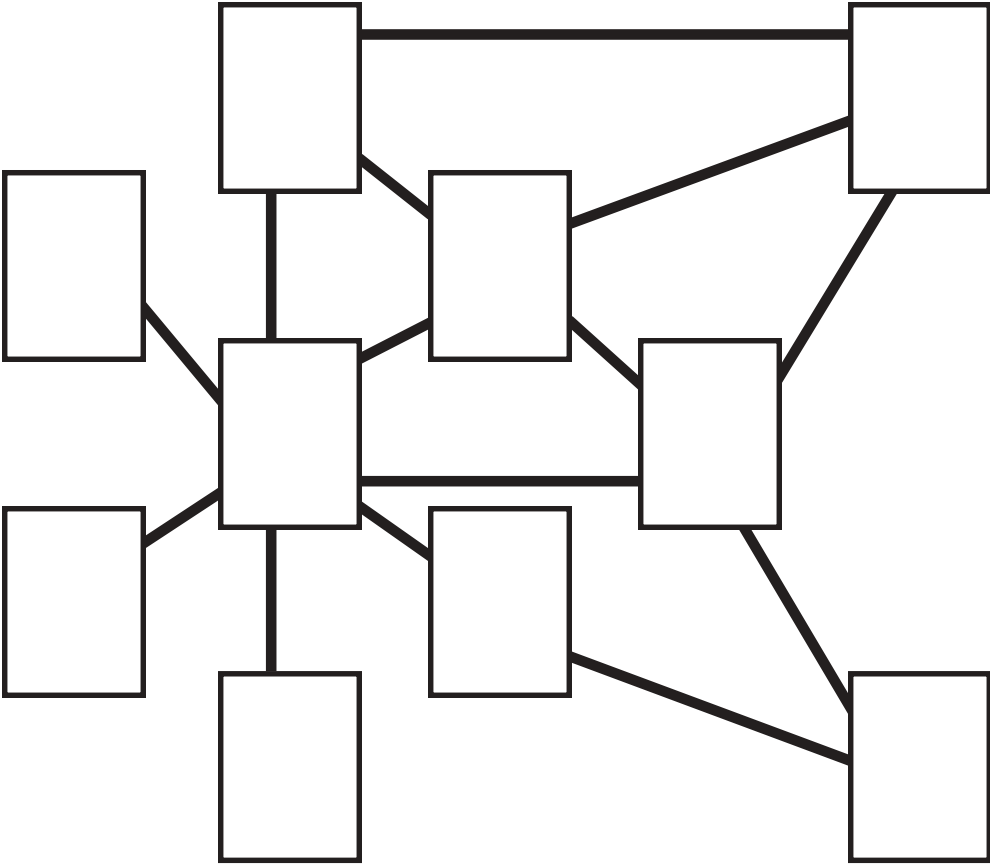


***Total Order Plus***

***Integrated Accounting Series***

***Payroll***

# Integrated Accounting Series



# **Total Order Plus Payroll User Guide**

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Written and designed by Mindware Corporation Of America, Phoenix, AZ, 85395  
USA

Printed in the United States of America

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# 1

## ***INTRODUCING THE PAYROLL SYSTEM***

- Using This Guide
- Menu Structure



# Using This Guide

## Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into four parts:

### *Part 1: Introducing the Payroll System*

The Payroll System includes provisions for flexible pay schedules, deductions, tax tables and tax reporting, vacation and sick leave schedules, worker's compensation, W2 printing and wage distribution to the General Ledger.

### *Part 2: Defining the Payroll Control System*

The Payroll Definition Menu allows you to customize your employee number format, set up earning and miscellaneous deduction codes, view file sizing specifications, establish federal and state tax tables, wage General Ledger distribution, sick and vacation schedules and set menu password restrictions.

### *Part 3: Operating the Payroll System*

Detailed information is contained for each employee in the Employee Masterfile. Information includes personnel data, figures for year-to-date earnings, deductions and taxes.

You can view all checks issued on the computer for each quarter of the year. Monthly, quarterly and yearly reporting for earnings and taxes can be produced on demand, as well as employee masterfile lists. W2 forms are printed before closing the current year.

The Pay Cycle feature allows you to run each payroll for more than one type of payroll, such as, weekly, bi-weekly, semi-monthly, monthly and annually simultaneously. Automatic application can be used to automatically generate time cards with an option to edit the information if need be. Federal and state taxes are automatically generated and reflected on various formats. Employee tax information if listed at the end of each payroll for worker's compensation, FUTA, SUTA, etc.

Labor hours and dollars can be posted directly to the Job Cost module by job number and employee number.

### *Part 4: Payroll Options Menu*

The Payroll Options Menu allows you to use the calendar and calculator features, view the General Ledger Chart of Accounts and display the employees by number or by name.

# Payroll Menu Structure

**Visual PRO/5** [ ] [ ] [ X ]

Settings Edit Print Help

Total Order Plus 2000.d \_\_\_\_\_ Your Company Name \_\_\_\_\_ Term: T0  
 Menu: MAIN \_\_\_\_\_ Payroll \_\_\_\_\_ Date: 07/24/2000  
 Time: 2:53 PM

Payroll Main Menu \_\_\_\_\_

A. Payroll Definition Menu  
 B. Payroll System Menu  
 C. Payroll Report Menu

P/R Options Menu 3.0 \_\_\_\_\_

A. Calendar  
 B. Calculator  
 C. Chart of Accts  
 D. Employees  
 E. Employee by Nme

Selection (F1=Menu, F4=End, + Increase, - Decrease, ^ Up, \* Max, ? Help): [ ]

**Visual PRO/5** [ ] [ ] [ X ]

Settings Edit Print Help

Total Order Plus 2000.d \_\_\_\_\_ Your Company Name \_\_\_\_\_ Term: T0  
 Menu: DEFTN \_\_\_\_\_ Payroll \_\_\_\_\_ Date: 07/20/2000  
 Time: 4:12 PM

Payroll Definition \_\_\_\_\_

A. Control Basefile Maintenance  
 B. Payroll Parameters  
 C. File sizing/resizing  
 D. Earning Code Maintenance  
 E. Deduction Code Maintenance  
 F. Tax Jurisdiction Code Maintenance  
 G. Tax Table Maintenance  
 H. Tax Rate and Distribution Maintenance  
 I. G/L Distribution Interface  
 J. Workers' Compensation Code Maintenance  
 K. Premium Rate Maintenance  
 L. Vacation Schedule Maintenance  
 M. Union Code Maintenance  
 N. Earned Income Credit Table Maintenance  
 O. Bank Account Maintenance  
 P. Password Maintenance

