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User Guide

Interface Technician Payroll to Accounting

CITP

Notes

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Notes

Introduction

The Interface Technician Payroll to Accounting (CITP) application allows you to calculate, review, and post your technician hours data from the Service routine RTH (Report Technician Hours) to the appropriate journal on your Accounting (*name-A*) application account.

Use CITP to coordinate the amounts paid to your Service technicians with the amounts posted to your Accounting database, while simplifying the process and improving the accuracy of the data.

Overview

This guide provides information for accessing, setting up, and running the Interface Technician Payroll to Accounting application.

The guide also defines how CITP relates to key functions in your Service and Accounting applications.

Before Running the Interface

Before you use the other features of the CITP application, use the Setup Stores option to define the connections between your Service application and Accounting application and to choose the technicians to be processed.

For instructions, see *Setting Up CITP* on page 6.

Interface Technician Payroll to Accounting and ADP w.e.b.Suite

As noted in the section on *Accessing CITP* on page 2, the CITP function runs under w.e.b.Suite as well as Advanced Elite. This document describes how to use the application in both environments.

Previous Versions of Interface Technician Payroll to Accounting

Earlier versions of the CITP application ran under different function code names in the Advanced Elite environment, such as ITP.

The function code *CITP* replaces any earlier code names used on your ADP system. CITP also appears on the Car!nk (CI) menu on all updated ADP systems (in the Accounting application account).

Navigation

- Make sure that the Caps Lock feature is on.
- After typing data into a field, press **Enter** to move to the next field.

Accessing CITP

The CITP function runs on ADP Advanced Elite systems *and* on w.e.b.Suite 2006 (and higher) systems. This section describes how to access the application in each environment.

The screen and field functionality of Interface Technician Payroll to Accounting is essentially the same in the Advanced Elite and in the w.e.b.Suite environments except that w.e.b.Suite supports navigation with a mouse and allows you to switch to other windows (for additional ADP w.e.b.Suite functions) without exiting the CITP application.

CITP in Advanced Elite

Follow these steps to access CITP from the User Security Menu, in the ADP Advanced Elite environment.

1. Log on to your Accounting (*name-A*) application account.

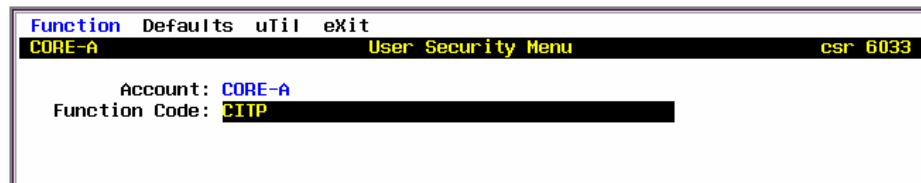


Figure 1. Application Account and CITP Function Code

2. At the Function Code field, enter CITP.

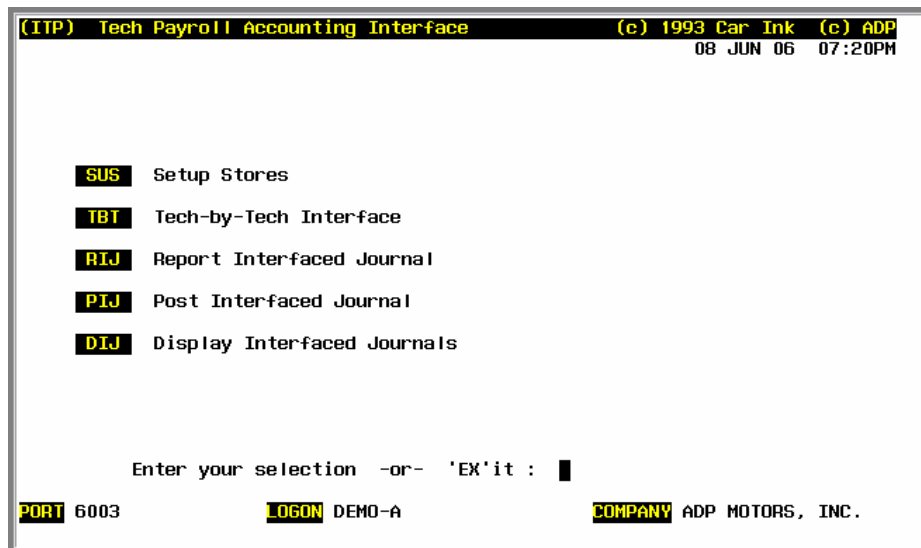


Figure 2. CITP Menu - Advanced Elite Interface

The Car!nk (CI) Menu

CITP can also be reached through the CI menu on your Accounting application account.

