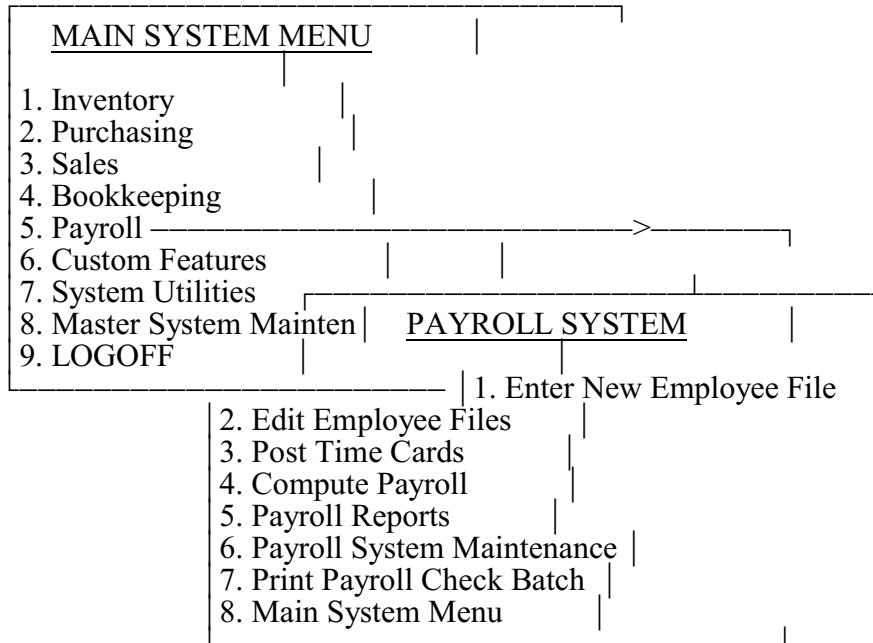


Payroll
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PAYROLL SYSTEM



A reminder from dozens of customers: when using a LIMITED access level logon name in the post time card routine, the wage amount is not accessible. Only the hours may be edited by LIMITED access names.

LOGON names with LIMITED access in the Payroll System cannot view the wage or extension, and cannot perform a payroll computation. ANY PAY RATE CHANGES will be reported on the System History Report.

The Payroll System, as you would assume, is designed to provide a quick and accurate method for producing Paychecks and the related Tax information. **StockBoy** does this by using Employee Files and Posting Code Files. The Employee Files contain the data about the individual; name, address, tax status, Social Security Number, employment start and stop dates, etc.

The Posting Codes are a little different than you may be used to. Read the next page under "More About Posting Codes" to get a more complete view of where they came from and how you can use them. Posting Codes provide the **StockBoy** Payroll System with much of its extra power.

THE GENERAL PROCEDURE

General Operation of the **StockBoy** Payroll System can be described in this fashion. The hours worked (which you can obtain by running a SALES SUMMARY Report in the SALES Section of the **StockBoy** Main System Menu) are POSTED in the POST TIME CARDS Section. These entries will include both pay type transactions and deductions, such as insurance, and contributions. Once the Time Cards have been completely posted, you will COMPUTE the PAYROLL. This is when the actual computations are made. Then you will go to the PRINT CHECK BATCH to print all the checks you have Computed. Its just that easy!

THE PAYROLL FORMULA

The **StockBoy** Payroll System will multiply the number of hours posted for an employee by his wage to arrive at a Total for that Posting Code. All TAXABLE Posting Codes will be totaled to arrive at a GROSS TAXABLE amount for this paycheck. The Gross Taxable Amount will be multiplied by the NUMBER OF PAY PERIODS PER YEAR. The tax formulas will be applied to this extended total to find out how much tax would be owed if every paycheck was this size. This ANNUALIZED Tax total is then divided by the NUMBER OF PAY PERIODS PER YEAR to provide you with a Tax Withholding Amount that is far more accurate than the old method of tax tables.

POSTING CODES

The Posting Codes grew from a need to address Workman's Compensation requirements for certain employers. These employers (usually construction and fabrication trades) had to pay different Workman's Compensation Fees depending upon which duties were being done and for how long. A Carpenter that did a different job (such as running the fork lift) for part of his day, had a different Workman's Compensation Fee while he did that job than when he was doing his regular duties. The employee usually was paid differently when his job function changed too. For some this meant changing job titles several times during the workday. The Posting Codes were introduced to allow multiple pay rates and Workman's Compensation Codes to be used for any employee.

This eliminates the restriction of one regular pay rate and one overtime rate per employee, found in so many other payroll programs. It also allows much greater flexibility in tracking and reporting labor activities. Enough demand was created by "Merchants" who also requested this style, that it has now been adopted as the Standard **StockBoy** Payroll System.

The Posting Codes can be used for Earnings or Deductions; Taxable or Non-Taxable entries; and each Posting Code can be assigned to a different General Ledger Account. Each employee will have his/her own rate associated with any Posting Code. One employee might receive \$5.00 per unit for regular hours, while another gets \$7.50 per unit. **StockBoy** will store each pay rate by Posting Code and employee.

All pay is done by Posting Codes, as are all deductions. Employers who need just one regular pay rate and an over-time rate for each employee need only create two Posting Codes and the system functions like any other computer payroll program. But as soon as you want to keep track of how many hours your sales people are spending "outside" the store contrasted against "on the floor sales time," just add a couple of Posting Codes and you can see the results.

Regularly occurring Posting Codes such as retirement plans, insurance, or charitable contributions, can be marked to re-appear automatically every payday, so they are not forgotten. The flexibility of this system will depend upon you and your needs. Consult with your Support Team about the best uses of the Posting Codes for your business.

AUTOMATIC EMPLOYEE CHARGE ACCOUNT DEDUCTION POSTING CODE

Any payroll posting code that is a non taxable deduction may be set to deduct from the accounts receivable system during the auto transfer of payroll data to the general ledger. This allows for employee charge accounts to be automatically handled via payroll.

When creating or editing the payroll posting code, simply input your A/R key account number when the prompt asks for GL account number. When you key in the A/R number, the system will prompt again for the individual customer number. The A/R control account and the customer name and number will be displayed on the screen for verification.

The master list of posting codes will show all A/R deduction codes with corresponding customer account numbers. Prior to every update payroll computation run, the system will verify that any A/R deduction codes have valid customer accounts. If you delete a customer file that is tied to a payroll posting code, the system will NOT allow that code to be used on an update run. As with all GL batch routines, the A/R entry from a payroll deduction will appear on the customer folio FOLLOWING the auto transfer at the end of an update computation run.

