

MasterLink user guide

	Main Menu - Splash Screen	Input Gross
File	Employee	Emp Changes Report
	→ Main	HR Reports
	→ Ddp/Misc	System
	→ Sic/Vac/Expt	Reindex
	Company	Backup
	Transaction Codes	Restore
	Job Codes	Restore Old Emp File
	Tax Info	Change System Year
	Check Calculator	Default Company
	GL Journal	Custom
	Switch Company	Security
	Import Time	Printer Setup
	Export Time	Save to Disk Interval
	Define HR values	Edit Time Punch
	Global Sic/Vac Rules	Update Custom Report Data
	Exit	Encryption Key
Input		Transmit
	Current	Send Input
	Prior	Receive Payroll
	New	Communications Log
		Modem Setup
Reports		
	Input Report	
	Checks	
	Report Groups	
	Payday Reports	
	Monthly Reports	
	Quarterly Reports	
	Attendance Report	
	Employee History	
	Taxes	
	Hours	
	Dollars	
	Employee Listing	
	Tax Report	
	Sick & Vac	
	Income Register	
	Deduction Register	
	Check Register	
	Payroll Register	
	Labor Distribution	
	Gross → Total	
	Hours → Gross	
	Gross → Net	
	By Emp Hrs → Gross	
	By Emp Grs → Total	
	Workers Comp	
	Certified Payroll	
	401K Report	
	Input Gross	
	Emp Changes Report	
	HR Reports	

MasterLink user guide

File → Employee Maintenance → Main

Rates	Jobs	Distr
#1 24.358	02-01-06	40 %
#2	02-02-04	10 %
#3	02-02-05	5 %
#4	02-03-04	45 %
#5		%
#6		%

Employee Number - System assigned next available number. May be user assigned when Adding new employee.

Social Security Number

LAST NAME, FIRST NAME MI (CAPS)

City, State Zip Code

Site Number – Time Clock interface reference

Special Seq – Four (4) character text field prints to the right of the employee's name in the check envelope window for sorting/distribution purposes

Salary - Annualized amount divided by the number of pay periods. Salary will also be annualized automatically and divided by 2080 or the equivalent Hours per Week (if not 40) to establish Rate #1. Rate #1 is used to calculate Sic/Vac earnings, etc. Salaries may be automatically split over multiple departments by percentages.

MasterLink user guide

Federal Withholding Status – S (Single) M (Married) H (Head of Household) Blank (Exempt) From Employee provided W4 ([See W4 form and Instructions](#)) Or the IRS web page at <http://www.irs.gov/formspubs/index.html>

State Withholding S (Single) M (Married) H (Head of Household) Blank (Exempt) From Employee provided State Withholding Certificate (See State Web Page Index at <http://www.taxadmin.org/fta/ftafact1.html>)

Rates Each employee can have up to six (6) regular rates of pay. Regular rates of pay are automatically assigned for salaried employees by annualizing the salary and dividing by 2080 or the number of regular hours if not 40 in Hours Per Week (if not 40) box. Transaction codes use rates of pay to calculate earnings. Regular rates of pay may be split over multiple departments by percentage automatically if a “/” is used in the input (see input). Rate #1 for salaried employees is generally used for calculating Sic/Vac earnings, etc. Rate #1 is generally used by transaction codes to calculate overtime, sick, vacation, holiday, etc. earnings.

Jobs (see also Job Codes) Also called home departments in the employee file, are created and stored in the Job Codes section. They are three (3) sets of two (2) digits (e.g. XX-XX-XX). Digits may be alpha or numerical. Job numbers may be used in any combination and to any level (e.g. XX-XX-XX, XX-XX, XX). If the job is not keyed during input and there is a department in the employee file all of that employee’s earnings will automatically be assigned to that home department for that pay period.

Dist Salaries will be distributed across multiple departments by percentages. Protocol is XX where X is a number between 0 and 9 with no “%”. Rates may be distributed by percentage automatically by using a “/” during input (see Input). Rates are not entered after Rate #1 for automatic distribution.

Date of Hire – Used for Sic/Vac calculations,

Date of Last Raise

Hourly or Salary

Pay Periods per Year - Used for the calculation of Federal and State personal income tax withholding and for calculating hourly wage for salaried employees.

Hours Per Week (if not 40) -Used to calculate regular hours for salaried employees that work less than 40 hours per week or 2080hours annually.

Elim rate and Salary on Listing – If selected will block rates and salaries on the employee listing. Overrides security parameters in Security; also blocks access to some employee information in Employee screens.

Work Location Code – Applicable only for Oregon employees

MasterLink user guide

Next – next Employee

Prev – Previous Employee

Find – Find Employee (EE) by Last Name, EE # or Social Security Number (SSN)

Delete – Delete Employee. May only be used when there is no Year To Date for EE

Add – Add New Employee.

Print – Print Employee File

Quit – Quit Employee File

File → Employee Maintenance → Ddp/Misc

The screenshot shows a software window titled "Employee Maintenance" with a tabbed interface. The "Ddp/Misc" tab is active. The window displays the following information:

- Emp No:** 1
- Name:** KENT, CLARKE III
- Direct Deposit Info:**
 - Deposit Whole Check
 - Chk Id:** (dropdown menu)
 - ABA No.:** 121140218
 - Account:** 000111222
 - Pay to Second Account:**
 - ABA (dropdown)
 - Account (text box)
 - Pay to Third Account:**
 - ABA (dropdown)
 - Account (text box)
- Date Terminated:** / /
- Next Review Date:** 09/21/99
- Ag Info:**
 - If 3403
 - Linked Emp (text box)
- Certified:** FLYING SUPERHERO
- Comments:** IS VULNERABLE TO KRYPTONITE
- Allow short with tips
- Short:** 0
- Deemed equivalent wages:** 0

At the bottom of the window, there are buttons for "Next", "Prev", "Find", "Delete", "Add", "Print", and "Quit".

Direct Deposit –

Check ID –

ABA No. – 9 digit bank routing number for employee direct deposit.

Account – Employee bank account number for direct deposit

MasterLink user guide

Date Terminated – printed on the Employee Listing/Worksheet. Used also by the Sic/Vac program, etc.

Next Review Date – printed on the Employee Listing/Worksheet.

Ag Info – for agricultural employees subject to Federal 943 reporting rules and State overtime provisions.

Linked Emp – For employees subject to both Federal 943 and 941 reporting rules.

Certified –

Comments - Text fields; printed on the last line of the Employee Listing/Worksheet.

Deemed equivalent wages – Nevada Worker’s Compensation field for non-wage earners

Allow short with tips – For employees that receive cash tips and are taxed as an “In and Out” earning. Will allow the employee to accumulate negative earnings until tax liability is met. Specifically will deduct amount for Social Security and Medicare first, then Federal and State withholding.

Short – Amount of negative earnings accumulated when net earnings are not available to withhold taxes.

MasterLink user guide

File → Employee Maintenance
→ Sic/Vac/Expt

Sick		Vacation		Comp Time	
Sch	Units	Sch	Units		
	Time		Time		
Beg. Balance	40	Beg. Balance	26.00		0.00
As of Date	01/01/00	As of Date	01/01/00		//
% of Rate		% of Rate	.219178	Cur. Balance	0.00
Limit		Limit			
New Rate	Eff. Date	New Rate	Eff. Date		
	//		//		
	//		//		
	//		//		
	//		//		
Apply To		Excl. Excess		Excl. Excess	
Date of Bal	07/12/01	Allow Neg		Allow Neg	
Current Bal	16.00		03/09/03		

The field parameters for Sick and Vacation are identical

Sch – Company wide policy for appropriate benefit. If the schedule under Global Sic/Vac is utilized, will calculate Sic or Vac for employees within appropriate group by placing the schedule number in the Sch field. See Global Sic/Vac Rules under File. Also see the Sick and Vacation Setup section

Example: Company A has a Sick/Vacation policy that states that all hourly employees will accrue 8 hours of sick time over their first year beginning on the first day of the fourth month of employee's regular employment and will accrue 40 hours of Vacation time over their first year beginning on the first day of the fourth month of employee's regular employment. One year after becoming eligible for Sic/Vacation benefits, the employee will accrue 16 hours of sick time and 64 hours of vacation over the second benefit year.

Units – Drop down menu

- Time – Accrual based on days, annualized (e.g. 40 hours / 365 days)
- Hour - Accrual based on actual hours worked
- Gross – Rate 1 multiplied by number of hours accrued
- Exclude – Excludes employee from Sic/Vac report, the employee's check and all other areas
- DrawDown – Set amount of hours available to employee instead of accruing

MasterLink user guide

→ Empty – Stops accrual for employee that has previously accrued Sic/Vac and leaves balances

Beg. Balance – Amount of hours available when Sic/Vac accrual is begun or available as draw down

As of Date – Date that Beg. Balance is established

[] % of rate – Will force the calculation of accrual as a percentage of the accrual rate. E.g. full time employees accrue at 100% of [rate] while half time employees accrue at 50% of [rate]. If the % of rate is changed while the employee has already accrued hours, the sic/vac report will recalculate the available balance based on the new percentage.

Rate – accrual rate. Expressed as a decimal (e.g. $40/2080 = 0.019230 = 1$ week per year accrued hours)

New Rate – Employee's future rate as of a particular date

Eff. Date – Date New Rate is to take effect

Company

Common Name – DBA

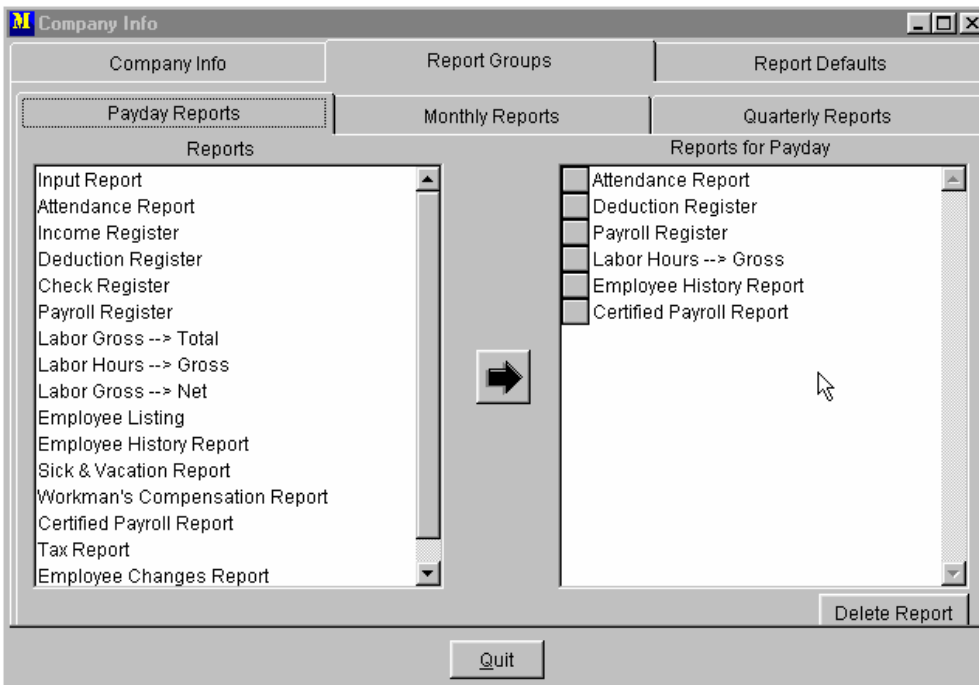
Name 1 – Legal name used by I.R.S. and State agencies. Sole proprietors and partnerships use principal’s names. S-corps, C-Corps and L.L.C.’s use legal name of entity as shown on SS4 and/or the First line of the 941

Name 2 – Second line on 941 and State Tax forms, et al.

Contact – Client authorized contact person for payroll information.