Enter option (CTRL+Y = Help): [ ]

**Visual PRO/5** [ ] [ ] [ X ]

Settings Edit Print Help

Total Order Plus 2000.d \_\_\_\_\_ Your Company Name \_\_\_\_\_ Term: T0  
 Menu: REPORT \_\_\_\_\_ Payroll \_\_\_\_\_ Date: 07/24/2000  
 Time: 12:35 PM

Payroll Report Menu \_\_\_\_\_

A. Employee Cross-reference List  
 B. Employee Masterfile List  
 C. Employee Detail Listing  
 D. Payroll Timecard Labels

Enter option (CTRL+Y = Help): [ ]

**Visual PRO/5** [ ] [ ] [ X ]

Settings Edit Print Help

Total Order Plus 2000.d \_\_\_\_\_ Your Company Name \_\_\_\_\_ Term: T0  
 Menu: SYSTEM \_\_\_\_\_ Payroll \_\_\_\_\_ Date: 07/20/2000  
 Time: 4:12 PM

Payroll System Menu \_\_\_\_\_

A. Personnel File Maintenance System  
 B. Pay Cycle Menu  
 C. Month-End Processing Menu  
 D. Quarter-End Processing Menu  
 E. Year-End Processing Menu

Enter option (CTRL+Y = Help): [ ]

**Visual PRO/5** [ ] [ ] [ X ]

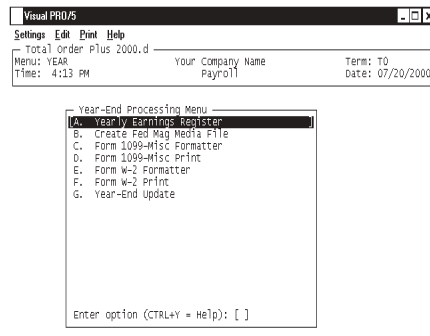
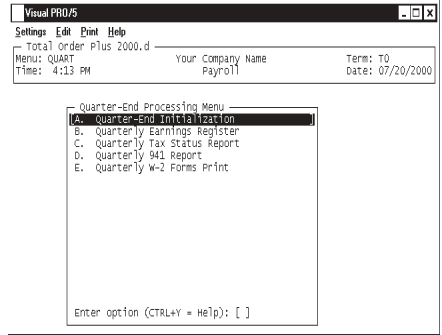
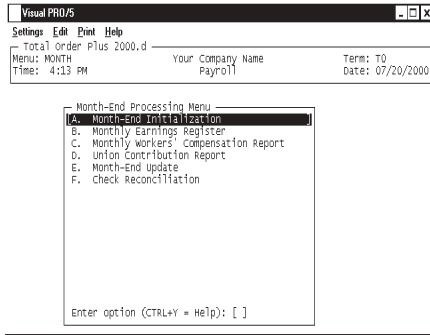
Settings Edit Print Help

Total Order Plus 2000.d \_\_\_\_\_ Your Company Name \_\_\_\_\_ Term: T0  
 Menu: CYCLE \_\_\_\_\_ Payroll \_\_\_\_\_ Date: 07/20/2000  
 Time: 4:13 PM

Pay Cycle Menu \_\_\_\_\_

A. Pay Cycle Initialization  
 B. Earnings Data Entry  
 C. Earnings Audit Report  
 D. Deductions Audit Report  
 E. Data Entry Earnings Register  
 F. Data Entry Deductions Register  
 G. Manual Check Data Entry  
 H. Manual Check Audit Report  
 I. Earnings Update  
 J. Pre-check Register  
 K. Check Print  
 L. Check Register  
 M. Check Update  
 N. Employer's Expense Report

Enter option (CTRL+Y = Help): [ ]



# 2

## ***DEFINING THE PAYROLL SYSTEM***

- Payroll Definition Menu
- Company Maintenance
- Payroll Parameters
- File Creation and Information
- Earning Code Maintenance
- Deduction Code Maintenance
- Tax Jurisdiction Code Maintenance
- Tax Table Maintenance
- Tax Rate and Distribution Maintenance
- G/L Distribution Maintenance
- Worker's Compensation Code Maintenance
- Premium Rate Maintenance
- Vacation Schedule Maintenance
- Union Code Maintenance
- Earned Income Credit Table Maintenance
- Bank Account Maintenance
- Password Maintenance

# Payroll Definition Menu

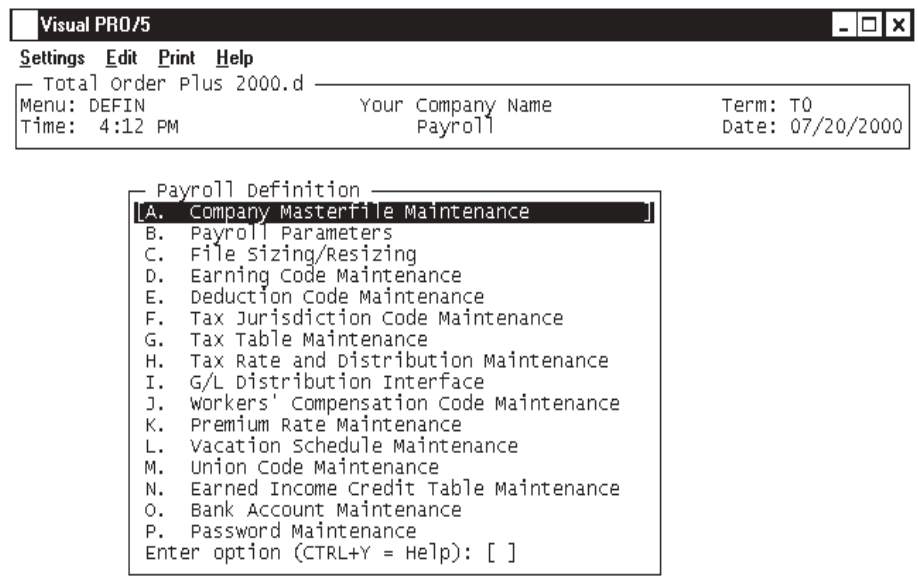
## Overview

The Payroll Definition Menu lets you define your employee number format, system parameters, view file sizing specifications, earning and miscellaneous deduction codes, General Ledger account numbers for department distribution and maintain annual tax tables for federal and state taxes.

Workman's compensation codes are assigned to each employee in order to provide monthly and quarterly compensation reports.

