

Rolling Up/Combining Certified Payroll Reports

We've had several requests from users for an option that would allow them to either roll up OR combine time and payroll data from several sub-jobs to the job level in order to create a single report to file with the General Contractor or Awarding Authority. Unfortunately, we've had to wait until this type of functionality became available to us - and then we had to write the code for Certified Payroll Solution to do this ---- and then test the heck out of it.

There are a couple of times that I can think of right off the top of my head that this would be beneficial.

- You are awarded a Job which involved work on several different buildings, for job costing purposes you've created a QuickBooks Job for the entire project AND then add sub-jobs for each building so you could perform accurate job costing - but the GC only wants a single certified payroll report that included all the jobs that you worked on that week.
- You set up a Job Record in QuickBooks and created Sub-Jobs underneath if for various stages of construction - for example General Conditions, Site Work, Excavation, etc. but want ONLY a single certified payroll report at the Job Level.

Of course, there may be other situations where this would be helpful to you - it all depends on HOW you have setup QuickBooks and at WHAT level the certified payroll report needs to be generated for. So, in QuickBooks - when you go to the Customer Center, in the Customer & Jobs List you have a setup that looks similar to the following:

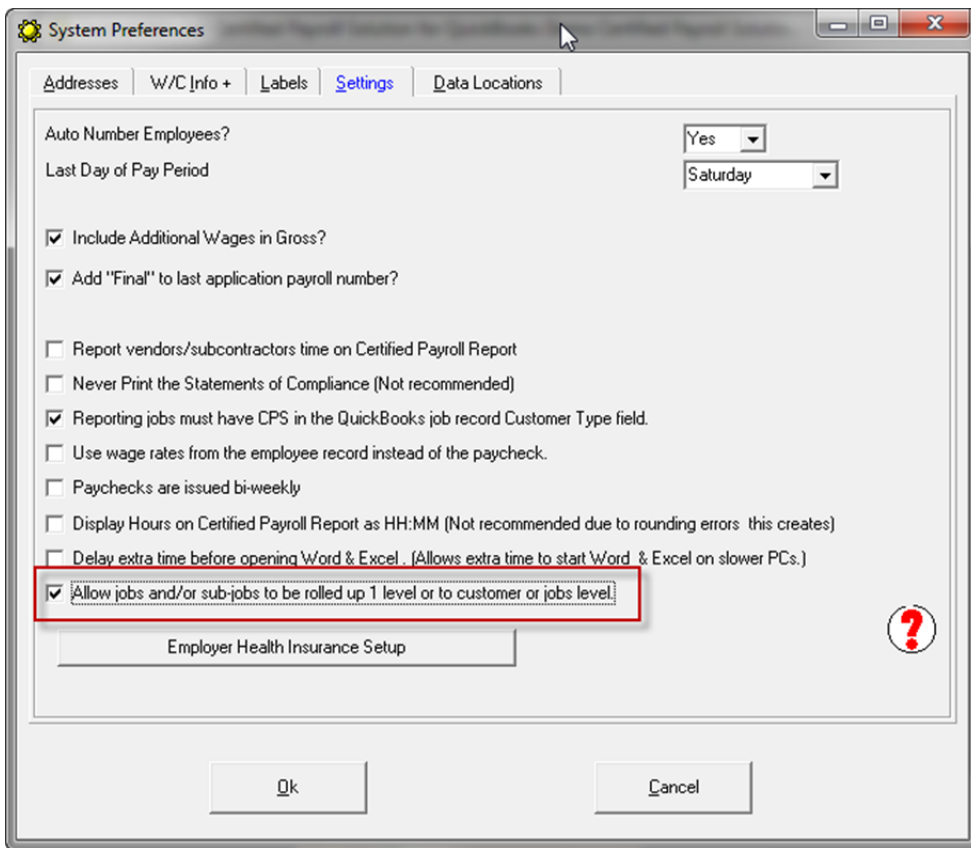
Town of Waitsfield - Customer
Weatherization Project - Job
Condos - Sub Job
Unit 1 - Sub Sub Job
Unit 2 - Sub Sub Job
Senior Center - Sub Job
Apt 1 - Sub Sub Job
Apt 2 - Sub Sub Job
2nd Unrelated Job



Please make sure that you have read through AND understand the instructions and how this feature works BEFORE you implement this option. We've created a short video that shows you how it works, as sometimes written instructions simply are not enough. You can find the video here - www.sunburstsoftwaresolutions.com/doc_download/486-how-to-roll-upcombine-certified-payroll-reports.htm OR use this shorter url - <http://bit.ly/L48QZz>

Turning this option on:

To turn on this option, in CPS, go to the System Setup menu -> System Preferences -> Settings tab -> check the last option "Allow jobs and/or sub-jobs to be rolled up 1 level or to the Customer or Job level".



