

2010 Year-End FAQs

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Note: In this document, when instructions are given to go to a specific page in the Abra Suite system, use the main menu to navigate to the page. Navigating from the main menu is the same for both version 7 and version 9.

1. Does the Fourth Quarter Update have to be installed before I run the Trial Quarter Close?

Yes, you must install the Fourth Quarter update before you run the first Trial Quarter Close. If you have already run the Trial Quarter Close, **you must restore your external backup**, install the Fourth Quarter Update, and then run the Trial Quarter Close again.

2. Why can I no longer run the Tax update from my server?

Your server may no longer be the Sage Abra server. If the server or its hard drive was replaced, it may now be considered a client. If this is the case, your IT professional network administrator should follow these steps to change a client setup to a server setup.

- a. Externally back up your entire Sage Abra Suite folder and your Abra Data. Verify the integrity of the backup.
- b. Uninstall Sage Abra Suite using **Add Remove Programs**. Refer to online Help for uninstall instructions.
- c. Delete any remaining files from the Sage Abra Suite folder on the drive where it was installed.
- d. Install Sage Abra Suite with the latest CD full-build (7.7, 7.8, or 9.0) that matches the data version you are currently on and then launch it to update the files.
- e. Upgrade to the current version that matches your data version, as shown in **REGINFO.INI** located in the **\Data** folder (7.79, 7.86, or 9.07), and then launch to update files.
- f. Copy files from the backup of the Data folder into the newly created Data folder. You may also need to restore the Crystal, Export, and Forms folders for 7.7 and 7.8, or the CustomReports and Export folders (for 9.0).
- g. Install the Fourth Quarter 2010 tax update.

3. I am currently using my own local tax codes. Is this a good time to install or convert to the standard Sage Abra Payroll local tax codes?

Yes. After you close year-end using your existing, defined local tax codes, you can start using Sage Abra Payroll's standard local tax codes. These codes will be supported in all future quarterly tax updates. Please refer to the Abra Payroll Fourth Quarter 2010 Release Notes for information on how to install local tax codes and properly convert existing local tax codes in your system.

4. What year-end forms does Abra Payroll create?

Abra Payroll supports the following forms:

- Form 941 and Form W-2; blank and preprinted
- Form W-3, Form 1099-MISC, Form 1099-R, and Form 1096; preprinted

Because all printed forms have variations, Abra Payroll only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-869-8950 or visit the Web Site at:

<https://sage.checks-and-forms.com/>

5. What Forms W-2 does Abra Payroll support?

Abra Payroll supports the preprinted standard 4-up, the blank 4-up, and the pre-printed 2-up. The 4-up form supported is Form 5205, where box 12 is on the right, and box 13 is on the left.

6. Can I create a Form W-2 if a terminated employee requests one prior to running a Final Quarter Close?

Yes. Even though Abra Payroll does not produce Forms W-2 on demand, you can still create a manual Form W-2 for the employee. Get the Form W-2 information you need from the employee's Payroll History detail (**Details > Payroll > Payroll History**) or run the Employee Payroll Analysis custom report from the **Programs\Crystal\Payroll** folder (in v7.7 and v7.8) or the **Data\CustomReports** folder (in v9.0).

7. Why is the address change I made on the employee's Demographics detail not appearing on the employee's Form W-2?

Abra Payroll first looks at the employee's status. If the status is "active" or "leave of absence," the system looks at the Demographics detail for the employee's address. If the employee was "terminated" or terminated and then "rehired," the first address that the Form W-2 looks at is the forwarding address on the employee's Termination detail. Abra Payroll will then look at the employee's Demographics detail.

8. When can I edit my year-end forms?

You can edit year-end forms only after completing the Final Quarter Close for the fourth quarter.

9. What boxes can I edit on the Form W-2 and Form W-3, and how do I edit these forms?

Edit the Form W-2 after you have completed the Final Quarter Close for the fourth quarter. Use the Edit Quarter/Year-End Forms process (**Processes > Payroll > Edit Quarter/Year-End Forms**) to edit boxes 1-20 on Form W-2. To edit the employee's address, go to the employee's Demographics detail (**Details > Payroll > Demographics**) or the employee's Termination detail (**Details > Payroll > Termination**) if the employee has been terminated or terminated and then rehired.