Checks printed from the Payroll module are written to a bank reconciliation file in combination with checks written in the Accounts Payable module. This allows you to reconcile your bank statement at the end of each month.

Other features include the capability to calculate Earned Income Credit, 401K deductions, sick and vacation plans and shift differential premiums.



# Company Masterfile Maintenance

Visual PRO/5

Settings Edit Print Help

COMPANY MASTERFILE MAINTENANCE

-----

NAME: Your Company Name

ADDRESS: 3646 E. Ray Road  
Suite 816-128  
Phoenix, AZ 85044

FEDERAL ID NO:

STATE ID NO:

CITY ID NO:

-----

IS THE DATA CORRECT? (CR-N)

## Procedure

1. Choose Company Masterfile Maintenance from the Payroll Definition Menu.
2. Is The Data Correct? (Y)es, (N)o or (C)ancel:

*Note: If you are setting up your system for the first time, the name and address fields will default from the company masterfile.*

Type **Y** if the data displayed is correct. The system will return you to the Payroll Definition Menu.

Type **N** to enter your company name and address for the first time or to edit any changes. Go to Step 3.

Type **C** to cancel and return to the Payroll Definition Menu without saving changes.

3. Company Name:

Type your company name up to thirty (30) characters and **Enter**.

*Note: The company name prints on inventory reports and screen headings.*

4. Address:

The cursor moves to the first of four address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line.

*Note: The Federal, State and City ID numbers are 'information only' fields.*

5. Federal ID Number:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

6. State ID Number:

Type your state tax ID number up to twelve (12) characters and **Enter**.

7. City ID Number:

Type your city tax ID number up to twelve (12) characters and **Enter**.

8. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** to accept the data and return to the Payroll Definition Menu.

Type **N** to return to the company name field for editing. Go to Step 3.

Type **C** to end and return to the Payroll Definition Menu without saving changes.

# Payroll Parameters

## Overview

The Payroll parameters tell the system the format of the employee number, decisions of activating automatic application, sick and vacation schedules, EIC tables, preprinted check stock and check reconciliation. The current quarter and year is established, multi-state capabilities and year-to-date payroll history files for each employee.

Do not change the item code format after you have entered inventory items. Changing these fields can cause data corruption.

## Procedure

EMPLOYEE NO.	FORMAT:	SEGMENT DESCRIPTION	SEG SIZE	SEG TYPE
01.		Employee Number	3	N
02.				
03.				
04.				
		MASK:	###	

IS THE DATA CORRECT? (CR-N-END-LIST)

1. Choose Payroll Parameters from the Payroll Definition Menu.

*Note: The parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, proceed to Step 36.*

Employee No. Format:

Employee numbers can have up to nine (9) alpha-numeric characters in up to four segments. A mask (i.e. ###-###) shows your finished format for employee number. The mask is displayed using the # character for employee numbers and the block character for alpha-numeric item numbers.

2. Segment Description:



Type up to a sixteen (16) description of the first segment of the employee number and **Enter**.

### 3. Segment Size:

Segment size is the number of digits in the first segment. Type the segment size (1-9) and **Enter**.

### 4. Segment Type:

Type **N+** the **Enter** key if the segment is numeric.

Type **A+** the **Enter** key if the segment is alphanumeric.

*Note: Repeat steps 2 through 5 for each segment you define.*

### 5. Is The Data Correct? (CR-N-END-LIST):

Press the **Enter** key if the segments are correct. Proceed to Step 6.

Type **N+** the **Enter** key to edit the segments and return to Step 2.

Type **END+** the **Enter** key to abort parameter maintenance and return to the Payroll Definition Menu.

Type **LIST+** the **Enter** key to print a hardcopy of the Payroll parameters.

Visual PRO/5
\_ □ ×

Settings Edit Print Help

Your Company Name  
PAYROLL PARAMETERS

---

1. INTERFACE DIRECTLY TO GENERAL LEDGER? (Y-N)	Y
2. G/L DIST. BY EMPLOYEE NO.? (Y-N)	N
3. SEGMENT NUMBER FOR DISTRIBUTION CODE:	
4. SIZE OF DISTRIBUTION CODE:	2
5. DISTRIBUTION CODE DESCRIPTION:	DEPARTMENT
6. CLOCK SORT OPTION USED? (Y-N)	Y
7. PRECISION FOR EARNING RATES: (2 THRU 4)	2
8. SALARY EXPRESSED AS MONTHLY? (Y-N)	N
9. EARNED INCOME CREDIT DEDUCTION CODE:	04
10. IS AUTOMATIC APPLICATION USED? (Y-N)	Y
11. IS VACATION SCHEDULE USED? (Y-N)	Y
12. IS UNION CODE USED? (Y-N)	N
13. IS THERE CHECK RECONCILIATION? (Y-N)	Y
14. CHECK RECONCILIATION ACCOUNT: (A THRU Z)	A
15. W-2'S PRINTED QUARTERLY? (Y-N)	N
16. IS THERE PREPRINTED CHECK STOCK? (Y-N)	Y

---

IS THE DATA CORRECT? (CR-N-END-LIST)

### 6. Interface Directly to General Ledger (Y-N):

Type **Y+** the **Enter** key to post earning transactions to the General Ledger ( requires General Ledger to be set up).

## **Defining The Payroll System**

---

Type **N+** the **Enter** key to bypass the General Ledger interface.

7. G/L Dist by Employee No.? (Y-N):

Type **Y+** the **Enter** key if a segment of the employee number is used to determine distribution posting to the General Ledger. Proceed to Step 7.

Type **N+** the **Enter** key if you do not want to use a segment of the employee number for transactions. Proceed to Step 9.

8. Segment Number for Distribution Code:

Type the segment of the employee number that you want to use for distribution and **Enter**.

*Note: If you answered Y to parameter question 6, you must choose which segment will be used to determine the G/L distribution.*

9. Size Of Distribution Code:

This number automatically displays after answering parameter question seven (7).

10. Distribution Code Description:

Type up to a sixteen (16) character distribution code description and **Enter**.

*Note: If you answered Y to parameter question 6, you would typically use the title of the segment you are using for distribution. If you answered N, you can use division or department for the description.*

11. Clock Sort Option Used? (Y-N):

Type **Y+** the **Enter** key if time clock numbers are assigned to your employees.

Type **N+** the **Enter** key if you do not want to use the clock sort option.

*Note: The clock sort option allows you to print time card labels and employee lists by clock numbers.*

12. Precision For Earning Rates (2 thru 4)::

Type the number of decimal points you want for employee's rate of pay (2-4) and **Enter**.

