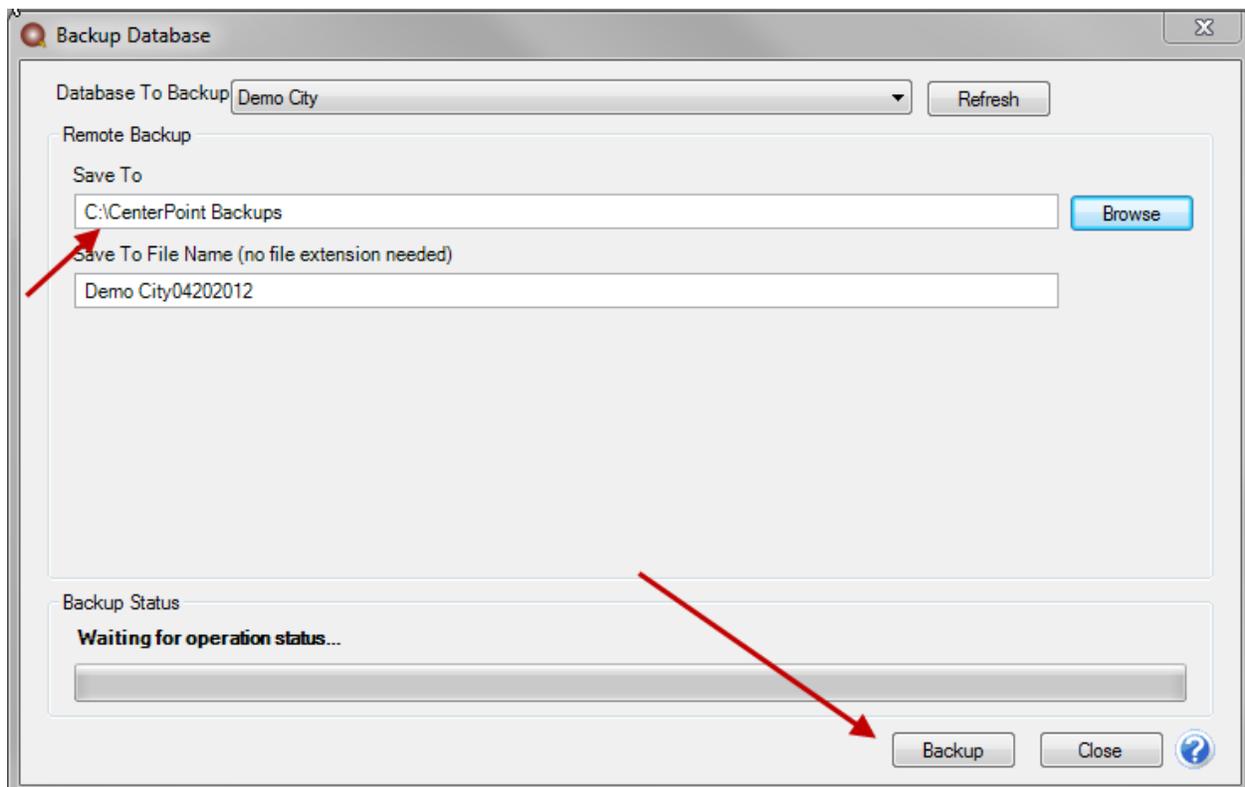


## Center Point Procedure: How to Save a Backup to a CD or Flash

### Running your Backup

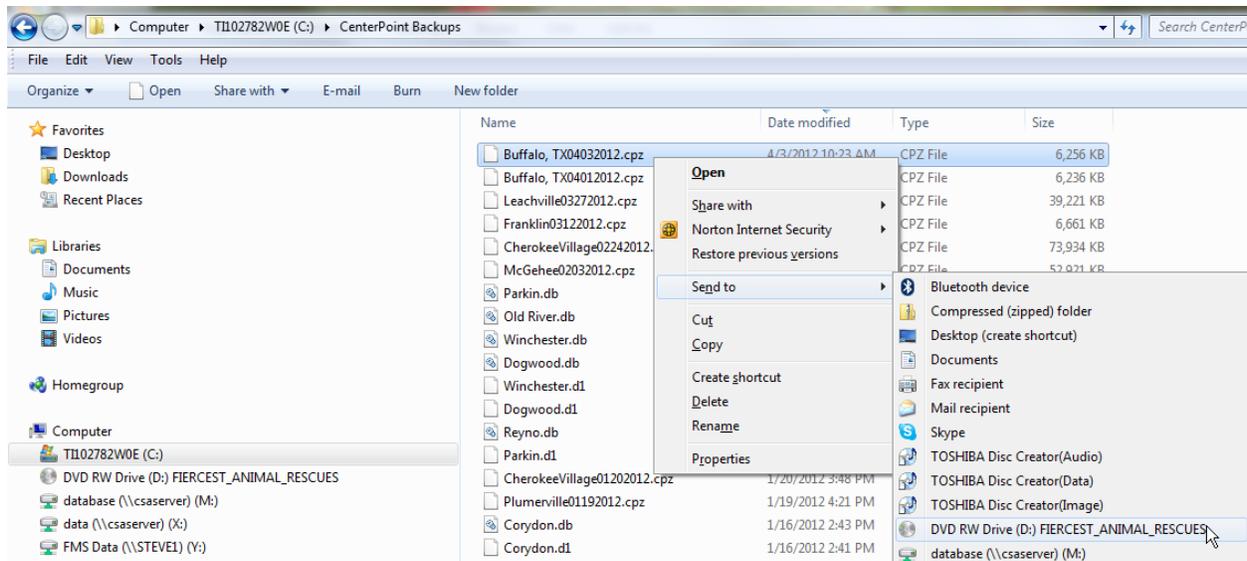
1. When you close CenterPoint, you will be prompted to run a backup
2. Take note of the path, located in the "Save To" field. This is the location of your backup file.
3. Click the Backup button