Use the Edit Quarter/Year-End Forms process to edit boxes 1-14, 16-19, b, c, d, and h on the Form W-3.

10. The Employer's State I.D. # is missing from the Form W-2. How do I correct that?

Go to **Rules > Tax Codes**, select the employer and the state, and then click **More**. Enter the state's ID in the **State Reporting ID** field and click **OK**.

11. In box 13 on Form W-2, how do I mark the different items?

To mark the items in box 13, select **Processes > Payroll > Edit Quarter/Year-End Forms**, enter the **Employer**, **Year**, and then select **W-2 Form**, and the employee you want to edit.

Select the appropriate check boxes:

- Statutory employee
- Retirement plan
- Third-party sick pay

Note: Only providers of Third-party sick pay should select the **Third-party sick pay** check box.

12. How do I post my year-end adjustments to Abra and do I make adjustments before or after Final Quarter Close?

You can create on demand checks for posting year-end adjustments before you run the trial quarter close. You can also edit the payroll history/employer's tax liability before you run the Final Quarter Close.

Note: Editing payroll history does not change the Quarterly Report of Wages Paid data until you rerun the trial quarter close. When mass updating the employee quarter end/year-end file, do not rerun the Trial Quarter Close.

13. The Quarterly Report of Wages Paid has the wrong state unemployment wages for an employee. How can I correct this?

To edit the Payroll History, the quarter must be open. If the quarter is open:

- a. Select **Actions > Payroll > Edit Payroll History** and find the employee.
- b. Select only the **Tax History** step and click **OK**.
- c. In the appropriate quarter, enter an **Adjustment Effective** date that is the last check date of the quarter for the employee.
- d. Edit the taxable wages for the incorrect state, enter the taxable wages for the correct state QTD Gross Wages or QTD Taxable Wages, and then rerun the Trial Quarter Close.
- e. The employee appears on the incorrect State Unemployment report, but there will be no taxable wages for that state.

14. If there is a change in the 401(k) limit for 2011 and if I have employees who turn 50 and are eligible to make "catch-up" contributions, how do I make these changes in Sage Abra Payroll?

Note: The 401(k) limit for 2011 is the same as for 2010: **\$16,500**.

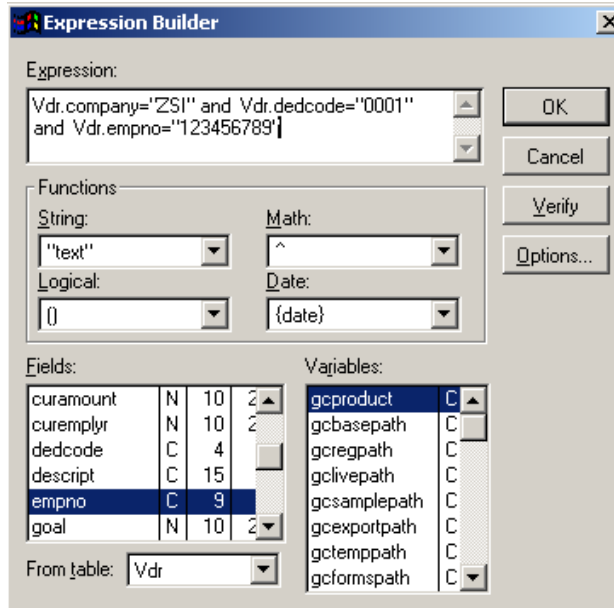
Select **Payroll > Rules > Deduction Codes** and select the 401K code that needs to be changed and click **More**. The Deduction Codes detail page displays for you to change the goal to the desired amount.

Complete the following steps to mass update the goal for the affected employees:

Note: Remember to back up your data before performing a Mass Update.

- a. Select **Processes > Payroll > Mass Update** to open the Payroll Mass Update dialog box.
- b. In the **Update File** field, select **Employee Voluntary Deductions Register**.
- c. In the **Update Field** field, select **Cumulative Maximum Amount**.

- d. Use the **Expression Builder** to complete **Records to Update** field, as in the following figure, or enter the deduction code of the qualified plan that you want to update.

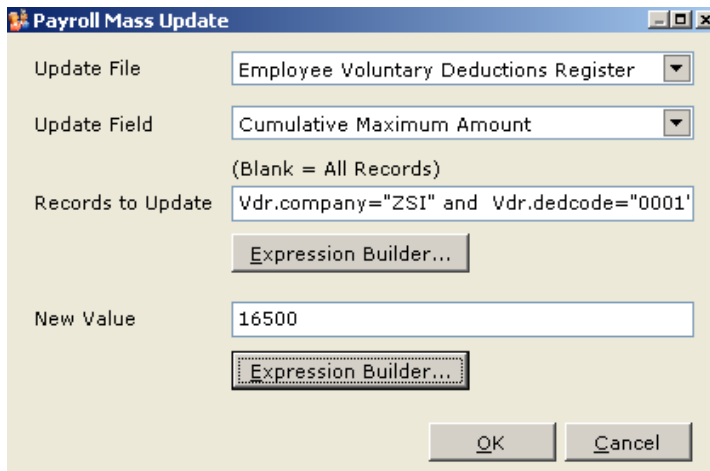


- e. Replace “ZSI” with your company code, replace “0001” with your company’s plan deduction code (such as 401k) and replace “123456789” with the employee’s ID numbers and click **OK**.

Note: The employee ID can be omitted when updating the goal for all employees with that deduction code.

- f. In the **New Value** field, enter the new amount for the limit.

The following figure shows the completed information on the Payroll Mass Update dialog box.



Note: If a deduction reaches its goal during the year (balance becomes zero), Abra Payroll sets the status of the deduction to **Inactive** on the employee's Deductions detail page. When Abra Payroll resets balances for inactive deductions, it does *not* set the status back to **Active**; you must manually change the status of any inactive deductions.

If you have access to the Internet, you can visit the Knowledgebase on SupportPlus Online and review the information in Solution ID **fltskbx3996**

To navigate to the Knowledgebase:

1. Log on at:
http://www.sageabra.com/support_and_training/customer_logon
2. Select **Sage Abra HRMS Products - US > Knowledgebase**.
3. In the **Open By ID** field, enter the **Solution ID** number and then press **Enter**.

15. How do I change the maximum amount of annual compensation that can be taken into account for qualified plans?

Note: The annual compensation limit for 2011 is the same as for 2010: **\$245,000**.

Complete the following steps to update an annual compensation limit for each employee record that is enrolled in a qualified plan.

- a. Select **Processes > Payroll > Mass Update** to open the Payroll Mass Update dialog box.
- b. In the **Update File** field, select **Employee Voluntary Deductions Register**.
- c. In the **Update Field** field, select **Annual Compensation Limit**.
- d. Use the Expression Builder to complete the **Records to Update** field. Include the company code and deduction code (Vdr.company="XXX" and Vdr.dedcode="0001")
- e. Enter the amount in the **New Value** field and click **OK**.

The following figure contains the completed information on the Payroll Mass Update page.

Payroll Mass Update

Update File: Employee Voluntary Deductions Register

Update Field: Annual Compensation Limit

(Blank = All Records)

Records to Update: Vdr.dedcode="0001" and Vdr.company="XXX"

Expression Builder...

New Value: 245000

Expression Builder...

OK Cancel

16. Form W-3 totals do not agree with the totals from the individual Form 941 from each quarter. What should I do?

Read the following questions. If you made changes after running the Fourth Quarter Final Close and you answer **Yes** to any of the questions, you should restore your backup, edit the employer's tax liability and the employee's record, and then rerun the Trial Quarter Close so any changes you made will be updated in the quarter-end file. If you cannot restore your backup, you will have to edit the information in the forms manually.

- Did you make any changes to the data?
- Did you edit employee records or employer liabilities?
- Did you mass update QTD or YTD totals?
- Did you post any third-party sick pay to the system?
- Did you make any adjustments to the system on the employee side, but not the employer side?
- Did you make any adjustments to the system on the employer side, but not the employee side?
- Did the system crash during operation, but you continued anyway?

17. Why is Abra Payroll not pulling deductions correctly for the new year?

Several factors determine how Abra Payroll pulls deductions. Look at the following list to determine which factors might be the cause.