MasterLink user guide

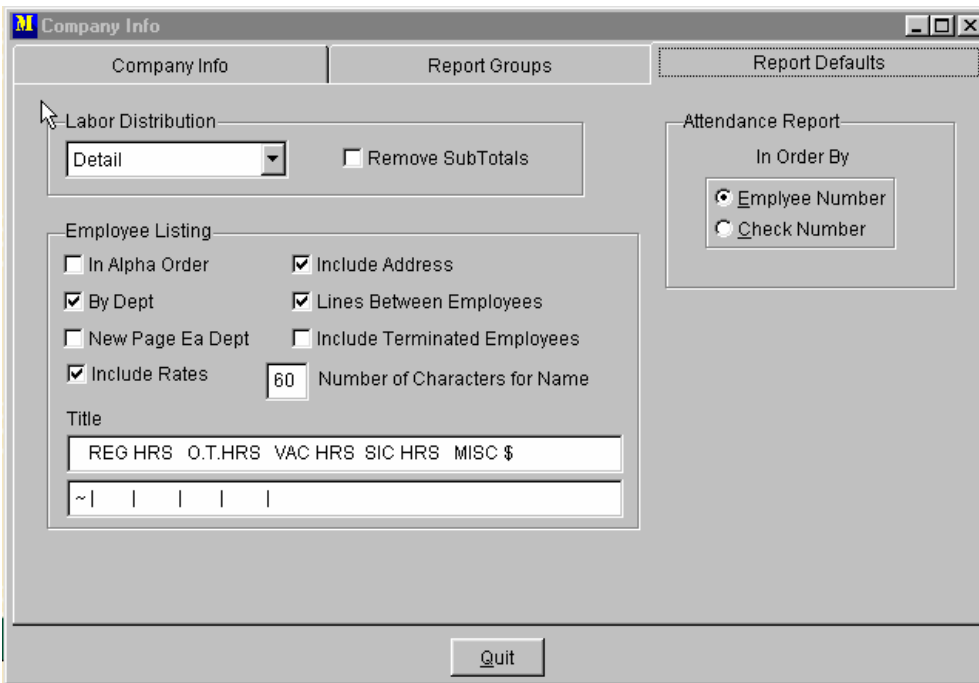
File → Company → Report Groups



Setup for printing Payday, Monthly and Quarterly reports. Once selected will print automatically when the Payday Reports, Monthly Reports or Quarterly Reports are selected from the Reports menu.

MasterLink user guide

File → Company → Report Defaults – Selections for print parameters.



Title – the “~” before the “|” will create boxes in the Employee Listing/Worksheet.

File → Check Calculator

1. Employee Drag Down Select Employee by Alpha or Employee Number
 2. Annual Gross Enter amount. Calculator will automatically complete gross to net by selected pay period
 3. Pay Period
Employee file. Automatically defaults to pay period established in
Manual override for special calculations
 4. Fed/State Withholding Automatically defaults to Federal and State Withholding in
Employee file. Manual override for special calculations
- Additional Allowances
- Withheld Amount or %
 Overrides by percentage or dollar amount or automatically adds additional amount to calculation based on employee file (All default Federal calculations are based on Schedule E, Publication 15 Type two [%] calculations)

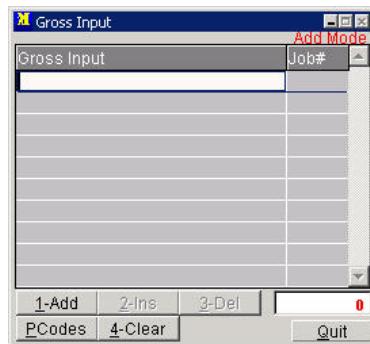
State ID

Home state for calculation of employee personal state and local (other than CASDI) income tax. Defaults to State ID in Employee file. **Required field**

5. Gross

Enter Amount. For salaried employees automatically defaults to per pay period salary. Check calculator automatically calculates gross to net, including adjustments for any amounts in employee auto transactions (employee file).

To complete calculation, **double click on gross amount (required)** to pop-up input screen.



6. Cafeteria

Enter amount. Pre tax section 125 or equivalent transaction. Amount is treated as non-taxable deduction or negative earning

7. 401(k)

Enter amount or percentage. 401(k) or similar transaction, exempt from Federal and State personal income tax.

8. Federal

Defaults to calculation of Federal personal income tax withheld based on amount in employee file or is overridden by amount or percent entered in (4) above. Also may be overridden in pop-up input screen (See input, Check calculator – Tips).

9. FICA

Automatic calculation of employee FICA (OASDI) liability. Amount cannot be overridden. Putting a “✓” in the box will force FICA to be not calculated.

10. Medi

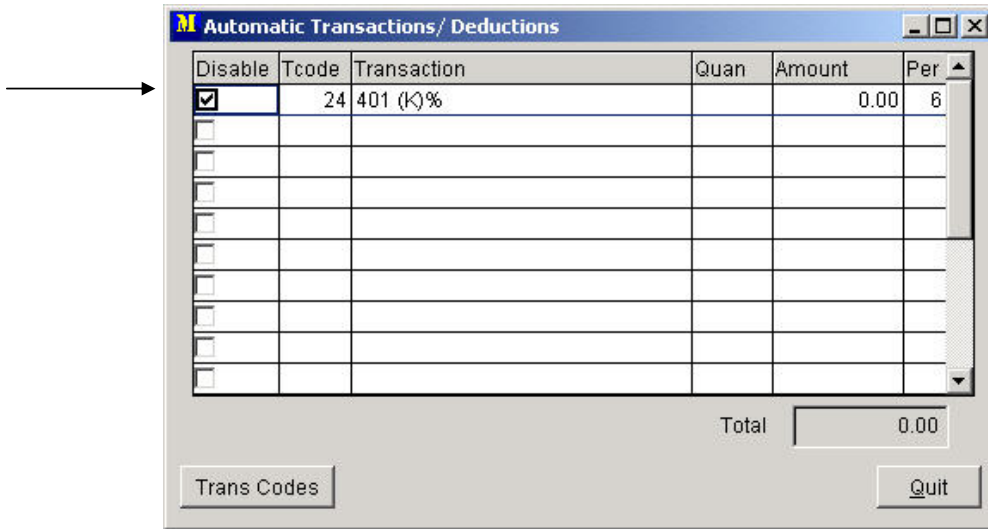
Automatic calculation of employee Medicare liability. Cannot be overridden.

11. SWT

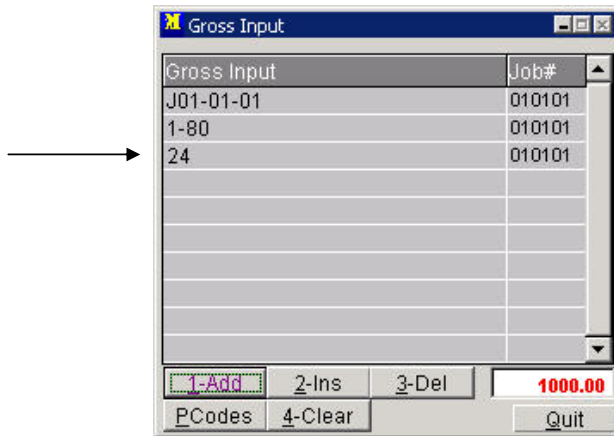
Defaults to calculation of State personal income tax withheld based on amount in employee file or is overridden by amount or percent entered in (4) above. Also may be overridden in pop up input screen. Also dependent on State ID

12. Auto Trans

Defaults to automatic transactions set up in employee file. Overridden by clicking on **Auto Trans** box, place "✓" in box next to selected auto-trans.



May also be overridden in pop up input screen by typing transaction code without multiplier amount * (see transaction codes, input)



* Example – typing “24” by itself blocks transaction code 24

13. Input Ded Displays and calculates net amount based on deductions input in pop up input screen.

14. Net Pay Amount automatically calculated based on parameters selected in <1-13> above or enter amount to calculate gross to net.



15. Gross Up Automatically calculates gross pay based on amount entered in [net pay] and based on parameters selected in <1-14> above when [Gross Up] button clicked.



16. Posted If this box is checked the calculated check has been posted to input and saved. Available for later review under drop down menu <saved Checks>. **** File saved as as /usr/detdbf/mdt-company#.dbf. See File Structure, Check Detail, Error Messages, Input

17. Check # System generated next available check number. May be manually overridden to indicate different account or sequence number (see manual check calculation – TIPS). Check number posted in new Input when imported and shown on check register as memo field

Comment: File saved as as /usr/detdbf/mdt-company#.dbf. See File Structure, Check Detail, Error Messages, Input

18. Beg Period Beginning date of pay period of check calculation. Will be imported into input screen with new input and shown on check register as memo field. Also stored in check detail file.

19. End Per End date of pay period of check calculation. Will be imported into input screen with new input and shown on check register as memo field. Also stored in check detail file.

20. Chk Dte Check date of pay period of check calculation. Will be imported into input screen with new input and shown on check register as memo field. Also stored in check detail file.

21. Saved Checks Drop down selection of previously saved and/or posted check calculations.

File → GL Journal

Seq	G/L Number	Description	Db/Cr	Type	Job Nmbr
1530	1010202100	METROPOLIS CATCHING BAD GUYS Taxes Paid	D	STATE3	010202
1540	1010202100	METROPOLIS CATCHING BAD GUYS Taxes Paid	D	STATE3	010202
1550	1010202100	METROPOLIS CATCHING BAD GUYS Taxes Paid	D	STATE4	010202
1560	1010202100	METROPOLIS CATCHING BAD GUYS Taxes Paid	D	STATE4	010202
1570	1010202100	METROPOLIS CATCHING BAD GUYS Taxes Paid	D	STATE4	010202
1580	1020000001	SMALLVILLE REGULAR TIME	D	AMOUNT	02
1590	1020000002	SMALLVILLE 1 1/2 TIME	D	AMOUNT	02
1600	1020000004	SMALLVILLE SICK TIME	D	AMOUNT	02
1610	1020000006	SMALLVILLE VACATION	D	AMOUNT	02
1620	1020000007	SMALLVILLE SALARY	D	AMOUNT	02
1630	1020000012	SMALLVILLE HRS X RATE	D	AMOUNT	02
1640	1020000015	SMALLVILLE COMMISSIONS	D	AMOUNT	02
1650	1020000027	SMALLVILLE COMP	D	AMOUNT	02
1660	1020000100	SMALLVILLE Taxes Paid	D	FICAP	02
1670	1020000100	SMALLVILLE Taxes Paid	D	FICAP	02
1680	1020000100	SMALLVILLE Taxes Paid	D	MEDCP	02
1690	1020000100	SMALLVILLE Taxes Paid	D	FUTA	02

NOTE: THE GL FILE MUST BE SET UP AT THE SERVICE BUREAU BEFORE BEING RUN IN MASTERLINK. PLEASE CALL YOUR PAYROLL PROCESSOR FOR DETAILS.

In general, if the Service Bureau offers custom General Ledger reporting and export/import services the Service Bureau should create the initial modified/custom file. Advanced users may decide to create, edit and maintain the G.L. file. Please contact the Service Bureau for details. (See also File Structure, Update Custom Report Data)

Elements

Seq Sequence Number – designates the order by which the GL account numbers are sorted.

MasterLink user guide

G/L Number System generated. May be changed to accommodate user's GL Chart of Accounts.

System generated GL numbers are assigned as follows:

JOB LEVEL	# DIGITS
0	4
1	6
2	8
3	10

All the G.L. numbers that do not start with a 1 have zeros added to give the number of digits listed above.

The G.L. numbers are assigned as follows (in the following table, jjjjjj is the six digit job number and tt is the transaction code number, xx is a two digit number corresponding to which record this state holds in the state tax file to generate a unique GL number for each state):

DEBITS:

1jjjjj0tt Taxable Wages:
1jjjjj100 Employer Pd Tax.
1jjjjj200 Workers' Comp.
1jjjjj300 Meals/Rent.
1jjjjj400 Tips.
2tt0000000 Non-Tax Reimb.