Four Ways to print and/or roll-up/combine Certified Payroll Reports

1. All jobs and sub-jobs are rolled up to the "Customer" Level
2. All sub-jobs, sub-sub jobs, etc. are rolled up to the "Job" Level
3. All jobs, sub-jobs, etc. are rolled up 1 level
4. Customers, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks.

How to use the "roll-up" option:

The following instructions will provide you with step-by-step directions on how to roll-up/combine certified payroll reports

- up 1 level,
- up to the JOB level,
- up to the CUSTOMER level, OR
- print reports for each level that has time entered in QuickBooks.

Please make sure that you understand these instructions before implementing this feature.

Option 4 - Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks:

This option prints a report for ALL jobs (regardless of their level) that have been marked as “reporting or needing” certified payroll reports that have time entered against them in QuickBooks. This is how the program has worked up until this enhancement.

Option 3 - All jobs, sub-jobs, etc. are rolled up 1 level:

For job costing purposes you have employee time entered on both:

- Apt 1
- Apt 2

Town of Waitsfield-Customer

2nd Unrelated Job

Weatherization Project-JOB

Condos-SUB JOB

Unit 1-SUB SUB JOB

Unit2-SUB SUB JOB

Senior Center-SUB JOB

Apt 1-SUB SUB JOB

Apt 2-SUB SUB JOB

Time entered
Time entered



You can print a certified payroll report that combines/rolls up ALL hours found on any given week for Apt 1 & Apt 2 to the Senior Center - Sub Job level - OR - the Town of Waitsfield - Customer Level.

When you choose Run -> Certified Payroll Report you will select the "All jobs, sub-jobs, etc. are rolled up 1 level" option under the NEW Job Rollup Option section:

Reconcile Payroll for Reporting Step 1 -- Enter Data

Work Week/Pay Period Ending Date 06/09/2012

This date determines the hours that show on the Certified Payroll Reports. Based on System Preferences, this should be a Saturday.

Date of Paychecks 06/13/2012 To 06/13/2012

[More Dates](#)

This date range determines the dollar amounts displayed on the reports. Any pay checks found in this date range (and entered into the "More" box), will be included on the reports. This is the actual paycheck date(s) for the period ending above.

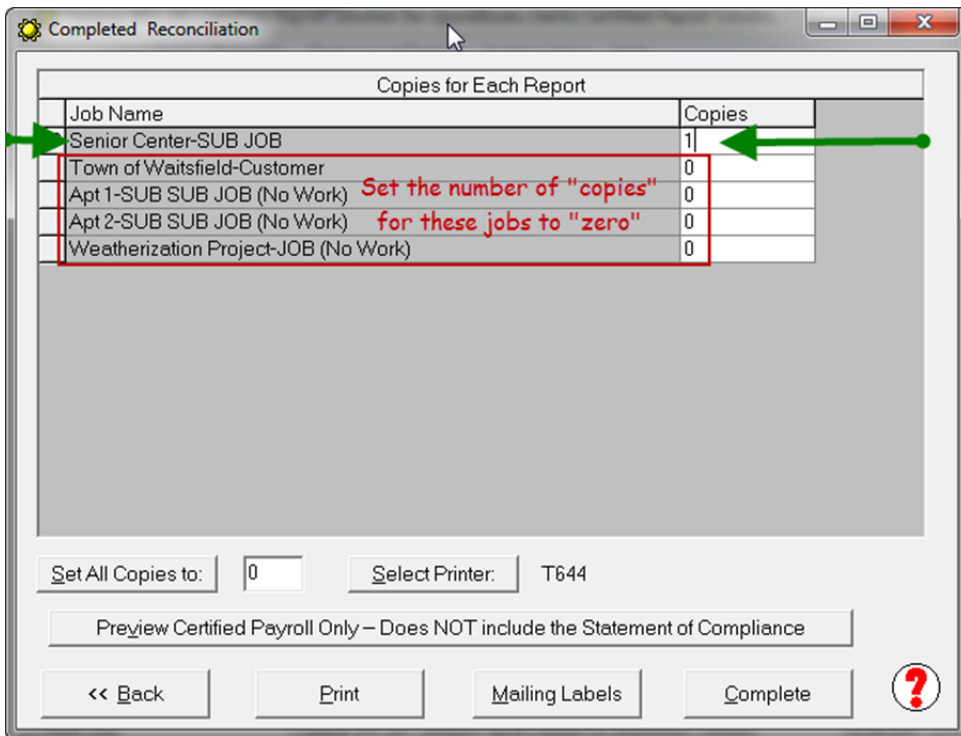
Job Rollup Option

- All jobs and sub-jobs are rolled up to the "Customer Level".
- All sub-jobs, sub-sub-jobs, etc. are rolled up to the "Job Level".
- All jobs, sub-jobs, etc. are rolled up 1 level.
- Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks.

