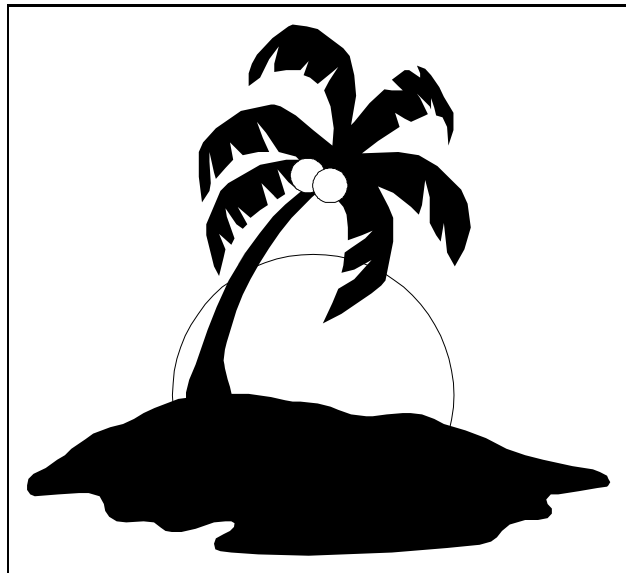


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# MANUAL OF OPERATIONS FOR OPC PAYROLL

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**The contents of this document have been assembled strictly for the use of clients of Magna Computer Corp., A corporation in the State Of Florida. The information contained herein should be considered as trade secrets of same. Contents of this are meant to be a general guide to operations, due to the fact that each installation is customized and tailored to a resorts needs.**

## SOLICITOR/OPC PAYROLL

For purposes of this payroll a solicitor can be a person or a company that is going to be paid for each tour (survey / manifest item). So sometimes the solicitor is a person and sometimes it may be a marketing company.

The sequence of events for payroll is:

1. Run Payroll Edit. I suggest distributing this to the entities involved the day after your payroll period ends.
2. After reviewing the edit see if changes need to be made. Unknown solicitors almost always need to be checked. Changes will come back from managers and marketing companies. I suggest disputes are solved now for the week that just ended. Go into the surveys and change the solicitors or market sources or override the commission that the computer is going to pay. Overturning qualified tours (making them NQ) is done at this point as well. Some NQ's may be set to pay a commission as well. Chargebacks are also checked here too.
3. Post the surveys to the ledgers all changes to surveys that have posted now can only be effected by changing the transactions now.
4. Make changes and/or add new transactions for charges or other credits to the journals. You can run a period ledger or statements to see what the balances are going to be. When you are satisfied with the information got to step 5. Remember to enter the salary credit transactions for salaried people and also override amount for managers and bonuses.
5. Create checks. This will post check transactions to the individual ledgers for the balances in the account. Anyone who has a negative or deficit (they owe the resort money) will not be issued a check.
6. Close period. Closing transactions will move balances ahead to next week and zero out all account balances for the week.
7. Run statements and period ledger. Period ledger will tell you the amount of the check to make for each person.

Information for the Solicitor/OPC Payroll is mostly obtained from the surveys/manifest items that are produced each day. The person entered into the solicitor field on the manifest is who is paid for that tour. Each survey is entered as a line item in that person's/company's ledger. From the Manual Posting menu additional debits and credits may be entered to alter the balance due.

## 1. SOLICITOR/OPC PAYROLL

Hi-light OPC payroll and press <RETURN> it will take you to the following menu.

SOLICITOR COMMISSIONS MAIN MENU	
Weekly Pre Payroll Report	
Commissions Edit (manifest items)	
Post Manifest to Commissions Journal	
Manual Posting (Checks, Licn's, etc)	
Close Period	MENU
MAINTENANCE	MENU
Printed Reports	MENU

### 1.1. WEEKLY PRE PAYROLL REPORT

This report is run as a pre edit sheet for the OPC/Solicitor managers, so that if there is any questions or disputes on an individuals commissions, they can be answered and corrected before a check is made.

You can group people to together by entering in a manager code into the employee master record in employee maintenance. Pay rates are also entered here. Use pay type "C" for straight commission people and type "B" for broker type deals. In this payroll broker deal means that the rate entered eg. \$150.00 is the base rate, then the gift cost and deposits are factored in to come up with a chargeback amount. The "B" or the "C" and the rate are entered in EMPLOYEE MAINTENANCE. Companies are entered just like people. Hi-light this item and press <RETURN>, enter in the date to start and press <RETURN>, then enter in the ending date and press <RETURN>, this will bring you to the "send report to" box select you choice and proceed, if you have any question refer to the appendix for further instructions. At any time if you make a mistake and need to leave this just press <ESC>.

## 1.2. COMMISSION EDIT

Edit the survey/manifest item. This could also be done from UPREG -> MAINTENANCE -> REGISTRATION as well.

This is used to make any changes on a survey, such as change it from a non-qualified unit to a qualified or enter the correct solicitor number, etc.

Hi-light Commission Edit and press <RETURN>. It will ask you for a name or a manifest number, enter in one or the other, this will bring you to a screen to make your changes.

Solicitor: enter in the solicitor's employee number, if the number there is correct just press <RETURN>.

S#2: this is used only if there are two solicitors for one survey. It is for information purposes only. Used to let marketing companies know which of their employees was responsible for the tour.

Married or Single: if the entry is wrong enter in the correct answer e.g. M for married S for single.  
Solic. Commis: this is used only if the solicitor is paid a different amount than his or her's normal commission. If the commission is the same just press <RETURN>, if different enter in the amount, e.g. 35. In other words this will override the normal commission amount.

Prev.Deposit: this is for the monies left by the tour with the OPC/Solicitor. If there is a difference in what is shown and what the tour left enter in the amount, e.g. 20. If there is no difference press <RETURN>.

Charge back amount: enter in the amount that the OPC/Solicitor is to be charged back, e.g. 50. If there is no charge back press <RETURN>.

Qualified (QNB): if you need to change this enter in a single letter, Q for qualified, N for not-qualified, and B for bolted.

NQ Reason Code: there should be a single letter code for the normal NQ reason, such as underage=u, overage=o, and etc.

Comments: if there is no NQ reason code or if it is an unusual NQ reason enter in the reason in the comment field.

When you have made all changes necessary press <F2> to save and continue on to the next survey number.

### 1.3. POST MANIFEST TO COMMISSIONS'S JOURNAL

Once you have made all the necessary changes to the surveys you will need to post to the journal so that on the payroll the OPC/Solicitor will be paid on the units they have earned. Simply hi-light and press <RETURN>.

Enter in the last day of the week for which you want to post, then press <RETURN>. Enter in the actual day that the OPC/Solicitor's will be paid on for that week ending, press <RETURN>. This will post all information to the journal.

### 1.4. MANUAL POSTING (Check,Licn's, etc.)

This is where you will make any adjustments for payroll. Such as overrides, salary amount, etc. At this point you may also add overrides and loan payments as well.

Hi-light Manual Posting and press <RETURN>, it will bring you to the following menu.

Manual Entries Menu
Checks Written
License Charges
Loan Payments
Advance Payments
Insurance Payments
Funds Transfer
Override Credit
Salary Credit
Gift Bonus
Unit Bonus
Spiff Bonus
Previous Balance
Edit Commission Transactions

#### 1.4.1. Checks Written:

This is used to override and write a check for a different amount than what their earnings were. Hi-light checks written and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the last day of the week for the pay period that you are making the adjustments for and press <RETURN>.

Check Amount: when entering an amount here it must be a negative number, if you enter in a positive it will take the amount of the check out of the balance due. So by entering a -120 it will write a check in the amount of \$120.00.

When done press <F2> to save and continue on with the next item.

#### 1.4.2. License Charges:

This is a check deduction, used for state or federal license (permits) charges. Hi-light and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the last day of the week for the pay period that you are making the adjustments for and press <RETURN>.

Pay Date: enter in the day that they will receive their checks.

Check Amount: when entering an amount here it must be a negative number, if you enter in a positive it will take the amount and add it to the check not subtract. So by entering a -25 it subtract \$25.00 from the check for license charges.

When done press <F2> to save and continue on with the next item.

#### 1.4.3. Loan Payment:

This is used when the employee has taken a loan and is making a payment against that loan. Hi-light Loan Payment and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the last day of the week for the pay period that you are making the loan payment for and press <RETURN>.

Check Amount: when entering an amount here it must be a negative number, if you enter in a positive it will take the amount and add it to the check not subtract. So by entering a -25 it subtract \$25.00 from the check. When done press <F2> to save and continue on with the next item.

#### 1.4.4. Advance Payment:

An advance is just that, an advance on their paycheck so when a advance is given, you need to hi-light advance payment and you will enter in the exact amount of the advance check. Also use this when money is received to be applied to their deficit.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the day of the week that the advance is given to the employee.

Check Amount: enter in the negative amount of the advance that was given to this employee. By doing this it will automatically remove this amount from their next check. If this is a payment to their deficit make the amount a positive figure.

When done press <F2> to save and continue on with the next item.

#### 1.4.5. Insurance Payment:

If your employees pay any amount for medical insurance you will enter it under this field for a deduction, hi-light insurance payment and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.Date: enter in the last day of the week for the pay period that you are making the insurance payment for and press <RETURN>.

