UPDATE AN ALLOCATION'S OBJECT CODE IN C-PAY

The allocation codes are set-up with object code 5101 as the default. If you want to use the allocation code for a pay type with a different object code, for example pay type 950 (mileage reimbursement), follow the instructions below to make the change(s). <u>You will need to make this change each and every time.</u> The object code update will only affect the current employee, the corresponding pay type on the C-Pay screen AND the current payroll; it will not be saved. More than one pay type line can be updated for a single employee (e.g., overtime and mileage).

- 1. If the pay type is not a recurring pay, add the new pay type as you normally would. On the detail screen, you will add the allocation code in the proper field. See **Example A**.
- 2. Once you have added the pay code and updated the allocation code in the detail screen, select the *G/L Allocation* button on the left of the page. See **Example B**.
- 3. This will take you to the screen you see in **Example C.** You will now need to update (using Ctrl U or the icon at the top of the page). Your cursor will default to the *Hours* field. If the hours are 0.00, you will have to key the number "1" to continue the update. (This will have NO impact on the number of hours on the C-Pay screen.) Next, you will tab down to the *object* field. Make the changes in the object fields, and then hit either the ENTER key or green check mark ($\sqrt{$). The object codes will be updated-and you will see a message confirming the update in lower left-hand section of the page. See **Example D.**
- 4. Exit this page, and you will arrive at the detail screen for the pay type that was added. You will note that in the Allocation Code field, you will now see *Manual Allocation*, verifying the update. See **Example E**. Additionally, upon returning to the C-Pay screen, note, although the allocation(s) have been updated, there is no indication of org, object or allocation code. See **Example F**.

MUNIS Main Menu v1.35 - Training Database 10/15/2007 - tpfowler - 01/04/2008 _ = X MUNIS Application Menu System System Fevores See Add O Fordres See Detection Ford E Bank Code FM E Bank Code FM E Bank Code FM E Bank Code FM C Earning D Pour Coll Bally C Earning D Pour Co C. Accumulations Report E. Payment Entry E. Enclose Detail History E. Enclose Manta FAM Enclose Manta FAM Paymal Program Paymal Program Enclose Manta FAM Enclose Detail Enclose Enclose Para Enclose Detail FAM Enclose Detail Enclose Enclose Details Enclose Enclose Details Enclose Details Enclose Enclose Details Enclose Enclose Details Enclose Details Enclose Details Enclose Enclose Details Enclose Enclose Enclose Enclose Enclose Enclose Encl Becalc Enrol Employee SSN Last Name First Name M Suffix G/L Allocation 18654 020-20-3333 TRAINING TRACY Image: Content of the second sec Pay Code SS0 ... MILEAGE REIMBURSEMENT Job Class AU02 ... AUDITOR DEPUTY Location 1300 ... AUDITOR'S OFFICE Error Level Changed 1039 0 Position Alloc Code 2109 - ADMINISTRATION Dis 40bi/Proj Risk Code Pay Category 6 Taxable Type T - TAX TABLE Scheduled His 0.00 Days Worked 0.00 Days Not Worked 0.00 Begin Date 10/01/2007 818 End Date 10/14/2007 818 Hours/Days 0.00 Rate 0.0000 50.00 Pay Amount Comments || | + of + | | || || || Recalc current employee pay/deductions. OVR < ____ 👔 start 🔰 🖉 🕲 😒 🖸 😐 👘 👔 inbox - Microsoft ... 🛛 🚰 Connection of tpfo... 🛛 🔯 M.R.B.S. Micro Micro... 👘 Document5 - Micr...

EXAMPLE B

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EXAMPLE A

EXAMPLE C

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