



Preface

The “Bank statement” Benefit Accrual report displays the Benefit Accrual transactions on a daily basis. Unlike the standard benefit reports (which display the current balance), the detailed report displays the balance “history” i.e. what was given (when and how much), what was taken (when and how much) and what was the balance at the time.

The “Bank Statement” is not just a report but also a work mode in the Benefit Accrual package. When activated (see check box within ABSCNF file), each transaction (daily) will be added individually to the ABSTRX browser.

Due to the above, the operator will be able to view the employee’s balance “history” in the ABSFOLLOW/ABSTRX browser as well.

Environment: TK2000 Only

Required Program Files

Programs

TK2000\ABSF32.DLL	Dated April 24 th , 2002 (or later)
TK2000\ABSCNF.EXE	Dated April 21 st , 2002 (or later)
TK2000\RACOUNT32.DLL	Dated April 24 th , 2002 (or later)

Files

TK2000\DATA\Image.*
TK2000\DATA>Select.*
TK2000\DATA\ABSTRX.CDX (Index ONLY).

TK2000\DATA\ENGLISH.MES40.*
TK2000\DATA\ENGLISH.MES80.*

Setup Steps:

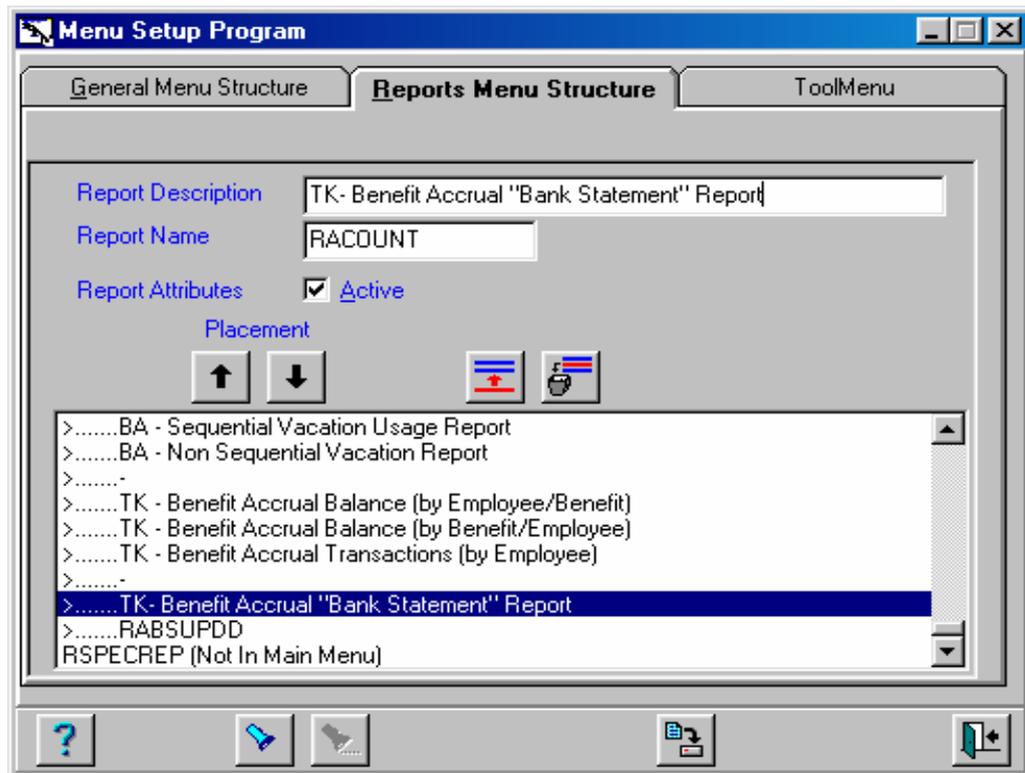
- 1. Copy all programs to the “..\TK2000\ ” directory.**
- 2. Add the “Bank Statement” report (RACOUNT) to the Menu.**
- 3. Upgrade the [IMAGE.*] and [SELECT.*] files.**
- 4. Copy the [MES*.*] to the English directory.**
- 5. Initialize the system for working with the “Bank Statement” Benefit Accruals**
- 6. Running the report; Selection Criteria and results**



Setup Steps (Detailed):

Step 1: Copy all programs to the “..\TK2000\” directory.

Step 2: Add the “Bank Statement” report (RACOUNT) to the Menu.



Step 3: Upgrade the [IMAGE.*] and [SELECT.*] files.