[Backup Dates 1 week](#) [Advance Dates 1 week](#)

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NOTE: Selecting this option not only combines hours for the sub-sub jobs that YOU want it to, but for any other jobs that are set up this way in your QuickBooks Customer & Job List - make sure that you are printing **ONLY** the combined reports that you need. Pay close attention to the **Completed Reconciliation** window - you will see that Apt 1, Apt 2, Weatherization Project (the Job) appear in the list as NO WORK reports, and you "could" print a report for Town of Waitsfield (the customer). Print just the report for the Senior Center.



Option 2 - All sub-jobs, sub-sub jobs, etc. are rolled up to the JOB Level

For job costing purposes you have employee time entered on the following jobs:

- Unit 1
- Unit 2
- Apt 1
- Apt 2

Town of Waitsfield-Customer

2nd Unrelated Job

Weatherization Project-JOB

Condos-SUB JOB

Unit 1-SUB SUB JOB Time entered
 Unit 2-SUB SUB JOB Time entered

Senior Center-SUB JOB


Apt 1-SUB SUB JOB Time entered
 Apt 2-SUB SUB JOB Time entered





You need to print a certified payroll report that combines/rolls up ALL hours found on any given week for both of the Sub-Jobs to the Weatherization Project - Job level.

When you choose Run -> Certified Payroll Report you will select the "All sub-jobs, sub-sub jobs, etc. are rolled up to the "Job Level" option under the NEW Job Rollup Option section:

Reconcile Payroll for Reporting Step 1 -- Enter Data

Work Week/Pay Period Ending Date 


This date determines the hours that show on the Certified Payroll Reports. Based on System Preferences, this should be a Saturday.

Date of Paychecks  To 

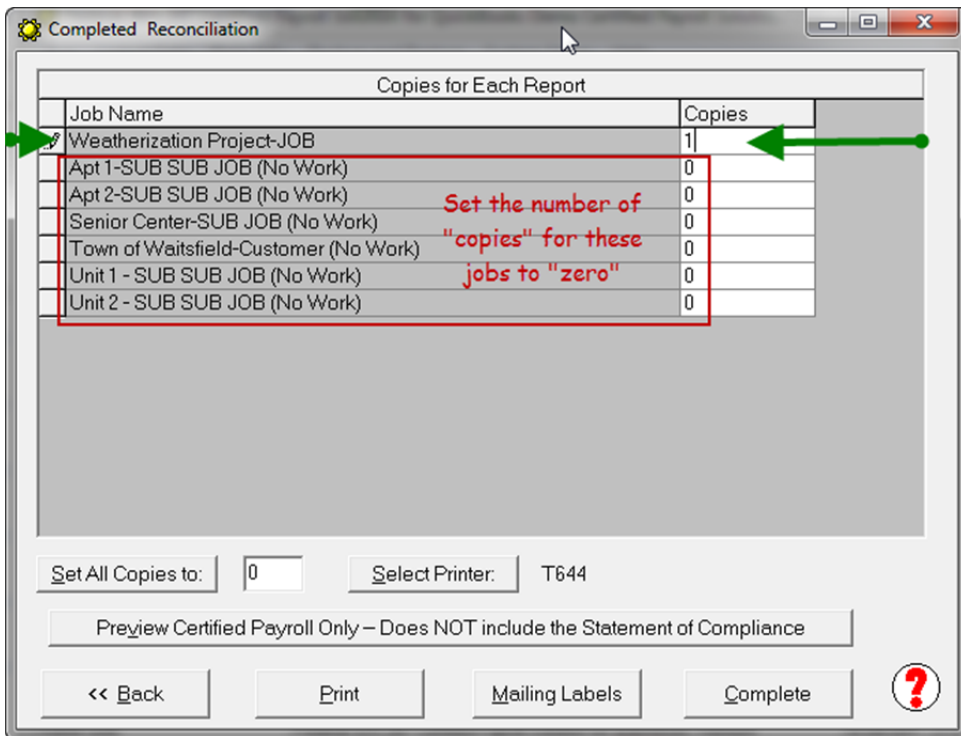
This date range determines the dollar amounts displayed on the reports. Any pay checks found in this date range (and entered into the "More" box), will be included on the reports. This is the actual paycheck date(s) for the period ending above.

