

<div data-bbox="124 309 161 360"></div> <div data-bbox="202 304 614 367">Dynamic Budgets User Guide for Payroll Expense Definitions</div>	<div data-bbox="654 280 694 324">1</div> <div data-bbox="750 309 1517 819"></div>
<div data-bbox="124 904 161 956"></div> <div data-bbox="202 900 413 931">Click on <b>Payroll</b>.</div>	<div data-bbox="654 875 694 920">2</div> <div data-bbox="707 862 1517 1263"></div>
<div data-bbox="124 1305 161 1357"></div> <div data-bbox="202 1301 528 1364">Click on <b>Payroll Expense Definitions</b>.</div>	<div data-bbox="654 1276 694 1321">3</div> <div data-bbox="707 1263 1517 1664"></div>
<div data-bbox="124 1706 161 1758"></div> <div data-bbox="202 1702 600 1897">Click on <b>CompanyDB</b> dropdown list. Make a selection.  In this example, we will select <b>DB3147_two18</b>.</div>	<div data-bbox="654 1677 694 1722">4</div> <div data-bbox="707 1664 1517 2069"></div>

Click on the BudgetID dropdown list. Make a selection.

In this example, we will select 2023 Budget.

5

Finances

Reports

Definitions

BudgetID

2023 Budget

2023 Budget

2024 Budget

Selected

Duplicate Definitions

Field Mapping

FieldLabel

CalcType

Object

Account (optional)

HasOptions

Click on Search.

6

Budget

Search

Recal

Definitions

Jan 29, 2019

2 of 13



Note: We are going to enter the field labels and CalcType needed for this company.

7

Hourly Staffing Field Mapping					
	FieldName	FieldLabel	CalcType	Object	Account (optional)
	Field1				
	Field2				
	Field3				
	Field4				
	Field5				
	Field6				
	Field7				
	Field8				
	Field9				
	Field10				
	Field11				
	Field12				
	Field13				
	Field14				
	Field15				
	Field16				
	Field17				
	Field18				
	Field19				
	Field20				



Note: Here are some typical examples of Fieldlabels used by organizations.

Type the Fieldlabel and press tab. Do this until you have entered all of the labels you want to use.

8

Expense Definitions		Hourly Staffing Field Mapping	
	SortOrder	FieldName	FieldLabel
	0	Field1	FICA
	0	Field2	Medicare
	0	Field3	Medical
	0	Field4	Dental
	0	Field5	Vision
	0	Field6	WC
	0	Field7	Life
	0	Field8	Pension
	0	Field9	401k
	0	Field10	Car Allowance
	0	Field11	Phone Allowance
	0	Field12	Continuing Education
	0	Field13	Bonus Amount
	0	Field14	Bonus Type
▶	0	Field15	



Note: Here are some typical examples of CalcType used by organizations.

Select the CalcType and press tab. Do this until you have entered all of the types you want to use.

#### 9 Hourly Staffing Field Mapping

FieldName	FieldLabel	CalcType
eld1	FICA	Pcnt-TotalTaxable-Capped
eld2	Medicare	Tax Liability
eld3	Medical	Monthly Amount - Multiple Changes
eld4	Dental	Monthly Amount - Multiple Changes
eld5	Vision	Monthly Amount - Multiple Changes
eld6	WC	Pcnt of Salary
eld7	Life	Pcnt of Salary
eld8	Pension	Pcnt-Salary-Capped
eld9	401k	Pcnt-Salary-Capped
eld10	Car Allowance	Monthly Amount
eld11	Phone Allowance	Monthly Amount
eld12	Continuing Education	Input Annual
eld13	Bonus Amount	Single Pymt - Amount
eld14	Bonus Type	Input Annual - Weighted Quarterly
eld15		Not Set



Click on CalcType selected for the FICA FieldLabel.

In this example, we have selected Pcnt-TotalTaxable-Capped.

10

#### Selected Duplicate Definitions

##### Hourly Staffing Field Mapping

FieldLabel	CalcType	Object
FICA	Pcnt-TotalTaxable-Capped	170
Medicare	Tax Liability	5170
Medical	Monthly Amount - Multiple Changes	5160
Dental	Monthly Amount - Multiple Changes	5160




Now enter the OptionName, Tax Rate, WageLimit and Max for FICA.

See example.

11

OptionName	Tax Rate	WageLimit	Max
FICA	6.2	127500	7905
*			




Click on CalcType selected for the **Medicare** FieldLabel.

In this example, we have selected **Tax Liability**.

12

FieldLabel	CalcType	Object
FICA	Pcnt-TotalTaxable-Capped	5170 -
Medicare	Tax Liability	170 -
Medical	Monthly Amount - Multiple Changes	5160 -
Dental	Monthly Amount - Multiple Changes	5160 -
Vision	Monthly Amount - Multiple Changes	5160 -




Enter the OptionName and OptionValue for **Medicare**.

See example.