PAYROLL DEPARTMENT CODE

Department codes for employees must be a letter from A-Z (capitalized) or an "*" to indicate no department.

The system provides for multiple update computation runs per payroll check batch. Any number of update runs can be 'fed' to the check batch; it is the responsibility of the operator to see that the checks are actually printed and cleared -- there is no reminder of existing checks already loaded into the payroll check batch.

The payroll check batch, as a reminder, prints out in department code order, starting with all "*" employees. The checks come out in alphabetical order WITHIN each department grouping. This is especially convenient for those businesses who delineate multiple stores by department codes and wish to mail each group independently.

Following every computation run, whether updated or not, the system will print a total number of employee files that were not calculated based on negative net paycheck.

The payroll system will allow more than one A/R deduction posting code to be used per employee per paycheck.

ENTER NEW EMPLOYEE FILES

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="text-align: center; padding: 5px;"><u>PAYROLL SYSTEM</u></div> <div style="padding: 5px;"> 1. ENTER NEW EMPLOYEE FILE 2. EDIT EMPLOYEE FILES 3. POST TIME CARDS 4. COMPUTE PAYROLL 5. PAYROLL REPORTS 6. PAYROLL SYSTEM MAINTENANCE 7. PRINT PAYROLL CHECK BATCH 8. MAIN SYSTEM MENU </div>

Entering Employee: KJR	
Employee Name: Address Line One: Address Line Two: City State Zip: Social Security Number: Marital Status: Exemptions: Employment Date: Termination Date: Termination Status: Retirement: Pay Periods per Year: Department / State Code:	<div style="text-align: center; padding: 10px;"> Enter Name of Employee </div>

This is the screen you will see after typing in a valid set of initials for your new employee. The initials must consist of letters, not numbers, in any order and can be up to three characters long. If this combination of letters is already in use you will be told on the screen and instructed to select another set of letters, you can go the EDIT EMPLOYEE FILES to work on files that exist already. You will find your best results if this code matches the Sales Access code the employee will use at the Sales Screen and the Time Clock. If you have two persons with the initials of "KJR," have the last person employed use "KR." This way they will both be unique to the system.

You will be asked to fill out each of categories above. If a mistake is made you will be able to edit any line when finished. Most of the categories are straight-forward in their use. But there are a couple that may throw you. They include:

Termination Date:
Termination Status:
Retirement:
Pay Periods per Year:
Department / State Code:

Termination Date - When this date is filled out the Employee has been terminated and no checks can be written to him. The entire record for this employee can be erased ONLY after running the W-2s at the end of the year. The record must contain zero earnings and zero taxes to be deleted.

Termination Status - This is where you can enter the reason for termination.

Retirement - This is answered with either a "Y" or an "N" and asks if this employee has a retirement plan in effect with the company. The only place, at present, that you will see this answer is on the W-2 at the end of the year. Watch your State and Federal Schedules for new information regarding this category.

Enter Number of Pay Periods per Year
12, 24, 26, 52 or 365

Number of Pay Periods per Year - This category sets the tax table formula for this employee and tells the system which payroll computation run to include this employee's check on. This allows you to have multiple different pay periods within your organization (i.e. most employees on a weekly basis, while management is on a monthly basis). It is important to know exactly how this number will be used in the computation of payroll. You can review the process in the PAYROLL FORMULA paragraph found in the first few pages of the **StockBoy** PAYROLL Section Guide.

Department / State Code - Your Payroll system allows the input of a GL Department code and a State ID code for each employee. The GL Department code must be a valid, activated code, A-Z; the state code can be a maximum of two characters. If no department code is desired, use the "*" asterisk to denote that fact.

Department codes provide two major features: 1) the checks will be printed in department code order, then alphabetically by employee name within departments, 2) the employee's department code will automatically be written to all associated entries to the General Ledger journal when the payroll is set to transfer to the books.

Payroll computation runs can be executed for any one department or all departments; the two major payroll printouts are also selectable for departments. This makes it possible to run the payroll independently for any particular division or store, and to evaluate payroll expenditures in the same manner.

NOTE - The State identification code is established only for future reference to multi-state payroll customers and has no immediate uses.

Once you have completed the Employee Record you will be asked if you want to edit any item, or press <0> to OK and save the file. You will then be asked if you want to create another New Employee Record or quit. That's all there is to putting in New Employee Files.

EDIT EMPLOYEE FILES

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<u>PAYROLL SYSTEM</u> 1. ENTER NEW EMPLOYEE FILE 2. EDIT EMPLOYEE FILES 3. POST TIME CARDS 4. COMPUTE PAYROLL 5. PAYROLL REPORTS 6. PAYROLL SYSTEM MAINTENANCE 7. PRINT PAYROLL CHECK BATCH 8. MAIN SYSTEM MENU

Editing Employee File: KJR	
A Employee Name: Karen J. Reynolds B Address Line One: 1212 So. University Way C Address Line Two: Apt. # 1355 D City State Zip: Home Towne, Any State, 000123 E Social Security Number: 555-11-2222 F Marital Status: M G Exemptions: 3 H Employment Date: 7/1/85 I Termination Date: J Termination Status: K Retirement: N L Pay Periods per Year: 24 Semi-Monthly M Department / State Code: "*" / AS	
Which Line Needs Correction? <0> = OK <*> = Delete [0]	

Editing Employee Files is identical to creating new files (Option #1), except that you will indicate which line you wish to change and then type in the new information. Changes made here will be in effect for the next time you COMPUTE PAYROLL. However, checks that have been computed BUT not printed from the check batch will NOT be affected by these changes. Only those checks "Computed" after the changes will be affected.

POST TIME CARDS

MAIN SYSTEM MENU			
1. Inventory			
2. Purchasing			
3. Sales			
4. Bookkeeping			
5. Payroll			
6. Custom Features			
7. System Utilities			
8. Master System Mainten			
9. LOGOFF			

PAYROLL SYSTEM			
1. ENTER NEW EMPLOYEE FILE			
2. EDIT EMPLOYEE FILES			
3. POST TIME CARDS			

===== "KJR" KAREN J. REYNOLDS 555-11-2222 =====			
PD PER DIEM	EARN NO TAX MAN	35.00	
OT OVERTIME	EARN TAX MAN	1.00 17.00	17.00
RH REG HOURS	EARN TAX MAN	42.00 12.50	525.00
UC UNITED CAMP	DED NO TAX AUTO	1.00 -10.00	
PC 10% DEDUCT	SPEC NO TAX AUTO	1.00 X 10% of TAXABLE EARNINGS	
Select Code to Edit <ENTER> = Save & Quit <*> = Edit Posting Method for All Codes / Last Posting: : 0			

Once you select the employee's Time Cards to Post, this is similar to the screen you should see.