Note. The CI menu appears on several application accounts (Service, F&I, Parts, and so on) and contains a related group of function codes for ADP Car!nk custom applications.

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CI**.

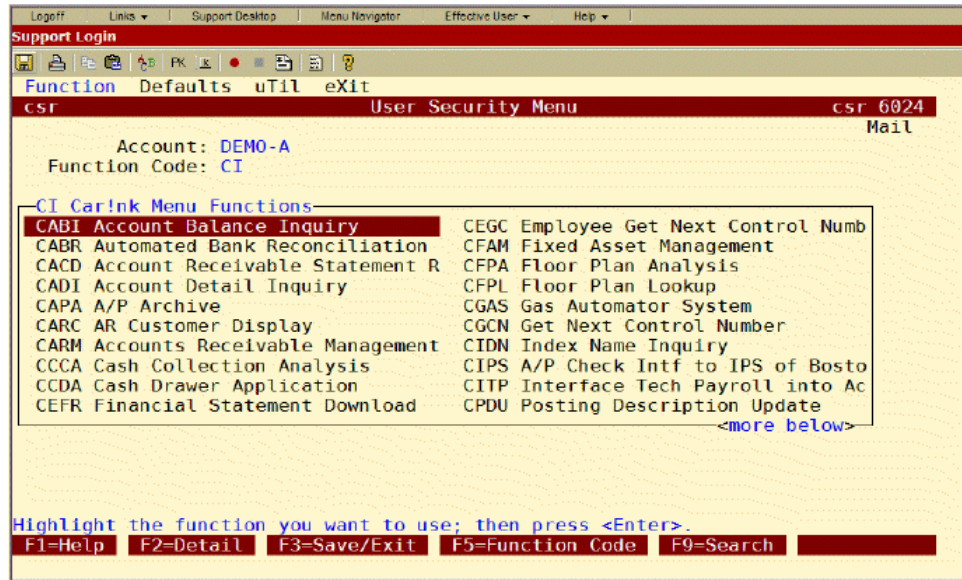


Figure 3. Car!nk (CI) Menu - Advanced Elite View

3. Choose CITP from the menu.

CITP in w.e.b.Suite

Follow these steps to access CITP in the w.e.b.Suite environment.

1. At the Welcome page, enter your user ID and password, and then click **Login**.

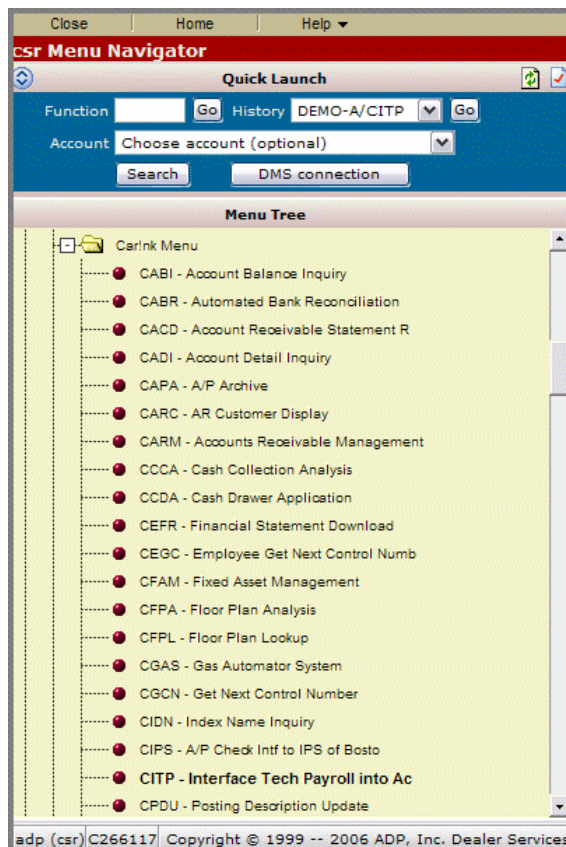


Figure 4. Menu Navigator

2. In the Function field, enter **CITP**.

-OR-

In the Menu Tree, open the Service (*name-S*) application group, then open the CarInk Menu, and then select **CITP-Interface Technician Payroll to Accounting**.