- Verify the deduction code at the enterprise and employer level for each deduction (select **Rules > Payroll > Deduction Codes > General** tab). Review the following and make sure the selection/setting is correct:
 - The calculation rule determines whether the deduction is a flat amount or percent.
 - The withholding cycle for deductions must be the same as the pay cycle.
 - Determine if the **Automatically Reset Balance Amount at the Year-End** field should be set to **Yes**.
- Verify the employer match for each deduction (select **Rules > Payroll > Deduction Codes > Employer Match** tab). If the deduction is linked to an HR Benefit Code, review the details of the benefit plan (select **Rules > HR > Benefit Insurance Plans** or **Benefit Savings Plans**).
- Verify the **Start Date**, **End Date**, and **Status** for each deduction for the employee (select **Details > Payroll > Deductions**) or run the Employee Deductions report.
- Verify the deduction's goal, balance, and arrears amounts on the employee's Payroll History detail page (select **Details > Payroll > Payroll History** and click **Deductions**).

18. Why can I not void a check from the last quarter?

After a Final Quarter Close is completed at year-end, Abra Payroll does not allow you to void a check in the previous year.

19. Abra Payroll is telling me I do not have a tax payer ID. Where do I set one up for my employer?

- a. Select **Rules > Payroll > Tax Payer Setup**.
- b. Click **Add** and enter the **Tax Payer ID**, **Depositor Name**, and all other routing numbers to define the employer's tax payer information.
- c. Click **OK** when you are finished.
- d. Select **Rules > Payroll > Payroll Setup**.
- e. Select the employer and click **OK**.
- f. In the **Federal Tax ID** field select the appropriate **EIN**.
- g. Click **OK** when you are finished.

20. What printers can I use to print forms?

You can use any laser printer with a Microsoft Certified Driver. Dot matrix and ink jet printers are not supported.

21. Can I print multiple copies of my Forms W-2?

Yes. After you run the Forms W-2 the first time, you can reprint them to give the employee as many copies as needed (select **Reports > Payroll > Year-End Reports/W-2 Forms**).

22. How can I record third-party sick pay?

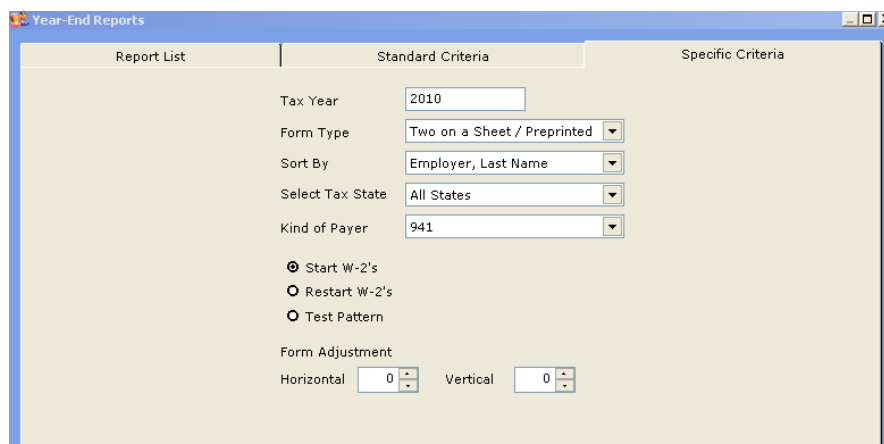
Third-party sick pay may be fully taxable, fully nontaxable, or a combination of both. Your company's requirements determine how you set up third-party sick pay. Select the **Third-party sick pay** check box after the final quarter close is run for the year.

- Select **Processes > Payroll > Edit Quarter/Year-End Forms**.
- Select the employer from the **Employer** drop-down list box and the appropriate year.
- Select **W2 Form** and click **OK**.
- Click the magnifying glass icon (in the lower left hand corner), select the employee, and click **OK**. You are returned to the W-2 Form page for the employee.
- Select the **Third-party sick pay** check box and then click **Apply** to save the changes.

23. How do I change the sort order when I print my Forms W-2?

Select **Reports > Payroll > Year-End Reports**. Select **W-2 Forms**, and then go to the **Specific Criteria** tab. In the **Sort By** list, select a sort order.

Note: When you sort by Employer, Last Name, the **Select Tax State** list enables you to select an individual state when printing Forms W-2, Pre-Close W-2 Report, or W-2 Report.