13. Salary Expressed as Monthly (Y-N):

Type **Y+** the **Enter** key to be able to enter the employee's monthly salary rate.

Type **N+** the **Enter** key not to use monthly salary rates.

*Note: If you choose to use monthly salary rates, the system automatically divides the monthly amount to calculate the type of pay cycle you process, i.e. weekly, biweekly, etc.*

14. Earned Credit Deduction Code:

Type **zero (0)**+ the **Enter** key if none of your employees are eligible for EIC Earned Income Credit.

Type a deduction code you will use for EIC deduction in 'Deduction Code Maintenance' on the Payroll Definition Menu and press the **Enter** key.

15. Is Automatic Application Used? (Y-N):

Type **Y**+ the **Enter** key if you want to activate the program that makes this option available at the beginning of each pay cycle to automatically generate time cards for salaried employees.

Type **N**+ the **Enter** key not to use automatic application.

16. Is Vacation Schedule Used? (Y-N):

Type **Y**+ the **Enter** key if you want the system to automatically calculate sick and vacation time accrual per pay cycle.

Type **N**+ the **Enter** key not to automatically generate accruals.

17. Is Union Code Used? (Y-N):

Type **Y**+ the **Enter** key to allow you to calculate union contributions and generate monthly union reports.

Type **N**+ the **Enter** key not to use the union code program.

18. Is There Check Reconciliation? (Y-N):

Type **Y**+ the **Enter** key if you want to have the payroll checks write to a monthly check reconciliation file.

Type **N**+ the **Enter** key not to activate check reconciliation. Go to Step 20.

19. Check Reconciliation Account (A thru Z):

Type a letter for the payroll bank account code and **Enter**.

20. W-2's Printed Quarterly? (Y-N):

Type **Y**+ the **Enter** key to be able to print W2's quarterly.

Type **N**+ the **Enter** key not to print W2's quarterly.

*Note: The system will delete terminated employees during 'Quarter-End Processing' if this parameter is active. Otherwise, the W2's get printed at the end of the calendar year.*

21. Is There Preprinted Check Stock? (Y-N):

Type **Y**+ the **Enter** key if your company name and address are preprinted on your payroll checks.

## Defining The Payroll System

Type **N**+ the **Enter** key to have the system print the company name and address on your checks.

22. Is The Data Correct? (CR-N-END-LIST):

Press the **Enter** key if the parameters are correct. Proceed to Step 23.

Type **N**+ the **Enter** key to edit the parameters and return to Step 6.

Type **END**+ the **Enter** key to abort parameter maintenance and return to the Payroll Definition Menu.

Type **LIST**+ the **Enter** key to print a hardcopy of the Payroll parameters.

```
Visual PRO/5
Settings Edit Print Help
Your Company Name
PAYROLL PARAMETERS
-----
17. INC PREM HOURS IN UNION CONTRIBUTION? (Y-N)  N
18. CURRENT PAYROLL QUARTER:                    03
19. CURRENT PAYROLL YEAR:                       00
20. MULTI-STATE PAYROLL? (Y-N)                 Y
21. LOCAL TAXES? (Y-N)                         Y
22. STANDARD STATE CODE:                       AZ
23. STANDARD LOCAL CODE:
24. TAX DEDUCTION INQUIRY PASSWORD:
25. INC VAC EARNINGS IN WORKERS COMP? (Y-N)    Y
26. INPUT HOURS BASED ON DAY OF WEEK? (Y-N)    Y
27. RETAIN YEARLY HISTORY? (Y-N)              Y
28. LASER FORMAT CHECKS? (Y-N)                N
29. STATE CODES W/MAX DISABILITY:
-----
IS THE DATA CORRECT? (CR-N-END-LIST)
```

23. Inc Prem Hours In Union Contribution? (Y-N):

Type **Y**+ the **Enter** key if you answered Y to union code in step 17 and you want overtime hours to be included the union contribution calculation.

Type **N**+ the **Enter** key not to include overtime in union contribution calculation.

24. Current Payroll Quarter:

Type the current payroll quarter you are presently in and **Enter**.

*Note: Quarter numbers are 1,2,3 and 4 and correspond to the end of the month for March, June, September and December.*

25. Current Payroll Year:

Type the last two digits of the current calendar year and **Enter**.

26. Multi-State Payroll? (Y-N):

Type **Y+** the **Enter** key if your payroll process involves more than one state.

Type **N+** the **Enter** key if your payroll is just for one state.

27. Local Taxes? (Y-N):

Type **Y+** the **Enter** key if your payroll includes any local taxes.

Type **N+** the **Enter** key if your state is exempt from any local taxes.

28. Standard State Code:

Type a two (2) character default state code for your state and **Enter**.

*Note: Use the standard U S Postal Service abbreviations, such as, AZ, NM, CA, etc.*

29. Standard Local Code:

Type a two (2) character default local code for your city and **Enter**.

Press the **Enter** key if you do not have a local code.

30. Tax Deduction Inquiry Password:

*Note: You can password protect access to employee's earnings and tax records. The system will ask for this password before you can view the screens that display the earnings information.*

Press the **Enter** key if you do not want to enter a password.

31. Inc Vacation Earnings in Worker's Comp? (Y-N):

Type **Y+** the **Enter** key to include vacation earnings in the gross wages for worker's compensation calculation.

Type **N+** the **Enter** key if only regular and overtime earnings are to be included in the worker's compensation calculation.

32. Input Hours Based On Day of Week? (Y-N):

Type **Y+** the **Enter** key to input hours for each day of the pay period.

Type **N+** the **Enter** key to input total hours for the pay period.

*Note: This prompt will display only if the Job Cost module is installed on your system.*

33. Retain Yearly Check History? (Y-N):

## ***Defining The Payroll System***

---

Type **Y+** the **Enter** key if you want to accumulate all checks written for the calendar year.

Type **N+** the **Enter** key if you do not want to accumulate check history.

### 34. Laser Format Checks:

Type **Y+** the **Enter** key if you are using laser check forms.

Type **N+** the **Enter** key if you are using preprinted check forms.

### 35. State Codes W/Max Disability:

Type a two (2) character state code for each state that imposes a limit on other taxes and **Enter**. You can enter up to five state codes, side by side.

Press the **Enter** key if no state in your jurisdiction imposes a limit on taxes.

Press the **Spacebar** to remove a state code from the list.

