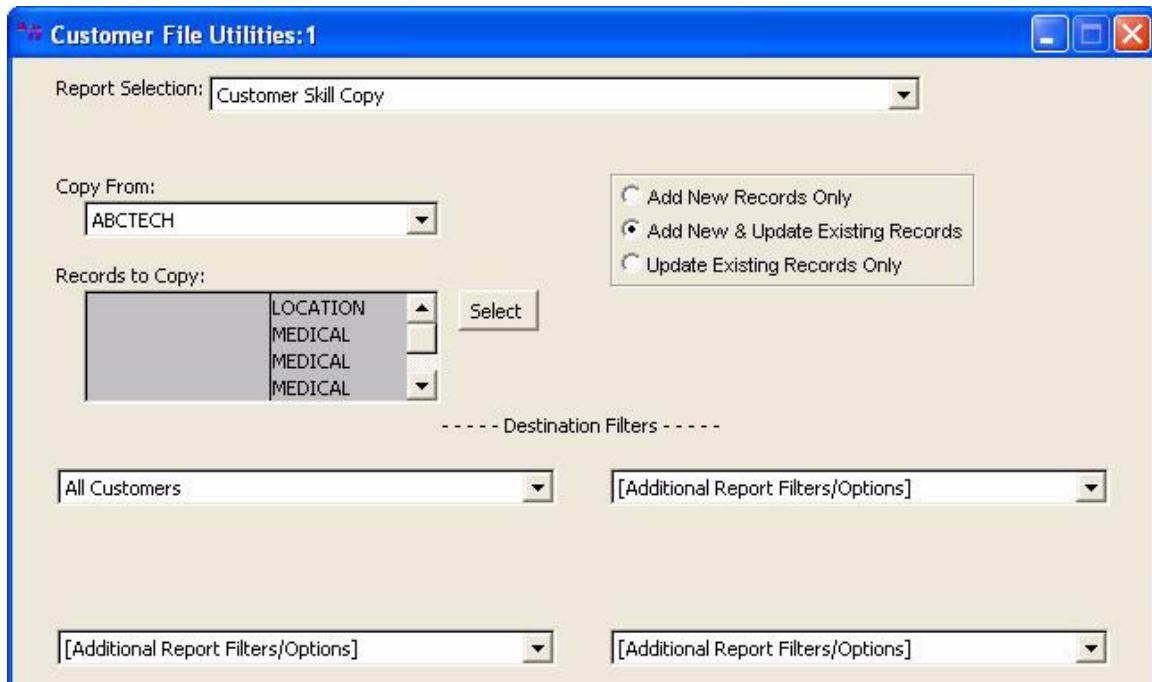


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Skill Copy

The Customer Skill Copy utility is part of the Utility Pack Option. It is used to copy Skill Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



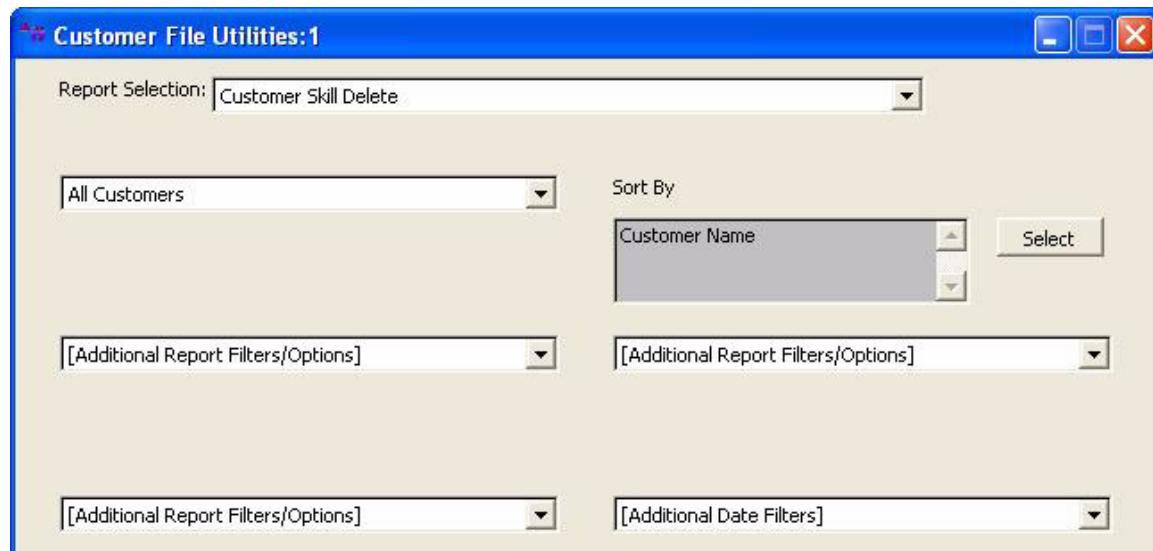
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the Employee Dispatch module of the Ultra32 software. Existing records are determined by matching the Position Code + Group Id + Skill Id. This utility can copy multiple source records.

Customer Skill Delete

The Customer Skill Delete utility is used to delete customer skills in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

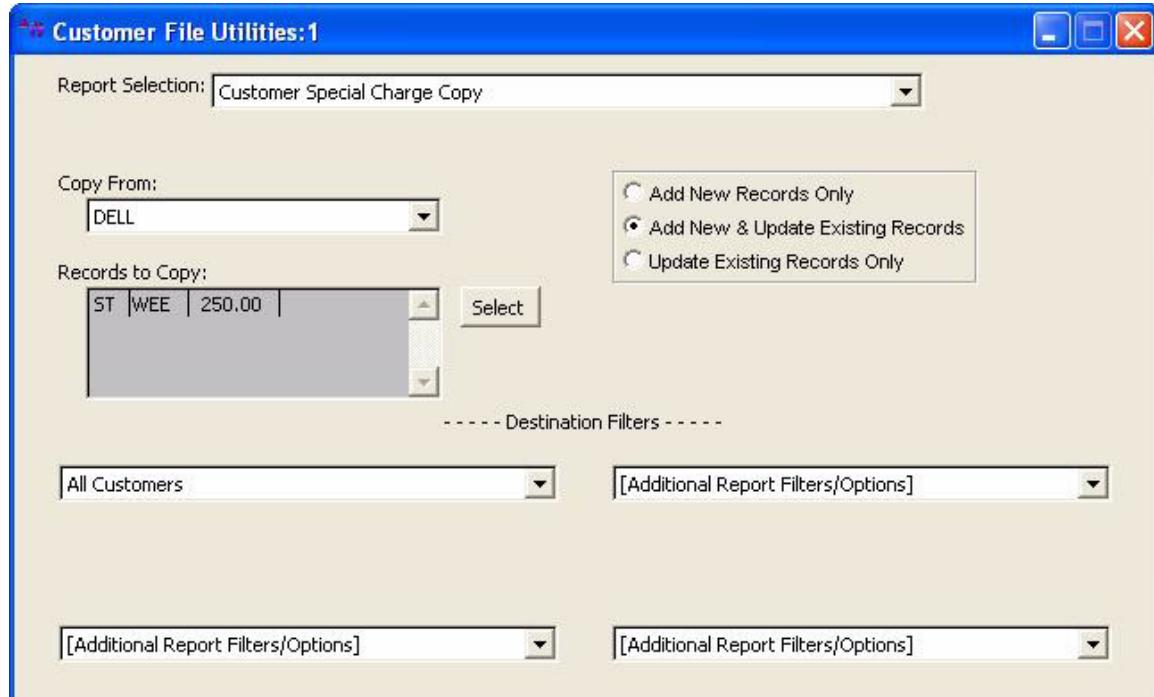


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Special Charge Copy

The Customer Special Charge Copy utility is part of the Utility Pack Option. It is used to copy Special Charge Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



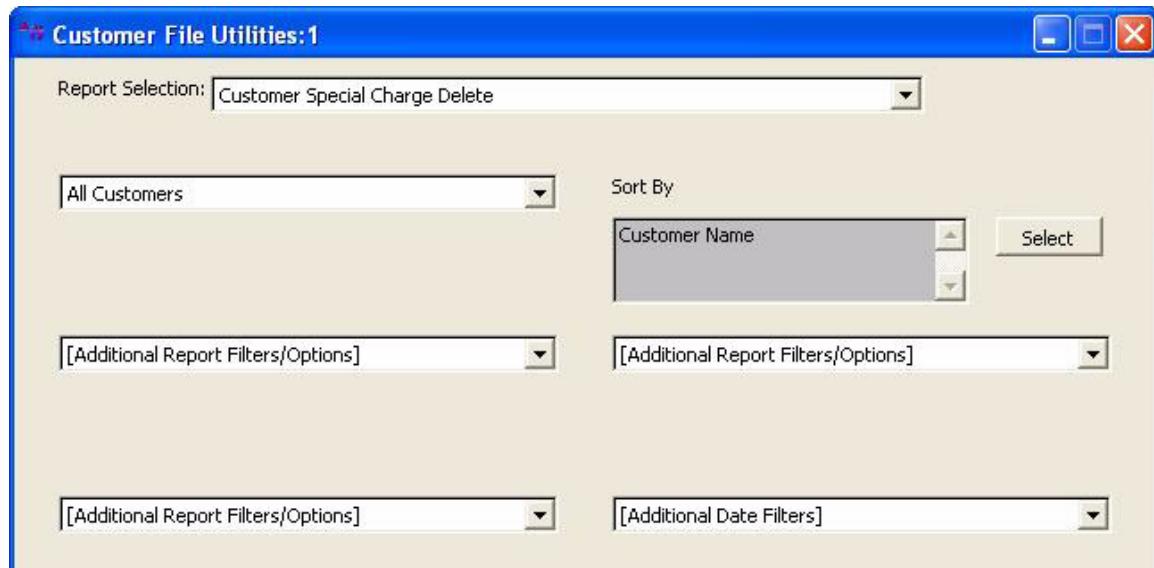
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the Scheduling module of the Ultra32 software. Existing records are determined by matching the Miscellaneous Bill Type.

Customer Special Charge Delete

The Customer Special Charge Delete utility is used to delete customer special charges in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



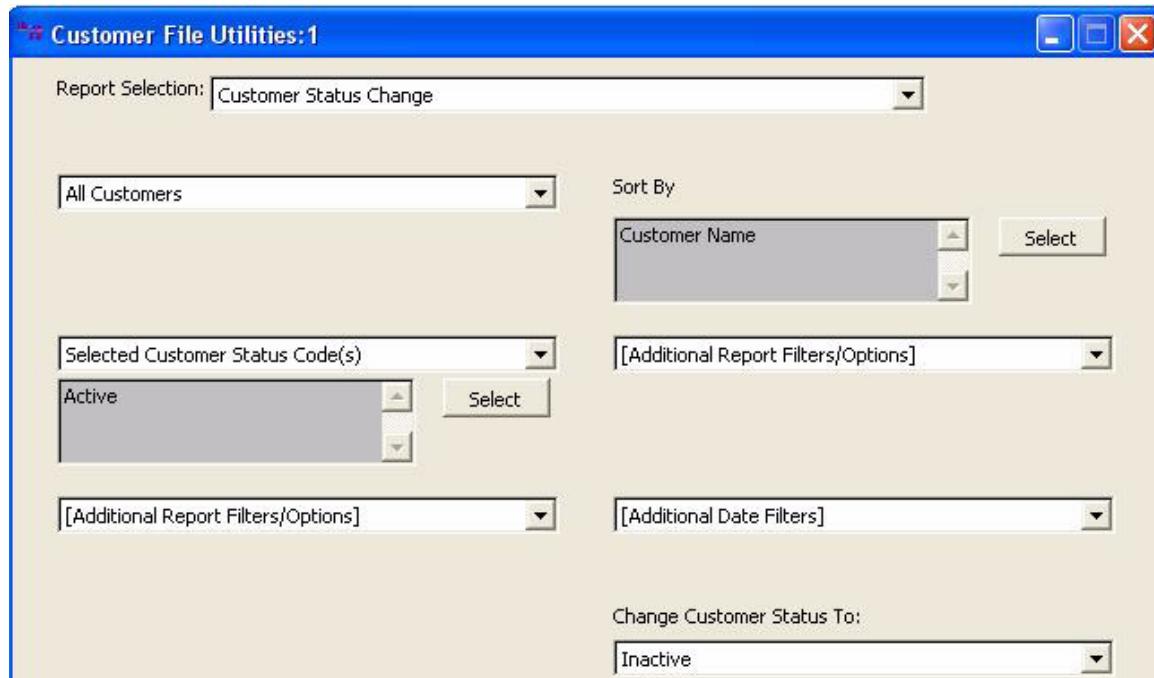
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the Scheduling module of the Ultra32 software.

Customer Status Change

The Customer Status Change utility is used to change the ***Status*** of Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.

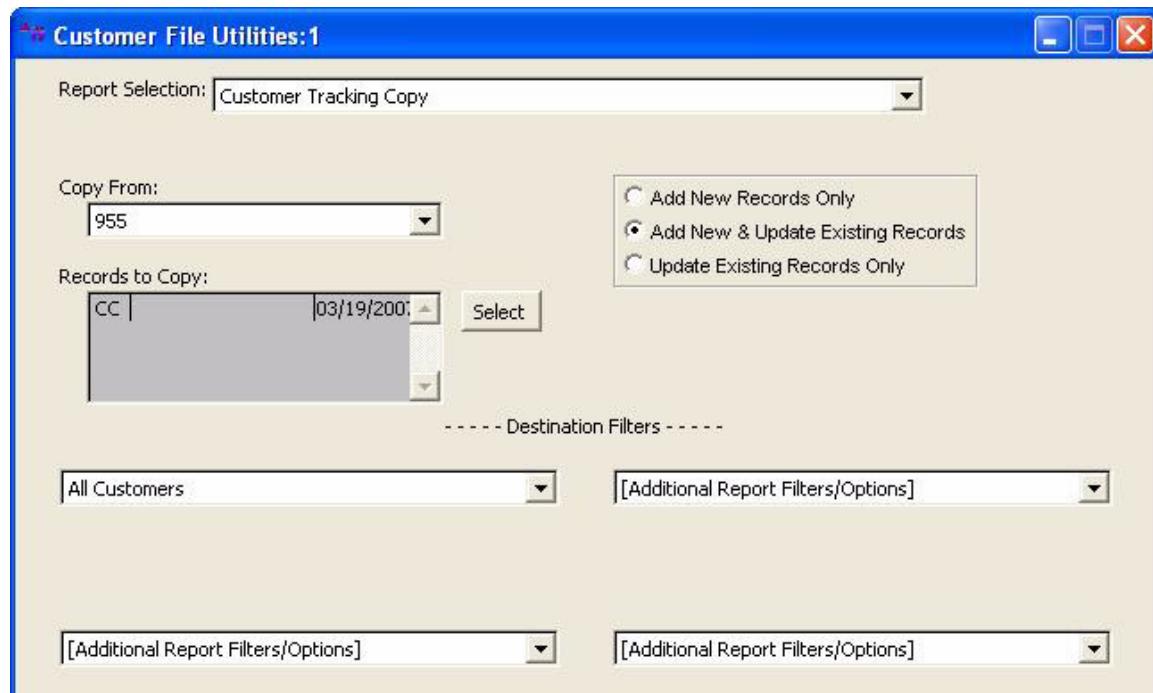


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Customer Tracking Copy

The Customer Tracking Copy utility is part of the Utility Pack Option. It is used to copy Tracking Records from one Customer to one or more Customers based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



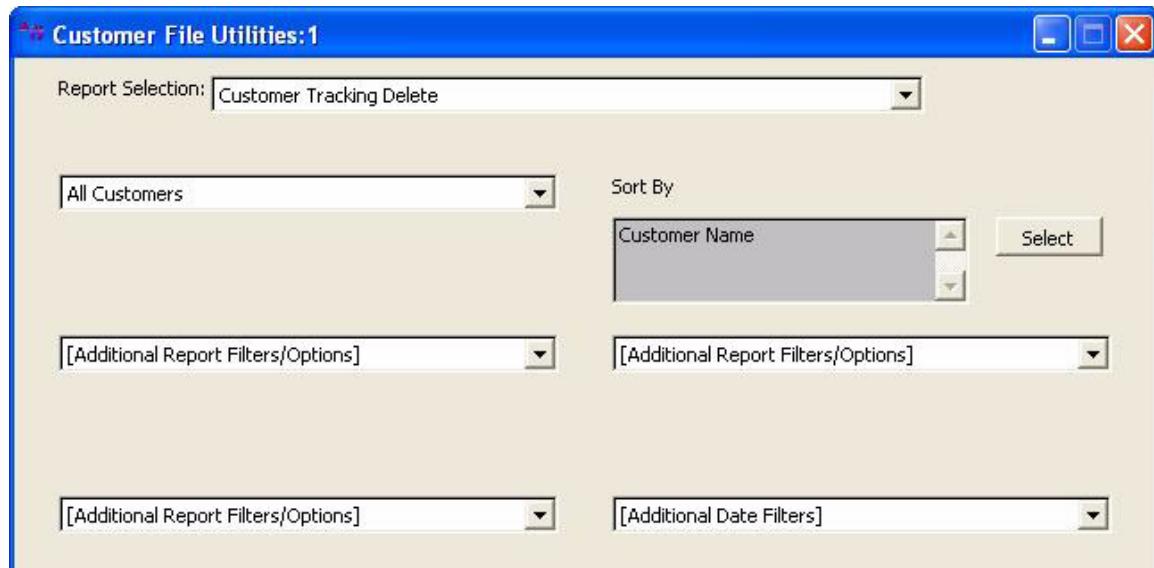
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tracking Type.

Customer Tracking Delete

The Customer Tracking Delete utility is used to delete customer tracking in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer Utilities** menu option.



When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee

The Employee file is used to store both your employees and applicants. To load this screen, select the **Data Entry** menu, followed by the **Employee** menu option.

The screenshot shows the 'Employee Information:1' window with the 'Data Entry' tab selected. The window contains fields for Employee Id (JANEM), Status (A), Last Name (Jane), First (Mary), Middle (T), Address1 (8765 Crescent Lake Rd), Address2 (empty), City (Bloomfield Lake), State (MI), Zip (48224), and Country (empty). Below the main form, there is a navigation bar with tabs: General, EEOC, Contacts, Skills, Rates, Payroll, Wage/Ded, Tracking, Scheduling, and Documents. The 'General' tab is currently active.

The Employee Data Entry Tab can be divided into the following sections:

- [Main Display](#)
- [General Page](#)
- [EEOC Page](#)
- [Contacts Page](#)
- [Notes Page](#)
- [Skills Page](#)
- [Rates Page](#)
- [Payroll Page](#)
- [Wage/Ded Page](#)
- [Tracking Page](#)
- [Scheduling Page](#)
- [Documents Page](#)

Main Display

This portion of the Employee Data Entry Tab stores basic employee information (i.e. name and address), and is visible on all pages. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Employee Id:** is used throughout the Ultra32 to identify the employee.
 1. Once assigned, the **Employee Id** can only be changed by using the button. Duplicate Ids are not allowed.

2. Using the employees social security number is not recommended. CCS recommends using a portion of the employee's name. For example, "SMITHJW" for an employee named "John William Smith".
 3. The Ultra32 software supports both User Assigned and Computer Assigned Ids. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces. Computer Assigned Ids are numeric only and are automatically incremented by the Ultra32 software every time a new employee is added.
 4. The maximum Id length is ten characters and all Ids are automatically capitalized.
- **Last Name, First, Middle:** are used to store an employee's name as you wish it to appear on the majority of the Ultra32 reports and screens.
 1. If an employee is known by a nick name, it should be entered here. For example, an employee's full name is Robert William Smith, but is known as Bob Smith.
 2. There is a separate set of name fields on the Employee General Page that is dedicated for tax reporting purposes.

General Page

The General Page stores basic employee classification codes and some payroll setup information. The following is a list of fields that need special mentioning:

- **Soc Sec #:** once assigned, the value can only be changed by using the  button.
- **Soc Sec Card Last Name, First, Middle:** are used to store an employee's full name, as it appears on their social security card.
 1. If left blank, the corresponding value from the Main Display will be used.
 2. The values entered here are used for tax reporting. For example, New Hire Reporting, Quarterly State Wage Reporting, and W-2 Reporting.
 3. There is an option to use this name on the Payroll Checks in System Preferences.
- **1099 TIN:** is the Taxpayer Identification Number for the purpose of generating 1099-MISC forms.
 1. See the [Sub Contractors](#) section in this User's Guide for more information.
- **1099 DBA/LLC Name:** is an optional field that can be used to identify a Company or Doing Business As name for the purpose of generating 1099-MISC forms.

1. See the *Sub Contractors* section in this User's Guide for more information.
- ***Office Code***: is a user-defined code for classifying your employees.
 1. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
- ***Department Code***: is a user-defined code for classifying your employees.
 1. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
- ***Location Code***: is a user-defined code for classifying your employees.
 1. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
- ***Salesman Code 1 & 2***: are user-defined codes for classifying the sales people assigned to your employees.
 1. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
- ***Rank Code***: is a user-defined code for classifying your employees.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 3. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.
 4. See the *Validation Code* section in this User's Guide for more information.
- ***Work Code***: is a user-defined code for classifying your employees.
 1. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.

- 3. See the *Validation Code* section in this User's Guide for more information.
- *Transportation Code*: is a user-defined code for classifying your employees.
 1. Can be used in the Employee, Job Assignment, Job Cost & Sales Analysis, Payroll Check Register, Proposed Payroll, Schedule, and TimeSlip reports to filter and sort information.
 2. Can be used by the Employee File Utilities, Group Email Utility, Mail Merge Utility, Schedule Utilities and Visual Scheduler to filter which information to process.
 3. See the *Validation Code* section in this User's Guide for more information.
- *Schedule Received Requirement*: indicates whether or not the *Schedule Received* field on the Schedule Data Entry form must be "Y" Yes before the schedule can be billed or paid.
 1. This field only applies if you are using the Schedule Received option of the Ultra32 software.
 2. See the *Schedule Received Option* section in this User's Guide for more information.
- *External System Id*: is currently not used by the Ultra32 software.

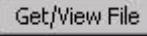
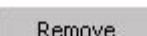
EEOC Page

General	EEOC	Contacts	Notes	Skills	Rates	Payroll	Ded/Wage	Schedule	Track	Document
Marital Status	<input type="text" value="S"/>	Race	<input type="text" value="B"/>	Sex	<input type="text" value="F"/>			Employee Photo:		
Birthdate	<input type="text" value="12/05/1978"/>							<input type="button" value="Get/View File"/>		
Hired On	<input type="text" value="04/16/2002"/>		Rehired On	<input type="text" value=" / / "/>				<input type="button" value="Remove"/>		
First Check	<input type="text" value="04/26/2002"/>		Last Check	<input type="text" value="09/10/2010"/>						
Terminated	<input type="text" value=" / / "/>		Term Code	<input type="text"/>						

Note: Marital Status, Race and Sex are NOT required fields in Ultra32. Some employer's need to include this information on payroll statistic's reports for government contracts. Use of these fields is optional.

The EEOC Page stores statistical and basic employee date information (i.e. race, sex, birth date, hire date, etc). The following is a list of issues that need special mentioning:

- *First Check*: if blank, is automatically updated with the check date, when a Payroll Check is posted.
- *Last Check*: is automatically updated with the check date, when a Payroll Check is posted.
- *Termination Code*: is a user-defined code for indicating a reason why an employee is no longer active.
 1. See the *Validation Code* section in this User's Guide for more information.
- *Corporate Officer*: is a specialty field. Do not enter anything into this field unless one of the following situations apply:

1. In the State of Minnesota: Enter "CO", if this employee is a corporate officer for the purpose of Quarter State Wage Reporting.
 2. In the State of South Carolina: Enter "CO", if this employee is a corporate officer for the purpose of Quarter State Wage Reporting.
 3. In the State of Wyoming for the purpose of Quarter State Wage Reporting: Identify which type of Corporate Officer Title best fits this employee. "P" President, "V" Vice President, "S" Secretary, "T" Treasurer, or "O" Other. Otherwise leave blank if the employee is not a corporate officer.
- ***Medical Benefits***: is a specialty field. Do not enter anything into this field unless one of the following situations apply:
 1. In the State of Maryland: Enter "Y", if this employee qualifies for medical benefits for the purpose of New Hire Reporting.
 2. In the State of Rhode Island: Enter "Y", if this employee qualifies for medical benefits for the purpose of New Hire Reporting.
 - ***Area Code***: is a specialty field. Do not enter anything into this field unless one of the following situations apply:
 1. In the State of Alaska for the purpose of Quarter State Wage Reporting.
 - ***Occupation***: is a specialty field. Do not enter anything into this field unless one of the following situations apply:
 1. In the State of Alaska for the purpose of Quarter State Wage Reporting.
- The  button is used to add a new or edit an existing employee photo. See the *Employee Photo* section in this User's Guide for more information.
 - The  button is used to permanently delete an existing employee photo.

Contacts Page

Employee Phone Information

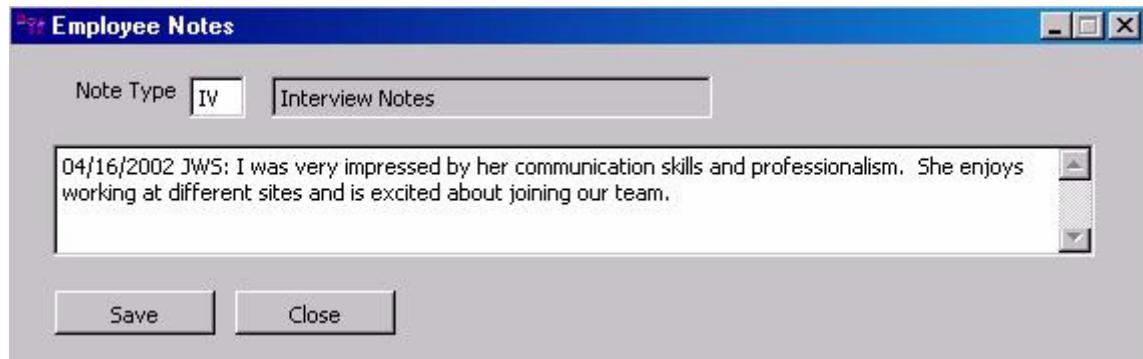
Contact Type	G	General
Phone1	(555) 778-8899 Home	
Phone2	(555) 256-6541 Mobile	
Phone3		
Name/Descript		
E-Mail and MailMerge		
E-Mail Address	mj1056@yahoo.com	
Title/Salutation	MS	
First Name	Mary	Middle T
Last	Jane	
E-Mail Body Text Type	H	* Only used with Group E-Mail option
Notes	 	
<input type="button" value="Save"/> <input type="button" value="Close"/>		

The Contact section stores contact information (i.e. name, description, telephone numbers, email address, and contact notes). The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Contact Type:** is used to classify the contact record.
 1. Each contact record must have a unique **Contact Type**. However, the same **Contact Type** can be used for different employees.
 2. See the [Contact Type Setup](#) section in this User's Guide for more information.
- **Category Code:** is a user-defined code for classifying additional contact records.
 1. Only certain Contact Types have the ability to identify a **Category Code**.
 2. If present, you can use the same **Contact Type** and **Category Code** combination multiple times for the same employee.
 3. See the [Category Code](#) section in this User's Guide for more information.
- **Email Address:** is used to store the primary email address for this contact. When the [Email Address](#) caption is clicked, one of the following will occur:
 1. If you are using the ProPack option of the Ultra32 software, a single email form is displayed pre-loaded with this contact's email address.
 2. Otherwise, the default email application (as defined by your operating system) is launched, and if permitted, pre-loaded with this contact's email address.
- **Title/Salutation:** is a user-defined code for defining this contact's title or salutation. See the [Validation Code](#) section in this User's Guide for more information.
- **Email Body Text Type:** indicates this contact's preference for receiving email.

1. Leave blank or enter "H" for HTML format. Enter "P" for Plain Text.
2. This field only applies if you are using the ProPack option of the Ultra32 software.

Notes Page



The Notes section stores free form notes. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Note Type:** is used to classify the note record.
 1. Each note record must have a unique **Note Type**. However, the same **Note Type** can be used for different employees. Note, some Note Types may be configured to be used repeatedly.
 2. See the [Note Type Setup](#) section in this User's Guide for more information.

Skills Page

The Skills Page is used to identify the skills and experience an employee posses. The following is a list of issues that need special mentioning:

- Each skill record must have a unique **Group Id + Skill Id** combination. However, the same **Group Id + Skill Id** combination can be used for different employees.
- See the [Group & Skill](#) section in this User's Guide for more information.
- **Required:** is used when performing an [Employee Search for Job Orders](#), but is not used during the [Job Order Search for Employees](#).
- **Compare:** is used when performing an [Employee Search for Job Orders](#), but is not used during the [Job Order Search for Employees](#).

Rates Page

The Rates Page is used to store both pay and bill rates. The following is a list of issues that need special mentioning:

- Each rate record must have a unique **Hour Type + Rate Code** combination. However, the same **Hour Type + Rate Code** combination can be used for different employees.
 1. If you are using the Employee & Customer/Work Site Based Pay & Bill option of the Ultra32 software, then each rate record must have a unique **Hour Type + Customer Id + Work Site + Rate Code** combination. However, the same **Hour Type + Customer Id + Work Site + Rate Code** combination can be used for different employees.
 2. The Employee & Customer/Work Site Based Pay & Bill option can be activated via the System

Preferences, Schedule: Rates option.

- See the [Pay & Bill Rates](#) section in this User's Guide for more information.
- See the [Hour Type Setup](#) section in this User's Guide for more information.
- If you are using the Scheduling module of the Ultra32 software, be sure to review the [How is the Base Pay/Bill Rate Determined?](#), [How is the Holiday Pay/Bill Rate Determined?](#), [How is Holiday Bill Determined?](#), [How is Holiday Pay Determined?](#), [How is Overtime Billing Calculated?](#), and the [How is Overtime Payroll Calculated?](#) sections in this User's Guide for more information.

Payroll Page

General	EEOC	Contacts	Skills	Rates	Payroll	Wage/Ded	Tracking	Scheduling	Documents																																																																																										
<table border="1"> <tr> <td>Federal</td> <td>Tax Code</td> <td>Status</td> <td>Exemptions</td> <td>Extra W/H</td> <td>Pers/Est</td> <td colspan="4">EIC Status <input type="checkbox"/></td> </tr> <tr> <td>State</td> <td><input type="checkbox"/> MI</td> <td><input type="checkbox"/> M</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 0.00</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td colspan="4"><input type="checkbox"/> Additional States</td> </tr> <tr> <td>City</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 0.00</td> <td><input type="checkbox"/></td> <td colspan="4"><input type="checkbox"/> Additional Cities</td> </tr> <tr> <td>School</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> 0.00</td> <td><input type="checkbox"/></td> <td colspan="4"><input type="checkbox"/></td> </tr> <tr> <td>Emp Tax Type</td> <td><input type="checkbox"/> E</td> <td>Emp Pay Type</td> <td><input type="checkbox"/> S</td> <td>Comp Code</td> <td><input type="checkbox"/> 8810</td> <td colspan="4"></td> </tr> <tr> <td>Pay Frequency</td> <td><input type="checkbox"/> W</td> <td>Salary, Pay Amt</td> <td><input type="checkbox"/> 400.00</td> <td>Bill Amt</td> <td><input type="checkbox"/> 525.00</td> <td colspan="4"></td> </tr> <tr> <td>Check Distrib</td> <td><input type="checkbox"/></td> <td>Salary Hours</td> <td><input type="checkbox"/> 40.00</td> <td>Job, Cust ID</td> <td><input type="checkbox"/></td> <td colspan="4"></td> </tr> <tr> <td>Holiday Pay</td> <td><input type="checkbox"/> Y</td> <td>Last Pay Period</td> <td><input type="checkbox"/> 06/28/2002</td> <td>Shift Pay Rule</td> <td><input type="checkbox"/> NOH</td> <td>Shift Bill Rule</td> <td><input type="checkbox"/></td> <td colspan="2"><input type="checkbox"/> Direct Deposit Info</td> </tr> <tr> <td>Ovt Override</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										Federal	Tax Code	Status	Exemptions	Extra W/H	Pers/Est	EIC Status <input type="checkbox"/>				State	<input type="checkbox"/> MI	<input type="checkbox"/> M	<input type="checkbox"/> 3	<input type="checkbox"/> 0.00	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Additional States				City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3	<input type="checkbox"/> 0.00	<input type="checkbox"/>	<input type="checkbox"/> Additional Cities				School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 0.00	<input type="checkbox"/>	<input type="checkbox"/>				Emp Tax Type	<input type="checkbox"/> E	Emp Pay Type	<input type="checkbox"/> S	Comp Code	<input type="checkbox"/> 8810					Pay Frequency	<input type="checkbox"/> W	Salary, Pay Amt	<input type="checkbox"/> 400.00	Bill Amt	<input type="checkbox"/> 525.00					Check Distrib	<input type="checkbox"/>	Salary Hours	<input type="checkbox"/> 40.00	Job, Cust ID	<input type="checkbox"/>					Holiday Pay	<input type="checkbox"/> Y	Last Pay Period	<input type="checkbox"/> 06/28/2002	Shift Pay Rule	<input type="checkbox"/> NOH	Shift Bill Rule	<input type="checkbox"/>	<input type="checkbox"/> Direct Deposit Info		Ovt Override	<input type="checkbox"/>								
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Ovt Override	<input type="checkbox"/>																																																																																																		

The Payroll Page is used to complete the payroll setup information. The following is a list of issues that need special mentioning:

- **State Tax Code, City Tax Code** and **School Tax Code**: are used in calculating payroll tax withholdings and liability. Always enter the tax code that corresponds to the employee's residence for tax reporting purposes.
 1. In the State of Maryland: Income Taxes are a combination of State and Local Taxes. Therefore, in addition to entering "MD" State information, also enter the City Tax Code that properly identifies the jurisdiction where the Employee Lives (eg. Tax Code MD_CAL has been defined for Calvert County). Include the same Status and Exemptions on both State and City Tax Code lines.
- **Status**: are used to store the marital status an employee is claiming. The majority of tax authorities only use "**M**" for Married and "**S**" for Single.
 1. In the State of Connecticut: Enter "**A**", "**B**", "**C**", "**D**", "**E**", or "**F**".
 2. In the District of Columbia: Enter "**M**" for Married Filing Separately or Married/Domestic Partners Filing Separately on same return. Enter "**S**" for Single or Head or Household. Enter "**J**" for Married/Domestic Partners Filing Jointly.
 3. In the State of Mississippi: Enter "**M**" for Married and spouse does not work. Enter "**J**" for Married and spouse is working.
 4. In the State of Missouri: Enter "**M**" for Married and spouse does not work. Enter "**J**" for Married and spouse is working.

5. In the State of Oklahoma: Enter "M" for Married or Head of Household. Enter "J" for Married Dual Incomes.
 6. In the State of Oregon: Enter "M" for Married if employee claiming Single with 3 or more allowances.
 7. In the State of New Jersey: Enter "S" for Rate Table A (Single or Married Separate). Enter "M" for Rate Table B (Married Joint). Enter "J" for Rate Table C. Enter "H" for Rate Table D. Enter "W" for Rate Table E.
- ***Exemptions:*** are used to store the number of exemptions an employee is claiming. Enter "99" if the employee is claiming exempt.
 1. In the State of Arizona: Enter the percentage (without decimal) the employee claimed on Form A-4. For example, enter "18" to represent 1.8% of Gross Taxable Wages in order to accommodate AZ formula change beginning July 2010.
 2. In the State of Arkansas: This value must be "00".
 3. In the State of California: Enter the number of Allowances for Regular Withholding (DE 4 Worksheet A).
 4. In the State of Connecticut: This value does not matter, unless it is "99".
 5. In the State of Kentucky: This value must be "00".
 6. In the State of Louisiana: Enter the number of Dependency Credits. Do not include the number of Personal Exemptions in this amount.
 7. In the State of Mississippi: If the Marital Status Amount claimed = 0, enter ((Line 4 + Line 5) / 1500). Otherwise, enter (1 + ((Line 4 + Line 5) / 1500)).
 - ***Pers/Est:*** is not used by most states. This field should remain blank unless the employee resides in one of the following states:
 1. In the State of Arkansas: Enter the number of withholding exemptions claimed on Form AR4EC.
 2. In the State of California: Enter the number of Allowances for Estimated Deductions (DE 4 Worksheet B).
 3. In the State of Illinois: Enter the number of additional allowances claimed on Form IL-W4.
 4. In the State of Iowa: Enter the number of Personal Exemptions.
 5. In the State of Kentucky: Enter the number of Tax Credits.
 6. In the State of Louisiana: Enter the number of Personal Exemptions.
 7. In the State of Mississippi: If the Marital Status = "J", enter the number of \$500 multiples needed to reduce \$12,000 to the amount claimed on Line 2(b). For example, if Line 2(b) = 7000, enter 10 ((12000 - 7000) / 500).
 - ***Extra Withholdings:*** are used to adjust the amount of Federal, State, City, and/or School tax that should be withheld from the employee's Payroll Check.
 1. The amount of this field will be applied to every Payroll Check created for the corresponding employee, until the amount is changed to zero by the user.
 2. If the Pay Frequency on the TimeSlip differs from the Pay Frequency in the Employee file, the amount of this field will be adjusted by the Payroll Check print programs. For example,

normally an employee is paid weekly and has an Extra Withholding amount of \$5.00. If the Pay Frequency on the TimeSlip is changed to Daily, the amount of the Extra Withholding would be adjusted to \$1.00 to match the change in pay frequencies.

3. If the *Emp Tax Type* is "B" Sub Contractor (Subject to Withholding), enter the percentage of gross compensation to withhold for Federal Income and/or State Income tax. For example, enter "28.00" to represent 28%.
 4. In the State of Maryland: Enter the Extra Withholding amount in the City Tax Code line.
- *Emp Tax Type*: identifies the tax type of the employee ("regular" employee or sub contractor).
 1. If "B" Sub Contractor (Subject to Withholding), enter the percentage of gross compensation to withhold in the *Extra Withholdings* field for Federal Income and/or State Income tax.
 2. If "X" Exempt from FICA (Medicare and Social Security).
 3. If "Y" Exempt from FICA (Medicare and Social Security) and FUTA (Federal Unemployment).
 4. If "Z" Exempt from FICA (Medicare and Social Security), FUTA (Federal Unemployment), and SUTA (State Unemployment).
 5. If "H" Exempt from Employer portion of Social Security Tax per the 2010 Hiring Incentives to Restore Employment (HIRE) Act. Do not use the "H" status after the HIRE Act has reached its conclusion.
 6. See the *Sub Contractors* section in this User's Guide for more information.
 - *Check Distribution Code*: is a user-defined code for classifying your employees.
 1. Commonly used to perform payroll in a batch mode or sort Payroll Checks.
 - *Holiday Pay*: indicates whether or not this employee qualifies for Holiday Premium.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If left blank, the default is "N" None Generated.
 3. See the *How is Holiday Pay Determined?* section in this User's Guide for more information.
 - *Overtime Override*: controls how the Overtime Hours are calculated for this employee.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If left blank, the Ultra32 software will use the "standard rules".
 3. See the *How is Overtime Payroll Calculated?* section in this User's Guide for more information.
 - *Emp Pay Type*: identifies the type of pay (hourly or salary).
 1. See the *Salary Payroll* section in this User's Guide for more information.
 - The **Additional States** button is used to setup the *Status*, *Exemptions*, *Pers/Est*, and *Extra Withholdings* for additional state tax authorities. For example, an Employee lives in Michigan, but sometimes works in Ohio. Michigan is setup on the Payroll Page, Ohio would be setup under the Additional.

- The use of the additional setup is only necessary when the *Status*, *Exemptions*, *Pers/Est*, and *Extra Withholdings* settings are unique. For example, Michigan uses the *Status* codes "S" Single or "M" Married. Whereas Connecticut uses the *Status* codes of "A", "B", "C", "D", "E", or "F".
- The **Additional Cities** button is used to setup the *Status*, *Exemptions*, *Pers/Est*, and *Extra Withholdings* for additional city tax authorities. For example, an Employee lives in Detroit, but sometimes works in Flint. Detroit is setup on the Payroll Page, Flint would be setup under the Additional.
 - The use of the additional setup is only necessary when the *Status*, *Exemptions*, *Pers/Est*, and *Extra Withholdings* settings are unique.
 - The **Edit Direct Deposit Info** button is used to setup direct deposit Payroll Checks. See the *Direct Deposit* section in this User's Guide for more information.

Wage/Ded Page

Deduction Records

The Deductions section is used to identify non-tax deductions that should be withheld from the Payroll Check. The following is a list of issues that need special mentioning:

- Each deduction record must have a unique *Deduction Type*. However, the same *Deduction Type* can be used for different employees.
- See the *Non-Tax Deductions* and *Non-Tax Deduction Type Setup* sections in this User's Guide for more information.

Auxiliary Deduction Setup Records

The Auxiliary Deduction Setup section is part of the Auxiliary Deduction Setup. It is used to assign an Agency to a Non-Tax Deduction and/or modify the calculation of an deduction for a particular employee.

- See the *Auxiliary Deduction Setup* and *Non-Tax Deductions* sections in this User's Guide for more information.
- This feature only applies if you are using the Auxiliary Deduction Setup of the Ultra32 software.

Additional Wage Records

The Additional Wage section is used to identify miscellaneous pay items that should be added to the Payroll Check. The following is a list of issues that need special mentioning:

- Each additional wage record must have a unique *Wage Type*. However, the same *Wage Type* can be used for different employees.
- See the *Miscellaneous Pay & Bill Type Setup* section in this User's Guide for more information.
- See the *Miscellaneous Pay Amounts* section in this User's Guide for more information.
- This feature only applies if you are using the Scheduling module of the Ultra32

software.

Tracking Page

Additional Tracking

The screenshot shows a Windows-style dialog box titled "Additional Tracking Information". It contains several input fields:

- Date Type: A dropdown menu with "CP" selected, and a text field next to it containing "CPR Training".
- License #: A text field containing "558-66869".
- Expiration Date: A text field containing "01/13/2003".
- Next Schedule Test: A text field containing "12/18/2002".

At the bottom of the window are two buttons: "Save" and "Close".

The Additional Tracking section is used to store specialty pieces of information about an employee that need complex tracking and querying. For example, Registered Nurse Licenses, Driver Licenses, CPR Training, Immunizations, and etc. The following is a list of issues that need special mentioning:

- **Tracking Type:** is used to classify the tracking record.
 1. Typically each additional tracking record must have a unique *Tracking Type*. However, the same *Tracking Type* can be used for different employees.
 2. See the *Tracking Type Setup* section in this User's Guide for more information.
- **Category Code:** is a user-defined code for classifying additional tracking records.
 1. Only certain Tracking Types have the ability to identify a *Category Code*.
 2. If present, you can use the same *Tracking Type* and *Category Code* combination multiple times for the same employee.
 3. See the *Category Code* section in this User's Guide for more information.

Note: Each tracking type can be customized to store up to four date fields, four text fields, four numeric fields, four logical fields, and one free form notes field. In addition, there is an Employee Tracking Report that can be used to query this information.

Barred From

The Barred From section is used to identify the customers and/or work sites this employee has been barred from working at.

- See the [Barred From](#) section in this User's Guide for more information.
 - This feature only applies if you are using the Scheduling or the SkillSEARCH modules of the Ultra32 software.

Scheduling Page

Un-Available Times

The Un-Available Times section is used to store date and times an employee is not available to work. For example: students, part-time employees, vacations, and etc. The following is a list of issues that need special mentioning:

- See the [Un-Available Times](#) section in this User's Guide for more information.
 - This feature only applies if you are using the Scheduling or the SkillSEARCH modules of the Ultra32 software.

Note: The remaining portions are part of the Automated Employee Check-In option. See the [Automated Employee Check-In](#) and the [Setup Employee Information](#) sections in this User's Guide for more information.

Documents Page

General	EEOC	Contacts	Skills	Rates	Payroll	Deductions	Tracking	Scheduling	Documents
Doc's:									
	Type	Type Description	Category	Description		Added On	Description		
	EF	Employee File	APP			03/18/2002			
	EF	Employee File	I-9			03/25/2002			
	EF	Employee File	W-4			03/25/2002			
	ER	Employee Resume	LIGHT IND			03/13/2002			
<input type="button" value="New"/> <input type="button" value="Delete"/>									
Description	<input type="text"/>						<input type="button" value="Get/View File"/>		
Comments/Notes	<input type="text" value="Received via our company's website. Has extensive general labor and warehouse experience."/>						<input type="button" value="Remove"/>		
Document on File									

The Documents Page is an electronic file cabinet. It is used to store information and documents such as Applications, I-9, W-4, Resumes, and etc. Once stored, these documents can be viewed, printed, and sent via email. The following is a list of issues that need special mentioning:

- **Document Type:** is used to classify the document record.
 1. The same **Document Type** can be used multiple times for the same employee.
 - **Category Code:** is a user-defined code for classifying document records.
 1. See the Category Code section in this User's Guide for more information.
 - See the Document Management section in this User's Guide for more information.
 - This feature only applies if you are using the ProPack option of the Ultra32 software.

Sub Contractors

The Ultra32 software includes limited support of sub contracted employees. If your company needs additional features, contact CCS Technical Support. The following is an overview of features included with the standard Ultra32.

- Enter your sub contracted employees, the same as regular employees. In addition, be sure to review the following:
 1. Enter either a "B" Sub Contractor (Subject to Withholding) or "S" Sub Contractor in the *Emp Tax Type* field, on the Payroll page.
 2. If the *Emp Tax Type* is "B", enter the percentage of gross compensation to withhold in the *Extra Withholdings* field, on the Payroll page. For example, enter "28.00" to represent 28%. This applies to Federal Income and/or State Income tax only.
 3. If you intend to print 1099-MISC forms, you may optionally enter information into the *1099 TIN* and/or *1099 DBA/LLC Name* fields on the General page.
- If a Shift and/or TimeSlip is created for a sub contracted employee, they can be paid and billed through the Ultra32 software like regular employees.
- Payroll Checks that are processed for sub contracted employees contain no Taxable Wage, Exempt Wage, or Employer Liability amounts. There may be Federal Income and/or State Income employee withholding amounts if the *Emp Tax Type* is "B".
- Sub contracted employees are billed on Invoices in the same manner as regular employees.
- The Job Cost Reports include sub contracted employees, but have no cost beyond the payroll check amount. All tax and worker's compensation premiums will be zero.
- The New Hire Reporting provides an option to include sub contracted employees. The default is to include regular employees only.
- The Ultra32 software can create 1099-MISC forms.

Employee Photo



The Employee Photo screen is used to add a new or edit (cropping and rotation only) an existing employee photo.

Note: Employee photos are stored in a JPG format with a maximum resolution of 162 x 216 Pixels (Width x Height).

How to Add an Employee Photo

- Select one of the following sources:
 1. Clipboard: any valid image currently stored in the Windows Clipboard.
 2. File: most files created in the following formats: Adobe Photoshop (*.psd), JPEG (*.jpeg, *.jpg), Kodak Photo CD (*.pcd), MS Paint (*.msp), PaintBrush (*.pcx), Postscript (*.eps), TIFF (*.tif, *.tiff), Windows Bitmap (*.bmp), or Windows Metafile (*.wmf).
 3. Other: any installed Twain Compliant Device such as a Digital Camera or Scanner.
- Click the **Retrieve** button.

How to Edit an Employee Photo

- Click the **Rotate Left** or **Rotate Right** buttons to rotate the image in 90 degree increments.
- To crop an image, perform the following:
 1. Check the Cropping Enabled checkbox.
 2. Position the mouse pointer into the top-left position over the image, that you wish to preserve.
 3. Press and hold the left mouse button.

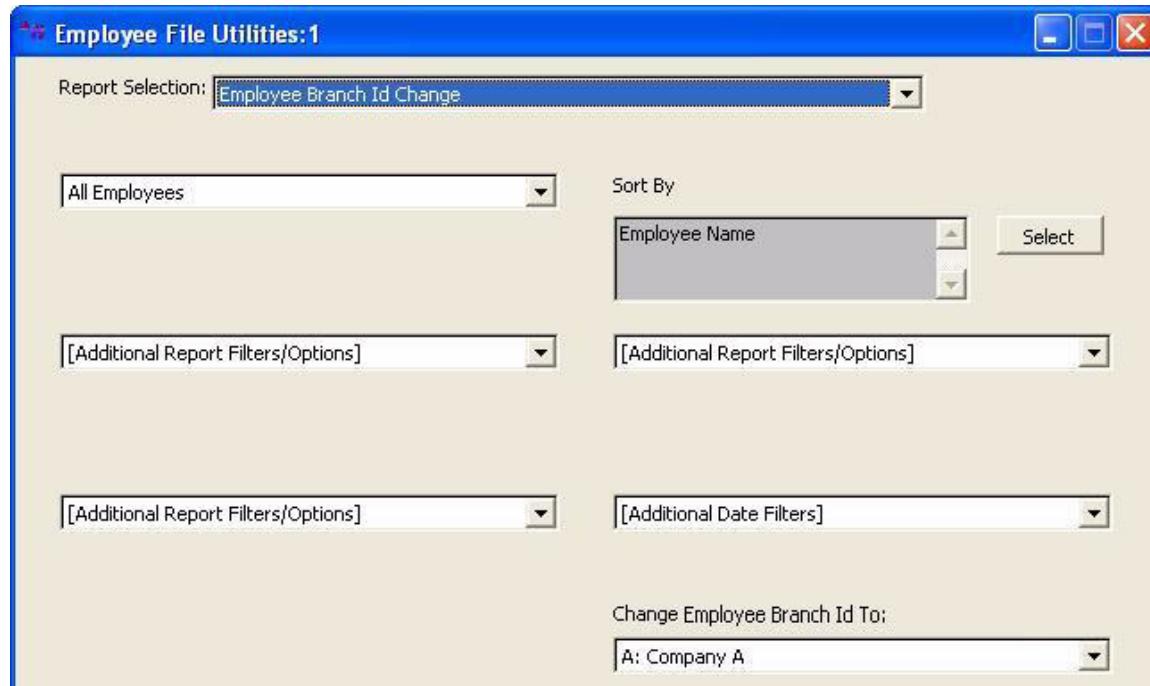
4. While holding the left mouse button, drag the mouse into the bottom-right position over the image, that you wish to preserve. As you drag the mouse, an outline box will drawn. Everything inside the box will be preserved.
5. Release the left mouse button. Select Yes, if you wish to crop and resize the image according to the outline. Otherwise, select No.
6. Un-Check the Cropping Enabled checkbox.

Employee Utilities

Provides the means to add and/or update items in an automated manner.

Employee Branch Id Change

The Employee Branch Id Change utility is used to change the *Branch Id* of Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

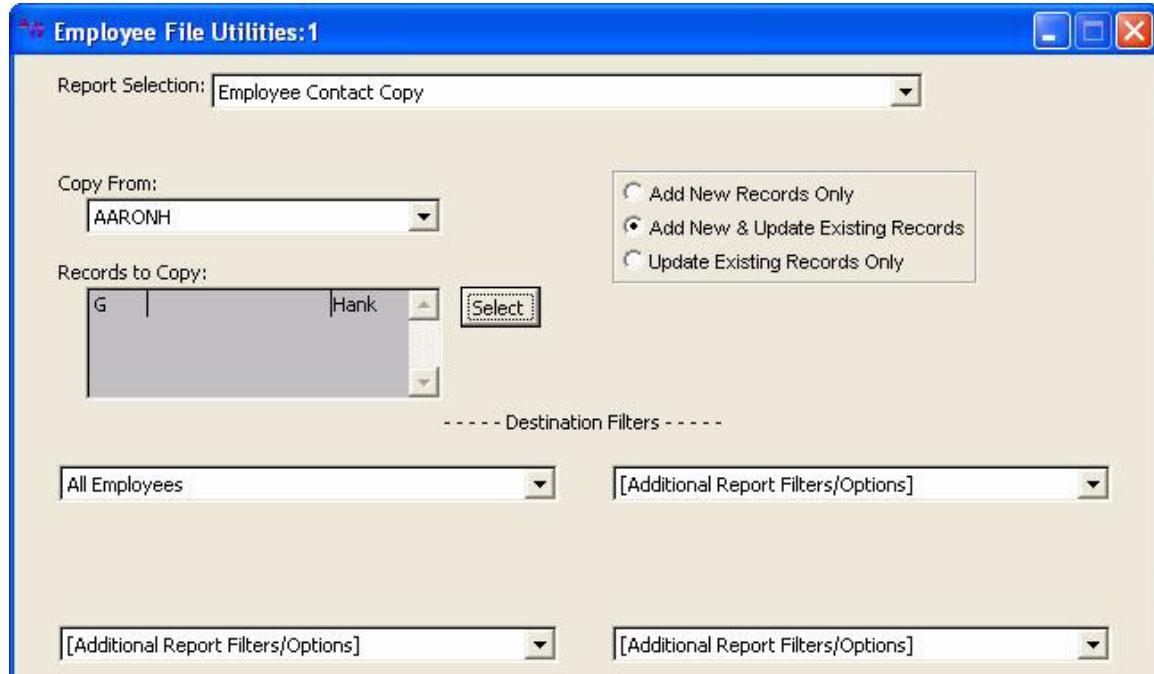


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Contact Copy

The Employee Contact Copy utility is part of the Utility Pack Option. It is used to copy Contact Records from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



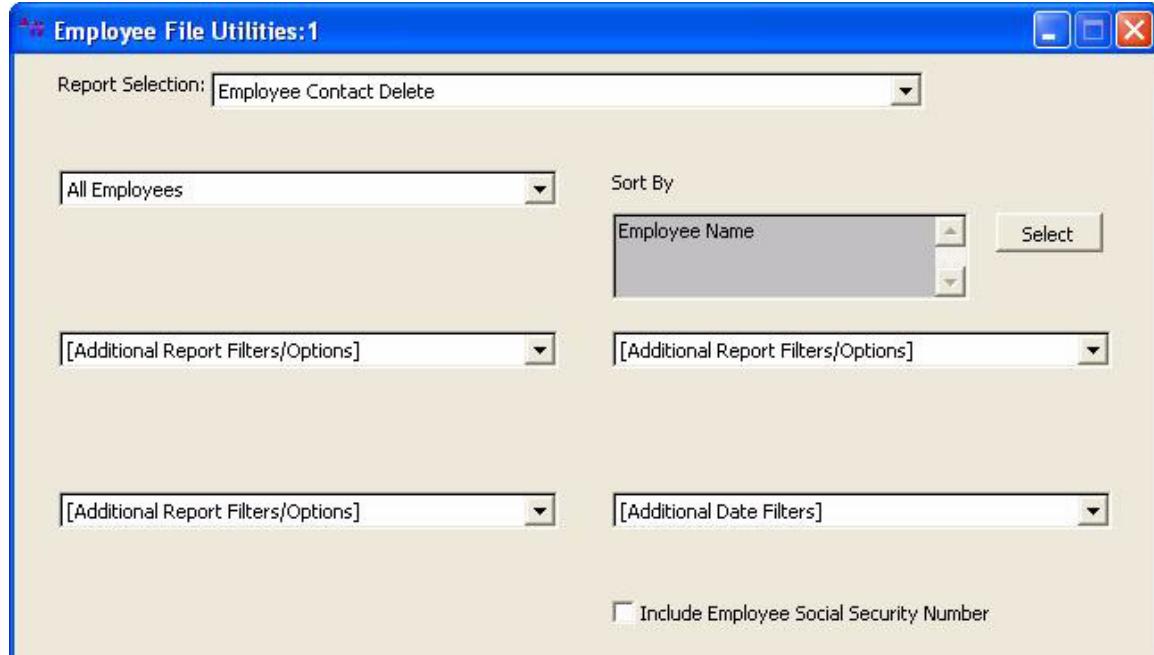
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Contact Type.

Employee Contact Delete

The Employee Contact Delete utility is used to delete employee contacts in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

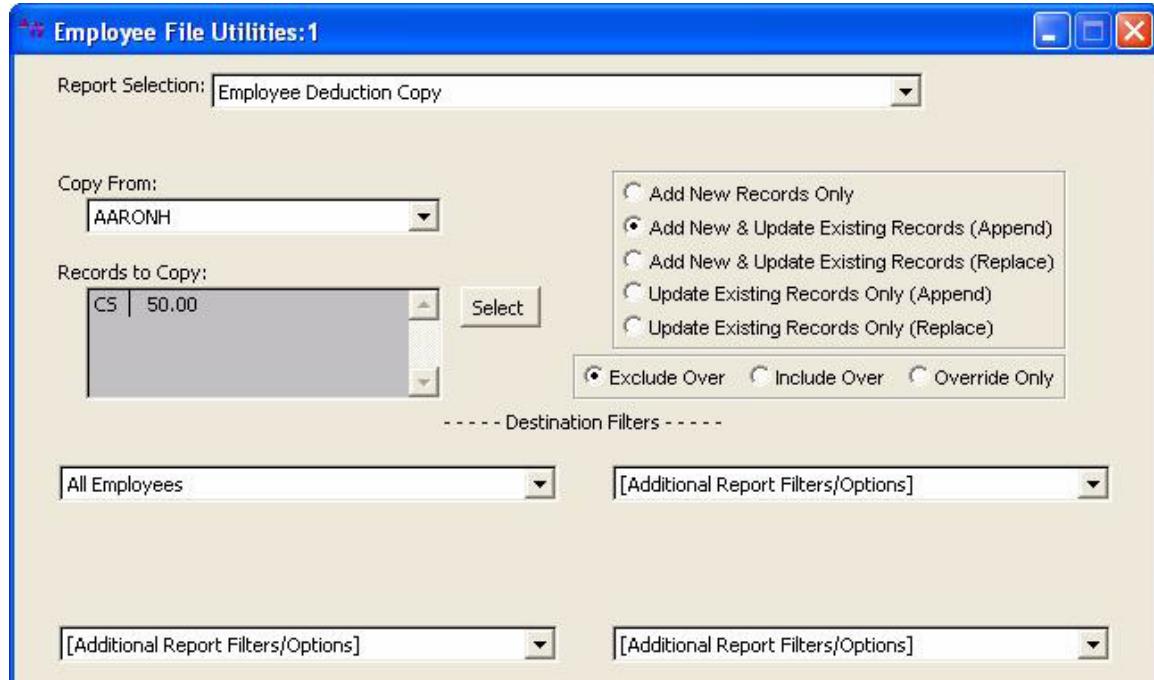


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Deduction Copy

The Employee Deduction Copy utility is part of the Utility Pack Option. It is used to copy Non-Tax Deduction items from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



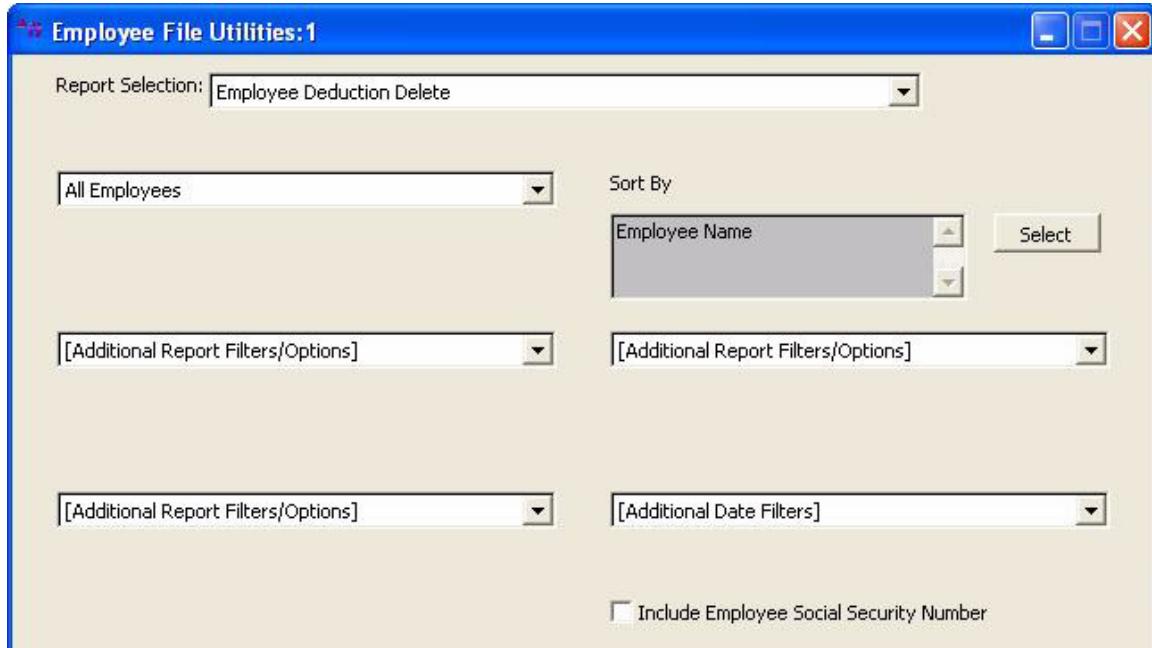
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Non Tax Deduction Type. This utility can copy multiple source records.

Employee Deduction Delete

The Employee Deduction Delete utility is used to delete employee deductions in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

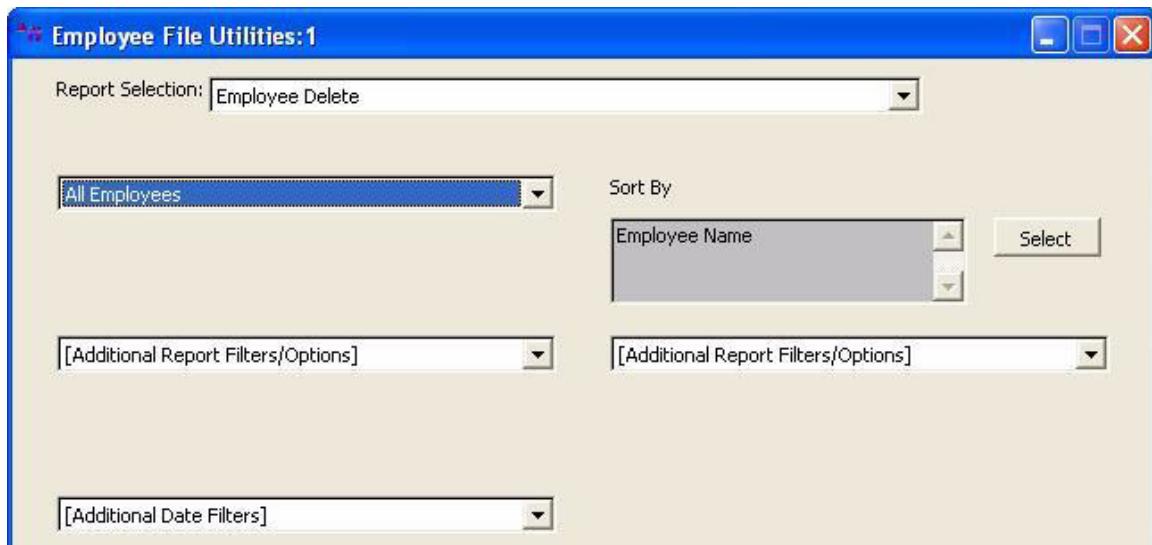


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Delete

The Employee Delete utility is used to delete employees in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



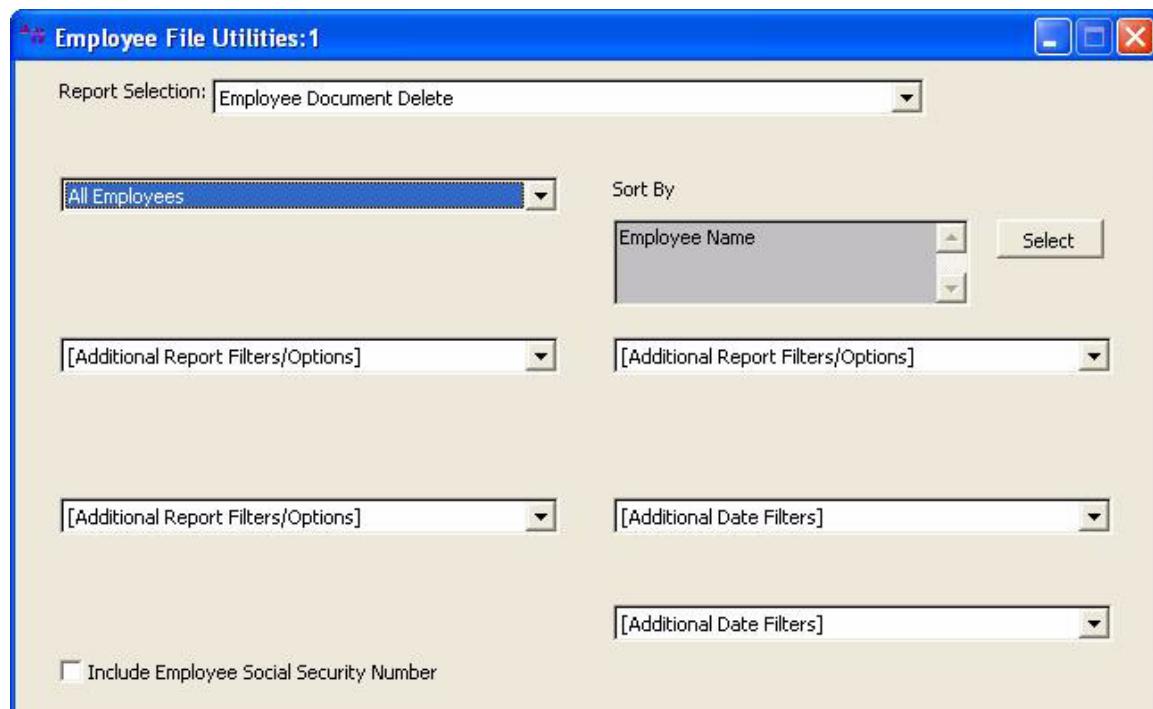
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.

- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Document Delete

The Employee Document Delete utility is used to delete employee documents in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

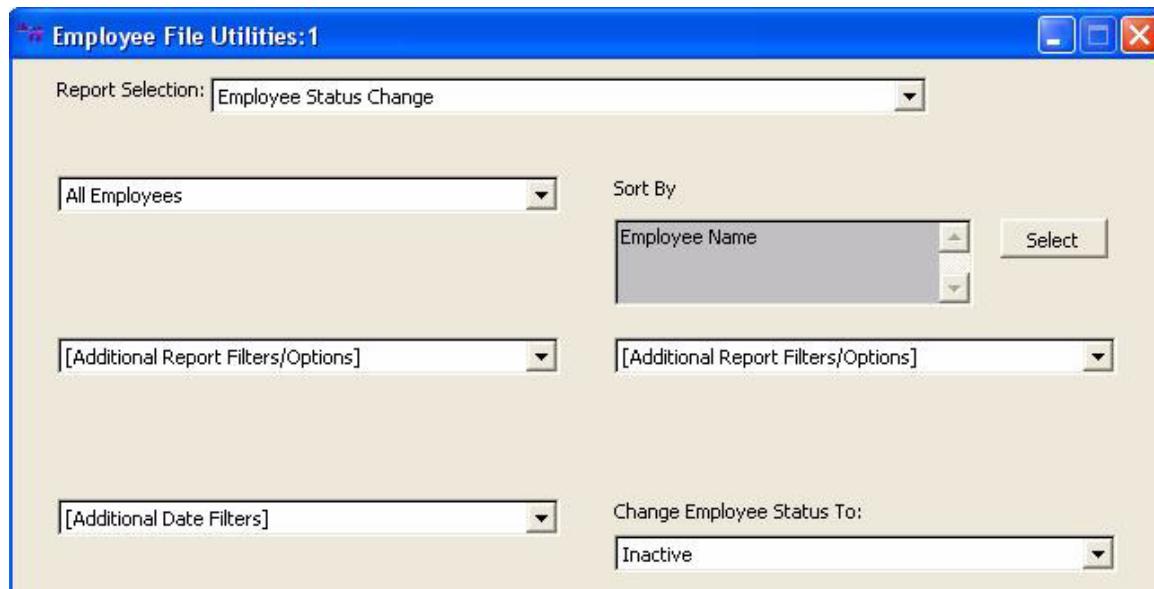


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee EIC Status Change

The Employee Status Change utility is used to change the **EIC Status** of Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

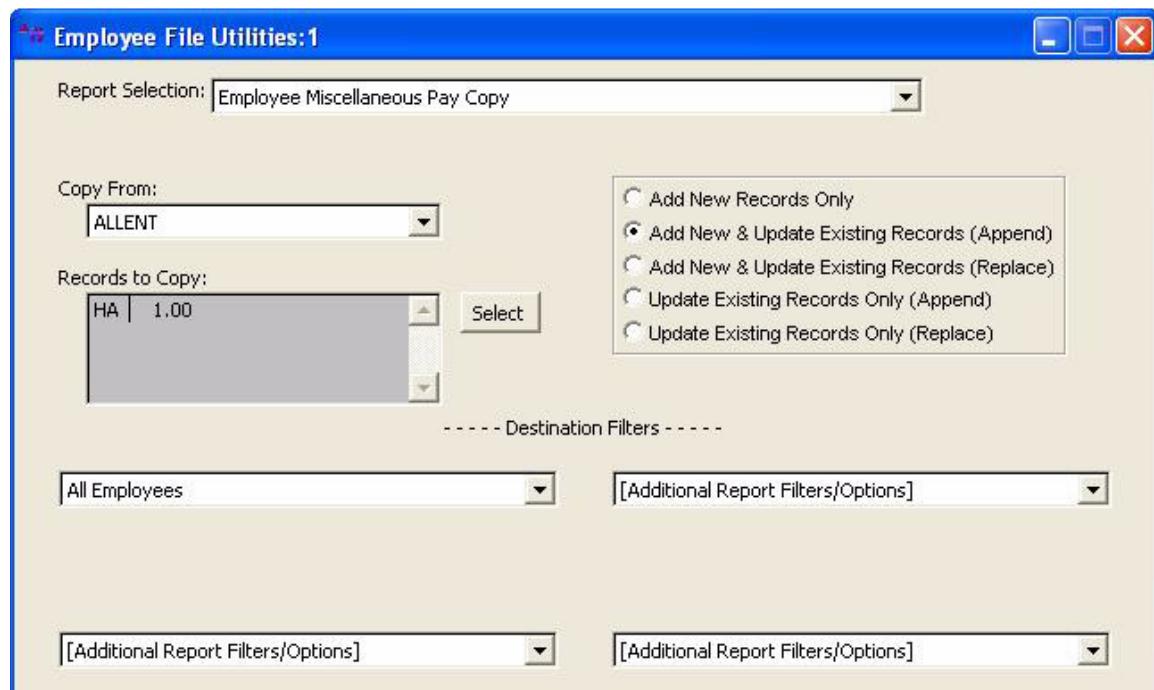


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Miscellaneous Pay Copy

The Employee Miscellaneous Pay Copy utility is part of the Utility Pack Option. It is used to copy Miscellaneous Pay items from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



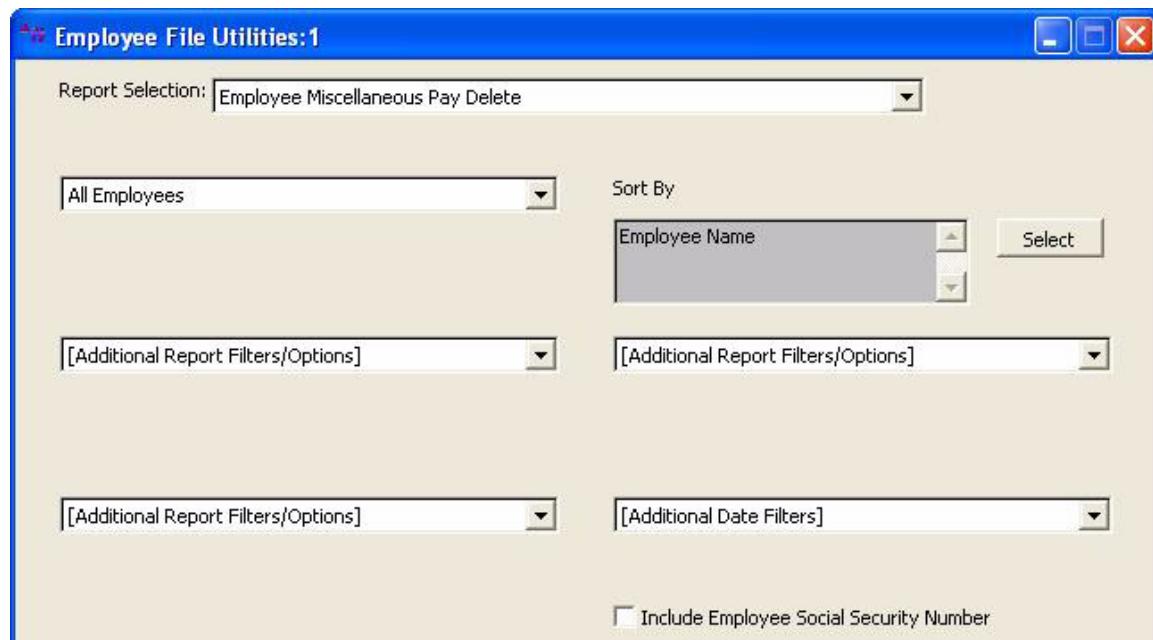
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Miscellaneous Pay Type. This utility can copy multiple source records.

Employee Miscellaneous Pay Delete

The Employee Miscellaneous Pay Delete utility is used to delete employee miscellaneous pays in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

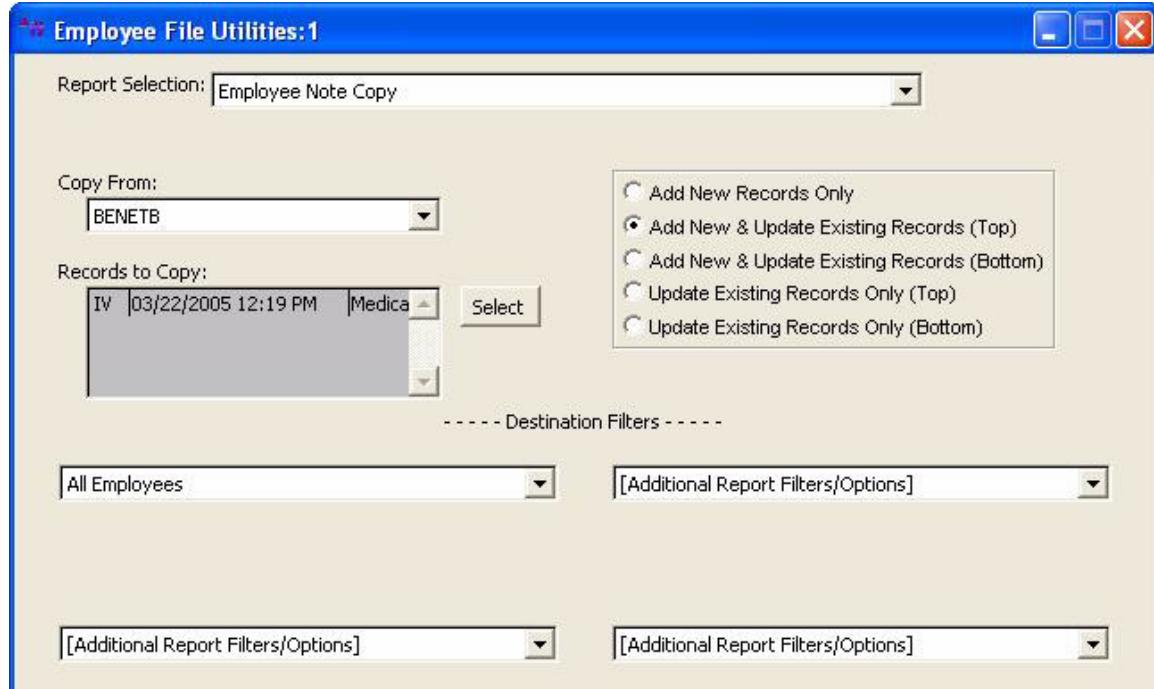


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Note Copy

The Employee Note Copy utility is part of the Utility Pack Option. It is used to copy Note Records from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



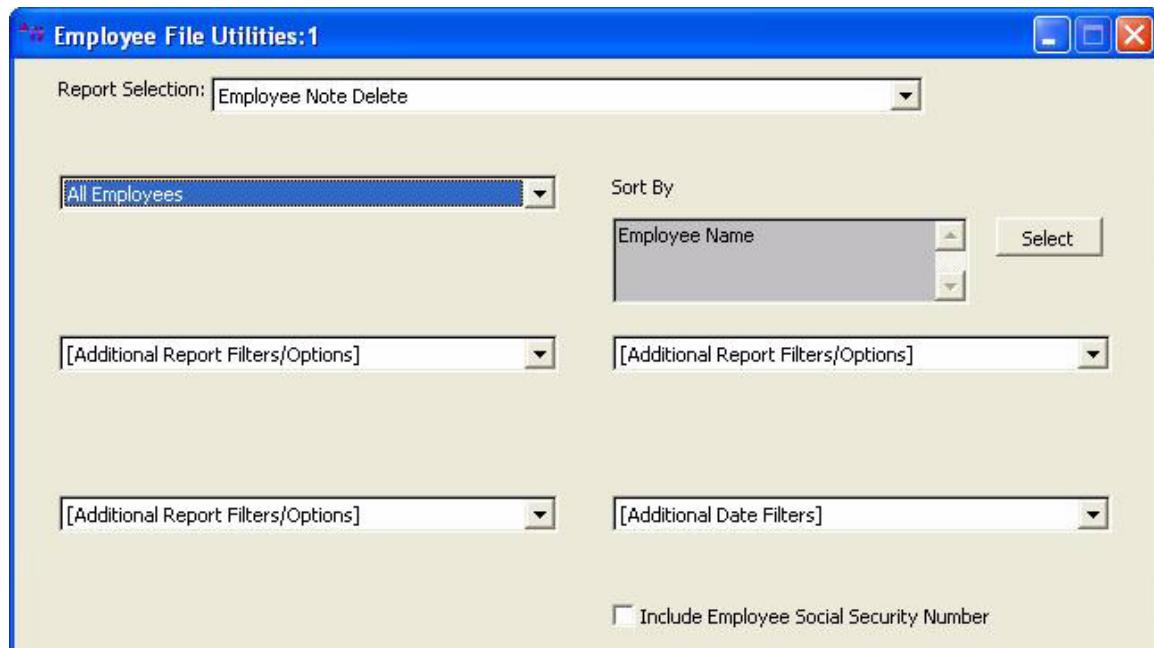
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Note Type.

Employee Note Delete

The Employee Note Delete utility is used to delete employee notes in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

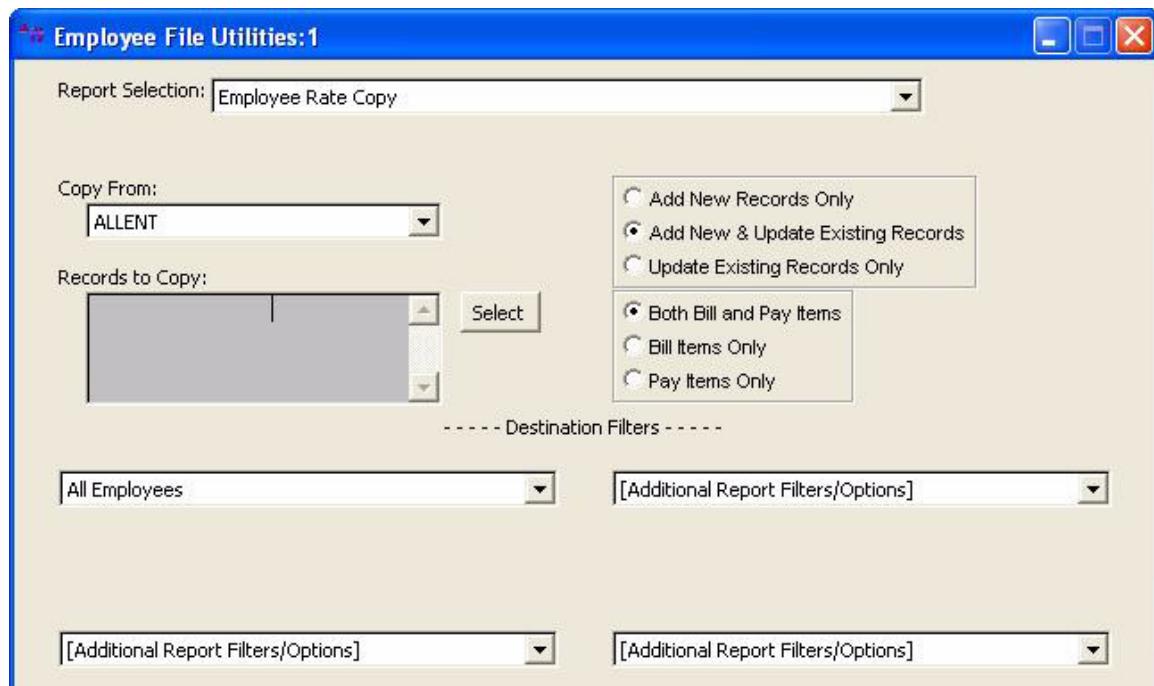


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Rate Copy

The Employee Rate Copy utility is part of the Utility Pack Option. It is used to copy Rate Records from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



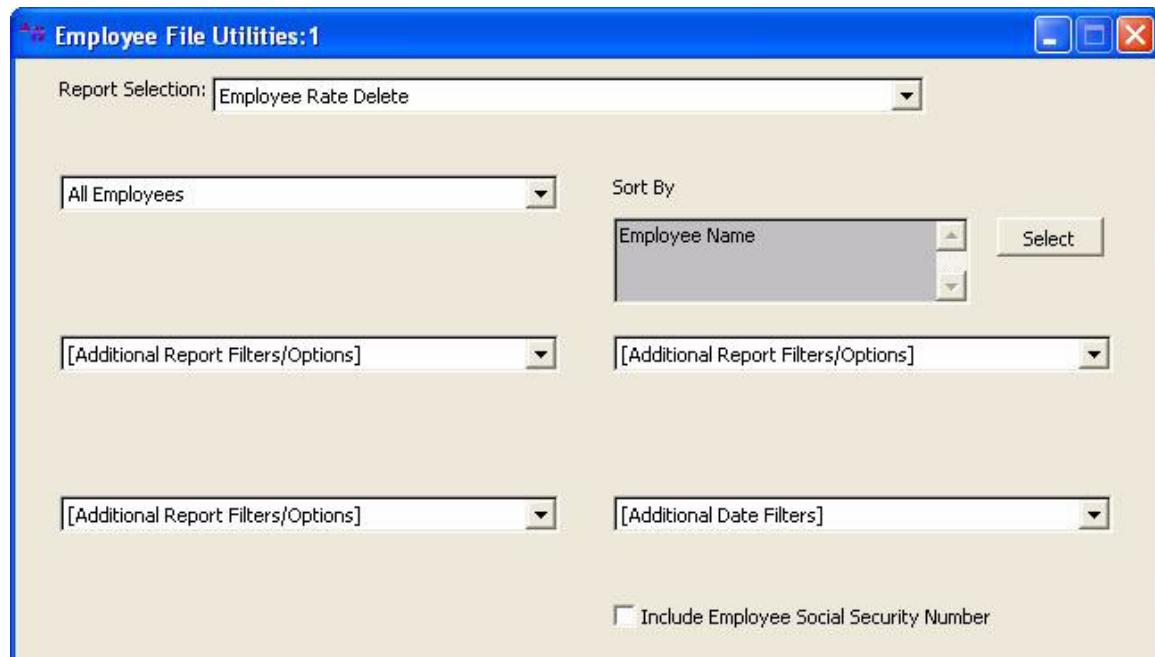
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Customer Id (if applicable) + Hour Type + Rate Code. This utility can copy multiple source records.

Employee Rate Delete

The Employee Rate Delete utility is used to delete employee rates in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

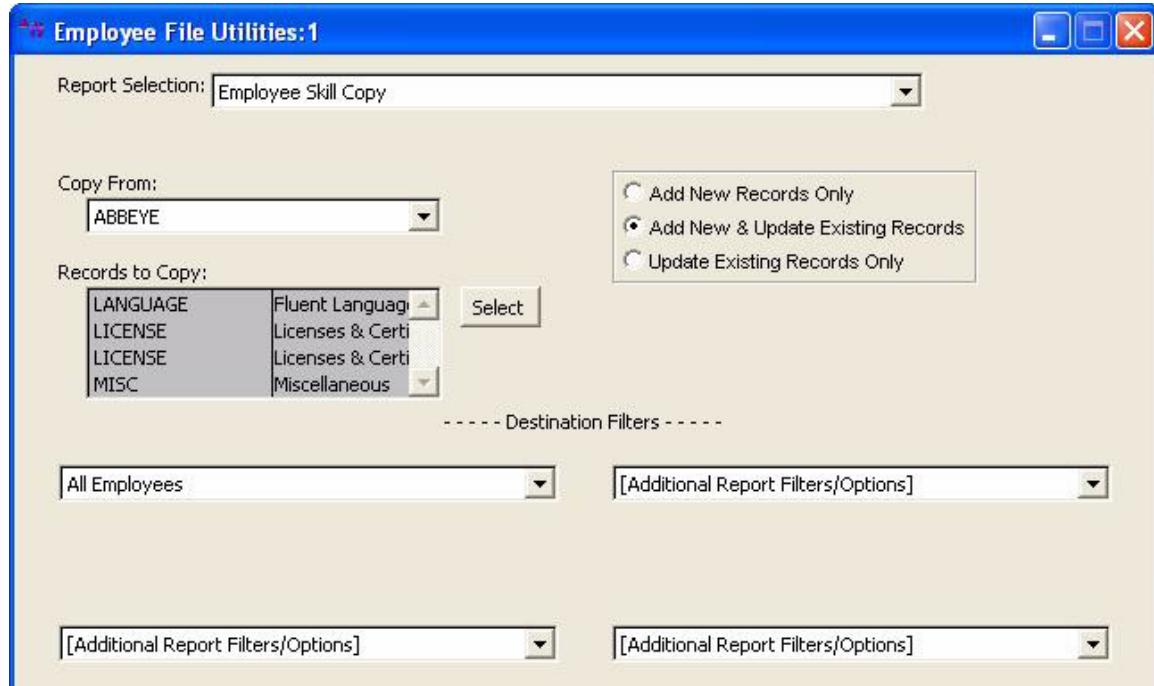


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Skill Copy

The Employee Skill Copy utility is part of the Utility Pack Option. It is used to copy Non-Tax Deduction items from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



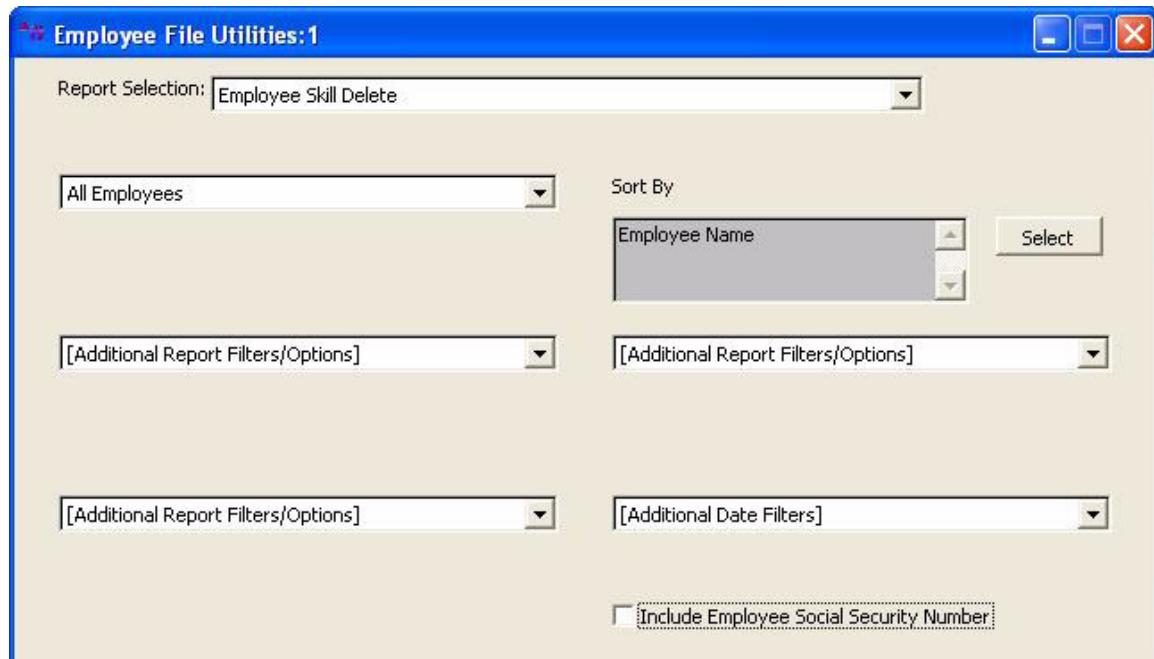
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the Employee Dispatch or SkillSEARCH modules of the Ultra32 software. Existing records are determined by matching the Group Id + Skill Id. This utility can copy multiple source records.

Employee Skill Delete

The Employee Skill Delete utility is used to delete employee skills in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

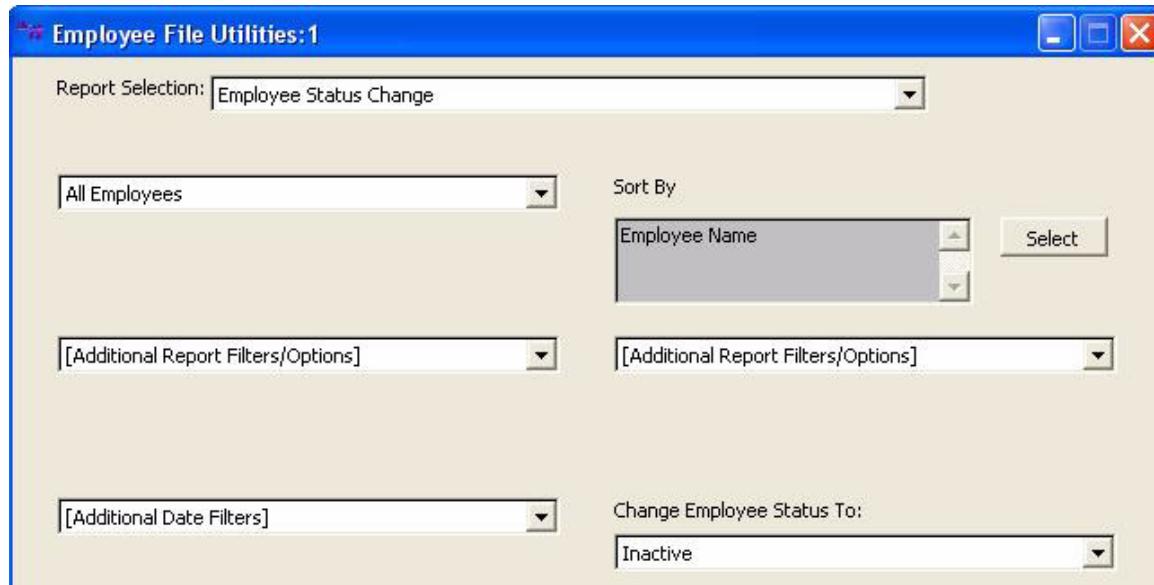


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Status Change

The Employee Status Change utility is used to change the *Status* of Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



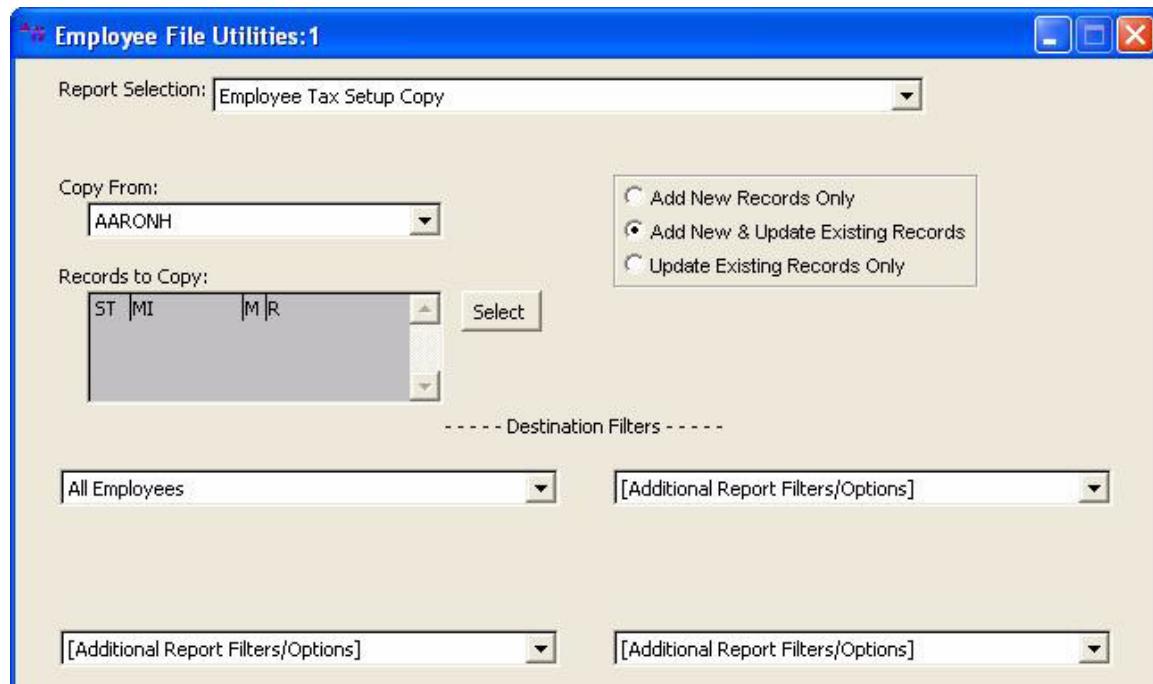
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.

- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Tax Setup Copy

The Employee Tax Setup Copy utility is part of the Utility Pack Option. It is used to copy Tax Setup Records from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



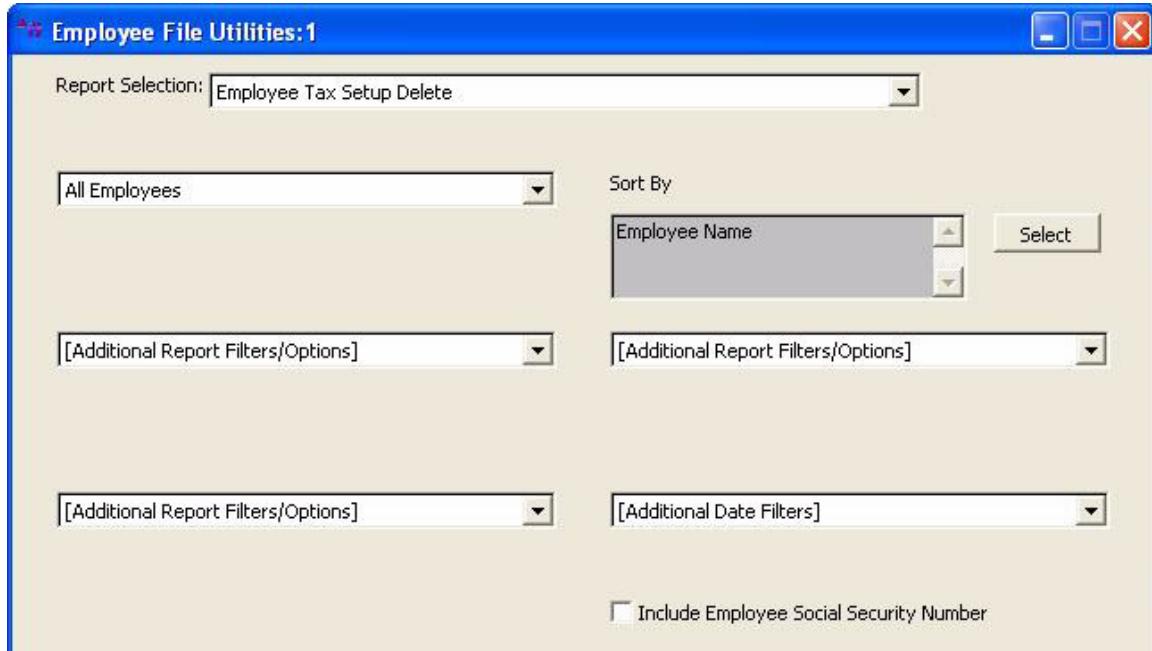
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tax Type + Tax Code.

Employee Tax Setup Delete

The Employee Tax Setup Delete utility is used to delete employee tax setups in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

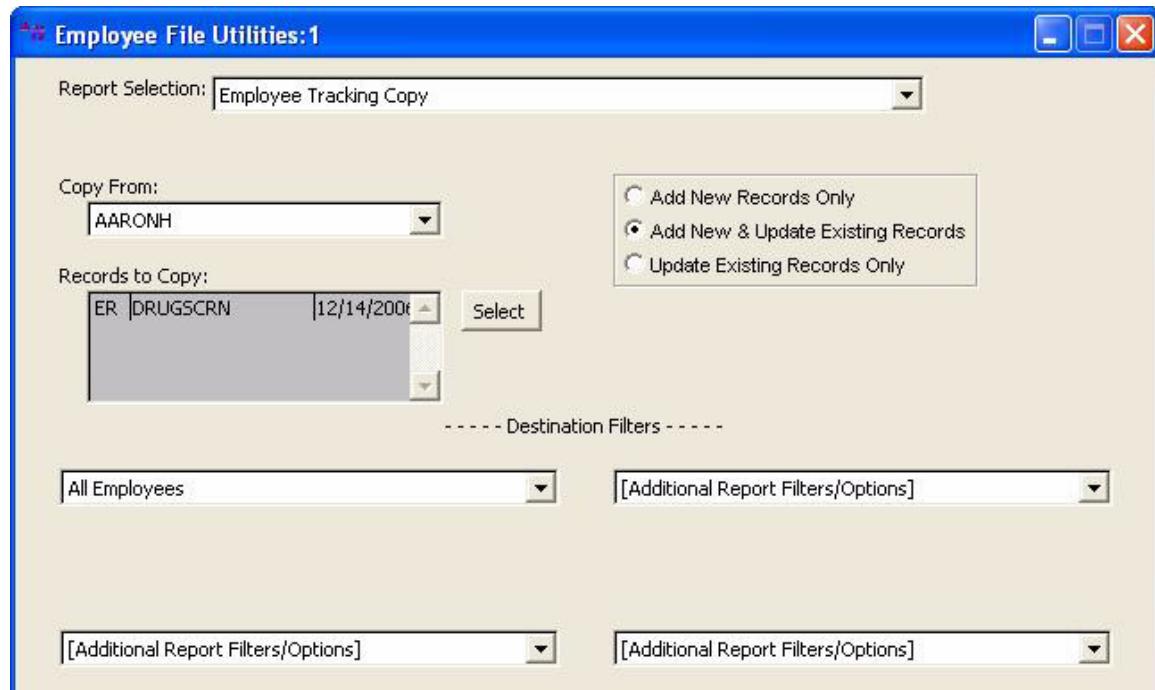


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Tracking Copy

The Employee Tracking Copy utility is part of the Utility Pack Option. It is used to copy Tracking Records from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



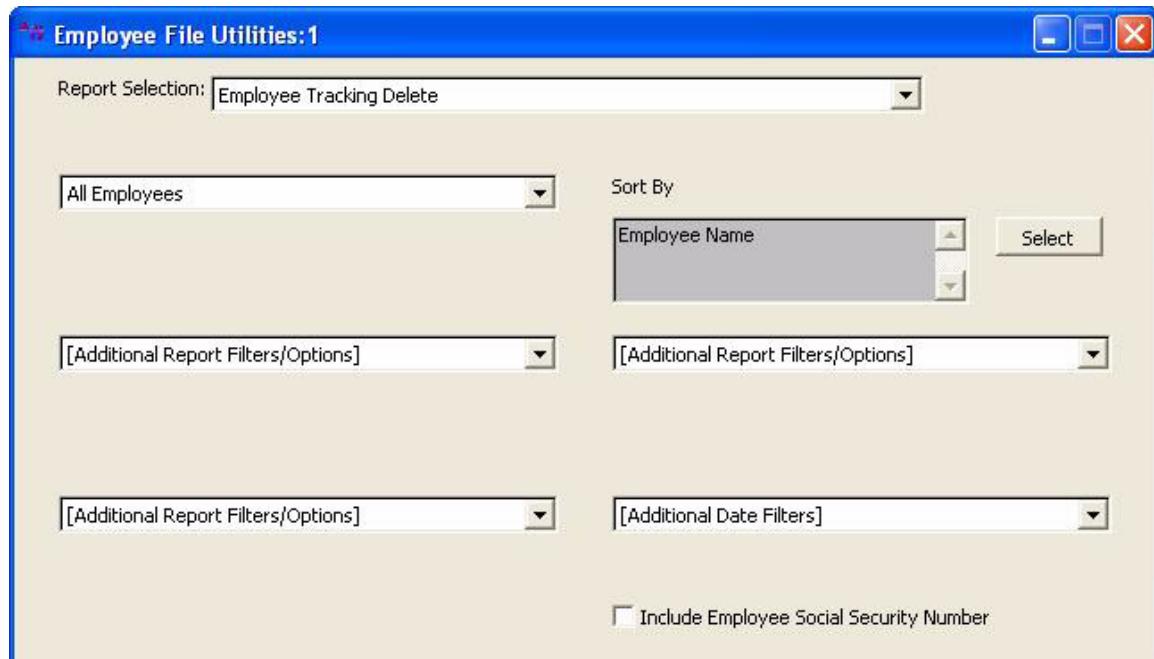
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tracking Type.

Employee Tracking Delete

The Employee Tracking Delete utility is used to delete employee tracking in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

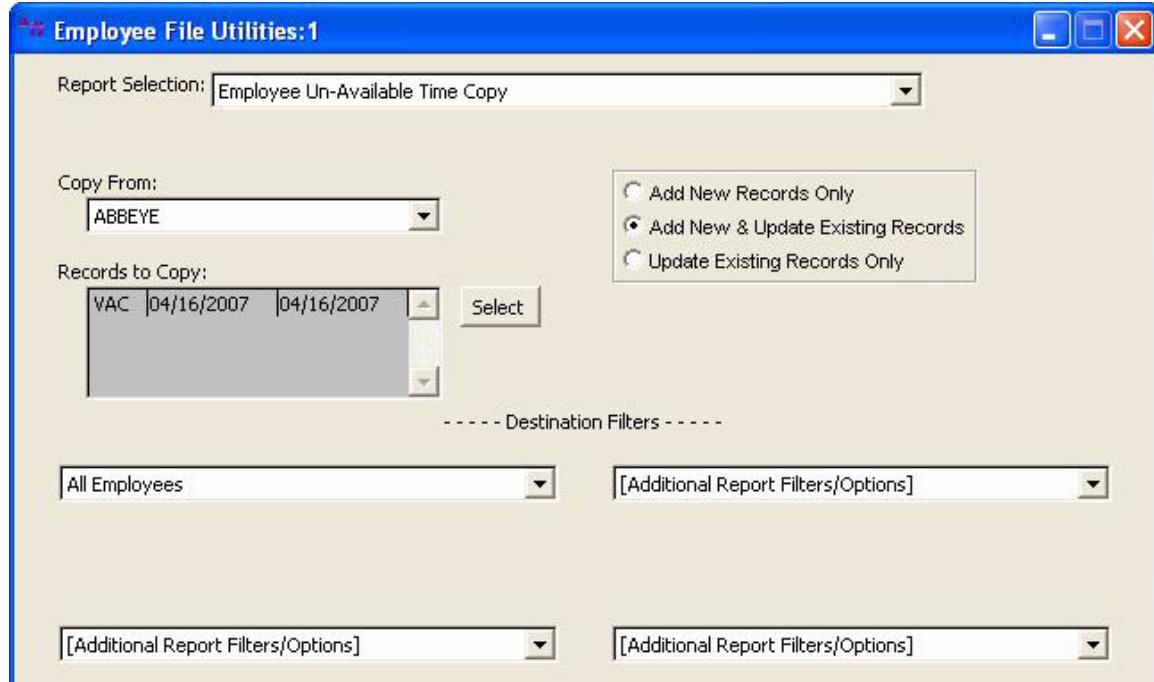


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Employee Un-Available Time Copy

The Employee Un-Available Time Copy utility is part of the Utility Pack Option. It is used to copy Un-Available Time Records from one Employee to one or more Employees based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.



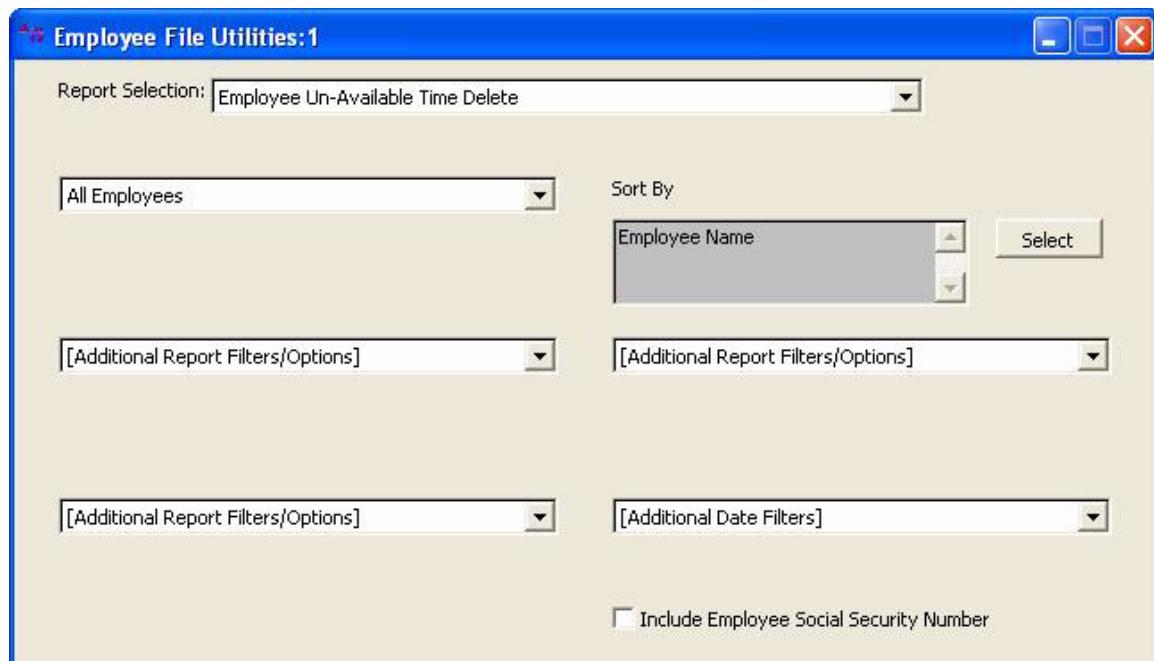
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Un-Available Reason Code.

Employee Un-Available Time Delete

The Employee Un-Available Time Delete utility is used to delete employee un-available times in a batch mode. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Employee Utilities** menu option.

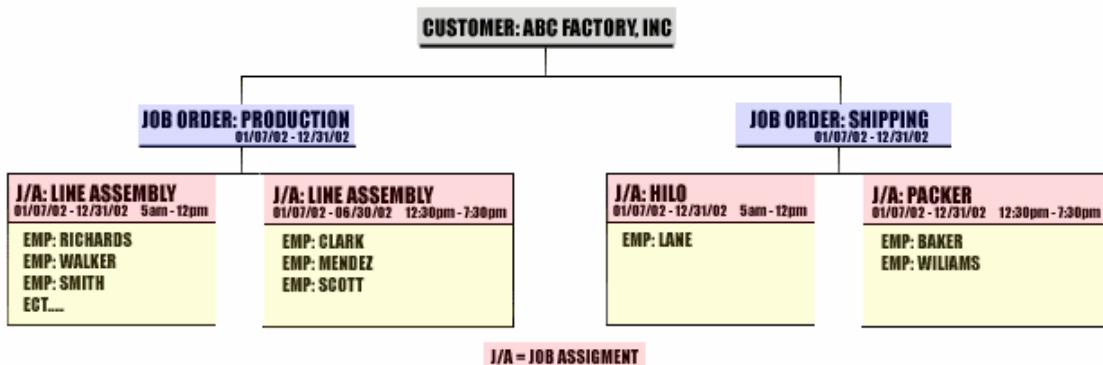


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order

The Ultra32 Job Order System is a complex tool for managing Job Orders and employee assignments. It is a tiered system that is flexible enough to be used in a very simple or detailed form. For example, you are not required to track which employees are assigned to a Job Order unless you want to maintain that level of information.



As illustrated above, the Ultra32 Job Order System consists of the following three levels:

- Job Order: is the base level used to define the client, job location, contact information, notes, job requirements, and various pay/bill rates that apply to a Job Order.
 1. This level allows you to perform the following: Job Order Searches for Employees, Employee Searches for Job Orders, and the ability to retrieve Job Order specific pay and bill rates during TimeSlip entry.
- Job Assignment: an optional level that further defines the Job Order with the Shift Start & End Times, and the Number of Positions Required each day of the week.
 1. This level is commonly used to reduce Job Order redundancy for the following scenarios: a break in the Job Order Period, multiple shifts (i.e. AM versus PM), and different classes of work. For example: a Job Order runs year round with a three week break in December for the holidays. Rather than create two separate Job Orders with identical location information, contacts, rates, and etc. You can create one Job Order with two Job Assignments.
 2. This level allows you to perform the following: Job Assignment Searches for Employees, Employee Searches for Job Assignments, Create Un-Assigned Work Tickets, and run Job Order Fill Reports.
- Employee Assignment: an optional level that designates the employee, the period, and the days of the week that he or she is filling a Job Assignment.
 1. This level allows you to perform the following: Create Assigned Work Tickets, Generate TimeSlips, and run Job Assignment Reports.

Job Order Entry

The Job Order file is the used to store your Job Orders, Job Assignments, and employee assignments. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu, followed by the **Job Order & Job Assignments** menu option.

Job Order Information:1

Selection Criteria		Data Entry	List
Job Order Id	10015	Status <input type="button" value="A"/>	Job Order For <input type="text" value="12/03/2001"/> to <input type="text" value="12/21/2001"/>
Customer Id	ABCTECH	ABC Technology, Inc.	Added On <input type="text" value="11/26/2001"/>
Site Code			
Address1	18322 West River Lane St 150		
City	Farmington Hills	State <input type="text" value="MI"/>	Zip <input type="text" value="48334"/>
Desc/Location	Warehouse		

The Job Order Data Entry Tab can be divided into the following sections:

- Main Display
- General Page
- Contacts Page
- Notes Page
- Skills Page
- Assignments Page
- Rates Page
- Tracking Page
- Documents Page

Main Display

This portion of the Job Order Data Entry Tab stores basic job site information (i.e. company name, address and job description), job start date, job end date, and is visible on all pages. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Job Order Id:** is used throughout the Ultra32 to identify the Job Order.
 1. Once assigned, the **Job Order Id** can only be changed by using the  button. Duplicate Ids are not allowed.
 2. The Ultra32 software supports both User Assigned and Computer Assigned Ids. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces. Computer Assigned Ids are numeric only and are automatically incremented by the Ultra32 software every time a new Job Order is added.
 3. The maximum Id length is ten characters and all Ids are automatically capitalized.
- **Customer Id:** is required. Only active and prospective customers are displayed in the Lookup.

General Page

General	Contacts	Skills	Rates	Assignments
Location <input type="text"/>	Office Code <input type="text" value="FHI"/>			
Salesman1 <input type="text" value="MSE"/>	Salesman2 <input type="text"/>		Transportation <input type="text"/>	
PO Number <input type="text" value="250119-B"/>				
Release <input type="text"/>				
Project <input type="text"/>				
Generate Code <input type="text"/>	Ovt Bill Type <input type="text"/>			
Include on Ticket <input checked="" type="checkbox"/> B				

The General Page stores basic Job Order classification codes and billing setup information. The following is a list of fields that need special mentioning:

- **Location Code:** is a user-defined code for classifying your Job Orders.
 1. Can be used in the Job Assignment, Job Cost & Sales Analysis, Job Order, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. Can be used by the Job Order File Utilities, and Work Ticket to filter which information to process.
 3. See the Validation Code section in this User's Guide for more information.
- **Office Code:** is a user-defined code for classifying your Job Orders.
 1. Can be used in the Job Assignment, Job Cost & Sales Analysis, Job Order, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. Can be used by the Job Order File Utilities, and Work Ticket to filter which information to process.
 3. See the Validation Code section in this User's Guide for more information.
- **Salesman Code 1 & 2:** are user-defined codes for classifying the sales people assigned to your job orders.
 1. Can be used in the Job Assignment, Job Cost & Sales Analysis, Job Order, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. Can be used by the Job Order File Utilities, and Work Ticket to filter which information to process.
 3. See the Validation Code section in this User's Guide for more information.
- **Transportation Code:** is a user-defined code for classifying your Job Orders.
 1. Can be used in the Job Assignment, Job Cost & Sales Analysis, Job Order, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. Can be used by the Job Order File Utilities, and Work Ticket to filter which information to process.
 3. See the Validation Code section in this User's Guide for more information.

- **PO Number, Release, Project:** are used to assign a default purchase order. See the Purchase Orders section in this User's Guide for more information.
- **Generate Code:** is a user-defined code for classifying your Job Orders.
 1. Can be used by the TimeSlip Generate from Employee Assignments to filter which information to process.
 2. See the TimeSlip Generate and Validation Code sections in this User's Guide for more information.
- **Include on Ticket:** indicates the type of Work Ticket that will be created for this Job Order. See the Work Ticket section in this User's Guide for more information.
- **Ovt Bill Type:** controls how Overtime Billing is calculated for this Job Order.
 1. If left blank, the default is "N" None.
 2. See the TimeSlip Generate section in this User's Guide for more information.

Contacts Page

The screenshot shows a Windows application window titled "Job Contacts". The window contains several input fields for a contact record:

- Contact Type: A dropdown menu showing "S" (Supervisor) selected.
- Contact Name: "John W Smith".
- Description: "General Manager".
- Phone1: "(555) 123-4500 Ext 250".
- Phone2: "(555) 123-4520 Fax".
- Phone3: "(555) 111-2525 Mobile".
- E-Mail and MailMerge:
 - E-Mail Address: "johnsmith@abctechnologies.com".
 - Title/Salutation: "MR".
 - First Name: "John".
 - Middle: "W".
 - Last: "Smith".
- E-Mail Body Text Type: "H" (HTML). A note states: "* Only used with Group E-Mail option".
- Notes: "John is the new supervisor as of 3/4/2002. He replaced Carl Walker."

The Contact section stores contact information (i.e. name, description, telephone numbers, email address, and contact notes). The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Contact Type:** is used to classify the contact record.
 1. Each contact record must have a unique **Contact Type**. However, the same **Contact Type** can be used for different Job Orders.
 2. The **Contact Type** "W" is used by the Work Ticket print.
 3. See the Contact Type Setup section in this User's Guide for more information.

- **Email Address:** is used to store the primary email address for this contact. When the Email Address caption is clicked, one of the following will occur:
 1. If you are using the ProPack option of the Ultra32 software, a single email form is displayed pre-loaded with this contact's email address.
 2. Otherwise, the default email application (as defined by your operating system) is launched, and if permitted, pre-loaded with this contact's email address.
- **Title/Salutation:** is a user-defined code for defining this contact's title or salutation. See the Validation Code section in this User's Guide for more information.
- **Email Body Text Type:** indicates this contact's preference for receiving email.
 1. Leave blank or enter "H" for HTML format. Enter "P" for Plain Text.
 2. This field only applies if you are using the ProPack option of the Ultra32 software.

Notes Page

The screenshot shows a Windows-style dialog box titled "Job Order Notes". At the top left is a small icon of a document with a gear. Below the title bar are two buttons: "Note Type" and a dropdown menu showing "WT". To the right of the dropdown is a text input field containing "Work Ticket Notes". The main body of the window contains a scrollable text area with the text "All employees reporting to the warehouse must have steel toe boots and safety goggles.". At the bottom are two buttons: "Save" and "Close".

The Notes section stores free form notes. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Note Type:** is used to classify the note record.
 1. Each note record must have a unique *Note Type*. However, the same *Note Type* can be used for different Job Orders.
 2. The *Note Type* "WT" is used by the Work Ticket print.
 3. See the Note Type Setup section in this User's Guide for more information.

Skills Page

The Skills Page is used to identify the skills and experience a job order requires. The following is a list of issues that need special mentioning:

- Each skill record must have a unique *Group Id + Skill Id* combination. However, the same *Group Id + Skill Id* combination can be used for different Job Orders.
- See the Group & Skill section in this User's Guide for more information.
- **Required:** is used when performing an Job Order Search for Employees, but is not used during the Employee Search for Job Orders.
- **Compare:** is used when performing an Job Order Search for Employees, but is not used during the Employee Search for Job Orders.

Rates Page

The Rates Page is used to store both pay and bill rates. The following is a list of issues that need special mentioning:

- Each rate record must have a unique *Hour Type + Rate Code* combination. However, the same *Hour Type + Rate Code* combination can be used for different Job Orders.
- See the *Hour Type Setup* section in this User's Guide for more information.
- See the *Pay & Bill Rates* section in this User's Guide for more information.

Assignments Page

Job Assignment

The screenshot shows the 'Job Assignments' window. At the top, there are fields for Assignment Id (PACKER-AM), Job Id (10015), Cust Id (ABCTECH), and ABC Technologies, Inc. Below these are fields for Description (Packaging (AM Shift)), Site Code, and Job Order From (11/19/2001) to (12/31/2002). Assignment For (12/03/2001) to (12/20/2002), Start Time (04:00 AM) to (12:00 PM), and (8.00 Hrs). A table below shows Rates: PACKER (R, 8292, 8.2500, 11.3000) and Last Ticket Print For (/ /). There are checkboxes for 'Include on Ticket' and 'One Employee/Page'. A grid shows the # of Positions required per day: Sun (0), Mon (4), Tue (4), Wed (4), Thu (4), Fri (4), Sat (0). The 'Employee Assignments' section lists employees Alexander, Campbell, and Thomas with their assigned shifts. Buttons at the bottom include New, Delete, and Print Work Ticket.

Employee Id	Last Name	First Name	Asgn Begins	Asgn Ends	Sun	Mon	Tue	Wed	Thu	Fri	Sat
ALEXANDER	Alexander	Brian	12/03/2001	12/21/2001	Y	Y	Y	Y	Y		
CAMPBELLHJ	Campbell	Howard	12/03/2001	12/21/2001	Y	Y	Y	Y	Y		
THOMASTW	Thomas	Timothy	12/03/2001	12/21/2001	Y	Y	Y	Y	Y		

The Job Assignment is used to further define the Job Order with the Shift Start & End Times, and the Number of Positions Required each day of the week. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- *Job Assignment Id*: is used throughout the Ultra32 to identify the Job Assignment.
 1. Once assigned, the *Job Assignment Id* can only be changed by using the button. Duplicate Ids are not allowed, however the same *Job Assignment Id* can be used for different Job Orders.
 2. The Ultra32 software supports both User Assigned and Computer Assigned Ids. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces. Computer Assigned Ids are numeric only and are automatically incremented by the Ultra32 software every time a new Job Assignment is added.

3. The maximum Id length is ten characters and all IDs are automatically capitalized.

- **Assignment For:** stores the start and end date of the Job Assignment. This period can not exceed the range of the **Job Order For** period.
- **Rates:** designates the default RateRecord that will be used for all employees assigned to the Job Assignment.
- **Last Ticket Print For:** designates the last date a Work Ticket was created for this Job Assignment. See the Work Ticket section in this User's Guide for more information.
- **Include on Ticket:** indicates the type of Work Ticket that will be created for this Job Assignment. If left blank, the value entered on the Job Order General Page will be used. See the Work Ticket section in this User's Guide for more information.
- **One Employee Per Page:** if "Y", a separate Work Ticket will be created for each position on this Job Assignment. See the Work Ticket section in this User's Guide for more information.
- **# of Positions:** represents the number of positions that are needed for each day of the week. This value is not enforced when entering Employee Assignments, but will appear on the Job Assignment Order Fill Report to report under and over bookings.
- **Print Work Ticket** button is used to process Work Tickets. See the Work Ticket section in this User's Guide for more information.

Employee Assignment

The screenshot shows a Windows application window titled "Employee Assignments". The interface includes:

- Employee Id: BRONSONC, Name: Bronson, Last Name: Chuck, Last Generated Slip: //
- Assignment For: 12/06/2004 to 12/23/2004, Days: Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked)
- Lookup Conflicts: *Assignment Conflict, *Employee is UnAvailable, *Employee is Barred From
- Rates: Retrieve Rate, Rates: (Rate Code, Type, Comp Code, Reg Pay Rate, Reg Bill Rate), History Code
- Buttons: Save, Close

The Job Assignment is used to designate who is filling a Job Assignment. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Employee Id:** is required. Only active and prospective employees are displayed in the Lookup.
- **Assignment For:** stores the start and end date of the Employee Assignment.
- **Rates:** overrides the RateRecord that is designated in the Job Assignment.
- **History Code:** is a user-defined code for classifying how an Employee Assignment ended. For example, did the employee complete the assignment, was the employee terminated, and etc.

- The **Lookup Conflicts** button is used to refresh the Conflict Display when the Employee Assignment is changed.

Tracking Page

Add'l Tracking:	Date	Description	Misc1 Caption		Date1 Caption		Date2 Caption	
	AR	Accident Repo	Supervisor	John Smith	Occurred	08/01/2006	Reported	08/01/2006

New... **Delete**

The Tracking page is used to store specialty pieces of information about a shift that need complex tracking and querying. For example, Accident Reports. The following is a list of issues that need special mentioning:

- Tracking Type:** is used to classify the tracking record.
 - Each additional tracking record must have a unique *Tracking Type*. However, the same *Tracking Type* can be used for different Job Orders.
 - See the *Tracking Type Setup* section in this User's Guide for more information.
- Category Code:** is a user-defined code for classifying additional tracking records.
 - Only certain Tracking Types have the ability to identify a *Category Code*.
 - If present, you can use the same *Tracking Type* and *Category Code* combination multiple times for the same Job Orders.
 - See the *Category Code* section in this User's Guide for more information.

Note: Each tracking type can be customized to store up to four date fields, four text fields, four numeric fields, four logical fields, and one free form notes field. In addition, there is a Job Order Tracking Report that can be used to query this information.

Documents Page

Doc's:	Type	Type Description	Category	Category Description	Added On	Description
	TF	TimeSlip File	ACCIDENT	Accident Report	08/01/2006	

New... **Delete**

Description:

Comments/Notes: **Get/View File** **Remove** **Document on File**

The Documents Page is a electronic file cabinet. It is used to store information and documents such as Proposals, Contracts, and etc. Once stored, these documents can be viewed, printed, and sent via email. The following is a list of issues that need special mentioning:

- *Document Type*: is used to classify the document record.
 1. The same *Document Type* can be used multiple times for the same Job Order.
- *Category Code*: is a user-defined code for classifying document records.
 1. See the *Category Code* section in this User's Guide for more information.
- See the *Document Management* section in this User's Guide for more information.

Note: Each Job Order record can have its own Document information.

Work Ticket

The Ultra32 Work Ticket is an add-on option for printing Work Tickets based on the Job Orders and Job Assignments. It has been designed to be used in either a batch or a on-demand mode.

The following is a list of steps that should be used to create a Work Ticket:

- Create a Job Order with a Job Assignment
- Print a Batch of Work Tickets or Print a Single/Reprint a Work Ticket
- Work Ticket Post Screen

Create a Job Order with a Job Assignment

The first step to creating a Work Ticket is to create a Job Order with a Job Assignment. If you have not done this step already, load the Job Order Data Entry Screen by selecting the **Data Entry** menu, then the **Job Order...** menu, followed by the **Job Order & Job Assignments** menu option. The majority of the fields are self explanatory, however the following is a list of items that need special mentioning to create a Work Ticket:

- On the Job Order screen, designate the Work Ticket type in the *Include on Ticket* field.
- A Job Assignment is required to produce a Work Ticket.
- On the Job Assignment screen, designate the Work Ticket type in the *Include on Ticket* field.

Print a Batch of Work Tickets

To print a batch of Work Tickets select the **Reports** menu, then the **Job Order & SkillSEARCH...** menu option, followed by the **Work Ticket Print** menu option. To print a Work Ticket, the following conditions must be met:

- The Customer Status and Job Order Status are "A" Active.
- The *Print Work Tickets For* date is within the Job Order Start & End and the Job Assignment Start & End date ranges.
- The *Print Work Tickets For* date is greater than the Job Assignment *Last Ticket Print For* date.

- The Job Assignment *Number of Positions*, for the corresponding day of the week, is greater than zero.
- The Job Assignment *Include on Ticket* contains one of the following values:
 1. "A" Assigned Only. In this scenario, only the Job Assignments with one or more employees assigned, for the corresponding period and day of the week, are included.
 2. "B" Both Assigned and Un-Assigned.
 3. "U" Un-Assigned Only. In this scenario, only the Job Assignments that need one or more employees assigned, for the corresponding period and day of the week, are included.
 4. Blank. In this scenario, the value of the Job Order's *Include on Ticket* will be applied.

If you desire, you can review the work tickets on screen, however, the Work Ticket Post Screen does not appear unless the work tickets are sent to a printer. See the *Work Ticket Post Screen* section in this User's Guide for more information.

Print a Single/Reprint a Work Ticket

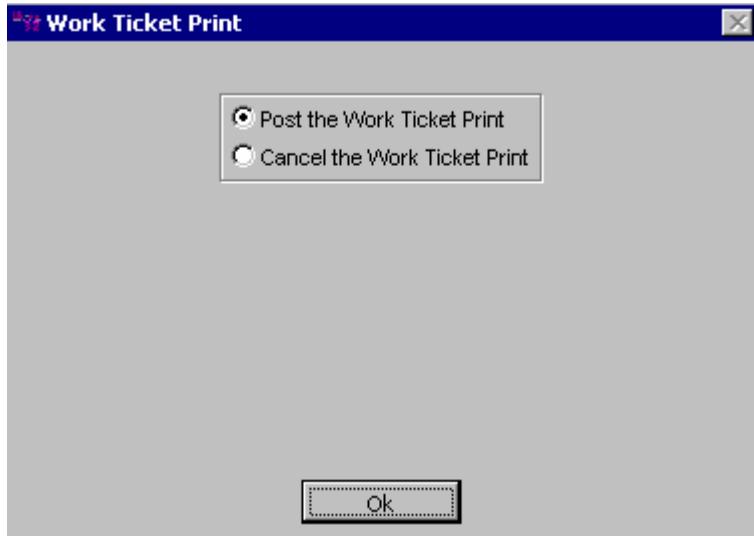
The first step to printing a single or reprinting a Work Ticket is to locate the Job Assignment. Load the Job Order Data Entry Screen by select the **Data Entry** menu, then the **Job Order...** menu, followed by the **Job Order & Job Assignments** menu option, and then locate the Job Assignment using either Selection Criteria and/or navigation tools.

Once the Job Assignment screen is loaded, click the **Print Work Ticket** button and specify the date you wish to print/reprint in the *Print Work Tickets For* field. The following conditions must be met:

- The Customer Status and Job Order Status are "A" Active.
- The *Print Work Tickets For* date is within the Job Order Start & End and the Job Assignment Start & End date ranges.
- The Job Assignment *Number of Positions*, for the corresponding day of the week, is greater than zero.
- The Job Assignment *Include on Ticket* contains one of the following values:
 1. "A" Assigned Only. In this scenario, only the Job Assignments with one or more employees assigned, for the corresponding period and day of the week, are included.
 2. "B" Both Assigned and Un-Assigned.
 3. "U" Un-Assigned Only. In this scenario, only the Job Assignments that need one or more employees assigned, for the corresponding period and day of the week, are included.
 4. Blank. In this scenario, the value of the Job Order's *Include on Ticket* will be applied.

If you desire, you can review the work tickets on screen, however, the Work Ticket Post Screen does not appear unless the work tickets are sent to a printer. See the *Work Ticket Post Screen* section in this User's Guide for more information.

Work Ticket Post Screen



The Work Ticket Post Screen is automatically displayed any time after work tickets have been sent to a printer. The following is an explanation of each of the above options.

- Post the Work Tickets: this option should only be selected once all work tickets have been printed and thoroughly checked. Once selected, the Ultra32 software will update the Job Assignment *Last Ticket Print For* date.
- Cancel the Work Ticket Post: select this option only as a last resort. For example, the wrong *Print Work Tickets For* date was selected, or the work tickets were ran on the wrong forms, etc, etc. If selected, the Job Assignment records will not be updated and the entire work ticket run will have to be re-printed.

TimeSlip Generate

The TimeSlip Generate expands the use of the Job Order System by providing a means to create TimeSlip records from the Employee Assignments. It has been designed to be used in either a batch or a on-demand mode.

The following is a list of steps that should be used to generate TimeSlips:

- Create a Job Order with a Job and Employee Assignment
- Generate the TimeSlips
- TimeSlip Generate Post Screen

Create a Job Order with a Job and Employee Assignment

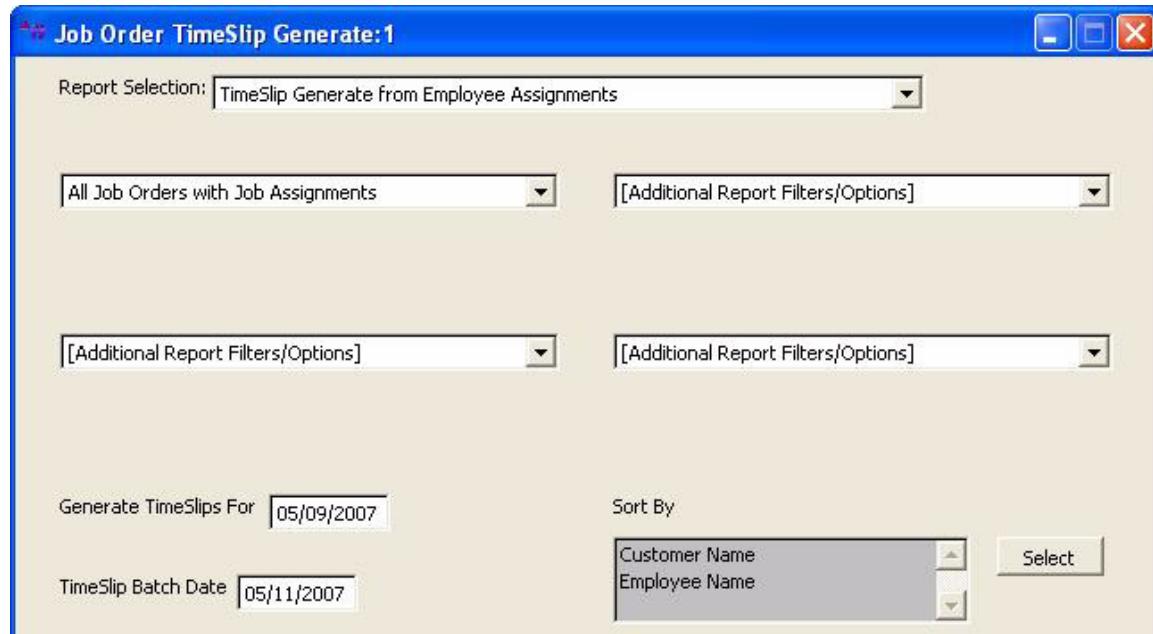
The first step to utilizing the TimeSlip Generate is to create a Job Order with a Job Assignment and one or more Employee Assignments. If you have not done this step already, load the Job Order Data Entry Screen by selecting the **Data Entry** menu, then the **Job Order...** menu, followed by the **Job Order & Job Assignments** menu option. The majority of the fields are self explanatory, however the following is a list of items that need special mentioning to create a Work Ticket:

- On the Job Order screen, it is highly recommended that you enter the corresponding pay and bill rates on the Rates page. Otherwise, the TimeSlip will be created zero

rates.

- A Job Assignment is required to produce a TimeSlip.
- An Employee Assignment is required to produce a TimeSlip.

Generate the TimeSlips



To generate TimeSlips select the **Data Entry** menu, then the **Job Order...** menu, followed by the **Job Order TimeSlip Generate** menu option. To generate a TimeSlip, the following conditions must be met:

- The Customer Status and Job Order Status are "A" Active.
- The *Generate TimeSlips For* date is within the Job Order Start & End, the Job Assignment Start & End, and the Employee Assignment Start & End date ranges.
- The *Generate TimeSlips For* date is greater than the Job Assignment *Last Generated Slip* date.
- The Employee Status is "A" Active.

If you desire, you can review the projected TimeSlips on the screen, however, the TimeSlip Generate Post Screen appears regardless if the report is sent to a printer. See the [TimeSlip Generate Post Screen](#) section in this User's Guide for more information.

Note: Invalid Daily Overtime calculations can occur if all assignments for an employee are not processed at the same time. For example, an Employee works at multiple locations or periods during a week, but a filter is used to only generate some of the TimeSlips. When the second batch of TimeSlips are generated, the number of hours calculated as overtime may be incorrect.

TimeSlip Generate Post Screen



The TimeSlip Generate Post Screen is automatically displayed any time after a TimeSlip Generate has been performed. The following is an explanation of each of the above options.

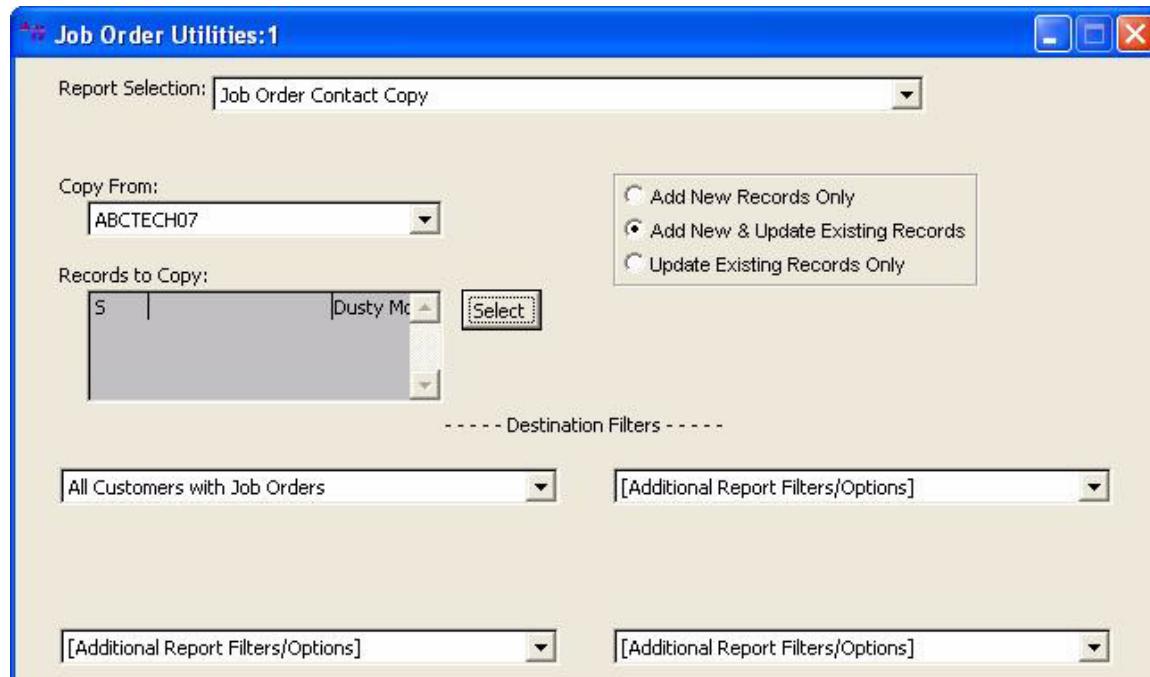
- Create the TimeSlips: this option should only be selected if you wish to create the TimeSlips and the projected TimeSlips report has been thoroughly checked. Once selected, the Ultra32 software will update the Employee Assignment *Last Generated Slip* date.
- Cancel the TimeSlip Generate: select this option only as a last resort. For example, the wrong *Generate TimeSlips For* date was selected, etc, etc. If selected, the Employee Assignment records will not be updated and the TimeSlips will not be created.

Job Order Utilities

Provides the means to add and/or update items in an automated manner.

Job Order Contact Copy

The Job Order Contact Copy utility is part of the Utility Pack Option. It is used to copy Contact Records from one Job Order to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



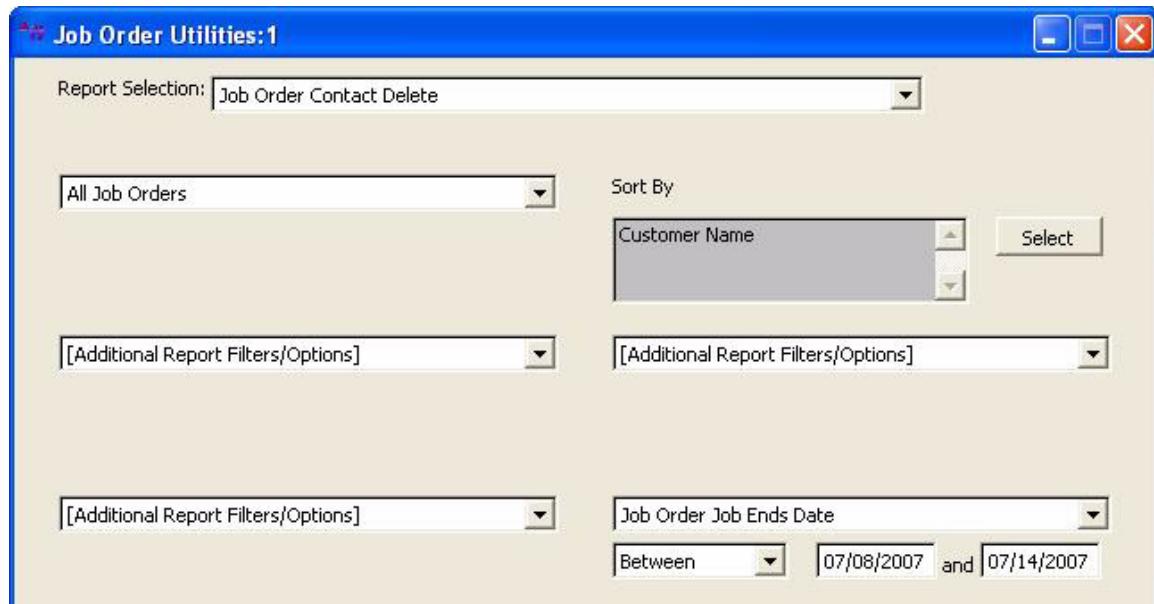
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Job Orders with a Job Order End Date greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Contact Type.

Job Order Contact Delete

The Job Order Contact Delete utility is used to delete Job Order Contacts in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

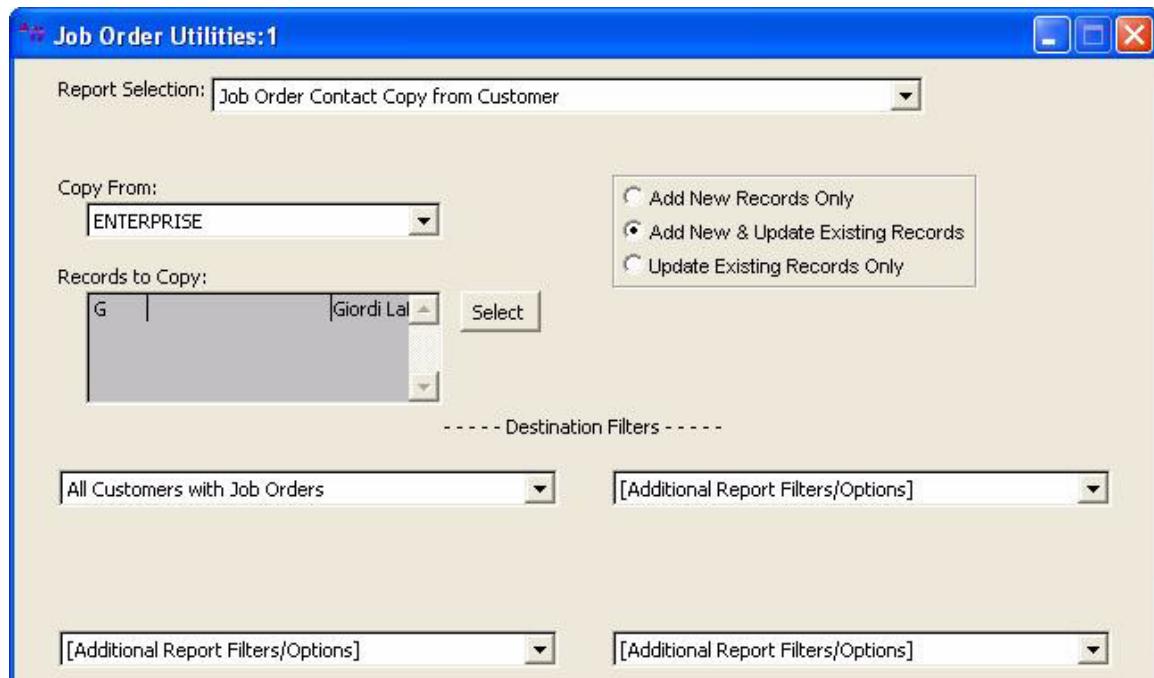


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Contact Copy From Customer

The Job Order Contact Copy From Customer utility is part of the Utility Pack Option. It is used to copy Contact Records from one Customer to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



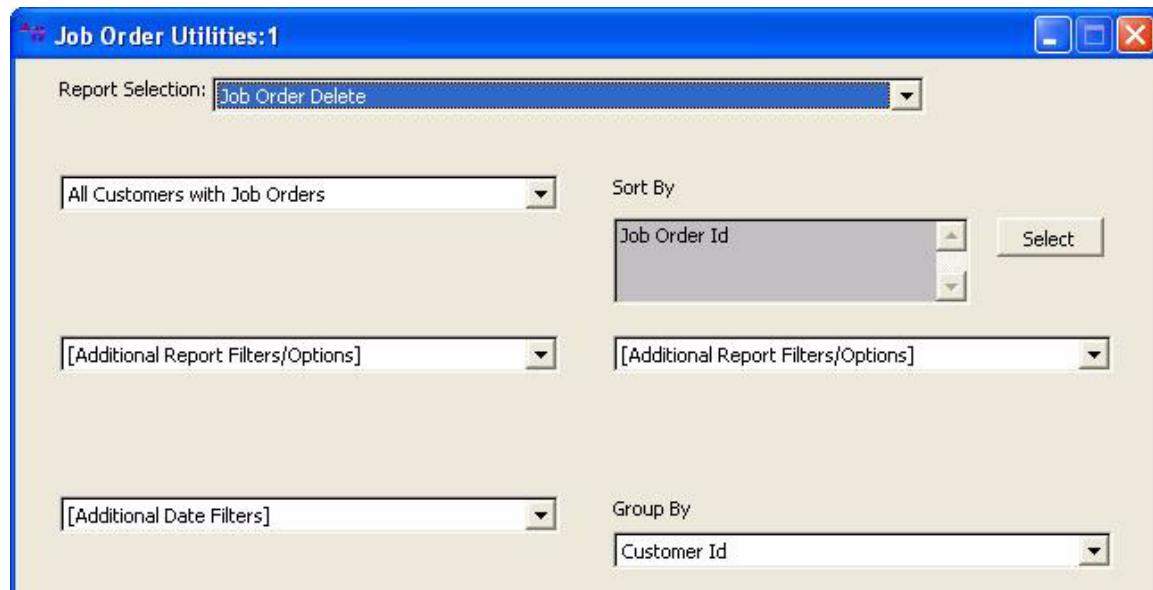
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Contact Type.

Job Order Delete

The Job Order Delete utility is used to delete Job Orders in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

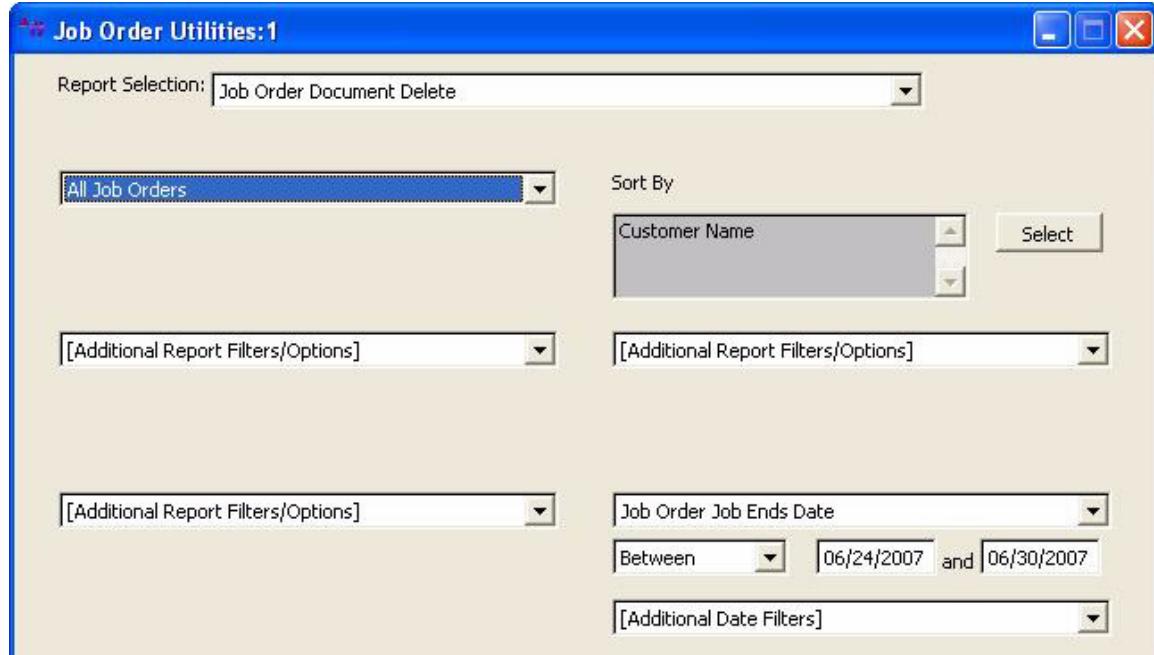


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Document Delete

The Job Order Document Delete utility is used to delete Job Order Documents in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

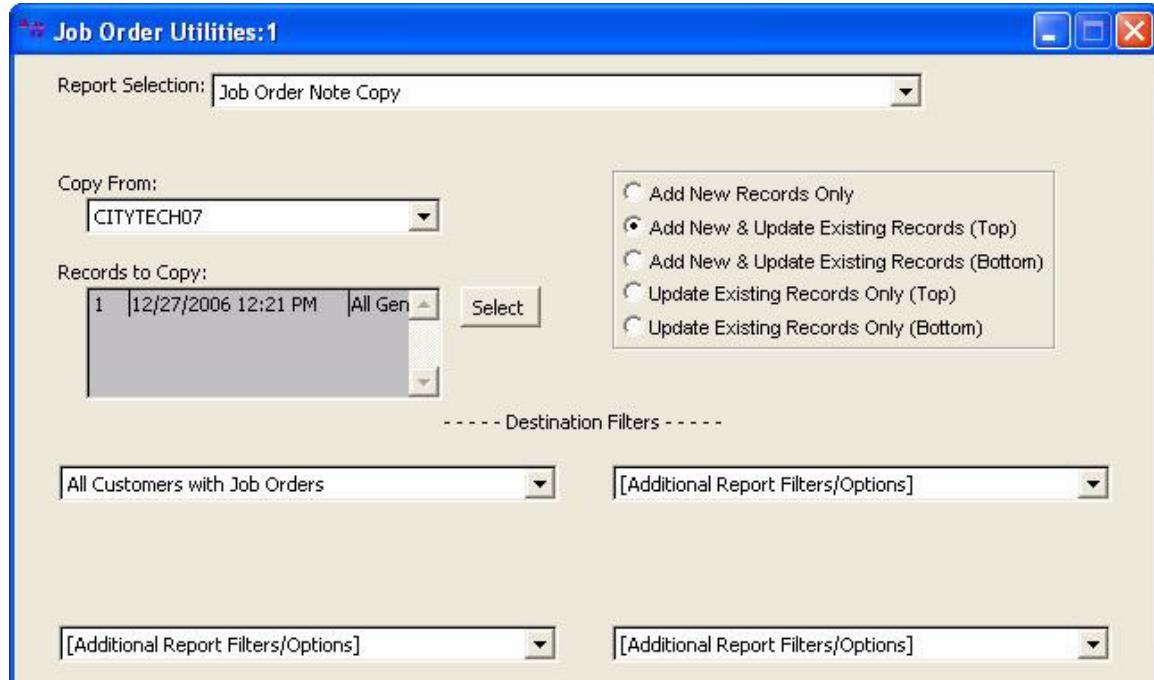


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Note Copy

The Job Order Note Copy utility is part of the Utility Pack Option. It is used to copy Note Records from one Job Order to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



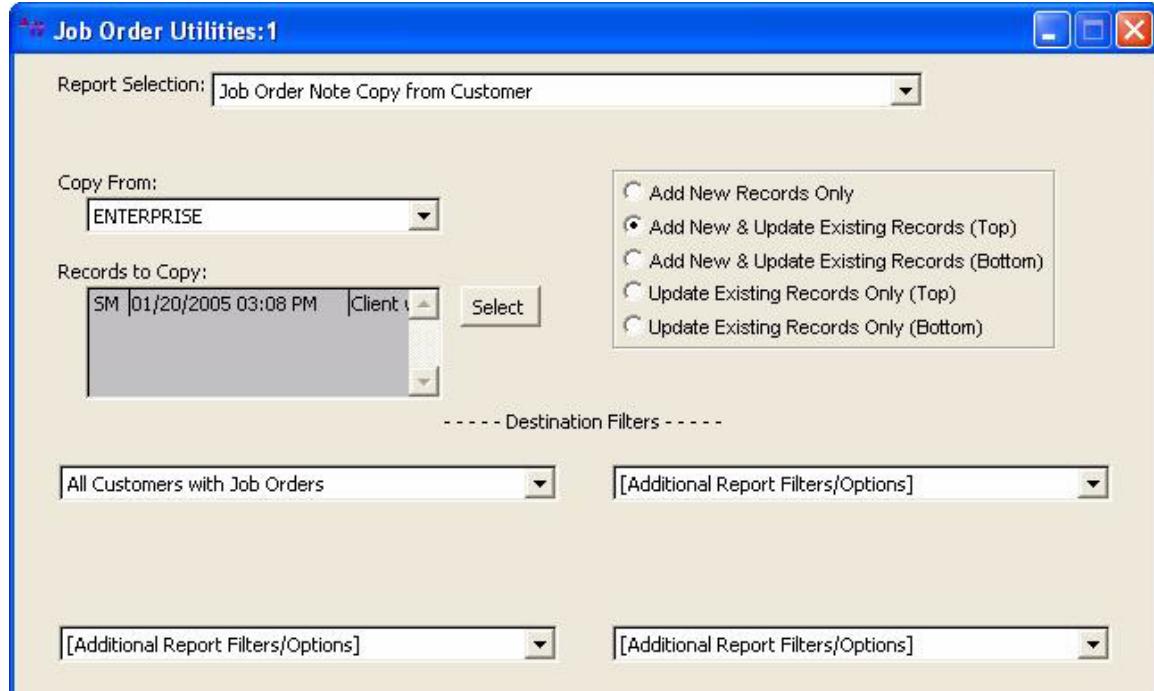
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Job Orders with a Job Order End Date greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Note Type.

Job Order Note Copy From Customer

The Job Order Note Copy From Customer utility is part of the Utility Pack Option. It is used to copy Note Records from one Customer to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



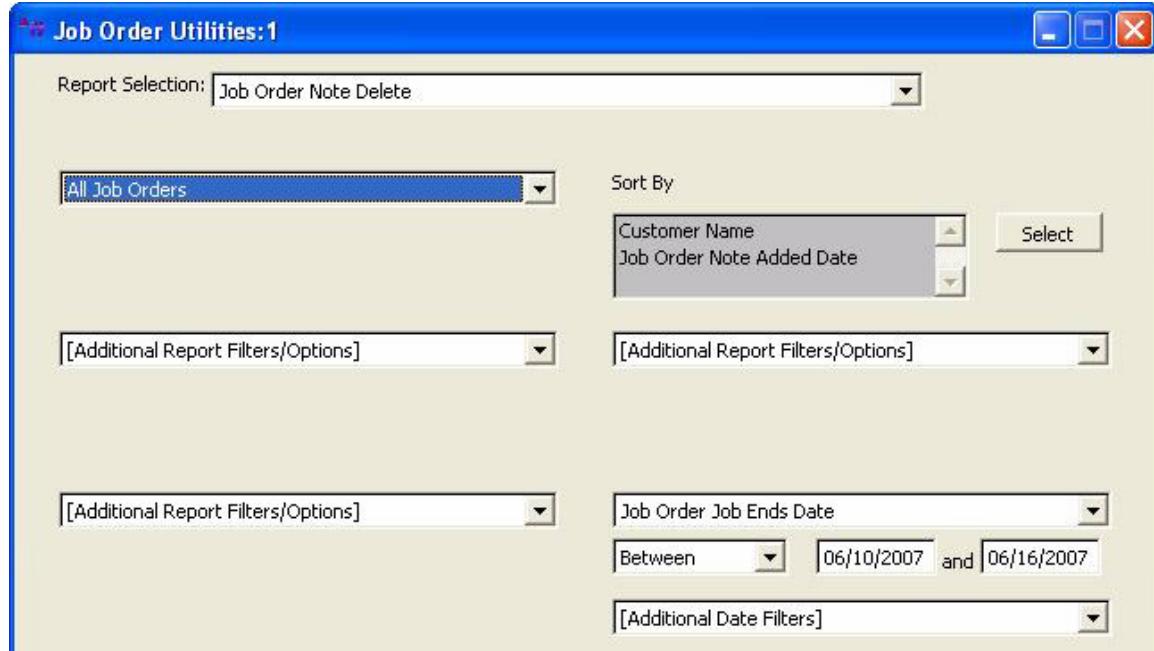
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Note Type.

Job Order Note Delete

The Job Order Note Delete utility is used to delete Job Order Notes in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

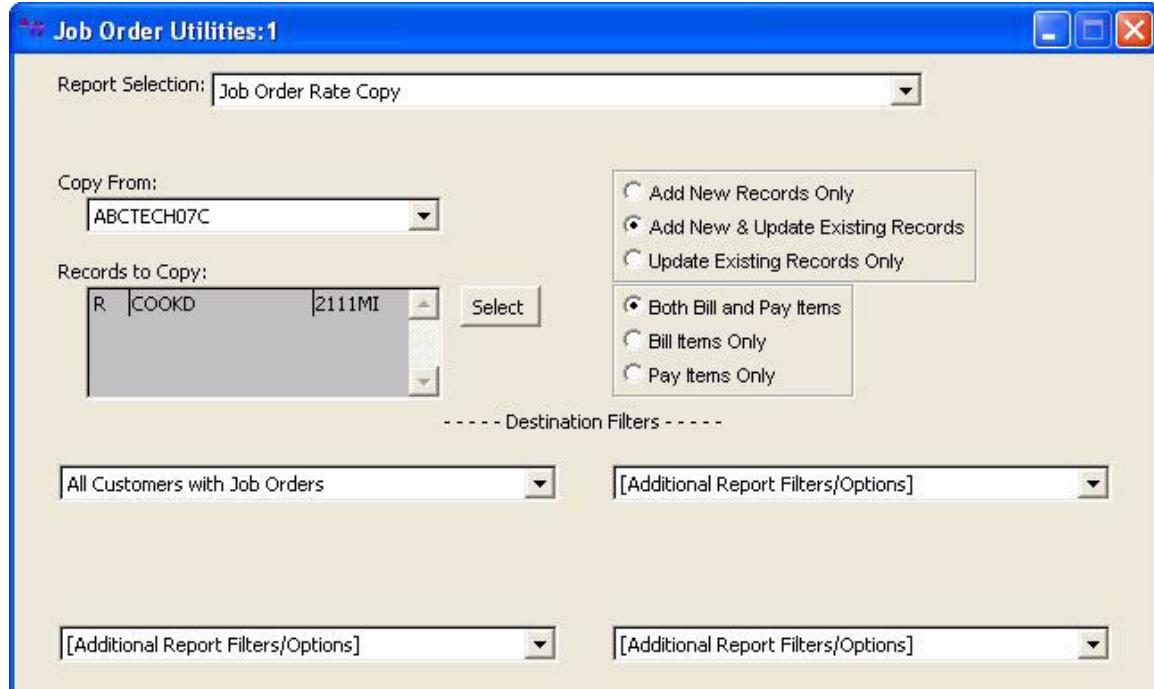


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Rate Copy

The Job Order Rate Copy utility is part of the Utility Pack Option. It is used to copy Rate Records from one Job Order to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



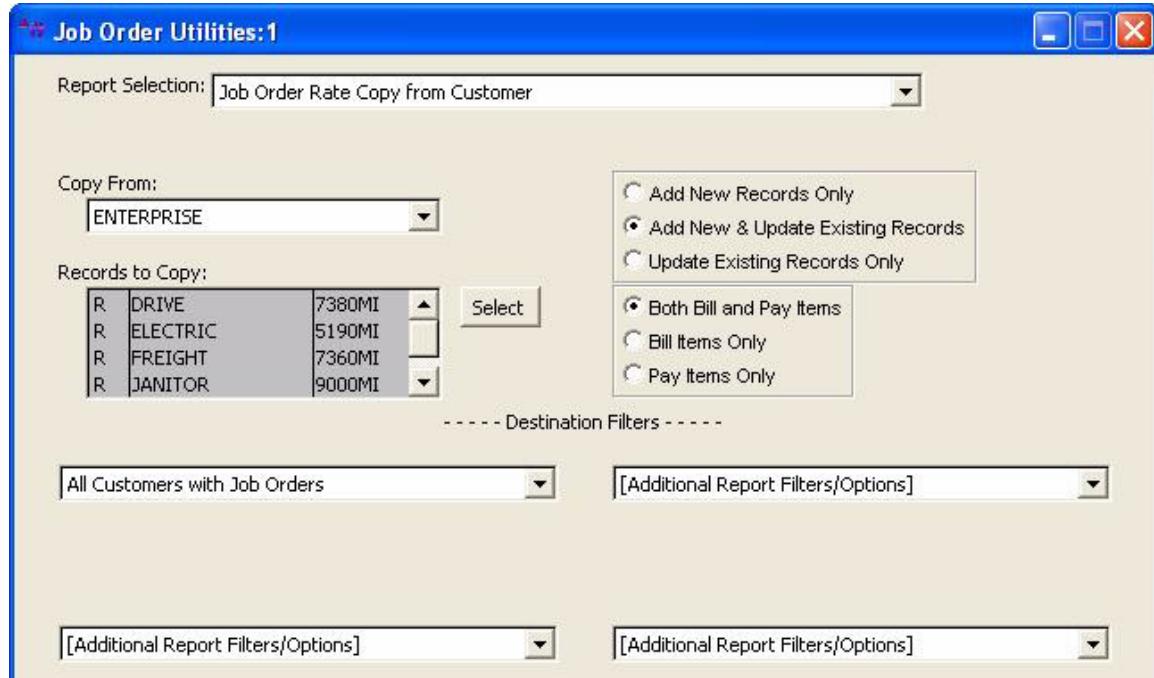
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Job Orders with a Job Order End Date greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Hour Type + Rate Code. This utility can copy multiple source records.

Job Order Rate Copy From Customer

The Job Order Rate Copy From Customer utility is part of the Utility Pack Option. It is used to copy Rate Records from one Customer to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



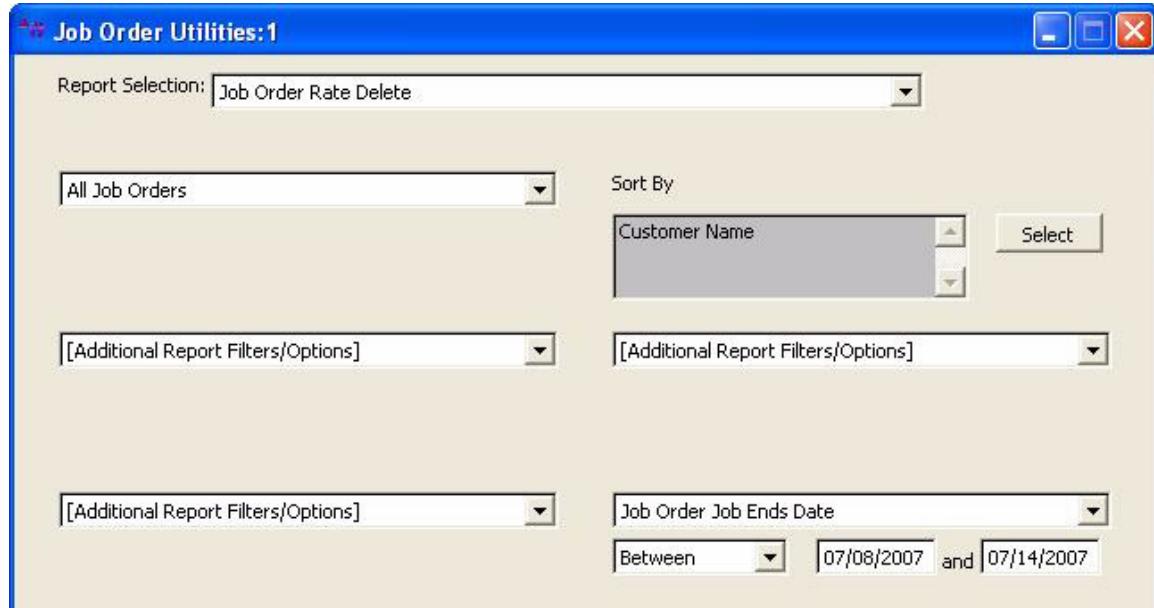
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Hour Type + Rate Code. This utility can copy multiple source records.

