

## PAYROLL

THE PAYROLL SYSTEM IS A SELF-CONTAINED, COMPUTERIZED PAYROLL PACKAGE WHICH IS DESIGNED TO BE USED AS PART OF A TOTAL INTEGRATED ACCOUNTING SYSTEM.

PAYROLL PERMITS YOU TO MAINTAIN PAYROLL INFORMATION ON EXEMPT(SALARIED), NON-EXEMPT(HOURLY), CONTRACT AND COMMISSIONED EMPLOYEES. THE COMPUTER MAINTAINS YOUR TAX RECORDS, PRINTS THE CHECK, ADJUSTS YOUR BANK BALANCE AND MANY OTHER RELATED FUNCTIONS NECESSARY TO MAINTAIN PAYROLL INFORMATION. IN ADDITION TO THIS, JOURNAL ENTRIES ARE MADE BY THE PAYROLL SYSTEM PERMITTING THIS PACKAGE TO AUTOMATICALLY INTERFACE WITH THE ACCOUNTING SYSTEM. THIS PAYROLL SYSTEM IS DESIGNED TO SUPPORT FEDERAL, STATE, COUNTY, AND CITY INCOME TAX, AS WELL AS EMPLOYEE AND EMPLOYER "FICA".

IN NORMAL OPERATION, WHEN PREPARING THE PAYROLL, YOU QUEUE THE PAYROLL, WRITE THE CHECKS, WRITE THE TAX DEPOSIT CHECK AND THEN PRINT THE PAYROLL REPORT. YOU SHOULD PERFORM THESE FOUR STEPS IN THIS ORDER EACH TIME YOU RUN PAYROLL. IT IS NOT REQUIRED THAT YOU PRINT A DEPOSIT CHECK FOR EACH PAYROLL IF YOUR TAX LIABILITY DOES NOT WARRANT IT. IF YOU DO PRINT A DEPOSIT CHECK, IT SHOULD BE DONE BEFORE YOU PRINT THE PAYROLL REPORT.

THE REMAINDER OF THE PAYROLL SYSTEM CONSISTS OF AUXILIARY PROGRMS. WHILE NECESSARY FOR FULL CONTROL OF A COMPANY'S PAYROLL, THEY ARE NOT IN THEMSELVES REQUIRED TO PROCESS PAYROLL CHECKS ON PAY DAY. FOR EXAMPLE: "ADD/EDIT EMPLOYEE" IS AN ESSENTIAL PROGRAM, BUT YOU ARE NOT REQUIRED TO RUN IT FOR EACH PAYROLL.

THE FUNCTIONS OF EACH OF THE PROGRAMS COMPRISING THE PAYROLL SYSTEM IS EXPLAINED IN DETAIL. PROGRAMS ARE PLACED ON THE MENUS SO THAT COMMONLY RUN PROGRAMS APPEAR ON THE PRIMARY MENU, WHILE LESS COMMONLY USED PROGRAMS ARE ON THE EXTENSION MENU.

!!READ THIS MANUAL BEFORE ATTEMPTING TO RUN A PAYROLL!! AS WITH ALL ACCOUNTING PACKAGES, THERE ARE SOME THINGS NEEDED THAT MAY NOT BE IMMEDIATELY OBVIOUS.

## 6.1 ADD/EDIT EMPLOYEES

THE "ADD/EDIT EMPLOYEES" PROGRAM CREATES EMPLOYEES (AS FAR AS THE COMPUTER IS CONCERNED) AND UPDATES EMPLOYEE INFORMATION MAINTAINED BY THE COMPUTER. THIS MUST BE DONE BEFORE RUNNING A PAYROLL.

THE PERSON ENTERING A NEW EMPLOYEE SHOULD ALWAYS ENTER THE "NEXT EMPLOYEE NUMBER" DISPLAYED ON THEIR SCREEN. IF MORE THAN ONE PERSON IS ENTERING NEW EMPLOYEES, THE NUMBER SHOWN ON THE SCREEN MAY HAVE BEEN USED BY ANOTHER OPERATOR. ANYTIME THIS OCCURS, THE EMPLOYEE NUMBER IS UPDATED BY THE SYSTEM TO SHOW THE NEXT FREE EMPLOYEE NUMBER.

YOU MUST PRESS {ENTER} AFTER EVERY FIELD THAT YOU ADD, OR EDIT, FOR THE SYSTEM TO ACCEPT THE INFORMATION.

TO EDIT AN EMPLOYEE THAT ALREADY EXISTS, TYPE IN THE EMPLOYEE NUMBER TO BE EDITED AND PRESS {ENTER}. IF YOU ARE ADDING A NEW EMPLOYEE, TYPE IN THE NEXT EMPLOYEE NUMBER DISPLAYED AT THE TOP RIGHT OF THE SCREEN.

IF YOU WISH TO EXIT THE PROGRAM, PRESS {PF2}.

\*\*SCREEN DISPLAY\*\*

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SCREEN FIELDS      DESCRIPTION
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NAME               THE NAME OF THE EMPLOYEE TO BE ADDED OR EDITED. THIS IS
                   A 30 CHARACTER FIELD. THE NAME SHOULD BE AS YOU WISH IT
                   TO APPEAR ON THE PAYROLL CHECK. EACH TIME THE COMPUTER
                   GENERATES A PAYROLL CHECK FOR THE EMPLOYEE, THEIR NAME
                   AND ADDRESS IS PLACED ON THE CHECK IN THE "PAY TO"
                   POSITION.

ADDRESS            THE EMPLOYEE'S ADDRESS. THIS IS A 30 CHARACTER FIELD AND
                   ACCEPTS ALPHA OR NUMERIC INFORMATION.

CITY ST ZIP       THE CITY, STATE, AND ZIP CODE OF THE EMPLOYEE. TYPED
                   WITH A SPACE SEPARATING EACH FIELD. NO COMMAS ARE
                   NECESSARY. THE FIELD IS 30 CHARACTERS LONG AND ACCEPTS
                   ALPHA OR NUMERIC INFORMATION.

PHONE NUMBER      NOT A REQUIRED FIELD. EMPLOYEE'S PHONE NUMBER.

STARTING DATE     THE DATE THE EMPLOYEE WAS HIRED BY THE COMPANY.

ENDING DATE       NORMALLY BLANK. IF YOU PLACE A DATE IN THIS POSITION, IT
                   INDICATES TO THE COMPUTER THAT THIS EMPLOYEE IS
                   TERMINATED. PAYROLL INFORMATION MUST BE MAINTAINED ON A
                   TERMINATED EMPLOYEE UNTIL THE END-OF-THE-YEAR FOR TAX
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PURPOSES.

BIRTH DATE	NOT A REQUIRED FIELD. THE BIRTH DATE OF THE EMPLOYEE.
REVIEW DATE	NOT A REQUIRED FIELD. THE USE OF THIS DATE DEPENDS UPON THE COMPANY.
DRIVERS LICENSE	FIELD FOR THE DRIVERS LICENSE OF THE EMPLOYEE. USUALLY MAINTAINED FOR EMPLOYEES DRIVING COMPANY VEHICLES.
EMERGENCY CONTACT	COMMENTARY, ALPHANUMERIC DATA FIELD. YOU MAY PUT ANYTHING YOU WISH IN THIS FIELD. NORMALLY IT CONTAINS THE NAME OF THE PERSON TO BE CONTACTED IN AN EMERGENCY AND HOW TO CONTACT THEM.
MARITAL STATUS	REQUIRED FIELD VITAL FOR THE CALCULATION OF THE PROPER TAX AMOUNT. "MARRIED" FOR MARRIED EMPLOYEES, AND "SINGLE" FOR SINGLE EMPLOYEES.
# OF DEPENDENTS	FIELD FOR THE NUMBER OF DEPENDANTS (EXEMPTIONS) CLAIMED BY THE EMPLOYEE. USED IN THE CALCULATION OF TAX WITHHOLDINGS.
SOCIAL SEC. NO.	THE SOCIAL SECURITY NUMBER OF THE EMPLOYEE IS REQUIRED FOR TAX RECORDS. THIS FIELD SHOULD ALWAYS CONTAIN A NUMBER. THE NUMBER IS PRINTED ON ALL PAYROLL CHECKS AND IS USED AT THE END-OF-THE-YEAR WHEN "W2 FORMS" ARE PRINTED.
LEDGER CODE	THE LEDGER CODE YOU WANT THE EMPLOYEE'S PAY (AND TAXES) EXPENSED TO. THESE NUMBERS MAY BE THE SAME FOR ALL EMPLOYEES OR COULD BE USED TO SEPARATE EMPLOYEES INTO DIVISIONS.
PERCENT	THE PERCENT OF PAYROLL EXPENSES TO BE CHARGE TO THE LEDGER CODE ABOVE. IF YOU WISH TO CHARGE THE EMPLOYEES PAYROLL EXPENSE TO TWO DIFFERENT LEDGER CODES, CHANGE THIS FIELD TO THE PERCENTAGE YOU WANT CHARGED TO THE ABOVE LEDGER CODE.
LEDGER CODE	SECOND LEDGER CODE PROVIDED FOR CHARGE OF PAYROLL EXPENSE TO MORE THAN ONE ACCOUNT. IF YOU ARE SPLITTING THE PAYROLL EXPENSES BETWEEN TWO ACCOUNTS, ENTER THE SECOND ACCOUNT YOU WISH THE EXPENSE CHARGED TO IN THIS FIELD.
PERCENT	SECOND PERCENT PROVIDED FOR CHARGE OF PAYROLL EXPENSE TO MORE THAN ONE ACCOUNT. IF YOU ARE SPLITTIN THE PAYROLL EXPENSES BETWEEN TWO ACCOUNTS, ENTER THE REMAINING PERCENTAGE OF EXPENSES YOU WISH CHARGED TO THE ABOVE LEDGER CODE.

WORKMANS COMP CODE FLAG USED TO CALCULATE WORKMAN'S COMPENSATION INSURANCE. THIS FIELD IS PRIMARILY A DATA FIELD. WORKMAN'S COMPENSATION VARIES BETWEEN STATES.

FICA EXEMP Y/N FLAG USED TO TELL THE COMPUTER IF THE EMPLOYEE IS EXEMPT FROM FICA DEDUCTIONS.

STATE ID CODE FIELD FOR THE TWO DIGIT STATE IDENTIFICATION CODE. SUCH AS TX, AR, MO, ETC.

PRESS {PF2} TO EXIT. THE SECOND SCREEN OF THE PROGRAM DISPLAYS.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
EMPLOYEE          REMINDER DISPLAY IN INVERSE VIDEO OF THE EMPLOYEE BEING  
                   WORKED ON.
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PAY CODE CODE USED TO INFORM THE COMPUTER WHAT TYPE OF EMPLOYEE THAT THIS PARTICULAR PERSON IS. THESE CODES CAN BE "EXEMPT" (SALARIED), "NONEXEMPT" (HOURLY), "COMMISSION", OR "CONTRACT". IF THE PAY CODE IS NOT ONE OF THESE WORDS, YOU HAVE AN UNKNOWN PAY CODE. YOU MUST HAVE A VALID PAY CODE FOR EACH EMPLOYEE OR THE PROGRAM CANNOT CALCULATE THE PROPER INCOME TAX FOR THEM. ANYTIME YOU ADD A NEW EMPLOYEE, OR MODIFY THE PAY CODE OF AN EXISTING EMPLOYEE, A DETAILED LISTING TO THAT EMPLOYEE SHOULD BE PRINTED TO MAKE SURE A VALID PAY CODE IS ENTERED INTO THE COMPUTER. PAYROLL CHECKS DO NOT RUN FOR EMPLOYEES THAT DO NOT HAVE VALID PAY CODES.