NOTE - The Payroll Posting Time Card Option has a 'next nine' search. If you input an employee code correctly, the employee's posting code screen will appear; if you input a code that is NOT on file, the computer will assume you are searching for an employee's last name and will display a listing of employees (last name, first name, and code). You may then select the line number of the employee you're after or press up/down arrows to scan through the alphabetical listings.

NOTE - a LIMITED access level logon name in the post time card routine, cannot view, nor access, the wage or extension, and cannot perform a payroll computation. Only the hours may be edited by LIMITED access names.

You will notice at the right hand side of the bottom line of the prompt:

/Last Posting:RH: 2

This will remind you of your last time card posting to this card. It will disappear as soon as you "Save & Quit" this time card. It is there in case you get interrupted during a posting session, then you will have a quick reference to see where you left off.

By pressing <*> you will be routed through each posting code for this employee to edit the Posting Method, to either Manual or Automatic. The number of units, or hours, will be set to zero after each payroll Computation for any MANUAL Posting Method. AUTOMATIC Posting Methods will retain the number of units (or hours) posted last time, even after running a Payroll Computation for this employee's pay group.

This is to assist you with regular or standard pay or deductions that are to be applied to this employee. You determine employee by employee if a Posting Code is to be AUTOMATIC or MANUAL. (This way one employee can have Per Diem as an Automatic code and for others it could be Manual.)

Any payroll posting code that is a non taxable deduction may be set for Direct Deduction from Accounts Receivable system during the auto transfer of payroll data to the general ledger. This allows for employee charge accounts to be handled via payroll deduction.

When creating or editing the payroll posting code, simply input the A/R key account number you are using in your chart of accounts when the prompt asks for GL account number. When you key in the A/R number, the system will prompt again for the individual customer number. The A/R control account and the customer name and number will be displayed on the screen for verification.

The Master List of Posting Codes will show all A/R deduction codes with corresponding customer account numbers. Prior to every update payroll computation run, the system will verify that any A/R deduction codes have valid customer accounts. If you delete a customer file that is tied to a payroll posting code, the system will NOT allow that code to be used on an update run. As with all GL batch routines, the A/R entry from a payroll deduction will appear on the customer folio FOLLOWING the auto transfer at the end of an update computation run.

The summary page for all computation runs includes the total number of non-taxable earning hours for batch verification.

Department codes for employees must be a letter from A-Z (capitalized) or an "*" to indicate no department.

You can use more than one A/R deduction posting code to be used per employee per paycheck. Any number of update runs can be 'fed' to the check batch; it is now the responsibility of the operator to see that the checks are actually printed and cleared -- there is no reminder of existing checks already loaded into the payroll check batch.

The payroll check batch, as a reminder, prints out in department code order, starting with all "*" employees. The checks come out in alphabetical order WITHIN each department grouping. This is especially convenient for those businesses who delineate multiple stores by department codes and wish to mail each group independently.

Following every computation run, whether updated or not, the system will print a total number of employee files that were not calculated based on negative net paycheck.

Notice that the record above has some previous postings already in it. You can post one week's time cards then come back later and post the next week's activity before running the Computations. The previous non-updated entries will be waiting for you. If they are wrong you can minus them back out. Any Hours/Units that you type in will be ADDED to what was there before.

Enter ADDITIONAL Hours / Quantity

After selecting a Posting Code to Edit, you will see that Posting Code highlighted on the screen. The prompt at the bottom of the screen will be asking you to enter the ADDITIONAL hours or quantity. If the screen already shows 42 hours of Regular Hours and you want to ADD 10 more, simply type in 10 <ENTER>. The new figure will show the total of your new entry and previous figure. This figure will be multiplied by the next column, the rate column, to arrive at the total for this Posting Code. Some Posting Codes will be in Hours, and some in Units. It is probably best to use negative numbers in this column only to reverse, or back out, an entry.

Enter Wage / Amount

Only those operators with FULL ACCESS to Payroll will see this prompt while Posting Time cards. At this point you can change the standard rate for this individual under this Posting Code. (Remember that although every posting to this Posting Code will be added to the Workman's Compensation Category and General Ledger Account set up for this code; each person will have his/her own unique wage or rate for this code.) Some Posting Codes deal with wages, others with an amount. Input whichever is appropriate in this column. There must be a value in both the Hours column and the Wage columns before there is anything to pay or deduct.

If the extension of the Hours column and the Wage column results in a negative earning or a positive deduction, the extension amount will flash. There are times when the unusual is needed so **StockBoy** will not stop you. This should however, bring your attention to the line and help you to only use reverse entries when you need them. **StockBoy** will not allow you to do an Update Computation if someone has a Negative check. You will want to watch any posting that creates flashing extension amounts to be certain it does not cause a negative check.

The order of the Posting Codes on the screen and the Pay Stub includes the non-tax earnings first, in alphabetical order. Then the taxed earnings in alphabetical order, followed by the deductions in order.

Post Payroll to Which Job Ticket <ENTER> = None

This prompt applies ONLY to systems using the JOB COSTING SYSTEM instead of the **StockBoy** System. Each posting can be unique to a different Job Ticket. Your identification of which ticket this Posting Code entry came from will include this cost in your Job Ticket Folio.

NOTE - Those systems utilizing the Job Costing module will see the last job ticket posted-to in addition to the last posting code and number of units posted, at the right of the bottom line of the prompt:

Job:K-679
/Last Posting:RH: 2

After you have posted everyone's time cards and deductions for this pay period go to the COMPUTE PAYROLL Section.

