

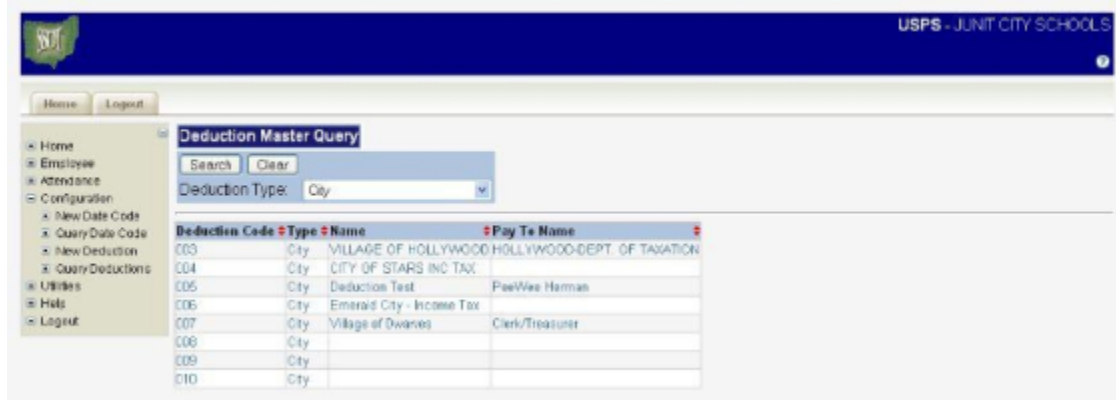
# Deductions

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## Querying Deductions

The deduction query can be run by clicking 'Query Deductions' under the 'Configuration' menu. By default all deductions will be displayed, but the deduction query allows filtering by deduction type. The example below shows the results of a query filtered for deductions of type 'City.'

### Example 10.1. Deduction Query Screen



## Selecting A Deduction

To select a deduction from the deduction query screen, click on either the deduction code, name, or pay to name of the deduction you wish to view and you will be taken to the deduction detail.

## Modifying A Deduction

### Note

For detailed descriptions of the deduction detail fields [ [click here](#)|page72].

To modify a deduction from the deduction detail screen, click the "Modify" button located in the box labeled "Deduction Master Details." The deduction detail screen will appear with fields that are now modifiable (See sample below). Once the desired changes have been made, click "Accept" to save the changes. To exit modify mode without saving any changes, click "Cancel" and the deduction will return to its previous state.

### Example 10.2. Deduction Edit Screen

## Adding A Deduction

### Note

For detailed descriptions of the deduction detail fields [ [click here](#)page72].

To add a deduction from the detail screen, click the "Add" button located in the box labeled "Deduction Master Details." A new screen will appear prompting you to select what type of deduction you wish to create (see sample below).

### Example 10.3. Deduction Add Prompt Screen

Select a deduction type and click 'Add' to be taken to a blank deduction screen (see below). Fields marked with a red dot are required fields. Once the data for the new deduction has been entered, click "Accept" to create the new deduction or "Cancel" to exit add mode without creating the new deduction.

### Example 10.4. Deduction Add Screen

USPS - JUNI CITY SCHOOLS

Home Logout

Deduction Details  
Accept Cancel

**Deduction Master Add**  
**DIRECTDEPOSIT**

Code \* [ ]      Abbreviation [ ]  
Name [ ]      W2Abbreviation [ ]  
Required [ Not Required v]

**Pay To Information**

Pay To Name [ ]      Phone Number [ ]  
2nd Pay To Name [ ]      Fax Number [ ]  
Street Address [ ]      Payment Cycle [ None v]  
2nd Street Address [ ]      Electronic Remittance \* [ No v]  
City [ ]  
State [ ]  
Zip Code [ ]

## Deleting A Deduction

To delete a deduction from the detail screen, click the "Delete" button located in the box labeled "Deduction Master Details." A pop-up box will appear asking to verify that the record should be deleted. Click "Ok" within the pop-up box to complete the deletion or "Cancel" to cancel the deletion.

Example 10.5. Deduction Delete Screen

USPS - JUNI CITY SCHOOLS

Home Logout

**Deduction Master Details**  
Modify Add Delete Return to Query

The page at http://localhost:8084 says:  
Are you sure you want to delete this deduction?  
OK Cancel

Code \* 005      Abbreviation Test  
Name Deduction Test      W2Abbreviation TEST  
Required NotRequired v

**Pay To Information**

Pay To Name PeeWee Herman  
2nd Pay To Name [ ]      Phone Number [ ]  
Street Address [ ]      Fax Number [ ]  
2nd Street Address [ ]      Payment Cycle [ None v]  
City [ ]      Electronic Remittance \* [ No v]  
State [ ]  
Zip Code [ ]