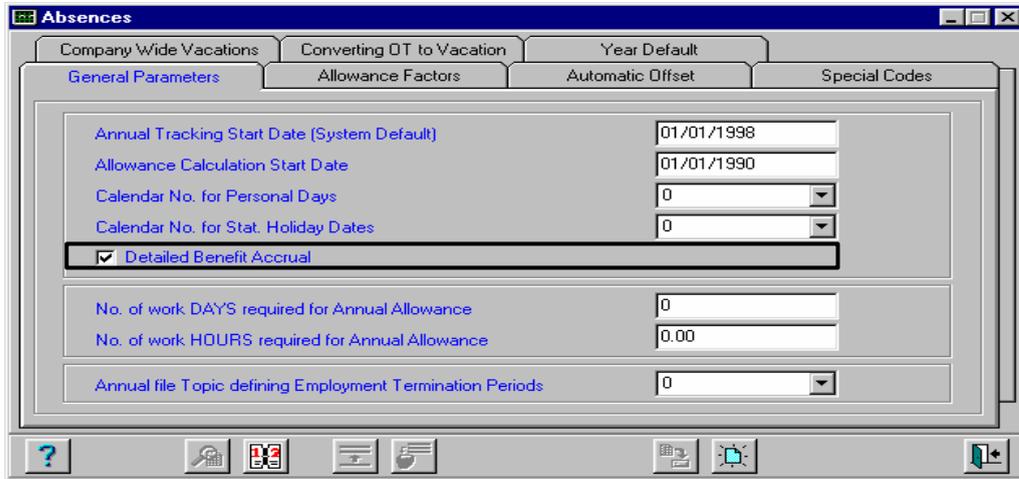
Step 4: Copy the [MES*.*] to the English directory.

Step 5: Initialize the system for the “Bank Statement” Benefit Accruals

- 5.1 Backup the ABSTRX file to a file
- 5.2 Zap the ABSTRX file (via TK's Database utility)
- 5.2 Copy the ABSTRX.CDX file to the “..\TK2000\DATA\” directory
- 5.3 Restore the required ABSTRX data (for the required period of time i.e. at least the last tracking year).



5.3 Check the “detailed Benefit Accrual” check box within the Absence Configuration File



5.4 Summarize the pay-period for the relevant periods. When re-summarizing the pay-periods, the necessary transactions (“Daily Usage” and “Period Allowance”) will be created accordingly.

5.5 Load the “Justification codes” screen (i.e. “Setup / Add/Edit Security and Audit Trail Files / Add/Edit Justification Codes”) and add the following justification codes:

9041 – Daily Usage

9043 – Periodic Allowance



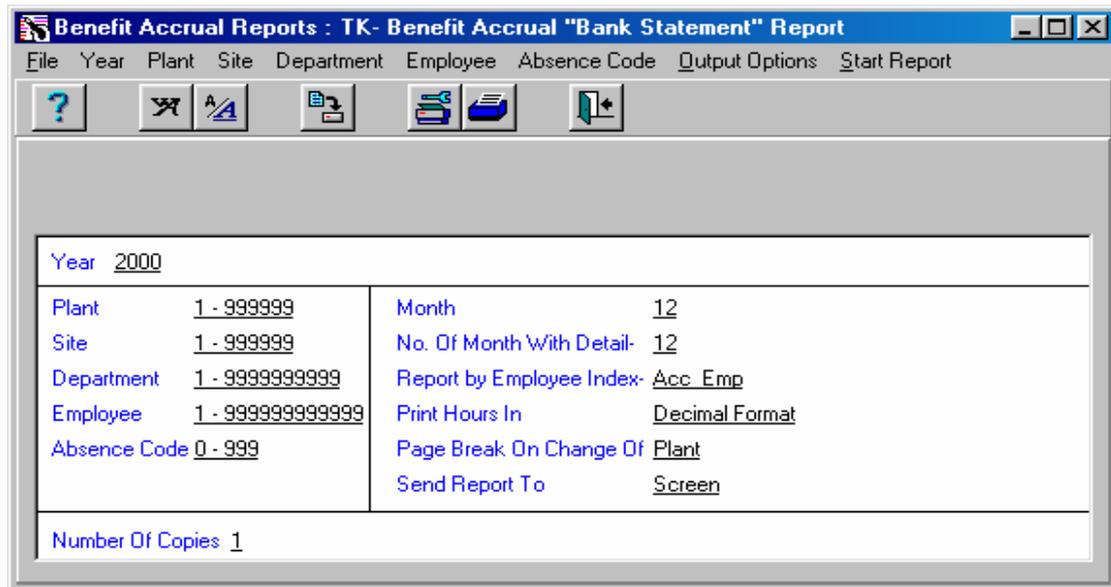
Note that you may customize the code description according to the setup e.g. for clients with a monthly allowance you may specify “Monthly Allowance” instead of “Periodic Allowance”.



Step 6: Running the report; Selection Criteria and results

Firstly, the “Bank Statement” report carries data from both ABSFOLLOW and ABSTRX files. The report will display all the data for the requested Absence Tracking Year when selected.