The screenshot shows a window titled "Year-End Reports" with three tabs: "Report List", "Standard Criteria", and "Specific Criteria". The "Specific Criteria" tab is active. It contains the following settings:

- Tax Year: 2010
- Form Type: Two on a Sheet / Preprinted
- Sort By: Employer, Last Name
- Select Tax State: All States
- Kind of Payer: 941
- Start W-2's: (Selected)
- Restart W-2's:
- Test Pattern:
- Form Adjustment: Horizontal 0, Vertical 0

24. Why is the Pre-Close Form 941 showing zero amounts?

If the Trial Quarter Close has not been run, this report shows zeroes for lines 1 – 8. You should also verify that the **Employee Type** is set to **Regular** on the **Job** tab of the employee's Current Job detail, and that the employees have FUTA on their Tax Withholding detail page.

25. What lines can I edit on Form 941?

After you run the Final Quarter Close process, you can edit the following:

- Line 1 – Number of employees who received wages, tips, or other compensation for the pay period including Mar. 12, June 12, Sept. 12, or Dec. 12.
- Line 4 - Check box to indicate no wages, tips, or other compensation are subject to social security or Medicare tax
- Line 6a - Number of qualified employees first paid exempt wages/tips this quarter (added for HIRE Act)
- Line 6b - Number of qualified employees paid exempt wages/tips this quarter (added for HIRE Act)
- Line 6c - Exempt wages/tips paid to qualified employees this quarter (added for HIRE Act)
- Line 7a – Current quarter's adjustment for fractions of cents
- Line 7b – Current quarter's adjustment for sick pay
- Line 7c – Current quarter's adjustments for tips and group-term life insurance
- Line 11 – Tax deposits for the quarter. This automatically populates if all deposits are recorded in **Payroll > Processes > Record and Deposit Tax Liability** prior to running Final Quarter Close.
- Line 12a – COBRA premium assistance payments
- Line 12b – Number of individuals provided COBRA premium assistance reported on line 12a
- Line 12c - Number of qualified employees paid exempt wages/tips March 19-31 (added for HIRE Act)
- Line 12d - Exempt wages/tips paid to qualified employees March 19-31 (added for HIRE Act)
- Line 16 – State abbreviation. State code where taxes are deposited. If deposits are made in multiple states, enter MU
- Line 17 - Monthly summary of federal tax liability
- Line 18 - Select check box if your business has closed and you do not have to file a return in the future

- Line 19 - Select check box if you are a seasonal employer and you do not have to file a return for every quarter.
- Part 4 - Selection to allow contact with a third-party designee. Name, phone, and PIN can be entered when check box is enabled.
- Part 5 - Signature block for name, title, date, and phone

26. Can you break down Form 941 line by line?

The following is the breakdown of Form 941:

- Line 1 – Number of employees in the pay period that includes the 12th day of the third month in the quarter.
- Line 2 – Total Federal taxable wages paid, tips reported, and taxable fringe benefits. Verify on the Tax Withholdings by Tax Code report (FED Wages).
- Line 3 – Federal Income tax withheld from each employee. Verify on the Tax Withholdings by Tax Code report.
- Line 4 – Select this box if no wages, tips, and compensation from line 2 are subject to Social Security or Medicare tax.
- Line 5a – Taxable Social Security wages. Verify on the Tax Withholdings by Tax Code report.
- Line 5b – Taxable Social Security tips. Verify on the Employee Earnings report.
- Line 5c – Taxable Medicare wages and tips. Verify on the Tax Withholdings by Tax Code report.
- Line 5d – Total Social Security and Medicare taxes.
- Line 6a – Number of qualified employees *first* paid exempt wages/tips this quarter (added for HIRE act).
- Line 6b – Number of qualified employees paid exempt wages/tips this quarter (added for HIRE act).
- Line 6c – Exempt wages/tips paid to qualified employees this quarter (added for HIRE act).
- Line 6d - Total of Line 6c x .062
- Line 6e – Total taxes before adjustments (line 3 + line 5d - line 6d = line 6e)
- Line 7a – Current quarter’s adjustments for fractions of cents.
- Line 7b – Current quarter’s adjustments for sick pay.
- Line 7c – Current quarter’s adjustments for tips and group term life insurance.
- Line 8 – Total taxes after adjustments.