CREDITS:

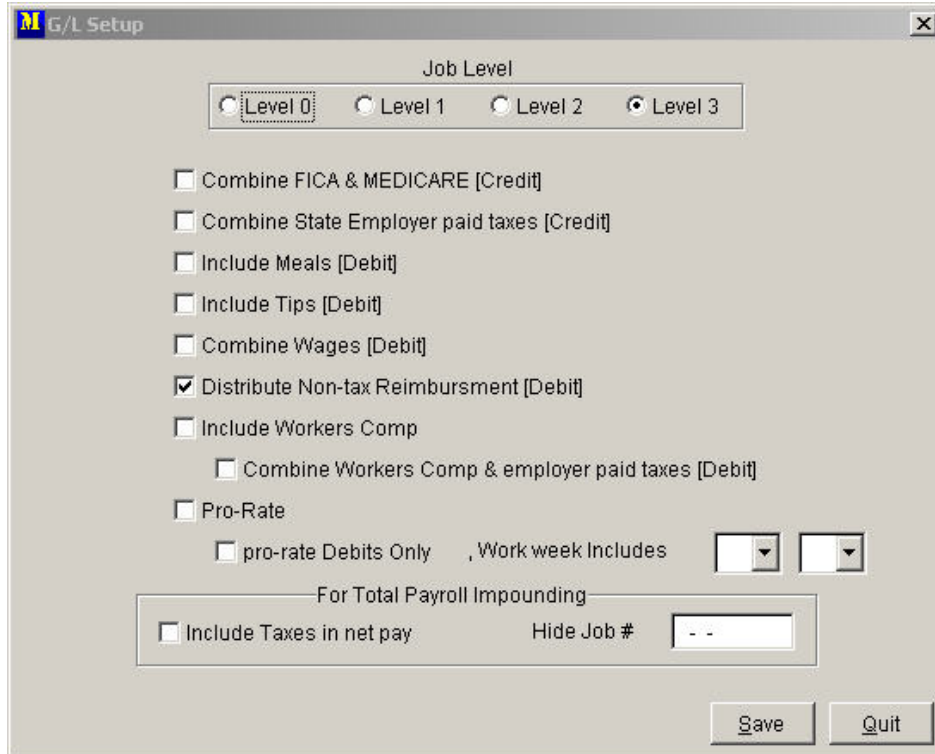
30tt000000 Deductions.
4000000000 Cash in Bank.
5000000000 Federal Withheld
5100000000 FICA Withheld
5200000000 Medicare With.
5300000000 FICA Emp. Paid.
5400000000 Medicare Paid.
5500000000 Federal Unempl.
6xx0000000 State tax 1
6xx1000000 State tax 2
6xx2000000 State tax 3
6xx3000000 State tax 4
6xx4000000 Workers' Comp.
6xx5000000 Trans type A

DEBITS:

7000000000 Tax Impounds
8000000000 Fed Tax Dep.
9000000000 State Tax Dep.

MasterLink user guide

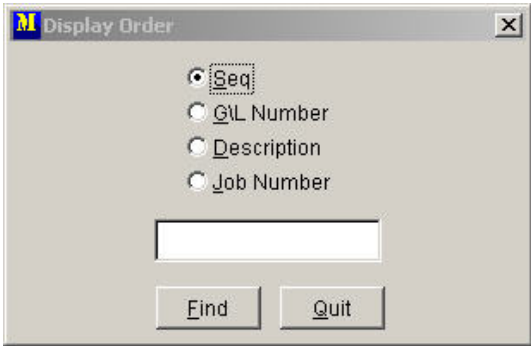
Description	Text description of the job code associated with each line item. Descriptions can be found in File → Job Codes
Db/Cr	Debit or Credit designator
Type	Transaction type description. From Check Detail file. The General Ledger database holds one record for every possible type of pay, tax, deduction and job based on the data generated when payrolls have been processed. The transaction types are as follows: FWT Federal Withholding NETCHK Net Amt less taxes FICAW FICA Withheld AMOUNT Gross amount MEDCW Medicare Withheld FICAP FICA Employer Paid MEDCP Medicare Employer Paid FUTA FUTA Employer Paid STATE1 (defined by state tax file) in California, PIT STATE2 (California) DI STATE3 (California) UI STATE4 (California) ETT +F941-FWT Fed Withholding amount in Tax Deposit (F943 for ag.) +F941-FICAW FICA Withheld amount in Tax Deposit +F941-MEDCW Medicare Withheld amount in Tax Deposit +F941-FICAP FICA Paid amount in Tax Deposit +F941-MEDCP Medicare Paid amount in Tax Deposit +F940-FUTA FUTA Paid amount in Tax Deposit +DE88-STATEX State tax amount in Tax Deposit +TAX -FWT Fed Withholding amount in Tax Impound +TAX -FICAW FICA Withholding amount Tax Impound +TAX -MEDCW Medicare Withheld amount in Tax Impound +TAX -FICAP FICA Paid amount in Tax Impound +TAX -MEDCP Medicare Paid amount in Tax Impound +TAX -FUTA Paid amount in Tax Impound +TAX -STATEX State tax amount in Tax Impound
Job Nmbr	Job number associated with line item. Called from the check detail file.
Save	Saves the gln.dbf file
Restore	Restores the gln.dbf file to the last saved version
G/L Setup GL report	Setup options for printing or establishing the parameters for exporting the



Order Sort order based on the various elements of the GL raw file.

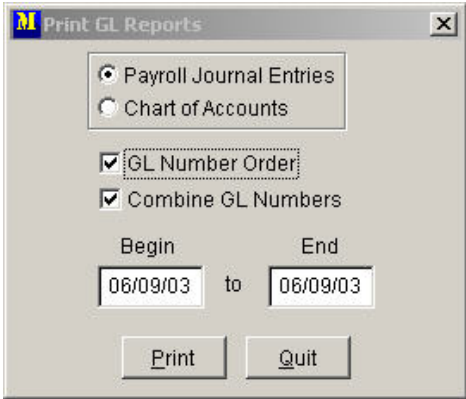


Find Search for any specific line item by element in the GL raw file.



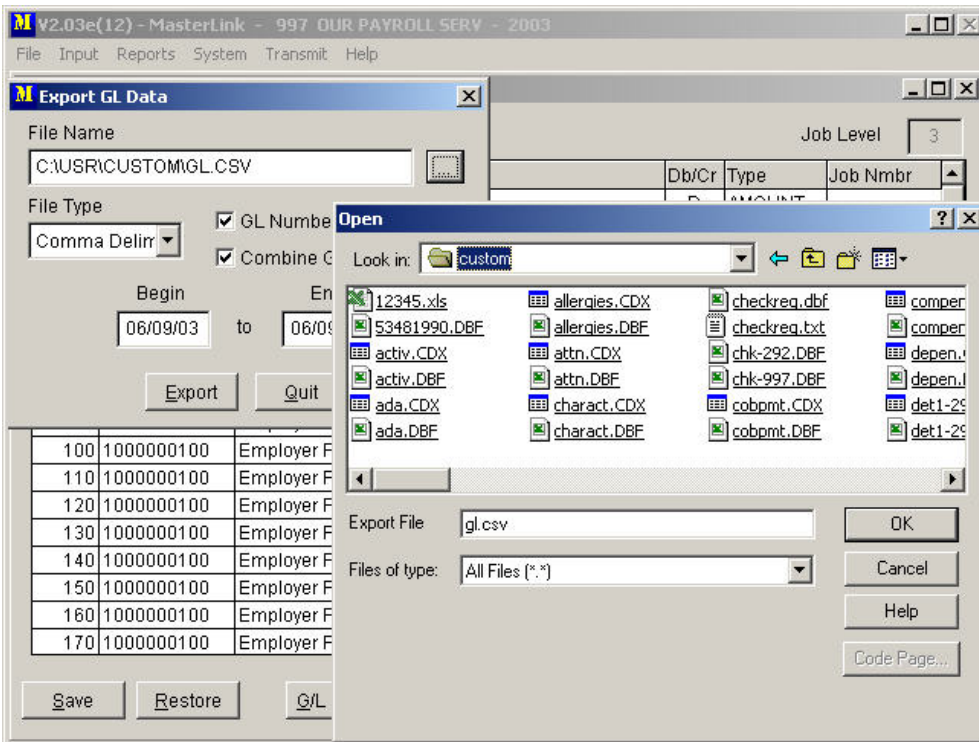
Print

Print the GL report or chart of accounts by selected date ranges




MasterLink user guide

Export Export GL report as readable database to file



Process: 1. Select File Type

2. Name File and Path

→ To open select (open) dialog box click on the  box

→ Select path and file name in the drag down menu

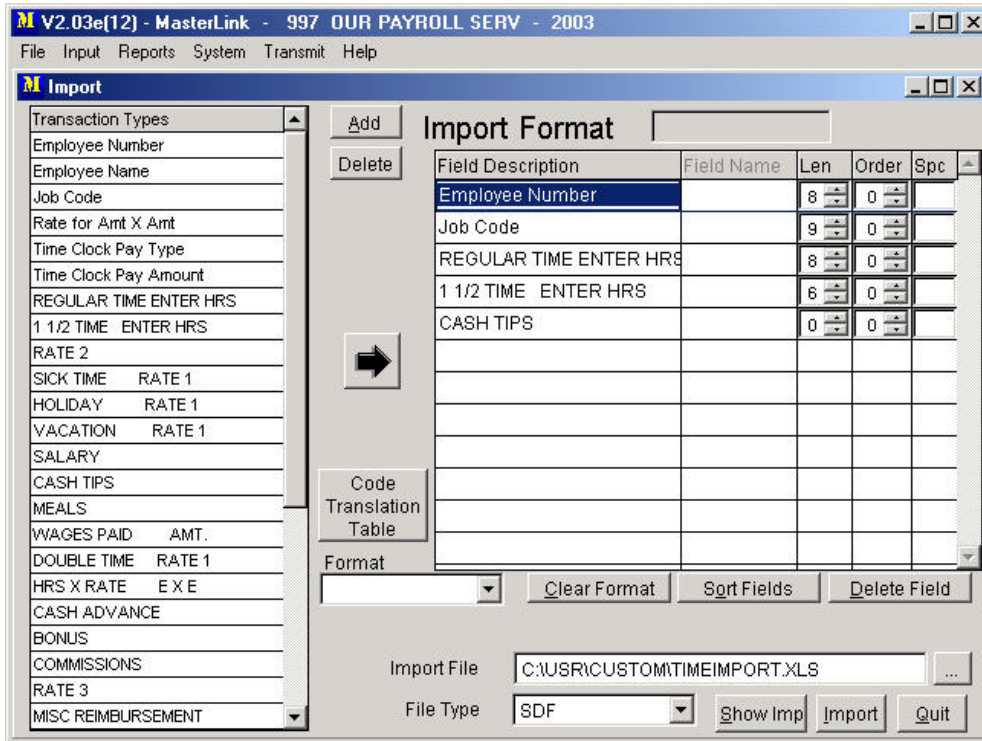


→ Type or select file name in the Export File box.



NOTE: Select All Files (*.*) to see all available file names and options

File → Import Time



Elements

Transaction Types Transaction codes used by MasterLink to calculate payroll.

Note: Rate for Amt X Amt, Time Clock Pay Type and Time Clock Pay Amount are reserved for use with time clock interfaces in conjunction with the Code Translation Table.

Add Add new import format
 Note – this is NOT for adding transaction types to the format table

Delete Delete current import format

Field Description Transaction type added to format. If no order set will correspond to the order of data to be imported.

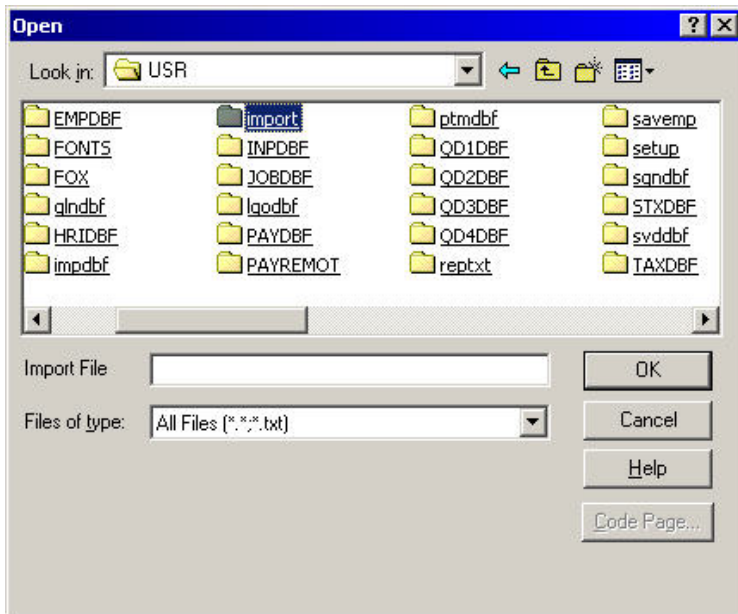
MasterLink user guide


Len	Field length - used for columnar imports.
Order	Forces the imported data order over the line position
Spc	When designated with a "D" divides the imported data by 100. E.g – some data capturing devices do not use decimals for dollar amounts so the amount 1000 would translate to 10.00 and 1010 would translate to 10.10
Code Translation Table	Translates time clock text transaction codes to correlating MasterLink numeric transaction codes. E.g. Reg (regular) = 1, ovt (overtime) = 2, Sal (salary) = 7
Format	Drop down menu containing saved formats. Select appropriate format for specific import file

The screenshot shows the 'Import Format' dialog box. It features a table with the following data:

Field Description	Field Name	Len	Order	Sp
Employee Number		5	0	*
Employee Name		0	0	*
Job Code		6	0	*
REGULAR TIME ENTER HRS		3	0	1
1 1/2 TIME ENTER HRS		3	0	2
Rate for Amt X Amt		3	0	*
Time Clock Pay Type		2	0	*
Time Clock Pay Amount		2	0	*

Below the table, the 'Format' dropdown menu is open, showing 'import' and 'import 2'. The 'Import File' field at the bottom contains the path 'C:\USR\CUSTOM\TIMEIMPORT.XLS'.



Import File	File to be imported into MasterLink. Click on the  to display the open file dialog box.
Sort Fields	Sorts import fields
Delete Field	Deletes specific import field
Clear Format	Clears entire import format
Show Imp	Shows entire import file
Import	Import file

File → Global Sic/Vac Rules

Elements

The field parameters for Sick and Vacation are identical

Company wide policy for appropriate benefit. If the schedule under Global Sic/Vac is utilized, will calculate Sic or Vac for employees within appropriate group by placing the schedule number in the Sch field.

See File → Employee → Sic/Vac/Exmpt.

Schedule # - Company can have an unlimited number of Sick/Vacation schedules. The Schedule # is set in employee screen Sic/Vac/Expt

Heading – Text qualifier for Sick/Vacation schedule. Changes heading on Sic/Vac report.

Type – Accrual basis.

- Hour – accrues based on actual hours worked
- Time – accrues on time based on 365 days. E.g – 2080 hours per year / 365 days =
- Gross – Accrual based on per pay period gross

Exclude – excludes all transaction types from accrual

Dollar – Accrues a matched dollar amount

of Hours Per Year – Number of hours employee will accrue

Starting after # Month – Month accrual begins

*Apply to – Transaction code type to which accruals will be applied

Exclude OT – Do not include any OT transaction types for Sick/Vac accruals

Allow Neg Balance – will allow all employees with schedule to take more Sick or Vacation hours than accrued.

Balance Limit – Schedule-wide limit. Includes current year, annual roll over limit. In general, the total number of hours individual employees will be able to accrue and carry over to new year if not used.

Problem: If, for example, an Agricultural employee is able to work 60 regular hours per week, that employee may accrue more than 40 hours if that employee were to take time off within the current year.

Max Hrs/Pay Period – Maximum number of hours employees' accrual will be based on. Used to stop accrual for employees that work other than 40 regular hours in a work week.

MasterLink user guide

Example 1: Company A has a Sick/Vacation policy that states that all hourly employees will accrue 8 hours of sick time over their first year beginning on the first day of the fourth month of employee's regular employment and will accrue 40 hours of Vacation time over their first year beginning on the first day of the fourth month of employee's regular employment. One year after becoming eligible for Sic/Vacation benefits, the employee will accrue 16 hours of sick time and 64 hours of vacation over the second benefit year.

The screenshot shows a software window titled "Global Sic & Vac Rules" with a "Schedule # 1" field. It is divided into two main sections: "Sick" and "Vacation".

Sick Section:

- Heading: sicktext
- Type: Hour
- Table of accrual rates:

# of Hours Per Year	Starting After # of Months
8	3
16	12
- *Apply To: 0234
- Exclude OT Allow Neg Balance
- Balance Limit: []
- Max Hrs/Pay Period: []
- Legend: * 0 Regular, 1 Overtime, 2 Holiday, 3 Sick, 4 Vacation, 5 Meals, 6 Tips, 7 Other

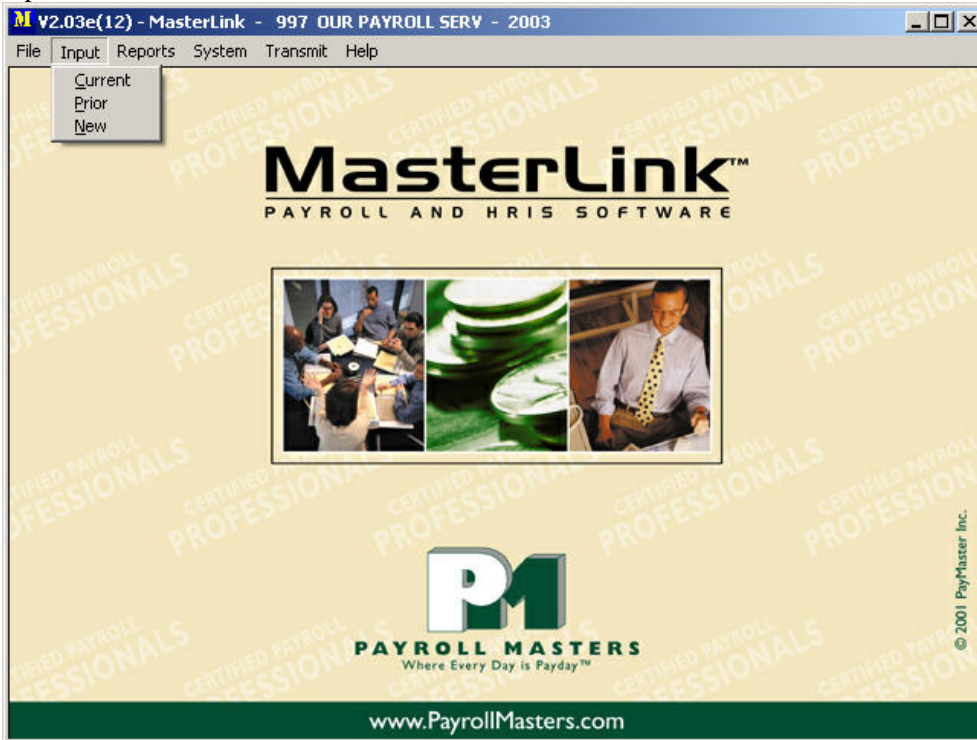
Vacation Section:

- Heading: vactext1
- Type: Empty
- Table of accrual rates:

# of Hours Per Year	Starting After # of Months
40	3
64	12
- *Apply To: []
- Exclude OT Allow Neg Balance
- Balance Limit: []
- Max Hrs/Pay Period: []
- Legend: * 0 Regular, 1 Overtime, 2 Holiday, 3 Sick, 4 Vacation, 5 Meals, 6 Tips, 7 Other

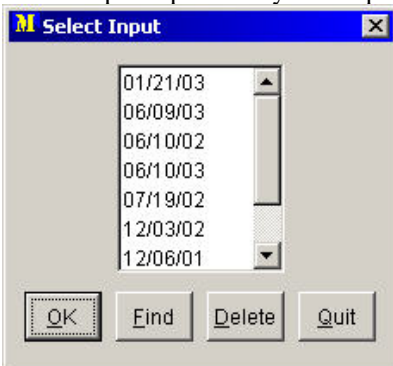
Navigation buttons at the bottom: Next, Prev, Delete, Add, Quit.

Input



Current – Open a previously begun input file

Prior – Open a previously sent input file



Each time a new payroll input is begun MasterLink prompts the user to save the previous input to a file.

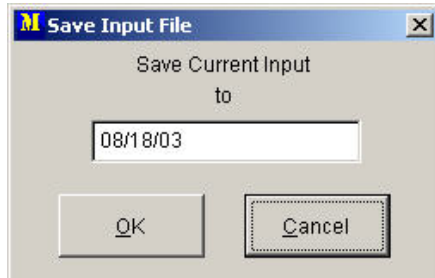
*Note – when transmitting files to the service bureau, the only files sent are the input file (c:\usr\inpdbf\inp.dbf) and the employee file (c:\usr\empdbf\emp[year]-[company number].dbf (e.g. emp3-997.dbf)) unless the Send G/L file and/or

MasterLink user guide

Send HR Data options are selected under Modem Setup in Transmit (see Transmit → Modem Setup)

New – Begins a new input file to be transmitted to the service bureau.

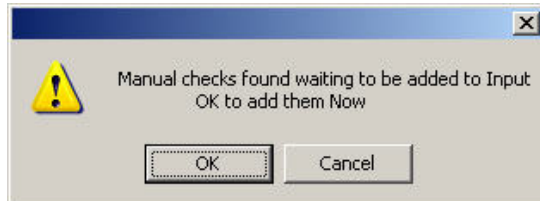
Once Input → New is selected user will be prompted to save previous input to a file



And warned that the current input will be cleared



If manual checks have been calculated and saved during the pay period, user will be prompted



Payroll Input

Period Begin – Begin date of payroll period

Period Ending – End date of payroll period

Date of Check – Payroll check date.

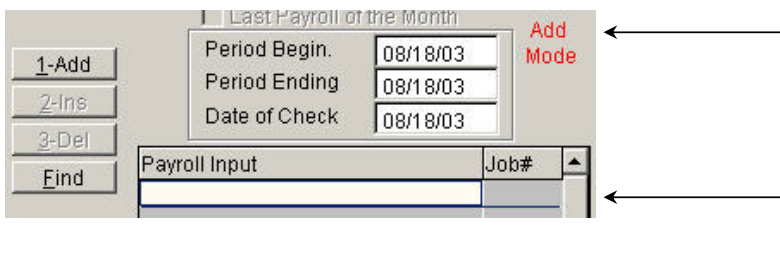
NOTE

Check date is the date used for MOST reporting, payroll calculations and correspondence with Federal and State agencies.

The service bureau may have restrictions on direct deposit dates and/or holiday, weekend paydays, etc. It is EXTREMELY important that the user check with the service bureau regarding any restrictions on availability of funds

There are very specific Federal and State rules regarding payroll check dates. For example, in California employers are generally required to pay all of its employees at least Semi-monthly. Please confirm with the appropriate agencies or call your payroll processor or service bureau agent for more details.

1.-Add



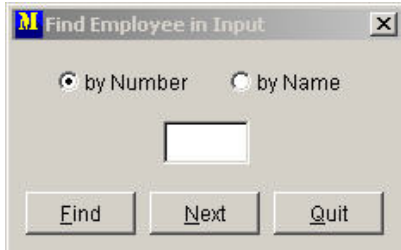
When selected, places the input screen in Add mode. Indicated by

Once the period begin, ending and check dates are entered the input system automatically goes into add mode when the [Enter] button is hit twice.

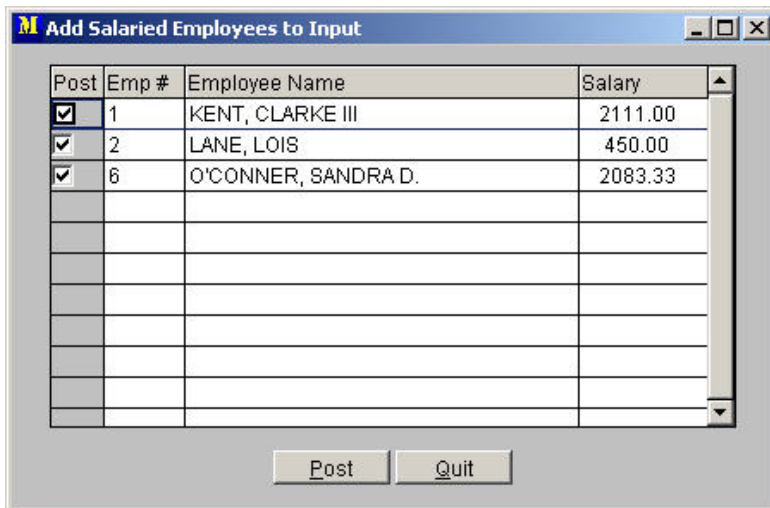
2.-Ins – Inserts a line directly above the line the cursor is on

3.-Del – Deletes the line the cursor is on

Find – Find employee in input file. By number or by name.




Add Sal – Automatically adds all salaried employees that are active (no date in File → Employee → DDP/Misc → Date Terminated).



By default all active salaried employees are selected. To stop an employee's salary from being automatically posted, uncheck the box next to the employee's name in the (Post) column.

*Note – One time salary changes may be made by entering a n amount in the Salary column that corresponds to the employee.

Once the appropriate employees have been selected, click the  button.

Payroll Input	Job#	
P3 EMPLOYEE, JOHN Q. III	01	
1-40	01	
1-40	01	
1-40	01	

When the payroll is processed, the employee will receive only one check.

NOTE – normally if there are multiple lines of employee earnings separated by the employee number the employee will receive multiple checks.

Example:

Payroll Input	Job#	
P3 EMPLOYEE, JOHN Q. III	01	
1-40	01	
1-40	01	
1-40	01	
P3 EMPLOYEE, JOHN Q. III	01	
1-40	01	
2-5	01	

As inputted this employee would receive a check for 120 regular hours (1-40,1-40,1-40) and a **second** check for 40 regular and 5 overtime hours (1-40, 2-5)

TIP – Normally manual checks are entered (or imported) in the input first. When using the Sort function it is **REQUIRED** that manual checks are entered at the end of the input. The reason for this is that any employee that has multiple lines of input before sorting, including manual checks, will have all of their earning combined.

