

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

<u>Programs</u>

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

<u>Files</u>

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):

<u>Step 1</u>: Copy all programs to the "..\ TK2000\ " directory.

<u>Step 2</u>: Add the "Bank Statement" report (RACOUNT) to the Menu.

🖏 Menu Setup Program	
General Menu Structure	ToolMenu
Report Description TK- Benefit Accrual "Bank Statement" P	Report
Report Name RACOUNT	
Report Attributes 🔽 Active	
Placement	
+ ≣ 5	
SBA - Sequential Vacation Usage Report BA - Non Sequential Vacation Benort	
X	
STK - Benefit Accrual Balance (by Employee/Benefit) STK - Benefit Accrual Balance (by Benefit/Employee)	
Summer K - Benefit Accrual Transactions (by Employee) Summer	
>TK- Benefit Accrual "Bank Statement" Report >RABSUPDD	
RSPECREP (Not In Main Menu)	
	1

<u>Step 3</u>: Upgrade the [IMAGE.*] and [SELECT.*] files.

<u>Step 4</u>: Copy the [MES^{*}.^{*}] to the English directory.

<u>Step 5</u>: 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

Absences			
Company Wide Vacations	Converting OT to Vacation	Year Default]
General Parameters	Allowance Factors	Automatic Offset	Special Codes
Annual Tracking Start Allowance Calculation Calendar No. for Pers Calendar No. for Stat.	Date (System Default) Start Date onal Days Holiday Dates cerual	01/01/1998 01/01/1990 0 0	
No. of work DAYS red No. of work HOURS r	uired for Annual Allowance equired for Annual Allowance	0	
Annual file Topic defir	ing Employment Termination Per	iods 0	
? 🔗 🗄	8 🖃 🗾		

- **5.4** Summarize the pay-period for the relevant periods. When re-summarizing the payperiods, 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

Justification Codes		_ 🗆 🗙
Justific. Code	Justification Description	
?		7 📭

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".



<u>Step 6</u>: 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:

💦 Benefit Accrual Reports : TK	Benefit Accrual "Bank S	tatement" Repo	rt	- D ×
<u>File</u> Year Plant Site Departmen	it Employee Absence Code	Output Options	Start Report	
? 🛪 ⁄ 🖹	50 🕨			
Year <u>2000</u>				
Plant <u>1 - 999999</u>	Month	12		
Site <u>1 - 999999</u>	No. Of Month With Detail-	<u>12</u>		
Department <u>1 - 9999999999</u>	Report by Employee Index- &	Acc Emp		
Employee <u>1 - 999999999999</u>	Print Hours In	<u>Decimal Format</u>		
Absence Code <u>0 - 999</u>	Page Break On Change Of <u>F</u>	<u>Plant</u>		
	Send Report To	Screen		
Number Of Casilog 1				
Triumber of copies 1				_

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.



Report Layout:

Example (1)

				TK2000	Р	age No	1
.6.2-Detailed Bala	nce Report For		12/2000 Details Fo	or 12 Months	= P	roduction Date	05/02/2002
					r	roduction Time	19.20
Plant	1 Samco T	'ime Recorders	Site	1 New Jersey	Department	1 Custon	ier Service
Employee	l Frie	dman Arik					
Absence Code	4		Vacation (Days)				
Date	Value	Balance	Transaction Type	Reason			
01/01/2000				Prov	ione Vaar's Balanca 🗲	Th	ere is no "Previous Balance"
01/01/2000	1.00	1.00	Accual	9043 Mov	thly Allowance		
02/01/2000	1.00	2.00	Accrual	9043 Mon	thly Allowance		
02/02/2000	-1.00	1.00	Used	9041 Daily	v Usage		
02/03/2000	-1.00		Used	9041 Daily	r Usage		
03/01/2000	1.00	1.00	Accrual	9043 Mon	thly Allowance		
04/01/2000	1.00	2.00	Accrual	9043 Mon	thly Allowance	Th	. "Pariadia Allawanaa" had haar
05/01/2000	1.00	3.00	Accrual	9043 Mon	thly Allowance	11	e Feriouic Allowance nau beer
06/01/2000	1.00	4.00	Accrual	9043 Mon	thly Allowance 🛛 🚽	rei	named to "Monthly Allowance" a
07/01/2000	1.00	S.00	Accrual	9043 Mon	thly Allowance	th	e customer accrue, on a monthl
08/01/2000	1.00	6.00	Accrual	9043 Mon	thly Allowance		
09/01/2000	1.00	7.00	Accrual	9043 Mon	thly Allowance	ba	SIS
10/01/2000	1.00	8.00	Accrual	9043 Mon	thly Allowance		
12/01/2000	1.00	9.00	Accruat	9043 Mon 9043 Mer	thuy Allowance		
12/01/2000	1.00	10.00	Accrua	7045 MOR	iny anowance		
Balance For Absen	e Code	10.00					

ABFOLLOW / ABSTRX Browsers

Empl	Employee : 1 Friedman Arik Display Absence Balance From : 05/02/2000											
	Year	Absence Code	Tracking Start Date	Tracking End Date	Balance (Days)	Previous Balance (Days)	revious Initial Allowance Initial Allowance Initial Allowance To To			Total Accru (Days)	ial Total Used (Days)	Current Period Accrual (Days)
	2000 4	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 1	10 Vac Per M	01/01/2000	12/31/2000	14.04		14.00	01/01/2000	12/31/2000	14.04		1.17
						ABSTRX (Ber	nefit Accrual Trans	actions/B41				
<u>"</u> —		Absence Code	Value Date	Transaction	n Type		Justification	n Code		Days H	ours Update D	ate
	4 Vaca	ation	01/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20)2
	4 Vaca	ation	02/02/2000	Usage		9041 Daily Usag	8		1.0	0 8.00	04/30/20)2
	4 Vaca	ation	02/03/2000	Usage		9041 Daily Usag	e		1.0	0 8.00) 04/30/20)2
	4 Vaca	ation	02/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	12
	4 Vaca	ation	03/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20)2
-	4 Vaca	ation	04/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	12
-	4 Vaca	ation	05/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	12
	4 Vaca	ation	05/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	12
\vdash	4 Vaca	ation	0770172000	Allowance		9043 Monthly All 9043 Monthly All	owance		1.0	0	04/30/20	12
	A Vaca	ation	09/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	12
	4 Vaca	ation	10/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	2
	4 Vaca	ation	11/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20	2
	4 Vaca	ation	12/01/2000	Allowance		9043 Monthly All	owance		1.0	0	04/30/20)2

The new transactions had been added to the ABSTRX file



Example (2)

							Ŀ	
				TK2000				_
1.6.2-Detailed Ba	alance Repo	rt For	1/2002 Detail	sFor 12 Ma	onths	Page No Production Date Production Time	1 04/29/2002 16:18	
Main C	l Samco	Time Recorder	Division	1 New Jerse	ey Departmen	t l Custome	r Service	
Employee	l Hel	leine Gregory	,					
Absence Code	4		Vacation (Days)	<u>)</u>				
Date	Value	Balance	Transaction Typ	e <u>Reason</u>	L			
01/01/2002		26.00			Previous Year's Balance	- -		
01/01/2002	-1.00	25.00	Used	9041	Daily Absence Usage		e is a "Previous Balance	
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 Ba		
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 Abse	nce Code	24.00						-

<u>Note</u>

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