Check Amount: when entering an amount here it must be a negative number, if you enter in a positive it will take the amount and add it to the check not subtract. So by entering a -25 it subtract \$25.00 from the check. When done press <F2> to save and continue on with the next item.

#### 1.4.6. Funds Transfer:

If you have more than one company or department that the employee is paid from, you will need to keep track of monies earned and owed for each company, even though only one check is written. This allows you to transfer funds from one company to another for payment owed. Hi-light funds transfer and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the last day of the week for the pay period that you are making the funds transfer for and press <RETURN>.

Amount to Transfer: when entering an amount here it could be a positive or negative , depending on whether you are transfer funds out of this account, which would be a negative amount, or transferring monies into the account, in which case it would be a positive amount. For a positive amount just enter in the number, e.g. 45, and press <RETURN>.

When done press <F2> to save and continue on with the next item.

#### 1.4.7. Override Credit:

If you have a supervisor or another employee that is due a override use this entry. Hi-light override credit and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the last day of the week for the pay period that you are making the adjustments for and press <RETURN>.

Pay Date: enter in the day that they will receive their checks.

Amount of Trans: enter the amount due for the override, e.g. 75.

Number of Units: enter in the number of units or ups that qualify them for the override.

When done press <F2> to save and continue on with the next item.

#### 1.4.8. Salary Credit:

This is used for OPC/Solicitor's that receive a salary in place of unit pay. Hi-light salary credit and press <RETURN>.

Employee Number: enter in the OPC/Solicitor employee number and press <RETURN>.

Date: enter in the last day of the week for the pay period that you are making the adjustments for and press <RETURN>.

Pay Date: enter in the day that they will receive their checks.

Amount of Trans: enter the amount due for the salary, e.g. 75.

When done press <F2> to save and continue on with the next item.

#### 1.4.9. Gift Bonus:

If your solicitors receive a bonus for sending people in for certain gifts here is were they will receive the dollar credit. Hi-light gift bonus and press <RETURN>.

Employee Number: enter in the opc employee number.

End of the Week: enter in the day that they will receive their checks.

Check Amount: enter the amount due for the gift bonus, e.g. 50.

When done press <F2> to save and continue on with the next item.

#### 1.4.10. Unit Bonus:

If your solicitors receive a bonus for reaching a certain number of units, enter in the amount here. Hi-light unit bonus and press <RETURN>.

Employee Number: enter in the opc employee number.

Date: enter in the last day of the week for the pay period that you are paying the unit bonus for.

Unit Bonus: enter the amount due for the unit bonus, e.g. 50.

When done press <F2> to save and continue on with the next item.

#### 1.4.11. Spiff Bonus:

Use this entry for any spiffs that are given to solicitors. Hi-light spiff bonus and press <RETURN>.

Employee Number: enter in the opc employee number.

End of Week Date: enter in the last day of the week for the pay period that you are paying the bonus for.

Check Amount: enter the amount due for the spiff bonus, e.g. 50.

When done press <F2> to save and continue on with the next item.

#### 1.4.12. Previous Balance:

If you have an employee who becomes a solicitor and owes monies for what ever reason, you will enter the amount owed under previous balance. Hi-light previous balance and press <RETURN>.

Employee Number: enter in the opc employee number.

Date: enter in the last day of the week for the pay period.

Balance Amount: enter the amount owed, e.g. 1000. Enter this figure as a negative.

When done press <F2> to save and continue on with the next item.

#### 1.4.13. Edit Commission Transactions:

This is used to make any adjustments to any transactions. Such as a manifest item (once it has been posted), bonus, salary, and loan payments. Hi-light edit commission transactions and press <RETURN>. This will bring you to the following selections. After each entry press <RETURN>.

QUIT OPC/DATE/SURVEY DATE/SURVEY SURVEY/DATE

QUIT: press "q" to exit the program.

OPC/DATE/SURVEY: enter the survey number, if there is no survey number press <RETURN>. You must enter in a opc number. Enter in the date of the item you need to edit.

DATE/SURVEY: enter in the survey number and the date.

SURVEY/DATE: enter in the survey number and the date. Survey is not needed if it's not known.

By selecting any of the items (except quit), it will bring you to the following screen.

Number: this is the employee number, make sure you have the correct one.

Date: this is the last day of the week for the pay period.

Pay Date: this is the day they will receive their checks.

Manager Code: this is the initials of the manager the opc works under.

Number of Units: this is for bonus for unit flow, if no entry press <RETURN>.

Amount of Trans: enter in the amount of this trans, if correct press <RETURN>.

Prev. Deposit: is the deposit taken by the opc when the invitations was given.

Make all the changes you need to make and quit, if you need to delete this transaction just press <F5> and it will ask if you want to delete "y" or "n", make your selection and continue on.