PAY RATE FOR EXEMPT (SALARIED) EMPLOYEES, ENTER THE GROSS AMOUNT FOR EACH PAY PERIOD. FOR EXAMPLE: IF AN EMPLOYEE IS PAID ON THE FIRST AND FIFTEENTH OF EACH MONTH, HIS PAY RATE IS THE AMOUNT HE GETS EACH PAY PERIOD.

FOR NONEXEMPT (HOURLY) EMPLOYEES, THE PAY RATE IS THEIR HOURLY RATE.

FOR COMMISSION EMPLOYEES (SALESMEN), THE RATE IS THEIR BASE PAY FOR THE PAY PERIOD. IF A COMMISSIONED EMPLOYEE IS ON STRAIGHT COMMISSION, THIS NUMBER IS "0".

CONTRACT EMPLOYEES HAVE A SET DOLLAR AMOUNT AS THEIR PAY RATE.

PAY PERIOD THIS FIELD SHOULD CONTAIN THE WORD "WEEKLY", "BIWEEKLY", "SEMIMONTHLY", OR "MONTHLY". IF THE PAY PERIOD FIELD DOES NOT CONTAIN ONE OF THESE FOUR WORDS, AN ERROR OCCURS WHEN THE "WRITE PAYROLL CHECKS" PROGRAM ATTEMPTS TO SELECT THE CORRECT TAX TABLE. MAKE SURE THAT A VALID PAY PERIOD IS USED ANY TIME YOU ADD A NEW EMPLOYEE OR CHANGE THE PAY PERIOD OF AN EXISTING EMPLOYEE BY RUNNING "LIST EMPLOYEE DETAIL".

EXPENSE AMOUNT THE AMOUNT TO BE ADDED TO AN EMPLOYEE'S CHECK AS AN EXPENSE ACCOUNT. IF AN EMPLOYEE HAS AN EXPENSE ACCOUNT, PLACE THE AMOUNT TO BE ADDED TO THEIR CHECK IN THIS FIELD. IF NO EXPENSE ACCOUNT EXISTS FOR THE EMPLOYEE, LEAVE IT BLANK.

AUTO EXPENSE IF AN EMPLOYEE HAS A FIXED AUTO EXPENSE ADDED TO THEIR PAYROLL CHECK, PLACE THAT AMOUNT HERE.

THE NEXT THREE FIELDS ARE FOR THREE OPTIONAL DEDUCTION CODES WHICH MAY APPLY TO ALL EMPLOYEES. THEY ARE SET UP IN "ADD/EDIT COMPANY". POSSIBLE TYPES OF DEDUCTIONS MIGHT BE: STOCK, DENTAL INSURANCE, OR RETIREMENT. ANY AMOUNT PLACED ON EACH OF THESE THREE LINES IS DEDUCTED FROM THE PAYROLL CHECK OF THIS EMPLOYEE AND ADDED TO THE "YEAR-TO-DATE" DEDUCTION TOTALS FOR THE RELATED DEDUCTION. IF THE FIELDS ARE LEFT BLANK, NO MONEY IS WITHHELD FROM THIS PERSON'S CHECK FOR THE ASSOCIATED DEDUCTION.

ANOTHER TYPE OF DEDUCTION THAT MIGHT BE IN THESE FIELDS IS TAXES, SUCH AS STATE, LOCAL AND CITY TAXES. WHEN ONE OR MORE OF THESE DEDUCTION FIELDS ARE USED FOR TAXES, ANY DOLLAR AMOUNT SHOWN IS DEDUCTED FROM THE CHECK OF THE EMPLOYEE. IF THE AMOUNT IS LEFT BLANK, THE RELATED INCOME TAX TABLE IS CONSULTED TO CALCULATE THE AMOUNT OF TAX TO BE WITHHELD FROM THE CHECK.

DEDUCTION # 4 FIELD FOR THE NAME OF A DEDUCTION WHICH MAY BE DEFINED DIFFERENTLY FOR EACH EMPLOYEE.

LEDGER CODE FIELD FOR THE LEDGER CODE USED FOR THE DEDUCTION NAMED ABOVE.

AMOUNT FIELD FOR THE AMOUNT TO BE DEDUCTED FROM THE EMPLOYEE'S CHECK FOR THE DEDUCTION NAMED ABOVE. IF THE AMOUNT VARIES FROM ONE PAYROLL TO THE NEXT, LEAVE THIS FIELD BLANK AND SET THE AMOUNT IN THE "QUEUE PAYROLL" PROGRAM.

DEDUCTION # 5 FIELD FOR THE NAME OF A SECOND DEDUCTION WHICH MAY BE DEFINED DIFFERENTLY FOR EACH EMPLOYEE.

LEDGER CODE FIELD FOR THE LEDGER CODE USED FOR THE DEDUCTION NAMED ABOVE.

AMOUNT FIELD FOR THE AMOUNT TO BE DEDUCTED FROM THE EMPLOYEE'S CHECK FOR THE DEDUCTION NAMED ABOVE. IF THE AMOUNT VARIES FROM ONE PAYROLL TO THE NEXT, LEAVE THIS FIELD BLANK AND SET THE AMOUNT IN THE "QUEUE PAYROLL" PROGRAM.

EXTRA FIT THIS FIELD IS USED TO PERMIT WITHOLDING MORE MONEY THAN IS CALCULATED BY THE TAX TABLES OF THE PAYROLL SYSTEM. FOR EXAMPLE: IF AN EMPLOYEE WISHES TO HAVE \$10.00 PER PAY DAY EXTRA WITHHELD FOR FEDERAL INCOME TAX, (TO PREVENT OVDING MONEY AT THE END-OF-THE-YEAR) PLACE A "10" IN THIS FIELD.

LOAN BALANCE THIS AND THE NEXT TWO FIELDS ARE USED TO TRACK A LOAN, BY THE COMPANY, OF AN EMPLOYEE. THIS LINE IS FOR THE LOAN BALANCE.

# OF PAYMENTS THE NUMBER OF PAYMENTS TO BE MADE BY THE EMPLOYEE TO REPAY THE LOAN.

PAYMENT AMOUNT THE AMOUNT OF EACH PAYMENT.

PRESS {PF2} TO EXIT. THE NEXT SCREEN IS USED TO MAINTAIN ALL YEAR-TO-DATE PAYROLL INFORMATION. IF PAYROLL IS STARTED ON THE COMPUTER ON THE FIRST OF JANUARY, LEAVE THIS PAGE BLANK AND THE "WRITE PAYROLL CHECK" PROGRAM ADJUSTS THE INFORMATION EACH TIME PAYROLL IS RUN. IF USE OF THE PAYROLL SYSTEM IS STARTED AFTER THE FIRST OF THE YEAR, ENTER THE YEAR-TO-DATE PAYROLL TOTALS FOR THE EMPLOYEE. THIS INFORMATION IS REQUIRED BOTH FOR CALCULATION OF FICA CUTOFF, AND THE W2 FORMS AT THE END OF THE YEAR.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
EMPLOYEE          REMINDER DISPLAY IN INVERSE VIDEO OF THE EMPLOYEE BEING  
                  WORKED ON.
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YEAR-TO-DATE PAY TOTAL AMOUNT PAID FOR THE YEAR-TO-DATE TO THE EMPLOYEE.

FEDERAL TAXES TOTAL FEDERAL TAXES FOR THE YEAR-TO-DATE ON THE EMPLOYEES PAY.

FICA TOTAL AMOUNT OF FICA FOR THE EMPLOYEE FOR THE YEAR-TO-DATE.

STATE TAX TOTAL AMOUNT OF STATE TAX ON THE EMPLOYEE'S PAY YEAR-TO-DATE.

COUNTY TAX TOTAL AMOUNT OF COUNTY TAX ON THE EMPLOYEE'S PAY YEAR-TO-DATE.

CITY TAX TOTAL AMOUNT OF CITY TAX ON THE EMPLOYEE'S PAY YEAR-TO-DATE.

DEDUCTION # 4 TOTAL AMOUNT DEDUCTED AS AN ADDITIONAL DEDUCTION FROM THE EMPLOYEE'S PAY YEAR-TO-DATE. THE DEDUCTION IS NAMED AND DEFINED ON THE PREVIOUS SCREEN.

DEDUCTION # 5 TOTAL AMOUNT DEDUCTED AS AN ADDITIONAL DEDUCTION FROM THE EMPLOYEE'S PAY YEAR-TO-DATE. THE DEDUCTION IS NAMED AND DEFINED ON THE PREVIOUS SCREEN.

EXPENSE AMOUNT TOTAL AMOUNT ADDED TO AN EMPLOYEE'S CHECK AS AN EXPENSE ALLOWANCE YEAR-TO-DATE.

AUTO EXPENSE TOTAL AMOUNT ADDED TO AN EMPLOYEE'S CHECK FOR AN AUTO EXPENSE ALLOWANCE YEAR-TO-DATE.

WORKMANS COMP TOTAL AMOUNT OF WORKMAN'S COMP ON THE EMPLOYEE'S PAY YEAR-TO-DATE.

PRESS {PF2} TO EXIT. THE FOURTH INPUT SCREEN DISPLAYS.

\*\*SCREEN DISPLAY\*\*

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SCREEN FIELDS	DESCRIPTION
EMPLOYEE	REMINDER DISPLAY IN INVERSE VIDEO OF THE EMPLOYEE BEING WORKED ON.

TOTAL VAC. DAYS THE NUMBER OF DAYS OF VACATION AVAILABLE, OR THE NUMBER OF VACATION DAYS USED BY THE EMPLOYEE. WHICH OF THESE TWO YOU PLACE IN THIS FIELD IS YOUR CHOICE. THE SAME INPUT SHOULD BE USED FOR EVERY EMPLOYEE.

TOTAL SICK DAYS THE NUMBER OF DAYS AN EMPLOYEE HAS BEEN OUT SICK, OR THE NUMBER OF SICK LEAVE DAYS AN EMPLOYEE HAS ACCUMULATED. AGAIN THE CHOICE IS YOURS, BUT ALL EMPLOYEE SICK DAYS SHOULD BE INPUT THE SAME WAY.

FIXED FIT (Y/N) A Y/N FLAG TO INDICATE IF AN EMPLOYEE HAS A FIXED FEDERAL INCOME TAX, OR IF NO FEDERAL TAX IS WITHHELD. IF THIS FIELD CONTAINS A "Y", THE TAX TABLES ARE NOT CONSULTED IN CALCULATING THE EMPLOYEE'S TAX. INSTEAD, THE NEXT FIELD IS CONSULTED FOR THE AMOUNT OF TAX TO WITHHOLD (IF ANY). IF THIS FIELD CONTAINS AN "N", THE TAX TABLES ARE USED

AND THE NEXT FIELD IS IGNORED.