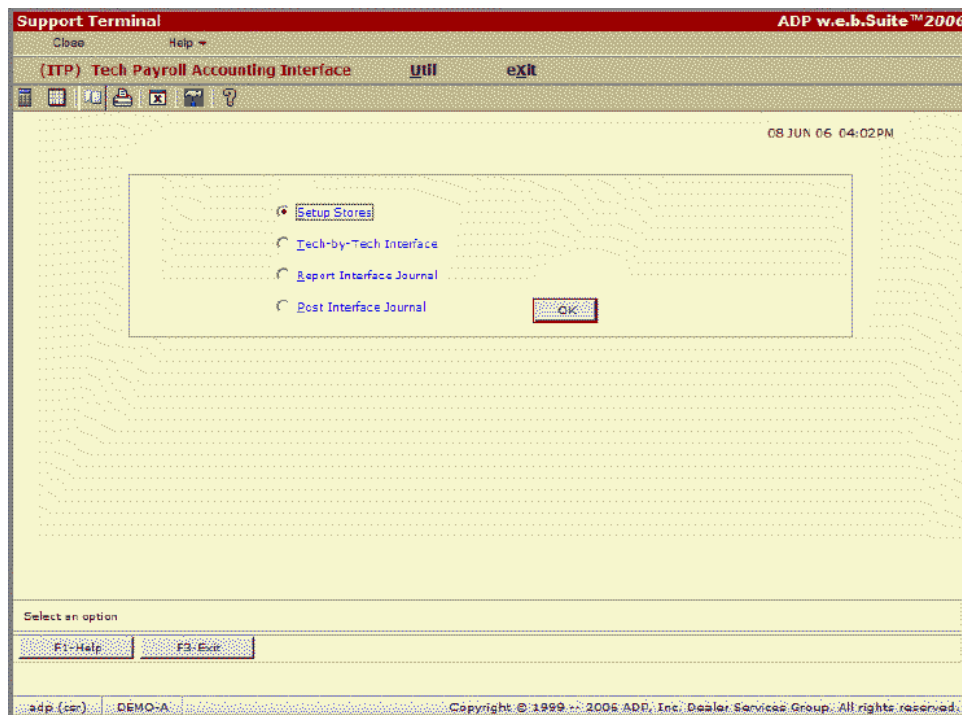


Figure 5. CITP Menu - w.e.b.Suite Interface

CITP Menu

The main Interface Technician Payroll to Accounting menu provides a list of all functions used to maintain the application, calculate the interface, and display or post the technician data. See the appropriate section in this *Guide* for the task you want to perform.

- To enter the necessary setups, see *Setting Up CITP* on page 6.
- To perform the steps in the CITP process, including calculating the technician hours data, moving the data to the interface files, reviewing the interface data, and posting it to the Accounting journal, see the overview in *Managing the Data in the CITP Application* on page 11.

Setting Up CITP

The CITP setup function allows you to define stores through which your technicians' payroll data should be processed. A *store* is a record connecting the data in the technician payroll files on your Service (*name-S*) application account to your General Ledger journal and account numbers.

Use the instructions in this section to add, update, or remove store records.

Adding a Store

To create a new store setup:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CITP**.
3. At the CITP menu, enter **SUS**.

```

(BITP.SUS.900) Setup Stores 18 MAY 04
STORE CODE.....: █
1) Company Id.....:
2) Journal Source.....:
3) Accrued Tech Payroll Account.....:
4) Work-in-Process Account.....:
5) Service Logon Name.....:
   Q-Pointer to TECH-PAYROLL.....:
   Q-Pointer to TECH-DATA.....:
6) Store/Company Technicians.....:

Enter STORE CODE as a number 1 to 99, or ? to search
PORT 6004 LOGON DEMO-A COMPANY ADP MOTORS, INC.

```

Figure 6. Setup Stores Screen

4. At the Store Code prompt, enter a number (from 1 to 99) for the new store definition.
5. At the New Item prompt, enter **Y** (or press **Enter**) to create the new record.
6. Enter the General Ledger company number for the store.
7. Enter the General Ledger journal number to use for this store. The program displays the journal name next to the number you enter.
8. Enter the account number used for the accrued payroll data for technicians.

Note. If you do not have a specific account for accrued technician payroll data, you may wish to simply enter the same account number here that you use for work-in-process data, below.

9. Enter the account number used for work-in-process data.

10. Enter the application account name (*name-S*) for the service account where the technicians are set up.

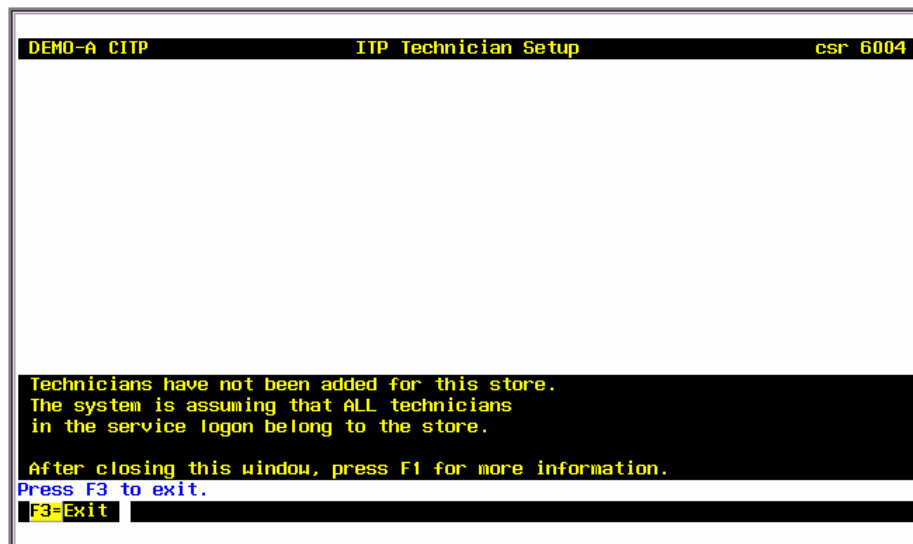


Figure 7. Technician Setup Screen

11. After you enter the Service account name, the program automatically displays the Technician Setup screen. For new store definitions, CITP shows a message indicating that individual technicians have not yet been added to the store record. By default, the application draws payroll data from all technician records set up in the selected Service account, unless you assign specific technicians to the store.

Press **F3=Exit** to clear the message and move to the blank Technician Setup screen.

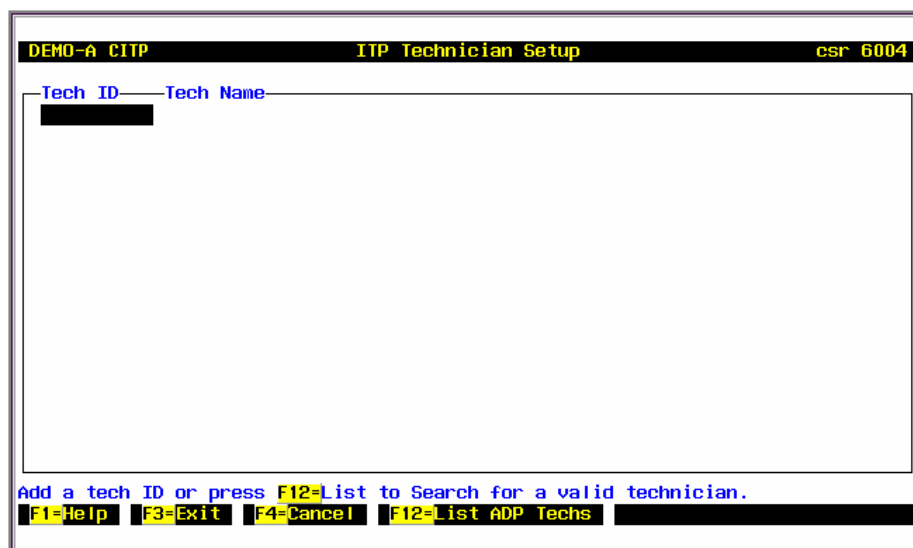


Figure 8. Technician Setup Screen (Listing)

12. At the Tech ID field, enter the ID code for a technician on the selected Service logon for this store.

-OR-

To leave the default setup in place (in which all technicians on the Service account will be used by this store), press **F3=Exit** without entering a tech ID, and skip to step 14. See also *Assigning Technicians to Stores* below.

You can also select one or more technicians from a list of those defined on the Service account. Press **F12=List ADP Techs** and then use the Enter key to flag the names you want. Press **F3** to copy the names to the store setup.

13. Repeat the previous step to add more technicians. When you are done, press **F3=Exit** to return to the main setup screen.

When all the fields in the new store record have been completed, the screen displays the command line.

14. To save the new record, enter **FI** at the command line.
15. At the Store Code prompt, press **Enter** to return to the main CITP menu.

Assigning Technicians to Stores

In most cases, you will not need to assign specific technicians to your store setups **unless** you want to split the technicians assigned to a single Service logon, for posting purposes.

In other words, you can use the Store/Company Technicians window to add different lists of tech IDs to two (or more) different store setups, so that one group of technicians reports payroll data to one journal or set of accounts, and another group reports data to another journal or set of accounts.

Updating a Store Record

To modify a store record:

1. At the CITP menu, enter **SUS**.
2. At the Store Code field, enter the code for the existing record, and skip to step 4.

