JOURNAL ENTRY QUESTIONNAIRE

Company Name:

Powerpay

Instructions for use of this form:

1. Fill in the fields, in Adobe 8 or later. You can save the filled in form.

2. Email the completed questionnaire and **attach a recent copy of your journal entry and/or chart of accounts for reference** to Powerpay.Service@Ceridian.com

Request Details

Contact Name: _____ Date: _____

Contact Title: _____

Phone Number: _____ Email: _____

Questions

1. What output format would you like to receive the Journal Entry from Ceridian?

2. Do you want to import your journal entry data into an account software package?
   If Yes, select from the following supported Account Exports.

3. What layout format best meets your Journal Entry requirements?
   Sample Journal Entry Formats

4. Do your employees work in different areas or jobs within a pay period?
   If so, would you like to be able to allocate and track the earnings accordingly?

5. Does the default Department Code provide enough flexibility for your Journal Entry needs?

6. Do you have a specific distribution structure by which you allocate employee's earnings and benefits?
   Please describe:

   _____
   _____
   _____
   _____
   _____

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Phone
All Provinces except Quebec   1-866-398-2572
Quebec   1-877-483-3701

7. Is this structure currently in place in Powerpay? **(Company > Department/Distribution Setup).**

8. Do you primarily key or import your earnings/hours into Powerpay?

9. Do any of your employees receive Vacation Pay each pay period?
   If so, should the vacation pay get allocated proportionately to where their earnings are costed, or should it remain in their home distribution?

10. Do any of your employees have their time consistently split to the same distribution(s) that we can automate for you?

11. Do you want your General Ledger account numbers displayed on the Journal Entry (max 30 digits)? If Yes, please attach an Excel listing of GL Account Number.

12. How frequently do you require a Journal Entry from Ceridian?

Additional Details

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