Quick Reference Guide- Payroll Deductions

To Enable Payroll Deductions: CAP has certain preset formats for Payroll Deductions, such as Kronos. If using these, skip to number 8 to select them as Custom lists would not be necessary. If not using those, start at number 1.

1.) Access 'Names'

2.) At the main screen, select 'Custom Lists'.

3.) Select 'User Defined'

4.) From the list of options select 'Payroll Format' in the 'Output To' section.

5.) Select which information you need to include. DO NOT SELECT 'BALANCE', as this is a different 'Balance' than what is needed.

6.) Press 'Save'

7.) Name this format. Exit 'Names' for now.

Establishing in CAP What Format to Use:

8.) Go to 'Configuration'

9.) Select 'Phone/Shipping/Lotto/Misc'.

10.) In the 'Payroll Format' field, select the format name you saved while in the 'Custom Lists'. Leave the 'Store Description' field empty.

11.) Close 'Configuration'

Setting Up the Employee Names:

12.) Return to 'Names'

13.) Add any necessary employees into the 'Names' files. Place their employee id's in the 'Business' field, and an 'E' in the Mail code.

14.) Close 'Names'.

To Export Payroll Exceptions Data:

15.) Go to 'Reports'.

16.) Select 'Payroll Deductions'.

17.) Select 'Export Payroll Deductions'.

18.) Confirm your ending date range to be yesterday, Do not use today's date.

19.) Place a check in the 'Create Export file' box. Select 'Summarize', not 'Detail'.

20.) Select the 'Delimited by' option as deemed from the payroll program being exported into.

21.) Name the Export file.

22.) Select the best export path.

23.) Press F10 to 'Accept' all options, and the file will now export. Balances will reset to $0.00.

24.) Delete this file from the Export path to avoiding appending next time.

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OTHER TIPS FOR PAYROLL DEDUCTIONS:

1. When running a transaction for an employee purchase, the tender type used is 'On Account'.

2. In Configuration, under the 'Invoices & Receipts', set 'Balance Due' to 'Yes' if you want a running balance total to show on receipts for employees know their current balance.

3. Only run Payroll Deductions when COMPLETELY ready. Once the Export has been done, it cannot be undone easily. All transactions posted would have to be returned individually.

4. When running the Payroll Deduction export, the CAP program is creating a payroll deduction transaction for each account. This will therefore affect:

    -Daily Sales Summary reports

    -The Customer's Account History