-OR-

Enter a question mark (?) to see the list of defined stores. At the Line Printer prompt, enter **N**.

<<< STORE SETUPS >>>						
STORE CODE	JOURNAL SOURCE	ACCRUED TECH-PAYROLL ACCOUNT	WORK-IN-PROCESS ACCOUNT	SERVICE LOGON NAME	Q-POINTER TO TECH-PAYROLL	Q-POINTER TO TECH-DATA
1	40	32100	2200	DEMO-S	DEMO-S/TECH-PAYROLL	DEMO-S/TECH-DATA
2	75	32200	22000	DEMO-S	DEMO-S/TECH-PAYROLL	DEMO-S/TECH-DATA

Key <RETURN> to Continue or <CNTRL>-X to Stop :

Figure 9. Store Setups Listing

Make a note of the store code number for the record you want.

3. Press **Enter** to see more listings, or press **Ctrl-X** to return to the Store Code prompt, and then enter the store code number.

The program displays the store record.

(BITP.SUS.900)		Setup Stores		18 MAY 04	
STORE CODE.....	:	2			
1) Company Id.....	:	1			
2) Journal Source.....	:	75	GENERAL PURCHASES		
3) Accrued Tech Payroll Account.....	:	22000	ACCTS REC PARTS/SERVICE		
4) Work-in-Process Account.....	:	22000	ACCTS REC PARTS/SERVICE		
5) Service Logon Name.....	:	DEMO-S			
Q-Pointer to TECH-PAYROLL.....	:	DEMO-S/TECH-PAYROLL			
Q-Pointer to TECH-DATA.....	:	DEMO-S/TECH-DATA			
6) Store/Company Technicians.....	:	412, 414, 422, 428			
'FI'le 'D'elete 'EX'it -or- # : █					
PORT	6004	LOGON	DEMO-A	COMPANY	ADP MOTORS, INC.

Figure 10. Setup Stores Screen (example data)

4. At the command line, enter the line number for the field you want to modify.
5. Enter a new value as needed. The program automatically takes you to the next field.

To return to the command line, enter a period (.) at the start of the field.

Note. To return to the command line from the Technicians Setup window, use the F3=Exit command key, not the period command.

6. To save your changes, enter **FI** at the command line. Or, to exit without saving any changes, enter **EX**.
7. At the Store Code prompt, press **Enter** to return to the CITP menu.

Deleting a Store

To remove a store record from your CITP setups:

1. At the CITP menu, enter **SUS**.
2. At the Store Code field, enter the code for the record you want to delete.
To see a listing of defined stores, use the question mark command (?) at this prompt first.
3. At the command line, enter **D**.
4. At the confirmation prompt, enter **Y**.
5. Press **Enter** to return to the Store Code prompt, and then press **Enter** again to return to the CITP menu.

Managing the Data in the CITP Application

To get the best results from the Interface Technician Payroll to Accounting application, you must coordinate your work on both your Service application, where the technician hours are logged, and your Accounting application, where CITP posts the data into the AGJE function.

This section describes the overall procedure to follow on the two application accounts.

Table 1. The CITP Process

For this procedure	See
Tally all hours in the Report Technician Hours (RTH) function, on your Service (<i>name-S</i>) application account. Note. <i>Make sure to check the data in RTH before running the TBT function in the Interface Technician Payroll to Accounting application.</i>	Your user guide for the Service application
On your regular pay cycle , calculate the technician hours	<i>Calculating Technician Payroll Data</i> on page 12
Send calculated payroll data for technicians to the posting interface	<i>Sending Calculated Technician Data</i> on page 13
Review the data before posting the interface	<i>Reviewing the Interface Selections</i> on page 14
(Optional procedure) Remove calculated data from the posting interface, for specific technicians	<i>Reversing the Technician Interface Flag</i> on page 15
Make any needed corrections to technician data in the RTH routine. Important! <i>The Interface Technician Payroll to Accounting application does not include features for making corrections to the data in your Service application. Before using CITP to move your data to AGJE, make the corrections to your technician rates and any other adjustments using the Service application routines.</i>	Your user guide for the Service application
Post the CITP interface data to GL/Accounting	<i>Posting the Interface Data to the General Ledger</i> on page 16
Process the technician payroll data in GL	<i>Processing the Technician Payroll Data in AGJE</i> on page 17 (and your user guide for General Ledger Accounting)
Review the interface processing dates for your technician payroll data	<i>Displaying Interfaced Journals</i> on page 17

Calculating Technician Payroll Data

Use this procedure to calculate the service-related payroll information for the technicians in your CITP setups. This step should be performed on the same cycle you use for your regular payroll processes so that the data will be posted to Accounting at the appropriate time.

Note. Remember to run this function for each store.

To calculate the payroll data:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CITP**.
3. At the CITP menu, enter **TBT**.
4. If you have more than one store defined in the CITP setups, the program prompts you to select the store.

Enter the number for the store, or enter a question mark (?) to display the list of defined stores.

After you enter a store code number, the program displays the Tech-by-Tech Interface screen.

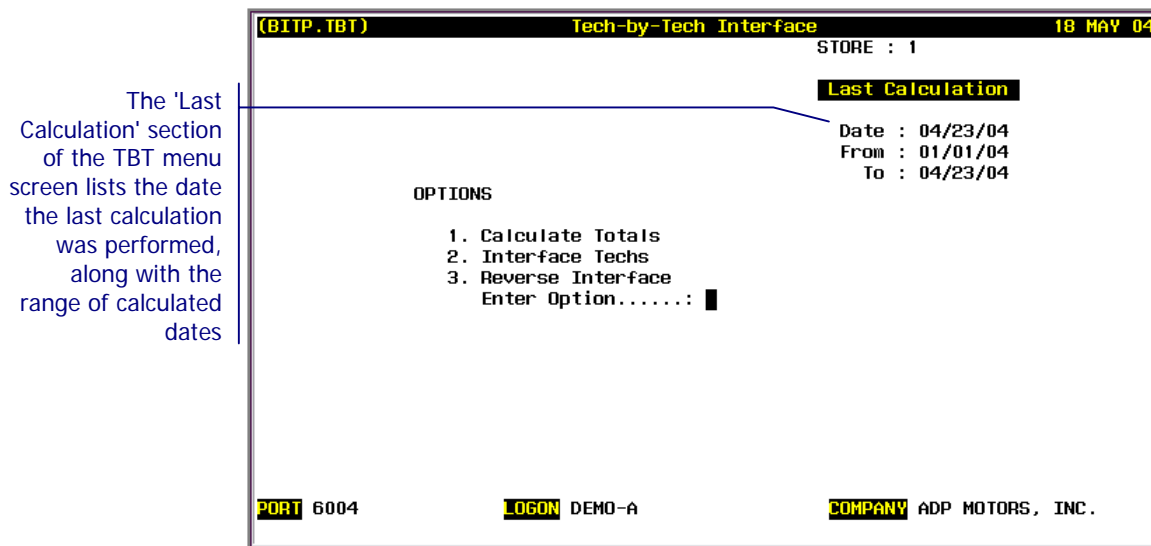


Figure 11. Tech-by-Tech Interface Menu

5. At the Enter Option prompt, enter **1** for Calculate Totals. The program displays the store number and General Ledger company number.

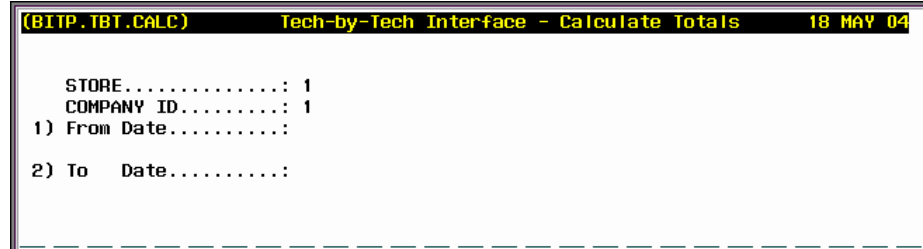


Figure 12. TBT Calculate Totals Screen

6. Enter the dates for which you want to calculate totals, using standard ADP date formats.
As a general rule, the date range should match the beginning and ending dates for the current pay cycle.
7. At the next prompt, press **Enter** to process the technician data for the selected dates. (Or, enter **C** to return to the From Date field and enter a different date range. You can also enter **EX** to cancel the calculation command at this point.)

Sending Calculated Technician Data

Use this procedure to select the technicians for which you want to send the payroll data generated from RTH. This command sends the data (from your last calculation in TBT option 1) into the CITP posting files, where you can move it to AGJE using the PIJ routine.

Tip! Remember to select only the technicians for whom you know the payroll data in the RTH routine on the Service application account is correct. If you need to remove data that you have already sent, use the Reverse Interface feature described in Reversing the Technician Interface Flag on page 15.

