Article # 1289

Technical Note: Understanding the Recalculate Employee Data Feature in SQL Payroll

Difficulty Level: Advanced Level AccountMate User
Intermediate Level Visual FoxPro Programmer
Intermediate Level MSSQL Programmer

Version(s) Affected: AM7 for SQL, Express and LAN
AM6.5 for LAN with Upgraded Payroll

Module(s) Affected: PR

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DESCRIPTION

When employee balances are incorrect due to data inconsistency, you may resolve the inconsistency by performing employee data recalculation using the **Recalculate Employee Data** feature in the **Data Manager** function.

This Technical Note discusses conditions that necessitate recalculation, the requirement that must be met prior to performing recalculation, recalculation procedures, AccountMate tables used and updated by the recalculation routine, and issues that may cause the recalculation process to fail.

SOLUTION

A. **Conditions for performing employee data recalculation**
   Data inconsistencies are the main reason for performing data recalculation. Data inconsistencies occur when data in Employee Maintenance do not match data in transaction tables. For example, the state tax withholding amounts in PRTRSS (PR Transaction State Withholding Tax File) do not match with the state tax withholding amounts in PREMPS (Employee State Tax Withholding Table). You must perform recalculation if the employee data have the following conditions:
   - An employee's YTD earnings are incorrect.
   - An employee's Federal, State, or Local taxes withholding amounts are incorrect.
   - An employee's deduction amounts are incorrect.
   - An employee's leave hours are incorrect.

B. **Requirement for employee data recalculation**
   You must always back up the company database prior to performing employee data recalculation. **DO NOT SKIP THIS PROCEDURE!**

C. Steps to recalculate employee data
1. Access the Data Manager from the Utilities menu.
2. Enter the Supervisor password when prompted.
3. Mark the Recalculate Employee Data checkbox.
4. Click Process.

D. Tables and fields used and updated during recalculation
1. Tables used when recalculating employee data
   a. PRTRST (PR Transaction File)
   b. PRTRSS (PR Transaction State Withholding Tax File)
   c. PRTRSL (PR Transaction Local Withholding Tax File)
   d. PRTRSD (PR Transaction Deduction File)
   e. PRTLVE (PR Transaction Paid Leave File)

2. Tables and fields updated when recalculating employee data
   a. PREMPY (Employee Table)
      1) nYTDEarn (YTD Earnings)
      2) nYTDOthNtx (YTD Other Non-Taxable Amount)
   b. PREMPF (Employee Federal Tax Withholding Table)
      1) nGross1~4 (1st to 4th Quarter Total Taxable Gross)
      2) nFica1~4 (1st to 4th Quarter Total FICA Amount)
      3) nFICAGr1~4 (1st to 4th Quarter Total FICA Gross)
      4) nMedi1~4 (1st to 4th Quarter Total Medicare Amount)
      5) nMediGr1~4 (1st to 4th Quarter Total Medicare Gross)
      6) nFUTA1~4 (1st to 4th Quarter Total FUTA Amount)
      7) nFUTAGr1~4 (1st to 4th Quarter Total FUTA Gross)
      8) nFWT1~4 (1st to 4th Quarter Total Federal Withholding Amount)
      9) nFWTGr1~4 (1st to 4th Quarter Total Federal Withholding Gross)
      10) nTips1~4 (1st to 4th Quarter Total Tips Amount)
      11) nEIC1~4 (1st to 4th Quarter Total EIC Amount)
      12) nNetDed1~4 (1st to 4th Quarter Total Net Deduction Amount)
      13) nChkAmt1~4 (1st to 4th Quarter Total Check Amount)
   c. PREMPS (Employee State Tax Withholding Table)
      1) nSWT1~4 (1st to 4th Quarter State Tax W/H Amount)
      2) nSWTGr1~4 (1st to 4th Quarter State Tax W/H Gross)
      3) nSDI1~4 (1st to 4th Quarter SDI Amount)
      4) nSDIGr1~4 (1st to 4th Quarter SDI Gross)
      5) nSUTA1~4 (1st to 4th Quarter SUTA Amount)
      6) nSUTAGr1~4 (1st to 4th Quarter SUTA Gross)
      7) nSTax1EE1~4 (1st to 4th Quarter Tax W/H for the 1st Additional Tax Code)
      8) nSTax1ER1~4 (1st to 4th Quarter Tax W/H for the 1st Additional Tax Code – Employer)
      9) nSTax1Gr1~4 (1st to 4th Quarter Gross for the 1st Additional Tax Code – Employee and Employer)
      10) nSTax2EE1~4 (1st to 4th Quarter Tax W/H for the 2nd Additional Tax Code)
      11) nSTax2ER1~4 (1st to 4th Quarter Tax W/H for the 2nd Additional Tax Code – Employer)
      12) nSTax2Gr1~4 (1st to 4th Quarter Gross for the 2nd Additional Tax Code – Employee and Employer)
      13) nSTax3EE1~4 (1st to 4th Quarter Tax W/H for the 3rd Additional Tax Code)

14) nSTax3ER1~4 (1st to 4th Quarter Tax W/H for the 3rd Additional Tax Code – Employer)
15) nSTax3Gr1~4 (1st to 4th Quarter Gross for the 3rd Additional Tax Code – Employee and Employer)
   d. PREMPL (Employee Local Tax Withholding Table)
      1) nLWT1~4 (1st to 4th Quarter Total Local Tax W/H Amt)
      2) nLWTGr1~4 (1st to 4th Quarter Total Local Tax W/H Gross)
   e. PREMPD (Employee Deductions Table)
      1) nQtrDAmt1~4 (1st to 4th Quarter Deduction Total)
      2) nQtrMCAmt1~4 (1st to 4th Quarter Contribution/Matching Total)
   f. PRDEDU (Deductions Table)
      nQtrDAmt1~4 (1st to 4th Quarter Deduction Total)
   g. PREERN (Employee Earning Table)
      1) nQtrAmt1~4 (1st to 4th Quarter Earn Amount)
      2) nQtrAmt1~4 (1st to 4th Quarter Earn Hours)
      3) nQtrWAmt1~4 (1st to 4th Quarter Worker's Comp Amount)
   h. PRELVE (Employee Leave Table)
      1) nQtrAHr1~4 (1st to 4th Quarter Accumulated Leave Hours)
      2) nQtrUHr1~4 (1st to 4th Quarter Used Leave Hours)

E. Common conditions that cause recalculation to fail
1. Other functions are open during recalculation
2. Affected tables are open during recalculation
3. Other users are logged in during recalculation
4. A blank record is present in one or more affected tables

Understanding the Recalculate Employee Data feature helps you to identify when and how to perform recalculation and what to do before recalculation. Knowing the tables used and updated by the recalculation routine helps you better understand AccountMate's basis for updating certain values in the employee record when recalculation is performed.