COMPUTE PAYROLL

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black; padding: 2px 0;"><u>PAYROLL SYSTEM</u></div> 1. ENTER NEW EMPLOYEE FILE 2. EDIT EMPLOYEE FILES 3. POST TIME CARDS 4. COMPUTE PAYROLL 5. PAYROLL REPORTS 6. PAYROLL SYSTEM MAINTENANCE 7. PRINT PAYROLL CHECK BATCH 8. MAIN SYSTEM MENU

Payroll Computation	
Daily Weekly Bi-Weekly Semi Monthly Monthly Department:	NOT INCLUDED NOT INCLUDED NOT INCLUDED NOT INCLUDED NOT INCLUDED Enter Ending Date for <u>DAILY</u> Cycle <Space> = Do Not Include

Your first question, upon entering the PAYROLL COMPUTATION Section, is to determine the ending date of the payroll periods you want to include in this payroll run. This is not the date of the check but the last date included in the payroll period. See your Tax Pamphlets or your Tax consultant regarding these dates.

Once you type in a date for a pay period (WEEKLY, SEMI MONTHLY, etc.) you will INCLUDE all those employees that have that designation in this payroll run. By entering dates for more than one period you will activate those categories to be included in the payroll run and you will get the all the checks with only one computational run. If you are running SEMI MONTHLY's and WEEKLY's at the same time they will have different ending dates for their pay periods. But they can still be included in the same payroll run if you want.

After you have answered the date question for each of the pay periods above you will see this prompt:

Sort for Which Department Code? <*>=All *

At this point you will declare which department you want to compute the payroll for. You can declare All Departments with an asterisk (*). Or you can compute one department and come back and do another department, to achieve selectivity in departmental payroll processing. Then you will be asked to confirm the dates and departments selected.

| Proceed with these Dates and Cycles? <Y> or <N> |

After you have set an Ending Date for a pay period you will see the date displayed on the screen. And the department selection will also be displayed on the screen. If these selections are correct type a <Y> to proceed. And select the printer to be used.

| Update Master Files During Computational Printout <Y> N |

You have the option here of running a pre-payroll run that will show you what will be on each check complete with all deductions and pay entries, just accept the default "N" answer.

NOTE - If you obtain a NON-UPDATE printout you will need to return to this prompt to make the paychecks as no files are updated and no checks are created during a NON-UPDATE run.

When you select "Y" to make an UPDATE run this is the screen you will see:

This UPDATE will add all totals to each employee's MASTER W-2 FILE!
and will ZERO all MANUAL hours in all POSTING CODES
Update Permanent Files During Computational Printout <YES> NO

This is the final verification point for making an UPDATE run. It will require that you type in the complete Y-E-S answer to insure against accidental use. You will then see this line come on the screen for a few seconds before you start getting your report printouts. You should have your regular printout paper in the printer at this time, NOT your check blanks. You are only COMPUTING the checks, not printing them.

| Checking for Legitimate G.L. Accounts |

The Payroll System checks the General Ledger to insure that the G.L. Account numbers you set in Maintenance Section are still valid G.L. Accounts.

This only checks to make sure that there is an account with those numbers in the G.L., no check is made to prevent someone in Accounting from changing another account to that number. If an invalid account number is encountered at this point, the system will abort the check run and bring you out to the menu after giving you an error message. If everything checks out, your update payroll reports will start to be printed out.

| Printout Payroll Posting Register BEFORE Erasure <YES> or <NO> YES |

Press <ENTER> to accept the printout, then you will be returned to this prompt again to allow you as many copies of the report as your organization needs. After authorizing enough copies of the register then type "NO" to continue. The summary page for all computation runs includes the total number of non-taxable earning hours for batch verification.

NOTE - Following every computation run, whether updated or not, the system will print a total number of employee files that were not calculated based on negative net paycheck.

For those systems with the Auto GL Transfer set to ON, the final stage of Computing Payroll is the Mandatory G.L. Journal Printout that signals the automatic transfer of the Payroll Computation to the General Ledger. When you print the Payroll Check Batch these G.L. entries will be updated to show the actual check numbers for each employee's check.

You can do multiple update computation runs per payroll check batch. Any number of update runs can be 'fed' to the check batch; it is your responsibility to see that the checks are actually printed and cleared -- there is no reminder of existing checks already loaded into the payroll check batch.

If you need to run another computational run for another department, return to the Compute Payroll section and complete the other department's computation. Otherwise, your next step is to go to the PRINT PAYROLL CHECK BATCH Option, and print the checks you have just computed.

PAYROLL SUMMARY REPORTS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	→
6. Custom Features	
7. System Utilities	
8. Master System Mainten	<u>PAYROLL SYSTEM</u>
9. LOGOFF	

1. ENTER NEW EMPLOYEE FILE	
2. EDIT EMPLOYEE FILES	
3. POST TIME CARDS	
4. COMPUTE PAYROLL	
5. PAYROLL REPORTS	→
6. PAYROLL SYSTEM MAINTENANCE	
7. PRINT PAYROLL CHECK BATCH	
8. MAIN SYSTEM MENU	

<u>"State" Payroll Report Printout System</u>	
1. Payroll Summary Report	→
2. Payroll Code Analysis & W.C. Summary	
3. Zero Master File Totals / W2 Printout / E.O.Y. Update	
4. Printout Payroll Posting Register	
5. Payroll System	

Printout M onthly Q uarterly or A nnual Information

This is your first prompt when you enter the PAYROLL SUMMARY REPORT Printout Section. Make your selection and you will be asked what Title you want on your report.

Enter Printout Title PAYROLL SUMMARY REPORT

You will see the "Default" Title displayed when this prompt is shown. Simply type in whatever title you prefer or just press <ENTER> to accept the default title.

This report will show: the total taxable gross; the Federal withholding; the FICA withholding; and the State withholding, for each employee and their grand totals. Payroll Summary Reports for the Annual Information will also show a recap of total taxable and non taxable wages for: Gross wages; FICA wages; FUTA wages; and SUI wages. These totals will be shown for the quarter to date and year to date totals.

PAYROLL CODE ANALYSIS & W.C. SUMMARY

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	→
6. Custom Features	
7. System Utilities	
8. Master System Mainten	<u>PAYROLL SYSTEM</u>
9. LOGOFF	

1. ENTER NEW EMPLOYEE FILE	
2. EDIT EMPLOYEE FILES	
3. POST TIME CARDS	
4. COMPUTE PAYROLL	
5. PAYROLL REPORTS	→
6. PAYROLL SYSTEM MAINTENANCE	
7. PRINT PAYROLL CHECK BATCH	
8. MAIN SYSTEM MENU	

"State" Payroll Report Printout System	
1. Payroll Summary Report	
2. Payroll Code Analysis & W.C. Summary	→
3. Zero Master File Totals / W2 Printout / E.O.Y. Update	
4. Printout Payroll Posting Register	
5. Payroll System	

Enter Printout Title PAYROLL CODE ANALYSIS & WORKMEN'S COMP. SUMMARY
--

Your first question after entering the PAYROLL CODE ANALYSIS & WORKMAN'S COMPENSATION SUMMARY Report is to Title the report. If you need this information with a special title for a State Agency or an Insurance Company, put their choice of title and run the information report.