To send the calculated data to the interface:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CITP**.
3. At the CITP menu, enter **TBT**.
4. If you have more than one store defined in the CITP setups, the program prompts you to select the store. Enter the store code number. The program then displays the Tech-by-Tech Interface screen.
You can also enter a question mark (?) to display the list of defined stores, if you need to look it up.
5. At the Enter Option prompt, enter **2** for Interface Techs.
6. Enter the posting date for the technician payroll data calculated in TBT option 1.

DEMO-A Interface Tech Routine csr 6007										
TECH	NAME	RATE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	TYPE 5	TYPE 6	TOT HRS	TOT PAY
1	TEST TECH	22.00	18.50						18.50	407.00
30	HOJOWICZ, STAN	12.00	18.60						18.60	220.40
31	JONES, ED	12.00	3.50						3.50	38.20
32	JOHNSON, BOB	12.00	14.30						14.30	171.60
34	LEE, HARRY	22.00	8.00						8.00	176.00
35	PETERSON, TOM	22.00	4.00						4.00	88.00
36	BACON, ROGER	22.00	2.50						2.50	55.00
39	EDWARDS, RALPH	18.00	10.00						10.00	180.00
100	HETTM, GORD	25.00	6.30						6.30	157.50
101	BOB THOMAS	25.00	0.10						0.10	2.50

Press enter to select techs to interface. Pressing '*' will select all techs. Pressing '*' again will unselect.

F1=Help F3=Save/Exit

Figure 13. TBT Interface Technician Selection Window

The screen displays the list of technicians for whom payroll data was calculated in the last Calculate command.

- Use the Up and Down arrow keys to move through the list of technicians, and press **Enter** to select the lines for the data you want to send. Or, press the asterisk key (*****) to select the entire listing.
- When you have selected the technicians you want, press **F3=Save/Exit**.

<p>Save and Proceed with Interface. Exit WITHOUT Processing Interface. Disregard exit request.</p>
--

Figure 14. Save/Exit Command Options

- Select **Save and Proceed with Interface** and then press **Enter**. The program flags the selected technician lines so that they can be posted to AGJE with the PIJ routine.

Reviewing the Interface Selections

Use this procedure to review the technician data that you have selected (flagged) for the interface in TBT option 2.

The RIJ report shows data sent to the interface, but not yet posted to AGJE.

To produce the report:

- Log on to your Accounting (*name-A*) application account.
- At the Function Code field, enter **CITP**.
- At the CITP menu, enter **RIJ**.
- If you have more than one store defined in the CITP setups, the program prompts you to select the store. Enter the store code number.

You can also enter a question mark (?) to display the list of defined stores, if you need to look it up.

- At the Lineprinter prompt, enter **Y** to send the report to a printer or **N** to display the report on your screen.

(BITP.RIJ) Report Interfaced ITP Journals					
Journal	75	Run on:	15:08:00	19 MAY 2004	Page 1
SOURCE	REFERENCE	DATE...	ACCT..	AMOUNT	CONTROL
75	411-0401	01APR04	2200	3.60	83366
			32100	3.60-	411
	411-0401			0.00	
75	413-0401	01APR04	2200	24.00	83797
			32100	24.00-	413
	413-0401			0.00	
75	419-0401	01APR04	2200	50.40	83446
			2200	2.40	83505
			2200	3.60	83505
			32100	56.40-	419
	419-0401			0.00	

Figure 15. Interfaced Journal Report

The report lists the source journal and the amounts that will be posted to each account, along with the repair order (as a control number).

- When the report finishes printing or displaying, press **Enter** to return to the Store prompt.
- Repeat steps 4 and 5 for another store, or press **Enter** to return to the CITP menu.

Reversing the Technician Interface Flag

If you need to reverse the payroll data for one or more technicians, use the Reverse Interface command. (This command clears the flag for technicians selected in TBT option 2.)

Note. Use this feature before running PIJ to send the data to GL/Accounting.

To run the reverse interface:

- Log on to your Accounting (*name-A*) application account.
- At the Function Code field, enter **CITP**.
- At the CITP menu, enter **TBT**.
- If you have more than one store defined in the CITP setups, the program prompts you to select the store. Enter the store code number. The program then displays the Tech-by-Tech Interface screen.

You can also enter a question mark (?) to display the list of defined stores.

- At the Enter Option prompt, enter **3** for Reverse Interface.