- Line 9 – Advance Earned Income Credit (EIC) payments made to employees.
- Line 10 – Total taxes after adjustment for Advance EIC. Subtract line 9 from line 8.
- Line 11 – Total deposits for quarter. This automatically populates if all deposits are recorded in **Processes > Payroll > Record and Deposit Tax Liability** prior to running Final Quarter Close.
- Line 12a – COBRA premium assistance payments.
- Line 12b – Number of individuals provided COBRA premium assistance payments reported on line 12a.
- Line 12c – Number of qualified employees paid exempt wages/tips March 19 - 31 (added for HIRE act).
- Line 12d – Exempt wages/tips paid to qualified employees March 19 - 31 (added for HIRE act).
- Line 12e - Total of Line 12d x .062
- Line 13 – Add lines 11, 12a, and 12e.
- Line 14 – Balance Due. Subtract line 13 from line 10.
- Line 15 – Overpayment (displays an amount if line 13 is more than line 10).
- Line 16 – State abbreviation. State code where taxes are deposited. If deposits are made in multiple states, enter MU.
- Line 17 – Monthly summary of federal tax liability.
- Line 18 – Select if your business has closed or you stopped paying wages and do not have to file a return in the future.
- Line 19 – Select if you are a seasonal employer and you do not have to file a return for every quarter.
- Schedule B (Form 941). Used by semiweekly depositors. Breakdown of the tax liability by day, and then totals by month. Also totals for all months within the quarter.

27. How do I get a Schedule B?

- a. Select **Processes > Payroll > Edit Quarter/Year-End Forms**.
- b. Select the **Employer**, enter the year in the **Year** field, and highlight **941 Form** in the **Form** field.
- c. Select the quarter (First, Second, Third, or Fourth) and click **OK**.
- d. Select the **Lines 11-17** tab, and select **Semi-Weekly** for **Line 17 Depositor** and click **OK**.
- e. Select **Reports > Payroll > Quarter-End Reports** and select **Form 941**.

28. How do I create a State W-2 Magnetic Media file?

Select **Reports > Payroll > Electronic Media Reporting** and select **State W-2 File**. You must use this process to create your year-end 2010 W-2 reporting information for the states. If a state does not accept or require W-2 information in electronic format, you will receive a message. Contact your state for details on the filing requirements for your Forms W-2.

29. From which databases can I pull last year's earnings, deductions, and tax information?

The databases that store this information are PRHPOST.DBF and HRPERSNL.DBF. The PRHPOST database keeps a record by record history of the payroll as it happened. It will contain the records as long as the history file has not been deleted.

Note: Edits to payroll history will not be reflected in the PRHPOST database unless a mass update was done to this file.

30. I linked a Group Term Excess Life Plan and an Earnings Code for the plan. Why is the earnings code not calculating during payroll?

Verify that the Excess Group Term Life rate table was added to the correct tab. To link a plan to an earnings code, you must insert the amount, rate table, or calculated field on the **Other Calculated Amount** tab of the **Benefit Insurance Plans** detail.

31. I made changes to the rates in a benefit plan for 2011. Why did payroll calculate those changes in my December payroll?

If an employee or dependent has plan amounts that are currently being withheld, and you make a change to a plan amount, the deduction will be withheld in the next payroll even though the enrollment effective date is January 1. Because the deduction for the enrollment already exists, Abra uses the start date of the deduction (not the HR benefit) to determine when to begin withholding amounts.

32. I have not completed my final payroll for 2010. Can I process my quarter close?

Abra does not display a warning if you attempt to run a Final Quarter Close when there are incomplete payroll processes. If you run Trial Payroll and then run a Trial and Final Quarter Close before you run the Final Payroll, the earnings, deductions, and taxes will post in the new quarter, while the associated liabilities will post in the prior quarter. The checks are dated for the prior quarter as well, so you will be unable to void these checks. You have to restore to the point before you ran the Trial Quarter Close, and complete all payroll processes before proceeding.

33. I set up a new benefit plan using the copy plan feature. Why is the benefit deduction not calculating during payroll?

If you copy a benefit plan that is linked to Payroll, the new plan does not automatically link to a deduction or earning even if the original plan was linked to one. You can do one of the following:

- Create a new deduction or earnings code, and then associate the code with the new plan.
- Change the deduction or earnings code from the original plan to the new plan when the new plan takes effect.