13

OptionName	Option Value	Object	IsDefault
Medicare	1.45		
*			



Click on CalcType selected for the **Medical** FieldLabel.

In this example, we have selected **Monthly Amount - Multiple Changes**.

14

FieldLabel	CalcType	Object
FICA	Pcnt-TotalTaxable-Capped	5170 -
Medicare	Tax Liability	5170 -
Medical	Monthly Amount - Multiple Changes	160 -
Dental	Monthly Amount - Multiple Changes	5160 -
Vision	Monthly Amount - Multiple Changes	5160 -
WC	Pcnt of Salary	

Jan 29, 2019

6 of 13

15

Enter the OptionName and Period Amount for **Medical**.

See example.

	OptionName	Period Amount	Object	New Amount 1
▶	HMO-EMP	500	▼	
	HMO-EMP	650	▼	
	HMO-CH	650	▼	
	HMO-FAM	1300	▼	
	PPO-EMP	600	▼	
	PPO-SP	750	▼	
	PPO-CH	750	▼	
	PPO-FAM	1400	▼	
	Opt Out	0	▼	
*			▼	

16

Click on CalcType selected for the **Dental** FieldLabel.

In this example, we have selected **Monthly Amount - Multiple Changes**.

FICA	Pcnt-TotalTaxable-Capped	▼	5170
Medicare	Tax Liability	▼	5170
Medical	Monthly Amount - Multiple Changes	▼	5160
Dental	Monthly Amount - Multiple Changes	▼	5160
Vision	Monthly Amount - Multiple Changes	▼	5160
WC	Pcnt of Salary	▼	
Life	Pcnt of Salary	▼	5150

17

Enter the OptionName and Period Amount for **Dental**.

See example.

	OptionName	Period Amount	Object	New Amount 1
▶	Yes	85	▼	
	No	Yes 0	▼	
*			▼	

Click on CalcType selected for the **Vison** FieldLabel.

In this example, we have selected **Monthly Amount - Multiple Changes**.

18

Medicare	Tax Liability	▼	5170
Medical	Monthly Amount - Multiple Changes	▼	5160
Dental	Monthly Amount - Multiple Changes	▼	5160
Vision	Monthly Amount - Multiple Changes	▼	5160
WC	Pcnt of Salary	▼	
Life	Pcnt of Salary	▼	5150
401k Match	Pcnt-Salary-Capped	▼	5150

Enter the OptionName and Period Amount for **Vision**.

See example.

19

	OptionName	Period Amount	Object	Net Am 1
►	Yes	15	▼	
	No	0	▼	
*			▼	

Click on CalcType selected for the **WC** FieldLabel.

In this example, we have selected **Pcnt of Salary**.

20

Medical	Monthly Amount - Multiple Changes	▼	5160
Dental	Monthly Amount - Multiple Changes	▼	5160
Vision	Monthly Amount - Multiple Changes	▼	5160
WC	Pcnt of Salary	▼	5150
Life	Pcnt of Salary	▼	5150
401k Match	Pcnt-Salary-Capped	▼	5150
Housing Allowance	Input Monthly	▼	5150

Enter the OptionName and Percent of Salary for **WC**.

See example.

21

	OptionName	Pcnt of Salary	Object	IsD
►	WC	0.06	▼	
*			▼	



Click on CalcType selected for the **Life** FieldLabel.

In this example, we have selected **Pcnt of Salary**.

22

Dental	Monthly Amount - Multiple Changes	5160
Vision	Monthly Amount - Multiple Changes	5160
WC	Pcnt of Salary	
Life	Pcnt of Salary	5150
401k Match	Pcnt-Salary-Capped	5150
Housing Allowance	Input Monthly	5150
Car Allowance	Monthly Amount	5150

Enter the OptionName and Pcnt of Salary for **Life**.

See example.

23

	OptionName	Pcnt of Salary	Object	Is
▶	Life	0.01		
*				

Click on CalcType selected for the **401K Match** FieldLabel.

In this example, we have selected **Pcnt-Salary-Capped**.

24

Vision	Monthly Amount - Multiple Changes	5160
WC	Pcnt of Salary	
Life	Pcnt of Salary	5150
401k Match	Pcnt-Salary-Capped	5150
Housing Allowance	Input Monthly	5150
Car Allowance	Monthly Amount	5150
Phone Allowance	Monthly Amount	5150

Enter the OptionName and Pcnt of Salary for **401k Match**.

See example.

25

	OptionName	Pcnt of Salary	WageLimit	Max Amt
▶	1	1	200000	2000
	2	2	200000	4000
	3	3	200000	6000
	4	4	200000	8000
*				

Click on CalcType selected for the **Housing Allowance** FieldLabel.

In this example, we have selected **Input-Monthly**.