### 36. Is The Data Correct? (CR-N-END-LIST):

Press the **Enter** key if the parameters are correct. The system will automatically create the General Ledger interface and return to the Payroll Definition Menu.

Type **N+** the **Enter** key to edit the parameters and return to Step 23.

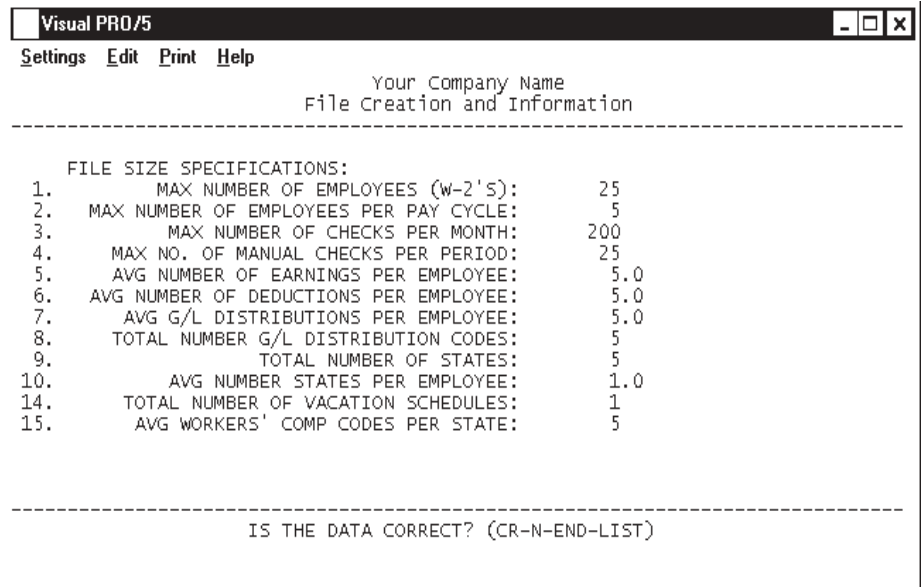
Type **END+** the **Enter** key to abort parameter maintenance and return to the Payroll Definition Menu.

Type **LIST+** the **Enter** key to print a hardcopy of the Payroll parameters.

# File Creation And Information

## Overview

File Creation And Information lets you view individual data files in your Payroll system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.



# Earning Code Maintenance

## Overview

The Earning Code Maintenance program allows you to set up different type of earning plans for your employees. Earning types are usually regular wages, overtime wages, vacation, sick, bonus, commission, etc.

You also have to define how each type of earnings is calculated: by units (hours), by percentage or by a fixed amount. You can define how the taxes should be calculated for each earning: federal, state, both federal and state or no tax at all.

```
Visual PRO/5
Settings Edit Print Help
Your Company Name
EARNING CODE MAINTENANCE DATE: 07/20/2000
-----
EARNING CODE: 01 DESCRIPTION: REGULAR
REPORT TITLE: REGULAR
-----
EARNING TYPE (0-5): 0 W/H TAX CODE (Y-S-E-N): Y
FED TAX CODE (0-3): 0
STATE TAX CODE (0-3): 0
ALTERNATE CHECK CODE (A-E):
AUTOMATIC DEDUCTION CODE:
CALCULATION METHOD (U=UNIT, P=PERC, F=FIXED): U UNIT FACTOR: 1.00
IS THE DATA CORRECT? (Y=N-DELETE)
```

## Procedure

1. Select Earning Code Maintenance from the Payroll Definition Menu.

2. Earning Code:

Type a two (2) character numeric earnings code type and **Enter**.

*Note: The Payroll allows you to set up to fifteen (15) earning codes.*

3. Description:

Type up to a sixteen (16) character earning code description and **Enter**.

*Note: This description displays on all Payroll inquiry screens for each earning.*



### 4. Report Title:

Type a title for this earning code of two (2) lines of ten (10) characters each and **Enter**.

*Note: This title is printed as a column heading on Payroll reports.*

### 5. Earning Type (0-5):

Type a one (1) digit type code and **Enter**.

*Note: The bottom of your screen displays the earning type codes that need to be used for regular earnings, overtime earnings, vacation, sick and miscellaneous. Miscellaneous type would be used for commissions, travel expense, etc. so it won't affect earnings for worker's compensation.*

### 6. W/H Tax Code (Y-S-E-N):

Type **Y+** the **Enter** key if you want federal, state and local/city taxes are deducted for this earning code.

Type **S+** the **Enter** key if withholding taxes are calculated and a supplemental calculation method is used (i.e. a percentage defined in "Tax Table Maintenance") for this earning code.

Type **E+** the **Enter** key if no withholding taxes are to be calculated for this earning code but are still considered wages.

Type **N+** the **Enter** key if no withholding taxes are to be calculated for this earning code and earnings are not considered wages.

### 7. Fed Tax Code (0-3):

Type **0+** the **Enter** key if both employee and employer contribute to federal tax deductions.

Type **1+** the **Enter** key if only the employee contributes to federal tax deductions.

Type **2+** the **Enter** key if only the employer contributes to federal tax deductions.

Type **3+** the **Enter** key if there should be no federal tax deductions for the employee or the employer.

### 8. State Tax Code (0-3):

Type **0+** the **Enter** key if both employee and employer contribute to state tax deductions.

Type **1+** the **Enter** key if only the employee contributes to state tax deductions.

Type **2+** the **Enter** key if only the employer contributes to state tax deductions.

Type **3+** the **Enter** key if there should be no state tax deductions for the employee or the employer.

## **Defining The Payroll System**

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### 9. Alternate Check Code (A-E):

Type a letter A-F if this earning needs to print on a separate check and **Enter**.

*Note: You can print up to six (6) checks for each employee per pay cycle using alternate check codes. Any earnings that are given the same alternate code will print on the same check separate from the default check. Otherwise, the system will print a separate check for each alternate check code. For example, an employee may want to have his bonus, vacation pay, etc. be separate from their default check for tax purposes.*

### 10. Automatic Deduction Code:

Type a deduction code and **Enter**.

Press the **Enter** key if you are not defining the earnings as an automatic deduction.

*Note: For most earnings this field should be left blank. You can label an earning type to be deducted after taxes by entering a miscellaneous deduction code in this field. This deduction must already be set up in 'Deduction Code Maintenance' on the Payroll Definition Menu. Be sure to set up the earning and deduction code with the same calculation method. For example, if the earning calculation method is (F)ixed, the deduction must also be (F)ixed.*

### 11. Calculation Method (U=Unit, P=Percent, F=Fixed):

Type **U**+ the **Enter** key if this earning code is based on unit of measure (i.e. hours, etc.).