Printout A ll Employees or only T otals A

You can determine if this report will include an employee by employee recap or not. Either choice will give you the totals accrued for each Posting Code in Hours or Units for the Month to Date; Quarter to Date; and Year to Date. It will also printout the Workman's Comp totals by code in the same three columns.

ZERO MASTER FILE TOTALS

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="text-align: center; padding: 5px;"><u>PAYROLL SYSTEM</u></div> 1. ENTER NEW EMPLOYEE FILE 2. EDIT EMPLOYEE FILES 3. POST TIME CARDS 4. COMPUTE PAYROLL 5. PAYROLL REPORTS 6. PAYROLL SYSTEM MAINTENANCE

"State" Payroll Report Printout System	
1. Payroll Summary Report 2. Payroll Code Analysis & W.C. Summary 3. Zero Master File Totals / W2 Printout / E.O.Y. Update 4. Printout Payroll Posting Register	<div style="text-align: center; padding: 5px;"> Zero Master File Totals ATTENTION This sequence will ZERO all totals for the period(s) selected. Make sure you have a Payroll Summary report and a Payroll Code Analysis before you continue! Zero Totals ? M onth Q uarter A nnual or <ENTER> = None </div>

Each time a Payroll is computed and accepted the totals are added to the records. These totals are added to each the Monthly record, the Quarterly record, and the Annual record. In order to give you, the user, the most flexibility these reports need to be "emptied" regularly to allow for the next time period of accumulation.

The ZERO MASTER FILE TOTALS utility is the device you will use to maintain your report totals. This same section will be used once each year to print W-2s and clear the system for next year. That is the only time you will include the Annual files. The prompt on the screen above will allow you to put in all three choices, for when you do your End of Year. Remember these are accumulator totals and will not reset themselves except when you run this utility.

After you have made your selections, they will be displayed on the screen and you will be asked to verify that you have not made a mistake. Type "YES" and the system will complete the zero-ing procedure. You will be routed back to the Payroll Menu when it is finished.

NOTE - When zeroing the monthly, quarterly, or annual reports, the system will automatically zero all reports with a SHORTER time frame. For example; if you choose to zero the 'Q' for quarter, the monthly report will also be zeroed. When you zero the annual report, both the quarter and monthly report are zeroed, too.

Printing W-2s and The End-Of-Year Update is accomplished by including the Annual totals for zeroing. Of course you will have already made your END OF YEAR ARCHIVE before you get to this point. The system will ask you for the Employer's return address, and the Employer's Federal and State Tax ID Numbers. This is for the W-2s.

You can <ESC> during the printing of the W-2s and restart them with no problem to the data. Many companies find the forms easier to handle if they separate the forms so they can run just 3 thicknesses at time instead of running all 6 at time. Just re-start the printout as many times as you want - BEFORE accepting the W-2 run.

ACCEPT W-2s ? <YES>

The employee totals will not be erased until after you have Accepted the W-2s. The system will do some house-keeping, and then it will step through each employee to see if they are still a valid employee for the coming year.

PRINTOUT PAYROLL POSTING REGISTER

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u>PAYROLL SYSTEM</u> 1. ENTER NEW EMPLOYEE FILE 2. EDIT EMPLOYEE FILES 3. POST TIME CARDS 4. COMPUTE PAYROLL 5. PAYROLL REPORTS 6. PAYROLL SYSTEM MAINTENANCE 7. PRINT PAYROLL CHECK BATCH 8. MAIN SYSTEM MENU </div>

"State" Payroll Report Printout System	
1. Payroll Summary Report 2. Payroll Code Analysis & W.C. Summary 3. Zero Master File Totals / W2 Printout / E.O.Y. Update 4. Printout Payroll Posting Register 5. Payroll System	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Erase & Clear Payroll Register <Y> or <N> N </div>

The PAYROLL POSTING SUMMARY is a log of the various postings you have made by employee and Posting Code. It lists the employee code;(the Job Ticket Number for the Job Costing Users;) the date of the posting; the posting code; the time of posting; the LOGON Name of operator; the hours added; the wage; and the extension; for each entry during the posting sessions. After you have run the report **StockBoy** asks if the register can be erased from the disk. Clear this report each time you run your paychecks and it will give you a quick review of the posting activities that created your payroll.

EDIT TAX TABLE VARIABLES AND FORMULAS

MAIN SYSTEM MENU	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	>
6. Custom Features	
7. System	
8. Master	PAYROLL SYSTEM
9. LOGOFF	
1. ENTER NEW EMPLOYEE FILE	
2. EDIT EMPLOYEE FILES	
3. POST TIME CARDS	
4. COMPUTE PAYROLL	
5. PAYROLL REPORTS	
6. PAYROLL SYSTEM MAINTENANCE	
7. PRINT PAYROLL CHECK BATCH	
8. MAIN S	
PAYROLL MAINTENANCE SYSTEM	
1. EDIT TAX TABLE FORMULAS & VARIABLES	
2. EDIT EMPLOYEE MASTER TOTALS	
3. PAYROLL P	
4. PAYROLL S	
EDITING PAYROLL TAX TABLE FORMULAS	
1 = Federal Tax Formulas	
2 = State Tax Formula	
3 = FIC	
4 = GL	
5 = Qui	
FEDERAL TAX FORMULAS	
1 = Withholding Allowance	
2 = Married Tables	
3 = Single Tables	
4 = Exit	
Enter Federal Withholding Allowance \$ n,nnnn.nn	

Obtain the current Withholding Allowance to utilize from your Federal Income Tax Pamphlet and enter it here.