Job Order Rate Delete

The Job Order Rate Delete utility is used to delete Job Order Rates in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

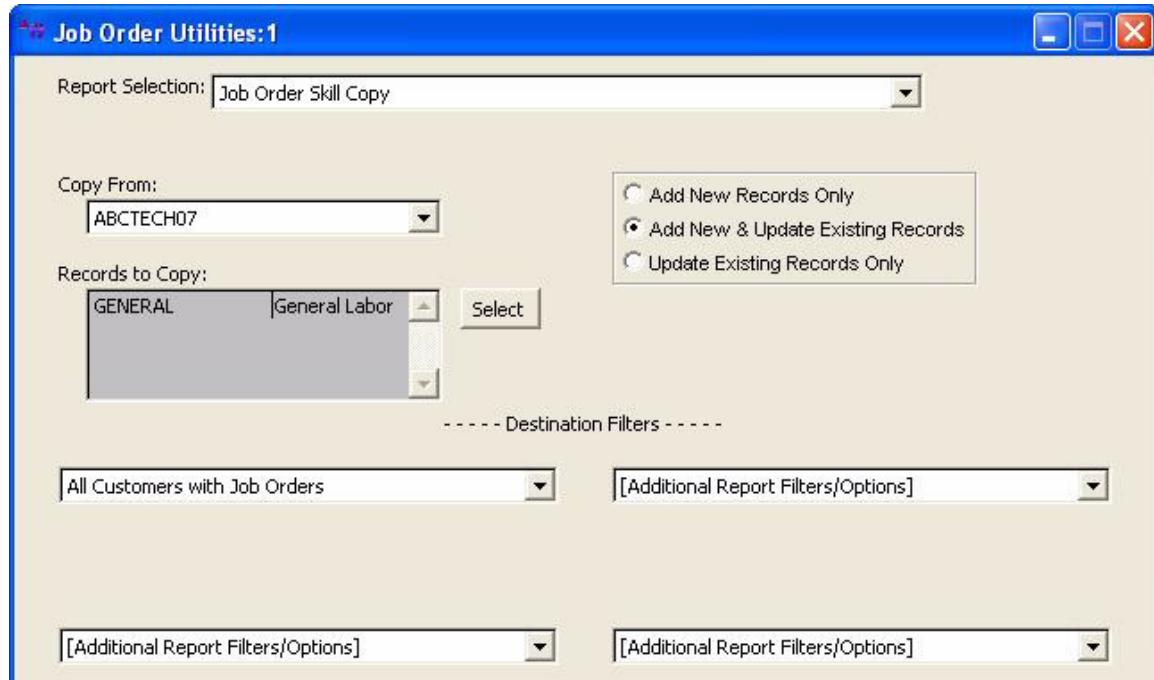


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Skill Copy

The Job Order Skill Copy utility is part of the Utility Pack Option. It is used to copy Skill Records from one Job Order to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



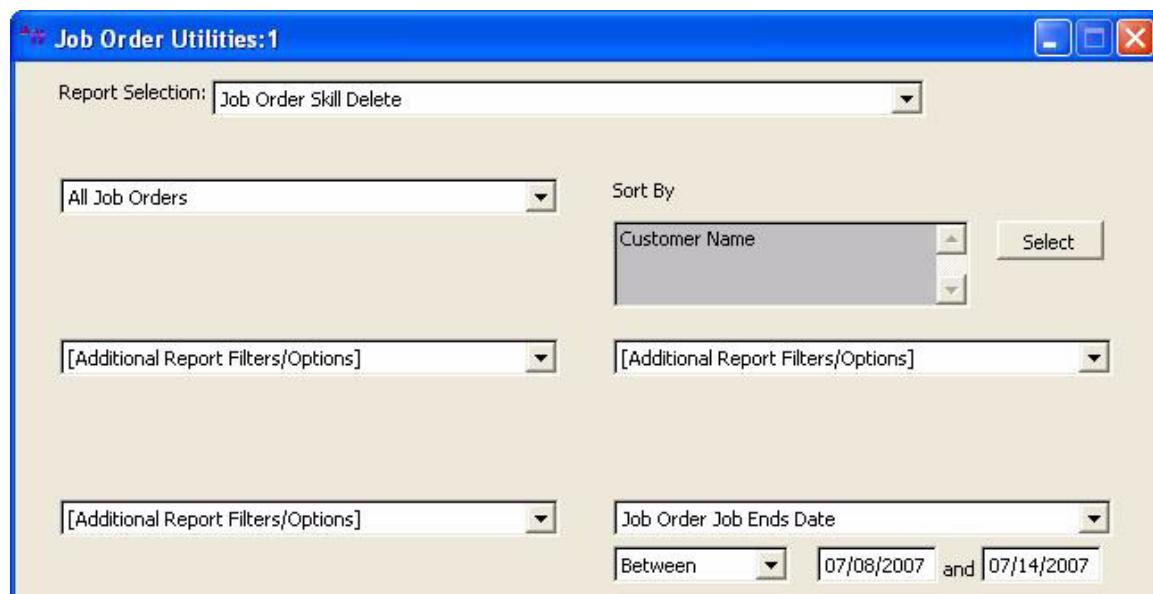
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Job Orders with a Job Order End Date greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: This feature only applies if you are using the SkillSEARCH module of the Ultra32 software. Existing records are determined by matching the Group Id + Skill Id. This utility can copy multiple source records.

Job Order Skill Delete

The Job Order Skill Delete utility is used to delete Job Order Skills in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

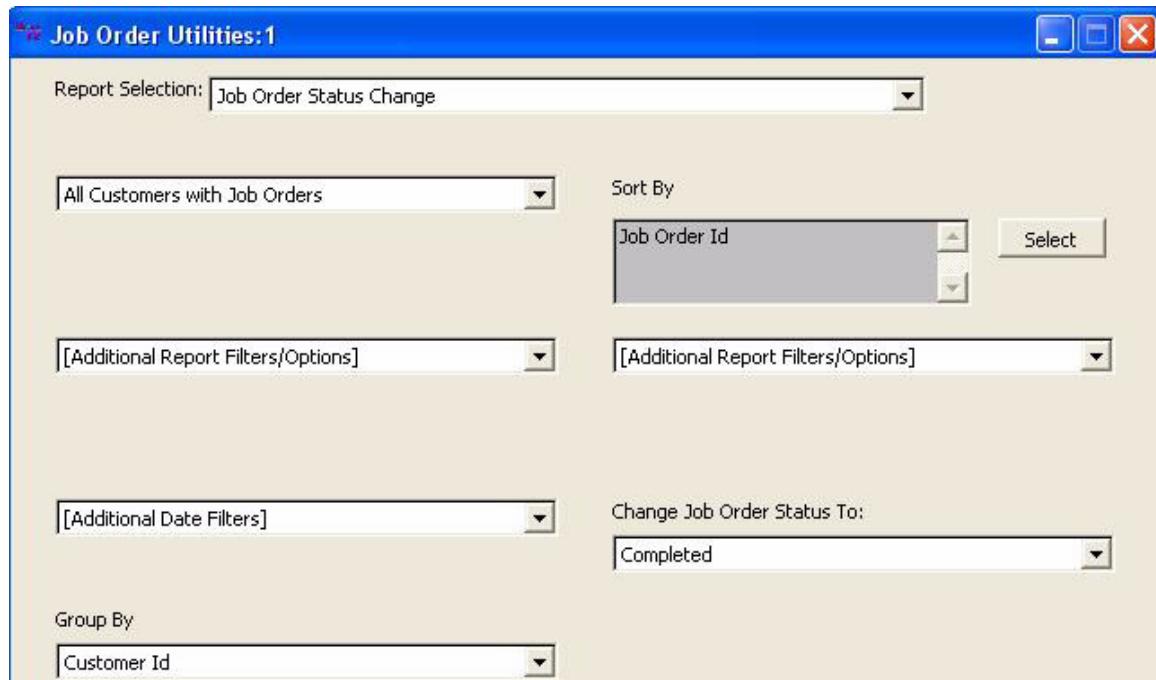


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Status Change

The Job Order Status Change utility is used to change the *Status* of Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.

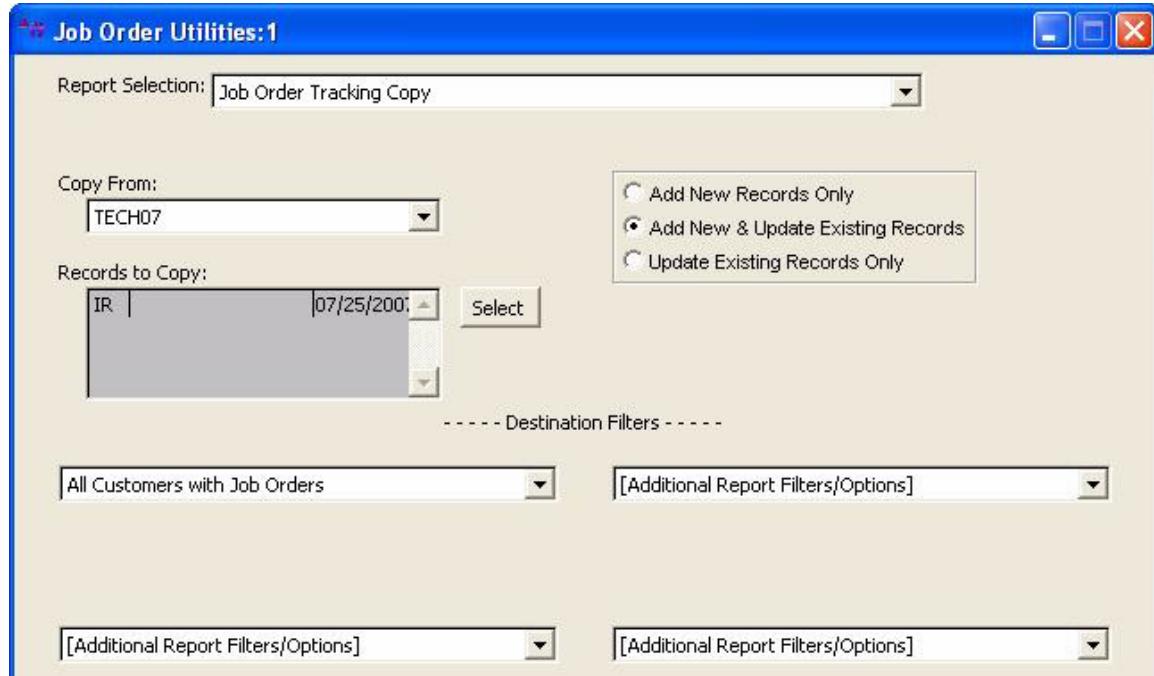


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Job Order Tracking Copy

The Job Order Tracking Copy utility is part of the Utility Pack Option. It is used to copy Tracking Records from one Job Order to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



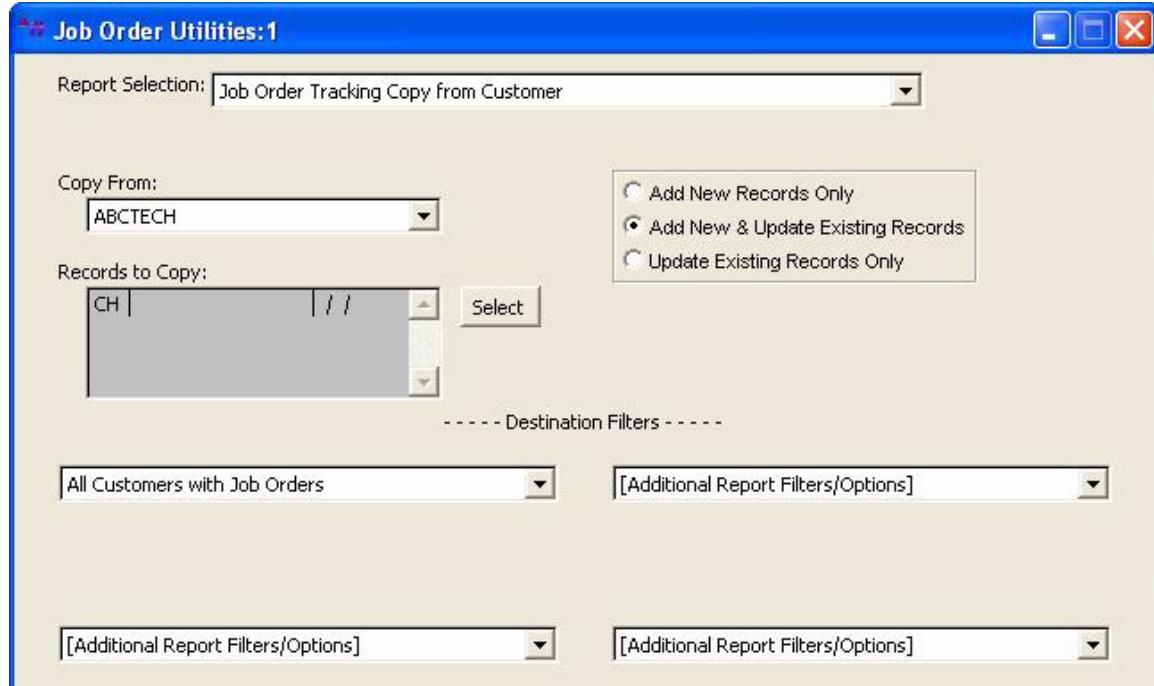
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Job Orders with a Job Order End Date greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tracking Type.

Job Order Tracking Copy From Customer

The Job Order Tracking Copy From Customer utility is part of the Utility Pack Option. It is used to copy Tracking Records from one Customer to one or more Job Orders based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



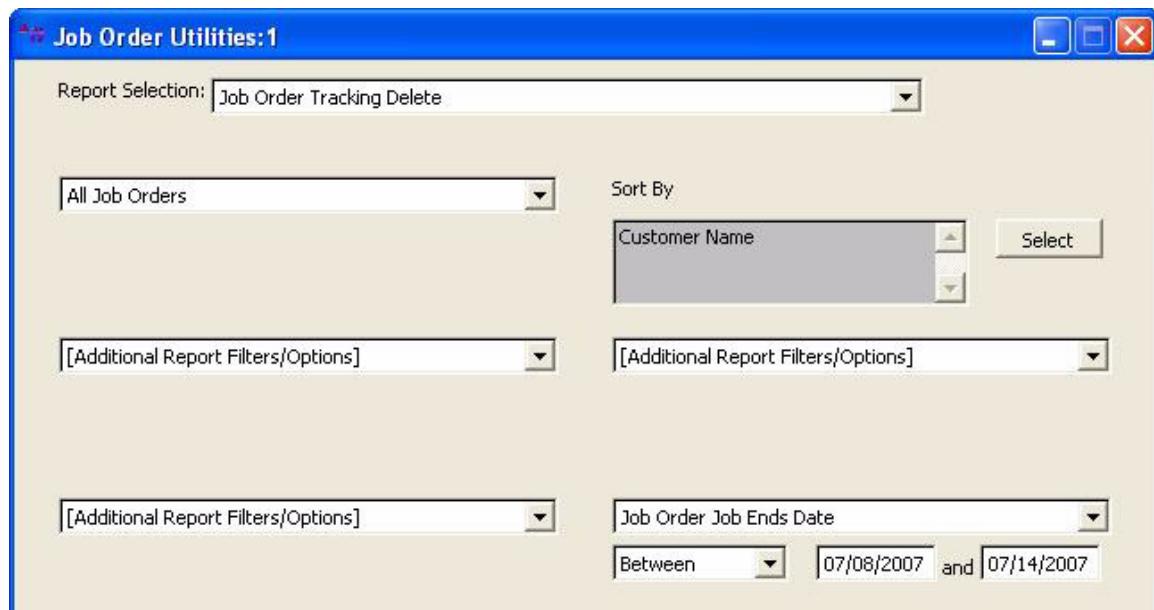
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tracking Type.

Job Order Tracking Delete

The Job Order Tracking Delete utility is used to delete Job Order Tracking in a batch mode. To load this screen, select the **Data Entry** menu, then the **Job Order...** menu option, followed by the **Job Order Utilities** menu option.



When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Pay & Bill Rates

CCS's software is used by hundreds of companies across the country. From Day Labor, to Temporary Staffing, to Security Guard Management, to PEOs and more. With this wide range of users in mind, we have designed the Ultra32 software to handle the following Pay & Bill Methods:

- Employee Based Pay & Bill - in this scenario the employee and type of work performed determines the amount of pay and bill that is generated. If your company does business in this manner, you would setup the RateRecord(s) in each employee's file.
- Employee & Customer/Work Site Based Pay & Bill - in this scenario the employee, the customer/work site where the work is performed, and type of work performed determines the amount of pay and bill that is generated. If your company does business in this manner, you would setup the RateRecord(s) in each employee's file by customer/work site.
- Customer/Work Site Based Pay & Bill - in this scenario the customer/work site and type of work performed determines the amount of pay and bill that is generated. If your company does business in this manner, you would setup the RateRecord(s) in either the customer's or work site's file.
- Job Order Based Pay & Bill - in this scenario the Job Order and type of work performed determines the amount of pay and bill that is generated. If your company does business in this manner, you would setup the RateRecord(s) in each Job Order's file.

You are not required to pick and choose only one method. It is not uncommon for companies to use more than one method or all three. For example, most day labor organizations use either a Job Order Based or Customer/Work Site Based method. However, sometimes they may place clerical employees on week long or greater assignments. In these cases, the employees may be paid and billed using the Employee Based method.

Note: The Employee & Customer/Work Site Based Pay & Bill method is an optional feature that requires the Scheduling module of the Ultra32 software. It can be activated via the System Preferences, Schedule: Rates option.

Customer RateRecord

Customer Pay and Bill Rates

Hour Type	R	Hourly	
Rate Code	CLERICAL	Desc	Office and Clerical
Comp Code	8810MI	Override Desc	Administrative Assistant
 Rate	Reg Rate Pay: 8.5000 Bill: 11.7000	Ovt Rate 12.7500 17.5500	Dbl Rate 17.0000 23.4000
Current Customer Master Settings: Hol Bill = Y Hol Pay = Y Ovt Bill Type = 40H			
Holiday Billing		Overtime Billing	
<input checked="" type="radio"/> Use Customer Master Setting		<input type="radio"/> Yes, Apply Ovt Bill to this	
<input type="radio"/> Yes, Apply Hol Bill to this		<input type="radio"/> No, Don't Apply Ovt Bill to this	
<input type="radio"/> No, Don't Apply Hol Bill to this			
Holiday Pay			
<input checked="" type="radio"/> Use Customer Master Setting			
<input type="radio"/> Yes, Apply Hol Pay to this			
<input type="radio"/> No, Don't Apply Hol Pay to this			
<input type="button" value="Save"/>		<input type="button" value="Close"/>	

The RateRecord is a group of data that is used to perform payroll and billing in the Ultra32 software. The RateRecord is accessed from the Rates Page in the Customer and/or Work Site files. The following is an explanation of the components found in the RateRecord:

- **Hour Type:** identifies the type of hours. See the [Hour Type Setup](#) section in this User's Guide for more information.
- **Rate Code:** is optional, but can be used to store the default rate code. See the [Rate Code](#) section in this User's Guide for more information.
- **Comp Code:** is optional, but can be used to store the default comp code. See the [Comp Code](#) section in this User's Guide for more information.
- **Override Description:** is used to override the default RateCode description. The override value does not appear on any reports or other screens. It exists for custom programming possibilities.
- **Reg Pay/Bill Rate:** are optional, but can be used to store the default regular pay and bill rates.
- **Ovt Pay/Bill Rate:** are optional, but can be used to store the default overtime pay and bill rates.
- **Dbl Pay/Bill Rate:** are optional, but can be used to store the default double time pay and bill rates.
- The  **Rate** button is used to load the Rate Calculator form. See the [Rate Calculator](#) section in this User's Guide for more information.

- **Holiday Billing:** indicates whether or not this RateRecord can be billed at a Holiday Premium.
 1. This control only applies if you are using the Scheduling module of the Ultra32 software.
- **Holiday Pay:** indicates whether or not this RateRecord can be paid at a Holiday Premium.
 1. This control only applies if you are using the Scheduling module of the Ultra32 software.
- **Overtime Billing:** indicates whether or not this RateRecord can be billed at a Overtime Premium.
 1. This control only applies if you are using the Scheduling module of the Ultra32 software.
 2. This setting does not affect how Overtime Bill Hours are calculated. If set to "No", any hours worked at this RateRecord are still counted when calculating overtime billing.
 3. See the [How is Overtime Billing Calculated?](#) section in this User's Guide for more information.

Note: If you are using the Scheduling module of the Ultra32 software, be sure to review the [How is the Base Pay/Bill Rate Determined?](#), [How is the Holiday Pay/Bill Rate Determined?](#), [How is Holiday Bill Determined?](#), [How is Holiday Pay Determined?](#), [How is Overtime Billing Calculated?](#), and the [How is Overtime Payroll Calculated?](#) sections in this User's Guide for more information.

Employee RateRecord

Hour Type	R	Hourly
Customer Id	ABCTECH	ABC Technologies, Inc.
Site Code		
Rate Code	CLERICAL	Desc: Office and Clerical
Comp Code	8810MI	Override Desc: Administrative Assistant
Pay:		
Reg Rate	8.5000	12.7500
Bill:	11.7000	17.5500
Dbl Rate		
	17.0000	23.4000
<input type="button" value="Rate"/>		
<input type="button" value="Save"/>	<input type="button" value="Close"/>	

The RateRecord is a group of data that is used to perform payroll and billing in the Ultra32 software. The RateRecord is accessed from the Rates Page in the Employee file. The following is an explanation of the components found in the RateRecord:

- **Hour Type:** identifies the type of hours. See the [Hour Type Setup](#) section in this User's Guide for more information.
- **Customer Id:** identifies which Customer this RateRecord applies to.
 1. This is an optional feature that requires the Scheduling module of the Ultra32 software.

2. It can be activated via the System Preferences, Schedule: Rates option.
- **Work Site:** identifies which work site at the preceding Customer this RateRecord applies to.
 1. This is an optional feature that requires the Scheduling module of the Ultra32 software.
 2. It can be activated via the System Preferences, Schedule: Rates option.
 - **Rate Code:** is optional, but can be used to store the default rate code. See the [Rate Code](#) section in this User's Guide for more information.
 - **Comp Code:** is optional, but can be used to store the default comp code. See the [Comp Code](#) section in this User's Guide for more information.
 - **Override Description:** is used to override the default RateCode description. The override value does not appear on any reports or other screens. It exists for custom programming possibilities.
 - **Reg Pay/Bill Rate:** are optional, but can be used to store the default regular pay and bill rates.
 - **Ovt Pay/Bill Rate:** are optional, but can be used to store the default overtime pay and bill rates.
 - **Dbl Pay/Bill Rate:** are optional, but can be used to store the default double time pay and bill rates.



- The **Rate** button is used to load the Rate Calculator form. See the [Rate Calculator](#) section in this User's Guide for more information.

Note: If you are using the Scheduling module of the Ultra32 software, be sure to review the [How is the Base Pay/Bill Rate Determined?](#), [How is the Holiday Pay/Bill Rate Determined?](#), [How is Holiday Bill Determined?](#), [How is Holiday Pay Determined?](#), [How is Overtime Billing Calculated?](#), and the [How is Overtime Payroll Calculated?](#) sections in this User's Guide for more information.

Job Order RateRecord

 A screenshot of a Windows-style dialog box titled "Job Order Pay and Bill Rates". The window has standard minimize, maximize, and close buttons at the top right. Inside, there are several input fields and buttons.

Hour Type	<input type="text" value="R"/>	Hourly					
Rate Code	<input type="text" value="FREIGHT"/>	Desc	<input type="text" value="Freight Handler"/>				
Comp Code	<input type="text" value="7360MI"/>	Override Desc	<input type="text"/>				
Pay:		Reg Rate	12.7500	Ovt Rate	17.0000	Dbl Rate	23.4000
Bill:		<input type="text" value="8.5000"/>	<input type="text" value="11.7000"/>	<input type="text" value="17.5500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Rate"/>	<input type="button" value="Save"/>	<input type="button" value="Close"/>			

The RateRecord is a group of data that is used to perform payroll and billing in the Ultra32 software. The RateRecord is accessed from the Rates Page in the Job Order file. The following is an explanation of the components found in the RateRecord:

- **Hour Type**: identifies the type of hours. See the [Hour Type Setup](#) section in this User's Guide for more information.
- **Rate Code**: is optional, but can be used to store the default rate code. See the [Rate Code](#) section in this User's Guide for more information.
- **Comp Code**: is optional, but can be used to store the default comp code. See the [Comp Code](#) section in this User's Guide for more information.
- **Override Description**: is used to override the default RateCode description. The override value does not appear on any reports or other screens. It exists for custom programming possibilities.
- **Reg Pay/Bill Rate**: are optional, but can be used to store the default regular pay and bill rates.
- **Ovt Pay/Bill Rate**: are optional, but can be used to store the default overtime pay and bill rates.
- **Dbl Pay/Bill Rate**: are optional, but can be used to store the default double time pay and bill rates.



- The **Rate** button is used to load the Rate Calculator form. See the [Rate Calculator](#) section in this User's Guide for more information.

Holiday Code

The Holiday Code file is used to store all the user-defined Holidays that your company either pays and/or bills a premium rate. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Holiday Code** menu option.

The screenshot shows the "Holiday Code Setup:1" window. The window has a title bar with the title and standard Windows control buttons. Below the title bar is a menu bar with "Selection Criteria", "Data Entry" (which is selected and highlighted in blue), and "List". The main area contains the following fields:

- Holiday Code:** A text input field containing "NYD".
- Description:** A text input field containing "New Years Day".
- Holiday Starts on:** A date input field showing "01/01/2001" and two time input fields both showing "12:00 AM" with dropdown arrows, indicating a duration of "(24.00 Hrs)".
- Applies to Payroll:** A checkbox checked with a "Y" next to it. To its right are three numerical input fields: "Reg Factor" (1.50000), "Ovt Factor" (2.00000), and "Dbl Factor" (2.50000).
- Applies to Billing:** A checkbox checked with a "Y" next to it. To its right are three numerical input fields: "Reg Factor" (1.50000), "Ovt Factor" (2.00000), and "Dbl Factor" (2.50000).

The following is a list of fields that need special mentioning:

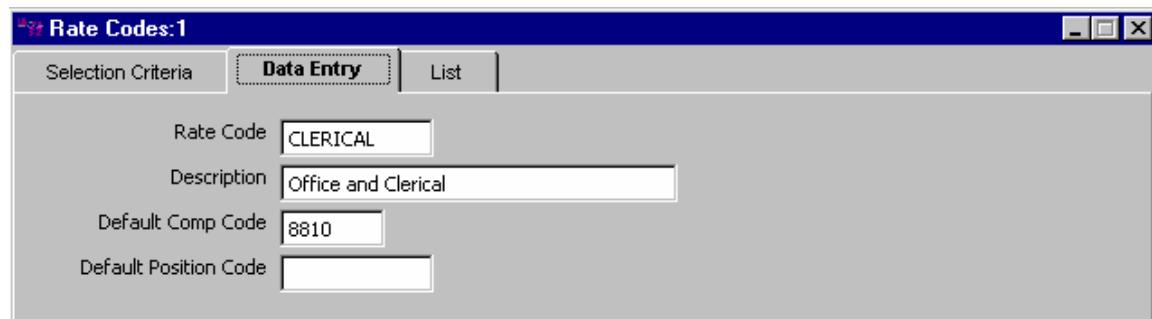
- **Holiday Code**: is a user define code that is used in the Customer file to reference the holiday. This code must be unique. Once assigned, this field cannot be changed.

- **Start Time:** represents the actual start and end time of the holiday. This field will typically require updating on an annual basis.
- **Applies to Payroll:** indicates whether or not this Holiday should ever be used to pay employees at a Holiday rate.
- **Reg, Ovt, Dbl Pay (Factor):** indicates the Holiday Premium should be applied to each of the different rates. For example, if a Regular Pay Rate is \$5.00 and you wish to pay a Holiday Regular Pay Rate of \$7.50, you would enter "1.5000". If an Overtime Pay Rate is \$7.50 and you still wish to pay a Holiday Overtime Pay Rate of \$7.50, you would enter "1.0000".
- **Applies to Billing:** indicates whether or not this Holiday should ever be used to bill customers at a Holiday rate.
- **Reg, Ovt, Dbl Bill (Factor):** indicates the Holiday Premium should be applied to each of the different rates. For example, if a Regular Bill Rate is \$8.00 and you wish to pay a Holiday Regular Bill Rate of \$12.00, you would enter "1.5000". If an Overtime Bill Rate is \$12.00 and you still wish to bill a Holiday Overtime Bill Rate of \$12.00, you would enter "1.0000".

Note: The Holiday Code file only applies if you are using the Scheduling module of the Ultra32 software.

Rate Code

The Rate Code file is used to store the list of rate descriptions that your company will use in the Ultra32 software. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Rate Code** menu option.



The following is a list of fields that need special mentioning:

- **Rate Code:** is required and must be unique. Once assigned, this field cannot be changed..
 - **Default Comp Code:** is optional, but can be used to store the default comp code that will be used whenever a RateRecord is created. See the [Comp Code](#) section in this User's Guide for more information.
 - **Default Position Code:** is optional, but can be used to store the default Position Code that will be used whenever a Shift Record is created. See the [Position Code](#) and [Employee Dispatch](#) sections in this User's Guide for more information.
1. The position code only applies if you are using the Scheduling module of the Ultra32

software.

Rate Codes are used for the following purposes:

- Assign a description to a RateRecord in either the Customer, Employee, and/or Job Order files.
- Assign a description to the work performed on a TimeSlip.

Note: The use of Rate Codes is optional, unless you wish to use more than one RateRecord for a particular customer, employee, and/or Job Order. Rate Codes are also required if your are using the Scheduling module of the Ultra32 software.

Rate Calculator

The Rate Calculator is used to aid you in determining of appropriate pay and bill rates based on a base rate and the costs associated with the work being performed. To load this screen, select the **Tools** menu, followed by the **Rate Calculator** menu option.

The screenshot shows the 'Rate Calculator:1' window. It contains several input fields and calculated outputs. On the left, there are dropdown menus for 'Comp Code' (set to 8810) and 'SUTA State' (set to MI). Below these are 'Mark Up' (set to 20.00000 %), 'Base Rate' (set to 6.25), and two buttons: 'Calc Bill Rate' and 'Calc Pay Rate'. To the right, there is a table of taxes and costs:

FUTA Tax:	0.05	0.80000%	
FICA Tax:	0.48	7.65000%	
Misc1 Cost:	0.00	0.00000%	
Misc2 Cost:	0.00	0.00000%	
Misc3 Cost:	0.00	0.00000%	
Misc4 Cost:	0.00	0.00000%	
Comp Ins:	0.02	0.38150%	
SUTA Tax:	0.17	2.70000%	
Total Taxes/Cost:	0.72		
Gross Margin (Markup):	1.25	17.93000%	
Calculated Bill Rate:	8.22		

At the bottom, there are two buttons: 'Close' and 'Close and Update'.

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Comp Code:** is required to determine the appropriate "Comp Ins" amount.
 1. Defaults to the value stored in the rate record if the Rate Calculator screen was loaded from either the Customer, Employee, Job Order, or Work Site.
 2. See the Comp Code section in this User's Guide for more information.
- **SUTA State:** is required to determine the appropriate "SUTA Tax" amount.
 1. Defaults to the value stored in the rate record if the Rate Calculator screen was loaded from either the Customer, Employee, Job Order, or Work Site.
- **Mark Up %:** indicates how much the **Base Rate** amount should be modified.

- **Base Rate:** represents either the Base Pay Rate or Base Bill Rate, depending on which calculate rate button is used.
- The **Set as Default** button is used to store the **Mark Up %** as the default for future calculations.
- The **Calc Bill Rate** button is used to calculate a Bill Rate based on information supplied.
- The **Calc Pay Rate** button is used to calculate a Pay Rate based on information supplied.
- The **Close** button closes the Rate Calculator screen.
- The **Close and Update** button closes the Rate Calculator screen and updates either the Bill or Pay Rates on the rate record, depending on which calculate rate button was last used. Note, this button is only displayed if the Rate Calculator screen was loaded from either the Customer, Employee, Job Order, or Work Site.

How is the Base Pay/Bill Rate Determined?

Note: The following information only applies if you are using the Scheduling module of the Ultra32 software.

During the Payroll and/or Billing Generate processes, the Ultra32 software determines the base pay/bill rate using the Customer Id, Work Site Id, Employee Id, and RateCode in the Shift Record. What follows is an explanation of the process:

- If a Work Site was specified in the Shift Record: check the Employee Rates file for a Rate Record with the same Hour Type, Customer Id, Work Site Id, and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
 1. This step only applies if you are using the Employee & Customer/Work Site Based Pay & Bill option of the Ultra32 software.
 2. This option can be activated via the System Preferences, Schedule: Rates option.
- Check the Employee Rates file for a Rate Record with the same Hour Type, Customer Id, and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
 1. This step only applies if you are using the Employee & Customer/Work Site Based Pay & Bill option of the Ultra32 software.
 2. This option can be activated via the System Preferences, Schedule: Rates option.
- If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
- Check the Customer Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
- Check the Employee Rates file for a Rate Record with the same Hour Type and Rate

Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.

- Check the Employee Rates file for a Rate Record with a blank Rate Code. If a match is found, stop.
- Uses zero.

How is the Holiday Pay/Bill Rate Determined?

Note: The following information only applies if you are using the Scheduling module of the Ultra32 software.

During the Payroll and/or Billing Generate processes, the Ultra32 software determines the Holiday pay/bill rate as follows:

- Check if the Shift Record should be treated as a Holiday. See the [How is Holiday Pay Determined?](#) and/or [How is Holiday Bill Determined?](#) sections in this User's Guide for more information.
- Lookup the Base Pay/Bill Rate. See the [How is the Base Pay/Bill Rate Determined?](#) section in this User's Guide for more information.
- Lookup the Holiday Pay/Bill Factor using the Customer Id, Work Site Id, Employee Id, and RateCode in the Shift Record. What follows is an explanation of the process:
 1. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with a "H" Holiday Hour Type and the same Rate Code that was used in the Shift Record. If a match is found and the Rate Factor is not zero, stop.
 2. Check the Customer Rates file for a Rate Record with a "H" Holiday Hour Type and the same Rate Code that was used in the Shift Record. If a match is found and the Rate Factor is not zero, stop.
 3. Check the Employee Rates file for a Rate Record with a "H" Holiday Hour Type and the same Rate Code that was used in the Shift Record. If a match is found and the Rate Factor is not zero, stop.
 4. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with a "H" Holiday Hour Type and a blank Rate Code. If a match is found and the Rate Factor is not zero, stop.
 5. Check the Customer Rates file for a Rate Record with a "H" Holiday Hour Type and a blank Rate Code. If a match is found and the Rate Factor is not zero, stop.
 6. Check the Employee Rates file for a Rate Record with a "H" Holiday Hour Type and a blank Rate Code. If a match is found and the Rate Factor is not zero, stop.
 7. Check the Holiday Code file for a Holiday Record that corresponds with the Shift Record. If the [Applies to Payroll/Billing](#) field is "Y" Yes and the Rate Factor is not zero, stop.
 8. Use the Ultra32 System default Factor of "1.50".
- Multiply the Base Pay/Bill Rate by the Holiday Pay/Bill Factor. For example, if the Base Pay/Bill Rate is \$5.00 and the Holiday Pay/Bill Factor is 1.50, then the Holiday Pay/Bill Rate would be \$7.50.

How is Holiday Bill Determined?

Note: The following information only applies if you are using the Scheduling module of the Ultra32 software.

During the Invoice Generate process, the Ultra32 software determines if any portion of a Shift Record is billed as a Holiday as follows:

- Check the *Billing Rule* field in the Shift Record, if an override value is present, stop. The Shift Record may or may not be billed as a Holiday, depending on the override value. See the *Pay & Bill Rule Table* section in this User's Guide for more information.
- Check the Holiday Code file for a Holiday Record that corresponds with the Shift Record. If no matching Holidays are found, stop. The Shift Record is not billed as a Holiday.
- If the Holiday Code *Applies to Billing* field is "N" No, stop. The Shift Record is not billed as a Holiday.
- Lookup the Holiday Code in the list of defined Holidays for the specified Customer. If a match is not found, stop. The Shift Record is not billed as a Holiday.
- Using the Customer Id, Work Site Id, Employee Id, and RateCode in the Shift Record, to determine the *Holiday Bill Status* as follows:
 1. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
 2. Check the Customer Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
 3. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with the same Hour Type and a blank Rate Code. If a match is found and the Rate Amount is not zero, stop.
 4. Check the Customer Rates file for a Rate Record with the same Hour Type and a blank Rate Code. If a match is found and the Rate Amount is not zero, stop.
 5. Otherwise, use the default value in the Customer's *Holiday Bill* Status field that exists on the Customer's Billing Page.
- If the Rate Record's *Holiday Billing* is set to "Use Customer Master Setting", the value of the *Holiday Bill Status* will be retrieved from the Customer's Billing Page.
- Based on the value stored in the *Holiday Bill Status*, perform one of the following:
 1. If "N" No or blank, the Shift Record is not billed as a Holiday.
 2. If "Y", Yes, the appropriate portion of the Shift Record is billed as a Holiday.

How is Holiday Pay Determined?

Note: The following information only applies if you are using the Scheduling module of the Ultra32 software.

During the Payroll Generate process, the Ultra32 software determines if any portion of a Shift Record is paid as a Holiday as follows:

- Check the *Payroll Rule* field in the Shift Record, if an override value is present, stop. The Shift Record may or may not be paid as a Holiday, depending on the override value. See the *Pay & Bill Rule Table* section in this User's Guide for more information.
- Check the Holiday Code file for a Holiday Record that corresponds with the Shift Record. If no matching Holidays are found, stop. The Shift Record is not paid as a Holiday.
- If the Holiday Code *Applies to Payroll* field is "N" No, stop. The Shift Record is not paid as a Holiday.
- Lookup the value in the Employee's *Holiday Pay* field and perform one of the following:
 1. If "N" None or blank, stop. The Shift Record is not paid as a Holiday.
 2. If "Y" Yes, stop. The appropriate portion of the Shift Record can be paid as a Holiday.
 3. If "M" Maybe, the Shift Record may or may not be paid as a Holiday, depending on the Customer.

Note: The following steps are only performed if the Employee's *Holiday Pay* field is "M" Maybe.

- Lookup the Holiday Code in the list of defined Holidays for the specified Customer. If a match is not found, stop. The Shift Record is not paid as a Holiday.
- Using the Customer Id, Work Site Id, Employee Id, and RateCode in the Shift Record, to determine the *Holiday Pay Status* as follows:
 1. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
 2. Check the Customer Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found and the Rate Amount is not zero, stop.
 3. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with the same Hour Type and a blank Rate Code. If a match is found and the Rate Amount is not zero, stop.
 4. Check the Customer Rates file for a Rate Record with the same Hour Type and a blank Rate Code. If a match is found and the Rate Amount is not zero, stop.
 5. Otherwise, use the default value in the Customer's *Holiday Payroll* Status field that exists on the Customer's Billing Page.

- If the Rate Record's *Holiday Pay* is set to "Use Customer Master Setting", the value of the *Holiday Pay Status* will be retrieved from the Customer's Billing Page.
- Based on the value stored in the *Holiday Pay Status*, perform one of the following:
 1. If "N" No or blank, the Shift Record is not paid as a Holiday.
 2. If "Y", Yes, the appropriate portion of the Shift Record is paid as a Holiday.

How is Overtime Billing Calculated?

Note: The following information only applies if you are using the Scheduling module of the Ultra32 software.

During the Invoice Generate process, the Ultra32 software determines if the hours will be billed as overtime as follows:

- Check the Customer's *Overtime Bill Type* field. If blank or "N" None, overtime is not calculated.
- Process through the Shift Records in order of Customer, Employee, Start Date, and Start Time.
- Check if any portion of the Shift Record Hours could be billed at overtime using the formula specified in the *Overtime Bill Type* field.
 1. For example, if the "40H" Standard 40 Hours per Week formula is used: all hours over 40, for a single employee, at the same customer, during a single week, could be billed at overtime.
 2. Whereas, if the "D8" Daily 8 Hours per Day is used: all hours over 8, for a single employee, at the same customer, during a single day, could be billed at overtime.
- If any portion of a Shift Record could be billed as overtime, lookup the *Overtime Billable Yes/No* status as follows:
 1. If a Work Site was specified in the Shift Record: check the Work Site Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found, stop.
 2. Check the Customer Rates file for a Rate Record with the same Hour Type and Rate Code that was used in the Shift Record. If a match is found, stop.
 3. Otherwise, the *Overtime Billable Yes/No* status is assumed to be No.

In regards to Overtime Billing, please note the following:

- The *Overtime Bill Type* formula applies to all Work Sites at a Customer. If a Work Site needs to use a different formula, then the Work Site should be entered as a separate Customer.
- The Work Site is ignored when calculating the total hours an Employee has worked at a Customer for overtime billing purposes. For example, if "John Smith" works 24 hours at Customer ABC Work Site 1, and 20 hours at Customer ABC Work Site 2. Then, "John Smith" is assumed to have worked 44 hours at Customer ABC. If a Work Site needs to be treated separately for the purpose of calculating overtime bill hours, then the Work Site should be entered as a separate Customer.

- The *Overtime Billable* flag is only used to determine if the shift will ultimately be billed as overtime. It has no affect on the calculation of total hours an Employee has worked at a Customer.

How is Overtime Payroll Calculated?

Note: The following information only applies if you are using the Scheduling module of the Ultra32 software.

The majority of states use the federal Fair Labor Standards Act (FLSA) requiring employers to pay workers one-and-a-half times the employee's regular rate of pay for all hours worked over 40 hours per week. However, some states such as California and Nevada have special rules that differ from the federal.

During the Payroll Generate process, the Ultra32 software determines which overtime rules will be applied to an employee as follows:

- Check the Employee's *Overtime Override* field. See the [Employee: Payroll Page](#) section in this User's Guide for more information. If the field is blank...
- Check the Employee's State Tax Code field on the Payroll Page. See the [Employee: Payroll Page](#) section in this User's Guide for more information. If the field is blank...
- Use the Default State Tax Code on the System Preferences Payroll Page.

Note: The Shift Record *Payroll Rule* field is used to override how a particular shift will be paid, and does not change how overtime is calculated for an employee. See the [Pay & Bill Rule Table](#) section in this User's Guide for more information.

SkillSEARCH

The SkillSEARCH Option is an add-on option for the Ultra32 software. It has been designed to locate potential employees that can fill a Job Order/Job Assignment and to locate Job Orders/Job Assignments that an employee is qualified to work at. This option can be simplified as follows:

- Setup the Groups & Skills: See the [Group & Skill](#) section in this User's Guide for more information.
- Enter the Employees/Applicants and their Skills: See the [Employee Skills](#) and the [Employee and Job Order Skill Entry](#) sections in this User's Guide for more information.
- Enter the Job Orders and their Requirements: See the [Job Order Skills](#) and the [Employee and Job Order Skill Entry](#) sections in this User's Guide for more information.
- Perform the [Employee Search for Job Orders](#) or the [Job Order Search for Employees](#).

Note: The SkillSEARCH Option is only available if you are using the Job Order Management module of the Ultra32 software.

Group & Skill

The Group & Skill file is used to store the list of employee skills/job requirements that your company will use in the Ultra32 software. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Group & Skill** menu option.

* Groups and Skill Information:1

Selection Criteria		Data Entry	List				
Group Id	CLERICAL	<input style="width: 20px; height: 20px;" type="button" value="..."/>	<input type="checkbox"/> Treat as Geography				
Description	General Office and Clerical						
<u>Skill Requirements</u>							
Skill Id	Description	Value Req'd	Minimum Value	Maximum Value	Job Compare	Emp Compare	▲
GRAMMAR	Business Grammar Test (Passed)	N					
MATH	Business Math Test (Passed)	N					
TYPING	Typing (WPM)	Y	20.00	200.00	GTE	LTE	

When referring to an employee, a "Skill" represents the training, education, experience, and etc that an employee posses. When referring to a Job Order, a "Skill" refers to the requirement of that Job Order. For example, an employee can have "Accounts Payable" experience, and a Job Order may require someone with "Accounts Payable" experience. There is no practical limit on the number of skills you can create. The only requirement is that each skill, within a group, has a unique *Skill Id* (10 character alphanumeric).

A "Group" is used to categorize and organize the skills. For example, "Accounts Payable", "Accounts Receivable", "Collections", "Bank Reconciliation", and "Financial Statements" are all skills that can be categorized under a group of "Accounting". There is no practical limit on the number of groups you can create. The only requirement is that each group has a unique *Group Id* (10 character alphanumeric).

The use of groups can also improve the quality of an applicant interview process. For example, Betty's resume states that she has 5 years of Accounting Experience. By reviewing the "ACCOUNTING" (General Bookkeeping and Accounting Experience), the interviewer can prompt Betty to be more specific about what kind of bookkeeping experience she has. How many years of Accounts Payable or Accounts Receivable? What about Financial Statements? In the end, you can have a more precise view of what Betty's true capabilities are.

Note: It is strongly recommended that you meet with all involved parties (i.e. Interviewers, Sales Staff, etc.), within your organization, that deal with Job Orders and applicants, prior to "setting up" the Ultra32 Group and Skill file. Give serious thought to the scheme you want to use, before you start entering all your applicants and Job Orders. Create a list of possible Groups and Skills, and perform a small test to get a feel for how the Ultra32 system works. For example, enter a few applicants and Job Orders, then run some practice Job Order and Employee searches.

Geography Group

The *Treat as Geography* setting should be used when the Group contains a list of locations (i.e. cities, counties, states, etc.). The following is a list of what happens when a group is classified as a "Geography Group":

- All of the "value related" settings in the Skill Codes Data Entry screen are automatically disabled.
- All of the "value related" and "required/desired related" fields in the Employee and Job Order Skill Entry screens are automatically disabled.
- During the search processes, any skills listed under the "Geography Group" are treated as a "if contains any". For example:
 1. John Smith lives in Oakland County, but is also willing to work in Macomb County.
 2. In John's Employee file, we add both "OAKLAND" and "MACOMB".
 3. If a Job Order contains either "OAKLAND" or "MACOMB" in its location, it could be considered a job opportunity for John if none of the other criteria ruled it out.
 4. If a Job Order contained something other, it would automatically be ruled out.
 5. The same would apply when searching from a Job Order for available employees.

Skill Entry

The screenshot shows a Windows-style dialog box titled "Skill Codes". Inside, there are several input fields and buttons:

- Skill Id:** A text box containing "TYPING".
- Description:** A text box containing "Typing (WPM)".
- Is a Value Used (Req'd) for this Skill:** A checkbox marked with a "Y".
- Valid Range for this Skills Value:** A range input showing "From 1.00 to 240.00".
- Default Job Comparison Value:** A dropdown set to "GTE" with the note "Used when adding this Skill Requirement to Job/Customer".
- Default Emp Comparison Value:** A dropdown set to "LTE" with the note "Used when adding this Skill Requirement to Employees".
- Buttons:** "Save" and "Close" at the bottom.

The following is a list of fields that need special mentioning:

- **Value Required:** specifies whether or not a Comparison and a Value are required. This field should be set to "N" No if the Skill does not require a value. For example, the Skill "Typing (WPM)" would require some sort of value to properly perform a search. Whereas the Skill "Business Math Test (Passed)" represents a logical criteria. The employee either did or did not pass the test.
- **Valid Range:** enter a value other than zero to enforce a valid range of values. For example, the Skill "Typing (WPM)" may have a range of "1" to "240". It is unlikely that any Job Order would require someone who could type less than 1 WPM, and more than 240 WPM.
 1. These fields are only applicable when the *Value Required* is "Y" Yes.

2. If a value other than zero is specified, the From and To range will be enforced during the Skill entry.
- **Default Job Comparison Value:** stores the default value for the *Compare* field when a Skill is entered on a Job Order or Customer.
 1. This field is only used when the *Value Required* is "Y" Yes.
 2. This value can be overridden during the Skill entry.
 3. For the majority of the Skills, the value "GTE" is used when referring to a Job Order. For example, if a Job Order listed "Typing (WPM)" as a skill, you would want someone who meets or exceeds the value. A common exception to this guideline is "Wages (Per Hour)". In this case, the Job Order would require someone who would work for a value less than or equal to.
 - **Default Emp Comparison Value:** stores the default value for the *Compare* field when a Skill is entered on an Employee.
 1. This field is only used when the *Value Required* is "Y" Yes.
 2. This value can be overridden during the Skill entry.
 3. For the majority of the Skills, the value "LTE" is used when referring to an Employee. For example, if an Employee listed "Typing (WPM)", you would want Job Orders that require a value less than or equal to. A common exception to this guideline is "Wages (Per Hour)". In this case, the Employee would want Job Orders that paid a value greater than or equal to.

Employee and Job Order Skill Entry

Group Id	CLERICAL	General Office and Clerical
Skill Id	TYPING	Typing (WPM)
Compare	GTE	* Comparison Values are Required Default Operator: GTE
Value	45.00	Valid Range: 1.00 to 240.00
<input type="checkbox"/> Finding Employee(s) with this Skill is a Requirement <input type="checkbox"/> Finding Employee(s) with this Skill is Desired		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

When you enter either an employee skill or Job Order skill the majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Compare:** specifies how the *Value* will be compared when either an Employee Search for Job Orders or a Job Order Search for Employees is performed. Think carefully before selecting a comparison. A comparison used in a Job Order may not be the same one you would use in an applicant. Review the following two examples for further explanation:
 1. A customer needs someone who can type 30 words per minute. In the Job Order, you would enter the skill "Typing (WPM)" with a value of "30", and a comparison of "GTE". A search would then locate all employees with the skill "Typing (WPM)" and a value of 30 or greater. This makes sense, because if an employee could type 45 WPM, you would not prevent them

from going out on a Job Assignment because they exceeded the client's requirements.

2. A applicant is tested and it is determined that they can type 30 words per minute. In the employee file, you would enter the skill "Typing (WPM)" with a value of "30", and a comparison of "LTE". A search would then locate all Job Orders with the skill "Typing (WPM)" and a value of 30 or less. This makes sense, because if an employee did not meet a minimum Job Order requirement, you would probably not want to send them out on a Job Assignment they were not qualified for.
- **Value:** you may optionally specify a numeric value for the associated skill.
 1. Certain skills may benefit by including a numeric value. For example, the value for a skill "Typing (WPM)" could represent a typing test score. Or the value for a skill "Hourly Rate" could represent a pay/bill amount.
 2. If you decide to use a value for a particular skill, then a value must be consistently used on all applicants and Job Orders. For example, if a Job Order has a skill of "Typing (WPM)" with a value of 40, but all of the applicants have a value of 0. A typical search would not find any matches.
 3. It is highly recommended to include some sort of value indicator in the Skill Description. For example, if the skill "Typing" will reference the number of words per minute, change the skill description to "Typing (WPM)".
- **Skill is a Requirement:** specifies whether the associated skill is "required".
 1. When an Employee Search for Job Orders is performed, only those Job Orders that match all of an employee's requirements are displayed.
 2. When a Job Order Search for Employees is performed, only those employees that match all of the Job Order's requirements are displayed..
- **Skill is Desired:** specifies whether the associated skill is "desired".
 1. When either an Employee Search for Job Orders or a Job Order Search for Employees is performed, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest number of total skill matches.

Employee Search for Job Orders

The Employee Search for Job Orders is used to locate Job Orders that an employee is qualified to be placed at and/or that meet an employee's basic job requirements. The following is an outline of steps to start the search:

- Select the **Reports** menu, then the **SkillSEARCH...** menu option, followed by the **Employee Search for Job Orders** menu option.
- Use the Selection Criteria Tab to create a RecordSet. If the RecordSet includes more than one result, locate the employee you wish to perform a search for using either the Toolbar Commands or List Tab.
- If desired, you can perform temporary modifications to the Employee's skills. See the Modifying the Employee Skills section in this User's Guide for more information.
- Click the **Perform Search** to start the search engine.
- Use the Employee Search Results Screen to filter down the matching Job Orders to those that best match the Employee's availability.

Modifying the Employee Skills

Filters, Include:		<input checked="" type="checkbox"/> Customers with Active Status	<input checked="" type="checkbox"/> Job Orders with Active Status					
		<input type="checkbox"/> Customers with Prospect Status	<input type="checkbox"/> Job Orders with Inactive Status					
		<input type="checkbox"/> Customers with Inactive Status						
		<input type="button" value="Clear Search Filters"/> <input type="button" value="Perform Search"/>						
Group Id	Description	Skill Id	Description	Compare	Value	Required	Desired	Search
CLERICAL	General Office and Clerical	TYPING	Typing (WPM)	LTE	75.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GEOGRAPHY	Geography (County)	MI-MACOMB	Michigan: Macomb County		0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GEOGRAPHY	Geography (County)	MI-OAKLAND	Michigan: Oakland County		0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WAGES	Wages	RPH	Pay Rate per Hour	GTE	9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

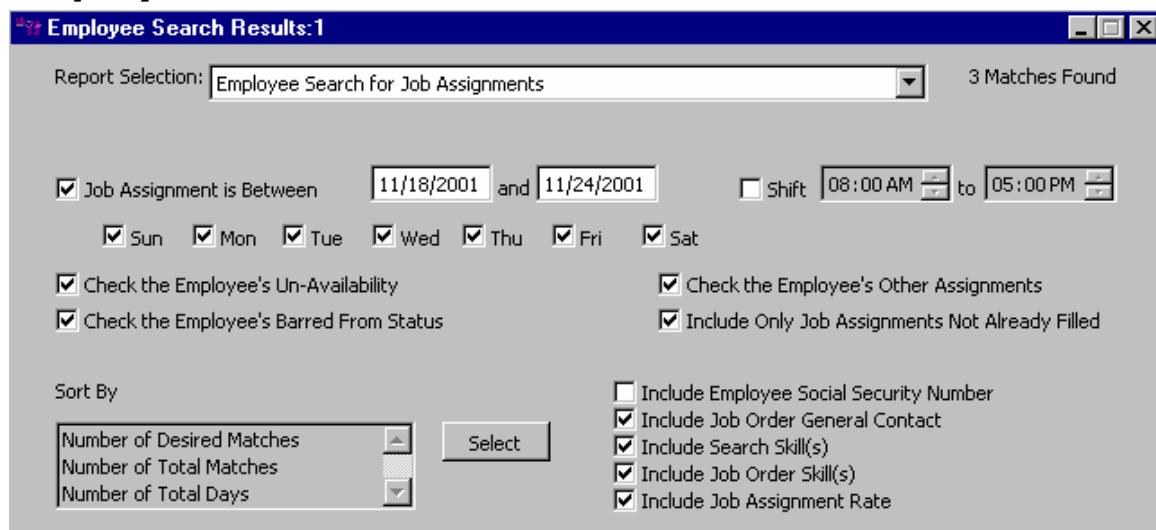
The image above depicts a sample employee's skills. Sometimes when searching for Job Orders it may be necessary to modify an employee's skills if insufficient Job Orders are found. You can modify the skills as follows:

- *Include Customers with Active Status*: if un-checked, Customers with an Active Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- *Include Customers with Prospect Status*: if un-checked, Customers with a Prospect Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- *Include Customers with Inactive Status*: if un-checked, Customers with an Inactive Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- *Include Job Orders with Active Status*: if un-checked, Job Orders with an Active Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- *Include Job Orders with Inactive Status*: if un-checked, Job Orders with an Inactive Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.

- Click the  button to temporary add new skills.
- Checkmark or un-checkmark the *Required* column. If checked, only those Job Orders that match all of the employee's requirements are displayed.
- Checkmark or un-checkmark the *Desired* column. By default, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest number of total skill matches.
- Checkmark or un-checkmark the *Search* column. If un-checked, the corresponding skill will be bypassed from the search process.
- Edit the data in the grid using one of several methods:
 1. Double-Click the row of the skill you wish to edit.
 2. Select the row of the skill you wish to edit using your mouse or the up/down arrow keys, then select the **Open...** menu option from the Right-Click Menu.

Note: The selected skill is always denoted by a triangle in the far left column.

Employee Search Results Screen



The screenshot shows the 'Employee Search Results' window with the following details:

- Report Selection:** Employee Search for Job Assignments (selected)
- Results:** 3 Matches Found
- Search Criteria:**
 - Job Assignment is Between 11/18/2001 and 11/24/2001
 Shift 08:00 AM to 05:00 PM
 - Sun Mon Tue Wed Thu Fri Sat
 - Check the Employee's Un-Availability Check the Employee's Other Assignments
 - Check the Employee's Barred From Status Include Only Job Assignments Not Already Filled
- Sort By:** Number of Desired Matches, Number of Total Matches, Number of Total Days
- Include Options:**
 - Include Employee Social Security Number
 - Include Job Order General Contact
 - Include Search Skill(s)
 - Include Job Order Skill(s)
 - Include Job Assignment Rate

The image above depicts a sample Employee Search for Job Orders. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

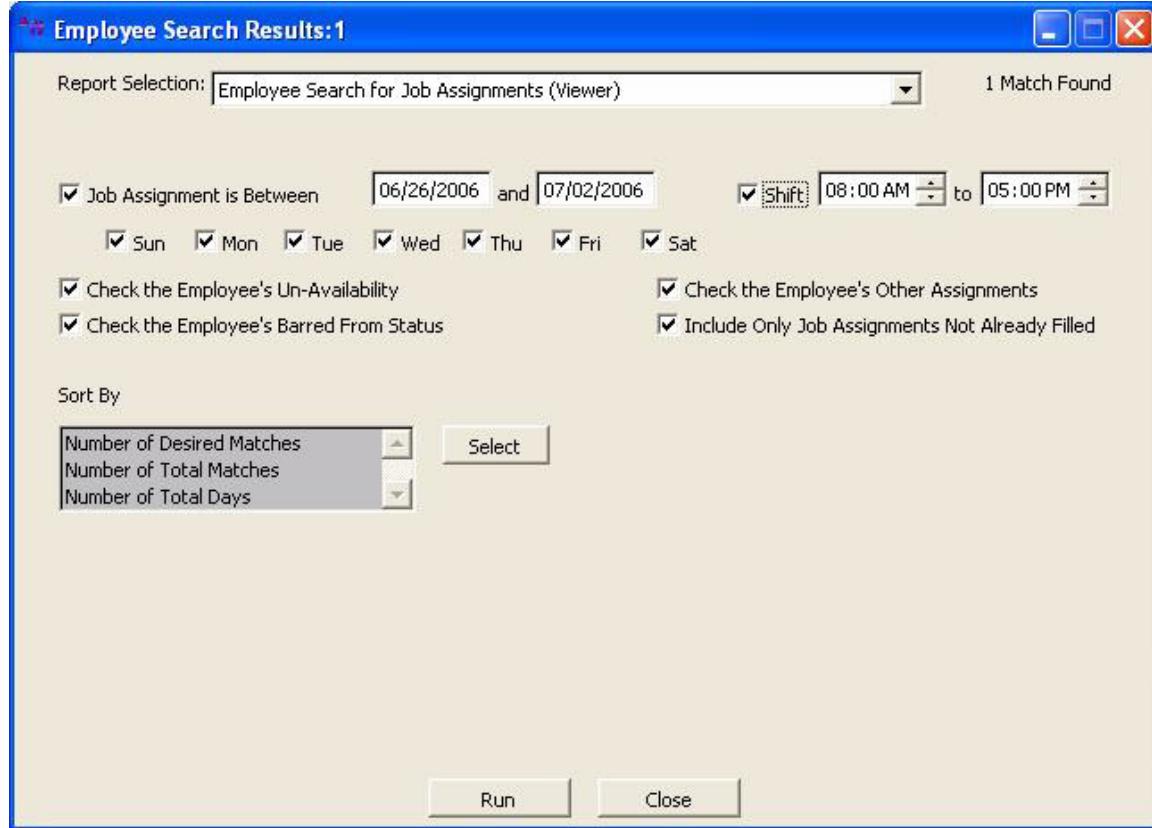
- **Report Selection:** is used to select between a Job Order or a Job Assignment search.
 1. The *Shift*, *Include Only Job Assignments Not Already Filled* and *Include Job Assignment Rate* are activated if the "Employee Search for Job Assignments" is selected.
- **Job Order is Between** or **Job Assignment is Between**: is used to designate the date range and days of the week this employee is looking for work.
 1. If checked, the Ultra32 software will locate Job Orders/Job Assignments that coincide with the date range specified.
 2. If unchecked, the *Shift*, *Check the Employee's Un-Availability*, *Check the Employee's Other*

Assignments, and *Include Only Job Assignments Not Already Filled* are disabled.

- ***Shift***: is used to designate the preferred time period this employee is looking for work.
 1. If checked, the Ultra32 software will use this value to find only those Job Assignments that coincide with the time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. Any Job Assignment that matches or falls anywhere in between 8:00AM and 5:00PM is included.
 2. This option is only available if the "Employee Search for Job Assignments" was selected.
 3. If unchecked, the *Check the Employee's Un-Availability* and the *Check the Employee's Other Assignments* will assume a period of 12:00AM to 11:59PM.
- ***Check the Employee's Un-Availability***: checks if the employee is not available to work for the date range and time period specified. If a conflict is detected, a warning will be displayed.
 1. See the *Un-Available Times* section in this User's Guide for more information.
- ***Check the Employee's Barred From Status***: is used to exclude any Job Orders/Job Assignments that the employee is currently barred from.
 1. See the *Barred From* section in this User's Guide for more information.
- ***Check the Employee's Other Assignments***: checks if the employee is currently on assignment during the date range and time period specified. If a conflict is detected, a warning will be displayed.
- ***Include Only Job Assignments Not Already Filled***: is used to determine the "Number of Open Days" for each Job Assignment. If zero, the Job Assignment is excluded from the output.
 1. This option is only available if the "Employee Search for Job Assignments" was selected.

Note: All of the above report options only apply to the Job Orders/Job Assignments that have passed the skill criteria specified previously.

Employee Search Results Screen (Viewer)



The image above depicts a sample Employee Search for Job Orders. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Report Selection:** is used to select between a Job Order or a Job Assignment search.
 1. The **Shift**, **Include Only Job Assignments Not Already Filled** and **Include Job Assignment Rate** are activated if the "Employee Search for Job Assignments" is selected.
- **Job Order is Between** or **Job Assignment is Between**: is used to designate the date range and days of the week this employee is looking for work.
 1. If checked, the Ultra32 software will locate Job Orders/Job Assignments that coincide with the date range specified.
 2. If unchecked, the **Shift**, **Check the Employee's Un-Availability**, **Check the Employee's Other Assignments**, and **Include Only Job Assignments Not Already Filled** are disabled.
- **Shift**: is used to designate the preferred time period this employee is looking for work.
 1. If checked, the Ultra32 software will use this value to find only those Job Assignments that coincide with the time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. Any Job Assignment that matches or falls anywhere in between 8:00AM and 5:00PM is included.
 2. This option is only available if the "Employee Search for Job Assignments" was selected.
 3. If unchecked, the **Check the Employee's Un-Availability** and the **Check the Employee's Other Assignments** will assume a period of 12:00AM to 11:59PM.

- **Check the Employee's Un-Availability:** checks if the employee is not available to work for the date range and time period specified. If a conflict is detected, a warning will be displayed.
 1. See the *Un-Available Times* section in this User's Guide for more information.
- **Check the Employee's Barred From Status:** is used to exclude any Job Orders/Job Assignments that the employee is currently barred from.
 1. See the *Barred From* section in this User's Guide for more information.
- **Check the Employee's Other Assignments:** checks if the employee is currently on assignment during the date range and time period specified. If a conflict is detected, a warning will be displayed.
- **Include Only Job Assignments Not Already Filled:** is used to determine the "Number of Open Days" for each Job Assignment. If zero, the Job Assignment is excluded from the output.
 1. This option is only available if the "Employee Search for Job Assignments" was selected.

Note: All of the above report options only apply to the Job Orders/Job Assignments that have passed the skill criteria specified previously.

Employee Search for Job Orders - Results

*# Employee Search for Job Orders - Results:1

Employee:	DOWJA	Doe, Jane Alice					
Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value	▲
CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Desired	LTE	78.00	
LANGUAGE	Languages	ENGLISH	Speak English	Desired		0.00	
LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Desired		0.00	▼

Customer Id	Site Id	Company Name	Required	Desired	Matches	Days	
ABCCORP		ABC Corporation, Inc.	1	5	6	7	

Job Order: 060601A Period: 06/01/2006 - 05/31/2007		Display					
Customer Service Representative		Phone:					
Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value	▲
CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Des'd Match	GTE	50.00	
LANGUAGE	Languages	ENGLISH	Speak English	Des'd Match		0.00	
LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Des'd Match		0.00	▼

The image above depicts a sample Employee Search for Job Orders - Results. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- The **Display** button is used to display the Job Order Data Entry Screen for the currently selected Job Order.

Employee Search for Job Assignments - Results

Employee: DOWJA Doe, Jane Alice

Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value
CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Desired	LTE	78.00
LANGUAGE	Languages	ENGLISH	Speak English	Desired		0.00
LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Desired		0.00

Customer Id	Site Id	Company Name	Required	Desired	Matches	Days	Oper
ABCCORP		ABC Corporation, Inc.	1	5	6	5	5
ABCCORP		ABC Corporation, Inc.	1	5	6	5	5

Job Order: 060601A Period: 06/01/2006 - 05/31/2007

Customer Service Representative

Phone:

Assign **Display**

Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value
CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Des'd Match	GTE	50.00
LANGUAGE	Languages	ENGLISH	Speak English	Des'd Match		0.00
LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Des'd Match		0.00

The image above depicts a sample Employee Search for Job Assignments - Results. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- The **Assign** button is used to assign the Employee to the currently selected Job Assignment.
- The **Display** button is used to display the Job Assignment Data Entry Screen for the currently selected Job Assignment.

Job Order Search for Employees

The Job Order Search for Employees is used to locate employees that meet a job order's requirements. The following is an outline of steps to start the search:

- Select the **Reports** menu, then the **SKILLSEARCH...** menu option, followed by the **Job Order Search for Employees** menu option.
- Use the Selection Criteria Tab to create a RecordSet. If the RecordSet includes more than one result, locate the Job Order you wish to perform a search for using either the Toolbar commands or List Tab.

- If desired, you can perform temporary modifications to the Job Order's skills. See the [Modifying the Job Order Skills](#) section in this User's Guide for more information.
- Click the **Perform Search** button to start the search engine.
- Use the [Job Order Search Results Screen](#) to filter down the matching employees to those that best match the Job Order's requirements.

Modifying the Job Order Skills

Filters, Include: Employees with Active Status
 Employees with Prospect Status
 Employees with Inactive Status

Clear Search Filters **Perform Search**

Group Id	Description	Skill Id	Description	Compare	Value	Required	Desired	Search
CLERICAL	General Office and C	TYPING	Typing (WPM)	GTE	60.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GEOGRAPHY	Geography (County)	MI-OAKLAND	Michigan: Oakland C		0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WAGES	Wages	RPH	Pay Rate per Hour	LTE	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

New

The image above depicts a sample Job Order's skills. Sometimes when searching for employees it may be necessary to modify a Job Order's skills if insufficient employees are found. You can modify the skills as follows:

- **Include Employees with Active Status:** if un-checked, Employees with an Active Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- **Include Employees with Prospect Status:** if un-checked, Employees with a Prospect Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- **Include Employees with Inactive Status:** if un-checked, Employees with an Inactive Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- Click the **New** button to temporary add new skills.
- Checkmark or un-checkmark the **Required** column. If checked, only those employees that match all of the Job Order's requirements are displayed.
- Checkmark or un-checkmark the **Desired** column. By default, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest

number of total skill matches.

- Checkmark or un-checkmark the **Search** column. If un-checked, the corresponding skill will be bypassed from the search process.
- Edit the data in the grid using one of several methods:
 1. Double-Click the row of the skill you wish to edit.
 2. Select the row of the skill you wish to edit using your mouse or the up/down arrow keys, then select the **Open...** menu option from the Right-Click Menu.

Note: The selected skill is always denoted by a triangle in the far left column.

Job Order Search Results Screen

The screenshot shows a software window titled "Job Order Search Results:1". The report selection is set to "Job Order Search for Employees", which has found 3 matches. The job assignment ID is set to "[JobOrder]". The search criteria include a date range from 11/19/2001 to 11/30/2001, a shift from 08:00 AM to 05:00 PM, and specific days checked: Sun, Mon, Tue, Thu, Fri, and Sat. There are also checkboxes for "Check the Employee's Un-Availability" and "Check the Employee's Other Assignments", both of which are checked. Below these, there are sections for sorting and selecting additional information like social security numbers and skills. The sort by dropdown lists "Number of Desired Matches", "Number of Total Matches", and "Number of Total Days". The selection dropdown lists "Select" and checkboxes for "Include Employee Social Security Number", "Include Employee General Contact", "Include Search Skill(s)", and "Include Employee Skill(s)".

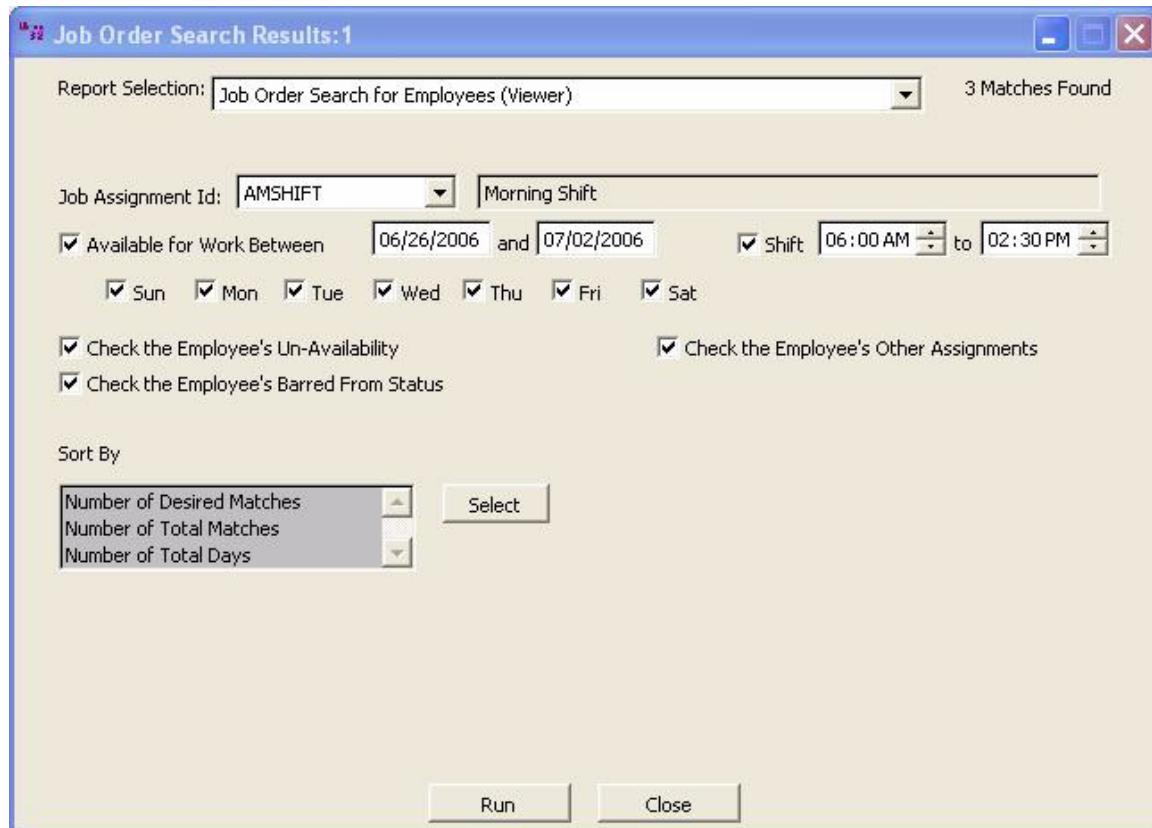
The image above depicts a sample Job Order Search for Employees. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Job Assignment Id:** is used to populate the default values for the **Available for Work Between** and **Shift** fields.
- **Available for Work Between:** is used to designate the date range and days of the week this Job Order needs to be filled.
 1. If checked, the Ultra32 software will locate employees that are available to work during the date range specified.
 2. If unchecked, the **Shift**, **Check the Employee's Un-Availability**, and **Check the Employee's Other Assignments** are disabled.
 3. If a single date is specified, the output will include both the "Total Hours" and "Hours Prior To" for each employee. If a two to seven day period is specified, the output will include only the "Total Hours" for each employee. Otherwise, none of the hours information is displayed.
- **Shift:** is used to designate the time period this Job Order needs to be filled.

1. If checked, the Ultra32 software will use this value to find only those employees that are available for the entire time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. An employee must be available to work between 8:00AM and 5:00PM to be included.
 2. If unchecked, the *Check the Employee's Un-Availability* and the *Check the Employee's Other Assignments* will assume a period of 12:00AM to 11:59PM.
- *Check the Employee's Un-Availability*: is used to exclude any employees that are un-available during the date range and time period specified.
 1. See the *Un-Available Times* section in this User's Guide for more information.
 - *Check the Employee's Barred From Status*: is used to exclude any employees that are currently barred from the Job Order/Job Assignment.
 1. See the *Barred From* section in this User's Guide for more information.
 - *Check the Employee's Other Assignments*: is used to exclude any employees that are already on assignment during the date range and time period specified.

Note: All of the above report options only apply to the Job Orders/Job Assignments that have passed the skill criteria specified previously.

Job Order Search Results Screen (Viewer)



The image above depicts a sample Job Order Search for Employees. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- ***Job Assignment Id***: is used to populate the default values for the *Available for Work Between* and *Shift* fields.
- ***Available for Work Between***: is used to designate the date range and days of the week this Job Order needs to be filled.
 1. If checked, the Ultra32 software will locate employees that are available to work during the date range specified.
 2. If unchecked, the *Shift*, *Check the Employee's Un-Availability*, and *Check the Employee's Other Assignments* are disabled.
 3. If a single date is specified, the output will include both the "Total Hours" and "Hours Prior To" for each employee. If a two to seven day period is specified, the output will include only the "Total Hours" for each employee. Otherwise, none of the hours information is displayed.
- ***Shift***: is used to designate the time period this Job Order needs to be filled.
 1. If checked, the Ultra32 software will use this value to find only those employees that are available for the entire time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. An employee must be available to work between 8:00AM and 5:00PM to be included.
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- ***Check the Employee's Un-Availability***: is used to exclude any employees that are un-available during the date range and time period specified.
 1. See the *Un-Available Times* section in this User's Guide for more information.
- ***Check the Employee's Barred From Status***: is used to exclude any employees that are currently barred from the Job Order/Job Assignment.
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- ***Check the Employee's Other Assignments***: is used to exclude any employees that are already on assignment during the date range and time period specified.

Note: All of the above report options only apply to the Job Orders/Job Assignments that have passed the skill criteria specified previously.

Job Order Search for Employees - Results

* Job Order Search for Employees - Results:1

Customer:	ABCCORP	ABC Corporation, Inc.	Work Site:																															
Job Order:	060601A	Customer Service Representative																																
<table border="1"> <thead> <tr> <th>Group Id</th> <th>Group Description</th> <th>Skill Id</th> <th>Skill Description</th> <th>Search</th> <th>Compariso</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>CLERICAL</td> <td>Clerical Skills</td> <td>TYPING</td> <td>Typing (WPM)</td> <td>Required</td> <td>GTE</td> <td>50.00</td> </tr> <tr> <td>LANGUAGE</td> <td>Languages</td> <td>ENGLISH</td> <td>Speak English</td> <td>Required</td> <td></td> <td>0.00</td> </tr> <tr> <td>LANGUAGE</td> <td>Languages</td> <td>ENGLISH-RW</td> <td>Read & Write English</td> <td>Required</td> <td></td> <td>0.00</td> </tr> </tbody> </table>							Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value	CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Required	GTE	50.00	LANGUAGE	Languages	ENGLISH	Speak English	Required		0.00	LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Required		0.00
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Address: 789 Walker Ave Farmington Hills, MI 48334 Phone: <input type="button" value="Assign"/> <input type="button" value="Display"/>																																		
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The image above depicts a sample Job Order Search for Employees - Results. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- The button is used to assign the Employee to the currently selected Job Assignment.
 1. This button is disabled if a *Job Assignment Id* was not selected.
- The button is used to display the Employee Data Entry Screen for the currently selected Employee.

Employee Dispatch

The Employee Dispatch Option is an add-on option for the Ultra32 software. It has been designed to locate potential employees that can fill a schedule and to locate work sites that an employee is qualified to work at. This option can be simplified as follows:

- Setup the Groups & Skills: See the *Group & Skill* section in this User's Guide for more information.
- Setup the Position Codes: See the *Position Code* section in this User's Guide for more information.
- Enter the Employees/Applicants and their Skills: See the *Employee Skills* and the *Employee Skill Entry* sections in this User's Guide for more information.
- Enter the Customers and their Requirements: See the *Customer Skills* and the *Customer Skill Entry* sections in this User's Guide for more information.
- Perform a *Customer Search for Employees*, *Employee Search for Customers* or a *Schedule Search for Employees*.

Note: The Employee Dispatch Option is only available if you are using the Scheduling module of the Ultra32 software.

Group & Skill

The Group & Skill file is used to store the list of employee skills/job requirements that your company will use in the Ultra32 software. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Group & Skill** menu option.

Groups and Skills:1

Selection Criteria		Data Entry	List	
Group Id	MEDICAL			
Description	Medical Training			
<u>Skill Requirements</u>				
Skill Id	Description	Value Req'd	Minimum Value	Maximum Value
ACLS	Advanced Cardiac Life Support	N		
AED	Automated External Defibrillator	N		
CPR-A	CPR - Adult	N		
CPR-C	CPR - Child	N		
CPR-I	CPR - Infant	N		
FIRSTAID	First Aid Training	N		
OXYGEN	Emergency Oxygen	N		

New Delete

When referring to an employee, a "Skill" represents the training, education, experience, and etc that an employee posses. When referring to a customer, a "Skill" refers to the requirement of that customer. For example, an employee can have "CPR - Adult" training, and a customer may require someone with "CPR - Adult" training. There is no practical limit on the number of skills you can create. The only requirement is that each skill, within a group, has a unique *Skill Id* (10 character alphanumeric).

A "Group" is used to categorize and organize the skills. For example, "CPR - Adult", "CPR - Child", "CPR - Infant", and "First Aid" are all skills that can be categorized under a group of "Medical Training". There is no practical limit on the number of groups you can create. The only requirement is that each group has a unique *Group Id* (10 character alphanumeric).

The use of groups can also improve the quality of an applicant interview process. For example, Betty's resume states that she is CPR Certified. By reviewing the "MEDICAL" (Medical Training), the interviewer can prompt Betty to be more specific about what kind of CPR training she has. In the end, you can have a more precise view of what Betty's true capabilities are.

Note: It is strongly recommended that you meet with all involved parties (i.e. Interviewers, Sales Staff, etc.), within your organization, that deal with customers and applicants, prior to "setting up" the Ultra32 Group and Skill file. Give serious thought to the scheme you want to use, before you start entering all your applicants and customers. Create a list of possible Groups and Skills, and perform a small test to get a feel for how the Ultra32 system works. For example, enter a few applicants and customers, then run some practice customer and employee searches.

Geography Group

The *Treat as Geography* setting should be used when the Group contains a list of locations (i.e. cities, counties, states, etc.). The following is a list of what happens when a group is classified as a "Geography Group":

- All of the "value related" settings in the Skill Codes Data Entry screen are automatically disabled.
- All of the "value related" and "required/desired related" fields in the Employee and Job Order Skill Entry screens are automatically disabled.
- During the search processes, any skills listed under the "Geography Group" are treated as a "if contains any". For example:
 1. John Smith lives in Oakland County, but is also willing to work in Macomb County.
 2. In John's Employee file, we add both "OAKLAND" and "MACOMB".
 3. If a Customer Requirement contains either "OAKLAND" or "MACOMB" in its location, it could be considered a job opportunity for John if none of the other criteria ruled it out.
 4. If a Customer Requirement contained something else, it would automatically be ruled out.
 5. The same would apply when searching from a Customer for available employees.

Skill Entry

The screenshot shows a Windows application window titled "Skill Codes". Inside, there are several input fields and buttons:

- Skill Id:** A text box containing "TYPING".
- Description:** A text box containing "Typing (WPM)".
- Is a Value Used (Req'd) for this Skill:** A checkbox marked with a "Y".
- Valid Range for this Skills Value:** A range input showing "From 1.00 to 240.00".
- Default Job Comparison Value:** A dropdown set to "GTE" with a note "Used when adding this Skill Requirement to Job/Customer".
- Default Emp Comparison Value:** A dropdown set to "LTE" with a note "Used when adding this Skill Requirement to Employees".
- Buttons:** "Save" and "Close" at the bottom.

The following is a list of fields that need special mentioning:

- **Value Required:** specifies whether or not a Comparison and a Value are required. This field should be set to "N" No if the Skill does not require a value. For example, the Skill "Typing (WPM)" would require some sort of value to properly perform a search. Whereas the Skill "Business Math Test (Passed)" represents a logical criteria. The employee either did or did not pass the test.
- **Valid Range:** enter a value other than zero to enforce a valid range of values. For example, the Skill "Typing (WPM)" may have a range of "1" to "240". It is unlikely that any Customer would require someone who could type less than 1 WPM, and more than 240 WPM.
 1. These fields are only applicable when the *Value Required* is "Y" Yes.

2. If a value other than zero is specified, the From and To range will be enforced during the Skill entry.
- **Default Job Comparison Value:** stores the default value for the *Compare* field when a Skill is entered on a Customer.
 1. This field is only used when the *Value Required* is "Y" Yes.
 2. This value can be overridden during the Skill entry.
 3. For the majority of the Skills, the value "GTE" is used when referring to a Customer. For example, if a Customer listed "Typing (WPM)" as a skill, you would want someone who meets or exceeds the value. A common exception to this guideline is "Wages (Per Hour)". In this case, the Customer would require someone who would work for a value less than or equal to.
 - **Default Emp Comparison Value:** stores the default value for the *Compare* field when a Skill is entered on an Employee.
 1. This field is only used when the *Value Required* is "Y" Yes.
 2. This value can be overridden during the Skill entry.
 3. For the majority of the Skills, the value "LTE" is used when referring to an Employee. For example, if an Employee listed "Typing (WPM)", you would want customers that require a value less than or equal to. A common exception to this guideline is "Wages (Per Hour)". In this case, the Employee would want customers that paid a value greater than or equal to.

Customer Skill Entry

Skills - Requirements	
Position Code	ARMED
Group Id	LICENSE
Skill Id	ARMED
Compare	<input type="checkbox"/> * Comparison Values are not used
Value	0.00
<input type="checkbox"/> Finding Employee(s) with this Skill is a Requirement <input type="checkbox"/> Finding Employee(s) with this Skill is Desired	

When you enter a customer skill the majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Position Code:** is used to define multiple sets of skills for a customer and/or work site. For example, Customer ABC utilizes two different classes of employees: "Un-Armed Guards" and "Armed Guards". An Un-Armed Guard requires certain skills and/or training, whereas the Armed Guards require certain skills and/or training.
 1. If left blank, the skill will become a Base Level Skill and will apply to all Position Codes. See the *Customer Skill Inheritance* section in this User's Guide for more information.
- **Compare:** specifies how the *Value* will be compared when either a *Customer Search for Employees*, *Employee Search for Customers* or a *Schedule Search for Employees* is performed. Think carefully before selecting a comparison. A comparison used in a customer may not be the same one you would use in an applicant. Review the

following two examples for further explanation:

1. A customer needs someone who can type 30 words per minute. In the customer, you would enter the skill "Typing (WPM)" with a value of "30", and a comparison of "GTE". A search would then locate all employees with the skill "Typing (WPM)" and a value of 30 or greater. This makes sense, because if an employee could type 45 WPM, you would not prevent them from going out on a Job Assignment because they exceeded the client's requirements.
 2. An applicant is tested and it is determined that they can type 30 words per minute. In the employee file, you would enter the skill "Typing (WPM)" with a value of "30", and a comparison of "LTE". A search would then locate all customers with the skill "Typing (WPM)" and a value of 30 or less. This makes sense, because if an employee did not meet a minimum customer requirement, you would probably not want to send them out on a Job Assignment they were not qualified for.
- **Value:** you may optionally specify a numeric value for the associated skill.
 1. Certain skills may benefit by including a numeric value. For example, the value for a skill "Typing (WPM)" could represent a typing test score. Or the value for a skill "Hourly Rate" could represent a pay/bill amount.
 2. If you decide to use a value for a particular skill, then a value must be consistently used on all applicants and customers. For example, if a customer has a skill of "Typing (WPM)" with a value of 40, but all of the applicants have a value of 0. A typical search would not find any matches.
 3. It is highly recommended to include some sort of value indicator in the Skill Description. For example, if the skill "Typing" will reference the number of words per minute, change the skill description to "Typing (WPM)".
 - **Skill is a Requirement:** specifies whether the associated skill is "required".
 1. When an *Employee Search for Customers* is performed, only those customers that match all of an employee's requirements are displayed.
 2. When a *Customer Search for Employees* or a *Schedule Search for Employees* is performed, only those employees that match all of the Customer's requirements are displayed.
 - **Skill is Desired:** specifies whether the associated skill is "desired".
 1. When either an *Customer Search for Employees*, *Employee Search for Customers* or a *Schedule Search for Employees* is performed, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest number of total skill matches.

Customer Skill Inheritance

The process of entering skills in a Customer varies from an Employee in that the Customer entry has a Position Code and utilizes Inheritance.

- The Position Code is simply used to classify one or more skills into a collection. For example, "Skill A", "Skill B", and "Skill C" are required for Armed Security. Whereas "Skill A" and "Skill D" are required for Un-Armed Security. See the *Position Code* section in this User's Guide for more information.
- The Inheritance feature is used to simplify data entry. For example, Customer ABC Bank, Inc. requires all employees to have a High School Diploma. Rather than defining this skill requirement for each Work Site and position at Customer ABC, you

can use inheritance. See the samples provided below.

Sample Customer Skills Table

Customer	Work Site	Position	Skills & Training
ABC Bank, Inc.	Lobby	Un-Armed Security	CPR Training
			High School Diploma
			Un-Armed Security License
	Armed Security	Armed Security	Armed Security License
			CPR Training
	Vault	Armed Security	High School Diploma
			Armed Security License
			High School Diploma

By reviewing the Sample Customer Skills Table we can see that there are some common occurrences among the positions and work sites. For example:

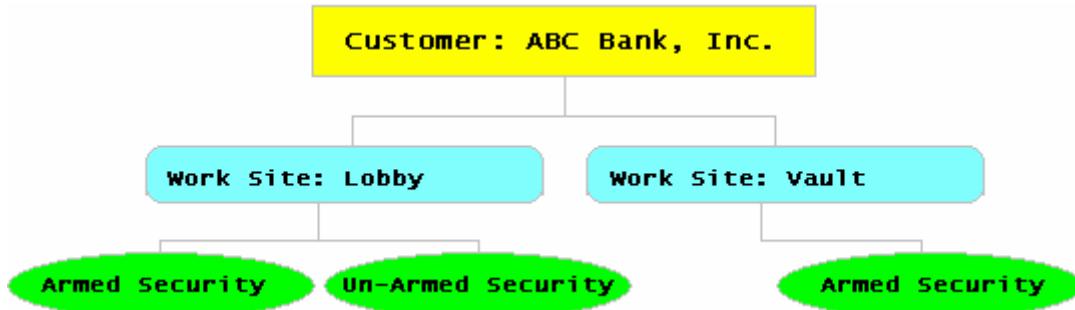
- Every position at this Customer requires a "High School Diploma".
- Every position at the Work Site Lobby requires "CPR Training".
- Every Un-Armed Security position requires an "Un-Armed Security License".
- Every Armed Security position requires an "Armed Security License".

Based on this common information we can substantially reduce the amount of data entry by using the Inheritance rules. See the Sample Customer Skills with Inheritance Table below for an example. The data entry savings might not seem like much now, but as you add more work sites and more positions at a customer, the savings can be even greater.

Sample Customer Skills with Inheritance Table

Customer	Work Site	Position	Skills & Training
ABC Bank, Inc.	[Blank]	[Blank]	High School Diploma
	[Blank]	Armed Security	Armed Security License
	[Blank]	Un-Armed Security	Un-Armed Security License
	Lobby	[Blank]	CPR Training

How to Use Inheritance with the Customer Skills



Before using Inheritance you must first understand the rules and hierarchy. They are as follows:

- Any Skill defined under a Customer (no Work Site), with a Position Code, applies to

all Work Sites. See the "Armed Security License" and "Un-Armed Security License" in the [Sample Customer Skills with Inheritance Table](#).

- Any Skill defined under a Customer (no Work Site), without a Position Code, applies to all Position Codes and Work Sites. See the "High School Diploma" in the [Sample Customer Skills with Inheritance Table](#).
- Any Skill defined under a Work Site, without a Position Code, applies to all Position Codes under that Work Site. See the "CPR Training" in the [Sample Customer Skills with Inheritance Table](#).
- Any Skill that is defined at a higher level overrides the skill defined at the lower level. For example, Customer ABC Bank, Inc. has a requirement of Typing 30 WPM or Greater. However, this same requirement is defined in the Loan Department as Typing 45 WPM or Greater. The skill defined in the Work Site Loan Department overrides the one defined in the Customer.

Level	Customer	Work Site	Position Code	Skill Applies To
1	ABC Bank, Inc.	[Blank]	[Blank]	All Work Sites and Position Codes.
2	ABC Bank, Inc.	[Blank]	ARMED	All Work Sites and all Position Codes with the same value.
3	ABC Bank, Inc.	LOBBY	[Blank]	All Position Codes at this Work Site.
4	ABC Bank, Inc.	LOBBY	ARMED	This Position Code at this Work Site.

Note: The Customer Skills Report shows the "raw skills" per the way they were entered. The Customer Skills with Inheritance Report shows the skills with the Inheritance rules applied.

Employee Skill Entry

Group Id	CLERICAL	General Office and Clerical
Skill Id	TYPING	Typing (WPM)
Compare	GTE	* Comparison Values are Required Default Operator: GTE
Value	45.00	Valid Range: 1.00 to 240.00
<input type="checkbox"/> Finding Employee(s) with this Skill is a Requirement <input type="checkbox"/> Finding Employee(s) with this Skill is Desired		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

When you enter an employee skill the majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Compare:** specifies how the **Value** will be compared when either a [Customer Search for Employees](#), [Employee Search for Customers](#) or a [Schedule Search for Employees](#)

is performed. Think carefully before selecting a comparison. A comparison used in a customer may not be the same one you would use in an applicant. Review the following two examples for further explanation:

1. A customer needs someone who can type 30 words per minute. In the customer, you would enter the skill "Typing (WPM)" with a value of "30", and a comparison of "GTE". A search would then locate all employees with the skill "Typing (WPM)" and a value of 30 or greater. This makes sense, because if an employee could type 45 WPM, you would not prevent them from going out on a Job Assignment because they exceeded the client's requirements.
 2. A applicant is tested and it is determined that they can type 30 words per minute. In the employee file, you would enter the skill "Typing (WPM)" with a value of "30", and a comparison of "LTE". A search would then locate all customers with the skill "Typing (WPM)" and a value of 30 or less. This makes sense, because if an employee did not meet a minimum customer requirement, you would probably not want to send them out on a Job Assignment they were not qualified for.
- **Value:** you may optionally specify a numeric value for the associated skill.
 1. Certain skills may benefit by including a numeric value. For example, the value for a skill "Typing (WPM)" could represent a typing test score. Or the value for a skill "Hourly Rate" could represent a pay/bill amount.
 2. If you decide to use a value for a particular skill, then a value must be consistently used on all applicants and customers. For example, if a customer has a skill of "Typing (WPM)" with a value of 40, but all of the applicants have a value of 0. A typical search would not find any matches.
 3. It is highly recommended to include some sort of value indicator in the Skill Description. For example, if the skill "Typing" will reference the number of words per minute, change the skill description to "Typing (WPM)".
 - **Skill is a Requirement:** specifies whether the associated skill is "required".
 1. When an Employee Search for Customers is performed, only those customers that match all of an employee's requirements are displayed.
 2. When a Customer Search for Employees or a Schedule Search for Employees is performed, only those employees that match all of the Customer's requirements are displayed.
 - **Skill is Desired:** specifies whether the associated skill is "desired".
 1. When either an Customer Search for Employees, Employee Search for Customers or a Schedule Search for Employees is performed, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest number of total skill matches.

Customer Search for Employees

The Customer Search for Employees is used to locate employees that meet a customer's requirements. The following is an outline of steps to start the search:

- Select the **Reports** menu, then the **Schedule & Dispatch...** menu option, followed by the **Customer Search for Employees** menu option.
- Use the Selection Criteria Tab to create a RecordSet. If the RecordSet includes more than one result, locate the customer you wish to perform a search for using either the Toolbar commands or List Tab.

- If desired, you can perform temporary modifications to the Customer's skills. See the [Modifying the Customer Search Skills](#) section in this User's Guide for more information.
- Click the **Perform Search** button to start the search engine.
- Use the [Customer Search Results Screen](#) to filter down the matching employees to those that best match the Customer's requirements.

Modifying the Customer Search Skills

Search Filters:

Employees, Inactive Status
 Employees, Prospect Status

Clear Search Filters **Perform Search**

Req Code	Group Id	Description	Skill Id	Description	Compare	Value	Req'd	Desired	Search	▲
UNARMED	LICENSE	Licenses & Certific	UNARMED	Un-Armed Security		0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
	LANGUAGE	Fluent Language	ENGLISH	English (0= Spoken	GTE	1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
	LOCATION	Geographical Area	OAKLAND	Oakland County (N		0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼

New

The image above depicts a sample customer's skills. Sometimes when searching for employees it may be necessary to modify a customer's skills if insufficient employees are found. You can modify the skills as follows:

- **Include Employees with Active Status:** if un-checked, Employees with an Active Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- **Include Employees with Prospect Status:** if un-checked, Employees with a Prospect Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- **Include Employees with Inactive Status:** if un-checked, Employees with an Inactive Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- Click the **New** button to temporary add new skills.
- Checkmark or un-checkmark the **Required** column. If checked, only those employees that match all of the Customer's requirements are displayed.
- Checkmark or un-checkmark the **Desired** column. By default, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest

number of total skill matches.

- Checkmark or un-checkmark the **Search** column. If un-checked, the corresponding skill will be bypassed from the search process.
- Edit the data in the grid using one of several methods:
 1. Double-Click the row of the skill you wish to edit.
 2. Select the row of the skill you wish to edit using your mouse or the up/down arrow keys, then select the **Open...** menu option from the Right-Click Menu.

Note: The selected skill is always denoted by a triangle in the far left column.

Customer Search Results Screen

The screenshot shows a software interface titled "Customer Search Results:1". At the top, there is a dropdown menu labeled "Report Selection" set to "Customer Search for Employees", and a message "4 Matches Found". Below this, there are several filter options: "Available for Work Between" (checkbox checked, dates 01/05/2003 and 01/11/2003), "Shift" (checkbox checked, time 08:00 AM to 05:00 PM), days of the week (checkboxes checked for Sun, Mon, Tue, Wed, Thu, Fri, Sat), and three checkboxes for employee status: "Check the Employee's Un-Availability", "Check the Employee's Other Assignments", and "Check the Employee's Barred From Status". In the bottom left, there is a "Sort By" section with a dropdown menu containing "Number of Desired Matches", "Number of Total Matches", and "Number of Total Days", followed by a "Select" button. To the right of this, there is a group of checkboxes for output options: "Include Employee Social Security Number", "Include Employee General Contact", "Include Search Skill(s)", and "Include Employee Skill(s)".

The image above depicts a sample Customer Search for Employees. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

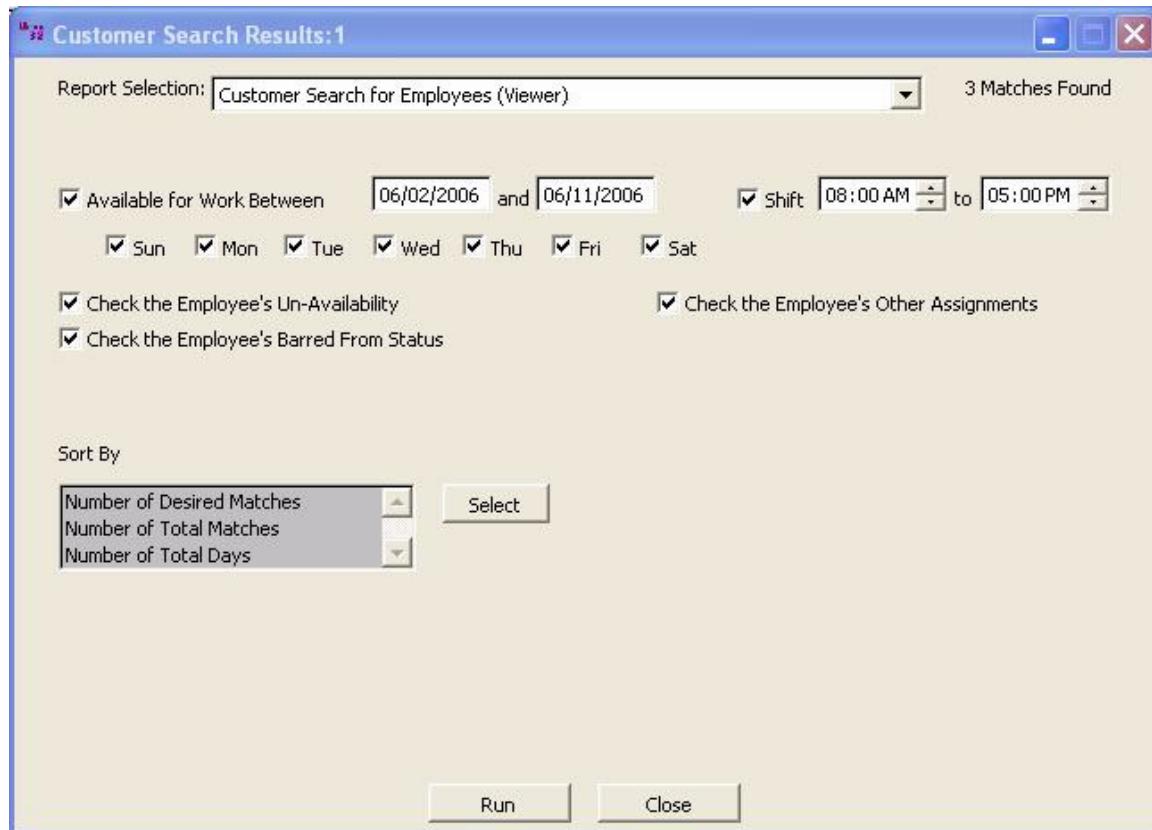
- **Available for Work Between:** is used to designate the date range and days of the week this customer needs someone.
 1. If checked, the Ultra32 software will locate employees that are available to work during the date range specified.
 2. If unchecked, the **Shift**, **Check the Employee's Un-Availability**, and **Check the Employee's Other Assignments** are disabled.
 3. If a single date is specified, the output will include both the "Total Hours" and "Hours Prior To" for each employee. If a two to seven day period is specified, the output will include only the "Total Hours" for each employee. Otherwise, none of the hours information is displayed.
- **Shift:** is used to designate the time period this customer needs someone.
 1. If checked, the Ultra32 software will use this value to find only those employees that are available for the entire time period specified. For example, a search is performed for the

period 8:00AM to 5:00PM. An employee must be available to work between 8:00AM and 5:00PM to be included.

2. If unchecked, the *Check the Employee's Un-Availability* and the *Check the Employee's Other Assignments* will assume a period of 12:00AM to 11:59PM.
- *Check the Employee's Un-Availability*: is used to exclude any employees that are un-available during the date range and time period specified.
 1. See the Un-Available Times section in this User's Guide for more information.
- *Check the Employee's Barred From Status*: is used to exclude any employees that are currently barred from the customer/work site.
 1. See the Barred From section in this User's Guide for more information.
- *Check the Employee's Other Assignments*: is used to exclude any employees that are already scheduled during the date range and time period specified.

Note: All of the above report options only apply to the employees that have passed the skill criteria specified previously.

Customer Search Results Screen (Viewer)



The image above depicts a sample Customer Search for Employees. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- *Available for Work Between*: is used to designate the date range and days of the week this customer needs someone.

1. If checked, the Ultra32 software will locate employees that are available to work during the date range specified.
 2. If unchecked, the *Shift*, *Check the Employee's Un-Availability*, and *Check the Employee's Other Assignments* are disabled.
 3. If a single date is specified, the output will include both the "Total Hours" and "Hours Prior To" for each employee. If a two to seven day period is specified, the output will include only the "Total Hours" for each employee. Otherwise, none of the hours information is displayed.
- *Shift*: is used to designate the time period this customer needs someone.
 1. If checked, the Ultra32 software will use this value to find only those employees that are available for the entire time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. An employee must be available to work between 8:00AM and 5:00PM to be included.
 2. If unchecked, the *Check the Employee's Un-Availability* and the *Check the Employee's Other Assignments* will assume a period of 12:00AM to 11:59PM.
 - *Check the Employee's Un-Availability*: is used to exclude any employees that are un-available during the date range and time period specified.
 1. See the *Un-Available Times* section in this User's Guide for more information.
 - *Check the Employee's Barred From Status*: is used to exclude any employees that are currently barred from the customer/work site.
 1. See the *Barred From* section in this User's Guide for more information.
 - *Check the Employee's Other Assignments*: is used to exclude any employees that are already scheduled during the date range and time period specified.

Note: All of the above report options only apply to the employees that have passed the skill criteria specified previously.

Customer Search for Employees - Results

The screenshot shows a Windows application window titled "Customer Search for Employees - Results:1". At the top, there are fields for "Customer" (ABCCORP) and "Position" (ABC Corporation, Inc.), and a "Work Site" field. Below these are two tables. The first table lists job requirements: Group Id (CLERICAL), Group Description (Clerical Skills), Skill Id (TYPING), Skill Description (Typing (WPM)), Search (Required), Comparison (GTE), and Value (60.00). It also includes LANGUAGE entries for Languages (ENGLISH, Speak English) and ENGLISH-RW (Read & Write English, Required). The second table lists employees: Employee Id (DOWJA, SMITHJW, GONZALEZM), Employee Name (Doe, Jane Alice, Smith, John William, Gonzalez, Marcos), Required, Desired, Matches, Days, and Total Hrs. Below the tables is a section for "Address" (789 Walker Ave Farmington Hills, MI 48334) and "Phone". A "Display" button is located next to the address section. At the bottom is another table for employee skills: Group Id (CLERICAL), Group Description (Clerical Skills), Skill Id (TYPING), Skill Description (Typing (WPM)), Search (Req'd Match), Comparison (LTE), and Value (78.00). It includes LANGUAGE entries for Languages (ENGLISH, Speak English) and ENGLISH-RW (Read & Write English, Req'd Match).

The image above depicts a sample Customer Search for Employees - Results. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- The **Display** button is used to display the Employee Data Entry screen for the currently selected Employee.

Employee Search for Customers

The Employee Search for Customers is used to locate customers that an employee is qualified to be placed at and/or that meet an employee's basic job requirements. The following is an outline of steps to start the search:

- Select the **Reports** menu, then the **Schedule & Dispatch...** menu option, followed by the **Employee Search for Customers** menu option.
- Use the Selection Criteria Tab to create a RecordSet. If the RecordSet includes more than one result, locate the employee you wish to perform a search for using either the Toolbar commands or List Tab.
- If desired, you can perform temporary modifications to the Employee's skills. See the [Modifying the Employee Search Skills](#) section in this User's Guide for more information.
- Click the **Perform Search** to start the search engine.
- Use the [Employee Search Results Screen](#) to filter down the matching Customers to those that best match the Employee's availability.

Modifying the Employee Search Skills

Filters, Include:		<input checked="" type="checkbox"/> Customers with Active Status	<input type="checkbox"/> Job Orders with Active Status						
		<input type="checkbox"/> Customers with Prospect Status	<input type="checkbox"/> Job Orders with Inactive Status						
		<input type="checkbox"/> Customers with Inactive Status							
		<input type="button" value="Clear Search Filters"/> <input type="button" value="Perform Search"/>							
Group Id	Description	Skill Id	Description	Compare	Value	Required	Desired	Search	▲
CLERICAL	General Office and Clerical	TYPING	Typing (WPM)	LTE	75.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEOGRAPHY	Geography (County)	MI-MACOMB	Michigan: Macomb County	LTE	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEOGRAPHY	Geography (County)	MI-OAKLAND	Michigan: Oakland County	LTE	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
WAGES	Wages	RPH	Pay Rate per Hour	GTE	9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

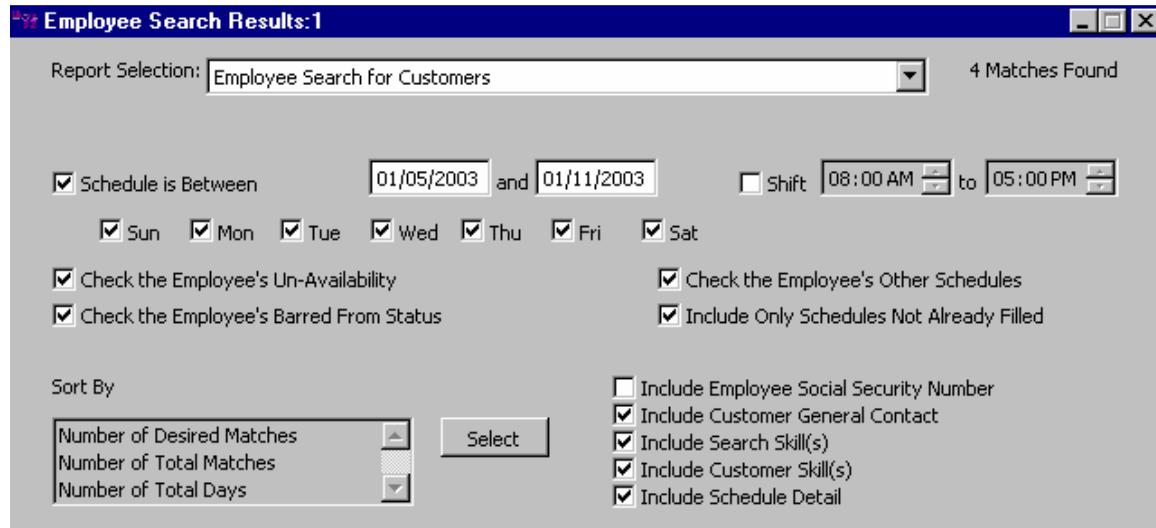
The image above depicts a sample employee's skills. Sometimes when searching for customers it may be necessary to modify an employee's skills if insufficient customers are found. You can modify the skills as follows:

- **Include Customers with Active Status:** if un-checked, Customers with an Active Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- **Include Customers with Prospect Status:** if un-checked, Customers with a Prospect Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- **Include Customers with Inactive Status:** if un-checked, Customers with an Inactive Status are excluded in the Search Results.
 1. You can change the default for this setting by selecting the **System** menu, followed by the **System Preferences** menu option, and then selecting the Search option. Note, System Administrative Rights are required to make any changes.
- Click the button to temporary add new skills.
- Checkmark or un-checkmark the **Required** column. If checked, only those Customers that match all of the employee's requirements are displayed.
- Checkmark or un-checkmark the **Desired** column. By default, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest number of total skill matches.
- Checkmark or un-checkmark the **Search** column. If un-checked, the corresponding skill will be bypassed from the search process.

- Edit the data in the grid using one of several methods:
 1. Double-Click the row of the skill you wish to edit.
 2. Select the row of the skill you wish to edit using your mouse or the up/down arrow keys, then select the **Open...** menu option from the Right-Click Menu.

Note: The selected skill is always denoted by a  triangle in the far left column.

Employee Search Results Screen



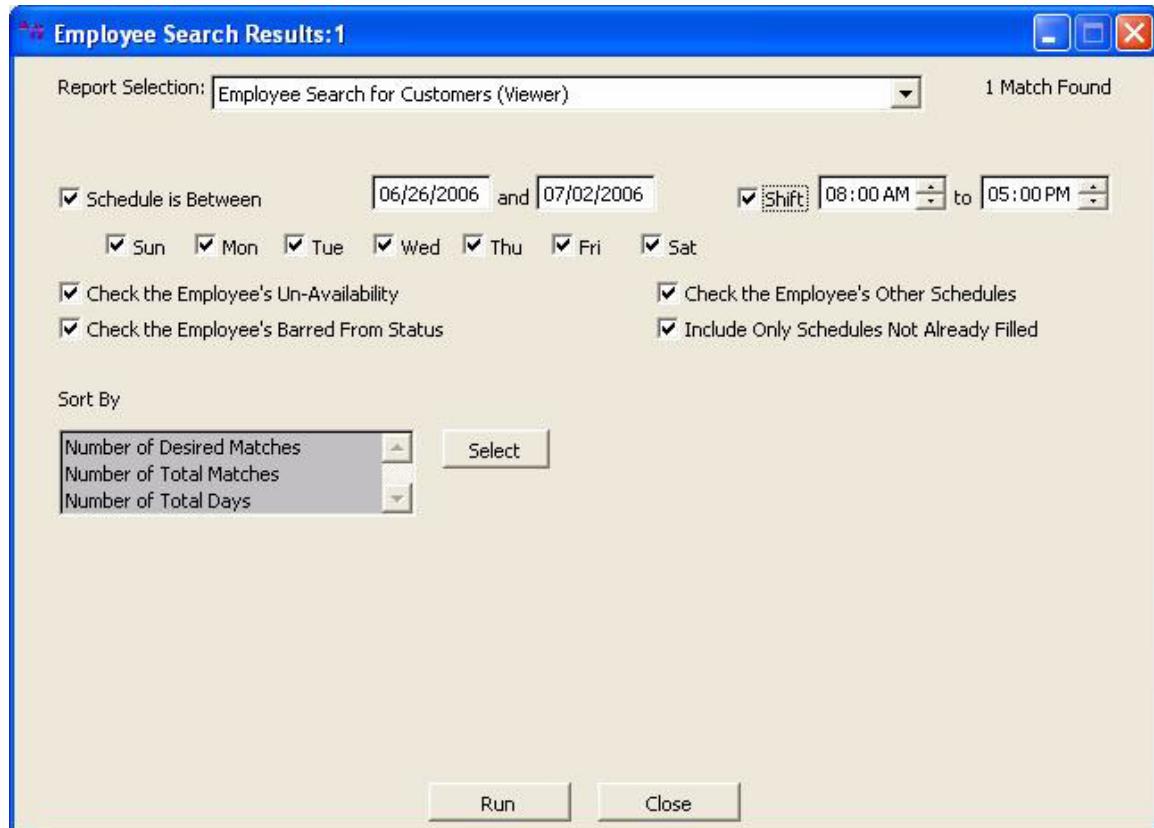
The image above depicts a sample Employee Search for Customers. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Schedule is Between:** is used to designate the date range and days of the week this employee is looking for work.
 1. If checked, the Ultra32 software will locate Shift Records that coincide with the date range specified.
 2. If unchecked, the *Shift*, *Check the Employee's Un-Availability*, *Check the Employee's Other Schedules*, and *Include Only Schedules Not Already Filled* are disabled.
- **Shift:** is used to designate the preferred time period this employee is looking for work.
 1. If checked, the Ultra32 software will use this value to find only those Shift Records that coincide with the time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. Any Shift Record that matches or falls anywhere in between 8:00AM and 5:00PM is included.
 2. If unchecked, the *Check the Employee's Un-Availability* and the *Check the Employee's Other Schedules* will assume a period of 12:00AM to 11:59PM.
- **Check the Employee's Un-Availability:** checks if the employee is not available to work for the date range and time period specified. If a conflict is detected, a warning will be displayed.
 1. See the Un-Available Times section in this User's Guide for more information.

- ***Check the Employee's Barred From Status:*** is used to exclude any customers and/or work sites that the employee is currently barred from.
 1. See the *Barred From* section in this User's Guide for more information.
- ***Check the Employee's Other Schedules:*** checks if the employee is currently scheduled during the date range and time period specified. If a conflict is detected, a warning will be displayed.
- ***Include Only Schedules Not Already Filled:*** is used to exclude any Shift Record that is already filled.

Note: All of the above report options only apply to the customers/work sites that have passed the skill criteria specified previously.

Employee Search Results Screen (Viewer)



The image above depicts a sample Employee Search for Customers (Viewer). The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- ***Schedule is Between:*** is used to designate the date range and days of the week this employee is looking for work.
 1. If checked, the Ultra32 software will locate Shift Records that coincide with the date range specified.
 2. If unchecked, the *Shift*, *Check the Employee's Un-Availability*, *Check the Employee's Other Schedules*, and *Include Only Schedules Not Already Filled* are disabled.

- ***Shift***: is used to designate the preferred time period this employee is looking for work.
 1. If checked, the Ultra32 software will use this value to find only those Shift Records that coincide with the time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. Any Shift Record that matches or falls anywhere in between 8:00AM and 5:00PM is included.
 2. If unchecked, the *Check the Employee's Un-Availability* and the *Check the Employee's Other Schedules* will assume a period of 12:00AM to 11:59PM.
- ***Check the Employee's Un-Availability***: checks if the employee is not available to work for the date range and time period specified. If a conflict is detected, a warning will be displayed.
 1. See the *Un-Available Times* section in this User's Guide for more information.
- ***Check the Employee's Barred From Status***: is used to exclude any customers and/or work sites that the employee is currently barred from.
 1. See the *Barred From* section in this User's Guide for more information.
- ***Check the Employee's Other Schedules***: checks if the employee is currently scheduled during the date range and time period specified. If a conflict is detected, a warning will be displayed.
- ***Include Only Schedules Not Already Filled***: is used to exclude any Shift Record that is already filled.

Note: All of the above report options only apply to the customers/work sites that have passed the skill criteria specified previously.

Employee Search for Customers - Results

Employee: DOWJA Doe, Jane Alice

Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value
CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Desired	LTE	78.00
LANGUAGE	Languages	ENGLISH	Speak English	Desired		0.00
LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Desired		0.00

Customer Id	Company Name	Site Id	Site Name	Required	Desired	Matches
ABCCORP	ABC Corporation, Inc.			1	5	6
ABCCORP	ABC Corporation, Inc.			1	5	6
ABCCORP	ABC Corporation, Inc.			1	5	6
ABCCORP	ABC Corporation, Inc.			1	5	6
ABCCORP	ABC Corporation, Inc.			1	5	6
ABCCORP	ABC Corporation, Inc.			1	5	6
ABCCORP	ABC Corporation, Inc.			1	5	6

Position:
Phone:
Shift: Friday 06/02/2006 08:00 AM - 05:00 PM

Assign **Display**

Group Id	Group Description	Skill Id	Skill Description	Search	Compariso	Value
CLERICAL	Clerical Skills	TYPING	Typing (WPM)	Des'd Match	GTE	60.00
LANGUAGE	Languages	ENGLISH	Speak English	Des'd Match		0.00
LANGUAGE	Languages	ENGLISH-RW	Read & Write English	Des'd Match		0.00

The image above depicts a sample Employee Search for Customers - Results. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- The **Assign** button is used to assign the Employee to the currently selected Shift.
 1. This button is disabled if no shift is available (the *Schedule is Between* was not checked) or if the Shift is already filled.
- The **Display** button is used to display the Schedule Data Entry Screen for the currently selected Shift.

Schedule Search for Employees

The Schedule Search for Employees is used to locate employees that meet a particular Shift Record's requirements. The following is an outline of steps to start the search:

- From the **Data Entry** menu, select the **Schedule...** menu, followed by the **Schedule** menu option.
- Use the Selection Criteria Tab to create a RecordSet. If the RecordSet includes more than one result, locate the Shift Record you wish to perform a search for using either the Toolbar commands or List Tab.
- Click the **Perform Search** to load the Schedule Search Skills.

- If desired, you can perform temporary modifications to the Customer's skills. See the [Modifying the Schedule Search Skills](#) section in this User's Guide for more information.
- Click the **Perform Search** button to start the search engine.
- Use the [Schedule Search Results Screen](#) to filter down the matching employees to those that best match the Shift Record's requirements.

Modifying the Schedule Search Skills

Filters, Include:

<input checked="" type="checkbox"/> Employees with Active Status	<input type="checkbox"/> Employees with Prospect Status	<input type="checkbox"/> Employees with Inactive Status
------------------------------------------------------------------	---------------------------------------------------------	---------------------------------------------------------

Clear Search Filters **Perform Search**

Group Id	Description	Skill Id	Description	Compare	Value	Required	Desired	Search	▲
CLERICAL	General Office and Clerical	TYPING	Typing (WPM)	GTE	60.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲
GEOGRAPHY	Geography (County)	MI-OAKLAND	Michigan: Oakland County		0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
WAGES	Wages	RPH	Pay Rate per Hour	LTE	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

New

The image above depicts a sample Shift Record's skills. Sometimes when searching for employees it may be necessary to modify a Shift Record's skills if insufficient employees are found. You can modify the skills as follows:

- Click the **New** button to temporary add new skills.
- Checkmark or un-checkmark the **Required** column. If checked, only those employees that match all of the Shift Record's requirements are displayed.
- Checkmark or un-checkmark the **Desired** column. By default, matches are displayed in the order of (1) largest number of desired skills matches, followed by (2) largest number of total skill matches.
- Checkmark or un-checkmark the **Search** column. If un-checked, the corresponding skill will be bypassed from the search process.
- Edit the data in the grid using one of several methods:
 1. Double-Click the row of the skill you wish to edit.
 2. Select the row of the skill you wish to edit using your mouse or the up/down arrow keys, then select the **Open...** menu option from the Right-Click Menu.

Note: The selected skill is always denoted by a triangle in the far left column.

Schedule Search Results Screen

Customer Search Results:1

Report Selection: Customer Search for Employees 4 Matches Found

Available for Work Between 01/05/2003 and 01/11/2003 Shift 08:00 AM to 05:00 PM

Sun Mon Tue Wed Thu Fri Sat

Check the Employee's Un-Availability Check the Employee's Other Assignments

Check the Employee's Barred From Status

Sort By

Number of Desired Matches
Number of Total Matches
Number of Total Days

Include Employee Social Security Number
 Include Employee General Contact
 Include Search Skill(s)
 Include Employee Skill(s)

The image above depicts a sample Schedule Search for Employees. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Available for Work Between:** is used to designate the date range and days of the week this Shift Record needs someone.
 1. If checked, the Ultra32 software will locate employees that are available to work during the date range specified.
 2. If unchecked, the **Shift**, **Check the Employee's Un-Availability**, and **Check the Employee's Other Assignments** are disabled.
 3. If a single date is specified, the output will include both the "Total Hours" and "Hours Prior To" for each employee. If a two to seven day period is specified, the output will include only the "Total Hours" for each employee. Otherwise, none of the hours information is displayed.
- **Shift:** is used to designate the time period this Shift Record needs someone.
 1. If checked, the Ultra32 software will use this value to find only those employees that are available for the entire time period specified. For example, a search is performed for the period 8:00AM to 5:00PM. An employee must be available to work between 8:00AM and 5:00PM to be included.
 2. If unchecked, the **Check the Employee's Un-Availability** and the **Check the Employee's Other Assignments** will assume a period of 12:00AM to 11:59PM.
- **Check the Employee's Un-Availability:** is used to exclude any employees that are un-available during the date range and time period specified.
 1. See the Un-Available Times section in this User's Guide for more information.
- **Check the Employee's Barred From Status:** is used to exclude any employees that

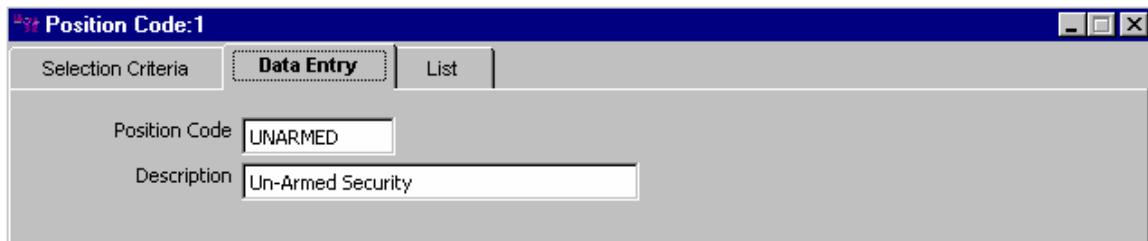
are currently barred from the customer/work site.

1. See the *Barred From* section in this User's Guide for more information.
- *Check the Employee's Other Assignments:* is used to exclude any employees that are already scheduled during the date range and time period specified.

Note: All of the above report options only apply to the employees that have passed the skill criteria specified previously.

Position Code

The Position Code file is used to store the list of positions that your company will use in the Ultra32 software with the Employee Dispatch option. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Position Code** menu option.



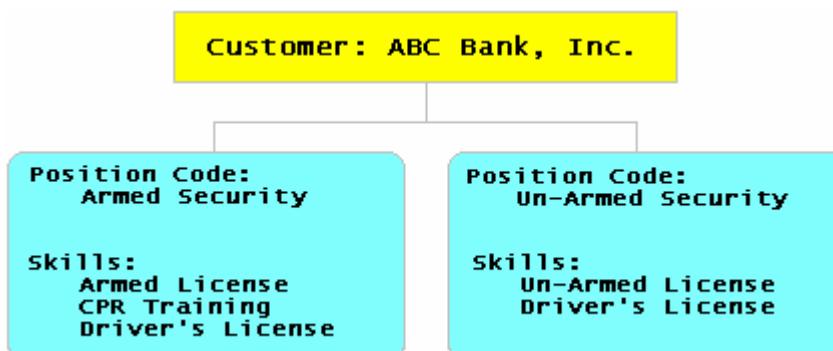
The following is a list of fields that need special mentioning:

- *Position Code:* is required and must be unique. Once assigned, this field cannot be changed.

How to Use Position Codes

In the Customer file, the Position Code is used to name a set of skill requirements for a customer and/or work site. In the Schedule file, it is used to identify which set of skills are required for a particular Shift Record.

For example, Customer ABC utilizes two different classes of employees: Un-Armed Guards and Armed Guards. Un-Armed Guards require certain skills and/or training, whereas the Armed Guards require certain skills and/or training. On the Armed Security Shift Records, the Position Code "ARMED" is used to indicate one particular set of skills and training required. Whereas, on the Un-Armed Security Shift Records, the Position Code "UNARMED" is used to indicate a different set of skills and training.



In the Shift file, the Position Code is used to identify which set of skill requirements apply to a particular Shift Record. See the *Schedule* section in this User's Guide for more information.

Note: It is recommended to create a Position Code such as "NOT USED" to use on Shift Records that you do not want to include in any Employee Dispatch Search Results. When entering Customer Skills, be sure to avoid using the special code.

Note: The Position Code does not restrict different customers or work sites from having different skills. For example, Customer ABC could use Position Code "UNARMED" for classifying one set of skills, whereas Customer XYZ uses the same Position Code for a different set of skills.

Note: The use of Position Codes is optional, but highly recommended. It is required if you wish to define more than one set of skill requirements for a particular customer and/or work site. See the *Customer Skill Inheritance* section in this User's Guide for more information.

Schedule

The Schedule file is the center of Ultra32's Scheduling system. Payroll, Billing, Job Cost, Sales Analysis, and Work History are all generated from the completed Schedule file. To load this screen, select the **Data Entry** menu, then the **Schedule...** menu option, followed by the **Schedule** menu option.

The screenshot shows the 'Schedule Information:1' dialog box with the 'Data Entry' tab selected. The form contains various input fields and buttons for scheduling a shift. At the top, there are tabs for 'Selection Criteria', 'Data Entry' (which is active), and 'List'. A 'Set Default Dates' button is also present. The main area includes fields for 'Add Shift(s) for' (dates: 01/06/2002 to 01/12/2002), days of the week (checkboxes for Sun through Sat), 'Shift Id' (text box), 'Perm Shift' (checkbox checked), 'Expires On' (date box), 'Customer Id' (text box: ABCTECH), 'ABC Technology, Inc.' (text box), 'Site Code' (text box: MTCLEM), 'Mt Clemens Office' (text box), 'Employee Id' (text box: BROWNC), 'Brown, Charlie' (text box), 'Hrs Bef' (text box: 0.00), 'Hrs Aft' (text box: 0.00), 'Rate Code' (text box: UNARMED), 'Pay Rule Code' (text box), 'Bill Rule Code' (text box), and a 'Schedule Received' checkbox. Below these are fields for 'Scheduled: Start' (09:00 PM to 06:00 AM, 9.00 Hrs), 'Position Code' (UNARMED), 'Pay Break: Minutes' (30), 'Starts at' (01:30 AM), 'Payroll: Start' (12:00 AM to 11:59 PM, 0.00 Hrs), 'Bill Break: Minutes' (0), 'Starts at' (12:00 AM), 'Billing: Start' (12:00 AM to 11:59 PM, 0.00 Hrs), and 'DST Adjust Minutes' (-60). At the bottom left are 'General', 'Tracking', 'Documents', and 'Check-In' tabs. On the right, there is a 'Notes' section containing a table with one row (Type: SC, Description: Schedule Note, Added: 01/06/2006, Added By: ADMIN, Chg'd On: / / : :). To the right of the table is a note: 'These are sample schedule notes...', and buttons for 'Copy Shift', 'Dispatch', and 'Print Check'. At the very bottom are 'New' and 'Delete' buttons.

The Schedule Data Entry Tab can be divided into the following sections:

- Main Display
- General Page
- Tracking Page
- Documents Page
- Additional Information Page
- Check-In Page

Main Display

The majority of the fields are self explanatory, however the following is a list of issues that need special mentioning:

- **Add Shift(s) for:** is used to create a batch of new Shift Records using a date range and days of the week.

1. This control is only displayed when adding new Shift Records.
 2. Use the **Set Default Dates** button to change the default value of the start and end date range.
- **Shift Id:** is a user-defined value for classifying your Shift Records.
 - **Perm Shift:** is used to indicate what whether or not this Shift Record is a Permanent Shift. See the [Permanent Schedule Copy](#) section in this User's Guide for more information.
 1. "Y" Standard Copy: when a Permanent Schedule is performed, the entire Shift Record is copied excluding *Payroll Time*, *Billing Time*, and Shift Notes.
 2. "U" Standard Copy, Excluding Employee: when a Permanent Schedule is performed, the entire Shift Record is copied excluding *Employee*, *Payroll Time*, *Billing Time*, and Shift Notes.
 3. The default value that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
 - **Expires On:** represents how long this Shift Record will remain a Permanent Shift. See the [Permanent Schedule Copy](#) section in this User's Guide for more information.
 1. The default value that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
 2. If the Shift Record has no expiration, you can leave this field blank.
 - **Customer Id:** is required. Only active customers are displayed in the Lookup.
 - **Employee Id:** is required. Only active employees are displayed in the Lookup.
 - **Position Code:** is optional. See the [Position Code](#) and [Employee Dispatch](#) sections in this User's Guide for more information.
 1. All Position Codes that have previously been used for either the Customer or Work Site are displayed in the Lookup.
 2. When adding a Shift Record, the default value is retrieved from the *Default Position Code* in the Rate Code file.
 3. If you have a Shift Record that you do not wish to be included in the Dispatch, create a Position Code such as "NOT USED" that does not exist in any of the Customer Skill files. When a Search is performed, the Shift Record will not have any Skills and therefore will not be included in the Search Results.
 - 4. Click the **More >>** button to view/select from all Position Codes that have been defined.
- **Rate Code:** is required. See the [Rate Code](#) section in this User's Guide for more information.
 1. All Rate Codes that have previously been defined for either the Customer, Work Site, or Employee are displayed in the Lookup.
 2. Click the **More >>** button to view/select from all Rate Codes that have been defined.
 - **Payroll Rule Code:** is used to modify how the Shift Record hours will be classified for

the payroll calculation process. See the [Pay & Bill Rule Table](#) section in this User's Guide for more information.

- **Billing Rule Code:** is used to modify how the Shift Record hours will be classified for the billing calculation process. See the [Pay & Bill Rule Table](#) section in this User's Guide for more information.
- **Schedule Received:** indicates whether or not this Shift Record has been received.
 1. This field only applies if you are using the Schedule Received option of the Ultra32 software.
 2. See the [Schedule Received Option](#) section in this User's Guide for more information.
- **Scheduled Time:** is required. Represents the start date/time and end time in which the Shift Record is scheduled.
 1. When adding Shift Records, this control only allows the entry of a start and end time. Otherwise, it displays the start date, start time, and the end time.
 2. The values of this control will be used in both the payroll and billing calculations, unless an override value is specified.
 3. The default values that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
- **Payroll Time:** is used to override the start time and end time in the **Schedule Time** control for the purpose of calculating payroll.
- **Billing Time:** is used to override the start time and end time in the **Schedule Time** control for the purpose of calculating billing.
- **Payroll Break Minutes:** is used to record a non paid break time in minutes. When payroll hours are calculated, the total hours paid for a Shift Record will be reduced by this value.
- **Payroll Break Starts:** is used to record when the payroll break will begin.
- **Billing Break:** is used to record a non billed break time in minutes. When billing hours are calculated, the total hours billed for a Shift Record will be reduced by this value.
- **Billing Break Starts:** is used to record when the billing break will begin.
- **DST Adjust Minutes:** represents the number of minutes (+ or -) this Shift Record will be adjusted for Daylight Savings Time.
 1. This field is only displayed when a Shift Record has been adjusted by the Daylight Savings Time Adjustment Utility.
 2. See the [Daylight Savings Time Adjustment](#) section in this User's Guide for more information.
- **Copy Shift** button is used to duplicate a Shift Record in large quantities. See the [Schedule Copy Utility](#) section in this User's Guide for more information.
- **Dispatch** button is used to process a Schedule Search for Employees. See the [Employee Dispatch](#) section in this User's Guide for more information.

- **Print Check** button is used to process QuickPay. See the [QuickPay](#) section in this User's Guide for more information.

Pay & Bill Rule Table

Rule Code	The Hours Appear as	
DB	"R" Hourly, Double Time Hours	Double Time Hours.
DB-	"R" Hourly, Negative Double Time Hours	Double Time Hours, Negative Adjustment.
HN	"H" Holiday, Regular Time Hours	Holiday Hours Not Worked.
HN-	"H" Holiday, Negative Regular Time Hours	Holiday Hours Not Worked, Negative Adjustment.
HO	"H" Holiday, Regular Time Hours	Holiday Hours Worked.
HO-	"H" Holiday, Negative Regular Time Hours	Holiday Hours Worked, Negative Adjustment.
NOH	N/A	No Pay/Bill, Hide: the hours are not Paid/Billed and do not appear on the Payroll Check/Invoice.
NOS	"R" Hourly, Regular Time Hours	No Pay/Bill, Show: the hours are Paid/Billed at a zero dollar rate and appear on the Payroll Check/Invoice.
OT	"R" Hourly, Overtime Hours	Overtime Hours.
OT-	"R" Hourly, Negative Overtime Hours	Overtime Hours, Negative Adjustment.
RG	"R" Hourly, Regular Time Hours	Regular Time Hours.
RG-	"R" Hourly, Negative Regular Time Hours	Regular Time Hours, Negative Adjustment.
TR	"R" Hourly, Regular Time Hours	Training Hours: by default, the Ultra32 software pays an employee for training hours, but bills the customer at a zero rate.
TR-	"R" Hourly, Negative Regular Time Hours	Training Hours, Negative Adjustment.
VA	"V" Vacation, Regular Time Hours	Vacation Hours.
VA-	"V" Vacation, Negative Regular Time Hours	Vacation Hours, Negative Adjustment.

Note: With the exception of Rule Codes "HO" and "TR", anytime a Rule Code is used, the Shift's hours are not included in the Overtime calculation. For example, an employee has six eight-hour shifts in a week, with one of those shifts classified as "VA". The Ultra32 software would calculate payroll as Hourly: 40 Regular Time, and Vacation: 8 Regular Time.

General Page

The General Page interface includes a table titled "Notes:" with columns for Type, Description, Added, Added By, and Chg'd On. A single row is shown with Type "SC", Description "Schedule Note", Added "01/06/2006", Added By "ADMIN", and Chg'd On " ". To the right is a text area containing "These are sample schedule notes..." with scroll bars. Below the table are "New..." and "Delete" buttons. To the right are "Copy Shift", "Dispatch", and "Print Check" buttons.

The General Page is used to store free form notes. The following is a list of issues that need special mentioning:

- Each note record must have a unique *Note Type*. However, the same *Note Type* can be used for different Shift Records. Note, some Note Types may be configured to be used repeatedly.
- The *Note Type* "SC" appears on the Visual Schedule screen.
- See the [Note Type Setup](#) section in this User's Guide for more information.

Tracking Page

The Tracking Page interface shows a table with columns for Add'l Tracking, Date, Description, Misc1 Caption, Misc2 Caption, Date1 Caption, Date2 Caption, and Misc3 Caption. One row is displayed with Add'l Tracking "AR", Date "Accident Repo", Description "Supervisor", Misc1 Caption "John Smith", Misc2 Caption "Occurred", Date1 Caption "08/01/2006", Date2 Caption "Reported", and Misc3 Caption "08/01/2006". Below the table are "New..." and "Delete" buttons.

The Tracking page is used to store specialty pieces of information about a shift that need complex tracking and querying. For example, Incident Reports. The following is a list of issues that need special mentioning:

- *Tracking Type*: is used to classify the tracking record.
 1. Each additional tracking record must have a unique *Tracking Type*. However, the same *Tracking Type* can be used for different shifts.
 2. See the [Tracking Type Setup](#) section in this User's Guide for more information.
- *Category Code*: is a user-defined code for classifying additional tracking records.
 1. Only certain Tracking Types have the ability to identify a *Category Code*.
 2. If present, you can use the same *Tracking Type* and *Category Code* combination multiple times for the same shift.
 3. See the [Category Code](#) section in this User's Guide for more information.

Note: Each tracking type can be customized to store up to four date fields, four text fields, four numeric fields, four logical fields, and one free form notes field. In addition, there is a Shift Tracking Report that can be used to query this information.

Documents Page

Doc's:	Type	Type Description	Category	Category Description	Added On	Description
	TF	TimeSlip File	ACCIDENT	Accident Report	08/01/2006	

New **Delete**

Description **Get/View File**

Comments/Notes **Remove** **Document on File**

The Documents Page is a electronic file cabinet. It is used to store information and documents such as Incident Reports. Once stored, these documents can be viewed, printed, and sent via email. The following is a list of issues that need special mentioning:

- **Document Type**: is used to classify the document record.
 1. The same **Document Type** can be used multiple times for the same shift.
- **Category Code**: is a user-defined code for classifying document records.
 1. See the Category Code section in this User's Guide for more information.
- See the Document Management section in this User's Guide for more information.

Note: Each shift record can have it's own Document information.

Additional Information Page

Employee Un-Available Date/Times

Un-Avail Code	SCH		
Un-Available: From	01/10/2002	to	05/30/2002
Start Time	06:30 PM	to	10:00 PM
<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat			
Save	Close		

The Additional Information page is used to store values that will be used to override the corresponding values in the TimeSlip when either the Payroll Check or Invoice is generated.

- **PO Number, Release, Project**: are used to assign a default purchase order.
 1. See the Purchase Orders section in this User's Guide for more information.
- **Department Code**: is a user-defined code for classifying TimeSlips.
 1. When payroll is generated, all unpaid TimeSlips are grouped by Employee, Department Code, and then Pay Frequency.
 2. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.

- 3. See the *Validation Code* section in this User's Guide for more information.
- *Office Code*: is a user-defined code for classifying TimeSlips.
 1. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. See the *Validation Code* section in this User's Guide for more information.
- *Location Code*: is a user-defined code for classifying TimeSlips.
 1. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. See the *Validation Code* section in this User's Guide for more information.
- *Salesman Code 1 & 2*: are user-defined codes for classifying the sales people assigned to your customers.
 1. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 2. See the *Validation Code* section in this User's Guide for more information.

Check-In Page

When the AEC Module is active, the **Schedule Data Entry** page includes a couple AEC related fields.

- *Exclude from Check-In*: Individual Schedules can be marked as *Exclude from Check-In*. Note, see the *Schedule Received Option* to determine if the *Schedule Received Flag* should be set to "Y" at the same time you mark a Schedule as *Exclude from Check-In*.
- *Update Pay Time*: Updated when the Call Results are downloaded from the CCS AEC Host Server. Designates which *Update Shift Payroll -- Times* code that was used to calculate the *Shift Payroll Start Time* and/or *Shift Payroll End Time*. See the *Update Shift from Check-In Results Table* section in this User's Guide for more information.
- *Update Bill Time*: Updated when the Call Results are downloaded from the CCS AEC Host Server. Designates which *Update Shift Billing -- Times* code that was used to calculate the *Shift Billing Start Time* and/or *Shift Billing End Time*. See the *Update Shift from Check-In Results Table* section in this User's Guide for more information.
- *CID/Emp Discrep*: Updated when the Call Results are downloaded from the CCS AEC Host Server. "C" means there was one or more Calls where the Caller Id did match Customer/Site values. "E" means there was more than one Employee that made a call associated with this Schedule. The Schedule Received Flag will not = "Y" if the *CID/Emp Discrepancy* value is not blank.

Check Ins:	Type	Ord	Due	Due At	Performed	EmployeeId	LastName	FirstName	CIDResult	CIDAlert	Late/Alert	Late/Upd
	I		01/08	09:00 PM	09:02 PM	BROWNC	Brown	Charlie	P			
	O		01/09	06:00 AM	06:03 AM	BROWNC	Brown	Charlie	P			

Chk'd In 09:02 PM Chk'd Out 06:03 AM Chk-Ins Created 01/07/2002 10:00 AM AEC Export 01/07/2002 10:00 AM

The Check-In page is used to display details of the AEC check-in, check-out (and periodic check-In) calls in order to provide the details required to make an informed decision as to the status of that Schedule.

- **Type**: Type of Call made. "I" for a check-in, "O" for a check-out and "P" for a periodic check-in.
- **Due and Due At**: The date and time the call is expected to be performed.
- **Performed**: The time the call was performed at.
- **Employee Id**: The *Employee Id* the call was performed by (based on the PIN entered).
- **CID Result**: "P" when a phone number passes the Caller Id validation. "F" when a phone number fails the Caller Id validation.
- **CID Alert**: Result Code for sending an Alert Message for Caller Id validation failure. See the [Alert Message Result Code Table](#) below for more information.
- **Late Alert**: Result Code for sending an Alert Message for a missed/late check-in. See the [Alert Message Result Code Table](#) below for more information.
- **Late/Upd**: Result Code for sending an Alert Message when a check-in is performed on a Schedule that had already sent an Alert regarding a missed/late check-in. See the [Alert Message Result Code Table](#) below for more information.

Alert Message Result Code

Code	Description
P	Passed, Alert message was sent
C	No Contact (Supervisor) for this Customer/Site, Alert was not sent
O	No Contact (Supervisor) On Duty at the time, Alert was not sent
S	No default Contact (Supervisor) set up in System Preferences, Alert was not sent
M	No default Message for this type of Alert, Alert was not sent * Contact CCS Support

Barred From

The Barred From file is used to identify employees who have been barred from working at a customer and/or work site. It can be loaded from either the Customer, Customer Work Site, or Employee Data Entry Forms.

Customer Data Entry: Tracking Page

Barred Employees

Employee Id	WALKERB	Walker	Billy	Ray
Barred On	01/07/2002			
Reason/Notes	Billy is the nephew of the owner. They have strong feelings against nepotism.			

Save **Close**

Employee Data Entry: Tracking Page

Employee Barred From

Customer Id	ABCTECH	ABC Technology, Inc.
Site Code		
Barred On	01/07/2002	
Reason/Notes	Billy is the nephew of the owner. They have strong feelings against nepotism.	

Save **Close**

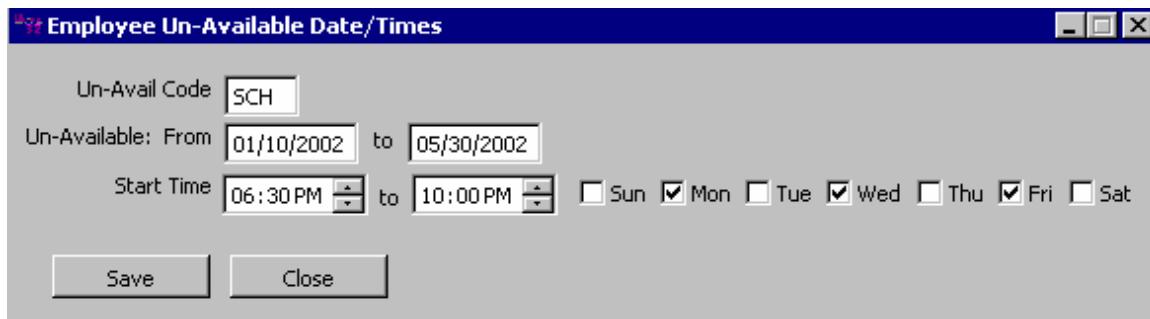
Whenever an employee is scheduled at a Barred From Customer and/or Work Site, the Ultra32 software will do the following:

- The Conflict Report includes any employees scheduled at a Barred From Customer and/or Work Site.
- The Schedule Data Entry Form displays a notification when an employee is scheduled at a Barred From Customer and/or Work Site.
 1. You can adjust this notification by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
- The Visual Scheduler shows a Shift Record in Yellow when an employee is scheduled at a Barred From Customer and/or Work Site.
- The Employee Search for Job Orders will exclude any Job Orders/Job Assignments that the employee is currently barred from.
- The Job Order Search for Employees will exclude any Employees that are currently barred from the Job Order/Job Assignment.

Un-Available Times

The Un-Available Times is used to store date and times an employee is not available to work. For example: students, part-time employees, vacations, and etc. To load this screen, select the **Data Entry** menu, then the **Employee** menu option, followed by the **Scheduling** page.

- The Conflict Report includes any employees scheduled to work during his or her Un-Available Time.
- The Employee Availability Report excludes any employee whose Un-Available Time conflicts with the date/time range requested.
- The Schedule Data Entry Form displays a notification when an employee is scheduled to work during his or her Un-Available Time.
 1. You can adjust this notification by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
- The Visual Scheduler shows a Shift Record in Orange when an employee is scheduled to work during his or her Un-Available Time.
- The Employee Search for Job Orders will check if the employee is not available to work for the date range and time period specified. If a conflict is detected, a warning will be displayed.
- The Job Order Search for Employees will exclude any Employees that are un-available during the date range and time period specified in the search.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- ***Un-Available Code***: is a user-defined code for classifying why an employee is not available. For example: School, Vacation, Part Time Employee, and etc.

Visual Scheduler

To load this screen, select the **Data Entry** menu, then the **Schedule...** menu option, followed by the **Visual Scheduler** menu option.

Visual Scheduler - Customer View

Visual Customer Schedule View:1

Print | Show Legend | ▲ 7 Days | ▼ 7 Days | Sorted By Customer Name; Scheduled Start Between 01/06/2002 and 01/12/2002

Site	January						
	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12
ABCTECH	----- ABC Technology, Inc. 18322 West Palm Dr Ste 1050 Farmington Hills -----						
MTCLEM-Mt Clemens Office		0600A 0215P Smith, John					
		0145P 1000P Dean, Simon					

Employee Id: DEANSE Dean, Simon E Shift Notes: All visitors are required to present a photo id.

Hours: 8.25 Ratecode: GUARD Pay Break: 30 Bill Break: 30

Visual Scheduler - Employee View

Visual Employee Schedule View:1

Print | Show Legend | ▲ 7 Days | ▼ 7 Days | Sorted By Employee Name; Scheduled Start Between 01/06/2002 and 01/12/2002

Site	January						
	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12
	----- Dean, Simon - DEANSE -----						
		0145P 1000P ABCTECH-MTCLEM					
	----- Smith, John - SMITHJW -----						
		0600A 0215P ABCTECH-MTCLEM					

Site: Mt Clemens Office 5687 Gratiot Ave Mt Clemens Shift Notes: All visitors are required to present a photo id.

Cust: ABC Technology, Inc. 18322 West Palm Dr Ste 1050 Farmington Hills

Contact: Barry White (555) 425-2502 X110

Hours: 8.25 Ratecode: GUARD Pay Break: 30 Bill Break: 30

- To view additional details about a particular Shift Record - position your mouse cursor over a shift and press the left mouse button once.
- To edit or view the entire Shift Record - position your mouse cursor over a shift and press the left mouse button twice.
- Click the **Show Legend** button to display a legend of what each Shift Record color represents. You can adjust the colors by selecting the **System** menu, followed by the **System Preferences** menu option. The default colors are:
 - White represents a shift with no employee currently assigned.
 - Yellow represents a Barred From Conflict. For example, an employee is scheduled at a Barred From Customer and/or Work Site.
 - Red represents a Time Conflict. For example, an employee is schedule at two or more shifts at the same time.
 - Orange represents a Un-Available Time Conflict. For example, an employee is scheduled to

work during his or her Un-Available Time.

5. Pink represents a shift that causes an employee to exceed 40 Scheduled Hours in a week.
Warning, the calculation is not based on Bill/Pay Hours, and does not take into consideration any Overtime Calculation Rules or Shift Bill/Pay Rules.
6. Blue represents a Normal Shift.

Schedule Received Option

The Schedule Received Option is an enhancement to the Scheduling module of the Ultra32 software available in the following configurations:

- Scheduling Configuration - adds the following capabilities:
 1. Ability to indicate which customers and/or employees require or don't require a Schedule Received.
 2. Ability to mark a shift as received.
 3. Ability to exclude shifts marked as received on the Schedule Data Entry screen.
- Scheduling and Billing Configuration - adds the following capabilities:
 1. All the capabilities of Scheduling.
 2. Ability to exclude shifts that do not Schedule Received flag to be "Y" Yes on the Schedule Data Entry screen.
 3. Automatically excludes any shifts that require the Schedule Received flag to be "Y" Yes from the Proposed Billing and Invoice Print functions. See the *When is a Schedule Received Required?* section in this User's Guide for more information.
- Scheduling and Payroll Configuration - adds the following capabilities:
 1. All the capabilities of Scheduling.
 2. Ability to exclude shifts that do not Schedule Received flag to be "Y" Yes on the Schedule Data Entry screen.
 3. Automatically excludes any shifts that require the Schedule Received flag to be "Y" Yes from the Proposed Payroll and Payroll Check Print functions. See the *When is a Schedule Received Required?* section in this User's Guide for more information.
- Scheduling, Billing, and Payroll Configuration - adds all of the features of the Scheduling, Billing, and Payroll.

Note: See the *System Preferences* section in this User's Guide for more information on how to enable and configure this option.

When is a Schedule Received Required?

The Ultra32 software determines if the Shift's *Schedule Received* Flag is required for billing or payroll as follows:

- Is Billing and/or Payroll included in the Schedule Received Option configuration? If no, the Shift's *Schedule Received* Flag is ignored.
- Lookup the Customer's *Schedule Received Requirement*.

- If a Work Site was specified in the Shift Record: lookup the Work Site's *Schedule Received Requirement*. Note, if a Work Site's *Schedule Received Requirement* is blank, it will default to the Customers.
- If an Employee was specified in the Shift Record: lookup the Employee's *Schedule Received Requirement*.
- If either the Customer, Work Site, or Employee *Schedule Received Requirement* is "N" No, the Shift's *Schedule Received* Flag is ignored.
- If either the Customer, Work Site, or Employee *Schedule Received Requirement* is "Y" Yes, the Shift's *Schedule Received* Flag must be "Y" Yes before billing/payroll can be performed.

Does the AEC module update the Schedule Received flag?

By default, the *Schedule Received* flag will automatically be set to "Y" when the Call Results are downloaded from the CCS AEC Host Server as long as:

- Both a check-in and check-out were required and both calls were performed within an acceptable range. Or, if the AEC module is configured to update schedules on check-in, and the check-in was performed within an acceptable range.
- The check-in and check-out calls were both performed by the same Employee.
- The Caller Id number passed verification for this Customer / Work Site.

Schedule Copy Utility

The Schedule Copy Utility is part of the Utility Pack Option. It is primarily used by those in the Event Service Industry to enhance the creation of shift records. For example, a Customer requires 80 Concession Stand workers this Saturday from 6:00 PM to 12:00AM. Utilizing this utility, you could create those 80 shift records, with or without employees, in a matter of moments.

How Do I Perform a Schedule Copy

- The first step is to load the Schedule Data Entry Screen by selecting the **Data Entry** menu, then the **Schedule...** menu option, followed by the **Schedule** menu option.
- The next and most important step is to locate the source Shift Record. The source can be any existing Shift Record or you can create a new Shift Record. When selecting or creating the source Shift Record, please note the following:
 1. The *Perm Shift, Expires On, Customer Id, Site Code, Rate Code, Pay Rule Code, Bill Rule Code, Position Code, Pay Break, and Bill Break* are copied to the new Shift Records as is.
 2. The *Shift Id* can be copied to the new Shift Records as is or can be overridden with an incrementing numeric value.
 3. The *Scheduled Time* can be copied to the new Shift Records as is or may be overridden if the source Shift Record does not contain either a Pay or Bill break.
 4. The *Payroll Check Status, Invoice Status, Schedule Received, Payroll Time, and Billing Time*

are reset.

- Once a source Shift Record has been located/created, click the **Copy Shift** button to load the Schedule Copy Utility Screen. See the Schedule Copy Screen section in this User's Guide for more information.
- Set the appropriate options and click the **Run** button to perform the utility. The Ultra32 software will create a temporary file containing the Shift Records that will be created. This file can be previewed and/or printed. In addition, you also have the option to cancel the Schedule Copy Utility process.

Schedule Copy Screen

Schedule Copy Utility:1

Report Selection: **Copy Single Shift Record**

Select One or More Employees to Assign:

<input checked="" type="checkbox"/>	Employee Id	Employee Name	SSN	Barred From	Un-Available	
<input type="checkbox"/>	ALLEN	Allen, Tim	945-61-3665	X		
<input checked="" type="checkbox"/>	BRONSONC	Bronson, Chuck	945-48-5156			
<input checked="" type="checkbox"/>	BROWNC	Brown, Charlie	985-69-7844			
<input type="checkbox"/>	BULLOCKS	Bullock, Sandra	998-71-9716		X	
<input type="checkbox"/>	CAREYJ	Carey, Jim	998-56-9865			

Select All **Clear All** 2 Records Selected

Increment Shift Id: Number of Un-Assigned Shifts:

Scheduled Start & End Time
 to

Run **Close**

- Select One or More Employees to Assign:** is used to create Shift Records with employees already assigned.
 - A single Shift Record will be created for each employee selected.
 - The **Barred From** column displays "X" for any employee who is barred from either the Customer or Work Site.
 - The **Un-Available** column displays "X" for any employee who is either already working during the period selected or unavailable.
- Increment Shift Id:** is used to override the existing value in the **Shift Id** field with an incrementing numeric value. Leave blank to use the existing value, or enter the starting number to override.
- Number of Un-Assigned Shifts:** is the number of Shift Records to create without an

employee assigned.

- ***Scheduled Start & End Time***: is used to override the existing values in the ***Scheduled Time*** fields. This option is not available if the source Shift Record contains a either a Pay or Bill break.

Note: This feature does not copy Document, Note, Miscellaneous Pay & Bill, or Tracking information.

Schedule Contract Hours

The Schedule Contract Hours feature adds the following:

- Store the Total Contract Hours per Customer and/or Customer Work Site. In addition, you can sub categorize by Shift Rate Code or Employee.
- Generate a report showing the difference between the Contract Hours and the Scheduled Hours.

An example of when this would be used is where you have a contract with a customer for 200 hours a week and you need to know when the scheduled hours for that customer is either below or exceeds the contract.

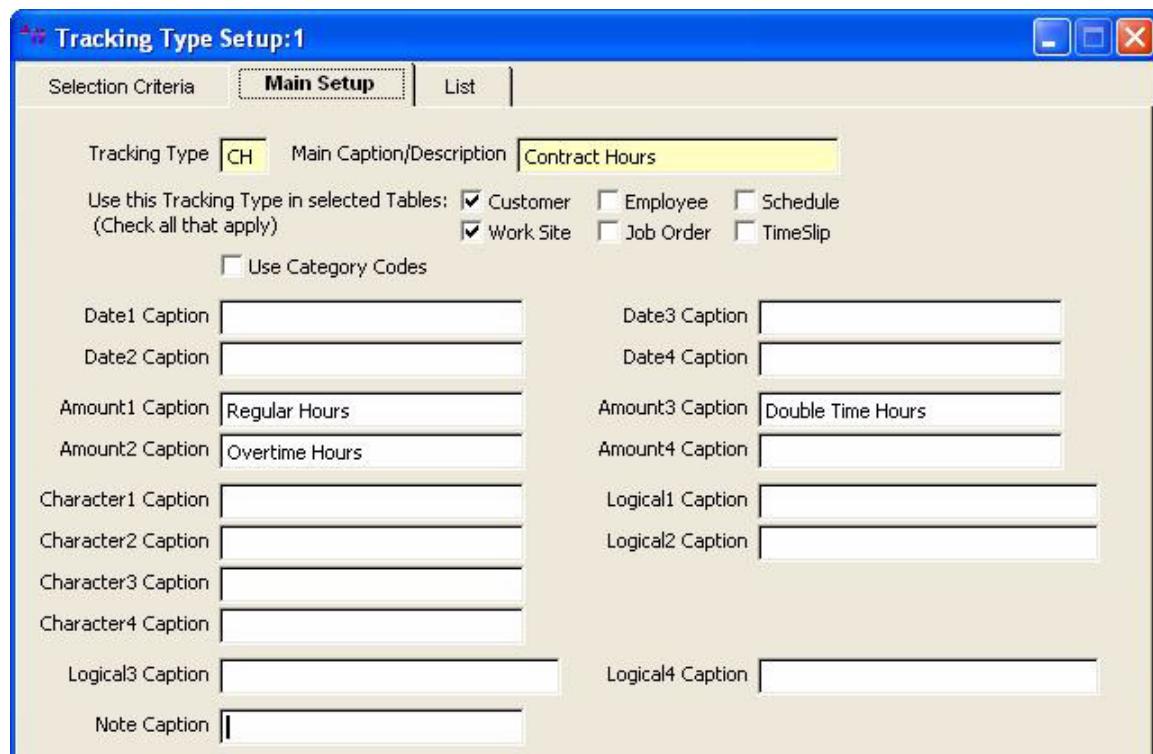
How to Setup

The process of setting up the Schedule Contract Hours can be simplified as follows:

- Create a Tracking Type that will be used to store Contract Hours data.
- Define the Schedule Contract Hours system settings.
- Create the Customer Contract Hours Tracking records.

Create a Contract Hours Tracking Type

To create a Contract Hours Tracking Type, you must first load the Tracking Type Setup screen. Select the **System** menu, then the **System Type Setup...** menu option, followed by the **Tracking Types** menu option.



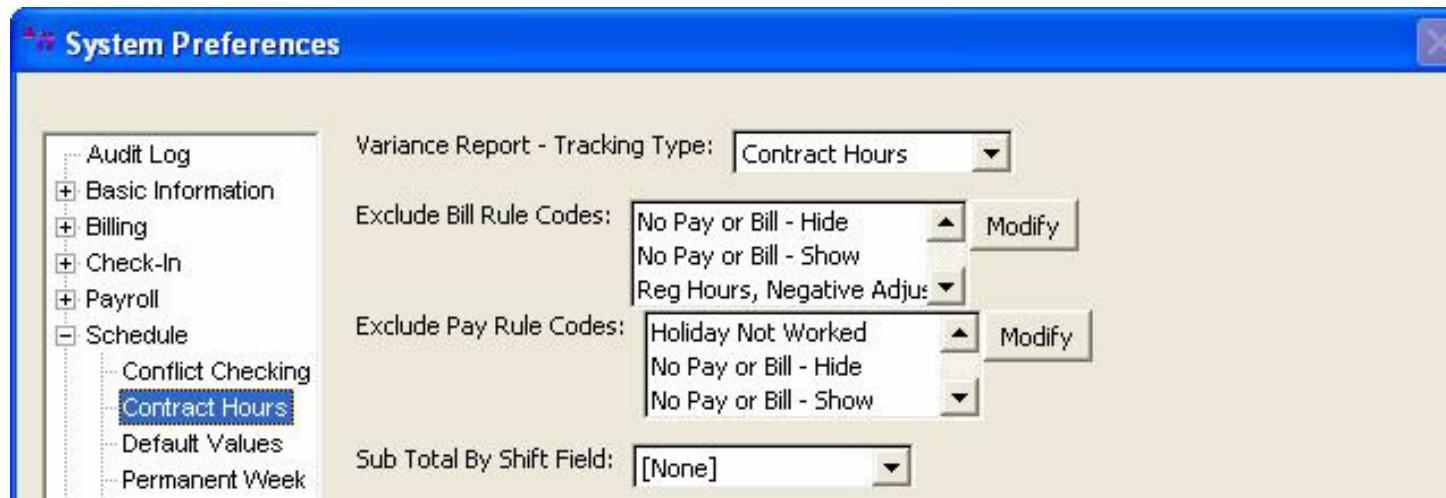
The following is a list of recommended settings for the purpose of storing Contract Hours data. For more information about each of these settings, see the [Tracking Type Setup](#) section in this User's Guide.

- **Use this Tracking Type in Selected Tables:** "Customer" should be checked, "Work Site" is optional.
- **Use Category Codes:** should be checked if you need to sub categorize by Shift Rate Code or Employee.
- **Amount 1 Caption:** must contain some sort of description.

Note: the remaining Caption settings are not directly used by the Ultra32 Schedule Contract Hours feature, but could be used to store user-defined data. For example, you may want to store things like a Contract Effective Date, Contract Renewal Date, Notes, and etc.

Contract Hours System Preferences

To access the Schedule Contract Hours System Preferences, select the **System** menu, followed by the **System Preferences** menu option.



The image displayed above shows a sample of the recommended settings. For more information about each of these settings, see the [System Preferences](#) section in this User's Guide.

Create a Customer Contract Hours Tracking Record

A Customer Contract Hours Tracking record should be created for each Customer and/or Customer plus Work Site combination. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer & Work Site** menu option.

Additional Tracking Information

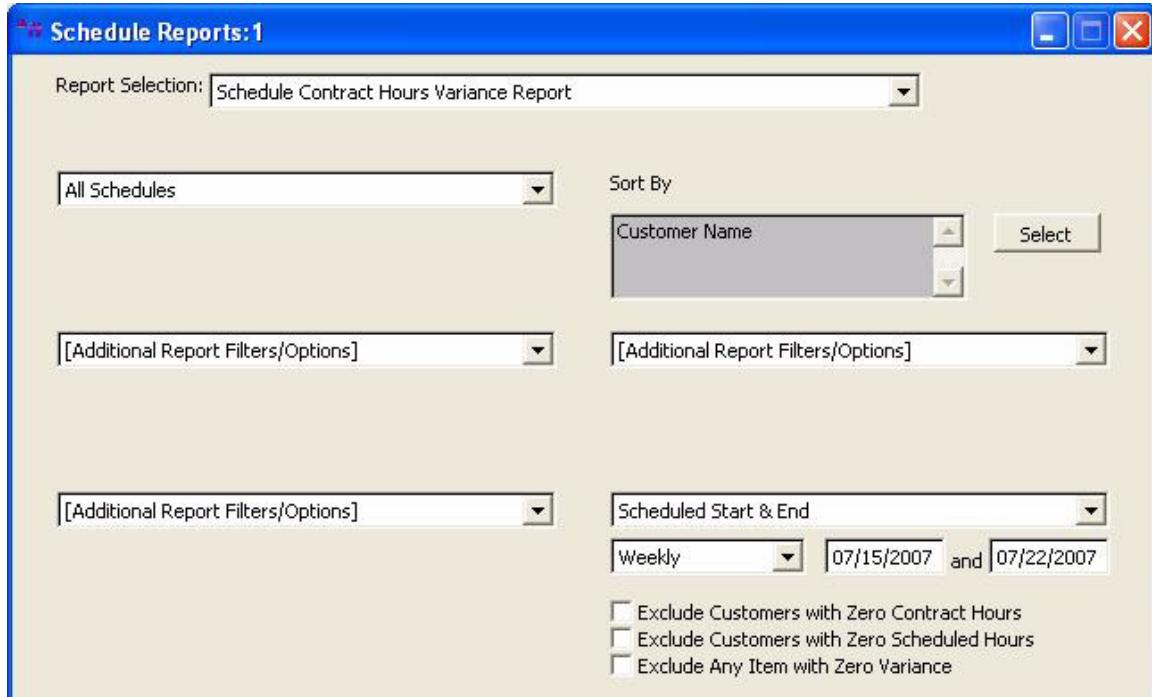
Tracking Type	CH	Contract Hours	Category	
Regular Hours	200.00		Double Time Hours	0.00
Overtime Hours	10.00			

- **Tracking Type:** should be the same value that was used when the Contract Hours Tracking Type was created.
- **Category:** is only displayed if the Tracking Type *Use Category Codes* setting was checked. This field is used to optionally sub categorize Contract Hours. For example, your Contract may contain 200 hours for a Customer, sub categorized as 120 hours Un-Armed, and 80 hours Armed.
 1. If the *Sub Total By Shift Field* System Preference setting is set to "Employee", enter a valid Employee Id.
 2. If the *Sub Total By Shift Field* System Preference setting is set to "Rate Code", enter a valid Rate Code.
 3. This field does not use the existing Employee Id or Rate Codes lookups. Any values will have to be re-defined.
- **Total Hours:** enter the total number of Contract Hours based on the Customer's Bill Frequency.