DEMO-A		Reverse Interface Tech Routine								csr 6007	
TECH	NAME	RATE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	TYPE 5	TYPE 6	TOT HRS	TOT PAY	
1	TEST TECH	22.00	18.50						18.50	407.00	
30	HOJOWICZ, STAN	12.00	18.60						18.60	223.20	
31	JONES, ED	12.00	3.50						3.50	42.00	
32	JOHNSON, BOB	12.00	14.30						14.30	171.60	
34	LEE, HARRY	22.00	8.00						8.00	176.00	
35	PETERSON, TOM	22.00	4.00						4.00	88.00	
36	BACON, ROGER	22.00	2.50						2.50	55.00	
39	EDWARDS, RALPH	18.00	10.00						10.00	180.00	
100	HETTM, GORD	25.00	6.30						6.30	157.50	
101	BOB THOMAS	25.00	0.10						0.10	2.50	

Press enter to select techs to reverse. Pressing '*' will select all techs. Pressing '*' again will unselect.

F1=Help F3=Save/Exit

Figure 16. TBT Reverse Interface Selection Window

The screen displays the list of technicians for whom payroll data has been flagged for the interface in TBT option 2.

- Use the Up and Down arrow keys to move through the list, and press **Enter** to select the lines you want to send. Or, press the asterisk key (*) to select the entire listing.
- After selecting the lines you want to reverse, press **F3=Save/Exit** to continue.

Save and Proceed with Reversal.
Exit WITHOUT Processing Reversal.
Disregard exit request.

Figure 17. Save/Exit Command Options

- At the exit command menu, select **Save and Proceed with Reversal** and then press **Enter**.

Posting the Interface Data to the General Ledger

Use this procedure to move the technician payroll data selected in TBT option 2 from the CITP interface into the AGJE function in the Accounting application.

Note. Use the *PIJ* routine after reviewing the data on the *RIJ* report.

To post the data:

- Log on to your Accounting (*name-A*) application account.
- At the Function Code field, enter **CITP**.
- At the CITP menu, enter **PIJ**.
- At the Post ITP confirmation prompt, enter **Y**.
- If you have more than one store defined in the CITP setups, the program prompts you to select the store. Enter the store code number.

You can also enter a question mark (?) to display the list of defined stores, if you need to look it up.

- The program sends the flagged technician payroll data (selected using TBT option 2) to the journal defined in the setup for this store. At the *Posting Complete* message, press **Enter** to return to the CITP menu.

Processing the Technician Payroll Data in AGJE

After the data has been sent from CITP to your General Ledger account (using the PIJ command), follow your usual procedure in the AGJE (Journal Entry) routine to process it in Accounting.

The screenshot shows the AGJE screen with the following details:

- Company: 1 ADP MOTORS
- Journal: 40 PAYROLL
- Document Type: 10 Other
- User: ADP Client Relations
- Reference: (blank)
- Acctg Date: (blank)
- Description: (blank)
- Debit Amount: 0.00
- Credit Amount: 0.00
- Balance: 0.00

Unposted Reference Selection

Co	Jrnl	Reference	Acctg Date	Doc Type	User	Description
1	40	30-0524	05/24/04	Other	Customer	ITP AUTO POST
1	40	31-0524	05/24/04	Other	Customer	ITP AUTO POST
1	40	32-0524	05/24/04	Other	Customer	ITP AUTO POST
1	40	39-0524	05/24/04	Other	Customer	ITP AUTO POST

Select one or more references to post, complete, or delete. Press F2 for detail

F1=Help F2=Del F3=Sv/Ex F4=Cnc F5=Post SF2=Del SF4=Quit SF11=>

ITP postings to the AGJE journal have a built-in description

Figure 18. AGJE Screen (with CITP example data)

For detailed instructions on working with the AGJE screen, refer to the user guide for the General Ledger/Accounting application.

Displaying Interfaced Journals

Use this procedure to see the processing dates for technician payroll data that has been interfaced to Accounting.

- Log on to your Accounting (*name-A*) application account.
- At the Function Code field, enter **CITP**.
- At the CITP menu, enter **DIJ**.
- If you have more than one store defined in the CITP setups, the program prompts you to select the store. Enter the store code number.

You can also enter a question mark (?) to display the list of defined stores, if you need to look it up.

System Dt	Post Date	From Date	To Date
06/06/2006	12/31/2005	12/01/2005	12/31/2005
06/05/2006	01/31/2006	01/01/2006	01/31/2006

Figure 19. Display Interfaced Journals screen

The DIJ screen lists the interface processing dates for the selected store, with the most recent activity at the top of the table. The System Date is the date the user ran the PIJ function, the From and To dates indicate the range selected in TBT option 1 (Calculate Totals), and the Post Date is the date entered in TBT option 2 (Interface Techs).

Use the F9=Search command key to find specific date values in the table.

5. Press **F3=Exit** to return to the CITP menu.