EDIT FEDERAL MARRIED & SINGLE FORMULA

FEDERAL MARRIED FORMULA TABLE					
Line	Over -	But Not Over -	Tax Withheld	Plus	of Excess Over -
A.			n.nn%		
B.			n.nn%		
C.			n.nn%		
D.			n.nn%		
E.			n.nn%		
F.			n.nn%		
G.	nnnnnnnn		n.nn%		
H.	nnnnnnn	nnnnnnnn	n.nn%	nnnn	
I.	nnnnnnn	nnnnnnnn	nnnn	n.nn%	nnnn
J.	nnnnnnn	nnnnnnnn	nnnn	n.nn%	nnnn
K.	nnnnnnn	nnnnnnnn	nnnn	n.nn%	nnnn
L.	nnnnnnn	- UP	nnnn	n.nn%	nnnn
Which Line Needs Correction <0> = OK					

You will find separate tables for both the Married and Single Categories. Be sure to use the right data on the right table. They will both look similar, only the numbers will be different. That is why they are treated together here.

Remember that **StockBoy** utilizes the "ANNUALIZED COMPUTATION" method of tax preparation. You will find the information to complete these tables in your Federal Income Tax Guide, it should look identical to this format. If the table does not require the twelve wage breaks allowed for here, fill the table so that the LAST category

(line "L") is the "and Up" bracket. Group the empty brackets (Zeroed) at the top of the scale.

***IMPORTANT** - You must enter the "Annualized Tax Table" from your Tax Pamphlet into this screen. **StockBoy** will make the tax computations based upon the Annualized Table, and provide you with the correct Monthly, Quarterly, and Annual Tax reports.*

When editing these brackets the new data is operational as soon as you press <0> to save the data. The next payroll Computation will utilize these figures. Don't change your data prematurely or while another user is computing payroll.

STATE WITHHOLDING ALLOWANCE

"State" Withholding Variables	
"State" Withholding Allowance	nnnn.nn
Is "STATE" Withholding Correct <Y> - <N>	

Obtain this value from your State Tax Office or pamphlet. If your State does not use a Withholding Allowance Consult your Support Team.

EDIT STATE MARRIED & SINGLE TABLES

STATE MARRIED FORMULA TABLE					
Line	Over -	But Not Over -	Tax Withheld	Plus	of Excess Over -
A.			n.nn%		
B.			n.nn%		
C.			n.nn%		
D.			n.nn%		
E.			n.nn%		
F.			n.nn%		
G.		nnnnnnnn	n.nn%		
H.	nnnnnnn	nnnnnnnn	n.nn%	nnnn	
I.	nnnnnnn	nnnnnnnn	nnnn	n.nn%	nnnn
J.	nnnnnnn	nnnnnnnn	nnnn	n.nn%	nnnn
K.	nnnnnnn	nnnnnnnn	nnnn	n.nn%	nnnn
L.	nnnnnnn	- UP	nnnn	n.nn%	nnnn
Which Line Needs Correction <0> = OK					

You will find separate tables for both the Married and Single Categories. Be sure to use the right data on the right table. They will both look similar, only the numbers will be different. That is why they are treated together here.

Remember that **StockBoy** utilizes the "ANNUALIZED COMPUTATION" method of tax preparation. You will find the information to complete these tables in your State Income Tax Guide, it should look identical to this format. If the table does not require the twelve wage breaks allowed for here, fill the table so that the LAST category

(line "L") is the "and Up" bracket. Group the empty brackets (Zeroed) at the top of the scale.

***IMPORTANT** - You must enter the "Annualized Tax Table" from your Tax Pamphlet into this screen. **StockBoy** will make the tax computations based upon the Annualized Table, and provide you with the correct Monthly, Quarterly, and Annual Tax reports.*

When editing these brackets the new data is operational as soon as you press <0> to Save the data. The next payroll Computation will utilize these figures. Don't change your data prematurely or while another user is computing payroll.

EDIT FICA, FUTA, SUI, TAX FORMULAS

FICA, FUTA, SUI FORMULAS		
FICA (Social Security) Wage Ceiling / Rate	\$ nn,nnn.nn	n.nnnnnn
FUTA (Fed. Emp. Ins.) Wage Ceiling / Rate	\$ nn,nnn.nn	n.nnnnnn
SUI (State Emp. Ins.) Wage Ceiling / Rate	\$ nn,nnn.nn	n.nnnnnn
Are these Variables Correct <Y> or <N>		

As has been standard, press " N " and you will be routed through the editing cycle of all six categories above. Press <ENTER> to leave a category unchanged, otherwise enter a new value. You can obtain these values from your CPA or the appropriate tax pamphlet.

EDIT GL TRANSFER ACCOUNTS

General Ledger Transfer Accounts	
Automatic Posting: YES	
Checking Account #: 1001	CASH IN BANK # 1
Federal Tax W/H Payable #: 2201	FEDERAL W/H TAX PAYABLE
FICA Tax W/H Payable #: 2202	FICA TAX PAYABLE
State Tax W/H Payable #: 2203	STATE W/H TAX PAYABLE
SUI Payable #:	
SUI Expense #:	
FUTA Payable #:	
FUTA Expense #:	
FICA Matching Rate:	
FICA Expense Acct #:	
Are these Variables Correct <Y> or <N>	

Answering "N" to the question above will start you through the EDIT cycle of all the variables shown on the screen. As throughout the System, when you encounter a category that does not need to be changed just press <ENTER> to go on the next prompt and leave this category unchanged.

The first question when Editing is:

Post Updated Payroll Computation to General Ledger	<Y> or <N>
--	------------

This prompt turns ON or OFF the Automatic Posting to the General Ledger of the Payroll Computation Reports. The General ledger Accounts listed must be valid G. L. Accounts or the Update Computation will be stopped. If you select " N " for this category you will have to manually take the Payroll computation posting report and post it into the General Ledger.

General Ledger Checking Account #

Type in the General Ledger Account Number for the Checking Account that the payroll checks are going to be written upon. **StockBoy** will go to the General Ledger, look up the number and bring back the Description from the General Ledger for that account and display it on the screen.

Federal Tax W/H Payable Account

This prompt wants the General Ledger Payable Account Number to use for the Federal Taxes Withheld. Like the account above, **StockBoy** will bring back the description of the account from the General Ledger. The next two prompts ask for the same type of information except for the FICA and STATE withholding accounts.

The system then asks for the GL Accounts for SUI Payables and Expenses, FUTA Payables and Expenses, and the FICA Matching Rate and Expense Account.