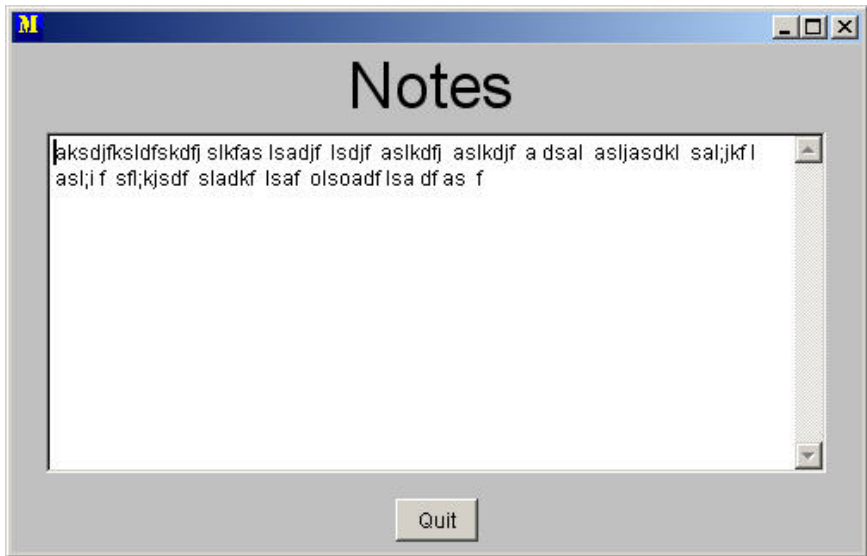
Example:

Payroll Input	Job#
P3 EMPLOYEE, JOHN Q. III	01
1-10.00	01
23-25.00	
F0.00	
S0.00	
M1	
P3 EMPLOYEE, JOHN Q. III	01
1-40	01
2-5	01
P3 EMPLOYEE, JOHN Q. III	01
1-40	01
P4 EMPLOYEE, JANE D.	01
1-40	01
P3 EMPLOYEE, JOHN Q. III	01
1-40	01

Employee 3 has one manual check entered and 120 regular hours with 5 overtime hours. Employee 4 has 40 regular hours. If this input were processed without sorting employee 3 would receive four (4) SEPERAT E checks; the manual check, a check for 40 regular and 5 overtime hours, a check for 40 regular hours, and a fourth check for 40 regular hours
 Example (continued)

Payroll Input	Job#
P3 EMPLOYEE, JOHN Q. III	01
1-10.00	01
23-25.00	
F0.00	
S0.00	
M1	
1-40	01
2-5	01
1-40	01
1-40	01
P4 EMPLOYEE, JANE D.	01
1-40	01

Notes – text file



Print – Prints the input file with gross calculations exactly as keyed

```

CONVERSION OF DATA ENTERED
RUN DATE: 19-AUGUST-03
OUR PAYROLL SERV
TIME: 13:24

CHECKS TO BE DATED
FOR THE PAY PERIOD

----DATA AS INPUT-----
P3 EMPLOYEE, JOHN Q. III
J87-87
1-40
P5 SIXPAQ, PHREDERIQUE L.
1-40
P8 BRAWN, WILLIAM D.
1-40
P10 GRAY, TOM
1-40
*****
* THERE ARE 31 LINES OF DATA AND 4 CHECKS ENTERED. *
* TOTAL TXN CODE 1 REGULAR TIME 160.000 *
*****
-----RESULT OF CONVERSION-----
EMPLOYEE 3 EMPLOYEE, JOHN Q. III HOME DEPARTMENT 01
JOB NUMBER 87-87
TXN CODE 1 REGULAR TIME 40.00 @ 11.000 JOB 87-87
EMPLOYEE 5 SIXPAQ, PHREDERIQUE L. HOME DEPARTMENT 04
TXN CODE 1 REGULAR TIME 40.00 @ 10.000 JOB 87-87
EMPLOYEE 8 BRAWN, WILLIAM D. HOME DEPARTMENT 02
TXN CODE 1 REGULAR TIME 40.00 @ 10.000 JOB 87-87
EMPLOYEE 10 GRAY, TOM HOME DEPARTMENT 03
TXN CODE 1 REGULAR TIME 40.00 @ 8.500 JOB 87-87

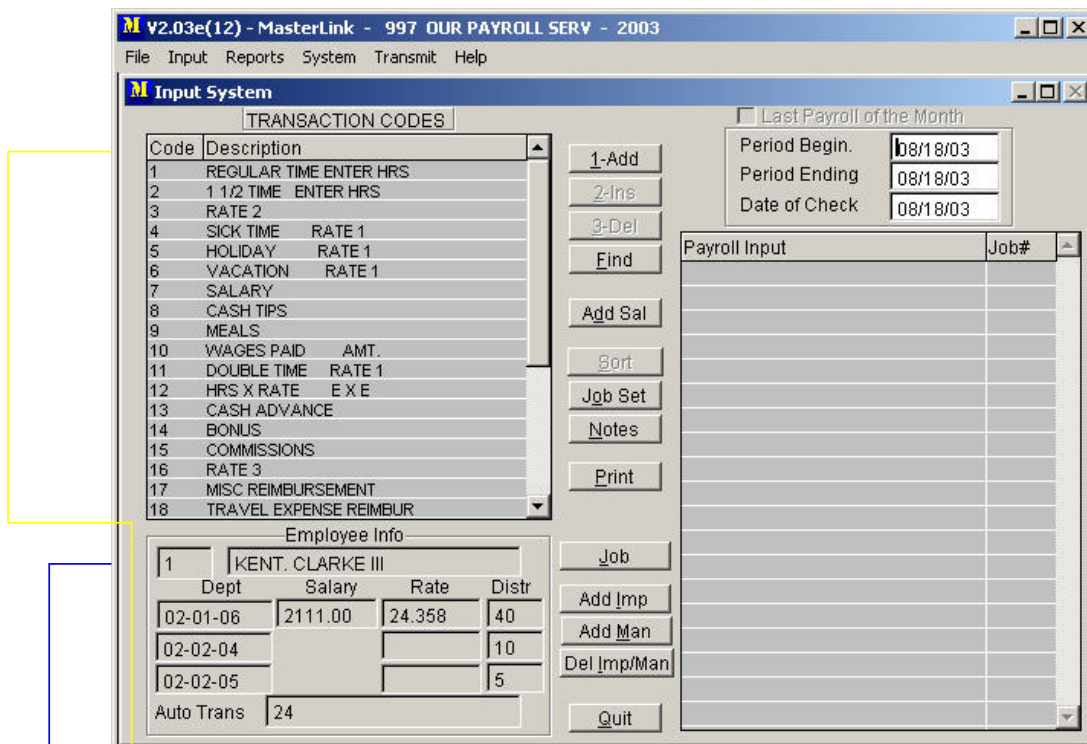
```

Job – Opens the Job File. (See File → Job Codes)

Add **I**mp - Adds data imported in the Import Time file (see File → Import time)

Add **M**an - Adds manual checks previously saved in the Check Calculator (see File → Check Calculator).

Del **I**mp/**M**an - Deletes imported file by file name.



TRANSACTION CODES - Scrolling accessible file Double clicking on the transaction codes fields pops up the transaction code file. Allows the user to quickly jump between the input file and the transaction code file.

Employee Info – Accessible informational file. Clicking anywhere in the Employee info box pops up the employee file for editing.

*Note - Employee Auto Trans identifies the transaction codes in File → Employee → Auto Trans screen.

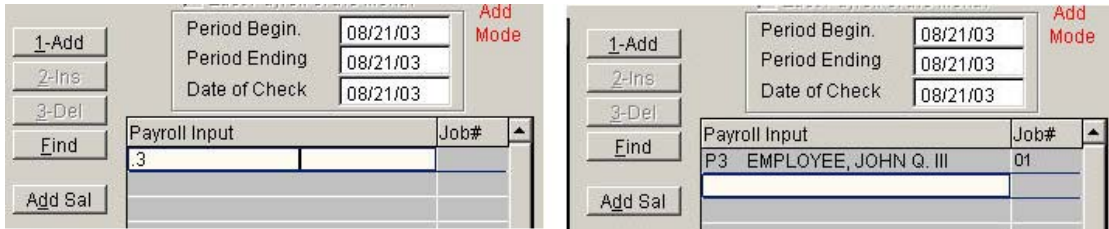
Input Basics

Keystrokes

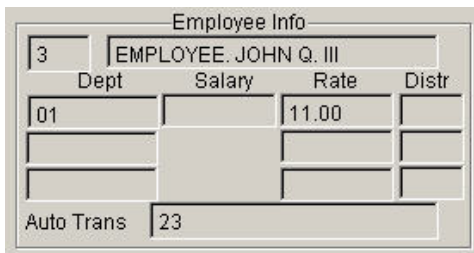
Employee	. p	period
Job Number	* J	
Trans Code	#(1) "-" #(2)	Where #(1) is the transaction code (Earnings/ Deductions) number, followed by a dash ("-") and #(2) is an amount
		E.g. 01, 01-01, 01-01-01
Split Qualifier	/	
Split Qualifier Across multiple departments	/+	
Change Beginning Pay Period	Beg	
Change End Pay Period	End	
Block All Direct Deposit	N	
Change Dollar Amount Transaction to Percentage	%	
Change Percentage Amount Transaction to Dollar	\$	

Beginning a New Payroll

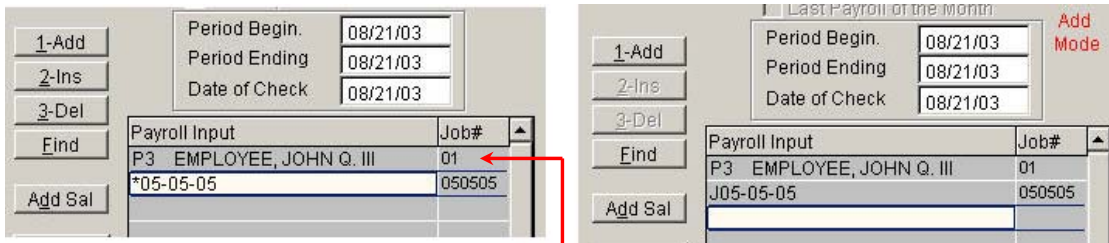
1. Enter Period Begin, Period Ending and Date on Check
2. Enter first Employee to be paid. To input an employee, type a period “.” and the employee number



Once the employee has been entered, the employee information is displayed in the lower left corner of the Input Screen

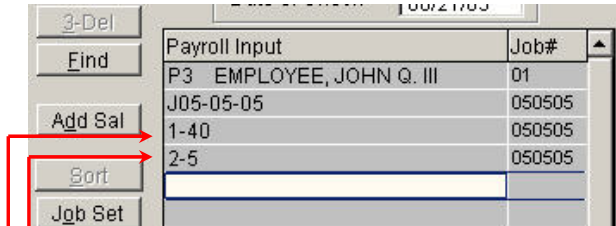


3. Enter job code; Key “*” followed by job number. Job numbers are three (3) sets of two (2) numbers separated by dashes (-)

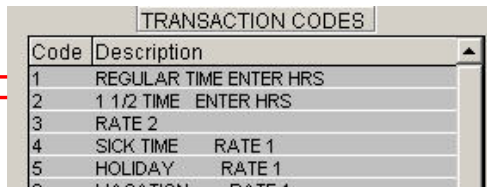


***NOTE** – if no job is keyed, the earnings and deductions for the employee will default to those “home departments” set in the employee file (See File→Employee→Main)

4. Enter earnings and Deductions; Earnings and Deductions are entered by keying a transaction code (#1) followed by a dash (-) then an amount (#2).



*NOTE – Transaction codes are displayed in the upper right quadrant of the input system

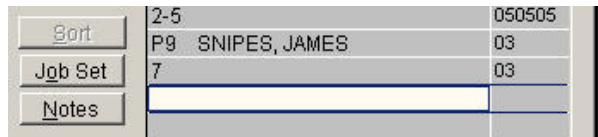


In this example – the employee is paid 40 regular hours and 5 overtime hours and those hours are coded to job 05-05-05

TIP – there are two circumstances when the transaction code is NOT followed by a dash (-) and an amount

- A. To pay a salaried employee their regular salary (transaction code 7)
- B. To BLOCK an automatic transaction.

Transaction codes are multipliers; therefore an employee's salary – which is always transaction code #7, is the salary X 1.