DEDUCTION %/\$

THIS IS ONE OF THE FEW NUMERIC INPUT FIELDS WHICH ACCEPT A "\$" (DOLLAR SIGN) AS A CHARACTER. THE "\$" INDICATES THAT THIS LINE CONTAINS THE NUMBER OF DOLLARS TO BE WITHHELD FROM THE CHECK FOR FEDERAL INCOME TAX. FOR EXAMPLE: IF AN EMPLOYEE WISHES TO HAVE \$100.00 REMOVED FROM EACH CHECK FOR FEDERAL INCOME TAX, "\$100" WOULD BE ENTERED IN THIS FIELD.

IF AN EMPLOYEE PREFERS NOT TO HAVE FEDERAL INCOME TAX WITHHELD, A "0" WOULD BE ENTERED IN THIS FIELD.

ANY NUMBER PLACED IN THE FIELD OTHER THAN "0", OR THAT IS NOT PRECEDED BY A DOLLAR SIGN, IS ASSUMED TO BE THE PERCENTAGE OF THE GROSS AMOUNT OF THE CHECK TO BE WITHHELD FOR FEDERAL INCOME TAX. FOR EXAMPLE: IF AN EMPLOYEE WISHES TO HAVE FIFTEEN PERCENT OF THEIR CHECK WITHHELD FOR FEDERAL INCOME TAX, "15" WOULD BE ENTERED IN THIS FIELD.

COMMISSION %

SALESMAN'S COMMISSION PERCENTAGE. FOR EXAMPLE: A "5" IN THIS FIELD INDICATES THAT THE SALESMAN IS TO RECEIVE FIVE PERCENT ON ALL SALES.

PRESS {PF2} TO EXIT. THE FIFTH INPUT SCREEN DISPLAYS.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
EMPLOYEE          REMINDER DISPLAY, IN INVERSE VIDEO, OF THE EMPLOYEE BEING  
                   WORKED ON.
```

COMMENTS 1-15

FIFTEEN LINES AVAILABLE FOR ANY TYPE OF INFORMATION TO BE MAINTAINED FOR THIS EMPLOYEE.

PRESS {PF2} TO EXIT. THE FIRST SCREEN OF THE PROGRAM DISPLAYS. YOU MAY ADD OR EDIT AN EMPLOYEE, OR PRESS {PF2} TO EXIT THE PROGRAM.

## 6.2 LIST EMPLOYEES

THE "LIST EMPLOYEES" PROGRAM PRINTS THE INFORMATION MAINTAINED ABOUT EMPLOYEES. THE PROGRAM PRINTS A DETAILED LISTING OF ALL INFORMATION ENTERED IN THE "ADD/EDIT EMPLOYEE" PROGRAM.



WHEN YOU ENTER THE PROGRAM, YOU HAVE THE OPTION OF PRINTING ALL INFORMATION, OR EXCLUDING THE COMMENTS FROM THE PRINTOUT. THIS ALLOWS YOU PRINT A LISTING FOR EMPLOYEES WITHOUT REVEALING THE COMMENTS THAT ARE MAINTAINED ABOUT THEM.

\*\*SCREEM DISPLAY\*\*

PRESS {1} THEN {ENTER} TO PRINT EMPLOYEE INFORMATION WITHOUT COMMENTS.

PRESS {2} THEN {ENTER} TO PRINT EMPLOYEE INFORMATION WITH COMMENTS.

PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM WITHOUT PRINTING.

WHEN YOU SELECT A PRINT OPTION, THE PROGRAM DISPLAYS:

PRESS 'ENTER FOR ALL OR ENTER EMPLOYEE NO. TO PRINT

TYPE IN THE NUMBER OF THE EMPLOYEE YOU WISH TO PRINT AND PRESS {ENTER}, OR PRESS {ENTER} TO PRINT ALL EMPLOYEES.

IF YOU PRESS {ENTER} TO SELECT ALL EMPLOYEES, A SELECT EMPLOYEE TYPE MENU DISPLAYS:

PRESS {1} THEN {ENTER} TO SELECT NON-EXEMPT EMPLOYEES (HOURLY).

PRESS {2} THEN {ENTER} TO SELECT EXEMPT EMPLOYEES (SALARIED).

PRESS {3} THEN {ENTER} TO SELECT COMMISSION EMPLOYEES.

PRESS {4} THEN {ENTER} TO SELECT CONTRACT EMPLOYEES.

PRESS {5} THEN {ENTER} TO SELECT ALL EMPLOYEES.

PRESS {PF2} TO EXIT THE SCREEN.

AFTER YOU SELECT AN EMPLOYEE TYPE, THE DISPLAY RETURNS TO THE SELECT DETAIL LEVEL. YOU MAY SELECT ANOTHER EMPLOYEE, OR EMPLOYEES, TO PRINT, OR PRESS PF2 TO GENERATE THE LISTING.

ONCE PROCESSING FINISHES, THE "REPORT SELECTIONS MENU" APPEARS.

### 6.3 QUEUE PAYROLL

THE "QUEUE PAYROLL" PROGRAM PREPARES THE PAYROLL SO THAT CHECKS MAY BE WRITTEN. THE PROGRAM PULLS UP THE PAYROLL RECORD FOR EACH EMPLOYEE TO BE PAID AND ALLOWS ENTRY OF ANY INFORMATION NECESSARY TO COMPLETE THE PAYROLL.

WHEN YOU ENTER THE PROGRAM, YOU SELECT THE PAY CODE OPTION AS FOLLOWS:

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO PREPARE PAYROLL FOR NONEXEMPT (HOURLY) EMPLOYEES.

PRESS {2} THEN {ENTER} TO PREPARE PAYROLL FOR EXEMPT (SALARIED) EMPLOYEES.

PRESS {3} THEN {ENTER} TO PREPARE PAYROLL FOR COMMISSION EMPLOYEES.

PRESS {4} THEN {ENTER} TO PREPARE PAYROLL FOR CONTRACT EMPLOYEES.

PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

ONCE YOU SELECT A PAY CODE, A LINE IS ADDED TO THE DISPLAY:

PRESS 'ENTER' FOR ALL OR ENTER EMPLOYEE NUMBER TO QUEUE.  
TYPE IN THE EMPLOYEE NUMBER AND PRESS {ENTER} OR PRESS {ENTER} TO QUEUE ALL  
EMPLOYEES WITH THE PAY CODE TYPE SELECTED.

AFTER YOU SELECT THE EMPLOYEE OR EMPLOYEES TO PAY, THE PROGRAM ADDS ANOTHER  
LINE:

ENTER PERIOD ENDING DATE

TYPE IN THE DATE THE PERIOD ENDS AND PRESS {ENTER}. THIS DATE IS USED BY THE  
PAYROLL REPORT.

ONCE YOU HAVE ANSWERED THE PAY PERIOD QUESTION, THE SCREEN DISPLAYS THE FIRST  
PAYROLL INPUT SCREEN FOR THE EMPLOYEE, OR EMPLOYEES, SELECTED.

\*\*SCREEN DISPLAY\*\*

WHEN AN EMPLOYEE IS QUEUED, YOU ARE SHOWN THE PAYROLL INFORMATION FROM THEIR  
EMPLOYEE FILE. THIS INFORMATION MAY BE LEFT UNCHANGED OR MAY BE MODIFIED BY  
THE QUEUE. NORMALLY, YOU PRESS {PF2} AND LEAVE THE INFORMATION AS IS. THERE  
ARE TIMES, HOWEVER, WHEN YOU WISH TO CHANGE SOME OF THE INFORMATION ON A ONE-  
TIME BASIS.

NOTE: IF YOU ARE MAKING THE SAME CHANGE EVERY PAY DAY, YOU SHOULD  
CONSIDER EDITING THE EMPLOYEE'S RECORD TO INCORPORATE THE REVISED  
INFORMATION.

WHEN ALL EMPLOYEES SELECTED ARE ACCEPTED OR MODIFIED, THE DISPLAY RETURNS TO  
THE FIRST SCREEN. YOU MAY SELECT ANOTHER PAY CODE TO "QUEUE" OR PRESS {PF2}  
TO EXIT THE PROGRAM.

AN EXPLANATION OF THE INFORMATION DISPLAYED FROM THE EMPLOYEE FILE FOR EACH  
TYPE OF EMPLOYEE FOLLOWS.

NONEXEMPT (HOURLY)

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
NAME              NAME OF EMPLOYEE DISPLAYED IN INVERSE VIDEO. THIS FIELD  
                  IS NOT EDITABLE. TO CHANGE THE NAME OF AN EMPLOYEE, YOU  
                  MUST USE "ADD/EDIT EMPLOYEE".  
  
PAY RATE          AMOUNT THE EMPLOYEE IS TO BE PAID PER HOUR.  
  
REGULAR HOURS     THIS FIELD DEFAULTS TO THE NUMBER OF HOURS THE EMPLOYEE  
                  WOULD NORMALLY WORK FOR THE PAY PERIOD. FOR EXAMPLE: THE  
                  FIELD WOULD DISPLAY "40.00" FOR A "WEEKLY" PAY PERIOD,  
                  "80.00" FOR A "BIWEEKLY" PAY PERIOD. YOU MAY EDIT THE  
                  FIELD BY TYPING IN THE NUMBER OF ACTUAL REGULAR HOURS AND  
                  PRESSING {ENTER}.  
  
OVERTIME          FIELD FOR THE NUMBER OF OVERTIME HOURS. TYPE IN THE  
                  NUMBER OF HOURS AND PRESS {ENTER}, OR LEAVE THE FIELD  
                  BLANK IF NO OVERTIME HOURS WERE WORKED.  
  
DOUBLE TIME       FIELD FOR THE NUMBER OF DOUBLE TIME HOURS (USUALLY  
                  HOLIDAYS OR SUNDAYS). TYPE IN THE NUMBER OF HOURS AND  
                  PRESS {ENTER}, OR LEAVE THE FIELD BLANK IF NO DOUBLE TIME  
                  HOURS WERE WORKED.  
  
EXPENSE AMOUNT    IF AN EMPLOYEE HAS AN EXPENSE ALLOWANCE SET UP, THE  
                  AMOUNT TO BE ADDED TO THEIR CHECK IS IN THIS FIELD. IF  
                  NO EXPENSE ACCOUNT EXISTS FOR THE EMPLOYEE, THE FIELD IS  
                  BLANK. IF YOU WISH TO ADD AN EXPENSE AMOUNT TO THE  
                  EMPLOYEES CHECK FOR THIS PAY PERIOD (OR ADJUST THE  
                  EXISTING AMOUNT), TYPE IN THE AMOUNT AND PRESS {ENTER}.  
  
AUTO EXPENSE      IF AN EMPLOYEE HAS AN AUTO EXPENSE ALLOWANCE SET UP, THE  
                  AMOUNT TO BE ADDED TO THEIR CHECK IS IN THIS FIELD. IF  
                  NO AUTO ALLOWANCE EXISTS FOR THE EMPLOYEE, THE FIELD IS  
                  BLANK. IF YOU WISH TO ADD AN AUTO EXPENSE ALLOWANCE TO  
                  THE EMPLOYEES CHECK FOR THIS PERIOD, OR ADJUST THE  
                  EXISTING AMOUNT, TYPE IN THE AMOUNT AND PRESS {ENTER}.
```

THE NEXT THREE FIELDS ARE FOR THREE OPTIONAL DEDUCTION CODES WHICH MAY APPLY TO ALL EMPLOYEES. THEY ARE SET UP IN "ADD/EDIT COMPANY". THE NAMES OF THE DEDUCTIONS (IF SET UP) DISPLAY TO THE LEFT. IF AN EMPLOYEE HAS ONE OF THESE DEDUCTIONS SET UP, THE AMOUNT TO BE DEDUCTED FROM THEIR CHECK DISPLAYS IN THE APPROPRIATE FIELD(S). IF THE FIELD IS BLANK, NO MONEY IS DEDUCTED FROM THE EMPLOYEES CHECK UNLESS ONE OR MORE OF THE FIELDS IS A TAX FIELD. WHEN TAX FIELDS ARE LEFT BLANK, THE RELATED INCOME TAX TABLE IS CONSULTED TO CALCULATE THE AMOUNT OF TAX TO BE WITHHELD FROM THE CHECK. TO EDIT ONE OF THESE

FIELDS, TYPE IN THE AMOUNT AND PRESS {ENTER}.