Type **P**+ the **Enter** key if this earning code is based on a percentage of earnings.

Type **F**+ the **Enter** key if this earning code is a fixed amount.

### 12. Unit Factor:

Type a unit factor if you selected U in Step 11 (i.e. 1.0 for regular earnings, 1.5 for overtime earnings) and **Enter**.

Type a percentage of earnings in ##.00 format if you selected P in Step 11 and **Enter**.

Type a fixed amount in the format of #####.00 if you selected F in Step 11 and **Enter**.

*Note: If each employee has a different fixed amount, leave the amount field zero.*

### 13. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key if the earning code is correct. Return to Step 2.

Type **N**+ the **Enter** key to edit the information. Return to Step 3.

Type **DELETE**+ the **Enter** key to remove the earning code and return to Step 2.

# Deduction Code Maintenance

## Overview

The Deduction Code Maintenance program allows the user to establish special deductions, other than taxes, that you will routinely subtract from your employee's payroll checks. Deductions usually include insurance, employee advances, 401K, etc.

You also define how often the deduction should be made and how the deduction is calculated, such as, fixed amount, percentage of gross earnings, percentage of net pay, etc.

Visual PRO/5		- □ X	
Settings Edit Print Help			
		Your Company Name	
DEDUCTION CODE MAINTENANCE		DATE: 07/20/2000	
-----			
DEDUCTION CODE: 02	DESCRIPTION:	401K	
	REPORT TITLE:	401K	
-----			
DEDUCTION PERIODS (12345): 12345			
DEDUCTION LIMIT: .00			
CALC METH (U=UNIT/HOUR, F=FIXED \$, N=NET %): G % OF GROSS: .00			
(WAGE PERCENTS: P=REGULAR, G=GROSS)			
DEDUCTION TAX STATUS EXEMPT CODE: F			
IS THE DATA CORRECT? (Y-N-DELETE)			

## Procedure

1. Select Deduction Code Maintenance from the Payroll Definition Menu.

2. Deduction Code:

Type a two (2) character numeric deduction code type and **Enter**.

*Note: The Payroll allows you to set up to fifteen (15) deduction codes.*

3. Description:

Type up to a sixteen (16) character deduction code description and **Enter**.

*Note: This description displays on all Payroll inquiry screens for each deduction..*

## **Defining The Payroll System**

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### 4. Report Title:

Type a title for this deduction code up to two (2) lines of ten (10) characters each and **Enter**.

*Note: This title is printed as a column heading on certain Payroll reports.*

### 5. Deduction Periods (12345):

Type the number of payroll periods you want this deduction subtracted from the payroll check and **Enter**.

*Note: The numbers 1 through 5 represent the possible payroll periods in a month, with a minimum of one per month (monthly payroll) and a maximum of five (weekly payroll). If you want this deduction to be subtracted on every payroll, enter 12345. For example, if you have a semi-monthly payroll, you would enter 12. A monthly payroll would be only 1.*

### 6. Deduction Limit:

Type the maximum deduction limit and **Enter** or press the **Enter** key if there is no limit for this deduction.

7. Calculation Method (U=Unit/Hour, F=Fixed \$, N=Net %, Wage Percents: P=Regular, G=Gross):

Type **U+** the **Enter** key if the amount of this deduction is based on hours worked.

Type **F+** the **Enter** key if this deduction is a fixed amount.

Type **N+** the **Enter** key if this deduction is based on a percentage of the net check amount.

Type **P+** the **Enter** key if the amount of this deduction is based on a percentage of regular earnings only.

Type **G+** the **Enter** key if the amount of this deduction is based on a percentage of gross earnings.

### 8. Deduction Tax Status Exempt Code:

Type **N+** the **Enter** key if the amount of this deduction is never subtracted from earnings considered taxable.

Type **F+** the **Enter** key if the amount of this deduction is subtracted from taxable gross earnings before calculating federal withholding tax only.

Type **S+** the **Enter** key if the amount of this deduction is subtracted from taxable gross earnings before calculating state withholding tax only.

Type **C+** the **Enter** key if the amount of this deduction is always subtracted from gross taxable earnings before any and all taxes are calculated for any jurisdiction.

Type **X+** the **Enter** key if the amount of this deduction is always subtracted from gross taxable earnings before any and all federal taxes are calculated but your state does not consider this deduction exempt from all taxes.

Type **A+** the **Enter** key if the amount of this deduction is always subtracted from gross taxable earnings before any withholding taxes are calculated.

9. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the earning code is correct. Return to Step 2.

Type **N+** the **Enter** key to edit the information. Return to Step 3.

Type **DELETE+** the **Enter** key to remove the earning code and return to Step 2.

# Tax Jurisdiction Code Maintenance

## Overview

The Tax Jurisdiction maintenance program allows you to set up the tax code for Federal, State and any Local tax, if applicable. You must define how withholding tax will be calculated for each jurisdiction and workman's compensation programs.

You must first set up the Federal jurisdiction, followed by the State and then any local tax codes. Once these jurisdictions are set up and a Payroll has been processed, you should not delete any tax jurisdiction records.

Visual PRO/5

Settings Edit Print Help

Your Company Name  
TAX JURISDICTION CODE MAINTENANCE DATE: 07/24/2000

FEDERAL CODE: UNITED STATES  
STATE CODE:

WITHHOLDING TAX CALCULATION STEPS:

STEP: 01. 01 ANNUALIZE  
02. 05 DEPENDENT EX  
03. 07 TAX TABLE

VALID STEPS:

01 ANNUALIZE	05 DEPENDENT EX	09 PERC OF FED
02 SUBTRACT FED	06 W/HOLDING EX	10 NO TAX
03 STANDARD DED	07 TAX TABLE	
04 PERSONAL EX	08 SURTAX	

IS THE DATA CORRECT? (Y-N-DELETE)

## Procedure

1. Choose Tax Jurisdiction Code Maintenance on the Payroll Definition Menu.

2. Federal Code:

Press the **Enter** key to set up the federal tax jurisdiction code. Proceed to Step 5.

*Note: The system will prompt you for a title of the jurisdiction code, such as United States.*

3. State Code:

Type a two (2) character state tax jurisdiction code and **Enter** or type ?+ the Enter key to display the State Code Selection window.

*Note: Use the standard US Postal Service two-letter abbreviation for state codes. System will prompt you for a state title for this tax code.*

Press **F8** to return to the Payroll Definition Menu.