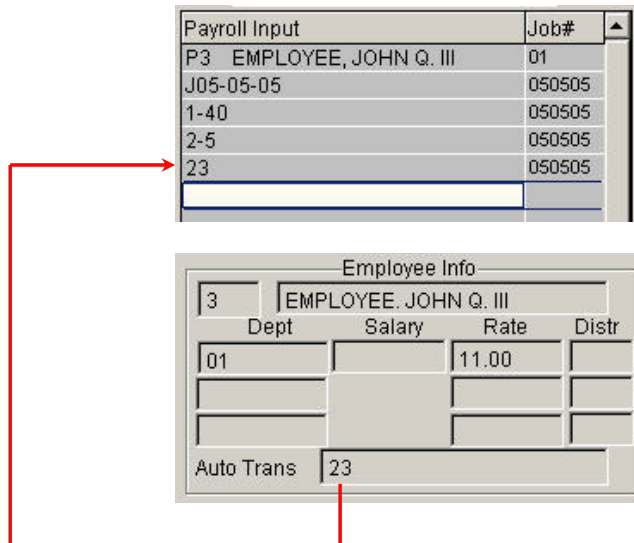
```

P9  SNIPES, JAMES
7
EMPLOYEE 9 SNIPES, JAMES HOME DEPARTMENT 03
TXN CODE 7 SALARY 1500.00 JOI
*****
* THERE ARE 12 LINES OF DATA AND 2 CHECKS ENTERED.
* TOTAL TXN CODE 1 REGULAR TIME 40.000
* TOTAL TXN CODE 2 1 1/2 TIME 5.000
* TOTAL TXN CODE 7 SALARY 1500.000
*****
    
```

Input Gross & Deductions

Check #	Emp #	Name	Pay Code	Gross	Deductions	Notes
2	3	EMPLOYEE, JOHN Q. III				
			GARNISHMENT %		130.63	
			REGULAR TIME ENTER HRS	440.00		
			1 1/2 TIME ENTER HRS	82.50		
			Check Total	522.50	130.63	
3	9	SNIPES, JAMES				
			SALARY	1500.00		
			Check Total	1500.00	0.00	

Every other type of transaction code requires an amount for the transaction code to be multiplied by, and therefore a transaction code NOT followed by a (-) and an amount is assumed to be multiplied by zero (0).



```

-----DATA AS INPUT-----          -----RESULT OF CONVERSION-----

P3  EMPLOYEE, JOHN Q. III           EMPLOYEE 3  EMPLOYEE, JOHN Q. III HOME DEPARTMENT 01
JOB NUMBER 05-05-05
J05-05-05                          TXN CODE 1  REGULAR TIME 40.00 @ 11.000 JOB 05-05-05
1-40                                TXN CODE 2  1 1/2 TIME 5.00 @ 16.500 JOB 05-05-05
2-5                                  TXN CODE 23 GARNISHMENT % 0.00 JOB 05-05-05
23
*****
* THERE ARE 14 LINES OF DATA AND 1 CHECKS ENTERED. *
* TOTAL TXN CODE 1  REGULAR TIME 40.000 *
* TOTAL TXN CODE 2  1 1/2 TIME 5.000 *
*****
    
```

Input Gross & Deductions

Pay Code	Gross	Deductions	Notes
Check # Emp # Name			
2 3 EMPLOYEE, JOHN Q. III			
REGULAR TIME ENTER HRS	440.00		
1 1/2 TIME ENTER HRS	82.50		
GARNISHMENT %			
Check Total	522.50	0.00	

Salary Input – Enter employee followed by transaction code (7)

<input type="button" value="Quit"/>	23	050505
<input type="button" value="Job Set"/>	P9 SNIPES, JAMES	03
<input type="button" value="Notes"/>	7	
<input type="button" value="Print"/>		

Employee Info			
9	SNIPES, JAMES		
Dept	Salary	Rate	Distr
03	1500	17.308	
Auto Trans			

Example 1: Employee Snipes, James is paid salary by keying “.” 9 then [Enter] and transaction code (7). Since no job code was entered all earnings and deductions will be coded to employee’s home department (03). This employee has no automatic transactions.

MasterLink user guide

Note: Employee's Rate (Rate 1) is calculated automatically by annualizing the salary based in the number of pay periods in the Employee File and dividing by 2080 (1500 X 24 / 2080).

Example 2:

P1	KENT, CLARKE III	020106
7		

Employee Info			
1	KENT, CLARKE III		
Dept	Salary	Rate	Distr
02-01-06	2111.00	24.358	40
02-02-04			10
02-02-05			5
Auto Trans	24		

Employee 1 Kent, Clarke is paid Salary (7). In the Employee File the employee's salary is distributed across multiple departments automatically (Job 02-01-06: 40%, Job 02-02-04: 10%, Job 02-02-05: 5%, and 02-03-04: 45%). To see the detail click on the Employee Info in the bottom left corner of the input system. When transaction code (7) is entered and the [Enter] key hit, the salary is automatically distributed.

P1	KENT, CLARKE III	020106
7-844.40		020106
7-211.10		020204
7-105.55		020205
7-949.95		020304

Employee will also have transaction (24) automatically applied; in this case a 401(k) transaction for 6% of the employee's gross.

Emp No	1	KENT, CLARKE III					
Code	Description	Amount	Limit	Month	Mtd	Ytd	#
24	401 (K)%	6.0%	12000			744.78	1
							2

MasterLink user guide

Check #	Emp #	Name		
4	1	KENT, CLARKE III		
		401 (K)%		126.66
		SALARY	844.40	
		SALARY	211.10	
		SALARY	105.55	
		SALARY	949.95	
Check Total			2111.00	126.66

P1	KENT, CLARKE III	EMPLOYEE	1	KENT, CLARKE III	HOME DEPARTMENT	02-01-06
7-844.40		TXN CODE	7	SALARY	844.40	JOB 02-01-06
7-211.10		TXN CODE	7	SALARY	211.10	JOB 02-02-04
7-105.55		TXN CODE	7	SALARY	105.55	JOB 02-02-05
7-949.95		TXN CODE	7	SALARY	949.95	JOB 02-03-04

Split Qualifier “/” and Split Qualifier across multiple transactions and/or departments
“/+”

Inputting Salary with Sick or Vacation time – When a salaried employee takes accrued time off (Vacation, Sick, PTO, ETO, Etc.) MasterLink can automatically calculate the adjusted salary.

Example 1:

P9	SNIPES, JAMES	03
7		03
6-8/		

P9	SNIPES, JAMES	03
7-1361.54		03
6-8.00		03

Employee (9) Snipes, James has taken 8 hours of Vacation time. After the employee’s salary is keyed, the transaction code for vacation is keyed on the next line followed by a dash and the number of hours followed by the “/”. When [Enter] is hit, MasterLink recalculates the employee’s salary by multiplying 8 hours by the employee’s regular rate of pay then automatically subtracting that amount from the salary.

MasterLink user guide

Employee Info			
9	SNIPES, JAMES		
Dept	Salary	Rate	Distr
03	1500	17.308	
Auto Trans			

Salary 1500 – 138.46 Vacation (8 hours X 17.308) = 138.464

Check #	Emp #	Name		
5	9	SNIPES, JAMES		
		SALARY		1361.54
		VACATION	RATE 1	138.46
Check Total				0.00

Example 2: All the above remain the same but additionally Employee Snipes has taken 8 hours of Sick time (Transaction Code 4).

P9	SNIPES, JAMES	03
7-1361.54		03
6-8.00		03
4-8/		

P9	SNIPES, JAMES	03
7-1223.08		03
6-8.00		03
4-8.00		03

The Employee's salary is again adjusted by 138.46 so the gross remains 1500

Check #	Emp #	Name		
5	9	SNIPES, JAMES		
		SALARY		1223.08
		VACATION	RATE 1	138.46
		SICK TIME	RATE 1	138.46
Check Total				0.00

MasterLink user guide

P1 KENT, CLARKE III	020106
7-844.40	020106
7-211.10	020204
7-105.55	020205
7-949.95	020304
6-8/+	

P1 KENT, CLARKE III	020106
7-766.45	020106
7-191.61	020204
7-95.81	020205
7-862.27	020304
6-3.20	020106
6-0.80	020204
6-0.40	020205
6-3.60	020304

As in the previous example when the employee also has taken 8 hours of Sick Time (Transaction code 4) and is keyed as 4-8/+ the salary SPLITS are again adjusted.

P1 KENT, CLARKE III	020106
7-766.45	020106
7-191.61	020204
7-95.81	020205
7-862.27	020304
6-3.20	020106
6-0.80	020204
6-0.40	020205
6-3.60	020304
4-8/+	

P1 KENT, CLARKE III	020106
7-688.51	020106
7-172.12	020204
7-86.07	020205
7-774.58	020304
6-3.20	020106
6-0.80	020204
6-0.40	020205
6-3.60	020304
4-3.20	020106
4-0.80	020204
4-0.40	020205
4-3.60	020304

MasterLink user guide

Change Beginning/End Pay Period - BEG/END

During a payroll input the pay period may be adjusted within the current pay period to accommodate multiple pay periods. For example – some companies pay their hourly employees weekly and their salaried employees bi-weekly.

Note: If multiple pay periods are used within the same input the Check Date will remain the same for all checks.

The screenshot shows a payroll input screen with the following fields and data:

Period Begin.	08/21/03
Period Ending	08/21/03
Date of Check	08/21/03

Red arrows point from the "Add Mode" label to the date fields. Below is a table of payroll input lines:

Payroll Input	Job#
24-100\$	020106
P2 LANE, LOIS	02
24-100\$	02
BEG 08/15	
END 08/20	
P9 SNIPES, JAMES	03
7	03

Block all Direct Deposits N

To block ALL direct deposits in a payroll enter an "N" on the first line of input.

The screenshot shows the payroll input screen with the following fields and data:

Period Begin.	08/21/03
Period Ending	09/15/03
Date of Check	09/20/03

Payroll Input	Job#
N	

The screenshot shows the payroll input screen with the following fields and data:

1-Add	Period Begin.	08/21/03
2-Ins	Period Ending	09/15/03
3-Del	Date of Check	09/20/03
Find		

Payroll Input	Job#
NO DIRECT DEPOSIT	

MasterLink user guide

Change Dollar amount transaction to Percentage and Percentage transaction amount to Dollar amount - %,\$

Forced switch between Dollar and Percentage automatic transaction codes in input.

Transaction code followed by a “-“ then amount and “\$” or “%”

Example: Employee has transaction code 24 (401(k) %) set in employee file automatic transaction codes with 3% of gross

The screenshot displays the 'Employee Maintenance' application window. The 'Auto Trans' tab is active, showing a table with the following data:

Code	Description	Amount	Limit	Month	Mtd	Ytd	#
24	401 (K)%	3.0%	12000			85.69	1
							2

Below this, the 'Employee Info' window is open, showing the 'Auto Trans' field set to '24'. A red arrow points from this field to the 'Amount' column in the table above. To the right, a detail window shows '24-100\$'.

During payroll input employee’s 401(k) amount is forced to \$100.00

NOTE: If employee’s auto transaction amount is forced in input it is imperative that the same transaction code is used so the limit set in the employee’s auto transaction field is calculated (In this example the limit is set at \$12,000).

To force a dollar amount to a percentage substitute “%” with “\$”

```

P2  LANE, LOIS
EMPLOYEE 2  LANE, LOIS HOME DEPARTMENT 02
24-100$ TXN CODE 24  401 (K)%  100.00  JOB 02
    
```

MasterLink user guide

Check #	Emp #	Name		
5	2	LANE, LOIS		
		401 (K)%		100.00
		Check Total	0.00	100.00

System



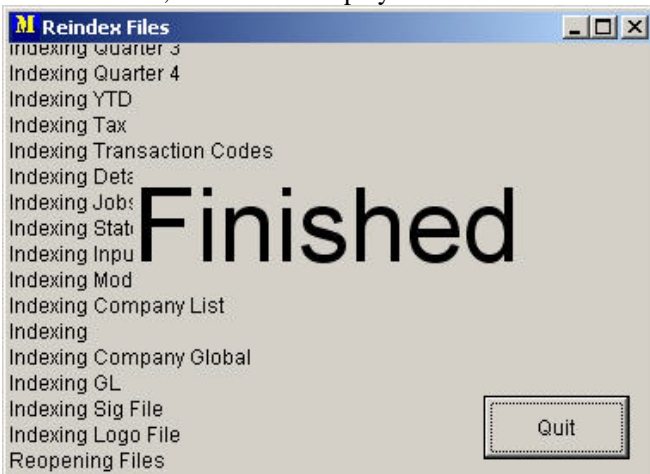
Reindex
Backup
Restore
Restore Old Emp File
Change System Year
Default Company
Custom
Security
Printer Setup
Save to Disk Interval
Edit Time Punch
Update Custom Report Data
Encryption Key

Reindex

MasterLink makes use of multiple databases at the same time. To do this all of the databases must have an index order set.

To set the index order select System → Reindex.

When finished, MasterLink displays



Select  to continue.

Note: MasterLink may be Reindexed at any time. This is the most common way to correct any errors that may occur.

Backup – Creates copy of all databases to selected drive

Restore – Restores databases from selected source

Restore Old Emp File - When payroll has been received MasterLink creates a backup of the employee file before it is overwritten by the received file.

Note: When MasterLink files are transmitted (Transmit → Send Input) to the service bureau only the input file (inp(companynumber).dbf) and the employee file (emp(year)-(companynumber).dbf) are sent; When Input → Receive Payroll is selected all of the company's database files are received and updated in MasterLink and the received employee file becomes live data. In the event that that the files received overwrite the most current file in MasterLink, by selecting Restore Old Emp File will revert the employee file to the most current version residing locally.

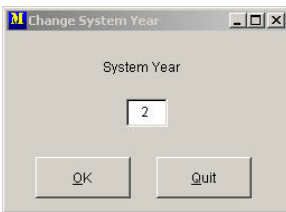
Example: Client has entered a new employee in MasterLink on Monday. On Tuesday Client asks service bureau to change a Manual Check that occurred after the payroll was received for the last pay period. Service Bureau makes appropriate changes to the payroll and asks client to receive files. If the Client receives files before sending input to the service bureau, the employee file from the LAST payroll period would over write

MasterLink user guide

the current files on Client's computer. Therefore the new employee entered on Monday would need to be RE-Entered.

