Payroll Using Signature Time Track

Table Flow Basics: The basic table flow in the Dynamics GP system involves records moving from work tables, to open tables to history tables.

Work Tables: Records that are entered into the system, saved to a batch and not yet posted to the sub-ledger (AP, AR, POP, SOP, IV, PR) or the general ledger, GL.
Open Tables: Records that have posted to the sub-ledger and directly through the sub-ledger into the general ledger or to a financial batch work table to be posted to the general ledger later. Typically a record clears the work table and moves to an open table.
History Tables: When a record is completely processed and essentially complete, it will move from an open table to a history table. An example is when a payables voucher is paid.

There are exceptions to this basic work>open>history table flow in every sub-ledger and Payroll is one of those exceptions. The payroll process is one where the basic Work>Open>History table flow is compressed into one process. Basically, the entries go from work tables at the time of entry to history tables at the time the checks are cut and posted. In addition when Signature Time Track is involved, all the records are stored in one table until the commit process is run, and only then will the Dynamics GP transaction work tables receive the records. You could almost say that time track is a pre-work "work" table holding transactions.

Creating a Payroll Transaction with Signature Time Track
A Time Track payroll transaction can be entered to job cost, to service management, or to Dynamics GP only (not to SM or JC) as an unbilled transaction. This designation takes place at the line item level so it is possible to have mixed payroll transactions in every batch. Example: Transaction number 818 below is for Employee Alan Flint to a payroll batch JAN20_2007 in Time Track for 8 hours to job 1001 and cost code 00-1000-001. Transaction Number 819 is to a Service Management Call and transaction 820 is for time that is going to Dynamics GP only (not to a job or service call).
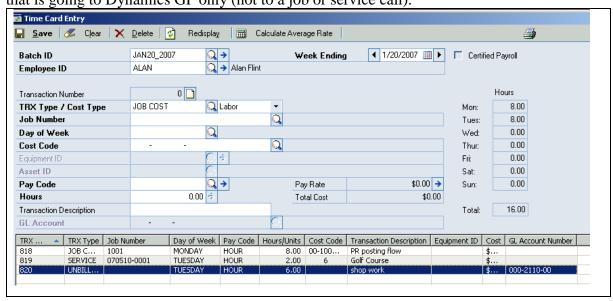
Table Flow:
The following happens when a user creates and saves a payroll transaction in TimeTrack:
- Dynamics GP creates a payroll batch header record in table UPR10301 (Payroll Batches) in the company database
- Signature keeps track of the batch in table WS10301 (WS_TRX_Batch_HDR)
- Signature creates a transaction in table WS10702 (WS Time Sheet TRX WORK) for each record saved in window Time Card Entry
- The record is not stored in Dynamics GP until the batch is committed through Time Card Commit

The following happens when a user commits TimeTrack transactions through Time Card Commit:
- Each record clears table WS10702 and is transferred to Dynamics GP table UPR10302 (Payroll Batches)
- Job Cost and Service Management payroll transactions transfer to table JC10701 (JC_Payroll_Transaction_WORK) and table UPR10302
- Unbilled transactions entered through TimeTrack only transfer to UPR10302
- The Batch Header clears table WS10301 but remains in table UPR10301 for further processing
- Records are created in table WS30702 (WS Time Sheet TRX WORK HIST) for each transaction cleared from table WS10702 when using option 'Maintain History' in TimeTrack Setup Options

The following happens when a user posts payroll through Signature Payroll Post:
- For Job Cost, the records clear table JC10701, records are inserted into table JC20001 (JC_Job_Transaction_OPEN) along with updates to tables JC00701 (JC_Job_Detail_MSTR), JC00102 (JC_Job_MSTR) and JC20002 (JC_Job_Detail_Summary)
- For Service, the records clear table JC10701 and are inserted in table SV000810 (SV_Job_Costs_WORK)
- Overhead is calculated at this time and added to the general ledger batch
- A general ledger batch is created using the payroll batch id and a record is created in table GL10000 (Transaction Work) when not using option 'Payroll Post Through the GL'
- Records are created directly in table GL20000 (Year-to-Date Transaction Open) when using option 'Payroll Post Through the GL'
- Option 'Payroll Post Through the GL' is available for both Job Cost and Service Management and are not dependent on one another so Job Cost can use the option and post directly to GL20000 while Service Management can create records in GL10000
- The Signature Payroll Post process does not affect payroll transactions in UPR10302
- Records are created in JC10704 if posting payroll in summary to aid in distribution of void payroll amounts to jobs and service calls in situations where customers void payroll checks which are connected to jobs or service calls.

After the step above, the payroll batch and the records are now cleared of Signature work tables and remain in UPR work tables ready for regular processing through the Dynamics GP payroll. The Signature post also posted to or through the GL to record the costs in the general ledger.

If the client does not own Dynamics GP payroll, then upon Signature payroll post
1. For job cost, the records are removed from the JC10701, a record is inserted in the JC20001 table and the update the JC00701 and the JC00102 tables are updated.
2. For Service, the records are removed from the JC10701 and are inserted in the SV000810 table.
3. A general ledger batch is created with the batch ID the same as the payroll batch and a record is created in the GL10000 table, if the Payroll Post Through the GL is not marked. (If marked then the records are posted to GL20000 directly)
4. The Signature Post process deletes the records from the UPR10302 table.
5. The batch header is deleted from the UPR10301 table and there can be no further processing of this payroll batch.

If payroll is not owned then the payroll costs are essentially complete and the batches and work records are complete. The Signature post also posted to or through the GL to record the costs in the general ledger depending on the JC posting option chosen, and if posted to the GL this batch must be posted to capture the costs to the GL.

When the user processes a check for the payroll record:
6. If the client is using Dynamics GP Payroll, then the batch can be built, the checks calculated and all the Great Plains Payroll tables are updated. See Dynamics GP Article ID 856272 to see tables updated during the build process. See Dynamics GP Article ID 859151 to see the tables updated during the check processing and posting process in Dynamics GP. Both articles can be found at Partner or Customer Source.
7. Checks cannot be printed or processed unless the Signature Payroll Post process occurs. The Signature payroll post has no effect on the UPR10301 or UPR10302 tables.