Job Rollup Option

- All jobs and sub-jobs are rolled up to the "Customer Level"
- All sub-jobs, sub-sub-jobs, etc. are rolled up to the "Job Level"
- All jobs, sub-jobs, etc. are rolled up 1 level.
- Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks.



NOTE: Selecting this option not only combines hours for the sub sub jobs that YOU want it to, but for any other jobs that are set up this way in your QuickBooks Customer & Job List - make sure that you are printing **ONLY** the combined reports that you need. Pay close attention to the **Completed Reconciliation** window - you will see that Apt 1, Apt 2, Senior Center, Town of Waitsfield, Unit 1 and Unit 2 all appear in the list as NO WORK reports. Print just the report for Weatherization Job.



Option 1 - All jobs and sub-jobs are rolled up to the "Customer Level":

You really need to be careful with this option, because it will roll up not only the jobs that you do want combined, but quite possibly include jobs that you do not want included on the report.

For job costing purposes you have employee time entered on the following jobs:

- Unit 1
- Unit 2
- Apt 1
- Apt 2
- 2nd Unrelated Job

Town of Waitsfield-Customer

2nd Unrelated Job

Weatherization Project-JOB

Condos-SUB JOB

Unit 1-SUB SUB JOB

Unit2-SUB SUB JOB

Senior Center-SUB JOB

Apt 1-SUB SUB JOB

Apt 2-SUB SUB JOB

Time entered

Time entered

Time entered

Time entered


Time entered





You need to print a certified payroll report that combines/rolls up ALL hours found on any given week to the Town of Waitsfield - Customer level.

When you choose Run -> Certified Payroll Report you will select the "All jobs and sub-jobs are rolled up to the "Customer Level" option under the NEW Job Rollup Option section:

Reconcile Payroll for Reporting Step 1 -- Enter Data

Work Week/Pay Period Ending Date 

This date determines the hours that show on the Certified Payroll Reports. Based on System Preferences, this should be a Saturday.

Date of Paychecks  To 

This date range determines the dollar amounts displayed on the reports. Any pay checks found in this date range (and entered into the "More" box), will be included on the reports. This is the actual paycheck date(s) for the period ending above.


Job Rollup Option

All jobs and sub-jobs are rolled up to the "Customer Level".

All sub-jobs, sub-sub-jobs, etc. are rolled up to the "Job Level".

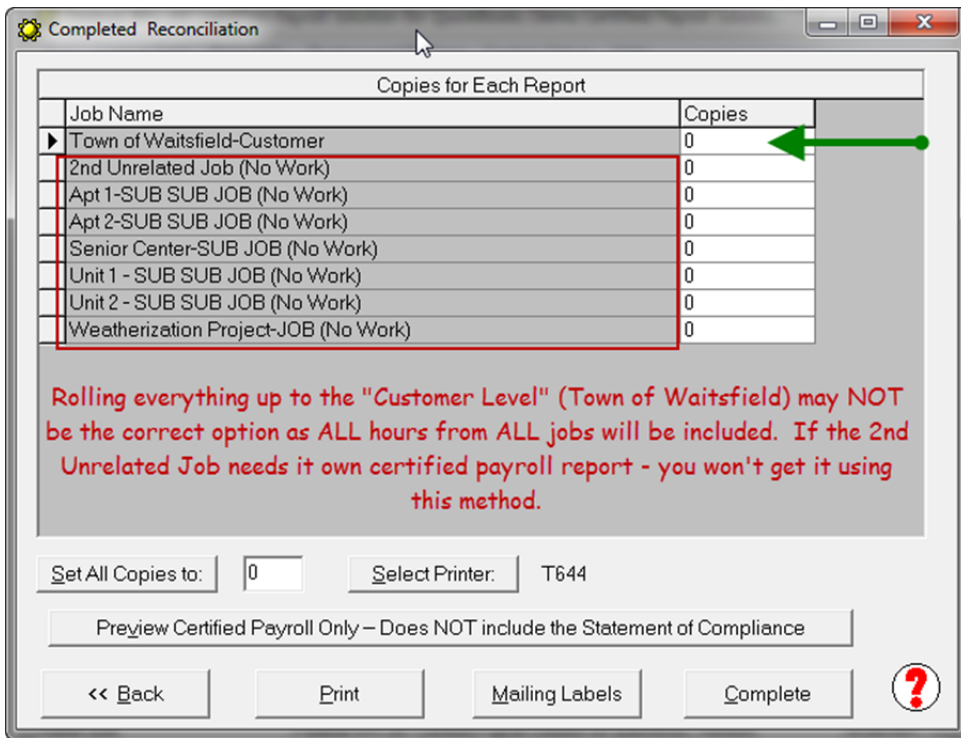
All jobs, sub-jobs, etc. are rolled up 1 level.

Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks.



NOTE: Selecting this option not only combines hours for the jobs, sub-jobs and sub-sub jobs that YOU want it to, but for any other jobs that are set up this way in your QuickBooks Customer & Job List - make sure that you are printing **ONLY** the combined reports that you need. Pay close attention to the **Completed Reconciliation** window - you will see that Apt 1, Apt 2, Senior Center, Unit 1, Unit 2, Weatherization Project and the 2nd Unrelated Job all appear in the list as NO WORK reports. This is probably NOT the correct option for you to use IF the 2nd Unrelated Job needs to have its own certified payroll report.

In this case you would REALLY want to create another Customer level entry and move the 2nd Unrelated Job to be a Job of the new customer. THEN you could use this option to print a certified payroll report that combined all of the other entries. See the video for instructions on how to do this.



Option 4 - Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks:

This option prints a report for ALL jobs (regardless of their level) that have been marked as "reporting or needing" certified payroll reports that have time entered against them in QuickBooks. I highly recommend that if you later wish to combine or roll-up jobs using any of the methods indicated above, that you FIRST print individual reports - so that you can accurately verify that you have rolled things up correctly and that the hours are correct.

Reconcile Payroll for Reporting Step 1 Enter Data

Work Week/Pay Period Ending Date

This date determines the hours that show on the Certified Payroll Reports. Based on System Preferences, this should be a Saturday.

Date of Paychecks To

This date range determines the dollar amounts displayed on the reports. Any pay checks found in this date range (and entered into the "More" box), will be included on the reports. This is the actual paycheck date(s) for the period ending above.

Job Rollup Option

- All jobs and sub-jobs are rolled up to the "Customer Level".
- All sub-jobs, sub-sub-jobs, etc. are rolled up to the "Job Level".
- All jobs, sub-jobs, etc. are rolled up 1 level.
- Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks.

Print individual reports for all jobs that have time entered on them in QuickBooks - these will provide you with the ability to verify the numbers on any jobs that you eventually do roll-up or combine.

Completed Reconciliation

Copies for Each Report

Job Name	Copies
2nd Unrelated Job	1
Apt 1-SUB SUB JOB	1
Apt 2-SUB SUB JOB	1
Unit 1 - SUB SUB JOB	1
Unit 2 - SUB SUB JOB	1
Senior Center-SUB JOB (No Work)	0
Town of Waitsfield-Customer (No Work)	0
Weatherization Project-JOB (No Work)	0

Best Practices:

See video for complete details:

- DO NOT set lower level jobs that will be rolled up to “Non-Reporting” in CPS
- In CPs, from the Linked Data menu -> Jobs -> Edit the Job Records of the individual lower level jobs that will be rolled up -> Form Options tab -> check the Print Job Totals option.
- When rolling-up/combining reports FIRST print using the Customer, jobs, sub-jobs, etc. are reported at the level they are entered in QuickBooks option to print out reports for the individual lower level jobs that will be rolled up. Use these reports to verify that the total combined hours for employees are accurate and correct.
- When calling for support you must indicate if you are using one of the roll-up options and which option it is that you are using. Help us help you!

EEOC Reports can use the roll-up option as well

All EEOC reports *with the exception of:*

- *the Pennsylvania DOT EEO-400,*
- *City of Kansas City Workforce Report,*
- *San Diego Workforce Report,*
- *Minnesota EEO-13 and*
- *the City of Chicago EEO Report*

may also utilize the roll-up option

Additional Notes:

Providing support for this enhancement will be difficult at best, you cannot simply call us and say “this isn’t right” you will need to check the accuracy of the rolled up reports by printing individual reports and then re-running the reports using the roll-up option of your choice and verifying the total number of hours worked by each employee.

While, you can filter out sub-sub-sub jobs in Certified Payroll Solution by going to the Linked Data menu -> jobs and marking specific sub-bub-jobs as “Non-reporting” - I don’t recommend it as you will lose the ability to verify totals, and make it virtually impossible for us to help you determine what “isn’t right”.