### Saving your Backup to a CD or Flash

1. Navigate to the location of your backup
2. Find the backup file you just ran (Look at date and time to verify)
3. We suggest sorting that list by the "Date Modified" column so that your most recent backups show at the top
4. Right- Click on the back up file you want to copy

5. Choose "Send To" and then select either your CD drive or your Flash Drive from the list



Once the backup file copies to your CD or Flash you are done.

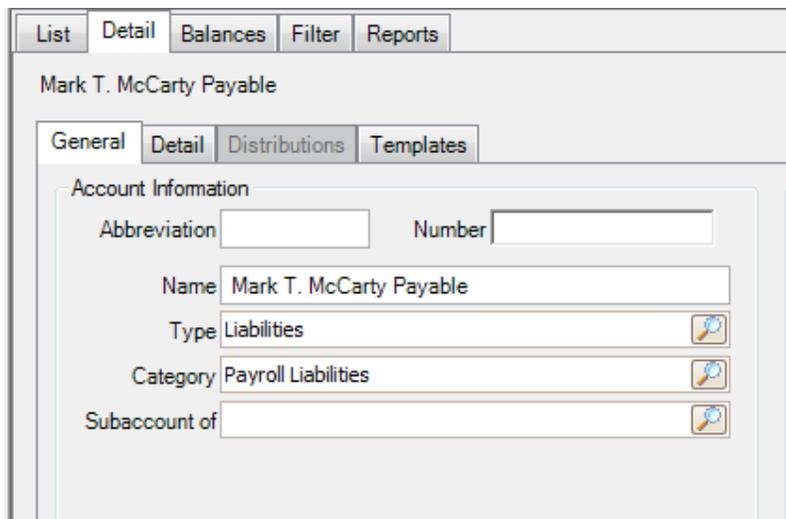
### **Step 1: Set up Payee in Names:**

Go to your NAMES screen in Center Point and look for the Payee listed on the court order. If the vendor is set up then you can move to Step 2. If they are not listed you will need to add them as New.

### **Step 2: Set up the Payroll Liability:**

Go to your ACCOUNTS screen, click New at the bottom.

- Name: Liability Account Name (Example: Mark McCarty Payable)
- Type: Liability
- Category: Payroll Liability



The screenshot shows a software interface for setting up a new liability account. At the top, there are tabs for 'List', 'Detail', 'Balances', 'Filter', and 'Reports'. Below these, the account name 'Mark T. McCarty Payable' is displayed. Underneath, there are tabs for 'General', 'Detail', 'Distributions', and 'Templates'. The 'General' tab is selected, and the 'Account Information' section is visible. It contains the following fields:

- Abbreviation:
- Number:
- Name:
- Type:  (with a search icon)
- Category:  (with a search icon)
- Subaccount of:  (with a search icon)

Next click on the Detail tab.

- Vendor Liability is Paid to: This will be the Payee/Vendor you just set up in NAMES

List	Detail	Balances	Filter	Reports
------	--------	----------	--------	---------

Mark T. McCarty Payable

General	Detail	Distributions	Templates
---------	--------	---------------	-----------

Account Detail Information

Vendor Liability is Paid To

Assign Vendor By Fund

Then Click SAVE at the bottom.

**Step 3: Set up the Deduction:**

Go to your DEDUCTIONS & BENEFITS screen in Center Point. Click New at the bottom.

- Name: Deduction Name (Example: Garnishment- Jones, Wage Assignment- Smith)
- Type: Garnishment
- Contributor: Employee
- Liability Account: (This is the Liability Account you just set up)