#### 4. Local Code:

*Note: This field displays only if you answered yes to Local Taxes? in the 'Payroll Parameters' on the Payroll Definition Menu.*

Type a two-letter abbreviation for the local tax jurisdiction (city, municipality, etc.) and **Enter**. System will prompt you for a local tax title for this tax code.

#### 5. Withholding Tax Calculation Steps:

*Note: The bottom half of your screen displays the possible calculation steps you can assign to a tax jurisdiction code. The processing steps are applied in the same order that they are entered. These steps are processed during the 'Earnings Update' on the Payroll Pay Cycle Menu.*

Type the number for each applicable step and **Enter**.

Press **F4** after assigning all of the steps for this tax code.

#### 6. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the tax data is correct. Proceed to Step 7.

Type **N+** the **Enter** key to edit the tax information. Return to Step 2.

Type **DELETE+** the **Enter** key to remove this tax code. Return to Step 3.

*Note: The following is an explanation for each of the tax calculation steps defined in Step 5:*

**Annualize:** *Gross pay is converted to an annual figure before withholding taxes are calculated. All pay cycles will be converted from weekly, monthly, semi-monthly, etc. to an annual figure. Taxes are calculated on the annual figure and then converted back to each pay cycle amount.*

**Subtract Federal:** *The amount of federal income taxes due is subtracted from the taxable gross income before taxes are calculated for this jurisdiction. An amount or percentage will be entered in 'Tax Table Maintenance'.*

**Standard Deduction:** *A standard deduction is allowed per tax payer. An amount or percentage and a minimum/maximum amounts will be entered in the next entry screen.*

## **Defining The Payroll System**

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**Personal Exemption:** *Personal exemptions are allowed and will be entered in the next entry screen for the maximum exemptions allowed and the amount for one personal exemption..*

**Dependent Exemption:** *Dependent exemptions are allowed and will be entered in Step ?? for the maximum number of dependents allowed and the amount for one personal dependent.*

**Withholding Exemption:** *Withholding exemptions are allowed and you will enter the deduction amount for one dependent exemption in Step ??.*

**Tax Table:** *Tax tables are used to calculate the taxes due. You will enter the table in 'Tax Table Maintenance' on the Payroll Definition Menu.*

**Surtax:** *An additional surcharge is added for the tax calculation. The surcharge amount will be entered on the next entry screen.*

**Percent of Federal:** *The taxes due are based on a percentage of the federal income taxes paid. The percentage rate will be entered in 'Tax Table Maintenance' on the Payroll Definition Menu.*

**No Tax:** *No income taxes are paid for this jurisdiction.*



Visual PRO/5		_ □ ×	
<u>S</u> ettings <u>E</u> dit <u>P</u> rint <u>H</u> elp		Your Company Name	
TAX JURISDICTION CODE MAINTENANCE		DATE: 07/24/2000	
-----			
FEDERAL CODE:	UNITED STATES		
STATE CODE:			
-----			
EMPLOYEE TAX 1:	SOC SEC	EMPLOYER TAX 1:	SOC SEC
TAX 2:	MEDICARE	TAX 2:	MEDICARE
		w/C OR TAX 3:	FUTA
-----			
MAX NO. OF DEPENDENT EXEMPTIONS:	10		
DEDUCTION PER DEPENDENT:	2800.00		
-----			
FEDERAL MINIMUM WAGE:	.00		
IS THE DATA CORRECT? (Y-N-DELETE-LIST)			

7. Employee Tax 1:

Type the name of any tax, other than withholding tax, that the employee pays for this jurisdiction and **Enter**.

*Note: For the federal jurisdiction, type SOC SEC for social security tax.*

8. Employee Tax 2:

Type the name of any tax, other than withholding tax, that the employee pays for this jurisdiction and **Enter**.

*Note: For the federal jurisdiction, type MEDICARE for Medicare tax.*

9. Employer Tax 1:

Type the name of any tax, other than withholding tax, that the employer pays for this jurisdiction and **Enter**.

*Note: For the federal jurisdiction, type SOC SEC for social security tax.*

10. Employer Tax 2:

Type the name of any tax, other than withholding tax, that the employee pays for this jurisdiction and **Enter**.

*Note: For the federal jurisdiction, type MEDICARE for Medicare tax.*

## ***Defining The Payroll System***

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11. W/C or Tax 3:

Type up to an eight (8) character name for the workers' compensation program for this jurisdiction and **Enter** (i.e. W/C INS).

*Note: For the federal jurisdiction, enter FUTA for Federal Unemployment Tax.*

Press the **Enter** key if workers' compensation is not applicable for this jurisdiction.

*Note: The next six prompts may or may not display according to which tax calculation steps you selected in Step 5.*

12. Max No. of Dependent Exemptions:

Type the maximum number of dependent exemptions allowed and **Enter**.

13. Deduction Per Dependent:

Type the amount of deduction allowed per dependent and **Enter**.

14. Max No. of Personal Exemptions:

Type the maximum number of personal exemptions allowed and **Enter**.

15. Can Personal Exemption Exceed Dependents? (Y-N)

Type **Y**+ the **Enter** key if the number of personal exemptions claimed can exceed the number of dependent exemptions claimed.

Type **N**+ the **Enter** key if the number of personal exemptions cannot exceed exemptions claimed.

16. Deduction Per Withholding Exemption:

Type the deduction amount allowed for each withholding exemption and **Enter**.

17. Surcharge Percentage:

Type the surcharge percentage amount and **Enter**.

18. Federal Minimum Wage:

Type the amount of the federal minimum wage and **Enter** (optional).

19. Is The Data Correct? (Y-N-DELETE-LIST):

Type **Y**+ the **Enter** key if the tax data is correct. Proceed to Step 3.

Type **N**+ the **Enter** key to edit the tax information. Return to Step 7.

Type **DELETE**+ the **Enter** key to remove this tax code. Go to Step 3.

Type **LIST**+ the **Enter** key to list the tax jurisdictions to a printer.

# Tax Table Maintenance

## Overview

The Tax Table Maintenance program sets up the withholding tax calculation figures and tables for each tax jurisdiction you established in 'Tax Jurisdiction Code Maintenance'. The Federal tax tables are entered from the annual tables in the yearly Circular E sent out by the federal government. State tax tables should be provided to you from your state government and local taxes from your city government.

Tables should be maintained every year before a payroll is run for the new year or whenever tax dollars or percentages are updated.