EDIT EMPLOYEE MASTER TOTALS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	>
6. Custom Features	
7. System	
8. Master	<u>PAYROLL SYSTEM</u>
9. LOGOFF	
1. ENTER NEW EMPLOYEE FILE	
2. EDIT EMPLOYEE FILES	
3. POST TIME CARDS	
4. COMPUTE PAYROLL	
5. PAYROLL REPORTS	
6. PAYROLL SYSTEM MAINTENANCE	
>	
7. PRINT PAYROLL CHECK BATCH	
8. MAIN S	
<u>PAYROLL MAINTENANCE SYSTEM</u>	
1. EDIT TAX TABLE FORMULAS & VARIABLES	
2. EDIT EMPLOYEE MASTER TOTALS	
>	
3. PAYROLL POSTING CODE MAINTENANCE	
4. PAY	
Enter Employee Access Code to Edit <ENTER> = Quit	

You are asked to input the Access Code for the employee you wish to edit when you first enter this section. You will be able to change the year to date totals for every category that will appear on any of the Payroll Reports or the employee's W-2 form. Your **ONLY** normal use for the features available here is to transfer your employees' current Year to Date totals into the **StockBoy** Payroll System for a mid-year start-up.

*CAUTION: These edits are NON-AUDITED! A Notation in the System History that a change was made on this date is the **ONLY** cross check. Therefore, USE THIS SECTION ONLY WITH THE ASSISTANCE OF YOUR SUPPORT TEAM! - Except for initial start-up when you are converting your employee records from an ongoing payroll system to the **StockBoy** Payroll System.*

The Employee's Code, Name, Social Security Number, Number of Exemptions Claimed, and their Status will be displayed. You will be asked if you want to view or edit this employee's totals before getting you into the editing process. This gives you the opportunity to make sure you have called up the right employee file before you are committed to all the editing prompts.

Edit / View Employee's Totals? <Y> or <N>

New numbers input here will replace the numbers previously in that category. They will not automatically be added to any other total. These are edits or changes to the report totals.

The employee record will look something like this. You will be routed through each PAYROLL POSTING CODE'S total Hours and total Wages for month to date, quarter to date, and year to date.

Edit Employee Master Totals			
"KMS" Karen Marie Saint	555-11-9999	2 M "*" / AN	
"RH" REGULAR HOURS	Total Hours	Total Wages	
MONTH TO DATE	40.0	\$ 400.00	
QUARTER TO DATE	240.0	\$ 1,200.00	
YEAR TO DATE	760.0	\$ 3,800.00	
Enter MONTH TO DATE "RH" Total Hours			

Then you will be stepped through the Month to Date, Quarter to Date, and Year to Date prompts for Total Hours and Wages for every Posting Code in the system. Then you will be stepped through the same for FEDERAL INCOME TAX WITHHOLDING, FICA WITHHOLDING; and STATE WITHHOLDING categories.

Edit Employee Master Totals			
"KMS" Karen Marie Saint	555-11-9999	2 M "*" / AN	
Federal Withholding	Total Dollars		
MONTH TO DATE	\$120.45		
QUARTER TO DATE	476.88		
YEAR TO DATE	896.99		
Enter MONTH TO DATE Federal Withholding \$			

When you are finished with this employee's file, you will see:

| "KMS" Edit Complete - Press <ENTER> |

Then you will see the beginning "Enter Employee Access Code to Edit. <ENTER> = Quit" prompt. From there you can either select another employee to edit, or quit the session.

PAYROLL POSTING CODE MAINTENANCE

```

MAIN SYSTEM MENU
1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping
5. Payroll
6. Custom Features
7. System
8. Master
9. LOGOFF

PAYROLL SYSTEM
1. ENTER NEW EMPLOYEE FILE
2. EDIT EMPLOYEE FILES
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4. COMPUTE PAYROLL
5. PAYROLL REPORTS
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8. MAIN S

PAYROLL MAINTENANCE SYSTEM
1. EDIT TAX TABLE FORMULAS & VARIABLES
2. EDIT EMPLOYEE MASTER TOTALS
3. PAYROLL POSTING CODE MAINTENANCE
4. PAYROLL SYSTEM

Payroll Posting Code Maintenance

Type: "OT"
Code Description: EARNING
Taxable: OVERTIME
Workman's Comp: YES
G.L. Acct. Number: 08443
6001 PAYROLL EXPENSE

Enter Payroll Posting Code  <*> = Printout <ENTER> = Quit
  
```

This is the Posting Code File for "OT" as you will see it after typing in the Posting Code for editing. As you would expect, a "Posting Code" MUST be created here before it can be used on a paycheck. This is a "Payroll Category," each employee that uses this category will have his/her own rate for this category. The file tells **StockBoy** what to do with payroll transactions that involve this Posting Code. All Posting Codes are limited to two characters.

It is best to select letters that are a good abbreviation for the function you want to use the code for. "RH" for Regular Hours, and "OT" for Overtime are a few examples. When editing you will be asked for each of the fields

above, type <ENTER> to leave the answer unchanged. Let's take each field and explain it. First type in a two character posting code when you see this prompt:

| Enter Payroll Posting Code <*>=Printout <ENTER>= Quit |

Pressing <*> (asterisk) will provide you with a report of all posting codes currently active in the Payroll System. You will be returned back to this prompt after the printout is completed.

| Add "RH" to File <Y> |

If you type in a posting code that **StockBoy** cannot find on file you will be asked if you want to "ADD" it to the file. Answer "N" if this was just a typographical error, and "Y" if want to create a new posting code. Once you answer "Y" you will be routed through the prompts to create a new posting code. These are the same prompts you will see when you "Edit" an existing posting code.

| Enter Description of Posting Code |

The DESCRIPTION will be printed out on the check stub and on reports when this posting code is used. It will further identify where the pay or deduction comes from.

| TYPE: D eduction E arning or S pecial <*> = Delete Code |

TYPE asks if this is an Earning a Deduction or a Special Deduction. An Earning Posting Code will ADD to the pay envelope, a Deduction will take away. Deductions cannot be TAXED (the next field), so the Taxable question will be skipped.

AUTOMATIC EMPLOYEE CHARGE DEDUCTION POSTING CODE

Any payroll posting code that is a non taxable deduction may be set to deduct from the accounts receivable system during the auto transfer of payroll data to the general ledger. This allows for employee charge accounts to be automatically handled via payroll.

When creating or editing the payroll posting code, simply input your A/R key account number when the prompt asks for GL account number. When you key in the A/R number, the system will prompt again for the individual customer number. The A/R control account and the customer name and number will be displayed on the screen for verification.

The master list of posting codes will show all A/R deduction codes with corresponding customer account numbers. Prior to every update payroll computation run, the system will verify that any A/R deduction codes have valid customer accounts. If you delete a customer file that is tied to a payroll posting code, the system will NOT allow that code to be used on an update run. As with all GL batch routines, the A/R entry from a payroll deduction will appear on the customer folio FOLLOWING the auto transfer at the end of an update computation run.