DEDUCTION # 4 FIELD FOR A DESCRIPTION OF A DEDUCTION UNIQUE TO THE EMPLOYEE. TO SET UP A DEDUCTION FOR THE PAY PERIOD, TYPE IN THE NAME AND PRESS {ENTER}. YOU MUST ALSO FILL OUT THE NEXT TWO FIELDS.

LEDGER CODE FIELD FOR THE LEDGER CODE USED FOR THE DEDUCTION NAMED ABOVE.

AMOUNT FIELD FOR THE AMOUNT TO BE DEDUCTED FROM THE EMPLOYEE'S CHECK FOR THE DEDUCTION NAMED ABOVE.

DEDUCTION # 5 FIELD FOR THE NAME OF A SECOND DEDUCTION UNIQUE TO THE EMPLOYEE. TO SET UP A DEDUCTION FOR THE PAY PERIOD, TYPE IN THE NAME AND PRESS {ENTER}. YOU MUST ALSO FILL OUT THE NEXT TWO FIELDS.

LEDGER CODE FIELD FOR THE LEDGER CODE USED FOR THE DEDUCTION NAMED ABOVE.

AMOUNT FIELD FOR THE AMOUNT TO BE DEDUCTED FROM THE EMPLOYEE'S CHECK FOR THE DEDUCTION NAMED ABOVE.

EXEMPT ADD ON  
AMOUNT  
TAXABLE ADD ON  
AMOUNT

EXTRA FIT  
LOAN PAYMENT

SECOND SCREEN HOURLY  
NAME TOTAL HOURS  
VACATION HOURS  
SICK HOURS

EXEMPT (SALARIED)

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS DESCRIPTION  
#####  
NAME  
PAY RATE
```

EXPENSE AMOUNT  
AUTO EXPENSE  
STATE TAX  
COUNTY TAX  
CITY TAX  
DEDUCTION # 4  
LEDGER CODE  
AMOUNT  
DEDUCTION # 5  
LEDGER CODE  
AMOUNT  
EXEMPT ADD ON  
AMOUNT  
TAXABLE ADD ON  
AMOUNT  
EXTRA FIT  
LOAN PAYMENT

SECOND SCREEN HOURLY  
NAME TOTAL HOURS  
VACATION HOURS  
SICK HOURS

COMMISSION

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
NAME  
BASE PAY  
SALES  
COMMISSION %
```

EXPENSE AMOUNT  
AUTO EXPENSE  
STATE TAX  
COUNTY TAX  
CITY TAX  
DEDUCTION # 4  
LEDGER CODE  
AMOUNT  
DEDUCTION # 5  
LEDGER CODE  
AMOUNT  
EXEMPT ADD ON

AMOUNT  
EXTRA FIT  
LOAN PAYMENT

SECOND SCREEN HOURLY  
NAME TOTAL HOURS  
VACATION HOURS  
SICK HOURS

CONTRACT

\*\*SCREEN DISPLAY\*\*

```
#####  
SCREEN FIELDS DESCRIPTION  
#####  
NAME  
CONTRACT PAY
```

EXPENSE AMOUNT  
AUTO EXPENSE  
STATE TAX  
COUNTY TAX  
CITY TAX  
DEDUCTION # 4  
LEDGER CODE  
AMOUNT  
DEDUCTION # 5  
LEDGER CODE  
AMOUNT  
EXEMPT ADD ON  
AMOUNT  
EXTRA FIT  
LOAN PAYMENT

SECOND SCREEN HOURLY  
NAME TOTAL HOURS  
VACATION HOURS  
SICK HOURS

#### 6.4 PRINT PAYROLL CHECKS

THE "PRINT PAYROLL CHECKS" PROGRAM PRINTS CHECKS. BEFORE YOU CAN PRINT PAYROLL CHECKS, YOU MUST CHOOSE THE EMPLOYEES TO BE PAID ("QUEUE PAYROLL").

IF YOU HAVE MORE THAN ONE BANK DEFINED, THE SCREEN DISPLAYS:  
ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK ACCOUNT YOU WISH TO HAVE CHECKS WRITTEN ON AND PRESS {ENTER}. IF YOU ONLY HAVE ONE BANK DEFINED, THE DISPLAY SKIPS THIS QUESTION.

THE OPTIONS FOR PRINTING PAYROLL CHECKS DISPLAY.

\*\*SCREEN DISPLAY\*\*

BEFORE YOU MAKE YOUR SELECTION, YOU SHOULD PLACE CHECKS IN THE PRINTER. YOU MAY PRINT THE CHECKS ON PLAIN PAPER AND HAND WRITE THEM, IF YOU WISH. IF YOU DO NOT KNOW WHERE TO POSITION THE CHECKS IN THE PRINTER, YOU SHOULD EXIT THIS PROGRAM AND RUN THE "ALIGN CHECK FORM" PROGRAM FOUND IN THE EXTENSION MENU.

ONCE CHECKS ARE IN THE PRINTER CORRECTLY, YOU ARE READY TO MAKE A SELECTION

PRESS {1} THEN {ENTER} TO PRINT PAYROLL CHECKS FOR NONEXEMPT (HOURLY) EMPLOYEES.

PRESS {2} THEN {ENTER} TO PRINT PAYROLL CHECKS FOR EXEMPT (SALARIED) EMPLOYEES.

PRESS {3} THEN {ENTER} TO PRINT PAYROLL CHECKS FOR COMMISSION EMPLOYEES.

PRESS {4} THEN {ENTER} TO PRINT PAYROLL CHECKS FOR CONTRACT EMPLOYEES.

PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

THE CHECKS BEGIN PRINTING. WHEN CHECKS ARE PRINTED FOR THE TYPE SELECTED, YOU ARE RETURNED TO THE SELECTION SCREEN. YOU MAY CHOOSE ANOTHER TYPE OF EMPLOYEE TO PRINT OR PRESS {PF2} TO EXIT THE PROGRAM.

WARNING: DO NO MOVE THE CHECKS IN THE PRINTER UNTIL YOU EXIT THE "PRINT PAYROLL CHECKS" PROGRAM. IF YOU DO, INFORMATION WILL BE LOST FOR THE LAST CHECK. THIS IS DUE TO THE BUFFERING OF INFORMATION BY THE CUMPUTER SYSTEM. EXIT THE PROGRAM BEFORE TAKING CHECKS OUT OF THE PRINTER.

NOTE: EVEN WHEN ALL EMPLOYEES CHECKS ARE PRINTED, THERE IS ONE MORE CHECK TO PRINT. SEE THE "PRINT DEPOSIT CHECK" PROGRAM.

## 6.5 PRINT PAYROLL REPORT

"PRINT PAYROLL REPORT" IS A LISTING OF INFORMATION ON THE TOTAL PAYROLL. THERE ARE TWO MENU TYPE SCREENS IN THIS PROGRAM.

WHEN YOU ENTER THE PROGRAM THE OPTIONS FOR PRINTING EMPLOYEE INFORMATION ARE DISPLAYED.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO PRINT A REPORT FOR NONEXEMPT (HOURLY) EMPLOYEES.

PRESS {2} THEN {ENTER} TO PRINT A REPORT FOR EXEMPT (SALARIED) EMPLOYEES.

PRESS {3} THEN {ENTER} TO PRINT A REPORT FOR COMMISSION EMPLOYEES.

PRESS {4} THEN {ENTER} TO PRINT A REPORT FOR CONTRACT EMPLOYEES.

PRESS {5} THEN {ENTER} TO PRINT A REPORT FOR ALL CONTRACT EMPLOYEES.

PRESS {6} THEN {ENTER} TO PRINT A REPORT FOR ALL EMPLOYEES.

PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

THE PROGRAM THEN DISPLAYS THE TIME PERIOD OPTIONS.

\*\*SCREEN DISPLAY\*\*

IF YOU PRESS {1} THEN {ENTER} TO PRINT A REPORT FOR THE PAY PERIOD, THE PROGRAM DISPLAYS:

SELECT PAY PERIOD (MM/DD/YY)

TYPE IN THE DATE OF THE PAY PERIOD YOU WISH TO PRINT THE REPORT FOR AND PRESS {ENTER}.

IF YOU PRESS {2} THEN {ENTER} TO PRINT A REPORT FOR THE MONTH, THE PROGRAM DISPLAYS:

ENTER MONTH NUMBER

TYPE IN THE NUMBER OF THE MONTH YOU WISH TO PRINT THE REPORT FOR AND PRESS {ENTER}.

IF YOU PRESS {3} THEN {ENTER} TO PRINT A REPORT FOR THE QUARTER, THE PROGRAM DISPLAYS:

SELECT QUARTER (1 - 4)

TYPE IN THE NUMBER OF THE QUARTER YOU WISH TO PRINT THE REPORT FOR AND PRESS {ENTER}.

IF YOU PRESS {4} THEN {ENTER} TO PRINT A REPORT FOR THE YEAR-TO-DATE, THE REPORT IMMEDIATELY PROCESSES.



PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

ONCE THE REPORT FINISHES PROCESSING, THE "REPORT SELECTIONS MENU" DISPLAYS.

## 6.6 PRINT DEPOSIT CHECK

THE "PRINT DEPOSIT CHECK" PROGRAM WRITES THE TAX DEPOSIT CHECK. BOTH FIT AND FICA ARE INCLUDED ON THE CHECK. THE CHECK DOES NOT INCLUDE THE DEPOSIT AMOUNT FOR STATE, COUNTY AND CITY INCOME TAX. THESE CHECKS SHOULD BE WRITTEN MANUALLY USING THE THE ACCOUNTS PAYABLE "WRITE A CHECK" PROGRAM.

