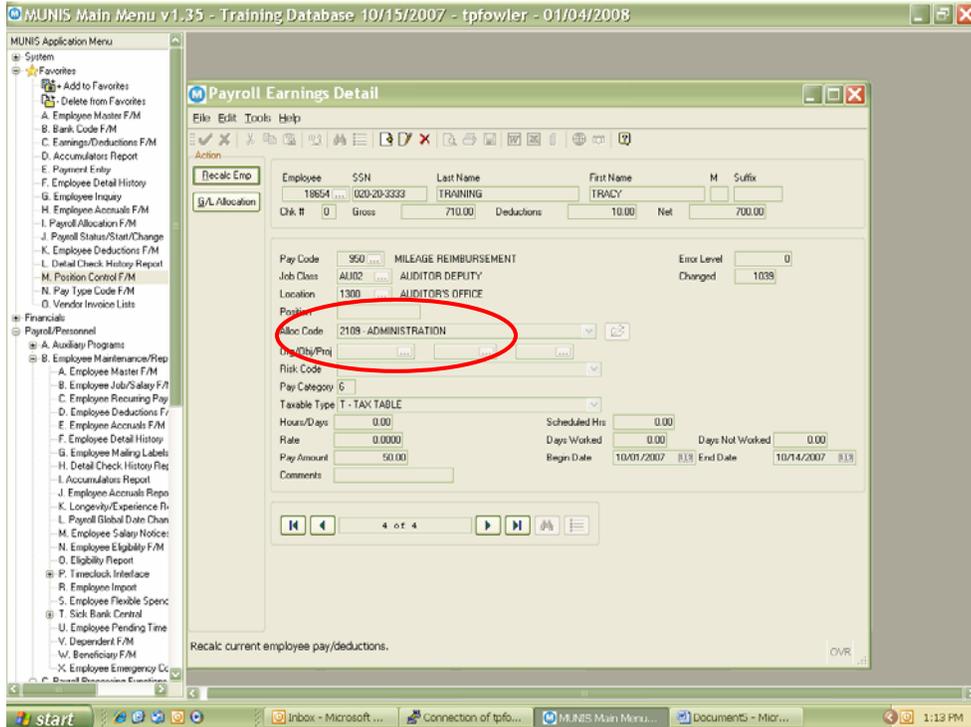


UPDATE AN ALLOCATION'S OBJECT CODE IN C-PAY

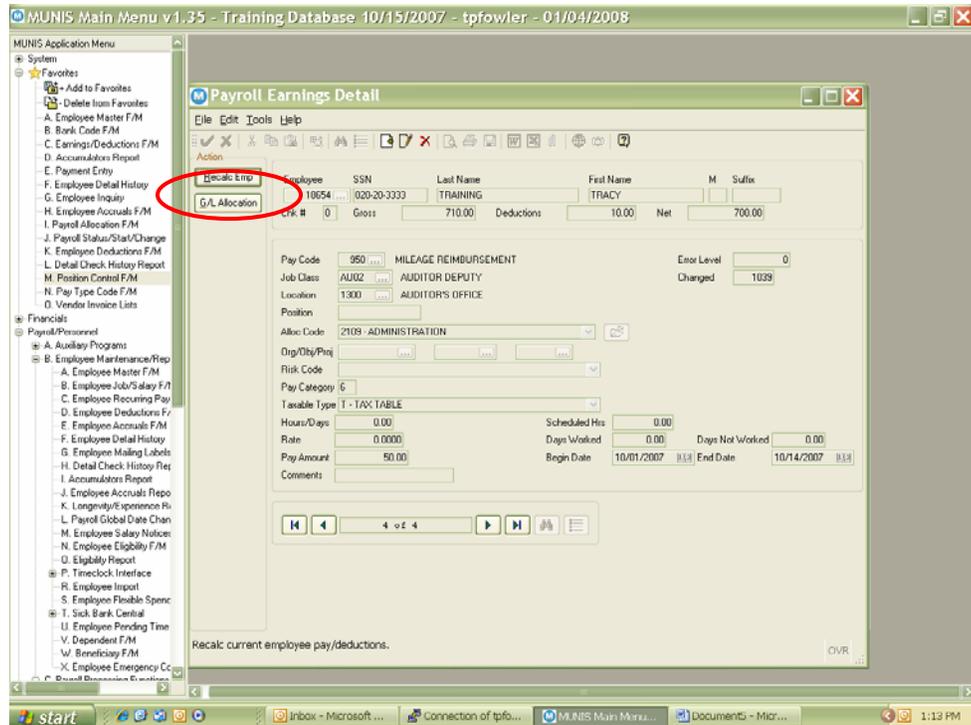
The allocation codes are set-up with object code 5101 as the default. If you want to use the allocation code for a pay type with a different object code, for example pay type 950 (mileage reimbursement), follow the instructions below to make the change(s). **You will need to make this change each and every time.** The object code update will only affect the current employee, the corresponding pay type on the C-Pay screen AND the current payroll; it **will not** be saved. More than one pay type line can be updated for a single employee (e.g., overtime and mileage).