Note: This can be avoided by selecting Transmit → Send Input BEFORE receiving updated files. Please contact your service bureau payroll processor before proceeding.

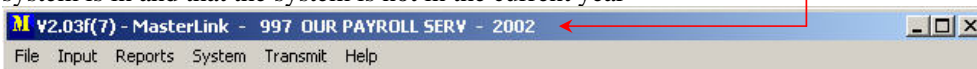
Change System Year - MasterLink will store as many years of payroll data as the client has processed payrolls with the service bureau. MasterLink normally would remain in the current year, however to run reports for previous years and/or to review employee data from previous years the system must be changed to the appropriate year.

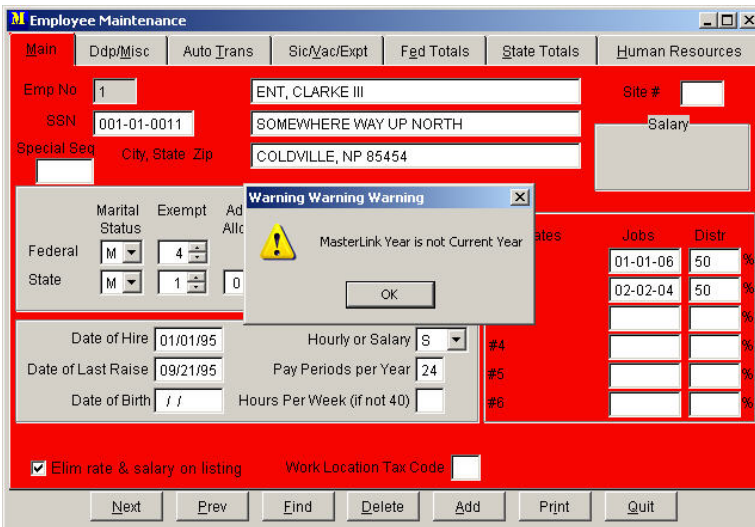


If the year does not yet exist in MasterLink, user will be prompted to receive data



Once data has been received the status bar and employee file will indicate the year the system is in and that the system is not in the current year

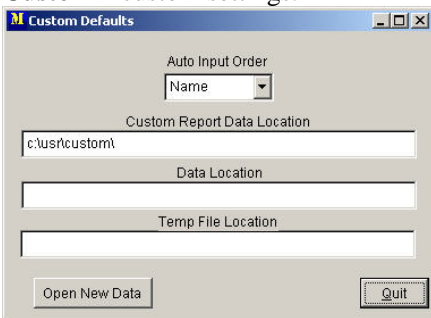




Note: The Employee file is year dependant. Any changes made in a previous year will not translate to the current year.

Default Company – Sets the company that is opened when MasterLink is opened. If there are multiple companies MasterLink will open the default with the master password and/or the password assigned to the user or the company (see security).

Custom – custom settings.



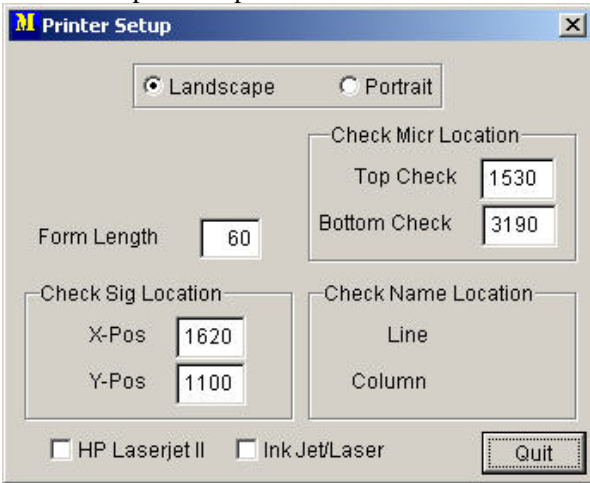
Auto Input order – allows user to select either Alpha or Department for posting salaries automatically in Input (see Input)

Custom Report Data Location – Path to which all the custom report databases are saved.

Data Location – Path to set network application data files.

Temp File Location – forces MasterLink to look for report temp files in a specific directory other than the default directory.

Printer Setup – Print parameters



The **Printer Setup** dialog box contains the following elements:

- Orientation: Landscape, Portrait
- Form Length:
- Check Micr Location:
 - Top Check:
 - Bottom Check:
- Check Sig Location:
 - X-Pos:
 - Y-Pos:
- Check Name Location:
 - Line:
 - Column:
- Printer Selection: HP Laserjet II, Ink Jet/Laser
- Buttons:

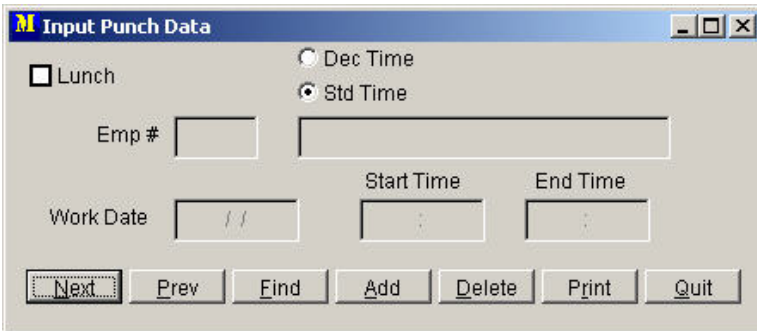
Save to Disk Interval



The **Flush Memory Buffers to Disk** dialog box contains the following elements:

- Interval: Every Minutes
- Buttons:

Edit Time Punch



The **Input Punch Data** dialog box contains the following elements:

- Buttons: Lunch, Dec Time, Std Time
- Emp #:
- Work Date:
- Start Time:
- End Time:
- Buttons:

Manually edit time card punches to print on check stubs. Very infrequently used, works in conjunction with the import time function.

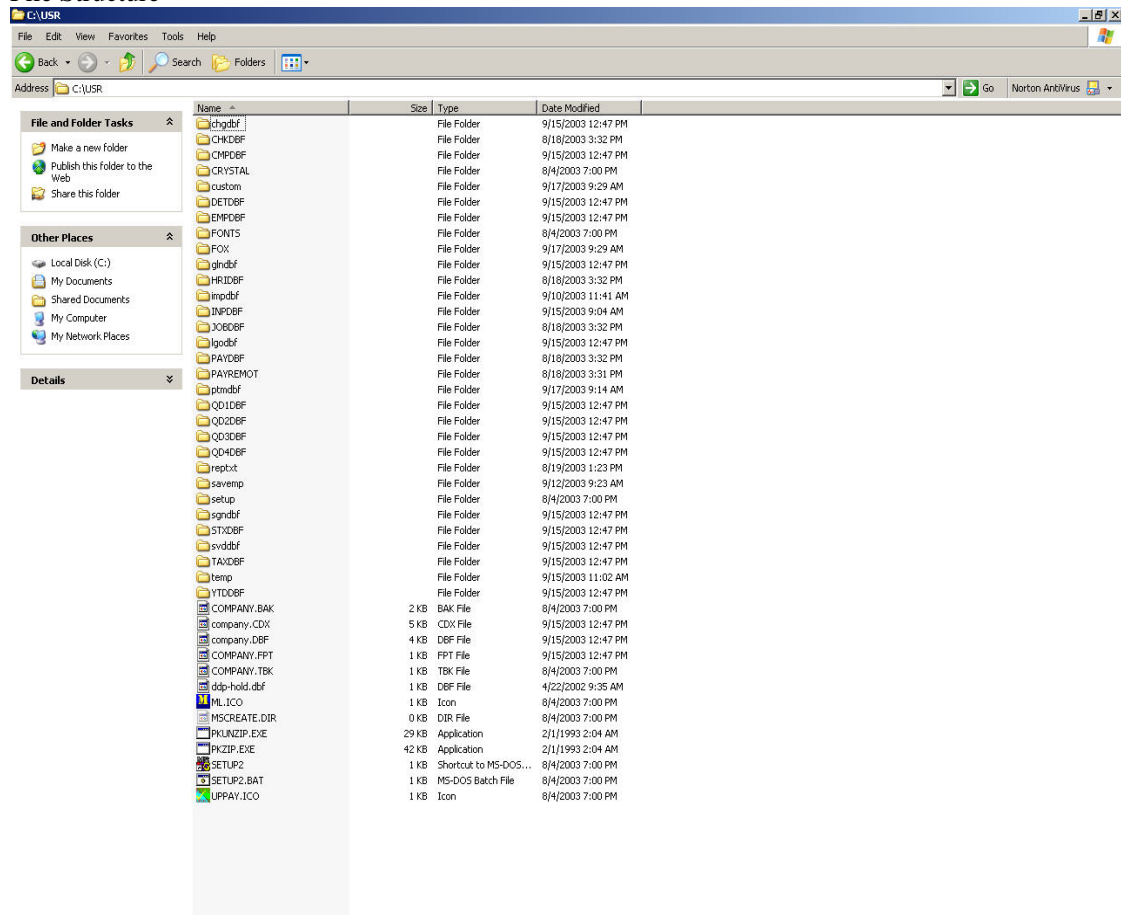
Encryption Key – Encryption key is the secret code used to un-encrypt transmitted files.



Note: Do not change key unless instructed to by Service Bureau

Update Custom Report Data – Manually save custom report databases to a folder (usually c:\usr\custom). Forces the most recent changes in MasterLink to be reflected in the custom databases.

File Structure



Chgdbf – Employee change file. Chg(year)-company#.dbf

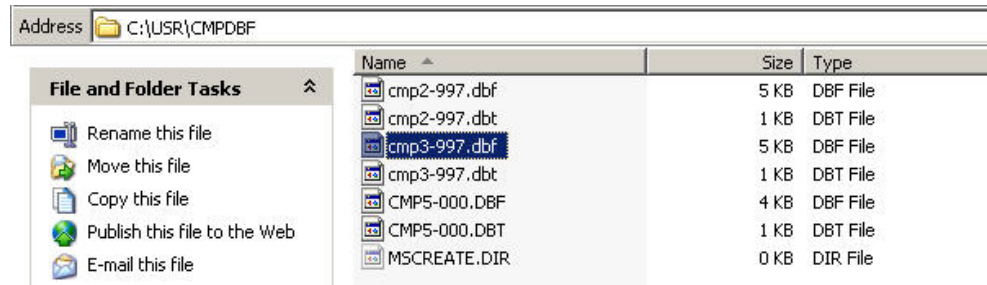


Chkdbf – Company check data. Chk-company#.dbf



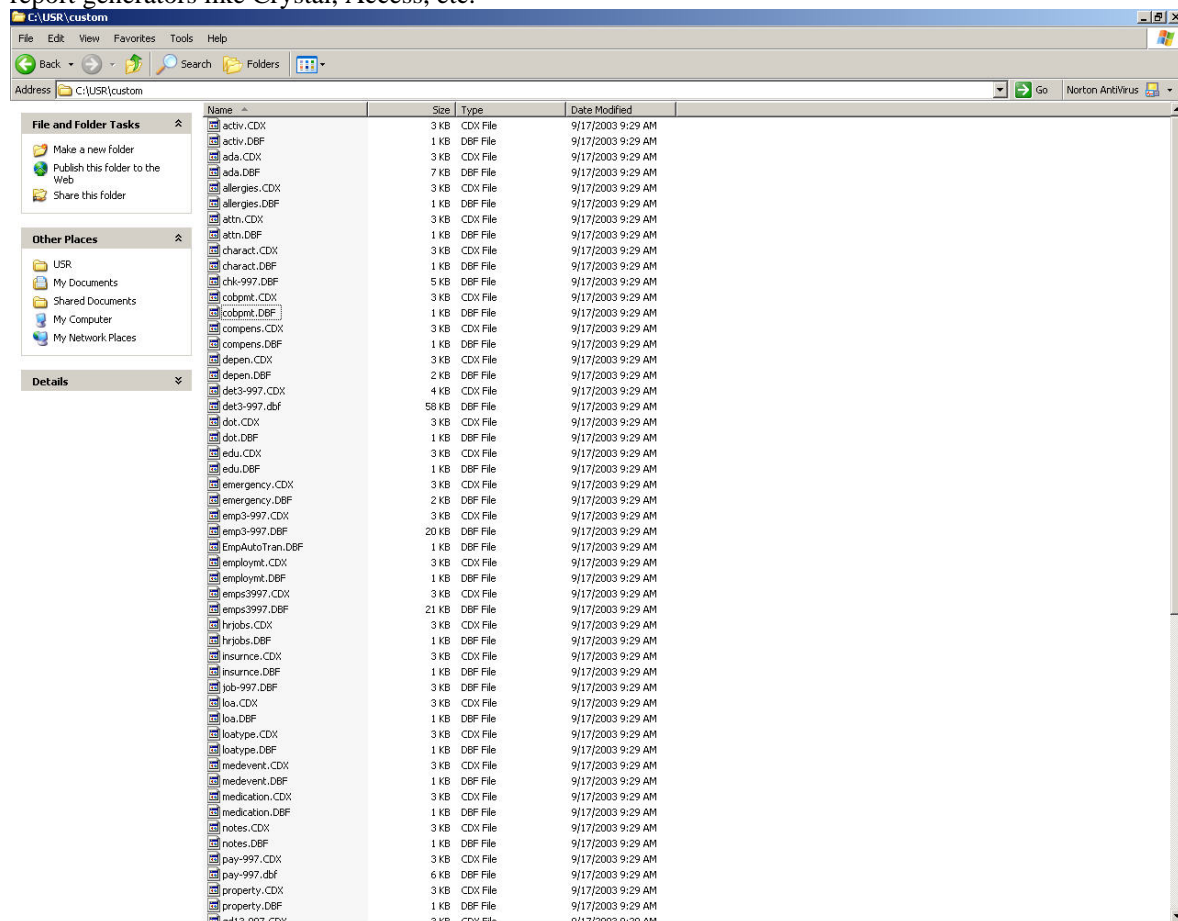
Cmpdbf – Company data. Cmp(year)-company#.dbf and cmp(year)-company.dbt

MasterLink user guide



Crystal – Crystal Report Writer Run Time Engine.