WHEN YOU ENTER THE TAX DEPOSIT PROGRAM, THE SCREEN DISPLAYS:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO WRITE THE CHECK ON AND PRESS {ENTER}. IF ONLY ONE BANK IS DEFINED, THIS QUESTION IS SKIPPED.

THE PROGRAM DISPLAYS THE CURRENT BANK BALANCE AND THE CURRENT TAX LIABILITY. IF THE TAX LIABILITY SHOWN IS THE AMOUNT THAT YOU WISH TO PAY, PRESS {ENTER}.

IF THE TAX AMOUNT IS NOT THE AMOUNT THAT YOU WISH TO PAY, TYPE IN THE NEW AMOUNT AND PRESS {ENTER}. THE AMOUNT SHOULD INCLUDE FIT, THE EMPLOYEE PORTION OF FICA AND THE EMPLOYER'S PORTION OF FICA. ONCE THE TOTAL AMOUNT OF THE DEPOSIT IS ENTERED, THE PROGRAM ASKS YOU ONE AT A TIME, STARTING WITH FIT, FOR THE EXACT AMOUNT OF EACH. THIS INFORMATION IS NECESSARY TO MAKE THE PROPER JOURNAL ENTRIES. THE THREE AMOUNTS ENTERED MUST EQUAL THE AMOUNT OF THE DEPOSIT OR THE CHECK WILL NOT PRINT. IF THIS HAPPENS, RECHECK THE NUMBERS AND ENTER THE AMOUNTS AGAIN.

THE SCREEN ADDS A MENU SELECTION FOR PAYEES

where ;does hibernia and irs get set up or are they hard coded

```
HIBERNIA NATIONAL OPERATING 1
INTERNAL REVENUE SERVICE 2
END                               F2
```

need to figure out how to write up

ONCE YOU SELECT THE PAYEE, THE CHECK IS PRINTED AND A "REPORT SELECTIONS MENU" APPEARS.

## 6.7 VOID PAYROLL CHECK

"VOID PAYROLL CHECK" REVERSES THE ENTRIES MADE TO THE PROGRAM WHEN A PAYROLL CHECK WAS WRITTEN. IT ALSO CORRECTS THE JOURNAL ENTRIES AND CHECK REGISTER.

WARNING! DO NOT USE THE "VOID CHECK" PROGRAM IN ACCOUNTS PAYABLE TO VOID A PAYROLL CHECK. THIS PROGRAM DOES NOT ADJUST THE TAX LIABILITY OF THE EMPLOYEE'S PAYROLL RECORD. YOU MUST USE THE "VOID PAYROLL CHECK" PROGRAM TO ADJUST PAYROLL CORRECTLY.

THE FIRST THING YOU ARE ASKED TO DO WHEN YOU ENTER THE PROGRAM IS:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO VOID A CHECK ON AND PRESS {ENTER}.

IF ONLY ONE BANK IS DEFINED, THIS QUESTION IS SKIPPED.

ENTER CHECK NO. TO VOID.

TYPE IN THE NUMBER OF THE PAYROLL CHECK YOU WISH TO VOID AND PRESS {ENTER}.

THE PROGRAM THEN DISPLAYS THE CHECK NUMBER, WHO IT IS MADE OUT TO, THE AMOUNT AND DATE FOR VERIFICATION.

\*\*SCREEN DISPLAY\*\*

IF YOU WISH TO VOID THE CHECK, PRESS {Y} THEN {ENTER}. THE CHECK IS VOIDED AND THE PAYROLL RECORDS ARE UPDATED TO INDICATE THAT THIS CHECK WAS VOIDED.

THE COMPUTER DISPLAYS EACH PORTION OF THE PAYROLL CHECK ONE BY ONE. YOU MUST ANSWER "Y" TO EACH OF THE LINES IN ORDER TO VOID THE CHECK.

IF YOU PRESS {N} THEN {ENTER}, OR ANYTHING EXCEPT "Y", THE CHECK IS NOT VOIDED AND THE DISPLAY RETURNS TO THE "ENTER CHECK NO. TO VOID" SCREEN.

NOTE: IF YOU HAVE POSTED TO THE JOURNAL SINCE THIS CHECK WAS WRITTEN, THE JOURNAL ENTRIES ARE NOT REVERSED. THE "VOID PAYROLL CHECK" PROGRAM ONLY VOIDS JOURNAL ENTRIES THAT ARE NOT POSTED. IF THE CHECK WAS POSTED TO THE JOURNAL, YOU MUST MAKE MANUAL REVERSING ENTRIES IN THE ACCOUNTING

SECTION TO REVERSE THE ORIGINAL ENTRY. YOU FIND THE ORIGINAL ENTRIES BY LOOKING AT THE PRINTOUT OF THE JOURNAL MADE PRIOR TO POSTING. LOOK FOR ENTRIES OF TYPE "PR" (PAYROLL) WITH THE CORRECT CHECK NUMBER, THEN MAKE MANUAL ENTRIES TO REVERSE AMOUNTS.

PF2 PAST ALL SCREENS TO EXIT.

#### 6.8 PRINT LOAN CHECK

THE "PRINT LOAN CHECK" PROGRAM WRITES A LOAN CHECK TO AN EMPLOYEE AND RECORDS THE LOAN IN THEIR EMPLOYEE RECORD.

THE FIRST THING YOU ARE ASKED WHEN YOU ENTER THE PROGRAM IS:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO WRITE THE CHECK ON AND PRESS {ENTER}. IF ONLY ONE BANK IS DEFINED, THIS QUESTION IS SKIPPED.

ENTER EMPLOYEE NO. FOR LOAN

TYPE IN THE NUMBER OF THE EMPLOYEE AND PRESS {ENTER}.

IF THE EMPLOYEE HAS A PREVIOUS LOAN, THE NAME DISPLAYS AND AN INVERSE VIDEO MESSAGE DISPLAY:

\*\* CURRENT LOAN EXISTS; CONTINUE (Y/N) \*\*

PRESS {Y} THEN {ENTER} IF YOU WISH TO WRITE ANOTHER LOAN CHECK TO THIS EMPLOYEE. IF YOU PRESS {N} THEN {ENTER}, YOU ARE RETURNED TO THE EMPLOYEE NUMBER QUESTION.

IF NO PREVIOUS LOAN EXISTS, THE EMPLOYEE NAME IS DISPLAYED AND YOU ARE ASKED TO:

ENTER AMOUNT OF LOAN

TYPE IN THE AMOUNT OF THE LOAN AND PRESS {ENTER}.

YOU ARE SHOWN THE NEW LOAN BALANCE AND ASKED TO:

#### ENTER NUMBER OF PAYMENTS

TYPE IN THE NUMBER OF PAYMENTS AND PRESS {ENTER}. ONCE THE QUESTION IS ANSWERED, THE LOAN CHECK IS PRINTED AND THE COMPUTER RETURNS TO THE EMPLOYEE NUMBER QUESTION.

YOU MAY ENTER ANOTHER LOAN TO AN EMPLOYEE OR PRESS {PF2} TO EXIT THE SCREEN.

IF YOU ARE FINISHED ENTERING LOANS, PRESS {PF2}. A "REPORT SELECTIONS MENU" DISPLAYS. YOU MAY USE THIS TO PRINT A LISTING OF LOANS MADE OR FOR REVIEW.

#### 6.9 EDIT TAX TABLE

THE "EDIT TAX TABLE" PROGRAM IS USED TO ENTER OR EDIT TAX TABLES. ONLY THE TAX TABLES WHICH ARE APPROPRIATE TO YOUR PAYROLL NEED TO BE ENTERED OR UPDATED WHEN TAX TABLES CHANGE.

THE SCREEN DISPLAYS A TAX TABLE MENU WHEN YOU ENTER THE PROGRAM.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO SELECT FEDERAL TAX TABLES TO EDIT.

PRESS {2} THEN {ENTER} TO SELECT STATE TAX TABLES TO EDIT.

PRESS {3} THEN {ENTER} TO SELECT COUNTY TAX TABLES TO EDIT.

PRESS {4} THEN {ENTER} TO SELECT CITY TAX TABLES TO EDIT.

WHEN YOU SELECT A TAX TABLE TO EDIT, THERE ARE A SERIES OF QUESTIONS TO BE ANSWERED.

IF YOU SELECT THE FEDERAL TAX TABLES TO EDIT (OPTION 1), YOU ARE ASKED:

DO YOU WANT TO SET UP FEDERAL WITHHOLDING TABLES (Y/N):

IF YOU ARE SETTING UP THE FEDERAL WITHHOLDING TABLES, PRESS {Y} THEN {ENTER}.

IF YOU ARE NOT SETTING UP THE FEDERAL WITHHOLDING TABLES, BUT EDITING EXISTING TABLES, PRESS {N} THEN {ENTER}. (IF YOU ANSWER "N" THE PROGRAM SKIPS THE NEXT 2 SCREENS AND DISPLAYS "SOCIAL SECURITY RATE FOR EMPLOYEE IS".)

THE NEXT SCREEN DISPLAYS"

\*\*SCREEN DISPLAY\*\*

WEEKLY DEDUCTION  
BIWEEKLY DEDUCTION  
SEMIMONTHLY DEDUCTION  
MONTHLY DEDUCTION

TYPE IN THE AMOUNT FOR EACH DEDUCTION, PRESSING {ENTER} AFTER EACH ENTRY. PRESS {PF2} WHEN FINISHED WITH THE SCREEN.

THIS INFORMATION IS AVAILABLE FROM THE CIRCULAR E FEDERAL BOOKLET. IT IS THE AMOUNT OF ALLOWANCE FOR EACH DEDUCTION.

THE NEXT SCREEN DISPLAYS:

SOCIAL SECURITY %  
MEDICARE %

THESE TWO FIELDS MUST BE ENTERED AS DECIMALS. THEY ARE THE TOTAL PERCENTAGES FOR EACH DEDUCTION. THE EMPLOYEE AND EMPLOYER SHARE IS DEFINED WITH THE NEXT TWO QUESTIONS. PRESS {PF2} WHEN FINISHED WITH THE SCREEN.

THE NEXT SCREEN DISPLAYS:

SOCIAL SECURITY RATE FOR EMPLOYEE IS

TYPE IN THE EMPLOYEE PORTION OF THE SOCIAL SECURITY (FICA) PERCENTAGE, AS A DECIMAL, AND PRESS {ENTER}. IF YOU DO NOT WISH TO CHANGE THE RATE DISPLAYED, PRESS {ENTER} NOT {PF2}. THE DISPLAY ADDS A LINE:

SOCIAL SECURITY RATE FOR EMPLOYER IS

TYPE IN THE EMPLOYER PORTION OF THE SOCIAL SECURITY (FICA) PERCENTAGE, AS A DECIMAL, AND PRESS {ENTER}. IF YOU DO NOT WISH TO CHANGE THE RATE DISPLAYED, PRESS {ENTER} NOT {PF2}. THE DISPLAY ADDS A LINE:

MAXIMUM FICA DEDUCTION IS

THIS NUMBER IS NOT THE LIMIT OF THE SALARY BUT THE MAXIMUM NUMBER OF DOLLARS WHICH MAY BE REMOVED FROM THE CHECK AS FICA. IT IS THE FICA PERCENTAGE TIMES THE MAXIMUM AMOUNT OF PAY SUBJECT TO FICA. TYPE IN THE AMOUNT AND PRESS {ENTER}. IF YOU DO NOT WISH TO CHANGE THE AMOUNT DISPLAYED, PRESS {ENTER} NOT {PF2}. THE DISPLAY ADDS ANOTHER LINE:

MAXIMUM WORKMANS COMPENSATION IS

TYPE IN THE LIMIT AMOUNT OF WORKMANS COMPENSATION AND PRESS {ENTER} NOT {PF2}.