1. If the pay type is not a recurring pay, add the new pay type as you normally would. On the detail screen, you will add the allocation code in the proper field. See **Example A**.
2. Once you have added the pay code and updated the allocation code in the detail screen, select the *G/L Allocation* button on the left of the page. See **Example B**.
3. This will take you to the screen you see in **Example C**. You will now need to update (using Ctrl U or the icon at the top of the page). Your cursor will default to the *Hours* field. If the hours are 0.00, you will have to key the number "1" to continue the update. (This will have NO impact on the number of hours on the C-Pay screen.) Next, you will tab down to the *object* field. Make the changes in the object fields, and then hit either the ENTER key or green check mark (✓). The object codes will be updated-and you will see a message confirming the update in lower left-hand section of the page. See **Example D**.
4. Exit this page, and you will arrive at the detail screen for the pay type that was added. You will note that in the Allocation Code field, you will now see *Manual Allocation*, verifying the update. See **Example E**. Additionally, upon returning to the C-Pay screen, note, although the allocation(s) have been updated, there is no indication of org, object or allocation code. See **Example F**.

EXAMPLE A



EXAMPLE B



EXAMPLE C

MUNIS Main Menu v1.35 - Training Database 10/15/2007 - tpfowler - 01/04/2008

Manual Allocation

Hours: 0.00 Amt: 50.00 Dist: 50.00 Rem: 0.00

Org	Objct	Proj	Amount	Hours	Pct
10210200	5101		2.50	0.00	5.00
10210400	5101		10.00	0.00	20.00
13210100	5101		5.00	0.00	10.00
13210300	5101		20.00	0.00	40.00
13210500	5101		6.25	0.00	12.50
13210600	5101		6.25	0.00	12.50
Totals:			50.00	0.00	100.00

Record(s) updated.

EXAMPLE- D

MUNIS Main Menu v1.35 - Training Database 10/15/2007 - tpfowler - 01/04/2008

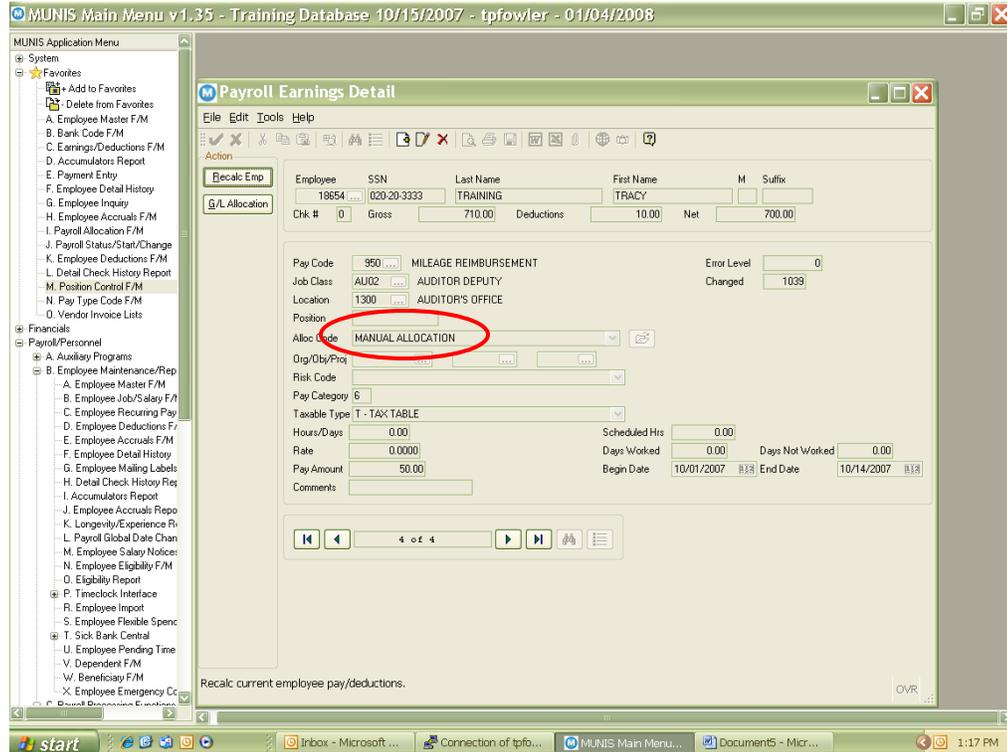
Manual Allocation

Hours: 1.00 Amt: 50.00 Dist: 50.00 Rem: 0.00

Org	Objct	Proj	Amount	Hours	Pct
10210200	520401		2.50	0.04	5.0000
10210400	520401		10.00	0.20	20.0000
13210100	520401		5.00	0.10	10.0000
13210300	520401		20.00	0.40	40.0000
13210500	520401		6.25	0.13	12.5000
13210600	520401		6.25	0.13	12.5000
Totals:			50.00	1.00	100.00

Record(s) updated.

EXAMPLE-E



EXAMPLE-F