Custom – copy of most databases in MasterLink in a user friendly format. Used by report generators like Crystal, Access, etc.













Most file names relate to the relevant screen in MasterLink.

MasterLink user guide


Detdbf – Check Detail file. Det(year)-company#.dbf. Contains all the transactions that have taken place.




Address  C:\USR\DETDBF










File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 det2-997.CDX	4 KB
 det2-997.dbf	76 KB
 det3-997.CDX	27 KB
 det3-997.dbf	53 KB
 DET6-000.DBF	4 KB
 mdt-997.DBF	5 KB
 MSCREATE.DIR	0 KB

Empdbf – Employee database. Emp(year)-company#.dbf.


Address  C:\USR\EMPDBF




File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	






Name	Size
 EMP0-000.DBF	47 KB
 emp2-997.CDX	8 KB
 emp2-997.dbf	23 KB
 emp3-000.dbf	47 KB
 emp3-997.CDX	68 KB
 emp3-997.dbf	20 KB
 EMP6-000.CDX	6 KB
 EMP6-000.DBF	47 KB
 MSCREATE.DIR	0 KB

Other Places

Fonts – MasterLink uses a number of fonts in Reports

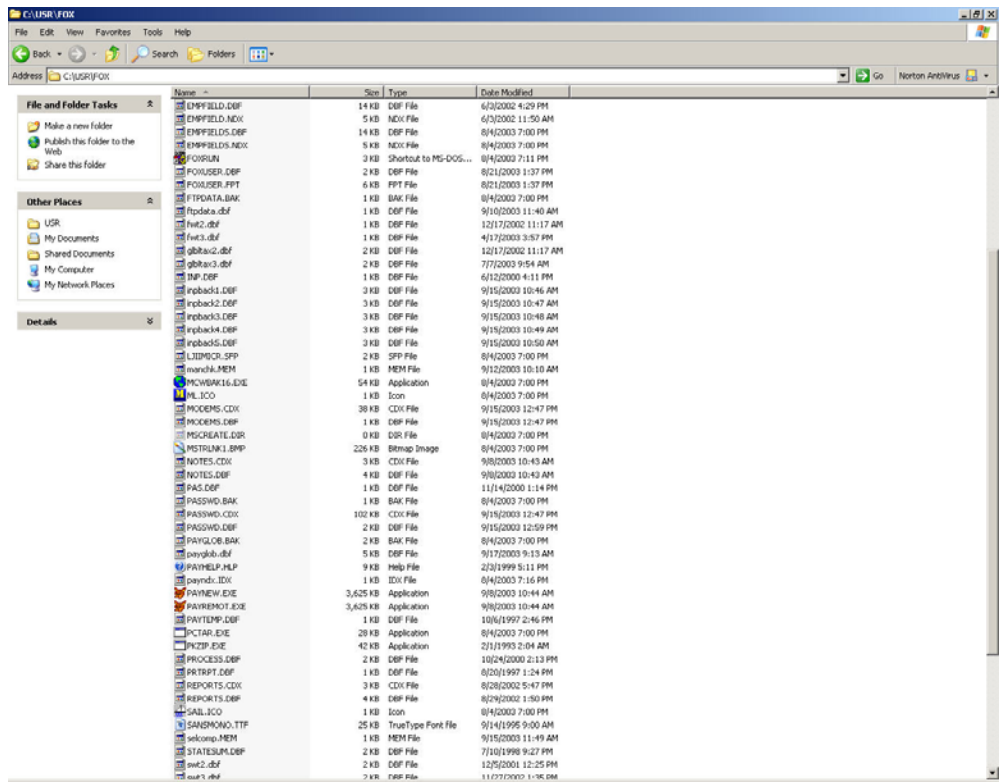
Address  C:\USR\FONTS

File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 COUR.FOT	2 KB
 COURE.FON	23 KB
 FOXPRINT.FOT	2 KB
 MSCREATE.DIR	0 KB
 SANSMONO.TTF	25 KB

Fox – Program files

MasterLink user guide

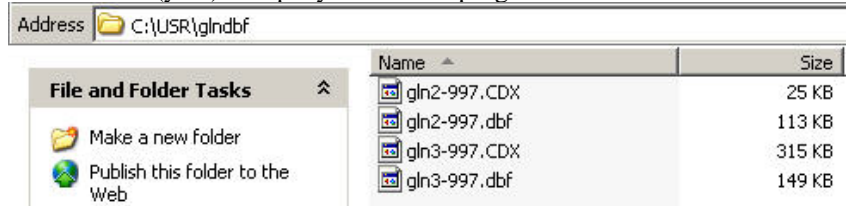


Key c:\usr\fox files

- Payremot – MasterLink Executable file
- Updtpay – MasterLink Update
- Paynew – MasterLink new file


Foxrun – Dos program that unzips encrypted files. Must be set in command.com. In win 98, command.com is in the root directory; in ME, 2k, NT command.com lives in c:\winnt\system32\command.com. Verify this by going to Start, Search, Find files










Gln dbf – Gln(year)-company#.dbf. GL program databases.



Hridb – HR databases


MasterLink user guide



Address  C:\USR\HRIDBF

Name	Size
 HR000	
 HR997	
 HRBASE	
 HRRPT.CDX	3 KB
 HRRPT.DBF	1 KB
 MAIN.RPT	19 KB
 MSCREATE.DIR	0 KB
 UPDTCUSTOM.CDX	3 KB
 UPDTCUSTOM.DBF	6 KB


HRBASE – Contains all the HR databases.













Impdbf –MasterLink import data. Imp-company#.dbf and trn-company#.dbf. Imp-company#.dbf is the import file structure for importing data, and trn-company#.dbf is the translation table for the import file structure.

Address  C:\USR\impdbf

Name	Size
 imp-997.DBF	1 KB
 trn-997.DBF	1 KB


Inpdbf – Files sent to Service Bureau. Inp-company#.dbf - Input file. Inpm-company#.dbf – temporary input file. Pass-company#.dbf – company identifier and version #. Itp-company#.dbf – temp file for check calculator.




Address  C:\USR\INPDBF






Name	Size
 INP-000.BAK	1 KB
 INP-000.DBF	1 KB
 inp-997.DBF	4 KB
 INPM-000.CDX	6 KB
 INPM-000.DBF	18 KB
 inpm-997.CDX	14 KB
 inpm-997.DBF	4 KB
 itp-997.DBF	1 KB
 MSCREATE.DIR	0 KB
 PAS-000.BAK	1 KB
 PAS-000.DBF	1 KB
 pas-997.dbf	1 KB

Jobdbf – company Job files. Comprised of three (3) levels. Job-(company#).dbf and job-company#.cdx


MasterLink user guide



Address  C:\USR\JOBDBF





File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 JOB-000.CDX	3 KB
 JOB-000.DBF	3 KB
 job-997.CDX	38 KB
 job-997.dbf	3 KB
 MSCREATE.DIR	0 KB


Lgodbf – company logo file to print on checks. Lgo(year)-company#.dbf and .cdx





Address  C:\USR\lgodbf






File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	

Name	Size
 lgo2-997.CDX	
 lgo2-997.dbf	
 lgo3-997.CDX	
 lgo3-997.dbf	


Paydbf – company transaction code file. Pay-company#.dbf and .cdx




Address  C:\USR\PAYDBF









File and Folder Tasks	
 Rename this file	
 Move this file	
 Copy this file	
 Publish this file to the Web	

Name	Size
 MSCREATE.DIR	0 KB
 PAY-000.CDX	7 KB
 PAY-000.DBF	4 KB
 pay-997.CDX	38 KB
 pay-997.dbf	6 KB

Payremot – System files.

Address  C:\USR\PAYREMOT

File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 INBOX	
 LOG	
 OUTBOX	
 tmp997	
 CVF50.FLL	56 KB
 INP.DBF	1 KB
 MSCREATE.DIR	0 KB
 PAS.DBF	1 KB

Other Places

Inp.dbf – backup input file

Pas.dbf – verifies MasterLink version, etc.

Ptm – ptm(year)-company#.dbf – Time card edit file

MasterLink user guide

Address	
C:\USR\ptmdbf	
Name	Size
ptm3-997.DBF	1 KB

Qd1dbf – QD(quarter)(year)-company#.dbf

Address	
C:\USR\QD1DBF	
Name	Size
MSCREATE.DIR	0 KB
qd12-997.CDX	3 KB
qd12-997.dbf	3 KB
qd13-997.CDX	18 KB
qd13-997.dbf	3 KB
QD16-000.CDX	6 KB
QD16-000.DBF	7 KB

First Quarter to date totals for the company by employee number

Qd2dbf, qd3dbf and qd4dbf are the subsequent quarter totals by employee

Reptxt – reportname.txt. Every time a report is run it is saved as reportname.txt. Automatically over written when the report is re-run.

Address	
C:\USR\reptxt	
Name	Size
deduction register.txt	2 KB
employee history (dollars.txt	6 KB
input report.txt	3 KB
print gl reports.txt	8 KB
sick & vacation report.txt	115 KB
tax report.txt	24 KB

Savemp – emp(company)-sequential number.dbf Backup of the employee file before the received employee file overwrites the active employee database. Named sequentially up to *9.dbf


Address	
C:\USR\savemp	
Name	Size
emp996-1.dbf	492 KB




Sgndbf – sgn(year)-company#.dbf – Company check signature file.







Address	
C:\USR\sgndbf	
Name	Size
sg_2-997.pcl	8 KB
sg_3-997.pcl	8 KB
sgn2-997.CDX	3 KB
sgn2-997.dbf	1 KB
sgn3-997.CDX	18 KB
sgn3-997.dbf	1 KB

Stxdbf stx(year)-company#.dbf Company State Tax file. Contains all of the individual State Tax rules for every state the company is liable in.


MasterLink user guide


Address  C:\USR\STXDBF



File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 MSCREATE.DIR	0 KB
 stx2-997.CDX	3 KB
 stx2-997.dbf	13 KB
 stx3-997.CDX	18 KB
 stx3-997.dbf	13 KB
 STX6-000.DBF	5 KB


Svddb – svd(year)-company#.dbf Global sick and vacation schedules




Address  C:\USR\svddb








File and Folder Tasks	
 Make a new folder	

Name	Size
 svd2-997.dbf	4 KB
 svd3-997.dbf	4 KB


Taxdbf – tax(year)-company#.dbf Company tax liability by pay day including gross earnings




Address  C:\USR\TAXDBF








File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 MSCREATE.DIR	0 KB
 tax2-997.CDX	3 KB
 tax2-997.dbf	19 KB
 tax3-997.CDX	18 KB
 tax3-997.dbf	12 KB
 TAX6-000.CDX	3 KB
 TAX6-000.DBF	3 KB

Ytddbf – ytd(year)-company#.dbf Company Year to Date totals by employee

Address  C:\USR\YTDBF

File and Folder Tasks	
 Make a new folder	
 Publish this folder to the Web	
 Share this folder	

Name	Size
 MSCREATE.DIR	0 KB
 ytd2-997.CDX	3 KB
 ytd2-997.dbf	11 KB
 ytd3-997.CDX	18 KB
 ytd3-997.dbf	8 KB
 YTD6-000.CDX	5 KB
 YTD6-000.DBF	9 KB