THE NEXT SCREEN IS A TAX TABLE NUMBERS MENU. IF YOU SELECTED THE STATE, COUNTY, OR CITY TAX TABLES TO ADD OR EDIT (OPTIONS 2, 3, AND 4 ON THE FIRST SCREEN OF THE PROGRAM), THIS IS THE NEXT SCREEN THAT DISPLAYS:

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO ENTER OR EDIT THE WEEKLY TAX TABLES.

PRESS {2} THEN {ENTER} TO ENTER OR EDIT THE BI-WEEKLY TAX TABLES.

PRESS {3} THEN {ENTER} TO ENTER OR EDIT THE SEMI-MONTHLY TAX TABLES.

PRESS {4} THEN {ENTER} TO ENTER OR EDIT THE MONTHLY TAX TABLES.

PRESS {PF2} TO EXIT.

WHEN YOU SELECT A TABLE, THE SCREEN DISPLAYS:

ENTER '1' FOR SINGLE OR '2' FOR MARRIED

PRESS {1} THEN {ENTER} IF YOU WISH TO EDIT THE SINGLE TABLE FOR THE PAY PERIOD TYPE SELECTED. PRESS {2} THEN {ENTER} IF YOU WISH TO EDIT THE MARRIED TABLE FOR THE PAY PERIOD TYPE SELECTED.

ENTER THE TAX TABLES USING THE "TABLES FOR PERCENTAGE METHOD OF WITHHOLDING" IN THE "CIRCULAR E EMPLOYER'S TAX GUIDE" FOR FEDERAL INCOME TAX, OR USE THE APPROPRIATE COMPATIBLE TABLE FOR STATE, COUNTY, OR CITY INCOME TAX.

ALL TAX TABLES ARE INPUT USING A SPECIAL INPUT SCREEN. THE NAME OF THE TABLE YOU ARE EDITING DISPLAYS AT THE TOP OF THE SCREEN. THIS SCREEN DOES NOT FUNCTION THE SAME AS MDS' STANDARD INPUT SCREEN. CAREFULLY READ THE FOLLOWING DESCRIPTION OF HOW THIS DATA IS INPUT INTO THE COMPUTER.

A SAMPLE OF THE INPUT SCREEN FOLLOWS:

SEMIMONTHLY  
MARRIED

OVER	NOT OVER	TAX	PLUS %
0.00	0.00	0.00	0
0.00	0.00	0.00	0
0.00	0.00	0.00	0
0.00	0.00	0.00	0
0.00	0.00	0.00	0
0.00	0.00	0.00	0
0.00	9999.00	0.00	0

TO SIMPLIFY THE EXPLANATION OF INPUTING THE DATA, A MODIFIED FORM OF THE SCREEN IS SHOWN.

	A	B	C	D
1	0.00	0.00	0.00	0
2	0.00	0.00	0.00	0
3	0.00	0.00	0.00	0
4	0.00	0.00	0.00	0
5	0.00	0.00	0.00	0
6	0.00	0.00	0.00	0
7	0.00	9999.00	0.00	0

WHEN YOU ENTER A TABLE, THE CURSOR IS POSITIONED TO EDIT THE NUMBER IN COLUMN A, ROW 1. YOU CAN MOVE THE CURSOR AROUND THE TABLE USING THE ARROW KEYS. IF THE CURSOR IS ON ROW 1 OF ANY COLUMN AND YOU PRESS THE UP ARROW, THE CURSOR MOVES TO THE BOTTOM OF THAT COLUMN (ROW 7). IF THE CURSOR IS AT THE BOTTOM OF A COLUMN AND YOU PRESS THE DOWN ARROW OR THE {ENTER} KEY, THE CURSOR MOVES TO THE TOP OF THAT COLUMN. IF THE CURSOR IS IN COLUMN A AND YOU PRESS THE LEFT ARROW KEY, THE CURSOR MOVES TO COLUMN D OF THE SAME ROW AND VICE VERSA FOR THE RIGHT ARROW.

IF YOU TYPE IN "100" IN COLUMN A, ROW 1, THEN PRESS {ENTER}, THE CURSOR MOVES TO COLUMN B ROW 1. "100" IS NOW DISPLAYING IN COLUMN A, ROW 1. NEXT, TYPE IN THE INFORMATION FOR COLUMNS B, C, AND D. WHEN YOU PRESS {ENTER} AFTER TYPING IN THE INFORMATION IN COLUMN D, THE CURSOR MOVES TO COLUMN A OF ROW 2.

CONTINUE INPUTING INFORMATION IN THIS MANNER UNTILL ALL COLUMNS AND ROWS ARE FILLED IN.

NOTE: EACH FIELD HAS A MAXIMUM SIZE. WHEN THE MAXIMUM NUMBER OF DIGITS ARE TYPED IN, THE INFORMATION IS AUTOMATICALLY STORED AND THE CURSOR MOVES TO THE NEXT COLUMN. IF YOU THEN PRESS {ENTER}, YOU END UP SKIPPING A COLUMN OR IN ANOTHER ROW. USE THE ARROW KEYS TO RETURN TO THE PROPER COLUMN OR ROW.

IF YOU HAVE A FIXED AMOUNT FOR STATE, LOCAL OR CITY TAXES, PLACE THE AMOUNT

IN THE DEDUCTION COLUMN OF "ADD/EDIT EMPLOYEE". IF YOU HAVE A FIXED PERCENTAGE RATE, REGARDLESS OF INCOME, INPUT THE FOLLOWING IN ROW 1 SO IT READS "O 9999.99 0 4" IF THE PERCENTAGE IS 4%. (COLUMN D IS THE ONLY COLUMN THAT WOULD CHANGE IF THE PERCENTAGE IS NOT 4%.) YOU SHOULD BE ABLE TO FIT VIRTUALLY ANY TYPE OF STATE, COUNTY, OR CITY TAX INTO THESE TABLES USING THIS METHOD.

WHEN YOU FINISH ADDING OR EDITING A TAX TABLE, PRESS {PF2} TO EXIT AND SAVE THE DATA. YOU ARE RETURNED TO THE "TAX TABLE NUMBERS" MENU SCREEN. YOU MAY CHOOSE ANOTHER TABLE TO ADD OR EDIT OR PRESS {PF2} TO EXIT. THE PROGRAM RETURNS TO THE FIRST SCREEN. YOU MAY CHOOSE ANOTHER TYPE OF TAX TABLE TO EDIT, OR PRESS {PF2} TO EXIT THE PROGRAM.

#### 6.A YEAR-END CLOSE

THE "YEAR-END CLOSE" PROGRAM CLOSES THE PAYROLL AT THE END OF THE YEAR AND PREPARES FOR THE NEXT YEAR. IT CLEARS ALL PAYROLL YEAR-TO-DATE TOTALS.

IMPORTANT! MAKE A FULL BACKUP BEFORE RUNNING THIS PROGRAM.

WHEN YOU FIRST ENTER THE PROGRAM YOU ARE ASKED:

CLEAR WORKMAN'S COMP TOTALS (Y/N)

THIS QUESTION SHOULD BE ANSWERED BY PRESSING {N} THEN {ENTER}.

THE NEXT QUESTION IS:

HAVE YOU PRINTED THE W2 FORMS (Y/N)

PRESSING {Y} THEN {ENTER} INDICATES THAT W2 FORMS ARE PRINTED AND ALL YEARLY TOTALS SHOULD BE CLOSED, AND PAY HISTORY REMOVED FOR THE PREVIOUS YEAR.

PRESSING {N} THEN {ENTER} INDICATES THAT W2 FORMS ARE NOT PRINTED.

#### 6.B EXTENSION MENU

THE "EXTENSION MENU" CONTAINS PROGRAMS WHICH ARE EITHER NOT RESTRICTED TO PAYROLL ONLY, OR ARE USED ONLY OCCASIONALLY.

\*\*SCREEN DISPLAY\*\*

##### 6.B.1 ALIGN CHECK FORMS

THE "ALIGN CHECK FORMS" PROGRAM PRINTS A DUMMY CHECK. IT IS AVAILABLE TO



ASSIST IN ALIGNING UP THE CHECKS IN THE PRINTER. AFTER RUNNING PAYROLL FOR A WHILE, YOU LEARN WHERE THE CHECKS NEED TO BE ALIGNED AND WILL NOT NEED THIS PROGRAM.

WHEN YOU ENTER THE PROGRAM, YOU ARE ASKED IF YOU WANT TO:

PRINT CHECK ALIGNMENT FORM ( Y/N )

PRESS {Y} THEN {ENTER} IF YOU WISH TO PRINT THE FORM. THE FORM PRINTS AND YOU ARE ASKED IF YOU WANT TO REPEAT.

PRESS {N} THEN {ENTER} IF YOU DO NOT WISH TO PRINT THE FORM. YOU ARE RETURNED TO THE MENU.

#### 6.B.2 PRINT CHECK REGISTER

THE "PRINT CHECK REGISTER" PROGRAM PRINTS A LISTING OF ALL CHECKS WRITTEN USING THE COMPUTER SINCE THE LAST CLOSE OF THE CHECK REGISTER. IT IS ALSO USED TO RECALCULATE THE ENDING BANK BALANCE TO ASSIST IN RECONCILIATION OF YOUR CHECKBOOK.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER BANK NUMBER FOR CHECKS ?

TYPE IN THE NUMBER OF THE BANK YOU WISH TO PRINT A CHECK REGISTER FOR AND PRESS {ENTER}. IF YOU ONLY HAVE ONE BANK DEFINED, THE DISPLAY SKIPS THIS QUESTION AND A SELECTION MENU DISPLAYS.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} IF YOU WANT A LISTING OF CHECKS WRITTEN FOR THE PERIOD.

PRESS {2} THEN {ENTER} IF YOU WANT ASSISTANCE IN RECONCILING YOUR CHECKBOOK.

THE DISPLAY ADDS A LINE:

ENTER STARTING CHECK NUMBER ('ENTER' FOR ALL)

TYPE IN A CHECK NUMBER TO START THE LISTING WITH AND PRESS {ENTER}, OR PRESS {ENTER} FOR A LISTING OF ALL CHECKS.