Selection Criteria:



Parameters

- Plant** Select the [Plants] for production
- Site** Select the [Sites] for production
- Department** Select the [Departments] for production
- Employee** Select the [Plant] for production
- Absence Code** Select the [Absence codes] for production. The report will display the absence codes in Hours or Days according to the absence code's definitions within TableH.
- Month** Specify the month for display i.e. "1" for January, "2" for February etc.
- Detail (in months)** Detail span e.g. producing the report for May with a 5-month detail will display all the data from January. Running the report for December with a 3 months span will display October - December.
- Index** Select the [Index] for production i.e. employee index fields.
- Page Break** Select the [Page Break] type i.e. Plant/ Site/ Dept/ Employee
- Send Report to** Print Preview / Printer / Screen / File / HTML File.

TK2000 Benefit Accrual Module – “Bank Statement” Detailed Report



Report Layout:

Example (1)

TK2000				
1.6.2-Detailed Balance Report For			12/2000	Details For 12 Months
			Page No.	1
			Production Date...	05/02/2002
			Production Time...	19:20
Plant	1 Samco Time Recorders	Site	1 New Jersey	Department 1 Customer Service
Employee	1 Friedman Arik			
Absence Code	4	Vacation (Days)		
Date	Value	Balance	Transaction Type	Reason
01/01/2000				Previous Year's Balance
01/01/2000	1.00	1.00	Accrual	9043 Monthly Allowance
02/01/2000	1.00	2.00	Accrual	9043 Monthly Allowance
02/02/2000	-1.00	1.00	Used	9041 Daily Usage
02/03/2000	-1.00		Used	9041 Daily Usage
03/01/2000	1.00	1.00	Accrual	9043 Monthly Allowance
04/01/2000	1.00	2.00	Accrual	9043 Monthly Allowance
05/01/2000	1.00	3.00	Accrual	9043 Monthly Allowance
06/01/2000	1.00	4.00	Accrual	9043 Monthly Allowance
07/01/2000	1.00	5.00	Accrual	9043 Monthly Allowance
08/01/2000	1.00	6.00	Accrual	9043 Monthly Allowance
09/01/2000	1.00	7.00	Accrual	9043 Monthly Allowance
10/01/2000	1.00	8.00	Accrual	9043 Monthly Allowance
11/01/2000	1.00	9.00	Accrual	9043 Monthly Allowance
12/01/2000	1.00	10.00	Accrual	9043 Monthly Allowance
Balance For Absence Code		10.00		
Absence Code	10 Vac Per M (Days)			

There is no "Previous Balance"

The "Periodic Allowance" had been renamed to "Monthly Allowance" as the customer accrue on a monthly basis

ABFOLLOW / ABSTRX Browsers

Year	Absence Code	Tracking Start Date	Tracking End Date	Balance (Days)	Previous Balance (Days)	Initial Allowance (Days)	Initial Allowance From	Initial Allowance To	Total Accrual (Days)	Total Used (Days)	Current Period Accrual (Days)
2000	4 Vacation	01/01/2000	12/31/2000	10.00		12.00	01/01/2000	12/31/2000	12.00	2.00	1.00
2000	10 Vac Per M	01/01/2000	12/31/2000	14.04		14.00	01/01/2000	12/31/2000	14.04		1.17

Absence Code	Value Date	Transaction Type	Justification Code	Days	Hours	Update Date
4 Vacation	01/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	02/02/2000	Usage	9041 Daily Usage	1.00	8.00	04/30/2002
4 Vacation	02/03/2000	Usage	9041 Daily Usage	1.00	8.00	04/30/2002
4 Vacation	02/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	03/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	04/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	05/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	06/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	07/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	08/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	09/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	10/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	11/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002
4 Vacation	12/01/2000	Allowance	9043 Monthly Allowance	1.00		04/30/2002

The new transactions had been added to the ABSTRX file

TK2000 Benefit Accrual Module – “Bank Statement” Detailed Report



Example (2)

TK2000				
1.6.2-Detailed Balance Report For			1/2002	Details For 12 Months
Main C			1 Samco Time Recorder	Division 1 New Jersey
Employee			1 Heleine Gregory	
Absence Code			4 Vacation (Days)	
Date	Value	Balance	Transaction Type	Reason
01/01/2002		26.00		Previous Year's Balance
01/01/2002	-1.00	25.00	Used	9041 Daily Absence Usage
01/01/2002	13.00	38.00	Accrual	9043 Periodic Allowance
01/02/2002	-1.00	37.00	Used	9041 Daily Absence Usage
01/03/2002	-1.00	36.00	Used	9041 Daily Absence Usage
01/04/2002	-1.00	35.00	Used	9041 Daily Absence Usage
01/05/2002	-1.00	34.00	Used	9041 Daily Absence Usage
01/06/2002	-1.00	33.00	Used	9041 Daily Absence Usage
01/06/2002	-7.00	26.00	Accrual	9035 Automatic Adjustment: P.P Maximum B:
01/07/2002	-1.00	25.00	Used	9041 Daily Absence Usage
01/08/2002	-1.00	24.00	Used	9041 Daily Absence Usage
Balance For Absence Code		24.00		

← There is a "Previous Balance"

Note

The report will be available only if “Detailed Benefit Accrual” is checked. Otherwise an error message will appear:

