

# Enterprise - How to Add Authorities

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## What are Authorities?

Authorities state who the money for an employee garnishment (adjustment) is going to. For example, which county the child support money needs to be sent to or which entity the generic garnishment goes to, etc.

Authorities are extremely important for reporting and money tracking purposes. Enterprise can even allow you to create checks for those authorities you need to pay and run reports with case numbers and employee names and amounts.

## How to Add a New Authority

**\*Note\*** When creating authorities keep in mind what level of hierarchy this authority should be used for, for example if this authority is to be used system wide the user should be at level of hierarchy when creating that authority. If the authority should only be used for a specific entity, it should be created at the entity level and from within a branch selected that exists in that entity.

In the bottom left-hand corner of the Enterprise window, select 'all options (1.) then 'administration' (2.) from the pop-up menu. From here, select 'authorities (3.) from the main 'Administration' page.



The screenshot shows the 'Administration' page in the Enterprise system. The left-hand navigation menu is visible, with the 'authorities' option highlighted in red and labeled with a red '3.'. The main content area shows a search bar for 'Find an authority' with a dropdown list of authority names including 'ABC Collectors', 'Alfred County', 'Alpena County Child Support', 'Ashland County Child Support', 'BCD Collectors', and 'Belvard County'. To the right, there is a section titled '106 items available' and 'Main Authority Info' with a table showing details for 'ABC Collectors'.

Main Authority Info	
Authority Name	ABC Collectors
Authority Other	
Street	3312 Sage Avenue SE

▶ commission  
 company  
 custom data  
 drop downs  
 ▶ employers  
 evaluations  
 external services  
 geo loc  
 gl allocation  
 gls account map  
 gls bank account  
 hrcenter doc mapping  
 interest code  
 interest code subcategory  
 interview questionnaire  
 job title  
 message  
 multiplier code  
 owner  
 required document  
 sales pipeline status  
 sales team  
 sec roles  
 service rep  
 tag type  
 task admin  
 timeclock punches  
 ▶ web user account  
 worker comp code

Benton County Child Support  
 Blue Earth County Child Suppo  
 Bradenton County Child Suppo  
 Bremern County  
 Brevard County  
 Brevard County  
 Brevard County FOC  
 Brown County Child Support  
 California Child Support Office  
 Carver County Child Support  
 Castle County  
 CH Supp  
 Clay County Issuing Authority  
 Clearwater County Issuing Autl  
 Cook County Child Support Age  
 Dade County  
 Dakota County Child Support A  
 Dallace County Child Support  
 Davis County  
 Dodge County Child Support

City   
 State   
 Zip Code   
 Country   
 Require Case Number   
 Activate Electronic Payments   
 Bank Routing Info   
 Account Number   
 Pre-note Sent   
 Pre-note Approved   
 Pre-note Disapproved   
 Child Support Authority

aca **2.**  
**administration**  
 applicant  
 assignment  
 attendance  
 broadbean  
 calendar  
 contact  
 contact groups  
 contact messages  
 customer  
 dispatcher  
 email  
 employee  
 evaluations  
 hot lists  
 hrcenter  
 integrations  
 job candidates  
 order  
 pay / bill  
 paycards  
 rate sheet  
 reports  
 resume parser  
 task manager  
 vendors  
 webvisit  
 worker comp

employee  
 customer  
 order  
 assignment  
 contact  
 pay / bill  
 calendar  
 reports **1.**  
**all options** ▶

Select the '+' icon (1.) in the upper right-hand corner of the authorities page to create your new authority. Enter in the party being paid the wage garnishments in the 'Authority (2.)

box. The remittance address information (3.) is where the garnishment wages are being sent.

The screenshot shows a web interface for adding an authority. On the left is a search bar labeled 'Find an authority' and a list of 106 authorities. The 'Main Authority Info' form is displayed on the right. Red boxes and numbers highlight the following elements:

- 1. A red box with a plus sign in the top right corner of the form area.
- 2. A red box around the 'Authority Name' field, which contains 'Brevard County'.
- 3. A red box around the 'Street' field, which contains '123 Main Street'.
- 4. A red box around the 'Require Case Number' checkbox, which is checked.

By checking the 'Required Case Number' box (4.) Enterprise will require a case number associated with the garnishment wages and authority to be entered. The case number will be visible during the payroll run.

If the authority would like to have funds sent to them electronically, select the 'Activate Electronic Payments' check box (5.) By doing this, it'll flag the authority in the payroll run and give you the opportunity to run as an ACH file rather than a live check.

For help on how to setup electronic payments within authorities, go to: [Setting up Electronic Payments.](#)

This screenshot shows the same 'Main Authority Info' form, but with additional fields visible. Red boxes and numbers highlight the following elements:

- 1. A red box with an exclamation mark next to the 'Bank Routing Info' dropdown menu.
- 2. A red box with an exclamation mark next to the 'Account Number' field.
- 3. A red box around the 'Require Case Number' checkbox, which is checked.
- 4. A red box around the 'Activate Electronic Payments' checkbox, which is checked.
- 5. A red box around the 'Require Case Number' checkbox, which is checked.

When you are finished with adding your new authority, you will need to refresh your hierarchy in order to use it. Enter the garnishment amount as normal and the new authority will appear in the drop-down list.

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