26

WC	Pcnt of Salary		
Life	Pcnt of Salary		5150
401k Match	Pcnt-Salary-Capped		5150
Housing Allowance	Input Monthly		5150
Car Allowance	Monthly Amount		5150
Phone Allowance	Monthly Amount		5150
Continuing Education	Input Annual		5150

Click on CalcType selected for the **Car Allowance** FieldLabel.

In this example, we have selected **Monthly Amount**.

27

Life	Pcnt of Salary		5150
401k Match	Pcnt-Salary-Capped		5150
Housing Allowance	Input Monthly		5150
Car Allowance	Monthly Amount		150
Phone Allowance	Monthly Amount		5150
Continuing Education	Input Annual		5150
Bonus Amount	Single Pymt - Pcnt Annualized Salary		

Enter the OptionName and Option Value for **Car Allowance**.

See example.

28

	OptionName	Option Value	Object	IsD
▶	Parking Only	150		
	Company Use	1500		
	Exec Lease	2500		
*				

Click on CalcType selected for the **Phone Allowance** FieldLabel.

In this example, we have selected **Monthly Amount**.

29

401k Match	Pcnt-Salary-Capped		5150
Housing Allowance	Input Monthly		5150
Car Allowance	Monthly Amount		5150
Phone Allowance	Monthly Amount		150
Continuing Education	Input Annual		5150
Bonus Amount	Single Pymt - Pcnt Annualized Salary		
Bonus Type	Input Annual - Weighted Quarterly		



Enter the OptionName and Option Value for **Phone Allowance**.

See example.

30

	OptionName	Option Value	Object	Is
	Yes	40		
►*		0		



Click on CalcType selected for the **Continuing Education** FieldLabel.

In this example, we have selected **Input Annual**.

31

Housing Allowance	Input Monthly		5150
Car Allowance	Monthly Amount		5150
Phone Allowance	Monthly Amount		5150
Continuing Education	Input Annual		150
Bonus Amount	Single Pymt - Pcnt Annualized Salary		
Bonus Type	Input Annual - Weighted Quarterly		
	Not Set		



Click on CalcType selected for the **Bonus Amount** FieldLabel.

In this example, we have selected **Single Pymt-Pcnt Annualized Salary**.

32

Car Allowance	Monthly Amount		5150
Phone Allowance	Monthly Amount		5150
Continuing Education	Input Annual		5150
Bonus Amount	Single Pymt - Pcnt Annualized Salary		
Bonus Type	Input Annual - Weighted Quarterly		
	Not Set		
	Not Set		




Enter the OptionName, Pcnt of Salary and Fiscal Period for **Bonus Amount**.

See example.

33

	OptionName	Pcnt of Salary	FiscalPeriod	Object
►	1	1	Jan	
	2	2	Jan	
	5	5	Jan	
	10	10	Jan	
*				




Click on CalcType selected for the Bonus Type FieldLabel.

In this example, we have selected Input Annual-Weighted Quarterly.

34

Phone Allowance	Monthly Amount	5150
Continuing Education	Input Annual	5150
Bonus Amount	Single Pymt - Pymt Annualized Salary	
Bonus Type	Input Annual - Weighted Quarterly	
	Not Set	
	Not Set	
	Not Set	



Drag the black line to the left.

35

	Object	OptionName	Object
	5170 - Payroll Taxes - Admin	Admin	5120 - Bonuses
	5170 - Payroll Taxes - Admin	Staff	5121 - Bonuses
anges	5160 - Health Insurance Ex	*	
anges	5160 - Health Insurance Ex		
anges	5160 - Health Insurance Ex		
	5150 - Employee Benefits -		
	5150 - Employee Benefits -		
	5150 - Employee Benefits -		
	5150 - Employee Benefits -		
	5150 - Employee Benefits -		
	5150 - Employee Benefits -		
	5150 - Employee Benefits -		
Salary			
rtly			

Enter the OptionName, Object, 1st Rate, 1st Period, 2nd Rate, 2nd Period, 3rd Rate, 3rd Period, 4th Rate, 4th Period for **Bonus Type**.

See example.

36

OptionName	Object
Admin	5120 - Bonuses - Administration
Ops Staff	5121 - Bonuses - Services/Installation Canada
▶▶	

Click on CalcType selected for the **Bonus Type** FieldLabel.

In this example, we have selected **Input Annual-Weighted Quarterly**.

37

**Payroll > Payroll Expense Definitions**

CompanyDB DB3147\_two18 BudgetID 2023 Budget

**Save Changes** Delete Selected Duplicate Definitions

Expense Definitions Hourly Staffing Field Mapping

SortOrder	FieldName	FieldLabel	CalcType
0	Field1	FICA	Pcnt-Total

Click on **Yes** to confirm you want to save these records.

Note: You are overwriting any existing payroll records for this budgetid.

38

as, these original records from Budget will overwrite any existing Payroll Expense records under [2023 Budget] BudgetID. Do you want to save changes ?

**Yes** No

That's It. You're Done.

39

**That's It. You're Done.**

Jan 29, 2019

13 of 13