



Advisor Single Entry

**System Preference for
Anywhere
Transportation
Import**



 PRIMARYSOLUTIONS.NET

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Single-Entry Guide - Anywhere Transportation Import

A default work code for payroll in the System Preferences window must be set-up first.

System Preferences Set-up

The System Preference window is under the Administration module.

In System Preferences:

- Select the tab for Single-Entry
- Go to the drop down for 'Default Work Code for importing Anywhere Transportation' and select the work code that will generate the payroll for a Driver in the Single-Entry Guide window.

*Note - This will NOT generate Billing through the Single-Entry module.

The screenshot shows the 'Preferences' window with the 'Single-Entry' tab selected. The 'Single-Entry' tab is highlighted with a red box. Below the tabs, there are several sections of settings. The 'Display Employee:' section has radio buttons for 'Number First' and 'Name First', with 'Name First' selected, and 'On Top' and 'On Each Line' radio buttons, with 'On Each Line' selected. The 'Key Transportation' checkbox is checked. The 'Anywhere Requirements:' section has checkboxes for 'Supervisor Approval' (checked), 'Note Required', 'Odometer Required', 'License Plate Required', 'Destination Required' (checked), 'Reason Required', '15-Minute Time Entry', 'Show Consumer Signature' (checked), and 'Show Consumer Note' (checked). The 'Billable Work Codes:' section has radio buttons for 'Require a consumer to be picked.' (selected), 'Do not require a consumer to be picked, but give a warning.', and 'Do not require a consumer to be picked, and give no warning.'. At the bottom, there are two dropdown menus: 'Default Work Code for importing Day Services:' set to 'PED - Personal Time' and 'Default Work Code for importing Anywhere Transportation:' set to 'NMT - NMT'. The second dropdown menu is highlighted with a red box.