General	Limits	Taxes	Earnings
---------	--------	-------	----------

Deduction / Benefit Information

Abbreviation  Sequence  Contributor

Name  Liability Account

Type  Expense Account

Author  Effective Date

Employee Detail

W-2 Box - Options

Employee Method

Schedule

Rate

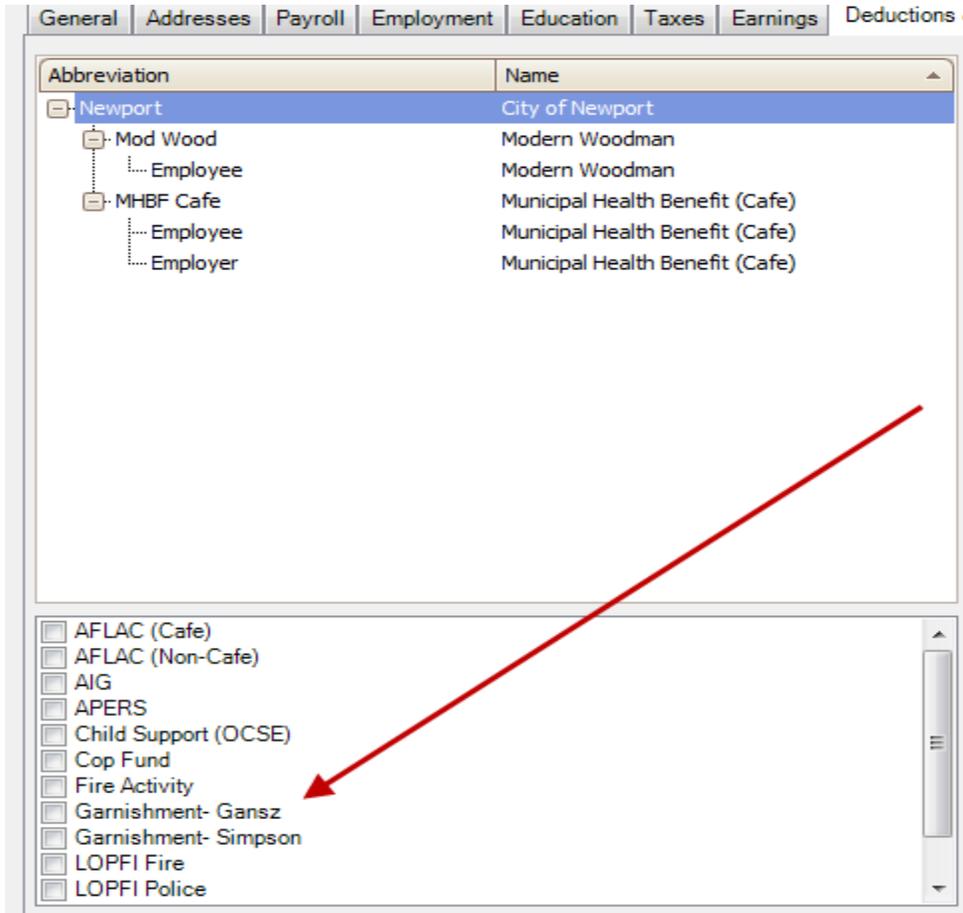
Up to Amount

Minimum Net Pay

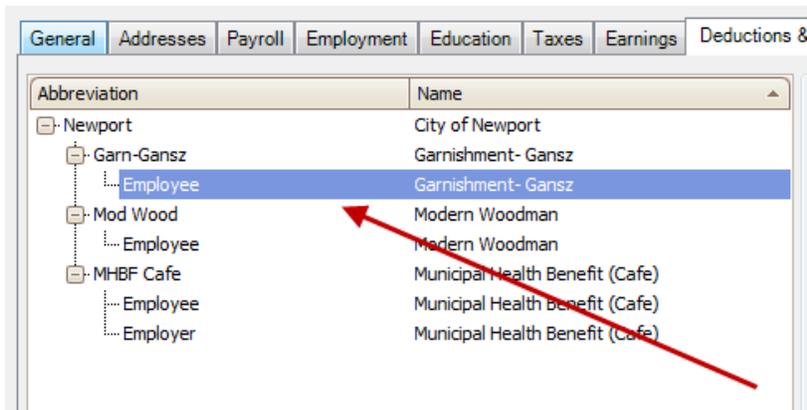
Click SAVE.

**Step 4: Add the Deduction to the Employee:**

- Go to your EMPLOYEES screen. Double click on the employee(s) that get the new
- Go to the Deduction and Benefits Tab
- Check the Deduction from the list at the bottom



Once checked, Click the + sign on the Deduction listed in the top section. Then click on Employee under that Deduction.



On the right side of the screen, set up the amounts of the Garnishment.

- If the order is for a dollar amount:
  - Rate = 99%
  - Up to Amount= Amount to be withheld from Employee

Deduction/Benefit Detail

Abbreviation	Employee
Name	Garnishment- Gansz
Schedule	Monthly Pay Periods 1,2,3,4, 
Effective Date	01/01/2006 <input type="button" value="Add"/>
Employee Method	Garnishment
Rate	99.000%
Up to Amount	125.00
Minimum Net Pay	0

- If the order is for a percentage
  - Rate= The % of the Garnishment
  - Up to Amount= A higher number than the employee would ever be paid.  
Example \$10,000.00

Deduction/Benefit Detail

Abbreviation	Employee
Name	Garnishment- Gansz
Schedule	Monthly Pay Periods 1,2,3,4, 
Effective Date	01/01/2006 <input type="button" value="Add"/>
Employee Method	Garnishment
Rate	25.000%
Up to Amount	10,000.00
Minimum Net Pay	0

Once the rate is set, click SAVE at the bottom and you are finished.