REGARDLESS OF HOW YOU ANSWER THIS QUESTION, THE ENDING BANK BALANCE IS RECALCULATED USING THE STARTING BANK BALANCE, EACH CHECK, DEPOSIT, OR SERVICE CHARGE ENTERED INTO THE CHECK REGISTER. THE LISTING BEGINS WITH THE CHECK NUMBER SELECTED. ONCE THE LISTING FINISHES PROCESSING, THE "REPORT SELECTIONS MENU" APPEARS.

IF OPTION 2 IS SELECTED, ADDITIONAL INFORMATION IS REQUESTED BEFORE A LISTING IS GENERATED.

ENTER OUTSTANDING CHECK NUMBER ('0' - END)

TYPE IN THE NUMBER OF AN OUTSTANDING CHECK AND PRESS {ENTER} OR PRESS {ENTER} IF THERE ARE NO OUTSTANDING CHECKS. YOU ARE REPEATEDLY ASKED FOR CHECK NUMBERS UNTIL YOU PRESS {ENTER} WITHOUT FIRST TYPING IN A CHECK NUMBER.

THE NEXT INFORMATION REQUESTED IS:

ENTER AMOUNTS OF OUTSTANDING DEPOSITS ('0' - END)

TYPE IN THE AMOUNT OF THE DEPOSIT AND PRESS {ENTER}. IF THERE IS MORE THAN ONE BANK DEPOSIT OUTSTANDING, ENTER THE AMOUNTS ONE AT A TIME PRESSING {ENTER} AFTER EACH AMOUNT. WHEN ALL OUTSTANDING DEPOSITS ARE ENTERED, PRESS {O}, INSTEAD OF ENTERING AN AMOUNT, THEN {ENTER}.

THE LAST INFORMATION REQUESTED IS:

ENTER AMOUNT OF UNRECORDED SERVICE CHARGE:

TYPE IN THE AMOUNT OF THE SERVICE CHARGE AND PRESS {ENTER}. IF THERE IS MORE THAN ONE SERVICE CHARGE, ENTER THE AMOUNTS ONE AT A TIME PRESSING {ENTER} AFTER EACH AMOUNT. SERVICE CHARGES ARE ENTERED, PRESS {O}, INSTEAD OF ENTERING AN AMOUNT, THEN {ENTER}.

A LISTING OF THE CHECK REGISTER WITH CHECKS AND DEPOSITS THAT ARE NOT ON THE BANK STATEMENT GENERATES AND THE "REPORT SELECTIONS MENU" APPEARS.

### 6.B.3 PRINT JOURNAL

THIS PROGRAM IS SELECTED TO PRINT JOURNALS. IN MOST CASES JOURNALS ARE RUN BY SUMMARY. THE ONLY REASON FOR RUNNING A DETAILED LISTING IS FOR ARCHIVE OR BALANCING. A DETAIL LISTING IS HUNDREDS OF PAGES LONG.

THE SCREEN DISPLAYS A SERIES OF QUESTIONS TO ANSWER.

ENTER TYPE (AR, AP, PR, IV, VN, ... OR <ENTER> OR ALL)

ENTER MONTH (1 - 12) OR <ENTER> FOR ALL

ENTER DAY (1 - 31) OR <ENTER> FOR ALL

PRINT DETAIL (Y OR N) ?

MOST OF THE QUESTIONS ARE SELF-EXPLANATORY. THE ONLY QUESTION YOU MIGHT NEED HELP WITH IS THE FIRST. THE TYPES ARE:

GL GENERAL LEDGER  
AR ACCOUNTS RECEIVABLE  
AP ACCOUNTS PAYABLE  
PR PAYROLL  
IN INVENTORY  
IV INVOICING  
RT ROUTING  
RN RENTAL  
ET EQUIPMENT TRACKING

ONCE ALL QUESTIONS ARE ANSWERED, THE SYSTEM PROCESSES THE JOURNAL REQUESTED.  
ONCE THE PROCESS IS COMPLETE, THE "REPORT SELECTIONS MENU" APPEARS.

PRINT JOURNAL PROGRAMS ARE IN MOST OF THE MODULES. ALL THE PRINT JOURNAL  
PROGRAMS ARE EXACTLY THE SAME.

#### 6.B.4 CLEAR CHECK REGISTER

THE "CLEAR CHECK REGISTER" PROGRAM REMOVES A SELECTED MONTH'S CHECKS FROM THE  
CHECK REGISTER. IT DOES NOT WIPE OUT THE CHECK REGISTER BUT INSTEAD REMOVES  
CHECKS FOR THE SELECTED MONTH AND RESETS THE BEGINNING BANK BALANCE TO  
REFLECT THE REMOVAL. THIS IS USUALLY DONE TO DECREASE THE AMOUNT OF DISK  
SPACE USED BY THE CHECK REGISTER. ONCE ALL CHECKS FROM A GIVEN MONTH CLEAR  
THE BANK AND YOU PRINT A COPY OF THEM, THERE IS LITTLE REASON FOR LEAVING  
THEM IN THE CHECK REGISTER.

WHEN YOU SELECT THE PROGRAM THE SCREEN DISPLAYS:

ENTER BANK NO. :

TYPE IN THE NUMBER OF THE BANK YOU WISH TO REMOVE CHECKS FROM AND PRESS  
{ENTER} OR PRESS {PF2} TO EXIT THE PROGRAM. IF ONLY ONE BANK IS DEFINED,  
THIS QUESTION IS SKIPPED.

THE SCREEN DISPLAYS THE BANK NUMBER WITH IT'S DESCRIPTION AND THE COMPANY'S  
ACCOUNT NUMBER WITH THE BANK FOR VERIFICATION AND ASKS YOU TO:

ENTER MONTH TO CLEAR ('1' - JAN, '12' - DEC )

TYPE IN THE NUMBER OF THE MONTH FOR CHECKS YOU WISH REMOVED FROM THE CHECK  
REGISTER AND PRESS {ENTER}.

THE DISPLAY ADDS A LINE:

ENTER YEAR TO CLEAR (YY) :

TYPE IN THE LAST TWO DIGITS OF THE YEAR FOR THE MONTH SELECTED TO CLEAR FROM

THE CHECK REGISTER AND PRESS {ENTER}.

THAT MONTH'S CHECKS ARE REMOVED AND YOU ARE RETURNED TO THE FIRST SCREEN.

YOU MAY ENTER ANOTHER BANK OR PRESS {PF2} TO EXIT THE PROGRAM.

#### 6.B.5 EDIT JOURNAL

THE EDIT JOURNAL PROGRAM IS USED TO MODIFY JOURNAL ENTRIES BEFORE THEY ARE POSTED TO THE GENERAL LEDGER. THE PRIMARY PURPOSE OF THE PROGRAM IS RECOVERY FROM NON-POSTABLE JOURNAL ENTRIES.

THERE MAY BE CASES WHEN THE DATE OF A JOURNAL ENTRY IS INVALID OR INCORRECT, OR WHEN EITHER THE ACCOUNT TO DEBIT, THE ACCOUNT TO CREDIT, OR BOTH ARE INCORRECT OR INVALID. THIS IS THE PRIMARY USE FOR THIS PROGRAM.

THE SCREEN DISPLAYS:

ENTER JOURNAL ENTRY NUMBER TO EDIT?

TO CORRECT A NON-POSTABLE ENTRY, YOU USE THE JOURNAL ENTRY NUMBER INDICATED ON THE "NON-POSTABLE ENTRIES REPORT" (PRINTS OUT AFTER "POST JOURNAL" (8.6) PROGRAM) OR THE JOURNAL ENTRY NUMBER INDICATED ON THE JOURNAL LISTING. ("PRINT JOURNAL"(5.B.1)) TYPE IN THE NUMBER AND PRESS {ENTER}. AN "EDIT" PAGE IS DISPLAYED.

\*\*SCREEN DISPLAY\*\*

```
#####
SCREEN FIELDS      DESCRIPTION
#####
ACC CREDITED      THIS IS THE GENERAL LEDGER ACCOUNT CODE FOR THE ACCOUNT
                  CREDITED BY THE AMOUNT SHOWN ON THE "AMOUNT" LINE.

ACC DEBITED       THE GENERAL LEDGER ACCOUNT CODE FOR THE ACCOUNT DEBITED
                  BY THE AMOUNT SHOWN ON THE "AMOUNT" LINE.

AMOUNT            THE AMOUNT OF THE TRANSACTION.  THE AMOUNT IS ATTACHED AS
                  A CREDIT TO THE ACCOUNT CREDITED AND AS A DEBIT TO THE
                  ACCOUNT DEBITED.

DATE              THE DATE THAT THIS PARTICULAR JOURNAL ENTRY WAS MADE.  IF
                  THIS FIELD IS BLANK, OR IF THE DATE IS NOT IN VALID MDS
                  DATE FORMAT, THE ENTRY WILL NOT POST.

REFERENCE NO.     THIS NUMBER IS USED IN DEVELOPING AN AUDIT TRAIL FOR THE
                  JOURNAL ENTRY.  IF THE ENTRY IS PRODUCED BY PAYROLL, THE
                  FIELD CONTAINS THE NUMBER OF THE CHECK WHICH PRODUCED THE
```

ENTRY.

COMMENT COMMENT ATTACHED TO THE JOURNAL ENTRY.

TYPE IDENTIFIES THE SYSTEM THAT PRODUCED THIS PARTICULAR JOURNAL ENTRY.

GL - GENERAL LEDGER  
AR - ACCOUNTS RECEIVABLE  
AP - ACCOUNTS PAYABLE  
PR - PAYROLL  
IN - INVENTORY  
IV - INVOICING  
RT - ROUTING  
RN - RENTAL  
ET - EQUIPMENT TRACKING

ENTRY NO THE JOURNAL ENTRY NUMBER FOR THIS PARTICULAR JOURNAL ENTRY. THE NUMBER IS USED IN IDENTIFYING THE JOURNAL ENTRY TO EDIT.

WHEN YOU FINISH EDITING THE SCREEN PRESS {PF2}. YOU ARE RETURNED TO THE FIRST SCREEN OF THE PROGRAM. YOU MAY EDIT ANOTHER JOURNAL ENTRY OR PRESS {PF2} TO EXIT THE PROGRAM.

#### 6.B.6 ENTER BANK DEPOSITS

THE "ENTER BANK DEPOSITS" PROGRAM IS USED TO ENTER DEPOSITS OR SERVICE CHARGES INTO THE CHECK REGISTER.

THE DISPLAY ASKS YOU TO:

ENTER BANK NO. FOR CHECKS

TYPE IN THE NUMBER OF THE BANK YOU WISH TO ENTER DEPOSITS FOR AND PRESS {ENTER} OR PRESS {PF2} TO EXIT THE PROGRAM.

THE PROGRAM DISPLAYS THE CURRENT BALANCE OF THE BANK SELECTED AND GIVES YOU OPTIONS FOR ENTERING DEPOSITS OR SERVICE CHARGES.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} IF YOU WISH TO ENTER A DEPOSIT FOR THE BANK.  
PRESS {2} THEN {ENTER} IF YOU WISH TO ENTER A SERVICE CHARGE FOR THE BANK.

PRESS {PF2} IF YOU WISH TO EXIT THE PROGRAM.