Note: The existing Customer Tracking Report (Customer reports menu) can be used to query this information. For example, if you stored a Contract Expiration Date, a report can be generated showing Customers who contracts have expired or are expiring in the near future.

How Does It Work?

Once the Schedule Contract Hours system settings and appropriate customers have been setup, you can generate the Schedule Contract Variance Report, under the Schedule reports menu.



The majority of the report settings are self explanatory. The following is a list of those that may need further clarification:

- **Scheduled Start & End:** controls which Shift records are include on the report and consequently how the Scheduled Hours are calculated.
 1. Use the "Billing" options to include data based on the Shift Billing Times.
 2. Use the "Payroll" options to include data based on the Shift Payroll Times.
- **Weekly:** controls which Customers and Work Sites are included based on the Customer Bill Frequency.
- **Exclude Customers with Zero Contract Hours:** if checked, a Customer and all of it's associated Work Sites are excluded from the report if both the Customer and all of it's Work Sites have zero Contract Hours. This option is an easy way to exclude customers that do not have a contract.
- **Exclude Customers with Zero Scheduled Hours:** if checked, a Customer and all of it's associated Work Sites are excluded from the report if both the Customer and all of it's Work Sites have zero Scheduled Hours. This option is an easy way to exclude contract customers who do not have any shifts.
- **Exclude Any Item with Zero Variance:** if checked, any Customer or Work Site with a zero Variance is excluded from the report output. This option is used to remove items that probably do not need to reviewed.

Schedule Contract Variance Report Process

When a Schedule Contract Variance Report the Ultra32 software performs the following:

- Uses the settings on the specified report screen specified to build a list of Shift records.

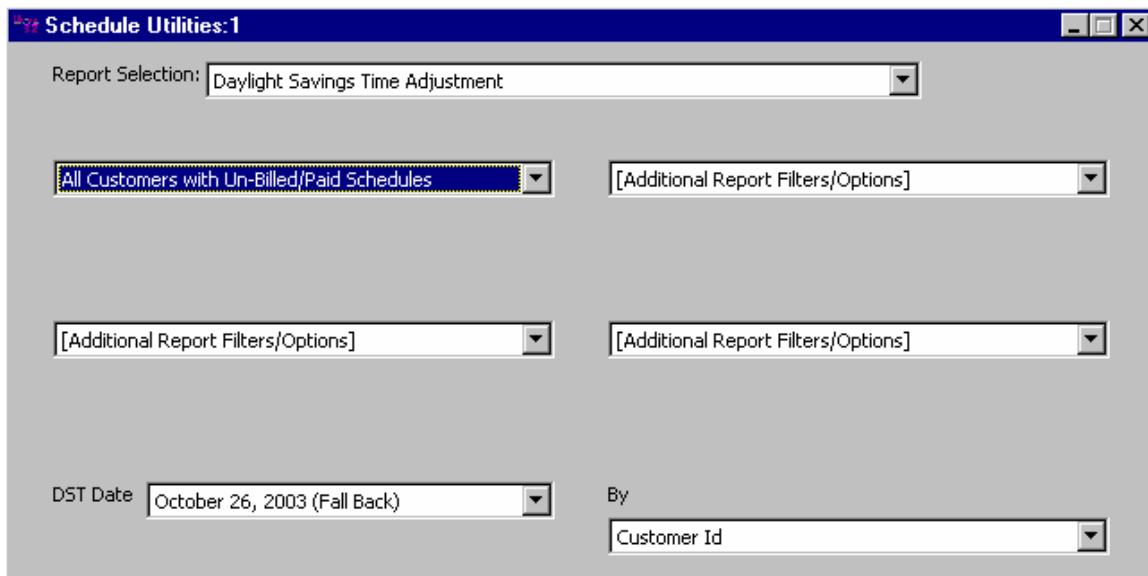
- Excludes any Shift records that have either an excluded Shift Rule Code or an excluded Shift Bill Rule Code.
- Calculates the total scheduled hours by Customer, Work Site, and the *Sub Total By Shift Field* specified in the System Preferences.
- Generates a report detail line for every Contract Hour Tracking record.
- Updates each report detail line with the Scheduled Hours. If a corresponding Contract Hour Tracking record does not exist, the Scheduled Hours will be added to the Parent Customer.
 1. Example #1. Let's say that we created a Customer Contract Hours Tracking record with 200 hours, but did not create any for the associated Work Sites. If we had 120 hours scheduled at Work Site A, and 80 hours scheduled at Work Site B, then all schedule hours would be added to the Parent Customer.
 2. Example #2. Let's say that we created a Customer Contract Hours Tracking record with 120 hours, Work Site A Tracking record with 80 hours, but did not create one for Work Site B. If we had 120 hours scheduled at Work Site A, and 80 hours scheduled at Work Site B, then all of Work Site B's schedule hours would be added to the Parent Customer, whereas Work Site A would get credit for its schedule hours.
 3. Basically, Ultra32 tries to perform an exact match, if one can not be found it will use the parent record.
- If applicable, drops any customers with zero scheduled hours.
- If applicable, drops any customers with zero contract hours.
- If applicable, drops any detail lines with zero variance.

Schedule Utilities

Provides the means to add and/or update items in an automated manner.

Daylight Savings Time Adjustment

The Daylight Savings Time Adjustment utility is used to adjust the Shift Records for Daylight Savings Time. (i.e. subtract an hour in the Spring, add an hour in the Fall) To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

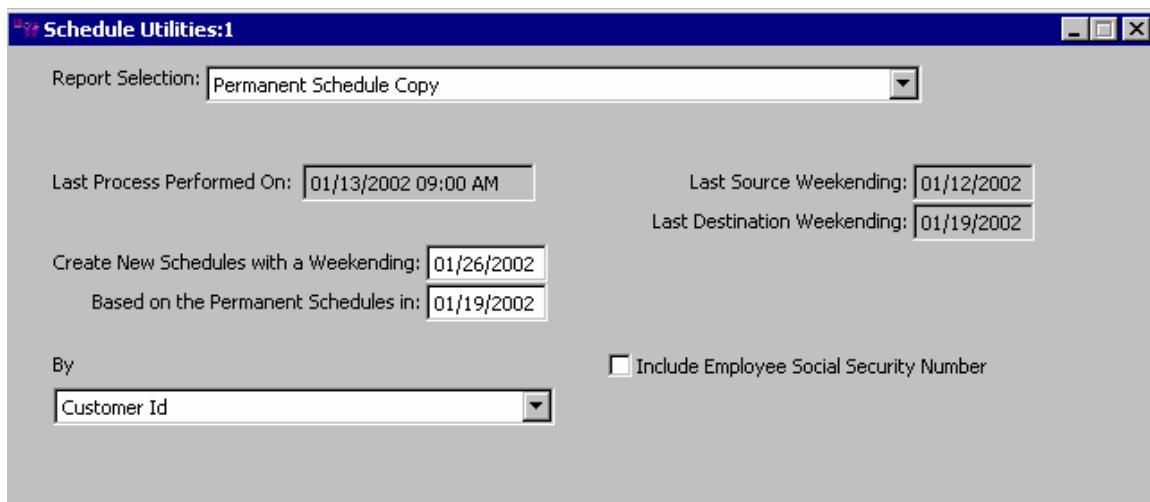


When a Daylight Savings Time Adjustment is performed, the Ultra32 software performs the following steps:

- Creates a list of all Shift Records that match the user defined and following criteria:
 1. Shift Records not already paid and not already billed.
 2. Shift Records with a *DST Adjust Minutes* value of zero.
 3. Shift Records with a Customer *DST Adjustment* value of blank or "Y" Yes.
 4. Shift Records that begin, end, or span between 2:00AM and 3:00AM on the *DST Date* selected.
- Adjusts the Shift Record's hours according to the DST Date selected.
 1. In the event of Spring Forward, it can be reduced by up to 60 minutes.
 2. In the event of Fall Back, it can be increased by up to 60 minutes.
- Allows you to either preview or print a list of the matching Shift Records. Afterwards, you can perform one of the following:
 1. If you wish to adjust the Shift Records, select the "Adjust the Schedules" option.
 2. Otherwise, select the "Cancel the Schedule Adjustment" option.

Permanent Schedule Copy

The Permanent Schedule Copy Utility is used to create Shift Records for a new period based on an existing period. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.



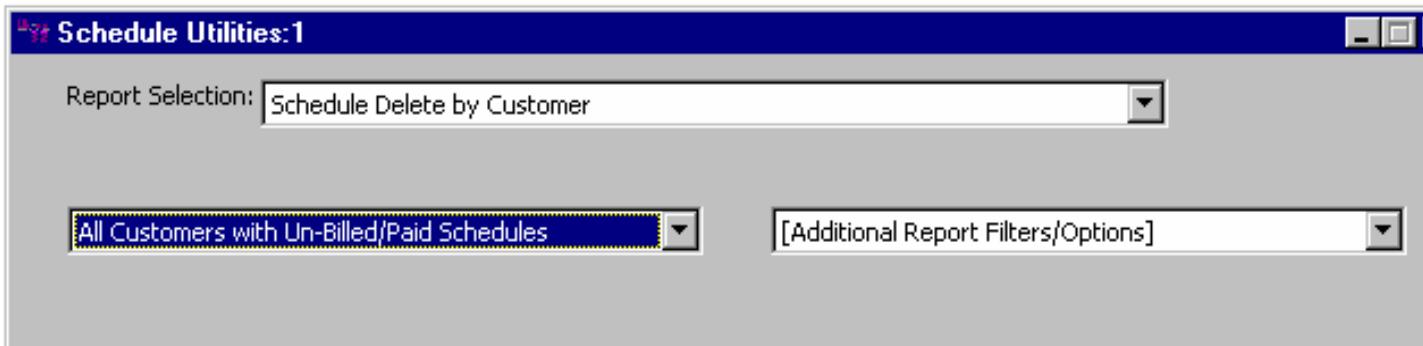
When a Permanent Schedule Copy is performed, the Ultra32 software performs the following steps:

- Creates a list of all Shift Records with the following criteria:
 1. A Week Ending Date equal to the value in the *Based on the Permanent Schedule* field.
 2. A value in the *Perm Shift* field. See the *Schedule: Main Display* section in this User's Guide for more information regarding the *Perm Shift* field.
 3. Either a blank value in the *Expires On* or a *Expires On* date less than or equal to the values in the *Create New Schedules with a Weekending* field. See the *Schedule: Main Display* section in this User's Guide for more information regarding the *Expires On* field.
- Allows you to either preview or print a list of the generated shift records. Afterwards, you can perform one of the following:
 1. If all Shift Records are correct and you wish to proceed, select the "Create the New Permanent Schedules" option.
 2. Otherwise, select the "Cancel the Permanent Schedule Copy".

Note: This feature does not include Document or Tracking information.

Schedule Delete By Customer

The Schedule Delete by Customer utility is used to delete any un-paid and un-billed Shift Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

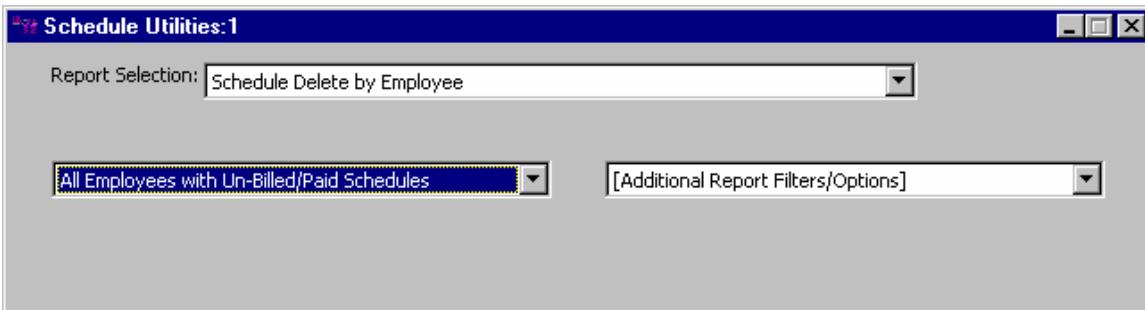


When a Schedule Delete by Customer is performed, the Ultra32 software performs the following steps:

- Creates a list of all un-paid and un-billed Shift Records that match the user defined criteria.
- Allows you to either preview or print a list of the generated shift records. Afterwards, you can perform one of the following:
 1. If you wish to remove the Shift Records, select the "Delete the Schedules" option.
 2. Otherwise, select the "Cancel the Schedule Delete" option.

Schedule Delete By Employee

The Schedule Delete by Employee utility is used to delete any un-paid and un-billed Shift Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

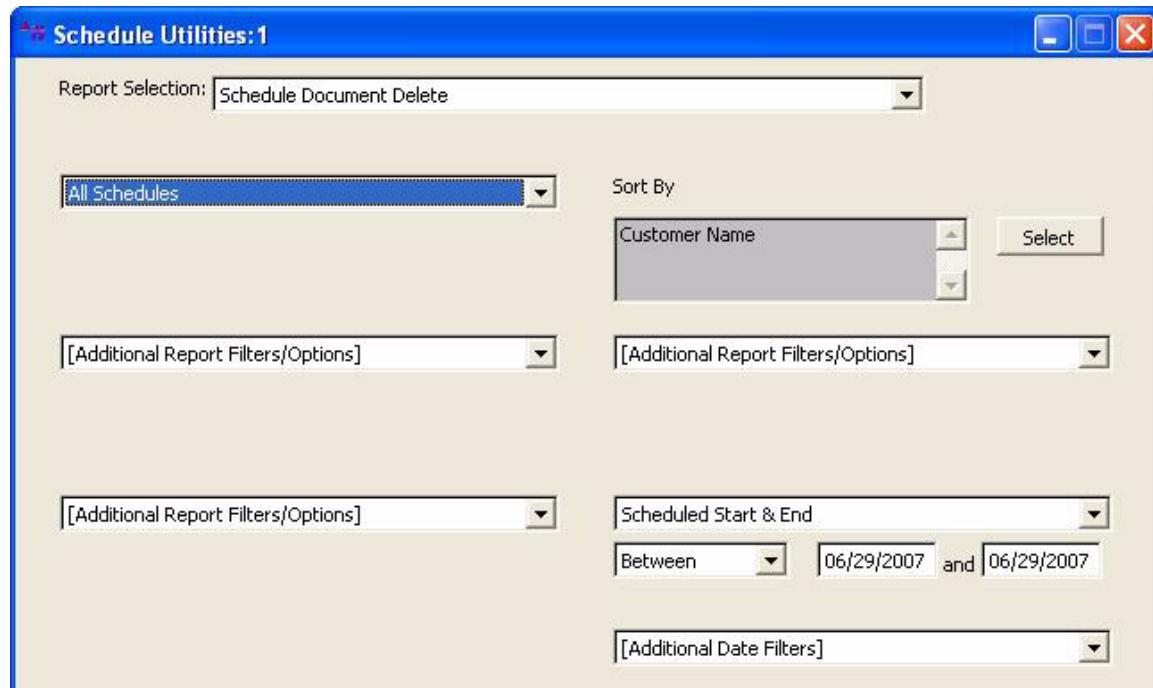


When a Schedule Delete by Employee is performed, the Ultra32 software performs the following steps:

- Creates a list of all un-paid and un-billed Shift Records that match the user defined criteria.
- Allows you to either preview or print a list of the generated shift records. Afterwards, you can perform one of the following:
 1. If you wish to remove the Shift Records, select the "Delete the Schedules" option.
 2. Otherwise, select the "Cancel the Schedule Delete" option.

Schedule Document Delete

The Schedule Document Delete utility is used to delete Shift Document Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

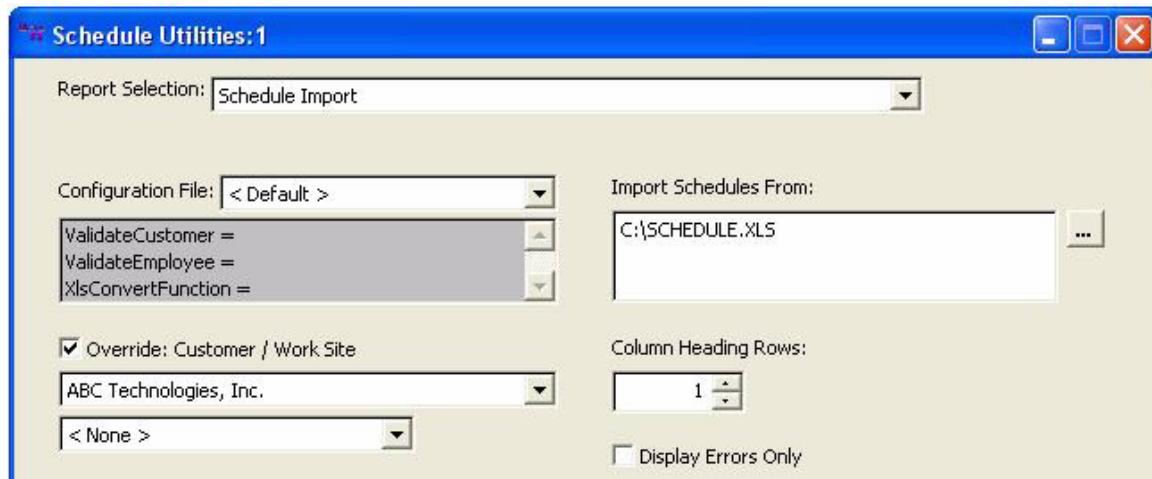


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Schedule Import

The Schedule Import utility is an add-on option for the Ultra32 software. It has been designed to import Schedules from a Microsoft Excel XLS File. To load this screen, select the **Data Entry** menu, then the **Schedule...** menu option, followed by the **Schedule Utilities** menu option.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Schedule Import Configuration](#) section in this User's Guide for more information.
- **Import Schedules From:** is the full path and filename to a Microsoft Excel XLS File containing Schedules to import. See the [Schedule Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Schedules with one or more errors are displayed on results report.
- **Override Customer / Work Site:** is used to override the value contained in the Import File.

When a Schedule Import is performed, the Ultra32 software performs the following steps:

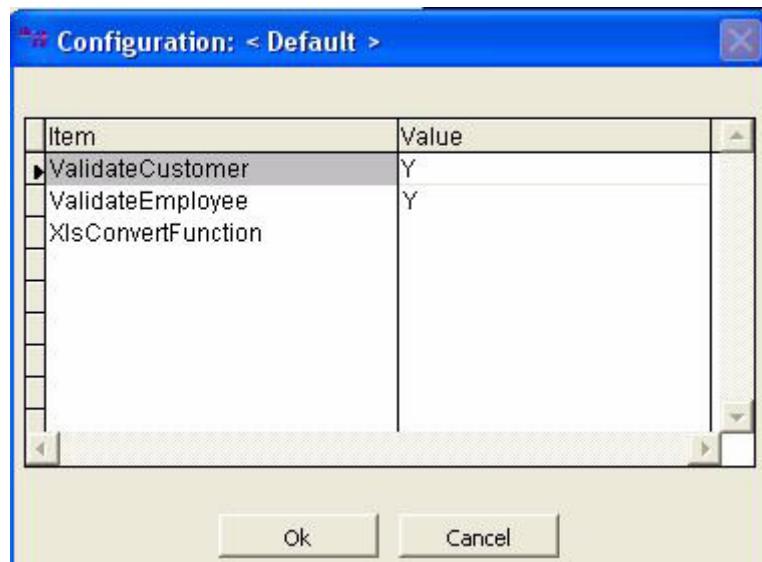
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Schedule Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Schedule File containing all of the data from the Import File.
- Performs a validation process on each Schedule. If any Schedule fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Allows you to either preview or print a list of the imported Schedule records. Afterwards, you can perform one of the following:
 1. If you wish to import any Schedule that did not fail the validation process, select the "Import the Schedules" option.
 2. Otherwise, select the "Cancel the Schedule Import" option.

Note: Any Schedule that failed the validation process will not be imported. If you receive a message that one or more Schedules failed validation you have two options. One, cancel the import process, correct the "bad" Schedules in the Import File, and then re-perform the

import. Two, perform the import, delete the "good" Schedules from the Import File, correct the "bad" Schedules in the Import File, and then perform the import again.

Schedule Import Configuration

The majority of these settings were pre-configured for your company when the Schedule Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Validation Customer:** is used to customize how the Customer / Work Site is imported.
 1. <Blank>: does not perform any extra validation.
 2. "Y": uses the first ten positions of the Customer Name in the Import File to verify the Customer Id.
- **Validation Employee:** is used to customize how the Employee is imported.
 1. <Blank>: does not perform any extra validation.
 2. "Y": uses the first ten positions of the Employee Last Name in the Import File to verify the Employee Id.
- **XLS Convert Function:** is used by CCS to handle custom Schedule Imports. Leave blank, unless instructed otherwise by CCS.

Schedule Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Schedule Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Shift Id		XXXXXXXXXX	
B	Customer Id	Y	XXXXXXXXXX	

C	Customer Name		xxxxxxxxxxxxxxxxxxxx	
D	Site Code	Y	XXXXXX	
E	Employee Id	Y	XXXXXXXXXX	
F	Employee Last Name		xxxxxxxxxxxxxxxxxxxx	
G	Rate Code	Y	XXXXXXXXXX	
H	Shift Date	Y	MM/DD/YYYY	
I	Schedule Start	Y	TIME	
J	Schedule End	Y	TIME	
K	Position Code	Y	XXXXXXXXXX	1
L	Received Flag	Y	X	2
M	DST Adjustment		999	9
N	Pay Rule Code	Y	XXX	
O	Payroll Start	Y	TIME	3
P	Payroll End	Y	TIME	3
Q	Pay Break Minutes		999	
R	Pay Break Starts	Y	TIME	4
S	Bill Rule Code	Y	XXX	
T	Billing Start	Y	TIME	5
U	Billing End	Y	TIME	5
V	Bill Break Minutes		999	
W	Bill Break Starts	Y	TIME	6
X	Permanent Shift	Y	X	
Y	Expires On	Y	MM/DD/YYYY	
Z	Exclude from C/I	Y	X	7
AA	Update Pay Time	Y	X	7
AB	Update Bill Time	Y	X	7
AC	Note 1 Type	Y	XX	8
AD	Note 1 Notes		(32,767) x	
AE	Note 2 Type	Y	XX	8
AF	Note 2 Notes		(32,767) x	
AG	Note 3 Type	Y	XX	8
AH	Note 3 Notes		(32,767) x	
AI	Note 4 Type	Y	XX	8
AJ	Note 4 Notes		(32,767) x	
AK	Note 5 Type	Y	XX	
AL	Note 5 Notes		(32,767)	8
AM	Tracking 1 Type	Y	XX	10
AN	Tracking 1 Category	Y	XXXXXXXXXX	10
AO	Tracking 1 Date1		MM/DD/YYYY	
AP	Tracking 1 Date2		MM/DD/YYYY	
AQ	Tracking 1 Date3		MM/DD/YYYY	
AR	Tracking 1 Date4		MM/DD/YYYY	
AS	Tracking 1 Text1		(30) x	
AT	Tracking 1 Text2		(30) x	
AU	Tracking 1 Text3		(30) x	
AV	Tracking 1 Text4		(30) x	
AW	Tracking 1 Amount1		9999999.99	

AX	Tracking 1 Amount2		9999999.99	
AY	Tracking 1 Amount3		9999999.99	
AZ	Tracking 1 Amount4		9999999.99	
BA	Tracking 1 Logical1		Y/N	
BB	Tracking 1 Logical2		Y/N	
BC	Tracking 1 Logical3		Y/N	
BD	Tracking 1 Logical4		Y/N	
BE	Tracking 1 Notes		(32,767) x	
BF	Tracking 2 Type	Y	XX	10
BG	Tracking 2 Category	Y	XXXXXXXXXX	10
BH	Tracking 2 Date1		MM/DD/YYYY	
BI	Tracking 2 Date2		MM/DD/YYYY	
BJ	Tracking 2 Date3		MM/DD/YYYY	
BK	Tracking 2 Date4		MM/DD/YYYY	
BL	Tracking 2 Text1		(30) x	
BM	Tracking 2 Text2		(30) x	
BN	Tracking 2 Text3		(30) x	
BO	Tracking 2 Text4		(30) x	
BP	Tracking 2 Amount1		9999999.99	
BQ	Tracking 2 Amount2		9999999.99	
BR	Tracking 2 Amount3		9999999.99	
BS	Tracking 2 Amount4		9999999.99	
BT	Tracking 2 Logical1		Y/N	
BU	Tracking 2 Logical2		Y/N	
BV	Tracking 2 Logical3		Y/N	
BW	Tracking 2 Logical4		Y/N	
BX	Tracking 2 Notes		(32,767) x	
BY	Tracking 3 Type	Y	XX	10
BZ	Tracking 3 Category	Y	XXXXXXXXXX	10
CA	Tracking 3 Date1		MM/DD/YYYY	
CB	Tracking 3 Date2		MM/DD/YYYY	
CC	Tracking 3 Date3		MM/DD/YYYY	
CD	Tracking 3 Date4		MM/DD/YYYY	
CE	Tracking 3 Text1		(30) x	
CF	Tracking 3 Text2		(30) x	
CG	Tracking 3 Text3		(30) x	
CH	Tracking 3 Text4		(30) x	
CI	Tracking 3 Amount1		9999999.99	
CJ	Tracking 3 Amount2		9999999.99	
CK	Tracking 3 Amount3		9999999.99	
CL	Tracking 3 Amount4		9999999.99	
CM	Tracking 3 Logical1		Y/N	
CN	Tracking 3 Logical2		Y/N	
CO	Tracking 3 Logical3		Y/N	
CP	Tracking 3 Logical4		Y/N	

CQ	Tracking 3 Notes		(32,767) x	
CR	Department Code	Y	XXX	11
CS	Office Code	Y	XXX	11
CT	Location Code	Y	XXX	11
CU	Sales 1 Code	Y	XXX	11
CV	Sales 2 Code	Y	XXX	11
CW	PO Number		xxxxxxxxxxxxxxxxxx	
CX	Release		xxxxxxxxxxxxxxxxxx	
CY	Project		xxxxxxxxxxxxxxxxxx	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

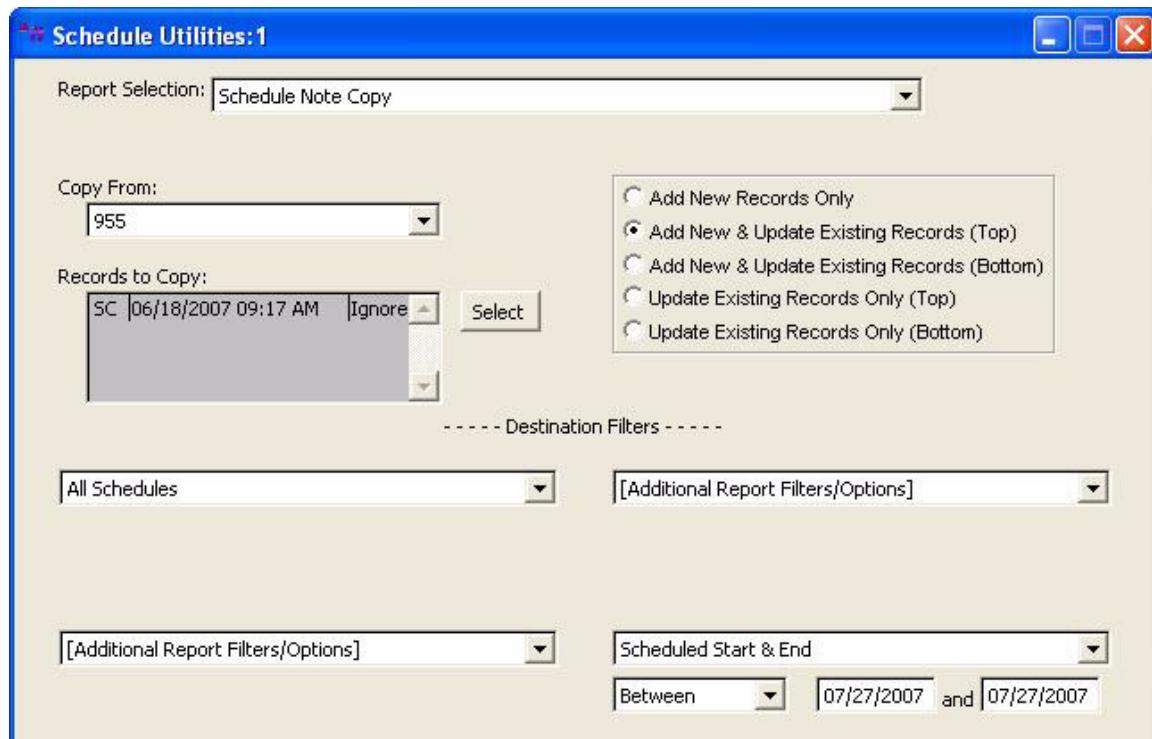
Schedule Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. TIME: either Military Time (HHMM) or Standard Time (HH:MM AM).
 4. X: one alpha-numeric character, uppercase only.
 5. x: one alpha-numeric character, mixed cased allowed.
 6. Y/N: "Y" for Yes or any other value for No.
- Notes:
 1. Is only imported if you are using the Employee Dispatch module of the Ultra32 software.
 2. Is only imported if you are using the Schedule Received Option of the Ultra32 software.
 3. Is only validated if either the Payroll Start or Payroll End values are not blank.
 4. Is only validated if the Pay Break Minutes value is not zero.
 5. Is only validated if either the Billing Start or Billing End values are not blank.
 6. Is only validated if the Bill Break Minutes value is not zero.
 7. Is only imported if you are using the Automated Employee Check-In module of the Ultra32 software.
 8. Is only validated if one or more of the corresponding Note items is not blank.
 9. Is currently not used by the Schedule Import.
 10. Is only validated if one or more of the corresponding Tracking items is not blank.
 11. Is only validated if the value contained in the Import File is not blank.

Note: The importing of Schedule Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Schedule Note Copy

The Schedule Note Copy utility is part of the Utility Pack Option. It is used to copy Note Records from one Schedule to one or more Schedules based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Schedule...** menu option, followed by the **Schedule Utilities** menu option.



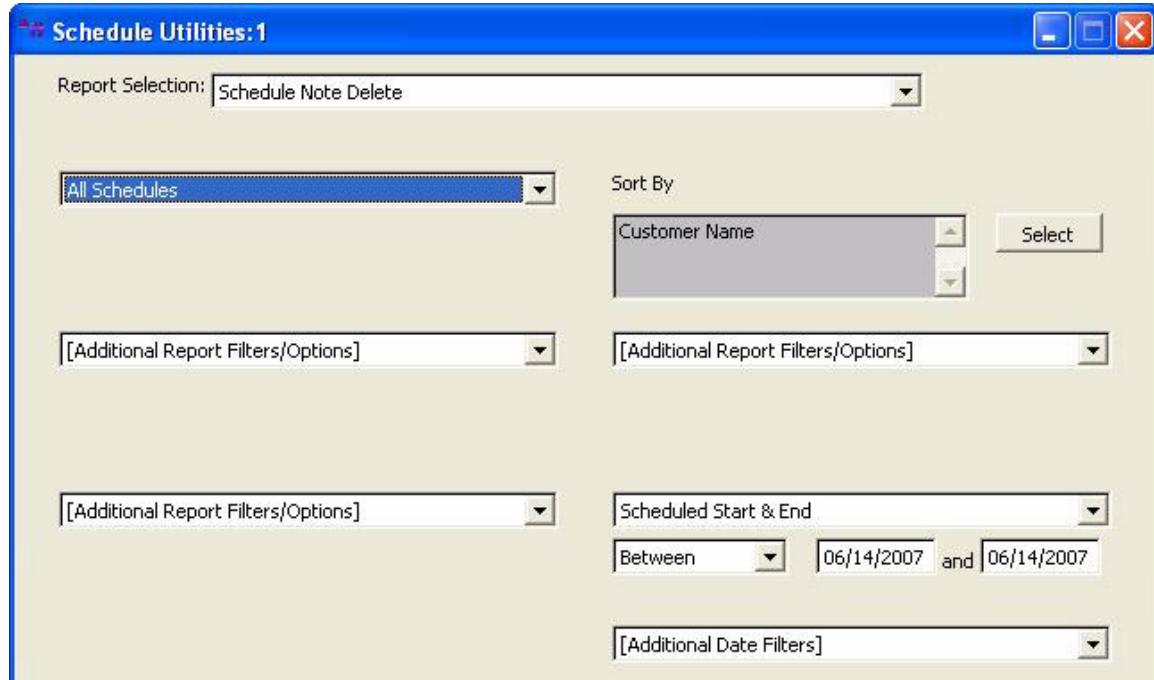
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Shifts with a Schedule Begins DateTime greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Note Type.

Schedule Note Delete

The Schedule Note Delete utility is used to delete Shift Note Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

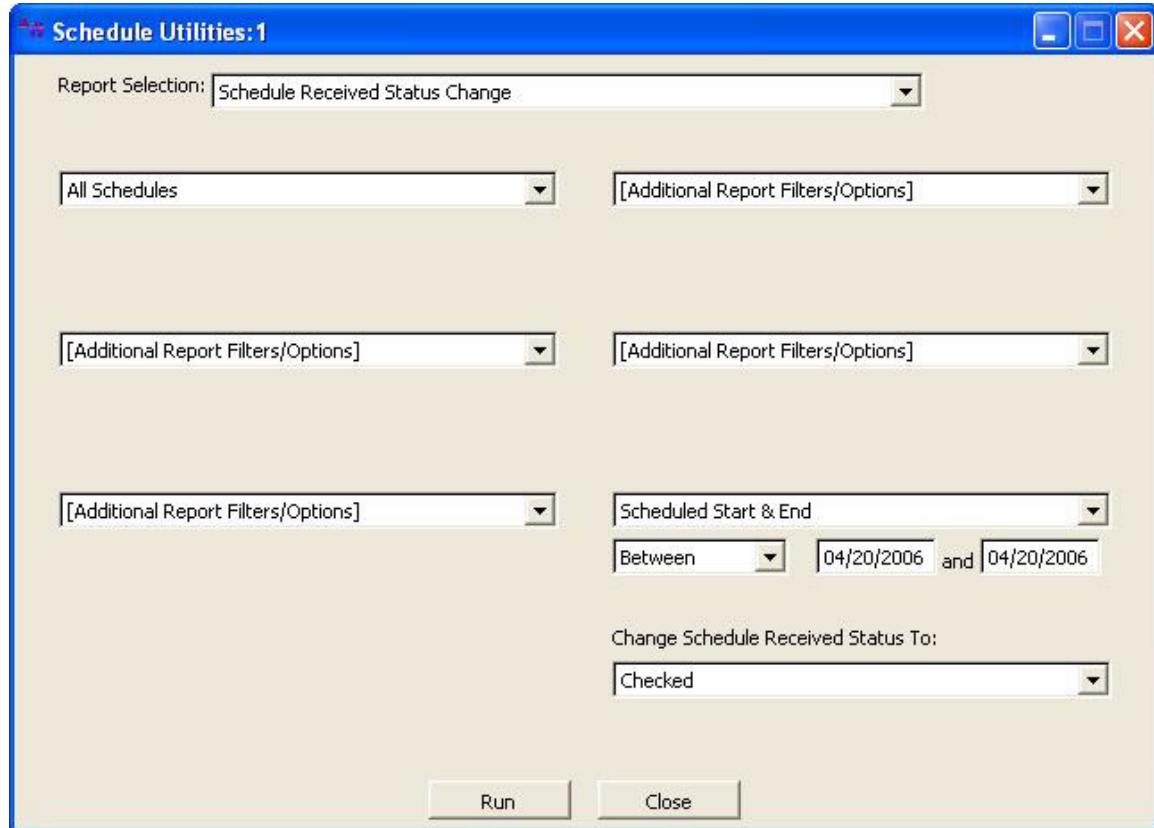


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Schedule Received Status Change

The Schedule Received Status Change utility is used to change the Schedule Received Status of Shifts based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

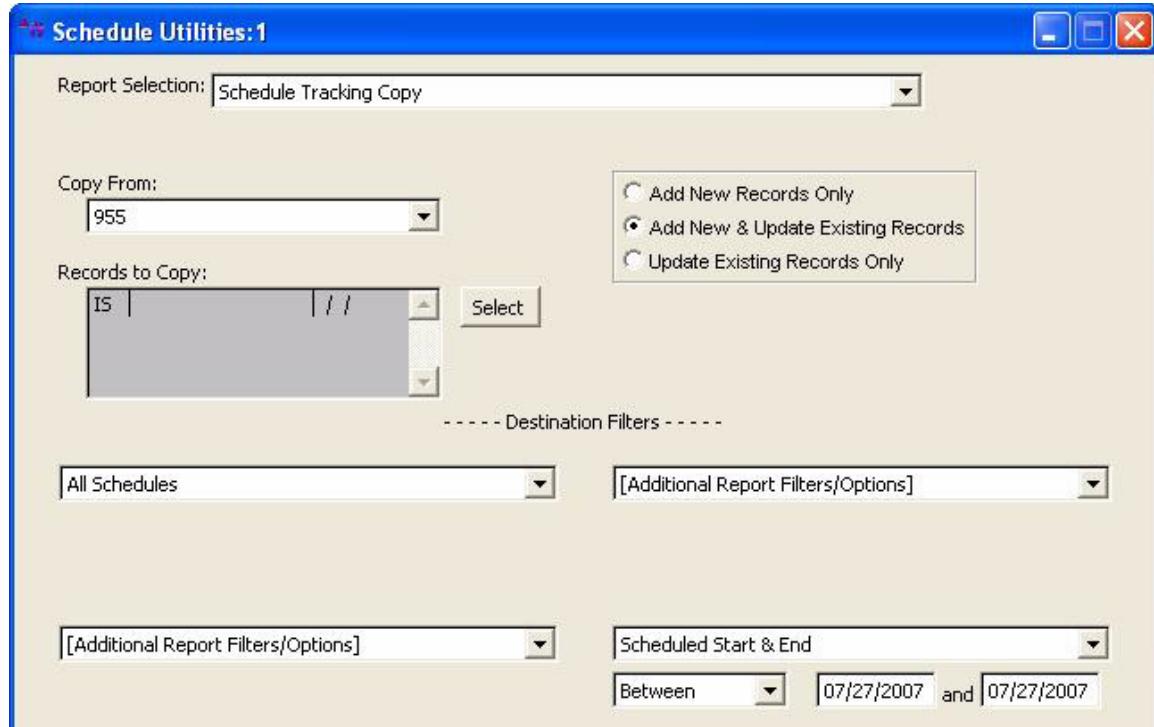


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Schedule Tracking Copy

The Schedule Tracking Copy utility is part of the Utility Pack Option. It is used to copy Tracking Records from one Schedule to one or more Schedules based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **Schedule...** menu option, followed by the **Schedule Utilities** menu option.



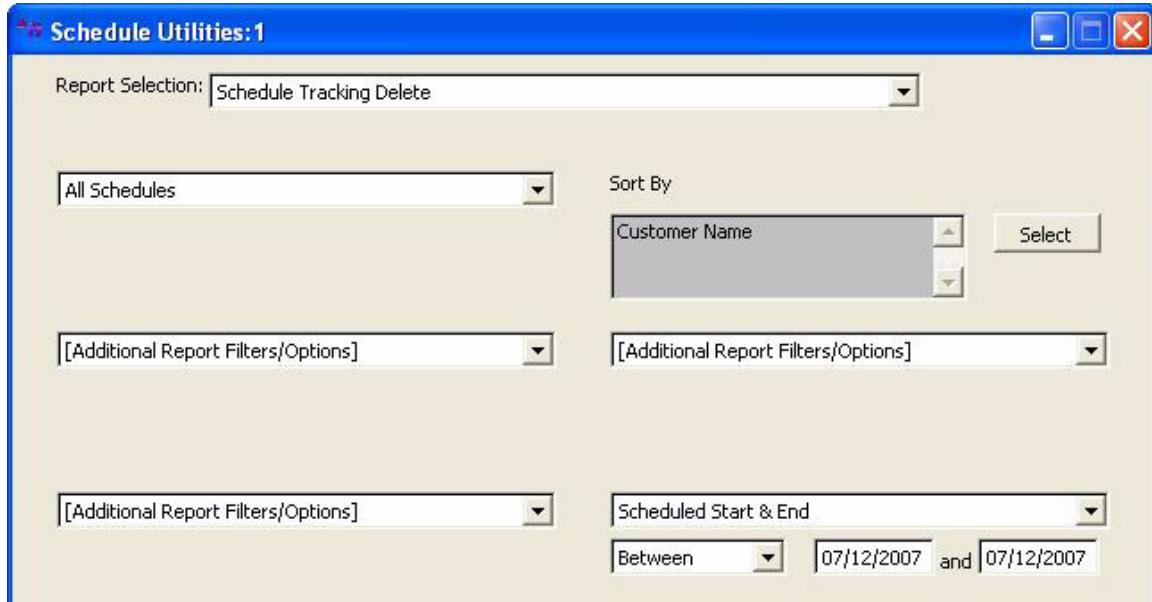
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only Shifts with a Schedule Begins DateTime greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tracking Type.

Schedule Tracking Delete

The Schedule Tracking Delete utility is used to delete Shift Tracking Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.

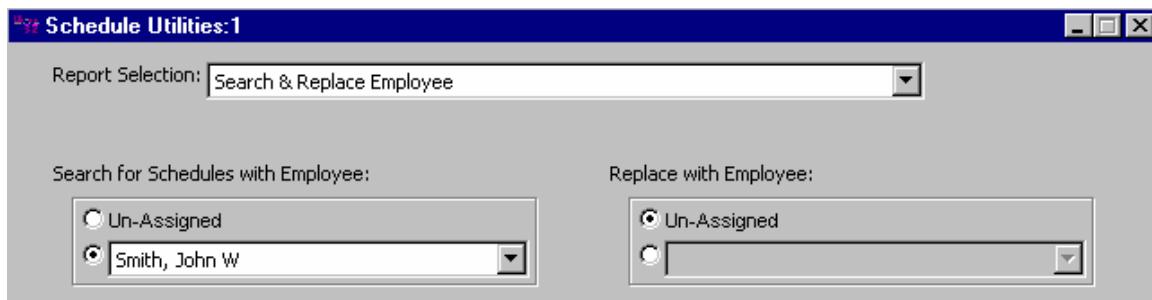


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Search & Replace Employee

The Search & Replace Employee utility is used to replace who is assigned at any un-paid and un-billed Shift Records with a different based on a user defined criteria. To load this screen, select the **Data Entry** menu, the **Schedule...** menu option, followed by the **Scheduling Utilities** menu option.



When a Search & Replace Employee is performed, the Ultra32 software performs the following steps:

- Creates a list of all un-paid and un-billed Shift Records that match the user defined criteria.
- Allows you to either preview or print a list of the generated shift records. Afterwards, you can perform one of the following:
 1. If you wish to change the Shift Records, select the "Replace the Employee on Schedules" option.

2. Otherwise, select the "Cancel the Search and Replace Employee" option.

TimeSlip

The TimeSlip file is the center of Ultra32's One Step Entry system. Payroll, Billing, Job Cost, Sales Analysis, and Work History are all generated from the TimeSlip file. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip** menu option.

The screenshot shows the 'TimeSlip Information:1' window with the 'Data Entry' tab selected. The window contains several input fields and some calculated values:

Field	Value	Notes
Timeslip Id	000054	Type: Manual Check: Not Posted Invoice: Not Posted Gross Pay: 315.20 Gross Bill: 429.20 Margin: 114.00 Margin: 26.56000%
Job Order Id		
Customer Id	ABCTECH	ABC Technology
Site Code	BIRM	Birmingham Office
Employee Id	ALEXANDER	Alexander Brian 777-77-7777
Rate Code		
Work Date	01/06/2001	
Batch	01/12/2001	

The TimeSlip Data Entry Tab can be divided into the following sections:

- Main Display
- General Display
- Additional Information Display
- Employee Deductions Display
- TimeSlip Carry Over Option
- TimeSlip Copy Option

Main Display

This portion of the TimeSlip Data Entry Tab stores information (i.e. customer, employee, and dates), and is visible on all displays. The majority of the fields are self explanatory, however the following is a list of issues that need special mentioning:

- **TimeSlip Id:** is used throughout the Ultra32 to identify the TimeSlip.
 1. Once assigned, the **TimeSlip Id** can only be changed by using the button. Duplicate Ids are accepted.
 2. The Ultra32 software supports both User Assigned and Computer Assigned Ids. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces. Computer Assigned Ids are numeric only and are automatically incremented by the Ultra32 software every time a new TimeSlip is added.
 3. The maximum Id length is six characters and all Ids are automatically capitalized.
- **Job Order Id:** is optional. Only active Job Orders for active customers are displayed

in the Lookup.

1. If a Job Order Id is specified, the *Customer Id* and *Work Site* are automatically retrieved from the Job Order, and cannot be changed.
 2. If a Job Order Id is specified, the Pay/Bill Rates, *Comp Code*, *PO Number*, *Release*, *Project*, *Office Code*, *Location Code*, *Salesman 1 Code*, and *Salesman 2 Code* will only retrieve their default values from the Job Order only.
- *Customer Id*: is required. Only active customers are displayed in the Lookup.
 - *Employee Id*: is required. Only active employees are displayed in the Lookup.
 - *Rate Code*: is optional. See the Rate Code section in this User's Guide for more information.
 1. All Rate Codes that have previously been defined for either the Job Order, Customer, or Employee are displayed in the Lookup.
 - *Work/Weekend Date*: is required. This field is commonly used to represent either the actual date an employee worked (Daily Pay) or the Pay Period Ending Date.
 1. The default values that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
 2. The **Set Default Dates** button can be used to manually set the default Work/Weekend date. Note, this button is only available if either the Default Batch Date or Default Work/Weekend Date (on the System Preferences) is set to Manual.
 3. This value stored in this field appears on the Payroll Check and Invoice Print detail line.
 - *Batch Date*: is required. This field is commonly used to group TimeSlips for batch processing. The majority of the TimeSlip Reports, the Proposed Payroll Report, the Proposed Billing Report, the Payroll Check Print, and the Invoice Print processes can be filtered by the TimeSlip *Batch Date*.
 1. The default values that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
 2. The **Set Default Dates** button can be used to manually set the default Batch date. Note, this button is only available if either the Default Batch Date or Default Work/Weekend Date (on the System Preferences) is set to Manual.
 3. CCS recommends using the Payroll Check Issued Date. For example, your pay period runs Monday through Sunday (1/7 to 1/13), with the Payroll Checks issued on the following Friday (1/18).

Note: With the exception of *TimeSlip Id*, *Work/Weekend Date*, *Batch Date*, *Permanent*, and *Expires On* all fields in the Main Display cannot be modified once a TimeSlip record is saved.

General Display

Hour Type:	R	Pay Hours	Pay Rate	Bill Hours	Bill Rate	Misc Pay and Bill Amounts			
Hourly		Reg: 40.00	7.5000	40.00	10.3500	Type	Description	Pay Amt	Bill Amt
	Ovt:	0.00	11.2500	0.00	15.5300	ER	Expense Reim.	15.20	15.20
	Dbl:	0.00	15.0000	0.00	20.7000				
		Comp Code 8810	<input type="checkbox"/> Pay: Hold	<input type="checkbox"/> Bill: Hold			New	Delete	
Salestax Code		Taxable Sales	<input type="checkbox"/> Perm Slip	<input type="checkbox"/>	Expires On / /	<input type="checkbox"/> Additional Information			
PO Number 29111-B3		Dept Code	<input type="checkbox"/>	Salesman1 JWS	<input type="checkbox"/> Employee Deductions				
Release		Office Code FAR	<input type="checkbox"/>	Salesman2	<input type="checkbox"/> Print Check				
Project		Location Code	<input type="checkbox"/>	Pay Freq W	<input type="checkbox"/> Separate Check				

The General Page stores basic TimeSlip classification codes, billing information, and payroll information. The majority of the fields are self explanatory, however the following is a list of issues that need special mentioning:

- **Hour Type, Hours and Rates:** See the [Pay & Bill Rates](#) section in this User's Guide for more information.
 1. The Pay & Bill Rate lookup is not performed until the *Hour Type* has been identified.
 2. The Pay & Bill Rate lookup may perform again if either the *Hour Type, Job Order Id, Customer Id, Work Site, Employee Id* or *Rate Code* are changed.
- **Miscellaneous Pay and Bill Amounts:** are used to identify miscellaneous pay and bill amounts.
 1. Each miscellaneous pay/bill record must have a unique *Miscellaneous Pay/Bill Type*. However, the same *Miscellaneous Pay/Bill Type* can be used for different TimeSlips.
 2. See the [Miscellaneous Pay & Bill Type Setup](#) section in this User's Guide for more information.
 3. See the [Miscellaneous Pay Amounts](#) and the [Miscellaneous Bill Amounts](#) sections in this User's Guide for more information.
- **Pay Hold, Bill Hold:** if checked, the TimeSlip is excluded from the Payroll Check/Invoice generate process.
 1. Are commonly used when a TimeSlip record is created prior to when the "real" TimeSlip is submitted for payroll/billing.
- **Comp Code:** is required. See the [Comp Code](#) section in this User's Guide for more information.
 1. When a TimeSlip is added, the default value is retrieved from the same location as the Pay & Bill Rate lookup.
- **Sales Tax Code:** See the [Sales Tax Code](#) section in this User's Guide for more information.
 1. When a TimeSlip is added, the default value is retrieved from the Customer file.
- **Perm Slip:** is used to indicate what whether or not this TimeSlip record is a Permanent TimeSlip. See the [Permanent TimeSlip Copy](#) section in this User's Guide for more information.

1. Leave this field blank if this TimeSlip should not be included in the Permanent TimeSlip Copy.
 2. "A" All Items: when a Permanent TimeSlip Copy is performed, the entire TimeSlip Record is copied excluding Pay Hold, Bill Hold, and Documents.
 3. "H" All Items, Excluding Hours: when a Permanent TimeSlip Copy is performed, the entire TimeSlip Record is copied excluding Regular Pay/Bill Hours, Overtime Pay/Bill Hours, Double Time Pay/Bill Hours, Pay Hold, Bill Hold, and Documents.
 4. "R" All Items, Excluding Hours & Rates: when a Permanent TimeSlip Copy is performed, the entire TimeSlip Record is copied excluding Regular Pay/Bill Hours & Rates, Overtime Pay/Bill Hours & Rates, Double Time Pay/Bill Hours & Rates, Pay Hold, Bill Hold, and Documents.
 5. The default value that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
- ***Expires On:*** represents how long this TimeSlip Record will remain a Permanent TimeSlip. See the Permanent TimeSlip Copy section in this User's Guide for more information.
 1. The default value that will be used when adding a new record can be modified by selecting the **System** menu, followed by the **System Preferences** menu option. Note, System Administrative Rights are required to make any changes.
 2. If the TimeSlip Record has no expiration, you can leave this field blank.
 - ***PO Number, Release, Project:*** are used to assign a default purchase order. See the Purchase Orders section in this User's Guide for more information.
 1. If a *Job Order Id* is identified, the default values are retrieved from the Job Order file.
 2. Otherwise the default values are retrieved from the Customer file.
 - ***Department Code:*** is a user-defined code for classifying your TimeSlips.
 1. When payroll is generated, all unpaid TimeSlips are grouped by Employee, Department Code, and then Pay Frequency.
 2. When a TimeSlip is added, the default value is retrieved from the Employee file.
 3. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 4. See the Validation Code section in this User's Guide for more information.
 - ***Office Code:*** is a user-defined code for classifying your TimeSlips.
 1. If a *Job Order Id* is identified, the default value is retrieved from the Job Order file.
 2. Otherwise the default value is retrieved from the Employee file.
 3. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 4. See the Validation Code section in this User's Guide for more information.
 - ***Location Code:*** is a user-defined code for classifying your TimeSlips.
 1. If a *Job Order Id* is identified, the default value is retrieved from the Job Order file.

2. Otherwise the default value is retrieved from the Employee file.
 3. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 4. See the [Validation Code](#) section in this User's Guide for more information.
- **Salesman Code 1 & 2:** are user-defined codes for classifying the sales people assigned to your customers.
 1. If a [Job Order Id](#) is identified, the default value is retrieved from the Job Order file.
 2. Otherwise the default value is retrieved from the Employee file.
 3. Can be used in the Job Cost & Sales Analysis, Proposed Billing, and TimeSlip reports to filter and sort information.
 4. See the [Validation Code](#) section in this User's Guide for more information.
 - **Pay Frequency:** is used to determine which table or formulas will be used to calculate payroll taxes.
 1. When payroll is generated, all unpaid TimeSlips are grouped by Employee, Department Code, and then Pay Frequency.
 2. When a TimeSlip is added, the default value is retrieved from the Employee file.
 - **# Days:** represents the number of days worked.
 1. Some workers compensation premiums are calculated based on the number of days an employee worked.
 2. Some Non-Tax Deductions are calculated based on the number of days an employee worked.
 3. Is only displayed when the [Pay Frequency](#) field is "D" Daily.
 - **Separate Check:** forces the payroll generate to create a separate Payroll Check for this TimeSlip.
 - **Print Check** button is used to process a QuickPay Payroll Check. See the [QuickPay](#) section in this User's Guide for more information.

Note: The behavior of the default value retrieval can be changed to better fit your needs. Contact [CCS Technical Support](#) for more information.

Additional Information Display

Notes:	Type	Description	Added	Added By	Chg'd On	
	TS	TimeSlip Notes	01/01/2006	ADMIN	/ / : :	
						The client agreed to reimburse Brian for the cost of dry cleaning his uniform due to an accidental spill at the client's site.
<input type="button" value="New"/> <input type="button" value="Delete"/>						
Check Number <input type="text"/>			Invoice Number <input type="text"/>			

The Additional Information Page can be accessed by the **Additional Information** button. The majority of the fields are self explanatory, however the following is a list of issues that need special mentioning:

Note Records

The Notes section stores free form notes.

- Each note record must have a unique **Note Type**. However, the same **Note Type** can be used for different TimeSlips. Note, some Note Types may be configured to be used repeatedly.
- See the [Note Type Setup](#) section in this User's Guide for more information.

Tracking Page

The screenshot shows a software interface titled "Tracking Page". At the top left, there is a label "Add'l Tracking:" followed by a dropdown menu showing "AR". The main area is a grid table with the following columns: Date, Description, Misc1 Caption, Misc2 Caption, Date1 Caption, Date2 Caption, and Date3 Caption. The first row contains data: AR, Accident Repo, Supervisor, John Smith, Occurred, 08/01/2006, Reported, and 08/01/2006. Below the grid are two buttons: "New..." and "Delete".

The Tracking page is used to store specialty pieces of information about a shift that need complex tracking and querying. For example, Accident Reports. The following is a list of issues that need special mentioning:

- **Tracking Type**: is used to classify the tracking record.
 1. Each additional tracking record must have a unique **Tracking Type**. However, the same **Tracking Type** can be used for different TimeSlips.
 2. See the [Tracking Type Setup](#) section in this User's Guide for more information.
- **Category Code**: is a user-defined code for classifying additional tracking records.
 1. Only certain Tracking Types have the ability to identify a **Category Code**.
 2. If present, you can use the same **Tracking Type** and **Category Code** combination multiple times for the same TimeSlips.
 3. See the [Category Code](#) section in this User's Guide for more information.

Note: Each tracking type can be customized to store up to four date fields, four text fields, four numeric fields, four logical fields, and one free form notes field. In addition, there is a TimeSlip Tracking Report that can be used to query this information.

Documents Page

Doc's:	Type	Type Description	Category	Category Description	Added On	Description
	► TF	TimeSlip File	ACCIDENT	Accident Report	08/01/2006	

New **Delete**

Description: **Get/View File**

Comments/Notes: Mark William slipped while walking down the first floor steps. Offered to send him to a Medical Care facility, he declined. **Remove**

Document on File

The Documents Page is a electronic file cabinet. It is used to store information and documents such as Proposals, Contracts, and etc. Once stored, these documents can be viewed, printed, and sent via email. The following is a list of issues that need special mentioning:

- **Document Type:** is used to classify the document record.
 1. The same **Document Type** can be used multiple times for the same TimeSlip.
- **Category Code:** is a user-defined code for classifying document records.
 1. See the [Category Code](#) section in this User's Guide for more information.
- See the [Document Management](#) section in this User's Guide for more information.

Note: Each TimeSlip record can have it's own Document information.

Employee Deductions Display

Shortcut to Employee Deductions

Employee Id	ALEXANDER	Status	A	
Last Name	Alexander	First	Brian	
Address1	2356 Detroit Avenue			
Address2				
City	Detroit	State	MI	
	Zip	48227	Country	USA

Payroll Ded's:

Type	Description	Amount	Balance	Decline	OneTime
► AD	Advance	50.00	50.00	Y	
CS	Child Support	70.00	0.00		

New **Delete**

Aux Ded Setup:

Type	Agency	AgencyName	Case/Ord	Begins On	Ends On
CS	FOC	Friend of the	BR45879	01/01/2000	12/31/2004

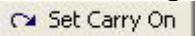
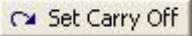
New **Delete**

The Employee Deductions Page is a shortcut to the Employee's Non-Tax Deduction. Any changes made via this display are stored in the Employee's permanent file. See the [Non-Tax Deductions](#) section in this User's Guide for more information.

TimeSlip Carry Over Option

The TimeSlip Carry Over has been designed to enhance the data entry of TimeSlips by providing a means to carry over certain values from one TimeSlip to the next. For example, your company processes many TimeSlips where the majority of the data entered is the same. Rather than re-entering redundant information, it is more efficient if the system could carry over the information entered on the previous TimeSlip.

This feature can be enabled/disabled directly from the TimeSlip screen with a simple click of a button. That is, you can enable the feature to enter a batch of similar TimeSlips, temporary disable to enter one or more unique TimeSlips, then re-enable the feature to enter a new batch of similar TimeSlips. The following is an overview of how the TimeSlip Carry Over Option works:

- While viewing any TimeSlip that you wish to use as a "Source TimeSlip", click the  Set Carry On button. The Ultra32 software copies into memory the contents of the Source TimeSlip.
- When the New TimeSlip command is selected, the following is performed.
 1. A new TimeSlip is created using the Source TimeSlip for default values.
 2. The normal TimeSlip Data Entry Lookups are performed. For example, both the *Department Code* and *Pay Frequency* are retrieved from the Employee file.
- To add a normal TimeSlip or to clear the Source TimeSlip from memory, click the  Set Carry Off button.

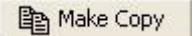
Note: See the [System Preferences](#) section in this User's Guide for more information on how to activate and configure.

Note: This feature does not copy Document, Note, Miscellaneous Pay & Bill, or Tracking information.

TimeSlip Copy Option

The TimeSlip Copy Option has been designed to enhance the data entry of TimeSlips by providing a means to copy certain values from one TimeSlip to the next. For example, your company processes many TimeSlips where the majority of the data entered is the same. Rather than re-entering redundant information, it is more efficient if the system could copy the information entered on the previous TimeSlip.

This feature can be enabled/disabled directly from the TimeSlip screen with a simple click of a button. That is, you can enable the feature to enter a batch of similar TimeSlips, temporary disable to enter one or more unique TimeSlips, then re-enable the feature to enter a new batch of similar TimeSlips. The following is an overview of how the TimeSlip Copy Option works:

- While viewing any TimeSlip that you wish to use as a "Source TimeSlip", click the  Make Copy button. The Ultra32 software copies into memory the contents of the

Source TimeSlip.

- When the New TimeSlip command is selected, the following is performed.
 1. A new TimeSlip is created using the Source TimeSlip for default values.
 2. The normal TimeSlip Data Entry Lookups are not performed.
- To add a normal TimeSlip or to clear the Source TimeSlip from memory, click the  button.

Note: See the [System Preferences](#) section in this User's Guide for more information on how to activate and configure.

Note: This feature does not copy Document, Note, Miscellaneous Pay & Bill, or Tracking information.

TimeSlip Contract Hours

The TimeSlip Contract Hours feature adds the following:

- Store the Total Contract Hours per Customer and/or Customer Work Site. In addition, you can sub categorize by Employee, Rate Code, and etc.
- Generate a report showing the difference between the Contract Hours and the TimeSlip Pay/Bill Hours.

An example of when this would be used is where you have a contract with a customer for 200 hours a week and you need to know when the pay/bill hours for that customer is either below or exceeds the contract.

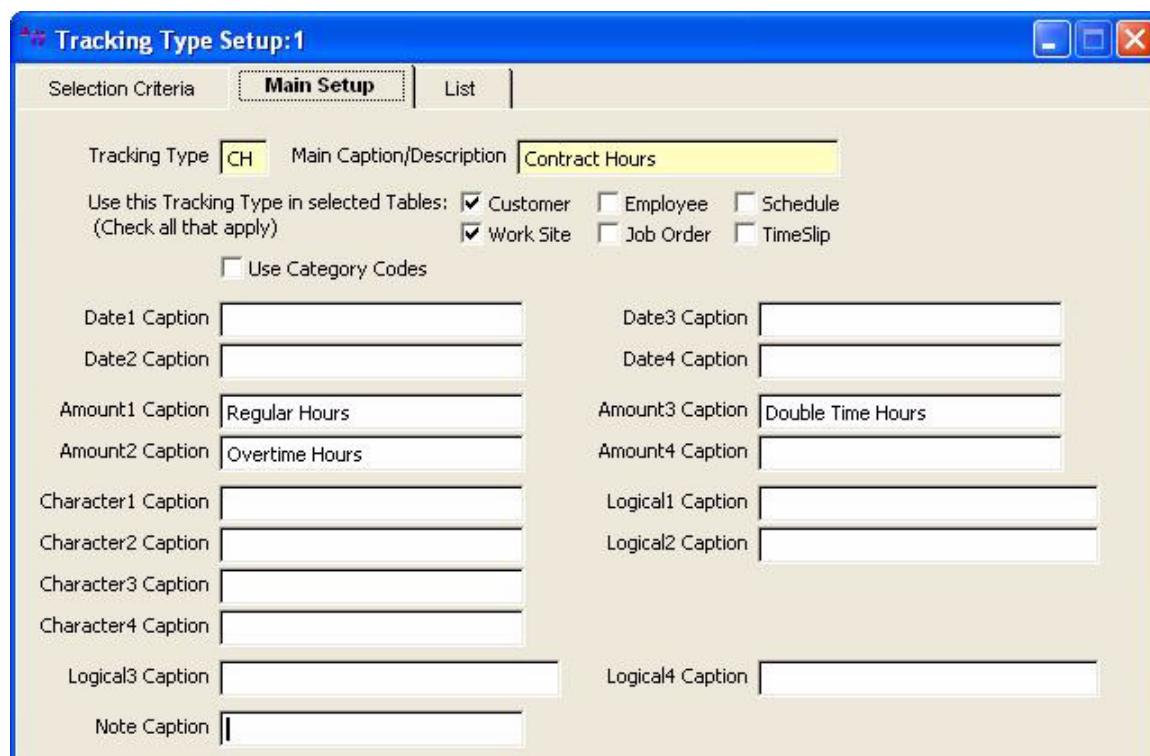
How to Setup

The process of setting up the TimeSlip Contract Hours can be simplified as follows:

- Create a Tracking Type that will be used to store Contract Hours data.
- Define the TimeSlip Contract Hours system settings.
- Create the Customer Contract Hours Tracking records.

Create a Contract Hours Tracking Type

To create a Contract Hours Tracking Type, you must first load the Tracking Type Setup screen. Select the **System** menu, then the **System Type Setup...** menu option, followed by the **Tracking Types** menu option.



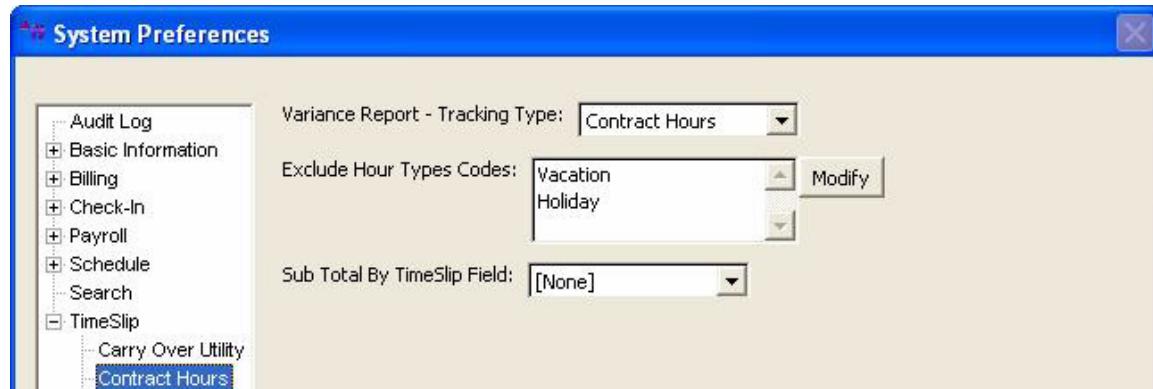
The following is a list of recommended settings for the purpose of storing Contract Hours data. For more information about each of these settings, see the [Tracking Type Setup](#) section in this User's Guide.

- **Use this Tracking Type in Selected Tables:** "Customer" should be checked, "Work Site" is optional.
- **Use Category Codes:** should be checked if you need to sub categorize by Employee, Rate Code, or etc..
- **Amount 1 Caption:** must contain some sort of description of regular hours.
- **Amount 2 Caption:** must contain some sort of description of overtime hours.
- **Amount 3 Caption:** must contain some sort of description of double time hours.

Note: the remaining Caption settings are not directly used by the Ultra32 TimeSlip Contract Hours feature, but could be used to store user-defined data. For example, you may want to store things like a Contract Effective Date, Contract Renewal Date, Notes, and etc.

Contract Hours System Preferences

To access the TimeSlip Contract Hours System Preferences, select the **System** menu, followed by the **System Preferences** menu option.



The image displayed above shows a sample of the recommended settings. For more information about each of these settings, see the [System Preferences](#) section in this User's Guide.

Create a Customer Contract Hours Tracking Record

A Customer Contract Hours Tracking record should be created for each Customer and/or Customer plus Work Site combination. To load this screen, select the **Data Entry** menu, then the **Customer & Employee...** menu option, followed by the **Customer & Work Site** menu option.

Additional Tracking Information

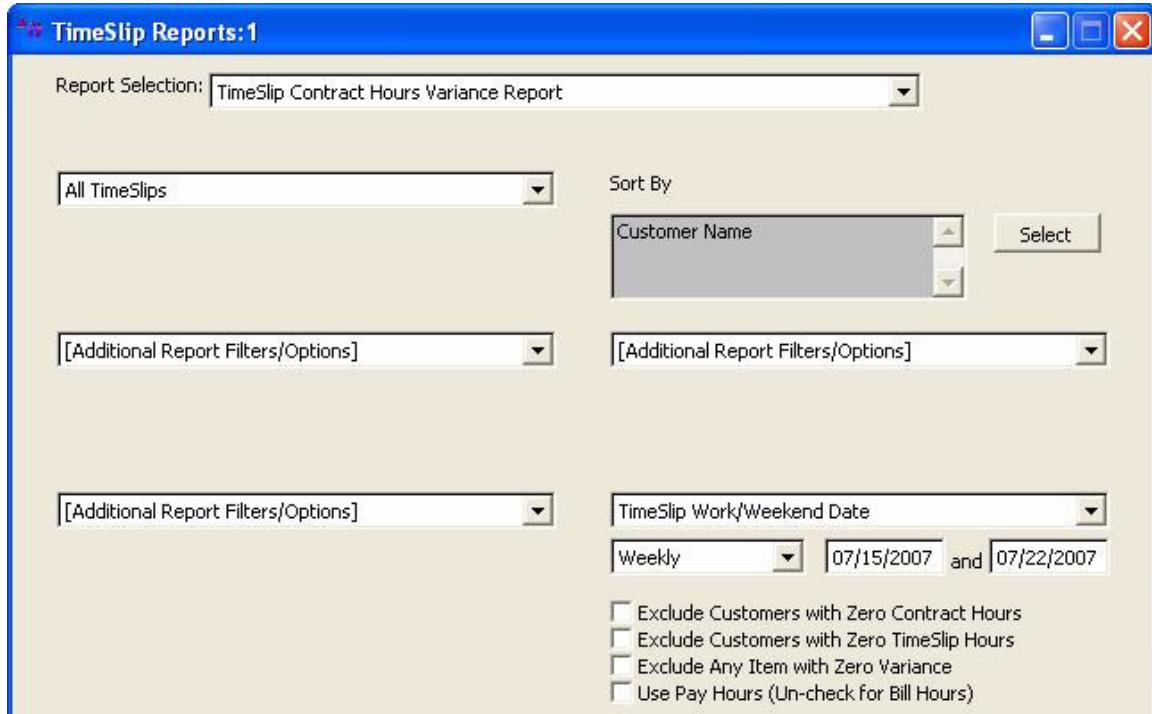
Tracking Type	CH	Contract Hours	Category	
Regular Hours	200.00		Double Time Hours	0.00
Overtime Hours	10.00			

- **Tracking Type:** should be the same value that was used when the Contract Hours Tracking Type was created.
- **Category:** is only displayed if the Tracking Type *Use Category Codes* setting was checked. This field is used to optionally sub categorize Contract Hours. For example, your Contract may contain 200 hours for a Customer, sub categorized as 120 hours LPN, and 80 hours RN.
 1. If the *Sub Total By Shift Field* System Preference setting is set to "Employee", enter a valid Employee Id.
 2. If the *Sub Total By Shift Field* System Preference setting is set to "Rate Code", enter a valid Rate Code.
 3. This field does not use any of the existing Employee Id, Rate Code, and etc. lookups. Any values will have to be re-defined.
- **Regular Hours:** enter the total number of Contract Regular Hours based on the Customer's Bill Frequency.
- **Overtime Hours:** enter the total number of Contract Overtime Hours based on the Customer's Bill Frequency.
- **Double Time Hours:** enter the total number of Contract Double Time Hours based on the Customer's Bill Frequency.

Note: The existing Customer Tracking Report (Customer reports menu) can be used to query this information. For example, if you stored a Contract Expiration Date, a report can be generated showing Customers who contracts have expired or are expiring in the near future.

How Does It Work?

Once the TimeSlip Contract Hours system settings and appropriate customers have been setup, you can generate the TimeSlip Contract Variance Report, under the TimeSlip reports menu.



The majority of the report settings are self explanatory. The following is a list of those that may need further clarification:

- ***TimeSlip Work/Weekend Date***: controls which TimeSlip records are include on the report and consequently how the pay/bill hours are calculated.
- ***Weekly***: controls which Customers and Work Sites are included based on the Customer Bill Frequency.
- ***Exclude Customers with Zero Contract Hours***: if checked, a Customer and all of it's associated Work Sites are excluded from the report if both the Customer and all of it's Work Sites have zero Contract Hours. This option is an easy way to exclude customers that do not have a contract.
- ***Exclude Customers with Zero TimeSlip Hours***: if checked, a Customer and all of it's associated Work Sites are excluded from the report if both the Customer and all of it's Work Sites have zero TimeSlip Hours. This option is an easy way to exclude contract customers who do not have any TimeSlips.
- ***Exclude Any Item with Zero Variance***: if checked, any Customer or Work Site with a zero Variance is excluded from the report output. This option is used to remove items that probably do not need to reviewed.
- ***Use Pay Hours (Un-check for Bill Hours)***: if checked, the TimeSlip pay hours are used to calculate the TimeSlip Regular, Overtime, and Double Time hours columns.

TimeSlip Contract Variance Report Process

When a TimeSlip Contract Variance Report the Ultra32 software performs the following:

- Uses the settings on the specified report screen specified to build a list of TimeSlip records.

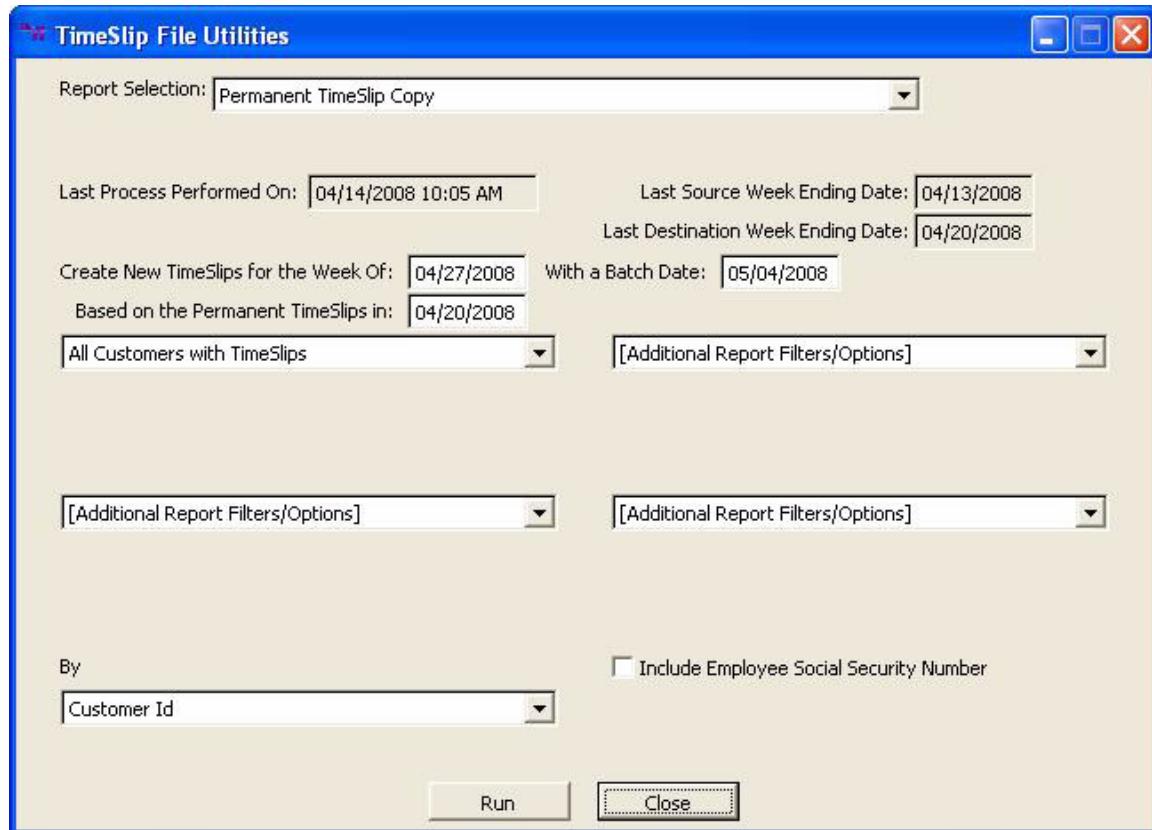
- Excludes any TimeSlip records that have an excluded Hour Type.
- Calculates the total pay/bill hours by Customer, Work Site, and the *Sub Total By TimeSlip Field* specified in the System Preferences.
- Generates a report detail line for every Contract Hour Tracking record.
- Updates each report detail line with the pay/bill Hours. If a corresponding Contract Hour Tracking record does not exist, the pay/bill hours will be added to the Parent Customer.
 1. Example #1. Let's say that we created a Customer Contract Hours Tracking record with 200 hours, but did not create any for the associated Work Sites. If we had 120 hours paid/billed at Work Site A, and 80 hours paid/billed at Work Site B, then all TimeSlip hours would be added to the Parent Customer.
 2. Example #2. Let's say that we created a Customer Contract Hours Tracking record with 120 hours, Work Site A Tracking record with 80 hours, but did not create one for Work Site B. If we had 120 hours paid/billed at Work Site A, and 80 hours paid/billed at Work Site B, then all of Work Site B's TimeSlip hours would be added to the Parent Customer, whereas Work Site A would get credit for its TimeSlip hours.
 3. Basically, Ultra32 tries to perform an exact match, if one can not be found it will use the parent record.
- If applicable, drops any customers with zero paid/billed hours.
- If applicable, drops any customers with zero contract hours.
- If applicable, drops any detail lines with zero variance.

TimeSlip Utilities

Provides the means to add and/or update items in an automated manner.

Permanent TimeSlip Copy

The Permanent TimeSlip Copy Utility is used to create TimeSlip Records for a new period based on an existing period. To load this screen, select the **Data Entry** menu, the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.



When a Permanent TimeSlip Copy is performed, the Ultra32 software performs the following steps:

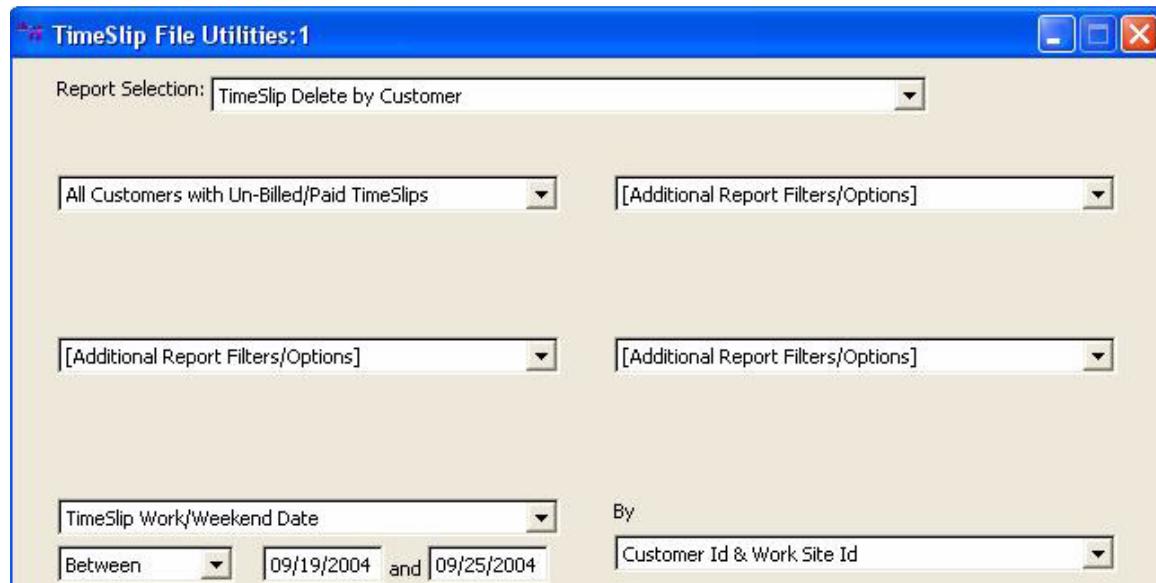
- Creates a list of all TimeSlip Records with the following criteria:
 1. A Work/Week Ending Date that falls within the date range associated with the week ending date entered in the *Based on the Permanent TimeSlips In* field. For example, *Based on the Permanent TimeSlips in* 04/20/2008 would include TimeSlips with a Work/Weekend Date from 04/14/2008 to 04/20/2008.
 2. A value in the *Permanent* field. See the *TimeSlip: Main Display* section in this User's Guide for more information regarding the *Permanent* field.
 3. Either a blank value in the *Expires On* or a *Expires On* date less than or equal to the values in the *Create New TimeSlips for the Week Of* field. See the *TimeSlip: Main Display* section in this User's Guide for more information regarding the *Expires On* field.
- Allows you to either preview or print a list of the generated TimeSlip records. Afterwards, you can perform one of the following:

1. If all TimeSlip records are correct and you wish to proceed, select the "Perform the Copy Process" option.
2. Otherwise, select the "Cancel the Copy Process".

Note: This feature does not include Document information.

TimeSlip Delete By Customer

The TimeSlip Delete by Customer utility is used to delete any un-paid and un-billed TimeSlip Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.

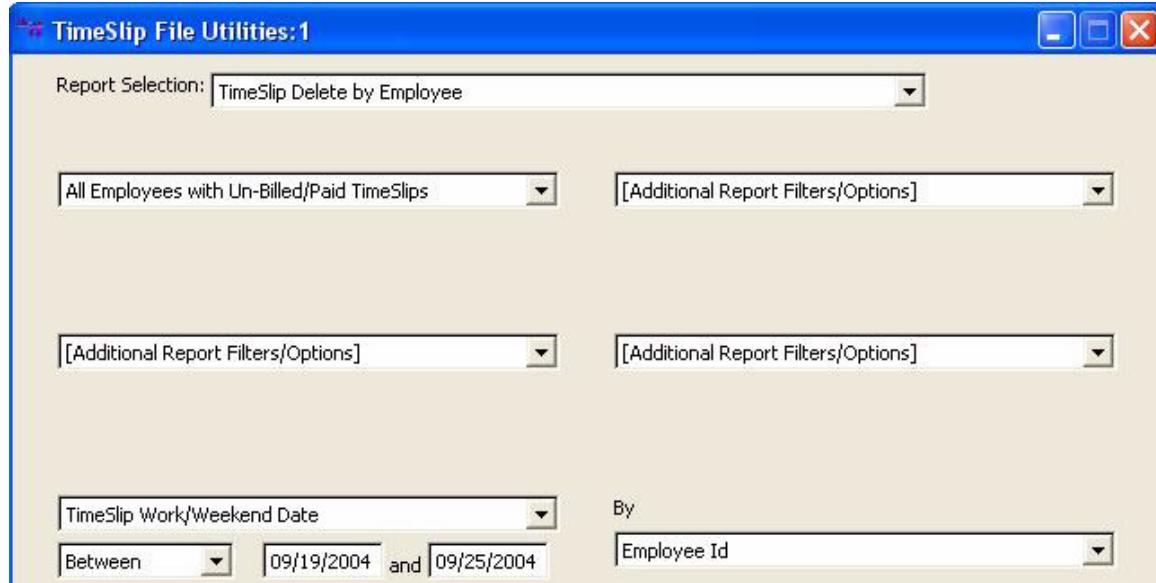


When a TimeSlip Delete by Customer is performed, the Ultra32 software performs the following steps:

- Creates a list of all un-paid and un-billed TimeSlip Records that match the user defined criteria.
- Allows you to either preview or print a list of the generated TimeSlip records. Afterwards, you can perform one of the following:
 1. If you wish to remove the TimeSlip Records, select the "Delete the TimeSlips" option.
 2. Otherwise, select the "Cancel the TimeSlip Delete" option.

TimeSlip Delete By Employee

The TimeSlip Delete by Employee utility is used to delete any un-paid and un-billed TimeSlip Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.

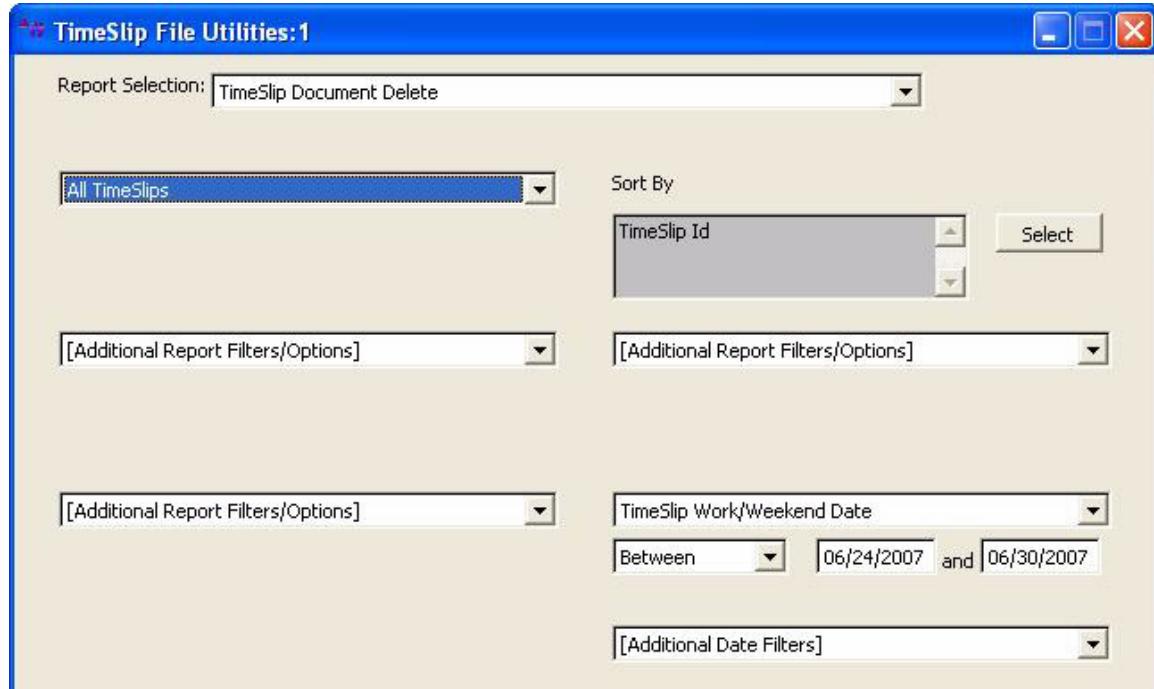


When a TimeSlip Delete by Employee is performed, the Ultra32 software performs the following steps:

- Creates a list of all un-paid and un-billed TimeSlip Records that match the user defined criteria.
- Allows you to either preview or print a list of the generated TimeSlip records. Afterwards, you can perform one of the following:
 1. If you wish to remove the TimeSlip Records, select the "Delete the TimeSlips" option.
 2. Otherwise, select the "Cancel the TimeSlip Delete" option.

TimeSlip Document Delete

The TimeSlip Document Delete utility is used to delete TimeSlip Document Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.

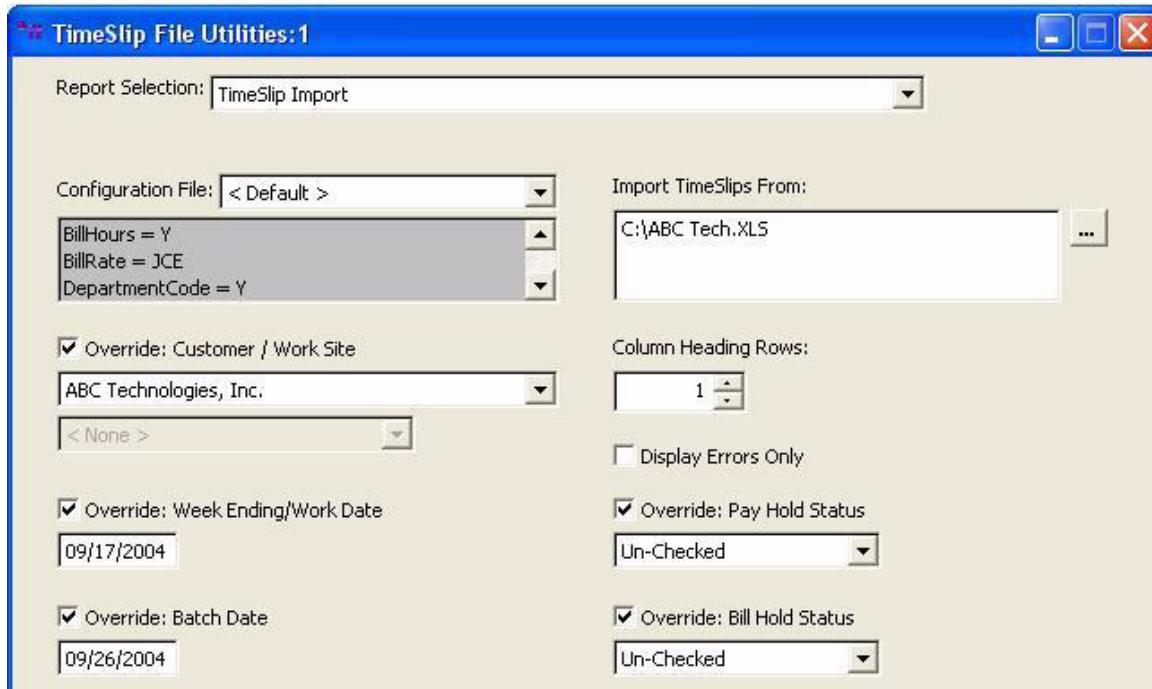


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

TimeSlip Import

The TimeSlip Import utility is an add-on option for the Ultra32 software. It has been designed to import TimeSlips from a Microsoft Excel XLS File. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.



- **Configuration File:** is used to view/modify the import configuration settings. See the [TimeSlip Import Configuration](#) section in this User's Guide for more information.
- **Import TimeSlips From:** is the full path and filename to a Microsoft Excel XLS File containing TimeSlips to import. See the [TimeSlip Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only TimeSlips with one or more errors are displayed on results report.
- **Override Customer / Work Site:** is used to override the value contained in the Import File.
- **Override Week Ending/Work Date:** is used to override the value contained in the Import File.
- **Override Batch Date:** is used to override the value contained in the Import File.
- **Override Pay Hold Status:** is used to override the value contained in the Import File.
- **Override Bill Hold Status:** is used to override the value contained in the Import File.

When a TimeSlip Import is performed, the Ultra32 software performs the following steps:

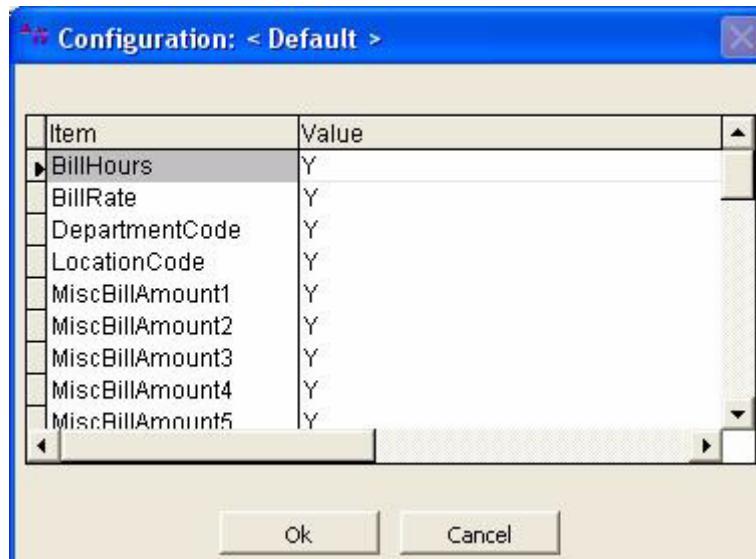
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [TimeSlip Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary TimeSlip File containing all of the data from the Import File.

- Performs a validation process on each TimeSlip. If any TimeSlip fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Allows you to either preview or print a list of the imported TimeSlip records. Afterwards, you can perform one of the following:
 1. If you wish to import any TimeSlip that did not fail the validation process, select the "Import the TimeSlips" option.
 2. Otherwise, select the "Cancel the TimeSlip Import" option.

Note: Any TimeSlip that failed the validation process will not be imported. If you receive a message that one or more TimeSlips failed validation you have two options. One, cancel the import process, correct the "bad" TimeSlips in the Import File, and then re-perform the import. Two, perform the import, delete the "good" TimeSlips from the Import File, correct the "bad" TimeSlips in the Import File, and then perform the import again.

TimeSlip Import Configuration

The majority of these settings were pre-configured for your company when the TimeSlip Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Bill Hours:** is used to customize how the Regular Bill Hours, Overtime Bill Hours, and Double Time Bill Hours are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is zero, use the value contained in the corresponding Pay Hours columns.
- **Bill Rate:** is used to customize how the Regular Bill Rate, Overtime Bill Rate, and Double Time Bill Rate are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "C", "E", "J" or any combination of the three. See the [TimeSlip Import Rate Lookup Table](#)

section in this User's Guide for more information.

- **Department Code**: is used to customize how the Department Code is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Location Code**: is used to customize how the Location Code is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Miscellaneous Bill Amount 1 to 9**: is used to customize how the Miscellaneous Bill Amounts are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank AND the Miscellaneous Bill Type matches the Miscellaneous Pay Type, use the value contained in the corresponding Miscellaneous Pay Amount columns.
- **Miscellaneous Bill Type 1 to 9**: a two character code that relates to a Miscellaneous Bill Type used in the Ultra32 software. For example, "TE" Travel Expense.
- **Miscellaneous Pay Type 1 to 9**: a two character code that relates to a Miscellaneous Pay Type used in the Ultra32 software. For example, "ER" Expense Reimbursement.
- **Office Code**: is used to customize how the Office Code is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Pay Rate**: is used to customize how the Regular Pay Rate, Overtime Pay Rate, and Double Time Pay Rate are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "C", "E", "J" or any combination of the three. See the [TimeSlip Import Rate Lookup Table](#) section in this User's Guide for more information.
- **PO Number**: is used to customize how the PO Number is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Project**: is used to customize how the Project Description is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Release**: is used to customize how the Release Number is imported.
 1. <Blank>: always use the value specified in the Import File.

- 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Sales Tax Code**: is used to customize how the Sales Tax Code is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Salesman 1 Code**: is used to customize how the Salesman 1 Code is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Salesman 2 Code**: is used to customize how the Salesman 2 Code is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": if the value contained in the Import File is blank, use the TimeSlip Default Value.
- **Validation Comp Code**: is used to customize how the Comp Code is imported.
 1. <Blank>: does not perform any extra validation.
 2. "C": only allow Comp Codes that exist in the corresponding Customer's Rate list.
- **Validation Customer**: is used to customize how the Customer / Work Site is imported.
 1. <Blank>: does not perform any extra validation.
 2. "Y": uses the first ten positions of the Customer Name in the Import File to verify the Customer Id.
- **Validation Employee**: is used to customize how the Employee is imported.
 1. <Blank>: does not perform any extra validation.
 2. "Y": uses the first ten positions of the Employee Last Name in the Import File to verify the Employee Id.
- **XLS Convert Function**: is used by CCS to handle custom TimeSlip Imports. Leave blank, unless instructed otherwise by CCS.

Note: See the *TimeSlip Main Display* and *TimeSlip General Display* sections in this User's Guide for more information about how the TimeSlip Default Value is determined.

TimeSlip Import Rate Lookup Table

Code	Description
C	If the value contained in the Import File is zero, get the Rate from the corresponding Customer file.
E	If the value contained in the Import File is zero, get the Rate from the corresponding Employee file.
J	If the value contained in the Import File is zero and a Job Order Id was specified, get the Rate from the corresponding Job Order file.
CE	If the value contained in the Import File is zero, get the Rate from the corresponding Customer file. If the Rate in the corresponding Customer file is zero, get the Rate

	from the corresponding Employee file.
CEJ CJE JCE	If the value contained in the Import File is zero and a Job Order Id was specified, get the Rate from the corresponding Job Order file. If the Rate in the corresponding Job Order is zero, get the Rate from the corresponding Customer file. If the Rate in the corresponding Customer file is zero, get the Rate from the corresponding Employee file.
CJ JC	If the value contained in the Import File is zero and a Job Order Id was specified, get the Rate from the corresponding Job Order file. If the Rate in the corresponding Job Order is zero, get the Rate from the corresponding Customer file.
EC	If the value contained in the Import File is zero, get the Rate from the corresponding Employee file. If the Rate in the corresponding Employee file is zero, get the Rate from the corresponding Customer file.
ECJ EJC JEC	If the value contained in the Import File is zero and a Job Order Id was specified, get the Rate from the corresponding Job Order file. If the Rate in the corresponding Job Order is zero, get the Rate from the corresponding Employee file. If the Rate in the corresponding Employee file is zero, get the Rate from the corresponding Customer file.
EJ JE	If the value contained in the Import File is zero and a Job Order Id was specified, get the Rate from the corresponding Job Order file. If the Rate in the corresponding Job Order is zero, get the Rate from the corresponding Employee file.

TimeSlip Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [TimeSlip Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Required	Validated	Configuration Setting	Override	Format	Notes
A	TimeSlip Id	Y	Y			XXXXXX	1
B	Job Order Id		Y			XXXXXXXXXXXX	
C	Customer Id	Y	Y		Y	XXXXXXXXXXXX	
D	Customer Name			Y		xxxxxxxxxxxxxxxxxx xx	
E	Site Code		Y		Y	XXXXXX	
F	Employee Id	Y	Y			XXXXXXXXXXXX	
G	Employee Last Name			Y		xxxxxxxxxxxxxxxxxx xx	
H	Rate Code		Y			XXXXXXXXXXXX	
I	Work Date	Y			Y	MM/DD/YYYY	2
J	Batch Date	Y			Y	MM/DD/YYYY	2
K	Hour Type	Y	Y			XX	2
L	Regular Pay Hours					99999.99	
M	Regular Pay Rate			Y		99999.9999	
N	Regular Bill Hours			Y		99999.99	

O	Regular Bill Rate			Y		99999.9999	
P	Overtime Pay Hours					99999.99	
Q	Overtime Pay Rate			Y		99999.9999	
R	Overtime Bill Hours			Y		99999.99	
S	Overtime Bill Rate			Y		99999.9999	
T	Double Time Pay Hours					99999.99	
U	Double Time Pay Rate			Y		99999.9999	
V	Double Time Bill Hours			Y		99999.99	
W	Double Time Bill Rate			Y		99999.9999	
X	Comp Code	Y	Y	Y		XXXXXX	2
Y	Sales Tax Code		Y	Y		XXXXXX	
Z	PO Number			Y		XXXXXXXXXXXXXXXX	
AA	Release			Y		XXXXXXXXXXXXXX	
AB	Project			Y		XXXXXXXXXXXXXX	
AC	Department Code		Y	Y		XXX	
AD	Office Code		Y	Y		XXX	
AE	Location Code		Y	Y		XXX	
AF	Salesman 1 Code		Y	Y		XXX	
AG	Salesman 2 Code		Y	Y		XXX	
AH	Pay Frequency	Y	Y			X	2
AI	Number of Days					999	3
AJ	Pay Hold				Y	X	
AK	Bill Hold				Y	X	
AL	Separate Check					X	
AM	Misc Pay Amount 1					99999.99	
AN	Misc Bill Amount 1					99999.99	
AO	Misc Pay Amount 2					99999.99	
AP	Misc Bill Amount 2					99999.99	

AQ	Misc Pay Amount 3					99999.99	
AR	Misc Bill Amount 3					99999.99	
AS	Misc Pay Amount 4					99999.99	
AT	Misc Bill Amount 4					99999.99	
AU	Misc Pay Amount 5					99999.99	
AV	Misc Bill Amount 5					99999.99	
AW	Misc Pay Amount 6					99999.99	
AX	Misc Bill Amount 6					99999.99	
AY	Misc Pay Amount 7					99999.99	
AZ	Misc Bill Amount 7					99999.99	
BA	Misc Pay Amount 8					99999.99	
BB	Misc Bill Amount 8					99999.99	
BC	Misc Pay Amount 9					99999.99	
BD	Misc Bill Amount 9					99999.99	
BE	Permanent TimeSlip		Y			X	
BF	Expires On		Y			MM/DD/YYYY	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

TimeSlip Import File Specification Notes

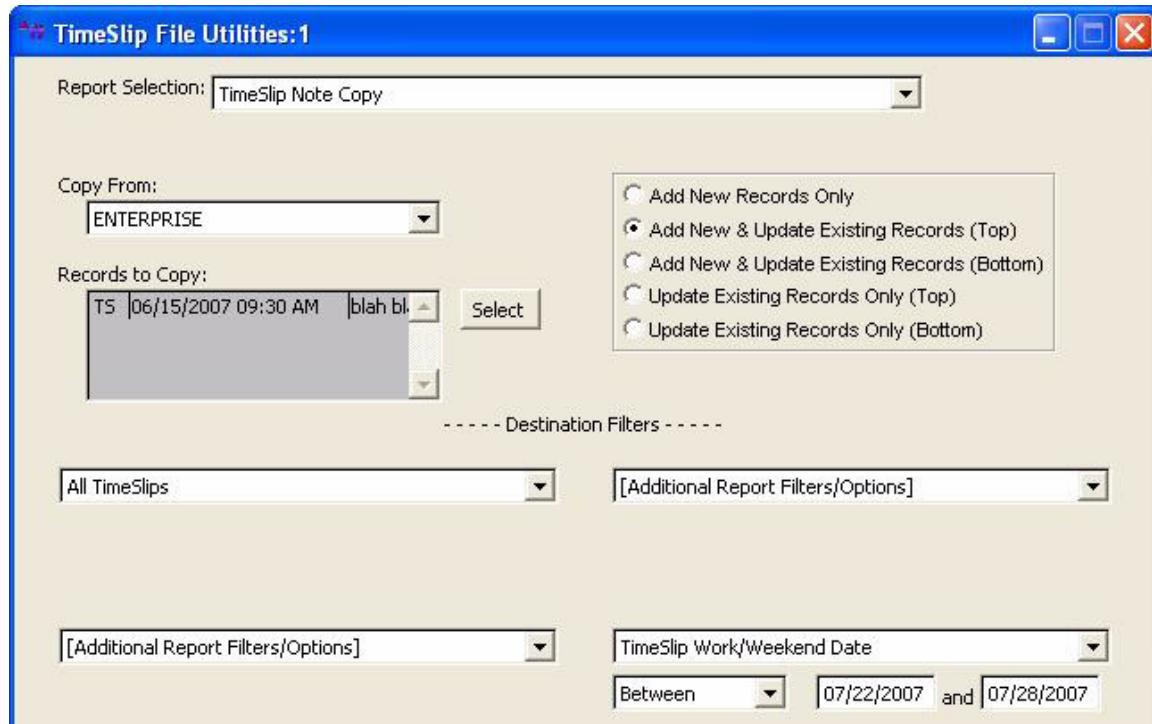
- Column: self explanatory.
- Description: self explanatory.
- Required: if Y, the item requires a value before a TimeSlip can be created. Note, some columns may be required, but have an override option or default value.
- Validated: if Y, the items value will be cross-checked against existing data. For example, the Customer Id will be cross-checked against existing Customers.
- Configuration Setting: if Y, the item has special behavior that can be customized. See the [TimeSlip Import Configuration](#) section in this User's Guide for more information.
- Override: if Y, the items value can be overridden with a user-specified value at the TimeSlip Import screen.

- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. If the value contained in the Import File is blank, a computer assigned number will be used.
 2. If the value contained in the Import File is blank, the TimeSlip Default Value will be used.
 3. Is only used if the Pay Frequency value is Daily. If the value contained in the Import File is zero, "1" will be used.

Note: See the [TimeSlip Main Display](#) and [TimeSlip General Display](#) sections in this User's Guide for more information about how the TimeSlip Default Value is determined.

TimeSlip Note Copy

The TimeSlip Note Copy utility is part of the Utility Pack Option. It is used to copy Note Records from one TimeSlip to one or more TimeSlips based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.



When this utility is ran, the Ultra32 software performs the following steps:

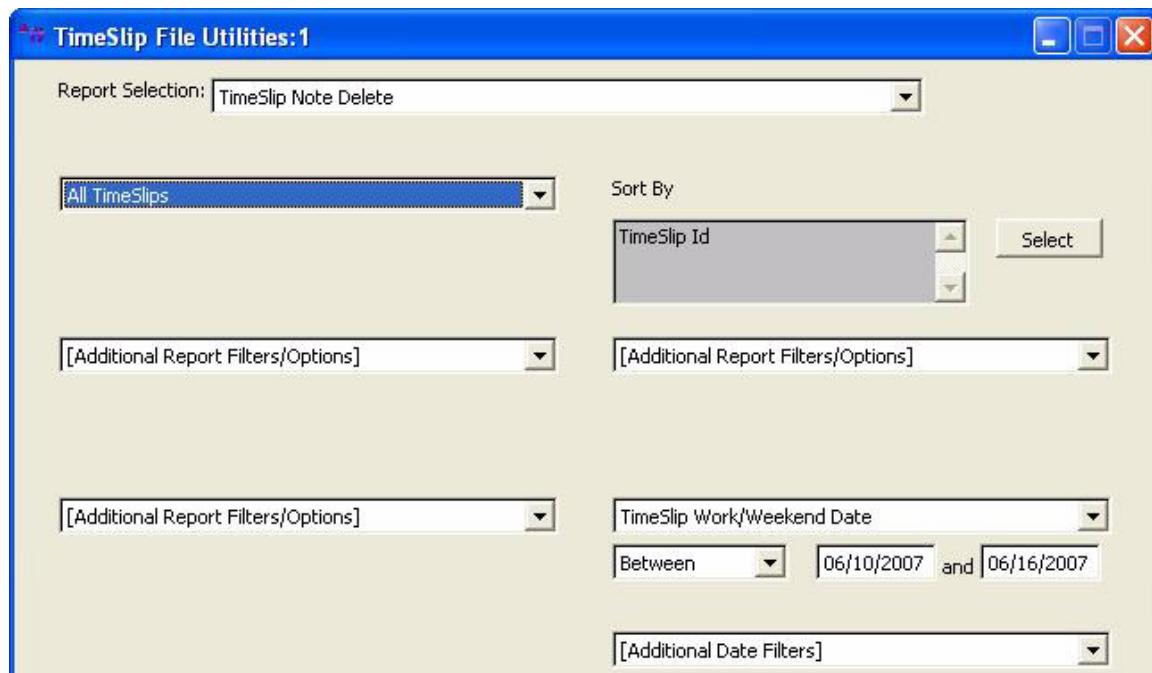
- Creates a list of all records that match the user defined criteria. Note, only TimeSlips with a Work/WeekEnd Date or Batch Date greater than or equal to (Today's Date - 365 Days) are included in the **Copy From** selection.

- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Note Type.

TimeSlip Note Delete

The TimeSlip Note Delete utility is used to delete TimeSlip Note Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.

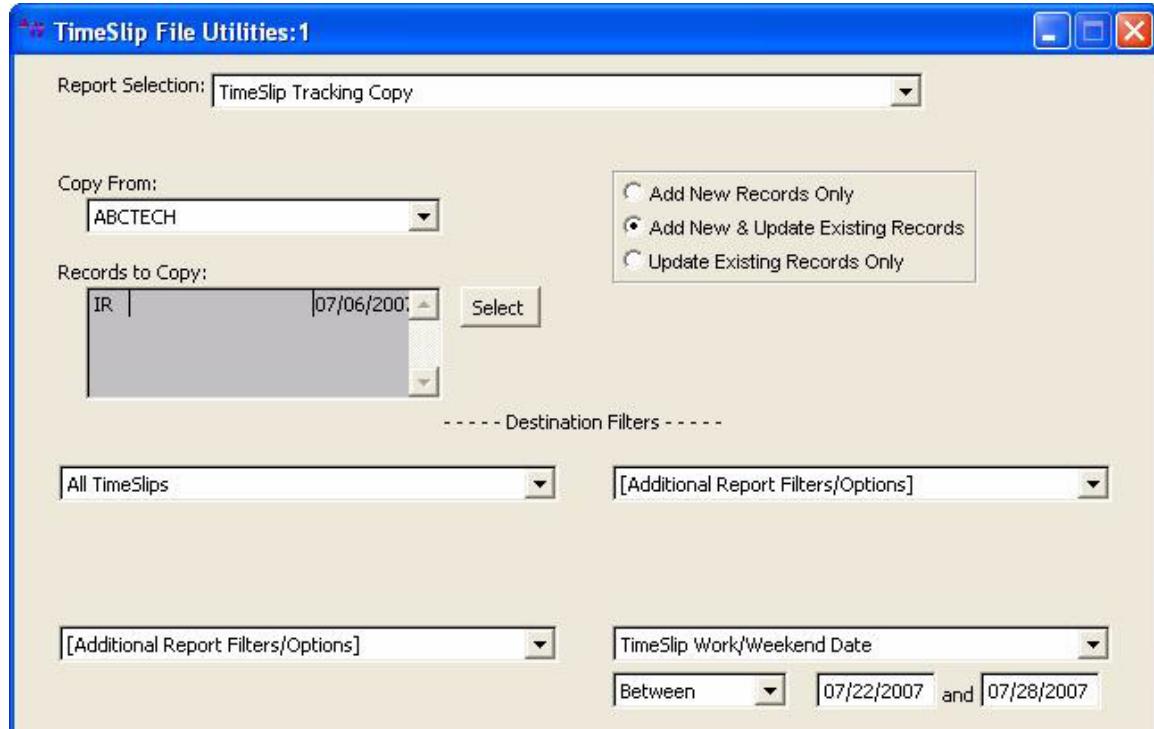


When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

TimeSlip Tracking Copy

The TimeSlip Tracking Copy utility is part of the Utility Pack Option. It is used to copy Note Records from one TimeSlip to one or more TimeSlips based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.



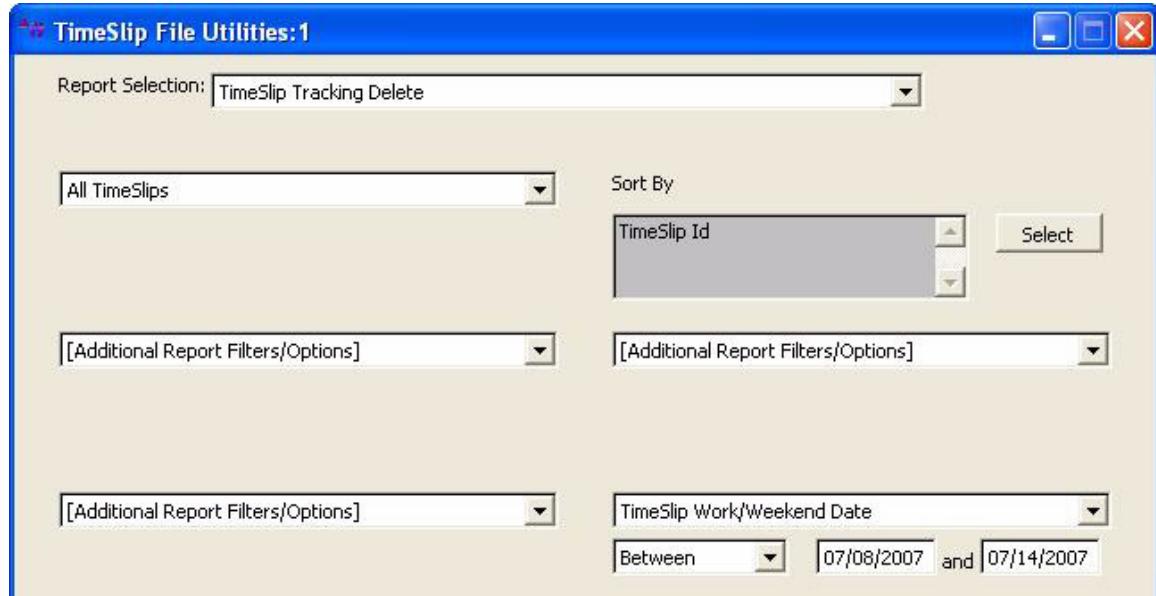
When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria. Note, only TimeSlips with a Work/WeekEnd Date or Batch Date greater than or equal to (Today's Date - 365 Days) are included in the *Copy From* selection.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Note: Existing records are determined by matching the Tracking Type.

TimeSlip Tracking Delete

The TimeSlip Tracking Delete utility is used to delete TimeSlip Tracking Records based on a user defined criteria. To load this screen, select the **Data Entry** menu, then the **TimeSlip...** menu option, followed by the **TimeSlip Utilities** menu option.



When this utility is ran, the Ultra32 software performs the following steps:

- Creates a list of all records that match the user defined criteria.
- Allows you to either preview or print a list of the generated records. Afterwards, you can perform or cancel the utility.

Payroll Check

The Ultra32 software payroll can be simplified as follows:

- Print Payroll Checks: this section covers the basic information needed to create Payroll Checks.
- Payroll Check File: this section discusses how to add adjustment Payroll Check entries, review posted Payroll Checks, and how to void a posted Payroll Check.
- Payroll Tax Deposits: this section explains how to record your Payroll Tax Deposits, void a posted Payroll Tax Deposit, and how to create a report of Payroll Tax Deposits.
- Payroll Tax Reporting: this sections covers the basics of payroll tax reporting, including quarterly state wage reporting.

Print Payroll Checks

The process of printing Payroll Checks can be described as follows:

- Select the **Reports** menu, then the **Payroll...** menu option, followed by the **Proposed Payroll/Check Print** menu option.
- Run the "Proposed Payroll Check Report" and review the information. Please note the following:
 1. If needed, you can use the "Display Negative Payroll Checks Only" option to look for any potential errors or problems. The Ultra32 software will not print Payroll Checks if one or more payroll checks have a negative amount.
 2. The "Proposed Payroll Check Report" can only be ran prior to printing and posting of the Payroll Checks.
- Run the "Payroll Check" option. If you desire, you can review the Payroll Checks on screen, however, the Payroll Check Post Screen does not appear unless the Payroll Checks are sent to a printer. See the Payroll Check Post Screen section in this User's Guide for more information.

Payroll Check Post Screen



The Payroll Check Post Screen is automatically displayed any time after Payroll Checks have been sent to a printer. The following is an explanation of each of the above options.

- Post the Payroll Checks: this option should only be selected once all Payroll Checks

have been printed and thoroughly checked. Once selected, the Ultra32 software will update the Payroll Check Files, and mark the corresponding TimeSlips as paid.

- Reprint one or more Payroll Checks: select this option if you need to reprint one or more Payroll Checks. For example, a Payroll Check form was damaged as it traveled through the printer or the printer ran out of ink/toner in the middle of a run. When re-printing Payroll Checks, please note the following:
 1. The next logical Payroll Check number is automatically displayed in the Starting Payroll Check Number field. You can change this number, however, be careful not to cause a duplicate check number.
 2. Once the **Ok** button is clicked, the Ultra32 software will display a list of Payroll Checks that can be selected for a reprint. Note, any Payroll Check selected for a reprint will appear in the Payroll Check File voided with its original check number.
 3. Once the reprint process has completed, you will be returned to the Payroll Check Post Screen.
- Cancel the Payroll Check Post: select this option only as a last resort. For example, the wrong Payroll Check date was selected, or the Payroll Checks were ran on the wrong forms, etc, etc. If selected, neither the Payroll Check File or TimeSlip files will be updated. In addition, the entire Payroll Check run will have to be re-printed.

Payroll Check File

The Payroll Check File is used to store all Payroll Checks printed and posted in the Ultra32 software. To load this screen, select the **Data Entry** menu, followed by the **Payroll Check** menu option.

The screenshot displays the "Payroll Check Information:1" window with the following details:

- Selection Criteria:** Contains fields for "Check#" (0000000001), "Status" (C), and "Employee Id" (SMITHJ).
- Employee Info:** Displays "Smith" and "John" in the Employee Name fields, and "000-00-0001" in the SSN field.
- Issue Date:** 09/17/2001
- Dept Code:** DP1
- Emp Tax Type:** E
- Gross Pay:** 400.00
- Hourly Pay:** 400.00
- Misc Pay:** 0.00
- Std Deds:** 0.00
- Tax Deds:** 72.80
- Net Pay:** 327.20
- Hourly Pays:** A table showing one entry: Type (R), Description (Hourly), Reg Hours (40.00), Reg Pay Amt (400.00). Buttons for New and Delete are available.
- Misc Pays:** An empty table with buttons for New and Delete.
- Payroll Ded's:** An empty table with buttons for New and Delete.
- Tax Ded's:** A table showing tax deductions:

Type	Description	Tax Code	Taxable Pay	Exempt Pay	Tax Ded Amt	Employer Liab	# Wks
FE	Federal		400.00	0.00	27.81	0.00	1.00
FU	Federal Unemp		400.00	0.00	0.00	3.20	1.00
MC	Medicare		400.00	0.00	5.80	5.80	1.00
SS	Social Security		400.00	0.00	24.80	24.80	1.00
ST	State	MI	400.00	0.00	14.39	0.00	1.00
SU	State Unempl	MI	400.00	0.00	0.00	10.80	1.00
WE	Workers Comp	8810MI	400.00	0.00	0.00	0.02	1.00
- Tax Calculator:** A button located on the right side of the tax deduction table.

The Payroll Check Data Entry Tab can be divided into the following sections:

- Add Adjustment Payroll Check Entries
- Void Payroll Check Postings

Add Adjustment Payroll Check Entries

When adding an adjustment Payroll Check entry, please note the following:

- ***Check Number***: is required. A duplicate number can be selected.
- ***Status***: always defaults to "M". Many of the Payroll Check Register Reports include an option to filter based on Payroll Check Status. Using this filter option, you can run a Payroll Check register for manual payroll checks only.
- ***Issued Date***: if this entry represents a period of time, this value should be equal to the last day of the period. For example, when entering an employee's year to date wages for 01/01/2001 through 03/31/2001, this value should be set to 03/31/2001.
- ***Department Code***: is a user-defined code for classifying your Payroll Checks.
 1. Can be used in the Payroll Check Register reports to filter and sort information.
 2. See the Validation Code section in this User's Guide for more information.
 3. When a Payroll Check is Computer Generated, the default value is retrieved from the TimeSlip that generated the Payroll Check.
- ***Emp Tax Type***: identifies the tax type of the employee ("regular" employee or sub contractor) this Payroll Check was generated for.
 1. Can be used in the Payroll Check Register reports to filter and sort information.
 2. All Payroll Tax Reports, Quarterly City Wage Reporting, Quarterly State Wage Reporting, and W-2 Reporting automatically exclude sub contractor Payroll Checks.
 3. See the Sub Contractors section in this User's Guide for more information.
 4. When a Payroll Check is Computer Generated, the default value is retrieved from the corresponding Employee file.
- ***Gross Pay, Hourly Pay, Miscellaneous Pay, Std Deds, Tax Deds*, and *Net Pay***: are automatically calculated from the data entered into the Hours, Miscellaneous Wages, Non-Tax Deductions, and Tax Deductions grids.
- The **Tax Calculator** button is used to aide in the calculation of payroll tax information. See the Payroll Tax Calculation Wizard section in this User's Guide for more information.
- See the Payroll Check Sequence section in this User's Guide for more information about the effects of adding Payroll Checks out of sequence.

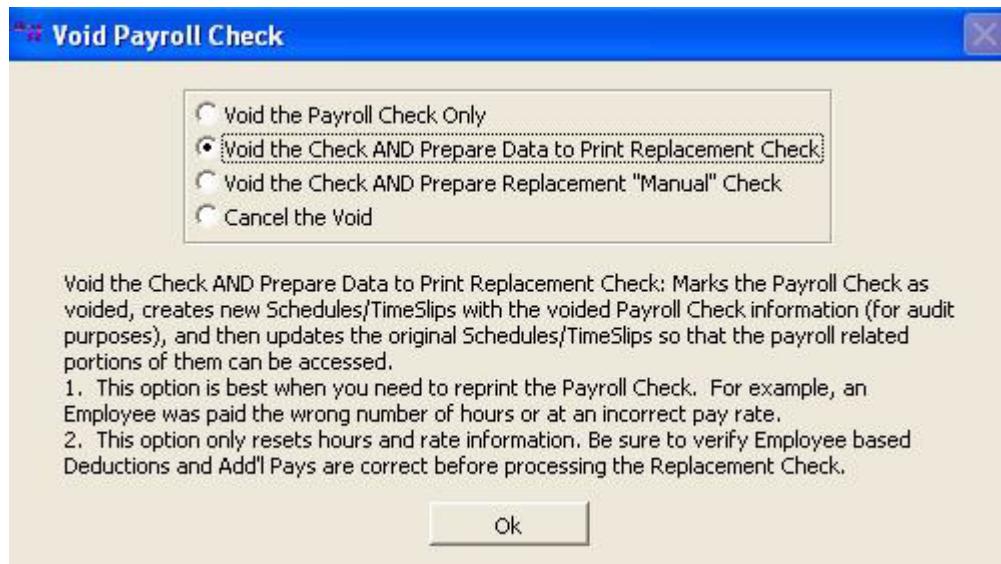
Void Payroll Check Postings

When voiding a Payroll Check, please note the following:

- The *Voided On* field defaults to the same value as in the *Check Issued* field.
- The *Voided On* field is used to determine how the Ultra32 software will handle the void. In most situations, the *Voided On* date should remain equal to the *Check Issued* date. However, sometimes you may wish to use a different date. The following will explain what happens when either a Payroll Check register or payroll tax report is ran for a specific date range.
 - If both the *Check Issued* date and the *Voided On* date fall within the report date range, all Payroll Check amounts display zero. For example, a Payroll Check with \$500.00 Gross Pay is displayed as "0.00".
 - If only the *Check Issued* date falls within the report date range, all Payroll Check amounts display their original amounts. For example, a Payroll Check with \$500.00 Gross Pay is displayed as "500.00".
 - If only the *Voided On* date falls within the report date range, all Payroll Check amounts are display * -1. For example, a Payroll Check with \$500.00 Gross Pay is displayed as "-500.00".
- When voiding either a Direct Deposit or Computer Generated Payroll Check, see the [Void Payroll Check Screen](#) section in this User's Guide for more information.
- See the [Payroll Check Sequence](#) section in this User's Guide for more information about the effects of voiding Payroll Checks out of sequence.

Note: Some users will change the *Voided On* date to today's date when voiding a Payroll Check issued in a prior quarter. This is usually done to prevent having to submit an amended quarterly tax return. However, there is a catch. If the Payroll Check voided is greater than any earnings accumulated for that employee this quarter, he or she may end up with a negative earnings at the end of this quarter. This is a problem, because most state tax authorities will not accept negative values in the earnings columns. You should consult with your tax advisor before voiding any prior quarter Payroll Checks to decide on how to best handle the situation.

Void Payroll Check Screen



The Void Payroll Check Screen is displayed anytime either a Direct Deposit or Computer Generated Payroll Check is selected for Void. The following is an explanation of each option:

- Void the Check Only: marks the Payroll Check as voided and then updates any corresponding Schedules/TimeSlips used to create the Payroll Check as "Check Voided".
 1. This option is best when you do not need to reprint the Payroll Check or make an adjustment entry. For example, an Employee was paid twice by accident.
 2. Do not select this option if you need to reprint the Payroll Check without manually re-creating the Schedules/TimeSlips.
- Void the Check AND Prepare Data to Print Replacement Check: marks the Payroll Check as voided, creates new Schedules/TimeSlips with the voided Payroll Check information (for audit purposes), and then updates the original Schedules/TimeSlips so that the payroll related portions of them can be accessed.
 1. This option is best when you need to reprint the Payroll Check. For example, an Employee was paid the wrong number or hours or at an incorrect pay rate.
- Void the Check AND Prepare Replacement "Manual" Check: marks the Payroll Check as voided, and then creates an Adjustment Payroll Check Entry with the same information as the original.
 1. This option is best when you need to adjust one or more items that do not effect the Gross Pay or Net Pay values. For example, you withheld a \$50.00 "Miscellaneous" Non Tax Deduction and the amount should have been withheld under "Advances".
 2. Do not select this option if you need to reprint the Payroll Check without manually re-creating the Schedules/TimeSlips.
- Cancel the Void: cancels the entire void process. Nothing is changed.

Payroll Check Sequence

When the Ultra32 software creates a computer generated payroll check, certain payroll taxes and sometimes non-tax deductions are calculated based on the Payroll Checks already on file. For example, if an employee has Payroll Checks on file for 1/3, 1/10, 1/24, and 1/31. A Payroll Check created on 2/7 has its amounts calculated based on the Payroll Checks 1/3 through 1/31.

Because the Ultra32 software stores both the taxable and exempt amounts on a per Payroll Check basis, it is important that when either an Adjustment Payroll Check or a Payroll Check is voided, you consider the sequence in which the Payroll Check records were originally entered. For example, John Smith has Payroll Checks on file for 1/3, 1/10, 1/17, and 1/31.

- If the Payroll Check issued on 1/17 is permanently voided, the payroll check on 1/31 could potentially have invalid amounts since it was created based on the sum of Payroll Checks 1/3 to 1/17.
- If an Adjustment Payroll Check is entered for 1/24 (after the 1/3 to 1/31 Payroll Checks were created) you could potentially have invalid amounts in the 1/24 Payroll Check because it would be calculated based on the sum of the 1/3 to 1/17 Payroll Checks. Likewise, the 1/31 Payroll Check could be invalid since its amounts were calculated based only on the sum of the 1/3 to 1/17 Payroll Checks.

To assist you, the Ultra32 software tracks the greatest Check Issued Date per employee, per calendar year. Whenever a Payroll Check is voided whose Issued Date is less than the greatest or an Adjustment Payroll Check is added whose Issued Date is less than the greatest, a warning message is displayed. In some cases, this message could be ignored. For example:

- The employee has not reached any year-to-date ceilings that would be affected by either an Adjustment Payroll Check or a Payroll Check void process.
- A Payroll Check that needs to be voided will immediately be replaced by an Adjustment Payroll Check, and the resulting changes would not affect any year-to-date ceilings.

Note: If you received a warning message and are unsure as to how your payroll could be affected, contact [CCS Technical Support](#). CCS has developed utilities that could be used to re-calculate Payroll Check Tax amounts for Payroll Checks that were processed out of sequence.

Payroll Tax Calculation Wizard

The Payroll Tax Calculation Wizard is designed to be used as an aide when entering Adjustment Payroll Checks. It can intelligently determine the Tax Deduction items based on the information in the Employee's File, the Employee's Year To Date earnings, and the Pay and Non Tax Deductions items entered on the Adjustment Payroll Check.

When Should the Payroll Tax Calculation Wizard Be Used?

It depends on why the Adjustment Payroll Check is being entered. The following is a list of common scenarios:

- A simple Payroll Check Adjustment that does not affect Net Pay or any Tax Exempt or Pre-Tax items. For example, you withheld \$25.00 under the Non-Tax Deduction "Equipment" that should have been classified as "Advance". This scenario does not require the Payroll Tax Calculation Wizard, because an Adjustment Payroll Check could be entered to move the monies from one Non-Tax Deduction item to another.
- A complex Payroll Check Adjustment that affects either Taxable Wages or Worker's Comp Liability. For example, you withheld \$25.00 under the Pre-Tax Deduction "125 Cafeteria" that should have been classified as an After-Tax "Insurance". In this scenario, it is best to void the Payroll Check and re-issue a new Payroll Check.
- Entering Year To Date Wages because you are switching from another Payroll System to the Ultra32 software mid year. In this scenario you would typically use the information provided from the other Payroll System. However, if your other Payroll System does not provide all of the information necessary (i.e. Employer Liability Tax items such as FUTA, SUTA, and etc.) then the Payroll Tax Calculation Wizard could be used to provide the missing amounts.
- What-If-Scenario. The Payroll Tax Calculation Wizard could be used to generate the Tax Deduction items for a possible event.

How Do I Use the Payroll Tax Calculation Wizard?

- The first step is to begin adding an Adjustment Payroll Check with all of its Hourly Pay, Miscellaneous Pay, and Non Tax Deductions. See the [Add Adjustment Payroll Check Entries](#) section in this User's Guide for more information.
 1. See the [Add Adjustment Payroll Check Entries](#) section in this User's Guide for more

information.

2. Do not enter information into the Tax Deduction portion of the Adjustment Payroll Check, because it will be overwritten by the Payroll Tax Calculation Wizard.

- Click the button to load the Payroll Tax Calculation Wizard screen.
- Perform the steps on the "1 - Federal" page to generate Federal Income, Social Security, Medicare, Federal Unemployment, and Earned Income Credit Tax Deduction items. Then click the button to continue.
 1. See the *Payroll Tax Calculation Wizard - Page 1 Federal* section in this User's Guide for more information.
- Perform the steps on the "2 - State" page to generate State Income, State Unemployment, State Disability Insurance, and State Miscellaneous Tax Deduction items. Then click the button to continue.
 1. See the *Payroll Tax Calculation Wizard - Page 2 State* section in this User's Guide for more information.
- Perform the steps on the "3 - City" page to generate City Income Tax Deduction items. Then click the button to continue.
 1. See the *Payroll Tax Calculation Wizard - Page 3 City* section in this User's Guide for more information.
- Perform the steps on the "4 - Worker's Comp and School" page to generate Worker's Compensation Liability and School Tax Deduction items. Then click the button to update the Tax Deduction portion of the Adjustment Payroll Check.
 1. See the *Payroll Tax Calculation Wizard - Page 4 Worker's Compensation & School* section in this User's Guide for more information.

Payroll Tax Calculation Wizard Notes

When using the Payroll Tax Calculation Wizard, please keep the following in mind:

- You are not required to complete all four steps before selecting the button.
- You can select the button to close the wizard and undo any changes to the Tax Deduction portion of the Adjustment Payroll Check.
- You can cancel and re-perform the wizard as many times as necessary, as long as you do not save the Adjustment Payroll Check.

Payroll Tax Calculation Wizard - Page 1 Federal

Tax Type **1 - Federal**

Employee ID/Name **FRANKLINB** Franklin Ben Emp/Sub **E** Pay Freq **W**

First, verify General Information is correct. You can not change General Information after 'Continue' is selected.

If entering YTD information:

Step 1 - General Information

Payroll Frequency to use when calculating Tax information for this Check: **M**

Calculate Taxes based on Pay Type: **E**

The Check has already been issued (simply sets a few default values) **Continue**

Step 3

Calculate Tax Ded Amts **Calculate Tax Info**

Step 2 - Federal Taxes

Calculate/Apply Earned Income Credit (EIC) **Create Federal Records**

Step 4 - Make Adjustments to Calculated Amounts

Type	Description	Available	Taxable Pay	Exempt Pay	Tax Ded Amt	EmployerLiab
FE	Federal	4637.50	4637.50	0.00	458.54	0.00
SS	Social Security	4637.50	4637.50	0.00	287.53	287.53
MC	Medicare	4637.50	4637.50	0.00	67.24	67.24
FU	Federal Unemploy	4637.50	4637.50	0.00	0.00	37.10

Available 4637.50
Taxable 4637.50
Exempt 0.00
Ded Amt 458.54
Liab Amt 0.00

Delete **Totals:** 813.31 391.87

This page is used to generate Federal Income, Social Security, Medicare, Federal Unemployment, and Earned Income Credit Tax Deduction items. In addition, it identifies some core information that will be used in the remaining steps.

- Step 1 is used to identify core information about the Adjustment Payroll Check that will be used by all steps. Review the following options and click the **Continue** button to proceed to the next step.
 1. **Payroll Frequency to use...**: identifies the payroll frequency that will be used to calculate payroll taxes. It is recommended that you select the pay frequency that best describes the period the Adjustment Payroll Check is for. For example, if the adjustment is for wages January 1st through the 31st, enter "M" Monthly.
 2. **Calculate Taxes based on...**: identifies the type of employee. For example: "regular" employee, sub contractor, and etc.
 3. **This Check has already been...**: is used to setup some default values. For example, if un-checked, the **Calculate Tax Ded Amts** option will automatically be checked on all steps (but can be individually overridden).
- Step 2 is used to generate Federal Income, Social Security, Medicare, Federal Unemployment, and Earned Income Credit Federal Tax Records. Review the following options and click the **Create Federal Records** button to proceed to the next step.
 1. **Calculate/Apply Earned Income...**: identifies whether or not Earned Income Credit should be calculated.
- Step 3 is used to calculate Taxable, Exempt, Deduction, and Liability amounts for the Federal Tax Records. Review the following options before proceeding to the next step.
 1. **Calculate Tax Ded Amts...**: identifies whether or not Deduction Amounts should be calculated. In the scenario of Entering Year To Date Wages the Deduction Amounts would

be provided by your other Payroll System.

2. Click the **Calculate Tax Info** button to perform the calculations and update the Federal Tax Records.
- Step 4 is used to review and if necessary adjust the Federal Tax Records. Note: changes can not be made in the grid directly. Instead you must select the row and perform the adjustments in the fields to the right of the grid.

Note: Step 1 and Step 2 can only be performed once. If a mistake is made, select the **Cancel** button and re-perform the Payroll Tax Calculation Wizard again.

Payroll Tax Calculation Wizard - Page 2 State

Line	Type	Description	Code	Available	Taxable Pay	Exempt Pay	Tax Ded Amt	EmployerLiab
1	ST	State	MI	4637.50	4637.50	0.00	164.83	0.00
1	SU	State Unemp	MI	4637.50	4637.50	0.00	0.00	125.21

Step 3 - Make Adjustments to Calculated Amounts

Available	Taxable	Exempt	Ded Amt	Liab Amt
4637.50	4637.50	0.00	164.83	0.00

This page is used to generate State Income, State Unemployment, State Disability Insurance, and State Miscellaneous Tax Deduction items.

- Step 1 is used to generate State Income, State Unemployment, State Disability Insurance, and State Miscellaneous State Tax Records. Review the following options and click the **Create State Records** button to proceed to the next step.
1. *Simply Use Employees State...:* if checked, the wizard will use the information defined in the Employee's Payroll Page to determine the *State Code*, *SUTA Code*, *Dis Ins Code*, and *Misc/ET Code* values. These values are in turn used to create the State Tax Records. If the Adjustment Payroll Check is for a scenario where an employee lives and works in the same State, this is the option that should be selected.
 2. *Manually Enter Applicable...:* if checked, the wizard allows you to define the *State Code*, *SUTA Code*, *Dis Ins Code*, and *Misc/ET Code* values either directly or using a Lives In/Work In lookup. If the Adjustment Payroll Check is for a scenario where an employee lives in one State and works in another, this is the option that should be selected.
 3. *Lookup PR State for Cust...:* is used to populate the *Cust State (Work-In)* field with the value

from the specified Customer's/Work Site's *P/R State Code*.

4. *Emp State (Live-In)*: identifies the state the employee lived in.
 5. *Cus State (Work-In)*: identifies the state the employee worked in.
 6. The **X-Ref** button is used to generate the *State Code*, *SUTA Code*, *Dis Ins Code*, and *Misc/ET Code* values based on the information entered into the *Emp State (Live-In)* and *Cust State (Work-In)* values and the Cross Reference Tax Table Setup.
 7. *State Code*, *SUTA Code*, *Dis Ins Code*, and *Misc/ET Code*: are used to create the State Tax Records when the **Create State Records** button is selected.
 8. The **Add Another State** button is used to create additional State Tax Records for multiple State Tax Authorities.
- Step 2 is used to calculate Taxable, Exempt, Deduction, and Liability amounts for the State Tax Record. Review the following options before proceeding to the next step.
 1. *Calculate Tax Ded Amts...*: identifies whether or not Deduction Amounts should be calculated. In the scenario of Entering Year To Date Wages the Deduction Amounts would be provided by your other Payroll System.
 2. Click the **Calculate Tax Info** button to perform the calculations and update the State Tax Records.
 - Step 3 is used to review and if necessary adjust the State Tax Records. Note: changes can not be made in the grid directly. Instead you must select the row and perform the adjustments in the fields to the right of the grid.

Note: Step 1 can only be performed once. If a mistake is made, select the **Cancel** button and re-perform the Payroll Tax Calculation Wizard again.

Payroll Tax Calculation Wizard - Page 3 City

Tax Type	3 - City			
Employee ID/Name	FRANKLINB	Franklin		
	Ben	<input type="checkbox"/> Emp/Sub E		
		Pay Freq W		
Complete Step 1a or 1b to create City records.				
In Step 1b: It is the City-1, City-2 and City-3 Codes that are used when the 'Create City Records' option is selected (not				
Step 1a <input checked="" type="checkbox"/> Simply Use Employees City Tax Code		Create City Records		
		Add Another City		
Step 1b <input checked="" type="checkbox"/> Manually Enter Applicable Codes Lookup PR City for Cust Id+Site: <input type="text"/>		+		
Emp City Cust City (Live-In) (Work-In)		City-1 Code R/N	City-2 Code R/N	City-3 Code R/N
MI_DET	X-Ref	MI_DET	R	
Create City Records			<input checked="" type="checkbox"/> Calculate Tax Ded Amts Calculate Tax Info	
Step 3 - Make Adjustments to Calculated Amounts				
Line	Type	Description	Code	Available
1	CT	City	MI_DET	4637.50
				Taxable Pay
				4637.50
				Tax Ded Amt
				139.13
Available: 4637.50 Taxable: 4637.50 Ded Amt: 139.13				
Delete		Totals: 4637.50 139.13		

This page is used to generate City Income Tax Deduction items.

- Step 1 is used to generate City Tax Records. Review the following options and click the **Create City Records** button to proceed to the next step.
 1. **Simply Use Employees City...:** if checked, the wizard will use the information defined in the Employee's Payroll Page to determine the **City-1 Code**, **City-2 Code**, and **City-3 Code** values. These values are in turn used to create the City Tax Records. If the Adjustment Payroll Check is for a scenario where an employee lives and works in the same City, this is the option that should be selected.
 2. **Manually Enter Applicable...:** if checked, the wizard allows you to define the **City-1 Code**, **City-2 Code**, and **City-3 Code** values either directly or using a Lives In/Work In lookup. If the Adjustment Payroll Check is for a scenario where an employee lives in one City and works in another, this is the option that should be selected.
 3. **Lookup PR City for Cust...:** is used to populate the **Cust City (Work-In)** field with the value from the specified Customer's/Work Site's **P/R City Code**.
 4. **Emp City (Live-In):** identifies the city the employee lived in.
 5. **Cus City (Work-In):** identifies the city the employee worked in.
 6. The **X-Ref** button is used to generate the **City-1 Code**, **City-2 Code**, and **City-3 Code** values based on the information entered into the **Emp City (Live-In)** and **Cust City (Work-In)** values and the Cross Reference Tax Table Setup.
 7. **City-1 Code**, **City-2 Code**, and **City-3 Code**: are used to create the City Tax Records when the **Create City Records** button is selected.
 8. The **Add Another City** button is used to create additional City Tax Records for multiple City Tax Authorities.
- Step 2 is used to calculate Taxable, Exempt, Deduction, and Liability amounts for the City Tax Record. Review the following options before proceeding to the next step.
 1. **Calculate Tax Ded Amts...:** identifies whether or not Deduction Amounts should be calculated. In the scenario of Entering Year To Date Wages the Deduction Amounts would be provided by your other Payroll System.
 2. Click the **Calculate Tax Info** button to perform the calculations and update the City Tax Records.
- Step 3 is used to review and if necessary adjust the City Tax Records. Note: changes can not be made in the grid directly. Instead you must select the row and perform the adjustments in the fields to the right of the grid.

Note: Step 1 can only be performed once. If a mistake is made, select the **Cancel** button and re-perform the Payroll Tax Calculation Wizard again.

Payroll Tax Calculation Wizard - Page 4 Worker's Compensation & School

Tax Type	4 - Workers Comp and School																				
Employee ID/Name	FRANKLINB	Franklin	Ben																		
Emp/Sub	<input type="checkbox"/> E	Pay Freq	<input type="checkbox"/> W																		
Complete Step 1a and 1b to create Comp and School records.																					
Keep in mind, applicable amounts for Workers Compensation is not always equal to base taxable pay amount. It is quite																					
Step 1a Comp Code: 8810MI Clerical Office Employ State: MI Days Worked: 0 <input type="button" value="Add Another Comp"/> W/C - Applicable Pay Code: B Unit Desc: Pay A/I - Applicable Pay Code: <input type="checkbox"/> Unit Desc: Pay <input type="button" value="Create Comp Records"/>																					
Step 2 <input checked="" type="checkbox"/> Calculate Tax Ded Amts <input type="button" value="Calculate Tax Info"/>																					
Step 1b School Tax Code: <input type="button" value="Create School Record"/>																					
Step 3 - Make Adjustments to Calculated Amounts <table border="1"> <thead> <tr> <th>Line</th> <th>Type</th> <th>Description</th> <th>Code</th> <th>Available</th> <th>Units</th> <th>Taxable</th> <th>Tax Ded Amt</th> <th>EmployerLiab</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WE</td> <td>Workers Com</td> <td>8810MI</td> <td>4425.00</td> <td>Pay</td> <td>4425.00</td> <td>0.00</td> <td>0.26</td> </tr> </tbody> </table> <div style="float: right;"> Available: 4425.00 Taxable: 4425.00 Ded Amt: 0.00 Liab Amt: 0.26 </div> <div style="clear: both; margin-top: 10px;"> <input type="button" value="Delete"/> Tax Type WE Totals: 0.00 0.26 </div>				Line	Type	Description	Code	Available	Units	Taxable	Tax Ded Amt	EmployerLiab	1	WE	Workers Com	8810MI	4425.00	Pay	4425.00	0.00	0.26
Line	Type	Description	Code	Available	Units	Taxable	Tax Ded Amt	EmployerLiab													
1	WE	Workers Com	8810MI	4425.00	Pay	4425.00	0.00	0.26													

This page is used to generate Worker's Compensation Liability and School Tax Deduction items.

- Step 1 is used to generate Worker's Compensation Records. Review the following options and click the button to proceed to the next step.
 1. *Comp Code*: is used to create the Comp Code Records.
 2. *School Tax Code*: is used to create the School Tax Records.
 3. The button is used to create additional Comp Code Records.
- Step 2 is used to calculate Taxable, Exempt, Deduction, and Liability amounts for the Comp Code and School Tax Records. Review the following options before proceeding to the next step.
 1. *Calculate Tax Ded Amts...*: identifies whether or not Deduction Amounts should be calculated. In the scenario of Entering Year To Date Wages the Deduction Amounts would be provided by your other Payroll System.
 2. Click the button to perform the calculations and update the Comp Code and School Tax Records.
- Step 3 is used to review and if necessary adjust the Comp Code and School Tax Records. Note: changes can not be made in the grid directly. Instead you must select the row and perform the adjustments in the fields to the right of the grid.

Note: Step 1 can only be performed once. If a mistake is made, select the button and re-perform the Payroll Tax Calculation Wizard again.

Payroll Tax Deposits

The Tax Deposit File is used to store all Payroll Tax Deposits. To load this screen, select the **Data Entry** menu, followed by the **Tax Deposit** menu option.

The screenshot shows a Windows application window titled "Tax Deposit Information:1". The window has three tabs at the top: "Selection Criteria", "Data Entry" (which is selected), and "List". Below the tabs are several input fields:

Check Number	0012345678
Pay Period	04/30/2001
Posted On	05/02/2001
Emp Tax Type	E
Dept Code	
Check Amount	30552.00

Below these fields is a data grid with the following columns: Tax Type, Description, Tax Code, and Deposit Amount. The data grid contains the following rows:

Tax Type	Description	Tax Code	Deposit Amount
FE	Federal		13282.00
MC	Medicare		3630.00
SS	Social Security		13640.00

At the bottom of the grid are navigation buttons: a left arrow, a right arrow, and a double arrow.

At the very bottom of the window are two buttons: "New" and "Delete".

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Pay Period:** should be equal to the Payroll Check date or the period ending date for which this deposit corresponds. The "Form 941 Schedule B" report uses this date to match tax deposits to the appropriate payroll period.
- **Posted On:** represents the date the tax deposit was posted on or performed. This date does not have to be the same as the value in the **Pay Period**.
- **Emp Tax Type:** identifies the tax type of the employee ("regular" employee or sub contractor) this Tax Deposit was generated for.
 1. Can be used in the Tax Deposit report to filter information.
 2. The All Payroll Tax Reports with the exception of the Form 945: Annual Return of Withheld Federal Income Tax Report automatically exclude sub contractor Tax Deposits.
 3. See the [Sub Contractors](#) section in this User's Guide for more information.
- **Department Code:** is a user-defined code for classifying your tax deposits.
 1. See the [Validation Code](#) section in this User's Guide for more information.
- **Check Amount:** is automatically calculated from the data entered into the grid.

Note: A "Tax Deposit Report" is also available by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **Payroll Tax Reports** menu option.

Note: Once a Payroll Tax Deposit has been included in a General Ledger Export, it can no longer be edited. Instead, you can void and if necessary, re-enter.

Void Payroll Tax Deposit Postings

When voiding a Payroll Tax Deposit, please note the following:

- The *Voided On* field defaults to the same value as in the *Pay Period* field.
- The *Voided On* field is used to determine how the Ultra32 software will handle the void. In most situations, the *Voided On* date should remain equal to the *Pay Period* date. However, sometimes you may wish to use a different date. The following will explain what happens when a payroll tax report is ran for a specific date range.
 1. If both the *Pay Period* date and the *Voided On* date fall within the report date range, all amounts will display zero. For example, a Payroll Tax Deposit of \$500.00 is displayed as "0.00".
 2. If only the *Pay Period* date falls within the report date range, all amounts display their original amounts. For example, a Payroll Tax Deposit of \$500.00 is displayed as "500.00".
 3. If only the *Voided On* date falls within the report date range, all amounts are display * -1. For example, a Payroll Tax Deposit of \$500.00 is displayed as "-500.00".

Payroll Tax Reporting

The Payroll Tax Reporting can be divided into these basic components:

- Generic Tax Reports: are available by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **Payroll Tax Reports** menu option. These reports are intended to aid you in the filing of your tax reports and may not qualify for direct submittal to a tax authority.
- Quarterly City Wage Reporting: is available by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **Quarterly City Wage Reporting** menu option. These reports have been designed to meet the requirements provided by certain city tax authorities. If a city you process payroll in is not listed, and the city requires quarterly magnetic media reporting, contact [CCS Technical Support](#).
- Quarterly State Wage Reporting: is available by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **Quarterly State Wage Reporting** menu option. These reports have been designed to meet the requirements provided by each state tax authority. If a state you process payroll in is not listed, contact [CCS Technical Support](#).
- W-2 Reporting: is available by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **W-2 Reporting** menu option. These reports have been designed to meet the requirements provided by both the federal and state tax authorities. See the [W-2 Reporting](#) section in this User's Guide for more information.
- 1099-MISC Reporting: is available by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **1099-MISC Reporting** menu option. These reports have been designed to meet the requirements provided by both the federal and state tax authorities. See the [1099-MISC Reporting](#) section in this User's Guide for more information.

Miscellaneous Pay Amounts

The Ultra32 software includes support of Miscellaneous Pay Amounts. They are used for non hourly pay amounts such as Bonuses, Commissions, Expense Reimbursement, and etc.

- When the Ultra32 software was purchased, your company was provided with a list of Ultra32's standard Miscellaneous Pay Amounts, and given the opportunity to make changes.
- If your company needs additional Miscellaneous Pay Amounts or needs to make changes to the existing, contact [CCS Technical Support](#).
- Some Worker's Compensation Codes may not include Miscellaneous Pay Amounts when calculating the Worker's Comp Premium. For example, the [A/I Pay Code](#) "B" calculates the premium as follows: "All Hours * Regular Pay Rate". Whereas the [A/I Pay Code](#) "D" calculates the premium as follows: "All Taxable Pay".
- Some Miscellaneous Pay Amounts may be setup as "Tax Exempt". These pay amounts are not included in the Gross Taxable Pay when payroll taxes are calculated. In addition, they are usually denoted by a "(Ex)" in the caption.
- If you are using the TimeSlip module of the Ultra32 software, please note the following:
 1. Miscellaneous Pay Amounts are entered via the TimeSlip Data Entry Form.
 2. Any Miscellaneous Pay Amounts entered do not repeat. Once a TimeSlip has been paid, that same amount will not be paid on the next Payroll Check unless it is re-entered on the new TimeSlip.
- If you are using the Scheduling module of the Ultra32 software, please note the following:
 1. Miscellaneous Pay Amounts are usually entered via the Employee Data Entry Form.
 2. In some cases, Miscellaneous Pay Amounts may be entered in the Customer/Work Site Data Entry Form that apply to all employees working at a Customer/Work Site.
 3. Miscellaneous Pay Amounts can be configured as One Time, Recurring, Flat Dollar Amounts, Per Hour Rates, and/or Percentage of Gross Hourly Pay.

Non-Tax Deductions

The Ultra32 software includes support of non-tax deductions. They are used for payroll deductions such as 401(k) Plans, Child Support, Insurance, Garnishments, Uniforms, and etc.

- When the Ultra32 software was purchased, your company was provided with a list of Ultra32's standard deductions, and given the opportunity to make changes.
- If your company needs additional non-tax deductions or needs to make changes to the existing, contact [CCS Technical Support](#).

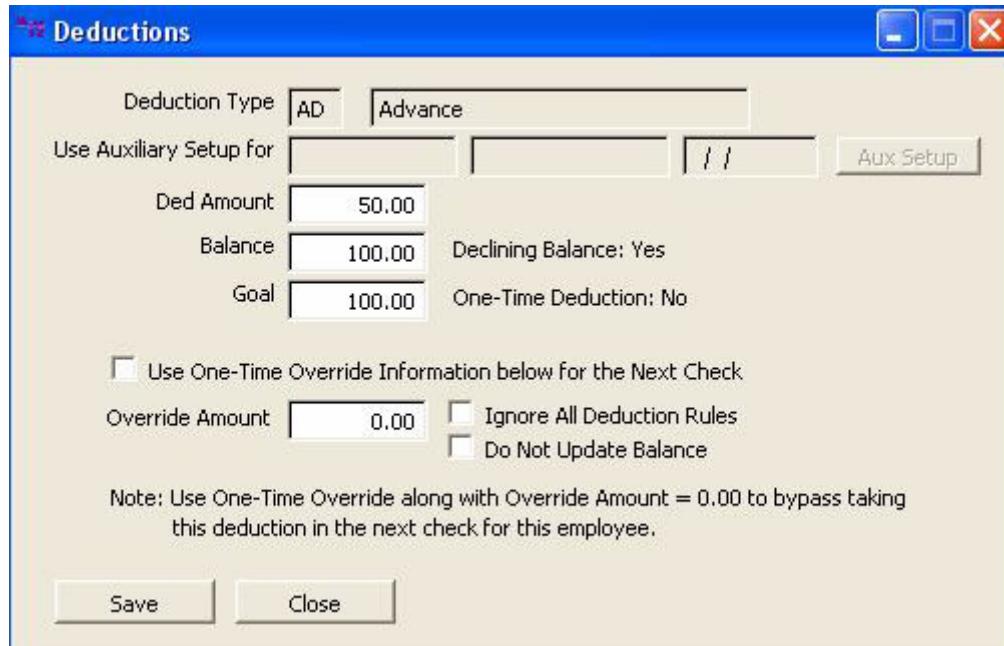
Non-Tax Deduction Properties Table

The following table is an overview of non-tax deduction features available.

Feature	Description
Standard	Deducts the value of the <u>Amount</u> field from each Payroll Check

Deduction	indefinitely. Commonly used for set amount deductions, such as Insurance, or Savings Plan.
Declining Balance Deduction	Deducts the value of the <i>Amount</i> field from each Payroll Check until the value in the <i>Balance</i> reaches zero. You may optionally record the original amount due in the <i>Goal</i> field. Commonly used for Advances, Garnishments, and 401(k) Plans.
One Time Deduction	Deducts the value of the <i>Amount</i> field from the next Payroll Check only. Commonly used for one time charges such as Union Initiation Fees, Equipment, or Loans.
Percentage of Pay	Applies the value in the <i>Amount</i> field (2.50 equals 2.50%) as a percentage of gross pay. Gross pay can be configured to include/exclude certain types of pay (i.e. Regular, Overtime, Double Time, etc, etc). Commonly used for 401(k) Plans, but should not be used for Child Support.
Pre Tax From	Reduces the Gross Taxable Pay by the value in the <i>Amount</i> field prior to calculating payroll taxes. This feature can be configured to apply to all or only certain tax types (i.e. Federal, State Income, Medicare, etc, etc). Commonly used for 401(k) and 125 Insurance Plans.
Maximum Percentage of Disposable Income	Is a behind-the-scenes limit, typically applied to all employees with the corresponding deduction. The Ultra32 software will attempt to deduct the value of the <i>Amount</i> field, up to the maximum percentage of disposable income. Disposable income is gross pay less payroll tax deductions. Commonly used for Child Support.

Employee Deduction Screen



The Employee Deduction Screen is accessed from the Deductions page of the Employee Data Entry Form. When using the Employee Deduction Screen, please note the following:

- **Deduction Type:** is used to classify the deduction record.
1. Each deduction record must have a unique *Deduction Type*. However, the same *Deduction Type* can be used for different employees.
 2. See the [Non Tax Deduction Type Setup](#) section in this User's Guide for more information.

- ***Use Auxiliary Setup***: is used to assign a Auxiliary Deduction Setup to a deduction record.
 1. This feature only applies if you are using the Auxiliary Deduction Setup of the Ultra32 software.
 2. Auxiliary Setups are used to assign an Agency to a deduction record and/or modify the calculation of an deduction for a particular employee.
 3. See the *Auxiliary Deduction Setup* section in this User's Guide for more information.
- ***Ded Amount***: is the flat dollar amount to be withheld on the next Payroll Check.
 1. In the event this deduction has a Disposable Income Limit, the lesser of the two is withheld: (a) the maximum percentage of disposable income or (b) the specified deduction amount.
 2. This field may be replaced by *Ded Amount, % of Pay* or *Ded Amount, Rate/Hour* depending upon the deduction setup.
- ***Ded Amount, % of Pay***: is the percentage of Gross Pay that should be withheld on the next Payroll Check. Enter 3.50% as "3.50".
 1. The definition of Gross Pay used in the calculation of the deduction amount varies depending upon the deduction setup.
 2. In the event this deduction has a Disposable Income Limit, the lesser of the two is withheld: (a) the maximum percentage of disposable income or (b) the specified deduction amount.
 3. This field may be replaced by *Ded Amount* or *Ded Amount, Rate/Hour* depending upon the deduction setup.
- ***Ded Amount, Rate/Hour***: is the rate per hour that should withheld on the next Payroll Check. Enter \$0.25 per hour as "0.25".
 1. The total hours used in the calculation of the deduction amount varies depending upon the deduction setup.
 2. In the event this deduction has a Disposable Income Limit, the lesser of the two is withheld: (a) the maximum percentage of disposable income or (b) the specified deduction amount.
 3. This field may be replaced by *Ded Amount* or *Ded Amount, % of Pay* depending upon the deduction setup.
- ***Balance***: is the total amount that should be withheld.
 1. This field is only available if the deduction is setup as Declining Balance. See the *Non-Tax Deduction Properties* Table section in this User's Guide for more information.
 2. This amount must be greater than zero for the deduction amount to be withheld.
- ***Goal***: is the original amount of a Declining Balance deduction.
 1. This field is only available if the deduction is setup as Declining Balance. See the *Non-Tax Deduction Properties* Table section in this User's Guide for more information.
 2. This field does not require a value and exists for reference purposes only.
- ***Use One-Time Override***: if checked, enables the deduction override settings.
 1. This option is only available if the deduction is setup to allow overrides.
 2. One-Time Overrides are commonly used when an employee is receiving a special circumstances Payroll Check and you wish to bypass the normal non-tax deductions.

- **Override Amount:** is used to override the *Ded Amount* on the next Payroll Check.
 1. This field is only available if the deduction is setup to allow overrides and the *Use One-Time Override* is check marked.
 2. After the next Payroll Check for this employee is printed and posted, any override settings that were processed are reset.
- **Ignore All Deduction Rules:** is used to override any deduction rules, such as Disposable Income Limits, Year to Date Ceiling Limits, and/or Auxiliary Deduction Settings. The amount specified in the *Override Amount* field will be withheld on the next Payroll Check.
 1. This field is only available if the deduction is setup to allow overrides and the *Use One-Time Override* is check marked.
 2. After the next Payroll Check for this employee is printed and posted, any override settings that were processed are reset.
- **Do Not Update Balance:** if checked, the *Balance* field is not updated with the value in *Override Amount* field.
 1. This field is only available if the deduction is setup to allow overrides, the *Use One-Time Override* is check marked, and the deduction is setup as Declining Balance.
 2. After the next Payroll Check for this employee is printed and posted, any override settings that were processed are reset.

Auxiliary Deduction Setup

The Auxiliary Deduction Setup has been designed for either or both of the following purposes:

- Track in detail which Agency and which Case/Order a non-tax deduction amount should be classified to. For example, Child Support deduction orders typically must be forwarded to different courts and must be tracked by a case/order #. See the *How to Track Deductions by Agency/Case* section in this User's Guide for more information.
- Have the ability to setup how a non-tax deduction amount is calculated/withheld on a individual basis. For example, an employee may receive one Child Support Order with a Disposable Income Limit of 40% and a second with a Disposable Income Limit of 50%. See the *How to Customize the Deduction Calculation* section in this User's Guide for more information.

Note: Either or both of the *How to Track Deductions by Agency/Case* and the *How to Customize the Deduction Calculation* can be performed for any non-tax deductions defined in the Ultra32 software. It is your choice whether to use both, a single, or none of the advanced features by employee.

How to Track Deductions By Agency/Case

The process of tracking deductions by Agency/Case can be summed as follows:

- Create the Agency Record. This is where you define who is the receiving agency. For example: ABC Insurance Company, Friend of the Court, IRS, etc. Note, the same Agency Record will be used by multiple employees.

- Create the Auxiliary Deduction Setup Record. This is where a non-tax deduction is linked to a particular Agency and where the Case/Order # is defined.
- Create the Non-Tax Deduction Record. This is where the actual non-tax deduction is defined.
- Generate a Deduction Report by Agency.

Create the Agency Record

The Agency Code record is used to store all the agencies that you wish to track employee non-tax deduction withholdings. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Agency Code** menu option.

The following is a list of fields that need special mentioning:

- **Agency Code:** is a user define code that is used in the Auxiliary Deduction Setup record to reference the Agency. This code must be unique. Once assigned, this field cannot be changed.

Create the Auxiliary Deduction Setup Record

The Auxiliary Deduction Setup record is used to link a non-tax deduction to an Agency, store the Case/Order #, and setup the deduction calculation. This screen is accessed via the Wage/Ded Page on the Employee Data Entry screen.

The following is a list of fields that need special mentioning:

- **Deduction Type**: is required. Once assigned, this field cannot be changed. However, the same deduction type can be used for multiple Auxiliary Deduction Setup records for the same employee.
- **Agency Code**: is required. Once assigned, this field cannot be changed.
- **Case #/Order #/Description**: optional. Enter up to 30 characters to describe the deduction. Note, this information will appear on the Payroll Check Deduction By Agency Report.
- **Issued On**: used to store when this deduction was issued. The use of this field is optional, and exists for reference purposes only.

Note: The remaining fields pertain to controlling how a deduction is calculated. See the *How to Customize the Deduction Calculation* section in this User's Guide for more information.

Create the Non-Tax Deduction Record

The Non-Tax Deduction Setup record is the final step to setup a particular deduction. This screen is accessed via the Wage/Ded Page on the Employee Data Entry screen.

The screenshot shows a Windows application window titled "Deductions". The window contains the following data:

Deduction Type	CS	Child Support		
Use Auxiliary Setup for	FOC-OAKLD	BR3564-845	01/07/2002	Aux. Setup
Ded Amount	70.00			
Balance	0.00 Declining Balance: No			
Goal	0.00 One-Time Deduction: No			

Generate a Deduction Report by Agency

Once Payroll Checks have been printed and posted, you can generate a report of deductions by Agency by selecting the **Reports** menu, then the **Payroll...** menu option, then the **Payroll Check Register** menu option, followed by the Payroll Check Deduction by Agency Report selection.

How to Customize the Deduction Calculation

The process of customizing the deduction calculation can be summed as follows:

- Create a Default Agency Record. You can skip this step if the deduction will be assigned to specific Agency, and the Agency Code has already been defined. Note, the same Agency Record will be used by multiple employees.
- Create the Auxiliary Deduction Setup Record. This is where the non-tax deduction is linked to a particular Agency and deduction calculation settings are setup.
- Create the Non-Tax Deduction Record. This is where the actual non-tax deduction is defined.

Create a Default Agency Record

The Agency Code record is used to store all the agencies that you wish to track employee non-tax deduction withholdings. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Agency Code** menu option.

This screenshot shows the 'Agency Codes:1' window. At the top, there are tabs for 'Selection Criteria', 'Data Entry' (which is selected), and 'List'. Below the tabs, there are three input fields: 'Agency Code' containing 'DEFAULT', 'Status' containing 'A', and 'Agency Name' containing 'My Company Name'.

The following is a list of fields that need special mentioning:

- **Agency Code**: is a user define code that is used in the Auxiliary Deduction Setup record to reference the Agency. This code must be unique. Once assigned, this field cannot be changed.

Create the Auxiliary Deduction Setup Record

The Auxiliary Deduction Setup record is used to link a non-tax deduction to an Agency, store the Case/Order #, and setup the deduction calculation. This screen is accessed via the Wage/Ded Page on the Employee Data Entry screen.