In addition to the normal deduction method (Units times a negative value), **StockBoy** offers you a SPECIAL DEDUCTION procedure. When you chose "S" for Special Deduction TYPE you will see this question:

| Select Special Code Function |
| 1= % Ded from Tax. Earns 2= Fed WH Adj 3= FICA WH Adj 4= State WH Adj |

There are four different ways to use the Special Code Function, they are:

1= % Ded from Tax. Earns Allows you a way to deduct from the paycheck on a percentage basis of the Taxable Earnings of the check. This is most useful when Trade dues or Savings Plans need to be deducted depending upon the taxable earnings. You will have to establish two digits and percent sign as the first characters on the description line to tell **StockBoy** what percentage is to be withheld. For example, 10% SAVINGS PLAN would deduct 10% of the taxable income.

2= Fed WH Adj Allows you to INCREASE the Federal Income Tax Withholding for an individual in accordance with requests on his W-4 form. It will only allow a specific Dollar amount to be deducted, no percentages are allowed with this choice. Put in the amount to be deducted in as a negative figure (because it will be deducted from the earnings).

3= FICA WH Adj Allows you to INCREASE the FICA Withholding for an individual in accordance with requests on his W-4 form. It will only allow a specific Dollar amount to be deducted, no percentages are allowed with this choice. Put in the amount to be deducted in as a negative figure (because it will be deducted from the earnings).

4= State WH Adj Allows you to INCREASE the State Income Tax Withholding for an individual in accordance with requests on his W-4 form. It will only allow a specific Dollar amount to be deducted, no percentages are allowed with this choice. Put in the amount to be deducted in as a negative figure (because it will be deducted from the earnings).

Posting Codes can be deleted by typing <*>. When you "Delete" a Posting Code the system will go through each employee's file and remove the code if there are no hours (units) and no totals in any of the records for that employee. If, after checking all files, the system detects no uses of the Posting Code it will be deleted. The Posting Code will remain in the system's records until all data recorded for the Code has been zeroed at the End of Year Update.

The Posting Code must have zero value and zero entries before it can be totally eliminated from the system. This is however, an excellent "Clean-Up" utility to remove un-used Posting Codes from employee's check stubs.

TAXABLE: Y es or N o

TAXABLE refers only to the Earning Type of Posting Codes. Since some additions to the paycheck may be for a reason that is not taxable, you can determine if taxes are to be taken out of this Posting Code. An excellent example is refunding to the employee, company expenses previously paid by the employee. (i.e. Car Rental when at the Spring Buying Show)

Enter WORKMAN'S COMPENSATION CODE:

WORKMAN'S COMP is the place that you will insert the correct Workman's Compensation Code for the type of work reflected by this Posting Code. Get this number from your Workman's Compensation Pamphlets.

Enter G.L. ACCOUNT NUMBER

G.L. ACCOUNT NUMBER is the General Ledger Account that will be DEBITED with the totals from this category. This is a handy way to track your labor expenses in several different departments and/or locations. If you have set the Automatic Payroll to G.L. Transfer control option in the "PAYROLL MAINTENANCE - EDIT PAYROLL TAX TABLE FORMULAS - GL TRANSFER ACCOUNTS" to "YES," these totals will be sent to the G.L.- eliminating your time to manually enter the totals.

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PRINT PAYROLL CHECK BATCH

MAIN SYSTEM MENU	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	>
6. Custom Features	
7. System Utilities	
8. Master System Mainten	PAYROLL SYSTEM
9. LOGOFF	

1. ENTER NEW EMPLOYEE FILE
2. EDIT EMPLOYEE FILES
3. POST TIME CARDS
4. COMPUTE PAYROLL
5. PAYROLL REPORTS
6. PAYROLL SYSTEM MAINTENANCE
7. PRINT PAYROLL CHECK BATCH
8. MAIN SYSTEM MENU

PAYROLL CHECK BATCH PRINTING SYSTEM	
PLEASE MAKE SURE NO OTHER USER	
ATTEMPTS TO USE THE SAME PRINTER DURING THIS CHECK PRINTING ROUTINE !!!!	
Blank Top Voucher Check Format	
This action will temporarily stop other terminals from using Printer 1	
Please wait any printing on Printer to finish before continuing.	

Check to be sure that any other printing job is finished on the non-spoiled printer. You will need to load the printer with your check forms, and you don't want Herbert's report to be printed on your check blanks.

Enter Date of check 06/01/93

The screen will ask for the date you want printed on the checks. Today's date will be defaulted here, but if you are running a couple of days ahead you would want to put in the date of the payday you intend to issue the checks instead.

Enter Starting Payroll Check Number

Input the number on the first check you intend to print. These numbers will be verified on the next screen.

Checks will be dated <u>06/01/93</u> and sequentially numbered starting with <u>4617</u>
General Journal will be updated to show proper check numbers
AFTER the check run has been completed and approved !
Continue with Payroll Check Printing YES

Check the date and check numbers that you have put in, if they are all correct and you are ready to continue press <ENTER> to accept the "YES" default.

1000 ALFREDO A. ^ANDERSON	408.66
Insert check with left perforation at ZERO scale on printer	
and print head at top of check form,	
Press <ENTER> to print single check or <C> for continuous printing	

Align your check forms as described on the screen. Press <ENTER> and the system will print the first check and stop. You can then adjust the forms, if needed, and press <ENTER> again for another single check print. Once you are happy with the alignment of the forms press <C> and the rest of the checks will be printed automatically. When the checks are finished you will see:

NOTE - The payroll check batch, as a reminder, prints out in department code order, starting with all "" employees. The checks come out in alphabetical order WITHIN each department grouping. This is especially convenient for those businesses who delineate multiple stores by department codes and wish to mail each group independently.

<p>END OF CHECK PRINTING BATCH</p> <p>If ALL checks have printed properly, answer NO, and the print batch will be erased.</p> <p>Answer YES to run ALL checks again.</p> <p>Re-Run All Checks? < YES > or < NO ></p>	
--	--

Congratulations you have now completed your payroll run. If the checks did not print properly on the forms type "NO" and restart the printout. Otherwise answer "YES" and you will be routed back to the menu. Be sure to remove your checks from the printer and put the report paper back in. Then notify the other users that the printer is available for use.

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