34. How do I create a report to show last year's gross wages, 401(k) deductions, and federal taxes?

Print the Year End FAQ History Report:

- a. Log on to the SupportPlus Online website at:
http://www.sageabra.com/support_and_training/customer_logon
- b. Select **Sage Abra HRMS Products - US**.
- c. Click on **Year End Info Now Available**.
- d. From the **Choose Product** list, select **Crystal Reports – Payroll**.
- e. Click **Get Product Update**.
- f. Download **Year End FAQ History Report**.

or

Follow the steps below to create your own custom report:

- a. Launch Crystal Reports and select the option to create a new report using the Report Expert. Choose a Standard report.
- b. Select **HRPERSNL** and **PRHPOST** from the available databases.
- c. Use the employee number (**empno**) to link the two tables. If more than one company is present in Abra Payroll, also use the company code (**company**) to link the two tables.
- d. Click the **Group** tab and select the field **p_empno**. Click **Finish**.
- e. The report opens, displaying the employee number on the Details line.
- f. From the drop-down menus, select **Insert** and **Group**. It defaults to the employee number. Click **OK**.
- g. On the **Design** tab, delete the employee number from the page header and the Details line.

- h. If desired, click **Insert, View and Field Explorer** to insert the employee's name on the group header as well.
- i. The fields for earnings, deductions, and taxes amounts are created as formula fields and placed on the Details line. That line will then be suppressed. To create a formula field, from the drop-down menus select **Insert, View and Field Explorer**. Select **Formula Field** and click **New** at the top of the Field Explorer. Give the formula a name and click **OK**.

The Formula Editor opens. The following list includes common expressions you can use to obtain the report information you need.

- To show all earnings for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression:

```
IF {prhpost.posttype}="E"
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)
THEN {prhpost.amount} ELSE 0.00
```

- To show earnings for a single earnings code for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression (replacing the "0001", with your earnings code):

```
IF {prhpost.posttype}="E"
and {prhpost.postcode} = "0001"
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)
THEN {prhpost.amount} ELSE 0.00
```

- To show earnings for specified earnings codes for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression (replacing the "0001", "0002", "0005" with your earnings codes):

```
IF {prhpost.posttype}="E"
and {prhpost.postcode} in ["0001", "0002", "0005"]
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)
THEN {prhpost.amount} ELSE 0.00
```

- To show all deductions for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression:

```
IF {prhpost.posttype}="D"
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)
THEN {prhpost.amount} ELSE 0.00
```

- To show deductions for a single deduction code for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression (replacing the "0001" with your deduction code):

```
IF {prhpost.posttype}="D"  
and {prhpost.postcode} = "0001"  
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)  
THEN {prhpost.amount} ELSE 0.00
```

- To show deductions for specified deduction codes for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression (replacing the "0001", "0002", "0005" with your deduction codes):

```
IF {prhpost.posttype}="D"  
and {prhpost.postcode} in ["0001", "0002", "0005"]  
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)  
THEN {prhpost.amount} ELSE 0.00
```

- To show all taxes withheld for a date range of Jan. 01, 2010 to Dec. 31, 2010, create a formula field with the following expression:

```
IF {prhpost.posttype}="T"  
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)  
THEN {prhpost.amount} ELSE 0.00
```

- To show taxes for a single tax code, create a formula field with the following expression (replacing "FED" with the desired tax code):

```
IF {prhpost.posttype}="T"  
and {prhpost.postcode} = "FED "  
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)  
THEN {prhpost.amount} ELSE 0.00
```

Note: The PRTAXES database specifies that each tax code is four characters. This means that FED must be entered as "FED " with a space entered before the second quotation mark. Enter two-character state taxes with two spaces before the second quotation mark.

- To show taxes for specific tax codes, create a formula field with the following expression (replacing the codes with your desired tax codes):

```
IF {prhpost.posttype}="T"  
and {prhpost.postcode} in ["FED ", "CADI", "CA "  
and {prhpost.chkdate} in DATE (2010, 01, 01) to DATE (2010, 12, 31)  
THEN {prhpost.amount} ELSE 0.00
```

- j. Place the formula fields on the Details line of the report. Right-click the word **Details** and suppress the line.

- k. To add totals to the report, right-click the field on the Details line. Select **Insert** and **Summary**. Select the check box to insert the summary for the group and the grand total. Crystal Reports automatically places these fields on the Group Footer and Report Footer.