IF YOU PRESS {1} A DEPOSIT INPUT SCREEN DISPLAYS

\*\*SCREEN DISPLAY\*\*

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DEPOSIT AMOUNT    TYPE IN THE AMOUNT OF THE DEPOSIT AND PRESS {ENTER}.  
  
COMMENT           LINE FOR ANY EXPLANATORY COMMENTS YOU WISH ATTACHED TO  
                  THE DEPOSIT.  
  
DATE              DEFAULT IS THE SYSTEM DATE.  YOU MAY TYPE IN ANOTHER DATE  
                  IF YOU WISH.  
  
ACCOUNT DEBITED   THE SYSTEM AUTOMATICALLY PUTS THE BANK'S CASH CODE ON  
                  THIS LINE.  
  
ACCOUNT CREDITED  THIS LINE AND THE "AMOUNT" LINE ARE REPEATED 4 TIMES.  
                  THIS ALLOWS YOU TO ALLOCATE THE DEPOSIT TO SEVERAL  
                  DIFFERENT ACCOUNTS.  TYPE IN THE ACCOUNT YOU WISH  
                  CREDITED AND PRESS {ENTER}.  
  
AMOUNT           TYPE IN THE AMOUNT YOU WISH CREDITED TO THE ACCOUNT  
                  ENTERED ABOVE AND PRESS {ENTER}
```

WHEN YOU ARE FINISHED ENTERING THE DEPOSIT, PRESS {PF2} TO RETURN TO THE FIRST SCREEN.

IF YOU PRESS {2} A SERVICE CHARGE INPUT SCREEN DISPLAYS.

\*\*SCREEN DISPLAY\*\*

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
SERVICE CHARGE    TYPE IN THE AMOUNT OF THE SERVICE CHARGE AND PRESS  
                  {ENTER}.  
  
COMMENT           LINE FOR ANY EXPLANATORY COMMENTS YOU WISH ATTACHED TO  
                  THE SERVICE CHARGE.  
  
DATE              DEFAULT IS THE SYSTEM DATE.  YOU MAY TYPE IN ANOTHER DATE  
                  IF YOU WISH.  
  
ACCOUNT CREDITED  THE SYSTEM AUTOMATICALLY PUTS THE BANK'S CASH CODE ON  
                  THIS LINE.  
  
ACCOUNT DEBITED   TYPE IN THE ACCOUNT YOU WISH DEBITED AND PRESS {ENTER}.
```

WHEN YOU ARE FINISHED, PRESS {PF2} TO EXIT THE SCREEN. YOU MAY ENTER ANOTHER DEPOSIT OR SERVICE CHARGE FOR A BANK OR PRESS {PF2} AGAIN TO EXIT THE PROGRAM.

NOTE: IF YOU ARE USING THE ACCOUNTS RECEIVABLE SYSTEM DO NOT MAKE DEPOSITS FOR CUSTOMER PAYMENTS. THE ACCOUNTS RECEIVABLE SYSTEM DOES THIS FOR YOU.

#### 6.B.7 FILE MAINTENANCE

THE FILE MAINTENANCE PROGRAM IS USED TO REMOVE DATA FILES. THE ONLY DATA FILES CURRENTLY AVAILABLE FOR REMOVAL USING THIS PROGRAM ARE THE JOURNAL AND THE CHECK REGISTER. THESE FILES CAN BE REMOVED TO OBTAIN MORE DISC SPACE IF YOU ARE NOT USING THEM AS PART OF YOUR SYSTEM. THE FILE MAINTENANCE PROGRAM IS ALSO AVAILABLE IN OTHER MODULES.

THE OPTIONS ARE DISPLAYED WHEN YOU ENTER THE PROGRAM.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO REMOVE JOURNAL DATA FILES.

PRESS {2} THEN {ENTER} TO REMOVE CHECK REGISTER DATA FILES.

PRESS {PF2} TO EXIT THE PROGRAM.

WHEN YOU SELECT OPTION 1 OR 2, THE PROGRAM REMOVES THE FILES AND RETURNS YOU TO THE MENU.

#### 6.B.8 ADD/EDIT BANKS

THE "ADD/EDIT BANK" PROGRAM DEFINES THE BANK(S) USED BY YOUR COMPANY. IF THE COMPANY REQUIRES MORE THAN ONE CHECKING ACCOUNT, MDS CAN EASILY SUPPORT THIS.

WHEN YOU ENTER THE PROGRAM, THE NEXT AVAILABLE BANK NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN. TO VIEW/PRINT A LISTING OF THE BANKS DEFINED IN THE SYSTEM PRESS {PF3}. THE "REPORT SELECTIONS MENU" APPEARS.

ENTER BANK NO. TO EDIT

TO ENTER A NEW BANK PRESS {ENTER}.

TO EDIT AN EXISTING BANK, TYPE IN THE BANK NUMBER AND PRESS {ENTER}.

THE NEXT SCREEN DISPLAYS WITH THE NUMBER OF THE BANK YOU ARE ADDING OR EDITING AT THE TOP OF THE SCREEN. YOU MUST PRESS {ENTER} AFTER EACH FIELD ENTERED OR EDITED.

\*\*SCREEN DISPLAY\*\*

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
NAME              THE NAME OF THE BANK.  
  
ADDRESS           THE ADDRESS OF THE BANK.  
  
CITY ST & ZIP     THE CITY, STATE AND ZIP CODE OF THE BANK.  
  
ACCOUNT #        THE COMPANY'S CHECKING ACCOUNT NUMBER AT THE BANK.  
  
NEXT CHECK #     THE NEXT CHECK NUMBER THAT IS TO BE WRITTEN ON THIS  
ACCOUNT.  THE NUMBER IS AUTOMATICALLY INCREMENTED EACH  
TIME A CHECK IS WRITTEN.  
  
BEGINNING BAL.   SET TO THE CHECKBOOK BALANCE BEFORE THE FIRST CHECK IS  
WRITTEN BY THE COMPUTER IF YOU ARE ADDING THE BANK.  THIS  
NUMBER ONLY CHANGES WHEN "CLEAR CHECK REGISTER" IS RUN.  
  
ENDING BAL.     WHEN ADDING A BANK THIS SHOULD BE SET EQUAL TO THE  
"BEGINNING BAL." AMOUNT.  THE NUMBER CHANGES WITH EACH  
CHECK REGISTER TRANSACTION SO THAT IT ALWAYS REFLECTS THE  
CURRENT BALANCE OF THE CHECKING ACCOUNT.  
  
LEDGER CODE      THE GENERAL LEDGER CODE FOR THIS BANK.  EACH BANK SHOULD  
HAVE A DIFFERENT LEDGER CODE.
```

PRESS {PF2} WHEN FINISHED TO EXIT TO THE FIRST SCREEN. YOU MAY NOW ADD/EDIT ANOTHER BANK OR PRESS {PF2} TO EXIT THE PROGRAM.

#### 6.C QUARTERLY REPORT

THE "QUARTERY REPORT" PROGRAM GENERATES A REPORT TO PROVIDE INFORMATION REQUIRED IN REPORTING THE TAX WITHHELD FROM EMPLOYEE PAYROLL CHECK.

THE SCREEN DISPLAYS:

```
SELECT QUARTER (1 -4)
```

TYPE IN THE NUMBER OF THE QUARTER YOU WISH THE REPORT TO BE GENERATED FOR AND PRESS {ENTER}.

WHEN THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.



#### 6.D STATE EMPLOYMENT

THE "STATE EMPLOYMENT" PROGRAM GENERATES A REPORT OF THE MONEY THE COMPANY OWES IN UNEMPLOYMENT COMPENSATION INSURANCE. YOU ARE ASKED THREE QUESTIONS BY THE PROGRAM. THE FIRST IS:

ENTER STATE UNEMPLOYEMENT RATE

TYPE IN THE CORRECT RATE AND PRESS {ENTER}. THE RATE SHOULD BE A FRACTIONAL AMOUNT. FOR EXAMPLE: IF THE STATE RATE IS 5%, THE RATE ENTERED SHOULD BE ".05". IF YOU ANSWER WITH "5", THE CONTRIBUTIONS ARE COMPUTED INCORRECTLY.

ENTER FEDERAL UNEMPLOYMENT

TYPE IN THE CORRECT RATE AND PRESS {ENTER}. THIS RATE SHOULD ALSO BE A FRACTIONAL AMOUNT.

THE SCREEN THEN DISPLAYS:

SELECT QUARTER (1-4)

TYPE IN THE NUMBER OF THE QUARTER YOU WISH TO GENERATE THE REPORT FOR AND PRESS {ENTER}.

WHEN THE REPORT FINISHES PROCESSING, THE "REPORT SELECTIONS MENU" APPEARS.

#### 6.E EMPLOYEE SUMMARY

THE "EMPLOYEE SUMMARY" REPORT PROVIDES AN EMPLOYEE SUMMARY LISTING WITH THE EMPLOYEE NAME, SOCIAL SECURITY NUMBER, AND ONE OF THE THREE FOLLOWING ITEMS: BIRTH DATE, EMPLOYMENT DATE, OR PAY RATE.

\*\*SCREEN DISPLAY\*\*

PRESS {1} THEN {ENTER} TO PRINT THE BIRTHDATE ON THE LISTING.

PRESS {2} THEN {ENTER} TO PRINT THE EMPLOYMENT DATE ON THE LISTING.

PRESS {3} THEN {ENTER} TO PRINT THE PAY RATE ON THE LISTING.

PRESS {PF2} TO EXIT THE PROGRAM.

WHEN THE REPORT FINISHES PROCESSING, THE "REPORT SELECTIONS MENU" APPEARS.

#### 6.F DEDUCTION REPORT

THE "DEDUCTION REPORT" PROVIDES A QUARTERLY SUMMARY OF ALL DEDUCTIONS FROM COMPANY EMPLOYEE CHECKS BY EMPLOYEE.

THE REPORT BEGINS PROCESSING WHEN SELECTED. WHEN PROCESSING IS FINISHED, THE "REPORT SELECTIONS MENU" APPEARS.

#### 6.G GENERATE MANUAL CHECK

THE "GENERATE MANUAL CHECK" PROGRAM SHOWS CHECKS THAT ARE QUEUED AND LETS YOU MAKE CHANGES. THE CHECKS ARE DISPLAYED ONE AT A TIME WHEN YOU ENTER AN EMPLOYEE NUMBER.

#### 6.H QUEUED CHECK REPORT

THE "QUEUED CHECK REPORT" PRINTS BY EMPLOYEE EACH CHECK IN THAT IS "QUEUED" TO BE PAID, BUT NOT YET PAID. THIS REPORT IS USEFUL FOR CHECKING FOR ERRORS BEFORE RUNNING THE "PRINT PAYROLL CHECKS" PROGRAM, AS IT LISTS EVERYTHING THAT IS TO BE PAID.

#### 6.I PRINT W-2 FORMS

W-2 FORMS CAN BE PRINTED BY EMPLOYEE SPECIFIC OR FOR ALL EMPLOYEES. AFTER PRINTING IT DISPLAYS THE VIEW/PRINT SCREEN AND ALLOWS THE OPTONS TO BE CHANGED.