VLCT COMPENSATION AND BENEFITS SURVEY NEMRC CUSTOM PAYROLL REPORT INSTRUCTIONS

The following are brief instructions for NEMRC accounting software users. This will show you how to pull your automated survey report. NEMRC has added the custom report to its custom report's menu for easier access to this information. Make sure you have the most up to date version of the NEMRC payroll.

1. Open payroll, main menu, choose reports menu

1. Post Payroll	E. Tax Deposits		
2. Calculate payroli	E. Standard Deduction Table		
3. Edit Postmos	G. Paytype/Deduction Code Change		
A Driver Churches	H. Restore POINTS		
H-CINIL WIICHED	L Installation Options		
2. After the fact payroll	J. Paytype Maintenance via Tables		
6. Employee Maintenance	K. Code/List/Table Maintenance		
7. Check Reconciliation	L Leave Time Accrual Maintenance		
8. Void Payroll Checks	M. Process Direct Deposits		
9. Tax File Maintenance	N. 1095 Maintenance		
A Transfer to GL	Q. NEMRC Backup		
R Transfer to AP	P. Password maintenance		
e. Honorel to Ar	R. Reports Menu		
C. Period Close	U. Live NEMRC Update		
D. Close Calendar Year	X. Index Data Files		

2. Select Z. Custom reports and routines

Anytown VI Payout Disease (\$2m):	Reports Edense	and the second s
Period 7 Otr 1 January		E. Mailing labels
1. Detail posting reg 2. Payroll register 3. Check register 4. Payroll warrant m 5. Cashed checks m 6. Outstanding Che 7. Check Mismatch 8. Labor accounting 9. Employee listing A. Employee listing B. Employee tax su C. Employee deduct D. G/L posting regis E. A/P posting regis	gister eport cks Report J summary tion report ster ter	G. Accrued time report H. Life insurance report J. Tax file report J. Tax deposit report K. Federal form 941 L. State Withholding WHT-436 M. State unemployment report N. Preprinted tax forms O. Process W-2s P. Paytypes Report Q. Tax Summary Report Q. Tax Summary Report R. Payroll GL Distribution S. AP Vendor Distribution T. Worksite Report U. Transaction Report 2. Custom Reports and Routines
seved Reports	Return to	Main Menu

3. Click on VLCTWAGE and click Run

NEMRC Cu	stom Repo	rts			- 0 💌		
Select	Descr	Description					
PRCUS03	PAY	PAYTYPE REPORT					
PRCUS81	General Ledger Distribution Report						
PRCUS66B ACH DIRECT DEPOSIT FILE							
PRCUS79	CUS79 TAX DEPOSIT						
VMERS	Retire	ement		1			
PRCUS35	Uner	ployment Re	thogs				
MLCTWAGE	VLCT	VLCT Wage and Benefits Survey					
					÷		
N	ew	Edit	Delete	Run			
Custom R	eport G	enerator	Make 2.x files	Cancel			

4. This window will pop up, Click YES to generate the report



5. Make note of where your report is saved, in this case it says NEMRC folder, if you are a cloud user it will download to your documents folder.



6. Email the report to <u>hlaw@vlct.org</u>.

That's it! Make sure to complete the digital survey via the invite link you received.