This screenshot shows the 'Auxiliary Deduction Setup' window. It contains several input fields and options:

- Deduction Type: GA / Garnishment
- Agency Code: DEFAULT / My Company Name / Status A
- Case#, Order# or Description
- Issued On: 01/07/2002
- Deduction should be taken from: 01/22/2002 to: / / * Start Date, End Date or Date Range used to control when deduction is taken. Leave blank if not applicable.
- Total Amount of Order (Ref only): 2413.11
- Amount to be deducted (Ref only): 70.00 / Amount= Dollar Percent / Apply Daily Pay Conversion
- Maximum Deduction per Period: 280.00 / Max per Month Quarter Year Weekly None
- Deduction can not exceed: 50.00 / Percent of Disposable Earnings Gross Pay
- Processing Fee Deduction Type: PF * If Processing Fee is setup here, you do not have to enter a std ded record for it.
- Processing Fee Deduction Amount: 1.50 / Once per Month Quarter Year Check
- Notes: (A large text area)

At the bottom are 'Save' and 'Close' buttons.

The following is a list of fields that need special mentioning:

- **Deduction Type**: is required. Once assigned, this field cannot be changed. However, the same deduction type can be used for multiple Auxiliary Deduction Setup records for the same employee.
- **Agency Code**: is required. Once assigned, this field cannot be changed.

- *Case #/Order #/Description*: optional. Enter up to 30 characters to describe the deduction. Note, this information will appear on the Payroll Check Deduction By Agency Report.
- *Issued On*: optional, exists for reference purposes only.
- *Deduction Should Be Taken From*: optional. Note, these values will be compared against the Payroll Check Date, not the pay period.
 1. Enter a Start Date only if the deduction is to begin on a particular date with no expiration date.
 2. Enter an End Date only if the deduction is to begin on the next Payroll Check and end on a particular date.
 3. Enter both a Start & End Date if the deduction is to begin and end on a particular date.
 4. Leave both Start & End Date blank if the deduction is to begin on the next payroll check with no expiration date.
- *Total Amount of Order*: optional, exists for reference purposes only.
 1. If the deduction is setup as Declining Balance, this amount will be carried over to the *Balance* field when the Non-Tax Deduction Record is created.
- *Amount to be Deducted*: optional, exists for reference purposes only.
 1. This amount will be carried over to the *Amount* field when the Non-Tax Deduction Record is created.
- *Amount = Dollar/Percent*: designates whether the *Amount* field of the Non-Tax Deduction Record is a flat dollar amount or percentage of Gross Pay.
 1. This field is only available if the deduction is setup as Percentage of Pay. See the [Non-Tax Deduction Properties](#) Table section in this User's Guide for more information.
- *Apply Daily Pay Conversion*: if checked, the *Amount* field of the Non-Tax Deduction Record is considered a per day rate. For example: if the deduction amount is \$5.00 and the employee is paid for 3 days, the total deduction withheld will be \$15.00.
 1. This field is only available if the employee's *Pay Frequency* is "D" Daily.
- *Maximum Deduction per Period*: designates the maximum deduction ceiling per Week, Month, Quarter, or Year.
 1. This field is only available if the deduction setup permits.
 2. The "Weekly" setting should only be selected if the employee's *Pay Frequency* is "D" Daily or "W" Weekly.
- *Deduction Can Not Exceed*: limits the deduction amount to a percentage of Disposable Income or Gross Pay. Note, this field is only available if the deduction setup permits.
 1. Disposable Income is defined as Gross Pay less Payroll Tax Deductions.
 2. If zero, any default Disposable Income Limits already defined for this deduction are applied.
- *Processing Fee Deduction Type*: optional, identifies the deduction type that will be

used to classify the processing fee. Note, this field is only available if the deduction setup permits.

- **Processing Fee Deduction Amount:** optional, identifies the amount of the processing fee and the frequency in which it can be charged. (i.e. every Month, Quarter, Year, or Payroll Check)
 1. This field is only available if the deduction setup permits.
 2. This value will not be withheld if the *Processing Fee Deduction Type* is blank.
 3. Processing Fees are reported on the Payroll Check Deduction By Agency Report.

Note: Certain features may not be available depending upon the non-tax deduction setup form completed by your company when the Ultra32 software was purchased. If your company needs additional non-tax deductions or needs to make changes to the existing, contact [CCS Technical Support](#).

Create the Non-Tax Deduction Record

The Non-Tax Deduction Setup record is the final step to setup a particular deduction. This screen is accessed via the Wage/Ded Page on the Employee Data Entry screen.

The screenshot shows a Windows-style dialog box titled "Deductions". It contains the following fields:

Deduction Type	GA	Garnishment	
Use Auxiliary Setup for	DEFAULT	01/07/2002	Aux: Setup
Ded Amount	70.00		
Balance	2413.11	Declining Balance: Yes	
Goal	2413.11	One-Time Deduction: No	

MICR Payroll Check

The MICR Payroll Check Option is an add-on option for the Ultra32 software that allows Payroll Checks to be printed on blank stock. The following is a list of its features:

- Supports multiple Payroll Check/Bank Account setups. You can use a unique setup for each Data File Set.
- Allows you to customize what is printed on the Payroll Check Stub's & Check's return address. Enter your own text or specify a unique graphic file containing your company's logo and information.
- Allows you to automatically print a signature on each Payroll Check.
- Provides extra security if your company is concerned about Payroll Check forms that are lost or stolen.
- Provides extra flexibility if your company has multiple Payroll Bank Accounts or changes Bank Accounts frequently.

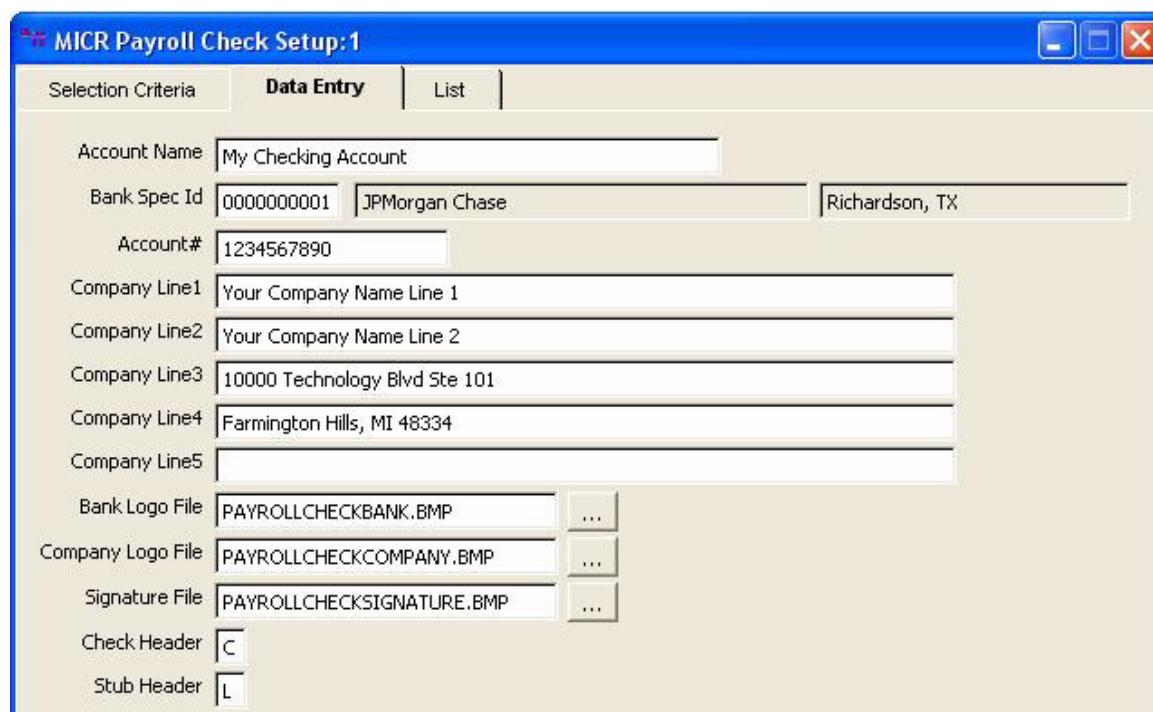
How to Setup

The process of setting up the MICR Payroll Check Option can be simplified as follows:

- Define the MICR Payroll Check Setup: this is where you select the financial institution, specify your company's info, and customize certain portions of the Payroll Check. See the [MICR Payroll Check Setup](#) section in this User's Guide for more information.
- Select which MICR Payroll Check Setup will be used by each Data File Set. See the [System Preferences Setup](#) section in this User's Guide for more information.

MICR Payroll Check Setup

To load the MICR Payroll Check Setup screen, select the **Tools** menu, followed by the **MICR Payroll Check Setup** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Bank Spec Id**: identifies the Financial Institution the check will be drawn on.
 1. If your financial institution is not listed, contact [CCS Technical Support](#).
- **Account #**: identifies the Bank Account the check will be drawn on.
 1. If your financial institution requires a right justified number, use a plus sign "+" to represent the spaces. For example, XYZ Bank requires a 12 digit right justified Account #, but your Account # is only 9 digits. Enter "++123456789" and the Account # will print as "123456789".
- **Company Line 1 to 5**: are used to identify your company's information.
 1. If the **Check Header** is "C", this information is printed on the check portion of the Payroll

Check.

2. If the *Stub Header* is "C", this information is printed on the stub portion of the Payroll Check.
- *Bank Logo File*: is used to override the Financial Institution's information that prints on the Payroll Check with a graphic file. Contact CCS Technical Support if you need to use this.
 1. The graphic file must be saved into the \ULTRA32\CUSTOM folder.
 2. The graphic file should be sized to 52 Pixels Height by 192 Pixels Width in either a BMP, GIF, or JPG format.
- *Company Logo File*: is used to identify a graphic file that will be used to print your company's information on the Payroll Check stub and/or check.
 1. The graphic file must be saved into the \ULTRA32\CUSTOM folder.
 2. The graphic file should be sized to 74 Pixels Height by 336 Pixels Width in either a BMP, GIF, or JPG format.
 3. The *Check Header* and/or *Stub Header* must be set to "L".
- *Signature Logo File*: is used to identify a graphic file that will be used to print a signature on the Payroll Check.
 1. The graphic file must be saved into the \ULTRA32\CUSTOM folder.
 2. The graphic file should be sized to 50 Pixels Height by 250 Pixels Width in either a BMP, GIF, or JPG format.

Note: The MICR Payroll Check Setup utilizes the same file as the Bank Account Reconciliation setup. Use caution when deleting setups to avoid loosing valuable information.

System Preferences Setup

In each Data File Set you must identify which MICR Payroll Check Setup will be used. To perform this operation select the **System** menu, then the **System Preferences** menu option, followed by the Payroll:Checks option.

Note: System Administrative Rights are required to make any changes.

- *MICR Bank Account*: identifies which MICR Payroll Check Setup is used for the currently selected Data File Set.
 1. The same MICR Payroll Check Setup can be used for multiple Data File Sets.

Printing MICR Payroll Checks

The process of printing MICR Payroll Checks is no different than regular Payroll Checks. Simply, select the **Reports** menu, then the **Payroll...** menu option, followed by the **MICR Payroll Check Print** menu option.

When printing MICR Payroll Checks, please note the following:

- Be sure to use MICR Toner when printing Payroll Checks. Many financial institutions

still require the use of magnetic ink to process Payroll Checks.

- Verify the financial institution's information including the MICR Routing and Fraction Routing numbers.
- Verify your company's information, and if specified, the signature line.
- If the Payroll Check will be mailed, verify that the Payroll Check will fit appropriately inside a windowed envelope.
- It is highly recommended that you print a test Payroll Check before "going live". In addition, request that your financial institution verify that the test Payroll Check meets their standards.

Direct Deposit

Direct Deposit Information

<u>Main Account</u>		Start/Restart Direct Deposit On <input type="text" value="1/1"/> (optional)
Account Type	<input type="text" value="S"/>	<u>Secondary Account</u>
Account#	<input type="text" value="0123456789"/>	Account Type <input type="text" value="C"/>
Routing#	<input type="text" value="876543210"/>	Account# <input type="text" value="0101001234"/>
Prenote Status	<input type="text" value="A"/>	Routing# <input type="text" value="876543210"/>
Main Acct. Amount	<input type="text" value="50.00"/> <input checked="" type="checkbox" value="P"/> (Percent or Dollar)	Prenote Status <input type="text" value="A"/>
<input type="button" value="Close"/>		

How to Setup

For each employee participating in a Direct Deposit Plan, enter the appropriate information into the direct deposit fields on the Employee Payroll page as follows:

- Optional. Specify when the employee's direct deposit should be processed in the *Start/Restart Direct Deposit On* field. Leave blank to start immediately.
- Enter the employee's bank account information into the *Account #* and *Routing #* fields.
 1. This information is required if you will be using the Direct Deposit Export Option, otherwise, you may leave these fields blank.
- Identify the status of the employee's Prenote Record in the *Prenote Status* field.
 1. Enter "N" (Not Required) if you are not using the Direct Deposit Export Option or if your financial institution does not require a Prenote Record.
 2. Enter "A" (Accepted) once the employee's Prenote Record has been accepted.
 3. Leave blank if you are using the Direct Deposit Export Option AND your financial institution requires a Prenote Record.
- The *Main Account Amount* fields are used when an employee's check needs to be

divided into two bank accounts. For example, an employee wishes to deposit \$50.00 of each Payroll Check into his savings account, and the remaining amount into his checking account.

1. To use a Percentage method, enter the percent that should be deposited into the main account as follows: fifty-five percent would be entered as "55.00". The secondary account is assumed to receive the remaining percentage.
2. To use a Flat Dollar method, enter the amount that should be deposited into the main account as follows: fifty dollars would be entered as "50.00". The secondary account is assumed to receive any remaining amount. Note, when using this method the amount deposited will never exceed the net pay amount of the Payroll Check.

Note: The Main Account information is required to create a Direct Deposit Payroll Check. The Secondary Account information is only used when the Direct Deposit Payroll Check needs to be split across two bank accounts.

Payroll Check Process

When Payroll Checks are printed, the Ultra32 software performs the following:

- Identifies the employees participating in a Direct Deposit Plan as follows:
 1. The *Start/Restart Direct Deposit On* field is blank OR the less than/equal to the Payroll Check Issued Date.
 2. The *Account Type* field contains either a "C" (Checking) or "S" (Savings).
 3. The *Prenote Status* field contains either a "A" (Accepted) or "N" (Not Required).
- When a Direct Deposit Plan employee's Payroll Check is printed, all information is the same as a normal Payroll Check, with the exception of the following:
 1. The "check portion" is marked as "NON-NEGOTIABLE"
 2. The Check Status is recorded as "D" (Direct Deposit).
 3. The "worded amount" is replaced by the information in the *Account #* fields.

Once the Payroll Checks have been printed and posted, you can distribute the Payroll Checks as normal.

Note: Many of the Payroll Check Register Reports include an option to filter based on Payroll Check Status. Using this filter option, you can run a check register for Direct Deposit checks only.

Direct Deposit Export Option

The Direct Deposit Export is designed to create an export file of Prenote and Direct Deposit Payroll Check records that can be transmitted to your financial institution for automated processing. The following is an overview of how the Direct Deposit Export works:

- Load the Direct Deposit Export screen by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **Direct Deposit Export** menu option.
- Step 1 is used to either select or create a Direct Deposit Account record. The Direct Deposit Account record stores information about your company's payroll bank account that will be included in the export file. The majority of the 'File Header

Record' and 'Company/Batch Header Record' information must be supplied by your financial institution as it pertains to your account.

Note: Most of the information on this page needs to be setup once for a payroll account and then does not change. But, there is one piece of data in the Batch Header Record that tends to change each time the Direct Deposit Export option is performed, the Company Descriptive Date as shown below:

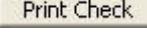
1. *Company Descriptive Date...*: usually contains the Pay Period or Check Date related to a batch of Direct Deposit Checks (commonly formatted as YYMMDD, but check with your financial institution). May need to be entered/changed each time the Direct Deposit Export option is performed.
- Step 2a - Entry Detail Record Information is used to identify file specification requirements that your financial institution may impose.
 1. *Individual Identification Num...*: controls if the Employee (person the check is payable to) is identified in the file by including their Employee Id or Soc Sec Number.
 2. *If applicable, SSN mask per Bank...*: controls the masking of the SSN if it is being included as Individual Identification Number above. Leave blank if SSN should be included as is, without any masking.
 3. *Individual Name format...*: controls the formatting of the Employee Name (eg. Last Name + First Name, First Name + Middle Initial + Last Name, etc...).
 4. *Record Format Specification...*: controls the version of ACH specification to use. Currently, most financial institutions accept Ultra32's ACH 2004 option. The 1994 option remains just in case a financial institution is still using the older format.
- Step 2b - Additional Information for ACH 2004 specifications is used to identify additional requirements that your financial institution may impose.
 1. *Include Offset Record (Balance File)...*: check this option and enter an Offset (Debit) Account number below if your financial institution has specified that they require a Balanced File.
 2. *Offset (Debit) Checking Acct#...*: if a Balanced File is required, identify your company's payroll account number.
 3. *Service Class Code...*: identifies if the file should be marked as "Mixed, Credits and Debits" or "Credits Only". Normally set to "Mixed", especially if Include Offset Record is checked. Currently, Compass Bank requires this to be set to "Credits Only" if Include Offset Record is not checked.
 4. *Prenote Effective Entry Date...*: since this date can be determined when the file is processed, the most common value here is "-1", meaning your financial institution does not require an Effective Entry Date on Prenote records. But, if your financial institution does require this, enter the number of days from today on which you intend the batch of Prenote records to be settled.
 5. *Wells Fargo Security Record...*: Remote ID (RID) and Application ID (BID) are included in a special Security Record when these values are not blank. Currently, only Wells Fargo has requested this additional record. Enter the Wells Fargo assigned RID and BID values without special characters (do not include \$\$ADD ID= or BID='NWFACH')
- At Step 3: Generate Output, identify the date range of direct deposit Payroll Checks you wish include in the export file.
- Once the generate process is started, the Ultra32 software will perform the following:

1. Create a Prenote Record for any employee with a "C" or "S" in the *Account Type* field, and a blank *Prenote Status* field.
 2. Create a Direct Deposit Record for any Payroll Check with a status of "D" and a Check Issued Date within the defined date range, that has not been previously exported.
- If the Direct Deposit Export file was successfully created, you will then be prompted to perform the Direct Deposit Post. This process performs the following:
 1. Updates the employees' *Prenote Status* field as "S" (Sent).
 2. Updates the Payroll Check with a date and time stamp of the export.

Note: If you need to re-create a Direct Deposit Export file for a period previously export, select the Report Selection option "Re-CREATE ACH Export File". However, only Prenote Records with a blank *Prenote Status* field are included.

QuickPay

QuickPay was initially designed for the Day Labor or Daily Pay user in mind. With a few simple clicks of the mouse you can automatically create a payroll check directly from the Schedule/TimeSlip Data Entry Form for one Schedule/TimeSlip or a limited group of Schedules/TimeSlips. The following is an overview of how the QuickPay works:

- Either add a new Schedule/TimeSlip or create a RecordSet of Schedules/TimeSlips using the Schedule/TimeSlip Data Entry Form.
- Click the  button to load the QuickPay Payroll Check Print screen. This button is not available unless the Schedule/TimeSlip has been saved and the check status is "Not Posted".
- The Ultra32 software will gather all unpaid Schedules/TimeSlips in the current RecordSet. If you so desire, you can use the report controls provided to filter which Schedules/TimeSlips you wish to pay.
- If the Payroll Checks are sent to a printer, the Payroll Check Post screen will appear. See the [Payroll Check Post Screen](#) section in this User's Guide for more information.

Salary Payroll

Salary Payroll is typically used to pay your internal office staff, managers, and supervisor employees who receive a set pay amount each pay period. For example, \$1500.00 Weekly. This feature of the Ultra32 software behaves differently depending on the following:

- If you are using the Scheduling module of the Ultra32 software, salary payroll records are created during the payroll generate process. There is no need to create Shift records.
- If you are using the TimeSlip module of the Ultra32 software, the salary information specified on the Employee's Payroll page will be used to auto-fill the corresponding field when a TimeSlip is created.

How to Setup the System Preferences

Before using the Salary Payroll features, it is recommended that you identify the System Preferences that apply to the salary payroll process. To view your options, select the **System** menu, followed by the **System Preferences** menu option.

Note: System Administrative Rights are required to make any changes. The System Preferences settings only apply if you are using the Scheduling module of the Ultra32 software.

- **Salary Customer:** identifies which customer is to be used for job costing salary payroll.
 1. This value is required, but can be overridden in the employee file or during the salary payroll process.
 2. It is recommended to create a Non Billable Customer, with your company's information, for job costing salary payroll.
- **Salary Shift Pay Rule:** identifies which Payroll Rule will be applied to any schedules when a salary payroll employee is assigned to it. It is only used when the Payroll Rule in the schedule is blank.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. This value is not required, and can be overridden in the employee file.
 3. See the [Pay & Bill Rule Table](#) section in this User's Guide for more information.
 4. The recommend value is "NOH" No Pay or Bill - Hide, since a salary payroll employee is typically not paid any additional wages when they are assigned to a schedule.
- **Salary Shift Bill Rule:** identifies which Bill Rule will be applied to any schedules when a salary payroll employee is assigned to it. It is only used when the Bill Rule in the schedule is blank.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. This value is not required, and can be overridden in the employee file.
 3. See the [Pay & Bill Rule Table](#) section in this User's Guide for more information.
 4. The recommend value is [blank], since a customer is typically billed regardless if an hourly or a salaried employee fills a schedule.
- **Salary Comp Code:** identifies which worker's compensation code is to be used for job costing salary payroll.
 1. This value is required, but can be overridden in the employee file.

How to Setup Each Employee

For each salary employee, enter the appropriate information on the Employee Payroll page as follows:

- **Emp Pay Type:** enter "S" to activate the salary payroll features.
- **Comp Code:** identifies which worker's compensation code will be applied when paying this employee their salary payroll.

1. If blank, the value in the *Salary Comp Code* (System Preferences) will be used.
 2. See the *Comp Code* section in this User's Guide for more information.
- ***Salary Amount***: enter a value greater than zero to identify the employee's gross salary pay amount. This amount should correspond to the value identified in the *Pay Frequency* field. For example, an employee with an annual salary of \$31,200.00 and a biweekly pay frequency would be entered as "1200.00" (31,200 / 26 Pay Periods).
 - ***Salary Hours***: enter a value greater than zero to identify the number of hours the employee's salary is based on. This amount should correspond to the value identified in the *Pay Frequency* field. For example, an employee with a biweekly pay frequency would typically be entered as "80.00" (40.00 Hours per Week * 2 Weeks).
 - ***Job Cost Customer Id***: identifies which customer is to be used for job costing this employee's salary payroll.
 1. If blank, the value in the *Salary Customer* (System Preferences) will be used.
 2. It is recommended to create a Non Billable Customer, with your company's information, for job costing salary payroll.
 - ***Shift Payroll Rule***: identifies which Payroll Rule will be applied to any schedules when this employee is assigned to it. It is only used when the Payroll Rule in the schedule is blank.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If blank, the value in the *Salary Shift Pay Rule* (System Preferences) will be used.
 3. See the *Pay & Bill Rule Table* section in this User's Guide for more information.
 - ***Salary Bill Rule***: identifies which Bill Rule will be applied to any schedules when a salary payroll employee is assigned to it. It is only used when the Bill Rule in the schedule is blank.
 1. This field only applies if you are using the Scheduling module of the Ultra32 software.
 2. If blank, the value in the *Salary Shift Bill Rule* (System Preferences) will be used.
 3. See the *Pay & Bill Rule Table* section in this User's Guide for more information.

Note: The references to the System Preferences settings only apply if you are using the Scheduling module of the Ultra32 software.

Salary Payroll Process

If you are using the Scheduling module of the Ultra32 software, the following functions are performed when payroll is generated:

- Identifies the salary payroll employees as follows:
 1. The Employee *Status* field contains a "A" (Active)
 2. The *Emp Pay Type* field contains a "S" (Salary).
 3. Both the *Salary Amount* and the *Salary Hours* fields are greater than zero.
 4. The *Pay Frequency* field matches the frequency currently selected for the payroll generate

process.

5. The *Last Pay Period* is less than the payroll period start date of the payroll generate process.
 - Creates a Payroll Record for each salary payroll employee using the information identified in the employee file and System Preferences.
 - Updates the Payroll Rule for any schedules with a salary payroll employee assigned, as follows:
 1. If the Payroll Rule in the Schedule is not empty, the update is bypassed.
 2. Checks the employee's file for a value in the *Shift Payroll Rule*. If empty, goes to the next step. Otherwise, the Schedule is updated with employee override value.
 3. Checks the System Preferences for a value in the *Salary Payroll Rule*. If empty, the update is bypassed. Otherwise, the Schedule is updated with System Preference override value.

If you are using the TimeSlip module of the Ultra32 software, the following functions are performed when a TimeSlip record is added:

- Identifies the salary payroll employees as follows:
 1. The *Emp Pay Type* field contains a "S" (Salary).
 2. Both the *Salary Amount* and the *Salary Hours* fields are greater than zero.
 3. The TimeSlip *Customer Id* field is blank or matches the *Job Cost Customer Id* identified in the Employee's file.
- Retrieves the *Comp Code*, *Salary Amount* and the *Salary Hours* defined in the Employee's file.

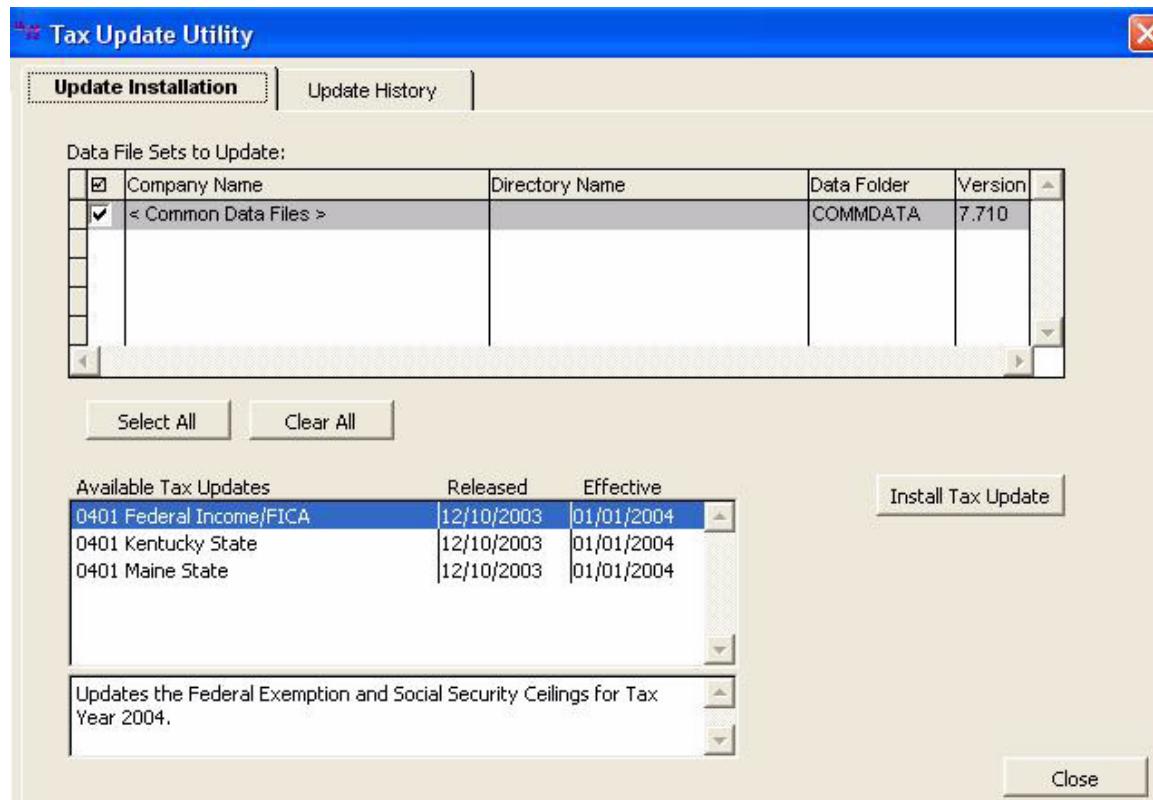
Note: For job costing purposes, a salary payroll employee's cost are associated to the customer identified in either the employees' *Job Cost Customer Id* or the System Preference *Default Salary Customer*. However, if a salary payroll employee is assigned to a schedule, then a portion of that employee's payroll cost will be associated to that schedule. The portion is calculated as follows: (1) determine the employee's hourly rate by dividing the *Salary Amount* by the *Salary Hours*. (2) calculate the portion of cost as hours schedule multiplied by the hourly rate determined in step one.

Tax Table Update Utility

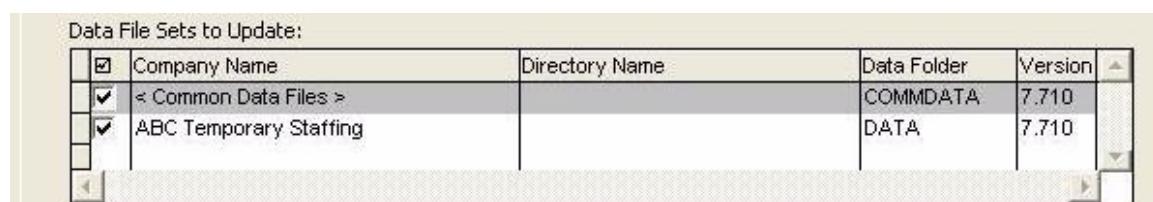
- Install Tax Table Updates. See the *How Do I Install a Tax Update?* section in this User's Guide for more information.
- Review which Tax Table Update History. See the *How Do I Review the Tax Update History?* section in this User's Guide for more information.

Note: System Administrative Rights are required to either install a tax update or review tax update installation history.

How Do I Install a Tax Update?



- Load the Tax Table Update Utility by selecting the **System** menu, followed by the **Tax Table Update Utility** menu option.
- If applicable, select which Data File Sets should be updated. Please note the following:
 - For the majority of the Ultra32 software users, the "< Common Data Files >" entry is the only option, because the Ultra32 software uses the same tax tables for all Data File Sets.
 - If more than one Data Folder is displayed (as shown below), that means the tax tables are not shared by all Data File Sets and each set needs to be updated. This type is setup is common when different companies/corporations exists and tax rates are not the same for all Data File Sets.



- Select which Tax Update to install. Please note the following:
 - The **Available Tax Updates** lists Tax Updates that are available for installation. Typically, this list only includes updates that were released by CCS after the Ultra32 software was purchased.
 - The **Released Date** is when the Tax Update was released by CCS.
 - The **Effective Date** is the when the change is required. An update should be installed before

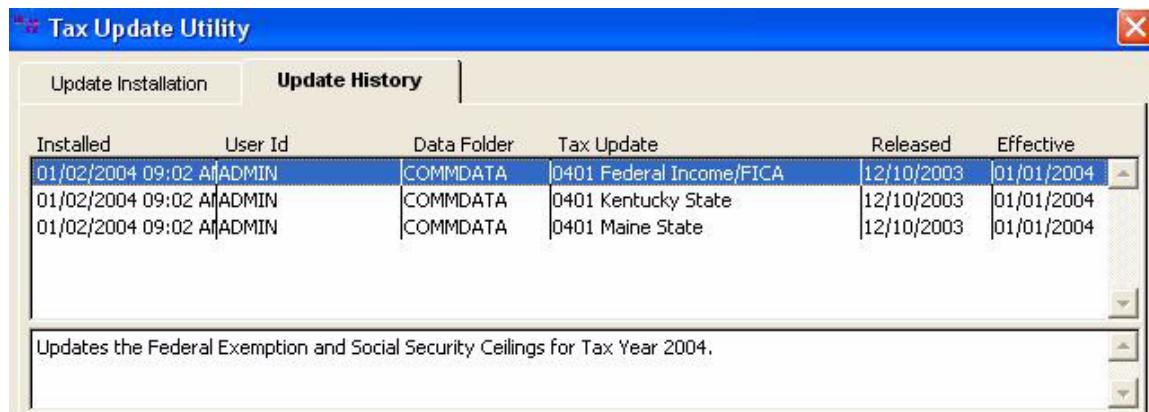
processing any payroll checks greater than this date.

4. If more than update needs to be installed, start with the one that has lowest *Effective Date* and work you way towards the highest.

- Click the **Install Tax Update** button to perform the installation.

Note: When your company purchased the Ultra32 software all tax table updates available at the time were automatically included and installed. However, they will not appear in the Update History.

How Do I Review the Tax Table Update History?



Load the Tax Table Update Utility by selecting the **System** menu, followed by the **Tax Table Update Utility** menu option. This page displays when a tax update was installed, who installed the update, which Data File Set was updated, and what was installed.

Note: When your company purchased the Ultra32 software all tax table updates available at the time were automatically included and installed. However, they will not appear in the Update History.

W-2 Reporting

The information included in this documentation is provided to assist you in the creation of your 2012 Tax Year W-2 Forms and Electronic Files. We recommend that you review the entire documentation carefully and thoroughly. If you do not understand a portion, seek professional advice.

Note: Information included in this documentation is not meant to replace documentation provided by any Federal, State, or Local governments. It is intended to be used in conjunction with the IRS Instructions for Forms W-2 and W-3, SSA Business Services Online for Electronic W-2 Filing and any applicable publications provided by your State and Local tax authorities.

Overview

The process of creating W-2 Forms and/or Electronic File can be summed into the following steps:

- Load the W-2 reporting screen by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **W-2 Reporting** menu option.
- **For (Tax Year):** Click the  arrow that appears to the far right. A drop down list of possible options will appear. **Tax Year 2012 may be displayed at the bottom of the list the first time you select W-2 Reporting.**
- Enter your company's basic employer information. See the *Basic Information* section.
- For each state tax authority that will be reported, enter your company's state tax information. See the *State Tax Setup* section.
- For each city, local, and/or county tax authority that will be reported, enter your company's city tax information. See the *City Tax Setup* section.
- For each item you wish to report in Box 12 of the W-2 Form, identify the item in the Box 12 Setup. See the *Box 12 Setup* and the Health Coverage sections.
- For each item you wish to report in Box 14 of the W-2 Form, identify the item in the Box 14 Setup. See the *Box 14 Setup* section.
- Print the Employee and/or Employer W-2 Forms. See the *W-2 Form Print* section.
- Create the Electronic File for Social Security Administration, State Tax Authorities, and/or City Tax Authorities. See the *W-2 Electronic File* section.

Note: If your company processes payroll in more than one Data File Set for a single tax id, the above steps should be performed in the "Merge" Data File Set after a Data Set Merge is performed. See the *Data Set Merge Payroll* section in the Ultra32 User's Guide for more information.

Basic Information

The information identified in this section appears on the Employee W-2 Form Print, Employer W-2 Form Print, and all Electronic Files.

This screenshot shows a form for basic employer information. At the top, it says "For Tax Year 2012". Below that, "User ID (formerly PIN)" is listed as "1234567890" and "Federal Tax Id" is "38-1234567". The "Company Name" is "Complete Computer Service, Ltd.". The "Address" is "28275 Orchard Lake Rd Ste106". In the "City/State/Zip" field, "Farmington Hills" is in the city field, "MI" is in the state field, and "48334" is in the zip field. The "Contact" is "John Smith". The "Area Code" is "248", "Phone #" is "488-8888", and "Extension" is left empty. The "Contact Email" is "payroll@completecomputerservice.com".

- **User ID (formerly OWRS PIN)**: is assigned by the Social Security Administration. It is required when submitting your Employer W-2 information via Electronic File.
 1. You can obtain this number by contacting the SSA via the Internet at <http://www.socialsecurity.gov/bso/bsowellcome.htm> or by calling (800) 772-6270.
 2. SSA will require information such as the Company's EIN, Company's address and telephone, your name, your Soc Sec Number, your Date of Birth, your mailing address and telephone.
- **Contact, Area Code, Phone #, and Extension**: are only required if you are submitting your Employer W-2 information via Electronic File.
- **Contact Email**: is now required if you are submitting your Employer W-2 information to SSA via Electronic File.

State Tax Setup

The information identified in this section appears on the Employee W-2 Form Print, Employer W-2 Form Print, State Electronic File, and some City Electronic Files.

Note: Any information entered or changed is not "saved" until the button is pressed and until all setup screens have been completed.

This screenshot shows the "State Tax Authority Setup" screen. It has fields for "State" (with "MI Michigan" and "38-1234567890" selected), "Tax Id" (with "NJ New Jersey" selected), "Disability Plan Type Code" (with a dropdown menu open), and "Private Disability Plan Number" (with an empty input field).

- **State**: displays a selection of States that your company has used in payroll.
- **Tax Id**: enter the tax id assigned to your company by the state. Note, this id is

usually different than the tax id used to submit quarterly wage reporting.

1. In the State of Indiana: the tax id should be your 10 digit Employer Taxpayer ID plus the 3 digit Employer TID Location.
 2. In the State of Maine: the tax id should be eleven digits (usually your FEIN + "00").
 3. In the State of Maryland: the tax id should be eight digits.
 4. In the State of Missouri: the tax id should be eight digits.
 5. In the State of Nebraska: do not enter "21—" preceding the tax id.
 6. In the State of New Jersey: the tax id is usually your nine digit FEIN plus a three digit suffix.
 7. In the State of Utah: the tax id is usually one alpha character plus five digits.
 8. In the State of Virginia: do not eliminate any leading zeros
 9. In the State of Wisconsin: the tax id should be six digits.
- ***Disability Plan Type Code:*** enter a "P" if you have a private disability plan, otherwise, leave it blank.
 1. This field only applies to the State of New Jersey.
 - ***Private Disability Plan Number:*** the number assigned to your company by the New Jersey Dept of Labor.
 1. This field only applies to the State of New Jersey and if the ***Disability Plan Type Code*** is "P".

City Tax Setup

The information identified in this section appears on the Employee W-2 Form Print, Employer W-2 Form Print, and the City Electronic Files. However, it is only necessary to complete this portion when one of the following scenarios apply:

- Your company is required to submit W-2 information to a City Tax Authority via Electronic File.
- You need to combine two or more Ultra32 local tax codes into a single tax code.

Note: Any information entered or changed is not "saved" until the  button is pressed and until all setup screens have been completed.

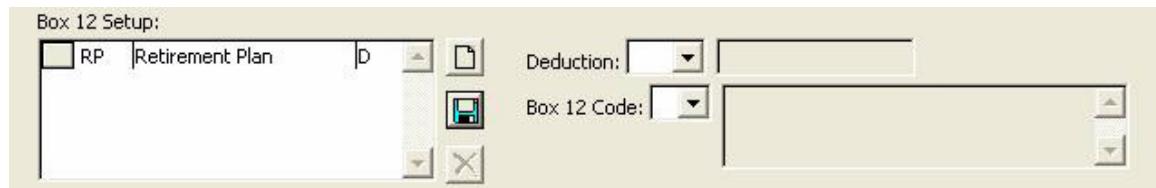
City Tax Authority Setup:					
<input type="checkbox"/> TOL	Toledo	123456	OHT000, OHT001, OHT002	C	  
<input type="checkbox"/> ALLEN	Allentown	654321	PAALLE	C	  
<input type="checkbox"/> EXCL	Exclude from W-2		PAALLO	Y	
Code: <input type="text" value="TOL"/>		Tax Codes		<input type="text" value="OHT000, OHT001, OHT002"/>	
Label: <input type="text" value="Toledo"/>					
Tax Id: <input type="text" value="123456"/>		Tax Entity Code: <input type="text" value="C"/>		<input type="text" value="City Income Tax"/>	
<input type="checkbox"/> Exclude from W-2 Form Print					
<input type="checkbox"/> Average the Taxable Wage Amounts					

- **Code:** is used to identify the City Tax Authority Setup during the W-2 Electronic File generate process. This value is only used for internal purposes and is not included on any W-2 Form print or Electronic File.
- **Label:** appears on the W-2 Form Box 20 Locality Name during a W-2 Form print.
- **Tax Id:** enter the tax id assigned to your company by the City Tax Authority. This value is not included on any W-2 Forms, but may be included in an Electronic File.
- **Tax Codes:** displays a selection of Cities/Localities that your company has used in payroll.
- **Tax Entity Code:** only applies if you submit W-2 information to a City Tax Authority via Electronic File.
- **Exclude from W-2 Form Print:** is used to exclude one or more Ultra32 local tax codes from appearing on the W-2 Form print Local boxes. This option is used when an amount withheld from a payroll check is setup in Ultra32 as a local tax deduction, but does not need to be treated as a local tax deduction for W-2 reporting. For example, some cities in the State of Pennsylvania have an Occupational Privilege Tax.
- **Average the Taxable Wage Amounts:** is used to average the Taxable Wage amounts when multiple Tax Codes are specified for a single City Tax Authority Setup. This setting should not be used without consulting with CCS Technical Support.

Box 12 Setup

The information identified in this section appears on the Employee W-2 Form Print, Employer W-2 Form Print, and the Electronic File. Box 12 is used to report pre-tax deduction amounts such as 401(k) deductions, Cost of employer-sponsored health coverage, etc... Please refer to the IRS General Instructions for Forms W-2 and W-3 publication for more information regarding Box 12.

Note: Any information entered or changed is not "saved" until the  button is pressed and until all setup screens have been completed.



- **Deduction:** displays a selection of Non Tax Deduction items that your company has used in payroll.
- **Box 12 Code:** identifies the classification of the Box 12 deduction.
 1. When multiple deductions are assigned to the same **Box 12 Code** value, they are combined in the W-2 Electronic File, but reported separately on the W-2 Form print.

Box 14 Setup

The information identified in this section appears on the Employee W-2 Form Print and Employer W-2 Form Print. Box 14 is used to include the following types of information on a W-2 Form Print:

- Non Tax Deduction items such as Child Support, Union Dues, and Health Insurance Premiums.
- Miscellaneous Pay items that are Tax Exempt such as Expense Reimbursement.
- Special Tax Deduction items such as State Disability Insurance and School Tax.

Note: Box 14 Setup items are considered to be information that an Employer provides to an Employee at year end as a courtesy. This information is not included on any of the Electronic Files generated for the SSA, State or City Tax Authorities.

Note: Any information entered or changed is not "saved" until the  button is pressed and until all setup screens have been completed..

Box 14 Setup:

D	CS	Child Support	Child Support
P	ER	Expense Reimbursement	Expense Reimbursement
T	CT	City	OPT
T	SC	School	School Tax

PAALLO Allentown OPT
<All Items>

Non Tax Ded Misc Pay Tax Ded

Item:

Code:

Label:

- **Code:** displays a selection of either Non Tax Deduction items, Miscellaneous Pay items, or Tax Deduction types, depending on the selection made above.
- **Item:** is only used when a Tax Deduction type is selected. It displays a selection of Tax Deduction items that your company has used in payroll and is used to further define which Tax Deduction item the Box 14 Setup applies to.
- **Label:** appears on the W-2 Form Box 14 during a W-2 Form print.

W-2 Form Print

 W-2 Tax Reporting:1

Final Step: Generate Output

Report Selection:

All Employees with Earnings in 2012

Sort By: Employee Social Security Number Select

Print Multiple Forms for Employees with 2+ Cities

Include the W-2 Totals Report

Print a W-2 Test Form Only

- *Report Selection*: is used to select which W-2 Form Print to perform.
 1. The "W-2 Employee Form Print (L4UP)" is used to print the employee copies. This form consists of four W-2 forms on a single 8.5" x 11" sheet. The "same employee" is printed on all four copies.
 2. The "W-2 Employer Form Print (LW2A, LW2D1)" is used to print your company's copies. These forms consist of two W-2 forms on a single 8.5" x 11" sheet. A "different employee" will be printed on the top copy versus the bottom copy.
- *Employee Selection*: is used to control which employees to generate W-2 Forms for.
 1. The "All Employees with Earnings" option will generate W-2 Forms for all employees with earnings in the year specified.
 2. The "Selected Employee(s) with Earnings" option allows you to select one or more employees to generate a W-2 Form. This option is commonly used to re-print a W-2 for an employee that has lost or did not receive their original copy.
 3. The "Starting from Employee with Social Security Number" option allows you to generate W-2 Forms for all employees with earnings in the year specified starting from a particular employee. This option is commonly used to re-start the W-2 Form Generate after a paper jam or some other problem.
- *Sort By*: is used to control the order in which the W-2 Forms are generated. Warning, the SSA and many other Tax Authorities require W-2 Forms to be submitted in order of Employee Social Security Number. Added in Tax Year 2011: Right Click Save As Default capability.
- *Print Multiple Forms for Employees with 2+ Cities*: instructs the Ultra32 software to generate multiple W-2 forms for any employee with two or more local tax authorities.
 1. If left un-checked, and an employee has more than one local tax code, the Box 18 (Local Wages) and Box 19 (Local Income Tax) amounts are combined and the word "*MULTI*" is printed in Box 20 (Locality Name).
 2. This option only applies to the "W-2 Employee Form Print (L4UP)".
- *Print Multiple Forms for Employees with 3+ Cities*: instructs the Ultra32 software to generate multiple W-2 forms for any employee with three or more local tax authorities.
 1. If left un-checked, and an employee has more than two local tax codes, the Box 18 (Local Wages) and Box 19 (Local Income Tax) amounts are combined and the word "*MULTI*" is printed in Box 20 (Locality Name).
 2. This option only applies to the "W-2 Employer Form Print (LW2A, LW2D1)".
- *Include the W-2 Totals Report*: instructs the Ultra32 software to generate a summary report of all Federal, State, City, Box 12, and Box 14 amounts.
- *Print a W-2 Test Form Only*: is used to generate a test W-2 Form for alignment purposes and printer testing purposes. All other report options are ignored.

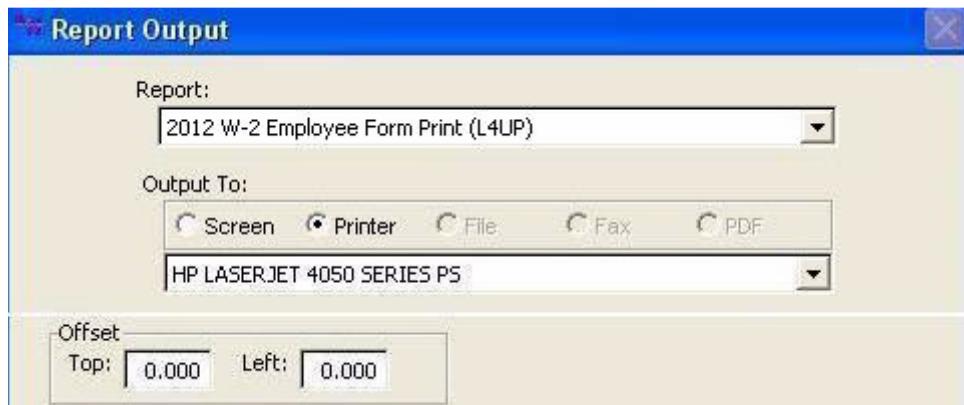
W-2 Form Print Notes

- The Ultra32 software will automatically check for some common errors. If one or

more errors are found, a message will be displayed allowing you to perform one of the following:

1. Cancel the W-2 Print Process and display the W-2 Error report.
 2. Ignore the Errors and continue the W-2 Form Print Process.
- If an employee has more Box 15, 16, and 17 items (State Tax) than the W-2 Form has room for, additional W-2 Forms will be generated. However, all Federal amounts are left blank on the additional W-2 Forms.
 - If an employee has more Box 12 items than the W-2 Form has room for, additional W-2 Forms will be generated. However, all Federal amounts are left blank on the additional W-2 Forms.
 - If an employee has more than three Box 14 items, additional W-2 Forms will be generated.

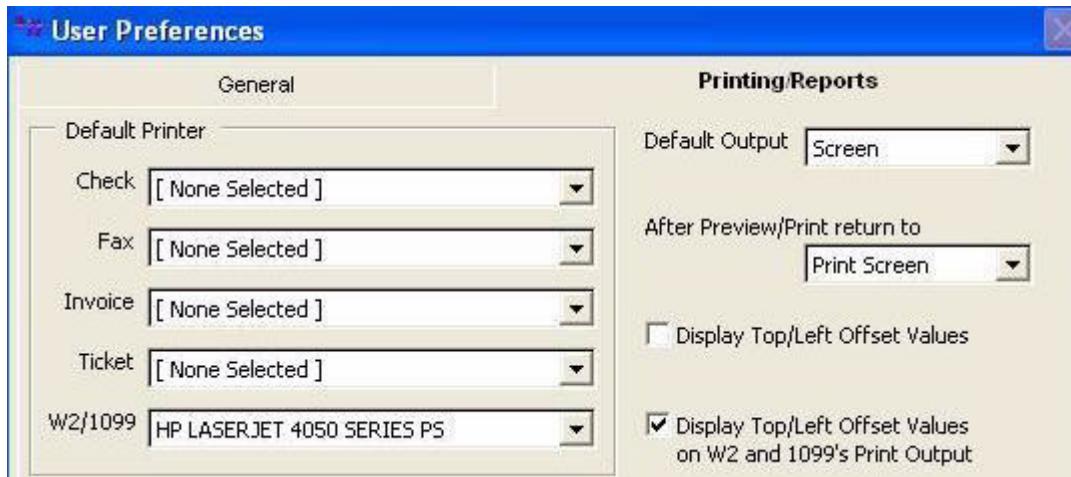
W-2 Form Printer Setup Options



Output To: Printer note a default printer can now be defined for W-2 and 1099 Form printing via the User Preferences from the **System** menu.

Offset: allows you to adjust the starting Top and Left positions of the output. For example, enter "0.50" in the Top to move everything down 1/2 an inch.

- For minor W-2 Form adjustments, suggest test with values between -0.050 and 0.050
- This option includes the ability to save, get, and clear default values. See the *Report Default Values* section in the Ultra32 User's Guide for more information.
- This option can be turned on or off via the User Preferences from the **System** menu (without effecting Report Output selections for all other reports).



W-2 Electronic File



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- ***Report Selection:*** is used to select which W-2 Electronic File to create.
 1. The "W-2 Electronic File for Social Security Administration" is used to create the Electronic File for the SSA. Note, this file does not contain any State (RS Record) information.
 2. The "W-2 Electronic File for State Tax Authorities" is used to create the Electronic File for a single State Tax Authority. If your company needs to report multiple states, a separate file must be generated for each.
 3. The "W-2 Electronic File for City Tax Authorities" is used to create the Electronic File for a single City Tax Authority. If your company needs to report multiple cities, a separate file must be generated for each.
 4. The "W-2 Electronic File for Philadelphia, PA" is used to create the Electronic File for the city of Philadelphia according to their unique specifications. Be sure to select the corresponding value in the City Tax Setup.
 5. The "W-2 Electronic File for St Louis, MO" is used to create the Electronic File for the city of St Louis according to their unique specifications. Be sure to select the corresponding value in the City Tax Setup.
 6. The "W-2 Electronic File for Sidney, OH" is used to create the Electronic File for the city of Sidney according to their unique specifications. Be sure to select the corresponding value in the City Tax Setup.
- ***State Tax Setup:*** is used to select which state tax authority will be processed. Only those employees with earnings in the specified state will be included in the Electronic File.

1. Before a state tax authority can be selected, you must enter your company's state tax information. See the *State Tax Setup* section.
- ***City Tax Setup***: is used to select which city tax authority will be processed. Only those employees with earnings in the specified city will be included in the Electronic File.
 1. Before a city tax authority can be selected, you must enter your company's city tax information. See the *City Tax Setup*.
 - ***Re-submittal File***: is used to indicate if the Electronic File is a re-submittal. If checked, you may be required to enter a value in the ***Wage File Identifier*** field.
 - ***Destination***: is used to select the location where the Electronic File will be created.
 1. The "C:\CCSLOCAL\ExportFiles\" option is commonly used to create a single output file (does not span multiple disks) that can be emailed, uploaded, burned to a CD-ROM, and etc.
 2. Each tax authority will have their own requirements on how the Electronic File should be submitted. If you have not received specific instructions for submitting the Electronic File, please contact the tax authority directly.

W-2 Electronic File Notes

- The Ultra32 software will automatically check for some common errors. If one or more errors are found, a message will be displayed allowing you to perform one of the following:
 1. Cancel the W-2 Electronic File Process and display the W-2 Error report.
 2. Ignore the Errors and continue the W-2 Electronic File Process.
- After the W-2 Electronic File Process is completed, a summary report of all Federal, State, City, Box 12, and Box 14 amounts will be generated.
- If processing a Kentucky State Electronic File: zeros are reported for the KREDA, KJDA, KIRA, and the KIDA Local Tax Authorities.
- If processing an Indiana State Electronic File: be sure to define a City Tax Setup for each county.
- If processing an Ohio State Electronic File: the Ultra32 School Tax Code is reported as the School District Number (4 Digit).

1099-MISC Reporting

The information included in this documentation is provided to assist you in the creation of your 2012 Tax Year 1099-MISC Forms. We recommend that you review the documentation carefully and thoroughly. If you do not understand a portion, seek professional advice.

Note: Information included in this documentation is not meant to replace documentation provided by any Federal, State, or Local governments. However, it is intended to be used in conjunction with the Employer Tax Guides provided by the tax authorities.

Overview

The process of creating 1099-MISC Forms can be summed into the following steps:

- Load the 1099-MISC reporting screen by select the **Reports** menu, then the **Payroll...** menu option, followed by the **1099-MISC Reporting** menu option.
- **For (Tax Year):** Click the arrow that appears to the far right. A drop down list of possible options will appear. **Tax Year 2012 may be displayed at the bottom of the list the first time you select 1099 Reporting.**
- Enter your company's basic employer information.
- Enter your company's state tax information for any state tax authority being reported.
- Print the Sub Contractor and/or Employer 1099-MISC Forms.

Note: If your company processes payroll in more than one Data File Set for a single tax id, the above steps should be performed in the "Merge" Data File Set after a Data Set Merge is performed. See the [Data Set Merge Payroll](#) section in the User's Guide for more information.

Basic Information

The information identified in this section appears on the Sub Contractor 1099-MISC Form Print and Employer 1099-MISC Form Print.

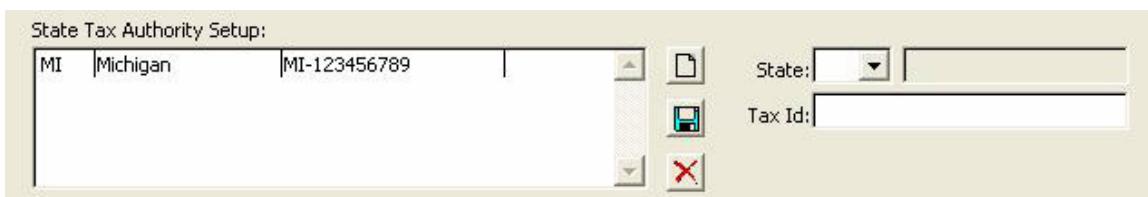
The screenshot shows a Windows application window titled "1099-MISC Reporting:1". The title bar includes standard window controls (minimize, maximize, close). The main window is titled "Step 1: Basic Information". It contains several input fields for company information:

For	Tax Year 2012	X			
Federal Tax Id	38-1234567				
Company Name	Complete Computer Service, Ltd.				
Address	28275 Orchard Lake Rd Ste 106				
City/State/Zip	Farmington Hills	MI	48334	-	
Contact	Payroll Manager				
Area Code	248	Phone #	488-8888	Extension	

State Tax Setup

The information identified in this section appears on the Sub Contractor 1099-MISC Form Print and Employer 1099-MISC Form Print.

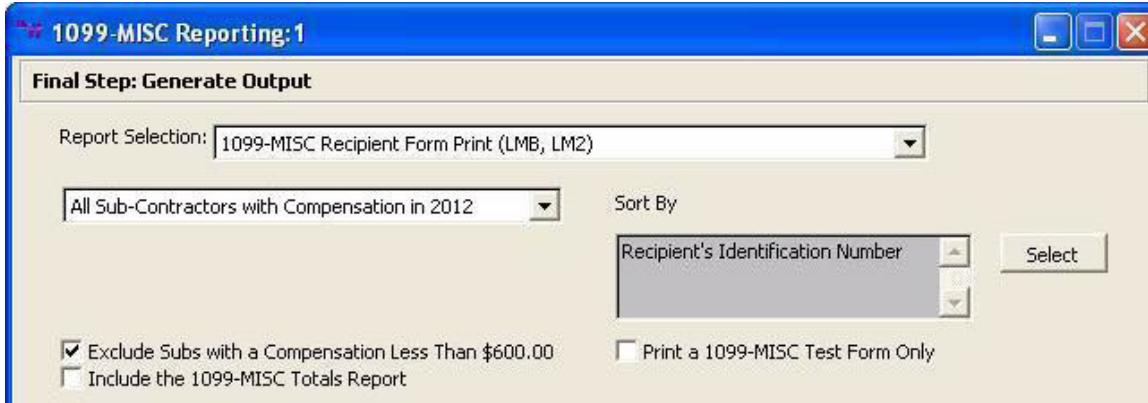
Note: Any information entered or changed is not "saved" until the  button is pressed and until all setup screens have been completed.



This screenshot shows the 'State Tax Authority Setup' dialog box. It contains fields for 'State' (MI) and 'Tax Id' (Michigan MI-123456789). There are also standard Windows-style buttons for saving, canceling, and closing the window.

- **State:** displays a selection of States that your company has used in sub contractor checks.
- **Tax Id:** enter the tax id assigned to your company by the state. Note, this id is usually different than the tax id used to submit quarterly wage reporting.

1099-MISC Form Print



This screenshot shows the '1099-MISC Reporting:1' window. It is titled 'Final Step: Generate Output'. The 'Report Selection' dropdown is set to '1099-MISC Recipient Form Print (LMB, LM2)'. The 'Sort By' dropdown is set to 'Recipient's Identification Number'. There are two checked checkboxes at the bottom: 'Exclude Subs with a Compensation Less Than \$600.00' and 'Print a 1099-MISC Test Form Only'. An unchecked checkbox 'Include the 1099-MISC Totals Report' is also present.

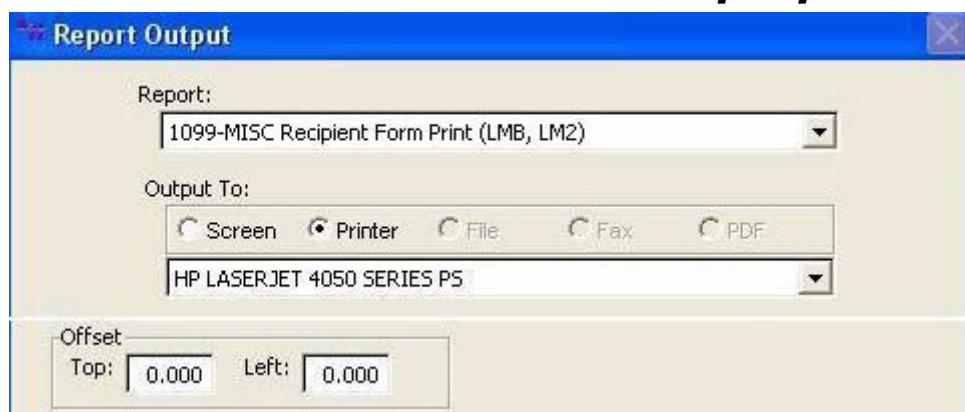
- **Report Selection:** is used to select which 1099-MISC Form Print to perform.
 1. The "1099-MISC Recipient Form Print (LMB, LM2)" is used to print the recipient copies. This form consists of two 1099-MISC forms on a single 8.5" x 11" sheet. A "different sub contractor" will be printed on the top copy versus the bottom copy.
 2. The "1099-MISC Payer Form Print (LMA, LMC)" is used to print your company's copies. These forms consist of two 1099-MISC forms on a single 8.5" x 11" sheet. A "different sub contractor" will be printed on the top copy versus the bottom copy.
- **Sub Contractor Selection:** is used to control which sub contractors to generate 1099-MISC Forms for.
 1. The "All Sub Contractors with Compensation" option will generate 1099-MISC Forms for all sub contractors with compensation in the year specified.
 2. The "Selected Sub Contractor(s) with Compensation" option allows you to select one or more sub contractors to generate a 1099-MISC Form. This option is commonly used to reprint a 1099-MISC for a sub contractor that has lost or did not receive their original copy.

- 3. The "Starting from Sub Contractor from Recipient Identification Number" option allows you to generate 1099-MISC Forms for all sub contractors with compensation in the year specified starting from a particular sub contractor. This option is commonly used to re-start the 1099-MISC Form Generate after a paper jam or some other problem.
- *Sort By*: is used to control the order in which the 1099-MISC Forms are generated. Warning, the SSA and many other Tax Authorities require 1099-MISC Forms to be submitted in order of Recipient's Identification Number. Added in Tax Year 2011: Right Click Save As Default capability.
- *Exclude Subs with a Compensation Less Than \$600.00*: self explanatory.
- *Include the 1099-MISC Totals Report*: instructs the Ultra32 software to generate a summary report of all amounts.
- *Print a 1099-MISC Test Form Only*: is used to generate a test 1099-MISC Form for alignment purposes and printer testing purposes. All other report options are ignored.

1099-MISC Form Print Notes

- The Ultra32 software will automatically check for some common errors. If one or more errors are found, a message will be displayed allowing you to perform one of the following:
 1. Cancel the 1099-MISC Print Process and display the 1099-MISC Error report.
 2. Ignore the Errors and continue the 1099-MISC Form Print Process.
- If a sub contractor has more Box 16, 17, and 18 items (State Tax) than the 1099-MISC Form has room for, additional 1099-MISC Forms will be generated. However, all Federal amounts are left blank on the additional 1099-MISC Forms.

1099-MISC Form Printer Setup Options



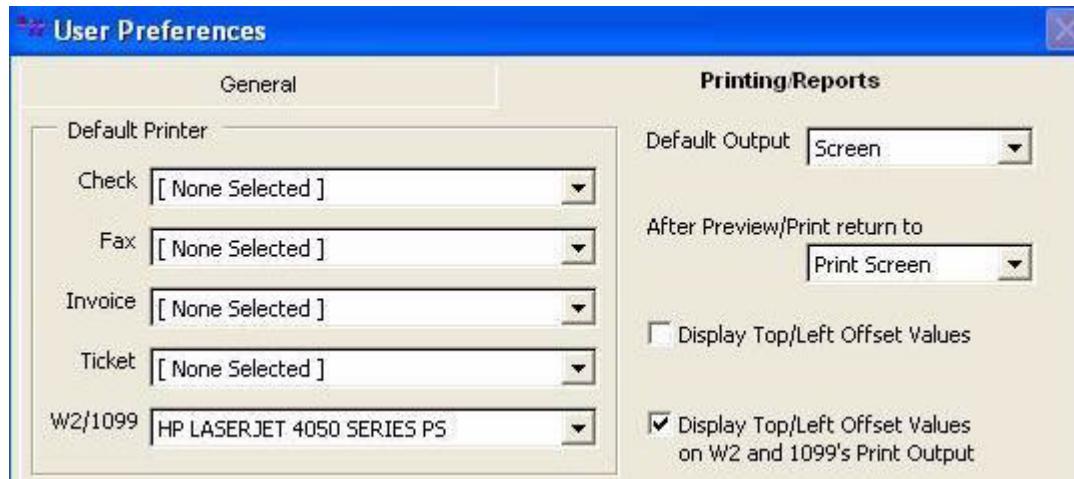
Output To: Printer note a default printer can now be defined for W-2 and 1099 Form printing via the User Preferences from the **System** menu.

Offset: allows you to adjust the starting Top and Left positions of the output. For example, enter ".50" in the Top to move everything down 1/2 an inch.

- For minor 1099 Form adjustments, suggest test with values between -0.050 and

0.050

- This control includes the ability to save, get, and clear default values. See the Report Default Values section in the User's Guide for more information.
- This option can be turned on or off via the User Preferences from the **System** menu (without effecting Report Output selections for all other reports).



Invoice

The Ultra32 software invoicing can be simplified as follows:

- *Print Invoices*: this section covers the basic information needed to create Invoices.
- *Invoice File*: this section discusses how to review posted Invoices, void a posted Invoice, and how to view A/R Activity by Invoice.

Print Invoices

The process of printing Invoices can be described as follows:

- Select the **Reports** menu, then the **Invoice...** menu option, followed by the **Proposed Billing/Invoice Print** menu option.
- Run the "Proposed Billing Report" and review the information. Please note the following:
 1. The "Proposed Billing Report" can only be ran prior to printing and posting of the Invoices.
- Run the "Invoices" option. If you desire, you can review the Invoices on screen, however, the Invoice Post Screen does not appear unless the Invoices are sent to a printer. See the *Invoice Post Screen* section in this User's Guide for more information.

Invoice Post Screen



The Invoice Post Screen is automatically displayed any time after Invoices have been sent to a printer. The following is an explanation of each of the above options.

- Post the Invoices: this option should only be selected once all Invoices have printed and been thoroughly checked. Once selected, the Ultra32 software will update the Invoice Files, and mark the corresponding TimeSlips as billed.
- Reprint one or more Invoices: select this option if you need to reprint one or more Invoices. For example, a Invoice form was damaged as it traveled through the printer or the printer ran out of ink/toner in the middle of a run. When re-printing Invoices, please note the following:
 1. Once the **Ok** button is clicked, the Ultra32 software will display a list of Invoices that can be selected for a reprint.

2. Once the reprint process has completed, you will be returned to the Invoice Post Screen.

- Cancel the Invoice Post: select this option only as a last resort. For example, the wrong Invoice date was selected, or the Invoices were ran on the wrong forms, etc, etc. If selected, neither the Invoice File or TimeSlip files will be updated. In addition, the entire Invoice run will have to be re-printed.

Invoice File

The Invoice File is used to store all Invoices printed and posted in the Ultra32 software. To load this screen, select the **Data Entry** menu, followed by the **Invoice** menu option.

The screenshot shows the 'Invoice Information:1' window with the 'Data Entry' tab selected. The top section contains fields for Invoice# (0000000001), Status (C), Customer Id (21ST CENT), Customer Name (21ST Century Business, Inc.), and Last LC Posted (//). Below these are fields for Issued (07/06/2001), Due On (07/21/2001), Cust LC Days (15), Invoice Amount (1562.62), Hourly Bill (1400.00), Balance (1562.62), and Paid Off On (//). A note at the bottom states: * Can not Edit, Computer Generated Invoice. The 'Hourly Bills:' section contains a table with two rows: one for Holiday (Code H, Description Holiday, Reg Hours 22.00, Reg Bill Amt 264.00) and one for Hourly (Code R, Description Hourly, Reg Hours 130.00, Reg Bill Amt 1040.00). The 'Misc Bills:' section contains a table with one row for Miscellaneous (Code MI, Description Miscellaneous, Bill Amount 120.00). The 'Sales Tax:' section contains a table with two rows: one for Cleveland (Code CLEVE, Description Cleveland, Taxable Sale 525.00, Salestax 28.87) and one for Pittsburgh (Code PITTS, Description Pittsburgh, Taxable Sale 305.50, Salestax 13.75). At the bottom are buttons for New, Delete, Reprint Invoice, and View A/R Activity.

The Invoice Data Entry Tab can be divided into the following sections:

- Add Adjustment Invoice Entries
- Void Invoice Postings
- View A/R Activity

Add Adjustment Invoice Entries

When adding an adjustment Invoice entry, please note the following:

- **Invoice Number:** is required. A duplicate number can be selected.
- **Status:** always defaults to "M". Many of the Invoice Register Reports include an option to filter based on Invoice Status. Using this filter option, you can run an Invoice register for manual Invoices only.

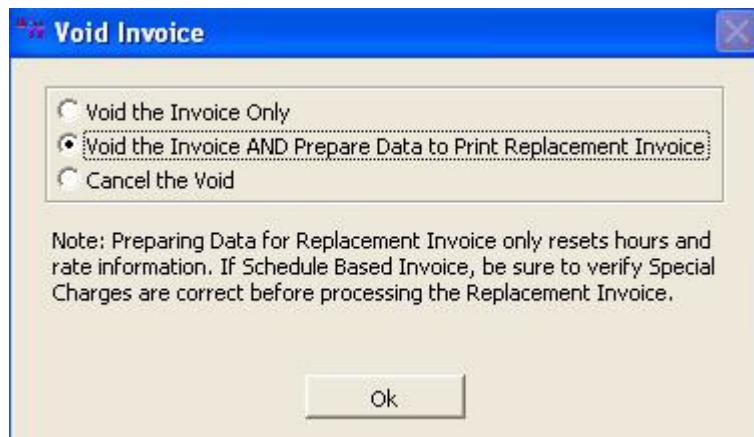
- *Invoice Amount, Hourly Bill, Miscellaneous Bill, Sales Tax, and Balance*: are automatically calculated from the data entered into the Hours, Miscellaneous Bill, and Sales Tax grids.
- The **Reprint Invoice** button is used to reprint the currently selected Invoice. In addition, you can reprint a batch of Invoices by selecting the **Reports** menu, then the **Invoice...** menu option, followed by the **Invoice Reprint** menu option.

Void Invoice Postings

When voiding an Invoice, please note the following:

- The *Voided On* field defaults to the same value as in the *Issued* field.
- The *Voided On* field is used to determine how the Ultra32 software will handle the void. In most situations, the *Voided On* date should remain equal to the *Issued* date. However, sometimes you may wish to use a different date. The following will explain what happens when an Invoice register is ran for a specific date range.
 1. If both the *Issued* date and the *Voided On* date fall within the report date range, all Invoice amounts display zero. For example, an Invoice with \$500.00 Invoice Amount is displayed as "0.00".
 2. If only the *Issued* date falls within the report date range, all Invoice amounts display their original amounts. For example, an Invoice with \$500.00 Invoice Amount is displayed as "500.00".
 3. If only the *Voided On* date falls within the report date range, all Invoice amounts are displayed as "-1". For example, an Invoice with \$500.00 Invoice Amount is displayed as "-500.00".
- When voiding either a Computer Generated Invoice, see the [Void Invoice Screen](#) section in this User's Guide for more information.
- You can not void an Invoice that has been included in an A/R Cash Receipts Posting without first voiding the A/R Cash Receipt Postings. See the [How Do I Void an A/R Check or Credit Memo Posting?](#) section in this User's Guide for more information.

Void Invoice Screen



The Void Invoice Screen is displayed during the Save process when a Computer Generated Invoice is selected for Void. The following is an explanation of each option:

- **Void the Invoice Only**: marks the Invoice as voided and then updates any

corresponding Schedules/TimeSlips used to create the Invoice as "Invoice Voided".

- Void the Invoice AND Prepare Data to Print Replacement Invoice: marks the Invoice as voided, creates new Schedules/TimeSlips with the voided Invoice information (for tracking purposes), and updates the original Schedules/TimeSlips so that billing features can be accessed and the Invoice can be re-issued.
- Cancel the Void: cancels the entire void process. Nothing is changed.

View A/R Activity

Invoice Information:1

Selection Criteria		Data Entry		List	
Invoice#	0000000002	Status	C		
Customer Id	MOTEL6	Motel 6		Last LC Posted	07/31/2002
Issued	06/28/2002	Due On	07/13/2002	Cust LC Days	15
Invoice Amount	1586.95	Hourly Bill:	1586.95	Balance	0.00
		Misc Bill:	0.00	Paid Off On	09/02/2002
		Salestax:	0.00	* Can not Edit, Computer Generated Invoice	

A/R Transaction Activity Log:

Type	Check/Memo#	Applied On	Voided On	Deposit Amt	Amt Applied	Discount Amt	L/C Writeoff	L/C Posted
LC		07/31/2002 / / : :					0.00	25.83
LC		08/31/2002 08/31/2002		0.00	0.00	0.00	0.00	24.66
LC		08/31/2002 08/31/2002		0.00	0.00	0.00	0.00	-24.66
CK	00569865	09/02/2002 / / : :		1586.95	1586.95	0.00	25.83	0.00

New Late Charge | Void Late Charge | 1586.95 | 1586.95 | 0.00 | 25.83 | 25.83

Note: The only A/R Transaction activity that can be performed here is to Add or Void Late Charges for Invoices that have not been paid off or voided. Late Charges must be voided in chronological order, starting with the most recent posting.

[View Invoice Details](#)

The A/R Activity Page can be accessed by the [View A/R Activity](#) button. The majority of the information is self explanatory, however the following is a list of issues that need special mentioning:

- [New Late Charge](#) button is used to add adjustment A/R Late Charge Postings.
 1. See the [How Do I Add Adjustment A/R Late Charge Postings](#) section in this User's Guide for more information.
 2. This option is not available once the Invoice is Paid Off or Voided.
- [Void Late Charge](#) button is used to void the currently selected A/R Late Charge Posting.
 1. See the [How Do I Void A/R Late Charge Postings](#) section in this User's Guide for more information.
 2. This option is not available once the Invoice is Paid Off or Voided.
 3. When an A/R Late Charge Posting is voided, it appears as a separate line item with a

negative L/C Posted amount.

4. A/R Late Charge Postings must be voided in reverse chronological order. For example, if A/R Late Charges were posted on 1/31, 2/28, and 3/31. The 3/31 must be voided before the 2/28, and so on.

Miscellaneous Bill Amounts

The Ultra32 software includes support of miscellaneous bill amounts. They are used for non hourly bill amounts such as Drug Testing, Expense Reimbursement, Placement Fees, and etc.

- When the Ultra32 software was purchased, your company was provided with a list of Ultra32's standard miscellaneous bill amounts, and given the opportunity to make changes.
- If your company needs additional miscellaneous bill amounts or needs to make changes to the existing, contact [CCS Technical Support](#).
- Some miscellaneous bill amounts may be setup as "Subject to Sales Tax". These bill amounts are included in the Gross Taxable Sales when sales taxes are calculated. In addition, they are usually denoted by a "(Taxable)" in the caption.
- Miscellaneous bill amounts are entered via the TimeSlip Data Entry Form.
- Are included on both Proposed Billing and Invoice Print processes.

Purchase Orders

The following is an overview of features included with the standard Ultra32.

- You may record in each Customer and/or Work Site a default *PO Number*, *Release*, and *Project*.
- You may record in each Job Order a default *PO Number*, *Release*, and *Project*.
- When a TimeSlip is created, the Ultra32 software will retrieve the default *PO Number*, *Release*, and *Project* from the Job Order (if identified) and then the Customer.
- Regardless if a default is retrieved, you can override any value of the *PO Number*, *Release*, and *Project* in the TimeSlip.
- When Invoices are generated, a separate Invoice is automatically created for each unique Customer Id / PO Number combination.

Sales Tax

The Sales Tax Code file is used to store the list of sales tax codes that your company will use in the Ultra32 software. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Sales Tax Code** menu option.

Salestax Codes:1

Selection Criteria	Data Entry	List
Salestax Code	PA	
Description	Penn Sales Tax	
State	PA	
Sales Tax Rate (%)	6.00000	<input checked="" type="checkbox"/> Store Taxable Sales Amt even if Rate = Zero
Taxable Sales Formula Code	C	<input checked="" type="checkbox"/> Apply Sales Tax to total per Invoice, not per Item
Overhead Rate (%)	12.00000	
Note re. Taxable Sales based on Margin Amount (Sales - Payroll Costs) Sometimes the true Payroll Cost can not be determined (eg. UnAssigned Shifts, Special Charges). To accommodate this, identify the percent of Sales that should be used as the Payroll Cost if the Pay Amount can not be determined.		
Estimated Payroll Costs:	Hourly Billing Standard Invoice Special Charge Contract Service Invoice Special Charge	80.00000 % 75.00000 % 75.00000 %

If your company is required to collect a sales tax on any of your services, use this screen to create a Sales Tax code for each tax authority/rate combination. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

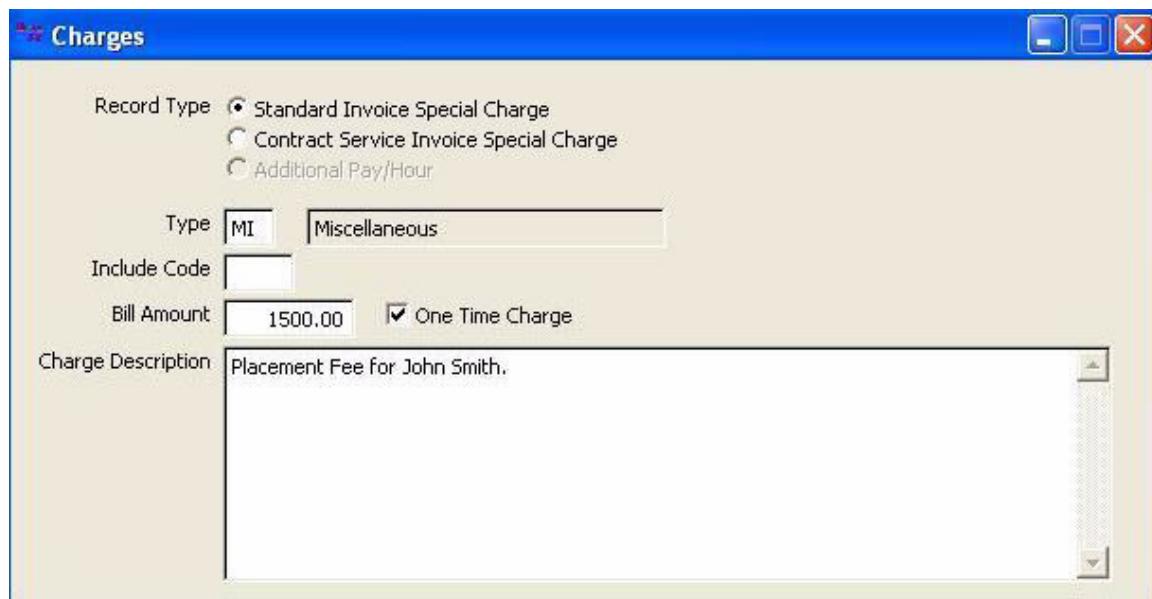
- **Sales Tax Code:** must be unique. Once assigned, this field cannot be changed.
- **Store Taxable Sales Amount even if Rate = Zero:** is used to determine whether or not the Taxable Sales Amount will be stored in the Invoice if the Tax Rate is zero. Technically this setting is only used when the **Sales Tax Rate (%)** is "0.00" however, it is okay if it is checked for all Sales Tax Codes.
- **Taxable Sales Formula Code:** controls how the Taxable Sales Amount is calculated. The following is a list of choices:
 1. "B": Taxable Sales Amount = Gross Bill Amount.
 2. "C": Taxable Sales Amount = Gross Bill Amount - (Gross Pay Amount + (Gross Pay Amount * Comp Rate %) + (Gross Pay Amount * Overhead Rate %))
 3. "M": Taxable Sales Amount = Gross Bill Amount - (Gross Pay Amount + (Gross Pay Amount * Overhead Rate %))
 4. "P": Taxable Sales Amount = Gross Bill Amount - (Gross Bill Amount * Overhead Rate %)
- **Apply Sales Tax to total per Invoice, not per Item:** controls when the Sales Tax Amount is calculated. Minor variances in Sales Tax Amounts can occur between these two methods due to rounding differences.
 1. If checked, the Sales Tax Amount is calculated based on the accumulated Taxable Sales Amount. Sales Tax for an Invoice with two detail lines having Taxable Sales = \$200.25 and Tax Rate of 6.00% would = \$24.03 (\$400.50 * 6.00%)
 2. If unchecked, the Sales Tax Amount is calculated for each detail line. Sales Tax for an Invoice with two detail lines having Taxable Sales = \$200.25 and Tax Rate of 6.00% would = \$24.04 (\$200.25 * 6.00%) + (\$200.25 * 6.00%)
- **Overhead Rate:** is only used if the Taxable Sales is not "B".

Note: The following fields are only used when (1) you are using the Scheduling module of the Ultra32 software, (2) the *Taxable Sales Formula Code* is "C" or "M", and (3) the true payroll costs can not be determined. Some examples of when the true payroll costs can not be determined are Un-Assigned Shifts, Special Charges, and Contract Service Charges.

- *Estimated Payroll Costs for Hourly Billing*: enter the percentage of sales. For example, a shift is billed as 8 hours @ \$10.00 per hour (Sale Amount is \$80.00). If you entered a percentage of "80.00", then the estimated payroll costs for that shift would be \$64.00.
- *Estimated Payroll Costs for Standard Invoice Special Charge*: enter the percentage of sales. For example, a special charge is billed as \$25.00. If you entered a percentage of "75.00", then the estimated payroll costs for that item would be \$18.75.
- *Estimated Payroll Costs for Contract Service Invoice Special Charge*: enter the percentage of sales. For example, a contract service charge is billed as \$500.00. If you entered a percentage of "75.00", then the estimated payroll costs for that item would be \$375.00.

Special Charges

The Special Charges are used to include additional non employee related charges on a customer's next Invoice. For example, Placement Fees, Equipment Fees, and etc. To load this screen, select the **Data Entry** menu, then the **Customer** menu option, followed by the **Charges** page.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- *Type*: is required. Is used to indicate which miscellaneous bill type this amount will be classified under once it is included on the Invoice.
- *Include Code*: is a user-defined code for classifying and grouping charges. For example, you could create a code "MON" to group the Monthly Special Charges.

When you perform your normal billing, you will have the opportunity to include special charges based on this code.

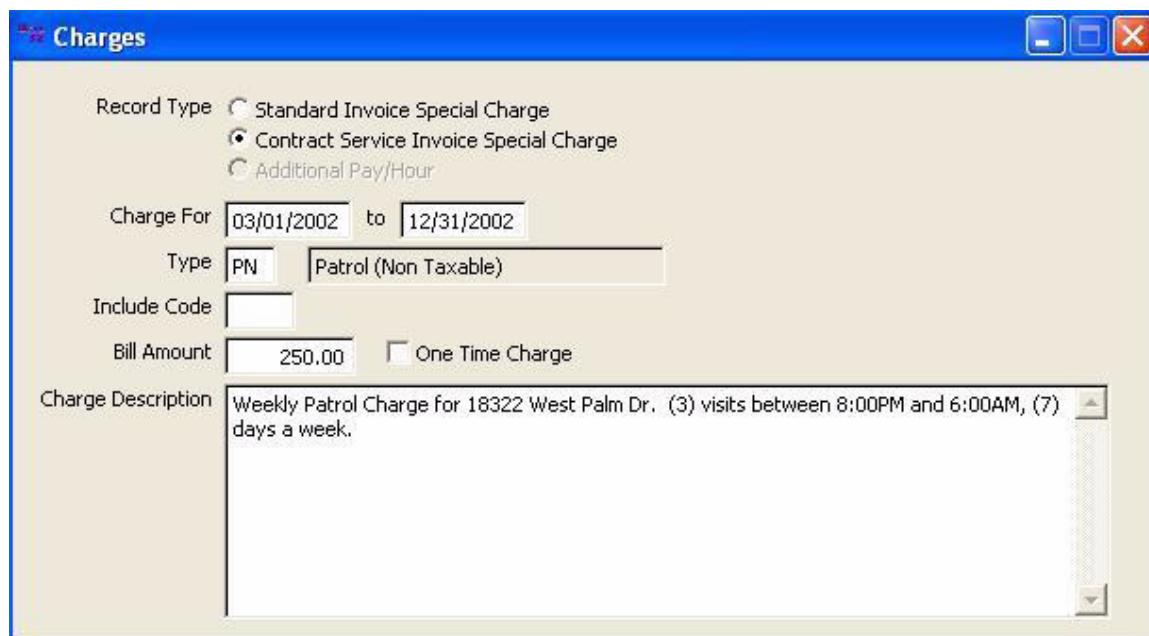
- **One Time Charge:** is used when a particular charge is a one time event. After the Invoice is printed and posted, any one time charges that were processed are deleted.

When using the Special Charge feature, please note the following:

- This feature only applies if you are using the Scheduling module of the Ultra32 software.
- If your company needs additional miscellaneous bill types or needs to make changes to the existing, see the Miscellaneous Pay & Bill Type Setup section in this User's Guide for more information.
- These charges are only included if a "normal Invoice" is generated for the customer. The Ultra32 software does not generate an Invoice with Special Charges only. If you need the ability to create an Invoice with Special Charges only, use the Contract Service Billing option.

Contract Service Billing

The Contract Service Billing Charges is an add-on option for the Ultra32 software. It is used to Invoice customers for non employee related or flat amount charges. For example, Weekly Contract Service Fees, Equipment Fees, Maintenance Contracts, and etc. To load this screen, select the **Data Entry** menu, then the **Customer** menu option, followed by the **Charges** page.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Charge For:** date fields are optional. If defined, the Contract Service Charge will commence starting on the first date and will cease following the second date. If left blank, the Contract Service Charge begins immediately and continues until it has been deleted.

- **Type**: is required. It is used to indicate which miscellaneous bill type this amount will be classified under once it is Invoice.
- **Include Code**: is a user-defined code for classifying and grouping charges. For example, you could create a code "MON" to group the Monthly Contract Service Charges. When you perform the Contract Service Billing functions, you will have the opportunity to include Contract Service charges based on this code.
- **One Time Charge**: is used when a particular charge is a one time event. After a Contract Service Invoice is printed and posted, any one time charges that were processed are deleted.

When using the Contract Service Billing feature, please note the following:

- If your company needs additional miscellaneous bill types or needs to make changes to the existing, , see the [Miscellaneous Pay & Bill Type Setup](#) section in this User's Guide for more information.
- Contract Service charges are invoiced using the Contract Service Billing functions, and do not appear on a customers "normal Invoice".
- A **One Time Charge** is always removed after it is processed, despite any values defined in the **Charge For** date fields.

Accounts Receivable

The Ultra32 software accounts receivable can be simplified as follows:

- Cash Receipts Posting: this section covers the basic information needed to process cash receipts and apply Credit Memos.
- Credit Memo File: this section covers the basic information needed to create Credit Memos.
- A/R Reporting: this sections covers the basics of accounts receivable reporting, including printing Credit Memos and statements.

Cash Receipts Posting

The Cash Receipts Posting is the used to process A/R cash receipts and to apply Credit Memos to outstanding Invoices. To load this screen, select the **Data Entry** menu, followed by the **A/R Cash Receipts** menu option.

The screenshot shows the 'A/R Cash Receipt Information:1' window. At the top, there are tabs for 'Data Entry' (selected), 'List', and 'Selection Criteria'. Below the tabs are input fields for 'Payment Type' (CK), 'Check Number' (empty), 'Applied On' (01/21/2001) with a checked 'Set as Default Date' checkbox, 'Reference/Date' (5478931564), 'Distribution Code' (MC), and 'Check/Memo Amt' (3194.75). The balance is shown as 3194.75. There are buttons for 'Issue>Show OverPayment', 'Customer Id' (ABCTECH), and 'Retrieve Invoices'. Below these are buttons for 'Auto Pay' and 'Write-Off Late Chgs'. A section titled 'Currently selected Invoice:' shows a table with three rows of data. The table has columns: Invoice#, Issued, Customer Id, Late Chgs, Balance, Payment, Discount, Late Chg WO, and New Balance. The data is as follows:

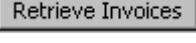
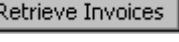
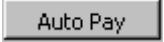
Invoice#	Issued	Customer Id	Late Chgs	Balance	Payment	Discount	Late Chg WO	New Balance
0000001854	01/05/2001	ABCTECH	0.00	1654.75	0.00	0.00	0.00	1654.75
0000001897	01/12/2001	ABCTECH	0.00	1540.00	0.00	0.00	0.00	1540.00
0000001920	01/19/2001	ABCTECH	0.00	1826.88	0.00	0.00	0.00	1826.88

The use of the Cash Receipts Posting screen can be divided into the following sections:

- How Do I Process an A/R Check?
- How Do I Void an A/R Check or Credit Memo Posting?
- How Do I Process an Over Payment?

- [How Do I Apply a Credit Memo?](#)

How Do I Process an A/R Check?

- Enter "CK" in the **Payment Type** field.
- Enter the A/R Check number in the **Check Number** field.
- Either accept or change the date in the **Applied On** field. Note, this date is used by the Ultra32 software to determine when a payment was applied.
- You may optionally enter a reference or A/R Check date in the **Reference/Date** field.
- You may optionally identify the type of payment in the **Distribution Code** field.
 1. Can be used in the Accounts Receivable reports to filter and sort information.
 2. See the [Validation Code](#) section in this User's Guide for more information.
- Enter the full amount of the A/R Check in the **Check/Memo Amt** field. Do not split the amount if the customer overpaid or if this A/R Check will be used to pay multiple Invoices under different Customer Ids.
- Enter the identification number of the first customer you wish to apply this payment to, in the **Customer Id** field. Note, this field will only accept the Customer Id of a customer with open Invoices (Invoice balance greater than zero). If the customer you wish to apply this payment to does not have any open Invoices, see the [How do I process an Over Payment?](#) section in this User's Guide for more information.
- Click the  button to populate the Payment Grid with a list of open Invoices for the Customer Id specified.
- If you will be using this A/R Check to pay open Invoices for multiple customers, enter the next identification number in the **Customer Id** field and click the  button again. You may repeat this process as many times as necessary.
- You may optionally use the  button to have the Ultra32 software automatically apply the payment to the open Invoices in the Payment Grid. Check mark the **Write-Off Late Chgs** option to automatically write off A/R Late Charges for any open Invoices.
- In either case, you can manually apply the payment to the open Invoices directly in the Payment Grid.
- Once you have applied the payment to the open Invoices, if the Balance field is not zero, you must create a over payment to handle the remaining balance. See the [How do I process an Over Payment?](#) section in this User's Guide for more information.
- Select the Save button on the Toolbar to complete the process.

How Do I Void an A/R Check or Credit Memo Posting?

- Locate the A/R Check/Credit Memo Posting using either the Selection Criteria Tab or List Tab of the Cash Receipts Posting Data Entry screen.
- Select the Void button on the Toolbar to start the void process.
- The *Voided On* field defaults to the same value as in the *Applied On* field.
- The *Voided On* field is used to determine how the Ultra32 software will handle the void. In most situations, the *Voided On* date should remain equal to the *Applied On* date. However, sometimes you may wish to use a different date. The following will explain what happens when a Cash Receipts report is ran for a specific date range.
 1. If both the *Applied On* date and the *Voided On* date fall within the report date range, all amounts display zero. For example, an A/R Payment of \$500.00 is displayed as "0.00".
 2. If only the *Applied On* date falls within the report date range, all amounts display their original amounts. For example, an A/R Payment of \$500.00 is displayed as "500.00".
 3. If only the *Voided On* date falls within the report date range, all amounts are display * -1. For example, an A/R Payment of \$500.00 is displayed as "-500.00".
- Select the Save button on the Toolbar to complete the process.

How Do I Process an Over Payment?

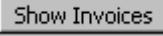
The screenshot shows the 'A/R Cash Receipt Information' window. The 'Data Entry' tab is selected. The window contains the following fields:

- Payment Type: CK
- Check Number: 20110
- Applied On: 01/18/2001
- Timestamp: 09/18/2001
- Reference/Date: (empty)
- Check/Memo Amt: 5000.00
- Balance: 5000.00
- Memo Number: 0000000026
- Memo Type: OP
- Customer Id: ABCTECH
- Customer Name: ABC Technology, Inc
- Distrib Code: (empty)
- Comments: Cash deposit for future services.

At the bottom left is a 'Show Invoices' button.

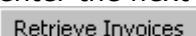
An over payment occurs when an A/R Check amount exceeds the amount of any open Invoices for that payment. The following is a list of guidelines to follow to process an over

payment. It is assumed that you have already processed the A/R Check up to the point of saving the payment.

- Click the  button to display the Over Payment Screen.
- You may optionally override the value in the *Memo Number* field or accept the default value.
- Enter the identification number of the customer you wish to create this over payment for, in the *Customer Id* field.
- *Credit Distribution Code*: is a user-defined code for classifying why the Credit Memo was created.
 1. Can be used in the Accounts Receivable reports to filter and sort information.
 2. See the Validation Code section in this User's Guide for more information.
- You may optionally enter an explanation in the *Comments* field.
- Select the Save button on the Toolbar to complete the process or click the  button to return to the previous screen. Later, if you wish to return to this screen, you can click the  button.

How Do I Apply a Credit Memo?

The Ultra32 stores all Credit Memos in the Credit Memo File. A Credit Memo will remain open (balance greater than zero) until it has been applied to one or more open Invoices (Invoice balance greater than zero). A Credit Memo is applied to open Invoices much in the same manner as an A/R Check. The following is list of guidelines to follow:

- Enter "CM" in the *Payment Type* field.
- Enter the Credit Memo number of the Credit Memo you wish to apply to open Invoices, in the *Memo Number* field.
- You may optionally enter a reference in the *Reference/Date* field.
- Note, the value in the *Check/Memo Amt* field cannot be changed. This value is automatically retrieved from Credit Memo file and represents the current Credit Memo balance.
- Either accept or change the identification number of the first customer you wish to apply this Credit Memo to, in the *Customer Id* field. Note, this field will only accept the Customer Id of a customer with open Invoices (Invoice balance greater than zero).
 - Click the  button to populate the Payment Grid with a list open Invoices for the Customer Id specified.
 - If you will be using this Credit Memo to pay open Invoices for multiple customers, enter the next identification number in the *Customer Id* field and click the  button again. You may repeat this process as many times as necessary.

- You may optionally use the **Auto Pay** button to have the Ultra32 software automatically apply the payment to the open Invoices in the Payment Grid. Check mark the **Write-Off Late Chgs** option to automatically write off A/R Late Charges for any open Invoices.
- In either case, you can manually apply the payment to the open Invoices directly in the Payment Grid.
- Once you have applied the payment to the open Invoices, if the Balance field is not zero, any remaining amount will still exist in the Credit Memo file.
- Select the Save button on the Toolbar to complete the process.

Credit Memo File

The Credit File is used to store all Credit Memos created, and all over payments received in the Ultra32 software. To load this screen, select the **Data Entry** menu, followed by the **Credit Memo** menu option.

The screenshot shows the 'A/R Credit Memo Information:1' window with the 'Data Entry' tab selected. The window has tabs at the top: 'Selection Criteria', 'Data Entry' (selected), and 'List'. Below the tabs are input fields for 'Memo Number' (0000010241), 'Memo Type' (CM), and 'Issued' date (01/15/2001). There is also a 'Customer Id' field (ABCTECH) with a dropdown showing 'ABC Technologies, Inc.'. Under 'Amount', the value is 36.00, with breakdowns for 'Hourly Bill' (36.00), 'Misc Bill' (0.00), and 'Salestax' (0.00). A 'Distrib Code' field is empty. Below these are two grid tables: 'Hourly Bills:' and 'Misc Bills:'. The 'Hourly Bills:' table has columns for Code, Type, Description, Reg Hours, Reg Bill Amt, Ovt Hours, Ovt Bill Amt, Dbl Hours, and Dbl Bill Amt. One row is visible with Code 'R', Type 'Hourly', Reg Hours '4.00', and Reg Bill Amt '36.00'. The 'Misc Bills:' table has columns for Code, Type, Description, and Bill Amount. The 'Sales Tax:' table has columns for Code, Tax Code, Description, Taxable Sales, and Salestax. At the bottom, there are 'Comments' (4 Hour Assignment Guarantee: 01/02/2001 John W Smith) and a 'Print Memo' button.

The Credit Memo Data Entry Tab can be divided into the following sections:

- Add a Credit Memo
- Void a Credit Memo

Add a Credit Memo

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Memo Type:** defaults to "CM" for Credit Memos, and "OP" for over payments.
- **Credit Distribution Code:** is a user-defined code for classifying why the Credit Memo was created.
 1. Can be used in the Accounts Receivable reports to filter and sort information.
 2. See the [Validation Code](#) section in this User's Guide for more information.
- **Amount, Hourly Bill, Miscellaneous Bill, Sales Tax, and Balance:** are automatically calculated from the data entered into the Hours, Miscellaneous Bill, and Sales Tax grids.
- **Comments:** are printed on the Credit Memo form.
- The  button is used to print the currently selected Credit Memo. In addition, you can print a batch of Credit Memos by selecting the **Reports** menu, followed by the **Accounts Receivable** menu option.

Note: Once a Credit Memo has been created, you must use the Cash Receipts Posting Screen to apply the Credit Memo Balance to one or more outstanding Invoices. See the [How Do I Apply a Credit Memo?](#) section in this User's Guide for more information.

Void a Credit Memo

When voiding a Credit Memo, please note the following:

- The **Voided On** field defaults to the same value as in the **Issued** field.
- The **Voided On** field is used to determine how the Ultra32 software will handle the void. In most situations, the **Voided On** date should remain equal to the **Issued** date. However, sometimes you may wish to use a different date. The following will explain what happens when a Credit Memo report is ran for a specific date range.
 1. If both the **Issued** date and the **Voided On** date fall within the report date range, all Credit Memo amounts display zero. For example, a Credit Memo with \$500.00 Amount is displayed as "0.00".
 2. If only the **Issued** date falls within the report date range, all Credit Memo amounts display their original amounts. For example, a Credit Memo with \$500.00 Amount is displayed as "500.00".
 3. If only the **Voided On** date falls within the report date range, all Credit Memo amounts are display * -1. For example, a Credit Memo with \$500.00 Amount is displayed as "-500.00".
- You can not void a Credit Memo that has been used in an A/R Cash Receipts Posting without first voiding the A/R Cash Receipt Postings. See the [How Do I Void an A/R Check or Credit Memo Posting?](#) section in this User's Guide for more information.
- You can not void a Credit Memo with the **Memo Type** of "OP" Overpayment. Instead, you must void the A/R Cash Receipt Posting that created the overpayment. See the [How Do I Void an A/R Check or Credit Memo Posting?](#) section in this User's Guide for

more information.

A/R Reporting

The A/R Reporting can be divided into these basic components:

- Standard A/R Reports: are available by selecting the **Reports** menu, followed by the **Accounts Receivable** menu option.
- Credit Memos: created in the Credit Memo File can be printed by selecting the **Reports** menu, followed by the **Accounts Receivable** menu option.
- Statements: can be printed by selecting the **Reports** menu, followed by the **Accounts Receivable** menu option.

A/R Late Charges

The Ultra32 software can automatically generate and track A/R Late Charges for past due Invoices. Once A/R Late Charges are posted, you can print A/R Statements to notify past due accounts of the A/R Late Charge and new balances due. If you do not wish to process A/R Late Charges, you can still print A/R Statements.

How Do I Post A/R Late Charges?

- If you have not done so yet, update the *A/R Late Charge Days* and *A/R Late Charge (%)* in each customer's file. See the Customer section in this User's Guide for more information.
- Perform a backup of your data files by selecting the **File** menu, followed by the **Backup Data Files** menu option.
- Run a "Proposed A/R Late Charge Report", by selecting the **Reports** menu, followed by the **A/R Late Charge** menu option. Check the report for any errors or omissions.
- After you preview/print the report, the A/R Late Charge Post screen will appear. You can perform one of the following:
 1. If all amounts are correct and you wish to post the A/R Late Charges, select the "Post A/R Late Charges" option.
 2. Otherwise, select the "Cancel the A/R Late Charges".

How Do I Review A/R Late Charge Postings?

- Run an "A/R Late Charge Activity Report", by selecting the **Reports** menu, followed by the **Accounts Receivable** menu option.
- View activity for an individual Invoice by performing the following:
 1. Select the **Data Entry** menu, followed by the **Invoice** menu option.
 2. Locate the Invoice using either the Selection Criteria Tab or List Tab.
 3. Click the **View A/R Activity** button.

What if my Customer did not pay the A/R Late Charges?

- When you process your A/R payments, you can opt to write off any A/R Late Charge amounts in the A/R Late Charge Write Off column.

How do I Add Adjustment A/R Late Charge Postings?

Late Charge Adjustments

Tran Type: LC

Applied On: 08/31/2002

Late Charge: 24.66 * The amount entered here is treated as an adjusting amount

Note: This option can be used to adjust Late Charge amounts generated by the system. An Invoices Late Charge Amount = this amount + the sum of all un-voided Late Charge transactions already on file.

Standard Late Charge Formula - Example

# of Days = Generate Date - Invoice Date (if Late Charges not applied yet)	
OR # of Days = Generate Date - Last Late Charges Applied On	45 = 07/31 - 06/16
Applicable Late Charge % = # of Days * (Customer Late Chg Pct / 365)	.015 = 45 * (.18 / 365)
Late Charge Amt = Current Invoice Balance * Applicable Late Charge %	15.00 = 1000.00 * .015

Save Cancel

- Select the **Data Entry** menu, followed by the **Invoice** menu option.
- Locate the Invoice using either the Selection Criteria Tab or List Tab.
- Click the **View A/R Activity** button.
- Click the **New Late Charge** button.
- **Applied On:** required, is both the Generate Through and Applied On dates.
- **Late Charge:** required, is the dollar amount of the A/R Late Charge.

How Do I Void A/R Late Charge Postings?

Late Charge Adjustments

Tran Type	LC	Voided On	08/31/2002
Applied On	08/31/2002		
Late Charge	24.66	* The amount entered here is treated as an adjusting amount	

Note: This option can be used to adjust Late Charge amounts generated by the system. An Invoices Late Charge Amount = this amount + the sum of all un-voided Late Charge transactions already on file.

Standard Late Charge Formula - Example

# of Days = Generate Date - Invoice Date (if Late Charges not applied yet)	
OR # of Days = Generate Date - Last Late Charges Applied On	45 = 07/31 - 06/16
Applicable Late Charge % = # of Days * (Customer Late Chg Pct / 365)	.015 = 45 * (.18 / 365)
Late Charge Amt = Current Invoice Balance * Applicable Late Charge %	15.00 = 1000.00 * .015

Save Cancel

- Select the **Data Entry** menu, followed by the **Invoice** menu option.
- Locate the Invoice using either the Selection Criteria Tab or List Tab.
- Click the **View A/R Activity** button.
- Click the **Void Late Charge** button.
- The **Voided On** field defaults to the same value as in the **Applied On** field.
- The **Voided On** field is used to determine how the Ultra32 software will handle the void. In most situations, the **Voided On** date should remain equal to the **Applied On** date. However, sometimes you may wish to use a different date. The following will explain what happens when a report is ran for a specific date range.
 1. If both the **Applied On** date and the **Voided On** date fall within the report date range, all amounts display zero. For example, an A/R Late Charge of \$5.00 is displayed as "0.00".
 2. If only the **Applied On** date falls within the report date range, all amounts display their original amounts. For example, an A/R Late Charge of \$5.00 is displayed as "5.00".
 3. If only the **Voided On** date falls within the report date range, all amounts are display * -1. For example, an A/R Late Charge of \$5.00 is displayed as "-5.00".

Job Cost & Sales Analysis

The Ultra32 software job cost and sales analysis can be simplified as follows:

- Setup Miscellaneous Job Cost Values: this section explains how to setup miscellaneous job cost amounts.
- Perform Job Cost Adjustments: this section covers the basic information needed to adjust job cost figures.
- Print Job Cost & Sales Analysis Reports: are available by selecting the **Reports** menu, followed by the **Job Cost & Sales Analysis** menu option.

Perform Job Cost Adjustments

The Job Cost Adjustment file is used to make adjustment entries to the job cost reports. To load this screen, select the **Data Entry** menu, followed by the **Job Cost Adjustment** menu option.

The screenshot shows a Windows application window titled "Job Cost Adjustments:1". The window has a toolbar with three buttons: "Selection Criteria", "Data Entry" (which is highlighted in blue), and "List". Below the toolbar is a grid of input fields. The fields include:
Customer Id: ABCTECH
Issued: 01/31/2001
Bill Amount: -72.00
Pay Amount: -48.00
Comp Code: 8810
Comp Premium: -0.34
MC Tax Amount: -2.98
SS Tax Amount: -0.70
FUTA Tax Amount: -0.38
SUTA Tax Amount: -1.30
Other Tax Amount: 0.00
Cost1/Payroll Administration: -0.07 (with a note: "Defined as 0.15000 Percent of Pay")
Misc Cost2/Funding: 0.00 (with a note: "Not Applicable here (calculated amount)")
Misc Cost3/(Not Used): 0.00 (with a note: "Not Applicable here (calculated amount)")
Misc Cost4/(Not Used): 0.00 (with a note: "Not Applicable here (calculated amount)")

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Customer Id**: is required. This field represents the customer this job cost adjustment will effect.
- **Issued**: is required. This field represents the effective date of the adjustment entry.
- **Comp Code**: is required. This field represents the worker's compensation code that

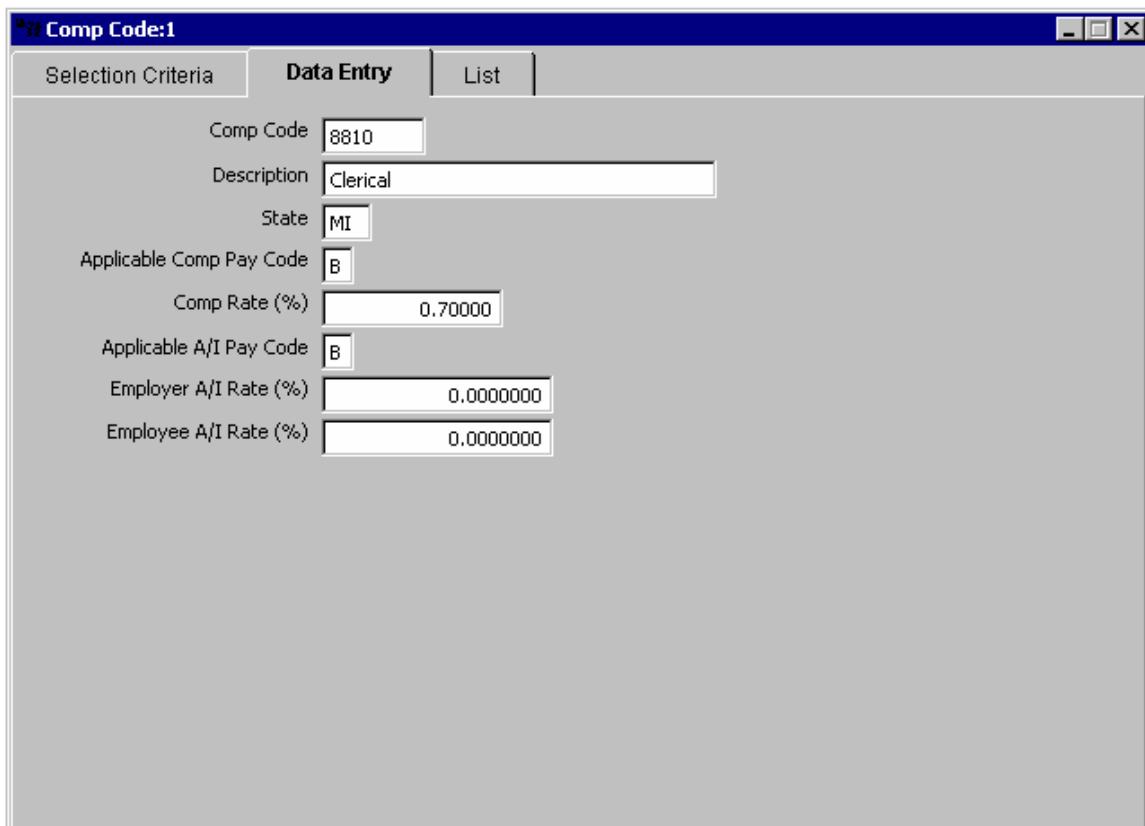
will be affected by the job cost adjustment amounts.

- *Bill Amount*, *Pay Amount*, *Comp Premium*, and etc, etc: are all optional. You can enter any value between -999999.99 and 9999999.99 to represent the amount of adjustment.

Note: For an adjustment entry to be included on a job cost report, both the Customer Id and Issued must be included in the report parameters. For example, a Job Cost Report for Customer XYZ from 1/1 to 1/31 would not include job cost adjustments for any other customers or any adjustments outside of the 1/1 to 1/31 date range.

Comp Code

The Comp Code file is used to store the list of worker's compensation codes that your company will use in the Ultra32 software. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Comp Code** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Comp Code**: must be unique. If multiple-state reporting is required, a state abbreviation can be added to the comp code. For example, "8810MI" and "8810OH". Once assigned, this field cannot be changed.
- **Status**: is used to indicate if the Comp Code is Active or Inactive. Inactive Comp Codes are automatically excluded from the majority of lookups. For example, the TimeSlip Data Entry automatically excludes inactive Comp Codes unless the override is used.

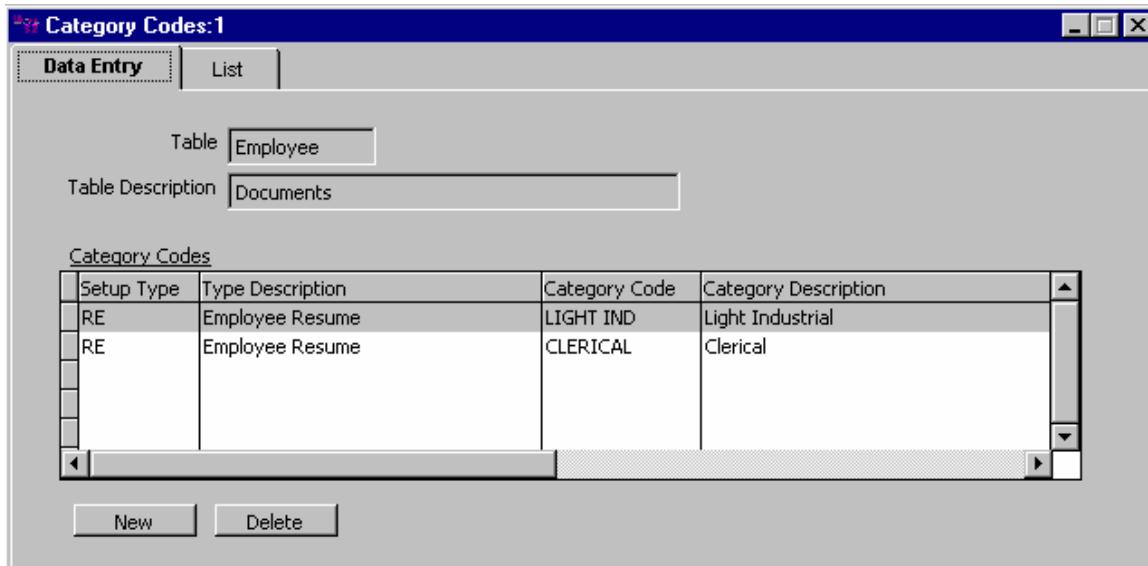
- ***Applicable Comp Pay Code***: indicates the method used to calculate Worker's Compensation Premiums. This field is not used by the states of Oregon or Washington.
- ***Comp Rate***: This field is not used by the states of Oregon or Washington.
 1. If the ***Applicable Comp Pay Code*** is a "Number of..." (code "F", "G", "H", or "I"), enter the ***Comp Rate*** as a flat dollar amount. For example if the rate is \$1.45 per hour, enter "1.45000".
 2. Otherwise, enter the ***Comp Rate*** as a percentage. For example if the rate is \$3.25 per \$100.00, enter "3.25000".
- ***Applicable A/I Pay Code***: indicates the method used to calculate Worker's Compensation Premiums. This field is only used by the states of Oregon or Washington.
- ***Employer A/I Rate***: This field is only used by the states of Oregon or Washington.
 1. If the ***Applicable A/I Pay Code*** is a "Number of..." (code "F", "G", "H", or "I"), enter the ***Employer A/I Rate*** as a flat dollar amount. For example if the rate is \$1.45 per hour, enter "1.45000".
 2. Otherwise, enter the ***Employer A/I Rate*** as a percentage. For example if the rate is \$3.25 per \$100.00, enter "3.25000".
- ***Employee A/I Rate***: This field is only used by the states of Oregon or Washington.
 1. If the ***Applicable A/I Pay Code*** is a "Number of..." (code "F", "G", "H", or "I"), enter the ***Employee A/I Rate*** as a flat dollar amount. For example if the rate is \$1.45 per hour, enter "1.45000".
 2. Otherwise, enter the ***Employee A/I Rate*** as a percentage. For example if the rate is \$3.25 per \$100.00, enter "3.25000".

Category Code

The Category Code is used to store the user-defined codes used by the Document Management and Tracking. They differ from the Validation Codes in that they are created for a particular setup type. For example:

- Employee Document Type: Resume
 1. Category: Light Industrial
 2. Category: Clerical
- Employee Document Type: Employee File
 1. Category: Application
 2. Category: I-9
 3. Category: W-4

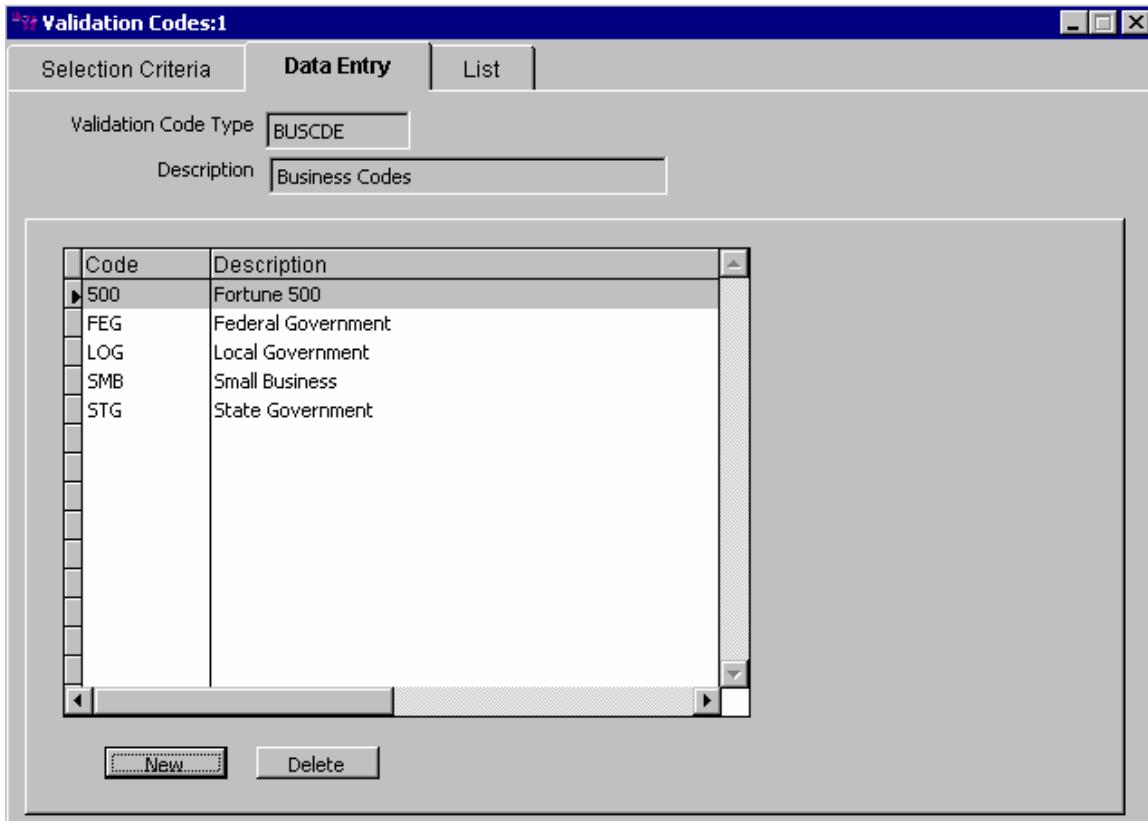
To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Category Code** menu option.



Note: The **Table** and **Table Description** are defined by CCS and can not be altered. They refer to where the Category Code will be used. For example, in the above image the Category Codes defined apply to the Employee Document Management.

Validation Code

The Validation Code file is used to store all the user-defined code you use in the Ultra32 software. To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Validation Code** menu option.



- **Business Code**: appears in the Customer file. Commonly used to classify Customers by industry.
- **Check Distribution Code**: appears in the Employee file. Is used to process Payroll Checks in batches.
- **Credit Distribution Code**: appears in the Credit Memo file. Commonly used to classify why a Credit Memo was issued.
- **Department Code**: appears in the Employee, TimeSlip, and Payroll Check files. Because this code is carried from the Employee, to the TimeSlip, and to the Payroll Check it is commonly used to classify profit centers, locations, and etc.
- **History Code**: appears in the Job Order file under Job Assignments/Employee Assignments. Is used to classify how a Job Assignment ended. For example, Assignment Completed, Employee Quit, and etc.
- **Invoice Distribution Code**: appears in the Customer file. Is used to process Invoices in batches.
- **Invoice Inclusion Code**: appears in the Customer file under Charges. Is used to

exclude/include Special Charges and/or Contract Service Charges in the Invoice process.

- ***Job Order Generate Code***: appears in the Job Order file. Is used to include/exclude Job Orders in the TimeSlip Generate process.
- ***Location Code***: appears in the Customer, Employee, Job Order, and TimeSlip files. Because this code is carried to the TimeSlip it is commonly used to classify locations.
- ***Net Terms Code***: appears in the Customer file. Is used to add a Net Terms description to the Invoice.
- ***Office Code***: appears in the Customer, Employee, Job Order, and TimeSlip files. Because this code is carried to the TimeSlip it is commonly used to classify offices.
- ***Payment Distribution Code***: appears in the A/R Cash Receipts file. Commonly used to classify the payment method. For example, "Cash", "Check", "Credit Card", and etc.
- ***Performance Code***: is not used at this time.
- ***Rank Code***: appears in the Employee file. Commonly used to classify Employees by rank or position.
- ***Salutation Code***: appears in the Customer, Employee, and Job Order contact files. Is used to define the different salutations that will be used when entering a contact record.
- ***Salesman Code 1 & 2***: appears in the Customer, Employee, Job Order, and TimeSlip files. Because these codes are carried to the TimeSlip they are commonly used to track sales performance.
- ***Termination Code***: appears in the Employee file. Can be used to classify why an Employee was terminated. For example, Quit, Fired, and etc.
- ***Transportation Code***: appears in the Employee and Job Order files.
- ***Un-Available Code***: appears in the Employee file under Un-Available Date/Time. Is used to define why an Employee is not available. For example, Jury Duty, Vacation, and etc.
- ***Work Code***: appears in the Employee file. Commonly used to classify Employees by position/work type.

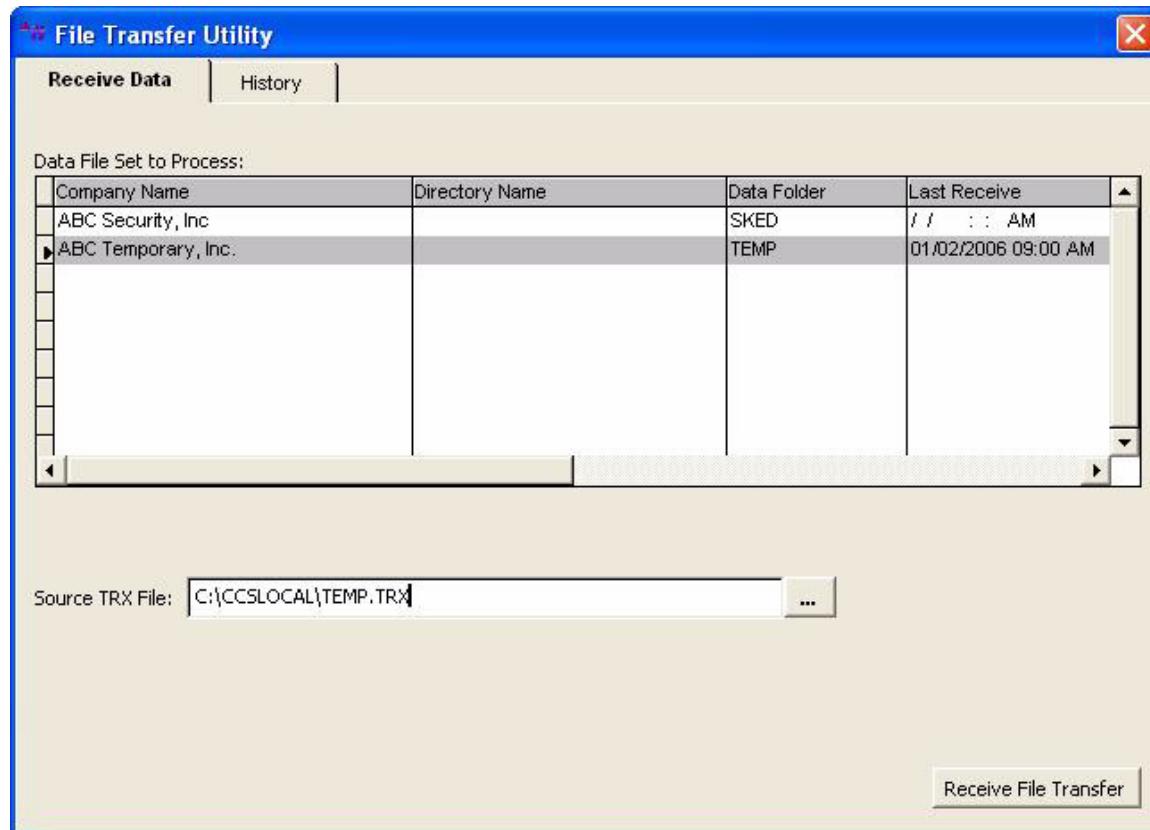
File Transfer Receive

The File Transfer Receive is an add-on option for the Ultra32 software. It has been designed to facilitate the transferring of data entered at a Remote Site to a Corporate Site. The entire process can be broken down as follows:

- The Remote Site handles the entering and maintenance of core data. For example, Customers, Employees, Schedules, TimeSlips, and etc.
- Periodically, the Remote Site performs the File Transfer Send Process to generate a TRX file containing all of the data changes since the File Transfer Send Process.
- This TRX file is then transmitted to the Corporate Site for further processing and reporting. For example, Payroll Checks, Invoices, A/R Payments, and etc.

To load the File Transfer Utility screen, select the **Tools** menu, followed by the **File Transfer Receive** menu option.

Receive Data



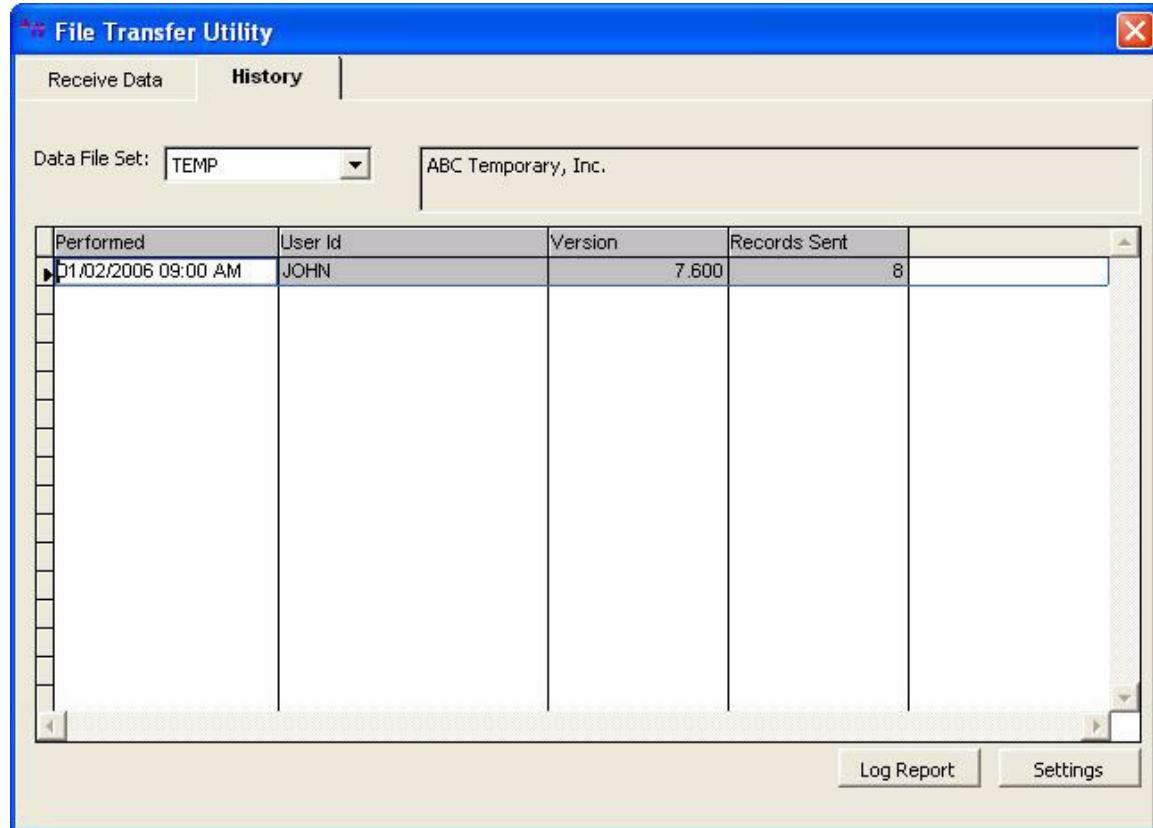
The Receive Data page is used to initiate the File Transfer Receive Process. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **Data File Set to Process:** a list of Data File Sets defined in the system, along with their corresponding Last Receive date and time stamps.
- **Source TRX File:** is used to specify the source TRX file for the File Transfer Receive Process.

1. Defaults to the last location performed or "C:\CCSLOCAL\" plus the default file name if the last location is unknown. Click the  button for assistance in selecting a source file.
- **Receive File Transfer** is used to perform the File Transfer Receive Process as follows:
 1. Validates the Source TRX File, Destination Data File Set, TRX File Contents, and File Transfer Settings.
 2. Process the data modifications (adds/changes/deletes based on the File Transfer Settings) contained in the Source TRX File.
 3. Updates the File Transfer History with information about the File Transfer Receive Process.
 4. Performs a Payroll Check Year To Date Rebuild if one or more Payroll Checks were included in the Source TRX File.
 5. Checks the data for common errors (i.e. Duplicate Customer Ids, Duplicate Employee Ids, Duplicate Notes, and etc.) and displays a report that can be previewed/printed.
 6. Displays a completion message with the number of records received and any warning messages generated.

Note: the File Transfer Receive Process requires exclusive use of the Data File Set while it processes. This means that any other users must either completely exit the Ultra32 software or if applicable work in a different Data File Set.

History



The screenshot shows the 'File Transfer Utility' application window. The title bar says 'File Transfer Utility'. Below the title bar are two tabs: 'Receive Data' and 'History'. The 'History' tab is selected and highlighted in blue. In the main area, there is a dropdown menu labeled 'Data File Set' with 'TEMP' selected. To the right of the dropdown is the text 'ABC Temporary, Inc.'. Below this, there is a table with four columns: 'Performed', 'User Id', 'Version', and 'Records Sent'. A single row is visible in the table, showing the date '01/02/2006 09:00 AM', 'JOHN' as the User Id, '7.600' as the Version, and '8' as the Records Sent count. At the bottom of the window, there are two buttons: 'Log Report' and 'Settings'.

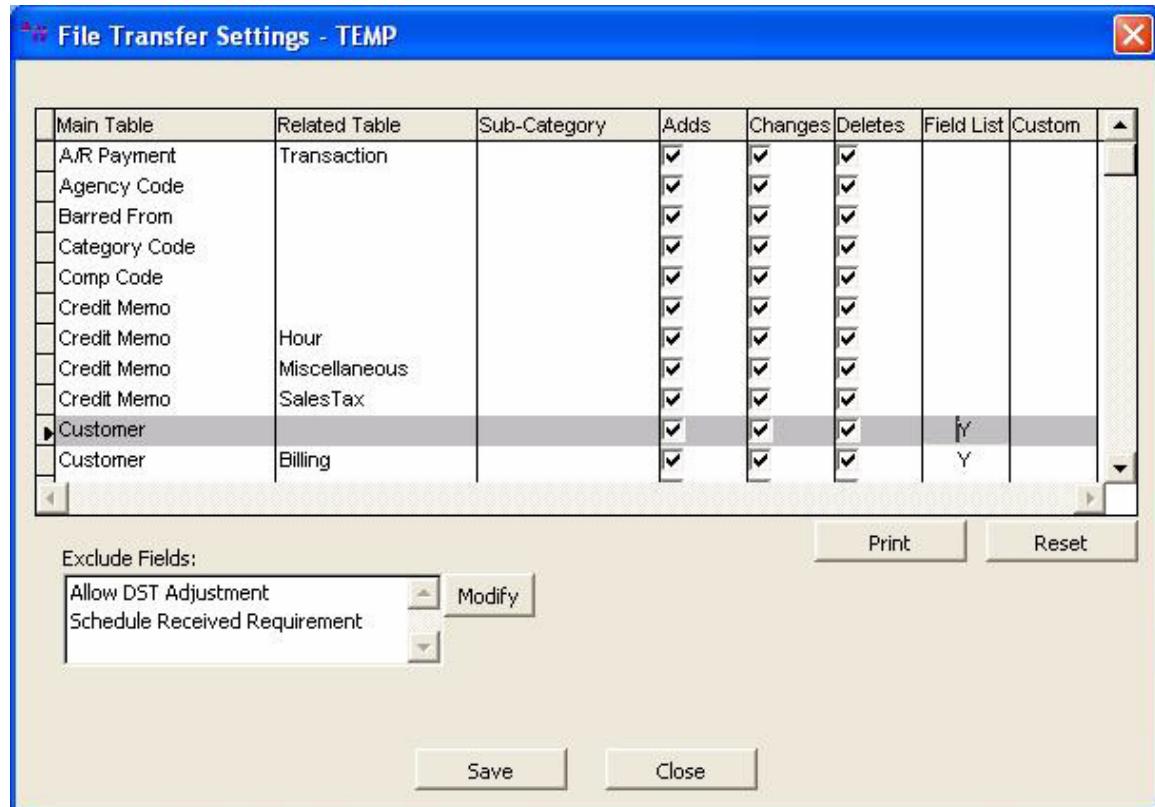
Performed	User Id	Version	Records Sent
01/02/2006 09:00 AM	JOHN	7.600	8

The History page is used to review the history of File Transfer Receive Processes performed. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **Data File Set:** is used to filter the history to a specific Data File Set.
- **File Transfer Receive Process List:** a list of File Transfer Receive Processes performed (when, who, the Ultra32 Version, and the number of records sent) for the currently selected Data File Set.
- **Log Report** is used to display/print the Log Report for the currently selected File Transfer Receive Process. Any errors listed in this log should be immediately reviewed and if applicable, corrected, after the File Transfer Receive Process is performed.
- **Settings** is used to display the File Transfer Settings for the currently selected File Transfer Receive Process. See the [File Transfer Receive Settings](#) section in this User's Guide for more information.

Note: in order to keep the data files a reasonable size, only the last 25 File Transfer Receive Processes, per Data File Set, are stored.

File Transfer Receive Settings



The File Transfer Receive Settings screen is used to review/print the behavior of the File Transfer Receive Process. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **File Transfer Settings List:** a list of items in the Ultra32 software that were

transferred from the Remote Site.

1. Main Table, Related Table, and Sub Category are all descriptions of a particular item.
 2. Adds. If checked, dictates that data added at the Remote Site would have been added to the Corporate Site.
 3. Changes. If checked, dictates that data changed at the Remote Site would have been updated at the Corporate Site.
 4. Deletes. If checked, dictates that data deleted at the Remote Site would have been deleted at the Corporate Site. Note, in the case of Related Tables, this setting will also remove any data at the Corporate Site that did not exist at the Remote Site.
 5. Field List. If "Y", indicates that the item has one or more fields marked for exclusion. See the *Exclude Fields* item below for more information.
 6. Custom. If "Y", indicates that the item has been modified from its default setting.
- **Exclude Fields:** a list of fields that were not updated at the Corporate Site if the transfer record already exists.
 1. This is typically used to prevent the Remote Site from modifying information that it does not generate. For example, if the Remote Site does not perform payroll, then it would make sense to prevent any changes to an Employee's First Check Date, Last Check Date, and etc.
 2. Use the  button to view the list of available fields.
 -  is used to display/print the File Transfer Settings Report.
 -  is not available.

Note: you can not make any changes to the File Transfer Settings screen. Its purpose is to review and or print a report of the settings.

File Transfer Settings Notes

- The default settings are calculated based on the Ultra32 software modules active at the Remote Site. For example, if the Remote Site does not have the Payroll Module, then the default setting would be to exclude transferring Payroll Check and Tax Deposit data.
- Some items can not be modified directly, and therefore inherit the behaviour of their parent item. For example, the Customer Billing item will mimic the settings of the Customer item.
- Modifying the File Transfer Settings should only be performed by someone with advanced knowledge and experience with the Ultra32 software. For example, in most cases you would not want to receive TimeSlip data without the supporting information, such as Customers, Employees, and etc.

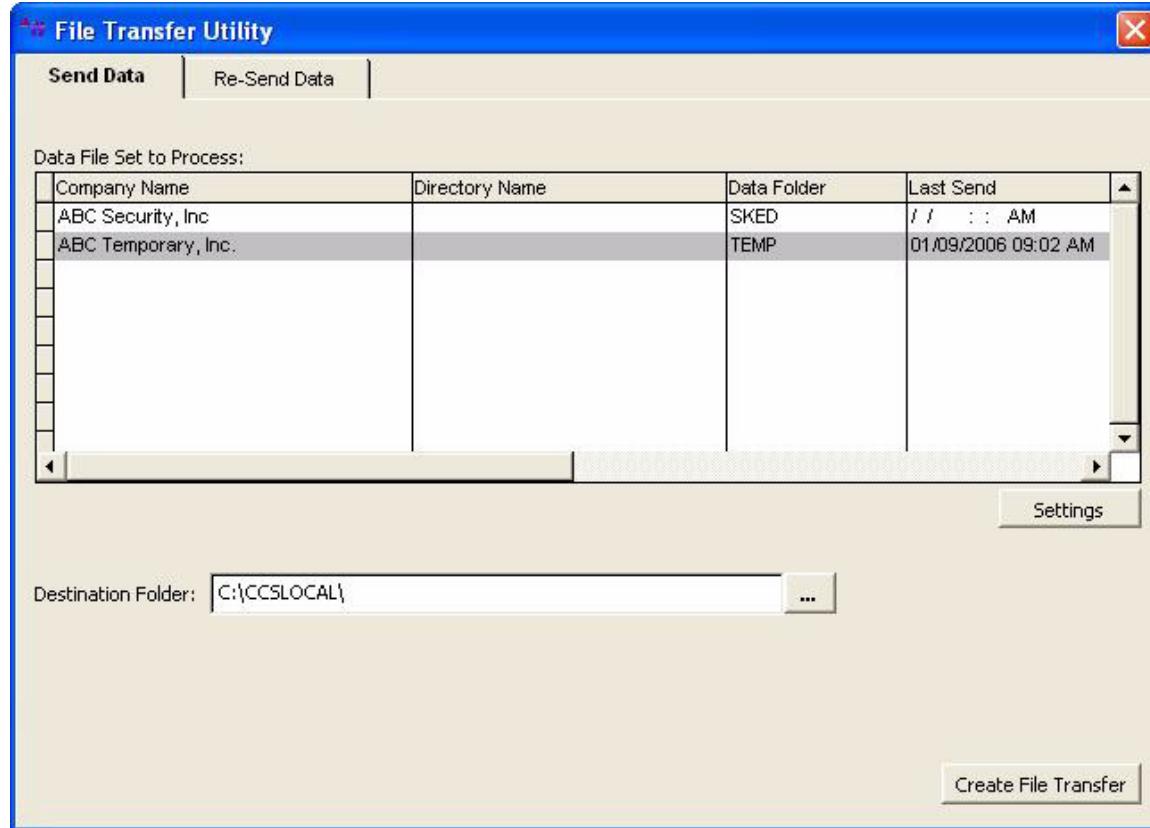
File Transfer Send

The File Transfer Send is an add-on option for the Ultra32 software. It has been designed to facilitate the transferring of data entered at a Remote Site to a Corporate Site. The entire process can be broken down as follows:

- The Remote Site handles the entering and maintenance of core data. For example, Customers, Employees, Schedules, TimeSlips, and etc.
- Periodically, the Remote Site performs the File Transfer Send Process to generate a TRX file containing all of the data changes since the File Transfer Send Process.
- This TRX file is then transmitted to the Corporate Site for further processing and reporting. For example, Payroll Checks, Invoices, A/R Payments, and etc.

To load the File Transfer Utility screen, select the **Tools** menu, followed by the **File Transfer Send** menu option.

Send Data



The Send Data page is used to initiate the File Transfer Send Process. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

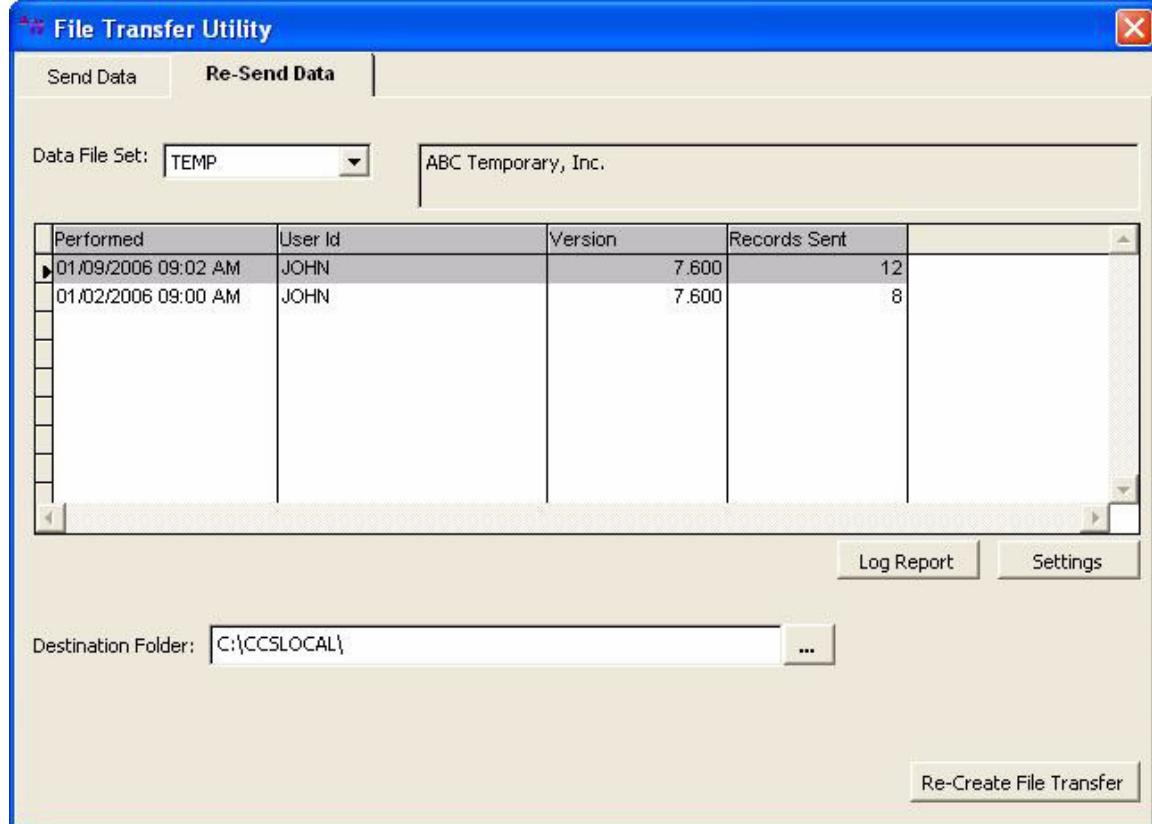
- **Data File Set to Process:** a list of Data File Sets defined in the system, along with their corresponding Last Send date and time stamps.
- **Settings** is used to display the File Transfer Settings for the currently selected Data File Set. See the [File Transfer Send Settings](#) section in this User's Guide for

more information.

- **Destination Folder:** is used to specify where the TRX file will be created during the File Transfer Send Process.
 1. Defaults to the last location performed or "C:\CCSLOCAL\" if the last location is unknown.
Click the  button for assistance in selecting a destination folder.
 2. Supports writing to remove-able media (i.e. floppy diskettes and flash drives) and spanning multiple diskettes, however all existing contents will be erased.
- **Create File Transfer** is used to perform the File Transfer Send Process as follows:
 1. Validates the Source Data File Set, File Transfer Settings, and Destination Folder.
 2. Generates a TRX File containing all of the data modifications (adds/changes/deletes based on the File Transfer Settings) since the last File Transfer Send Process.
 3. Updates the File Transfer History with information about the File Transfer Send Process.
 4. Displays message with the full path and file name to the destination file created and the number of records sent.

Note: the File Transfer Send Process requires exclusive use of the Data File Set while it processes. This means that any other users must either completely exit the Ultra32 software or if applicable work in a different Data File Set.

Re-Send Data

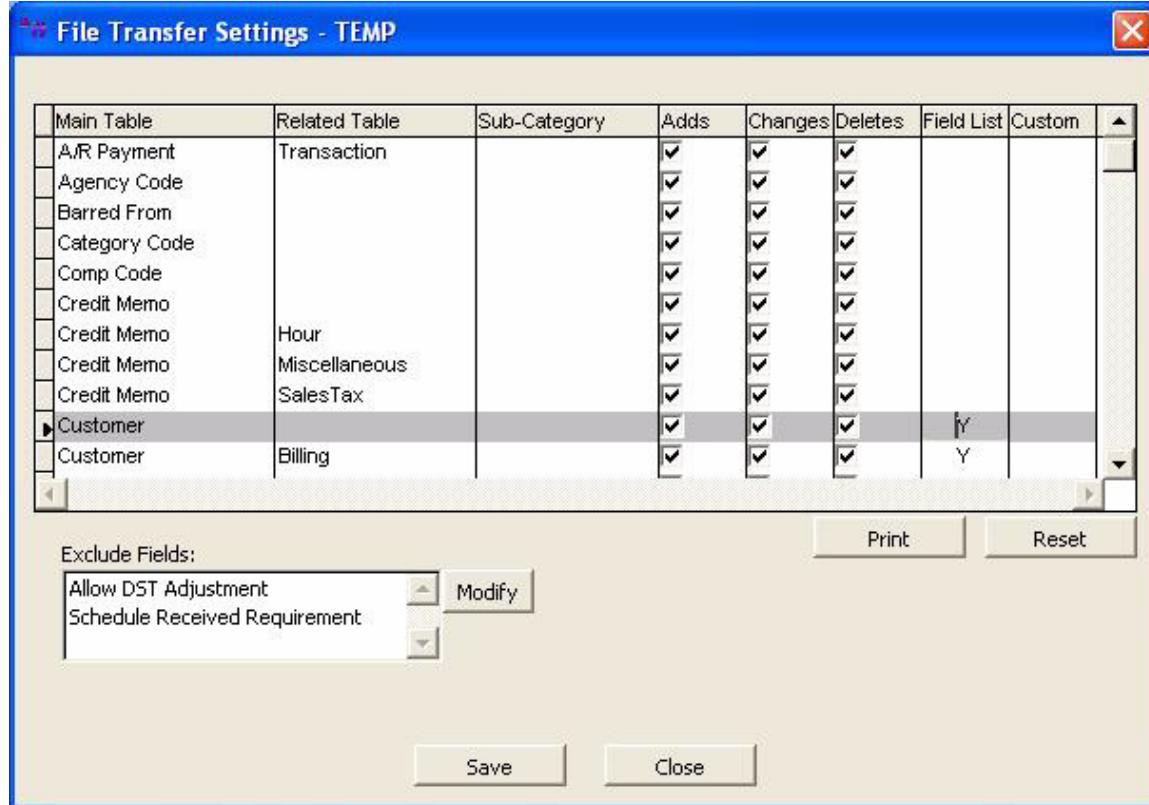


The Re-Send Data page is used to review the history of File Transfer Send Processes performed and to re-send a previously created TRX file. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **Data File Set:** is used to filter the history to a specific Data File Set.
- **File Transfer Send Process List:** a list of File Transfer Send Processes performed (when, who, the Ultra32 Version, and the number of records sent) for the currently selected Data File Set.
- **Log Report** is used to display/print the Log Report for the currently selected File Transfer Send Process. In most cases, this log is empty.
- **Settings** is used to display the File Transfer Settings for the currently selected File Transfer Send Process. See the *File Transfer Send Settings* section in this User's Guide for more information.
- **Destination Folder:** is used to specify where the TRX file will be created during the File Transfer Re-Send Process.
 1. Defaults to the last location performed or "C:\CCSLOCAL\" if the last location is unknown.
Click the  button for assistance in selecting a destination folder.
 2. Supports writing to remove-able media (i.e. floppy diskettes and flash drives) and spanning multiple diskettes, however all existing contents will be erased.
- **Re-Create File Transfer** is used to recreate the TRX for the currently selected File Transfer Send Process.

Note: in order to keep the data files a reasonable size, only the last 25 File Transfer Send Processes, per Data File Set, are stored.

File Transfer Send Settings



The File Transfer Send Settings screen is used to review, print, and/or modify the behaviour of the File Transfer Send Process. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **File Transfer Settings List:** a list of items in the Ultra32 software that can be transferred from a Remote Site to a Corporate Site.
 1. Main Table, Related Table, and Sub Category are all descriptions of a particular item.
 2. Adds. If checked, dictates that data added at the Remote Site should be added to the Corporate Site.
 3. Changes. If checked, dictates that data changed at the Remote Site should be updated at the Corporate Site.
 4. Deletes. If checked, dictates that data deleted at the Remote Site should be deleted at the Corporate Site. Note, in the case of Related Tables, this setting will also remove any data at the Corporate Site that does not exist at the Remote Site.
 5. Field List. If "Y", indicates that the item has one or more fields marked for exclusion. See the **Exclude Fields** item below for more information.
 6. Custom. If "Y", indicates that the item has been modified from it's default setting.
- **Exclude Fields:** a list of fields that will not be updated at the Corporate Site if the transfer record already exists.
 1. This is typically used to prevent the Remote Site from modifying information that it does not generate. For example, if the Remote Site does not perform payroll, then it would make sense to prevent any changes to an Employee's First Check Date, Last Check Date, and etc.

2. Use the  **Modify** button to view/modify the list of available fields.

-  is used to display/print the File Transfer Settings Report.
-  **Reset** is used to reset all items back to the default settings.

Note: you can not make any changes if the File Transfer Settings screen was loaded from the Re-Send Data page. In this scenario, you may only review and or print a report of the settings.

File Transfer Settings Notes

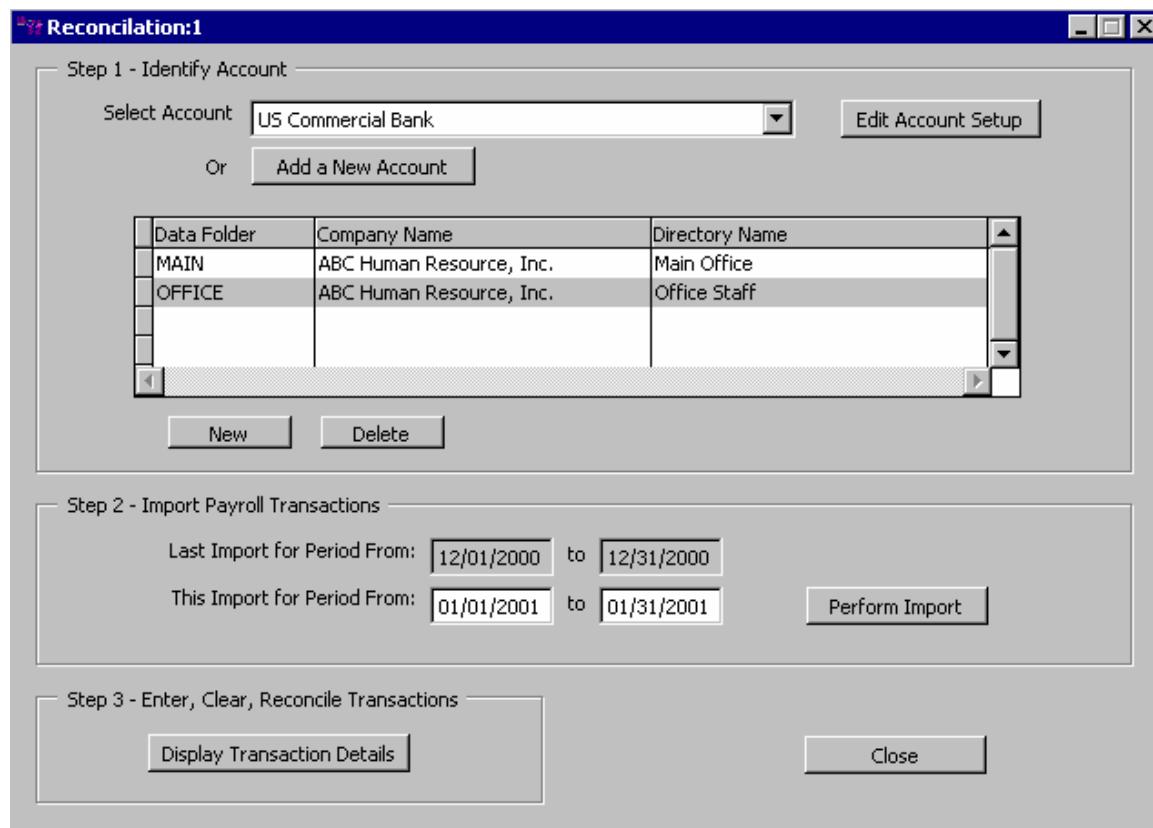
- The default settings are calculated based on the Ultra32 software modules active at the Remote Site. For example, if the Remote Site does not have the Payroll Module, then the default setting would be to exclude transferring Payroll Check and Tax Deposit data.
- Some items can not be modified directly, and therefore inherit the behaviour of their parent item. For example, the Customer Billing item will mimic the settings of the Customer item.
- Modifying the File Transfer Settings should only be performed by someone with advanced knowledge and experience with the Ultra32 software. For example, in most cases you would not want to send TimeSlip data without sending supporting information, such as Customers, Employees, and etc.

Bank Account Reconciliation

The Ultra32 Bank Account Reconciliation makes reconciling your payroll bank account statements faster and easier than performing the same task manually.

Before you begin, you should first locate your last bank statement. If you have been using the Ultra32 payroll for a while and are just starting to use the Bank Account Reconciliation, you can start as far back as you wish.

To load the Bank Account Reconciliation screen, select the **Tools** menu, followed by the **Bank Account Reconciliation** menu option.



The following is a list of steps that should be used to perform a Bank Account Reconciliation:

- Select a Bank Account
- Import Payroll Transactions
- Reconcile the Transactions
- Run the Reports

Select a Bank Account

The first step to begin using the Bank Account Reconciliation is to select the bank account you wish to reconcile. If this is your first time reconciling or if you have a new bank account, use the following steps to create a new bank account.

Bank Account Screen

The Bank Account Screen is used to create new bank accounts and modify the setup for existing bank accounts. To load this screen, click the **Add a New Account** button.

The screenshot shows the 'Account Setup Information' dialog box. It contains the following fields:

- Account Name: US Commercial Bank
- Import Tax Deposits:
- Exclude Checks w/Status: Not Posted to Payroll
- Auto Mark Checks w/Status: Direct Deposit, Void
- Last Reconciliation On: 12/31/2000
- Ending Balance: 118224.31
- Last Import, Period From: 12/01/2000
- Last Import, Period To: 12/31/2001

At the bottom are two buttons: Save and Close.

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Import Tax Deposits:** indicates whether or not Tax Deposits entries should be included during the import process.
- **Exclude Checks with Status:** indicates which Payroll Check statuses are not included during the import process. The "Not Posted to Payroll" is usually the only status used in this selection.
- **Auto Mark Checks with Status:** indicates which Payroll Checks are automatically marked as cleared during the import process. For example, Direct Deposit and Voided Payroll Checks.

Note: The Ultra32 software supports a practically unlimited number of bank accounts. For example, you may have different bank accounts for various profit centers, locations, etc.

Data File Set Grid

The Data File Set Grid lists which Data File Sets are part of the bank account. For example, you may have one Data File Set for "regular employees" and a second for "office staff", yet both Data File Sets are paid using the same bank account.

Data Folder	Company Name	Directory Name
MAIN	ABC Human Resource, Inc.	Main Office
OFFICE	ABC Human Resource, Inc.	Office Staff

[New](#) [Delete](#)

Note: When a Data File Set is deleted, none of transactions associated with that Data File Set are deleted. If you wish to delete the transactions, you must do so from the Reconcile Account screen.

Import Payroll Transactions

Step 2 - Import Payroll Transactions

Last Import for Period From:	<input type="text" value="12/01/2000"/>	to	<input type="text" value="12/31/2000"/>
This Import for Period From:	<input type="text" value="01/01/2001"/>	to	<input type="text" value="01/31/2001"/>
<input type="button" value="Perform Import"/>			

Once a bank account has been selected, the next step is to import the payroll transactions from the Data File Sets. When an import process is started, the Ultra32 software will perform the following for each Data File Set listed in the Data File Set Grid:

- Import any Payroll Checks that do not already exist in the transaction file for the period specified.
- If the bank account setup includes Tax Deposits, import any tax deposits that do not already exist in the transaction file.
- Update any of the uncleared Payroll Checks listed in the transaction file that have been voided since they were first imported.

Under normal circumstances, the import date range is not important because the Ultra32 software tracks which Payroll Checks or tax deposits have already been imported. However, there are a few scenarios when a transaction can be imported twice:

- If a Data File Set is assigned to more than one Bank Account. It would then be possible to import the same Payroll Check or tax deposit for each bank account.
- If an imported transaction is deleted (not cleared). It would then be possible to import the same transaction again, because it no longer exists in the transaction file.

Reconcile the Transactions

After the payroll transactions have been imported, the next step is to begin the actual reconciliation process. To load the Reconcile Account Screen, click the [Display Transaction Details](#) button.

Reconcile Account

Account	US Commerical Bank	Beginning Balance	118224.31	Statement Ending Balance	136601.70
---------	--------------------	-------------------	-----------	--------------------------	-----------

Deposits and Other Credits

Check/Item#	Issued On	Type	Trans Descript	Description	Trans Amt	Mark
ATM	01/05/2001	DEP	Deposit		6320.00	<input checked="" type="checkbox"/>
ATM	01/12/2001	DEP	Deposit		6712.35	<input checked="" type="checkbox"/>
ATM	01/19/2001	DEP	Deposit		9877.55	<input checked="" type="checkbox"/>
ATM	01/26/2001	DEP	Deposit		2966.80	<input checked="" type="checkbox"/>
	01/31/2001	INT	Interest		295.56	<input checked="" type="checkbox"/>

Select All **Invert Selection**

New Delete

Checks and Other Debits

Check/Item#	Issued On	Type	Trans Descript	Description	Trans Amt	Mark
0000011256	12/22/2000	PCK	Payroll Check	Smith, John W	544.52	<input checked="" type="checkbox"/>
0000011257	12/22/2000	PCK	Payroll Check	Walker, William J	460.96	<input checked="" type="checkbox"/>
0000011260	12/29/2000	PCK	Payroll Check	Lee, Susan A	596.92	<input checked="" type="checkbox"/>
0000011261	12/29/2000	PCK	Payroll Check	Smith, John W	843.38	<input checked="" type="checkbox"/>
0000011264	01/05/2001	PCK	Payroll Check	Smith, John W	560.84	<input checked="" type="checkbox"/>

Select All **Invert Selection**

New Delete

Interest Posted	295.56	1	Beginning Balance	118224.31
Deposits & Other Credits	25876.70	4	Cleared Credits	26172.26
Checks & Other Debits	7752.92	21	Cleared Debits	7794.87
Service Charges	41.95	2	Cleared Balance	136601.70
			Difference	0.00

Import Bank Data **Reconcile Account** **Close**

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Beginning Balance:** is not changeable unless this is the first time you are performing a reconciliation of the selected bank account.
 1. If this is your first reconciliation for this account, locate the opening balance amount on your bank statement and enter it's value into this field.
 2. If this is not your first reconciliation, this value should match the opening balance on your bank statement. If it does not, make certain that you are using the correct bank statement, otherwise, you can enter an adjustment entry to offset the difference.
- **Ending Balance:** locate the ending balance on your bank statement and enter it's value into this field.
- The **Close** button is used to close the Reconcile Account Screen. If you have made any changes (i.e. added, deleted or modified any transactions) you will be prompted whether you wish to save your changes.
 1. If you select cancel, you be returned to the Reconcile Account Screen.
 2. If you select no, any changes performed will be undone.
 3. If you select yes, any changes performed (including marking the transactions as cleared) are saved for you to finish later.
- The **Reconcile Account** button is used to complete the reconciliation process.
 1. This button is not accessible until the "Difference" is equal to zero.

- When selected, the Ultra32 software will permanently mark the selected transactions as cleared and record the reconciliation process in the Bank Account Reconciliation Log file.
- The **Import Bank Data** button is used to import data into the bank account reconciliation from sources outside of the Ultra32 software. See the [Bank Account Reconciliation Import](#) section in the User's Guide for more information.

Run the Reports

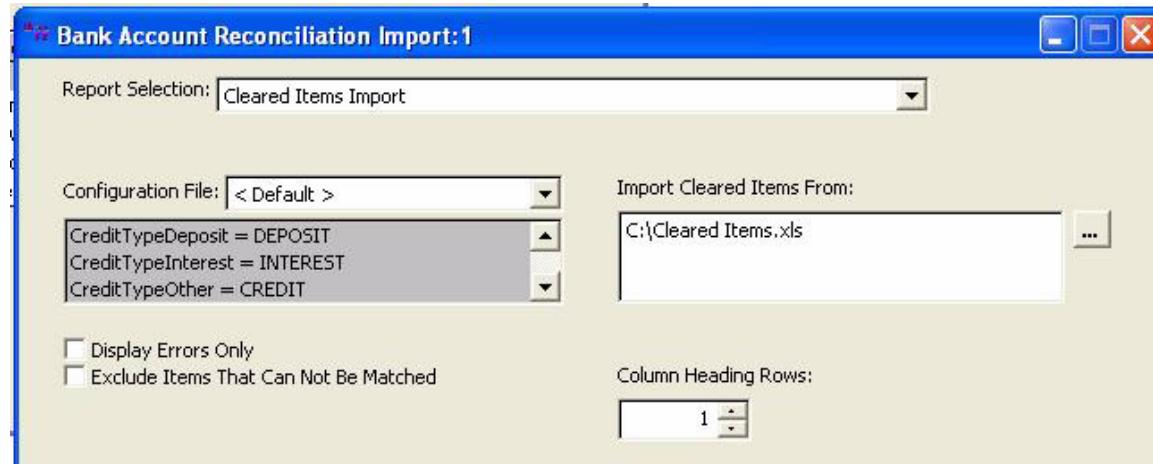
The last step of the reconciliation process is to run the reports. The Ultra32 software includes the following built in reports:

- Uncleared Items Report: lists all uncleared transactions for the bank account specified at the time or printing.
 - Warning! This report only includes transactions already imported into the transaction file. If any payroll transactions have not been imported, this report may be inaccurate.
- Reconciliation Report: lists all items cleared during a reconciliation process. You can even re-run a prior reconciliation.

Bank Account Reconciliation Import

Cleared Items Import

The Cleared Items Import utility has been designed to import a list of Cleared Items from a financial institution, in a Microsoft Excel XLS formatted file.



- Configuration File:** is used to view/modify the import configuration settings. See the [Cleared Items Import Configuration](#) section in this User's Guide for more information.
- Import Cleared Items From:** is the full path and filename to a Microsoft Excel XLS File containing Cleared Items to import. See the [Cleared Items Import File Specification](#) section in this User's Guide for more information.
- Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- Display Errors Only:** if checked, only Cleared Items with one or more errors are

displayed on results report.

- *Exclude Items That Can Not Be Matched*: if checked, only Cleared Items that can be matched with an uncleared item are displayed on results report.

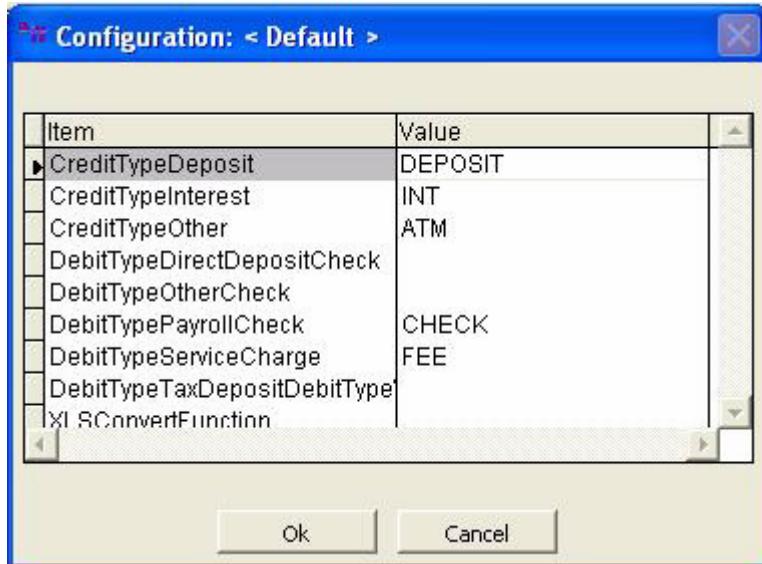
When a Cleared Items Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Cleared Items Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Cleared Item File containing all of the data from the Import File.
- Performs a validation process on each Cleared Item. If any Cleared Item fails the validation, it will be flagged with the cause of the failure. For example, "Error: Transaction Type".
- Allows you to either preview or print a list of the imported Cleared Item records. Afterwards, you can perform one of the following:
 1. If you wish to import any Cleared Item that did not fail the validation process, select the "Import the Cleared Items" option.
 2. Otherwise, select the "Cancel the Cleared Items Import" option.