## 1.5. CLOSE PERIOD MENU

This will be used to close out a pay period or to reopen, or to create checks. By hi-lighting this it will take you to the following menu.

CLOSE PERIOD MENU
Checks Create Check for Period
End Period
Re-Open Period

### 1.5.1. Checks Create:

Hi-light and press return, it will bring to the report parameters box. The first thing it will ask for is the end of the week date, fill in and press <RETURN>. Next it will ask for you to enter in the day that checks are handed out. When done press <RETURN>, it post the checks to the ledger.

### 1.5.2. End Period:

Use this to close a period. Do not close a period until you know everything is correct. Again it will bring you to the report parameters box and ask you to enter in the journal date, if the date is correct just push <RETURN>, if not enter the correct date, it will then ask for the pay date, which is the date that they receive their checks, press <RETURN>. When done it will tell you the dates for the week it closed, and the day that you posted. If there are no problems it will say "Successful completion" and "press any key to continue", by pressing any key it will take you back to the menu.

### 1.5.3. Re-Open Period:

DO NOT CLOSE UNTIL YOU HAVE RAN A LEDGER SHEET, TO SEE IF ANY FURTHER CORRECTIONS NEED TO BE MADE.

Use this to re-open a period, hi-light and press <RETURN>. It will bring you to a line that will say "Enter date to reopen:" enter the date, e.g. 01-01-90 and press <RETURN>. If you have entered a wrong date the following box will appear:

```
*****
* Last period closed is 12-26-89      *
* You are trying to reopen 01-01-90  *
*****
```

Press the <SPACE BAR> twice to return to the menu. If you get this error and are trying to open a period from two or more weeks ago, you will have to open all periods back to the week that you originally wanted to open.

### 1.6. MAINTENANCE MENU

The maintenance menu is for editing new commission codes or to edit market sources. Hi-light and press <RETURN>, you will to the following menu.

MAINTENANCE MENU
Edit Commission Codes
Market Sources

#### 1.6.1. Edit Commission Codes:

This allows you to edit commission codes, to change codes letters, descriptions, and flag codes, which means how the item is dealt with in the check process. Enter in the two digit code you wish to make the changes on.

Code: is a two digit code.

Gl acct: the general ledger account.

Description: the actual description of the code.

Flag: enter the corresponding number for the transaction.

When done press <F2> to save changes.

### 1.6.2. Market Source:

This is used to edit market source information for opc payroll. Hi-light market source and press <RETURN>. It will then ask you to enter unit ID, enter in the market source you wish to change.

Location: this is the market code for the computer, do not change this.

Description: The long description of the market source.

Group Code: this is use for keeping track of groups of market sources, so that when a location report is ran it will group them together to see how a area is doing.

OPC Commission: if you have a location that receives a different pay for the opc then their normal, you would enter that here, e.g. 45.

Comment: enter in any comments pertaining to this market source.

### 1.7. PRINTED REPORTS MENU

This will take you to the following menu.

OPC COMMISSION'S PRINTER REPORTS MENU
Opc Payroll Statements
Period Ledger ACTIVE
Period Ledger ALL
ADP Ledger
List Commission Codes
Trial Balance (Kind of)

#### 1.7.1. Opc Payroll Statements:

This is used for statements to places with paychecks so that the opc can have account of all transactions. Hi-light and press <RETURN>. It will ask you for the journal date, enter in the last day of that pay period and press <RETURN>. This will bring you to the send report to box ( see appendix for further information).

#### 1.7.2. Period Ledger Active:

This is a ledger sheet for just the active employees in the pay period. It will list all transaction for each employee, such as total bonus, gift bonus, override, salary, and any payments taken. It then will give you the check due them.

### 1.7.3. Period Ledger All:

This is a ledger sheet that will show all employees, terminated or active in the pay period. It will list all transaction for each employee, such as total bonus, gift bonus, override, salary, and any payments taken. It then will give you the check due them.

### 1.7.4. ADP Journal:

This is used only if you send your checks to be printed by another company. It will give you the gross and net figures for each opc.

### 1.7.5. List Commission Codes:

This will list the commission codes and the long description so that you may keep a hard copy for future reference. Hi-light and press <RETURN>, it will bring you to the report box ( see appendix if need further help).

### 1.7.6. Trial Balance :

This will take you to the following menu.

TRIAL BALANCE
Detailed Summary

Trial balance will show you what each employee debit or credit is for that week ending.

Detailed: enter the last day of the week for which you wish to run the report, press <RETURN> and it will bring you to the report box. This report will list the individual opc's balances.

Summary: enter the last day of the week for which you wish to run the report, press <RETURN> and it will bring you to the report box. This report will only show the total amounts for previous balances and monies due to employees.