Note: Any Cleared Items that failed the validation process will not be imported. If you receive a message that one or more Cleared Items failed validation you have two options. One, cancel the import process, correct the "bad" Cleared Items in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Cleared Items from the Import File, correct the "bad" Cleared Items in the Import File, and then perform the import again.

Cleared Items Import Configuration

The majority of these settings were pre-configured for your company when the Cleared Items Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- ***Credit Type Deposit:*** is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "DEPOSIT", whereas the Ultra32 software uses the code "DEP".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
- ***Credit Type Interest:*** is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "INTEREST", whereas the Ultra32 software uses the code "INT".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
- ***Credit Type Other:*** is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "CREDIT", whereas the Ultra32 software uses the code "OCR".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
- ***Debit Type Direct Deposit Check:*** is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "DIRECT DEPOSIT", whereas the Ultra32 software uses the code "DCK".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
- ***Debit Type Other Check:*** is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "OTHER", whereas the Ultra32 software uses the code "OCK".
 1. <Blank>: does not perform any extra conversion.

2. a comma delimited list of codes.
- ***Debit Type Payroll Check***: is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "CHECK", whereas the Ultra32 software uses the code "PCK".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
 - ***Debit Type Service Charge***: is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "FEE", whereas the Ultra32 software uses the code "SVC".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
 - ***Debit Type Tax Deposit***: is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "TAX DEPOSIT", whereas the Ultra32 software uses the code "TXD".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
 - ***Debit Type Void Check***: is used to convert Transactions Type Codes used by your financial institution to the Ultra32 equivalent. For example, the import file contains the code "VOID", whereas the Ultra32 software uses the code "VCK".
 1. <Blank>: does not perform any extra conversion.
 2. a comma delimited list of codes.
 - ***Format Check Number***: is used to customize how the Item Number is imported if the Transaction Type is "DCK" a Direct Deposit Check, "OCK" a Other Check, or "PCK" a Payroll Check.
 1. <Blank>: does not perform any extra formatting.
 2. "Y": formats the item number as ten digits, padded left with zeros. For example, "12345" is formatted as "0000012345".
 - ***XLS Convert Function***: is used by CCS to handle custom Cleared Items Imports. Leave blank, unless instructed otherwise by CCS.

Cleared Items Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Cleared Items Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Transaction Type	Y	XXXXXXXXXXXXXXXXXXXX	1
B	Item Number		XXXXXXXXXXXXXXXXXXXX	
C	Issued Date	Y	MM/DD/YYYY	2
D	Transaction Amount		9999999.99	
E	Description		(40) x	

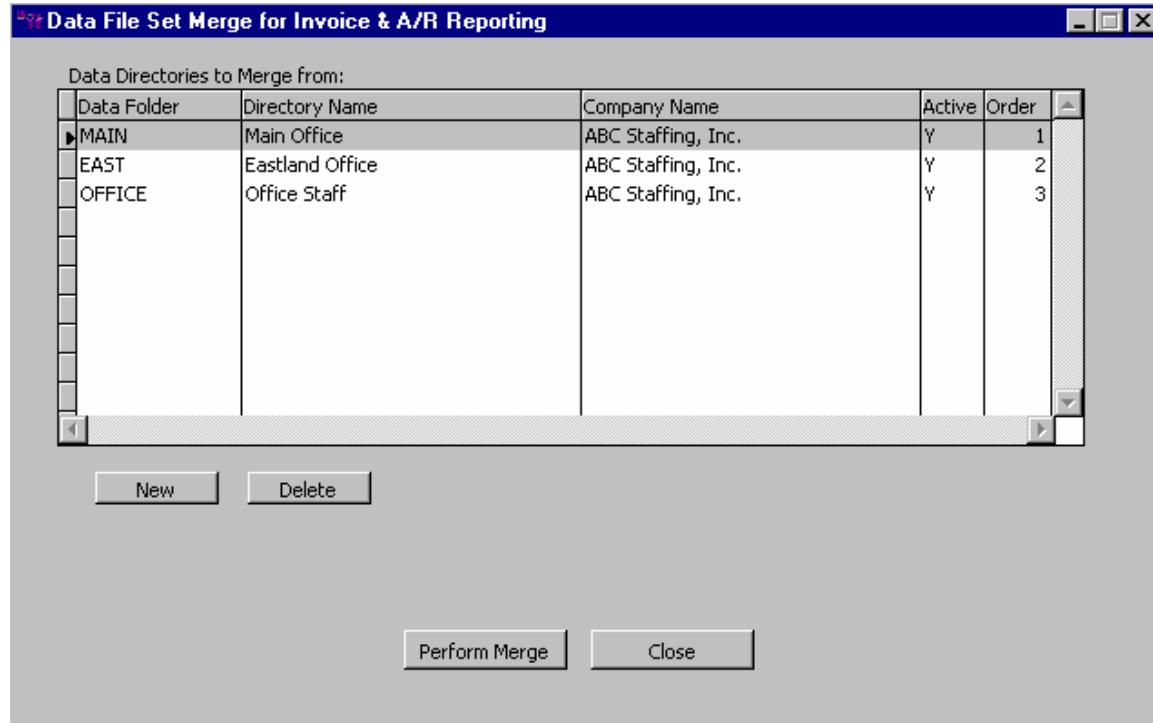
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Cleared Items Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. TIME: either Military Time (HHMM) or Standard Time (HH:MM AM).
 4. X: one alpha-numeric character, uppercase only.
 5. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. If the value contained in the Import File is blank, "PCK" will be used.
 2. If the value contained in the Import File is blank, today's date will be used.

Data Set Merge (Billing)

The Ultra32 Data Set Merge (Billing) is an add-on option that is used to combine two or more Data File Sets for the purpose of reporting accounts receivable and billing information.



The Data Set Merge (Billing) section of this User's Guide can be simplified into the following:

- [What is the Purpose of Data Set Merge?](#): identifies the need for the Data Set Merge (Billing).
- [How to Perform a Data Set Merge](#): outlines the steps necessary to perform a Data Set Merge (Billing).
- [Data File Set Grid](#): explains the purpose of this control.
- [The Data Set Merge Process](#): discusses what happens when a Data Set Merge (Billing) is performed.
- [What's Next?](#): covers what you should and should not do in the "Merge" Data File Set.

What is the Purpose of Data Set Merge?

The Data Set Merge (Billing) is used to combine two or more Data File Sets into a separate "Merge" Data File Set, for the purpose of reporting accounts receivable and billing information. A typical scenario where this tool is used is as follows:

- You operate a single business entity (one tax id), but perform your business operations out of two or more offices. For example, an office in Detroit, and an office in Lansing.
- You prefer to process the normal day to day accounting functions (payroll, billing,

accounts receivable) for each office separately. A few possible reasons for processing separately are:

1. Each office will perform their own data entry and then transmit to a "corporate office" where the final business functions are performed.
2. You want to individually track how each office performs.
3. You want to limit the accessibility of each office to different users. For example, an employee working out of Office A cannot access Office B information and visa versa.

Note: The "Merge" Data File Set can only be used for generating accounts receivable and billing reports. By default, any menu option that is not necessary to these functions is disabled. In addition, under no circumstances should any information (i.e. Customer, Invoice, etc, etc) be changed in the "Merge" Data File Set files. If you need to make a correction, you must change the "Source" Data File Set and then re-perform the Data Set Merge (Billing).

How to Perform a Data Set Merge

Before a Data Set Merge (Billing) can be performed, you will need to perform the following steps:

- If this is not the first time a Data Set Merge (Billing) has been performed, you may want to consider performing a backup of the "Merge" Data File Set before continuing.
- All users of the Ultra32 software must completely exit the software. The Data Set Merge (Billing) process requires an exclusive use of the files to perform its functions.
- Start the Ultra32 software and select the "Merge" Data File Set from the Data File Selection Window. See the Data File Sets section in this User's Guide for more information.
- Load the Data Set Merge (Billing) screen by selecting the **Tools** menu, followed by the **Data Set Merge** menu option.
- If you have not done so already, select the Data File Sets you wish to merge using the Data File Set Grid.
- Click the **Perform Merge** button to start the Data Set Merge (Billing) Process.

Data File Set Grid

The Data File Set Grid lists which Data File Sets are part of the Data Set Merge (Billing) process. For example, you may have one Data File Set for your "Corporate Office", a second for your "Branch Office", and another for your "Office Staff". However, all three of these Data File Sets are for the same Business Entity (same tax id).

Data Folder	Directory Name	Company Name	Active	Order	
MAIN	Main Office	ABC Staffing, Inc.	Y	1	
EAST	Eastland Office	ABC Staffing, Inc.	Y	2	
OFFICE	Office Staff	ABC Staffing, Inc.	Y	3	

New **Delete**

Note: When a Data File Set is deleted, none of transactions associated with that Data File Set are removed from the "Merge" Data File Set until the next Data Set Merge (Billing) process is performed.

Data Folder Screen

Data Folder

Data Folder	MAIN	Directory Name	Main Office
Company Name	ABC Staffing, Inc.		
Merge Flag (Active)	<input checked="" type="checkbox"/>	Last Merge On	/ / : :

Save **Close**

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Merge Flag (Active)**: indicates whether or not the currently selected Data Folder will be included in the Data Set Merge (Billing) Process.

The Data Set Merge Process

When the **Perform Merge** button is clicked, the Ultra32 software performs the following:

- Attempts to lock the use of Ultra32 software. While locked, no other users may access the Ultra32 software until the Data Set Merge (Billing) Process is completed.
- Clears all information currently stored in the "Merge" Data File Set.
- Imports Customer, Invoice, and Accounts Receivable information from each of the Data File Sets listed in the Data File Set Grid with a **Merge Flag** of "A".

Note: The Data Set Merge (Billing) only reads the information from the "Source" Data File Sets, nothing in these directories will be changed. Only the information in the "Merge" Data File Set is modified.

What's Next?

Once the Data Set Merge (Billing) process has been completed, a combined set of Customer, Invoice and Accounts Receivable information will exist in the "Merge" Data File Set. You may now print any of the Invoice reports, accounts receivable reports, etc, etc.

When working in the "Merge" Data File Set, please keep the following in mind:

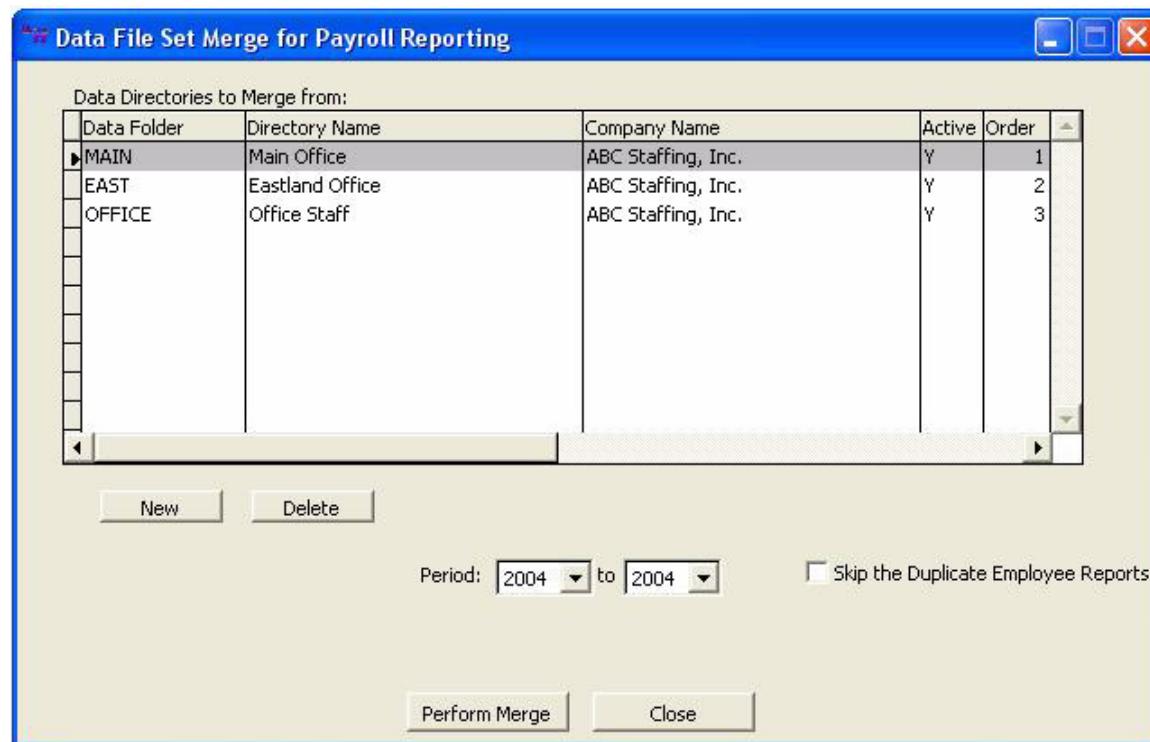
- Any information (i.e. Customer, Invoice, etc, etc) changed in the "Merge" Data File Set DOES NOT update the "Source" Data File Set and is automatically erased the next time a Data Set Merge (Billing) is performed.

It is recommended that you test the results of the Data Set Merge (Billing) process. This can be accomplished as follows:

- For each "Source" Data File Set, run a Invoice Register Report, A/R Aging Report and several of the Accounts Receivable Reports. Print only the "totals" page of each.
- Rerun those same reports in the "Merge" Data File Set and compare them to the sum of the "Source" Data File Set reports.

Data Set Merge (Payroll)

The Ultra32 Data Set Merge (Payroll) is an add-on option that is used to combine two or more Data File Sets for the purpose of reporting payroll earnings and tax information.



The Data Set Merge (Payroll) section of this User's Guide can be simplified into the following:

- *What is the Purpose of Data Set Merge?*: identifies the need for the Data Set Merge (Payroll).
- *How to Perform a Data Set Merge*: outlines the steps necessary to perform a Data Set Merge (Payroll).
- *Data File Set Grid*: explains the purpose of this control.
- *The Data Set Merge Process*: discusses what happens when a Data Set Merge (Payroll) is performed.
- *What's Next?*: covers what you should and should not do in the "Merge" Data File Set.

What is the Purpose of Data Set Merge?

The Data Set Merge (Payroll) is used to combine two or more Data File Sets into a separate "Merge" Data File Set, for the purpose of reporting payroll earnings and tax information. A typical scenario where this tool is used is as follows:

- You operate a single business entity (one tax id), but perform your business operations out of two or more offices. For example, an office in Detroit, and an office in Lansing.

- You prefer to process the normal day to day accounting functions (payroll, billing, accounts receivable) for each office separately. A few possible reasons for processing separately are:
 1. Each office will perform their own data entry and then transmit to a "corporate office" where the final business functions are performed.
 2. You want to individually track how each office performs.
 3. You want to limit the accessibility of each office to different users. For example, an employee working out of Office A cannot access Office B information and visa versa.
- You need to combine the payroll information for any of the following reasons:
 1. A tax authority you regularly report to will not accept a separate report for each office. Instead, they want a combined report for the single tax id. (Most tax authorities have this requirement.)
 2. One or more employees are paid out of two or more offices. For example, employee Jones sometimes works out of Office A and sometimes works out of Office B.

Note: The "Merge" Data File Set can only be used for generating payroll check and payroll tax reports. By default, any menu option that is not necessary to these functions is disabled. In addition, under no circumstances should any information (i.e. Employee, Payroll Checks, etc, etc) be changed in the "Merge" Data File Set files. If you need to make a correction, you must change the "Source" Data File Set and then re-perform the Data Set Merge (Payroll).

How to Perform a Data Set Merge

Before a Data Set Merge (Payroll) can be performed, you will need to perform the following steps:

- If this is not the first time a Data Set Merge (Payroll) has been performed, you may want to consider performing a backup of the "Merge" Data File Set before continuing.
- All users of the Ultra32 software must completely exit the software. The Data Set Merge (Payroll) process requires an exclusive use of the files to perform its functions.
- Start the Ultra32 software and select the "Merge" Data File Set from the Data File Selection Window. See the [Data File Sets](#) section in this User's Guide for more information.
- Load the Data Set Merge (Payroll) screen by selecting the **Tools** menu, followed by the **Data Set Merge** menu option.
- If you have not done so already, select the Data File Sets you wish to merge using the Data File Set Grid.
- Click the **Perform Merge** button to start the Data Set Merge (Payroll) Process.

Data File Set Grid

The Data File Set Grid lists which Data File Sets are part of the Data Set Merge (Payroll) process. For example, you may have one Data File Set for your "Corporate Office", a second for your "Branch Office", and another for your "Office Staff". However, all three of these Data File Sets are for the same Business Entity (same tax id).

Data Folder	Directory Name	Company Name	Active	Order
MAIN	Main Office	ABC Staffing, Inc.	Y	1
EAST	Eastland Office	ABC Staffing, Inc.	Y	2
OFFICE	Office Staff	ABC Staffing, Inc.	Y	3

Note: When a Data File Set is deleted, none of transactions associated with that Data File Set are removed from the "Merge" Data File Set until the next Data Set Merge (Payroll) process is performed.

Data Folder Screen

Data Folder

Data Folder	MAIN	Directory Name	Main Office
Company Name	ABC Staffing, Inc.	Merge Flag (Active)	<input checked="" type="checkbox"/>
Last Merge On	/ / : :	Save	Close

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Merge Flag (Active):** indicates whether or not the currently selected Data Folder will be included in the Data Set Merge (Payroll) Process.

The Data Set Merge Process

When the **Perform Merge** button is clicked, the Ultra32 software performs the following:

- Attempts to lock the use of Ultra32 software. While locked, no other users may access the Ultra32 software until the Data Set Merge (Payroll) Process is completed.
- Clears all information currently stored in the "Merge" Data File Set.
- Imports Employee, Payroll Check, and Tax Deposit information from each of the Data File Sets listed in the Data File Set Grid with a **Merge Flag** of "A".
- Generates a Duplicate Social Security Number report.
 1. This report consists of any Employees that existed in more than one Data File Set. The Ultra32 software uses the Employee Social Security Number to perform this step.

- 2. This report can also be generated once the Data Set Merge (Payroll) Process is complete from the Employee Reports menu option.
- 3. This report can be bypassed using the Skip the Duplicate Employee Reports option.
- Recalculates Payroll Tax Ceilings and Employer Liabilities for any employee that appears on the Duplicate Social Security Number report. Only payroll taxes that are subject to either an employee or employer ceiling are recalculated.
 - 1. Examples of payroll taxes that have ceilings are Social Security, State Unemployment, Federal Unemployment, etc, etc.
 - 2. Examples of payroll taxes that generally do not have ceilings are Federal Income, State Income, City/Local Income, etc, etc.

Note: The Data Set Merge (Payroll) only reads the information from the "Source" Data File Sets, nothing in these directories will be changed. Only the information in the "Merge" Data File Set is modified.

What's Next?

Once the Data Set Merge (Payroll) process has been completed, a combined set of Employee, Payroll Check and Tax Deposit information will exist in the "Merge" Data File Set. You may now print any of the Payroll Check reports, Payroll Check tax reports, etc, etc.

When working in the "Merge" Data File Set, please keep the following in mind:

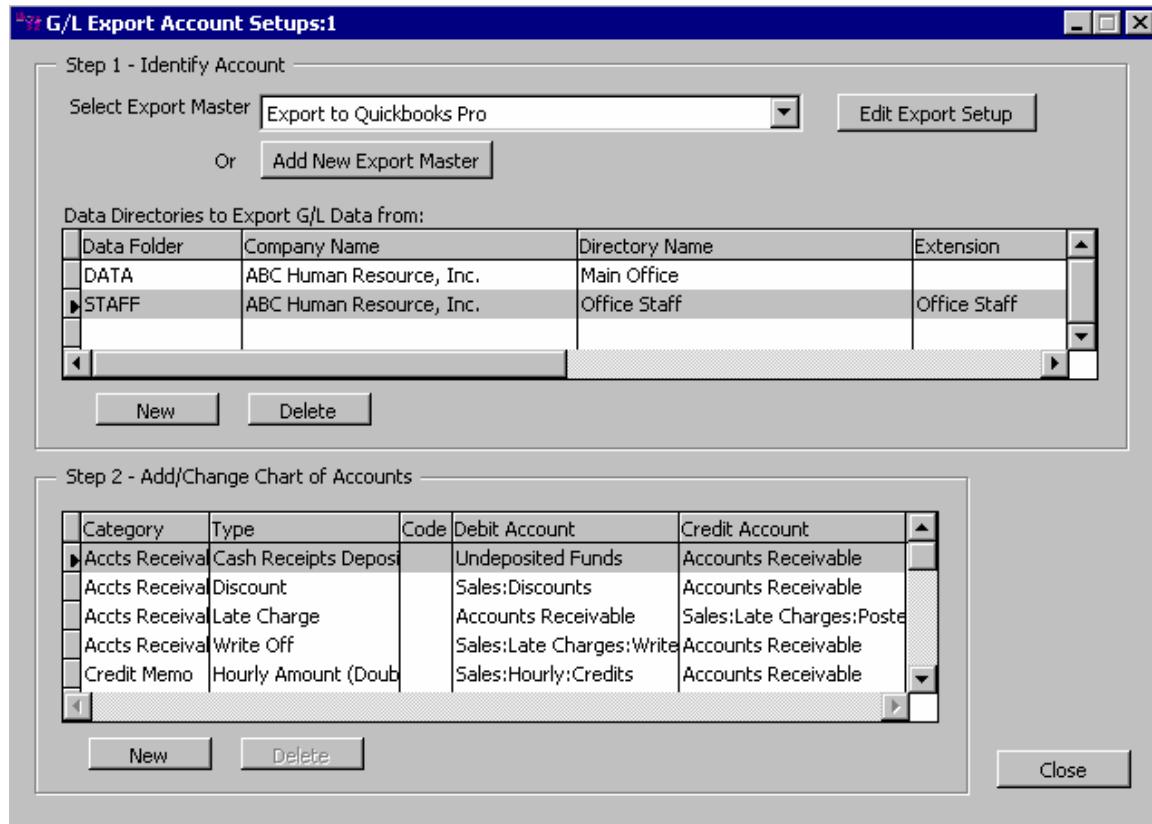
- Any information (i.e. Employee, Payroll Checks, etc, etc) changed in the "Merge" Data File Set DOES NOT update the "Source" Data File Set and is automatically erased the next time a Data Set Merge (Payroll) is performed.
- When payroll tax ceilings are recalculated, for the Duplicate Social Security Number Employees, only the Taxable Wages, Exempt Wages, and Employer Liability are modified. Any employee withholding amounts remain unchanged.

It is recommended that you test the results of the Data Set Merge (Payroll) process. This can be accomplished as follows:

- For each "Source" Data File Set, run a Payroll Check Register Report, Tax Deposit Report and several of the Payroll Tax Reports. Print only the "totals" page of each.
- Rerun those same reports in the "Merge" Data File Set and compare them to the sum of the "Source" Data File Set reports.

General Ledger Export

The Ultra32 General Ledger Export makes the process of creating financial statements faster and easier. It provides a list of journal entries from the information in the Ultra32 software that can either be keyed or imported into your existing General Ledger software package.



The Ultra32 General Ledger Interface can be simplified into the following basic components:

- **General Ledger Setup:** before you can begin using the General Ledger Export, there is a setup process that must be completed.
- **General Ledger Export/Reports:** is used to create Ultra32 journal entry reports and/or export files that can be imported into your existing General Ledger software package.
- **General Ledger Samples:** contains both a Sample Chart of Accounts Table and a Sample Journal Account Listing. Both of these samples can be used to aid you in the process of setting up the Ultra32 Journal Accounts.

General Ledger Setup

Before you can begin using the General Ledger Export, there is a setup process that must be completed. The following is a list of steps that should be used to complete the setup process:

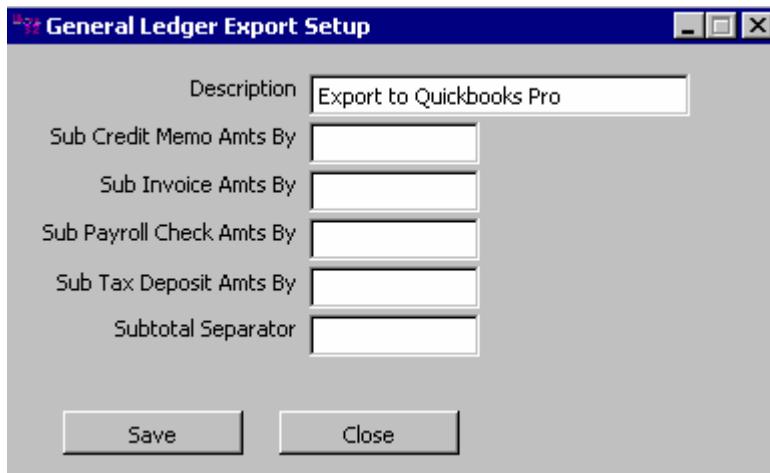
- Select the **Tools** menu, followed by the **General Ledger Setup** menu option.
- Complete the **General Ledger Export Setup Screen**.

- Identify the Data File Sets to use in the Data File Set Grid.
- Complete the setup of Ultra32 Journal Accounts using the Chart of Accounts Grid.

General Ledger Export Setup Screen

The General Ledger Export Setup Screen is used to create new Export Master Maps and modify the setup for existing Export Master Maps. To load this screen, click the

Add New Export Master button.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Description:** is used by you to describe the Export Master Map.
- **Sub Credit Memo Amts By:** identifies which field in the Credit Memo table should be used to "break down"/sub total the data.
 1. "SUBCDE" creates one set of totals for each Sub Code. Note, this feature is currently not used by the Ultra32 software.
 2. <Blank> creates one set of totals for all Sub Codes.
- **Sub Invoice Amts By:** identifies which field in the Invoice table should be used to "break down"/sub total the data.
 1. "SUBCDE" creates one set of totals for each Sub Code. Note, this feature is currently not used by the Ultra32 software.
 2. <Blank> creates one set of totals for all Sub Codes.
- **Sub Payroll Check Amts By:** identifies which field in the Payroll Check table should be used to "break down"/sub total the data.
 1. "CKCDEPTCDE" creates one set of totals for each Department Code.
 2. <Blank> creates one set of totals for all Departments.
- **Sub Tax Deposit Amts By:** identifies which field in the Tax Deposit table should be used to "break down"/sub total the data.
 1. "DPCDEPTCDE" creates one set of totals for each Department Code.

2. <Blank> creates one set of totals for all Departments.

- **Sub Total Separator:** stores the character(s) that are appended to the Debit/Credit Accounts during an export.
 1. During an export, the Debit/Credit Accounts are created as follows: [Account Name] + [Sub Total Separator] + [Sub By Value].
 2. This value is only used if when a **Sub ?????? Amts By** is used AND the value of the **Sub ?????? Amts By** field is not empty. For example, if you have selected to subtotal Payroll Checks by department code, but all of the Payroll Checks have an empty department code - this value will not be used.

Note: The Ultra32 software supports a practically unlimited number of Export Master Maps. For example, you may have a different Export Master Map for exporting to QuickBooks versus Peachtree Accounting, or a different Export Master Map for various profit centers/locations.

Data File Set Grid

The Data File Set Grid lists which Data File Sets are part of an Export Master Map. For example, you may have one Data File Set for "regular employees" and a second for "office staff", yet both Data File Sets are exported to the same General Ledger software package.

Data Directories to Export G/L Data from:			
Data Folder	Company Name	Directory Name	Extension
DATA	ABC Human Resource, Inc.	Main Office	
STAFF	ABC Human Resource, Inc.	Office Staff	Office Staff

New Delete

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Extension:** is generally used when more than one Data File Set is part of an Export Master Map, yet you wish to maintain separate totals for each in your existing General Ledger software package.
 1. When exporting to QuickBooks: the value of this field appears in the "Class".
 2. When exporting to All Other General Ledger software packages: the value of this field is ignored.

Chart of Accounts Grid

Step 2 - Add/Change Chart of Accounts

Category	Type	Code	Debit Account	Credit Account
Accts Receivable	Cash Receipts Deposit		Undeposited Funds	Accounts Receivable
Accts Receivable	Discount		Sales:Discounts	Accounts Receivable
Accts Receivable	Late Charge		Accounts Receivable	Sales:Late Charges:Postage
Accts Receivable	Write Off		Sales:Late Charges:Write Off	Accounts Receivable
Credit Memo	Hourly Amount (Doubt)		Sales:Hourly:Credits	Accounts Receivable

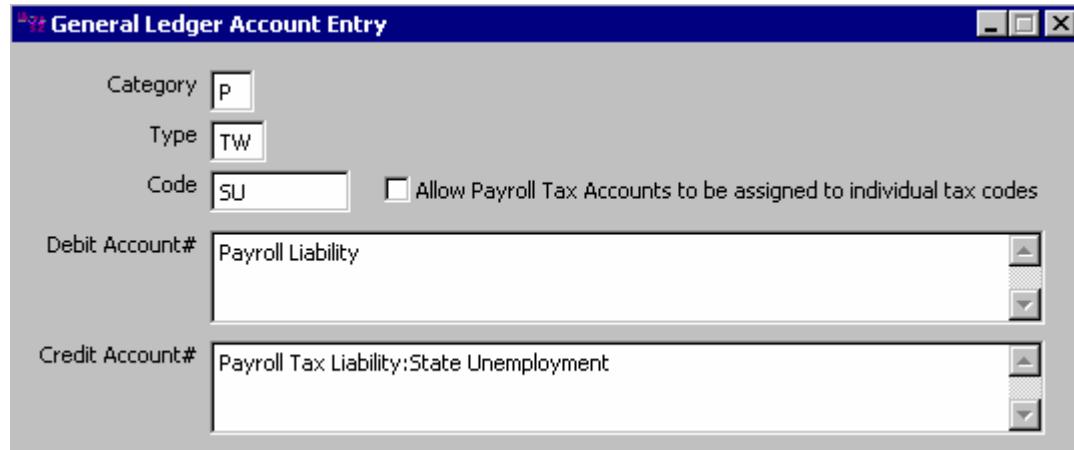
New Delete

The Chart of Accounts Grid contains a list of Ultra32 Journal Accounts that will be used to create the journal entry reports and export files. The following is a list of the two types of Ultra32 Journal Accounts:

- Base Journal Accounts: are automatically created when a new Export Master Map is created.
 1. Are easy to identify, because their *Code* field is always empty.
 2. Cannot be added. They were automatically created.
 3. Cannot be deleted. However, you can update the *Debit Account* and *Credit Account* fields.
- Sub Journal Account: are created by you to further break down/subtotal a Base Journal Account.
 1. Are easy to identify, because their *Code* field is not empty.
 2. Can be added using the  button.
 3. Can be deleted. Any amounts that would have been generated for the account will be added to it's Base Journal Account.

Note: The "Accounts Receivable" Base Journal Accounts do not have any Sub Journal Accounts.

Journal Account Entry Screen



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- *Category* and *Type*: are used by both Base Journal Accounts and Sub Journal Accounts.
- *Code*: is only used by Sub Journal Accounts.
- *Allow Payroll Tax Accounts...codes*: is only used by Sub Journal Accounts. This control allows you to further break down/subtotal the Tax Types (i.e. State Income, Federal Unemployment, and etc) by their individual Tax Codes (Alabama, Michigan, and etc).
- *Debit Account #* and *Credit Account #*: are used to identify the account name/number in your existing General Ledger software package.

1. When exporting to QuickBooks: sub-accounts are separated by a colon. For example: "Payroll Expenses: Hourly".
2. When exporting to Peachtree: all accounts consist of a 11 digit number. (2-digit company number + 5-digit account number + 2-digit division number + 2-digit department number).
3. When exporting to Business Works Gold: all accounts consist of a 8 digit number, followed by a decimal point, and then a 3 digit number. For example "12345678.123".
4. When exporting to All Other General Ledger software packages: please refer to the documentation that accompanied your General Ledger software package.

General Ledger Export/Reports

Once the General Ledger Setup has been completed, you can create journal entry reports and/or export files for several popular General Ledger software packages. The following is a list of the built in reports and export options:

- General Ledger Account Listing: lists all the Ultra32 Base/Sub Journal Accounts.
- General Ledger Export to Generic File: creates a comma delimited ASCII file of journal entries. The first record includes: Period End Date, Debit Account#, Extension (from the Data File Set Setup), Amount and Ultra32 Account Type Description. The next record contains offsetting information: Period End Date, Credit Account#, Extension (from the Data File Set Setup), Amount and Ultra32 Account Type Description.
- General Ledger Export to Business Works: creates an export file of journal entries per Business Works specifications.
- General Ledger Export to Business Works Gold: creates an export file of journal entries per Business Works Gold specifications.
- General Ledger Export to Peachtree (Added 2009-03): creates a comma delimited ASCII file of journal entries that better accommodates using Peachtree Data Mapping option. The first record includes: Period End Date, "ULTRA32", "2" for the number of distributions, Debit Account#, Ultra32 Account Type Description and Amount. The next record contains offsetting information: Period End Date, "ULTRA32", "2" for the number of distributions, Credit Account#, Ultra32 Account Type Description and Amount.
- General Ledger Export to Peachtree v2002: creates an export file of journal entries per Peachtree 2002 specifications.
- General Ledger Export to QuickBooks Pro v4 thru 2002: creates an export file of journal entries, in the IIF (Intuit Interchange File) format. Please note the following:
 1. If you have included a QuickBooks Accounts Receivable account, you must create a Customer in the QuickBooks software with an id of "ULTRA32".
- General Ledger Reports: creates a listing of journal entries in a report format.

If a General Ledger Export file was successfully created, you will then be prompted to perform the General Ledger Export Post. The post updates the transactions with a date and time stamp of the export.

Note: If you need to re-create a General Ledger Export file for a period previously export, select the corresponding Report Selection option "Re-Create General Ledger Export to...".

Any changes performed to either the General Ledger Export Setup Screen or the Chart of Accounts Grid are included.

Note: If an export file option is not listed for your existing General Ledger software package, contact [CCS Technical Support](#).

General Ledger Samples

Sample Chart of Accounts Table

Account Name	Account Type
Accounts Receivable	Accounts Receivable
Undeposited Funds	Current Asset
Employee Deductions	Current Liability
Employee Deductions:Child Support	Current Liability
Employee Deductions:Insurance	Current Liability
Payroll Liability	Current Liability
Payroll Tax Liability	Current Liability
Payroll Tax Liability:Federal Income	Current Liability
Payroll Tax Liability:Federal Unemployment	Current Liability
Payroll Tax Liability:Medicare	Current Liability
Payroll Tax Liability:Social Security	Current Liability
Payroll Tax Liability:State Income	Current Liability
Payroll Tax Liability:State Unemployment	Current Liability
Sales Tax Liability	Current Liability
Sales	Income
Sales:Discounts	Income
Sales:Hourly	Income
Sales:A/R Late Charges	Income
Sales:Miscellaneous	Income
Payroll Expenses	Expense
Payroll Expenses:Commission Pay	Expense
Payroll Expenses:Federal Unemployment	Expense
Payroll Expenses:Hourly Pay	Expense
Payroll Expenses:Medicare	Expense
Payroll Expenses:Miscellaneous Pay	Expense
Payroll Expenses:Social Security	Expense
Payroll Expenses:State Unemployment	Expense

Sample Journal Account Listing

Category	Description	Debit / Credit Account
Accounts Receivable	Cash Receipts Deposited	Undeposited Funds Accounts Receivable
	Discount	Sales:Discounts Accounts Receivable
	A/R Late Charge	Accounts Receivable Sales:A/R Late Charges
	Write Off	Sales:A/R Late Charges Accounts Receivable
Credit	Hourly Amount	Sales:Hourly:Credits

Memo		Accounts Receivable
	Sales Tax Amount	Sales Tax Liability Accounts Receivable
	Miscellaneous Amount	Sales:Miscellaneous Accounts Receivable
Invoice	Hourly Amount	Accounts Receivable Sales:Hourly
	Sales Tax Amount	Accounts Receivable Sales Tax Liability
	Miscellaneous Amount	Accounts Receivable Sales:Miscellaneous
Payroll Check	Non-Tax Deductions	Payroll Liability Employee Deductions
	Hourly Amount	Payroll Expenses:Hourly Pay Payroll Liability
	Tax Liabilities (Employer)	Payroll Expenses Payroll Tax Liability
	Tax Liabilities (Employer) - FU	Payroll Expenses:Federal Unemployment Payroll Tax Liability:Federal Unemployment
	Tax Liabilities (Employer) - MC	Payroll Expenses:Medicare Payroll Tax Liability:Medicare
	Tax Liabilities (Employer) - SS	Payroll Expenses:Social Security Payroll Tax Liability:Social Security
	Tax Liabilities (Employer) - SU	Payroll Expenses:State Unemployment Payroll Tax Liability:State Unemployment
	Tax Withholdings (Employee)	Payroll Liability Payroll Tax Liability
	Tax Withholdings (Employee) - FE	Payroll Liability Payroll Tax Liability:Federal Income
	Tax Withholdings (Employee) - MC	Payroll Liability Payroll Tax Liability:Medicare
	Tax Withholdings (Employee) - SS	Payroll Liability Payroll Tax Liability:Social Security
	Tax Withholdings (Employee) - ST	Payroll Liability Payroll Tax Liability:State Income
	Miscellaneous Amount	Payroll Expenses:Miscellaneous Pay Payroll Liability
Tax Deposit		Payroll Tax Liability Payroll Liability
	Federal Income	Payroll Tax Liability:Federal Income Payroll Liability
	Federal Unemployment	Payroll Tax Liability:Federal Unemployment Payroll Liability
	Medicare	Payroll Tax Liability:Medicare Payroll Liability
	Social Security	Payroll Tax Liability:Social Security Payroll Liability
	State Income	Payroll Tax Liability:State Income Payroll Liability
	State Unemployment	Payroll Tax Liability:State Unemployment Payroll Liability

Automated Employee Check-In

The Automated Employee Check-In option is an automated system that utilizes the schedule information in the Ultra32 software to monitor and process when an employee checks-in and checks-out at a customer's site. In addition, it includes the ability to schedule periodic check-ins during a shift, validate where an employee is calling from using caller id, and to notify one or more supervisors via email and/or text messaging when a problem occurs. An overview of how the system works is as follows:

- Customer, Employee, and Schedule information from the Ultra32 software is transmitted to the CCS AEC Host Server via a web service. Only the bare information required is transmitted, for example Customer Id, Employee Id, Shift Date & Time, and etc. No sensitive information such as address, SSN, etc... is transmitted.
- When an Employee is ready to check-in (clock in) and/or check-out (clock out), he or she calls the CCS AEC Host Server using a standard telephone from the Customer's Site.
- The CCS AEC Host Server validates where the call originates from using caller id, and updates the schedule accordingly. If a problem occurs, a notification can be sent to one or more supervisors via email and/or text messaging.
- In addition, the CCS AEC Host Server monitors for any shift that is not checked-in or checked-out on time. If a problem is found, a notification can be sent to one or more supervisors via email and/or text messaging.
- The results from the CCS AEC Host Server are downloaded either in real-time or on an as needed basis. Once retrieved, the results are used to produce activity reports and optionally update the original schedule information with check-in and/or check-out times.

How to Setup

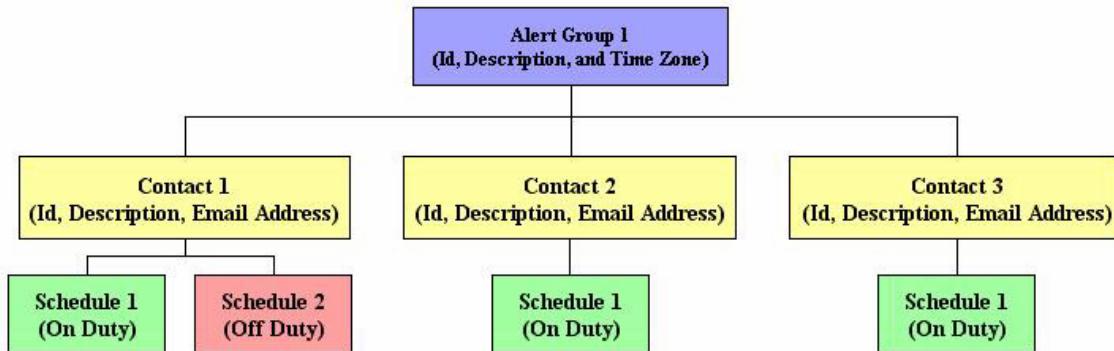
The Automated Employee Check-In setup can be simplified as follows:

- [Setup Alert Groups](#): describes how to setup the Alert Group information.
- [Setup Check-In Preferences](#): describes how to setup the global preferences. For example, the default Alert Group, the default Time Zone, etc.
- [Setup Customer Information](#): describes how to setup the Customer information required by the Automated Employee Check-In.
- [Setup Work Site Information](#): describes how to setup the Work Site information required by the Automated Employee Check-In.
- [Setup Employee Information](#): describes how to setup the Employee information required by the Automated Employee Check-In.
- [What happens from here](#): describes how the Call Results, Schedules and Setups all come together.
- [Setup the IVR Manager Service](#): describes how to setup the IVR Manager Service.

This component is responsible for sending and receiving information from the CCS AEC Host Server.

Setup Alert Groups

The Alert Groups store information about who should be notified, how to notify (via email and/or text messaging), and when to notify when an alert event occurs. For example, the CCS AEC Host Server detects that an employee did not "check-in" when scheduled.



- Alert Group is the top tier. This is the tier that can be identified in each Data File Set's Check-In Preferences as the default for all Customers and Work Sites. It can also be specified in each individual Customer/Work Site. In most cases it is recommended to only create one Alert Group, for example "SUPERVISOR". Cases where it is advisable to create multiple Alert Groups is as follows:
 1. You assign supervisors to specific Customers or Work Sites. For example, John Smith is responsible for customer's in Oakland County, whereas William Baker is responsible for Wayne County.
 2. You use more than one Data File Set in the Ultra32 software and need to assign separate supervisors for each.
 3. You have supervisors in more than one Time Zone. For example, John Smith is responsible for customer's in California, whereas William Baker is responsible for New York.
- Contact is the second tier. This tier is used to identify who and how to notify. For example, both John Smith and Linda Mack belong to Alert Group "OAKLAND". It can also be used to setup more than one means of contact for a particular person. For example John Smith's Email, John Smith's text messaging enable mobile phone, etc.
- Schedule is the final tier. This tier is mainly used to identify when to notify a particular contact. For example, John Smith is on duty Monday through Friday 6:00AM to 6:00PM. It can also be used to setup when a contact is not on duty due to a special occasion, such as vacations, jury duty, etc.

Multiple Data File Set Note: the Alert Group is part of the "Common Data Files". That means, every Alert Group created is available for use in all Data File Sets.

Alert Group Data Entry

To load this screen, select the **Data Entry** menu, then the **System Files...** menu option, followed by the **Alert Group** menu option.

Alert Groups:1

Selection Criteria	Data Entry	List																																		
Alert Group Id	SUPERVISOR	Check-In Status	A																																	
Description	Site Supervisors																																			
Time Zone Code	MI																																			
Alert Contacts:	<table border="1"> <thead> <tr> <th>Contact Id</th> <th>Description</th> <th>EMail</th> </tr> </thead> <tbody> <tr> <td>► ADAMSC</td> <td>Gomez Adams (Mobil)</td> <td>5551234567@mobil.att.net</td> </tr> <tr> <td>ADAMSE</td> <td>Gomez Adams (Email)</td> <td>gomezadams@abcsecurity.com</td> </tr> <tr> <td>SMITHM</td> <td>John Smith (Mobil)</td> <td>5551237654@mobil.att.net</td> </tr> </tbody> </table>			Contact Id	Description	EMail	► ADAMSC	Gomez Adams (Mobil)	5551234567@mobil.att.net	ADAMSE	Gomez Adams (Email)	gomezadams@abcsecurity.com	SMITHM	John Smith (Mobil)	5551237654@mobil.att.net																					
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	<input type="button" value="New"/>	<input type="button" value="Delete"/>																																		
Schedule For	<table border="1"> <thead> <tr> <th>On/Off</th> <th>Begs On</th> <th>Ends On</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>▲</th> </tr> </thead> <tbody> <tr> <td>► O</td> <td>01/01/2004</td> <td>12/31/2999</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>▼</td> </tr> <tr> <td> F</td> <td>07/04/2004</td> <td>07/10/2004</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>▼</td> </tr> </tbody> </table>			On/Off	Begs On	Ends On	Sun	Mon	Tue	Wed	Thu	Fri	Sat	▲	► O	01/01/2004	12/31/2999	Y	Y	Y	Y	Y	Y	Y	▼	F	07/04/2004	07/10/2004	Y	Y	Y	Y	Y	Y	Y	▼
On/Off	Begs On	Ends On	Sun	Mon	Tue	Wed	Thu	Fri	Sat	▲																										
► O	01/01/2004	12/31/2999	Y	Y	Y	Y	Y	Y	Y	▼																										
F	07/04/2004	07/10/2004	Y	Y	Y	Y	Y	Y	Y	▼																										
	<input type="button" value="New"/>	<input type="button" value="Delete"/>																																		

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Alert Group Id:** a required value that identifies the Alert Group.
- 1. Can be used in each Data File Set's Check-In Preferences as the default for all Customers and Work Sites.
- 2. Can be used in each individual Customer/Work Site.
- **Check-In Status:** a required value that is used to activate and deactivate an Alert Group. If "I" Inactive, no alerts will be sent to any of the contacts.
- **Time Zone Code:** a required value that is used to identify which Time Zone will apply to all contacts.

Alert Group Contact

Alert Contacts

Contact Id	ADAMSC
Description	Gomez Adams (Mobil)
E-Mail Address	5551234567@mobil.att.net
<input type="button" value="Save"/>	<input type="button" value="Close"/>

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

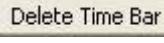
- **Contact Id:** a required value that identifies the Contact.
- **Email Address:** a required value that is used for both email messaging and text messaging.
 1. This value must contain an "@" and at least one period. For example, "yourname@yahoo.com".
 2. To send a text message to a AT&T mobile phone, enter "<10-digit number>mobil.att.net".
 3. To send a text message to a Cingular mobile phone, enter "<10-digit number>mobil.mycingular.com".
 4. To send a text message to a PageNet device, enter "<10-digit number>archwireless.net".
 5. To send a text message to a Verizon mobile phone, enter "<10-digit number>vttext.com".

Note: Some service providers may require you to sign up before using text messaging service. In addition, some service providers also charge either a flat monthly fee or a per message fee for text messaging service. Please contact your service provider for complete details before using this feature.

Alert Group Schedule

The screenshot shows a Windows application window titled "Contact Schedule". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header is a toolbar with a red icon and a "Contact Schedule" label. The main area contains several input fields: "Pager On or Off" with a checked checkbox, and "For Period: From 01/01/2004 to 12/31/2999". Below these is a large grid representing a weekly schedule. The columns represent time intervals from 12A to 11P. The rows represent days of the week: Sun, Mon, Tues, Wed, Thurs, Fri, Sat. Red horizontal bars indicate active periods for each day. At the bottom are navigation buttons (left, right, first, last), a "Save" button, a "Close" button, and a "Delete Time Bar" button.

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- ***Pager On or Off***: a required value that identifies if the period is for On Duty or Off Duty.
- You can specify one or more Time Bars per day. To add a Time Bar perform the following:
 1. Position the mouse cursor in one of the Day Rows.
 2. While holding down the left mouse button, drag the mouse either to the left or right.
 3. Once the bar has been sized appropriately, release the left mouse button.
- You can resize a Time Bar as follows:
 1. Position the mouse cursor near either the left or right edge of an existing Time Bar until the mouse cursor changes into a <-> shape.
 2. While holding down the left mouse button, drag the mouse either to the left or right.
 3. Once the bar has been re-sized appropriately, release the left mouse button
- The  button is used to delete the currently selected Time Bar.

Setup Check-In Preferences

Before using the Automated Employee Check-In option, it is recommended that you setup and review the Check-In Preferences. To view your options, select the **System** menu, followed by the **System Preferences** menu option.

Note: System Administrative Rights are required to make any changes.

- ***Employee PIN***: controls whether User Assigned or Computer Assigned PINs will be used for new records.
 1. User Assigned PINs are entered by you, are numeric only, and can be up to seven digits.
 2. Computer Assigned PINs are automatically incremented by the Ultra32 software every time an Employee is setup.
 3. The  button can be used to determine the next logical numeric value.
- ***Location PIN***: controls whether User Assigned or Computer Assigned PINs will be used for new records.
 1. User Assigned PINs are entered by you, are numeric only, and can be up to seven digits.
 2. Computer Assigned PINs are automatically incremented by the Ultra32 software every time a Customer or Work Site is setup.
 3. The  button can be used to determine the next logical numeric value.

Check-In Preferences: Default Values

Note: Any changes made to the Check-In Preference Default Values will not affect schedules that have already been uploaded to the CCS AEC Host Server.

- ***Generate Alert When Check-In ?? Late***: the number of minutes a Check-In can be late before an Alert is generated.

1. If zero, an Alert is never generated.
 2. This value can be overridden in each Customer/Work Site.
- ***Generate Alert When Check-Out ?? Late***: the number of minutes a Check-Out can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. This value can be overridden in each Customer/Work Site.
 - ***Generate Alert When Periodic ?? Late***: the number of minutes a Periodic Check-In can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. This value can be overridden in each Customer/Work Site.
 - ***Alert Group Id***: the default Alert Group to use for all generated Alerts.
 1. Any changes to this value will cause Ultra32 to update all Customer/Work Sites that use the "default value" and to re-send Customer information only to the CCS AEC Host Server.
 2. This value can be overridden in each Customer/Work Site.
 - ***Time Zone***: the default Time Zone.
 1. Any changes to this value will cause Ultra32 to update all Customer/Work Sites that use the "default value" and to re-send Customer information only to the CCS AEC Host Server.
 2. This value can be overridden in each Customer/Work Site.
 - ***Update Shift Billing -- Times***: identifies whether or not the ***Shift Billing Start Time*** and/or ***Shift Billing End Time*** can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. See the *Update Shift from Check-In Results Table* section in this User's Guide for more information.
 - ***Update Shift Billing -- Check-In XX Early***: the number of minutes early a Check-In must be performed before the ***Shift Billing Start Time*** can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the ***Update Shift Billing -- Times*** setting is "Variance Start", "Variance Any", or "Variance Either".

- ***Update Shift Billing -- Check-In XX Late***: the number of minutes late a Check-In must be performed before the ***Shift Billing Start Time*** can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the ***Update Shift Billing -- Times*** setting is "Variance Start", "Variance Any", or "Variance Either".
- ***Update Shift Billing -- Check-Out XX Early***: the number of minutes early a Check-Out must be performed before the ***Shift Billing End Time*** can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the ***Update Shift Billing -- Times*** setting is "Variance End", "Variance Any", or "Variance Either".
- ***Update Shift Billing -- Check-Out XX Late***: the number of minutes late a Check-Out must be performed before the ***Shift Billing End Time*** can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the ***Update Shift Billing -- Times*** setting is "Variance End", "Variance Any", or "Variance Either".
- ***Update Shift Billing -- Round Check-In***: identifies how the ***Shift Billing Start Time*** will be rounded.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. The rounding is not performed until the results are downloaded from the CCS AEC Host Server and the ***Update Shift Billing -- Times*** setting permits a change to the ***Shift Billing Start Time***.
 3. See the ***Round Check-In/Check-Out Table*** section in this User's Guide for more information.
- ***Update Shift Billing -- Round Check-Out***: identifies how the ***Shift Billing End Time*** will be rounded.

1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 2. The rounding is not performed until the results are downloaded from the CCS AEC Host Server and the *Update Shift Billing -- Times* setting permits a change to the *Shift Billing End Time*.
 3. See the *Round Check-In/Check-Out Table* section in this User's Guide for more information.
- *Update Shift Payroll -- Times*: identifies whether or not the *Shift Payroll Start Time* and/or *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. See the *Update Shift from Check-In Results Table* section in this User's Guide for more information.
 - *Update Shift Payroll -- Check-In XX Early*: the number of minutes early a Check-In must be performed before the *Shift Payroll Start Time* can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
 - *Update Shift Payroll -- Check-In XX Late*: the number of minutes late a Check-In must be performed before the *Shift Payroll Start Time* can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
 - *Update Shift Payroll -- Check-Out XX Early*: the number of minutes early a Check-Out must be performed before the *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.

2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
- ***Update Shift Payroll -- Check-Out XX Late:*** the number of minutes late a Check-Out must be performed before the *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 2. This value can be overridden in each Customer/Work Site.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - ***Update Shift Payroll -- Round Check-In:*** identifies how the *Shift Payroll Start Time* will be rounded.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 2. The rounding is not performed until the results are downloaded from the CCS AEC Host Server and the *Update Shift Payroll -- Times* setting permits a change to the *Shift Payroll Start Time*.
 3. See the *Round Check-In/Check-Out Table* section in this User's Guide for more information.
 - ***Update Shift Payroll -- Round Check-Out:*** identifies how the *Shift Payroll End Time* will be rounded.
 1. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 2. The rounding is not performed until the results are downloaded from the CCS AEC Host Server and the *Update Shift Payroll -- Times* setting permits a change to the *Shift Payroll End Time*.
 3. See the *Round Check-In/Check-Out Table* section in this User's Guide for more information.

Update Shift from Check-In Results Table

Setting	Description
Always Change Start	Updates the Shift's Billing/Payroll Start with the Check-In Time.
Always Change End	Updates the Shift's Billing/Payroll End with the Check-Out Time.
Always Change Start & End	Updates the Shift's Billing/Payroll Start with the Check-In Time, and the Shift's Billing/Payroll End with the Check-Out Time.
Variance Start Only	Updates the Shift's Billing/Payroll Start with the Check-In Time if the Check-In Time is outside of the specified range.

Variance End Only	Updates the Shift's Billing/Payroll End with the Check-Out Time if the Check-Out Time is outside of the specified range.
Variance Any	Updates the Shift's Billing/Payroll Start with the Check-In Time if the Check-In Time is outside of the specified range. Also, updates the Shift's Billing/Payroll End with the Check-Out Time if the Check-Out Time is outside of the specified range.
Never Change	Neither the Shift's Billing/Payroll Start or End are updated.

Round Check-In/Check-Out Table

Setting	Description
No Rounding	Never round.
Round to the Quarter	Standard rounding rules to nearest quarter of an hour. For example, 6:08PM equals 6:15PM.
Round Down to the Quarter	Always round down to nearest quarter of an hour. For example, 6:14PM equals 6:00PM.
Round Up to the Quarter	Always round up to nearest quarter of an hour. For example, 6:01PM equals 6:15PM.
Round to the Tenth	Standard rounding rules to nearest tenth of an hour. For example, 6:03PM equals 6:06PM.
Round Down to the Tenth	Always round down to nearest tenth of an hour. For example, 6:05PM equals 6:00PM.
Round Up to the Tenth	Always round up to nearest tenth of an hour. For example, 6:01PM equals 6:06PM.

Check-In Preferences: Schedule Upload

These settings are used to control when and how schedules are uploaded to the CCS AEC Host Server. Select one of the following:

- **Unattended:** every XX minutes of shifts are automatically uploaded to the CCS AEC Host Server. If your server has a constant Internet Connection, this is the preferred setting. For example, lets assume that XX is 1440. If the current time is 6:00PM, all shifts that begin by 6:00PM tomorrow are uploaded. Later at 6:15PM, all shifts that have not already been uploaded and begin by 6:15PM tomorrow are uploaded, keeping a constant stack of upcoming schedules uploaded for you.
- **Scheduled:** allows you to define periods when shifts are automatically uploaded to the CCS AEC Host Server. For example, if you define a period of Friday 6:00PM to Monday 6:00AM, then all shifts that begin, end, or overlap with that period are uploaded.
 1. Each "schedule" can support multiple periods. For example, the "Normal Schedule" could contain the following periods. Monday 6:00PM to Tuesday 6:00AM, Tuesday 6:00PM to Wednesday 6:00AM, Wednesday 6:00PM to Thursday 6:00AM, and so on.
 2. This option supports two schedules, "Normal Schedule" and "Override Schedule".
 3. The "Override Schedule" option is only used when it is not blank.
- **On Demand:** allows you upload schedules for a user defined period on demand. Enter a period using the fields provided and click the **Upload to IVR** button to upload the shifts to the CCS AEC Host Server.

Note: The IVR Manager Service automatically downloads the results from the CCS AEC Host Server. However, the [D/L Results](#) button can be used to retrieve the results on demand. See the [Setup the IVR Manager Service](#) section in this User's Guide for more information.

Check-In Preferences: Variance Report

- **Default Filter Values:** stores the default values for the Variance report filters.
 1. These values can be overridden when any of the Variance reports are generated.
 2. If set to zero, the report filter will be disabled by default. However, the report filter can be re-enabled when any of the Variance reports are generated.

Setup Customer Information

For each Customer participating in the Automated Employee Check-In, fill in the **Sched Rec'd Requirement** on the General Page of the Customer Data Entry screen.

Sched Rec'd Requirement: Used with the Schedule Received Option to denote if Schedules assigned to this Customer/Site partake in the Schedule Received Requirement for Payroll and Billing purposes. "N" or blank values mean the **Schedule Received** = "Y" is not a requirement for this Customer/Site. Set **Sched Rec'd Requirement** = "Y" if Payroll and/or Billing restrictions apply to this Customers. See the [Schedule Received Option](#) section in this User's Guide for more information.

The screenshot shows the 'Customer Data Entry' screen with the 'AEC' tab selected. It displays various configuration options for automated check-in. Key visible fields include:

- Check-In Status: A
- Use Customer Settings:
- Check-In PIN: 101
- Alert Group: SUPERVISOR
- Check-In Req'd:
- Check-Out Req'd:
- Time Zone Code: MI
- Get Phone# From: P
- Phone#
- Upd Shift Bill Time: N
- If: Ck-In: -1 Early, Ck-In: -1 Late
- Periodic Chk-In Requirement: D
- Ck-Out: -1 Early, Ck-Out: -1 Late
- Upd Shift Pay Time: C
- If: Ck-In: -1 Early, Ck-In: -1 Late
- Periodic Check-In, Starts: 0 Minutes after it Starts
- Ck-Out: -1 Early, Ck-Out: -1 Late
- and Every: 60 Minutes thereafter
- If Range, Ck-Ins From: 08:00PM to 08:00 AM
- Alert Supervisor if: Ck-In: 10 Late
- Alert Supervisor if: Ck-In: 15 Late
- Alert Supervisor if: Ck-In: 5 Min Late

For each Customer participating in the Automated Employee Check-In, enter the appropriate information on the AEC page of the Customer Data Entry screen.

- **Check-In Status:** a required value that is used to activate and deactivate a Customer.
 1. This value must be "A" Active if you wish to utilize the **Use Customer Settings** setting on a Work Site or if you wish to set a Work Site's **Location PIN** to blank.
- **Use Customer Settings:** is not available when setting up a Customer.

Note: Any changes made on the AEC page may not be uploaded to the CCS AEC Host Server immediately (this can depend on other settings). If immediate upload is required,

perform the On Demand, Upload to IVR option on the System Preferences, Check-In, Schedule Upload page after these changes have been saved.

- **Location PIN:** a required value that identifies this Customer and possibly Work Sites related to it. In some cases when an Employee calls the CCS AEC Host Server, he or she will have to enter this value to identify the location they are calling from.

1. Once assigned, the last portion of the **Location PIN** can be changed by using the  button. Duplicate PINs are not allowed.
2. The Ultra32 software supports both User Assigned and Computer Assigned PINs. User Assigned PINs are entered by you and can be up to seven digits. Computer Assigned PINs are automatically incremented by the Ultra32 software every time a Customer is setup.

Note: The first portion of the **Location PIN** is a numeric value assigned by CCS when the Automated Employee Check-In option was purchased and must be included when referencing this Customer in the AEC Host Server.

- **Alert Group:** the Alert Group to use for all generated Alerts for this Customer.
 1. If blank, the default value specified in the Check-In Preferences will be used.
- **Check-In Required:** indicates whether or not a Check-In is required at the start of a shift.
- **Check-Out Required:** indicates whether or not a Check-Out is required at the end of a shift.
- **Time Zone Code:** the Time Zone that applies to all shifts for this Customer.
 1. If blank, the default value specified in the Check-In Preferences will be used.
- **Get Phone # From:** is not available when setting up a Customer.
- The **Phone#**  button is used to setup a list of phone numbers for this Customer. When an employee calls the CCS AEC Host Server, the system will check the number an employee is calling from against this list. See the [AEC Customer Phone # Setup](#) section in this User's Guide for more information.
- **Update Shift Billing -- Times:** identifies whether or not the **Shift Billing Start Time** and/or **Shift Billing End Time** can be modified with the Automated Employee Check-In results.
 1. If blank, the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. See the [Update Shift from Check-In Results Table](#) section in this User's Guide for more information.
- **Update Shift Billing -- Check-In XX Early:** the number of minutes early a Check-In must be performed before the **Shift Billing Start Time** can be modified with the Automated Employee Check-In results.

1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
- *Update Shift Billing -- Check-In XX Late*: the number of minutes late a Check-In must be performed before the *Shift Billing Start Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
 - *Update Shift Billing -- Check-Out XX Early*: the number of minutes early a Check-Out must be performed before the *Shift Billing End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - *Update Shift Billing -- Check-Out XX Late*: the number of minutes late a Check-Out must be performed before the *Shift Billing End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - *Update Shift Payroll -- Times*: identifies whether or not the *Shift Payroll Start Time* and/or *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.

1. If blank, the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. See the *Update Shift from Check-In Results Table* section in this User's Guide for more information.
- ***Update Shift Payroll -- Check-In XX Early:*** the number of minutes early a Check-In must be performed before the *Shift Payroll Start Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
 - ***Update Shift Payroll -- Check-In XX Late:*** the number of minutes late a Check-In must be performed before the *Shift Payroll Start Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
 - ***Update Shift Payroll -- Check-Out XX Early:*** the number of minutes early a Check-Out must be performed before the *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - ***Update Shift Payroll -- Check-Out XX Late:*** the number of minutes late a Check-Out must be performed before the *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.

1. If "-1", the default value specified in the Check-In Preferences will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
- ***Generate Alert When Check-In ?? Late***: the number of minutes a Check-In can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. If "-1", the default value specified in the Check-In Preferences will be used.
 - ***Generate Alert When Check-Out ?? Late***: the number of minutes a Check-Out can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. If "-1", the default value specified in the Check-In Preferences will be used.
 - ***Periodic Check-In Required***: indicates whether or not a Periodic Check-In is required throughout a shift. For example, a 10:00PM to 6:00AM shift could have periodic check-ins of 11:00PM, 12:00AM, 1:00AM, and so on.
 1. See the *Periodic Check-In Types* section in this User's Guide for more information.
 - ***Periodic Check-In Starts XX Minutes***: is part of the Periodic Check-In Required setup. See the *Periodic Check-In Types* section in this User's Guide for more information.
 - ***Periodic Check-In Every XX Minutes***: is part of the Periodic Check-In Required setup. See the *Periodic Check-In Types* section in this User's Guide for more information.
 - ***Periodic Check-In Range***: is part of the Periodic Check-In Required setup. See the *Periodic Check-In Types* section in this User's Guide for more information.
 - ***Generate Alert When Periodic ?? Late***: the number of minutes a Periodic Check-In can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. If "-1", the default value specified in the Check-In Preferences will be used.
 - The ***Check-In Setting Test*** button is used to perform hypothetical tests of the *Check-In Required*, *Check-Out Required*, *Time Zone Code*, *Generate Alert When*, and *Periodic Check-In* settings. See the *Check-In Setting Test* section in this User's Guide for more information.

AEC Customer Phone # Setup

Phone Numbers for Caller Id Validation

Phone Number(s)	Phone#	Description
	555-123-456+	Includes 555-123-4560 to 555-123-4569
	555-123-457+	Includes 555-123-4570 to 555-123-4579

New Delete Cancel Close

Note: You may include multiple phone numbers by using a "+" as the last position.
For example, 248-555-123+ includes 248-555-1230 thru 248-555-1239
or, 248-555-12+ includes 248-555-1200 thru 248-555-1299

The Phone Numbers for Caller Id Validation form is used to define a list of phone numbers for a Customer and/or Work Site. When an employee calls the CCS AEC Host Server, the system will check the number an employee is calling from against this list.

Periodic Check-In Types

Periodic Check-Ins are check-ins that are required throughout a shift. For example, a 10:00PM to 6:00AM shift could have periodic check-ins of 11:00PM, 12:00AM, 1:00AM, and so on. The Ultra32 software includes the ability to define your Periodic Check-Ins using any one of the following formulas:

Note: The **Check-In Setting Test** button is used to perform hypothetical tests of the **Check-In Required**, **Check-Out Required**, **Time Zone Code**, **Generate Alert When**, and **Periodic Check-In** settings. See the [Check-In Setting Test](#) section in this User's Guide for more information.

All Shifts: Shift Start Basis

Periodic Check-In, Starts Minutes after it Starts
and Every Minutes thereafter

Periodic Check-In, Starts Minutes after it Starts
and Every Minutes thereafter

This formula creates a Periodic Check-In that is due every YY minutes after (Shift Start Time plus XX minutes). Where "XX" is the **Periodic Check-In, Starts 0 Minutes after it Starts** value, and "YY" is the **and Every 60 Minutes thereafter** value. For example:

- If a Shift Starts at 6:30AM and the **Periodic Check-In, Starts 0 Minutes after it Starts** and **Every 60 Minutes thereafter**; then the first Periodic Check-In is 7:30AM, the second Periodic Check-In is 8:30AM, and so on.
- If a Shift Starts at 6:30AM and the **Periodic Check-In, Starts 30 Minutes after it Starts** and **Every 60 Minutes thereafter**; then the first Periodic Check-In is 8:00AM, the second Periodic Check-In is 9:00AM, and so on.

All Shifts: Minute Basis - No Minimum

Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter	Periodic Check-In, Starts :XX Minutes after the Hour and Every YY Minutes thereafter
-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

This formula creates a Periodic Check-In that is due every YY minutes after (Shift Start Time forwarded to XX minutes after the hour). Where "XX" is the *Periodic Check-In, Starts :00 Minutes after the Hour* value, and "YY" is the *and Every 60 Minutes thereafter* value. For example:

- If a Shift Starts at 6:30AM and the *Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter*; then the first Periodic Check-In is 7:00AM, the second Periodic Check-In is 8:00AM, and so on.
- If a Shift Starts at 6:30AM and the *Periodic Check-In, Starts :15 Minutes after the Hour and Every 60 Minutes thereafter*; then the first Periodic Check-In is 7:15AM, the second Periodic Check-In is 8:15AM, and so on.
- If a Shift Starts at 6:30AM and the *Periodic Check-In, Starts :45 Minutes after the Hour and Every 60 Minutes thereafter*; then the first Periodic Check-In is 6:45AM, the second Periodic Check-In is 7:45AM, and so on.

All Shifts: Minute Basis - Every Minimum

Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter	Periodic Check-In, Starts :XX Minutes after the Hour and Every YY Minutes thereafter
-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

This formula creates a Periodic Check-In that is due every YY minutes after (Shift Start Time forwarded to XX minutes after the hour with a YY minimum). Where "XX" is the *Periodic Check-In, Starts :00 Minutes after the Hour* value, and "YY" is the *and Every 60 Minutes thereafter* value. For example:

- If a Shift Starts at 6:30AM and the *Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter*; then the first Periodic Check-In is 8:00AM, the second Periodic Check-In is 9:00AM, and so on.
- If a Shift Starts at 6:30AM and the *Periodic Check-In, Starts :15 Minutes after the Hour and Every 60 Minutes thereafter*; then the first Periodic Check-In is 8:15AM, the second Periodic Check-In is 9:15AM, and so on.
- If a Shift Starts at 6:30AM and the *Periodic Check-In, Starts :45 Minutes after the Hour and Every 60 Minutes thereafter*; then the first Periodic Check-In is 7:45AM, the second Periodic Check-In is 8:45AM, and so on.

Range: Shift Start Basis

Periodic Check-In, Starts 0 Minutes after it Starts and Every 60 Minutes thereafter	Periodic Check-In, Starts XX Minutes after it Starts and Every YY Minutes thereafter
If Range, Ck-Ins From 10:00 PM to 06:00 AM	If Range, Ck-Ins From 10:00 PM to 06:00 AM

This formula creates a Periodic Check-In that is due every YY minutes after (Shift Start Time plus XX minutes) that is also within the Range Period defined. Where "XX" is the *Periodic*

Check-In, Starts 0 Minutes after it Starts value, and "YY" is the *and Every 60 Minutes thereafter* value. For example:

- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts 0 Minutes after it Starts and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 4:30AM, and the last Periodic Check-In is 5:30AM.
- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts 30 Minutes after it Starts and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 5:00AM, and the last Periodic Check-In is 6:00AM.

Range: Minute Basis - No Minimum

Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter If Range, Ck-Ins From 10:00 PM ▾ to 06:00 AM ▾	Periodic Check-In, Starts :XX Minutes after the Hour and Every YY Minutes thereafter If Range, Ck-Ins From 10:00 PM ▾ to 06:00 AM ▾
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This formula creates a Periodic Check-In that is due every YY minutes after (Shift Start Time forwarded to XX minutes after the hour) that is also within the Range Period defined. Where "XX" is the *Periodic Check-In, Starts :00 Minutes after the Hour* value, and "YY" is the *and Every 60 Minutes thereafter* value. For example:

- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 4:00AM, the second Periodic Check-In is 5:00AM, and the last Periodic Check-In is 6:00AM.
- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts :15 Minutes after the Hour and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 4:15AM, and the last Periodic Check-In is 5:15AM.
- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts :45 Minutes after the Hour and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 3:45AM, the second Periodic Check-In is 4:45AM, and the last Periodic Check-In is 5:45AM.

Range: Minute Basis - Every Minimum

Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter If Range, Ck-Ins From 10:00 PM ▾ to 06:00 AM ▾	Periodic Check-In, Starts :XX Minutes after the Hour and Every YY Minutes thereafter If Range, Ck-Ins From 10:00 PM ▾ to 06:00 AM ▾
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This formula creates a Periodic Check-In that is due every YY minutes after (Shift Start Time forwarded to XX minutes after the hour with a YY minimum) that is also within the Range Period defined. Where "XX" is the *Periodic Check-In, Starts :00 Minutes after the Hour* value, and "YY" is the *and Every 60 Minutes thereafter* value. For example:

- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts :00 Minutes after the Hour and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 5:00AM, and the last Periodic Check-In is 6:00AM.

- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts :15 Minutes after the Hour and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the only Periodic Check-In is 5:15AM.
- If a Shift Starts at 3:30AM and Ends at 12:00PM, the *Periodic Check-In, Starts :45 Minutes after the Hour and Every 60 Minutes thereafter*, and the *If Range, Check-Ins From 10:00PM to 6:00AM*; then the first Periodic Check-In is 4:45AM, and the last Periodic Check-In is 5:45AM.

None

This formula does not create any Periodic Check-Ins.

Check-In Setting Test

Type	Due	Late	GMT Adj
In	10:00:00 PM	10:10:00 PM	-5
P01	11:00:00 PM	11:05:00 PM	-5
P02	12:00:00 AM	12:05:00 AM	-5
P03	01:00:00 AM	01:05:00 AM	-5
P04	02:00:00 AM	02:05:00 AM	-5
P05	03:00:00 AM	03:05:00 AM	-5
Out	04:00:00 AM	04:15:00 AM	-5

The Check-In Setting Test screen is used to perform hypothetical tests of the *Check-In Required*, *Check-Out Required*, *Time Zone Code*, *Generate Alert When*, and *Periodic Check-In* settings defined in the Customer and/or Work Site Check-In page. To perform a test perform the following:

- Enter a hypothetical Shift Date and Time Range.
- Click the **Generate** button to view a list of hypothetical Check-Ins.
 1. *Type*: "In" refers to the start of shift. "PXX" refers to periodically throughout a shift. "Out" refers to the end of shift.
 2. *Due*: the time when an employee should call the CCS AEC Host Server.
 3. *Late*: the time when the check-in is considered to be late and an Alert is generated.
 4. *GMT Adjustment*: the number of hours the check-in differs from Greenwich Mean Time.

Note: The Check-In Reports include a "Check-In", "Check-In By Customer", and "Check-In By Employee" reports that allow you to view/print check-ins based on your actual schedules.

Setup Work Site Information

The screenshot shows a configuration dialog for work site check-in settings. Key fields include:

- Check-In Status: A dropdown menu showing 'A'.
- Use Customer Settings: A checked checkbox.
- Check-In PIN: A field containing '01' with a button to its right.
- Alert Group: A dropdown menu showing 'SUPERVISOR'.
- Check-In Req'd: A checked checkbox.
- Check-Out Req'd: A checked checkbox.
- Time Zone Code: A dropdown menu showing 'MI'.
- Get Phone# From: A dropdown menu showing 'P'.
- Alert Group: A dropdown menu showing 'SUPERVISOR'.
- Upd Shift Bill Time: A dropdown menu showing 'N'. Sub-options: Ck-In [-1] Early, Ck-In [-1] Late, Ck-Out [-1] Early, Ck-Out [-1] Late.
- Periodic Chk-In Requirement: A dropdown menu showing 'D'.
- Upd Shift Pay Time: A dropdown menu showing 'C'. Sub-options: Ck-In [-1] Early, Ck-In [-1] Late, Ck-Out [-1] Early, Ck-Out [-1] Late.
- Periodic Check-In, Starts [0] Minutes after it Starts and Every [60] Minutes thereafter.
- If Range, Ck-Ins From [08:00 PM] to [08:00 AM].
- Alert Supervisor if: Ck-In [10] Late, Ck-Out [15] Late.
- Alert Supervisor if: Ck-In [5] Min Late.

A 'Check-In Setting Test' button is located at the bottom right of the dialog.

For each Work Site participating in the Automated Employee Check-In, enter the appropriate information on the Check-In page of the Customer Data Entry screen.

- **Check-In Status:** a required value that is used to activate and deactivate a Work Site.
- **Use Customer Settings:** if checked, all settings will retrieve their values from the Parent Customer's setup with the exception of the following:
 1. **Location PIN:** can be given it's own value or left blank to use the value specified in the Parent Customer's setup.
 2. **Alert Group:** can be given it's own value or left blank to use the default value specified in the Parent Customer's setup.
 3. **Time Zone Code:** can be given it's own value or left blank to use the default value specified in the Parent Customer's setup.
 4. **Get Phone # From:** requires a value to be specified.

Note: Any changes made on the AEC page may not be uploaded to the CCS AEC Host Server immediately (this can depend on other settings). If immediate upload is required, perform the On Demand, Upload to IVR option on the System Preferences, Check-In, Schedule Upload page after these changes have been saved.

- **Location PIN:** a required value that identifies this Customer and possibly Work Sites related to it. In some cases when an Employee calls the CCS AEC Host Server, he or she will have to enter this value to identify the location they are calling from.
 1. If blank, the value specified in the Parent Customer's setup will be used.
 2. Once assigned, the last portion of the **Location PIN** can be changed by using the button. Duplicate PINs are not allowed.
 3. The Ultra32 software supports both User Assigned and Computer Assigned PINs. User Assigned PINs are entered by you and can be up to seven digits. Computer Assigned PINs are automatically incremented by the Ultra32 software every time a Customer is setup.

Note: The first portion of the **Location PIN** is a numeric value assigned by CCS when the Automated Employee Check-In option was purchased and must be included when referencing this Customer/Work Site in the AEC Host Server.

- ***Alert Group***: the Alert Group to use for all generated Alerts for this Customer.
 1. If blank, the value specified in the Parent Customer's setup will be used.
- ***Check-In Required***: indicates whether or not a Check-In is required at the start of a shift.
- ***Check-Out Required***: indicates whether or not a Check-Out is required at the end of a shift.
- ***Time Zone Code***: the Time Zone that applies to all shifts for this Work Site.
 1. If blank, the value specified in the Parent Customer's setup will be used.
- ***Get Phone # From***: identifies where this Work Site retrieves its list of phone numbers for the Caller Id Validate process performed by CCS AEC Host Server.
 1. See the AEC Get Phone # From Table section in this User's Guide for more information.
- The **Phone#** button is used to setup a list of phone numbers for this Work Site. When an employee calls the CCS AEC Host Server, the system will check the number an employee is calling from against this list. See the AEC Customer Phone # Setup section in this User's Guide for more information.
- ***Update Shift Billing -- Times***: identifies whether or not the ***Shift Billing Start Time*** and/or ***Shift Billing End Time*** can be modified with the Automated Employee Check-In results.
 1. If blank, the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. See the Update Shift from Check-In Results Table section in this User's Guide for more information.
- ***Update Shift Billing -- Check-In XX Early***: the number of minutes early a Check-In must be performed before the ***Shift Billing Start Time*** can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the ***Update Shift Billing -- Times*** setting is "Variance Start", "Variance Any", or "Variance Either".
- ***Update Shift Billing -- Check-In XX Late***: the number of minutes late a Check-In must be performed before the ***Shift Billing Start Time*** can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.

2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
- *Update Shift Billing -- Check-Out XX Early*: the number of minutes early a Check-Out must be performed before the *Shift Billing End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - *Update Shift Billing -- Check-Out XX Late*: the number of minutes late a Check-Out must be performed before the *Shift Billing End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or invoiced already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Billing -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - *Update Shift Payroll -- Times*: identifies whether or not the *Shift Payroll Start Time* and/or *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. If blank, the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. See the *Update Shift from Check-In Results Table* section in this User's Guide for more information.
 - *Update Shift Payroll -- Check-In XX Early*: the number of minutes early a Check-In must be performed before the *Shift Payroll Start Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.

2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
- *Update Shift Payroll -- Check-In XX Late*: the number of minutes late a Check-In must be performed before the *Shift Payroll Start Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance Start", "Variance Any", or "Variance Either".
 - *Update Shift Payroll -- Check-Out XX Early*: the number of minutes early a Check-Out must be performed before the *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - *Update Shift Payroll -- Check-Out XX Late*: the number of minutes late a Check-Out must be performed before the *Shift Payroll End Time* can be modified with the Automated Employee Check-In results.
 1. If "-1", the value specified in the Parent Customer's setup will be used.
 2. Any changes to this value will not affect schedules that have been downloaded from the CCS AEC Host Server or paid already.
 3. The updates are not performed until the results are downloaded from the CCS AEC Host Server.
 4. This setting only applies if the *Update Shift Payroll -- Times* setting is "Variance End", "Variance Any", or "Variance Either".
 - *Generate Alert When Check-In ?? Late*: the number of minutes a Check-In can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. If "-1", the value specified in the Parent Customer's setup will be used.

- ***Generate Alert When Check-Out ?? Late:*** the number of minutes a Check-Out can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. If "-1", the value specified in the Parent Customer's setup will be used.
- ***Periodic Check-In Required:*** indicates whether or not a Periodic Check-In is required throughout a shift. For example, a 10:00PM to 6:00AM shift could have periodic check-ins of 11:00PM, 12:00AM, 1:00AM, and so on.
 1. See the *Periodic Check-In Types* section in this User's Guide for more information.
- ***Periodic Check-In Starts XX Minutes:*** is part of the Periodic Check-In Required setup. See the *Periodic Check-In Types* section in this User's Guide for more information.
- ***Periodic Check-In Every XX Minutes:*** is part of the Periodic Check-In Required setup. See the *Periodic Check-In Types* section in this User's Guide for more information.
- ***Periodic Check-In Range:*** is part of the Periodic Check-In Required setup. See the *Periodic Check-In Types* section in this User's Guide for more information.
- ***Generate Alert When Periodic ?? Late:*** the number of minutes a Periodic Check-In can be late before an Alert is generated.
 1. If zero, an Alert is never generated.
 2. If "-1", the value specified in the Parent Customer's setup will be used.
- The **Check-In Setting Test** button is used to perform hypothetical tests of the *Check-In Required*, *Check-Out Required*, *Time Zone Code*, *Generate Alert When*, and *Periodic Check-In* settings. See the *Check-In Setting Test* section in this User's Guide for more information.

AEC Get Phone # From Table

Setting	Description
B	Use the Telephone Numbers stored in both the Parent Customer's and this Work Site's setup.
P	Use the Telephone Numbers stored in the Parent Customer's setup only.
W	Use the Telephone Numbers stored in this Work Site's setup only.

Setup Employee Information



For each employee participating in the Automated Employee Check-In, enter the appropriate information on the Scheduling page of the Employee Data Entry screen.

- ***Check-In Status:*** a required value that is used to activate and deactivate an Employee.
- ***Employee PIN:*** a required value that is used identify an employee when he or she calls the CCS AEC Host Server.

- Once assigned, the last portion of the *Employee PIN* can be changed by using the  button. Duplicate PINs are not allowed.
- The Ultra32 software supports both User Assigned and Computer Assigned PINs. User Assigned PINs are entered by you and can be up to seven digits. Computer Assigned PINs are automatically incremented by the Ultra32 software every time an employee is setup.

Note: The first portion of the *Employee PIN* is a numeric value assigned by CCS when the Automated Employee Check-In option was purchased and must be included when referencing this Employee in the AEC Host Server.

What happens from here?

Schedules that require an Employee to Check-In (via the telephone based IVR System) will be uploaded to the CCS AEC Host Server. The Call Results are later returned to Ultra32 and the related Schedules are updated based on the Call Results, System Preferences, and Customer/Site setup information.

If everything went okay with the calls associated with a Schedule:

- The *Payroll Time* and/or *Billing Time* fields are set according to Call Results and Customer/System setups
- The *Schedule Received* Flag is set to "Y"
- The Schedule will be included in Payroll and Billing procedures with appropriate start and end times.

Note: Whether or not Schedules are include in Payroll and Billing procedures is a *Schedule Received* Flag option. See the [Schedule Received Option](#) for more information.

But, situations can happen where the *Schedule Received* Flag will not be set to "Y" and those Schedules should be reviewed, and updated accordingly, prior to Payroll and Billing procedures:

- Caller Id failure. The Phone# the call came from is not included in the Customer Phone# list.
- A Schedule contains a check-in by one Employee and a check-out by a different Employee.
- A check-in was performed but not a check-out.
- A check-out was performed but not a check-in.
- The Call was performed at a time outside of an acceptable range. Note, this range is based on Schedule rules, not System or Customer preferences. Such as a Schedule can not be for more than 24 hours.

There are a couple of easy ways to review and edit the Schedules that where not completely updated due to problems with one or more calls.

The Schedule Data Entry Filter can be set to include only those Schedules that require *Schedule Received* = "Y" and exclude those that were successful.

The Schedule Data Entry Filter can be set to include only those Schedules with select *CID/Emp Discrepancy* field values. *CID/Emp Discrepancy* = "E" if multiple Employees recorded a call for a Schedule, "C" denotes Caller Id Failure, and "B" if both Employee and Called Id problems are associated with this schedule.

The Schedule Data Entry Filter can be set to include only those Schedules with select *Update Pay Time* and/or *Update Bill Time* field values. If "X", this designates a AEC Call Result Download Exception. The Schedule *Payroll Time* and/or Schedule *Billing Time* fields are not updated via the download in this case, but the individual Check-In records are updated in order to provide you with as much detail as possible as to the reason for the Exception.

The Schedule Received Status Report (from the Schedule Reports option) can also be filtered on the Schedule Received Flag.

The IVR Exception Report includes details regarding calls that could not be associated to a specific Schedule.

These should all provide you with enough information to make final Schedule changes, change the *Schedule Received* to "Y" if necessary, and continue with processing Payroll and/or Billing.

Setup the IVR Manager Service

Overview

The IVR Manager Service is the component that is responsible for sending and receiving information from the CCS AEC Host Server. In order to communicate with CCS AEC Host Server, this component has the following requirements:

- Operating System: Windows 2000 Professional, Windows 2000 Server, Windows XP, or Windows 2003 Server.
- Internet Access: high speed and always on (i.e. Cable, DSL, ISDN, or T-1).
- Run Time: always on. Preferably with a UPS to provide constant power in the event of a power failure.
- File Access: local hard disk access to the Ultra32 program directory and all of its sub folders.

Process

The following is a list of steps that should be performed to setup the IVR Manager Service. Note, these steps are only performed once. Typically on the File Server that is hosting the Ultra32 program.

- Run the Ultra32 Workstation Setup (\ULTRA32\WRKSTN.EXE). Note, this step may require you to reboot the PC.
- Load Ultra32 and perform any necessary updates (i.e. Microsoft SOAP Toolkit).
- Install the Ultra32 Check-In Manager service as follows:
 1. From a MS-DOS prompt, navigate to the Ultra32 Start Directory.

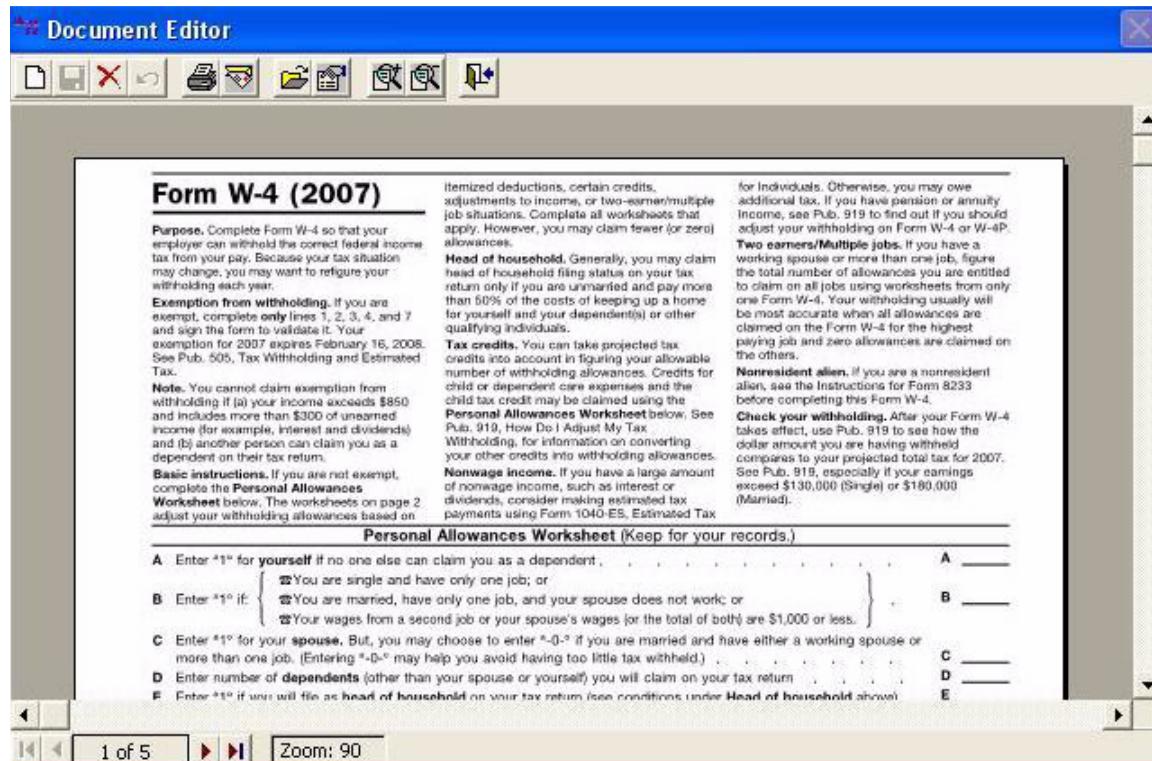
2. Type "IVRMANAGER.EXE -I" and press the <Enter> key.
 3. Close the MS-DOS prompt.
- Verify that the Ultra32 Check-In Manager service was added to the list of services and then start it.
 - Also under Computer Management... Event Viewer, right click on Application and to set property "When maximum log size is reached" to "Overwrite events as needed".
 - Optional. Load the Check-In Services Status Monitor.
 1. Create an icon to the \ULTRA32\IVRSTATUS.EXE file.
 2. Copy the icon to the Startup Group.

ProPack

The ProPack option is a collection of tools used to get more productivity out of the data stored in the Ultra32 software. This option consists of the following features:

- **Document Management:** adds the ability to classify and store external documents directly with your Customers, Employees, Job Orders, TimeSlips, and Schedules. These documents can be scanned in, pasted in, or added direct from files (i.e. Word, Excel, etc). Once stored, these documents can later be viewed, edited, printed, and/or sent via email.
- **Email:** adds the ability to send single or group email to your customers and employees, the ability to send A/R Statements and Invoices to Customers via Email as PDF attachments, and the ability to send Schedules to Employees via Email as PDF attachments. In addition, all email messages sent are automatically tracked and stored for administrative review.
- **Mail Merge:** adds the ability to create Mail Merge documents for your customers and employees using Microsoft Word.
- **Print to PDF:** adds the ability to send Ultra32 reports to a PDF file versus printing on paper.

Document Management



- button is used to add pages to the document. You can add from the following sources:

1. Clipboard: any valid image currently stored in the Windows Clipboard.
 2. File: any valid PDF files (not password protected) and any file that includes the Windows Shell Print option (i.e. Microsoft Word, Microsoft Excel, WordPad, Notepad, etc.).
 3. Other: any installed Twain Compliant Device such as a Digital Camera or Scanner.
 4. Other Documents: any document record already on file for the same customer/employee.
-  button is used to save document changes.
 -  button is used to delete either the current page, a range of pages, or all pages.
 -  button is used to undo all changes to the document since the last save.
 -  button is used to print either the current page, a range of pages, or all pages.
 -  button is used to email either the current page, a range of pages, or all pages.
 1. An Email Account must be setup prior to using this feature. See the [Setup Email Accounts](#) section in this User's Guide for more information.
 -  button is used to open a temporary copy of the document using the Windows default PDF application. For example, if Adobe Acrobat Reader is installed, the document would be opened with it.
 -  button is used to view the document properties, such as File Name, Size, and Last Modified Date.
 -  button is used to zoom in on the document. The Zoom Range is between 10% and 1000%.
 -  button is used to zoom out on the document. The Zoom Range is between 10% and 1000%.

Note: The Document Editor Screen is accessed either via the Customer, Employee, Schedule, TimeSlip or Work Site Documents Page.

Email

The Email feature adds the ability to send single or group email to your customers and employees. In addition, all email messages sent are automatically tracked and stored for review. This option can be simplified as follows:

- [Setup Email Accounts](#): describes how to setup an email account.
- [Perform a Group Email](#): discusses how to perform a Group Email for Customers or Employees.
- [Email Report Output](#): discusses how report output can be sent via email as a PDF attachment directly to Customers or Employees.

- [Review Email History](#): discusses how to review and delete email message history.

Setup Email Accounts

Before an Ultra32 User can send an email message, the Email Account information must be setup for the User Id. To load this screen, select the **Tools** menu, followed by the **Email Accounts** menu option.

The screenshot shows the 'Email Account Information' window with the following details:

- User Id: SMITHJW
- Last Name: Smith
- First: John
- Account Name/Description: Customer Service
- Sender's Name: John Smith
- Sender's Email Address: johnsmith@abcstaffing.com
- Default Message Format: HTML (selected)
- Default Account for this User: Checked
- Default Signature for Outgoing Mail: Add, Edit, Delete
- Outgoing Mail SMTP Server: smtp.abcstaffing.com
- Outgoing Mail SMTP Server Port Number: * If blank, 25 is assumed.
- User's Id to access SMTP Server: ***
- User's Password to access SMTP Server: ***
- Send Test button
- Email History grid:

Type	Message Sent	Sent To	Subject	Attachments
G	01/07/2007 12:03	support@completecomputers	A note from your new ABC Staffi	

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **User Id**: a required value that identifies the User to which this email account applies to.
 1. Only active users are displayed in the Lookup.
 2. Unless you are logged in as a System Administrator, only the User Id of the current user is displayed.
- **Account Name/Description**: a required value that is used to describe the email account.
 1. This value is used internally and does appear on the recipients email message.
 2. Commonly used to distinguish between multiple email accounts for the same user.
- **Sender's Name**: a required value that will appear on the recipients email message.
- **Sender's Email Address**: a required value that will appear on the recipients email message.

1. This value must contain an "@" and period. For example, "yourname@yahoo.com".
- ***Default Message Format:*** indicates this user's preference for composing the body of a message. HTML is the recommended choice.
 1. HTML format allows a Font Type, Font Size, Bold, Italics, Underlines, and Color settings.
 2. Plain Text format sends plain text.
 - ***Default Account for this User:*** if checked, this email account will be the default selection for this user every time a new message is composed.
 1. When composing an email message, you can select a different email account to use when sending the email message.
 - ***Default Signature for Outgoing Mail:*** is used to setup a default signature that will be added to an email message.
 1. At the time the email message is composed, you can view and edit the signature.
 2. Signatures are always created and stored in a HTML format.
 - ***Outgoing Mail SMTP Server:*** is a required value. Enter either the domain name or IP address of your SMTP server.
 1. The server must support pure SMTP mail services and must not require a login prior to sending messages.
 - ***Outgoing Mail SMTP Server Port Number:*** if left blank, the default port number of 25 is used.
 - ***User's Id to access SMTP Server (Outgoing Mail User Id):*** is only required if you are sending email to a SMTP server that requires user name and password authentication. Note, only un-encrypted, plain text communication is supported.
 - ***User's Password to access SMTP Server (Outgoing Mail User Password):*** is only required if you are sending email to a SMTP server that requires user name and password authentication. Note, only un-encrypted, plain text communication is supported.
 - ***Email History:*** displays a list of email messages sent using this email account.
 1. You can double click a message to see more detail.

Perform a Group Email

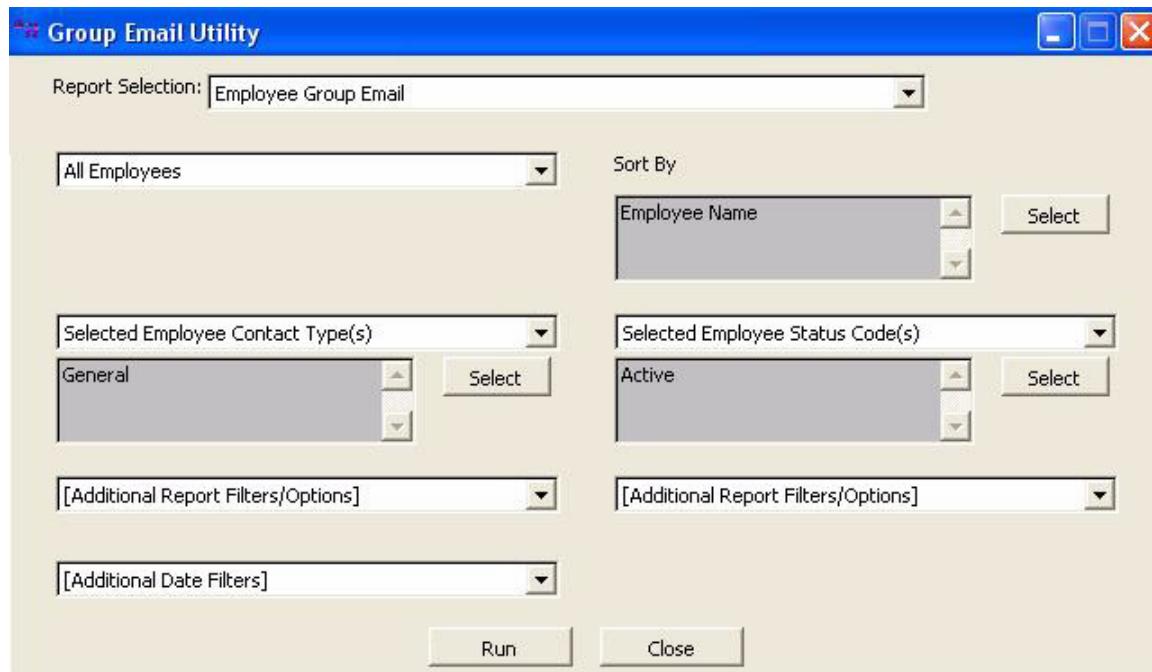
The process to perform either a Customer or Employee Group Email can be simplified as follows:

- ***Group Email Data Filter:*** is used to initially select which data will be included in the Group Email.
- ***Modify the Group Email Filter Results:*** allows you to fine tune the data selection.
- ***Compose the Email Message:*** is used to compose the email message and to perform the Group Email.

Note: For the purpose of this User's Guide, the Employee Group Email will be used as an example here. The same principals apply to the Customer Group Email.

Group Email Data Filter

The Group Email Utility screen is used select which Group Email (Customer or Employee) to perform, and to initially filter the data that will be included. To load this screen, select the **Tools** menu, followed by the **Group Email** menu option.



Note: By default, any customer or employee with a blank email address is automatically excluded.

Modify the Group Email Filter Results

Filter Results		Message				
		Employee Id	Employee Name	Contact Type	Description	Email Address
<input checked="" type="checkbox"/>	►	ADAMSC	Adams, Cecily A	General		aadams3@dcx.com
<input checked="" type="checkbox"/>	►	ALLENT	Allen, Tim	General		pookie6586@yahoo.com
<input checked="" type="checkbox"/>	►	ALLENT	Allen, Tim	General		timallen@yahoo.com
<input checked="" type="checkbox"/>	►	DEES	Dee, Sandra	General		sandra@yahoo.com
<input checked="" type="checkbox"/>	►	DOEJ	Doe, John	General		jjdoe@aol.com
<input checked="" type="checkbox"/>	►	WHITEB	White, Berry	General		veryberry1@yahoo.com

At the bottom left are 'Select All' and 'Clear All' buttons. On the right, it says '(Total Records: 6)'.

After the initial data filter has been performed, the Filter Results page is displayed with all records that matched the specified criteria. On this page, you can perform the following:

- Check or un-check individual records. Note, if a record is un-checked, it will be excluded from the Group Email process.

- Use the button to exclude all the records from the Group Email process.
- Use the button to include all the records in the Group Email process.

Compose the Email Message

Filter Results **Message**

From: Customer Service (johnsmith@abcstaffing.com)

To: <Group Selections>

Attachment...

Subject: A note from your new ABC Staffing Employment Advisor

Arial 9 **B** *I* U **C** HTML

As Brian Lee has already informed you, I am now handling your account with ABC Staffing, Inc. It will be my pleasure to serve as your personal Employment Advisor, and I will try to make the transition from Brian to myself as easy as possible for you.

As your Employment Advisor, I am here to provide personal and knowledgeable advice. You can reach me at (555) 123-4000 Ext. 555

John W. Smith
Employment Advisor
ABC Staffing, Inc.

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **From:** is a required value that is used to select which email account will be used when sending this email message.
 1. See the [Setup Email Accounts](#) section in this User's Guide for more information.
- **To:** is a required value that is used to select who will receive this email message.
 1. When using the single email send option: enter the email address of the recipient. If the email message will be sent to more than one recipient, separate each address with a comma.
 2. When using the group email option: the word "<Group Selections>" appears.
- **Attachment** optional feature that allows you to attach one or more files to the email message.

Note: By default, Group Email Messages are sent Blind Carbon Copy.

Email Report Output

The following items can be sent via email as a PDF attachment directly to the corresponding Customers/Employees:

- A/R Statements. Select the **Reports** menu, **Accounts Receivable** menu option, followed by the "A/R Statements (Email)" Report Selection item.
- Contract Service Invoices. Select the **Reports** menu, **Invoice...** menu option, **Contract Service Invoice Email** menu option, followed by the "Email Contract

"Service Invoices" Report Selection item.

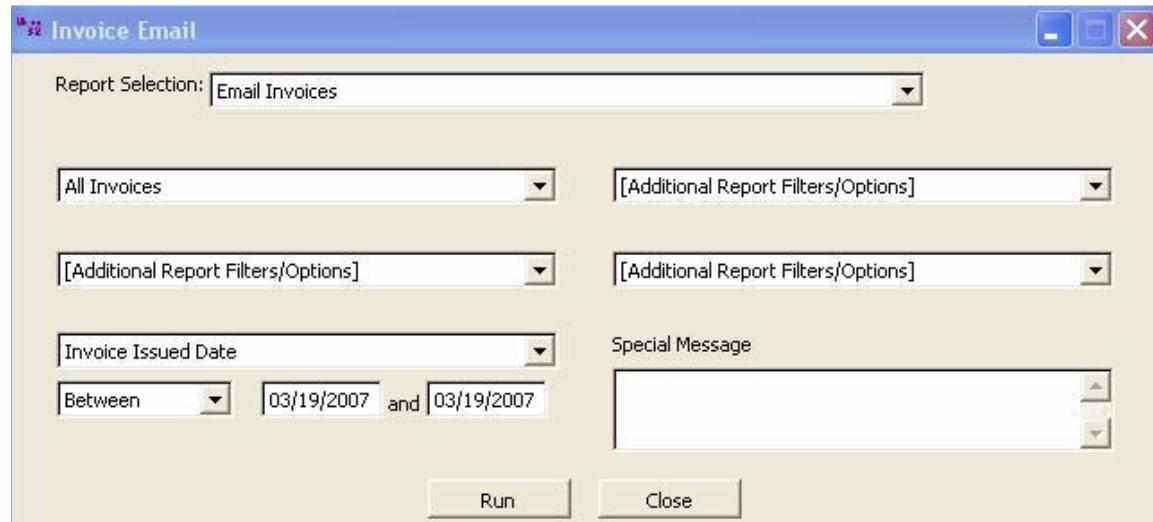
- Individual Employee Schedules. Select the **Reports** menu, **Schedule & Dispatch...** menu option, **Schedule** menu option, followed by the "Individual Employee Schedules (Email)" Report Selection item.
- Invoices. Select the **Reports** menu, **Invoice...** menu option, **Invoice Email** menu option, followed by the "Email Invoices" Report Selection item.

The process to send Report Output via Email can be simplified as follows:

- Report Filter: is used to initially select which data will be included in the process.
- Filter Results: allows you to review and fine tune the items in the data selection.
- Message: is used to compose the email message and to perform the send process.

Note: For the purpose of this User's Guide, the Email Invoices option will be used here. The same principals apply to the other Email Report options.

Report Filter



Filter Results

The screenshot shows the 'Filter Results' page with two tabs: 'Filter Results' (selected) and 'Message'. The main area displays a table of customer records:

	Customer Id	Customer Name	Invoice #	Issued	Contact Name	Email Address
<input checked="" type="checkbox"/>	ABCTECH	ABC Technology, Inc.	2002040871	03/19/2007	James Woodson	jwoodson@city-i
<input checked="" type="checkbox"/>	CITYT	City Tech, Inc.	2002040872	03/19/2007	Lucy Brown	LBrown@ddcr.cc
<input checked="" type="checkbox"/>	DDCR	Dave & Dave Computer Repair	2002040873	03/19/2007	Beverly Crusher	bcrucher@enter
<input checked="" type="checkbox"/>	ENTERPRISE	Enterprise Tool & Dye	2002040874	03/19/2007	Lisa Bertl	lisab@gfs.com
<input checked="" type="checkbox"/>	GFS	Gordon Food Service	2002040875	03/19/2007	Karen Baker	kbaker@hanson
<input checked="" type="checkbox"/>	HANSON	Hanson Bakery	2002040876	03/19/2007		

At the bottom left are 'Select All' and 'Clear All' buttons, and at the bottom right is '(Total Results: 6)'.

After the initial data filter has been performed, the Filter Results page is displayed with all records that matched the specified criteria. On this page, you can perform the following:

- Check or un-check individual records. Note, if a record is un-checked, it will be excluded from the Email Report process.
- Use the **Clear All** button to exclude all the records from the Group Email process.
- Use the **Select All** button to include all the records in the Group Email process.

Message

Message

Filter Results	Message
From: Accounts Receivable (markwilliams@abcstaffing.com) To: <Group Selections> Attachment... Subject: Invoice	
Arial <input type="button" value="9"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> HTML	
Attached to this email is the Invoice for the period ending 03/18/2007. If you have any questions, feel free to contact me at (555) 123-4000 Ext 123. Thank You. Mark Williams Accounts Receivable ABC Staffing, Inc.	
<input type="button" value="Send Email"/>	

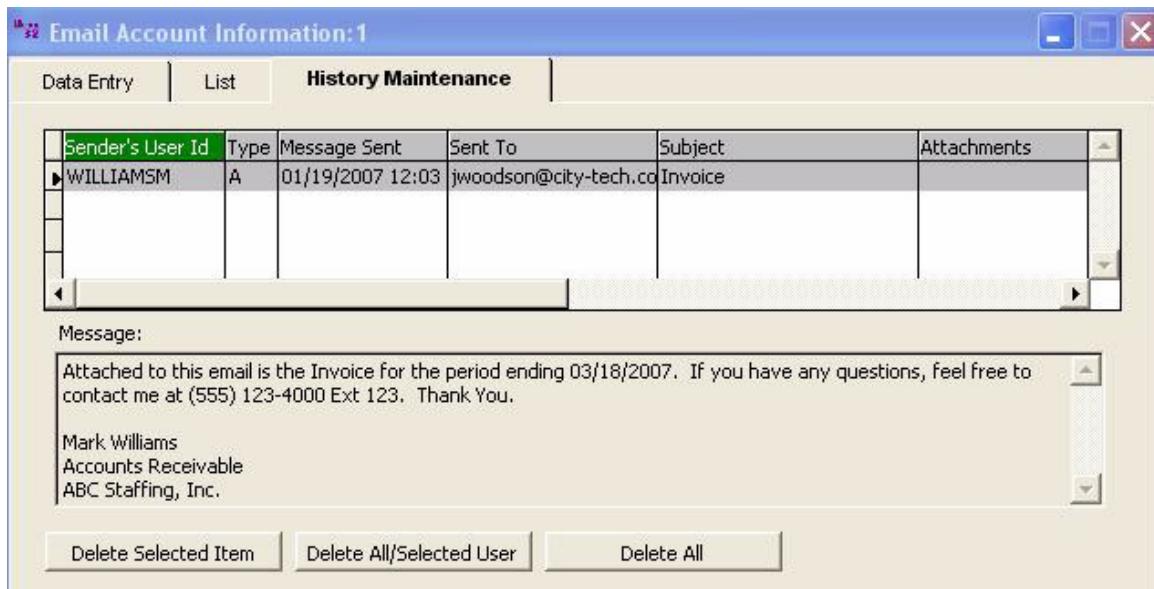
The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **From:** is a required value that is used to select which email account will be used when sending this email message.
 1. See the [Setup Email Accounts](#) section in this User's Guide for more information.
- **To:** is a required value that is used to select who will receive this email message.
 1. When using the single email send option: enter the email address of the recipient. If the email message will be sent to more than one recipient, separate each address with a comma.
 2. When using the group email option: the word "<Group Selections>" appears.
- **Attachment:** optional feature used to identify additional attachments to include with each email message.

Note: By default, Report Output Email Messages are sent Blind Carbon Copy.

Review Email History

The History Maintenance Screen is used to review the email messages sent. To load this screen, select the **Tools** menu, followed by the **Email Accounts** menu option.



Please note the following:

- You can double click a message to see more detail.
- The **Delete Selected Item** button permanently deletes the selected email message.
- The **Delete All/Selected User** button permanently deletes all email messages for the currently selected user.
- The **Delete All** button permanently deletes all email messages.

Note: System Administrator rights are required to access this feature.

Mail Merge

The Mail Merge feature adds the ability to create Mail Merge documents for your customers and employees using Microsoft Word. This option can be simplified as follows:

- Create a Microsoft Word Template: describes how to create a Microsoft Word Template containing bookmarks.
- Perform a Mail Merge: discusses how to perform a Mail Merge for Customers or Employees.

Note: The Ultra32 software Mail Merge differs from the built in Mail Merge feature of Microsoft Word. For example, the Microsoft Word Mail Merge feature requires a Template File (with Mail Merge Fields) and a Data Source File. The Ultra32 Mail Merge feature requires a Template File (with Bookmarks) and uses the data contained in the Customer or Employee files.

Create a Microsoft Word Template

Before a Mail Merge can be performed, a Microsoft Word Template file must be created containing both the generic information and bookmarks. The term "generic information"

refers to the portion of the file that is identical for all recipients. For example, the body of a letter.

Bookmarks are a feature of Microsoft Word, utilized by the Ultra32 software. That is, during a Mail Merge, Microsoft Word bookmarks are replaced with data from the Ultra32 software. For example, a bookmark named "Emp_FirstName" would be replaced with an Employee's First Name.

Note: For your convenience, CCS has included several sample Microsoft Word Template files under the \ULTRA32\Templates folder. If you are not familiar with the bookmark feature of Microsoft Word, it is highly recommended that you review your Microsoft Word User's Guide and the sample template files.

Template File Location

Under the \ULTRA32 folder are both a \Templates\Customer and \Templates\Employee sub-folders. It is recommended that you store any templates your company wishes to use, into the corresponding folder. For example, if your company sends a welcome aboard letter every time a new employee is hired, you should store the template letter in the \ULTRA32\Templates\Employee folder.

When a Mail Merge is performed, the template files stored in these folders are the easiest to access. However, you still have the option to select any other template file that is accessible to your PC.

How to View Microsoft Word Bookmarks

Before using the bookmark feature of Microsoft Word, the option for viewing bookmarks should be enabled. To enable the viewing of bookmarks, perform the following or consult your Microsoft Word User's Guide:

- From the **Tools** menu, select the **Options** menu option.
- Select the View page.
- Checkmark the Bookmarks option.

Bookmark Appearance

Microsoft Word Bookmarks have the following appearances:

- Appear as reverse brackets][in the case of an insertion.
 1. For example: Dear [I]
 2. During a Mail Merge, the data from the Ultra32 software would be inserted at the point indicated.
- Appear as normal brackets in the case of a replacement.
 1. For example: Dear [Contact]
 2. During a Mail Merge, the data from the Ultra32 software would replace the word "Contact".

How to Insert a Microsoft Word Bookmark

To insert a bookmark, perform the following:

- Either position the cursor at the point you wish to have the Ultra32 software data inserted or highlight the characters you wish to have the Ultra32 software data replace.

- From the **Insert** menu, select the **Bookmark...** menu option.
- Name the bookmark using the appropriate keyword. See the *Ultra32 Customer Bookmark Reference Table*, *Ultra32 Employee Bookmark Reference Table*, or the *Ultra32 Miscellaneous Bookmark Reference Table* sections in this User's Guide for a list of bookmark keywords.

Note: The Microsoft Word bookmark feature only allows the use of a bookmark keyword once per document. To bypass this limitation, the Ultra32 software allows you to add a numeric value to the end of the bookmark keyword.

For example, if you wanted to use the Customer Contact Full Name three times in a document, insert the bookmark keyword once as "CusContact_FullName", once as "CusContact_FullName1", and finally as "CusContact_FullName2". Using this strategy, you can use a single bookmark keyword up to 999 times.

Ultra32 Customer Bookmark Reference Table

Bookmark Keyword	Description
Cus_AddressA	General Address Line 1
Cus_AddressB	General Address Line 2
Cus_BusinessCode	Business Code
Cus_BusinessDescription	Business Code Description
Cus_City	General City
Cus_Country	General Country
Cus_CreditLimit	Credit Limit
Cus_Id	Customer Id
Cus_InvoiceBatchCode	Invoice Batch Code
Cus_InvoiceBatchDescription	Invoice Batch Description
Cus_LateChargeDays	Late Charge Days
Cus_LateChargePercentage	Late Charge %
Cus_LocationCode	Location Code
Cus_LocationDescription	Location Code Description
Cus_Name	Company Name
Cus_NetTermsCode	Net Terms Code
Cus_NetTermsDescription	Net Terms Code Description
Cus_OfficeCode	Office Code
Cus_OfficeDescription	Office Code Description
Cus_Salesman1Code	Salesman 1 Code
Cus_Salesman1Description	Salesman 1 Code Description
Cus_Salesman2Code	Salesman 2 Code
Cus_Salesman2Description	Salesman 2 Code Description
Cus_SiteCode	Site Code
Cus_SiteDescription	Site Description
Cus_State	General State
Cus_Zip	General Zip Code
CusBillTo_AddressA	Bill To Address Line 1
CusBillTo_AddressB	Bill To Address Line 2
CusBillTo_City	Bill To City
CusBillTo_Country	Bill To Country
CusBillTo_Name	Bill To Company Name
CusBillTo_State	Bill To State
CusBillTo_Zip	Bill To Zip Code
CusContact_Description	Contact Description

CusContact_Email	Contact Email Address
CusContact_FirstName	Contact First Name
CusContact_FullName	Contact Full Name
CusContact_LastName	Contact Last Name
CusContact_MiddleName	Contact Middle Name
CusContact_PhoneA	Contact Phone Line 1
CusContact_PhoneB	Contact Phone Line 2
CusContact_PhoneC	Contact Phone Line 3
CusContact_SalutationCode	Contact Salutation Code
CusContact_SalutationDescription	Contact Salutation Code Description

Ultra32 Employee Bookmark Reference Table

Bookmark Keyword	Description
Emp_AddressA	Address Line 1
Emp_AddressB	Address Line 2
Emp_BirthDate	Birth Date
Emp_City	City
Emp_Country	Country
Emp_DepartmentCode	Department Code
Emp_DepartmentDescription	Department Code Description
Emp_FirstName	First Name
Emp_Gender	Gender
Emp_HiredOnDate	Hired On Date
Emp_Id	Employee Id
Emp_LastName	Last Name
Emp_Location_Code	Location Code
Emp_Location_Description	Location Code Description
Emp_MaritalStatus	Marital Status
Emp_MiddleName	Middle Name
Emp_OfficeCode	Office Code
Emp_OfficeDescription	Office Code Description
Emp_Race	Race
Emp_RankCode	Rank Code
Emp_RankDescription	Rank Code Description
Emp_Re-HiredOnDate	Re-Hired On Date
Emp_Salesman1Code	Salesman 1 Code
Emp_Salesman1Description	Salesman 1 Code Description
Emp_Salesman2Code	Salesman 2 Code
Emp_Salesman2Description	Salesman 2 Code Description
Emp_SocialSecurityNumber	Social Security Number
Emp_State	State
Emp_TerminationCode	Termination Code
Emp_TerminationDate	Termination Date
Emp_TerminationDescription	Termination Code Description
Emp_TransportationCode	Transportation Code
Emp_TransportationDescription	Transportation Code Description
Emp_WorkCode	Work Code
Emp_WorkDescription	Work Code Description
Emp_Zip	Zip Code
EmpContact_Description	Contact Description
EmpContact_Email	Contact Email Address
EmpContact_FirstName	Contact First Name

EmpContact_FullName	Contact Full Name
EmpContact_LastName	Contact Last Name
EmpContact_MiddleName	Contact Middle Name
EmpContact_PhoneA	Contact Phone Line 1
EmpContact_PhoneB	Contact Phone Line 2
EmpContact_PhoneC	Contact Phone Line 3
EmpContact_SalutationCode	Salutation Code
EmpContact_SalutationDescription	Salutation Code Description

Ultra32 Miscellaneous Bookmark Reference Table

Bookmark Keyword	Description
MyCo_AddressA	Your Company's Address Line 1
MyCo_AddressB	Your Company's Address Line 2
MyCo_City	Your Company's City
MyCo_Country	Your Company's Country
MyCo_Email	Your Email Address
MyCo_FirstName	Your First Name
MyCo_FullName	Your Full Name
MyCo_LastName	Your Last Name
MyCo_MiddleName	Your Middle Name
MyCo_NameA	Your Company's Name Line 1
MyCo_NameB	Your Company's Name Line 2
MyCo_PhoneA	Your Company's Phone Line 1
MyCo_PhoneB	Your Company's Phone Line 2
MyCo_State	Your Company's State
MyCo_Title	Your Title
MyCo_Zip	Your Company's Zip Code
Sys_LetterDate	Letter Date

Perform a Mail Merge

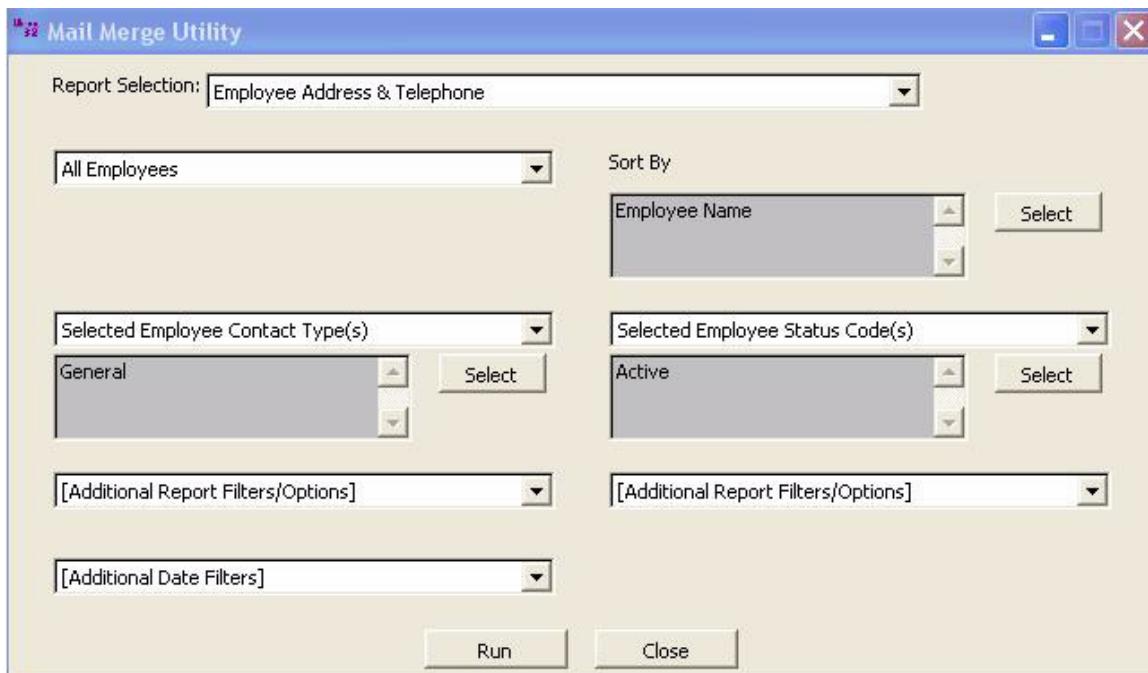
The process to perform either a Customer or Employee Mail Merge can be simplified as follows:

- *Mail Merge Data Filter*: is used to initially select which data will be included in the Mail Merge.
- *Modify the Mail Merge Filter Results*: allows you to fine tune the data selection.
- *Review/Setup the Miscellaneous Bookmark Values*: is used to review/setup the values for the bookmark keywords listed on the Ultra32 Miscellaneous Bookmark Reference Table.
- *Select the Mail Merge Options*: is used to select the Mail Merge options and to perform the Mail Merge.

Note: For the purpose of this User's Guide, the Employee Mail Merge will be used as an example and in all screen shots. The same principals apply to the Customer Mail Merge.

Mail Merge Data Filter

The Mail Merge Utility screen is used select which Mail Merge (Customer or Employee) to perform, and to initially filter the data that will be included. To load this screen, select the **Tools** menu, followed by the **Mail Merge** menu option.



Modify the Mail Merge Filter Results

Filter Results		User BookMarks	Mail Merge Options				
<input checked="" type="checkbox"/>	Employee Id	Employee Name	Address1	City	State	Zip Code	Contact Type
<input checked="" type="checkbox"/>	ADAMSC	Adams, Cecily A	45236 Violet	Farmington	MI	48335	General
<input checked="" type="checkbox"/>	ALLENT	Allen, Tim	23561 Birch Lane	Farmington Hills	MI	48335	General
<input checked="" type="checkbox"/>	DEES	Dee, Sandra	54152 Orangelawn	Livonia	MI	48154	General
<input checked="" type="checkbox"/>	DOEJ	Doe, John	1234 State St	Farmington Hills	MI	48335	General
<input checked="" type="checkbox"/>	ROCKWELLN	Rockwell, Norman	259 Freedom Rd A	Farmington Hills	MI	48334	General
<input checked="" type="checkbox"/>	WHITEB	White, Berry	38475 Nightingale	Livonia	MI	48154	General

After the initial data filter has been performed, the Filter Results page is displayed with all records that matched the specified criteria. On this page, you can perform the following:

- Check or un-check individual records. Note, if a record is un-checked, it will be excluded from the Mail Merge process.
- Use the **Clear All** button to exclude all the records from the Mail Merge process.
- Use the **Select All** button to include all the records in the Mail Merge process.

Review/Setup the Miscellaneous Bookmark Values

Filter Results	User BookMarks	Mail Merge Options	
Company Name	ABC Temporary Staffing		
Address	10000 Main Rd Ste 101		
City/State/Zip	Farmington Hills	MI 48335	
Phone	(555) 123-4567	(555) 123-4590	
Contact	John W Smith		
Title	Sales Manager		
First/Middle/Last	John	W	Smith
Email	johnwsmith@abcstaffing.com		
Letter Date	March 17, 2007		

The User Bookmarks page is used to review/setup the values for the bookmark keywords listed on the Ultra32 Miscellaneous Bookmark Reference Table. Please note the following:

- The *Company Name*, *Address*, *City*, *State*, *Zip*, and *Phone* fields are retrieved from the System Preferences General page.
- The *Contact*, *Title*, *First*, *Middle*, *Last*, and *Email* fields are stored and retrieved from this PC's registry.

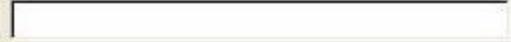
Select the Mail Merge Options

Filter Results	User BookMarks	Mail Merge Options
Step 1: Select a Merge Output		
<input checked="" type="radio"/> Merge to a New Document <input type="radio"/> Merge to Printer <input type="radio"/> Merge to File		
Step 2: Select a Template File		
Standard Templates		Last Used Templates
Birthday.dot Blank Letter.dot Blank Memorandum.dot		<input type="checkbox"/> Records per Document <input type="text" value="1"/>
Step 3: Select Merge Options		
<input type="button" value="Perform Mail Merge"/>		

The Mail Merge Option page is used to select options and perform the Mail Merge. Please note the following:

- *Step 1: Select a Merge Output* is used to select output destination for the Mail Merge

results.

1. *Merge to a New Document* creates a new Microsoft Word Document containing the Mail Merge results. Once completed, Microsoft Word is left open so that you can view, edit, print, and etc. the new document.
 2. *Merge to Printer* sends the Mail Merge results directly to the specified printer.
 3. *Merge to File* sends the Mail Merge results directly to the specified file.
- *Step 2: Select a Template File* is used to select which Microsoft Word Template will be used in the Mail Merge process.
 1. Standard Templates displays a list of files currently stored in the \ULTRA32\Templates folder.
 2. Last Used Templates displays the ten most recently used files from this PC.
 3. The  is used to enter the location of a template file to use.
 4. The  button is used to select a template file to use.
 - *Step 3: Select Merge Options* is used to set the number of records per document.
 1. The *Records per Document* is only available when the *Merge to a New Document* or *Merge to Printer* outputs are selected.

Report Writer

The Report Writer is an option that includes a powerful query builder and report writer all in one. It has a simple "wizard" interface. After selecting a report from the list of available reports, you can select the sort order, enter filter conditions, and select where the output goes (printer, disk file, spreadsheet, screen preview, etc.).

In addition to running pre-defined reports, you can create your own "quick" reports in just minutes. Simply select which fields to report on from the list of available fields (full English descriptions rather than cryptic names and symbols), and you're done! You don't have to know complex stuff like join conditions; the Ultra32 Report Writer takes care of that for you.

For finer control, you can select how each field appears from a "Field Properties" dialog, including column heading, grouping, and totaling. The easy-to-use filter dialog allows you to include or exclude specific records. Use the sort page to order the information as you need it. Finally, save the report so you can edit it, copy it, or make it available to others to run.

How to Setup

This option can be simplified as follows:

- [Setup Ultra32](#): describes how to identify which Ultra32 users will have the ability to create reports.
- [Setup Contact Information](#): describes how to setup your company's contact information.
- [Activate License](#): describes how to activate one or more Ultra32 Report Writer Professional Licenses.

Setup Ultra32

The first step to using the Report Writer is to define which user or users can design reports. The ability to create reports is licensed separately from the standard Ultra32 Concurrent User license. For example, your company may have a license for five Ultra32 Concurrent Users, but only one Ultra32 Report Writer Professional License. This means that although only one user can create reports, all users can run the reports.

- From the **System** menu, select the **Security Setup Information** menu option.
- Select the Users page.
- Locate the User that will be granted the ability to create reports using the navigation commands on the toolbar.
- Checkmark the **Report Writer Professional License User** option. Note, this option is disabled when all of the available Report Writer Professional Licenses have been assigned.
- Repeat the previous two steps listed above for every user that requires the ability to create reports.

Note, before the *Report Writer Professional License User* change can take effect; the corresponding user must exit and restart Ultra32 software.

Setup Contact Information

- Load the Ultra32 Report Writer by selecting the **Report Writer** menu option, under the **Reports** menu.
- From the From the **Tools** menu, select the **Options...** menu option.
- On the Contact page, enter your company information.

Activate License

The final step is to activate the Ultra32 Report Writer Professional Licenses using the Serial numbers that were provided to your company (typically located on your invoice).

Note, this step requires an internet connection. If an internet connection is not available, activation can be performed over the telephone by contacting Technical Support.

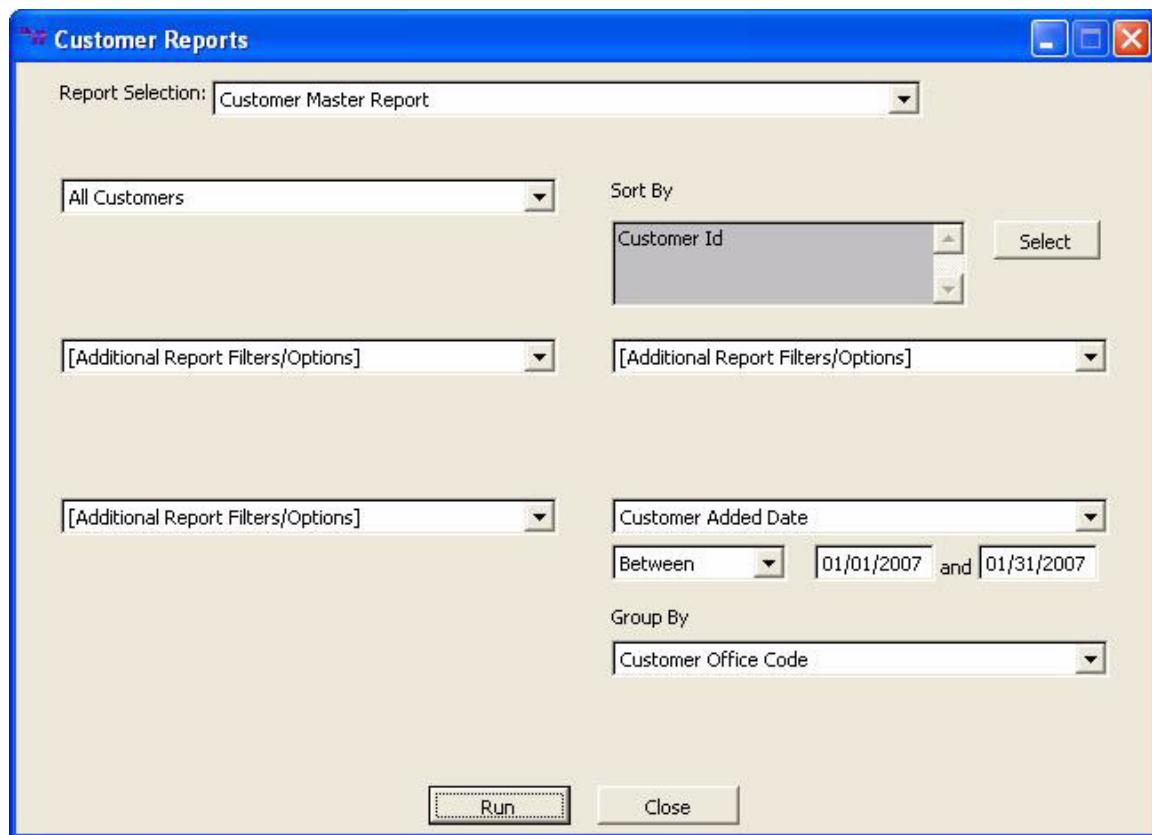
- Load the Ultra32 Report Writer by selecting the **Report Writer** menu option, under the **Reports** menu.
- From the From the **Tools** menu, select the **License Manager** menu option.
- Click the Add... button.
- Enter the Serial # and click the Online button to perform the activation.
- Once an Activation Code has been retrieved, be sure to click the Ok button to return to the previous screen.
- Repeat the previous three steps listed above for each Serial number.

Quick Report

The Quick Report is a feature that adds the ability to store Report Generator settings for future use. For example, let's say that you normally run the Customer Master Report sorted by Customer Id, filtered by Active Customers Only, and grouped by Office Code. Rather than having to setup the report each time you want to run it, you could set it up once and then save it as a Quick Report. The next time you need that same report it is already to be ran with your preferred settings.

How to Create a Quick Report

Creating a Quick Report is almost the same as running report. Simply perform the following steps:



- Select the corresponding Report Group from the **Reports** menu. For example, **Customer**.
- Select the corresponding Report Name from the **Report Selection** drop down list. For example, "Customer Master Report".
- Modify one or more Report Settings. For example, you could...
 1. Change the **Sort By** from "Customer Name" to "Customer Id".
 2. Change the **Customer Added Date** to Between {01/01/2007} and {01/31/2007}.
 3. Change the **Group By** to "Customer Office Code".

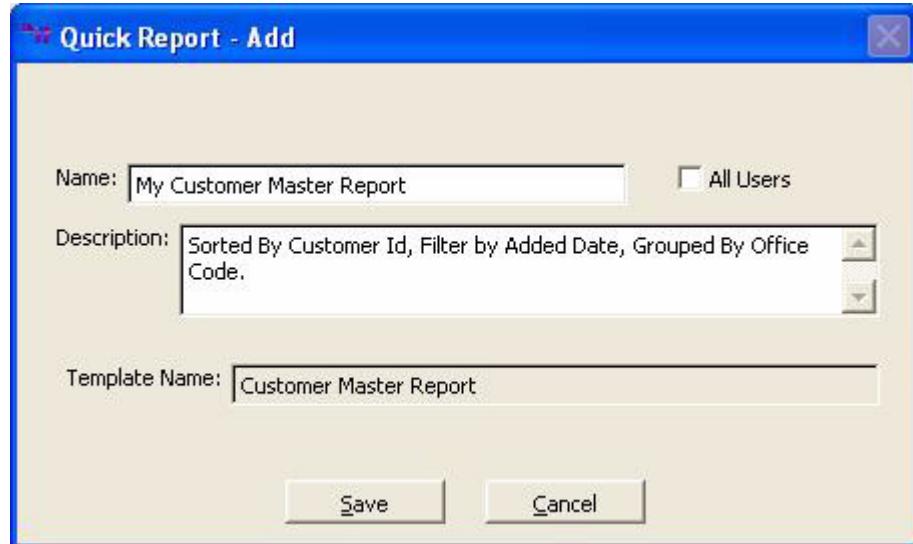
- Optional. Run the report and send the output to Screen. This step is a good way to check that the Report Settings you selected produces the desired output.
- Right Click any blank space on the Report Generator Form and select the **Save to Quick Report List** menu option. Note, not every item listed in the **Report Selection** drop down list can be saved to the Quick Report List. The following is a list of items that can not be saved:
 1. Utility Items. For example, Data Export Utilities, Data Import Utilities, Data Maintenance Utilities, and etc.
 2. Post Items. For example, Invoice Print, Payroll Check Print, and etc.
 3. Wizard Style Items. For example, New Hire Reporting, Quarterly State Wage Report, W-2 Reporting, and etc.
- See the [Quick Report Add/Edit Screen](#) section in this User's Guide for more information.

Note: Once a Quick Report is added, you can NOT change any of the Report Settings. If you need to change something, you will have to redo the settings and then re-save the report.

Note: Quick Reports are saved per Data File Set. If you need the same Quick Report in multiple Data File Sets, you must create it in each.

Quick Report - Add/Edit Screen

The Quick Report Add/Edit Screen is displayed when the user attempts to create or edit an existing Quick Report.



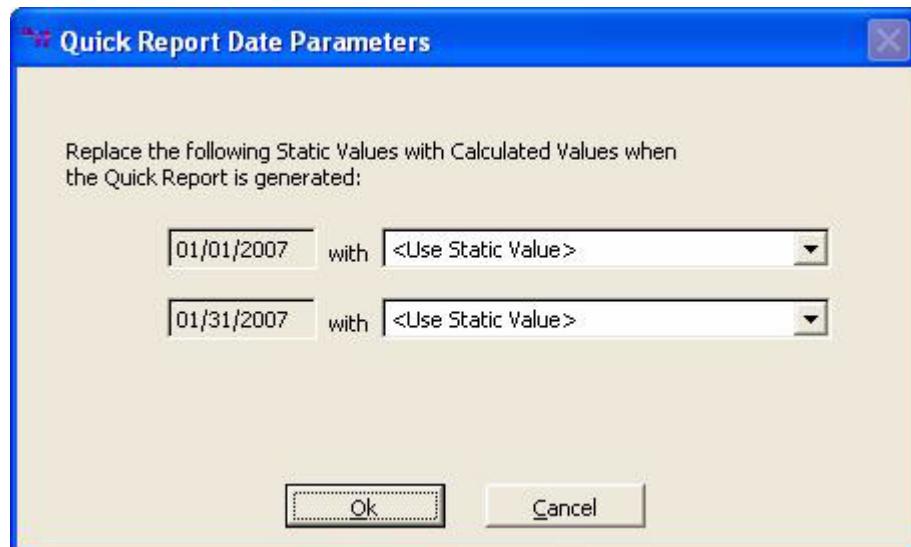
- **Name:** is the name that will be used to identify this report. This field can not be blank and is limited to 50 alphanumeric characters.
 1. The name must be unique for each Ultra32 User. For example, user John can have a report called "My Customer Master Report" and user Mary can also have a report called "My

Customer Master Report". In addition, a Global Quick Report named "My Customer Master Report" can exist.

2. If you try to save a report with the same name as an existing Quick Report, a message prompting to overwrite the old one will be displayed.
- **All Users:** if checked, this report will be available for any user to use under the Global Quick Reports list.
 1. This option is only available to System Administrators.
 2. Making a Quick Report global does NOT override the normal Security Settings. All of the normal security restrictions still apply.
- **Description:** optional. Enter any free form notes about the report.
 1. This value only appears on the Quick Reports List screen. It will NOT appear on any of the report output.
- **Template Name:** read only. Displays the name of the original report this Quick Report was based on.

Quick Report Date Parameters

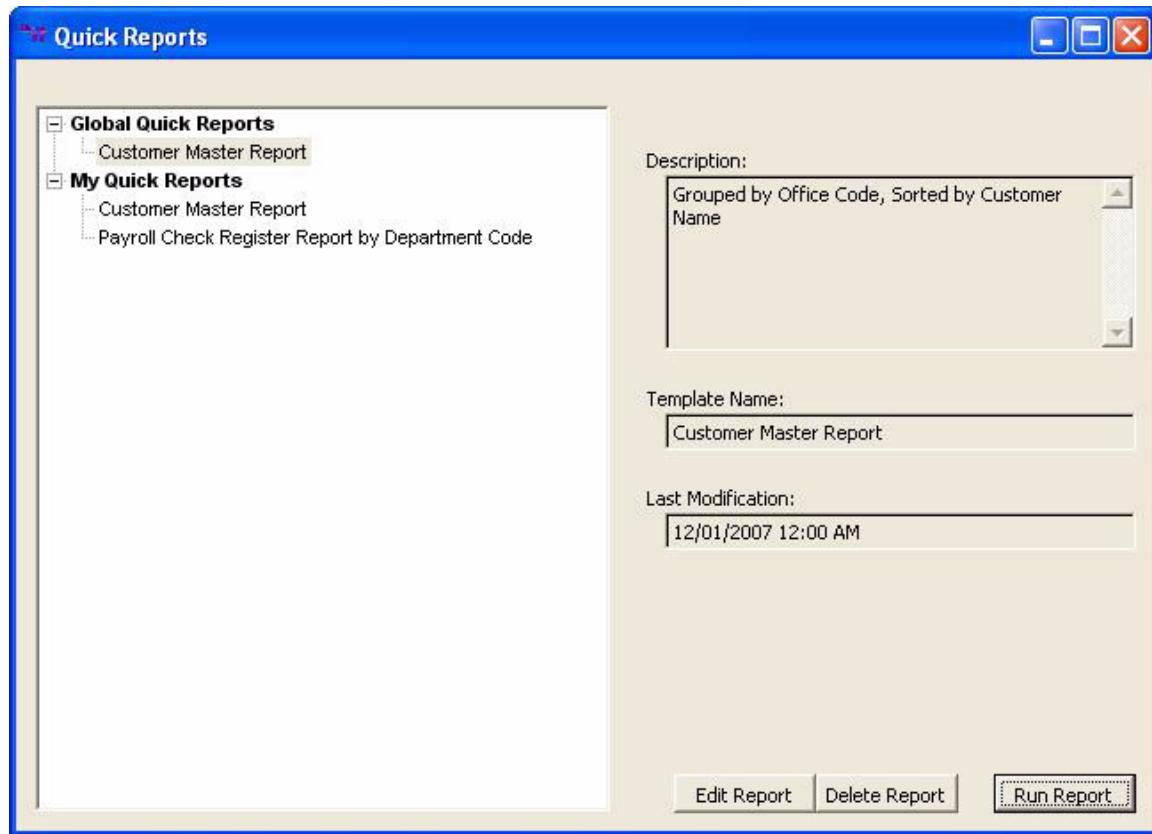
The Quick Report Date Parameters Screen is displayed when the user attempts to create a Quick Report that contains a simple Date Filter. For example, filter by *Customer Added Date* Between {01/01/2007} and {01/31/2007}.



- **with:** is a drop down list of formulas to replace the static date with when the Quick Report is generated.
 1. Select the "<Use Status Value>" option to use the date value specified to the left.
 2. Or, select one of the formulas from the drop down lists. For example, select "Beginning of Month" to have {01/01/2007} replaced with the first day of the current month and "End of Month" to have {01/31/2007} replaced with the last day of the current month when the Quick Report is run.

Quick Report List Screen

The Quick Report List Screen displays a list of both Global and Personal Quick Reports available to the user. To load this screen, select the **Data Entry** menu, then the **Reports** menu option, followed by the **Quick Report** menu option.



- **Global Quick Reports:** a list of Quick Reports that were created by a System Administrator for all users.
 1. System Administrator rights are required to Edit or Delete any of these reports.
- **My Quick Reports:** a list of Quick Reports that were created by you.
- **Description:** free form notes about the currently selected Quick Report.
 1. This will NOT appear on any of the report output.
- **Template Name:** displays the name of the original report the currently selected Quick Report was based on.
- **Last Modification:** the date and time when the currently selected Quick Report was added or last changed.
- **Edit Report** is used to modify the currently selected Quick Report.
 1. System Administrator rights are required to edit any of the Global Quick Reports.
 2. See the [Quick Report Add/Edit Screen](#) section in this User's Guide for more information.

-  is used to permanently delete the currently selected Quick Report.
 1. System Administrator rights are required to delete any of the Global Quick Reports.
-  is used to generate the currently selected Quick Report.

To Do List

The To Do List is used to maintain a list of errands, usually Ultra32 related, that you need to track through completion. For example, every Friday you need to make a tax deposit. It includes the following features:

- Create one-time errands.
- Create repeating errands. For example, every xx Days, Weeks, Months, Quarters, or Years.
- Maintain errands by Data File Set. For example, Payroll Checks must be printed for the "BRANCH1" and "STAFF" Data File Sets, however Invoices are only printed for the "BRANCH1" Data File Set.
- Ability to automatically display the To Do List on startup. The **User Preferences** menu option (System menu) includes an option to automatically display the To Do List on startup as follows: Never, As Needed, or Always.
- Special System Administrator access. A System Administrator can create, view, and/or edit errands for all users.

Overview

To display the To Do List, select the **Tools** menu, followed by the **To Do List** menu option. By default, the To Do List is displayed in the top right hand corner of the Ultra32 Desktop screen.



The main portion of the To Do List is a grid (columns and rows) of errands that match the currently selected filter.

- The grid consists of the following columns:
 1. []: is used to mark an errand as completed.
 2. User Id: displays the User Id an errand has been assigned to. Note, this column only

appears when one of the "All Users" filters have been selected.

3. Data File Set: displays the Data File Set an errand has been assigned to. Note, this column only appears when one of the "All Data File Sets" filters have been selected.
 4. Due: displays the date in Month/Day format when an errand is due.
 5. Description: displays a description of the errand.
- The errands are sorted by User Id, Data File Set, Due Date, and finally Description.

The  drop down list is used to select a filter. It includes the following selections:

- Today: displays only non-completed errands, for the current user, in the current Data File Set, that are due today or prior to.
- This Week: displays only non-completed errands, for the current user, in the current Data File Set, that are due by the end of this week or prior to.
- This Month: displays only non-completed errands, for the current user, in the current Data File Set, that are due by the end of this month or prior to.
- Next 7 Days: displays only non-completed errands, for the current user, in the current Data File Set, that are due in the next seven days or prior to.
- All Items: displays all errands, for the current user, in the current Data File Set.
- All Data File Sets: displays only non-completed errands, for the current user, that are due today or prior to.
- All Items/Data File Sets: displays all errands, for the current user.
- All Users: displays only non-completed errands, in the current Data File Set, that are due today or prior to.
- All Users/Items: displays all errands, in the current Data File Set.
- All Users/Data File Sets: displays only non-completed errands, that are due today or prior to.
- All Users/Items/Data File Sets: displays all errands.

The  button is used to create both one time and repeating errands. See the [To Do List Item](#) section in this User's Guide for more information.

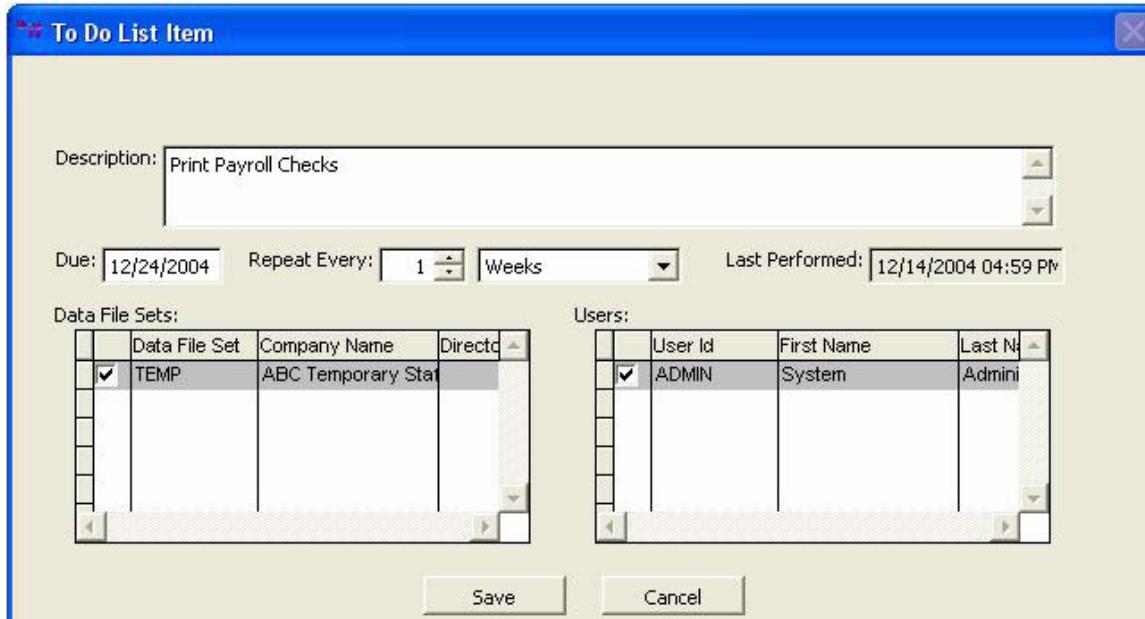
The  button is used to permanently remove the currently highlighted errand. Once deleted, an errand can never be viewed, edited, or reported on again.

The  button is a shortcut to the To Do List Report. This report can also be accessed via the **Reports** menu, then the **Miscellaneous** menu option, followed by the **To Do List Report** drop down report selection.

Note: System Administrator rights are required to use any of the "All Users" filters.

To Do List Item

The To Do List Item screen is displayed whenever an errand is added or edited.



- **Description:** allows up to 200 alpha numeric characters to describe an errand.
- **Due:** indicates when an errand is due.
- **Repeat Every:** indicates if an errand automatically repeats when completed. Set the frequency to "0" if the errand is one time.
- **Last Performed:** the date and time when an errand was last performed. This value can not be edited.
- **Data File Sets:** the Data File Set an errand is assigned to.
- **Users:** the User Id an errand is assigned to.

Search by Phone

The Search by Phone # utility is used to locate Customers, Employees, and/or Job Orders by telephone number. To display the Search by Phone # screen, select the **Tools** menu, followed by the **Search by Phone #** menu option.

Table	Name/Desc	Id	Typ	Contact Name	Phone1	Phone2	Phone3
Customer	Justice League	JUST	G	Captain Ameri	248-555-5555		
Employee	Smith, Jacob	SMITHJ	E	David - Father	(248) 555-0012		
Employee	Sanchez, Maria	SANCHEZM	E	Armando - Hu	(248) 555-1225		
Employee	Sanchez, Maria	SANCHEZM	G		(248) 555-1225	(248) 235-4444	c
Employee	Bronson, Chuck	BRONSONC	G	Chuck	(248) 862-4458	c	248-555-1248 hc
Employee	Smith, Jacob	SMITHJ	G		(313) 555-1214		
Employee	Bronson, Chuck	BRONSONC	E	Goose - Room	248-555-1248 hc	248-913-3329 ce	
Employee	Man, Spider	SPIDER	E	Sandy/Mother	248-555-5557 hc	248-916-5514 ce	248-514-7532 wo
Employee	Jackson, Michael	JACKSONM	G	Micheal	313-555-2444 hc	313-555-1212 ce	

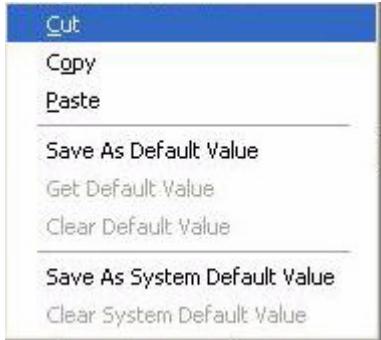
To open the Data Entry Screen, select the row of the record you wish to access and press <ENTER> or Double-Click on that row.

- **Phone # to Search For:** enter the telephone number you wish to find. Partial numbers are allowed, however all leading and trailing spaces are removed.
- **Contains / Begins With:** controls the type of search that is performed.
 1. Select the **Contains** option to locate any record that contains the entire **Phone # to Search For** value. For example, if you search for "248-555" this utility would find both "248-555-1234" and "101-248-5550".
 2. Select the **Begins With** option to locate any record that begin with the entire **Phone # to Search For** value. For example, if you search for "248-555" this utility would only find "248-555-1234" and NOT "101-248-5550".
 3. This control includes the ability to save, get, and clear default values. See the [Search by Phone # Default Values](#) section in this User's Guide for more information.
- **Fields to Search:** controls which telephone number field, in the Contact Records, to search.
 1. You must select at least one.
 2. This control includes the ability to save, get, and clear default values. See the [Search by Phone # Default Values](#) section in this User's Guide for more information.
- **Tables to Search:** controls which tables to search.
 1. You must select at least one.
 2. This control includes the ability to save, get, and clear default values. See the [Search by Phone # Default Values](#) section in this User's Guide for more information.

- The **Search** button is used to initiate the search. Once completed, any records matching the search criteria are displayed in the grid below.

Search by Phone # Default Values

To access this functionality, simply Right Click the control to display the following menu:

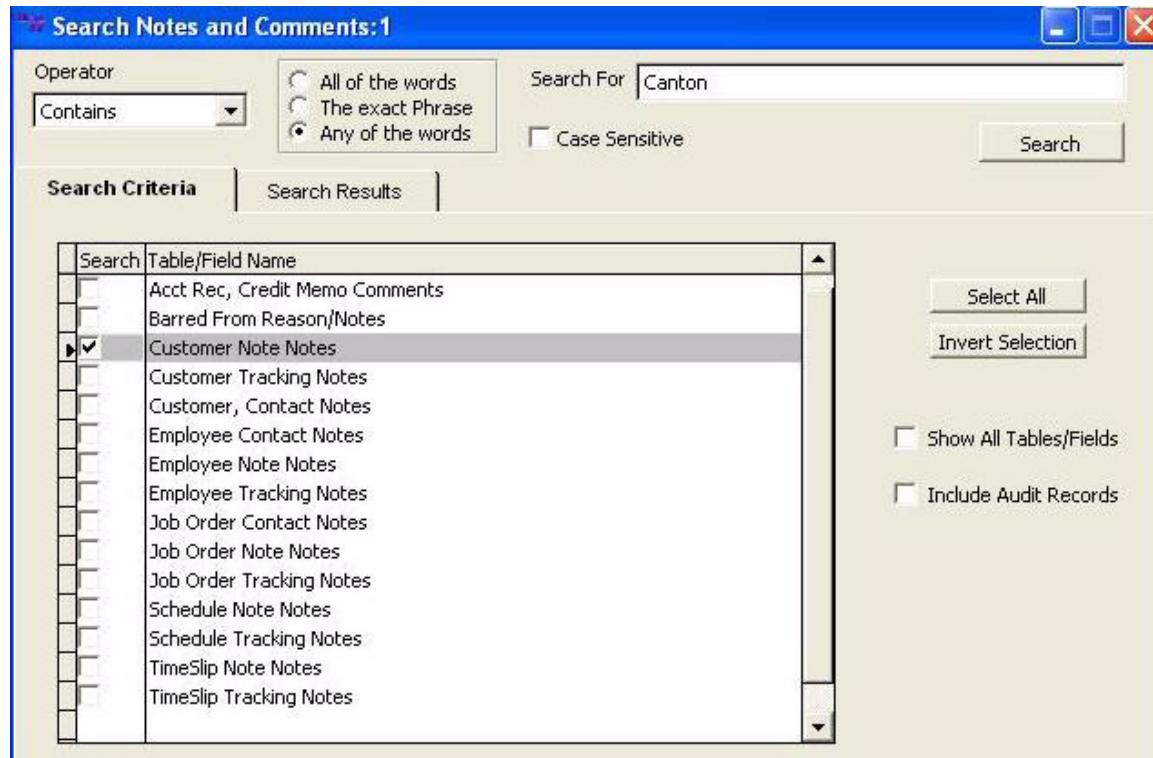


- Save As Default Value: saves the current value in the System Registry under the Current User Key.
- Get Default Value: retrieves the default value currently stored in the System Registry.
 - This menu option is only enabled if a current default value exists.
- Clear Default Value: clears the default value currently stored in the System Registry.
 - This menu option is only enabled if a current default value exists.
- Save As System Default Value: saves the current value into the System Default Values Table.
 - This menu option is only visible to those with System Administrative Rights.
 - A System Default Value overwrites the "standard" Default Value.
 - The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.
- Clear System Default Value: saves the current value into the System Default Values Table.
 - This menu option is only visible to those with System Administrative Rights.
 - This menu option is only enabled if a current system default value exists.
 - The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.

Note: both the Default Value and System Default Value are stored for each Data File Set. For example, the \DATA folder has one set of default values, whereas the \STAFF folder utilizes a separate set of default values.

Search Notes and Comments

The Search Notes and Comments utility is used to search the Customer, Employee, Job Order, Schedule, and TimeSlip free-form notes and comments. To display the Search Notes and Comments screen, select the **Tools** menu, followed by the **Search Notes and Comments** menu option.



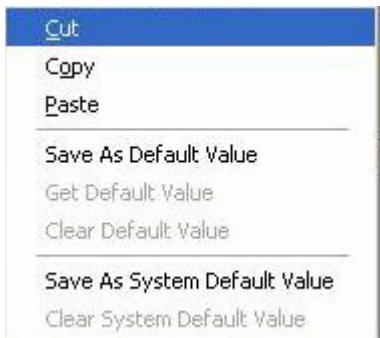
- **Operator:** controls the type of search that is performed.
 1. Select the *Begins With* option to locate any record that begins with the *Search For* value. For example, if you search for "Canton" this utility would only find "Canton, MI" and NOT "1000 Main St Canton, MI".
 2. Select the *Does Not Begin With* option to locate any record that does NOT begin with the *Search For* value. For example, if you search for "Canton" this utility would NOT find "Canton, MI", but would find "1000 Main St Canton, MI".
 3. Select the *Contains* option to locate any record that contains the *Search For* value. For example, if you search for "Canton" this utility would find both "Canton, MI" and "1000 Main St Canton, MI".
 4. Select the *Does Not Contain* option to locate any record that does NOT contain the *Search For* value. For example, if you search for "Canton" this utility would NOT find either "Canton, MI" or "1000 Main St Canton, MI".
 5. Select the *Is Blank* option to locate any record is blank.
 6. This control includes the ability to save, get, and clear default values. See the [Search Notes and Comments Default Values](#) section in this User's Guide for more information.
- **Words:** controls how the *Search For* value will be processed during the search.
 1. Select the *All of the Words* option to locate records with all of the words in the *Search For*

value. For example, if you search for "Canton MI" this utility would find "Canton, MI", "1000 Main St Canton, MI", and "MI Canton", but would NOT find "Canton, WA".

2. Select *The Exact Phrase* option to locate records based on the entire *Search For* value. For example, if you search for "Canton, MI" this utility would find "Canton, MI", "1000 Main St Canton, MI", but would NOT find "MI Canton" or "Canton, WA".
 3. Select the *Any of the Words* option to locate records with any of the words in the *Search For* value. For example, if you search for "Canton MI" this utility would find "Canton, MI", "1000 Main St Canton, MI", "MI Canton", and "Canton, WA".
 4. This control includes the ability to save, get, and clear default values. See the *Search Notes and Comments Default Values* section in this User's Guide for more information.
- **Search For:** enter the value you wish to find. Note, all leading and trailing spaces are removed.
 - **Case Sensitive:** if checked, the records must also match the case of the *Search For* value.
 - **Search Criteria:** controls which tables and fields to search.
 1. You must select at least one.
 2. Use the *Show All Tables/Fields* to include/exclude less commonly used tables/fields.
 3. Use the *Include Audit Records* to include/exclude Audit Log entries. See the *Audit Log* section in this User's Guide for more information.
 - The  button is used to initiate the search. Once completed, any records matching the search criteria are displayed in the Search Results tab.

Search Notes and Comments Default Values

To access this functionality, simply Right Click the control to display the following menu:



- **Save As Default Value:** saves the current value in the System Registry under the Current User Key.
- **Get Default Value:** retrieves the default value currently stored in the System Registry.
 1. This menu option is only enabled if a current default value exists.
- **Clear Default Value:** clears the default value currently stored in the System Registry.

1. This menu option is only enabled if a current default value exists.
- Save As System Default Value: saves the current value into the System Default Values Table.
 1. This menu option is only visible to those with System Administrative Rights.
 2. A System Default Value overwrites the "standard" Default Value.
 3. The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.
- Clear System Default Value: saves the current value into the System Default Values Table.
 1. This menu option is only visible to those with System Administrative Rights.
 2. This menu option is only enabled if a current system default value exists.
 3. The System Default Values Table is only processed when either the Ultra32 software is loaded or a Data File Set is changed.

Note: both the Default Value and System Default Value are stored for each Data File Set. For example, the \DATA folder has one set of default values, whereas the \STAFF folder utilizes a separate set of default values.

Auto Run

The Auto Run option adds the ability to perform certain Ultra32 tasks via a command line interface. The benefit of running from a command line is that the tasks can be scheduled to auto perform at a user specified date and time and/or interval. We recommend that you try the built in Task Scheduler in Windows. Otherwise there are 3rd party task schedulers, such as FireDaemon, that provide more features.

Auto Run Tasks

Currently, Ultra32 supports the following tasks via Auto Run:

- Auto Log Out
- Data File Set Merge Billing
- Data File Set Merge Payroll
- Database Maintenance
- Data Imports
- Quick Reports

How It Works

When Ultra32 is started with an Auto Run Task it will perform the following:

- Log into Ultra32 with the User Id and Password specified.
- Select the Data File Set specified.
- Load the Auto Run Task specified.
- Validate the Module/Option requirements. For example, you can not perform the Data File Set Merge Payroll Task if you have not purchased that module.
- Validate the Security Rights. For example, if user John does not have the right to the Data File Set Merge Payroll feature, using the Auto Run feature will NOT bypass it.
- If specified, validate the Task Settings File and its settings.
- Perform the specified task.
- Update the Utility Log with the results. You can review the logs at anytime from the **Help** menu, **About** menu option, followed by Utility Log tab.
- If applicable, send an email of the results.

Notes

The following items should be considered when performing any of the Auto Run Tasks

- Each Auto Run Task consumes one Concurrent User License while it is performing.
- Each Auto Run Task will still perform their normal module/option requirements.

- Each Auto Run Task will automatically shutdown when the Task is completed, regardless if it failed or was successful.
- You should test Each Auto Run Task before adding it to any type of Task Scheduler. Certain types of errors could cause the task to enter a "wait for user input" state.
- The Utility Log (view from **Help** menu, **About** menu option, followed by Utility Log tab) may be helpful when setting up new Auto Run Tasks.

Command Line Parameters

The following is a list of Command Line Parameters Ultra32 currently supports:

- User Id: the user id that should be used to log into Ultra32 with.
 1. If the User Id contains spaces, it must wrapped in quotation marks. For example, "`JOHN SMITH`".
 2. Be sure to specify a User Id that has sufficient rights to perform the Auto Run task.
 3. If sending task results via email is desired, make sure this User has an Email Account (with Default Account for this User selected) setup in Ultra32.
- Password: the corresponding user's password.
 1. If the Password contains spaces, it must wrapped in quotation marks. For example, "`MY PASSWORD`".
 2. Enter "`NOPASSWORD`" to be prompted for the password when the task begins.
- Data File Set: the Data Folder name that the task should be performed in.
 1. If more than one Data File Set, enter "`NODATAFILESET`" to be prompted for the Data File Set when the task begins.
 2. Be sure to specify the correct Data File Set. For example, the Data File Set Merge Payroll process can only be performed in it's own special "`MRG`" folder.
- Auto Run Task: the name of the Auto Run Task to perform.
- Task Settings File: the full path and filename to the task settings file.
 1. For details about the parameters, review the documentation for each Auto Run Task.
 2. If a path is not specified, the system will check the `\ULTRA32\CUSTOM\` folder (where `\ULTRA32` is the location of the `ULTRA32.EXE` file) for the specified file.
 3. If the value contains spaces, it must wrapped in quotation marks. For example, "`MY SETTINGS FILE.INI`".

Note: The Command Line Parameters must be used in the order listed above. That is, the User Id is first, the Password is second, the Data File Set is third, and so on. In addition, you are not required to use all of the Command Line Parameters, but you can not use the a higher one without including the lower ones. For example, in order to specify an Auto Run Task, you must also include the User Id, the Password, and the Data File Set Command Line Parameters.

Command Line Examples

Run the following to log into Ultra32 as John, with the Password "secret", and then auto select the "MRGP" Data File Set.

- ULTRA32.EXE JOHN SECRET MRGP

Run the following to log into Ultra32 as John, with the Password "secret", auto select the "MRGP" Data File Set, and then start the Data File Set Merge Payroll process.

- ULTRA32.EXE JOHN SECRET MRGP DATAFILESETMERGEPAYROLL

Run the following to log into Ultra32 as John, with the Password "secret", auto select the "MRGP" Data File Set, and then start the Data File Set Merge Payroll process using a task settings file.

- ULTRA32.EXE JOHN SECRET MRGP DATAFILESETMERGEPAYROLL MERGE.INI

Task Settings File

Some tasks support the use of an optional settings file to control how the task is performed. For example, the Data File Set Merge Payroll Task allows you to specify which Payroll Checks are merged via the PeriodBegins and PeriodEnds settings.

File Structure

The Task Settings File can be created using almost any text file editor. We recommend that you try the one included in the Windows Operating System called Notepad.

The format of the Task Settings File is similar to that of an INI file. That is, each Task Name is wrapped in square brackets, followed by a separate line for each task setting. For example,

```
[TaskName]
SettingName1=SettingValue1
SettingName2=SettingValue2
```

Note: For specific details about the task settings (setting name and possible values), review the corresponding documentation for each Auto Run Task.

File Location

The Task Settings File can be located almost anywhere, as long as it's location is accessible when the Auto Run Task is performed. We suggest storing the Task Settings Files in the \ULTRA32\CUSTOM\ folder. This way you only have to specify the filename, not the entire path, in the command line.

Auto Log Out Task

To auto run the Auto Log Out Task you must pass "AUTOLOGOUT" as the Auto Run Task Command Line Parameter.

Task Requirements

- Can only be performed by a System Administrator.

Task Settings

- DataFileSets: a dot delimited list of Data File Sets to auto log out users. For example, ".DATA01.DATA02.".

- 1. The default value is blank, meaning all Data File Sets.
- EmailRecipients: a comma delimited list of Email Addresses the task results should be sent to.
 - 1. This feature only applies if you are using the ProPack option of the Ultra32 software.
 - 2. Allow Program to Access Internet.
- LogOutIn: the number of minutes, between 1 and 99, a logged in user has before Ultra32 terminates.
 - 1. The default value is 2 minutes.
- Message: the text that is displayed to any logged in users.

Data File Set Merge Billing Task

To auto run the Data File Set Merge Billing Task you must pass "DATAFILESETMERGEBILLING" as the Auto Run Task Command Line Parameter.

Task Requirements

- Can only be performed in the special Billing Merge Data File Sets. For example, "MRGB".
- Exclusive use of all Data File Sets that are specified in the merge setup.

Task Settings

- EmailRecipients: a comma delimited list of Email Addresses the task results should be sent to.
 - 1. This feature only applies if you are using the ProPack option of the Ultra32 software.
 - 2. Allow Program to Access Internet.

Data File Set Merge Payroll Task

To auto run the Data File Set Merge Payroll Task you must pass "DATAFILESETMERGEPAYROLL" as the Auto Run Task Command Line Parameter.

Task Requirements

- Can only be performed in the special Payroll Merge Data File Sets. For example, "MRGP".
- Exclusive use of all Data File Sets that are specified in the merge setup.

Task Settings

- EmailRecipients: a comma delimited list of Email Addresses the task results should be sent to.
 - 1. This feature only applies if you are using the ProPack option of the Ultra32 software.
 - 2. Allow Program to Access Internet.

- PeriodBegins: is used to filter which Payroll Checks will be included in the Data File Set Merge Payroll process.
 1. Use a "MM/DD/YYYY" format where "MM" is the 2 digit month, "DD" is the two digit day, and "YYYY" is the four digit year. For example, January 1st, 2007 is entered as "01/01/2007".
 2. If blank and the current month is January, the default value is January 1st of the previous year. Otherwise, the default is January 1st of this year.
 3. This value must be January 1st, XXXX.
- PeriodEnds: is used to filter which Payroll Checks will be included in the Data File Set Merge Payroll process.
 1. Use a "MM/DD/YYYY" format where "MM" is the 2 digit month, "DD" is the two digit day, and "YYYY" is the four digit year. For example, January 1st, 2007 is entered as "01/01/2007".
 2. If blank and the current month is December, the default value is December 31st of next year. Otherwise, the default is December 31st of this year.
 3. This value must be December 31st, XXXX.

Database Maintenance Task

To auto run the Database Maintenance Task you must pass "DATABASEMAINTENANCE" as the Auto Run Task Command Line Parameter.

Task Requirements

- A Data File Set Lock will be performed for each Data File Set processed. This means that all other users must exit the Data File Set.
- A System Lock will be performed if the Common Data Files are processed. This means that all other users must exit Ultra32.

Task Settings

- DataFileSets: a dot delimited list of Data File Sets to perform the Database Maintenance process in. For example, ".DATA01.DATA02.".
 1. The default value is blank, meaning all Data File Sets.
- EmailRecipients: a comma delimited list of Email Addresses the task results should be sent to.
 1. This feature only applies if you are using the ProPack option of the Ultra32 software.
 2. Allow Program to Access Internet.
- ExcludeCommonDataFiles: controls whether or not the Common Data Files are included in the process.
 1. Y: excludes the Common Data Files.
 2. Blank: includes the Common Data Files.

Data Import Task

To auto run the Data Import Task you must pass "IMPORTXXXX", where "XXXX" is the exact name of the Data Import to run, as the Auto Run Task Command Line Parameter. For example, to execute the Customer Import, you would pass "IMPORTCUSTOMER".

Note: In some cases, you may want to setup a Task Settings file for each Data File Set when any of the settings may vary (eg. if the XLSImportFile name is different for each Data File Set).

Expanding on the command line examples, to log into Ultra32 as John, with the Password "secret", auto select the "DATA01" Data File Set, and then perform the Customer Import into the DATA01 Data File Set using a task settings file specific for DATA01:

- ULTRA32.EXE JOHN SECRET DATA01 IMPORTCUSTOMER DATA01IMPORT.INI

Note: Be sure to have the Data Import running successfully before trying to automate the process via Auto Run. The Task Settings defined here are comprised of the same configuration settings and report options as the corresponding Data Import option.

Task Requirements

- An AutoRun version of the Data Import must exist. Current Data Imports available via AutoRun are: Customer, Work Site, Employee and Schedule Import.

Task Settings - common to all AutoRun Data Imports

- XLSImportFile: is the full path and filename to a Microsoft Excel XLS File containing information to import.
- HeaderRows: the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- EmailRecipients: a comma delimited list of Email Addresses the task results should be sent to.
 1. This feature only applies if you are using the ProPack option of the Ultra32 software.
 2. Allow Program to Access Internet.

Note: The Task results information that is emailed is some basic information about the AutoRun task that was performed (Task Name, date and time, success or failure, etc...)

The Import Detail Report discussed below is the standard report associated with each Import process that lists most of the information regarding each record included in the Import process. This report can be quite lengthy.

- OutputType: is used to specify where the Import Detail Report should be sent. The default setting is "PRINTER".
 1. <Blank>: Import Detail Report is suppressed.
 2. PRINTER: sends the Import Detail Report to an installed printer.
 3. FILE: sends the Import Detail Report to an ASCII Text File.
 4. PDF: sends the Import Detail Report to a PDF File. Note, this feature only applies if you are

using the Pro Pack option of the Ultra32 software.

- PrinterName: is used to specify which print driver will be used to render the report. If blank, the Windows Default Printer will be used.
 1. This setting does NOT apply if the OutputType is "PDF".
- DestinationFile: the filename the report output should be saved to (eg. CustomerImportResults.txt). DO NOT include a path. These report files will be saved to the C:\CCSLOCAL\ReportOutput directory.
 1. This setting is only used when the OutputType is "FILE" or "PDF".
 2. The AutoRun process appends a Date Time Stamp to the file name (eg. CustomerImportResults20110131080000.txt was created when the Customer Import was executed via the AutoRun process on 01/31/2011 at 08:00AM).
- XLSConvertFunction: is used by CCS to handle custom Imports. Leave blank, unless instructed otherwise by CCS.

Task Settings - Additional for Customer Data Import

In the Task Settings file, the [TaskName] needs to be: [AutoRunImportCustomer]

- ContactType1 and ContactType2: a two character code that relates to a Contact Type used in the Ultra32 software. For example, "A" Accounts Receivable or "G" General.

Note: ContactType can be empty when no Contact information is included in the Import File. If there is any chance that Contact information may be included, the corresponding ContactType must not be empty or you may get a false "Successful" message.

- ValidateBusinessCode: is used to customize how the Business Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateLocationCode: is used to customize how the Location Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateOfficeCode: is used to customize how the Office Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateSalesman1Code: is used to customize how the Salesman 1 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateSalesman2Code: is used to customize how the Salesman 2 Code is imported.

- 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
- 2. "Y": always validate the value specified in the Import File.
- ValidateInvoiceBatchCode: is used to customize how the Invoice Batch Code is imported.
 - 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 - 2. "Y": always validate the value specified in the Import File.
- ValidateTermsCode: is used to customize how the Terms Code is imported.
 - 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 - 2. "Y": always validate the value specified in the Import File.

Task Settings - Additional for Work Site Data Import

In the Task Settings file, the [TaskName] needs to be: [AutoRunImportWorkSite]

- ContactType1 and ContactType2: a two character code that relates to a Contact Type used in the Ultra32 software. For example, "A" Accounts Receivable or "G" General.

Note: ContactType can be empty when no Contact information is included in the Import File. If there is any chance that Contact information may be included, the corresponding ContactType must not be empty or you may get a false "Successful" message.

- ValidateBusinessCode: is used to customize how the Business Code is imported.
 - 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 - 2. "Y": always validate the value specified in the Import File.
- ValidateLocationCode: is used to customize how the Location Code is imported.
 - 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 - 2. "Y": always validate the value specified in the Import File.
- ValidateOfficeCode: is used to customize how the Office Code is imported.
 - 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 - 2. "Y": always validate the value specified in the Import File.
- ValidateSalesman1Code: is used to customize how the Salesman 1 Code is imported.
 - 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 - 2. "Y": always validate the value specified in the Import File.
- ValidateSalesman2Code: is used to customize how the Salesman 2 Code is imported.

1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
2. "Y": always validate the value specified in the Import File.

Task Settings - Additional for Employee Data Import

In the Task Settings file, the [TaskName] needs to be: [AutoRunImportEmployee]

- ContactType1 and ContactType2: a two character code that relates to a Contact Type used in the Ultra32 software. For example, "G" General or "E" Emergency.

Note: ContactType can be empty when no Contact information is included in the Import File. If there is any chance that Contact information may be included, the corresponding ContactType must not be empty or you may get a false "Successful" message.

- ValidateCheckDistributionCode: is used to customize how the Check Distribution Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateDepartmentCode: is used to customize how the Department Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateLocationCode: is used to customize how the Location Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateOfficeCode: is used to customize how the Office Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateRankCode: is used to customize how the Rank Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateSalesman1Code: is used to customize how the Salesman 1 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.

- ValidateSalesman2Code: is used to customize how the Salesman 2 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateTerminationCode: is used to customize how the Termination Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateTransportationCode: is used to customize how the Transportation Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ValidateWorkCode: is used to customize how the Work Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.

Task Settings - Additional for Schedule Data Import

In the Task Settings file, the [TaskName] needs to be: [AutoRunImportSchedule]

- ValidateCustomer: is used to customize how the Customer / Work Site is imported.
 1. <Blank>: does not perform any extra validation.
 2. "Y": uses the first ten positions of the Customer Name in the Import File to verify the Customer Id.
- ValidateEmployee: is used to customize how the Employee is imported.
 1. <Blank>: does not perform any extra validation.
 2. "Y": uses the first ten positions of the Employee Last Name in the Import File to verify the Employee Id.

Quick Report Task

To auto run the Quick Reports Task you must pass "QR-QUICKREPORTNAME", where "QUICKREPORTNAME" is the exact name of the Quick Report, as the Auto Run Task Command Line Parameter. For example, if you have a Quick Report named "My Customer Master Report", you would pass "QR-My Customer Master Report".

Task Requirements

- A Quick Report with the corresponding name must exist. Note, this task searches for Quick Reports for the specified user before it searches the Global Quick Report list.

Task Settings

- Collate: controls whether or not pages are collated when multiple copies are printed.
 1. This setting only applies if the OutputType is "PRINTER" and the Copies setting is greater than one.
 2. Y: all pages in a set are printer before the next set. For example, Copy1-Page1, Copy1-Page2, Copy1-Page3, Copy2-Page1, Copy2-Page2, and then Copy2-Page3.
 3. Blank: each page is printed multiple times. For example, Copy1-Page1, Copy2-Page1, Copy1-Page2, Copy2-Page2, Copy1-Page3, and then Copy2-Page3.
- Copies: controls the number of copies that will be printed. The default setting is 1.
 1. This setting only applies if the OutputType is "PRINTER".
 2. The maximum number of copies is 99.
- DestinationFile: the full path and filename the report output should be saved to. For example, "C:\FolderName\FileName.TXT".
 1. This setting is only used when the OutputType is "FILE" or "PDF".
- EmailRecipients: a comma delimited list of Email Addresses the task results should be sent to.
 1. This feature only applies if you are using the ProPack option of the Ultra32 software.
- OutputType: is used to specify where the report results are sent. The default setting is "PRINTER".
 1. PRINTER: sends the Quick Report to an installed printer.
 2. FILE: sends the Quick Report to an ASCII Text File.
 3. PDF: sends the Quick Report to a PDF File. Note, this feature only applies if you are using the Pro Pack option of the Ultra32 software.
- PageBegin: controls which pages will be printed. Leave blank to print all pages.
- PageEnd: controls which pages will be printed. Leave blank to print all pages.
- PrinterName: is used to specify which print driver will be used to render the report. If blank, the Windows Default Printer will be used.
 1. This setting does NOT apply if the OutputType is "PDF".
- RemoveHeadings: controls whether or not headings are included in the output file.
 1. This setting only applies if the OutputType is "FILE".
 2. Y: to remove the headings.
 3. Blank: to include the headings.

Data Export

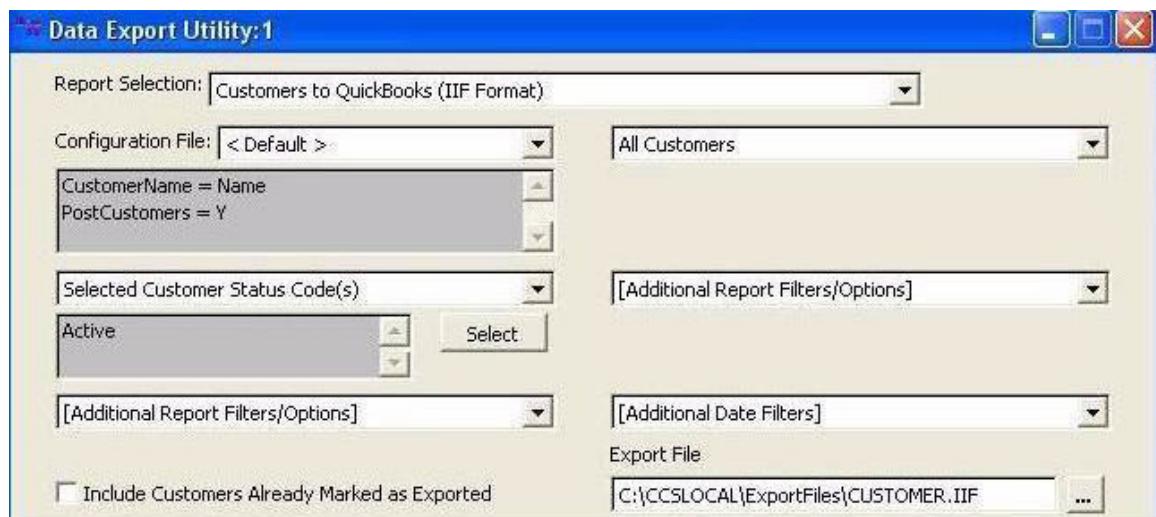
The Data Export menu option contains the Add-On Export Options for the Ultra32 software. The following is a list of Data Exports currently available:

- *Customers to QuickBooks*: creates an export file of Customer records that can be imported into QuickBooks.
- *Employee 401k Benefits*: creates an export file of Employee and Payroll information.
- *Employees to Comdata - Payment Services*: creates an export file of Employee records that can be transmitted to Comdata - Payment Services.
- *Invoices to OB10 - Buyer Data Format*: creates an export file of Invoice records that can be sent to OB10.
- *Invoices to QuickBooks*: creates an export file of Invoice records that can be imported into QuickBooks.
- *Invoices to Wells Fargo*: creates an export file of Invoice records that can be transmitted to Wells Fargo.
- *Mangrove Time*: creates an export file of TimeSlip records that can be imported into Mangrove Time.
- *Net Profit*: creates export files of Customer, Employee, and Payroll data that can be sent to Net Profit, Inc.
- *PAI Data Export*: creates an export file of Employee and Payroll information that can be sent to Planned Administrators, Inc.
- *Pay Plus*: creates an export file of Payroll information that can be sent to Pay Plus.
- *Paychex Employee*: creates an export file of Employee information that can be sent to Paychex.
- *Paychex Time Data*: creates an export file of Schedule information that can be sent to Paychex.
- *Payroll Check Deductions to 401k (Spec A)*: creates an export file of Payroll Check Deduction information that can be used to report 401k information.
- *Payroll Check Deductions to ASRM*: creates an export file of Payroll Check Deduction information that can be transmitted to ASRM.
- *Payroll Check Deductions to BIC (Version 4)*: creates an export file of Payroll Check Deduction information that can be transmitted to Benefits in a Card.
- *Payroll Check Deductions to SRC*: creates an export file of Payroll Check Deductions records that can be transmitted to SRC (Strategic Resource Company).
- *Payroll Checks to Bank of Bermuda*: creates an export file of Direct Deposit Payroll Check records that can be transmitted to the Bank of Bermuda.

- [Payroll Checks to QuickBooks](#): creates an export file of Payroll Check records that can be imported into QuickBooks.
- [Positive Pay](#): creates an export file of Payroll information that can be imported into Positive Pay.
- [SUNZ Data Export](#): creates an export file of Payroll information that can be imported into SUNZ.
- [TALX Employer Services \(Revised August 2000\)](#): creates an export file of Payroll and Separation data that can be sent to TALX Employer Services.
- [TALX TCI Excel Format \(Version 2\)](#): creates an export file of YTD Payroll data that can be sent to TALX Employer Services.
- TALX UC eXpress (Spec 120v1.6): creates an export file of Employee, Payroll and Separation data that can be sent to TALX UC eXpress.

Customers to QuickBooks

The Customers to QuickBooks Data Export is used to create an export file of Customer records that can be imported into QuickBooks. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Customers to QuickBooks (IIF Format)** report selection.



- **Configuration File**: is used to view/modify the data export configuration settings. See the [Customers to QuickBooks Configuration](#) section below.
- **Include Customers Already Marked as Exported**: when PostCustomers = "Y" in the Configuration File, Customer records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all Customers in the export file for some reason.
- **Export File**: is the full path and filename to send the Customer record output. If a file already exists, it will be overwritten.

Customers to QuickBooks Configuration

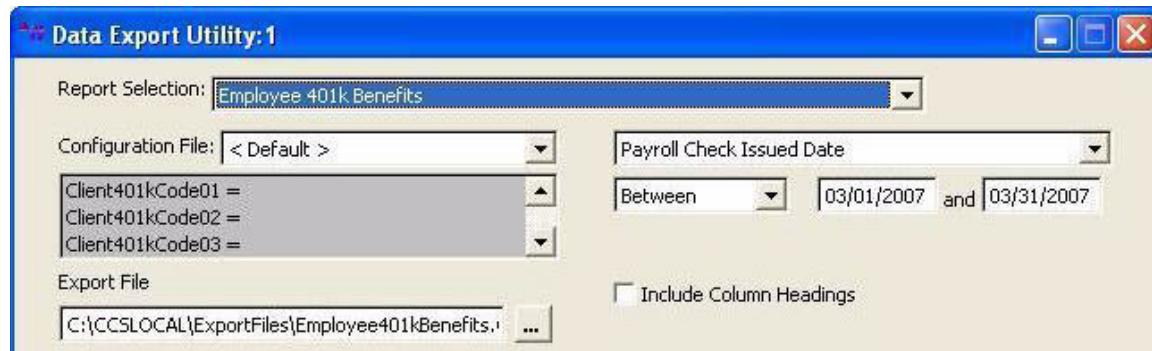
You can review or change the settings by double-clicking on the Configuration File list box.

Item	Value
CustomerName	Name
PostCustomers	Y

- **Customer Name:** identifies which field is used as the "Customer" field in QuickBooks. Valid options are:
 1. "ID": the Customer Id field.
 2. "NAME": the Company Name field.
- **Post Customers:** if "Y" Yes, activates the Post option. The Customer Post is used to mark Customer records as exported after the Customer Export file has been created. By default, any Customer marked as exported is excluded from future data exports, unless the *Include Customers Already Marked as Exported* is used to override.

Employee 401k Benefits

The Employee 401k Benefits Data Export is used to create an export file of Employee and Payroll information. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Employee 401k Benefits** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Employee 401k Benefits Configuration](#) section below.
- **Export File:** is the full path and filename to send the Employee and Payroll information output. If a file already exists, it will be overwritten.

Employee 401k Benefits Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

Item	Value
Client401kCode01	
Client401kCode02	
Client401kCode03	
Client401kCode04	
Client401kCode05	
Client401kCode06	
Client401kCode07	
Client401kCode08	
Client401kCode09	

- **Client 401k Code:** a code that may be assigned to your company and needs to be included in the Export File. This setting maps an Ultra32 Deduction Type to a Client 401k Code. For example, Client401kCode01 is used when reporting a deduction listed in Ultra32DeductionTypes01, etc...
- **Default Client 401k Code:** the default Client 401k Code that will be applied to Employee/Payroll Checks that did not have any 401k Non Tax Deduction items. Note, this value can be overridden per Employee via the External Id field in the Employee file.
- **Ultra32 Deduction Types:** a comma delimited list of Non Tax Deduction Types to include.
- **Include Column Headings:** allows for optional inclusion of Column Headings in the first row of the Export File.

Employees to Comdata - Payment Services

The Employees to Comdata - Payment Services Data Export is used to create an export file of Employee records that can be transported to Comdata - Payment Services. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Employees to Comdata - Payment Services** report selection.

The screenshot shows the 'Data Export Utility' window with the following configuration:

- Report Selection:** Employees to Comdata - Payment Services
- Configuration File:** < Default >
- Employee Filter:** All Employees
- Additional Parameters:**
 - AccountCode = 12345
 - AtmAccessFlags = E
 - CompanyStandardsFlag = Y
- Employee Status:** Selected Employee Status Code(s) - Active
- Report Options:**
 - [Additional Report Filters/Options]
 - Export File Directory: C:\CCSLOCAL\ExportFiles\
 - Include Employees Already Marked as Exported

- **Configuration File:** is used to view/modify the data export configuration settings. See the [Employees to Comdata - Payment Services Configuration](#) section below.
- **Include Employees Already Marked as Exported:** when PostEmployees = "Y" in the

Configuration File, Employee records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all Employees in the export file for some reason.

- *Export File Directory*: is the full path to send the Employee record output.
 1. If a file already exists, it will be overwritten.
 2. The export file name will be generated in the following format:
AccountCode.CustomerId.PS00012.MMDDYYYY

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostEmployees = "N" until testing completed and then set PostEmployees = "Y" before creating the first live file.

Employees to Comdata - Payment Services Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

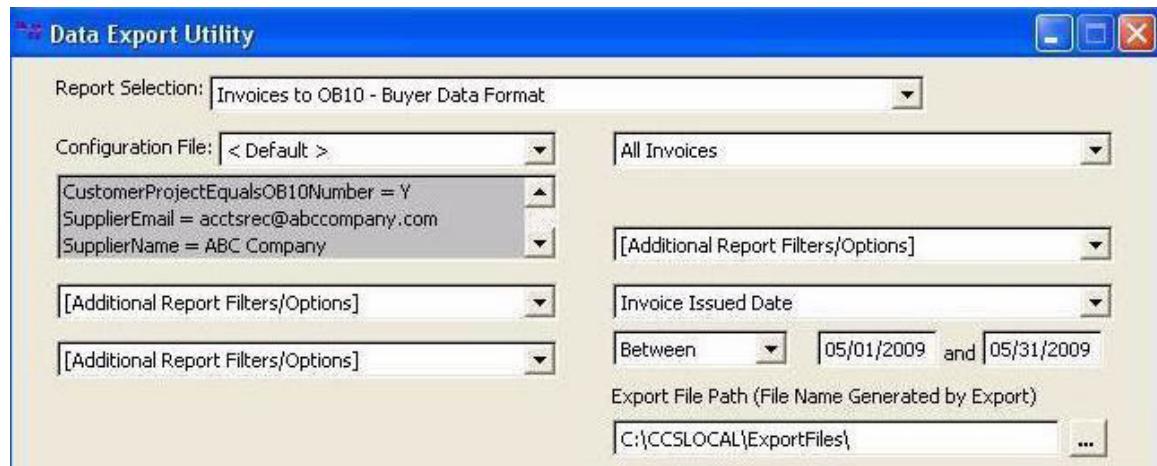
Configuration: < Default >	
Item	Value
AccountCode	12345
AtmAccessFlags	E
CompanyStandardsFlag	Y
CustomerIdNumber	1234567890
ExpressCashFlag	Y
MaestroPOS	E
PhoneService	
PostEmployees	Y
RoutingNumber	12-345-6789

- *Account Code*: a five digit number assigned to your company by Comdata - Payment Services.
- *ATM Access Flags*: a one character code provided by Comdata - Payment Services.
- *Company Standards Flag*: a one character code provided by Comdata - Payment Services. Can be blank.
- *Customer Id Number*: a ten character code assigned to your company by Comdata - Payment Services.
- *Express Cash Flag*: a one character code provided by Comdata - Payment Services. Typically is set to "Y".
- *Maestro POS*: a one character code provided by Comdata - Payment Services.
- *Phone Service*: a one character code provided by Comdata - Payment Services. Can be blank.
- *Post Employees*: if "Y" Yes, activates the Employee Post. The Employee Post is used to mark Employee records as exported after the Employee Export file has been created. By default, any Employee marked as exported is excluded from future data exports, unless the *Include Employees Already Marked as Exported* is used to override.

- **Routing Number**: a nine digit number provided by Comdata - Payment Services that is used to determine which employees have been assigned a positive pay card.
- **Security Code**: a twenty-five character code word assigned to your company by Comdata - Payment Services.
- **Treat As Delete**: contains the Employee Status codes that will be included in the export file with a Comdata "delete" status. Can be blank.
- **VRU Access Flag**: a one character code provided by Comdata - Payment Services. Can be blank.

Invoices to OB10 - Buyer Data Format

The Invoices to OB10 - Buyer Data Format Data Export is used to create an export file of Invoice records that can be sent to OB10, The Global e-Invoicing Network. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Invoices to OB10 - Buyer Data Format** report selection.



- **Configuration File**: is used to view/modify the data export configuration settings. See the [Invoices to OB10 - Buyer Data Format Configuration](#) section below.
- **Export File Path**: is the full path of the folder to send the Invoice record output.
 1. The export file name will be generated in the following format:
Inv_YYYYMMDD_ + Beginning Invoice# + .XLS

Invoices to OB10 - Buyer Data Format Configuration

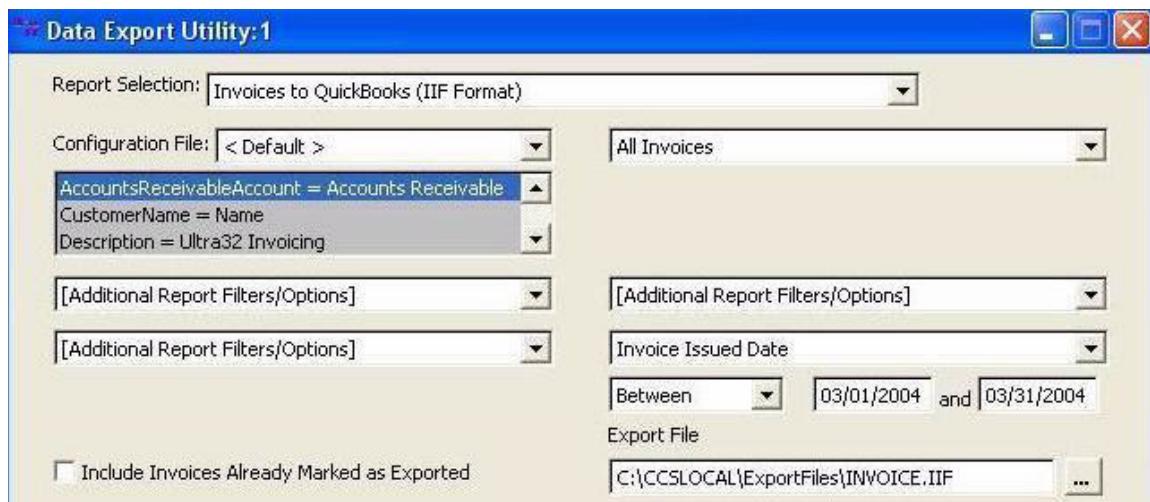
You can review or change the settings by double-clicking on the Configuration File list box.

Configuration: < Default >	
Item	Value
CustomerProjectEqualsOB10N	Y
SupplierEmail	acctsrec@abccompany.com
SupplierName	ABC Company
SupplierPhone	555-123-1009

- *Customer Project equals OB10 Number*: if "Y" Yes, the value in the Project field on the Customer Billing Page will be included in the file as the Customer OB10 Number.
- *Supplier Email*: preferred, Supplier Contact Email Address.
- *Supplier Name*: required, Supplier Name (Invoice From).
- *Supplier Phone*: required, Supplier Contact Phone Number.

Invoices to QuickBooks

The Invoices to QuickBooks Data Export is used to create an export file of Invoice records that can be imported into QuickBooks. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Invoices to QuickBooks (IIF Format)** report selection.



- *Configuration File*: is used to view/modify the data export configuration settings. See the [Invoices to QuickBooks Configuration](#) section below.
- *Include Invoices Already Marked as Exported*: when PostInvoices = "Y" in the Configuration File, Invoice records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Invoices in the export file for some reason.
- *Export File*: is the full path and filename to send the Invoice record output. If a file already exists, it will be overwritten.

Invoices to QuickBooks Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

Item	Value
AccountsReceivableAc	Accounts Receivable
CustomerName	Name
Description	Ultra32 Invoicing
ItemName	Service
PostInvoices	Y
SalesAccount	Services
SalesTaxAuthorityName	Michigan
SalesTaxPayableAccount	Sales Tax Payable
SalesTaxVendorName	State of Michigan

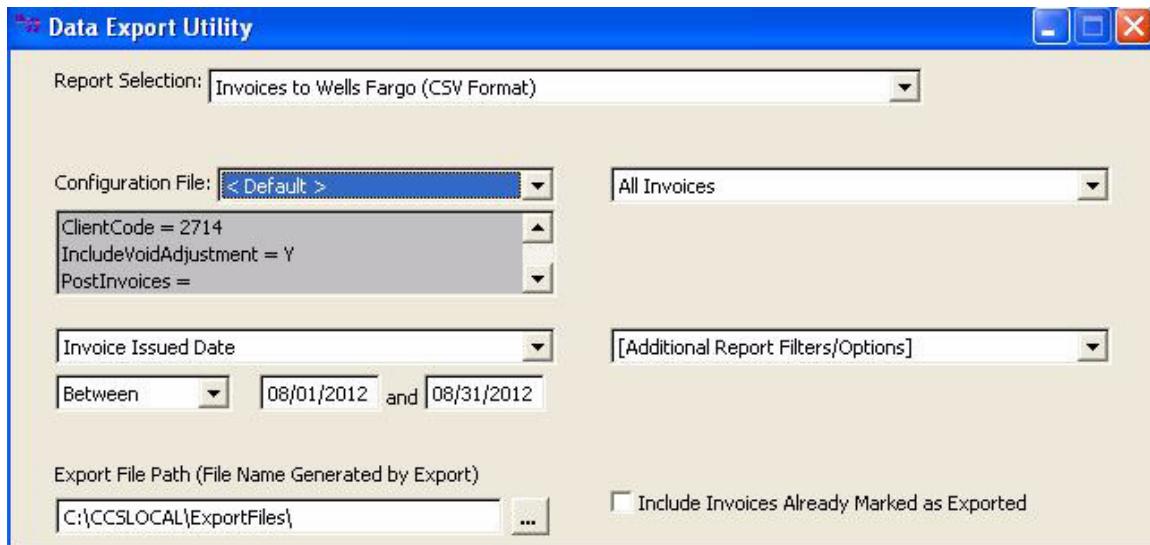
- **Accounts Receivable Account:** the name of the QuickBooks Accounts Receivable Account that will be charged.
- **Customer Name:** identifies which field is used as the "Customer" field in QuickBooks. Valid options are:
 1. "ID": the Customer Id field.
 2. "NAME": the Company Name field.
- **Description:** optional, a value that will appear in the "Description" field in QuickBooks.
- **Item Name:** the name of the QuickBooks Item to classify the transaction.
- **Post Invoices:** if "Y" Yes, activates the Invoice Post. The Invoice Post is used to mark Invoice records as exported after the Invoice Export file has been created. By default, any Invoice marked as exported is excluded from future data exports, unless the *Include Invoices Already Marked as Exported* is used to override.
- **Sales Account:** the name of the QuickBooks Income Account that will be posted.
- **Sales Tax Authority Name:** the name of the QuickBooks Sales Tax Authority that will be used to classify the transaction.
- **Sales Tax Payable:** the name of the QuickBooks Liability Account that will be posted.
- **Sales Tax Vendor Name:** the name of the QuickBooks Vendor Name that will be used to classify the transaction.
- **Treat Negative As Credit Memos:** if "Y" Yes, any Invoice records with a negative amount in the Invoice Amount are treated as a Credit Memo. Otherwise, they will be excluded from the data export.

Note: The QuickBooks Import Utility requires a value for the Sales Tax Authority Name, Sales Tax Payable, and Sales Tax Vendor Name items, even if your company does not collect Sales Tax.

Invoices to Wells Fargo (CSV Format)

The Invoices to Wells Fargo *CSV Format) Data Export is used to create an export file of Invoice records that can be sent to Wells Fargo Finance. To load this screen, select the

Tools menu, the **Data Export...** menu option, followed by the **Invoices to Wells Fargo (CSV Format)** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Invoices to Wells Fargo \(CSV Format\) Configuration](#) section below.
- **Export File Path:** is the full path of the folder to send the Invoice record output.
 1. The export file name will be generated in the following format:
ClientCode + "Invoice" + DDMMYY + Batch# + ".CSV"
- **Include Invoices Already Marked as Exported:** when PostInvoices = "Y" in the Configuration File, Invoice records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Invoices in the export file for some reason.

Invoices to Wells Fargo (CSV Format) Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

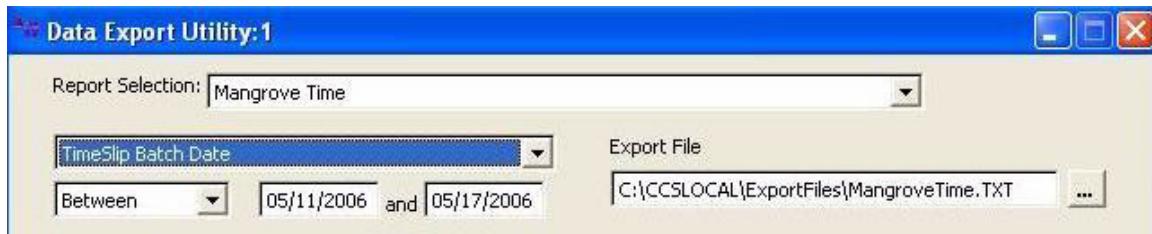
Configuration: < Default >	
Item	Value
ClientCode	1234
IncludeVoidAdjustment	Y
PostInvoices	Y
TradestyleCode	00

- **ClientCode:** required, a four character/digit code assigned to your company by Wells Fargo.
- **TradestyleCode:** required, a two character/digit code assigned to your company by Wells Fargo.
- **IncludeVoidAdjustment:** if "Y" Yes, includes negative amount for Invoice that was previously included in an Export file but Voided in the selected period.
- **PostInvoices:** if "Y" Yes, activates the Invoice Post. The Invoice Post is used to mark

Invoice records as exported after the Invoice Export file has been created. By default, any Invoice marked as exported is excluded from future data exports, unless the *Include Invoices Already Marked as Exported* is used to override.

Mangrove Time

The Mangrove Time Data Export is used to create an export file of TimeSlip information that can be imported into Mangrove Time. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Mangrove Time** report selection.



- *Export File*: is the full path and filename to send the TimeSlip information output. If a file already exists, it will be overwritten.

Mangrove Time Record Layout

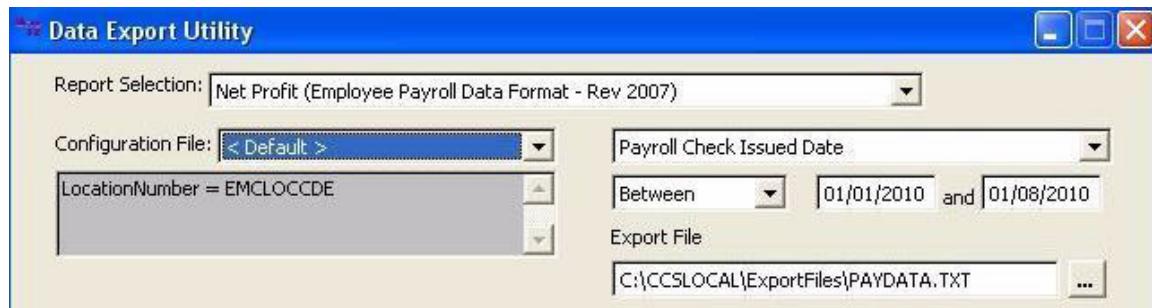
Field Name	Notes
EE Key Indicator	Always "S".
SSNO	Retrieved from the Employee Data Entry, Social Security # field, padded right with spaces. For example, "123456789".
Labor Seg 1 Code	Always space filled.
Labor Seg 2 Code	Always space filled.
Labor Seg 3 Code	Always space filled.
Labor Seg 4 Code	Always space filled.
Pay Code	Hourly Pay: "HR" + 2 character Hour Type Code + 3 character Hour Tier Code, padded right with spaces. For example, "HRR REG". Miscellaneous Pay: "WG" + 2 character Wage Type Code, padded right with spaces. For example, "WGTR". See the Pay Code Listing spreadsheet for a list of possible values.
Shift Code	Always space filled.
Hours Worked	Hourly Pay: corresponding number of hours, padded left with zeros. For example, 40 Hours is "000040.00". Miscellaneous Pay: always "000000.00".
Compensation Amount	Hourly Pay: always "000000.00" Miscellaneous Pay: corresponding miscellaneous pay amount, padded left with zeros. For example, \$25.00 is "000025.00".
Pay Rate	Hourly Pay: corresponding pay rate, padded left with zeros. For example, \$10.50 is "00010.5000". Miscellaneous Pay: always "00000.0000".
Start Date	Retrieved from the TimeSlip Data Entry, Work Date field. For example, April 1st 2006 is "04/01/2006".
End Date	Retrieved from the TimeSlip Data Entry, Batch Date field. For example, April 1st 2006 is "04/01/2006".
Tax Locality Code	Retrieved from the Customer Data Entry, P/R City Code field, padded right with spaces.
Tax State Code	Retrieved from the Customer Data Entry, P/R State Code field, padded

	right with spaces.
Deduct Indicator	Always "0".

Net Profit

The Net Profit Data Export is used to create an export file of Employee and Payroll information that can be sent to Net Profit, Inc. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by one of the following report selections:

- Net Profit (Client Customer Directory): contains customer and work site locations where at least one employee worked during the payroll check period specified. Note, manual payroll checks are not included.
- Net Profit (Client Paycheck): contains hours and wages paid by customer/work site location for the payroll check period specified. Note, manual payroll checks are not included.
- Net Profit (Employee Payroll Data Format - Rev 2007): contains summary amounts of hours and wages with employee information for the payroll check period specified. Note, all payroll checks are included.
- Net Profit (Employee Payroll Data Format - Rev 2004): contains summary amounts of hours and wages with employee information for the payroll check period specified. Note, all payroll checks are included.
- Net Profit (Employee Payroll Data Format): old format. Contains summary amounts of hours and wages with employee information for the payroll check period specified. Note, all payroll checks are included.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Net Profit Configuration](#) section below.
 1. The Configuration File is only used for the Employee Payroll Data Format options.
- **Export File:** is the full path and filename to send the Employee and Payroll information output. If a file already exists, it will be overwritten.

Note: See the [Net Profit Record Formats](#) section in this User's Guide for details about which information from the Ultra32 software is exported.

Net Profit Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

Configuration: < Default >	
Item	Value
LocationNumber	EMCLOC CDE

- **Location Number:** identifies which field in the employee file will be exported as the Location Number. Valid options are the following:
 1. "EMCDEPTCDE": Department Code.
 2. "EMCLOC CDE": Location Code.
 3. "EMCOFFCDE": Office Code.

Net Profit Record Formats

Net Profit (Client Customer Directory)

Net Profit Field Name	Export Notes
Customer Number	16 Positions (Customer Id + Work Site Id)
Customer Street Address 1	First 25 positions of Address Line 1
Customer Street Address 2	Last 10 positions of Address Line 1 + Space + First 10 positions of Address Line 2
Customer City	
Customer State	
Customer Zip	

Net Profit (Client Paycheck)

Net Profit Field Name	Export Notes
Customer Number	Customer Id + Work Site Id
Paycheck Number	
Paycheck Date	(MM/DD/YY) Format
SSN of Employee	
Customer Hours	
Customer Wages	

Net Profit (Employee Payroll Data Format - Rev Old)

Net Profit Field Name	Export Notes
Location Number of Employee	Either the Department, Location, or Office Code.
Employee Last Name	SSN Last Name.
Employee First Name	SSN First Name.
Employee SSN	
Employee Application Date	Always "00/00/0000".
Employee Job Offer Date	Always "00/00/0000".
Employee Hire Date	Either the Hire or Re-Hire Date.
Employee Start Date	First Check Date.
Employee Last Check Date	Last Check Date.
Employee Date of Birth	

Employee Street Address	
Employee City	
Employee State	
Employee Zip	
Employee Telephone Number	Telephone #1 from Contact Type "G".
Employee YTD Hours	Sum of Regular + Overtime Hours.
Employee YTD Wages	Sum of Regular + Overtime Pay Amounts.
Employee YTD Tips	Always "0".
Employee YTD EIC Advance	Sum of Earned Income Credits.

Net Profit (Employee Payroll Data Format - Rev 2004)

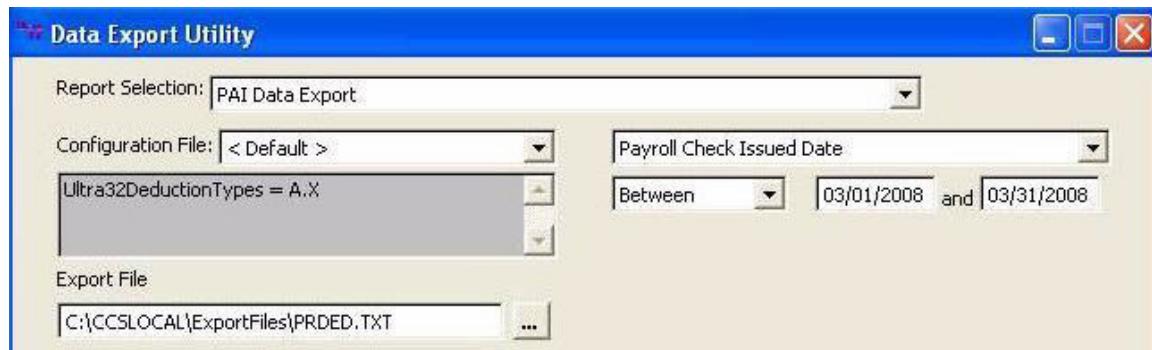
Net Profit Field Name	Export Notes
Location Number of Employee	Either the Department, Location, or Office Code.
Employee Last Name	SSN Last Name.
Employee First Name	SSN First Name.
Employee SSN	
Employee Start Date	First Check Date.
Employee Last Check Date	Last Check Date.
Employee Date of Birth	
Employee Street Address	
Employee City	
Employee State	
Employee Zip	
Employee Telephone Number	Telephone #1 from Contact Type "G".
Employee YTD Hours	Sum of Regular + Overtime Hours.
Employee YTD Wages	Sum of Regular + Overtime Pay Amounts.
Employee YTD Tips	Always "0".
Employee YTD EIC Advance	Sum of Earned Income Credits.

Net Profit (Employee Payroll Data Format - Rev 2007)

Net Profit Field Name	Export Notes
Location Number of Employee	Either the Department, Location, or Office Code.
Employee Last Name	SSN Last Name.
Employee First Name	SSN First Name.
Employee SSN	
Employee Start Date	First Check Date.
Employee Last Check Date	Last Check Date.
Employee Date of Birth	
Employee Street Address	
Employee City	
Employee State	
Employee Zip	
Employee Telephone Number	Telephone #1 from Contact Type "G".
Employee YTD Hours	Sum of Regular + Overtime Hours.
Employee YTD Wages	Sum of Regular + Overtime Pay Amounts.
Employee YTD Tips	Always "0".
Employee YTD EIC Advance	Sum of Earned Income Credits.

PAI Data Export

The PAI Data Export is used to create an export file of Employee and Payroll information that can be sent to Planned Administrators, Inc. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **PAI Data Export** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [PAI Data Export Configuration](#) section below.
- **Export File:** is the full path and filename to send the Payroll Check record output. If a file already exists, it will be overwritten.

PAI Data Export Configuration

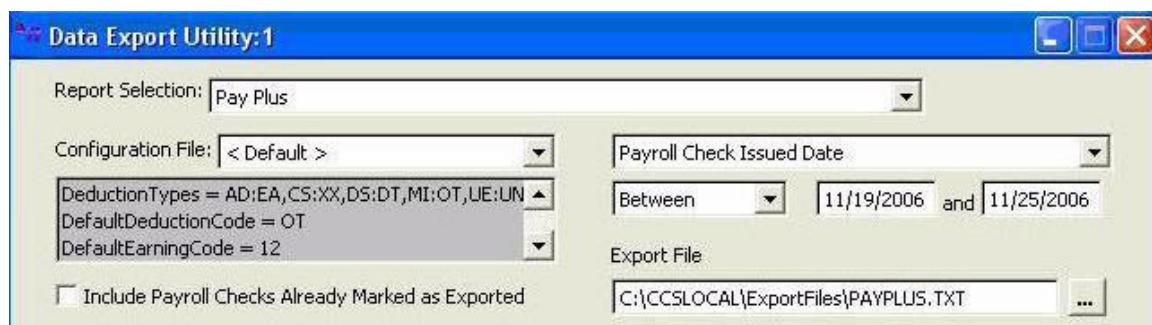
You can review or change the settings by double-clicking on the Configuration File list box.

Configuration: < Default >	
Item	Value
Ultra32DeductionTypes	A,X

- **Ultra32 Deduction Types:** a period delimited list of Non Tax Deduction Types to include in the Total Deduction Amount column.

Pay Plus

The Pay Plus Data Export is used to create an export file of Payroll information that can be imported into Pay Plus. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Pay Plus** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Pay Plus Configuration](#) section below.

- ***Include Payroll Checks Already Marked as Exported***: when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.
- ***Export File***: is the full path and filename to send the Payroll Check record output. If a file already exists, it will be overwritten.

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostPayrollChecks = "N" until testing completed and then set PostPayrollChecks = "Y" before creating the first live file.

Pay Plus Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

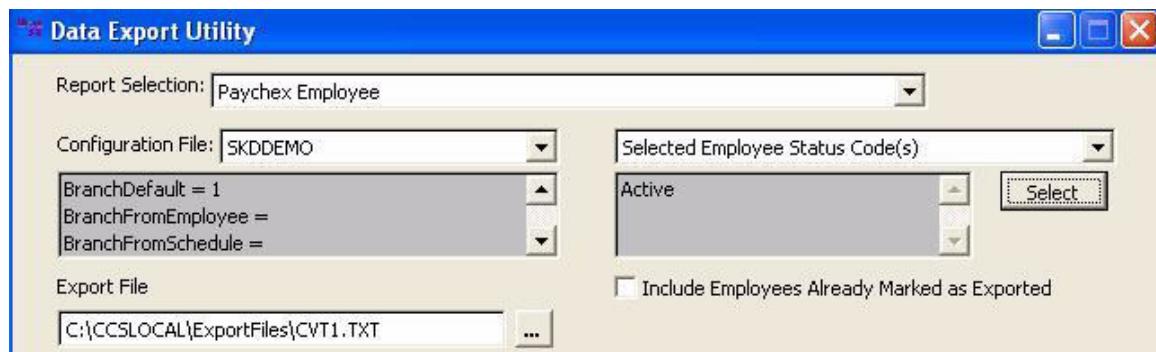
Item	Value
DeductionTypes	AD:EA,CS:XX,DS:DT,MI:OT,U
DefaultDeductionCode	OT
DefaultEarningCode	12
HourTypes_DB	R:03,V:06,H:08,S:01
HourTypes_OT	R:02,V:06,H:08,S:01
HourTypes_RG	R:01,V:06,H:08,S:01
MiscellaneousTypes	BO:04,CO:05,AD:12,MI:12,M
PostPayrollChecks	Y

- ***Deduction Types***: a comma delimited list of cross reference values to map Ultra32 Non Tax Deduction Types to the corresponding codes in Pay Plus.
 1. Formatted as <Ultra32 Non Tax Deduction Type> + <colon> + <Pay Plus Code>. For example: "AD:EA, LO:EL". Where "AD" is the Ultra32 Non Tax Deduction Type and "EA" is the Pay Plus Code for Employee Advances.
 2. The ***Default Deduction Code*** field will be used in the event a cross reference value does not exist.
- ***Default Deduction Code***: is used when processing Non Tax Deductions and a cross reference value can not be found in the ***Deduction Types*** list.
- ***Default Earning Code***: is used when processing Hourly Pay or Miscellaneous Pay items and a cross reference value can not be found in the corresponding ***Hour Types*** or ***Miscellaneous Types*** lists.
- ***Hour Types DB***: a comma delimited list of cross reference values to map Ultra32 Hour Types for Double Time to the corresponding codes in Pay Plus.
 1. Formatted as <Ultra32 Hour Type> + <colon> + <Pay Plus Code>. For example: "R:03, S:03". Where "R" is the Ultra32 Hour Type and "03" is the Pay Plus Code for Double Time.
 2. The ***Default Earning Code*** field will be used in the event a cross reference value does not exist.

- **Hour Types OT**: a comma delimited list of cross reference values to map Ultra32 Hour Types for Overtime to the corresponding codes in Pay Plus.
 1. Formatted as <Ultra32 Hour Type> + <colon> + <Pay Plus Code>. For example: "R:02,S:02". Where "R" is the Ultra32 Hour Type and "02" is the Pay Plus Code for Overtime.
 2. The **Default Earning Code** field will be used in the event a cross reference value does not exist.
- **Hour Types RG**: a comma delimited list of cross reference values to map Ultra32 Hour Types for Regular Time to the corresponding codes in Pay Plus.
 1. Formatted as <Ultra32 Hour Type> + <colon> + <Pay Plus Code>. For example: "R:01,S:01". Where "R" is the Ultra32 Hour Type and "01" is the Pay Plus Code for Regular Time.
 2. The **Default Earning Code** field will be used in the event a cross reference value does not exist.
- **Miscellaneous Types**: a comma delimited list of cross reference values to map Ultra32 Miscellaneous Pay Types to the corresponding codes in Pay Plus.
 1. Formatted as <Ultra32 Miscellaneous Type> + <colon> + <Pay Plus Code>. For example: "BO:04,TR:16". Where "BO" is the Ultra32 Miscellaneous Type and "04" is the Pay Plus Code for Bonuses.
 2. The **Default Earning Code** field will be used in the event a cross reference value does not exist.
- **Post Payroll Checks**: if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the ***Include Payroll Checks Already Marked as Exported*** is used to override.

Paychex Employee

The Paychex Employee Data Export is used to create an export file of Employee information that can be imported into Paychex. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Paychex Employee** report selection.



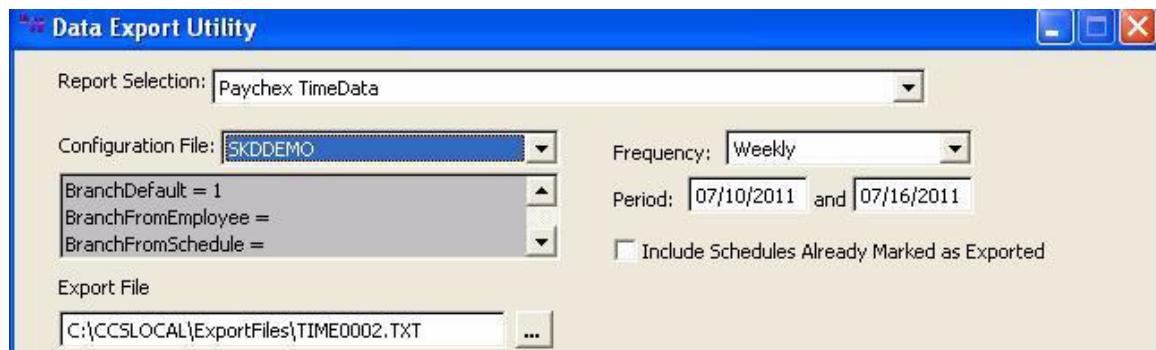
- **Configuration File**: is used to view/modify the data export configuration settings. See the [Paychex Exports Configuration](#) section below.

- **Selected Employee Status Code(s) - standard filter option:** can be used during testing to create smaller, more manageable files if needed. Plan on changing the default value to 'No Filter' when go live.
- **Include Employees Already Marked as Exported:** when PostEmployees = "Y" in the Configuration File, Employee records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Employees in the export file for some reason.
- **Export File:** is the full path and filename to the Employee record output. If a file already exists, it will be renamed with extension .bak (one previous version kept on disk).

Note: Even while testing, you must complete the Post at the end of the Paychex Employee Export process if you want to also test the Paychex TimeData Export. If you do not Post to Employee records, the TimeData Export will report errors since the Paychex Id in Ultra32 Employee file will not contain valid entries.

Paychex Time Data

The Paychex Time Data Export is used to create an export file of Payroll information that can be imported into Paychex. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Paychex TimeData** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Paychex Exports Configuration](#) section below.
- **Frequency and Period:** just like the Proposed Payroll and Payroll Check Print functionality, specify the appropriate Employee File Pay Frequency and the period to include.
- **Include Schedules Already Marked as Exported:** when PostSchedules = "Y" in the Configuration File, Schedule records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Schedules in the export file for some reason.
- **Export File:** is the full path and filename to the Schedule Time Data record output. If a file already exists, it will be renamed with extension .bak (one previous version kept on disk).

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostSchedules = "N" until testing completed and then set PostSchedules = "Y" before creating the first live file.

Paychex Exports Configuration

You can review or change the settings by double-clicking on the Configuration File list box. Going to document this a little different than other Configuration Files, not documented in the same order as information is displayed on the screen, going to one set of examples for Division, Branch and Department (similar type circumstances), etc...

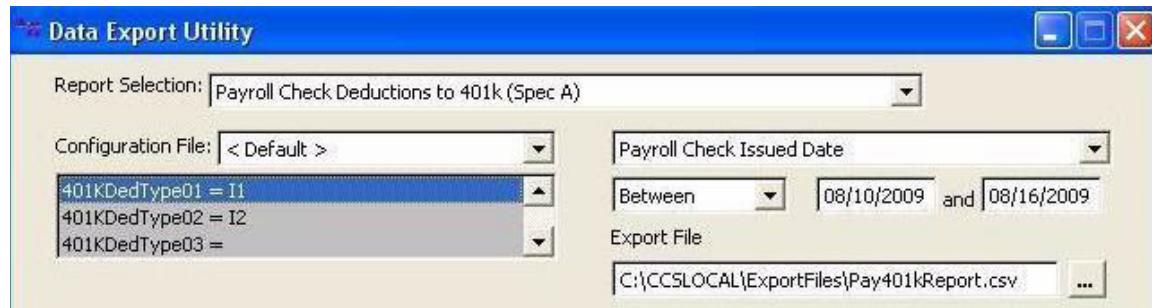
Item	Value
BranchDefault	1
BranchFromEmployee	
BranchFromSchedule	
BranchMapping	
CompanyId	0987
DepartmentDefault	10
DepartmentFromEmployee	EMCDEPTCDE
DepartmentFromSchedule	SMCDEPTCDE

- *Company Id*: enter the value assigned by Paychex.
- *Default Department*: must contain a value (required by Paychex).
- *Department From Employee, Department From Schedule, Department Mapping*: possible all three of these will be empty depending on Paychex configuration.
 1. If the same Department applies to ALL Employees, leave the *Department From Employee* empty.
 2. If the same Department applies to ALL Schedules, leave the *Department From Schedule* empty.
 3. If you want a value from the Ultra32 Employee file to be included as the Paychex Employee Department, specify the Ultra32 field name as the *Department From Employee* (eg. EMCDEPTCDE = Ultra32 Employee File Dept Code). You may have to contact CCS to get appropriate field name.
 4. If you want a value from the Ultra32 Schedule file to be included as the Paychex Time Data override Department, specify the Ultra32 field name as the *Department From Schedule* (eg. SMCDEPTCDE = Ultra32 Schedule File Dept Code). You may have to contact CCS to get appropriate field name.
 5. If using a field from Ultra32 for Employee and/or Schedule Department, but Ultra32 values don't exactly match Paychex values, you need to map Ultra32 values to Paychex values. *Department Mapping* should be formatted as <Ultra32 Dept Code> + <colon> + <Paychex Department>. For example: "10:10,20:11,30:12". Where "10", "20" and "30" are the Ultra32 Dept Codes and "10", "11" and "12" are the corresponding PayChex Departments.
- *Default Division*: must contain a value (required by Paychex).
- *Division From Employee, Division From Schedule, Division Mapping*: same definitions and rules as Department.
- *Default Branch*: must contain a value (required by Paychex).

- **Branch From Employee, Branch From Schedule, Branch Mapping:** same definitions and rules as Department.
- **Earn Code Mapping:** must contain a list of Ultra32 Hour Types to Paychex Earn Codes. Formatted as <Ultra32 Hour Type + category> + <colon> + <Pay Plus Code>. For ex, "RR:1,RO:2,RD:3,HR:4" would designate:
 1. "RR" as Reg Hours for Ultra32 Hour Type "R" = Paychex Earn Code "1"
 2. "RO" as Ovt Hours for Ultra32 Hour Type "R" = Paychex Earn Code "2"
 3. "RD" as Dbl Hours for Ultra32 Hour Type "R" = Paychex Earn Code "3"
 4. "HR" as Reg Hours for Ultra32 Hour Type "H" (Holiday) = Paychex Earn Code "4"
- **Hour Types Reg Rate Only:** a dot delimited list of any Ultra32 Hour Types where the Regular Pay Rate (not the factored rate) should be included in Time Data:
 1. .R. designates include reg rate when reporting Ovt Hours for Ultra32 Hour Type "R"
 2. .R.H. designates include reg rate when reporting any Ultra32 "R" or "H" Type Hours

Payroll Check Deductions to 401k (Spec A)

The Payroll Check Deductions to 401k (Spec A) Data Export is used to create an export file of Payroll Check Deductions records. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Payroll Check Deductions to 401k (Spec A)** report selection. Since not all providers accept the file in the same format, Spec A identifies which file layout specifications will be used.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Payroll Check Deductions to 401k \(Spec A\) Configuration](#) section below.
- **Export File:** is the full path and filename to send the Export file to. If a file already exists, it will be overwritten.

Payroll Check Deductions to 401k (Spec A) Configuration

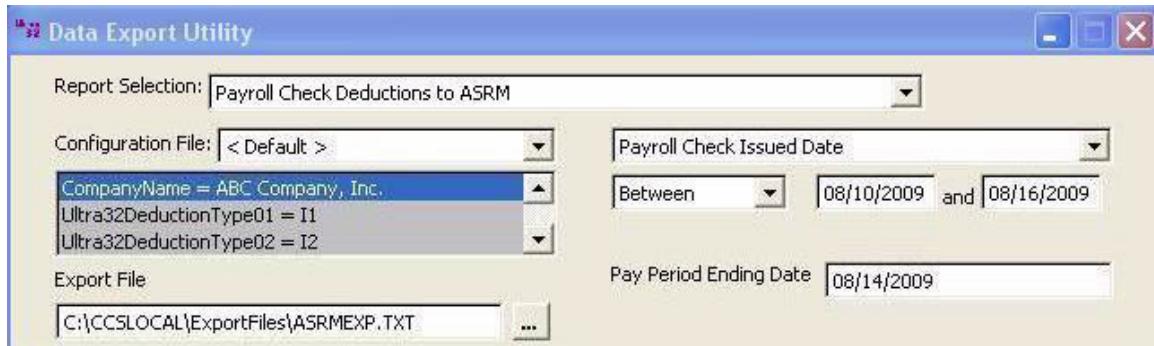
You can review or change the settings by double-clicking on the Configuration File list box.

Item	Value
401KDedType01	I1
401KDedType02	I2
401KDedType03	
401KDedType04	
401KDedType05	
401KDedType06	
401KDedType07	
401KDedType08	
LoanDedType01	I1

- *401K Ded Type 1 to 8*: a two character code that relates to a Deduction Type used in the Ultra32 software for 401K Deductions.
- *Loan Ded Type 1 to 8*: a two character code that relates to a Deduction Type used in the Ultra32 software for Loan Payments.

Payroll Check Deductions to ASRM

The Payroll Check Deductions to ASRM Data Export is used to create an export file of Payroll Check Deductions records. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Payroll Check Deductions to ASRM** report selection.



- *Configuration File*: is used to view/modify the data export configuration settings. See the [Payroll Check Deductions to ASRM Configuration](#) section below.
- *Export File*: is the full path and filename to send the Export file to. If a file already exists, it will be overwritten.

Payroll Check Deductions to ASRM Configuration

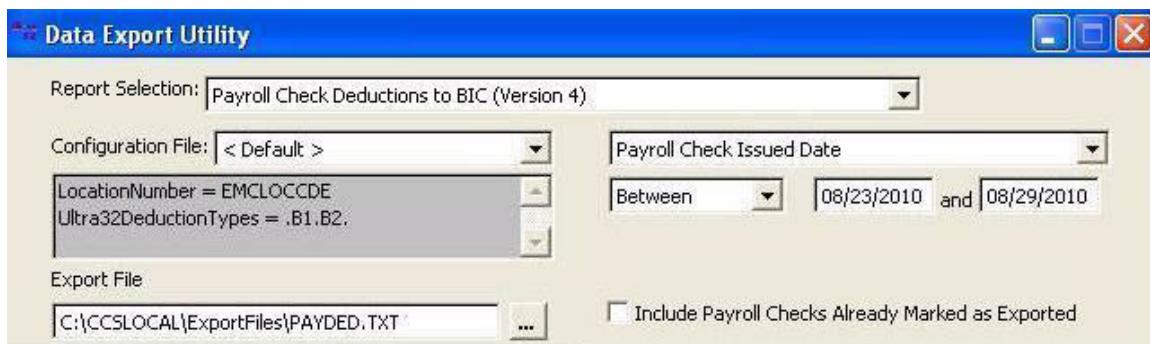
You can review or change the settings by double-clicking on the Configuration File list box.

Item	Value
CompanyName	ABC Company, Inc.
Ultra32DeductionType01	I1
Ultra32DeductionType02	I2
Ultra32DeductionType03	
Ultra32DeductionType04	
Ultra32DeductionType05	
Ultra32DeductionType06	
Ultra32DeductionType07	
Ultra32DeductionType08	

- **Company Name:** Company Name entered as you want it reported to ASRM.
- **Ultra32 Deduction Type 1 to 8:** a two character code that relates to a Deduction Type used in the Ultra32 software for deductions to report to ASRM.

Payroll Check Deductions to BIC (Version 4)

The Payroll Check Deductions to BIC (Version 4) Data Export is used to create an export file of Payroll Check Deductions records for Benefits in a Card. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Payroll Check Deductions to BIC (Version 4)** report selection. Version 4 identifies which file layout specifications will be used.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Payroll Check Deductions to BIC \(Version 4\) Configuration](#) section below.
- **Include Payroll Checks Already Marked as Exported:** when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.
- **Export File:** is the full path and filename to send the Export file to. If a file already exists, it will be overwritten.

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostPayrollChecks = "N" until testing completed and then set PostPayrollChecks = "Y" before creating the first live file.

Payroll Check Deductions to BIC (Version 4) Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

Configuration: < Default >	
Item	Value
LocationNumber	EMCLOC CDE
PostPayrollChecks	Y
Ultra32DeductionTypes	B1.B2.

- **Location Number:** identifies which field in the employee file will be exported as the BIC Location Number. Valid options are the following:
 1. "EMCDEPTCDE": Department Code.
 2. "EMCLOC CDE": Location Code.
 3. "EMCOFFCDE": Office Code.
- **Ultra32 Deduction Types:** a period (dot) delimited list of Non Tax Deduction Types to include in the BIC Deduction Amount column.
- **Post Payroll Checks:** if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the *Include Payroll Checks Already Marked as Exported* is used to override.

Payroll Check Deductions to SRC

The Payroll Check Deductions to SRC Data Export is used to create an export file of Payroll Check Deductions records that can be transmitted to SRC (Strategic Resource Company). To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Payroll Check Deductions to SRC** report selection.

The screenshot shows the 'Data Export Utility:1' window with the following configuration:

- Report Selection: Payroll Check Deductions to SRC
- Configuration File: < Default >
- ClientNumber = 123456
- ClientPaidSubsidyAmount1 = 0.00
- ClientPaidSubsidyAmount2 = 0.00
- Payroll Check Issued Date: Between 01/09/2004 and 01/09/2004
- Pay Period Ending Date: 01/04/2004
- Export File: C:\CCSLOCAL\ExportFiles\SRCINS.TXT
- Include Payroll Checks Already Marked as Exported

- **Configuration File:** is used to view/modify the data export configuration settings. See the [Payroll Check Deductions to SRC Configuration](#) section below.
- **Include Payroll Checks Already Marked as Exported:** when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option

when you need to include all selected Payroll Checks in the export file for some reason.

- **Export File:** is the full path and filename to send the Payroll Check record output. If a file already exists, it will be overwritten.

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostPayrollChecks = "N" until testing completed and then set PostPayrollChecks = "Y" before creating the first live file.

Payroll Check Deductions to SRC Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

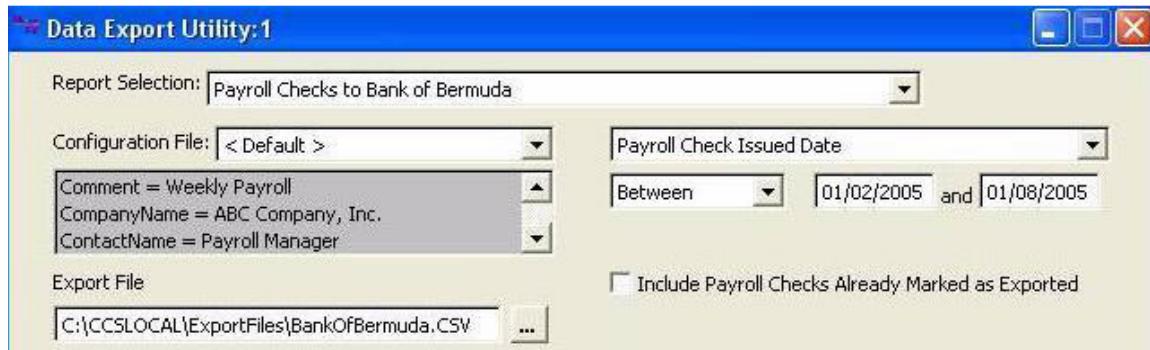
Item	Value
ClientNumber	123456
ClientPaidSubsidyAmd1	0.00
ClientPaidSubsidyAmd2	0.00
ClientPaidSubsidyAmd3	0.00
ClientPaidSubsidyAmd4	0.00
ClientPaidSubsidyAmd5	0.00
ClientPaidSubsidyAmd6	0.00
ClientPaidSubsidyAmd7	0.00
DeductionCode1	1234
DeductionCode2	5678

- **Client Number:** a six digit number assigned to your company by SRC (Strategic Resource Company).
- **Client Paid Subsidy Amount 1 to 12:** the amount your company contributes for each related deduction code. For example, a Health Insurance Premium is \$18.00 per week, the employee contributes \$16.20, and your company contributes the balance of \$1.80.
- **Deduction Code 1 to 12:** a four digit number assigned to your company by SRC (Strategic Resource Company) for each elected insurance coverage type.
- **Post Payroll Checks:** if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the **Include Payroll Checks Already Marked as Exported** is used to override.
- **Ultra32 Deduction Type 1 to 12:** a two character code that relates to a Deduction Type used in the Ultra32 software.

Note: Although you can define up to 12 Deduction Products, the actual export file only allows six deductions per employee per pay period. For example, John Smith could have deductions 1, 2, 3, 4, 5, and 6 one pay period; and then deductions 2, 4, 6, 8, 10, 12 next week.

Payroll Checks to Bank of Bermuda

The Payroll Checks to Bank of Bermuda Data Export is used to create an export file of Direct Deposit Payroll Check records that can be transmitted to Bank of Bermuda. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Payroll Checks to Bank of Bermuda** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Payroll Checks to Bank of Bermuda Configuration](#) section below.
- **Include Payroll Checks Already Marked as Exported:** when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.
- **Export File:** is the full path and filename to send the Payroll Check record output. If a file already exists, it will be overwritten.

How to Setup

For each employee participating in a Direct Deposit Plan, enter the appropriate information into the Main Account direct deposit fields on the Employee Payroll page as follows:

- Enter either "C" (Checking) or "S" (Savings) in the **Account Type** field.
- Enter the employee's bank account number into the **Account #** field.
- Enter the employee's bank into the **Routing #** field.
 1. Enter 'B' or leave blank for Bank of Bermuda.
 2. Enter 'G' for Capital G Bank.
 3. Enter 'N' for Bank of N.T. Butterfield.
- Enter "N" (Not Required) in the **Prenote Status** field.
- Enter "100" in the **Main Account Amount** field.
- Enter "P" in the **Percent or Dollar** field.

Note: The standard Ultra32 Direct Deposit includes several features that are not supported by the Bank of Bermuda's import system. Therefore, it is important that only the information specified above is entered into the Employee Direct Deposit Setup Information.

Payroll Checks to Bank of Bermuda Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

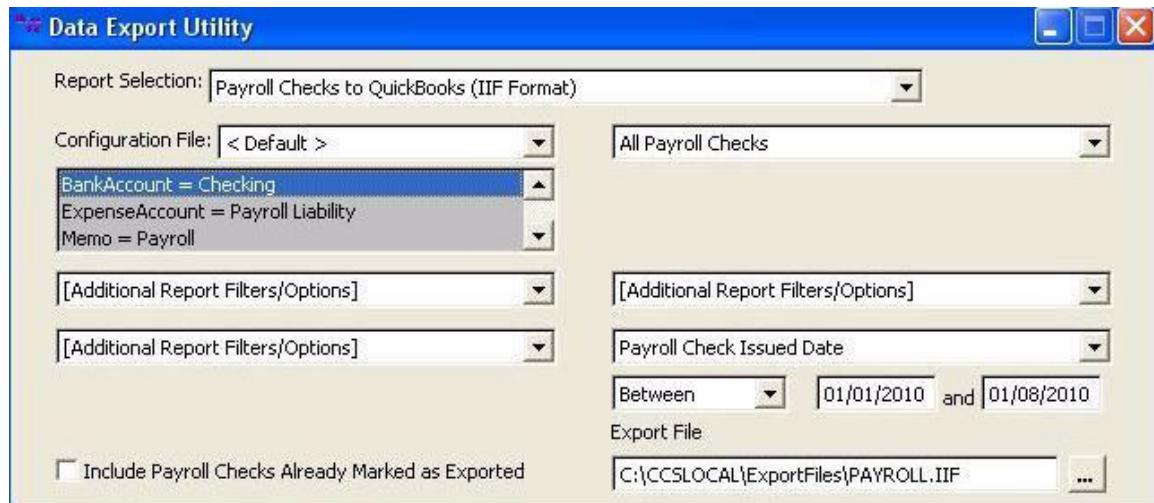
Item	Value
Comment	Weekly Payroll
CompanyName	ABC Company, Inc.
ContactName	Payroll Manager
DebitAccount	123456789
DefaultCurrency	BMD
DefaultDestinationBank	B
EmailAddress	payrollmanager@abccompa...
Facsimile	(555) 123-1009
PostPayrollChecks	Y

- *Comment*: required, up to 34 characters to indicate a reference to the originator.
- *Company Name*: optional, appears on the Bulk Debit/Credit File Confirmation Form.
- *Contact Name*: optional, appears on the Bulk Debit/Credit File Confirmation Form.
- *Debit Account*: required, account number to debit.
- *Default Currency*: required, must be either 'BMD', 'CAD', 'GBP', or 'USD'. This value applies to all debit (Employer) and credit (Employee) amounts.
- *Default Destination Bank*: required, must be either 'B' (Bank of Bermuda), 'G' (Capital G Bank), or 'N' (Bank of N.T. Butterfield). This value applies to the debit amount (Employer) and any credit amounts (Employee) with an blank or invalid Routing #.
- *Email Address*: optional, appears on the Bulk Debit/Credit File Confirmation Form.
- *Facsimile*: optional, appears on the Bulk Debit/Credit File Confirmation Form.
- *Post Payroll Checks*: if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the *Include Payroll Checks Already Marked as Exported* is used to override.
- *Telephone*: optional, appears on the Bulk Debit/Credit File Confirmation Form.

Payroll Checks to QuickBooks

The Payroll Checks to QuickBooks Data Export is used to create an export file of Payroll Check records that can be imported into QuickBooks. To load this screen, select the **Tools**

menu, the **Data Export...** menu option, followed by the **Payroll Checks to QuickBooks (IIF Format)** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [Payroll Checks to QuickBooks Configuration](#) section below.
- **Include Payroll Checks Already Marked as Exported:** when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.
- **Export File:** is the full path and filename to send the Payroll Check record output. If a file already exists, it will be overwritten.

Payroll Checks to QuickBooks Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

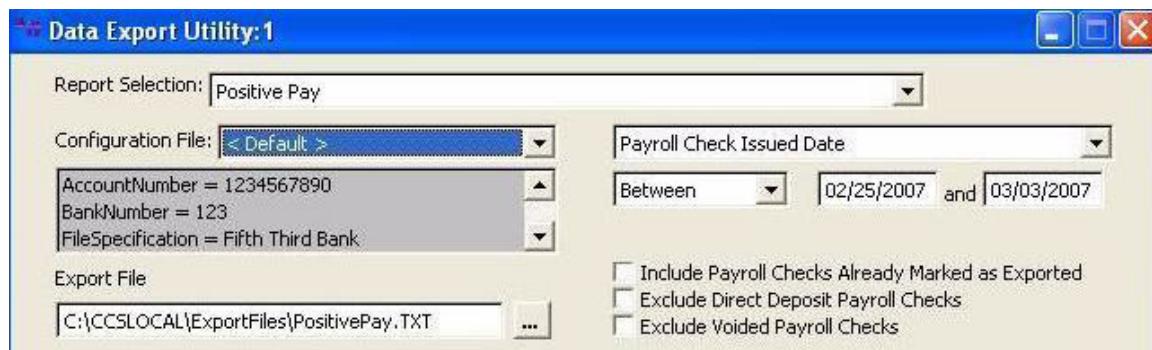
Configuration: < Default >	
Item	Value
BankAccount	Checking
ExpenseAccount	Payroll Liability
Memo	Payroll
Payee	First Last
PostPayrollChecks	Y
TreatNegativeAsDeposits	N

- **Bank Account:** the name of the QuickBooks Bank Account that will be debited.
- **Expense Account:** the name of the QuickBooks Expense/Liability Account that will be credited.
- **Memo:** optional, a value that will appear in the "Memo" field in QuickBooks.
- **Payee:** identifies how the employee name will appear in the "Payee" field in QuickBooks. Valid options are the following:

1. "First Last": first name, followed by a space, then followed by the last name.
 2. "Last, First": last name, followed by a comma, followed by a space, and the followed by the first name.
- ***Post Payroll Checks***: if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the ***Include Payroll Checks Already Marked as Exported*** is used to override.
 - ***Treat Negative As Deposits***: if "Y" Yes, any Payroll Check records with a negative amount in the Net Pay are treated as a Deposit. Otherwise, they will be excluded from the data export.
 1. Negative Net Pay checks can only be created using the Adjustment Payroll Check Entry feature.

Positive Pay

The Positive Pay Data Export is used to create an export file of Payroll information that can be imported into Positive Pay. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Positive Pay** report selection.



- ***Configuration File***: is used to view/modify the data export configuration settings. See the [Positive Pay Configuration](#) section below.
 - ***Include Payroll Checks Already Marked as Exported***: when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.
 - ***Exclude Direct Deposit Payroll Checks***: if checked, Payroll Check records with a Status of "D" are excluded from the process.
 - ***Exclude Voided Payroll Checks***: if checked, Payroll Check records with a Status of "V" are excluded from the process.
 - ***Export File***: is the full path and filename to send the Payroll Check record output. If a file already exists, it will be overwritten. You can change the default file name via right+click and save as default option.
1. Treasury Management: The file naming convention, should include the full account number

with an extension of .csv and a time/date stamp in the brackets. You can setup a template for this (eg. replace positivepay.txt with acctnum+"[mddyyhhmm].csv") and then right+click and save as default. Each time you create the Positive Pay Export File, simply change the mddyyhhmm to be current date plus time.

Note: Note: The default behavior is to simply have one Positive Pay configuration that is used for all Data File Sets. Contact CCS Tech Support if you need to identify different bank configuration information per Data File Set.

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostPayrollChecks = "N" until testing completed and then set PostPayrollChecks = "Y" before creating the first live file.

Positive Pay Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

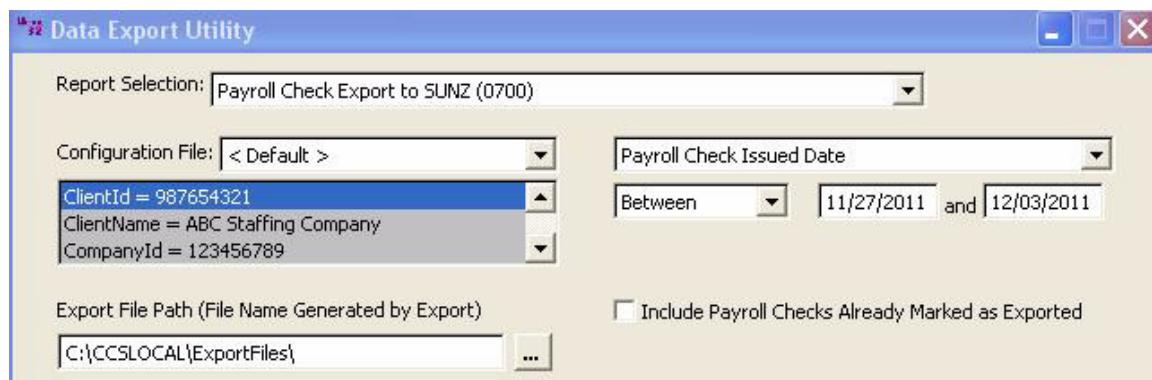
Configuration: < Default >	
Item	Value
AccountNumber	1234567890
BankNumber	123
FileSpecification	Fifth Third Bank
PostPayrollChecks	Y

- **Account Number:** is used for the following File Specifications:
 1. Amegy Bank: enter Bank Account Number.
 2. Bank of America: 10 digit Bank Account Number.
 3. Bank of the West: enter Bank Account Number.
 4. Chase Bank: enter Bank Account Number.
 5. Compass Bank: 10 digit Bank Account Number.
 6. Fifth Third Bank: 10 digit Bank Account Number.
 7. Green Bank: enter Bank Account Number.
 8. M&T Bank: enter Bank Account Number.
 9. Treasury Management: enter Bank Account Number.
 10. Wells Fargo Bank: up to 34 digit Account Number.
 11. Whitney Bank: 10 digit Bank Account Number.
- **Bank Number:** is only used for the following File Specifications:
 1. Bank of America: 3 digit number provided by the bank.
 2. Fifth Third Bank: 3 digit number provided by the bank.
 3. Wells Fargo Bank: up to 10 digit routing/transit number.
- **File Specification:** identifies the File Specification that will be used to create and format the export file. The Ultra32 software currently supports the following formats:

1. Amegy Bank Old
 2. Bank of Amer - DRS PP Only
 3. Bank of the West
 4. Chase Bank - CSV
 5. Chase Bank - CSV 2012
 6. Compass Bank
 7. Fifth Third Bank
 8. Fifth Third Bank 2
 9. Green Bank
 10. M&T Bank
 11. Newtown Savings Bank
 12. Treasury Management - CSV
 13. Wells Fargo Bank
 14. Whitney Bank - CSV
- ***Post Payroll Checks:*** if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the *Include Payroll Checks Already Marked as Exported* is used to override.

SUNZ Data Export

The SUNZ Data Export is used to create an export file of Payroll data that can be sent to SUNZ Insurance Company. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **Payroll Check Export to SUNZ (0700)** report selection.



- ***Configuration File:*** is used to view/modify the data export configuration settings. See the [SUNZ Data Export Configuration](#) section below.
- ***Export File Path:*** is the full path of the folder to send the export output to. The file name is automatically generated based on the *Client Name* and Export Date.
- ***Payroll Check Issued Date:*** identifies which Payroll information to include in the

export file based on the Payroll Check Issued Date. Normally this would be the weekly period that includes the most recent Payroll Check's.

- ***Include Payroll Checks Already Marked as Exported***: when PostPayrollChecks = "Y" in the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.

Note: When setting up a new Data Export, if test files are going to submitted, it may be best to set PostPayrollChecks = "N" until testing completed and then set PostPayrollChecks = "Y" before creating the first live file.

SUNZ Data Export Configuration

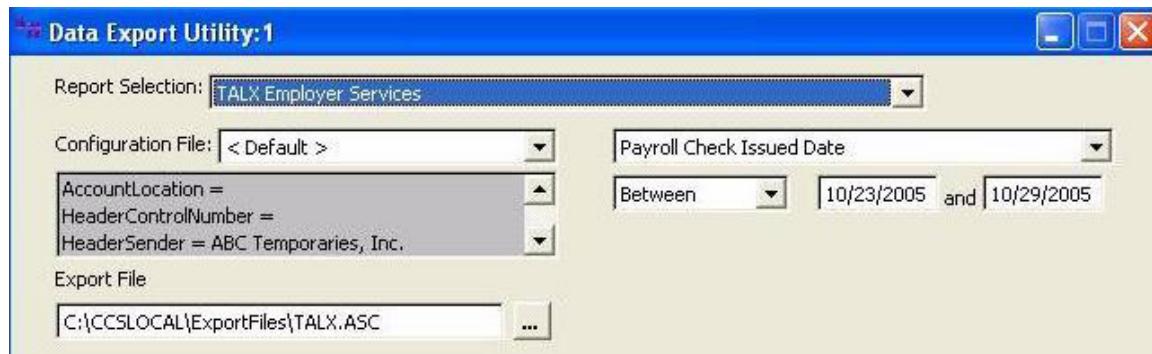
You can review or change the settings by double-clicking on the Configuration File list box.

Configuration: < Default >	
Item	Value
ClientId	987654321
ClientName	ABC Staffing Company
CompanyId	123456789
DefaultState	MI
LocationId	100
PolicyStart	01/01/2011
PolicyTerm	12/31/2012
PostPayrollChecks	Y
RecalcCompWage	Y

- ***Client Id***: the Client ID as assigned by SUNZ (possibly your companies FEIN).
- ***Client Name***: the Client Name as assigned by SUNZ.
- ***Company Id***: the Company ID as assigned by SUNZ (possibly your companies FEIN).
- ***Default State***: identifies the State Abbreviation to use if a state code is not: 1) part of a Comp Code, or 2) identified in the Comp Code setup.
- ***Location Id***: the Location Id as assigned by SUNZ.
- ***Policy Start and Policy Term***: identifies the Policy Inception Date and Policy Expiration Date in the format of mm/dd/yyyy.
- ***Post Payroll Checks***: if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the ***Include Payroll Checks Already Marked as Exported*** is used to override.
- ***Recalc Comp Wages***: identifies if the Comp Wages subject to Premium amount should be equal to the applicable pay amount stored in Ultra32 Payroll Check, or if the Comp Wages subject to Premium should be recalculated based on All Hours * Reg Pay Rate.

TALX Employer Services (Revised August 2000)

The TALX Employer Services Data Export is used to create an export file of Payroll and Separation data that can be sent to TALX Employer Services. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **TALX Employer Payment Services** report selection.



- **Configuration File:** is used to view/modify the data export configuration settings. See the [TALX Employer Services Configuration](#) section below.
- **Export File:** is the full path and filename to send the output to. If a file already exists, it will be overwritten.

TALX Employer Services Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

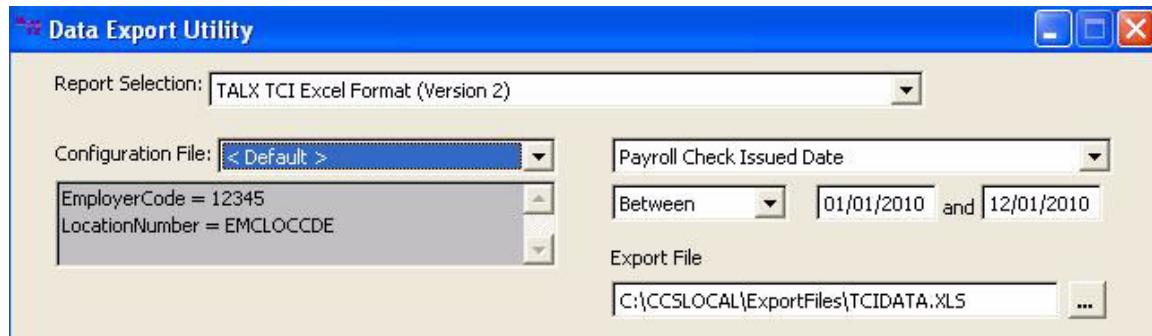
Item	Value
AccountLocation	
HeaderControlNumber	
HeaderSender	ABC Temporaries, Inc.
PayrollFrequency	D:1,W:1,B:2,T:3,M:4,Q:5
PayrollTypeHour	R:0,S:5,V:2
PayrollTypeWage	AD:8,CO:6,MI:8
SeparationReasonCode	

- **Account Location:** a ten character code provided by TALX Employer Services. Can be blank.
- **Header Control Number:** a eight character code provided by TALX Employer Services. Can be blank.
- **Header Sender:** a 30 character value provided by TALX Employer Services. Is usually your Account/Business Name.
- **Payroll Frequency:** a comma delimited list of cross reference values to map Ultra32 Pay Frequency Codes to the corresponding codes in TALX Employer Services.
 1. Formatted as <Ultra32 Code> + <colon> + <TALX Code>. For example: "W:1,B:2,T:3,M:4,Q:5". Where "W" is the Ultra32 Code and "1" is the TALX Code for

- a Weekly pay frequency.
2. The default value of "1" is written to the export file if an Ultra32 Code is not found in the cross reference lookup.
- ***Payroll Type Hour***: a comma delimited list of cross reference values to map Ultra32 Hour Types to the corresponding codes in TALX Employer Services.
 1. Formatted as <Ultra32 Hour Type> + <colon> + <TALX Code>. For example: "R:0,S:5,V:2". Where "R" is the Ultra32 Hour Type and "0" is the TALX Code for Regular Wages.
 2. The default value of "0" is written to the export file if an Ultra32 Hour Type is not found in the cross reference lookup.
 - ***Payroll Type Wage***: a comma delimited list of cross reference values to map Ultra32 Miscellaneous Pay Types to the corresponding codes in TALX Employer Services.
 1. Formatted as <Ultra32 Pay Type> + <colon> + <TALX Code>. For example: "CO:6,MI:8". Where "CO" is the Ultra32 Pay Type and "6" is the TALX Code for Commission Wages.
 2. The default value of "0" is written to the export file if an Ultra32 Hour Type is not found in the cross reference lookup.
 - ***Separation Reason Code***: a comma delimited list of cross reference values to map Ultra32 Termination Codes to the corresponding codes in TALX Employer Services.
 1. Formatted as <Ultra32 Termination Code> + <colon> + <TALX Code>. For example: "RWN:1234,RWO:1235".
 2. The default value of " " is written to the export file if an Ultra32 Termination Code is not found in the cross reference lookup.

TALX TCI Excel Format (Version 2)

The TALX Employer Services Data Export is used to create an export file of YTD Payroll data that can be sent to TALX Employer Services. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **TALX Employer TCI Excel Format (Version 2)** report selection.



- ***Configuration File***: is used to view/modify the data export configuration settings. See the [TALX TCI Excel Format Configuration](#) section below.
- ***Export File***: is the full path and filename to send the output to. If a file already exists, it will be overwritten.

Note: Normally the Payroll Check Issued Date should include from the 1st of the year to the most recent Payroll Check Issued date in order to produce Year To Date amounts in the export file.

TALX TCI Excel Format (Version 2) Configuration

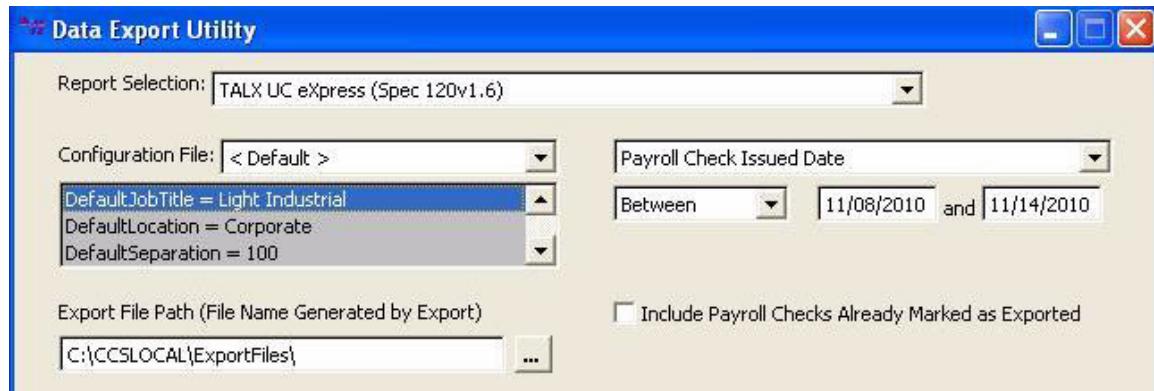
You can review or change the settings by double-clicking on the Configuration File list box.

Configuration: < Default >	
Item	Value
EmployerCode	12345
LocationNumber	EMCLOCOCDE

- *Employer Code*: a five character code provided by TALX Employer Services. Required.
- *Location Number*: identifies which field in the employee file will be exported as the TALX Location Number. Valid options are the following: "EMCDEPTCDE" for Department Code, "EMCLOCOCDE" for Location Code or "EMCOFFCDE" for Office Code.

TALX UC eXpress (Spec 120v1.6)

The TALX UC eXpress Data Export is used to create an export file of Employee, Payroll and Separation data that can be sent to TALX UC eXpress Services. To load this screen, select the **Tools** menu, the **Data Export...** menu option, followed by the **TALX UC eXpress (Spec 120v.16)** report selection.



- *Configuration File*: is used to view/modify the data export configuration settings. See the [TALX UC eXpress \(Spec 120v1.6\) Configuration](#) section below.
- *Export File Path*: is the full path of the folder to send the export output to. The file name is automatically generated based on the *Payroll Mailing Number*.
- *Payroll Check Issued Date*: identifies which Payroll information to include in the export file based on the Payroll Check Issued Date. Normally this would be the weekly period that includes the most recent Payroll Check's. This date range can be adjusted when reporting YTD for the current and/or prior years. Note: this Date Range can not span more than one year, once a year multiple files may be required.
- *Include Payroll Checks Already Marked as Exported*: when PostPayrollChecks = "Y" in

the Configuration File, Payroll Check records are marked as exported during the Data Export Post and then are not included in subsequent exports. Check this option when you need to include all selected Payroll Checks in the export file for some reason.

Note: When setting up a new Data Export, if test files are going to be submitted, it may be best to set PostPayrollChecks = "N" until testing completed and then set PostPayrollChecks = "Y" before creating the first live file.

Note: This program currently has the limitation of only being able to report One State Tax Code per Payroll Check. You must contact CCS for a program modification if your business needs change and one or more Employees has earnings in multiple State Taxing Authorities during a particular pay period.

TALX UC eXpress (Spec 120v1.6) Configuration

You can review or change the settings by double-clicking on the Configuration File list box.

Item	Value
DefaultJobTitle	Light Industrial
DefaultLocation	Corporate
DefaultSeparation	100
JobTitleField	EMCWORKCDE
PayrollMailingNumber	123456
PayrollTypeHour	R:R,S:R,H:H,V:V
PayrollTypeWage	AD:M,BO:B,CO:C,ME:M,MI:M
PostPayrollChecks	Y

- **Default Job Title:** identifies the value to use when the Employee lookup returns an empty value (see **Job Title Field** below).
- **Default Location:** identifies the value to use as the Work Location Code/Identifier. In TALX, this field identifies where each of your employees work. The value used here must also be defined in TALX UC eXpress system. If you decide to report Work Location based on a specific value in the Employee file, please contact CCS for a program modification to accommodate multiple values here.
- **Default Separation:** identifies the value to use when reporting Separation information and the Employee file Termination Code mapping to TALX Separation Code returns an empty value.
- **Job Title Field:** identifies which field in the Employee file the validation file description will be exported as the TALX Job Title/Position. Valid options are: 1) "EMCDEPTCDE" lookup description based on Employees Department Code, 2) "EMCLOC CDE" lookup description based on Employees Location Code, 3) "EMCOFFCDE" lookup description based on Employees Office Code, or 4) "EMCWORKCDE" lookup description based on Employees Work Code.
- **Payroll Mailing Number:** a six character code provided by TALX.
- **Payroll Type Hour:** a comma delimited list of cross reference values to map Ultra32 Hour Types to the Pay Type codes used by TALX.
 1. Formatted as <Ultra32 Hour Type> + <colon> + <TALX Pay Type Code>. For example:

"R:R,S:R,H:H,V:V". Where "R" is the Ultra32 Hour Type and "R" is the TALX Pay Type Code for Regular Wages, "S" is the Ultra32 Hour Type and "R" is the TALX Pay Type Code for Salary Wages, etc...

2. All Overtime Hours are automatically reported as TALX Pay Type Code "O".
 3. The values defined here should be updated if you add a new Hour Type to Ultra32.
- **Payroll Type Wage:** a comma delimited list of cross reference values to map Ultra32 Miscellaneous Pay Types to the corresponding codes in TALX UC eXpress.
 1. Formatted as <Ultra32 Pay Type> + <colon> + <TALX Pay Type Code>. For example: "AD:M, BO:B". Where "AD" is the Ultra32 Pay Type and "M" is the TALX Pay Type Code for Miscellaneous Wages, "BO" is the Ultra32 Pay Type and "B" is the TALX Pay Type Code for Bonus Pay.
 2. The values defined here should be updated if you add a new Pay Type to Ultra32.
 - **Post Payroll Checks:** if "Y" Yes, activates the Payroll Check Post. The Payroll Check Post is used to mark Payroll Check records as exported after the Payroll Check Export file has been created. By default, any Payroll Check marked as exported is excluded from future data exports, unless the *Include Payroll Checks Already Marked as Exported* is used to override.
 - **Separation Reason Code:** a comma delimited list of cross reference values to map Ultra32 Termination Codes to the corresponding codes in TALX Employer Services.
 1. Formatted as <Ultra32 Termination Code> + <colon> + <TALX Separation Code>. For example: "100:0100,200:0200".
 2. The value defined as *Default Separation* is written to the export file if an Ultra32 Termination Code is not found in the cross reference lookup.
 3. The values defined here should be updated if you add a new Termination Code to Ultra32.
 - **U32 Bonus Pay Types:** a period (dot) delimited list of Ultra32 Misc Pay Types that should be reported to TALX as Bonus Pay.
 1. Formatted as <period> + <Ultra32 Misc Pay Type> <period>. For example: ".BO.".
 2. The values defined here should be updated if you add a new Misc Pay Type to Ultra32 that should be included in the TALX Bonus Pay amount.
 - **U32 Commission Pay Types:** a period (dot) delimited list of Ultra32 Misc Pay Types that should be reported to TALX as Commission Pay.
 1. Formatted as <period> + <Ultra32 Misc Pay Type> <period>. For example: ".CO.".
 2. The values defined here should be updated if you add a new Misc Pay Type to Ultra32 that should be included in the TALX Commission Pay amount.
- **UC Account Number:** a four character code provided by TALX.

Note: The Federal EIN is also included in the Export file. This account number can be maintained via the **System Menu, System Preferences** menu option, and then selecting the **Payroll** option

Note: State Unemployment Account Numbers are also included in the Export file. These Account Numbers are stored with Quarterly State Wage information. Be sure to enter the

appropriate number for each applicable State by selecting the **Reports** menu, then the **Payroll...** menu option, followed by the **Quarterly State Wage Reporting** menu option.

Data Export - Generic

The Data Export menu option contains the Generic Export Options for the Ultra32 software. The following is a list of Data Exports currently available:

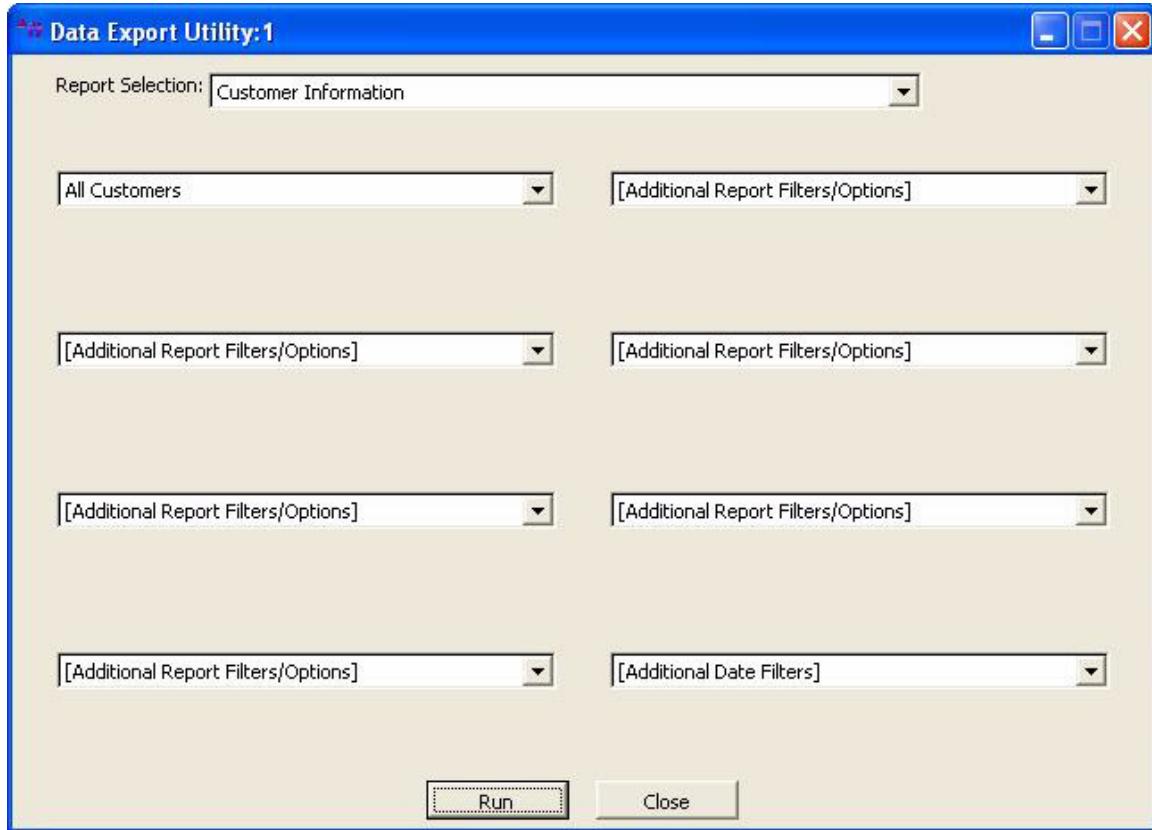
- Customer Data Export Utility: basic customer (name, address, etc.), customer contacts, customer documents, customer miscellaneous charges, customer notes, customer rates, customer requirements, customer tracking data.
 1. Customer Information
 2. Customer Information Contacts
 3. Customer Information Documents
 4. Customer Information Miscellaneous Charges
 5. Customer Information Notes
 6. Customer Information Rates
 7. Customer Information Requirements
 8. Customer Information Tracking
- Employee Data Export Utility: basic employee (name, address, etc.), employee auxiliary, employee contacts, employee documents, employee notes, employee rates, employee skills, employee tax setups, employee tracking, and employee unavailability data.
 1. Employee Information
 2. Employee Information Auxiliary Deductions
 3. Employee Information Contacts
 4. Employee Information Documents
 5. Employee Information Notes
 6. Employee Information Rates
 7. Employee Information Skills
 8. Employee Information Tax Setups
 9. Employee Information Tracking
 10. Employee Information Unavailability
- Invoice and A/R Data Export Utility: accounts receivable transactions (payments, late charge postings, and etc.), credit memos, and invoice data.
 1. A/R Transaction Information
 2. Credit Memo Information
 3. Credit Memo Information Hours
 4. Credit Memo Information Miscellaneous
 5. Credit Memo Information SalesTax

- 6. Invoice Information
- 7. Invoice Information Hours
- 8. Invoice Information Miscellaneous
- 9. Invoice Information SalesTax
- Job Order Data Export Utility: basic job order (description, address, dates, etc.), job order assignments, job order contacts, job order employee assignments, job order notes, job order rates, job order requirements, and job order work ticket data.
 - 1. Job Order Information
 - 2. Job Order Information Assignments
 - 3. Job Order Information Contacts
 - 4. Job Order Information Documents
 - 5. Job Order Information Employee Assignments
 - 6. Job Order Information Notes
 - 7. Job Order Information Rates
 - 8. Job Order Information Requirements
 - 9. Job Order Information Tracking
 - 10. Job Order Information Work Tickets
- Miscellaneous Data Export Utility: agency code, barred from, category code, comp code, groups & skills, holiday code, job cost adjustments, position code, rate code, salestax code, and validation code data.
 - 1. Agency Code Information
 - 2. Barred From Information
 - 3. Category Code Information
 - 4. Comp Code Information
 - 5. Groups and Skills Information
 - 6. Holiday Code Information
 - 7. Job Cost Adjustment Information
 - 8. Position Code Information
 - 9. Rate Code Information
 - 10. SalesTax Code Information
 - 11. Validation Code Information
- Payroll Data Export Utility: payroll check, tax deposit, and year to date data.
 - 1. Payroll Check Information
 - 2. Payroll Check Information Deductions
 - 3. Payroll Check Information Hours

- 4. Payroll Check Information Miscellaneous
 - 5. Payroll Check Information Taxes
 - 6. Tax Deposit Information
 - 7. YTD Payroll Information
 - 8. YTD Payroll Information Deductions
 - 9. YTD Payroll Information Hours
 - 10. YTD Payroll Information Miscellaneous
 - 11. YTD Payroll Information Taxes
- Schedule Data Export Utility: basic schedule (customer, employee, schedule start & end, and etc.). schedule hours, schedule miscellaneous amounts, and schedule notes data.
 - 1. Schedule Information
 - 2. Schedule Information Check-Ins
 - 3. Schedule Information Documents
 - 4. Schedule Information Hours
 - 5. Schedule Information Miscellaneous
 - 6. Schedule Information Notes
 - 7. Schedule Information Tracking
 - TimeSlip Data Export Utility: basic timeslip (customer, employee, work date, and etc.). timeslip hours, timeslip miscellaneous amounts, and timeslip notes data.
 - 1. TimeSlip Information
 - 2. TimeSlip Information Documents
 - 3. TimeSlip Information Hours
 - 4. TimeSlip Information Miscellaneous
 - 5. TimeSlip Information Notes
 - 6. TimeSlip Information Tracking

Data Export Utility Screen

The first step to performing a Data Export is to load the Data Export Utility screen. This is done by selecting the **Tools** menu, followed by the **Data Export...** menu option.



The purpose of the Data Export Utility screen is as follows:

- Select the appropriate Data Export option listed under the Report Selection control. For example, to export customer names and addresses, select the Customer Information option.
- Optionally specify any pre filter criteria. For example, you may only want to export Customers with Office Code "X", or Customers Added since MM/DD/YYYY.

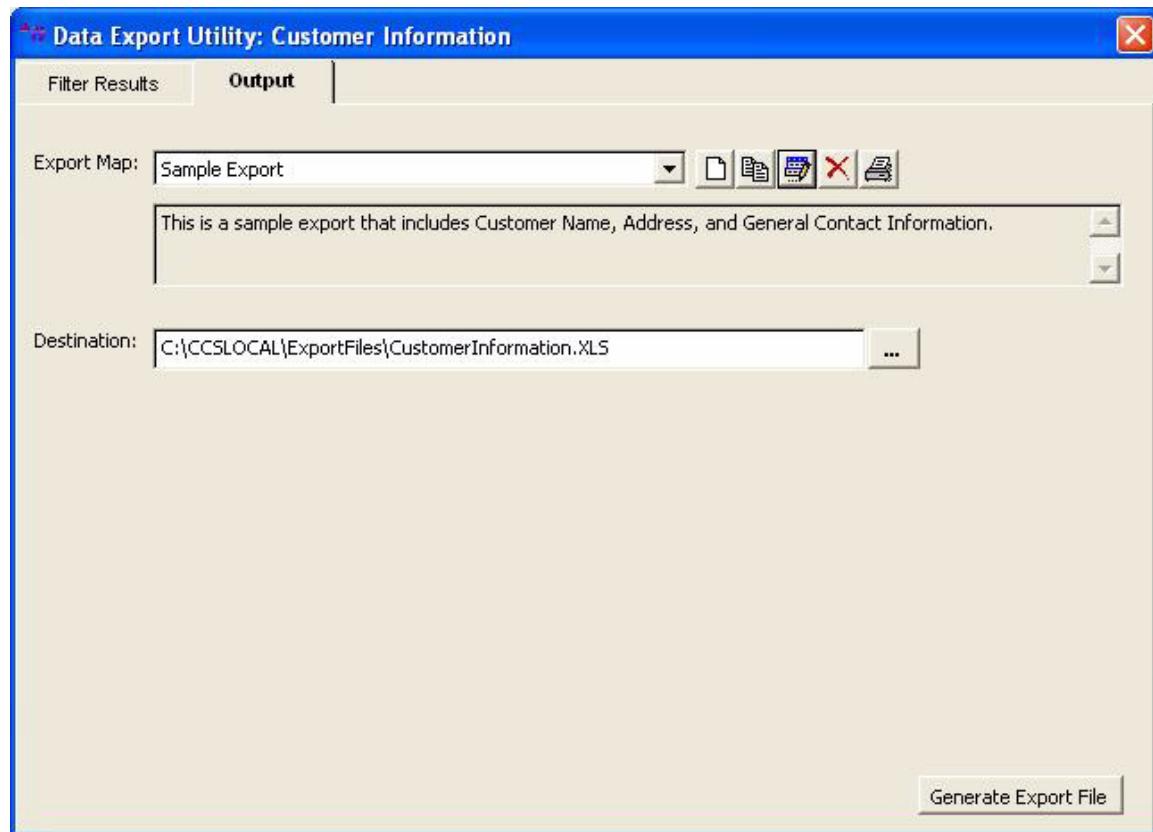
Data Export Utility - Filter Results

Data Export Utility: Customer Information				
Filter Results		Output		
	Customer Id	Customer Name	Site Id	Site Name
<input checked="" type="checkbox"/>	ABCTECH	ABC Technologies, Inc.		
<input checked="" type="checkbox"/>	CCSLTD	Complete Computer Service, Ltd.		

The purpose of the Data Export Utility - Filter Results screen is as follows:

- Display a list of records that matched the criteria previously specified on the Data Export Utility screen.
- Selectively control which records will be exported by modifying the checkmark in the first column. Only records listed here and check marked will be included in the final output.

Data Export Utility - Output



The purpose of the Data Export Utility - Output screen is as follows:

- Generate the Export File.
 1. The first step is to select the Export Map. See the *Export Map Settings* section in this User's Guide for more information.
 2. The next step is to specify the destination file name and path. Note, existing files are overwritten.
 3. The final step is to click the **Generate Export File** button.
- Export Map Maintenance.
 1. The button is used to create a new Export Map. See the *Export Map Settings* section in this User's Guide for more information.
 2. The button creates a copy of the currently selected Export Map.
 3. The button is used to edit the currently selected Export Map. See the *Export Map Settings* section in this User's Guide for more information.
 4. The button is used to permanently delete the currently selected Export Map. Note, some Export Maps are protected and can not be deleted.
 5. The button is used to generate a report of the currently selected Export Map. This report outlines what information is contained in the export map, the field types, field sizes,

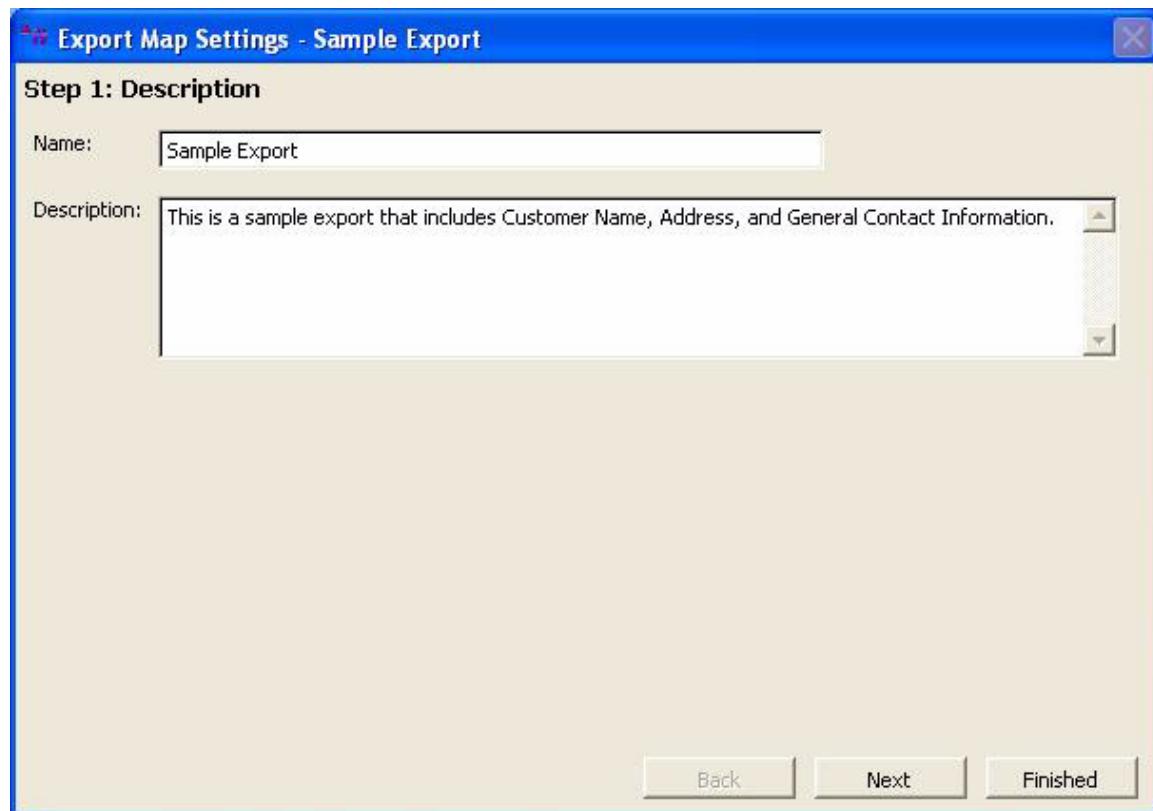
and the order.

Export Map Settings

The Export Map Settings is a wizard style screen consisting of the following steps:

- Description: identifies the name and description of the export map.
- Output Format: identifies the output file type, field options, and default destination file name.
- Table Selection: identifies which tables are included in the field selection.
- Field Selection: identifies which fields will be exported.
- Field Order: identifies the order in which the fields will be exported.

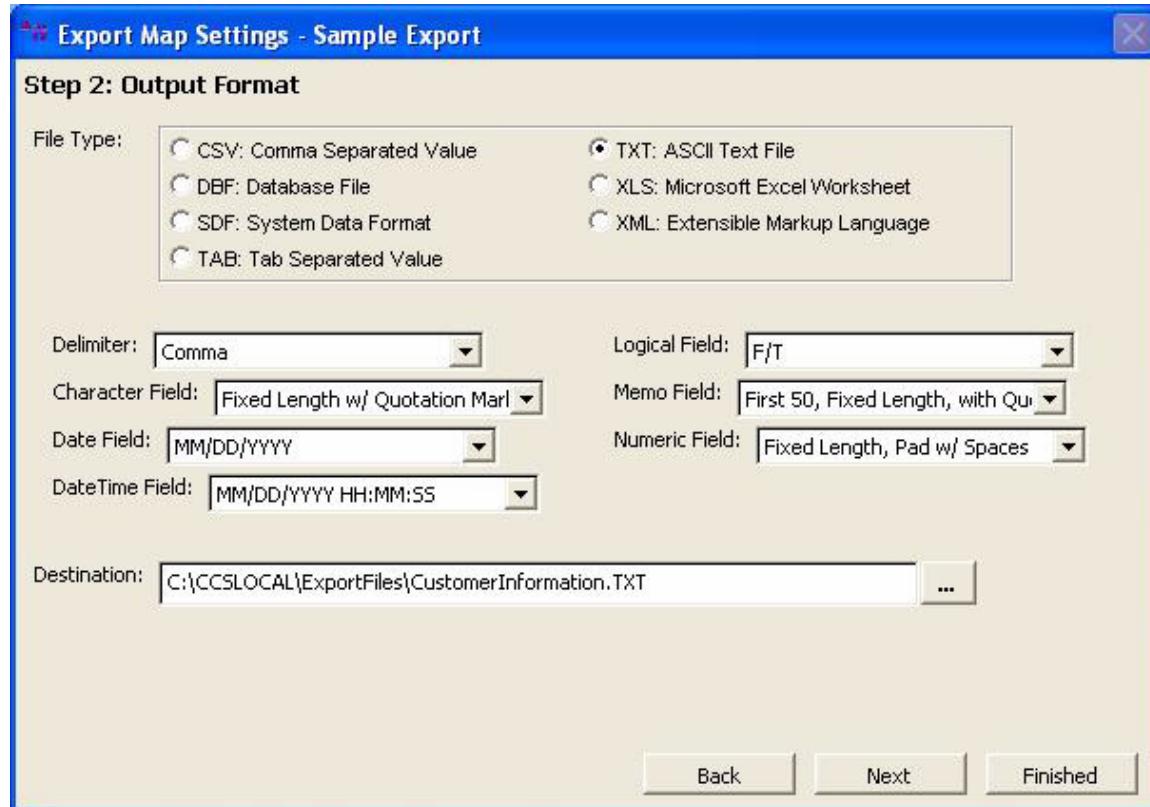
Export Map Settings - Description



The purpose of the Step 1: Description screen is to identify the name and description of the export map. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **Name**: identifies the Export Map on the Data Export Utility - Output screen and other places. Note, this is a required value.
- **Description**: a user defined description of what the export contains. Note, this is optional.

Export Map Settings - Output Format



The purpose of the Step 2: Output Format screen is to identify the output file type, field options, and default destination file name. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **File Type:** identifies the format of the output file. Note, this is a required value.
 1. See the [Data Export File Type List](#) section in this User's Guide for more information.
 2. The "TXT: ASCII Text File" option processes each column in each row, one by one. If you are exporting a large amount of data, it is recommended to use one of the other formats whenever possible.
- **Delimiter:** identifies how columns are separated.
 - Only applies if the File Type is "TXT: ASCII Text File".
- **Character Field:** identifies how character fields are formatted.
 1. Only applies if the File Type is "TXT: ASCII Text File".
- **Date Field:** identifies how date fields are formatted.
 1. Only applies if the File Type is "TXT: ASCII Text File".
- **DateTime Field:** identifies how datetime fields are formatted.
 1. Only applies if the File Type is "TXT: ASCII Text File".
- **Logical Field:** identifies how logical fields are formatted.

- 1. Only applies if the File Type is "TXT: ASCII Text File".
- *Memo Field*: identifies how memo fields are formatted.
 - 1. Only applies if the File Type is "TXT: ASCII Text File".
 - 2. "External" writes the entire note out to separate TXT file (in the same folder) and stores the filename in each record.
- *Numeric Field*: identifies how numeric fields are formatted.
 - 1. Only applies if the File Type is "TXT: ASCII Text File".
- *Destination*: is the default destination file name and path. Note, this value can be overridden on the Data Export Utility - Output screen when the Data Export is performed.

Data Export File Type List

File Type	Header	Delimiter	Character Field	Date Field	DateTime Field	Logical Field	Memo Field	Numeric Field
CSV	Yes	1	1	1	1	1		1
DBF							Yes	
SDF			2	1	1	1		1
TAB		2	1	1	1	1		1
XLS	Yes					2		
XML							Yes	

Data Export File Type List Notes

- File Type: self explanatory.
- Header: if "Y", the first row contains the column names.
- Delimiter: identifies how columns are separated.
 1. Comma Delimited.
 2. Tab Delimited.
- Character Field: identifies how character fields are formatted.
 1. Trimmed, Wrapped in Double Quote Marks.
 2. Fixed Length.
- Date Field: identifies how date fields are formatted.
 1. An empty date is written as " // " (without the quotation marks).
- DateTime Field: identifies how datetime fields are formatted.
 1. An empty date is written as " // " (without the quotation marks).
- Logical Field: identifies how logical fields are formatted.
 1. T or F.

2. TRUE or FALSE.

- Memo Field: identifies if memo fields are included in the output.
- Numeric Field: identifies how numeric fields are formatted.
 1. An empty value is written as "0.00" (without the quotation marks).

Export Map Settings - Table Selection

Export Map Settings - Sample Export

Step 3: Table Selection

Main Table	Related Table	Sub-Category
<input checked="" type="checkbox"/> Customer		
<input type="checkbox"/> Customer	Billing	
<input type="checkbox"/> Customer	Check-In	
<input type="checkbox"/> Customer	Contact	A: Accounts Receivable
<input checked="" type="checkbox"/> Customer	Contact	G: General
<input type="checkbox"/> Customer	Contact	W: Work Ticket
<input type="checkbox"/> Customer	Note	1: Notepad 1
<input type="checkbox"/> Customer	Note	2: Notepad 2
<input type="checkbox"/> Customer	Note	3: Notepad 3
<input type="checkbox"/> Customer	Note	4: Notepad 4
<input type="checkbox"/> Customer	Note	5: Notepad 5
<input type="checkbox"/> Customer	Note	6: Notepad 6
<input type="checkbox"/> Customer	Note	AR: A/R Notes
<input type="checkbox"/> Customer	Note	CI: Check-In Notes
<input type="checkbox"/> Customer	Note	ER: Employee Review Notes
<input type="checkbox"/> Customer	Note	IV: Interview Notes

Select All Clear All (Tables Available: 28)

Back Next Finished

The purpose of the Step 3: Table Selection screen is to identify which tables are included in the Step 4: Field Selection screen. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- *Main Table*: the parent table name.
- *Related Table*: the related table name.
- *Sub Category*: is used for tables that have one of the special classification type fields. For example, Customer Contact records can be classified as "G" General or "A" Accounts Receivable.

Export Map Settings - Field Selection

Export Map Settings

Step 4: Field Selection

Main Table	Related Table	Sub-Category	Field	Type	Size
Customer			Customer Master Key	C	16
Customer			Customer Id	C	10
Customer			Parent Customer Key	C	16
Customer			Site Code	C	6
Customer			Customer Name	C	35
Customer			Address 1	C	35
Customer			Address 2	C	35
Customer			City	C	20
Customer			State	C	2
Customer			Zip Code	C	10
Customer			Country	C	15
Customer			Status	C	1
Customer			Office Code	C	3
Customer			Sales 1 Code	C	3
Customer			Sales 2 Code	C	3
Customer			Location Code	C	3

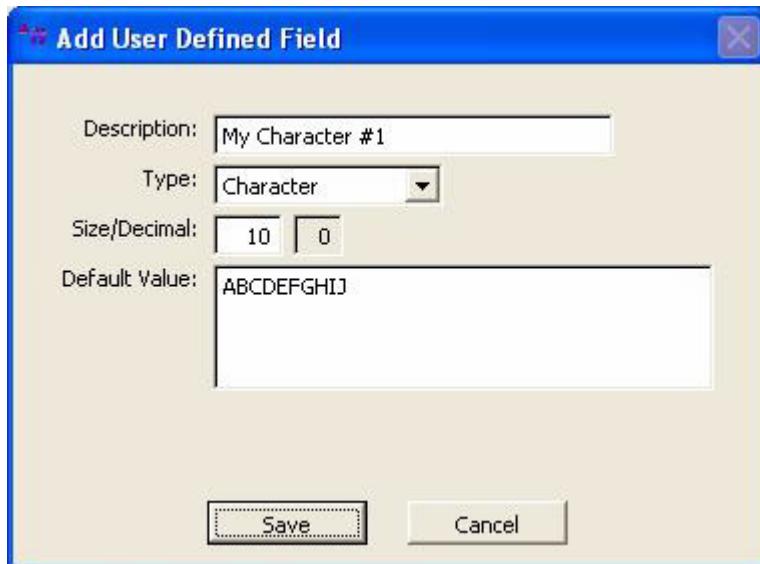
(Fields Available: 52)

The purpose of the Step 4: Field Selection screen is to identify which fields will be exported. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **Main Table:** the parent table name.
- **Related Table:** the related table name.
- **Sub Category:** is used for tables that have one of the special classification type fields. For example, Customer Contact records can be classified as "G" General or "A" Accounts Receivable.
- **Field:** the field name.
- **Type:** the field type.
 1. C: Character.
 2. D: Date.
 3. L: Logical.
 4. M: Memo.
 5. N: Numeric.
 6. T: DateTime.
- **Size:** the output size of the field.

1. Date, DateTime, Logical, and Memo field output sizes will vary based on the File Type and Field Options specified on Step 2: Output Format screen.
- The **Add Field** button is used to add User Defined Fields.
 1. User Defined Fields are typically used to export information that is not stored in Ultra32 or to include blank columns.
 2. See the [Add User Defined Field](#) section in this User's Guide for more information.
 - The **Delete Field** button is used to remove the currently selected User Defined Field.
 1. Only User Defined Fields can be deleted.
 2. You do not need to delete a User Defined Field to exclude it from the Data Export process. Simply, un-check it.

Add User Defined Field

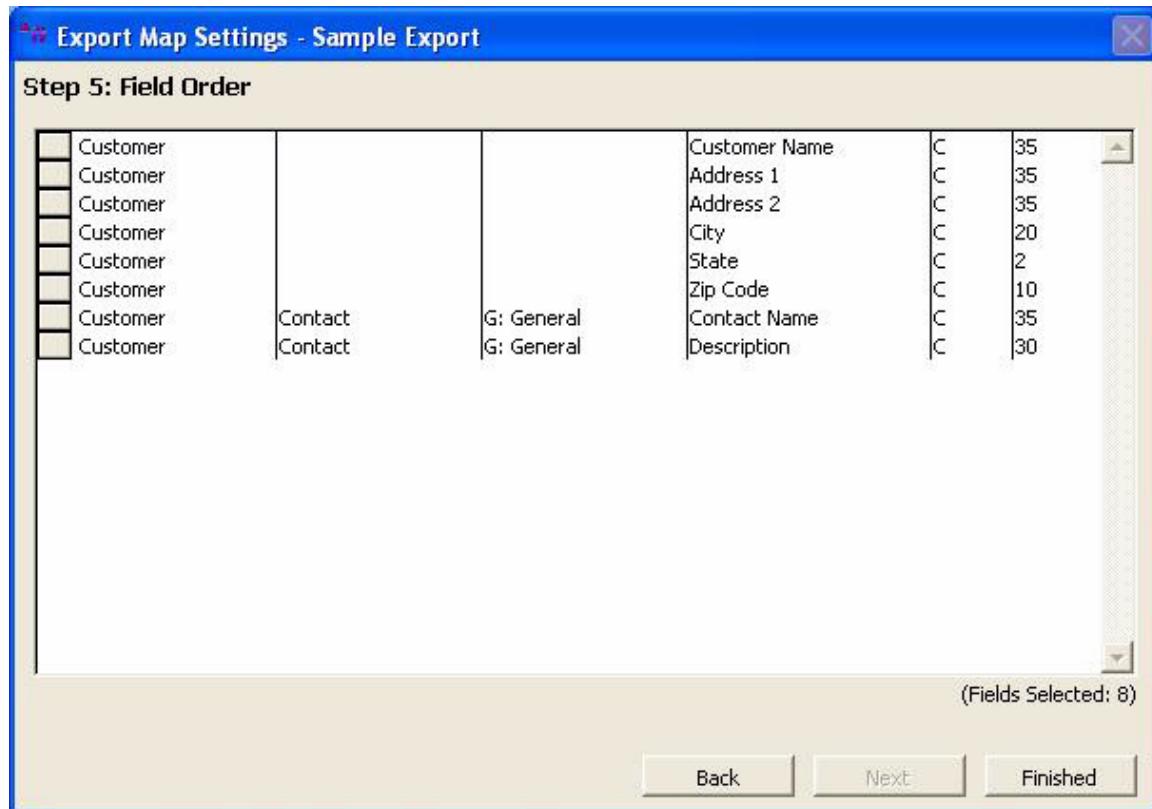


- **Description:** a required value used to identify the field on the Export Map Settings screens and appears on the Data Export Map Settings report.
- **Type:** a required value used to identify the type of information this field will store.
 1. Character: any text in mixed case.
 2. Date: any valid date.
 3. DateTime: any valid date and time.
 4. Logical: either True or False.
 5. Numeric: numbers.
 6. Memo: any text in mixed case.
- **Size:** is used to identify the maximum size of the field.
 1. Character: any value between 1 and 254

- 2. Date: is not used.
- 3. DateTime: is not used.
- 4. Logical: is not used.
- 5. Numeric: any value between 1 and 20.
- 6. Memo: is not used.
- **Decimal**: is used to identify the number of decimal positions of a numeric field.
 1. This setting only applies when the **Type** is Numeric.
 2. If greater than zero, this setting reduces the total size of a numeric field by it's value plus one. For example, if the **Size** is set to "5" and the **Decimal** is set to "2", the final output will be "999.99".
- **Default Value**: an optional value used to populate the field.

Note: There is no built in way to edit an User Defined Field once it has been added. If you need to change one, simply delete it and create a new one in it's place.

Export Map Settings - Field Order



The purpose of the Step 5: Field Order screen is to identify the order in which the fields will be exported. To change the order of an item perform the following:

- Locate the row which contains the item you wish to move.
- Left click and hold the mouse button down on the button (far left side of the row).

- While holding the left mouse button down, move the mouse up or down to the new position.
- Release the mouse button when the item has reached the desired position.

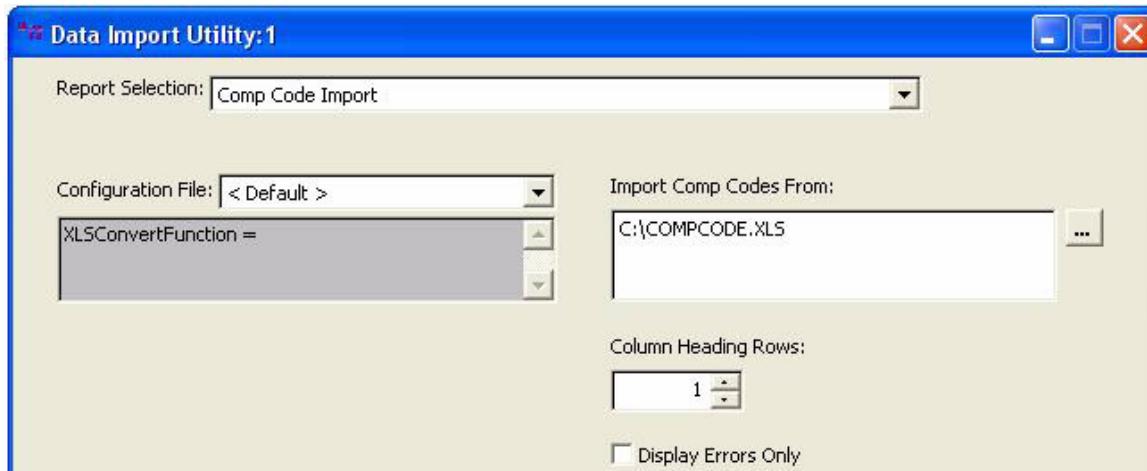
Data Import

The Data Import menu option contains the Add-On Import Options for the Ultra32 software. The following is a list of Data Imports currently available:

- System File Import: imports Worker's Compensation Codes, Position Codes, and Rate Codes from a Microsoft Excel XLS File. See the [Comp Code](#), [Position Code](#), and [Rate Code](#) sections below for more information.

Comp Code

The Comp Code Data Import is used to import Comp Codes from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Comp Code Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Comp Code Import Configuration](#) section in this User's Guide for more information.
- **Import Comp Codes From:** is the full path and filename to a Microsoft Excel XLS File containing Comp Codes to import. See the [Comp Code Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Comp Codes with one or more errors are displayed on results report.

When a Comp Code Import is performed, the Ultra32 software performs the following steps:

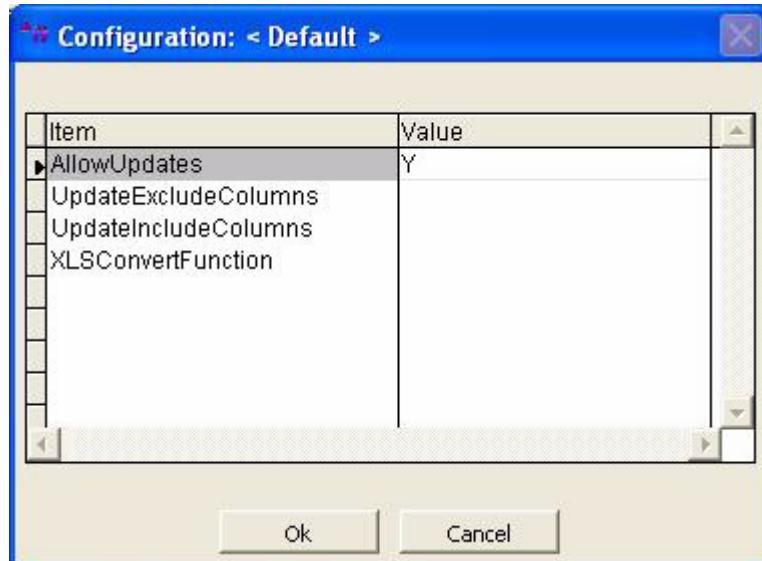
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Comp Code Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Comp Code File containing all of the data from the Import File.

- Performs a validation process on each Comp Code record. If any Comp Code record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Comp Code".
- Checks if the Comp Code record already exists using the Comp Code. If a Comp Code record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Comp Code".
- Allows you to either preview or print a list of the imported Comp Code records. Afterwards, you can perform one of the following:
 1. If you wish to import any Comp Code that did not fail the validation process, select the "Import Comp Codes" option.
 2. Otherwise, select the "Cancel the Comp Code Import" option.

Note: Any Comp Code that failed the validation process will not be imported. If you receive a message that one or more Comp Codes failed validation you have two options. One, cancel the import process, correct the "bad" Comp Codes in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Comp Codes from the Import File, correct the "bad" Comp Codes in the Import File, and then perform the import again.

Comp Code Import Configuration

The majority of these settings were pre-configured for your company when the Comp Code Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.

- ***Update Exclude Columns***: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Comp Code Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Comp Code Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- ***XLS Convert Function***: is used by CCS to handle custom Comp Code Imports. Leave blank, unless instructed otherwise by CCS.

Comp Code Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Comp Code Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Comp Code	Y	N	XXXXXX	
B	Description		Y	(30) x	
C	State	Y	Y	XX	
D	Applicable Comp Pay Code	Y	Y	X	
E	Comp Rate		Y	99.99999	
F	Applicable A/I Pay Code	Y	Y	X	1
G	Employer A/I Rate				
H	Employee A/I Rate		Y	99.9999999	1
I	Status	Y	Y	X	2

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

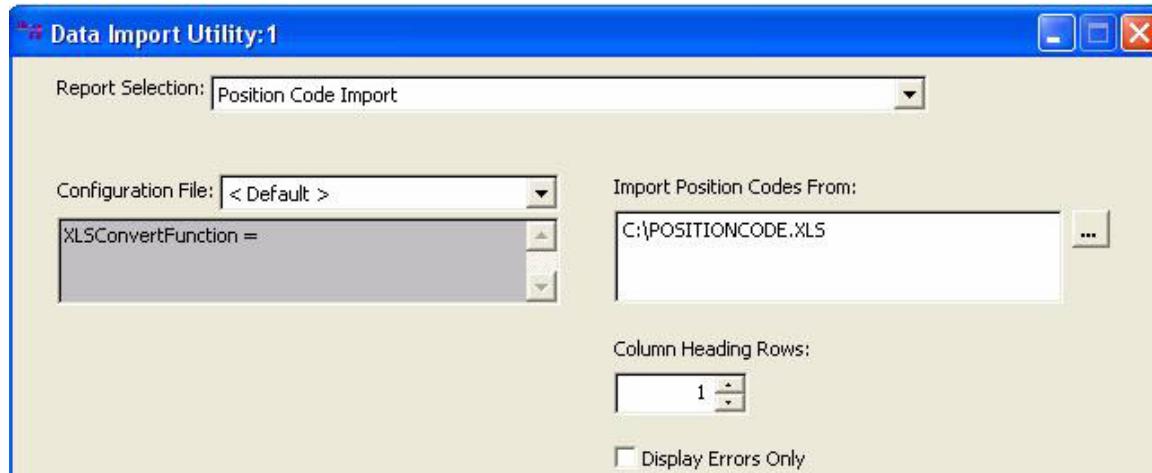
Comp Code Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.

- Update: indicates if the item will be included in the record update process.
 1. Y: is included by default. Use the *Update Exclude Columns* settings to override.
 2. N: is not and can not included.
 3. M: is not included by default. Use the *Update Include Columns* settings to override.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. Is only used by the states of Oregon or Washington.
 2. If the value contained in the Import File is blank, "A" Active will be used.

Position Code

The Position Code Data Import is used to import Position Codes from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Position Code Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the *Position Code Import Configuration* section in this User's Guide for more information.
- **Import Position Codes From:** is the full path and filename to a Microsoft Excel XLS File containing Position Codes to import. See the *Position Code Import File Specification* section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.

- *Display Errors Only*: if checked, only Position Codes with one or more errors are displayed on results report.

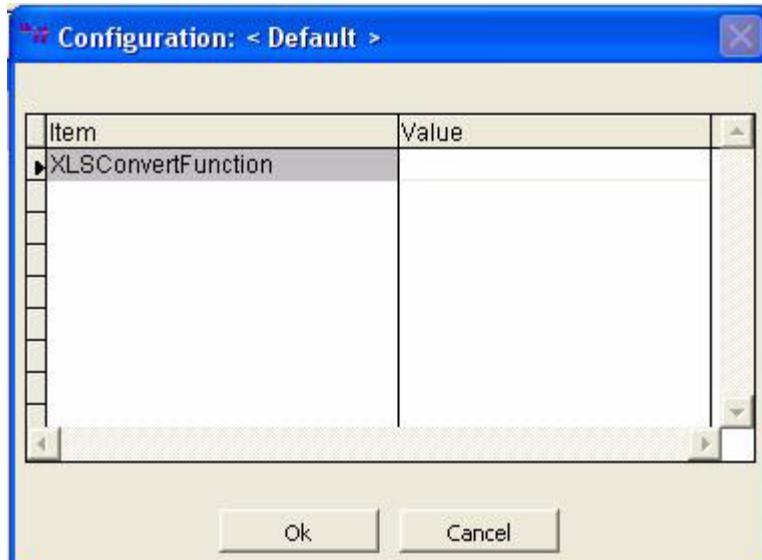
When a Position Code Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Position Code Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Position Code File containing all of the data from the Import File.
- Performs a validation process on each Position Code record. If any Position Code record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Position Code".
- Checks if the Position Code record already exists using the Position Code. If a Position Code record already exists, it will be flagged as "Duplicate Position Code".
- Allows you to either preview or print a list of the imported Position Code records. Afterwards, you can perform one of the following:
 1. If you wish to import any Position Code that did not fail the validation process, select the "Import Position Codes" option.
 2. Otherwise, select the "Cancel the Position Code Import" option.

Note: Any Position Code that failed the validation process will not be imported. If you receive a message that one or more Position Codes failed validation you have two options. One, cancel the import process, correct the "bad" Position Codes in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Position Codes from the Import File, correct the "bad" Position Codes in the Import File, and then perform the import again.

Position Code Import Configuration

The majority of these settings were pre-configured for your company when the Position Code Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Position Code Imports. Leave blank, unless instructed otherwise by CCS.

Position Code Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Position Code Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Position Code	Y	XXXXXXXXXX	
B	Description		(30) x	

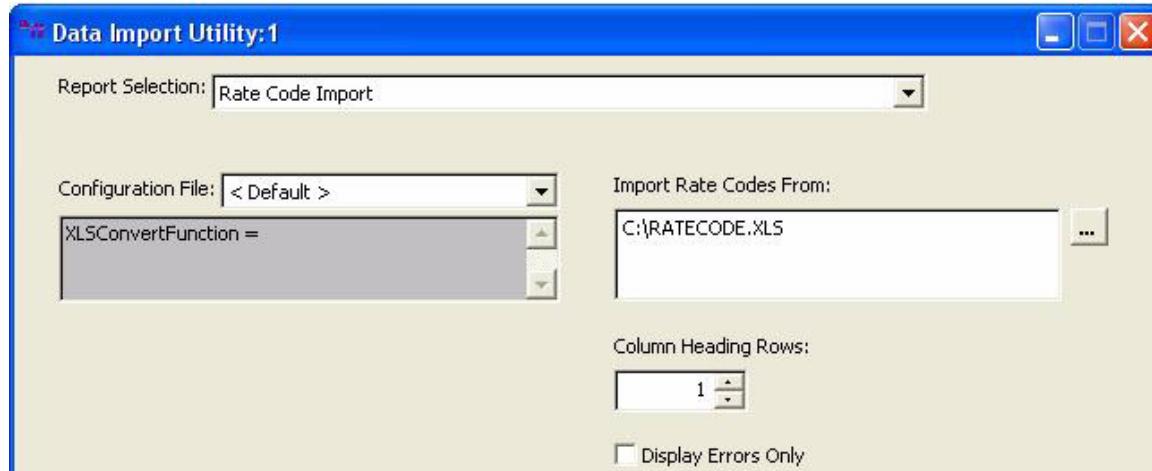
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Position Code Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:

Rate Code

The Rate Code Data Import is used to import Rate Codes from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Rate Code Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Rate Code Import Configuration](#) section in this User's Guide for more information.
- **Import Rate Codes From:** is the full path and filename to a Microsoft Excel XLS File containing Rate Codes to import. See the [Rate Code Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Rate Codes with one or more errors are displayed on results report.

When a Rate Code Import is performed, the Ultra32 software performs the following steps:

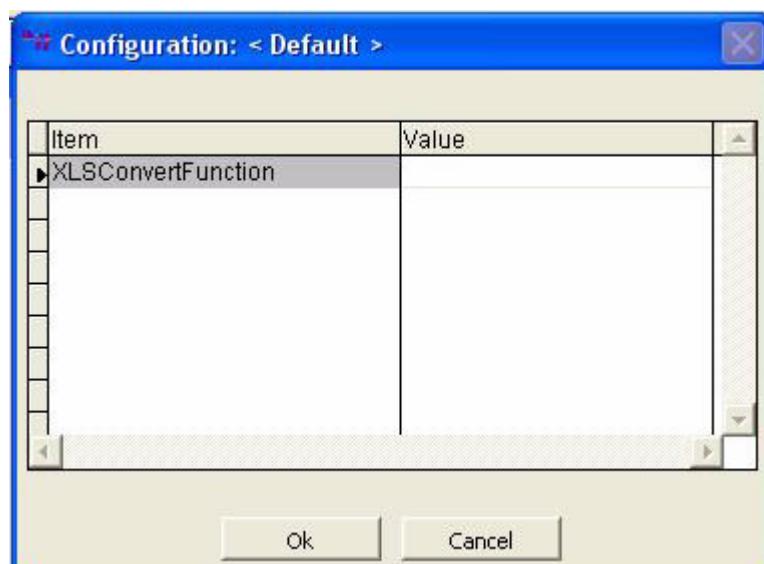
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Rate Code Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Rate Code File containing all of the data from the Import File.
- Performs a validation process on each Rate Code record. If any Rate Code record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Rate Code".
- Checks if the Rate Code record already exists using the Rate Code. If a Rate Code record already exists, it will be flagged as "Duplicate Rate Code".
- Allows you to either preview or print a list of the imported Rate Code records. Afterwards, you can perform one of the following:

1. If you wish to import any Rate Code that did not fail the validation process, select the "Import Rate Codes" option.
2. Otherwise, select the "Cancel the Rate Code Import" option.

Note: Any Rate Code that failed the validation process will not be imported. If you receive a message that one or more Rate Codes failed validation you have two options. One, cancel the import process, correct the "bad" Rate Codes in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Rate Codes from the Import File, correct the "bad" Rate Codes in the Import File, and then perform the import again.

Rate Code Import Configuration

The majority of these settings were pre-configured for your company when the Rate Code Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Rate Code Imports. Leave blank, unless instructed otherwise by CCS.

Rate Code Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Rate Code Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Rate Code	Y	XXXXXXXXXXXX	
B	Description		(30) x	
C	Default Comp Code	Y	XXXXXX	
D	Default Position Code	Y	XXXXXXXXXXXX	1

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Rate Code Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. Is only imported if you are using the Employee Dispatch module of the Ultra32 software.

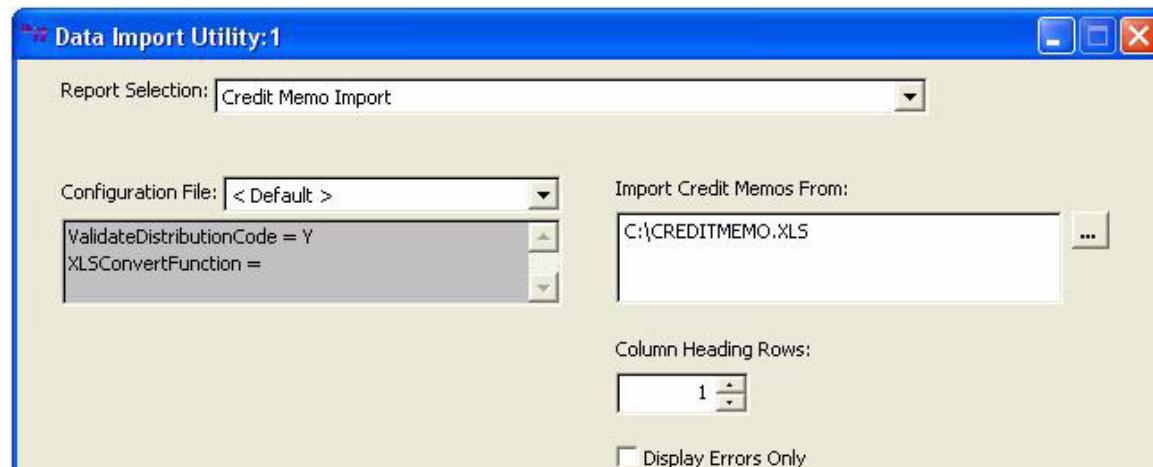
Data Import Credit Memo

The Data Import menu option contains the Add-On Import Options for the Ultra32 software. The following is a list of Data Imports currently available:

- Credit Memo & Invoice Import: imports Credit Memos and Invoices from a Microsoft Excel XLS File. See the [Credit Memo](#) and [Invoice](#) sections below for more information.

Credit Memo

The Credit Memo Data Import is used to import Credit Memos from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Credit Memo Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Credit Memo Import Configuration](#) section in this User's Guide for more information.
- **Import Credit Memos From:** is the full path and filename to a Microsoft Excel XLS File containing Credit Memos to import. See the [Credit Memo Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Credit Memos with one or more errors are displayed on results report.

When a Credit Memo Import is performed, the Ultra32 software performs the following steps:

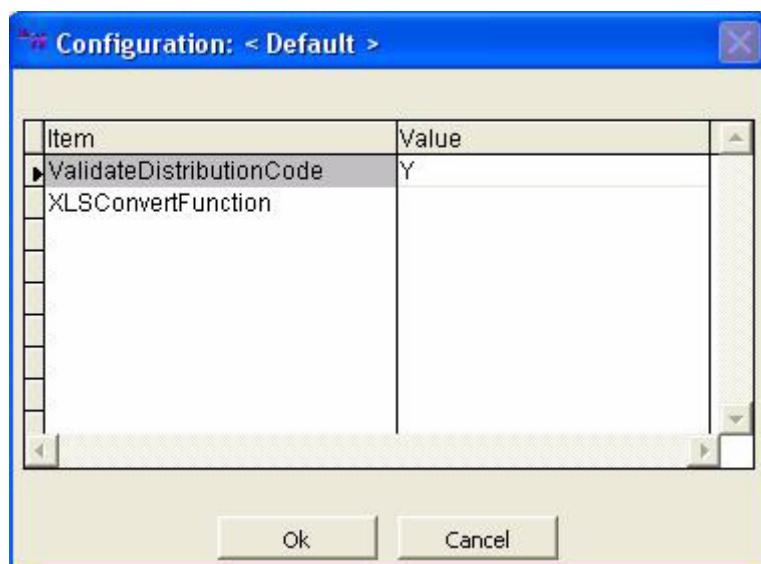
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Credit Memo Import Configuration](#) section in this User's Guide for more information.

- Creates a Temporary Credit Memo File containing all of the data from the Import File.
- Performs a validation process on each Credit Memo record. If any Credit Memo record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Allows you to either preview or print a list of the imported Credit Memo records. Afterwards, you can perform one of the following:
 1. If you wish to import any Credit Memo that did not fail the validation process, select the "Import Credit Memos" option.
 2. Otherwise, select the "Cancel the Credit Memo Import" option.

Note: Any Credit Memo that failed the validation process will not be imported. If you receive a message that one or more Credit Memos failed validation you have two options. One, cancel the import process, correct the "bad" Credit Memos in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Credit Memos from the Import File, correct the "bad" Credit Memos in the Import File, and then perform the import again.

Credit Memo Import Configuration

The majority of these settings were pre-configured for your company when the Credit Memo Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Validate Distribution Code:** is used to customize how the Distribution Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- **XLS Convert Function:** is used by CCS to handle custom Credit Memo Imports.

Leave blank, unless instructed otherwise by CCS.

Credit Memo Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Credit Memo Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Credit Memo #	Y	XXXXXXXXXX	1
B	Customer Id	Y	XXXXXXXXXX	
C	Issued	Y	MM/DD/YYYY	
D	Distribution Code	Y	XXX	5
E	Comments		(254) x	
F	Hourly 1 Hour Type	Y	XX	
G	Hourly 1 Regular Bill Hours		9999999.99	
H	Hourly 1 Regular Bill Amount		9999999.99	
I	Hourly 1 Overtime Bill Hours		9999999.99	
J	Hourly 1 Overtime Bill Amount		9999999.99	
K	Hourly 1 Double Time Bill Hours		9999999.99	
L	Hourly 1 Double Time Bill Amount		9999999.99	
M	Hourly 2 Hour Type	Y	XX	2
N	Hourly 2 Regular Bill Hours		9999999.99	
O	Hourly 2 Regular Bill Amount		9999999.99	
P	Hourly 2 Overtime Bill Hours		9999999.99	
Q	Hourly 2 Overtime Bill Amount		9999999.99	
R	Hourly 2 Double Time Bill Hours		9999999.99	
S	Hourly 2 Double Time Bill Amount		9999999.99	
T	Miscellaneous Bill 1 Type	Y	XX	3
U	Miscellaneous Bill 1 Amount		9999999.99	
V	Miscellaneous Bill 2 Type	Y	XX	3
W	Miscellaneous Bill 2 Type		9999999.99	
X	Miscellaneous Bill 3 Type	Y	XX	3
Y	Miscellaneous Bill 3 Amount		9999999.99	
Z	Miscellaneous Bill 4 Type	Y	XX	3
AA	Miscellaneous Bill 4 Amount		9999999.99	
AB	Miscellaneous Bill 5 Type	Y	XX	3
AC	Miscellaneous Bill 5 Amount		9999999.99	
AD	Sales Tax 1 Sales Tax Code	Y	XXXXXX	4
AE	Sales Tax 1 Taxable Sales		9999999.99	
AF	Sales Tax 1 Sales Tax		9999999.99	
AG	Sales Tax 1 Exempt Sales		9999999.99	
AH	Sales Tax 2 Sales Tax Code	Y	XXXXXX	4
AI	Sales Tax 2 Taxable Sales		9999999.99	
AJ	Sales Tax 2 Sales Tax		9999999.99	
AK	Sales Tax 2 Exempt Sales		9999999.99	

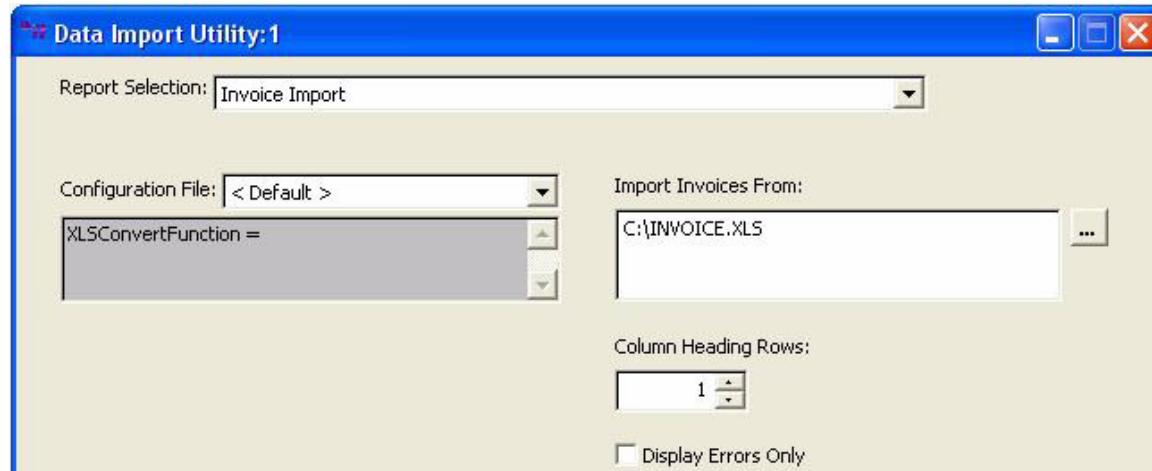
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Credit Memo Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. If the value contained in the Import File is blank, a computer assigned number will be used.
 2. Is only validated if one or more of the corresponding Hourly items is not blank.
 3. Is only validated if one or more of the corresponding Miscellaneous Bill items is not blank.
 4. Is only validated if one or more of the corresponding Sales Tax items is not blank.
 5. If the value contained in the Import File is not blank and does not exist in the validation table, it may be added on-the-fly. See the *Credit Memo Import Configuration* section in this User's Guide for more information.

Invoice

The Invoice Data Import is used to import Invoices from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Invoice Import** report selection.



- *Configuration File*: is used to view/modify the import configuration settings. See the *Invoice Import Configuration* section in this User's Guide for more information.
- *Import Invoices From*: is the full path and filename to a Microsoft Excel XLS File containing Invoices to import. See the *Invoice Import File Specification* section in this User's Guide for more information.
- *Column Heading Rows*: the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- *Display Errors Only*: if checked, only Invoices with one or more errors are displayed on results report.

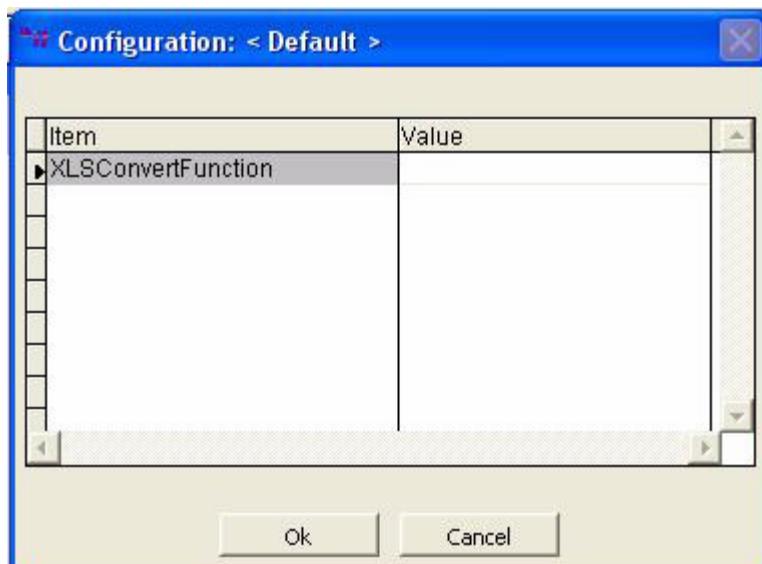
When an Invoice Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the *Invoice Import Configuration* section in this User's Guide for more information.
- Creates a Temporary Invoice File containing all of the data from the Import File.
- Performs a validation process on each Invoice record. If any Invoice record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Allows you to either preview or print a list of the imported Invoice records. Afterwards, you can perform one of the following:
 1. If you wish to import any Invoice that did not fail the validation process, select the "Import Invoices" option.
 2. Otherwise, select the "Cancel the Invoice Import" option.

Note: Any Invoice that failed the validation process will not be imported. If you receive a message that one or more Invoices failed validation you have two options. One, cancel the import process, correct the "bad" Invoices in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Invoices from the Import File, correct the "bad" Invoices in the Import File, and then perform the import again.

Invoice Import Configuration

The majority of these settings were pre-configured for your company when the Invoice Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Invoice Imports. Leave blank, unless instructed otherwise by CCS.

Invoice Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Invoice Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Invoice #	Y	XXXXXXXXXX	1
B	Customer Id	Y	XXXXXXXXXX	
C	Issued	Y	MM/DD/YYYY	
D	Hourly 1 Hour Type	Y	XX	
E	Hourly 1 Regular Bill Hours		9999999.99	
F	Hourly 1 Regular Bill Amount		9999999.99	
G	Hourly 1 Overtime Bill Hours		9999999.99	
H	Hourly 1 Overtime Bill Amount		9999999.99	
I	Hourly 1 Double Time Bill Hours		9999999.99	
J	Hourly 1 Double Time Bill Amount		9999999.99	
K	Hourly 2 Hour Type	Y	XX	2
L	Hourly 2 Regular Bill Hours		9999999.99	
M	Hourly 2 Regular Bill Amount		9999999.99	
N	Hourly 2 Overtime Bill Hours		9999999.99	
O	Hourly 2 Overtime Bill Amount		9999999.99	
P	Hourly 2 Double Time Bill Hours		9999999.99	
Q	Hourly 2 Double Time Bill Amount		9999999.99	
R	Miscellaneous Bill 1 Type	Y	XX	3
S	Miscellaneous Bill 1 Amount		9999999.99	
T	Miscellaneous Bill 2 Type	Y	XX	3
U	Miscellaneous Bill 2 Amount		9999999.99	
V	Miscellaneous Bill 3 Type	Y	XX	3

W	Miscellaneous Bill 3 Amount		9999999.99	
X	Miscellaneous Bill 4 Type	Y	XX	3
Y	Miscellaneous Bill 4 Amount		9999999.99	
Z	Miscellaneous Bill 5 Type	Y	XX	3
AA	Miscellaneous Bill 5 Amount		9999999.99	
AB	Sales Tax 1 Sales Tax Code	Y	XXXXXX	4
AC	Sales Tax 1 Taxable Sales		9999999.99	
AD	Sales Tax 1 Sales Tax		9999999.99	
AE	Sales Tax 1 Exempt Sales		9999999.99	
AF	Sales Tax 2 Sales Tax Code	Y	XXXXXX	4
AG	Sales Tax 2 Taxable Sales		9999999.99	
AH	Sales Tax 2 Sales Tax		9999999.99	
AI	Sales Tax 2 Exempt Sales		9999999.99	
AJ	Invoice Due On Date	Y	MM/DD/YYYY	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Invoice Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. If the value contained in the Import File is blank, a computer assigned number will be used.
 2. Is only validated if one or more of the corresponding Hourly items is not blank.
 3. Is only validated if one or more of the corresponding Miscellaneous Bill items is not blank.
 4. Is only validated if one or more of the corresponding Sales Tax items is not blank.

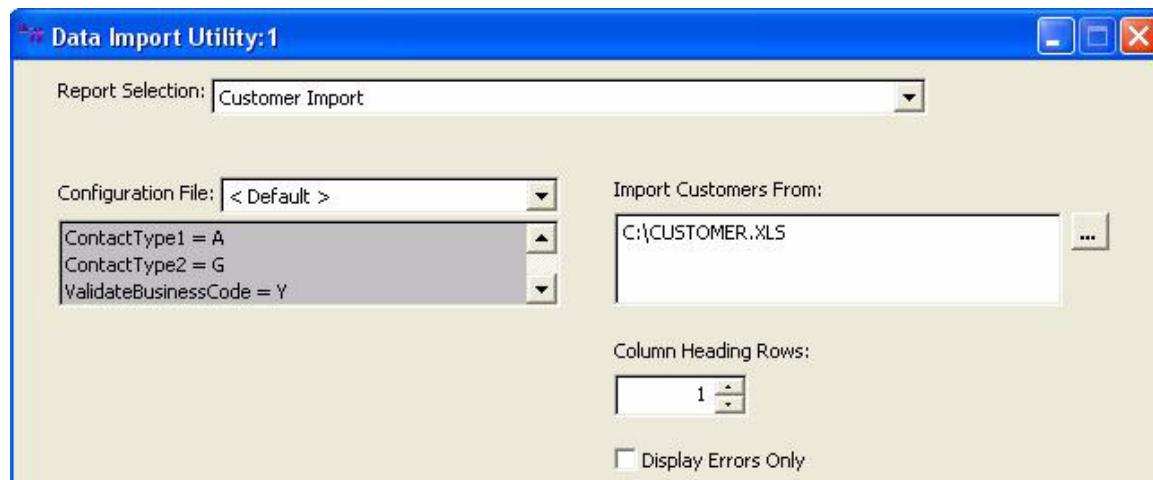
Data Import Customer

The Data Import menu option contains the Add-On Import Options for the Ultra32 software. The following is a list of Data Imports currently available:

- Customer Import: imports Customers, Customer Contacts, Customer Contract Charges, Customer Notes, Customer Rates, Customer Special Charges, Customer Tracking, and Work Sites from a Microsoft Excel XLS File. See the [Customer](#), [Customer Contact](#), [Customer Contract Charge](#), [Customer Note](#), [Customer Rate](#), [Customer Special Charge](#), [Customer Tracking](#), and [Work Site](#) sections below for more information.

Customer

The Customer Data Import is used to import Customers from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Customer Import Configuration](#) section in this User's Guide for more information.
- **Import Customers From:** is the full path and filename to a Microsoft Excel XLS File containing Customers to import. See the [Customer Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Customers with one or more errors are displayed on results report.

When a Customer Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Import](#)

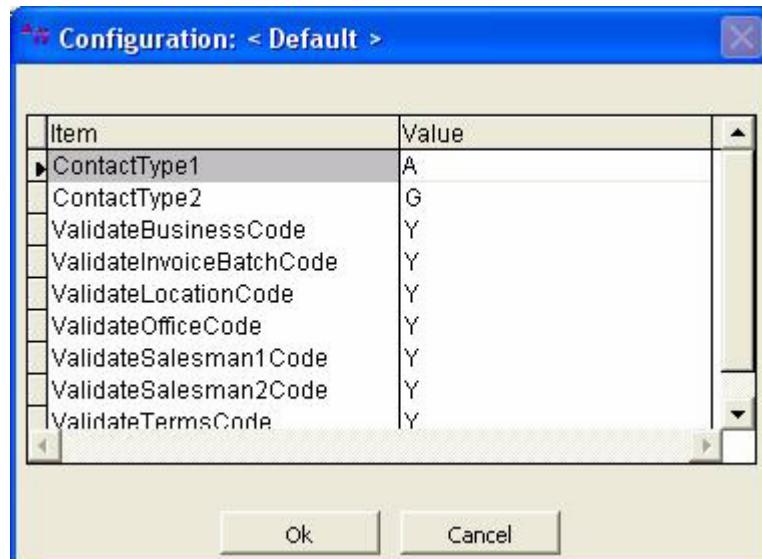
Configuration section in this User's Guide for more information.

- Creates a Temporary Customer File containing all of the data from the Import File.
- Performs a validation process on each Customer record. If any Customer record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Customer record already exists using the Customer Id. If a Customer record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Customer".
- Allows you to either preview or print a list of the imported Customer records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer that did not fail the validation process, select the "Import Customers" option.
 2. Otherwise, select the "Cancel the Customer Import" option.

Note: Any Customer that failed the validation process will not be imported. If you receive a message that one or more Customers failed validation you have two options. One, cancel the import process, correct the "bad" Customers in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customers from the Import File, correct the "bad" Customers in the Import File, and then perform the import again.

Customer Import Configuration

The majority of these settings were pre-configured for your company when the Customer Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.

- 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- **Contact Type 1 to 2:** a two character code that relates to a Contact Type used in the Ultra32 software. For example, "A" Accounts Receivable or "G" General.
- **Update Exclude Columns:** optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Customer Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- **Update Include Columns:** optional, a comma delimited list of columns to include during the update process.
 1. See the *Customer Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **Validate Business Code:** is used to customize how the Business Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- **Validate Location Code:** is used to customize how the Location Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- **Validate Office Code:** is used to customize how the Office Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- **Validate Salesman 1 Code:** is used to customize how the Salesman 1 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.

- ***Validate Salesman 2 Code***: is used to customize how the Salesman 2 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ***Validate Invoice Batch Code***: is used to customize how the Invoice Batch Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ***Validate Terms Code***: is used to customize how the Terms Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- ***XLS Convert Function***: is used by CCS to handle custom Customer Imports. Leave blank, unless instructed otherwise by CCS.

Customer Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Customer Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXXXX	1
B	Status	Y	Y	X	2
C	Customer Name		Y	(35) x	
D	Address 1		Y	(35) x	
E	Address 2		Y	(35) x	
F	City		Y	xxxxxxxxxxxxxxxxxxxxxx	
G	State	Y	Y	XX	
H	Zip		Y	xxxxxxxxxxxx	
I	Country		Y	xxxxxxxxxxxxxxxxxx	
J	Added On	Y	M	MM/DD/YYYY	
K	Business Code	Y	Y	XXX	3
L	Location Code	Y	Y	XXX	3
M	Office Code	Y	Y	XXX	3
N	Salesman 1 Code	Y	Y	XXX	3
O	Salesman 2 Code	Y	Y	XXX	3
P	P/R State Code	Y	Y	XX	
Q	P/R City Code	Y	Y	XXXXXX	
R	DST Adjustment	Y	Y	X	5
S	Bill To Name		Y	(35) x	
T	Bill To Address 1		Y	(35) x	

U	Bill To Address 2		Y	(35) x	
V	Bill To City		Y	xxxxxxxxxxxxxxxxxxxxxx	
W	Bill To State	Y	Y	XX	
X	Bill To Zip		Y	xxxxxxxxxxx	
Y	Bill To Country		Y	xxxxxxxxxxxxxxxxxx	
Z	Billable	Y	Y	X	2
AA	Bill Frequency	Y	Y	X	2
AB	Sales Tax Code	Y	Y	XXXXXX	
AC	Invoice Batch Code	Y	Y	XXX	3
AD	Terms Code	Y	Y	XXX	3
AE	Late Charge Days		Y	999	
AF	Late Charge %		Y	99.99999	
AG	Credit Limit		Y	99999999.99	
AH	PO Number		Y	xxxxxxxxxxxxxxxxxx	
AI	Release Number		Y	xxxxxxxxxxxxxxxxxx	
AJ	Project		Y	xxxxxxxxxxxxxxxxxx	
AK	Overtime Bill Type	Y	Y	XXX	5
AL	Holiday Bill	Y	Y	X	5
AM	Holiday Pay	Y	Y	X	5
AN	Contact 1 Name		Y	(35) x	
AO	Contact 1 Description		Y	(35) x	
AP	Contact 1 Phone 1		Y	(24) x	
AQ	Contact 1 Phone 2		Y	(24) x	
AR	Contact 1 Phone 3		Y	(24) x	
AS	Contact 1 Email		Y	(80) x	
AT	Contact 2 Name		Y	(35) x	
AU	Contact 2 Description		Y	(35) x	
AV	Contact 2 Phone 1		Y	(24) x	
AW	Contact 2 Phone 2		Y	(24) x	
AX	Contact 2 Phone 3		Y	(24) x	
AY	Contact 2 Email		Y	(80) x	
AZ	Rate 1 Hour Type	Y	N	XX	4
BA	Rate 1 Rate Code	Y	N	XXXXXXXXXX	4
BB	Rate 1 Comp Code	Y	Y	XXXXXX	4
BC	Rate 1 Regular Pay Rate		Y	99999.99	
BD	Rate 1 Overtime Pay Rate		Y	99999.99	
BE	Rate 1 Double Time Pay Rate		Y	99999.99	
BF	Rate 1 Regular Bill Rate		Y	99999.99	
BG	Rate 1 Overtime Bill Rate		Y	99999.99	
BH	Rate 1 Double Time Bill Rate		Y	99999.99	
BI	Rate 2 Hour Type	Y	N	XX	4
BJ	Rate 2 Rate Code	Y	N	XXXXXXXXXX	4
BK	Rate 2 Comp Code	Y	Y	XXXXXX	4
BL	Rate 2 Regular Pay Rate		Y	99999.99	
BM	Rate 2 Overtime Pay Rate		Y	99999.99	
BN	Rate 2 Double Time Pay Rate		Y	99999.99	

BO	Rate 2 Regular Bill Rate		Y	99999.99	
BP	Rate 2 Overtime Bill Rate		Y	99999.99	
BQ	Rate 2 Double Time Bill Rate		Y	99999.99	
BR	Note 1 Type	Y	N	XX	6
BS	Note 1 Notes		Y	(32,767) x	
BT	Note 2 Type	Y	N	XX	6
BU	Note 2 Notes		Y	(32,767) x	
BV	Note 3 Type	Y	N	XX	6
BW	Note 3 Notes		Y	(32,767) x	
BX	Note 4 Type	Y	N	XX	6
BY	Note 4 Notes		Y	(32,767) x	
BZ	Note 5 Type	Y	N	XX	6
CA	Note 5 Notes		Y	(32,767) x	
CB	Branch Id	Y	N	XXX	
CC	Tracking 1 Type	Y	N	XX	7
CD	Tracking 1 Category	Y	N	XXXXXXXXXX	7
CE	Tracking 1 Date1		Y	MM/DD/YYYY	
CF	Tracking 1 Date2		Y	MM/DD/YYYY	
CG	Tracking 1 Date3		Y	MM/DD/YYYY	
CH	Tracking 1 Date4		Y	MM/DD/YYYY	
CI	Tracking 1 Text1		Y	(30) x	
CJ	Tracking 1 Text2		Y	(30) x	
CK	Tracking 1 Text3		Y	(30) x	
CL	Tracking 1 Text4		Y	(30) x	
CM	Tracking 1 Amount1		Y	9999999.99	
CN	Tracking 1 Amount2		Y	9999999.99	
CO	Tracking 1 Amount3		Y	9999999.99	
CP	Tracking 1 Amount4		Y	9999999.99	
CQ	Tracking 1 Logical1		Y	Y/N	
CR	Tracking 1 Logical2		Y	Y/N	
CS	Tracking 1 Logical3		Y	Y/N	
CT	Tracking 1 Logical4		Y	Y/N	
CU	Tracking 1 Notes		Y	(32,767) x	
CV	Tracking 2 Type	Y	N	XX	7
CW	Tracking 2 Category	Y	N	XXXXXXXXXX	7
CX	Tracking 2 Date1		Y	MM/DD/YYYY	
CY	Tracking 2 Date2		Y	MM/DD/YYYY	
CZ	Tracking 2 Date3		Y	MM/DD/YYYY	
DA	Tracking 2 Date4		Y	MM/DD/YYYY	
DB	Tracking 2 Text1		Y	(30) x	
DC	Tracking 2 Text2		Y	(30) x	
DD	Tracking 2 Text3		Y	(30) x	
DE	Tracking 2 Text4		Y	(30) x	
DF	Tracking 2 Amount1		Y	9999999.99	
DG	Tracking 2 Amount2		Y	9999999.99	

DH	Tracking 2 Amount3		Y	9999999.99	
DI	Tracking 2 Amount4		Y	9999999.99	
DJ	Tracking 2 Logical1		Y	Y/N	
DK	Tracking 2 Logical2		Y	Y/N	
DL	Tracking 2 Logical3		Y	Y/N	
DM	Tracking 2 Logical4		Y	Y/N	
DN	Tracking 2 Notes		Y	(32,767) x	
DO	Tracking 3 Type	Y	N	XX	7
DP	Tracking 3 Category	Y	N	XXXXXXXXXX	7
DQ	Tracking 3 Date1		Y	MM/DD/YYYY	
DR	Tracking 3 Date2		Y	MM/DD/YYYY	
DS	Tracking 3 Date3		Y	MM/DD/YYYY	
DT	Tracking 3 Date4		Y	MM/DD/YYYY	
DU	Tracking 3 Text1		Y	(30) x	
DV	Tracking 3 Text2		Y	(30) x	
DW	Tracking 3 Text3		Y	(30) x	
DX	Tracking 3 Text4		Y	(30) x	
DY	Tracking 3 Amount1		Y	9999999.99	
DZ	Tracking 3 Amount2		Y	9999999.99	
EA	Tracking 3 Amount3		Y	9999999.99	
EB	Tracking 3 Amount4		Y	9999999.99	
EC	Tracking 3 Logical1		Y	Y/N	
ED	Tracking 3 Logical2		Y	Y/N	
EE	Tracking 3 Logical3		Y	Y/N	
EF	Tracking 3 Logical4		Y	Y/N	
EG	Tracking 3 Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Customer Import File Specification Notes

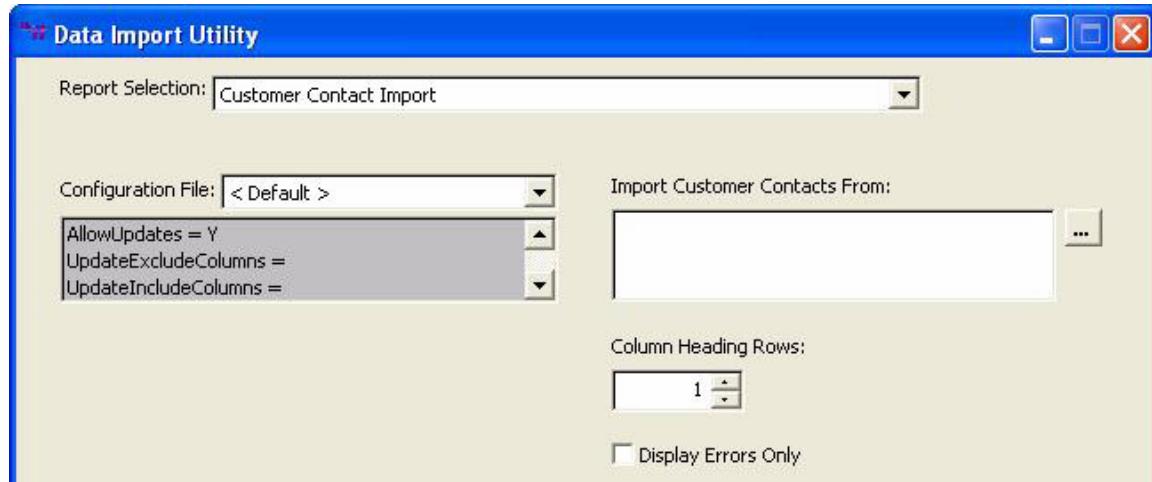
- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.

- Notes:
 1. If the value contained in the Import File is blank, a computer assigned number will be used.
If the value contained in the Import File is not blank, it must be unique.
 2. If the value contained in the Import File is blank, the Customer Default Value will be used.
 3. If the value contained in the Import File is not blank and does not exist in the validation table, it may be added on-the-fly. See the *Customer Import Configuration* section in this User's Guide for more information.
 4. Is only validated if one or more of the corresponding Rate items is not blank.
 5. Is only imported if you are using the Scheduling module of the Ultra32 software.
 6. Is only validated if one or more of the corresponding Note items is not blank.
 7. Is only validated if one or more of the corresponding Tracking items is not blank.

Note: The importing of Customer Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Customer Contact

The Customer Contact Data Import is used to import Customer Contacts from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Contact Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the *Customer Contact Import Configuration* section in this User's Guide for more information.
- **Import Customer Contacts From:** is the full path and filename to a Microsoft Excel XLS File containing Customer Contacts to import. See the *Customer Contact Import File Specification* section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.

- *Display Errors Only*: if checked, only Customer Contacts with one or more errors are displayed on results report.

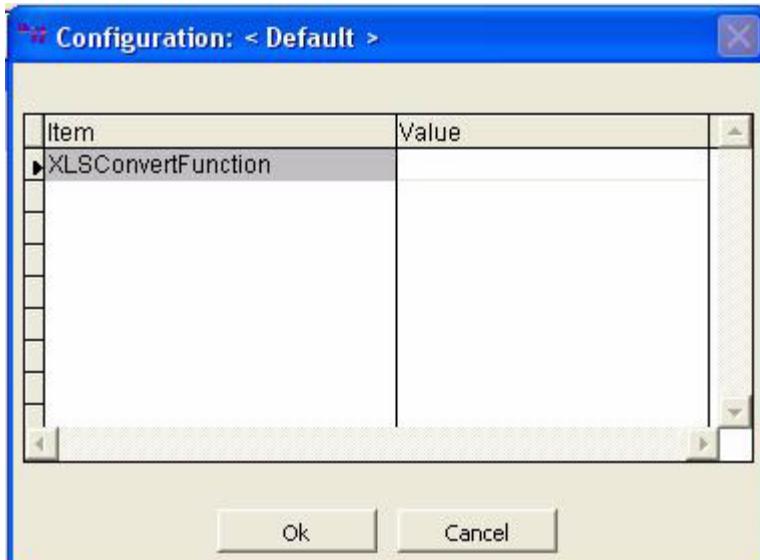
When a Customer Contact Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Contact Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Customer Contact File containing all of the data from the Import File.
- Performs a validation process on each Customer Contact record. If any Customer Contact record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Customer Contact record already exists using the Customer Id, Contact Type, and if applicable Category Code. If a Customer Contact record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Customer Contact".
- Allows you to either preview or print a list of the imported Customer Contact records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer Contact that did not fail the validation process, select the "Import Customer Contacts" option.
 2. Otherwise, select the "Cancel the Customer Contact Import" option.

Note: Any Customer Contact that failed the validation process will not be imported. If you receive a message that one or more Customer Contacts failed validation you have two options. One, cancel the import process, correct the "bad" Customer Contacts in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Contacts from the Import File, correct the "bad" Customer Contacts in the Import File, and then perform the import again.

Customer Contact Import Configuration

The majority of these settings were pre-configured for your company when the Customer Contact Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- **Update Exclude Columns:** optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Customer Contact Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- **Update Include Columns:** optional, a comma delimited list of columns to include during the update process.
 1. See the *Customer Contact Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **XLS Convert Function:** is used by CCS to handle custom Customer Contact Imports. Leave blank, unless instructed otherwise by CCS.

Customer Contact Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Customer Contact Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXX	
B	Site Code	Y	N	XXXXXX	
C	Contact Type	Y	N	XXX	
D	Category Code	Y	N	XXXXXXXXXX	
E	Contact Name		Y	(35) x	
F	Description		Y	(35) x	
G	Phone 1		Y	(24) x	
H	Phone 2		Y	(24) x	
I	Phone 3		Y	(24) x	
J	Email Address		Y	(80) x	
K	Salutation Code	Y	Y	XXX	
L	First Name		Y	(15) x	
M	Middle Name		Y	(15) x	
N	Last Name		Y	(20) x	
O	Email Body	Y	Y	X	
P	Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

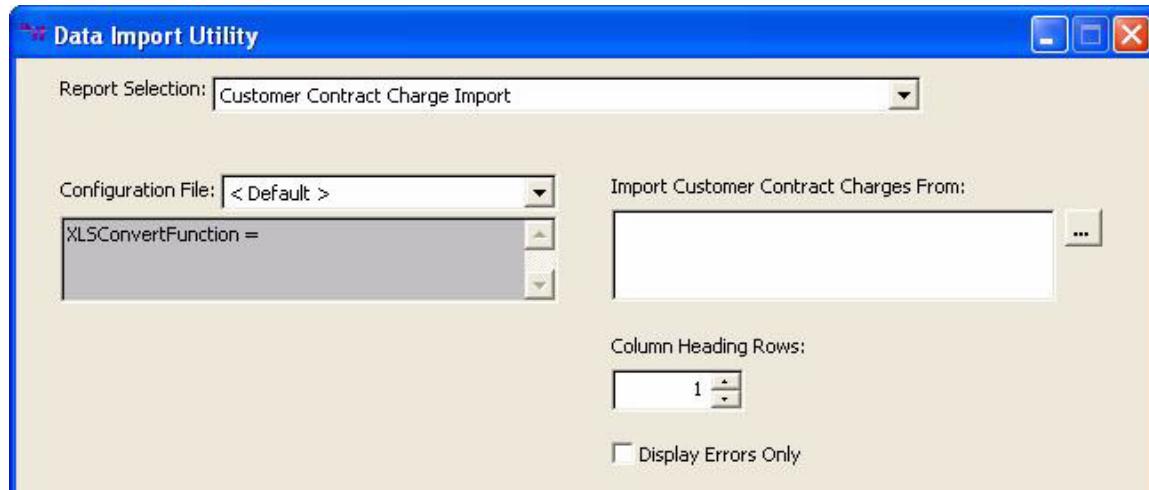
Customer Contact Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Customer Contract Charge

The Customer Contract Charge Data Import is used to import Customer Contract Charges from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Contract Charge Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Customer Contract Charge Import Configuration](#) section in this User's Guide for more information.
- **Import Customer Contract Charges From:** is the full path and filename to a Microsoft Excel XLS File containing Customer Contract Charges to import. See the [Customer Contract Charge Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Customer Contract Charges with one or more errors are displayed on results report.

When a Customer Contract Charge Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Contract Charge Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Customer Contract Charge File containing all of the data from the Import File.
- Performs a validation process on each Customer Contract Charge record. If any Customer Contract Charge record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Allows you to either preview or print a list of the imported Customer Contract Charge

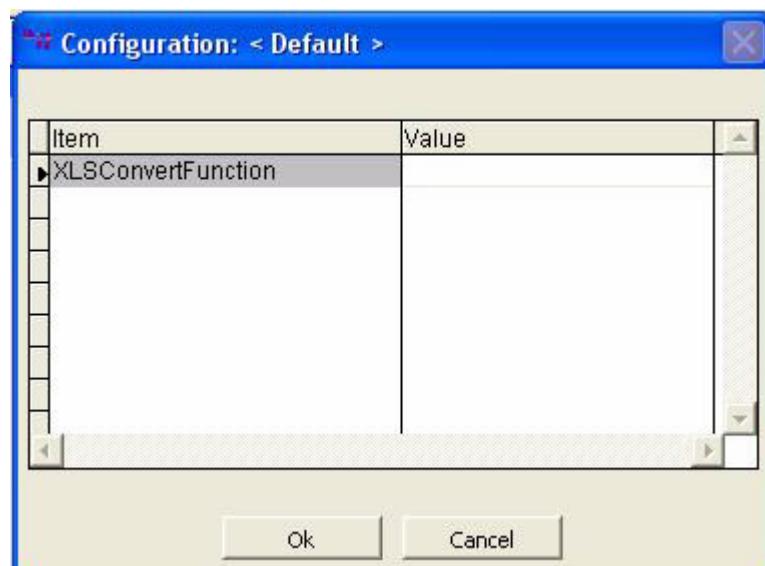
records. Afterwards, you can perform one of the following:

1. If you wish to import any Customer Contract Charge that did not fail the validation process, select the "Import Customer Contract Charges" option.
2. Otherwise, select the "Cancel the Customer Contract Charge Import" option.

Note: Any Customer Contract Charge that failed the validation process will not be imported. If you receive a message that one or more Customer Contract Charges failed validation you have two options. One, cancel the import process, correct the "bad" Customer Contract Charges in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Contract Charges from the Import File, correct the "bad" Customer Contract Charges in the Import File, and then perform the import again.

Customer Contract Charge Import Configuration

The majority of these settings were pre-configured for your company when the Customer Contract Charge Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Customer Contract Charge Imports. Leave blank, unless instructed otherwise by CCS.

Customer Contract Charge Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Customer Contract Charge Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Customer Id	Y	XXXXXXXXXX	
B	Site Code	Y	XXXXXX	
C	Miscellaneous Bill Type	Y	XX	
D	Include Code	Y	XXX	
E	Begins	Y	MM/DD/YYYY	

F	Ends	Y	MM/DD/YYYY	
G	Bill Amount		99999.99	
H	One Time	Y	Y/N	
I	Notes		(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

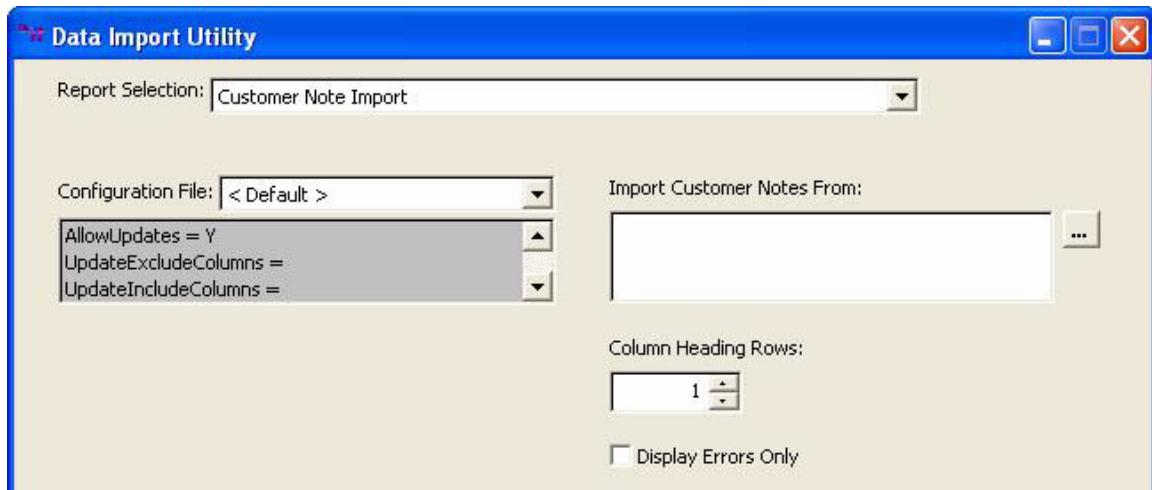
Customer Contract Charge Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Customer Note

The Customer Note Data Import is used to import Customer Notes from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Note Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Customer Note Import Configuration](#) section in this User's Guide for more information.
- **Import Customer Notes From:** is the full path and filename to a Microsoft Excel XLS File containing Customer Notes to import. See the [Customer Note Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Customer Notes with one or more errors are displayed on results report.

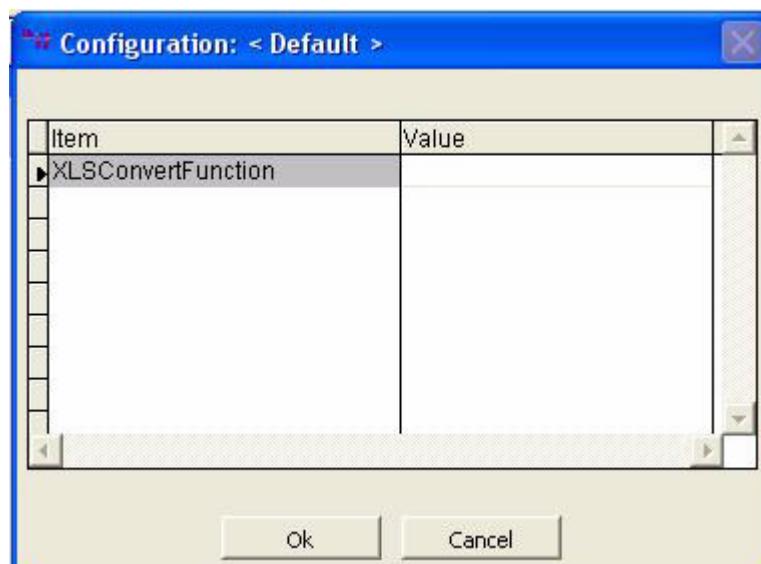
When a Customer Note Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Note Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Customer Note File containing all of the data from the Import File.
- Performs a validation process on each Customer Note record. If any Customer Note record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Customer Note record already exists using the Customer Id, and Note Type. If a Customer Note record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Customer Note".
- Allows you to either preview or print a list of the imported Customer Note records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer Note that did not fail the validation process, select the "Import Customer Notes" option.
 2. Otherwise, select the "Cancel the Customer Note Import" option.

Note: Any Customer Note that failed the validation process will not be imported. If you receive a message that one or more Customer Notes failed validation you have two options. One, cancel the import process, correct the "bad" Customer Notes in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Notes from the Import File, correct the "bad" Customer Notes in the Import File, and then perform the import again.

Customer Note Import Configuration

The majority of these settings were pre-configured for your company when the Customer Note Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- ***Allow Updates***: is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- ***Update Exclude Columns***: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Customer Note Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Customer Note Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the

- update process (i.e. Update = "M").
3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **XLS Convert Function:** is used by CCS to handle custom Customer Note Imports. Leave blank, unless instructed otherwise by CCS.

Customer Note Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Customer Note Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXX	
B	Site Code	Y	N	XXXXXX	
C	Note Type	Y	N	XX	
D	Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

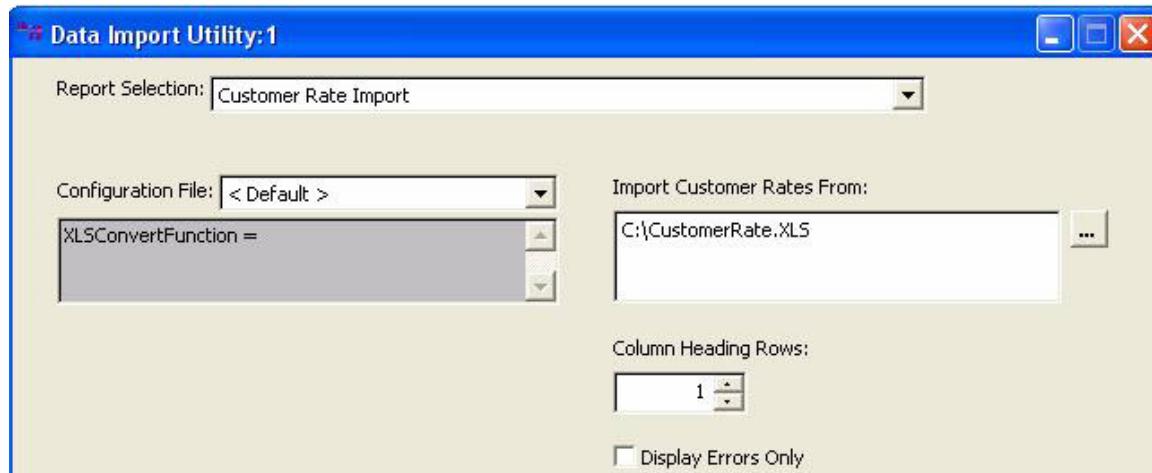
Customer Note Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Customer Rate

The Customer Rate Data Import is used to import Customer Rates from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Rate Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Customer Rate Import Configuration](#) section in this User's Guide for more information.
- **Import Customer Rates From:** is the full path and filename to a Microsoft Excel XLS File containing Customer Rates to import. See the [Customer Rate Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Customer Rates with one or more errors are displayed on results report.

When a Customer Rate Import is performed, the Ultra32 software performs the following steps:

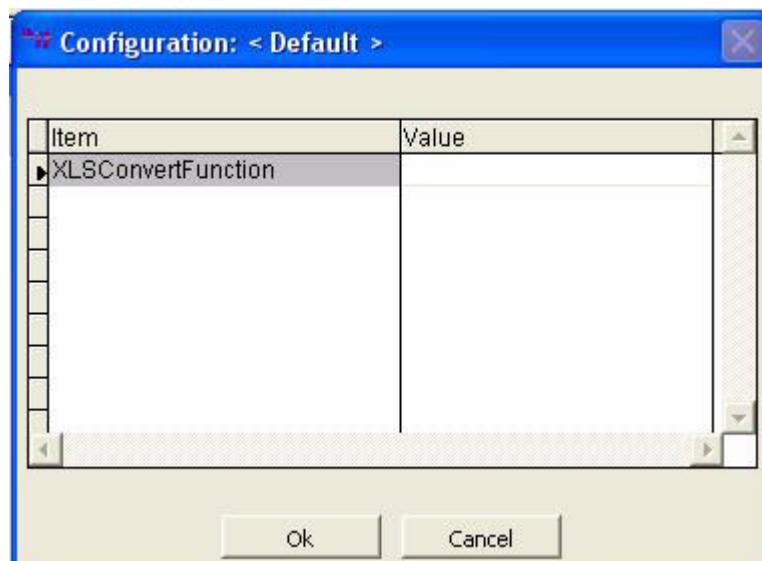
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Rate Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Customer Rate File containing all of the data from the Import File.
- Performs a validation process on each Customer Rate record. If any Customer Rate record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Customer Rate record already exists using the Customer Id, Hour Type, and Rate Code. If a Customer Rate record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Customer Rate".

- Allows you to either preview or print a list of the imported Customer Rate records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer Rate that did not fail the validation process, select the "Import Customer Rates" option.
 2. Otherwise, select the "Cancel the Customer Rate Import" option.

Note: Any Customer Rate that failed the validation process will not be imported. If you receive a message that one or more Customer Rates failed validation you have two options. One, cancel the import process, correct the "bad" Customer Rates in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Rates from the Import File, correct the "bad" Customer Rates in the Import File, and then perform the import again.

Customer Rate Import Configuration

The majority of these settings were pre-configured for your company when the Customer Rate Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- *Allow Updates*: is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- *Update Exclude Columns*: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Customer Rate Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").

- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Customer Rate Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- ***XLS Convert Function***: is used by CCS to handle custom Customer Rate Imports. Leave blank, unless instructed otherwise by CCS.

Customer Rate Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Customer Rate Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXX	
B	Site Code	Y	N	XXXXXXX	
C	Hour Type	Y	N	XX	
D	Rate Code	Y	N	XXXXXXXXXXX	
E	Rate Code Description		Y	(30) x	
F	Comp Code	Y	Y	XXXXXXX	
G	Regular Pay Rate		Y	99999.9999	
H	Overtime Pay Rate		Y	99999.9999	
I	Double Time Pay Rate		Y	99999.9999	
J	Regular Bill Rate		Y	99999.9999	
K	Overtime Bill Rate		Y	99999.9999	
L	Double Time Bill Rate		Y	99999.9999	
M	Holiday Billing	Y	Y	X	1
N	Holiday Pay	Y	Y	X	1
O	Overtime Billing	Y	Y	X	1

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Customer Rate Import File Specification Notes

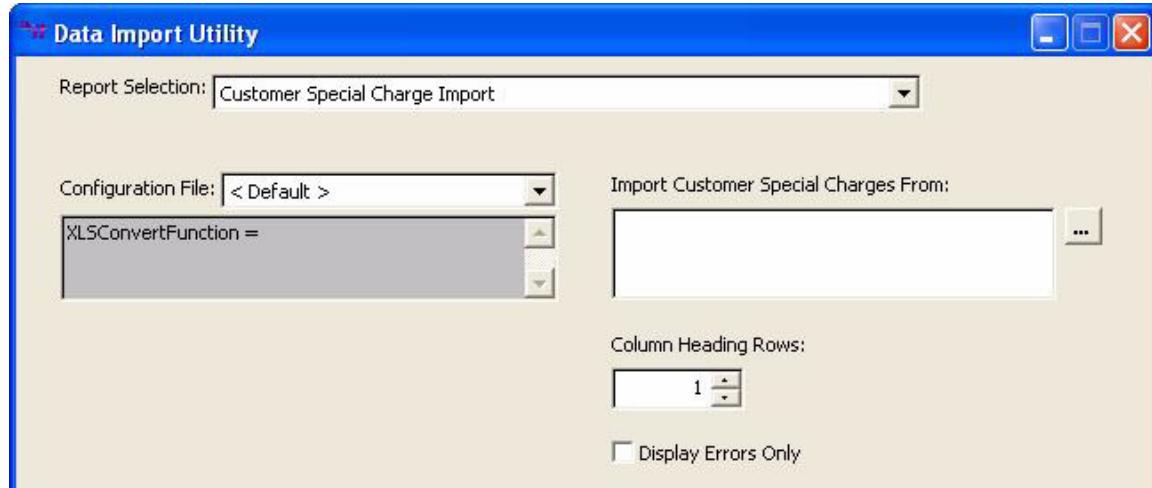
- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.

1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Customer Special Charge

The Customer Special Charge Data Import is used to import Customer Special Charges from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Special Charge Import** report selection.



- *Configuration File*: is used to view/modify the import configuration settings. See the *Customer Special Charge Import Configuration* section in this User's Guide for more information.
- *Import Customer Special Charges From*: is the full path and filename to a Microsoft Excel XLS File containing Customer Special Charges to import. See the *Customer Special Charge Import File Specification* section in this User's Guide for more information.
- *Column Heading Rows*: the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- *Display Errors Only*: if checked, only Customer Special Charges with one or more errors are displayed on results report.

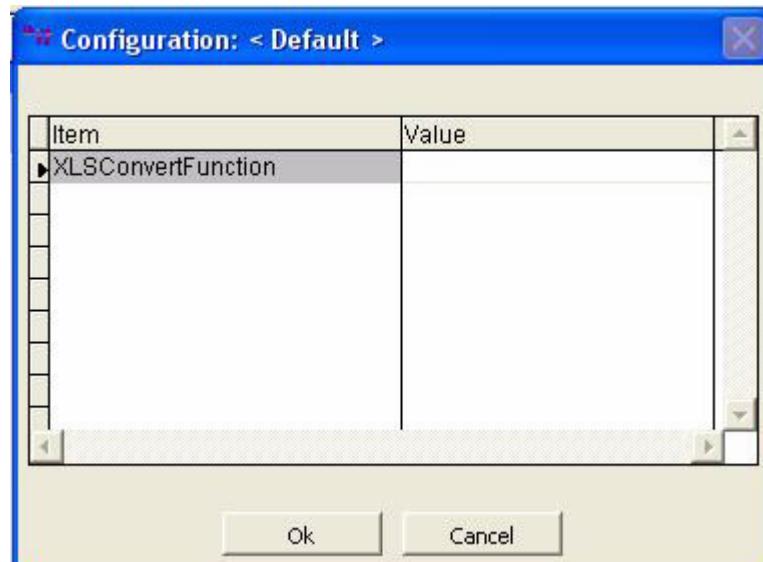
When a Customer Special Charge Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Special Charge Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Customer Special Charge File containing all of the data from the Import File.
- Performs a validation process on each Customer Special Charge record. If any Customer Special Charge record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Allows you to either preview or print a list of the imported Customer Special Charge records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer Special Charge that did not fail the validation process, select the "Import Customer Special Charges" option.
 2. Otherwise, select the "Cancel the Customer Special Charge Import" option.

Note: Any Customer Special Charge that failed the validation process will not be imported. If you receive a message that one or more Customer Special Charges failed validation you have two options. One, cancel the import process, correct the "bad" Customer Special Charges in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Special Charges from the Import File, correct the "bad" Customer Special Charges in the Import File, and then perform the import again.

Customer Special Charge Import Configuration

The majority of these settings were pre-configured for your company when the Customer Special Charge Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Customer Special Charge Imports. Leave blank, unless instructed otherwise by CCS.

Customer Special Charge Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Customer Special Charge Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Customer Id	Y	XXXXXXXXXX	
B	Site Code	Y	XXXXXX	
C	Miscellaneous Bill Type	Y	XX	
D	Include Code	Y	XXX	
E	Bill Amount		99999.99	
F	One Time	Y	Y/N	
G	Notes		(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

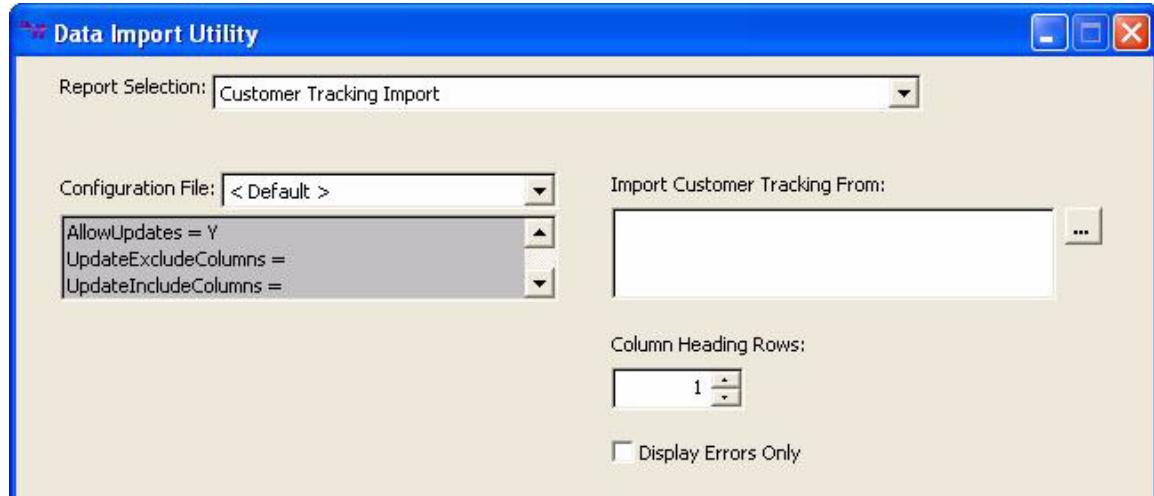
Customer Special Charge Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Customer Tracking

The Customer Tracking Data Import is used to import Customer Tracking from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Tracking Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Customer Tracking Import Configuration](#) section in this User's Guide for more information.
- **Import Customer Tracking From:** is the full path and filename to a Microsoft Excel XLS File containing Customer Tracking to import. See the [Customer Tracking Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Customer Tracking with one or more errors are displayed on results report.

When a Customer Tracking Import is performed, the Ultra32 software performs the following steps:

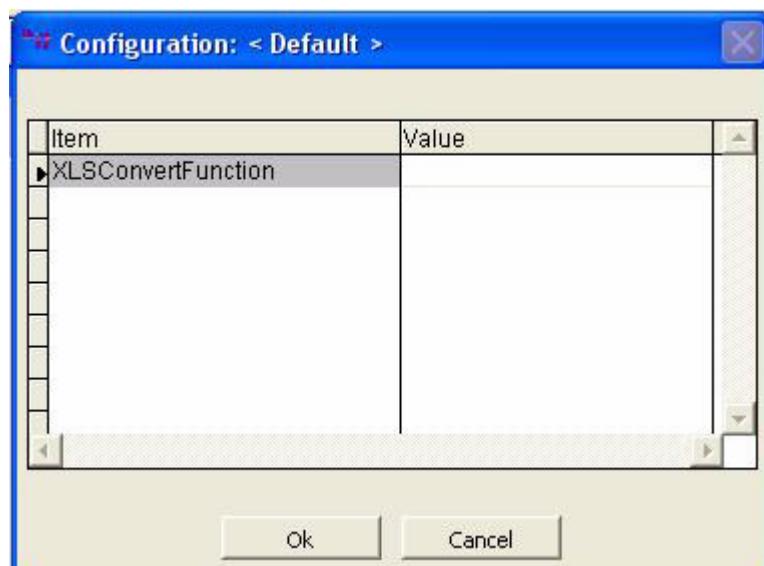
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Tracking Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Customer Tracking File containing all of the data from the Import File.
- Performs a validation process on each Customer Tracking record. If any Customer Tracking record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Customer Tracking record already exists using the Customer Id, Tracking Type, and Category Code. If a Customer Tracking record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Customer Tracking".
- Allows you to either preview or print a list of the imported Customer Tracking records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer Tracking that did not fail the validation process, select the "Import Customer Tracking" option.

- Otherwise, select the "Cancel the Customer Tracking Import" option.

Note: Any Customer Tracking that failed the validation process will not be imported. If you receive a message that one or more Customer Tracking failed validation you have two options. One, cancel the import process, correct the "bad" Customer Tracking in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Tracking from the Import File, correct the "bad" Customer Tracking in the Import File, and then perform the import again.

Customer Tracking Import Configuration

The majority of these settings were pre-configured for your company when the Customer Tracking Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- ***Allow Updates***: is used to control whether or not updates to existing records is permitted.
 1. **<Blank>**: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. **"Y"**: allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- ***Update Exclude Columns***: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Customer Tracking Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Customer Tracking Import File Specification* section in this User's Guide for a list of

possible columns.

2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **XLS Convert Function:** is used by CCS to handle custom Customer Tracking Imports. Leave blank, unless instructed otherwise by CCS.

Customer Tracking Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Customer Tracking Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXXXX	
B	Site Code	Y	N	XXXXXXX	
C	Tracking Type	Y	N	XX	
D	Category Code	Y	N	XXXXXXXXXXXX	
E	Date1		Y	MM/DD/YYYY	
F	Date2		Y	MM/DD/YYYY	
G	Date3		Y	MM/DD/YYYY	
H	Date4		Y	MM/DD/YYYY	
I	Text1		Y	(30) x	
J	Text2		Y	(30) x	
K	Text3		Y	(30) x	
L	Text4		Y	(30) x	
M	Amount1		Y	9999999.99	
N	Amount2		Y	9999999.99	
O	Amount3		Y	9999999.99	
P	Amount4		Y	9999999.99	
Q	Logical1		Y	Y/N	
R	Logical2		Y	Y/N	
S	Logical3		Y	Y/N	
T	Logical4		Y	Y/N	
U	Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Customer Tracking Import File Specification Notes

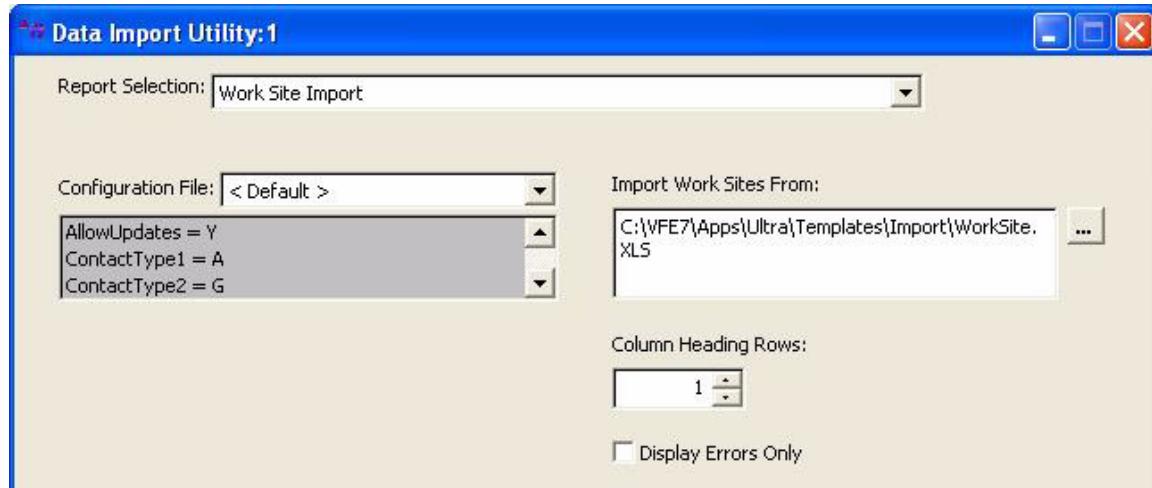
- Column: self explanatory.

- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Work Site

The Work Site Data Import is used to import Work Sites from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Work Site Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Work Site Import Configuration](#) section in this User's Guide for more information.
- **Import Work Site From:** is the full path and filename to a Microsoft Excel XLS File containing Work Site to import. See the [Work Site Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.

- *Display Errors Only*: if checked, only Work Sites with one or more errors are displayed on results report.

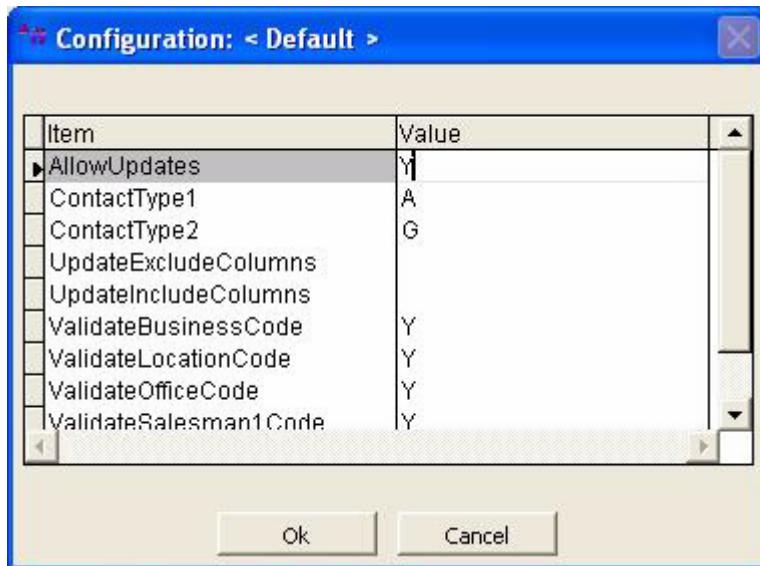
When a Work Site Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Work Site Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Work Site File containing all of the data from the Import File.
- Performs a validation process on each Work Site record. If any Work Site record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Work Site Id".
- Checks if the Work Site record already exists using the Work Site Id. If a Work Site record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Work Site".
- Allows you to either preview or print a list of the imported Work Site records. Afterwards, you can perform one of the following:
 1. If you wish to import any Work Site that did not fail the validation process, select the "Import Work Sites" option.
 2. Otherwise, select the "Cancel the Work Site Import" option.

Note: Any Work Site that failed the validation process will not be imported. If you receive a message that one or more Work Sites failed validation you have two options. One, cancel the import process, correct the "bad" Work Sites in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Work Sites from the Import File, correct the "bad" Work Sites in the Import File, and then perform the import again.

Work Site Import Configuration

The majority of these settings were pre-configured for your company when the Work Site Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- ***Allow Updates***: is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- ***Contact Type 1 to 2***: a two character code that relates to a Contact Type used in the Ultra32 software. For example, "A" Accounts Receivable or "G" General.
- ***Update Exclude Columns***: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Work Site Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Work Site Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- ***Validate Business Code***: is used to customize how the Business Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation

table.

2. "Y": always validate the value specified in the Import File.
- **Validate Location Code:** is used to customize how the Location Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Office Code:** is used to customize how the Office Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Salesman 1 Code:** is used to customize how the Salesman 1 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Salesman 2 Code:** is used to customize how the Salesman 2 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **XLS Convert Function:** is used by CCS to handle custom Customer Imports. Leave blank, unless instructed otherwise by CCS.

Work Site Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Work Site Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXXXX	
B	Site Code	Y	N	XXXXXX	
C	Status	Y	Y	X	1
D	Site Name		Y	(35) x	
E	Address 1		Y	(35) x	
F	Address 2		Y	(35) x	
G	City		Y	xxxxxxxxxxxxxxxxxxxxxx	
H	State	Y	Y	XX	
I	Zip		Y	xxxxxxxxxx	
J	Country		Y	xxxxxxxxxxxxxxxxxx	
K	Added On	Y	M	MM/DD/YYYY	

L	Business Code	Y	Y	XXX	2
M	Location Code	Y	Y	XXX	2
N	Office Code	Y	Y	XXX	2
O	Salesman 1 Code	Y	Y	XXX	2
P	Salesman 2 Code	Y	Y	XXX	2
Q	P/R State Code	Y	Y	XX	
R	P/R City Code	Y	Y	XXXXXX	
S	DST Adjustment	Y	Y	X	4
T	Billable	Y	Y	X	1
U	Sales Tax Code	Y	Y	XXXXXX	
V	PO Number		Y	xxxxxxxxxxxxxx	
W	Release Number		Y	xxxxxxxxxxxxxx	
X	Project		Y	xxxxxxxxxxxxxx	
Y	Contact 1 Name		Y	(35) x	
Z	Contact 1 Description		Y	(35) x	
AA	Contact 1 Phone 1		Y	(24) x	
AB	Contact 1 Phone 2		Y	(24) x	
AC	Contact 1 Phone 3		Y	(24) x	
AD	Contact 1 Email		Y	(80) x	
AE	Contact 2 Name		Y	(35) x	
AF	Contact 2 Description		Y	(35) x	
AG	Contact 2 Phone 1		Y	(24) x	
AH	Contact 2 Phone 2		Y	(24) x	
AI	Contact 2 Phone 3		Y	(24) x	
AJ	Contact 2 Email		Y	(80) x	
AK	Rate 1 Hour Type	Y	N	XX	3
AL	Rate 1 Rate Code	Y	Y	XXXXXXXXXX	3
AM	Rate 1 Comp Code	Y	Y	XXXXXX	3
AN	Rate 1 Regular Pay Rate		Y	99999.99	
AO	Rate 1 Overtime Pay Rate		Y	99999.99	
AP	Rate 1 Double Time Pay Rate		Y	99999.99	
AQ	Rate 1 Regular Bill Rate		Y	99999.99	
AR	Rate 1 Overtime Bill Rate		Y	99999.99	
AS	Rate 1 Double Time Bill Rate		Y	99999.99	
AT	Rate 2 Hour Type	Y	N	XX	3
AU	Rate 2 Rate Code	Y	Y	XXXXXXXXXX	3
AV	Rate 2 Comp Code	Y	Y	XXXXXX	3
AW	Rate 2 Regular Pay Rate		Y	99999.99	
AX	Rate 2 Overtime Pay Rate		Y	99999.99	
AY	Rate 2 Double Time Pay Rate		Y	99999.99	
AZ	Rate 2 Regular Bill Rate		Y	99999.99	
BA	Rate 2 Overtime Bill Rate		Y	99999.99	
BB	Rate 2 Double Time Bill Rate		Y	99999.99	
BC	Note 1 Type	Y	N	XX	5
BD	Note 1 Notes		Y	(32,767) x	
BE	Note 2 Type	Y	N	XX	5

BF	Note 2 Notes		Y	(32,767) x	
BG	Note 3 Type	Y	N	XX	5
BH	Note 3 Notes		Y	(32,767) x	
BI	Note 4 Type	Y	N	XX	5
BJ	Note 4 Notes		Y	(32,767) x	
BK	Note 5 Type	Y	N	XX	5
BL	Note 5 Notes		Y	(32,767) x	
BM	Tracking 1 Type	Y	N	XX	6
BN	Tracking 1 Category	Y	N	XXXXXXXXXX	6
BO	Tracking 1 Date1		Y	MM/DD/YYYY	
BP	Tracking 1 Date2		Y	MM/DD/YYYY	
BQ	Tracking 1 Date3		Y	MM/DD/YYYY	
BR	Tracking 1 Date4		Y	MM/DD/YYYY	
BS	Tracking 1 Text1		Y	(30) x	
BT	Tracking 1 Text2		Y	(30) x	
BU	Tracking 1 Text3		Y	(30) x	
BV	Tracking 1 Text4		Y	(30) x	
BW	Tracking 1 Amount1		Y	9999999.99	
BX	Tracking 1 Amount2		Y	9999999.99	
BY	Tracking 1 Amount3		Y	9999999.99	
BZ	Tracking 1 Amount4		Y	9999999.99	
CA	Tracking 1 Logical1		Y	Y/N	
CB	Tracking 1 Logical2		Y	Y/N	
CC	Tracking 1 Logical3		Y	Y/N	
CD	Tracking 1 Logical4		Y	Y/N	
CE	Tracking 1 Notes		Y	(32,767) x	
CF	Tracking 2 Type	Y	N	XX	6
CG	Tracking 2 Category	Y	N	XXXXXXXXXX	6
CH	Tracking 2 Date1		Y	MM/DD/YYYY	
CI	Tracking 2 Date2		Y	MM/DD/YYYY	
CJ	Tracking 2 Date3		Y	MM/DD/YYYY	
CK	Tracking 2 Date4		Y	MM/DD/YYYY	
CL	Tracking 2 Text1		Y	(30) x	
CM	Tracking 2 Text2		Y	(30) x	
CN	Tracking 2 Text3		Y	(30) x	
CO	Tracking 2 Text4		Y	(30) x	
CP	Tracking 2 Amount1		Y	9999999.99	
CQ	Tracking 2 Amount2		Y	9999999.99	
CR	Tracking 2 Amount3		Y	9999999.99	
CS	Tracking 2 Amount4		Y	9999999.99	
CT	Tracking 2 Logical1		Y	Y/N	
CU	Tracking 2 Logical2		Y	Y/N	
CV	Tracking 2 Logical3		Y	Y/N	
CW	Tracking 2 Logical4		Y	Y/N	
CX	Tracking 2 Notes		Y	(32,767) x	

CY	Tracking 3 Type	Y	N	XX	6
CZ	Tracking 3 Category	Y	N	XXXXXXXXXX	6
DA	Tracking 3 Date1		Y	MM/DD/YYYY	
DB	Tracking 3 Date2		Y	MM/DD/YYYY	
DC	Tracking 3 Date3		Y	MM/DD/YYYY	
DD	Tracking 3 Date4		Y	MM/DD/YYYY	
DE	Tracking 3 Text1		Y	(30) x	
DF	Tracking 3 Text2		Y	(30) x	
DG	Tracking 3 Text3		Y	(30) x	
DH	Tracking 3 Text4		Y	(30) x	
DI	Tracking 3 Amount1		Y	9999999.99	
DJ	Tracking 3 Amount2		Y	9999999.99	
DK	Tracking 3 Amount3		Y	9999999.99	
DL	Tracking 3 Amount4		Y	9999999.99	
DM	Tracking 3 Logical1		Y	Y/N	
DN	Tracking 3 Logical2		Y	Y/N	
DO	Tracking 3 Logical3		Y	Y/N	
DP	Tracking 3 Logical4		Y	Y/N	
DQ	Tracking 3 Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Work Site Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:
 1. If the value contained in the Import File is blank, the Customer Default Value will be used.
 2. If the value contained in the Import File is not blank and does not exist in the validation table, it may be added on-the-fly. See the *Work Site Import Configuration* section in this User's Guide for more information.
 3. Is only validated if one or more of the corresponding Rate items is not blank.

4. Is only imported if you are using the Scheduling module of the Ultra32 software.
5. Is only validated if one or more of the corresponding Note items is not blank.
6. Is only validated if one or more of the corresponding Tracking items is not blank.

Note: The importing of Work Site Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

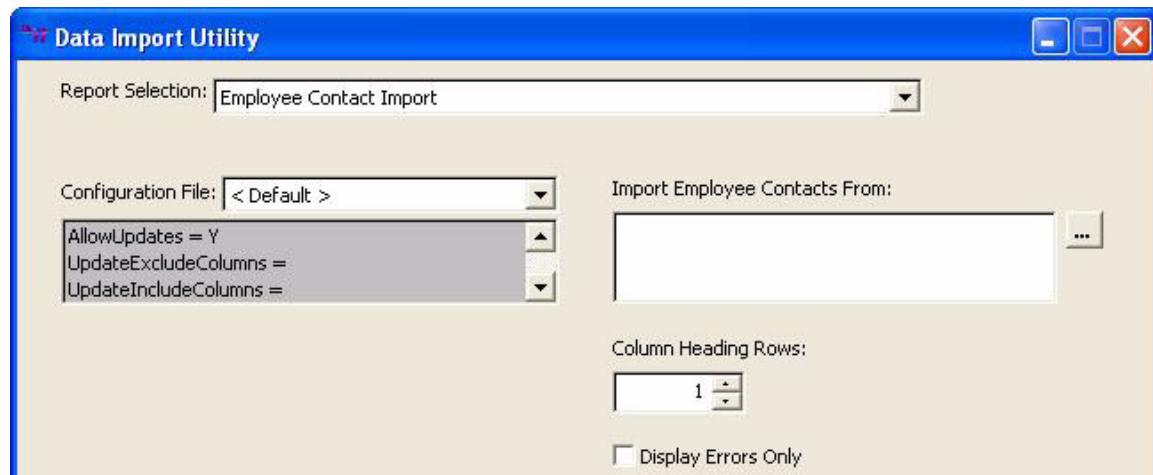
Data Import Employee

The Data Import menu option contains the Add-On Import Options for the Ultra32 software. The following is a list of Data Imports currently available:

- Employee Import: imports Employees, Employee Non Tax Deductions, Employee Miscellaneous Pays, and Employee Rates from a Microsoft Excel XLS File. See the [Employee](#), [Employee Un-Availability](#), [Employee Contact](#), [Employee Non Tax Deduction](#), [Employee Note](#), [Employee Miscellaneous Pay](#), [Employee Rate](#), and [Employee Tracking](#) sections below for more information.

Employee Contact

The Employee Contact Data Import is used to import Employee Contacts from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Contact Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Contact Import Configuration](#) section in this User's Guide for more information.
- **Import Employee Contacts From:** is the full path and filename to a Microsoft Excel XLS File containing Employee Contacts to import. See the [Employee Contact Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Employee Contacts with one or more errors are displayed on results report.

When a Employee Contact Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Contact Import](#)

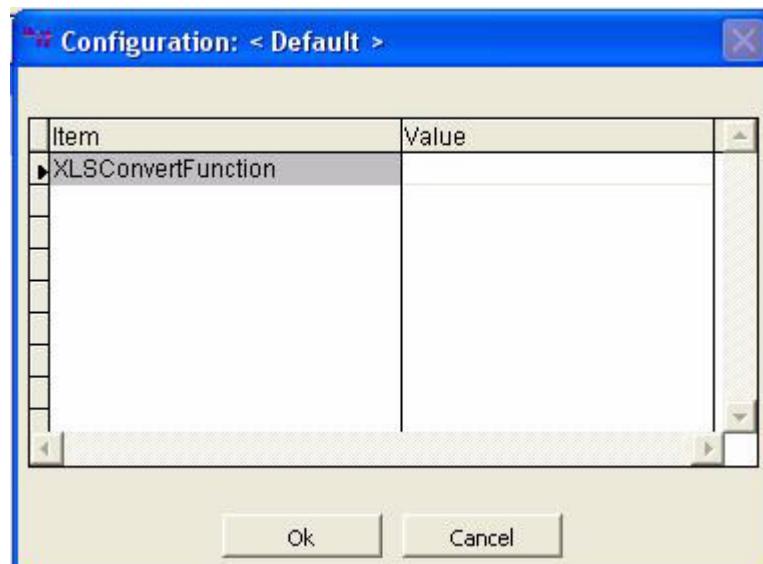
Configuration section in this User's Guide for more information.

- Creates a Temporary Employee Contact File containing all of the data from the Import File.
- Performs a validation process on each Employee Contact record. If any Employee Contact record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee Contact record already exists using the Employee Id, Contact Type, and if applicable Category Code. If a Employee Contact record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Employee Contact".
- Allows you to either preview or print a list of the imported Employee Contact records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Contact that did not fail the validation process, select the "Import Employee Contacts" option.
 2. Otherwise, select the "Cancel the Employee Contact Import" option.

Note: Any Employee Contact that failed the validation process will not be imported. If you receive a message that one or more Employee Contacts failed validation you have two options. One, cancel the import process, correct the "bad" Employee Contacts in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Contacts from the Import File, correct the "bad" Employee Contacts in the Import File, and then perform the import again.

Employee Contact Import Configuration

The majority of these settings were pre-configured for your company when the Employee Contact Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.

1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- *Update Exclude Columns*: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Contact Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
 - *Update Include Columns*: optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Contact Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- *XLS Convert Function*: is used by CCS to handle custom Employee Contact Imports. Leave blank, unless instructed otherwise by CCS.

Employee Contact Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Employee Contact Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Contact Type	Y	N	XXX	
C	Category Code	Y	N	XXXXXXXXXX	
D	Contact Name		Y	(35) x	
E	Phone 1		Y	(24) x	
F	Phone 2		Y	(24) x	
G	Phone 3		Y	(24) x	
H	Email Address		Y	(80) x	
I	Salutation Code	Y	Y	XXX	
J	First Name		Y	(15) x	
K	Middle Name		Y	(15) x	
L	Last Name		Y	(20) x	
M	Email Body	Y	Y	X	
N	Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

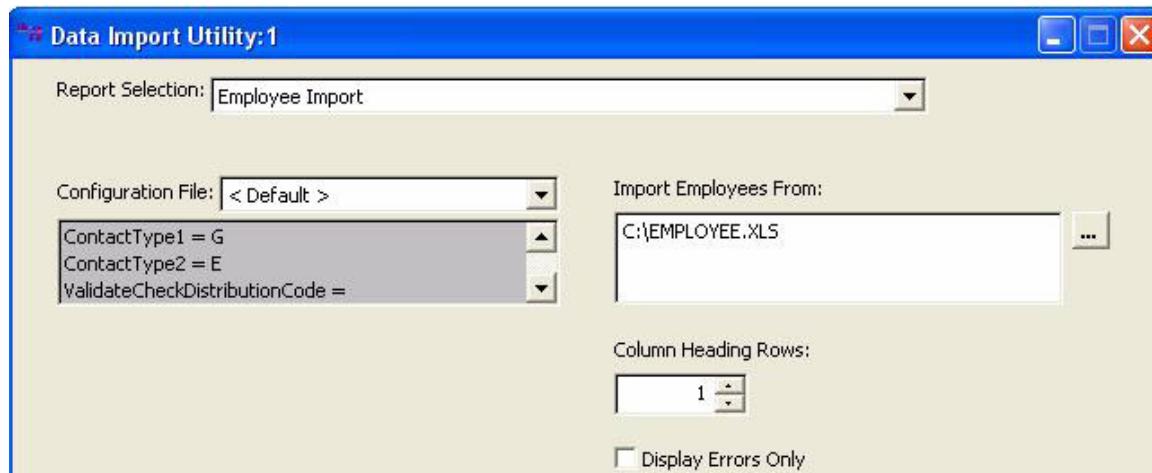
Employee Contact Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Employee

The Employee Data Import is used to import Employees from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Import Configuration](#) section in this User's Guide for more information.

- ***Import Employees From:*** is the full path and filename to a Microsoft Excel XLS File containing Employees to import. See the [Employee Import File Specification](#) section in this User's Guide for more information.
- ***Column Heading Rows:*** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- ***Display Errors Only:*** if checked, only Employees with one or more errors are displayed on results report.

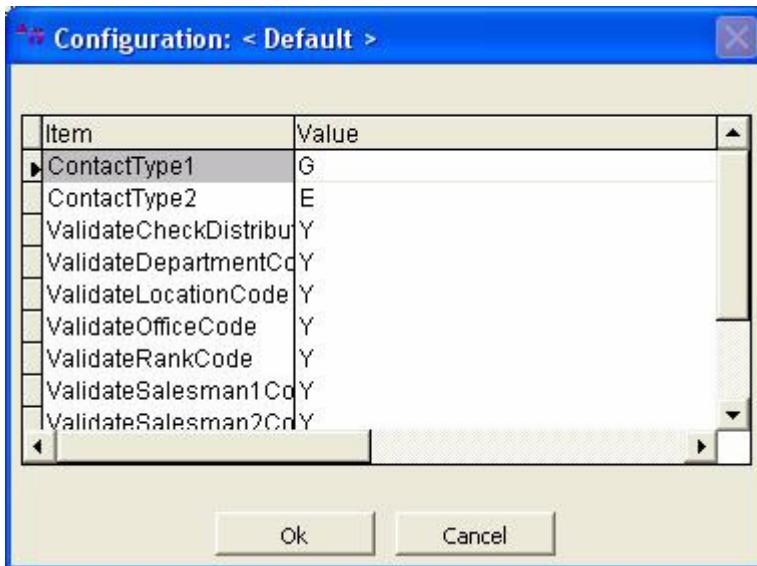
When an Employee Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Employee File containing all of the data from the Import File.
- Performs a validation process on each Employee record. If any Employee record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee record already exists using the Employee Id. If an Employee record already exists and the Allow Updates settings is No, it will be flagged as "Duplicate Employee". Please note the following in regards to Employee Updates:
 1. If the Employee Id is blank, the import record is treated as new.
 2. If the Contact Type uses Category Codes, it will be treated as new.
 3. If the Note Type allows multiples, it will be treated as new.
- Allows you to either preview or print a list of the imported Employee records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee that did not fail the validation process, select the "Import Employees" option.
 2. Otherwise, select the "Cancel the Employee Import" option.

Note: Any Employee that failed the validation process will not be imported. If you receive a message that one or more Employees failed validation you have two options. One, cancel the import process, correct the "bad" Employees in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employees from the Import File, correct the "bad" Employees in the Import File, and then perform the import again.

Employee Import Configuration

The majority of these settings were pre-configured for your company when the Employee Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- ***Allow Updates***: is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- ***Contact Type 1 to 2***: a two character code that relates to a Contact Type used in the Ultra32 software. For example, "E" Emergency or "G" General.
- ***Update Exclude Columns***: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- ***Validate Office Code***: is used to customize how the Office Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation

table.

2. "Y": always validate the value specified in the Import File.
- **Validate Department Code:** is used to customize how the Department Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Location Code:** is used to customize how the Location Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Salesman 1 Code:** is used to customize how the Salesman 1 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Salesman 2 Code:** is used to customize how the Salesman 2 Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Rank Code:** is used to customize how the Rank Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 3. This field only applies if you are using the Scheduling module of the Ultra32 software.
 - **Validate Work Code:** is used to customize how the Work Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Transportation Code:** is used to customize how the Transportation Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **Validate Termination Code:** is used to customize how the Termination Code is

imported.

1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
- **Validate Check Distribution Code:** is used to customize how the Check Distribution Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - **XLS Convert Function:** is used by CCS to handle custom Employee Imports. Leave blank, unless instructed otherwise by CCS.

Employee Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Employee Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXXXX	1
B	Status	Y	Y	X	2
C	Last Name		Y	XXXXXXXXXXXXXXXXXXXX	
D	First Name		Y	XXXXXXXXXXXXXXXXXX	
E	Middle Name		Y	XXXXXXXXXXXXXXXXXX	
F	Address 1		Y	(35) x	
G	Address 2		Y	(35) x	
H	City		Y	XXXXXXXXXXXXXXXXXXXX	
I	State	Y	Y	XX	
J	Zip		Y	XXXXXXXXXX	
K	Country		Y	XXXXXXXXXXXXXXXXXX	
L	SSN	Y	Y	999-99-9999	3
M	SS Last Name		Y	XXXXXXXXXXXXXXXXXXXX	
N	SS First Name		Y	XXXXXXXXXXXXXXXXXX	
O	SS Middle Name		Y	XXXXXXXXXXXXXXXXXX	
P	1099 TIN		Y	XXXXXXXXXXXX	
Q	1099 DBA/LLC Name		Y	(35) x	
R	Office Code	Y	Y	XXX	4
S	Department Code	Y	Y	XXX	4
T	Location Code	Y	Y	XXX	4
U	Salesman 1 Code	Y	Y	XXX	4
V	Salesman 2 Code	Y	Y	XXX	4
W	Rank Code	Y	Y	XXX	4,10
X	Work Code	Y	Y	XXX	
Y	Transportation Code	Y	Y	XXX	4
Z	External System Id		Y	XXXXXXXXXXXXXXXXXXXX	
AA	Marital Status	Y	Y	X	

AB	Race	Y	Y	X	
AC	Sex	Y	Y	X	
AD	Birthdate	Y	Y	MM/DD/YYYY	
AE	Hired On	Y	M	MM/DD/YYYY	
AF	Rehired On	Y	Y	MM/DD/YYYY	
AG	First Check	Y	M	MM/DD/YYYY	
AH	Last Check	Y	M	MM/DD/YYYY	
AI	Terminated	Y	Y	MM/DD/YYYY	
AJ	Term Code	Y	Y	XXX	
AK	Tax Type	Y	Y	X	2
AL	Pay Frequency	Y	Y	X	2
AM	Check Distribution	Y	Y	XXX	4
AN	Holiday Pay	Y	Y	X	10
AO	Overtime Override	Y	Y	XXX	10
AP	Pay Type	Y	Y	X	2
AQ	Salary Comp Code	Y	Y	XXXXXX	
AR	Salary Pay Amount		Y	999999.99	
AS	Salary Hours		Y	9999.99	
AT	Salary Pay Rule	Y	Y	XXX	10
AU	Salary Bill Rule	Y	Y	XXX	10
AV	DD Main Account Type	Y	Y	X	
AW	DD Main Account #		Y	XXXXXXXXXXXXXXXXXXXX	
AX	DD Main Routing #		Y	XXXXXXXXXXXXXXXXXXXX	
AY	DD Main Prenote Status	Y	Y	X	
AZ	Federal Status	Y	Y	X	5
BA	Federal Exemptions		Y	XX	
BB	Federal Extra W/H		Y	99999.99	
BC	EIC Status	Y	Y	X	5
BD	State Tax Code	Y	N	XX	6
BE	State Status	Y	Y	X	6
BF	State Exemptions		Y	XX	
BG	State Extra W/H		Y	99999.99	
BH	State Personal/Estimated		Y	XX	
BI	City Tax Code	Y	N	XXXXXX	7
BJ	City Status	Y	Y	X	7
BK	City Exemptions		Y	XX	
BL	City Extra W/H		Y	99999.99	
BM	School Tax Code	Y	N	XXXXXX	8
BN	School Status	Y	Y	X	8
BO	School Exemptions		Y	XX	
BP	School Extra W/H		Y	99999.99	
BQ	Contact 1 Phone 1		Y	(24) x	
BR	Contact 1 Phone 2		Y	(24) x	
BS	Contact 1 Phone 3		Y	(24) x	
BT	Contact 1 Description		Y	(35) x	
BU	Contact 1 Email		Y	(80) x	
BV	Contact 2 Phone 1		Y	(24) x	

BW	Contact 2 Phone 2		Y	(24) x	
BX	Contact 2 Phone 3		Y	(24) x	
BY	Contact 2 Description		Y	(35) x	
BZ	Contact 2 Email		Y	(80) x	
CA	Rate 1 Hour Type	Y	N	XX	9
CB	Rate 1 Rate Code	Y	N	XXXXXXXXXX	9
CC	Rate 1 Comp Code	Y	Y	XXXXXX	9
CD	Rate 1 Regular Pay Rate		Y	99999.9999	
CE	Rate 1 Overtime Pay Rate		Y	99999.9999	
CF	Rate 1 Double Time Pay Rate		Y	99999.9999	
CG	Rate 1 Regular Bill Rate		Y	99999.9999	
CH	Rate 1 Overtime Bill Rate		Y	99999.9999	
CI	Rate 1 Double Time Bill Rate		Y	99999.9999	
CJ	Rate 2 Hour Type	Y	N	XX	9
CK	Rate 2 Rate Code	Y	N	XXXXXXXXXX	9
CL	Rate 2 Comp Code	Y	Y	XXXXXX	9
CM	Rate 2 Regular Pay Rate		Y	99999.9999	
CN	Rate 2 Overtime Pay Rate		Y	99999.9999	
CO	Rate 2 Double Time Pay Rate		Y	99999.9999	
CP	Rate 2 Regular Bill Rate		Y	99999.9999	
CQ	Rate 2 Overtime Bill Rate		Y	99999.9999	
CR	Rate 2 Double Time Bill Rate		Y	99999.9999	
CS	Note 1 Type	Y	N	XX	11
CT	Note 1 Notes		Y	(32,767) x	
CU	Note 2 Type	Y	N	XX	11
CV	Note 2 Notes		Y	(32,767) x	
CW	Note 3 Type	Y	N	XX	11
CX	Note 3 Notes		Y	(32,767) x	
CY	Note 4 Type	Y	N	XX	11
CZ	Note 4 Notes		Y	(32,767) x	
DA	Note 5 Type	Y	N	XX	11
DB	Note 5 Notes		Y	(32,767) x	
DC	Branch Id	Y	N	XXX	
DD	Tracking 1 Type	Y	N	XX	12
DE	Tracking 1 Category	Y	N	XXXXXXXXXX	12
DF	Tracking 1 Date1		Y	MM/DD/YYYY	
DG	Tracking 1 Date2		Y	MM/DD/YYYY	
DH	Tracking 1 Date3		Y	MM/DD/YYYY	
DI	Tracking 1 Date4		Y	MM/DD/YYYY	
DJ	Tracking 1 Text1		Y	(30) x	
DK	Tracking 1 Text2		Y	(30) x	
DL	Tracking 1 Text3		Y	(30) x	
DM	Tracking 1 Text4		Y	(30) x	
DN	Tracking 1 Amount1		Y	9999999.99	
DO	Tracking 1 Amount2		Y	9999999.99	
DP	Tracking 1 Amount3		Y	9999999.99	

DQ	Tracking 1 Amount4		Y	9999999.99	
DR	Tracking 1 Logical1		Y	Y/N	
DS	Tracking 1 Logical2		Y	Y/N	
DT	Tracking 1 Logical3		Y	Y/N	
DU	Tracking 1 Logical4		Y	Y/N	
DV	Tracking 1 Notes		Y	(32,767) x	
DW	Tracking 2 Type	Y	N	XX	12
DX	Tracking 2 Category	Y	N	XXXXXXXXXX	12
DY	Tracking 2 Date1		Y	MM/DD/YYYY	
DZ	Tracking 2 Date2		Y	MM/DD/YYYY	
EA	Tracking 2 Date3		Y	MM/DD/YYYY	
EB	Tracking 2 Date4		Y	MM/DD/YYYY	
EC	Tracking 2 Text1		Y	(30) x	
ED	Tracking 2 Text2		Y	(30) x	
EE	Tracking 2 Text3		Y	(30) x	
EF	Tracking 2 Text4		Y	(30) x	
EG	Tracking 2 Amount1		Y	9999999.99	
EH	Tracking 2 Amount2		Y	9999999.99	
EI	Tracking 2 Amount3		Y	9999999.99	
EJ	Tracking 2 Amount4		Y	9999999.99	
EK	Tracking 2 Logical1		Y	Y/N	
EL	Tracking 2 Logical2		Y	Y/N	
EM	Tracking 2 Logical3		Y	Y/N	
EN	Tracking 2 Logical4		Y	Y/N	
EO	Tracking 2 Notes		Y	(32,767) x	
EP	Tracking 3 Type	Y	N	XX	12
EQ	Tracking 3 Category	Y	N	XXXXXXXXXX	12
ER	Tracking 3 Date1		Y	MM/DD/YYYY	
ES	Tracking 3 Date2		Y	MM/DD/YYYY	
ET	Tracking 3 Date3		Y	MM/DD/YYYY	
EU	Tracking 3 Date4		Y	MM/DD/YYYY	
EV	Tracking 3 Text1		Y	(30) x	
EW	Tracking 3 Text2		Y	(30) x	
EX	Tracking 3 Text3		Y	(30) x	
EY	Tracking 3 Text4		Y	(30) x	
EZ	Tracking 3 Amount1		Y	9999999.99	
FA	Tracking 3 Amount2		Y	9999999.99	
FB	Tracking 3 Amount3		Y	9999999.99	
FC	Tracking 3 Amount4		Y	9999999.99	
FD	Tracking 3 Logical1		Y	Y/N	
FE	Tracking 3 Logical2		Y	Y/N	
FF	Tracking 3 Logical3		Y	Y/N	
FG	Tracking 3 Logical4		Y	Y/N	
FH	Tracking 3 Notes		Y	(32,767) x	
FI	Start/Restart DD On		Y	MM/DD/YYYY	

FJ	State Resident/Non-Resident		Y	R/N	6
FK	City Resident/Non-Resident		Y	R/N	7
FL	Added On	Y	M	MM/DD/YYYY	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Import File Specification Notes

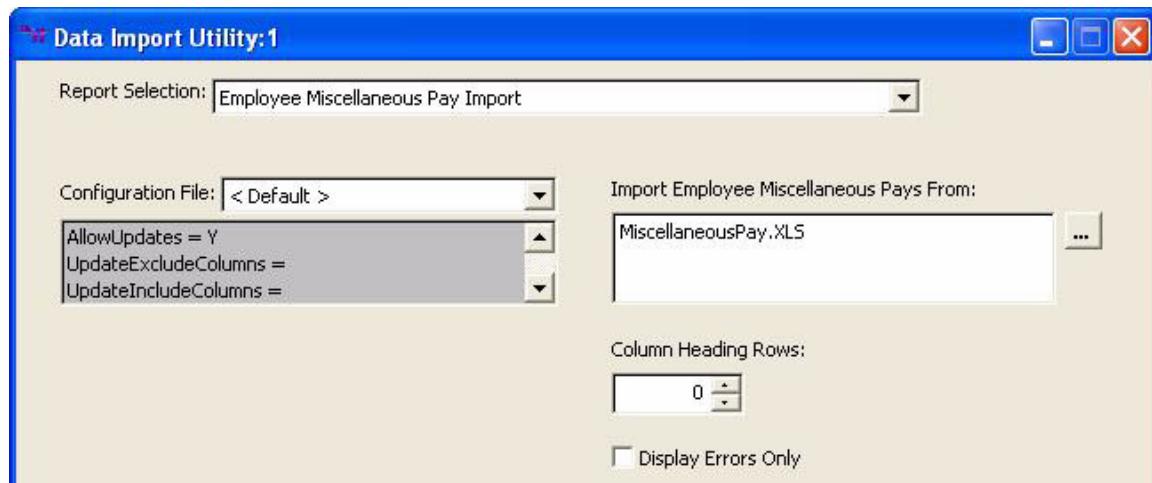
- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Update: indicates if the item will be included in the record update process.
 1. Y: is included by default. Use the *Update Exclude Columns* settings to override.
 2. N: is not and can not included.
 3. M: is not included by default. Use the *Update Include Columns* settings to override.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
- Notes:
 1. If the value contained in the Import File is blank, a computer assigned number will be used. If the value contained in the Import File is not blank, it must be unique.
 2. If the value contained in the Import File is blank, the Employee Default Value will be used.
 3. If the value contained in the Import File is not blank, it must be unique.
 4. If the value contained in the Import File is not blank and does not exist in the validation table, it may be added on-the-fly. See the *Employee Import Configuration* section in this User's Guide for more information.
 5. Is only validated if one or more of the corresponding Federal or EIC items is not blank.
 6. Is only validated if one or more of the corresponding State items is not blank.
 7. Is only validated if one or more of the corresponding City items is not blank.
 8. Is only validated if one or more of the corresponding School items is not blank.
 9. Is only validated if one or more of the corresponding Rate items is not blank.
 10. Is only imported if you are using the Scheduling module of the Ultra32 software.

11. Is only validated if one or more of the corresponding Note items is not blank.
12. Is only validated if one or more of the corresponding Tracking items is not blank.
13. If blank, "R" Resident is assumed. Note, only the City can contain more than one resident code.

Note: The importing of Employee Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Employee Miscellaneous Pay

The Employee Miscellaneous Pay Data Import is used to import Employee Miscellaneous Pays from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Miscellaneous Pay Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Miscellaneous Pay Import Configuration](#) section in this User's Guide for more information.
- **Import Employee Miscellaneous Pays From:** is the full path and filename to a Microsoft Excel XLS File containing Employee Miscellaneous Pays to import. See the [Employee Miscellaneous Pay Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Employee Miscellaneous Pays with one or more errors are displayed on results report.

When an Employee Rate Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import

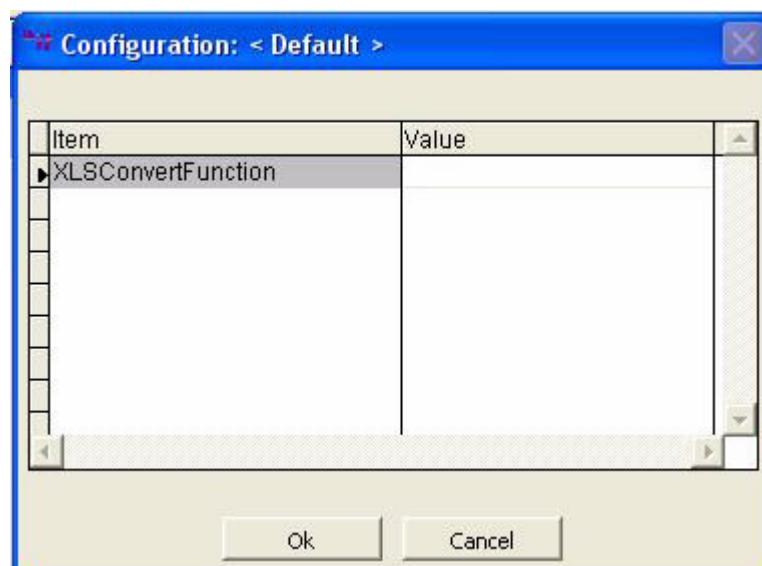
process is cancelled and a message is displayed. See the [Employee Miscellaneous Pay Import Configuration](#) section in this User's Guide for more information.

- Creates a Temporary Employee Miscellaneous Pay File containing all of the data from the Import File.
- Performs a validation process on each Employee Miscellaneous Pay record. If any Employee Miscellaneous Pay record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee Miscellaneous Pay record already exists using the Employee Id and Miscellaneous Pay Type. If an Employee Miscellaneous Pay record already exists and the Allow Updates settings is No, it will be flagged as "Duplicate Employee Miscellaneous Pay".
- Allows you to either preview or print a list of the imported Employee Miscellaneous Pay records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Rate that did not fail the validation process, select the "Import Employee Miscellaneous Pays" option.
 2. Otherwise, select the "Cancel the Employee Miscellaneous Pay Import" option.

Note: Any Employee Miscellaneous Pay that failed the validation process will not be imported. If you receive a message that one or more Employee Miscellaneous Pays failed validation you have two options. One, cancel the import process, correct the "bad" Employee Miscellaneous Pays in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Miscellaneous Pays from the Import File, correct the "bad" Employee Miscellaneous Pays in the Import File, and then perform the import again.

Employee Miscellaneous Pay Import Configuration

The majority of these settings were pre-configured for your company when the Employee Miscellaneous Pay Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- **Update Exclude Columns:** optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Miscellaneous Pay Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- **Update Include Columns:** optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Miscellaneous Pay Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **XLS Convert Function:** is used by CCS to handle custom Employee Miscellaneous Pay Imports. Leave blank, unless instructed otherwise by CCS.

Employee Miscellaneous Pay Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Employee Miscellaneous Pay Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Miscellaneous Pay Type	Y	N	XX	
C	Pay Amount		Y	99999.99	

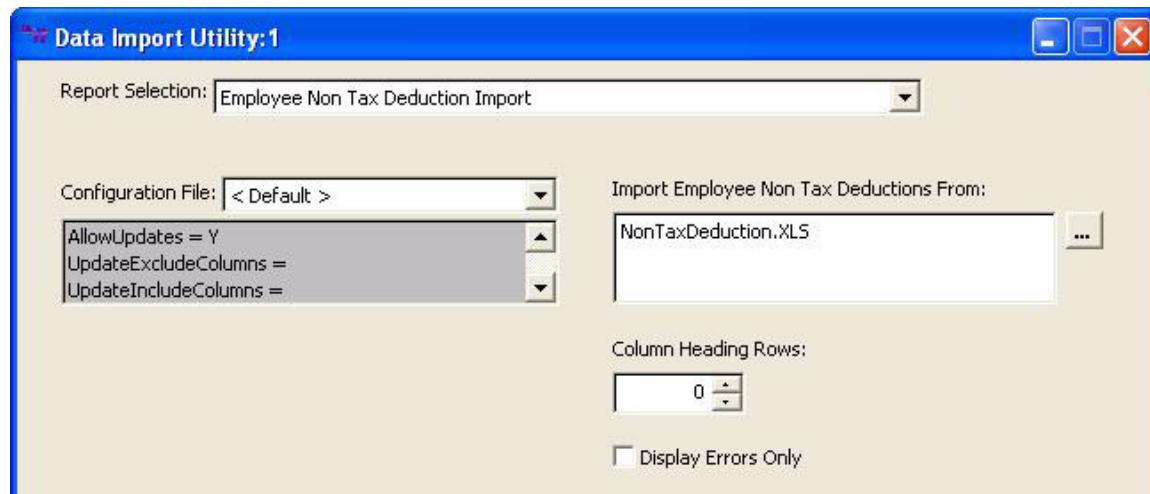
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Miscellaneous Pay Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Update: indicates if the item will be included in the record update process.
 1. Y: is included by default. Use the *Update Exclude Columns* settings to override.
 2. N: is not and can not included.
 3. M: is not included by default. Use the *Update Include Columns* settings to override.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:

Employee Non Tax Deduction

The Employee Non Tax Deduction Data Import is used to import Employee Non Tax Deductions from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Non Tax Deduction Import** report selection.



- *Configuration File*: is used to view/modify the import configuration settings. See the *Employee Non Tax Deduction Import Configuration* section in this User's Guide for

more information.

- *Import Employee Non Tax Deductions From*: is the full path and filename to a Microsoft Excel XLS File containing Employee Rates to import. See the *Employee Non Tax Deduction Import File Specification* section in this User's Guide for more information.
- *Column Heading Rows*: the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- *Display Errors Only*: if checked, only Employee Non Tax Deductions with one or more errors are displayed on results report.

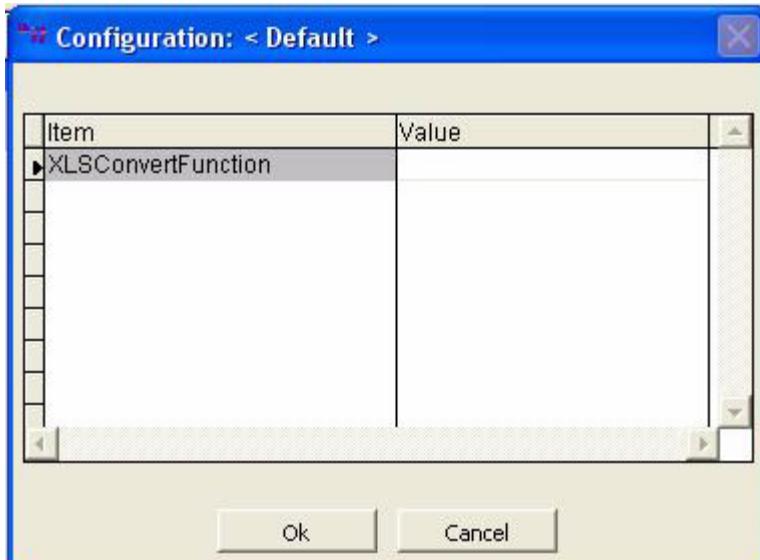
When an Employee Non Tax Deduction Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the *Employee Non Tax Deduction Import Configuration* section in this User's Guide for more information.
- Creates a Temporary Employee Non Tax Deduction File containing all of the data from the Import File.
- Performs a validation process on each Employee Non Tax Deduction record. If any Employee Non Tax Deduction record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee Non Tax Deduction record already exists using the Employee Id and Deduction Type. If an Employee Non Tax Deduction record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Employee Deduction".
- Allows you to either preview or print a list of the imported Employee Non Tax Deduction records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Non Tax Deduction that did not fail the validation process, select the "Import Employee Non Tax Deductions" option.
 2. Otherwise, select the "Cancel the Employee Non Tax Deduction Import" option.

Note: Any Employee Non Tax Deduction that failed the validation process will not be imported. If you receive a message that one or more Employee Non Tax Deductions failed validation you have two options. One, cancel the import process, correct the "bad" Employee Non Tax Deductions in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Non Tax Deductions from the Import File, correct the "bad" Employee Non Tax Deductions in the Import File, and then perform the import again.

Employee Non Tax Deduction Import Configuration

The majority of these settings were pre-configured for your company when the Employee Non Tax Deduction Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- **Update Exclude Columns:** optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Non Tax Deduction Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- **Update Include Columns:** optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Non Tax Deduction Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **XLS Convert Function:** is used by CCS to handle custom Employee Non Tax Deduction Imports. Leave blank, unless instructed otherwise by CCS.

Employee Non Tax Deduction Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Employee Non Tax Deduction Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Deduction Type	Y	N	XX	
C	Deduction Amount		Y	99999.99	
D	Deduction Balance		Y	99999.99	1
E	Original Goal		Y	99999.99	1
F	One-Time Override	Y	Y	Y/N	2
G	Override Amount		Y	99999.99	2
H	Ignore All Deduction Rules	Y	Y	Y/N	2
I	Do Not Update Balance	Y	Y	Y/N	1,2

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

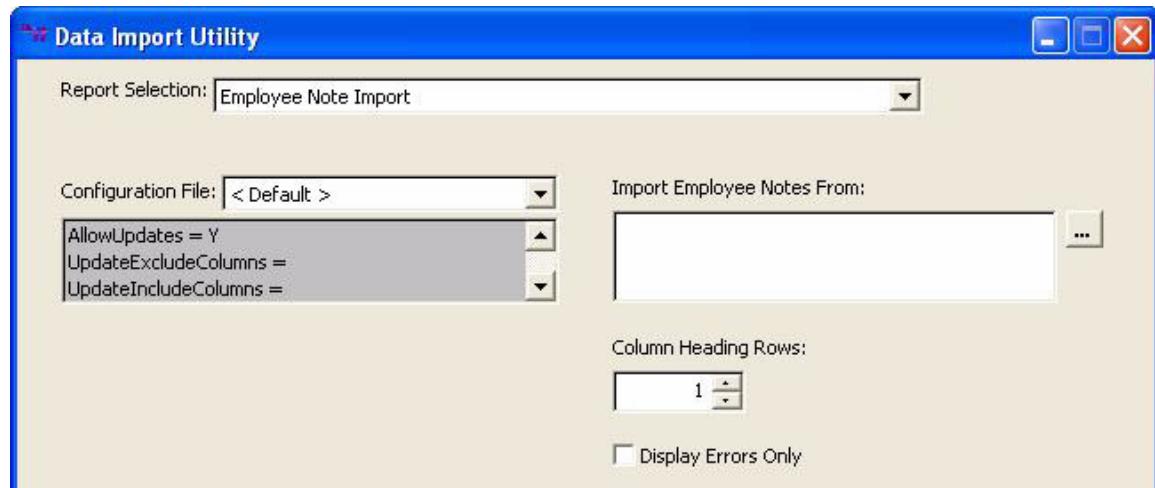
Employee Non Tax Deduction Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Update: indicates if the item will be included in the record update process.
 1. Y: is included by default. Use the [*Update Exclude Columns*](#) settings to override.
 2. N: is not and can not included.
 3. M: is not included by default. Use the [*Update Include Columns*](#) settings to override.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or "N" for No.
- Notes:
 1. Should only be specified if the corresponding Deduction Type Setup's [*Declining Balance*](#) option is checked.

2. Should only be specified if the corresponding Deduction Type Setup's *Use Employee One-Time Overrides* option is checked.

Employee Note

The Employee Note Data Import is used to import Employee Notes from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Note Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Note Import Configuration](#) section in this User's Guide for more information.
- **Import Employee Notes From:** is the full path and filename to a Microsoft Excel XLS File containing Employee Notes to import. See the [Employee Note Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Employee Notes with one or more errors are displayed on results report.

When a Employee Note Import is performed, the Ultra32 software performs the following steps:

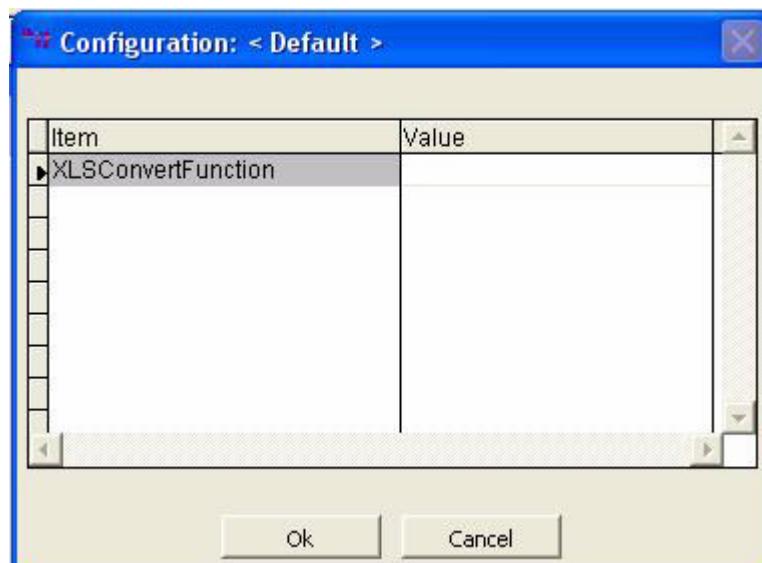
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Note Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Employee Note File containing all of the data from the Import File.
- Performs a validation process on each Employee Note record. If any Employee Note record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".

- Checks if the Employee Note record already exists using the Employee Id, and Note Type. If a Employee Note record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Employee Note".
- Allows you to either preview or print a list of the imported Employee Note records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Note that did not fail the validation process, select the "Import Employee Notes" option.
 2. Otherwise, select the "Cancel the Employee Note Import" option.

Note: Any Employee Note that failed the validation process will not be imported. If you receive a message that one or more Employee Notes failed validation you have two options. One, cancel the import process, correct the "bad" Employee Notes in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Notes from the Import File, correct the "bad" Employee Notes in the Import File, and then perform the import again.

Employee Note Import Configuration

The majority of these settings were pre-configured for your company when the Employee Note Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- **Update Exclude Columns:** optional, a comma delimited list of columns to bypass during the update process.

1. See the *Employee Note Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Note Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- ***XLS Convert Function***: is used by CCS to handle custom Employee Note Imports. Leave blank, unless instructed otherwise by CCS.

Employee Note Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Employee Note Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Note Type	Y	N	XX	
C	Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Note Import File Specification Notes

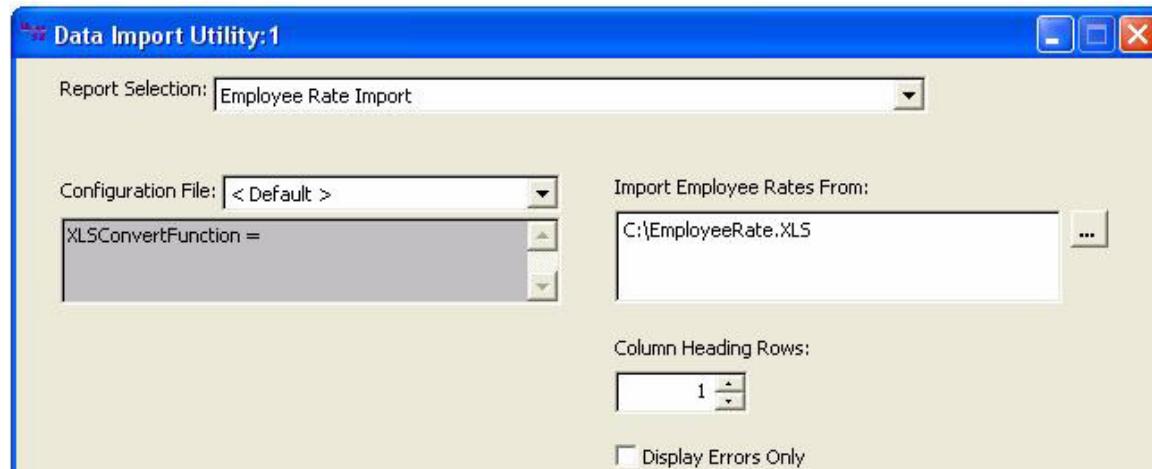
- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.

- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Employee Rate

The Employee Rate Data Import is used to import Employee Rates from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Rate Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Rate Import Configuration](#) section in this User's Guide for more information.
- **Import Employee Rates From:** is the full path and filename to a Microsoft Excel XLS File containing Employee Rates to import. See the [Employee Rate Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Employee Rates with one or more errors are displayed on results report.

When an Employee Rate Import is performed, the Ultra32 software performs the following steps:

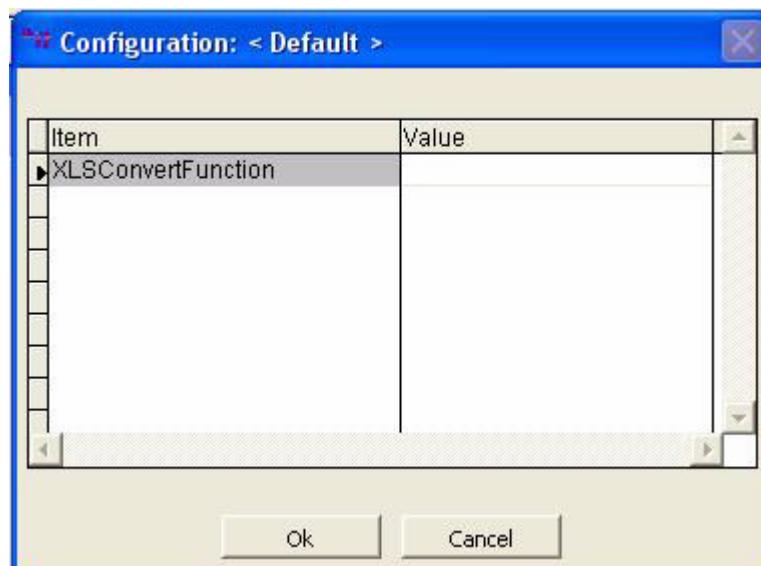
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Rate Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Employee Rate File containing all of the data from the Import File.

- Performs a validation process on each Employee Rate record. If any Employee Rate record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee Rate record already exists using the Employee Id, Hour Type, Customer Id, Site Code, and Rate Code. If an Employee Rate record already exists and the Allow Updates settings is No, it will be flagged as "Duplicate Employee Rate".
- Allows you to either preview or print a list of the imported Employee Rate records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Rate that did not fail the validation process, select the "Import Employee Rates" option.
 2. Otherwise, select the "Cancel the Employee Rate Import" option.

Note: Any Employee Rate that failed the validation process will not be imported. If you receive a message that one or more Employee Rates failed validation you have two options. One, cancel the import process, correct the "bad" Employee Rates in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Rates from the Import File, correct the "bad" Employee Rates in the Import File, and then perform the import again.

Employee Rate Import Configuration

The majority of these settings were pre-configured for your company when the Employee Rate Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update*

Include Columns form more information.

- ***Update Exclude Columns***: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Rate Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- ***Update Include Columns***: optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Rate Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- ***XLS Convert Function***: is used by CCS to handle custom Employee Rate Imports. Leave blank, unless instructed otherwise by CCS.

Employee Rate Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Employee Rate Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Hour Type	Y	N	XX	
C	Customer Id	Y	N	XXXXXXXXXX	1
D	Site Code	Y	N	XXXXXX	1
E	Rate Code	Y	N	XXXXXXXXXX	
F	Rate Code Description		Y	(30) x	
G	Comp Code	Y	Y	XXXXXX	
H	Regular Pay Rate		Y	99999.9999	
I	Overtime Pay Rate		Y	99999.9999	
J	Double Time Pay Rate		Y	99999.9999	
K	Regular Bill Rate		Y	99999.9999	
L	Overtime Bill Rate		Y	99999.9999	
M	Double Time Bill Rate		Y	99999.9999	

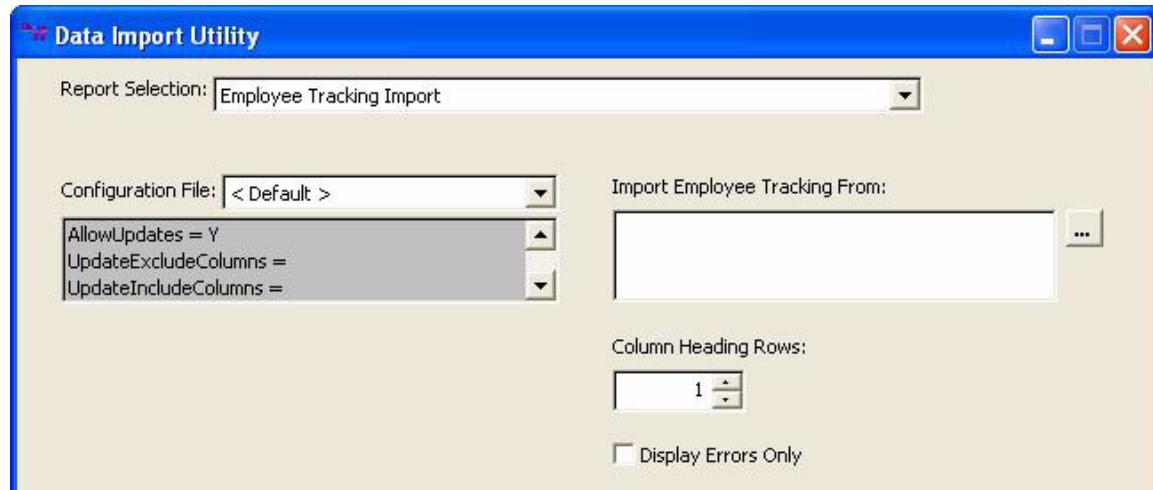
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Rate Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Update: indicates if the item will be included in the record update process.
 1. Y: is included by default. Use the *Update Exclude Columns* settings to override.
 2. N: is not and can not included.
 3. M: is not included by default. Use the *Update Include Columns* settings to override.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. Is only imported if you are using an optional feature of the Ultra32 software.

Employee Tracking

The Employee Tracking Data Import is used to import Employee Tracking from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Tracking Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the *Employee Tracking Import Configuration* section in this User's Guide for more information.

- ***Import Employee Tracking From:*** is the full path and filename to a Microsoft Excel XLS File containing Employee Tracking to import. See the [Employee Tracking Import File Specification](#) section in this User's Guide for more information.
- ***Column Heading Rows:*** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- ***Display Errors Only:*** if checked, only Employee Tracking with one or more errors are displayed on results report.

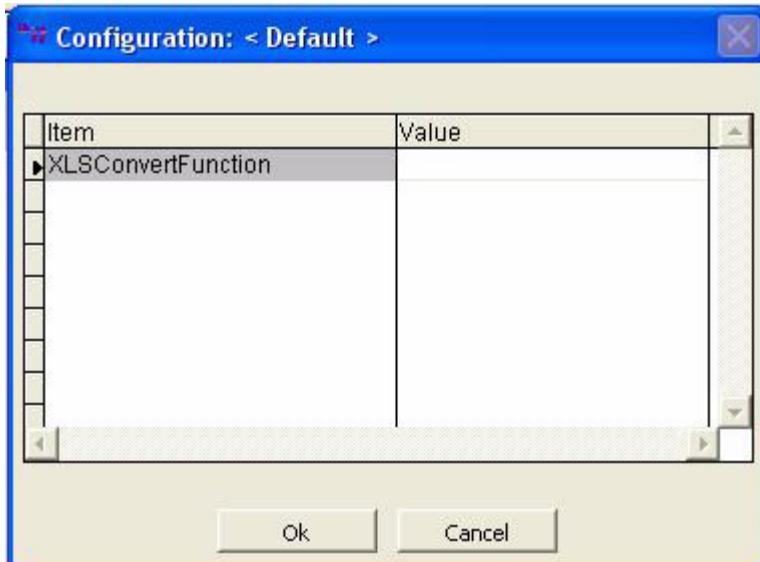
When a Employee Tracking Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Tracking Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Employee Tracking File containing all of the data from the Import File.
- Performs a validation process on each Employee Tracking record. If any Employee Tracking record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee Tracking record already exists using the Employee Id, Tracking Type, and Category Code. If a Employee Tracking record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Employee Tracking".
- Allows you to either preview or print a list of the imported Employee Tracking records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Tracking that did not fail the validation process, select the "Import Employee Tracking" option.
 2. Otherwise, select the "Cancel the Employee Tracking Import" option.

Note: Any Employee Tracking that failed the validation process will not be imported. If you receive a message that one or more Employee Tracking failed validation you have two options. One, cancel the import process, correct the "bad" Employee Tracking in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Tracking from the Import File, correct the "bad" Employee Tracking in the Import File, and then perform the import again.

Employee Tracking Import Configuration

The majority of these settings were pre-configured for your company when the Employee Tracking Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- **Update Exclude Columns:** optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Tracking Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
- **Update Include Columns:** optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Tracking Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
- **XLS Convert Function:** is used by CCS to handle custom Employee Tracking Imports. Leave blank, unless instructed otherwise by CCS.

Employee Tracking Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Employee Tracking Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Tracking Type	Y	N	XX	
C	Category Code	Y	N	XXXXXXXXXX	
D	Date1		Y	MM/DD/YYYY	
E	Date2		Y	MM/DD/YYYY	
F	Date3		Y	MM/DD/YYYY	
G	Date4		Y	MM/DD/YYYY	
H	Text1		Y	(30) x	
I	Text2		Y	(30) x	
J	Text3		Y	(30) x	
K	Text4		Y	(30) x	
L	Amount1		Y	9999999.99	
M	Amount2		Y	9999999.99	
N	Amount3		Y	9999999.99	
O	Amount4		Y	9999999.99	
P	Logical1		Y	Y/N	
Q	Logical2		Y	Y/N	
R	Logical3		Y	Y/N	
S	Logical4		Y	Y/N	
T	Notes		Y	(32,767) x	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Tracking Import File Specification Notes

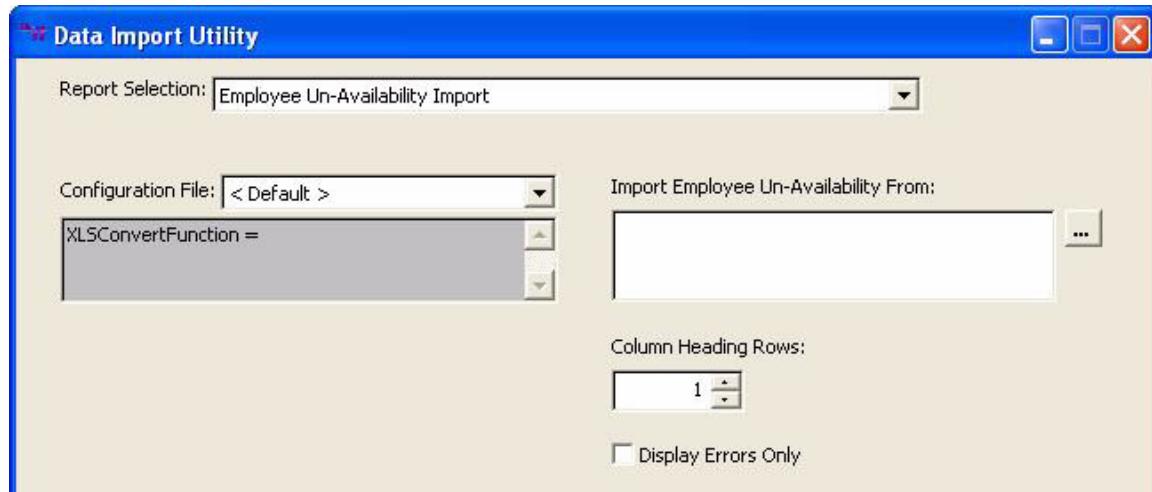
- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.

- Notes:

Note: The importing of Notes requires Microsoft Excel to be installed on the Workstation where the import is performed. The 32,767 character limit is a Microsoft Excel limitation, the Ultra32 limitation per Note Record is approximately 17 million characters.

Employee Un-Availability

The Employee Un-Availability Data Import is used to import Employee Un-Availability from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Un-Availability Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Un-Availability Import Configuration](#) section in this User's Guide for more information.
- **Import Employee Un-Availability From:** is the full path and filename to a Microsoft Excel XLS file containing Employee Un-Availability to import. See the [Employee Un-Availability Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Employee Un-Availability with one or more errors are displayed on results report.

When a Employee Un-Availability Import is performed, the Ultra32 software performs the following steps:

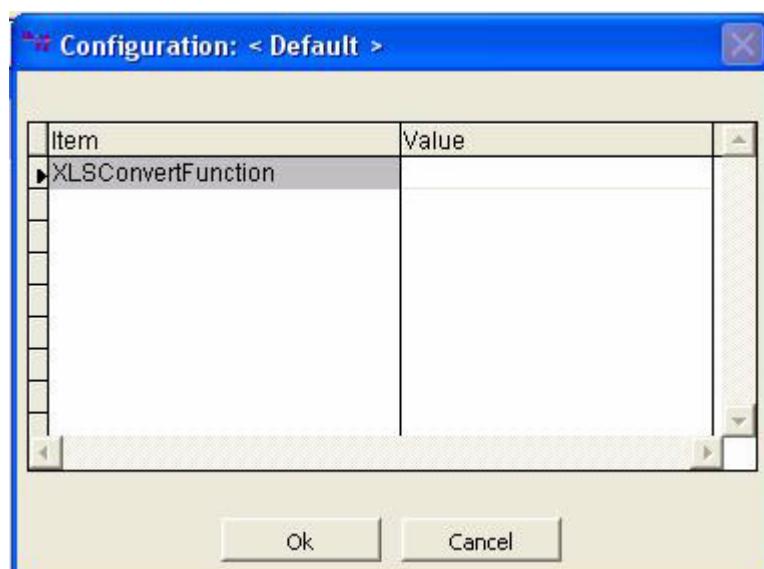
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Un-Availability Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Employee Un-Availability File containing all of the data from the Import File.

- Performs a validation process on each Employee Un-Availability record. If any Employee Un-Availability record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Allows you to either preview or print a list of the imported Employee Un-Availability records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Un-Availability that did not fail the validation process, select the "Import Employee Un-Availability" option.
 2. Otherwise, select the "Cancel the Employee Un-Availability Import" option.

Note: Any Employee Un-Availability that failed the validation process will not be imported. If you receive a message that one or more Employee Un-Availability failed validation you have two options. One, cancel the import process, correct the "bad" Employee Un-Availability in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Un-Availability from the Import File, correct the "bad" Employee Un-Availability in the Import File, and then perform the import again.

Employee Un-Availability Import Configuration

The majority of these settings were pre-configured for your company when the Employee Un-Availability Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Employee Un-Availability Imports. Leave blank, unless instructed otherwise by CCS.

Employee Un-Availability Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Employee Un-Availability Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Employee Id	Y	XXXXXXXXXX	

B	Un-Availability Code	Y	XXX	
C	From Date		MM/DD/YYYY	
D	To Date		MM/DD/YYYY	
E	Start Time		TIME	
F	End Time		TIME	
G	Day 1		Y/N	
H	Day 2		Y/N	
I	Day 3		Y/N	
J	Day 4		Y/N	
K	Day 5		Y/N	
L	Day 6		Y/N	
M	Day 7		Y/N	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Un-Availability Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
 5. Y/N: "Y" for Yes or any other value for No.
 6. TIME: either Military Time (HHMM) or Standard Time (HH:MM AM).
- Notes:

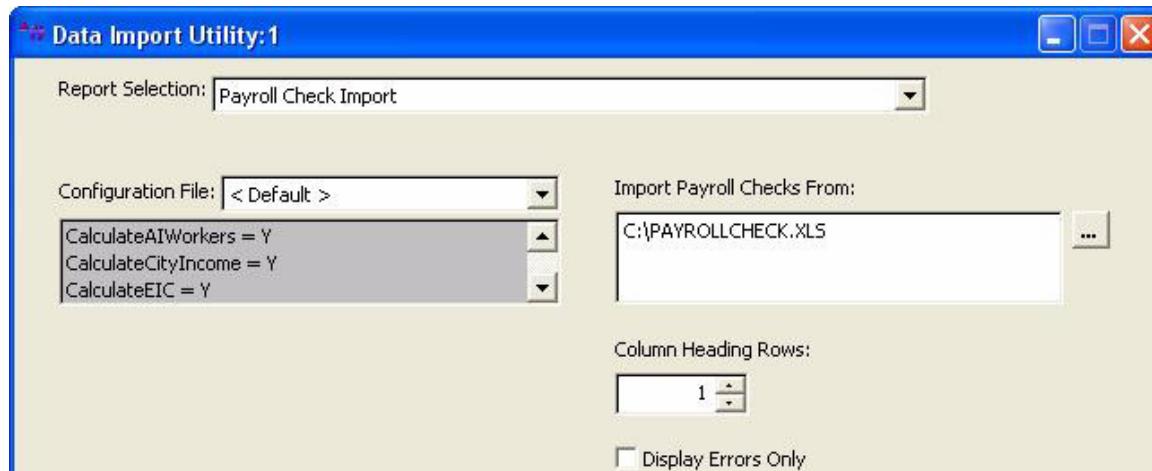
Data Import Payroll

The Data Import menu option contains the Add-On Import Options for the Ultra32 software. The following is a list of Data Imports currently available:

- Payroll Check Import: imports Payroll Checks from a Microsoft Excel XLS File. See the [Payroll Check](#) section below for more information.

Payroll Check

The Payroll Check Data Import is used to import Payroll Checks from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Payroll Check Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Payroll Check Import Configuration](#) section in this User's Guide for more information.
- **Import Payroll Checks From:** is the full path and filename to a Microsoft Excel XLS File containing Payroll Checks to import. See the [Payroll Check Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Payroll Checks with one or more errors are displayed on results report.

When a Payroll Check Import is performed, the Ultra32 software performs the following steps:

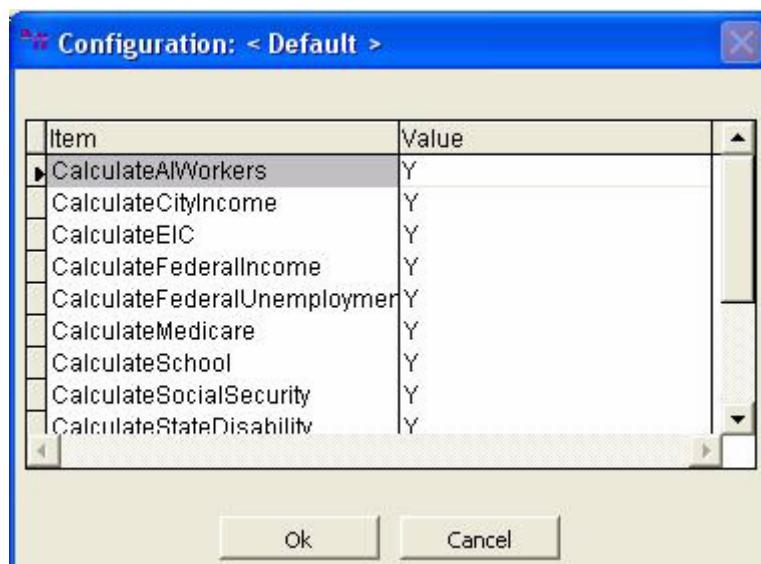
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Payroll Check Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Payroll Check File containing all of the data from the Import File.

- Performs a validation process on each Payroll Check record. If any Payroll Check record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Allows you to either preview or print a list of the imported Payroll Check records. Afterwards, you can perform one of the following:
 1. If you wish to import any Payroll Check that did not fail the validation process, select the "Import Payroll Checks" option.
 2. Otherwise, select the "Cancel the Payroll Check Import" option.

Note: Any Payroll Check that failed the validation process will not be imported. If you receive a message that one or more Payroll Checks failed validation you have two options. One, cancel the import process, correct the "bad" Payroll Checks in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Payroll Checks from the Import File, correct the "bad" Payroll Checks in the Import File, and then perform the import again.

Payroll Check Import Configuration

The majority of these settings were pre-configured for your company when the Payroll Check Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- ***Calculate AI Workers*** : is used to customize how the A/I Workers Compensation Taxable Pay, Exempt Pay, Employer Liability, and # of Weeks values are imported. Note, this setting only applies if the "AE" Tax Type is used in one of the Additional Tax columns.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
- ***Calculate City Income***: is used to customize how the City Income Taxable Pay value is imported. Note, this setting only applies if the "CT" Tax Type is used in one of the Additional Tax columns.

1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
- **Calculate EIC**: is used to customize how the Earned Income Credit Taxable Pay value is imported. Note, this setting only applies if the EIC Tax Deduction value is not zero.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate Federal Income**: is used to customize how the Federal Income Taxable Pay value is imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate Federal Unemployment**: is used to customize how the Federal Unemployment Taxable Pay, Exempt Pay, and Employer Liability values are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate Medicare**: is used to customize how the Medicare Taxable Pay, Exempt Pay, and Employer Liability values are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate School**: is used to customize how the School Taxable Pay value is imported. Note, this setting only applies if the "SC" Tax Type is used in one of the Additional Tax columns.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate Social Security**: is used to customize how the Social Security Taxable Pay, Exempt Pay, and Employer Liability values are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate State Disability**: is used to customize how the State Disability Insurance Taxable Pay, Exempt Pay, Employer Liability, and # of Weeks values are imported. Note, this setting only applies if the "DE" Tax Type is used in one of the Additional Tax columns.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - **Calculate State Income**: is used to customize how the State Income Taxable Pay

value is imported.

1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
- ***Calculate State Miscellaneous***: is used to customize how the State Miscellaneous Taxable Pay, Exempt Pay, Employer Liability, and # of Weeks values are imported. Note, this setting only applies if the "ET" Tax Type is used in one of the Additional Tax columns.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - ***Calculate State Unemployment***: is used to customize how the State Unemployment Taxable Pay, Exempt Pay, Employer Liability, and # of Weeks values are imported.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - ***Calculate Workers Compensation***: is used to customize how the Workers Compensation Taxable Pay, Employer Liability, and # of Weeks values are imported. Note, this setting only applies if the "WE" Tax Type is used in one of the Additional Tax columns.
 1. <Blank>: always use the value specified in the Import File.
 2. "Y": always use the Ultra32 calculated value.
 - ***Validate Department Code***: is used to customize how the Department Code is imported.
 1. <Blank>: if the value contained in the Import File does not exist, add it to the validation table.
 2. "Y": always validate the value specified in the Import File.
 - ***XLS Convert Function***: is used by CCS to handle custom Payroll Check Imports. Leave blank, unless instructed otherwise by CCS.

Payroll Check Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Payroll Check Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Payroll Check #	Y	XXXXXXXXXXXX	1
B	Employee Id	Y	XXXXXXXXXXXX	
C	Issued	Y	MM/DD/YYYY	
D	Department Code	Y	XXX	2
E	Employee Tax Type	Y	X	
F	Gross Pay	Y	9999999.99	3
G	Net Pay	Y	9999999.99	4
H	Hourly 1 Hour Type	Y	XX	

I	Hourly 1 Regular Hours		9999999.99	
J	Hourly 1 Regular Amount		9999999.99	
K	Hourly 1 Overtime Hours		9999999.99	
L	Hourly 1 Overtime Amount		9999999.99	
M	Hourly 1 Double Time Hours		9999999.99	
N	Hourly 1 Double Time Amount		9999999.99	
O	Hourly 2 Hour Type	Y	XX	5
P	Hourly 2 Regular Hours		9999999.99	
Q	Hourly 2 Regular Amount		9999999.99	
R	Hourly 2 Overtime Hours		9999999.99	
S	Hourly 2 Overtime Amount		9999999.99	
T	Hourly 2 Double Time Hours		9999999.99	
U	Hourly 2 Double Time Amount		9999999.99	
V	Hourly 3 Hour Type	Y	XX	5
W	Hourly 3 Regular Hours		9999999.99	
X	Hourly 3 Regular Amount		9999999.99	
Y	Hourly 3 Overtime Hours		9999999.99	
Z	Hourly 3 Overtime Amount		9999999.99	
AA	Hourly 3 Double Time Hours		9999999.99	
AB	Hourly 3 Double Time Amount		9999999.99	
C	Miscellaneous 1 Type	Y	XX	6
AD	Miscellaneous 1 Amount		9999999.99	
AE	Miscellaneous 2 Type	Y	XX	6
AF	Miscellaneous 2 Amount		9999999.99	
AG	Miscellaneous 3 Type	Y	XX	6
AH	Miscellaneous 3 Amount		9999999.99	
AI	Miscellaneous 4 Type	Y	XX	6
AJ	Miscellaneous 4 Amount		9999999.99	
AK	Miscellaneous 5 Type	Y	XX	6
AL	Miscellaneous 5 Amount		9999999.99	
AM	Miscellaneous 6 Type	Y	XX	6
AN	Miscellaneous 6 Amount		9999999.99	
AO	Miscellaneous 7 Type	Y	XX	6
AP	Miscellaneous 7 Amount		9999999.99	
AQ	Miscellaneous 8 Type	Y	XX	6
AR	Miscellaneous 8 Amount		9999999.99	
AS	Miscellaneous 9 Type	Y	XX	6
AT	Miscellaneous 9 Amount		9999999.99	
AU	Non Tax Deduction 1 Type	Y	XX	7
AV	Non Tax Deduction 1 Amount		9999999.99	
AW	Non Tax Deduction 2 Type	Y	XX	7
AX	Non Tax Deduction 2 Amount		9999999.99	
AY	Non Tax Deduction 3 Type	Y	XX	7
AZ	Non Tax Deduction 3 Amount		9999999.99	
BA	Non Tax Deduction 4 Type	Y	XX	7
BB	Non Tax Deduction 4 Amount		9999999.99	
BC	Non Tax Deduction 5 Type	Y	XX	7

BD	Non Tax Deduction 5 Amount		9999999.99	
BE	Non Tax Deduction 6 Type	Y	XX	7
BF	Non Tax Deduction 6 Amount		9999999.99	
BG	Non Tax Deduction 7 Type	Y	XX	7
BH	Non Tax Deduction 7 Amount		9999999.99	
BI	Non Tax Deduction 8 Type	Y	XX	7
BJ	Non Tax Deduction 8 Amount		9999999.99	
BK	Non Tax Deduction 9 Type	Y	XX	7
BL	Non Tax Deduction 9 Amount		9999999.99	
BM	Federal Income Taxable Pay		9999999.99	8
BN	Federal Income Tax Deduction		9999999.99	
BO	EIC Taxable Pay		9999999.99	8
BP	EIC Tax Deduction		9999999.99	
BQ	Medicare Taxable Pay		9999999.99	8
BR	Medicare Exempt Pay		9999999.99	8
BS	Medicare Tax Deduction		9999999.99	
BT	Medicare Liability		9999999.99	8
BU	Social Security Taxable Pay		9999999.99	8
BV	Social Security Exempt Pay		9999999.99	8
BW	Social Security Tax Deduction		9999999.99	
BX	Social Security Liability		9999999.99	8
BY	Federal Unemployment Taxable Pay		9999999.99	8
BZ	Federal Unemployment Exempt Pay		9999999.99	8
CA	Federal Unemployment Liability		9999999.99	8
CB	State Tax Code	Y	XX	
CC	State Income Taxable Pay		9999999.99	8
CD	State Income Tax Deduction		9999999.99	
CE	State Unemployment Taxable Pay		9999999.99	8
CF	State Unemployment Exempt Pay		9999999.99	8
CG	State Unemployment Tax Deduction		9999999.99	
CH	State Unemployment Liability		9999999.99	8
CI	State Unemployment Weeks		99.99	8
CJ	Additional Tax 1 Tax Type	Y	XX	9
CK	Additional Tax 1 Tax Code	Y	XXXXXX	9
CL	Additional Tax 1 Taxable Pay		9999999.99	8
CM	Additional Tax 1 Exempt Pay		9999999.99	8
CN	Additional Tax 1 Tax Deduction		9999999.99	
CO	Additional Tax 1 Liability		9999999.99	8
CP	Additional Tax 1 Weeks		99.99	8
CQ	Additional Tax 2 Tax Type	Y	XX	9
CR	Additional Tax 2 Tax Code	Y	XXXXXX	9
CS	Additional Tax 2 Taxable Pay		9999999.99	8
CT	Additional Tax 2 Exempt Pay		9999999.99	8
CU	Additional Tax 2 Tax Deduction		9999999.99	
CV	Additional Tax 2 Liability		9999999.99	8

CW	Additional Tax 2 Weeks		99.99	8
CX	Additional Tax 3 Tax Type	Y	XX	9
CY	Additional Tax 3 Tax Code	Y	XXXXXX	9
CZ	Additional Tax 3 Taxable Pay		9999999.99	8
DA	Additional Tax 3 Exempt Pay		9999999.99	8
DB	Additional Tax 3 Tax Deduction		9999999.99	
DC	Additional Tax 3 Liability		9999999.99	8
DD	Additional Tax 3 Weeks		99.99	8
DE	Additional Tax 4 Tax Type	Y	XX	9
DF	Additional Tax 4 Tax Code	Y	XXXXXX	9
DG	Additional Tax 4 Taxable Pay		9999999.99	8
DH	Additional Tax 4 Exempt Pay		9999999.99	8
DI	Additional Tax 4 Tax Deduction		9999999.99	
DJ	Additional Tax 4 Liability		9999999.99	8
DK	Additional Tax 4 Weeks		99.99	8
DL	Additional Tax 5 Tax Type	Y	XX	9
DM	Additional Tax 5 Tax Code	Y	XXXXXX	9
DN	Additional Tax 5 Taxable Pay		9999999.99	8
DO	Additional Tax 5 Exempt Pay		9999999.99	8
DP	Additional Tax 5 Tax Deduction		9999999.99	
DQ	Additional Tax 5 Liability		9999999.99	8
DR	Additional Tax 5 Weeks		99.99	8
DS	Additional Tax 6 Tax Type	Y	XX	9
DT	Additional Tax 6 Tax Code	Y	XXXXXX	9
DU	Additional Tax 6 Taxable Pay		9999999.99	8
DV	Additional Tax 6 Exempt Pay		9999999.99	8
DW	Additional Tax 6 Tax Deduction		9999999.99	
DX	Additional Tax 6 Liability		9999999.99	8
DY	Additional Tax 6 Weeks		99.99	8
DZ	Additional Tax 7 Tax Type	Y	XX	9
EA	Additional Tax 7 Tax Code	Y	XXXXXX	9
EB	Additional Tax 7 Taxable Pay		9999999.99	8
EC	Additional Tax 7 Exempt Pay		9999999.99	8
ED	Additional Tax 7 Tax Deduction		9999999.99	
EE	Additional Tax 7 Liability		9999999.99	8
EF	Additional Tax 7 Weeks		99.99	8
EG	Additional Tax 8 Tax Type	Y	XX	9
EH	Additional Tax 8 Tax Code	Y	XXXXXX	9
EI	Additional Tax 8 Taxable Pay		9999999.99	8
EJ	Additional Tax 8 Exempt Pay		9999999.99	8
EK	Additional Tax 8 Tax Deduction		9999999.99	
EL	Additional Tax 8 Liability		9999999.99	8
EM	Additional Tax 8 Weeks		99.99	8
EN	Additional Tax 9 Tax Type	Y	XX	9
EO	Additional Tax 9 Tax Code	Y	XXXXXX	9
EP	Additional Tax 9 Taxable Pay		9999999.99	8

EQ	Additional Tax 9 Exempt Pay		9999999.99	8
ER	Additional Tax 9 Tax Deduction		9999999.99	
ES	Additional Tax 9 Liability		9999999.99	8
ET	Additional Tax 9 Weeks		99.99	8

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Payroll Check Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. If the value contained in the Import File is blank, a computer assigned number will be used.
 2. If the value contained in the Import File is not blank and does not exist in the validation table, it may be added on-the-fly. See the *Payroll Check Import Configuration* section in this User's Guide for more information.
 3. The value contained in the Import File must equal the sum of the Hourly 1 to 3 Regular Amount, Hourly 1 to 3 Overtime Amount, Hourly 1 to 3 Double Time Amount, and Miscellaneous 1 to 9 Amount.
 4. The value contained in the Import File must equal the Gross Pay amount less the sum of the Non Tax Deduction 1 to 9 Amount, Federal Income Tax Deduction, EIC Tax Deduction, Medicare Tax Deduction, Social Security Income Tax Deduction, State Income Tax Deduction, and Additional Tax 1 to 9 Tax Deduction amounts.
 5. Is only validated if one or more of the corresponding Hourly items is not blank.
 6. Is only validated if one or more of the corresponding Miscellaneous items is not blank.
 7. Is only validated if one or more of the corresponding Non Tax Deduction items is not blank.
 8. Can be calculated by the Ultra32 software. See the *Payroll Check Import Configuration* section in this User's Guide for more information.
 9. Is only validated if one or more of the corresponding Additional Tax items is not blank.

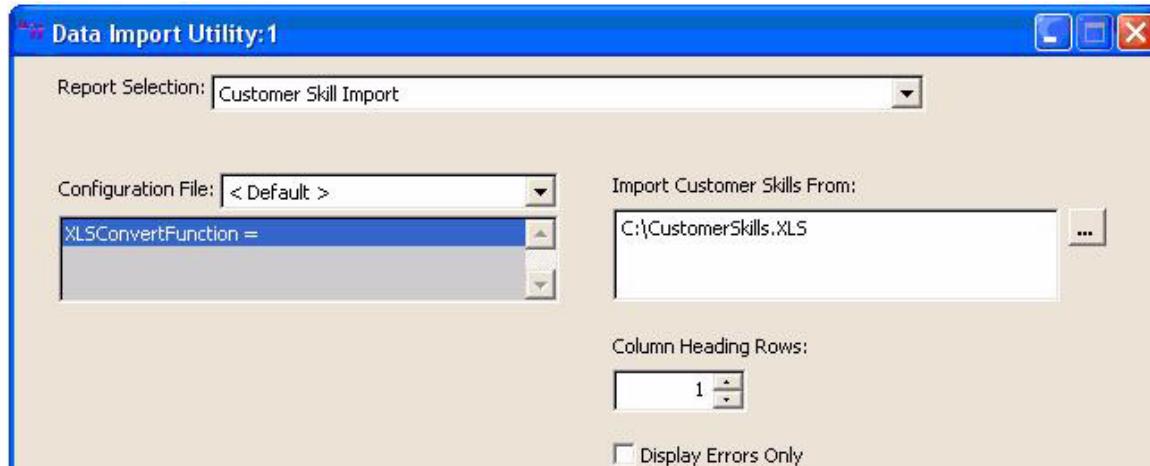
Data Import Skill

The Data Import menu option contains the Add-On Import Options for the Ultra32 software. The following is a list of Data Imports currently available:

- Skill File Import: imports Groups, Skills, Customer Skills, Employee Skills, and Job Order Skills from a Microsoft Excel XLS File. See the [Group](#), [Skill](#), [Customer Skill](#), [Employee Skill](#), and [Job Order Skill](#) sections below for more information.

Customer Skill

The Customer Skill Data Import is used to import Customer Skills from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Customer Skill Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Customer Skill Import Configuration](#) section in this User's Guide for more information.
- **Import Customer Skills From:** is the full path and filename to a Microsoft Excel XLS File containing Customer Skills to import. See the [Customer Skill Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Customer Skills with one or more errors are displayed on results report.

When a Customer Skill Import is performed, the Ultra32 software performs the following steps:

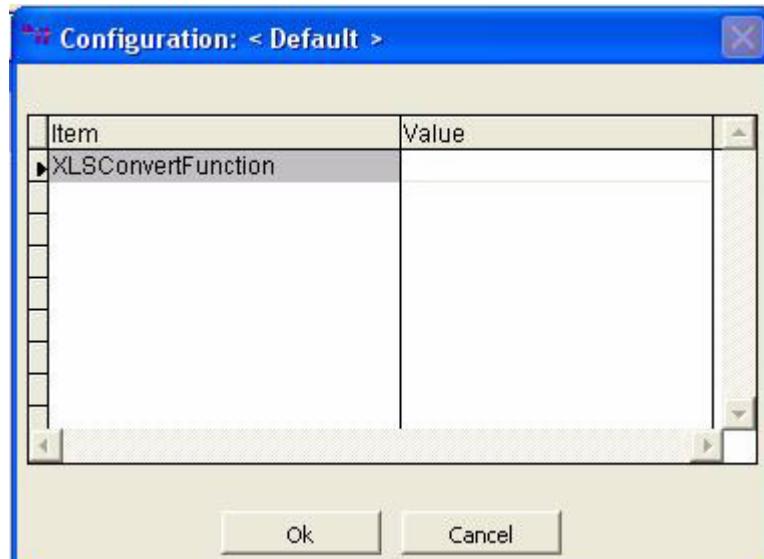
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Customer Skill Import Configuration](#) section in this User's Guide for more information.

- Creates a Temporary Customer Skill File containing all of the data from the Import File.
- Performs a validation process on each Customer Skill record. If any Customer Skill record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Customer Skill record already exists using the Customer Id, Position Code, Group Id, and Skill Id. If a Customer Skill record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Customer Skill".
- Allows you to either preview or print a list of the imported Customer Skill records. Afterwards, you can perform one of the following:
 1. If you wish to import any Customer Skill that did not fail the validation process, select the "Import Customer Skills" option.
 2. Otherwise, select the "Cancel the Customer Skill Import" option.

Note: Any Customer Skill that failed the validation process will not be imported. If you receive a message that one or more Customer Skills failed validation you have two options. One, cancel the import process, correct the "bad" Customer Skills in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Customer Skills from the Import File, correct the "bad" Customer Skills in the Import File, and then perform the import again.

Customer Skill Import Configuration

The majority of these settings were pre-configured for your company when the Customer Skill Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **Allow Updates:** is used to control whether or not updates to existing records is permitted.
 1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.

2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- *Update Exclude Columns*: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Customer Skill Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
 - *Update Include Columns*: optional, a comma delimited list of columns to include during the update process.
 1. See the *Customer Skill Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").
 - *XLS Convert Function*: is used by CCS to handle custom Customer Skill Imports. Leave blank, unless instructed otherwise by CCS.

Customer Skill Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Customer Skill Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Customer Id	Y	N	XXXXXXXXXX	
B	Site Code	Y	N	XXXXXX	
C	Position Code	Y	N	XXXXXXXXXX	
D	Group Id	Y	N	XXXXXXXXXX	
E	Skill Id		N	XXXXXXXXXX	
F	Comparison	Y	Y	XXX	
G	Value		Y	9999999.99	
H	Required	Y	Y	X	
I	Desired	Y	Y	X	

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

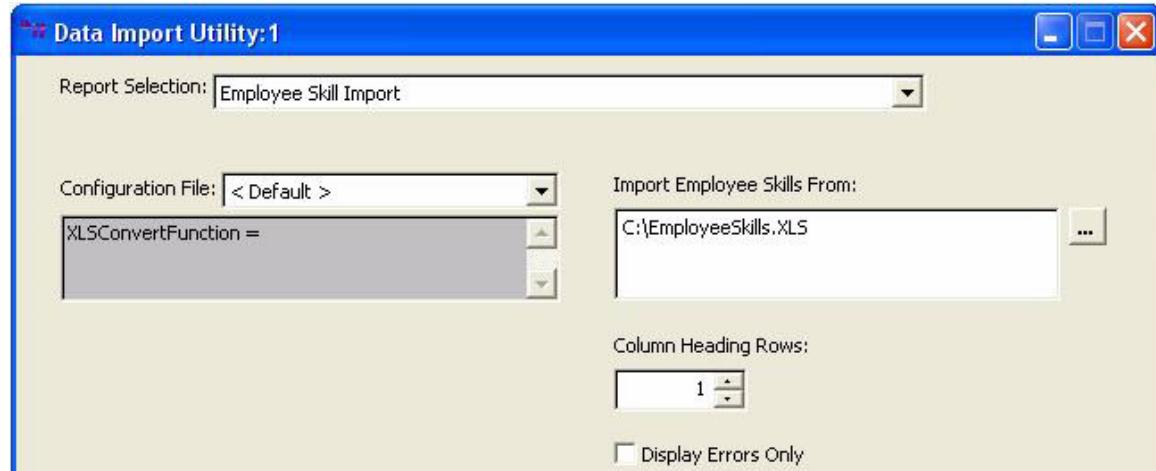
Customer Skill Import File Specification Notes

- Column: self explanatory.

- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:

Employee Skill

The Employee Skill Data Import is used to import Employee Skills from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Employee Skill Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Employee Skill Import Configuration](#) section in this User's Guide for more information.
- **Import Employee Skills From:** is the full path and filename to a Microsoft Excel XLS File containing Employee Skills to import. See the [Employee Skill Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Employee Skills with one or more errors are displayed on results report.

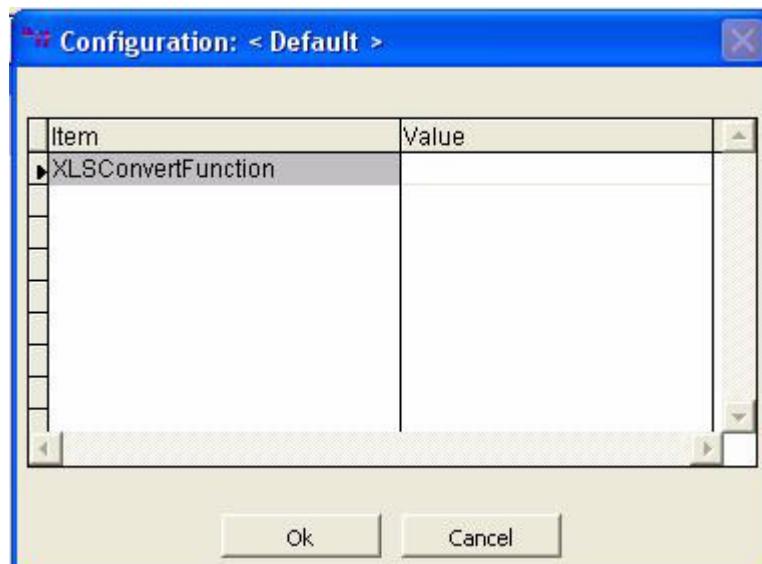
When an Employee Skill Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Employee Skill Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Employee Skill File containing all of the data from the Import File.
- Performs a validation process on each Employee Skill record. If any Employee Skill record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Employee Id".
- Checks if the Employee Skill record already exists using the Employee Id, Group Id, and Skill Id. If an Employee Skill record already exists and the Allow Updates setting is No, it will be flagged as "Duplicate Employee Skill".
- Allows you to either preview or print a list of the imported Employee Skill records. Afterwards, you can perform one of the following:
 1. If you wish to import any Employee Skill that did not fail the validation process, select the "Import Employee Skills" option.
 2. Otherwise, select the "Cancel the Employee Skill Import" option.

Note: Any Employee Skill that failed the validation process will not be imported. If you receive a message that one or more Employee Skills failed validation you have two options. One, cancel the import process, correct the "bad" Employee Skills in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Employee Skills from the Import File, correct the "bad" Employee Skills in the Import File, and then perform the import again.

Employee Skill Import Configuration

The majority of these settings were pre-configured for your company when the Employee Skill Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- *Allow Updates*: is used to control whether or not updates to existing records is

permitted.

1. <Blank>: treat all import records as new data. If a matching record is found, then flag the import record as a duplicate.
 2. "Y": allow updates to existing records. See the *Update Exclude Columns* and *Update Include Columns* form more information.
- *Update Exclude Columns*: optional, a comma delimited list of columns to bypass during the update process.
 1. See the *Employee Skill Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are automatically included in the update process (i.e. Update = "Y").
 - *Update Include Columns*: optional, a comma delimited list of columns to include during the update process.
 1. See the *Employee Skill Import File Specification* section in this User's Guide for a list of possible columns.
 2. This setting would be used to override columns that are not automatically included in the update process (i.e. Update = "M").
 3. You do not need to include columns that are automatically included in the update process (i.e. Update = "Y").
 4. You can not include columns that are automatically excluded from the update process (i.e. Update = "N").

Employee Skill Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the *Employee Skill Import File Specification Notes* section in this User's Guide for more information.

Column	Description	Validated	Update	Format	Notes
A	Employee Id	Y	N	XXXXXXXXXX	
B	Group Id	Y	N	XXXXXXXXXX	
C	Skill Id	Y	N	XXXXXXXXXX	
D	Comparison	Y	Y	XXX	
E	Value		Y	9999999.99	
F	Required	Y	Y	X	
G	Desired	Y	Y	X	

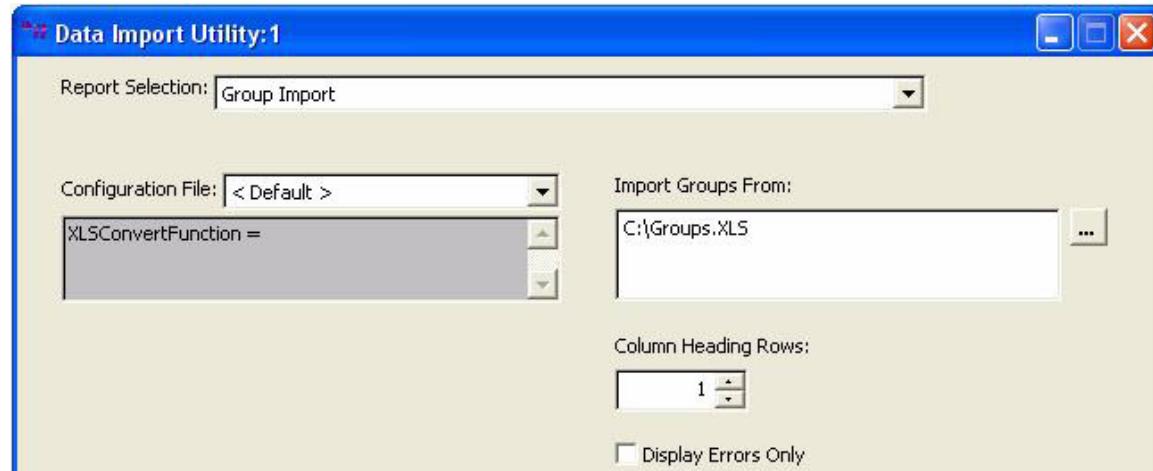
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Employee Skill Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Update: indicates if the item will be included in the record update process.
 1. Y: is included by default. Use the *Update Exclude Columns* settings to override.
 2. N: is not and can not included.
 3. M: is not included by default. Use the *Update Include Columns* settings to override.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:

Group

The Group Data Import is used to import Groups from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Group Import** report selection.



- *Configuration File*: is used to view/modify the import configuration settings. See the *Group Import Configuration* section in this User's Guide for more information.
- *Import Groups From*: is the full path and filename to a Microsoft Excel XLS File containing Groups to import. See the *Group Import File Specification* section in this

User's Guide for more information.

- ***Column Heading Rows***: the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- ***Display Errors Only***: if checked, only Groups with one or more errors are displayed on results report.

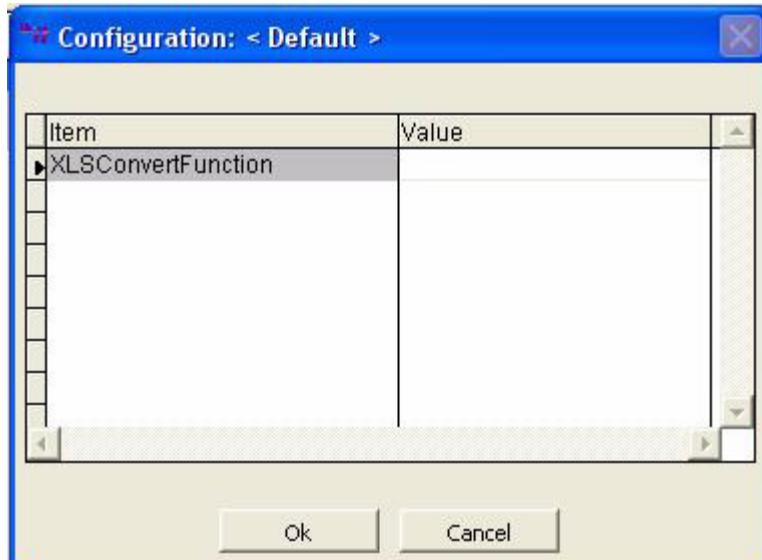
When a Groups Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Group Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Group File containing all of the data from the Import File.
- Performs a validation process on each Group record. If any Group record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Group Id".
- Checks if the Group record already exists using the Group Id. If a Group record already exists, it will be flagged as "Duplicate Group".
- Allows you to either preview or print a list of the imported Group records. Afterwards, you can perform one of the following:
 1. If you wish to import any Group that did not fail the validation process, select the "Import Groups" option.
 2. Otherwise, select the "Cancel the Group Import" option.

Note: Any Groups that failed the validation process will not be imported. If you receive a message that one or more Groups failed validation you have two options. One, cancel the import process, correct the "bad" Groups in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Groups from the Import File, correct the "bad" Groups in the Import File, and then perform the import again.

Group Import Configuration

The majority of these settings were pre-configured for your company when the Group Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Group Imports. Leave blank, unless instructed otherwise by CCS.

Group Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Group Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Group Id	Y	XXXXXXXXXX	
B	Description		(60) x	

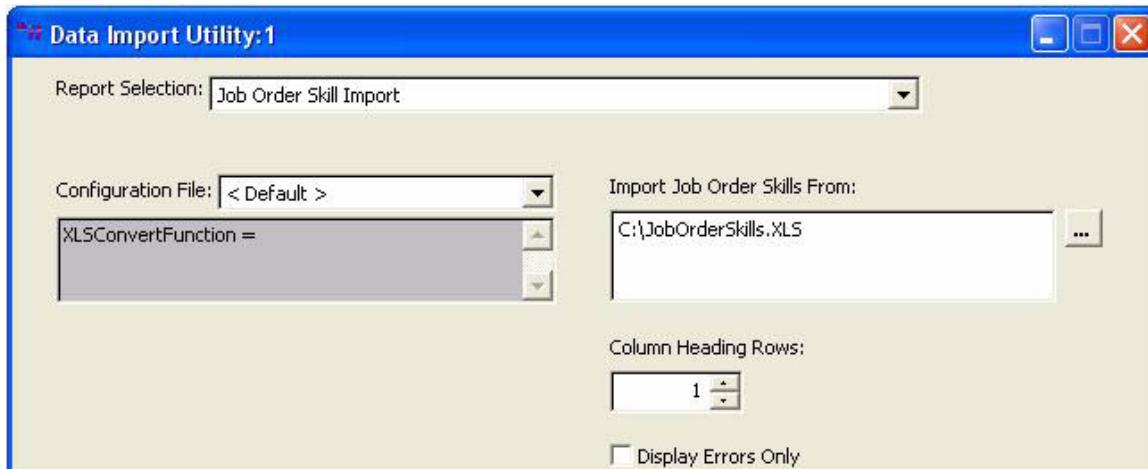
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Group Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:

Job Order Skill

The Job Order Skill Data Import is used to import Job Order Skills from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Job Order Skill Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the [Job Order Skill Import Configuration](#) section in this User's Guide for more information.
- **Import Job Order Skills From:** is the full path and filename to a Microsoft Excel XLS File containing Job Order Skills to import. See the [Job Order Skill Import File Specification](#) section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Job Order Skills with one or more errors are displayed on results report.

When a Job Order Skill Import is performed, the Ultra32 software performs the following steps:

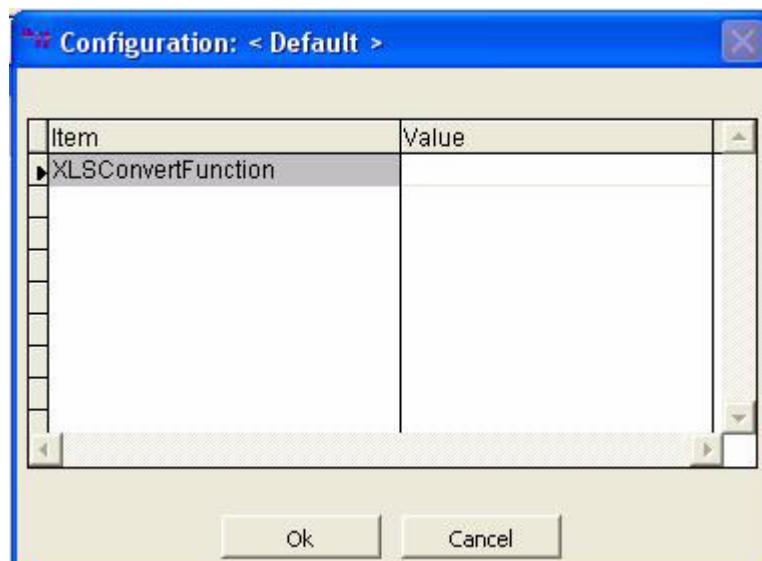
- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the [Job Order Skill Import Configuration](#) section in this User's Guide for more information.
- Creates a Temporary Job Order Skill File containing all of the data from the Import File.
- Performs a validation process on each Job Order Skill record. If any Job Order Skill record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Customer Id".
- Checks if the Job Order Skill record already exists using the Job Order Id, Group Id, and Skill Id. If a Job Order Skill record already exists, it will be flagged as "Duplicate Job Order Skill".

- Allows you to either preview or print a list of the imported Job Order Skill records. Afterwards, you can perform one of the following:
 - If you wish to import any Job Order Skill that did not fail the validation process, select the "Import Job Order Skills" option.
 - Otherwise, select the "Cancel the Job Order Skill Import" option.

Note: Any Job Order Skill that failed the validation process will not be imported. If you receive a message that one or more Job Order Skills failed validation you have two options. One, cancel the import process, correct the "bad" Job Order Skills in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Job Order Skills from the Import File, correct the "bad" Job Order Skills in the Import File, and then perform the import again.

Job Order Skill Import Configuration

The majority of these settings were pre-configured for your company when the Job Order Skill Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- XLS Convert Function:** is used by CCS to handle custom Job Order Skill Imports. Leave blank, unless instructed otherwise by CCS.

Job Order Skill Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Job Order Skill Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Customer Id	Y	XXXXXXXXXXXX	
B	Site Code	Y	XXXXXXX	
C	Job Order Id	Y	XXXXXXXXXXXX	
D	Group Id	Y	XXXXXXXXXXXX	

E	Skill Id		XXXXXXXXXX	
F	Comparison	Y	XXX	
G	Value		9999999.99	
H	Required	Y	X	
I	Desired	Y	X	

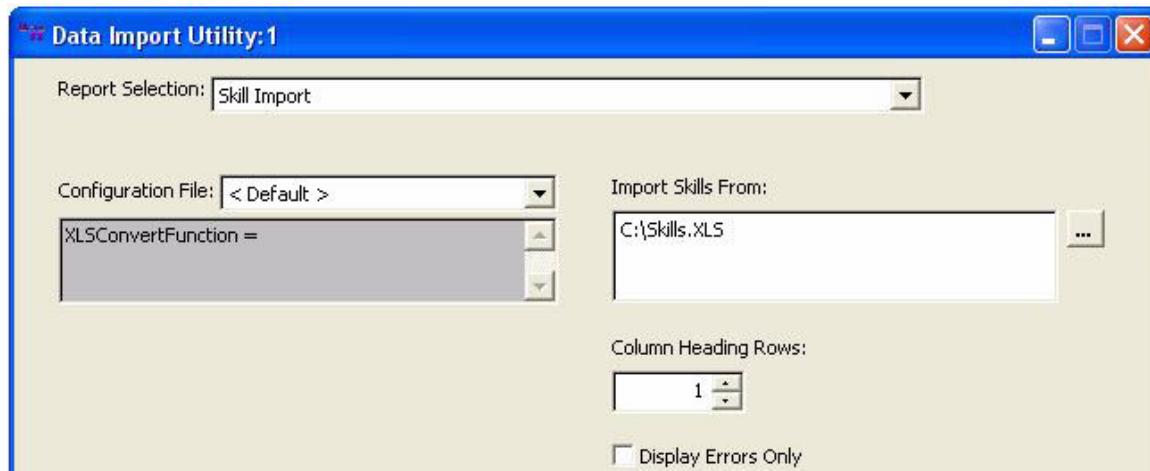
Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Job Order Skill Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, uppercase only.
 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:

Skill

The Skill Data Import is used to import Skills from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, the **Data Import...** menu option, followed by the **Skill Import** report selection.



- **Configuration File:** is used to view/modify the import configuration settings. See the

Skill Import Configuration section in this User's Guide for more information.

- **Import Skills From:** is the full path and filename to a Microsoft Excel XLS File containing Skills to import. See the Skill Import File Specification section in this User's Guide for more information.
- **Column Heading Rows:** the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only:** if checked, only Skills with one or more errors are displayed on results report.

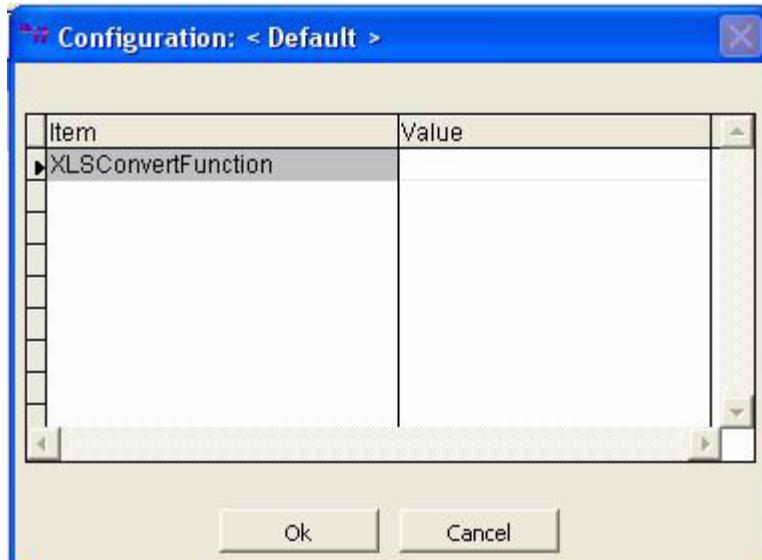
When a Skills Import is performed, the Ultra32 software performs the following steps:

- Validates the import configuration settings. If an error is detected, the import process is cancelled and a message is displayed. See the Skill Import Configuration section in this User's Guide for more information.
- Creates a Temporary Skill File containing all of the data from the Import File.
- Performs a validation process on each Skill record. If any Skill record fails the validation, it will be flagged with the cause of the failure. For example, "Error: Skill Id".
- Checks if the Skill record already exists using the Group Id and Skill Id. If a Skill record already exists, it will be flagged as "Duplicate Skill".
- Allows you to either preview or print a list of the imported Skill records. Afterwards, you can perform one of the following:
 1. If you wish to import any Skill that did not fail the validation process, select the "Import Skills" option.
 2. Otherwise, select the "Cancel the Skill Import" option.

Note: Any Skills that failed the validation process will not be imported. If you receive a message that one or more Skills failed validation you have two options. One, cancel the import process, correct the "bad" Skills in the Import File, and then re-perform the import. Two, perform the import, delete the "good" Skills from the Import File, correct the "bad" Skills in the Import File, and then perform the import again.

Skill Import Configuration

The majority of these settings were pre-configured for your company when the Skill Import option was purchased. However, you still have the option to review or change the settings by double-clicking on the Configuration File list box.



- **XLS Convert Function:** is used by CCS to handle custom Skill Imports. Leave blank, unless instructed otherwise by CCS.

Skill Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. See the [Skill Import File Specification Notes](#) section in this User's Guide for more information.

Column	Description	Validated	Format	Notes
A	Group Id	Y	XXXXXXXXXX	
B	Skill Id	Y	XXXXXXXXXX	
C	Description		(60) x	
D	Value Required	Y	X	
E	Minimum Range		9999999.99	1
F	Maximum Range		9999999.99	1
G	Default Job Order	Y	XXX	1
H	Default Employee	Y	XXX	1

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Skill Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Validated: indicates if the item's value will be cross-checked against existing data.
- Format: identifies the type and size of each item.
 1. 9: one digit.

- 2. MM/DD/YYYY: self explanatory.
 - 3. X: one alpha-numeric character, uppercase only.
 - 4. x: one alpha-numeric character, mixed cased allowed.
- Notes:
 1. Is only imported if the Value Required is "Y".

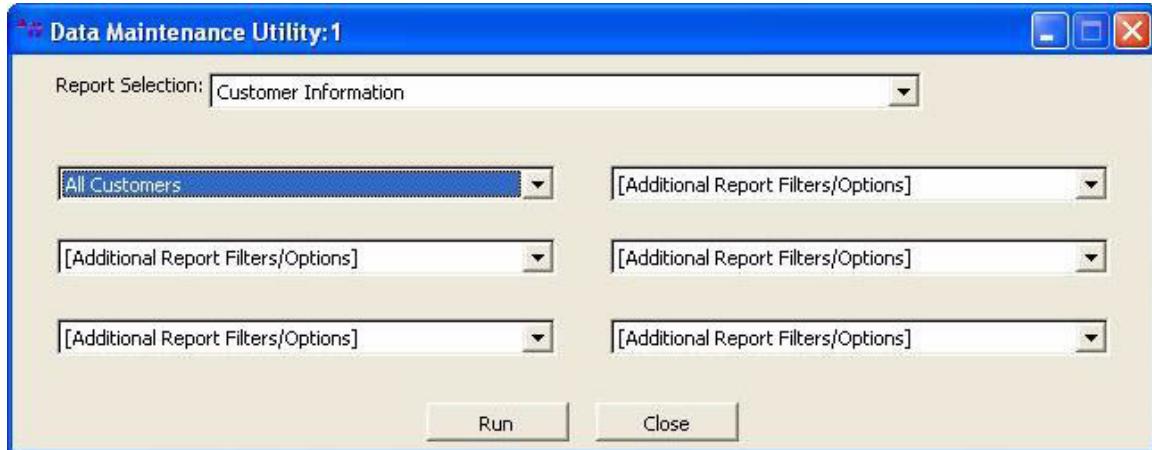
Data Maintenance

The Data Maintenance utilities are part of the Utility Pack Option. They are used to make batch changes to the data. For example, change all Customer Addresses to Upper Case. Or change all Customer Office Codes to "XXX". The following is a list of options currently available:

- Agency Code Information
- Category Code Information
- Comp Code Information
- Customer Information (Contacts, Documents, Rates, Tracking)
- Employee Information (Auxiliary Deductions, Contacts, Deductions, Documents, Rates, Tracking, Un-Availability)
- Holiday Code Information
- Job Cost Adjustment Information
- Job Order Information (Assignments, Contacts, Documents, Employee Assignments, Rates, Tracking)
- Position Code Information
- Rate Code Information
- SalesTax Code Information
- Schedule Information (Documents, Tracking)
- TimeSlip Information (Documents, Tracking)
- Validation Code Information

Data Maintenance Utility Screen

The first step to performing a batch data change is to load the Data Maintenance Utility screen. This is done by selecting the **Tools** menu, followed by the **Data Maintenance...** menu option.



The purpose of the Data Maintenance Utility screen is as follows:

- Select the appropriate Data Maintenance option listed under the Report Selection control. For example, to change all customer addresses to upper case, select the Customer Information option.
- Optionally specify any pre filter criteria. For example, you may only want to change Customers with Office Code "X", or Customers Added since MM/DD/YYYY.

Data Maintenance Utility - Filter Results

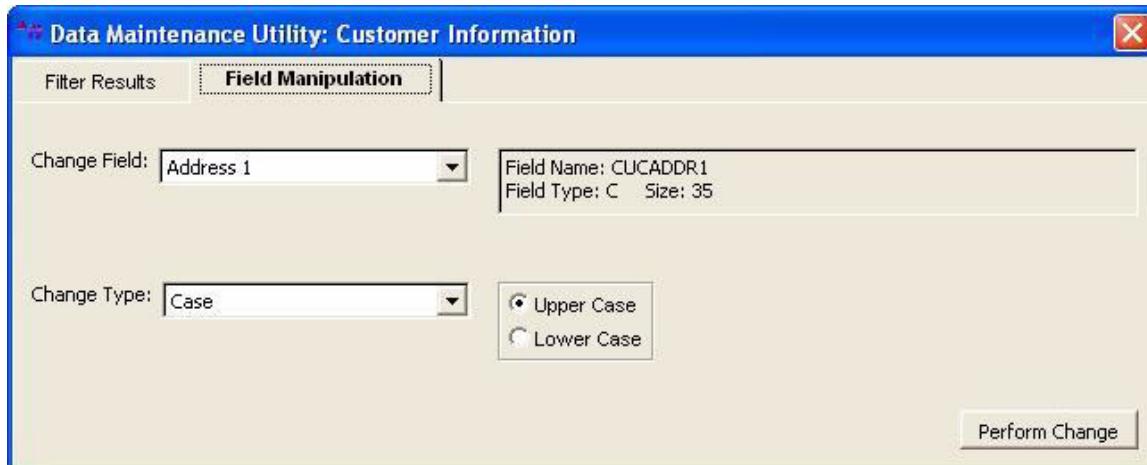
Data Export Utility: Customer Information				
Filter Results		Output		
	Customer Id	Customer Name	Site Id	Site Name
<input checked="" type="checkbox"/>	ABCTECH	ABC Technologies, Inc.		
<input checked="" type="checkbox"/>	CCSLTD	Complete Computer Service, Ltd.		

At the bottom of the table, there are buttons for 'Select All' and 'Clear All' on the left, and '(Total Results: 2)' on the right.

The purpose of the Data Maintenance Utility - Filter Results screen is as follows:

- Display a list of records that matched the criteria previously specified on the Data Maintenance Utility screen.
- Selectively control which records will be changed by modifying the checkmark in the first column. Only records listed here and check marked will be modified.

Data Maintenance Utility - Field Manipulation



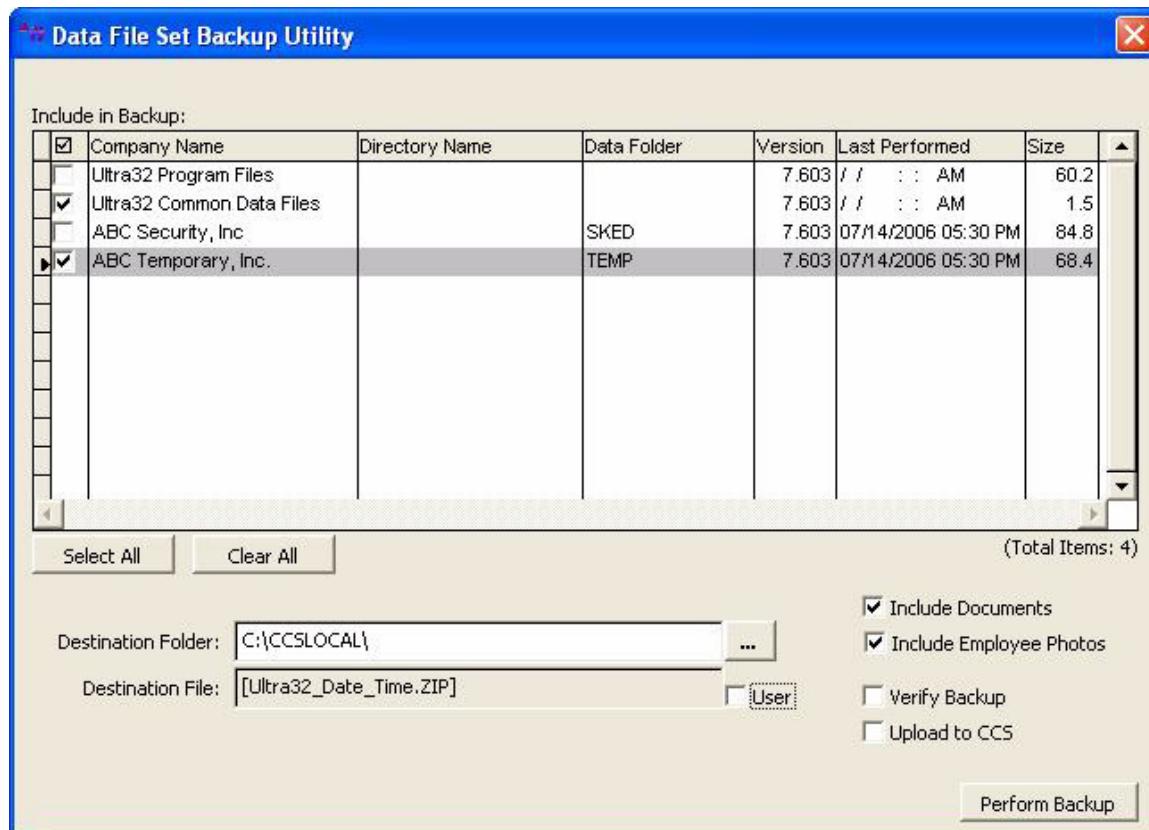
The Data Maintenance Utility - Field Manipulation screen is used to perform the batch data change. The majority of the items are self explanatory, however the following is a list of those that need special mentioning:

- **Change Field:** is used to select which field will be changed. Note, not every field can be changed in a batch mode. For example, the Customer Id can not be modified in a batch mode because it requires validation.
- **Change Type:** indicates the type of change to perform. Note, not every change type is available for every field. For example, the Case option is only available if the field type is "C" character.
 1. Case: is used to change the data to upper or lower case. For example, change all Customer Addresses to Upper Case.
 2. Value: is used to change the data to a user specified value. For example, change all Customer Office Codes to "XXX".
- The **Perform Change** button is used to perform the data change process. Once the process has been completed, the number of records updated is displayed.

Data File Set Utilities

Data File Set Backup Utility

The Data File Set Backup Utility is used to create a backup of the Ultra32 program and data. To load this screen, select the **File** menu, followed by the **Data File Set Backup** menu option.



- ***Include in Backup:*** is primarily used to indicate which items will be included in the backup process. It also displays useful system information such as Last Backup Performed and the size of the files in megabytes.
 1. The Last Backup Performed is not stored for "Ultra32 Program Files" and "Ultra32 Common Data Files" items.
 2. The "Ultra32 Program Files" item can not be restored using the corresponding Data File Set Restore Utility. This item must be restored using an external program/utility.
- ***Destination Folder:*** identifies the location where the backup file will be written. This can be a Floppy Drive (such as A:\) or a location on the disk drive (such as C:\CCSLOCAL\).
 1. If a Floppy Drive is specified, the backup will automatically span disks if necessary. For example, if the first diskette becomes full, the system will prompt you to place a new diskette in the drive. As each diskette fills up, the end-user is prompted for another disk, until the whole backup has completed. Note, all diskettes are wiped during the process.
- ***Destination File:*** identifies the file name of the backup file.

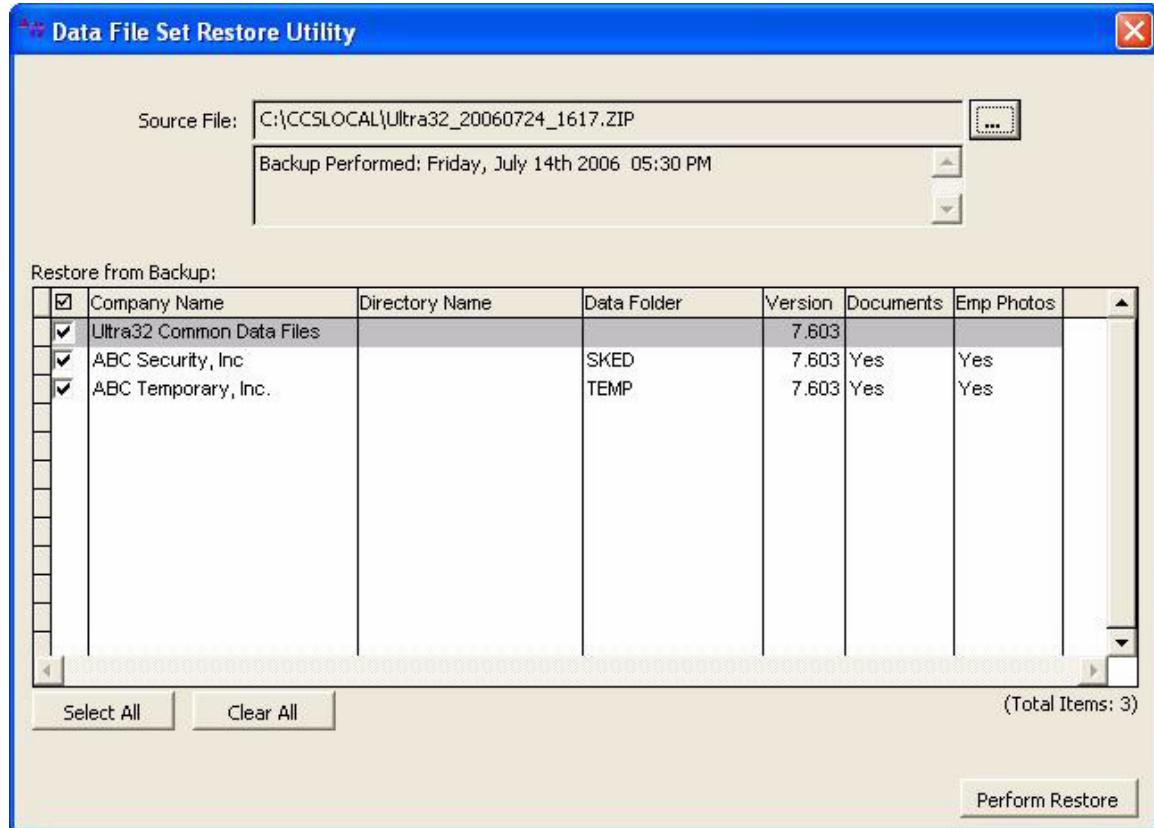
1. If the *User* option is checked, this can be a user defined value. Note, a file name that ends with the extension ".ZIP" is recommended.
 2. If the *User* option is un-checked, a file name will be generated using the system date and time. For example, "Ultra32_20060714_1730.ZIP" represents July 14th, 2006 5:30PM.
- *Include Documents*: if checked, the \Docs sub-folder will be included for each of the corresponding Data File Sets selected.
 1. This option does not apply to the "Ultra32 Program Files" and "Ultra32 Common Data Files" items.
 - *Include Employee Photos*: if checked, the \Photos sub-folder will be included for each of the corresponding Data File Sets selected.
 1. This option does not apply to the "Ultra32 Program Files" and "Ultra32 Common Data Files" items.
 - *Verify Backup*: if checked, a test will be performed after the backup is completed to verify that backup media can be read.
 - *Upload to CCS*: if checked, the backup file created will be uploaded to Complete Computer Service, Ltd.
 1. This option should only be selected when requested by CCS. Uploading files without permission may result in additional technical support charges.

Note: It is highly recommended that all other users exit the Ultra32 software before performing any type of backup. Failure to do so may result in data being bypassed/skipped from the backup.

Data File Set Restore Utility

The Data File Set Restore Utility is used to restore backups of Ultra32 data. To load this screen, select the **File** menu, followed by the **Data File Set Restore** menu option.

Note: System Administrator rights are required to access this feature.



- **Source File:** identifies the backup file that will be restored.
 1. Click the button to display a file selection dialog box.
- **Restore from Backup:** is primarily used to indicate which items will be included in the restore process. It also displays useful system information such as Version and whether or not Documents and Employee Photos were included.
 1. Any "Ultra32 Program Files" items are automatically excluded because they can only be restored using an external program/utility.

Note: All other users must exit the Ultra32 software before a restore can be performed.

System Menu

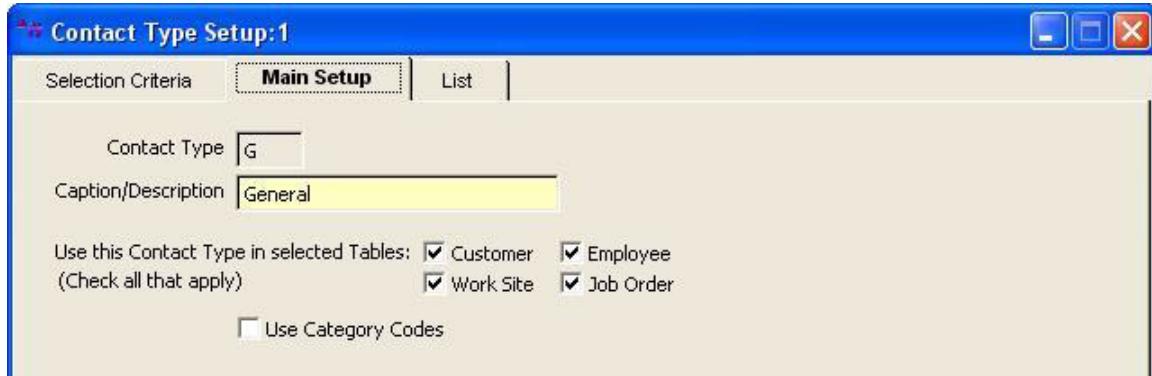
The Ultra32 software **System** menu contains many of the utilities and software setup options. The following is a list of components found:

- User Preferences: provides access to the Ultra32 software user preferences. All settings in this screen apply to the current workstation (currently stored in the Windows Registry).
- Change Password: allows the currently logged in user to change their password.
- System Preferences: See the [System Preferences](#) section in this User's Guide for more information.
- Check-In Preferences: See the [Setup Check-In Preferences](#) section in this User's Guide for more information.
- System Type Setup
 1. Contact Types: See the [Contact Type Setup](#) section in this User's Guide for more information.
 2. Document Types: See the [Document Type Setup](#) section in this User's Guide for more information.
 3. Hour Types: See the [Hour Type Setup](#) section in this User's Guide for more information.
 4. Miscellaneous Job Cost Types: See the [Miscellaneous Job Cost Type Setup](#) section in this User's Guide for more information.
 5. Miscellaneous Pay & Bill Types: See the [Miscellaneous Pay & Bill Type Setup](#) section in this User's Guide for more information.
 6. Non Tax Deduction Types: See the [Non Tax Deduction Type Setup](#) section in this User's Guide for more information.
 7. Note Types: See the [Note Type Setup](#) section in this User's Guide for more information.
 8. Tracking Types: See the [Tracking Type Setup](#) section in this User's Guide for more information.
- Federal Tax Table Setup: provides access to the Social Security Percentage & Ceilings, Medicare Percentage & Ceilings, FUTA Percentage & Ceilings, and the Federal Exemption Amount. All settings in this screen apply to all users and all Data File Sets.
- General Tax Table Setup: provides access to the State and Local Setups, SUTA Percentage & Ceilings, and the SDI Percentage & Ceilings. All settings in this screen apply to all users and all Data File Sets.
- Deduction/Exemption Tax Table Setup: provides access to the State and Local Deduction Amounts. All settings in this screen apply to all users and all Data File Sets.
- Graduated Tax Table Setup: provides access to the Federal, State and Local Graduated Tables. All settings in this screen apply to all users and all Data File Sets.

- Cross Reference Tax Table Setup: provides access to the State and Local behavior. All settings in this screen apply to all users and all Data File Sets.
- Tax Table Update Utility: is used to update the Tax Tables. See the [Tax Table Update Utility](#) section in this User's Guide for more information.
- Security Setup Info: See the [Security System](#) section in this User's Guide for more information.
- Application Log Out: See the [Application Log Out](#) section in this User's Guide for more information.
- Database Utilities
 1. Database Maintenance: is used to pack the data (removes deleted records from the DBF files), pack the memos (compacts the FPT files), and rebuilds the index (CDX) files. Note, this menu option requires either a Data File Set or System Lock (all other users must exit), depending on the user selection.
 2. Database Validate: is used to perform some simple data validations and generates a report if any errors are found. For example, this utility checks for duplicate and invalid Customer Ids, Employee Ids, Employee SSNs, and Type Records (Contact, Document, Note, and Tracking). Note, this menu option requires System Administrator access.
 3. Validation Code Check: is used to compare the Validation Codes (Department, Location, Office, and etc.) to the information stored in the Customer, Employee, Job Order, and etc. and then generates a report if any errors are found. Note, this menu option requires System Administrator access.
- Display Error Log: provides access to the Ultra32 software ErrorLog file.
- Data File Set Update Utility: is used to update the version and processing any updates for each Data File Set is a batch mode.
- Application Log Out: is used to auto log out any user in Ultra32. See the [Application Log Out](#) section in this User's Guide for more information.
- "(CCS Techs Only)": these options are for CCS Technical Support Staff only!

Contact Type Setup

The Contact Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Contact Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

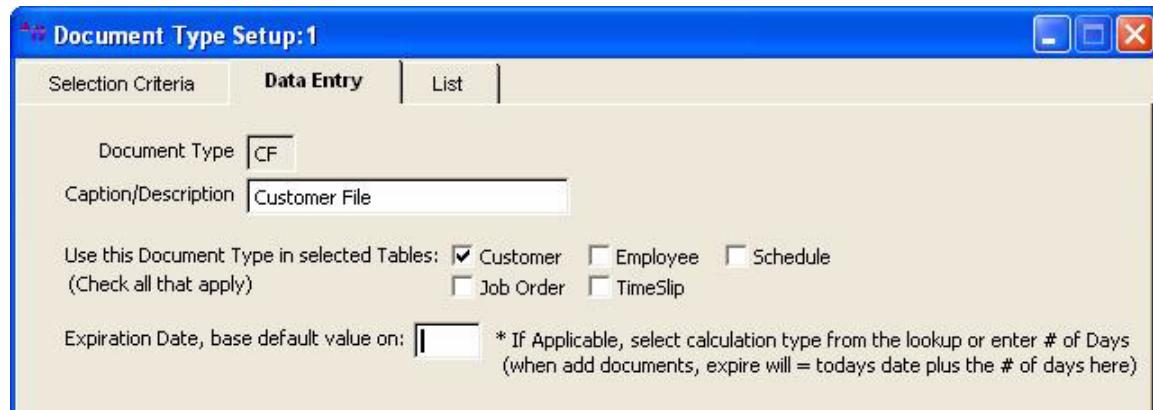
- **Contact Type:** must be unique and begin with a letter.
- **Use this Contact Type in Selected Tables:** identifies which Data Entry screens can use this Contact Type.
 1. This setting only effects future data entry. Any records that are already using this Contact Type are not removed or modified.
- **Use Category Codes:** if checked, enables the use of Category Codes with this Contact Type.
 1. The enabling of Category Codes allows the same Contact Type to be used multiple times for the same entity.
 2. Category Codes are user-defined codes for classifying Contact records that have the same Contact Type.
 3. See the [Category Code](#) section in this User's Guide for more information.

Notes

- System Administrative Rights are required to make any changes or add any new items to the Contact Type Setup.
- Once a Contact Type has been added, it can not be deleted. To disable a Contact Type from being used in future data entry, un-check all items listed in the **Use this Contact Type in Selected Tables** setting.
- Some Contact Types are protected because they have a special purpose in the Ultra32 software (displayed as "System Lock") or because they have been customized for your system (displayed as "Custom Lock"). In either of these cases, not every setting can be modified.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Contact Type Setups in sync, depending on what is transferred between offices.

Document Type Setup

The Document Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Document Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

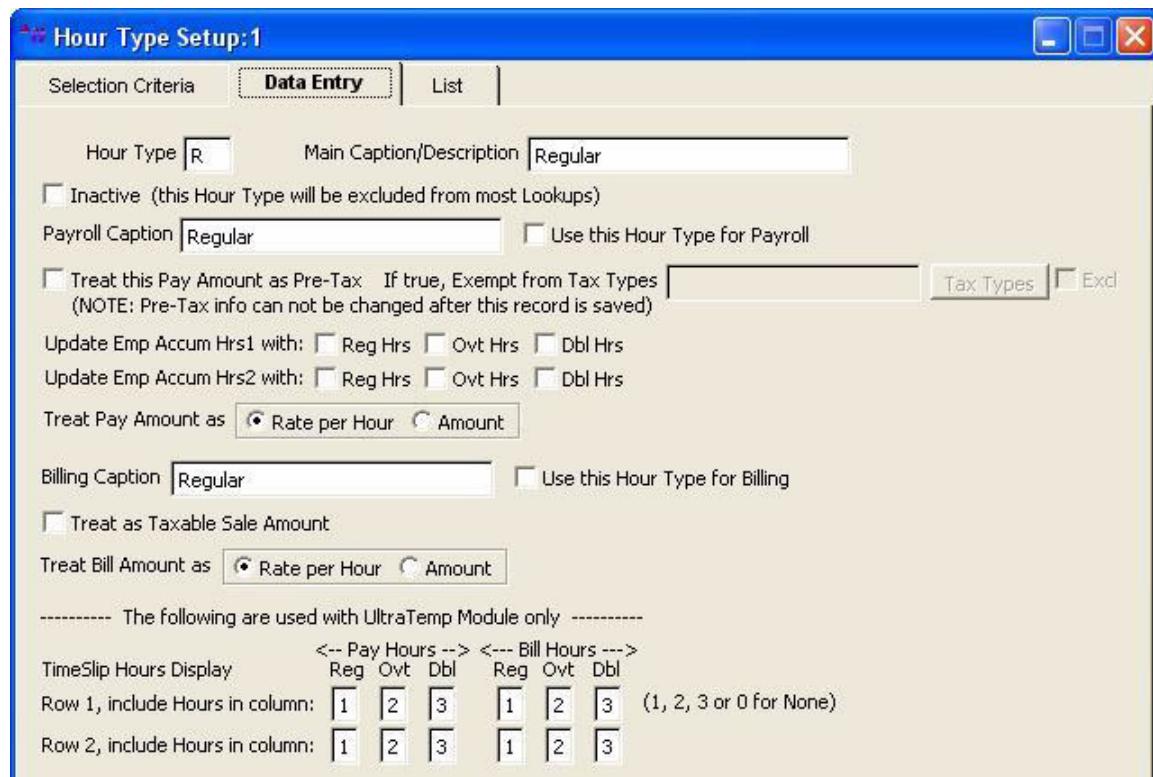
- **Document Type:** must be unique and begin with a letter.
- **Use this Document Type in Selected Tables:** identifies which Data Entry screens can use this Document Type.
 1. This setting only effects future data entry. Any records that are already using this Document Type are not removed or modified.
- **Expiration Date:** is used to calculate the default Expires On Date when a Document record is added. Enter one of the following:
 1. Leave blank.
 2. Enter a number between 1 and 999 to default X days from today's date.
 3. Enter one of the Calculation Codes, i.e. "EOM" for the last day of the current month. Type a "?" and press the <Enter> key to view a list of available codes.

Notes

- System Administrative Rights are required to make any changes or add any new items to the Document Type Setup.
- Once a Document Type has been added, it can not be deleted. To disable a Document Type from being used in future data entry, un-check all items listed in the **Use this Document Type in Selected Tables** setting.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Document Type Setups in sync, depending on what is transferred between offices.

Hour Type Setup

The Hour Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Hour Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Hour Type:** must be unique and begin with a letter.
- **Inactive:** if checked, this Hour Type will be excluded from the Customer Rate, Employee Rate, Job Order Rate, and TimeSlip Data Entry screens.
- **Use this Hour Type for Payroll:** if un-checked, the Pay Rate fields are disabled in the Customer Rate, Employee Rate, and Job Order Rate Data Entry screens.
- **Treat this Pay Amount as Pre-Tax:** is used to indicate which Tax Types this Hour Type is Tax Exempt from.
- **Update Employee Accumulated Hours 1:** is used to indicate which portions (Regular Hours, Overtime Hours, Double Time Hours) of this Hour Type will be accumulated and added to the Employee **Accumulated Hours 1** field.
 1. The Employee **Accumulated Hours 1** field is updated when Payroll Checks are posted.
- **Update Employee Accumulated Hours 2:** is used to indicate which portions (Regular Hours, Overtime Hours, Double Time Hours) of this Hour Type will be accumulated and added to the Employee **Accumulated Hours 2** field.
 1. The Employee **Accumulated Hours 2** field is updated when Payroll Checks are posted.

- **Treat Pay Amount:** indicates how the Hour Type Pay Amount is treated.
 1. The "Rate Per Hour" setting should be used the majority of the time. The "Amount" setting is typically only used for items such as Salary.
- **Use this Hour Type for Billing:** if un-checked, the Bill Rate fields are disabled in the Customer Rate, Employee Rate, and Job Order Rate Data Entry screens.
- **Treat as Taxable Sale Amount:** if checked, this Hour Type will be included in the Taxable Sales calculation.
- **Treat Bill Amount:** indicates how the Hour Type Bill Amount is treated.
 1. The "Rate Per Hour" setting should be used the majority of the time. The "Amount" setting is typically only used for items such as Salary.
- **TimeSlip Hours Display Row 1:** is used to indicate which portions (Regular, Overtime, Double Time Pay and Bill Hours) of this Hour Type will be included in the TimeSlip Hours Display calculation.
 1. Enter "0" to exclude the portion from the TimeSlip Hours Display.
 2. Enter "1" to include the portion in the first column of the TimeSlip Hours Display.
 3. Enter "2" to include the portion in the second column of the TimeSlip Hours Display.
 4. Enter "3" to include the portion in the third column of the TimeSlip Hours Display.
- **TimeSlip Hours Display Row 2:** is used to indicate which portions (Regular, Overtime, Double Time Pay and Bill Hours) of this Hour Type will be included in the TimeSlip Hours Display calculation.
 1. Enter "0" to exclude the portion from the TimeSlip Hours Display.
 2. Enter "1" to include the portion in the first column of the TimeSlip Hours Display.
 3. Enter "2" to include the portion in the second column of the TimeSlip Hours Display.
 4. Enter "3" to include the portion in the third column of the TimeSlip Hours Display.

Notes

- System Administrative Rights are required to make any changes or add any new items to the Hour Type Setup.
- Once a Hour Type has been added, it can not be deleted. To disable a Hour Type from being used in future data entry, check mark the **Inactive** setting.
- Some Hour Types are protected because they have a special purpose in the Ultra32 software (displayed as "System Lock") or because they have been customized for your system (displayed as "Custom Lock"). In either of these cases, not every setting can be modified.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Hour Type Setups in synch, depending on what is transferred between offices.

Miscellaneous Data

The Miscellaneous Data is used to store miscellaneous data for custom programming of the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Miscellaneous Data** menu option.

*# Miscellaneous Data Information:1

Selection Criteria		Data Entry	List																				
Misc Data Id	COMMISSION	Description	Custom Commission Report																				
		Data Folder <input checked="" type="radio"/> Optional <input type="radio"/> Require <input type="radio"/> Dont use																					
Captions: Code1	Initials	Captions: Code2																					
Character1	First Name	Character2	Last Name																				
Character3		Character4																					
Note1	Notes	Note2																					
Date1	First Commission Date	Date2	Last Commission Date																				
Date3		Date4																					
Number1	Total New Clients	Number2	Total New Placements																				
Amount1	Total Client Billing	Amount2	Total Placement Billing																				
Rate1	New Client Rate	Rate2	New Placement Rate																				
Logical1	Active	Logical2																					
Logical3		Logical4																					
<table border="1"><thead><tr><th>Detail Id</th><th>Data Folder</th><th>Code1</th><th>Code2</th><th>Character1</th><th>Character2</th></tr></thead><tbody><tr><td>SMITHJW</td><td></td><td>JWS</td><td></td><td>John</td><td>Smith</td></tr><tr><td>WALKERCA</td><td></td><td>CAW</td><td></td><td>Christy</td><td>Walker</td></tr></tbody></table>						Detail Id	Data Folder	Code1	Code2	Character1	Character2	SMITHJW		JWS		John	Smith	WALKERCA		CAW		Christy	Walker
Detail Id	Data Folder	Code1	Code2	Character1	Character2																		
SMITHJW		JWS		John	Smith																		
WALKERCA		CAW		Christy	Walker																		
<input type="button" value="New..."/>		<input type="button" value="Delete"/>	* Note: Changes to Misc Data record must be saved before Details can be accessed.																				

Miscellaneous Job Cost Type Setup

The Miscellaneous Job Cost Type Setup is used to setup job cost items not already handled by the Ultra32 software (i.e. special insurance premiums, funding costs, administrative overhead, and etc.). To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Miscellaneous Job Cost Types** menu option.

*# Misc Job Cost Setup Information:1

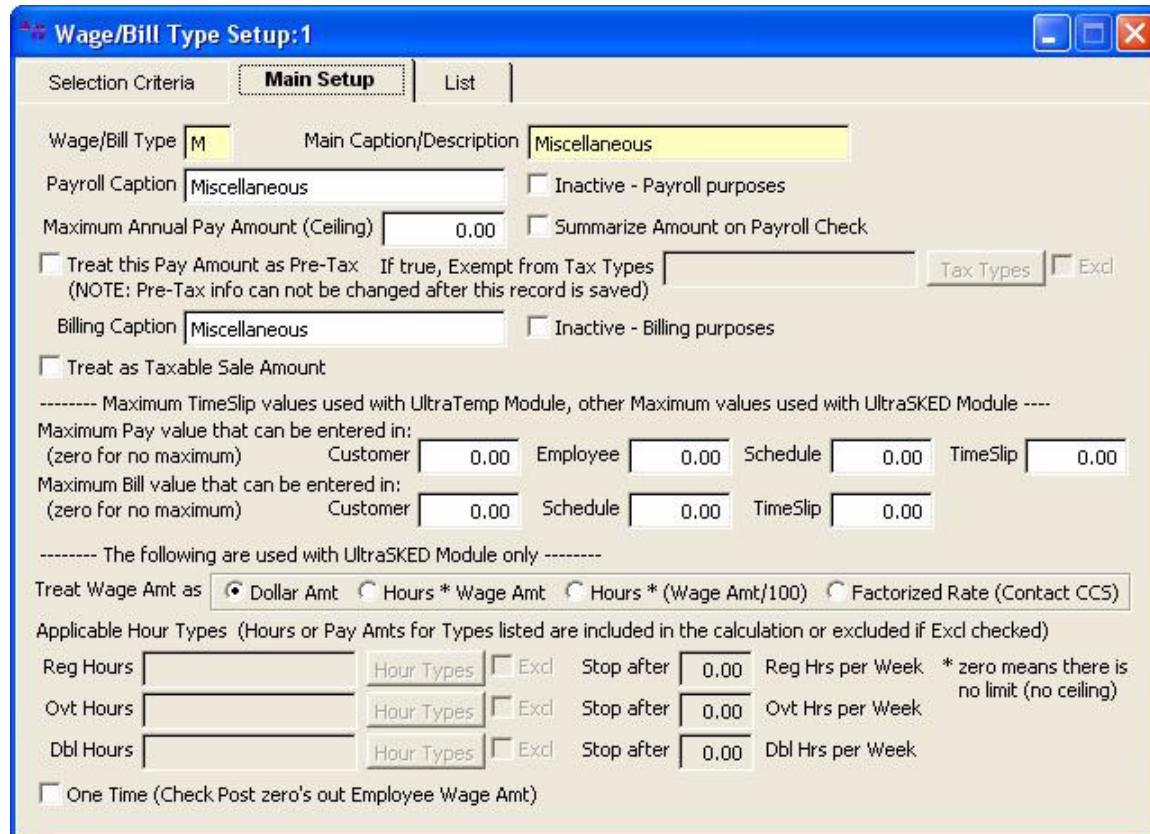
Selection Criteria		Data Entry	List
Misc Cost Type	01		
Category Caption	Payroll Administration		
% of Pay or Bill (P/B)	P		
Percent to Apply	0.15000		
Store or Recalculate (S/R)	S		

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Miscellaneous Cost Type:** each of the miscellaneous job cost amounts are automatically assigned a two digit numeric code. You can not change these codes, they exist for internal purposes only.
- **% of Pay or Bill (P/B):** indicates whether this miscellaneous job cost amount is a percentage of total payroll or total billing.
- **Store or Recalculate (S/R):** indicates whether this miscellaneous job cost amount should be a stored amount or a recalculated amount. In most cases, a "Stored" amount is used, unless the miscellaneous job cost amount is subject to a retroactive rate.
 1. Stored Amounts: are calculated and stored each time a TimeSlip is saved.
 2. Recalculated Amounts: are calculated each time a job cost report is run.

Miscellaneous Pay & Bill Type Setup

The Miscellaneous Pay & Bill Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Miscellaneous Pay & Bill Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Wage/Bill Type:** must be unique and begin with a letter.

- ***Inactive - Payroll***: if checked, this Miscellaneous Type will be excluded from the Employee and TimeSlip Data Entry screens.
- ***Maximum Annual Pay Amount***: is the maximum amount a single employee can be paid for this Miscellaneous Type per calendar year. Enter "0.00" if there is no limit.
- ***Summarize Amount on Payroll Check***: if checked, this Miscellaneous Type will be summarized when it is printed on the Payroll Check stub.
- ***Treat this Pay Amount as Pre-Tax***: is used to indicate which Tax Types this Miscellaneous Type is Tax Exempt from.
- ***Inactive - Billing***: if checked, this Miscellaneous Type will be excluded from the Customer and TimeSlip Data Entry screens.
- ***Treat as Taxable Sale Amount***: if checked, this Miscellaneous Type will be included in the Taxable Sales calculation.
- ***Maximum Pay Value - Customer***: is the maximum pay amount that can be entered into the Customer Data Entry screen for this Miscellaneous Type.
- ***Maximum Pay Value - Employee***: is the maximum pay amount that can be entered into the Employee Data Entry screen for this Miscellaneous Type.
- ***Maximum Pay Value - Schedule***: is the maximum pay amount that can be entered into the Schedule Data Entry screen for this Miscellaneous Type.
- ***Maximum Pay Value - TimeSlip***: is the maximum pay amount that can be entered into the TimeSlip Data Entry screen for this Miscellaneous Type.
- ***Maximum Bill Value - Customer***: is the maximum bill amount that can be entered into the Customer Data Entry screen for this Miscellaneous Type.
- ***Maximum Bill Value - Schedule***: is the maximum bill amount that can be entered into the Schedule Data Entry screen for this Miscellaneous Type.
- ***Maximum Bill Value - TimeSlip***: is the maximum bill amount that can be entered into the TimeSlip Data Entry screen for this Miscellaneous Type.
- ***Treat Wage Amount***: indicates how the Miscellaneous Type Amount is treated.
 1. The "Dollar Amount" setting should be used the majority of the time.
- ***Applicable Hour Types***: are used to indicate which Hour Types are used in the calculation of the Wage Amount.
 1. This setting only applies if the ***Treat Wage Amount*** field is not "Dollar Amount".
- ***One Time***: if checked, this Miscellaneous Type will be automatically removed from the Employee's file when the Payroll Check is posted.

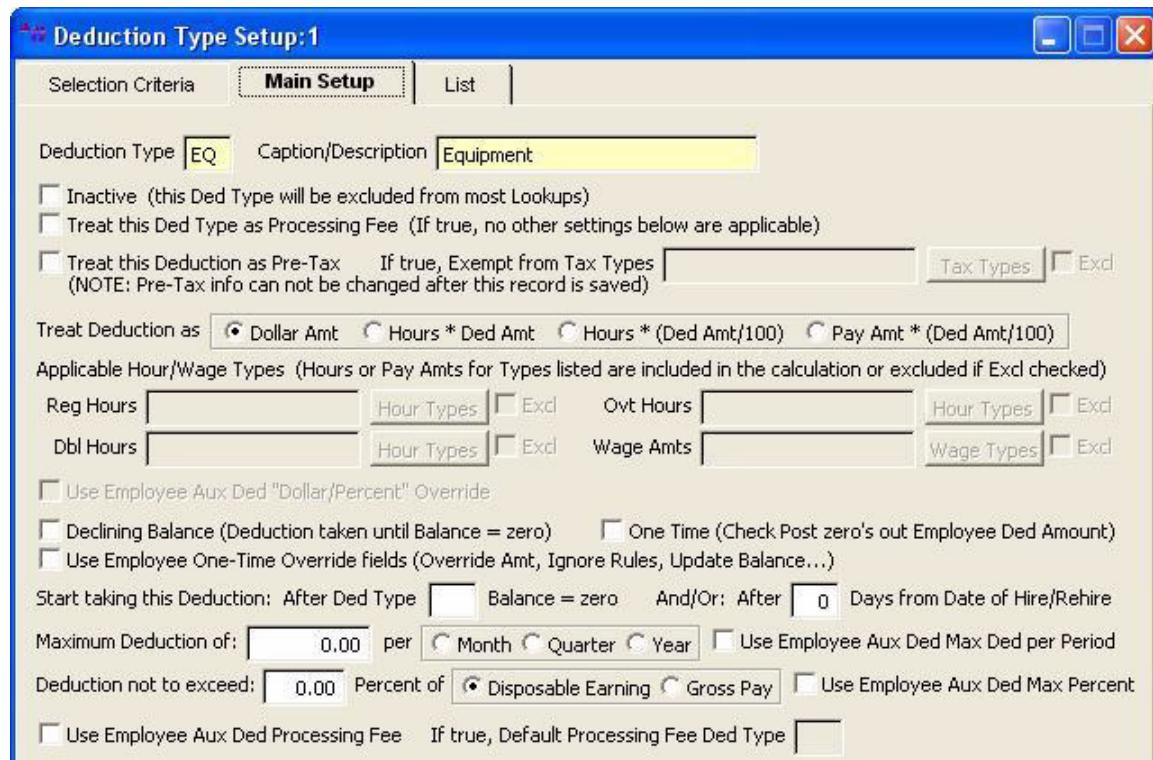
Notes

- System Administrative Rights are required to make any changes or add any new items to the Miscellaneous Type Setup.

- Once a Miscellaneous Type has been added, it can not be deleted. To disable a Miscellaneous Type from being used in future data entry, check mark the *Inactive - Payroll* and *Inactive - Billing* settings.
- Some Miscellaneous Types are protected because they have a special purpose in the Ultra32 software (displayed as "System Lock") or because they have been customized for your system (displayed as "Custom Lock"). In either of these cases, not every setting can be modified.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Miscellaneous Type Setups in sync, depending on what is transferred between offices.

Non Tax Deduction Type Setup

The Non Tax Deduction Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Non Tax Deduction Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- Deduction Type:** must be unique and begin with a letter.
- Inactive:** if checked, this Non Tax Deduction Type will be excluded from the Employee and TimeSlip Data Entry screens.
- Treat as Processing Fee:** if checked, this Non Tax Deduction Type will only be used as a Processing Fee for other Non Tax Deduction Types.

- **Treat as Pre-Tax**: is used to indicate which Tax Types this Non Tax Deduction Type is Tax Exempt from.
- **Treat Deduction**: indicates how the Non Tax Deduction Type Amount is treated.
 1. The "Dollar Amount" setting should be used the majority of the time.
- **Applicable Hour Types**: are used to indicate which Hour Types are used in the calculation of the Deduction Amount.
 1. This setting only applies if the **Treat Deduction** field is not "Dollar Amount".
- **Use Dollar/Percent Override**: if checked, adds the ability to override the **Maximum Deduction** value in the Employee Auxiliary Deduction Setup screen.
- **Declining Balance**: if checked, this Non Tax Deduction Type will include both an **Amount** and **Balance** field. The Ultra32 software will attempt to deduct the Amount from each payroll check until the Balance is zero.
- **One Time**: if checked, this Non Tax Deduction Type will be automatically removed from the Employee's file when the Payroll Check is posted.
- **One Time Override**: if checked, it enables the One Time Override fields for this Non Tax Deduction Type.
- **Start Taking**: is used to control when this Non Tax Deduction Type will begin withholding amounts from an Employee's payroll check.
- **Maximum Deduction**: is used to control the maximum amount that can be withheld per period.
 1. The "Weekly" setting should only be selected if the employee's **Pay Frequency** is "D" Daily or "W" Weekly.
- **Use Employee Auxiliary Deduction Max Per Period**: if checked, enables the ability to set the Maximum Deduction in the Employee Auxiliary Deduction Setup screen.
- **Deduction Not to Exceed**: is used to control the maximum amount that can be withheld based on Disposable Income or Gross Pay.
- **Use Employee Auxiliary Deduction Max Percent**: if checked, enables the ability to set the Deduction Not to Exceed limits in the Employee Auxiliary Deduction Setup screen.
- **Use Employee Auxiliary Deduction Processing Fee**: if checked, enables the ability to set the Processing Fee options in the Employee Auxiliary Deduction Setup screen.

Notes

- System Administrative Rights are required to make any changes or add any new items to the Non Tax Deduction Type Setup.
- Once a Non Tax Deduction Type has been added, it can not be deleted. To disable a Non Tax Deduction Type from being used in future data entry, check mark the **Inactive** setting.

- Some Non Tax Deduction Types are protected because they have a special purpose in the Ultra32 software (displayed as "System Lock") or because they have been customized for your system (displayed as "Custom Lock"). In either of these cases, not every setting can be modified.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Non Tax Deduction Type Setups in synch, depending on what is transferred between offices.

Note Type Setup

The Note Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Note Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Note Type:** must be unique and begin with a letter.
- **Use this Note Type in Selected Tables:** identifies which Data Entry screens can use this Note Type.
 1. This setting only effects future data entry. Any records that are already using this Note Type are not removed or modified.
- **Prohibit Changes After:** is used to control how long a Note Type can be edited once it has been added.
- **Restriction Also Applies to System Administrators:** if checked, the **Prohibit Changes After** setting will also apply to System Administrators.
- **Allow Multiple Records:** if checked, this Note Type can be used multiple times per entity.

Notes

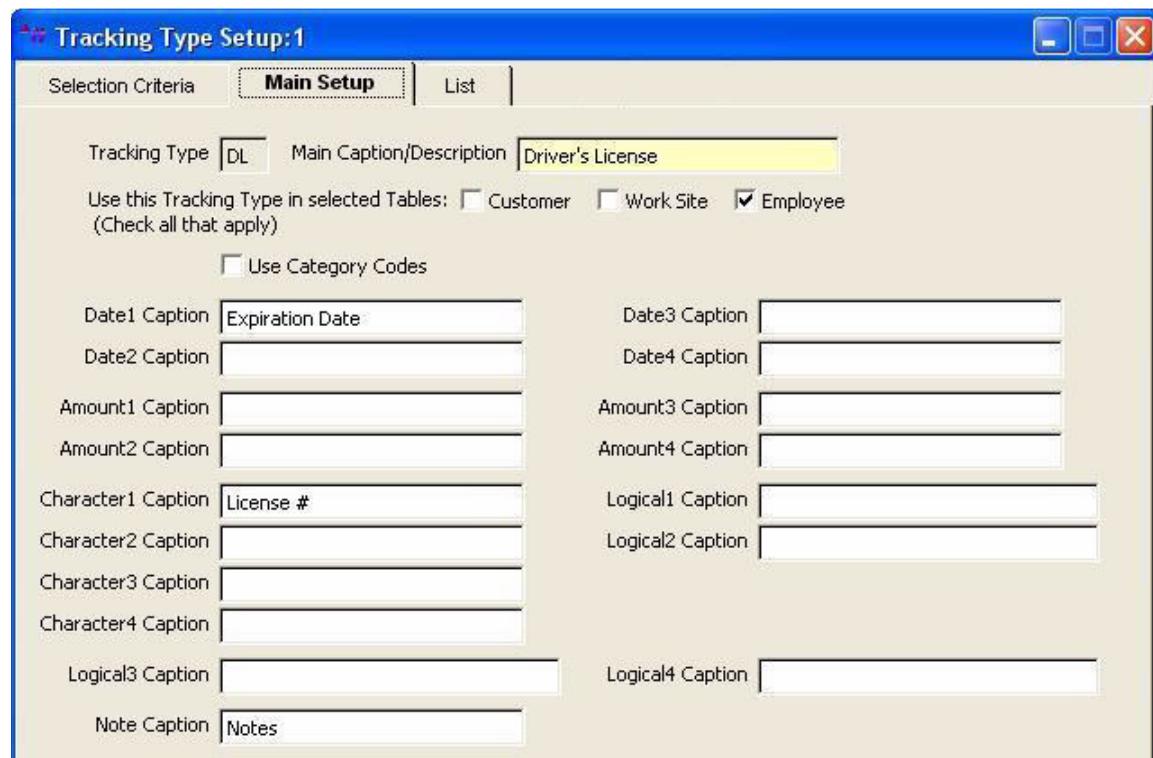
- System Administrative Rights are required to make any changes or add any new

items to the Note Type Setup.

- Once a Note Type has been added, it can not be deleted. To disable a Note Type from being used in future data entry, un-check all items listed in the *Use this Note Type in Selected Tables* setting.
- Some Note Types are protected because they have a special purpose in the Ultra32 software (displayed as "System Lock") or because they have been customized for your system (displayed as "Custom Lock"). In either of these cases, not every setting can be modified.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Note Type Setups in synch, depending on what is transferred between offices.

Tracking Type Setup

The Tracking Type Setup is used to setup the types used by the Ultra32 software. To load this screen, select the **System** menu, then the **System Type Setup...** menu option, followed by the **Tracking Types** menu option.



The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- Tracking Type:** must be unique and begin with a letter.
- Use this Tracking Type in Selected Tables:** identifies which Data Entry screens can use this Tracking Type.
 - This setting only effects future data entry. Any records that are already using this Tracking

Type are not removed or modified.

- *Use Category Codes*: if checked, enables the use of Category Codes with this Tracking Type.
 1. The enabling of Category Codes allows the same Tracking Type to be used multiple times for the same entity.
 2. Category Codes are user-defined codes for classifying Tracking records that have the same Tracking Type.
 3. See the *Category Code* section in this User's Guide for more information.

Notes

- System Administrative Rights are required to make any changes or add any new items to the Tracking Type Setup.
- Once a Tracking Type has been added, it can not be deleted. To disable a Tracking Type from being used in future data entry, un-check all items listed in the *Use this Tracking Type in Selected Tables* setting.
- Some Tracking Types are protected because they have a special purpose in the Ultra32 software (displayed as "System Lock") or because they have been customized for your system (displayed as "Custom Lock"). In either of these cases, not every setting can be modified.
- If your company uses the File Transfer add-on options to send data between a remote and corporate office, you may have to keep the Tracking Type Setups in sync, depending on what is transferred between offices.

System Preferences

The System Preferences is a collection of settings that can be used to modify the behavior of the Ultra32 software. These settings apply to the current Data File Set only.

Note: System Administrative Rights are required to save any changes to the System Preferences.

Audit Log

- *Store Customer Audit Log to Note Type*: controls which Note Type will be used to store Customer Audit Logs.
 1. If set to "[None]", any modifications to the Customer Information will NOT be recorded.
 2. Only Note Types that Allow Multiple Records are displayed.
 3. It is recommend that a use a unique Note Type for recording Audit Logs.
- *Customer - Log All Fields*: if checked, all fields are included in the audit log. Otherwise, only key fields and fields that were modified will be logged.
 1. The Audit Logs can become quite verbose if this setting is checked. It is recommend to leave it un-checked.
- *Customer - Log Record Adds*: if checked, an audit log will be created each time a Customer is added.
- *Customer - Include Pay/Bill Information*: if checked, any modifications (adds/changes/deletes) to the Customer Pay/Bill Setups will be included in the Audit Log.
- *Customer - Include Rate Information*: if checked, any modifications (adds/changes/deletes) to the Customer Rates will be included in the Audit Log.
- *Store Employee Audit Log to Note Type*: controls which Note Type will be used to store Employee Audit Logs.
 1. If set to "[None]", any modifications to the Employee Information will NOT be recorded.
 2. Only Note Types that Allow Multiple Records are displayed.
 3. It is recommend that a use a unique Note Type for recording Audit Logs.
- *Employee - Log All Fields*: if checked, all fields are included in the audit log. Otherwise, only key fields and fields that were modified will be logged.
 1. The Audit Logs can become quite verbose if this setting is checked. It is recommend to leave it un-checked.
- *Employee - Log Record Adds*: if checked, an audit log will be created each time an Employee is added.
- *Employee - Include Rate Information*: if checked, any modifications (adds/changes/deletes) to the Employee Rates will be included in the Audit Log.
- *Employee - Include Tax Setup Information*: if checked, any modifications

(adds/changes/deletes) to the Employee Tax Setups will be included in the Audit Log.

- ***Store Schedule Audit Log to Note Type:*** controls which Note Type will be used to store Schedule Audit Logs.
 1. If set to "[None]", any modifications to the Schedule Information will NOT be recorded.
 2. Only Note Types that Allow Multiple Records are displayed.
 3. It is recommend that a use a unique Note Type for recording Audit Logs.
- ***Schedule - Log All Fields:*** if checked, all fields are included in the audit log. Otherwise, only key fields and fields that were modified will be logged.
 1. The Audit Logs can become quite verbose if this setting is checked. It is recommend to leave it un-checked.
- ***Schedule - Log Record Adds:*** if checked, an audit log will be created each time a Schedule is added.
- ***Store TimeSlip Audit Log to Note Type:*** controls which Note Type will be used to store TimeSlip Audit Logs.
 1. If set to "[None]", any modifications to the TimeSlip Information will NOT be recorded.
 2. Only Note Types that Allow Multiple Records are displayed.
 3. It is recommend that a use a unique Note Type for recording Audit Logs.
- ***TimeSlip - Log All Fields:*** if checked, all fields are included in the audit log. Otherwise, only key fields and fields that were modified will be logged.
 1. The Audit Logs can become quite verbose if this setting is checked. It is recommend to leave it un-checked.
- ***TimeSlip - Log Record Adds:*** if checked, an audit log will be created each time a TimeSlip is added.
- ***TimeSlip - Include Miscellaneous Pay/Bill Information:*** if checked, any modifications (adds/changes/deletes) to the TimeSlip Miscellaneous Pay/Bill Items will be included in the Audit Log.

Note: These settings only apply if you are using the Audit Log option. See the [Audit Log](#) section in this User's Guide for more information.

Basic Information

- ***Company Name*** and ***Directory Name***: are used to identify the Data File Set. Included as part of the Header on all reports.

Basic Information: Default Values

- ***Employee Hire Date - Today's Date:*** if checked, the Employee Hire Date will default to Today's Date when a new Employee record is added.
- ***Employee Payroll Tax Marital Status:*** controls the default value for the Employee

Payroll Tax Marital Status fields (Federal, State, City, and School).

Basic Information: Miscellaneous

- *ID Card Line 1 - 4*: print on the Employee Id Cards.
- *Highlight Required Data Entry Fields*: if checked, all required Data Entry fields are highlighted in yellow.
 1. This only setting only modifies fields that are required all of the time. For example, both *Employee Id* and *Status* are required entries for all Employee records.
 2. This does not include fields that are required sometimes. For example, the Direct Deposit *Main Account Amount* is only required if an *Account Type* is specified.
- *Synchronize List Page Sort Order with Data Entry Sort Order*: if checked, the sort order of the List Page will be synchronized with the sort order of the Data Entry Page.

Basic Information: Rates

- *Rate Calculator Formula*: identifies the Gross Margin formula used in the Rate Calculator.
- *Round Pay Amount Up*: if checked, the Pay Amount is rounded up to the next penny. For example, 38.25 Hours x \$5.75 Per Hour is rounded up from \$219.9375 to \$219.94.
- *Round Bill Amount Up*: if checked, the Bill Amount is rounded up to the next penny. For example, 38.25 Hours x \$5.75 Per Hour is rounded up from \$219.9375 to \$219.94.
- *Round Pay & Bill Rates Up*: if checked, the Pay and Bill Rates are rounded up to the next penny when a multiplier is applied. For example, a Regular Pay Rate of \$5.75 Per Hour is rounded up from \$8.6250 to \$8.63.

Basic Information: System Ids

- *Customer Id*: controls whether User Assigned or Computer Assigned Ids will be used for new records.
 1. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces.
 2. Computer Assigned Ids are numeric only and are automatically incremented every time a new record is started.
 3. The  button can be used to determine the next logical numeric value.
- *Employee Id*: controls whether User Assigned or Computer Assigned Ids will be used for new records.
 1. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces.
 2. Computer Assigned Ids are numeric only and are automatically incremented every time a new record is started.

3. The  button can be used to determine the next logical numeric value.
- ***Job Assignment Ids***: controls whether User Assigned or Computer Assigned Ids will be used for new records.
 1. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces.
 2. Computer Assigned Ids are numeric only and are automatically incremented every time a new record is started.

3. The  button can be used to determine the next logical numeric value.

4. This setting only applies if you are using the Job Order module of the Ultra32 software.
 - ***Job Order Ids***: controls whether User Assigned or Computer Assigned Ids will be used for new records.
 1. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces.
 2. Computer Assigned Ids are numeric only and are automatically incremented every time a new record is started.

3. The  button can be used to determine the next logical numeric value.

4. This setting only applies if you are using the Job Order module of the Ultra32 software.
 - ***TimeSlip Ids***: controls whether User Assigned or Computer Assigned Ids will be used for new records.
 1. User Assigned Ids are entered by you and can be alpha-numeric, special characters, and/or spaces.
 2. Computer Assigned Ids are numeric only and are automatically incremented every time a new record is started.

3. The  button can be used to determine the next logical numeric value.

4. This setting only applies if you are using the TimeSlip module of the Ultra32 software.

Basic Information: System Numbers

- ***Credit Memo***: controls what the next system generated number will be.
 1. The  button can be used to determine the next logical numeric value.
 2. This value can be overridden by the user at the time of use.
- ***Invoice***: controls what the next system generated number will be.
 1. The  button can be used to determine the next logical numeric value.
 2. This value can be overridden by the user at the time of use.
- ***Manual Invoice***: controls what the next system generated number will be.
 1. The  button can be used to determine the next logical numeric value.

2. This value can be overridden by the user at the time of use.
- ***Payroll Check***: controls what the next system generated number will be.
 1. The  button can be used to determine the next logical numeric value.
 2. This value can be overridden by the user at the time of use.
 - ***Manual Payroll Check***: controls what the next system generated number will be.
 1. The  button can be used to determine the next logical numeric value.
 2. This value can be overridden by the user at the time of use.

Billing

- ***Company Name, Address*** and etc: are used on A/R Statements, Credit Memos, and Invoices.
- ***Email Invoice - Contact Type***: controls which Customer Contact Type is included when the "A/R Statements (Email)", "Email Contract Service Invoices" and "Email Invoices" features are performed.

Billing: Accounts Receivable

- ***A/R Statement Header***: controls how Company Information is printed on the A/R Statement Header.
- ***A/R Statement Header (Email)***: controls how Company Information is printed on the A/R Statement (Email) Header.
- ***Credit Memo Header***: controls how Company Information is printed on the Credit Memo Header.
- ***A/R Aging Basis***: controls how the Invoice Age is calculated.
- ***Aging Range 1 - 6***: controls the A/R Aging Report columns.
- ***Store Credit Memo Sub Total Amounts By***: controls the ability to store Credit Memo amounts (Hourly Bill, Miscellaneous Bill, and Sales Tax) sub-total by the either TimeSlip Department Code, Location Code, Office Code, Sales 1 Code, or Sales 2 Code.

Billing: Default Values

- ***Invoice Type***: is used as the Default Value when a Customer is added.
- ***Bill Frequency***: is used as the Default Value when a Customer is added.

Billing: Invoices

- ***Print a Header***: controls how Company Information is printed on the Invoice.
- ***Print a Header (Email)***: controls how Company Information is printed on the Email Invoice.

- **Primary Sort:** controls how the Invoices will be sorted. If this option set to anything other than 'Select at Generate', the selected Primary Sort Order will always be used for Proposed Billing Report and Invoices.
- **Default Sort:** designates the default Primary Sort Order for Proposed Billing Report and Invoices as long as Primary Sort has not been designated. This option allows the Primary Sort Order to be changed each time Invoicing is processed.
- **Detail Line Sort:** controls how the Invoice Detail Lines will be sorted.
- **Detail Line - Date:** controls whether the TimeSlip Work Date or TimeSlip Batch Date is printed on Invoice Detail Line.
- **Detail Line - Date Header:** controls the column heading that appears above the Date on the Invoice Detail Line.
- **Detail Line - Additional:** controls which additional piece of information is printed on the Invoice Detail Line. Note, this settings only applies if you are using the TimeSlip module of the Ultra32 software.
- **Detail Line - Additional Header:** controls the column heading that appears above the **Detail Line - Additional** on the Invoice Detail Line. Note, this settings only applies if you are using the TimeSlip module of the Ultra32 software.
- **Include Customer Contact (Header):** if checked, the Contact Name (Customer Contact Type "A") will be included with the Customer Name/Address information on the Invoice.
- **Include Net Terms Description (Header):** if checked, the Net Terms Code Description will be included on the Invoice Header.
- **Include Schedule From/To Period (Header):** if checked, the Billing Period will be included on the Invoice Header. Note, this setting only applies if you are using the Scheduling module of the Ultra32 software.
- **Include Employee Name (Detail):** if checked, the Employee Name will be included on the Invoice Detail Line.
- **Include Hours & Amounts Totals:** if checked, a summary of the Hours and Bill Amounts will be included on the Invoice Footer.
- **Sub Total By:** is used to sort and sub total the Invoice Detail Line.
- **Sub Total Description:** controls the description on that appears on the Sub Total Line.
- **Disable the Invoice Post Cancel Option:** controls how the Invoice Post screen's is displayed.
 1. Select "Bypass" to automatically post Invoices.
 2. Select "Disable" to disable the Cancel the Invoice Post option.
- **Include Zero Dollar Contract Service Types:** controls which Miscellaneous Bill Types are included on a Contract Service Invoice when their bill amount is zero.

- ***Include Zero Dollar Special Charge Types***: controls which Miscellaneous Bill Types are included on an Invoice when their bill amount is zero.
- ***Contract Service Sort***: identifies how Contract Service items are sorted when billed on a Contract Service Invoice.
- ***Special Charge Sort***: identifies how Special Charge items are sorted when billed on an Invoice.
- ***Store Invoice Sub Total Amounts By***: controls the ability to store Invoice amounts (Hourly Bill, Miscellaneous Bill, and Sales Tax) sub-total by the either TimeSlip Department Code, Location Code, Office Code, Sales 1 Code, or Sales 2 Code.

Check-In

Note: These settings only apply if you are using the Automated Employee Check-In option. See the [Automated Employee Check-In](#) and the [Setup Check-In Preferences](#) sections in this User's Guide for more information.

Check-In: Default Values

Note: These settings only apply if you are using the Automated Employee Check-In option. See the [Automated Employee Check-In](#) and the [Setup Check-In Preferences](#) sections in this User's Guide for more information.

Check-In - Schedule Upload

Note: These settings only apply if you are using the Automated Employee Check-In option. See the [Automated Employee Check-In](#) and the [Setup Check-In Preferences](#) sections in this User's Guide for more information.

Check-In: Variance Report

Note: These settings only apply if you are using the Automated Employee Check-In option. See the [Automated Employee Check-In](#) and the [Setup Check-In Preferences](#) sections in this User's Guide for more information.

Payroll

- ***Company Name, Address*** and etc: are used on Payroll Tax Reports and if specified, Payroll Checks.

Payroll: Checks

- ***Print a Stub Header***: controls how Company Information is printed on the Payroll Check Stub.
- ***Print a Check Header***: controls how Company Information is printed on the Payroll Check.
- ***Detail Line - Date***: controls whether the TimeSlip Work Date or TimeSlip Batch Date is printed on Payroll Check Stub Detail Line.

- ***Detail Line - Date Header***: controls the column heading that appears above the Date on the Payroll Check Stub Detail Line.
- ***Detail Line - Additional***: controls which additional piece of information is printed on the Payroll Check Stub Detail Line. Note, the "Shift Start & End Time" setting only applies if you are using the Scheduling module of the Ultra32 software.
- ***Exclude Summary Information (Stub)***: if checked, the Pay Amount summaries are not printed on the Payroll Check Stub. This option is commonly used to make more room for more Detail Lines.
- ***Include Shift Period***: if checked, the Payroll Period will be included on the Payroll Check Stub. Note, this setting only applies if you are using the Scheduling module of the Ultra32 software.
- ***Include Signature File***: if checked, \ULTRA32\CUSTOM\PayrollCheck.JPG image file is printed on the Payroll Check. Note, this image file should be sized to 50 Pixels height by 250 Pixels width in either a BMP, GIF or JPG format.
- ***Exclude Account # on Direct Deposit***: if checked, the Account # is not printed on Direct Deposit Payroll Checks.
- ***Track Payroll Checks that are Not Posted***: if checked, the Ultra32 software will store Payroll Checks that were printed and not posted with a Payroll Check Status of "N".
- ***Primary Sort***: controls how the Payroll Checks will be sorted. If this option is set to anything other than 'Select at Generate', the selected Primary Sort Order will always be used for Proposed Payroll Report and Payroll Checks.
- ***Default Sort***: designates the default Primary Sort Order for Proposed Payroll Report and Payroll Checks as long as Primary Sort has not been designated. This option allows the Primary Sort Order to be changed each time Payroll is processed.
- ***Get Name From***: controls which fields the Employee Name will be retrieved from within the Employee's file.
- ***MICR Bank Account***: controls which MICR Bank Account Setup will be used when a MICR Payroll Check is processed. Note, this setting only applies if you are using the MICR Payroll Check option of the Ultra32 software.
- ***MICR Payroll Check Lock***: if checked, the Ultra32 system will try to prevent duplicate Payroll Check Numbers by ignoring the Starting Payroll Check Number option (Proposed Payroll/Payroll Check Print screen), and getting/setting the next Payroll Check # during the generate (versus the post) process.
 1. Any adjustments to the Starting Payroll Check Number must be performed via the System Preferences: Basic Information: System Numbers screen.
 2. Note, this setting should only be used if you are using the MICR Payroll Check option of the Ultra32 software.
- ***Exclude Non-Tax Deductions***: controls if the option to Exclude All Non-Tax Deductions from a QuickPay Payroll Check will be available, and if so, the option's default value. Note, this setting only applies if you are using the QuickPay option of the Ultra32 software.

- *Disable the Payroll Check Post Cancel Option*: controls how the Payroll Check Post screen's is displayed.
 1. Select "Bypass" to automatically post Payroll Checks.
 2. Select "Disable" to disable the Cancel the Payroll Check Post option.

Payroll: Default Values

- *Employee Type*: is used as the Default Value when an Employee is added.
- *Pay Frequency*: is used as the Default Value when an Employee is added.
- *State Tax Code*: is used when a State Tax Code is required, and the Employee's file is blank.
- *City Tax Code*: is used when a City Tax Code is required, and the Employee's file is blank.
- *Comp Code*: is used when a Comp Code is required, but one was not specified.
- *Salary Customer*: identifies which customer is to be used for job costing salary payroll.
 1. This value is required, but can be overridden in the employee file or during the salary payroll process.
 2. It is recommended to create a Non Billable Customer, with your company's information, for job costing salary payroll.
- *Salary Shift Pay Rule*: identifies which Payroll Rule will be applied to any schedules when a salary payroll employee is assigned to it. It is only used when the Payroll Rule in the schedule is blank.
 1. This setting only applies if you are using the Scheduling module of the Ultra32 software.
 2. This value is not required, and can be overridden in the employee file.
 3. See the *Pay & Bill Rule Table* section in this User's Guide for more information.
 4. The recommend value is "**NOH**" No Pay or Bill - Hide, since a salary payroll employee is typically not paid any additional wages when they are assigned to a schedule.
- *Salary Shift Bill Rule*: identifies which Bill Rule will be applied to any schedules when a salary payroll employee is assigned to it. It is only used when the Bill Rule in the schedule is blank.
 1. This setting only applies if you are using the Scheduling module of the Ultra32 software.
 2. This value is not required, and can be overridden in the employee file.
 3. See the *Pay & Bill Rule Table* section in this User's Guide for more information.
 4. The recommend value is "**[None]**", since a customer is typically billed regardless if an hourly or a salaried employee fills a schedule.
- *Salary Comp Code*: identifies which worker's compensation code is to be used for job costing salary payroll.

1. This value is required, but can be overridden in the employee file.

Schedule

Note: These settings only apply if you are using the Scheduling module of the Ultra32 software.

- *Display Barred From:* controls how a Barred From check is performed during a Schedule modification.
- *Display Time Conflict:* controls how a Time Conflict check is performed during a Schedule modification.
- *Display Un-Available:* controls how an Un-Availability check is performed during a Schedule modification.
- *Display Other Hours:* controls how the Other Hours calculation is performed during a Schedule modification.
- *Exclude Schedules that Start on Previous Day option's default value:* controls the default value displayed on the Schedule Data Entry, Selection Criteria screen. For example, period selected = 03/02/09 to 03/08/09 which is a Monday - Sunday. Normally, a Schedule that starts on Sunday 03/01/09 at 8:00PM and ends on Monday morning at 04:00AM would be included in the Data Entry RecordSet. If Exclude Schedules that Start on Previous Day is selected, those 03/01/09 Schedules would not be included in the Data Entry RecordSet.
- *Daylight-Savings Adjustment Applies to:* controls how the Daylight-Savings Time adjustment will affect Payroll and Billing.
 1. [Not Applicable]: disables the Schedule Received Option.
 2. All: enabled in the Customer, Employee, and Schedule Data Entry screens. Affects both the Payroll and Billing generate.
 3. Billing: enabled in the Customer, Employee, and Schedule Data Entry screens. Affects the Billing generate.
 4. Payroll: enabled in the Customer, Employee, and Schedule Data Entry screens. Affects the Payroll generate.
- *Cold Start Definition:* defines what constitutes a shift as a Cold Start.
 1. [Default]: a cold start is a shift where no other shifts for the same customer and work site ends sometime between its start and end times. For example, assume a Customer has two shifts. Shift A is Monday 06:00 to 14:00 and Shift B is Monday 14:00 to 22:00. Shift A is a cold start because there are no previous shifts. Shift B is NOT a cold start because Shift A ended at the same time Shift B began.
 2. Identical Start Dates: the same as above, except that the shifts' start date must also match. For example, assume a Customer has two shifts. Shift A is Monday 22:00 to 06:00 and Shift B is Tuesday 06:00 to 14:00. Shift A is a cold start because there are no previous shifts. Shift B is also a cold start because Shift A started on Monday, whereas Shift B started on Tuesday.

- 3. **Ignore Overlapping Shifts:** a cold start is a shift where no other shifts for the same customer and work site ends at the exact same time as its start time. For example, assume a Customer has two shifts. Shift A is Monday 06:00 to 14:15 and Shift B is Monday 14:00 to 22:00. Shift A is a cold start because there are no previous shifts. Shift B is also a cold start because Shift A did not end exactly at the same time Shift B began.
- **Email Individual Employee Schedule - Contact Type:** controls which Employee Contact Type is included when the "Individual Employee Schedule (Email)" feature is performed.
- **First Day of the Week:** is a global setting for the Invoicing, Payroll, Scheduling Data Entry screen, Scheduling Reports, and Visual Scheduler. Warning! This setting effects how overtime is calculated for both payroll and billing. It may be necessary to make manual adjustments for the first two payroll and billing cycles after this setting is changed. And it may be necessary to re-create Schedule based Quick Reports.

Schedule: Conflict Checking

- **If Identical Customer & Work Site:** controls the minimum time between shifts to avoid a Time Conflict.
 1. This setting only applies if you are using the Job Order and/or Scheduling modules of the Ultra32 software.
- **If Identical Customer Only:** controls the minimum time between shifts to avoid a Time Conflict.
 1. This setting only applies if you are using the Job Order and/or Scheduling modules of the Ultra32 software.
- **If Different Customers:** controls the minimum time between shifts to avoid a Time Conflict.
 1. This setting only applies if you are using the Job Order and/or Scheduling modules of the Ultra32 software.
- **Exclude Bill Rule Codes:** identifies which Schedule Bill Rule codes should be excluded from the Conflict Checking Process.
 1. This setting only applies if you are using the Scheduling module of the Ultra32 software.
- **Exclude Pay Rule Codes:** identifies which Schedule Pay Rule codes should be excluded from the Conflict Checking Process.
 1. This setting only applies if you are using the Scheduling module of the Ultra32 software.

Schedule: Contract Hours

Note: These settings only apply if you are using the Scheduling module of the Ultra32 software.

- **Variance Report - Tracking Type:** controls which Tracking Type will be used to store Customer Contract Hours data.
 1. If set to "[None]", you will not be able to generate the Schedule Contract Hours Variance Report.

2. Only Tracking Types that are available for usage in the Customer or Work Site are displayed.
- ***Exclude Bill Rule Codes:*** identifies which Schedule Bill Rule codes should be excluded from the Schedule Contract Hours Variance Report.
 1. Any shift that contains either an excluded bill rule code or an excluded pay rule code is NOT included in the Scheduled Hours calculation.
 2. The recommended setting is to exclude "Holiday Not Worked", "No Pay or Bill - Hide", "No Pay or Bill - Show", and all of the "...Negative Adjustment" items.
 - ***Exclude Pay Rule Codes:*** identifies which Schedule Pay Rule codes should be excluded from the Schedule Contract Hours Variance Report.
 1. Any shift that contains either an excluded bill rule code or an excluded pay rule code is NOT included in the Scheduled Hours calculation.
 2. The recommended setting is to exclude "Holiday Not Worked", "No Pay or Bill - Hide", "No Pay or Bill - Show", "Vacation Pay", and all of the "...Negative Adjustment" items.
 - ***Sub Total By Shift Field:*** controls which field is used to further categorize the Contract Hours. For example, your Contract may contain 200 hours for a Customer, sub categorized as 120 hours Un-Armed, and 80 hours Armed.
 1. If set to "[None]", all hours will categorized by Customer or Customer plus Work Site combination.

Schedule: Default Values

Note: These settings only apply if you are using the Scheduling module of the Ultra32 software.

- ***Shift Start Time:*** controls the default value when a Shift is added.
- ***Shift End Time:*** controls the default value when a Shift is added.

Schedule: Employee Lookup

Note: These settings only apply if you are using the Scheduling module of the Ultra32 software.

- ***Include Barred From Column/Filter:*** if checked, a Barred From column and filter is added to the Schedule Data Entry Employee Id lookup. This option is used to automatically exclude Employees who are Barred From the Customer/Work Site.
- ***Include History Column/Filter:*** if checked, a Work History column and filter is added to the Schedule Data Entry Employee Id lookup. This option is used to automatically exclude Employees who have not worked for the Customer/Work Site.
- ***Exclude History Filter/Column if More Than XXX Days Old:*** is used to control how many days prior to today's date before the History Column should be excluded. For example, if you are adding or editing a Shift from two months ago - the History filter probably should not be applied.

1. This setting only applies if the *Include History Column/Filter* setting is check marked.
- *Exclude Shifts More Than XXX Days Old from History*: is used to control how many days old before a Shift can not be considered to be Work History. For example, if an Employee has not worked at the Customer/Work Site in more than 180 days, you may not want to consider them as "current".
 1. This setting only applies if the *Include History Column/Filter* setting is check marked.
 2. CCS recommends that you begin with a value of "90" or more. Note, a value of "0" will cause every previous Shift to be excluded from there History evaluation.
- *Consider Shift as Work History Based On Status*: is used to control if a Shift can be considered as Work History based on its Payroll Check and/or Invoice status.
 1. This setting only applies if the *Include History Column/Filter* setting is check marked.
 2. CCS recommends that you begin with a value of "E" Either Invoiced or Paid.

Schedule: Pay/Bill Lock

Note: These settings only apply if you are using the Scheduling module of the Ultra32 software.

Note: These settings do not apply to other portions of the Ultra32 software, such as Data Maintenance.

- *Lock the Office Code When*: controls when the Shift Office Code field is locked (prevents changes via the Schedule Data Entry screen).
- *Lock the Location Code When*: controls when the Shift Location Code field is locked (prevents changes via the Schedule Data Entry screen).
- *Lock the Sales 1 Code When*: controls when the Shift Sales 1 Code field is locked (prevents changes via the Schedule Data Entry screen).
- *Lock the Sales 2 Code When*: controls when the Shift Sales 2 Code field is locked (prevents changes via the Schedule Data Entry screen).

Schedule: Permanent Week

- *Permanent Shift Flag*: controls the default value when a Shift is added.
- *Permanent Shift Expires*: controls the default value when a Shift is added.
- *Include Note Types*: identifies which Note items should be included when the Permanent Schedule Copy Utility is performed.
- *Include Miscellaneous Types*: identifies which Miscellaneous Pay and Bill items should be included when the Permanent Schedule Copy Utility is performed.
- *Permanent Week Definitions*: a user defined list periods used to make selecting Shifts for Data Entry and Reporting both simpler and quicker.

Schedule: Rates

Note: These settings only apply if you are using the Schedule module of the Ultra32 software.

- ***Regular Bill Rate Lookup Order:*** controls the order in which the Base Bill Rate is retrieved.
 1. The default setting is "Customer Rate", followed by "Employee Rate".
 2. See the [How is the Base Pay/Bill Rate Determined?](#) section in this User's Guide for more information.
 3. To activate the Employee & Customer/Work Site Based Pay & Bill option, select "Employee Rate with Customer", "Customer Rate", and finally "Employee Rate".
- ***Holiday Bill Rate Lookup Order:*** controls the order in which the Holiday Bill Rate is retrieved.
 1. The default setting is "Customer Rate", "Employee Rate", "Holiday Code", followed by "System Preference".
 2. See the [How is the Holiday Pay/Bill Rate Determined?](#) section in this User's Guide for more information.
 3. To activate the Employee & Customer/Work Site Based Pay & Bill option, select "Employee Rate with Customer", "Customer Rate", "Employee Rate", "Holiday Code", and finally "System Preference".
- ***Regular Pay Rate Lookup Order:*** controls the order in which the Base Pay Rate is retrieved.
 1. The default setting is "Customer Rate", followed by "Employee Rate".
 2. See the [How is the Base Pay/Bill Rate Determined?](#) section in this User's Guide for more information.
 3. To activate the Employee & Customer/Work Site Based Pay & Bill option, select "Employee Rate with Customer", "Customer Rate", and finally "Employee Rate".
- ***Holiday Pay Rate Lookup Order:*** controls the order in which the Holiday Pay Rate is retrieved.
 1. The default setting is "Customer Rate", "Employee Rate", "Holiday Code", followed by "System Preference".
 2. See the [How is the Holiday Pay/Bill Rate Determined?](#) section in this User's Guide for more information.
 3. To activate the Employee & Customer/Work Site Based Pay & Bill option, select "Employee Rate with Customer", "Customer Rate", "Employee Rate", "Holiday Code", and finally "System Preference".

Schedule: Visual Scheduler

Note: These settings only apply if you are using the Scheduling module of the Ultra32 software.

- *Include Customer Contact Type*: controls which Customer Contact Type's information will be displayed in the Visual Scheduler.
- *Include Employee Contact Type*: controls which Employee Contact Type's information will be displayed in the Visual Scheduler.
- *Include Schedule Note Type*: controls which Schedule Note Type's information will be displayed in the Visual Scheduler.
- *Display Shifts that Span Midnight on both Days*: if checked, a Shift that spans midnight will be displayed on the both the Starting and Ending Day columns.
- *Barred From Shift*: controls what color is used to display a Barred From Shift in the Visual Scheduler.
- *Conflict Shift*: controls what color is used to display a Conflict Shift in the Visual Scheduler.
- *Normal Shift*: controls what color is used to display a Normal Shift in the Visual Scheduler.
- *Over 40 Hours Shift*: controls what color is used to display an Over 40 Hours Shift in the Visual Scheduler.
- *Un-Assigned Shift*: controls what color is used to display an Un-Assigned Shift in the Visual Scheduler.
- *Un-Available Shift*: controls what color is used to display an Un-Available Shift in the Visual Scheduler.

Search

- *Customers with Active Status*: is the default value for the following Include Filters:
 1. Employee Search for Job Orders (SkillSEARCH)
 2. Employee Search for Work (Employee Dispatch)
- *Customers with Inactive Status*: is the default value for the following Include Filters:
 1. Employee Search for Job Orders (SkillSEARCH)
 2. Employee Search for Work (Employee Dispatch)
- *Customers with Prospect Status*: is the default value for the following Include Filters:
 1. Employee Search for Job Orders (SkillSEARCH)
 2. Employee Search for Work (Employee Dispatch)
- *Employees with Active Status*: is the default value for the following Include Filters:
 1. Customer Search for Employees (Employee Dispatch)
 2. Job Order Search for Employees (SkillSEARCH)
 3. Search for Employee (Employee Dispatch)

- *Employees with Inactive Status*: is the default value for the following Include Filters:
 1. Customer Search for Employees (Employee Dispatch)
 2. Job Order Search for Employees (SkillSEARCH)
 3. Search for Employee (Employee Dispatch)
- *Employees with Prospect Status*: is the default value for the following Include Filters:
 1. Customer Search for Employees (Employee Dispatch)
 2. Job Order Search for Employees (SkillSEARCH)
 3. Search for Employee (Employee Dispatch)
- *Job Orders with Active Status*: is the default value for the following Include Filters:
 1. Employee Search for Job Orders (SkillSEARCH)
- *Job Orders with Inactive Status*: is the default value for the following Include Filters:
 1. Employee Search for Job Orders (SkillSEARCH)

TimeSlip

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

- *Enter Employee Using*: controls whether the Employee Id or Employee SSN will be used in the TimeSlips Data Entry.
- *Display (Top Right Corner)*: controls how the Gross Pay \$, Gross Bill \$, Margin \$, and Margin % are displayed in the TimeSlips Data Entry.
- *First Day of the Week*: can be set globally for all Users or as a User Preference.
- *Display Warning if Pay or Bill Rate is Zero*: if checked, a warning is displayed whenever a TimeSlip is changed and either the Pay or Bill Rate is zero.

TimeSlip: Carry Over Utility

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

- *Include Groups*: identifies which "groups of data" are carried over from the source TimeSlip.
 1. Customer & Work Site: Customer Id, Site Code, and Job Order Id.
 2. Employee: Employee Id.
 3. Pay & Bill Hours: Regular, Overtime, and Double Time.
 4. Rates: Rate Code, Hour Type, Pay & Bill Rates, and Comp Code.
- *Include Items*: identifies which individual items are carried over from the source

TimeSlip.

- ***Set Focus To***: identifies which field the cursor will automatically be positioned to when a new TimeSlip is added. For example, if Customer data is carried over and Employee data is not...you may want the cursor to begin at the Employee Id.

TimeSlip: Contract Hours

- ***Variance Report - Tracking Type***: controls which Tracking Type will be used to store Customer Contract Hours data.
 1. If set to "[None]", you will not be able to generate the TimeSlip Contract Hours Variance Report.
 2. Only Tracking Types that are available for usage in the Customer or Work Site are displayed.
- ***Exclude Hour Types***: identifies which Hour Types should be excluded from the TimeSlip Contract Hours Variance Report.
 1. The recommended setting is to exclude "Holiday" and "Vacation" items.
- ***Sub Total By TimeSlip Field***: controls which field is used to further categorize the Contract Hours. For example, your Contract may contain 200 hours for a Customer, sub categorized as 120 hours LPN, and 80 hours RN.
 1. If set to " [None] ", all hours will categorized by Customer or Customer plus Work Site combination.

TimeSlip: Copy Utility

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

- ***Include Groups***: identifies which "groups of data" are copied from the source TimeSlip.
 1. Customer & Work Site: Customer Id, Site Code, and Job Order Id.
 2. Employee: Employee Id.
 3. Pay & Bill Hours: Regular, Overtime, and Double Time.
 4. Rates: Rate Code, Hour Type, Pay & Bill Rates, and Comp Code.
- ***Exclude Items***: identifies which individual items are not copied from the source TimeSlip.
- ***Set Focus To***: identifies which field the cursor will automatically be positioned to when a new TimeSlip is added. For example, if Customer data is copied and Employee data is not...you may want the cursor to begin at the Employee Id.

TimeSlip: Default Values

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

- ***Work/Week End Date*** and ***Batch Date***: controls the default value when a TimeSlip is

added.

- ***Enable the Default Value Setting Pecking Order:*** if checked, the following TimeSlip Default Values settings will be processed in a pecking order. For example, if the ***Retrieve Office Code*** setting is "Job Order", followed by "Customer", and then followed by "Employee". Then Ultra32 will first check the Job Order for a non blank value, if one is not found, it will then check the Customer for a non blank value. If one is not found, it will then check the Employee for a non blank value.
 1. Retrieve Sales Tax Code
 2. Retrieve Purchase Order No
 3. Retrieve Release No
 4. Retrieve Project Description
 5. Retrieve Department Code
 6. Retrieve Office Code
 7. Retrieve Location Code
 8. Retrieve Sales 1 Code
 9. Retrieve Sales 2 Code
 10. Retrieve Pay Frequency
- ***Retrieve Sales Tax Code:*** controls where the default value is retrieved from when a TimeSlip is added.
 1. See the ***Enable the Default Value Setting Pecking Order*** setting listed above for more information.
- ***Retrieve Purchase Order No:*** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. See the ***Enable the Default Value Setting Pecking Order*** setting listed above for more information.
- ***Retrieve Release No:*** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. See the ***Enable the Default Value Setting Pecking Order*** setting listed above for more information.
- ***Retrieve Project Description:*** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. See the ***Enable the Default Value Setting Pecking Order*** setting listed above for more information.

- **Retrieve Department Code:** controls where the default value is retrieved from when a TimeSlip is added.
 1. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.
- **Retrieve Office Code:** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. With the exception of "Job Order", it is not recommended to select more than one item.
 3. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.
- **Retrieve Location Code:** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. With the exception of "Job Order", it is not recommended to select more than one item.
 3. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.
- **Retrieve Sales 1 Code:** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. With the exception of "Job Order", it is not recommended to select more than one item.
 3. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.
- **Retrieve Sales 2 Code:** controls where the default value is retrieved from when a TimeSlip is added.
 1. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the value from the Job Order.
 2. With the exception of "Job Order", it is not recommended to select more than one item.
 3. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.
- **Retrieve Pay Frequency:** controls where the default value is retrieved from when a TimeSlip is added.
 1. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.
- **Retrieve Comp Code:** controls where the default value is retrieved from when a TimeSlip is added.
 1. See the *Enable the Default Value Setting Pecking Order* setting listed above for more information.

information.

- **Retrieve Pay Rates:** controls where the default values are retrieved from and the search order when a TimeSlip is added.
 1. The Ultra32 software checks each location, in the order specified, until a non zero value is found.
 2. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the values from the Job Order.
- **Retrieve Bill Rates:** controls where the default values are retrieved from and the search order when a TimeSlip is added.
 1. The Ultra32 software checks each location, in the order specified, until a non zero value is found.
 2. If a Job Order Id was entered in the TimeSlip and "Job Order" is specified, then the search will only retrieve the values from the Job Order.
- **TimeSlip Generate from Employee Assignments:** controls the default Pay and Bill Hold values when a TimeSlip is generated from Employee Assignments.

TimeSlip: Hours Display

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

- **Line 1 Amounts:** controls the Total Hours Summary is displayed on the TimeSlip Data Entry. For example, if set to "Employee, Batch Date" the Ultra32 software will display the total hours already entered (excluding the current TimeSlip) for the current employee with the same TimeSlip Batch Date.
- **Line 1 Caption:** controls the caption for the Total Hours Summary. For example, if the **Line 1 Amounts** were set to "Employee, Batch Date" you may wish to set the caption to "Other Hours:".
- **Line 2 Amounts:** controls the Total Hours Summary is displayed on the TimeSlip Data Entry. For example, if set to "Employee, Customer, Batch Date" the Ultra32 software will display the total hours already entered (excluding the current TimeSlip) for the current employee with the same Customer and TimeSlip Batch Date.
- **Line 2 Caption:** controls the caption for the Total Hours Summary. For example, if the **Line 2 Amounts** were set to "Employee, Customer, Batch Date" you may wish to set the caption to "This Customer:".

TimeSlip: Pay/Bill Lock

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

Note: These settings do not apply to other portions of the Ultra32 software, such as Data Maintenance.

- **Lock Fields if TimeSlip Paid:** identifies which items in the TimeSlip Data Entry screen

are "locked" when the TimeSlip is paid.

- *Lock Fields if TimeSlip Billed*: identifies which items in the TimeSlip Data Entry screen are "locked" when the TimeSlip is billed.
- *Lock Fields if TimeSlip Paid & Billed*: identifies which items in the TimeSlip Data Entry screen are "locked" when the TimeSlip is paid AND billed.

TimeSlip: Permanent

- *Use Permanent TimeSlip Copy Functionality*: controls whether or not the Permanent TimeSlip Flag and Expires On Date are displayed/used in TimeSlip Data Entry.
- *Default Permanent TimeSlip Flag*: controls the default value when a TimeSlip is added.
- *Default Permanent TimeSlip Expires On*: controls the default value when a TimeSlip is added.
- *Re-Use TimeSlip Id*: if checked, the source TimeSlip Id will be used when the Permanent TimeSlip Copy Utility is performed.
- *Set Pay Hold to*: is used to specify the default Pay Hold setting when the Permanent TimeSlip Copy Utility is performed.
- *Set Bill Hold to*: is used to specify the default Bill Hold setting when the Permanent TimeSlip Copy Utility is performed.
- *Include Note Types*: identifies which Note items should be included (copied) when the Permanent TimeSlip Copy Utility is performed.
- *Include Miscellaneous Types*: identifies which Miscellaneous Pay and Bill items should be included (copied) when the Permanent TimeSlip Copy Utility is performed.
- *Include Tracking Types*: identifies which Tracking items should be included (copied) when the Permanent TimeSlip Copy Utility is performed.

TimeSlip: Rates

Note: These settings only apply if you are using the TimeSlip module of the Ultra32 software.

- *Bypass Pay Rate on Add for Hour Types*: is used to block the ability to modify the Pay Rates for certain Hour Types when a TimeSlip is added. This feature is commonly used to prevent the user from accidentally changing a pre-define rate.
- *Bypass Pay Rate on Edit for Hour Types*: is used to block the ability to modify the Pay Rates for certain Hour Types when a TimeSlip is edited. This feature is commonly used to prevent the user from accidentally changing a pre-define rate.
- *Bypass Bill Rate on Add for Hour Types*: is used to block the ability to modify the Bill Rates for certain Hour Types when a TimeSlip is added. This feature is commonly used to prevent the user from accidentally changing a pre-define rate.

- *Bypass Bill Rate on Edit for Hour Types*: is used to block the ability to modify the Bill Rates for certain Hour Types when a TimeSlip is edited. This feature is commonly used to prevent the user from accidentally changing a pre-define rate.

Security System

The Ultra32 software features an advanced security system that can be tailored to fit your company's individual needs. You can setup the security to be as simple as prompting each user for a user id and password or as complex as creating specific add, edit, and delete rights.

To load the Security System screen, select the **System** menu, followed by the **Security Setup Info** menu option. Once loaded, the Security System can be divided into the following sections:

- Security Setup Page: is used to define parameters of the security system that will be applied to users.
- Groups Page: is used to create specific groups of security rights. For example, Customer Service Representatives can not access any payroll, billing, or accounts receivable functions.
- Users Page: is used to create and maintain the list of Ultra32 software users.
- Login Journal Page: is used to monitor the User log in and log out activity.
- Menu Rights Table: lists each of the main menu options in the Ultra32 software and its corresponding Access Rights label.
- Report Rights Table: lists each of the report options in the Ultra32 software and its corresponding Access Rights label.

Security Setup Page

Security Setup	Groups	Users	Login Journal
<p>Minimum Password Length <input type="text" value="1"/></p> <p>Minimum User Id Length <input type="text" value="3"/></p> <p>Maximum # of Concurrent Logins <input type="text" value="30"/></p> <p>Maximum # of Failed Login Attempts <input type="text" value="3"/></p> <p><input checked="" type="checkbox"/> Require Unique Passwords</p> <p>Force Password Change Every <input type="text" value="0"/> Days</p> <p>Default Access Level <input checked="" type="radio"/> Full Access <input type="radio"/> Read Only Access <input type="radio"/> No Access</p>			

- Minimum Password Length: must be greater than zero.
- Minimum User Id Length: must be greater than zero.

- ***Maximum # of Concurrent Logins:*** limits the maximum number of times a single user can login into the system concurrently.
 1. This limit does not apply to System Administrators.
 2. You can view who and the number of times a user is currently logged in on the Login Journal Page.
- ***Maximum # of Failed Login Attempts:*** limits the maximum number of times a single user can attempt to login into the Ultra32 software and fail, before their user account is made inactive.
 1. The most common reason a user login will fail is due to an invalid password.
 2. Once a user account is inactivated, the user will not be able to login until a System Administrator re-enables their account via the Users page.
- ***Require Unique Passwords:*** forces all users to have a unique password. Whenever a user changes their password, they will not be allowed to use the same password again.
- ***Force Password Change Every:*** forces all users to change their password every "XX" number of days. Set this value to zero to disable this requirement.
- ***Default Access Level:*** is used to designate a default level of access that is applied to all users, including System Administrators. If you do not wish to impose specific security rights, we recommend that you leave this option set to "Full Access".
 1. "Full Access" should be used when it is easier to create a group of rights that impose specific limits. For example, all users have full access to all features, but only certain users can have access to the Bank Account Reconciliation.
 2. "Read Only Access" and "No Access" should be used when it is easier to create a group of rights that grant special permission. For example, all users are restricted from all features, besides those defined for their group.
 3. See the [Groups Page](#) section in this User's Guide for more information.

Groups Page

The screenshot shows the 'Groups Page' interface. At the top, there are tabs: 'Security Setup', 'Groups' (which is selected), 'Users', and 'Login Journal'. Below the tabs, the 'Group Name' is set to 'Front Office Staff'. The 'Description' field contains a sample note about access to basic information. A large central area is titled 'Access Right' and lists several system functions: 'Accounts Receivable -- Print Late Charge', 'Accounts Receivable -- Reports', 'Agency Code', and 'Agency Code - Add'. To the right of these, under 'Access Level', there are three radio buttons: 'Full Access' (selected), 'Read Only', and 'No Access'. Below this section is a button labeled 'Select Rights...'. Further down, a question asks 'What Access Level should be assigned to New Rights records?' with the same three radio button options. The 'Full Access' option is selected.

This page is used to define and maintain the groups of security rights. For example, you may have a group called "Front Office Staff" that allows access to only the Customer and Employee information. You could also have a group called "Payroll Clerk" that allows access to Customer, Employee, TimeSlip, and Payroll information. There is no practical limit on the number of security groups that you can define.

- **Group Name:** a user defined name for the group of system rights. For example, Customer Service Representatives, Front Office, Payroll Clerk, etc, etc.
- **Description:** free form notes used to describe the group.
- **Access Right:** describes a particular function or feature of the Ultra32 software that can be secured. For example, "Customer - Add" represents the ability to add new customers, "Customer -- Reports" represents the ability to run customer reports.
 1. See the [Access Right Description Table](#) section in this User's Guide for more information.
 2. Use the **Select Rights...** button to display an Item Selection Window of access rights. Within this window, you can select which access rights are part of the group.
- **Access Level:** represents one of three possible settings for each **Access Right**.
 1. See the [Access Right Description Table](#) section in this User's Guide for more information.

Access Right Description Table

Access Right	Description	Level: Full Access	Level: Read Only Access	Level: No Access
Customer	The ability to access the Customer Data Entry menu option.	The menu option is enabled.	The menu option is disabled.	The menu option is disabled.
Customer - Add	The ability to add new customers.	The user can perform adds.	The user can not perform adds.	The user can not perform adds.

Customer - Delete	The ability to delete existing customers.	The user can perform deletes.	The user can not perform deletes.	The user can not perform deletes.
Customer - Edit	The ability to edit existing customer records.	The user can perform edits.	The user can not perform edits.	The user can not perform edits.
Customer - Contact Info	The ability to access the Customer Contact Page.	The user can perform adds, deletes, and edits to the contact information.	The user can only view the contact information.	The user can not change or view contact information.
Customer -- Contact Reports	The ability to run the Customer Contact Reports.	The user can preview and print the reports.	The user can only preview the reports.	The user can not preview or print the reports.

Note: The Access Right Description Table displayed above uses the Customer as an example, however, these same samples would also apply to Employee, TimeSlip, and etc.

Users Page

The screenshot shows the 'Security:1' application window with the 'Users' tab selected. The interface includes fields for User Id, First Name, Last Name, Password, Confirm Password, Password Changed, Inactive status, System Administrator role, Group assignment, and lists for Accessible and Inaccessible Data File Sets. There are also 'Select' buttons next to the scrollable lists and a license checkbox at the bottom.

The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Inactive:** enables/disables the currently selected user.
- **System Administrator:** indicates whether or not this user is a System Administrator. The following functions in the Ultra32 software require System Administrator Rights:
 1. Access and/or modify the Security Setup Info.

2. Add, review, delete Email Accounts for all users.
 3. Modify the System Preferences.
 4. Modify the System Setup Types.
 5. Perform the Data File Set Update Utility.
 6. Restore a Backup.
 7. Review and delete Email Message History.
 8. Review and install Tax Table Updates.
 9. Save and/or clear any of the report System Default Values.
 10. Perform the Database Validate Utility.
 11. Perform an Application Log Out.
- ***Group***: indicates which group of rights will be applied to this user. See the [Groups Page](#) section in this User's Guide for more information.
 - ***Accessible Data File Sets***: identifies which Data File Sets the user is allowed to access.
 1. A System Administrator can access any Data File Set, regardless of this setting.
 2. If left blank, the user would be allowed access to all Data File Sets.
 3. If one or more Data File Sets are selected, the ***Inaccessible Data File Sets*** control is disabled.
 - ***Inaccessible Data File Sets***: identifies which Data File Sets the user is not allowed access to.
 1. A System Administrator can access any Data File Set, regardless of this setting.
 2. If left blank, the user would be allowed access to all Data File Sets.
 3. If one or more Data File Sets are selected, the ***Accessible Data File Sets*** control is disabled.
 - ***Report Writer Professional License User***: indicates if the User has the ability to create/edit reports in the Ultra32 Report Writer.
 1. This feature only applies if you are using the Report Writer option of the Ultra32 software and have not already assigned all of the Report Writer Professional Licenses.

Login Journal Page

User Id	Logged In	Logged Out	Cleared
FRONT OFFICE	01/15/2001 07:58 AM	01/15/2001 12:01 PM	/ / : : : AM
FRONT OFFICE	01/15/2001 12:58 PM	01/15/2001 05:06 PM	/ / : : : AM
FRONT OFFICE	01/16/2001 08:01 AM	01/16/2001 11:59 AM	/ / : : : AM
FRONT OFFICE	01/16/2001 01:00 PM	01/16/2001 05:10 PM	/ / : : : AM
FRONT OFFICE	01/17/2001 08:00 AM	/ / : : : AM	01/17/2001 09:11 AM
ADMIN	01/17/2001 09:10 AM	01/17/2001 09:15 AM	/ / : : : AM
FRONT OFFICE	01/17/2001 09:13 AM	01/17/2001 12:05 PM	/ / : : : AM
FRONT OFFICE	01/17/2001 01:03 PM	01/17/2001 05:03 PM	/ / : : : AM
FRONT OFFICE	01/18/2001 08:00 AM	/ / : : : AM	/ / : : : AM
ADMIN	01/18/2001 08:15 AM	/ / : : : AM	/ / : : : AM

 Purge regardless of Logged Out/Cleared Status

Displays a chronological list of User logins and log outs. The majority of the fields are self explanatory, however the following is a list of fields that need special mentioning:

- **Logged In:** represents the date and time the user successfully logged into the Ultra32 software. The date and time is retrieved from the individual user's workstation.
- **Logged Out:** represents the date and time the user successfully logged out of the Ultra32 software.
 1. If the user abnormally terminated the Ultra32 software, the logged out date and time is not updated. An example of an abnormal termination could be a power failure or a disconnection.
- **Cleared:** represents the date and time a System Administrator cleared the Login Journal record.
- The button is used to update the **Cleared** field of a user who did not properly log out of the Ultra32 software.
- The button is used to permanently remove all Login Journal records with either a **Logged Out** or **Cleared** date and time stamp.
 1. If the **Purge Regardless of Logged Out/Cleared Status** is checked, all Login Journal records are removed.

Note: If a user has abnormally terminated the Ultra32 software, he or she may not be able to log back into the Ultra32 if the **Maximum # of Concurrent Logins** has been reached. To remedy the problem, clear any Login Journal records for the user in which there is no **Logged Out** date and time stamp.

Menu Rights Table

Menu	Menu Option	Access Right
Data Entry: Customer & Employee...	Customer & Work Site	Customer
	Work Site	Customer
	Employee	Employee
	Customer Utilities	Customer Utility
	Employee Utilities	Employee Utility
Data Entry: Job Order...	Job Order & Job Assignment	Job Order
	Job Assignment	Job Assignment
	Job Order Utilities	Job Order Utility
	Job Order TimeSlip Generate	Job Order TimeSlip Generate
Data Entry: Schedule...	Schedule	Schedule
	Visual Scheduler	Schedule
	IVR Exception	IVR Exception
	Schedule Utilities	Schedule Utility
Data Entry: TimeSlip...	TimeSlip	TimeSlip
	TimeSlip Utilities	TimeSlip Utility
Data Entry	Payroll Check	Payroll Check
	Tax Deposit	Tax Deposit
	Invoice	Invoice
	A/R Cash Receipt	Cash Receipt
	A/R Credit Memo	Credit Memo
	Job Cost Adjustment	Job Cost Adjustment
Data Entry: System Files...	Group & Skill	Groups & Skills
	Position Code	Position Code
	Agency Code	Agency Code
	Alert Group	Alert Group
	Category Code	Category Code
	Comp Code	Comp Code
	Holiday Code	Holiday Code
	Rate Code	Rate Code
	SalesTax Code	SalesTax Code
	Validation Code	Validation Code
Reports	New Hire Reporting	New Hire Reporting
	Quick Reports	Quick Reports
	Report Writer	Report Writer
Reports: Job Order & SkillSEARCH...	Employee Search for Job Orders	Employee Search for Job Orders
	Job Order Search for Employees	Job Order Search for Employees
Reports: Schedule & Dispatch...	Customer Search for Employees	Customer Search for Employees
	Employee Search for Customers	Employee Search for Customers
Reports: Payroll...	1099-MISC Reporting	1099-MISC Reporting
	Direct Deposit Export	Direct Deposit Export
	Quarterly City Wage Reporting	Quarterly City Wage Reporting
	Quarterly State Wage Reporting	Quarterly State Wage Reporting
	W-2 Reporting	W-2 Reporting

Tools	Search by Phone #	Search by Phone #
	Search Notes & Comments	Search Notes & Comments
	Bank Account Reconciliation	Reconciliation
	Bank Account Reconciliation Reports	Reconciliation -- Reports
	MICR Payroll Check Setup	MICR Check Setup
	Data File Set Merge	DataSet Merge
	File Transfer Receive	File Transfer
	File Transfer Send	File Transfer
	General Ledger Setup	General Ledger
	General Ledger Export/Reports	General Ledger -- Reports
	Group Email	Email
	Email Accounts	Email
	Mail Merge	Mail Merge
	Data Export	Data Export
	Data Import	Data Import
	Data Maintenance	Data Maintenance
	Federal Tax Table Setup	Tax Tables
	General Tax Table Setup	Tax Tables
	Deduction/Exemption Tax Table Setup	Tax Tables
	Graduated Tax Table Setup	Tax Tables
	Cross Reference Tax Table Setup	Tax Tables
	Tax Table Update Utility	Tax Tables

Report Rights Table

Menu Option	Report Selection	Access Right
Data Entry: Customer & Employee: Customer Utilities	Customer Branch Id Change	Customer Utility -- Branch Id Change
	Customer Contact Copy	Customer Utility -- Contact Copy
	Customer Contact Delete	Customer Utility -- Contact Delete
	Customer Contract Service Charge Copy	Customer Utility -- Contract Charge Copy
	Customer Contract Service Charge Delete	Customer Utility -- Contract Delete
	Customer Delete	Customer Utility -- Delete
	Customer Document Delete	Customer Utility -- Document Delete
	Customer Note Copy	Customer Utility -- Note Copy
	Customer Note Delete	Customer Utility -- Note Delete
	Customer Rate Copy	Customer Utility -- Rate Copy
	Customer Rate Delete	Customer Utility -- Rate Delete
	Customer Skill Copy	Customer Utility -- Skill Copy

	Customer Skill Delete	Customer Utility -- Skill Delete
	Customer Special Charge Copy	Customer Utility -- Special Charge Copy
	Customer Special Charge Delete	Customer Utility -- Special Delete
	Customer Status Change	Customer Utility -- Status Change
	Customer Tracking Copy	Customer Utility -- Tracking Copy
	Customer Tracking Delete	Customer Utility -- Tracking Delete
Data Entry: Customer & Employee: Employee Utilities	Employee Branch Id Change	Employee Utility -- Branch Id Change
	Employee Contact Copy	Employee Utility -- Contact Copy
	Employee Contact Delete	Employee Utility -- Contact Delete
	Employee Deduction Copy	Employee Utility -- Deduction Copy
	Employee Deduction Delete	Employee Utility -- Deduction Delete
	Employee Delete	Employee Utility -- Delete
	Employee Document Delete	Employee Utility -- Document Delete
	Employee EIC Status Change	Employee Utility -- EIC Status Change
	Employee Miscellaneous Pay Copy	Employee Utility -- Misc Pay Copy
	Employee Miscellaneous Pay Delete	Employee Utility -- Misc Pay Delete
	Employee Note Copy	Employee Utility -- Note Copy
	Employee Note Delete	Employee Utility -- Note Delete
	Employee Rate Copy	Employee Utility -- Rate Copy
	Employee Rate Delete	Employee Utility -- Rate Delete
	Employee Skill Copy	Employee Utility -- Skill Copy
	Employee Skill Delete	Employee Utility -- Skill Delete
	Employee Status Change	Employee Utility -- Status Change
	Employee Tax Setup Copy	Employee Utility -- Tax Setup Copy
	Employee Tax Setup Delete	Employee Utility -- Tax Setup Delete
	Employee Tracking Copy	Employee Utility -- Tracking Copy
	Employee Tracking Delete	Employee Utility -- Tracking Delete

	Employee Un-Available Time Copy	Employee Utility -- Un-Available Copy
	Employee Un-Available Time Delete	Employee Utility -- Un-Available Delete
Data Entry: Job Order: Job Order Utilities	Job Order Contact Copy	Job Order Utility -- Contact Copy
	Job Order Contact Copy from Customer	Job Order Utility -- Contact Copy Cust
	Job Order Contact Delete	Job Order Utility -- Contact Delete
	Job Order Delete	Job Order Utility -- Delete
	Job Order Document Delete	Job Order Utility -- Document Delete
	Job Order Note Copy	Job Order Utility -- Note Copy
	Job Order Note Copy from Customer	Job Order Utility -- Note Copy Customer
	Job Order Note Delete	Job Order Utility -- Note Delete
	Job Order Rate Copy	Job Order Utility -- Rate Copy
	Job Order Rate Copy from Customer	Job Order Utility -- Rate Copy Customer
	Job Order Rate Delete	Job Order Utility -- Rate Delete
	Job Order Skill Copy	Job Order Utility -- Skill Copy
	Job Order Skill Delete	Job Order Utility -- Skill Delete
	Job Order Status Change	Job Order Utility -- Status Change
	Job Order Tracking Copy	Job Order Utility -- Tracking Copy
	Job Order Tracking Copy from Customer	Job Order Utility -- Tracking Copy Cust
	Job Order Tracking Delete	Job Order Utility -- Tracking Delete
Data Entry: Job Order: Job Order TimeSlip Generate	TimeSlip Generate from Employee Assignments TimeSlip Generate from Employee Assignments (Weekly)	Job Order TimeSlip Generate
Data Entry: Schedule: Schedule	Copy Single Shift Record	Schedule Copy Utility
	Schedule Search for Employees	Schedule Search for Employees
Data Entry: Schedule: Schedule Utilities	Daylight Savings Time Adjustment	Schedule Utility -- DST Adjustment
	Schedule Delete by Customer	Schedule Utility -- Delete
	Schedule Delete by Employee	Schedule Utility -- Delete
	Schedule Document Delete	Schedule Utility -- Document Delete
	Schedule Import	Schedule Utility -- Import
	Permanent Schedule Copy	Schedule Utility --

		Permanent Shift Copy
	Schedule Note Copy	Schedule Utility -- Note Copy
	Schedule Note Delete	Schedule Utility -- Note Delete
	Schedule Received Status Change	Schedule Utility -- Receive Status
	Search & Replace Employee	Schedule Utility -- Search & Replace
	Schedule Tracking Copy	Schedule Utility -- Tracking Copy
	Schedule Tracking Delete	Schedule Utility -- Tracking Delete
Data Entry: TimeSlip: TimeSlip Utilities	TimeSlip Delete by Customer	TimeSlip Utility -- Delete
	TimeSlip Delete by Employee	TimeSlip Utility -- Document Delete
	TimeSlip Document Delete	TimeSlip Utility -- Import
	TimeSlip Import	TimeSlip Utility -- Note Delete
	TimeSlip Note Copy	TimeSlip Utility -- Note Copy
	TimeSlip Tracking Copy	TimeSlip Utility -- Tracking Delete
	TimeSlip Tracking Delete	TimeSlip Utility -- Tracking Delete
Reports: Customer	Customer Audit Log Report	Audit Log -- Reports
	Customer Payroll and Billing Setup Report	Customer -- Billing Reports
	Customer Contact Report	Customer -- Contact Reports
	Customer Cross Reference Report	
	Customer Quick Listing Report	
	Customer Barred From Report	Customer -- General Reports
	Customer Check-In Setup Report	
	Customer Check-In Setup with Inheritance Report	
	Customer Detail Report	
	Customer Document Report	
	Customer Labels	
	Customer Master Report	
	Duplicate Customer Id Report	
	Customer Notes Report	Customer -- Notepad Reports
	Customer Contract Service Charges Report	Customer -- Rate Reports
	Customer Pay and Bill Rate Report	
	Customer Special Charges Report	
	Customer Skills Report	Customer -- Skill Reports
Reports: Employee	Customer Skills with Inheritance Report	
	Customer Tracking Report	Customer -- Tracking Reports
Reports: Employee	Employee Audit Log Report	Audit Log -- Reports

	Employee Direct Deposit Setup Report Duplicate Employee Direct Deposit Account Report Duplicate Employee Id Report Duplicate Employee SSN Report Employee Barred From Report Employee Check-In Setup Report Employee Detail Report Employee Document Report Employee EEOC Report Employee ID Cards Employee Labels Employee List for Police Report Employee Master Report Employee Un-Available Report	Employee -- Direct Deposit Reports Employee -- General Reports
	Employee Notes Report	Employee -- Notepad Reports
	Employee Accumulated Hours Report Employee Auxiliary Deduction Setup Report Employee Deduction Setup Report Employee Miscellaneous Pay Setup Report Employee Payroll Setup Report Employee Tax Setup Report	Employee -- Payroll Reports
	Employee Cross Reference Report Employee Phone Report Employee Quick Listing Report	Employee -- Phone/Contact Reports
	Employee Pay and Bill Rate Report	Employee -- Rate Reports
	Employee Skills Report	Employee -- Skill Reports
	Employee Tracking Report	Employee -- Tracking Reports
Reports: New Hire Reporting	<Multiple Reports>	New Hire Reporting
Reports: Job Order & SkillSEARCH: Job Order	Job Order Contact Report	Job Order -- Contact Reports
	Job Order Detail Report Job Order Document Report Job Order Master Report	Job Order -- General Reports
	Job Order Notes Report	Job Order -- Notepad Reports
	Job Order Pay and Bill Rate Report	Job Order -- Rate Reports
	Job Order Skills Report	Job Order -- Skill Reports
	Job Order Tracking Report	Job Order -- Tracking Reports
Reports: Job Order & SkillSEARCH: Job Assignment	Job Assignment Master Report Job Assignment Order Fill Report Job Assignment Schedule Report Job Assignment Schedule by Employee Report	Job Assignment -- Reports

Reports: Job Order & SkillSEARCH: Employee Search for Job Orders	Employee Search for Job Assignments Employee Search for Job Assignments (Viewer) Employee Search for Job Orders Employee Search for Job Orders (Viewer)	Employee Search For Job Orders
Reports: Job Order & SkillSEARCH: Job Order Search for Employees	Job Order Search for Employees Job Order Search for Employees (Viewer)	Job Order Search for Employees
Reports: Job Order & SkillSEARCH: Work Ticket Print	Work Ticket Print Work Ticket Print (Dot Matrix)	Job Order -- Print Work Tickets
Reports: Schedule & Dispatch: Schedule	Schedule Audit Log Report Individual Employee Schedules (Email) Conflict Report Customer Master Schedule Report Daily Check-In Report Daily Sign-In Report Employee Availability Report Employee Master Schedule Report Hourly Check-In Report Individual Employee Schedules Over/Under Hours Report Schedule Contract Hours Variance Report Schedule Document Report Schedule Master Report Schedule Notes Report Schedule Received Status Report Schedule Tracking Report Unassigned Shifts Report	Audit Log -- Reports Schedule -- Email Employee Schedules Schedule -- Reports
Reports: Schedule & Dispatch: Check-In	Check-In Report Check-In Results Report Check-In Results by Customer & Shift Report Check-In Results by Customer Report Check-In Results by Employee & Shift Report Check-In Results by Employee Report Check-In by Customer Report Check-In by Employee Report Exception Report Variance Report Variance by Customer & Shift Report Variance by Customer Report Variance by Employee & Shift Report Variance by Employee Report	Check-In -- Reports
Reports: Schedule & Dispatch: Customer Search for Employees	Customer Search for Employees Customer Search for Employees (Viewer)	Customer Search for Employees

Reports: Schedule & Dispatch: Employee Search for Customers	Employee Search for Customers Employee Search for Customers (Viewer)	Employee Search for Customers
Reports: TimeSlip	TimeSlip Audit Log Report TimeSlip Billing Summary Report TimeSlip Combined Payroll and Billing Report TimeSlip Conflict Report TimeSlip Contract Hours Variance Report TimeSlip Document Report TimeSlip Hours Analysis Report TimeSlip Hours Report TimeSlip Master Report TimeSlip Miscellaneous Pay and Bill Report TimeSlip Notes Report TimeSlip Payroll Summary Report TimeSlip Tracking Report TimeSlip Turn-Around Report TimeSlip Work History By Employee Report TimeSlip Work Roster Report Work History Report	Audit Log -- Reports TimeSlip -- Reports
Reports: Payroll: Proposed Payroll/Check Print	MICR Payroll Checks Payroll Checks Proposed Payroll Report	Payroll -- Print Checks Payroll -- Proposed Payroll Report
Reports: Payroll: Payroll Check Registers	Accumulated Payroll Check Hours Report Employee Payroll History Report Missing Payroll Check Report Payroll Check Deduction Report Payroll Check Deduction by Agency Report Payroll Check Hours Report Payroll Check Hours by Rate Code Report Payroll Check Master Report Payroll Check Miscellaneous Pay Report Payroll Check Register Report Payroll Check Sign Off Report Payroll Check Summary Report Payroll Check Summary by Employee Report Payroll Check Tax Report	Payroll -- Registers and Reports
Reports: Payroll: Payroll Tax	City and Local Income Tax Report Combined Tax Report Disability Insurance Report Earned Income Credit Tax Report Federal Tax Report Federal Unemployment Tax Report Form 940: Employer's Annual Federal Unemployment Tax Return	Payroll -- Tax Reports

	Worksheet Form 941 Schedule B: Employer's Record of Federal Tax Liability Worksheet Form 941: Employer's Quarterly Federal Tax Return Worksheet Form 941: Employer's Quarterly Federal Tax Return Worksheet (Rev. 1/2005) Form 945: Annual Return of Withheld Federal Income Tax Worksheet Medicare Tax Report Payroll Liability Worksheet School Tax Report Social Security Tax Report State Income Tax Report State Miscellaneous Tax Report State Unemployment Tax Report	
	Tax Deposit Report	Tax Deposit -- Reports
Reports: Payroll: Quarterly City Wage Reporting	<Multiple Reports>	Quarterly City Wage Reporting
Reports: Payroll: Quarterly State Wage Reporting	<Multiple Reports>	Quarterly State Wage Reporting
Reports: Payroll: 1099-MISC Reporting	<Multiple Reports>	1099-MISC Reporting
Reports: Payroll: W-2 Reporting	<Multiple Reports>	W-2 Reporting
Reports: Payroll: Direct Deposit Export	ACH Export File Re-Create ACH Export File	Direct Deposit Export
Reports: Payroll: Workers Compensation	Worker's Compensation Report Worker's Compensation by Comp Code Report Worker's Compensation by Customer Report Worker's Compensation by Employee Report Worker's Compensation by Hourly Amount Report	Payroll -- Worker's Compensation Reports
Reports: Invoicing: Proposed Billing/Invoice Print	Invoices	Invoice -- Print Invoices
	Proposed Billing Report	Invoice -- Proposed Billing Report
Reports: Invoicing: Invoice Print	Invoice Reprint	Invoice -- Print Invoices
Reports: Invoicing: Invoice Email	Email Invoices	Invoice -- Email Invoices
Reports: Invoicing: Contract Service Proposed Billing/Invoice Print	Contract Service Invoices	Invoice -- Print Invoices
	Proposed Contract Service Billing Report	Invoice -- Proposed Billing Report
Reports: Invoicing: Contract Service Invoice Reprint	Contract Service Invoice Reprint	Invoice -- Print Invoices
Reports: Invoicing: Contract Service Invoice Email	Email Contract Service Invoices	Invoice -- Email Invoices
Reports: Invoicing: Invoice Registers	Invoice Hours Report Invoice Hours by Rate Code Report Invoice Master Report	Invoice -- Registers and Reports

	Invoice Miscellaneous Bill Report Invoice Sales Register Report Invoice Sales Register by Customer Report Invoice Sales Tax Report Invoice Sales by Sales Code Report Invoice Summary by Employee Report Invoice Summary by Employee Report 2 Invoice Summary by Job Order Report Invoice Summary by Work Date Report Invoice Summary by Work Date Report 2	
Reports: Accounts Receivable	A/R Statements (Email) A/R Aging Report A/R Aging Report By Range A/R Cash Receipts Posted Report A/R Deposit Detail Report A/R Late Charge Activity Report A/R Statements Credit Limit Report Invoice Balance Report Invoice Transaction History Report Retro-Active A/R Aging Report Sales Tax Collection Report	Accounts Receivable -- Email Statements Accounts Receivable -- Reports
	Credit Memo Credit Memo Hours Distribution Report Credit Memo Master Report Credit Memo Miscellaneous Bill Distribution Report Credit Memo Sales Tax Distribution Report	Credit Memo -- Reports
Reports: Proposed A/R Late Charge	Proposed A/R Late Charge Report	Accounts Receivable -- Print Late Charge
Reports: Job Cost & Sales Analysis	Job Cost Report 12 Period Hours Analysis Report 12 Period Sales Analysis Report Hours Analysis Report Prior Year Hours Comparison Report Prior Year Sales Comparison Report	Job Cost -- Reports Sales Analysis -- Reports
Reports: Miscellaneous	Agency Code Report Alert Group Report Category Code Report Comp Code Report Groups and Skills Report Holiday Code Report	Agency Code -- Reports Alert Group -- Reports Category Code -- Reports Comp Code -- Reports Groups and Skills -- Reports Holiday Code -- Reports

	Position Code Report	Position Code -- Reports
	Rate Code Report	Rate Code -- Reports
	Sales Tax Report	SalesTax Code -- Reports
	To Do List Report	To Do List -- Reports
	Validation Code Report	Validation Code -- Reports
Tools: To Do List	To Do List Report	To Do List -- Reports
Tools: Bank Account Reconciliation	Cleared Items Import	Data Import -- Cleared Items
Tools: Bank Account Reconciliation Reports	Missing Items Report Reconciliation Report Uncleared Items Report	Reconciliation -- Reports
Tools: Data File Set Merge	Duplicate Social Security Report	DataSet Merge
Tools: General Ledger Export/Reports	G/L Account Listing Report General Ledger Export to Business Works General Ledger Export to Business Works Gold General Ledger Export to Generic File General Ledger Export to Peachtree 2002 General Ledger Export to QuickBooks Pro 4 thru 2002 General Ledger Report Re-Create General Ledger Export to Business Works Re-Create General Ledger Export to Business Works Gold Re-Create General Ledger Export to Generic File Re-Create General Ledger Export to Peachtree 2002 Re-Create General Ledger Export to QuickBooks Pro 4 thru 2002	General Ledger -- Reports
Tools: Group Email	Customer Group Email	Email -- Customer
	Employee Group Email	Email -- Employee
Tools: Mail Merge	Customer Address & Telephone	Mail Merge -- Customer
	Employee Address & Telephone	Mail Merge -- Employee
Tools: Data Export	A/R Transaction Information	Data Export -- A/R Transaction Information
	Agency Code Information	Data Export -- Agency Code Information
	Barred From Information	Data Export -- Barred From Information
	Category Code Information	Data Export -- Category Code Information
	Payroll Check Deductions to SRC	Data Export -- Check Deduction to SRC
	Comp Code Information	Data Export -- Comp Code Information

	Credit Memo Information Credit Memo Information Hours Credit Memo Information Miscellaneous Credit Memo Information SalesTax	Data Export -- Credit Memo Information
	Customer Information Customer Information Contacts Customer Information Documents Customer Information Miscellaneous Charges Customer Information Notes Customer Information Rates Customer Information Requirements Customer Information Tracking	Data Export -- A/R Transaction Information
	Customers to QuickBooks (IIF Format)	Data Export -- Customer to QB
	Employee 401k Benefits	Data Export -- Employee 401k Benefits
	Employee Information Employee Information Auxiliary Deductions Employee Information Contacts Employee Information Documents Employee Information Notes Employee Information Rates Employee Information Skills Employee Information Tax Setups Employee Information Tracking Employee Information UnAvailability	Data Export -- Employee Information
	Employees to Comdata - Payment Services	Data Export -- Employee to CPS
	Groups and Skills Information	Data Export -- Group Information
	Holiday Code Information	Data Export -- Holiday Code Information
	Invoice Information Invoice Information Hours Invoice Information Miscellaneous Invoice Information SalesTax	Data Export -- Invoice Information
	Invoices to QuickBooks (IIF Format)	Data Export -- Invoice to QB
	Job Cost Adjustment Information	Data Export -- Job Cost Adj Information
	Job Order Information Job Order Information Assignments Job Order Information Contacts Job Order Information Documents Job Order Information Employee Assignments Job Order Information Notes Job Order Information Rates	Data Export -- Job Order Information

	Job Order Information Requirements Job Order Information Tracking Job Order Information Work Tickets	
	Mangrove Time	Data Export -- Mangrove Time
	Net Profit (Client Customer Directory) Net Profit (Client Paycheck) Net Profit (Employee Payroll Data Format - Rev 2004) Net Profit (Employee Payroll Data Format) Net Profit (Employee Payroll Data Format - Rev 2007)	Data Export -- Net Profit
	Pay Plus	Data Export -- Pay Plus
	Payroll Check Information Payroll Check Information Deductions Payroll Check Information Hours Payroll Check Information Miscellaneous Payroll Check Information Taxes	Data Export -- Payroll Check Information
	Payroll Checks to Bank of Bermuda	Data Export -- Payroll Check to BB
	Payroll Checks to QuickBooks (IIF Format)	Data Export -- Payroll Check to QB
	Position Code Information	Data Export -- Position Code Information
	Positive Pay	Data Export -- Positive Pay
	Rate Code Information	Data Export -- Rate Code Information
	SalesTax Code Information	Data Export -- SalesTax Code Information
	Schedule Information Schedule Information Check-Ins Schedule Information Documents Schedule Information Hours Schedule Information Miscellaneous Schedule Information Notes Schedule Information Tracking	Data Export -- Schedule Information
	TALX Employer Services	Data Export -- TALX Employer Services
	Tax Deposit Information	Data Export -- Tax Deposit Information
	TimeSlip Information TimeSlip Information Documents TimeSlip Information Hours TimeSlip Information Miscellaneous TimeSlip Information Notes TimeSlip Information Tracking	Data Export -- TimeSlip Information
	Validation Code Information	Data Export --

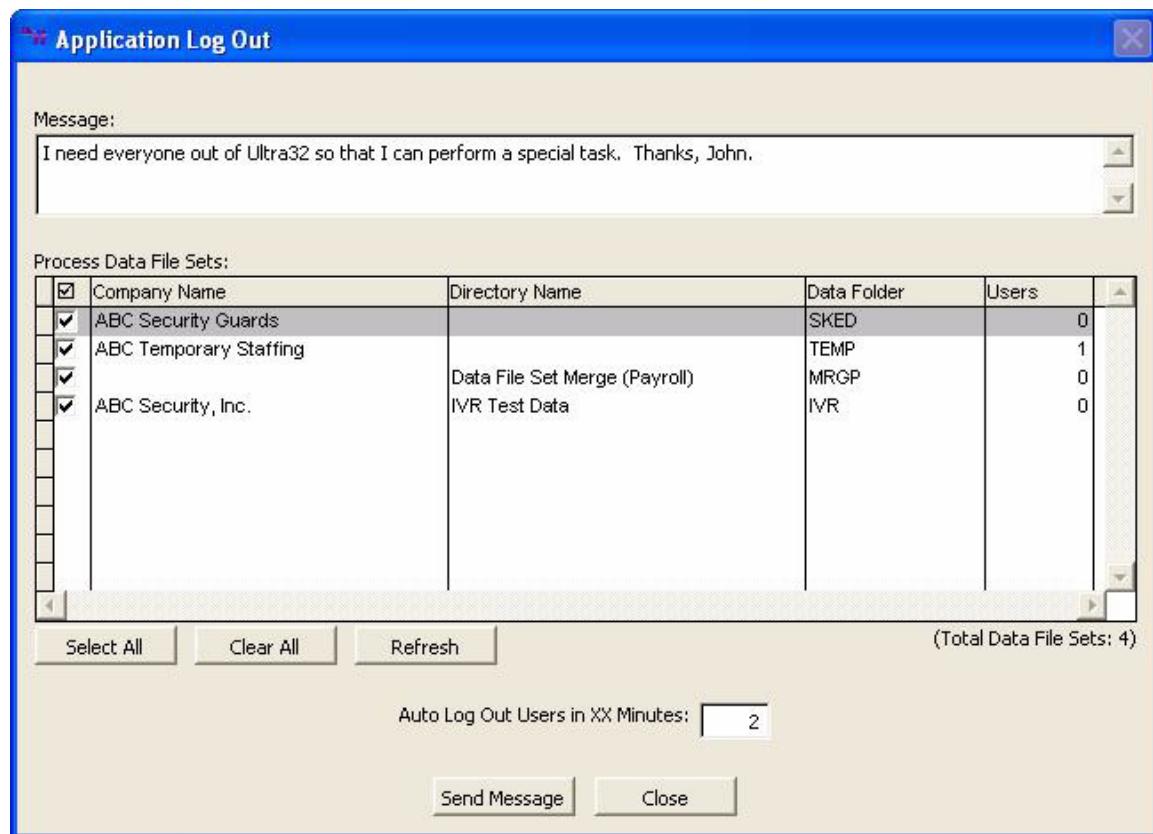
		Validation Code Informati
	YTD Payroll Information YTD Payroll Information Deductions YTD Payroll Information Hours YTD Payroll Information Miscellaneous YTD Payroll Information Taxes	Data Export -- YTD Payroll Information
Tools: Data Import	Comp Code Import	Data Import -- Comp Code
	Credit Memo Import	Data Import -- Credit Memo
	Customer Import	Data Import -- Customer
	Customer Rate Import	Data Import -- Customer Rate
	Customer Skill Import	Data Import -- Customer Skill
	Employee Import	Data Import -- Employee
	Employee Miscellaneous Pay Import	Data Import - Employee Misc Pay
	Employee Non Tax Deduction Import	Data Import - Employee Non Tax Ded
	Employee Rate Import	Data Import -- Employee Rate
	Employee Skill Import	Data Import -- Employee Skill
	Group Import	Data Import -- Group
	Invoice Import	Data Import -- Invoice
	Job Order Skill Import	Data Import -- Job Order Skill
	Payroll Check Import	Data Import -- Payroll Check
	Position Code Import	Data Import -- Position Code
	Rate Code Import	Data Import -- Rate Code
	Skill Import	Data Import -- Skill
	Work Site Import	Data Import -- Work Site
Tools: Data Maintenance	Agency Code Information	Data Maintenance -- Agency Code Informat
	Category Code Information	Data Maintenance -- Category Code Inform
	Comp Code Information	Data Maintenance -- Comp Code Informatio
	Customer Information Customer Information Billing Customer Information Contacts Customer Information Documents Customer Information Rates Customer Information Tracking	Data Maintenance -- Customer Information

	Employee Information Employee Information Auxiliary Deductions Employee Information Contacts Employee Information Deductions Employee Information Documents Employee Information Rates Employee Information Tracking Employee Information UnAvailability	Data Maintenance -- Employee Information
	Holiday Code Information	Data Maintenance -- Holiday Code Informa
	Job Cost Adjustment Information	Data Maintenance -- Job Cost Adj Informa
	Job Order Information Job Order Information Assignments Job Order Information Contacts Job Order Information Documents Job Order Information Employee Assignments Job Order Information Rates Job Order Information Tracking	Data Maintenance -- Job Order Informatio
	Position Code Information	Data Maintenance -- Position Code Inform
	Rate Code Information	Data Maintenance -- Rate Code Informatio
	SalesTax Code Information	Data Maintenance -- SalesTax Code Inform
	Schedule Information Schedule Information Documents Schedule Information Tracking	Data Maintenance -- Schedule Information
	TimeSlip Information TimeSlip Information Documents TimeSlip Information Tracking	Data Maintenance -- TimeSlip Information
	Validation Code Information	Data Maintenance -- Validation Code Info

Application Log Out

The Application Log Out feature is used to send a message to existing users that they must exit Ultra32 in the next XX minutes. After the time specified, Ultra32 will automatically attempt to shutdown. To perform an Application Log Out, select the **System** menu, followed by the **Application Log Out** menu option.

Note: System Administrator rights are required to access this feature.



- **Message:** is displayed to any user who is currently in or who attempts to load Ultra32. Note, this field can not be blank.
- **Process Data File Sets:** is a list of Data File Sets to perform the Application Log Out process on.
 1. Use the **Select All** and **Clear All** buttons to quick mark/un-mark Data File Sets.
 2. Use the **Refresh** button to refresh the "Users" column. Note, the "Users" column counts you as one of the active users.
- **Auto Log Out Users in XX Minutes:** is the number of minutes, between 1 and 99, users have before they are automatically logged out of Ultra32.

Note: The Application Log Out will remain in effect until the person who initiated it exits Ultra32.

How Does it Work?

Once an Application Log Out Message is sent, the Ultra32 software will perform the following:

- Create the Application Log Out Message with the specified message and time before automatic shut down.
- Any user who is currently running Ultra32, in one of the specified Data File Sets, will receive the Application Log Out Message warning them that they must quit Ultra32 in the next XX minutes.
 1. This does not apply to the person who created the Application Log Out message.
 2. Please allow up to 15 seconds for the message to propagate through the system.
 3. Important! Once a user receives a "Log Out" message, they will be forced out of Ultra32 in the time specified. Changing Data File Sets will not stop the process.
- Any user who attempts to load Ultra32, in one of the specified Data File Sets, will receive the Application Log Out Message warning them that they must quit Ultra32 in the next 15 seconds.
 1. Important! This will remain in effect until the person who created the Application Log Out message exits Ultra32.

Audit Log

The Audit Log option adds the ability to record modifications and generate reports of those changes. Currently, this option can track the following portions:

- Customer Information: changes made via the Data Entry to the Main Display, General Page, Billing Page, and Rates Page. Also includes the ability to track changes made via the following Customer Utilities:
 1. Customer Branch Id Change
 2. Customer Rate Record Copy
 3. Customer Status Change
- Employee Information: changes made via the Data Entry to the Main Display, General Page, EEOC Page, Rates Page, and Payroll Page. Also includes the ability to track changes made via the following Employee Utilities:
 1. Employee Branch Id Change
 2. Employee EIC Status Change
 3. Employee Rate Record Copy
 4. Employee Status Change
- Schedule Information: changes made via the Data Entry to the Main Display. Also includes the ability to track changes made via the following Schedule Utilities:
 1. Daylight Savings Time Adjustment
 2. Schedule Received Status Change
 3. Search and Replace Employee
- TimeSlip Information: changes made via the Data Entry to the Main Display, General Display, and Miscellaneous Pay/Bill.

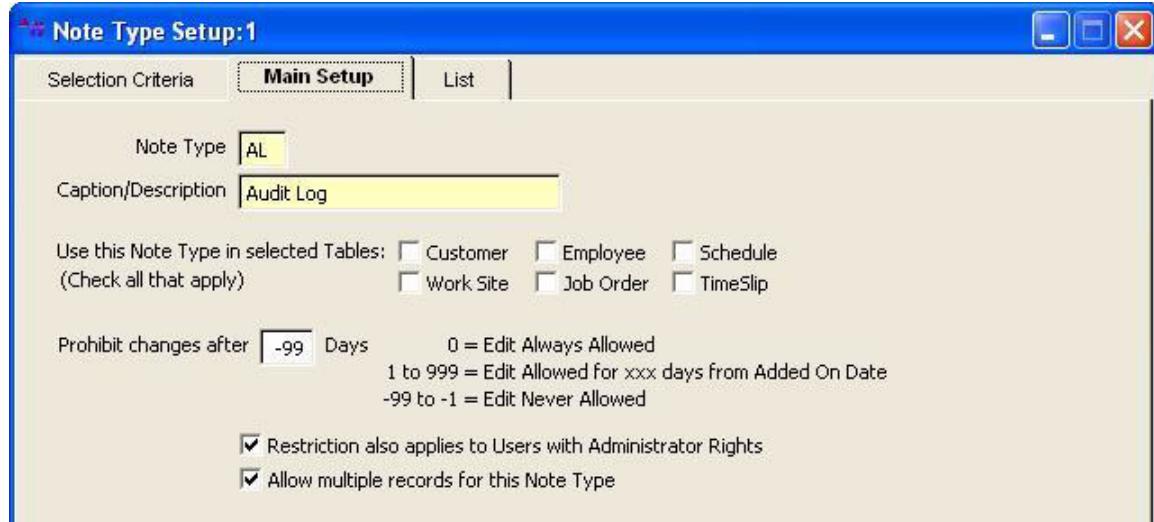
How to Setup

The process of setting up the Audit Log Option can be simplified as follows:

- Create a Note Type that will be used to store Audit Log data.
- Define what type of information will recorded in the Audit Logs.

Create an Audit Log Note Type

To create an Audit Log Note Type, you must first load the Note Type Setup screen. Select the **System** menu, then the **System Type Setup...** menu option, followed by the **Note Types** menu option.

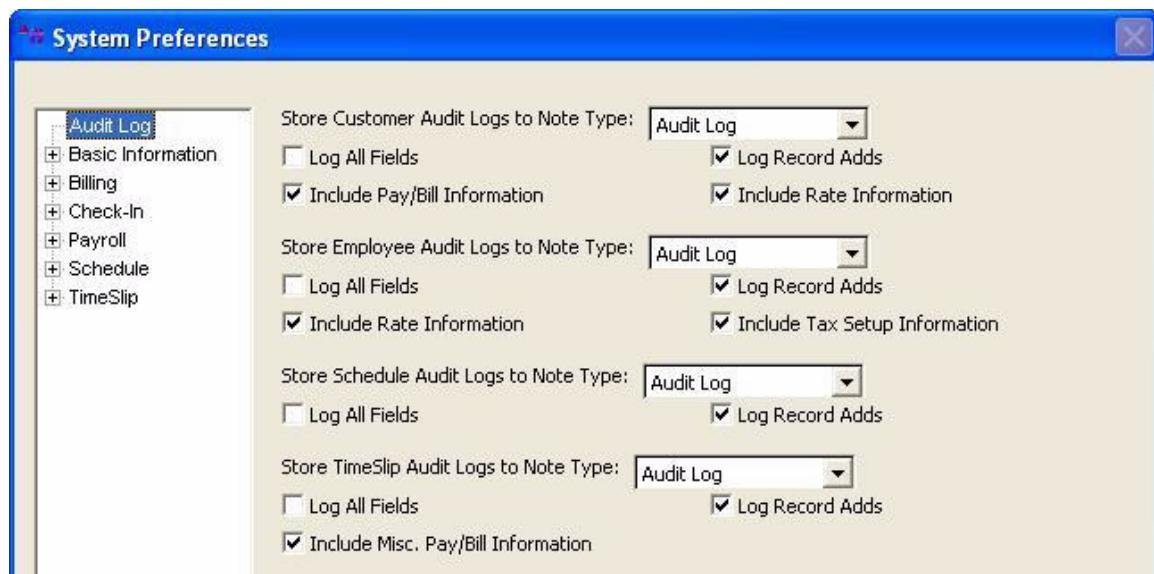


The following is a list of recommended settings for the purpose of storing Audit Log data. For more information about each of these settings, see the [Note Type Setup](#) section in this User's Guide.

- *Use this Note Type in Selected Tables:* for the purpose of Audit Logs, it is recommended to leave these un-checked.
- *Prohibit Changes After:* for the purpose of Audit Logs, it is recommended to set this to "-99".
- *Restriction Also Applies to System Administrators:* for the purpose of Audit Logs, it is recommended to check mark this option.
- *Allow Multiple Records:* for the purpose of Audit Logs, this setting must be check marked.

Audit Log System Preferences

To access the Audit Log System Preferences, select the **System** menu, followed by the **System Preferences** menu option.



The image displayed above shows a sample of the recommended settings. For more information about each of these settings, see the *System Preferences* section in this User's Guide.

How Does It Work?

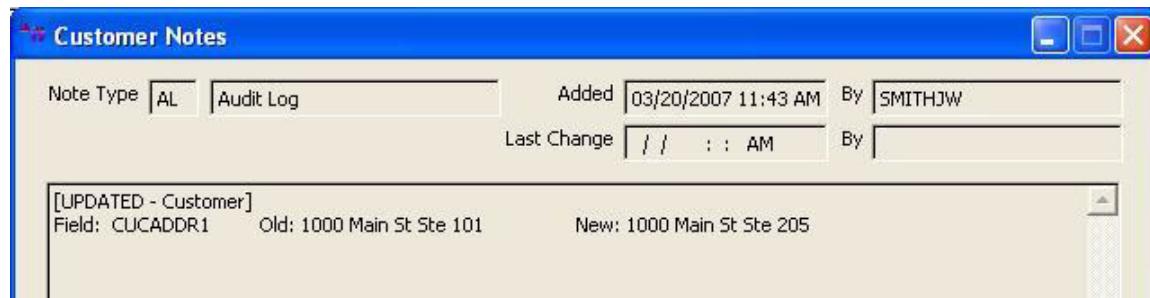
Once the Audit Log option has been setup it will track modifications made to the data and create an Audit Log Entry anytime a monitored event occurs. For example, User "John Smith" updates the address of Customer "ABC Corporation". The Ultra32 software will create an Audit Log with the following information:

- The User Id of who made the change.
- The Date and Time of when the change was performed.
- The Details of what was changed. Including the old and new values. (i.e. Old Address was "1000 Main St Ste 101", the New Address is "1000 Main St Ste 205".)

How Do I View the Audit Logs?

The Audit Log Entries can be viewed using the following methods:

- Directly from the corresponding Customer, Employee, and etc. Simply select the Notes Section and if you have the proper access rights, you can optionally include Audit Log Notes, such as the one shown below.



- Using an Audit Log Report. The Audit Log Reports are located in the same location as the standard Customer, Employee, and etc reports. They include the ability to report only changes made by selected users, only changes made between a certain period, and more.

Complete Computer Service, Ltd	Customer Audit Log Report Sorted By Customer Name Audit Log Created Between 03/20/2007 and 03/20/2007	ABC Temporary, Inc. Ultra32 v7.692
Prepared by SMITHJW in TEMP		03/20/2007 11:57 AM Page 1
Log Created	By	

Customer: ABCCORP ABC Corporation, Inc.
03/20/2007 11:43 AM SMITHJW
[UPDATED - Customer]
Field: CUCADDR1 Old: 1000 Main St Ste 101 New: 1000 Main St Ste 205

Health Coverage

Ultra32 contains some new options to assist with including the cost of Health Care Coverage information on Form W-2:

- Group Health Care Coverage, W-2 Reporting: description of the new W-2 Reporting Requirements for Employers providing Group Health Care Coverage Plans.
- Health Coverage Deduction Types: describes how to create two new Ultra32 Deduction Types that can be used for Health Coverage reporting.
- Health Coverage Adjustment Entry: can be used to enter Health Coverage amounts per Employee.
- Health Coverage Adjustment Import: can be used to Import Health Coverage amounts from a Microsoft Excel XLS File. Sample template: '\Import\Health Care Adjustment Template.xls'

Group Health Care Coverage, W-2 Reporting

The U.S. Affordable Care Act added a compliance requirement for employers to report employer-provided health care coverage on the Form W-2, Wage and Tax Statement.

Reporting of this additional information is being transitioned over the 2011 to 2013 Tax Years. Reporting was optional for 2011 Tax Year Form W-2. The reporting is mandatory for most employers for the 2012 Tax Year with some exceptions, such as employers that filed fewer than 250 Forms W-2 for Tax Year 2011.

Reporting should include an aggregate total of both employer and employee contributions towards coverage. This reporting to employees is for their information only. It does not cause excludable employer-provided health care coverage to become taxable. The total of the aggregate reportable costs attributable to an employer's employees is not required to be reported on Form W-3, Transmittal of Wage and Tax Statements.

The type of benefit plan (HRA, FSA, Sec 125 Cafeteria), type of coverage (Dental, vision, long-term care), or other factors may affect the applicability of this reporting requirement. You may refer to the Affordable Care Act Tax Provisions page of IRS.gov for additional guidance.

Ultra32 supports the reporting of this amount in Box 12, using code DD. But an accurate aggregate total amount to report for each employee is more than likely not already available in Ultra32. This is because Ultra32 generally only accumulates employee health care payroll deduction amounts. Employer contributions are not tracked. And employee payroll deduction amounts and pay check dates may not correspond to actual plan coverage periods and Tax Reporting Years.

The amount to report for code DD in Box 12 for each employee can be set in Ultra32 through the creation of manual check adjustment records (referred to in this documentation as Health Coverage Adjustments). These records can be added using the standard Ultra32 manual check creation process. Or, alternately, Ultra32 has been enhanced to include a simplified method of either manually inputting an amount to report for each employee or batch importing a list of employee id's and their corresponding amounts.

Please consult with the IRS, your tax advisor, or your health plan provider to determine how to properly determine the reportable amount for each Tax Year for your particular health care coverage plans.

Note: In most cases it is probably easiest to enter the entire accurate aggregate total amount to report for each employee as the Health Coverage Adjustment amount and setup the W-2 Tax Reporting to exclude any Ultra32 payroll deduction amounts for Box 12. Employee contributions made via Ultra32 payroll deductions can be included in Box 14 if desired. Box 14 is designed to include any other information that you want to give to your employee (health insurance premiums deducted is one example documented in IRS General Instructions for Forms W-2 and W-3).

Health Coverage Deduction Types

Two Deduction Types are required for Health Coverage Adjustments: One Deduction Type is used to record the W-2 reportable amount and the second Deduction Type is simply used as an offset entry (negative) to produce a zero net pay Payroll Check adjustment. The example below uses Deduction Types "WH" and "WO", but you can use whatever Deduction Types you want.

The image contains two screenshots of the 'Deduction Type Setup' dialog box. Both screenshots show a tabbed interface with 'Main Setup' selected. In the top screenshot, the 'Deduction Type' field contains 'WH' and the 'Caption/Description' field contains 'W2 Health Coverage'. Below these fields are two checkboxes: a checked 'Inactive' checkbox and an unchecked 'Treat this Ded Type as Processing Fee' checkbox. In the bottom screenshot, the 'Deduction Type' field contains 'WO' and the 'Caption/Description' field contains 'W2 Health Coverage Offset'. Below these fields are two checkboxes: a checked 'Inactive' checkbox and an unchecked 'Treat this Ded Type as Processing Fee' checkbox.

- **Deduction Type:** must be unique and begin with a letter.
- **Inactive:** it is best to set to Inactive so this Deduction Type will be excluded from the Employee and TimeSlip Data Entry screens, but will be useable by the Health Coverage Adjustment Entry and Import options, Payroll Check entry, and all Payroll Reporting.

Leave all the remaining information at default values.

Health Coverage Adjustment Entry

The Health Coverage Adjustment Entry option can be used to enter Health Coverage information. To load this screen, select the **Tools** menu, followed by the **Health Coverage Adjustment Entry** option.

Health Coverage Adjustment Entry:1

Step 1 - Define Default Values

Issued On Starting Check#

W2 HC Ded Type W2 Health Covy Offset Ded Type W2 Health Covy

Step 2 - Enter HC Amounts

Employee Id	ALEXANDER	Alexander, Brian A	HC Amt	190.00	Dept Code	DP1	Tax Type	E
<input type="button" value="New"/> <input type="button" value="Undo"/>								
<input type="checkbox"/> Edit Dept or Tax Type								
Employee Id	Last Name	First Name	Middle	HC Amount	Dept	Tax Type	▲	
SMITHW	Smith	William	Henry	252.00	DP1	E		
ALEXANDER	Alexander	Brian	A	190.00	DP1	E		

Step 1 - Define Default Values:

- **Starting Check#**: a default Starting Check# is suggested based on using the Tax Year as the first four digits of the Check#. Adjust this Check# if desired.
- **Check Issued Date**: this date will default to the last day of the Tax Year. Adjust this date if desired.
- **W2 HC Ded Type** and **Offset Ded Type**: identify the Deduction Types you created.

Step 2 - Enter HC Amounts: After the default values have been defined and accepted (validated)

- **Employee Id**: a default Starting Check# is suggested based on using the Tax Year as the first four digits of the Check#. Adjust this Check# if desired.
- **HC (Health Coverage) Amount**: this date will default to the last day of the Tax Year. Adjust this date if desired.
- **Dept Code**: the Dept Code from the selected Employee is automatically carried over to this record. Select the 'Edit Dept or Tax Type' option if you need to make changes to this value.
- **Tax Type**: the Tax Type from the selected Employee is automatically carried over to this record. Select the 'Edit Dept or Tax Type' option if you need to make changes to this value.

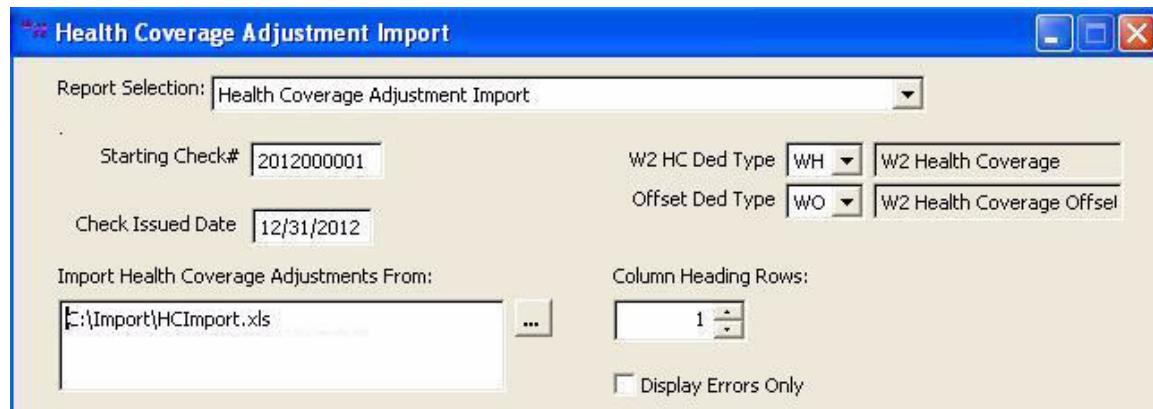
Use the  New button to add information for another Employee. The  Undo button is available if you need to delete a row/line item.

Use the 'Save' button on the toolbar to Save all entries.

Note: Payroll Checks created via the Health Coverage Adjustments Entry have a Check Status = "A". Check Status "A" was recently added to Ultra32 to make it easier to separate actual Manual Checks (Check Status "M") versus Payroll Check entries that are simply used for adjustment purposes.

Health Coverage Adjustment Import

The Health Coverage Adjustment Import option can be used to import Health Coverage information from a Microsoft Excel XLS File. To load this screen, select the **Tools** menu, followed by the **Health Coverage Adjustment Import** option.



- **Starting Check#**: a default Starting Check# is suggested based on using the Tax Year as the first four digits of the Check#. Adjust this Check# if desired.
- **Check Issued Date**: this date will default to the last day of the Tax Year. Adjust this date if desired.
- **W2 HC Ded Type** and **Offset Ded Type**: identify the Deduction Types you created.
- **Import Health Coverage Adjustments From**: is the full path and filename to a Microsoft Excel XLS File containing Health Coverage Adjustments to import. See the [Payroll Health Coverage Import File Specification](#) section below.
- **Column Heading Rows**: the number of rows in the Import File that should automatically be ignored because they are part of the column headings.
- **Display Errors Only**: if checked, only those rows/records with one or more errors are displayed on results report.

Note: It is suggested to run the Import with Display Errors Only selected first and make any/all corrections needed before performing the Import Process Post. It is a good thing to get a 'Nothing to Report, No Records match the requested selections/criteria' message since that would mean all rows passed the validation process.

When the Health Coverage Adjustment Import is performed, the Ultra32 software performs the following steps:

- Creates a Temporary Payroll Check File containing all of the data from the Import File.
- Performs a validation process on each Payroll Check record. If any Payroll Check record fails the validation, it will be flagged with the cause of the failure. For example, "Error: SSN".
- Allows you to either preview or print a list of the Health Coverage/Payroll Check records to be imported. Afterwards, you can perform one of the following:

1. If you wish to import any Adjustments that did not fail the validation process, select the "Perform the Import Process" option.
2. Otherwise, select the "Cancel the Import Process" option in order to fix the Import File.

Note: Any Health Coverage Adjustments/Payroll Check that failed the validation process will NOT be imported. If you receive a message that one or more records failed validation, it is best to make the corrections before selecting the 'Perform the Import Process' option. Although a separate Import File with just the records that failed validation can be imported at a later time.

Note: Payroll Checks created via the Health Coverage Import have a Check Status = "A". Check Status "A" was recently added to Ultra32 to make it easier to separate actual Manual Checks (Check Status "M") versus Payroll Check entries that are simply used for adjustment purposes.

Payroll Health Coverage Adjustment Import File Specification

The following table describes each column of the Import File. Although every column specified is required, it is not necessary to input a value for each. Sample template: '\Import\Health Care Adjustment Template.xls'

Column	Description	Required	Format	Notes
A	SSN	M	999-99-9999	1
B	Employee Id	M	xxxxxxxxxx	1
C	HC Amount	Y	9999999.99	2
D	Issued	N	MM/DD/YYYY	3
E	Department Code	N	xxx	4
F	Payroll Check #	N	9999999999	5

Note: You can use the "Hide Column" feature in Microsoft Excel to make the data entry for most columns optional.

Payroll Health Coverage Adjustments Import File Specification Notes

- Column: self explanatory.
- Description: self explanatory.
- Required: if the column can be left empty/blank.
- Format: identifies the type and size of each item.
 1. 9: one digit.
 2. MM/DD/YYYY: self explanatory.
 3. X: one alpha-numeric character, mixed case allowed.
- Notes:
 1. Each employee may be identified by either their Soc Sec# or their Ultra32 Employee Id. A

value is required in either column A or column B.

2. The HC (Health Coverage) Amount is required. Enter as a positive Amount.
3. Issued Date is optional. Leave blank to have the Check Issued Date designated on the Health Coverage Import screen to be used for all Payroll Check Adjustments.
4. Department Code is optional. Leave blank to have the Employee File Department Code carried over to the Payroll Check Adjustments.
5. Payroll Check# is optional. Leave blank the have the Import procedure assign Check#'s starting with the Check# designated on the Health Coverage Import screen.

Index

1

1099-MISC..... 339

A

A/R Late Charges	352
Add Adjustment Entries	343
Customer Late Charge (%)	94
Customer Late Charge Days	94
Voiding	343
Accounts Receivable	352
Enter a Check Payment	352
Enter a Credit Memo Payment	352
Process an Over Payment	352
Reporting	352
Void a Check Payment	352
Void a Credit Memo Payment	352
AEC Customer Phone # Setup	400
Alert Groups	400
Contact	400
Schedule	400
Application Log Out	687
Audit Log	689
Auto Run	458
Automated Employee Check-In	400
Preferences	400
Setup Customer	400
Setup Employee	400
Setup Work Site	400
Auxiliary Deduction Setup	296
Customize the Deduction Calculation	296
Track Deductions By Agency/Case	296

B

Bank Account Reconciliation	376
Barred From	232
Customer	94
Customer Search for Employees	210
Employee	118
Employee Search for Customers	210
Employee Search for Job Orders	194
Job Order Search for Employees	194
Schedule Search for Employees	210
Bill Hold	267
Bill Rate	181
Base Rate Determined	181
Rate Calculator	181
Billing Rule	232
Salary Payroll	296
Table	232
Business Code	365
Customer	94

C

<i>Category Code</i>	364
<i>Customer Contacts</i>	94
<i>Customer Documents</i>	94
<i>Customer Tracking</i>	94
<i>Employee Contacts</i>	118
<i>Employee Documents</i>	118
<i>Employee Tracking</i>	118
<i>Check Distribution Code</i>	365
<i>Employee</i>	118
<i>Check-In Setting Test</i>	400
<i>Child Data</i>	56
<i>User Interface</i>	56
<i>Comp Code</i>	361
<i>Job Cost Adjustments</i>	361
<i>Pay & Bill Rates</i>	181
<i>Rate Calculator</i>	181
<i>Rate Code</i>	181
<i>Salary Payroll</i>	296
<i>TimeSlip</i>	267
<i>Contract Service Billing</i>	343
<i>Converting</i>	82
<i>SkillSEARCH</i>	82
<i>UltraSKED</i>	82
<i>UltraTEMP</i>	82
<i>Credit Distribution Code</i>	365
<i>Credit Memo</i>	352
<i>Overpayment</i>	352
<i>Credit Memo</i>	352
<i>Adding Adjustment Entries</i>	352
<i>Voiding</i>	352
<i>Customer</i>	94
<i>Barred From</i>	94
<i>Billing Info</i>	94
<i>Charges</i>	94
<i>Contacts</i>	94
<i>Documents</i>	94
<i>General Info</i>	94
<i>Notes</i>	94
<i>Rates</i>	94
<i>Skills</i>	94
<i>Tracking</i>	94
<i>Utilities</i>	94
<i>Work Sites</i>	94
<i>Customer Utilities</i>	105
<i>Customer Branch Id Change</i>	105
<i>Customer Contact Copy</i>	105
<i>Customer Contact Delete</i>	105
<i>Customer Contract Service Charge Copy</i>	105
<i>Customer Contract Service Charge Delete</i>	105
<i>Customer Delete</i>	105
<i>Customer Document Delete</i>	105
<i>Customer Note Copy</i>	105
<i>Customer Note Delete</i>	105
<i>Customer Rate Copy</i>	105

<i>Customer Rate Delete</i>	105
<i>Customer Skill Copy</i>	105
<i>Customer Skill Delete</i>	105
<i>Customer Special Charge Copy</i>	105
<i>Customer Special Charge Delete</i>	105
<i>Customer Status Change</i>	105
<i>Customer Tracking Copy</i>	105
<i>Customer Tracking Delete</i>	105

D

<i>Data Entry Tab</i>	41
<i>Data Export</i>	469
<i>Customers to QuickBooks</i>	469
<i>Employee 401k Benefits</i>	469
<i>Employees to Comdata - Payment Services</i>	469
<i>Invoices to OB10 - Buyer Data Format</i>	469
<i>Invoices to QuickBooks</i>	469
<i>Mangrove Time</i>	469
<i>Net Profit</i>	469
<i>PAI Data Export</i>	469
<i>Pay Plus</i>	469
<i>Payroll Check Deductions to SRC</i>	469
<i>Payroll Checks to Bank of Bermuda</i>	469
<i>Payroll Checks to QuickBooks</i>	469
<i>Positive Pay</i>	469
<i>TALX Employer Services</i>	469
<i>Data File Set</i>	39
<i>Common Data Files</i>	39
<i>Selection Window</i>	39
<i>Data Import</i>	519
<i>Comp Code</i>	519
<i>Credit Memo</i>	519
<i>Customer</i>	519
<i>Customer Contact</i>	535
<i>Customer Contract Charge</i>	535
<i>Customer Note</i>	535
<i>Customer Rate</i>	519
<i>Customer Skill</i>	609
<i>Customer Special Charge</i>	535
<i>Customer Tracking</i>	535
<i>Employee</i>	519
<i>Employee Contact</i>	569
<i>Employee Miscellaneous Pay</i>	519
<i>Employee Non Tax Deduction</i>	519
<i>Employee Note</i>	569
<i>Employee Rate</i>	519
<i>Employee Skill</i>	609
<i>Employee Tracking</i>	569
<i>Employee Un-Availability</i>	569
<i>Group</i>	609
<i>Invoice</i>	519
<i>Job Order Skill</i>	609
<i>Payroll Check</i>	519
<i>Skill</i>	609
<i>Data Set Merge (Billing)</i>	385
<i>Data Set Merge (Payroll)</i>	389

<i>Daylight Savings Time</i>	232
<i>Customer Setup</i>	94
<i>Schedule</i>	232
<i>Department Code</i>	232, 365
<i>Employee</i>	118
<i>Payroll Check</i>	296
<i>Payroll Tax Deposit</i>	296
<i>Schedule</i>	232
<i>TimeSlip</i>	267
<i>Direct Deposit</i>	296
<i>Employee Setup</i>	118
<i>Export Option</i>	296
<i>Payroll Check Process</i>	296
<i>Document Management</i>	427

E

<i>Email</i>	427
<i>Review History</i>	427
<i>Sent to a Group</i>	427
<i>Setup Accounts</i>	427
<i>Employee</i>	118
<i>Auxiliary Deduction Setups</i>	118
<i>Barred From</i>	118
<i>Contacts</i>	118
<i>Documents</i>	118
<i>EEOC Info</i>	118
<i>General Info</i>	118
<i>Miscellaneous Wages</i>	118
<i>Non-Tax Deductions</i>	118
<i>Notes</i>	118
<i>Payroll Info</i>	118
<i>Rates</i>	118
<i>Skills</i>	118
<i>Tracking</i>	118
<i>Un-Availability</i>	118
<i>Utilities</i>	118
<i>Employee Dispatch</i>	210
<i>Customer Search for Employees</i>	210
<i>Customer Skill Inheritance</i>	210
<i>Employee Search for Customers</i>	210
<i>Group & Skill</i>	210
<i>Schedule</i>	232
<i>Schedule Search for Employees</i>	210
<i>Employee Utilities</i>	134
<i>Employee Branch Id Change</i>	134
<i>Employee Contact Copy</i>	134
<i>Employee Contact Delete</i>	134
<i>Employee Deduction Copy</i>	134
<i>Employee Deduction Delete</i>	134
<i>Employee Delete</i>	134
<i>Employee Document Delete</i>	134
<i>Employee EIC Status Change</i>	134
<i>Employee Miscellaneous Pay Copy</i>	134
<i>Employee Miscellaneous Pay Delete</i>	134
<i>Employee Note Copy</i>	134
<i>Employee Note Delete</i>	134

<i>Employee Rate Copy</i>	134
<i>Employee Rate Delete</i>	134
<i>Employee Skill Copy</i>	134
<i>Employee Skill Delete</i>	134
<i>Employee Status Change</i>	134
<i>Employee Tax Setup Copy</i>	134
<i>Employee Tax Setup Delete</i>	134
<i>Employee Tracking Copy</i>	134
<i>Employee Tracking Delete</i>	134
<i>Employee Un-Available Time Copy</i>	134
<i>Employee Un-Available Time Delete</i>	134

F

<i>Fields</i>	50
<i>Character</i>	50
<i>Date</i>	50
<i>Numeric</i>	50
<i>Validated</i>	50
<i>File Transfer Receive</i>	367
<i>File Transfer Send</i>	371
<i>Filter Command</i>	60
<i>Basics</i>	60
<i>Dialog Screen</i>	60
<i>How To</i>	60
<i>Operator Table</i>	60

G

<i>General Ledger Export</i>	393
<i>Generate Code</i>	365
<i>Job Order</i>	153
<i>Getting Started</i>	79
<i>Checklist</i>	90
<i>Converting from a Prior Version</i>	82
<i>Entering an Employee's YTD Wages</i>	80
<i>New User</i>	80
<i>Group & Skill (Employee Dispatch)</i>	210
<i>Customer Requirements</i>	94
<i>Job Order Requirements</i>	153
<i>Group & Skill (SkillSEARCH)</i>	194
<i>Employee Skills</i>	118

H

<i>History Code</i>	365
<i>Job Order</i>	153
<i>Holiday Bill</i>	181
<i>Bill Rate Determined</i>	181
<i>Customer Setup</i>	94
<i>Pay & Bill Rates</i>	181
<i>Holiday Code</i>	181
<i>Holiday Pay</i>	181
<i>Customer Setup</i>	94
<i>Employee Setup</i>	118
<i>Pay & Bill Rates</i>	181
<i>Pay Rate Determined</i>	181

I

<i>Installation</i>	27
<i>Convert a Stand Alone to a Network</i>	34
<i>Local Area Network</i>	30
<i>Stand Alone PC</i>	29
<i>System Requirements</i>	28
<i>Wide Area Network</i>	32
<i>Invoice</i>	343
<i>Adding Adjustment Entries</i>	343
<i>Post Screen</i>	343
<i>Printing</i>	343
<i>View A/R Activity</i>	343
<i>Voiding</i>	343
<i>Invoice Distribution Code</i>	365
<i>Customer</i>	94
<i>Invoice Inclusion Code</i>	365
<i>Patrol Charges</i>	343
<i>Special Charges</i>	343
<i>Invoice Type</i>	94

J

<i>Job Cost</i>	361
<i>Add Adjustment Entries</i>	361
<i>Setup Miscellaneous Values</i>	361
<i>Job Order</i>	153
<i>Assignments</i>	153
<i>Contacts</i>	153
<i>Employee Assignments</i>	153
<i>General Info</i>	153
<i>Notes</i>	153
<i>Rates</i>	153
<i>Skills</i>	153
<i>Utilities</i>	153
<i>Job Order Utilities</i>	166
<i>Job Order Contact Copy</i>	166
<i>Job Order Contact Copy From Customer</i>	166
<i>Job Order Contact Delete</i>	166
<i>Job Order Delete</i>	166
<i>Job Order Document Delete</i>	166
<i>Job Order Note Copy</i>	166
<i>Job Order Note Copy From Customer</i>	166
<i>Job Order Note Delete</i>	166
<i>Job Order Rate Copy</i>	166
<i>Job Order Rate Copy From Customer</i>	166
<i>Job Order Rate Delete</i>	166
<i>Job Order Skill Copy</i>	166
<i>Job Order Skill Delete</i>	166
<i>Job Order Status Change</i>	166
<i>Job Order Tracking Copy</i>	166
<i>Job Order Tracking Copy From Customer</i>	166
<i>Job Order Tracking Delete</i>	166

L

<i>List Tab</i>	41
<i>Location Code</i>	232, 365

<i>Customer</i>	94
<i>Employee</i>	118
<i>Job Order</i>	153
<i>Schedule</i>	232
<i>TimeSlip</i>	267
<i>Login</i>	38
<i>Journal</i>	666

M

<i>Mail Merge</i>	427
<i>Create a Microsoft Word Template</i>	427
<i>Customer Bookmark Reference Table</i>	427
<i>Employee Bookmark Reference Table</i>	427
<i>Miscellaneous Bookmark Reference Table</i>	427
<i>Perform</i>	427
<i>MICR Payroll Check</i>	296
<i>Printing</i>	296
<i>Setup</i>	296
<i>System Preferences Setup</i>	296
<i>Miscellaneous Bill Amounts</i>	343
<i>TimeSlip</i>	267
<i>Miscellaneous Pay Amounts</i>	296
<i>TimeSlip</i>	267

N

<i>Net Terms Code</i>	365
<i>Customer</i>	94
<i>Non-Tax Deductions</i>	296
<i>Employee Deduction Screen</i>	296
<i>Properties Table</i>	296

O

<i>Office Code</i>	232, 365
<i>Customer</i>	94
<i>Employee</i>	118
<i>Job Order</i>	153
<i>Schedule</i>	232
<i>TimeSlip</i>	267
<i>Overtime Billing</i>	181
<i>Customer Setup</i>	94
<i>Job Order Setup</i>	153
<i>Pay & Bill Rates</i>	181
<i>Overtime Payroll</i>	181
<i>Employee Setup</i>	118

P

<i>P/R City Code</i>	94
<i>P/R State Code</i>	94
<i>Pay Hold</i>	267
<i>Pay Rate</i>	181
<i>Base Rate Determined</i>	181
<i>Rate Calculator</i>	181
<i>Payment Distribution Code</i>	365
<i>Cash Receipts</i>	352
<i>Payroll Check</i>	296

<i>Adding Adjustment Entries</i>	296
<i>MICR</i>	296
<i>Post Screen</i>	296
<i>Printing</i>	296
<i>Sequence</i>	296
<i>Tax Reporting</i>	296
<i>Tax Table Update Utility</i>	296
<i>Voiding</i>	296
<i>Payroll Rule</i>	232
<i>Salary Payroll</i>	296
<i>Table</i>	232
<i>Payroll Tax Calculation Wizard</i>	296
<i>Payroll Tax Deposit</i>	296
<i>Voiding</i>	296
<i>Performance Code</i>	365
<i>Periodic Check-In Types</i>	400
<i>Position Code</i>	210
<i>Employee Dispatch</i>	210
<i>Rate Code</i>	181
<i>Schedule</i>	232
<i>ProPack</i>	427
<i>Purchase Orders</i>	343
<i>Customer</i>	94
<i>Job Order</i>	153
<i>Schedule</i>	232
<i>TimeSlip</i>	267

Q

<i>Quick Report</i>	445
<i>QuickPay</i>	296
<i>Schedule</i>	232
<i>TimeSlip</i>	267

R

<i>Rank Code</i>	365
<i>Employee</i>	118
<i>Rate Calculator</i>	181
<i>Rate Code</i>	181
<i>Pay & Bill Rates</i>	181
<i>Schedule</i>	232
<i>TimeSlip</i>	267
<i>RecordSet</i>	36
<i>Report Generator</i>	64
<i>Check Box</i>	64
<i>Date Filter</i>	64
<i>Group Selection</i>	64
<i>Item Selection Window</i>	75
<i>Output Screen</i>	64
<i>Preview Toolbar</i>	64
<i>Report Selection</i>	64
<i>Sort Selection</i>	64
<i>Standard Filter</i>	64
<i>Round Check-In/Check-Out Table</i>	400

S

<i>Salary Payroll</i>	296
-----------------------	-----

Employee Setup	118
Payroll Check Process	296
System Preferences Setup	296
Sales Tax	343
Customer	94
TimeSlip	267
Salesman Code	232, 365
Customer	94
Employee	118
Schedule	232
TimeSlip	267
Salutation Code	365
Customer	94
Employee	118
Job Order	153
Schedule	232, 400
Notes	232
Utilities	232
Schedule Copy Utility	232
Schedule Received Option	232
Customer Received Requirement	94
Employee Schedule Received Requirement	118
Schedule	232
Schedule Utilities	252
Daylight Savings Time Adjustment	252
Permanent Schedule Copy	252
Schedule Delete By Customer	252
Schedule Delete By Employee	252
Schedule Document Delete	252
Schedule Import	252
Schedule Note Copy	252
Schedule Note Delete	252
Schedule Received Status Change	252
Schedule Tracking Copy	252
Schedule Tracking Delete	252
Search & Replace Employee	252
Security System	666
Access Right Description Table	666
Menu Rights Table	666
Report Rights Table	666
Selection Criteria Tab	41
SkillSEARCH	194
Employee Search for Job Orders	194
Group & Skill	194
Job Order Search for Employees	194
Special Charges	343
Sub Contractors	118
1099-MISC Reporting	339
Employee Setup	118
System Administrator	666
System Requirements	28
System-Defined Look Up	50
 T	
Tax Table Update Utility	296
Technical Support	26

Termination Code	365
Employee	118
TimeSlip	267
Additional Info	267
General Info	267
Notes	267
Utilities	267
TimeSlip Carry Over Option	267
System Preferences Setup	630
TimeSlip Copy Option	267
System Preferences Setup	630
TimeSlip Generate	153
Perform Generate	153
Post Screen	153
Setup Job Order	153
TimeSlip Utilities	281
TimeSlip Delete By Customer	281
TimeSlip Delete By Employee	281
TimeSlip Document Delete	281
TimeSlip Import	281
TimeSlip Note Copy	281
TimeSlip Note Delete	281
TimeSlip Tracking Copy	281
TimeSlip Tracking Delete	281
To Do List	450
Toolbar	41
Command List	41
Shortcuts Table	41
Transportation Code	365
Employee	118
Job Order	153

U

Un-Availability	232
Customer Search for Employees	210
Employee	118
Employee Search for Customers	210
Employee Search for Job Orders	194
Job Order Search for Employees	194
Schedule Search for Employees	210
Un-Available Code	365
Update Shift from Check-In Results Table	400
User-Defined Look Up	50

V

Validation Code	365
Visual Scheduler	232

W

W-2 Reporting	330
Work Code	365
Employee	118
Work Ticket	153
Post Screen	153
Print a Batch	153
Print a Single	153

<i>Reprint</i>	153
<i>Setup Job Order</i>	153