Visual PRO/5
\_ □ X

Settings Edit Print Help

Your Company Name  
TAX TABLE MAINTENANCE

DATE: 08/03/2000

---

TAX CODE FEDERAL: STATE: KS KANSAS STATE  
TABLE NO: 01 SINGLE/HEAD OF HOUSEHOLD

---

LOW INCOME EXEMPTION LIMIT: 100.00

STANDARD DEDUCTION CODE (P=PERC F=FIXED): F  
STANDARD DEDUCTION AMOUNT: 2000.00

PERSONAL EXEMPTION AMOUNT: 22.15

PERCENTAGE OF FEDERAL TAX: 5.00%

SUPPLEMENTAL TAX RATE: 1.00%

IS THE DATA CORRECT? (Y-N-DELETE-LIST)

## Procedure

1. Choose Tax Table Maintenance on the Payroll Definition Menu.
2. State: Enter Code-CR for Federal-LIST-END:

Press the **Enter** key to input single and married federal tax tables.

Type a two-letter abbreviation for a state you entered in 'Tax Jurisdiction Code Maintenance' and **Enter** or type ?+ the **Enter** key to display the State Code Selection window.

Type **LIST+** the **Enter** key to list the tax tables to a printer.

Type **END+** the **Enter** key to return to the Payroll Definition Menu.

## ***Defining The Payroll System***

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### 3. Table No:

Type a tax table number and **Enter** or type ?+ the **Enter** key to display the Tax Table Number Selection window.

*Note: The system will prompt you for a title for this tax table. Type up to a thirty (30) character title and **Enter**. Only ten (10) characters of the title will display on other screens.*

### 4. Low Income Exemption Limit:

Press the **Enter** key if there are no exemption limits.

Type the income level below which employees do not have taxes deducted and **Enter**.

*Note: The next four prompts may or may not display according to the steps you selected in 'Tax Jurisdiction Code Maintenance'.*

### 5. Standard Deduction Code (P=Perc, F=Fixed):

Type **P+** the **Enter** key if the amount of the allowed standard deduction is based on a percentage.

*Note: The system will prompt you for the lower limit, upper limit and percentage rate.*

Type **F+** the **Enter** key if the standard deduction is a fixed amount.

*Note: The system will prompt you for the fixed amount of the standard deduction.*

### 6. Standard Deduction Amount:

Type the amount of the standard deduction and **Enter**.

### 7. Personal Exemption Amount:

Type the amount of the personal exemption and **Enter**.

### 8. Percentage of Federal Tax:

Type the rate used for the percentage of federal tax calculation and **Enter**.

### 9. Supplemental Tax Rate:

Type a tax percentage rate to use when not using the usual tax calculation steps and **Enter** (i.e. 20%).

*Note: The next two (2) steps display only if you selected 'Subtract Federal' as a calculation step for this jurisdiction code.*

### 10. Limit on Subtract Federal Withholding? (Y-N):

Type **Y**+ the **Enter** key if there is a maximum limit for the federal withholding figure that is subtracted to calculate taxes for this jurisdiction. You will be prompted for the amount.

Type **N**+ the **Enter** key if there is no maximum limit for this jurisdiction.

11. Subtract Federal Withholding (P=Perc, F=Fixed):

Type **P**+ the **Enter** key if the amount of federal withholding to subtract is based on a percentage of the federal withholding figure. You will be prompted for the amounts.

Type **F**+ the **Enter** key if the amount of federal withholding to subtract is a fixed figure. You will be prompted for the amount.

12. Is The Data Correct? (Y-N-DELETE-LIST):

Type **Y**+ the **Enter** key if the tax data is correct. Proceed to Step 3.

Type **N**+ the **Enter** key to edit the tax information. Return to Step 4.

Type **DELETE**+ the **Enter** key to remove this tax code from the system. Return to Step 3.

Type **LIST**+ the **Enter** key to list the tax table information to a printer.

## Defining The Payroll System

Visual PRO/5					
Settings		Edit		Print Help	
Your Company Name			DATE: 07/24/2000		
TAX TABLE MAINTENANCE					
TAX CODE	FEDERAL:	STATE:	UNITED STATES		
TABLE NO: 02	MARRIED				
SEQ	AT LEAST	LESS THAN	AMOUNT	PLUS	PERC
01	6450.00	48400.00			15.00%
02	48400.00	101000.00	6292.50		28.00%
03	101000.00	166000.00	21020.50		31.00%
04	166000.00	292900.00	41170.50		36.00%
05	292900.00	AND OVER...	86854.50		39.60%

IS THE DATA CORRECT? (Y-N-DELETE-LIST)

13. At Least:

Type the minimum earnings for the first step and **Enter**.

Press **F4** to end table input limits and proceed to Step 15.

14. Percent:

Type the percent of tax to be calculated for this earnings range and **Enter**.

*Note: The system will automatically calculate the figures for the Less Than and Amount columns. You can enter up to fifteen (15) lines of earnings limits. For higher salaries, the system calculates the amount of taxes based on the last percentage entered.*

15. Is The Data Correct? (Y-N-DELETE-LIST):

Type **Y+** the **Enter** key if the tax data is correct. Proceed to Step 3.

Type **N+** the **Enter** key to edit the tax information. Return to Step 13.

Type **DELETE+** the **Enter** key to remove this tax code. Return to Step 3.

Type **LIST+** the **Enter** key to list the tax table information to a printer.

# Tax Rate and Distribution Maintenance

## Overview

The Tax Rate and Distribution Maintenance program is used to enter General Ledger account numbers for your accrual liability accounts for payroll. You have to define percentage rates and maximum contribution amounts for any employee or employer taxes you defined in 'Tax Jurisdiction Code Maintenance'.

Visual PRO/5				
Settings Edit Print Help				
Your Company Name			DATE: 07/24/2000	
TAX RATE AND DISTRIBUTION MAINTENANCE				
TAX CODE	FEDERAL:	STATE:	UNITED STATES	
-----				
COMPANY ID NO:	89-123456			
-----				
	G/L ACCOUNT	RATE	TAX LIMIT	
-----				
WITHHOLDING TAX:	205-000			
EMPLOYEE TAX: SOC SEC	204-000	6.20 %	76200.00	
MEDICARE	204-000	1.45 %	999999.99	
EMPLOYER TAX: SOC SEC	204-000	6.20 %	76200.00	
MEDICARE	204-000	1.45 %	999999.99	
FUTA	207-000	.80 %	7000.00	
IS THE DATA CORRECT? (Y-N-DELETE-LIST)				

## Procedure

1. Choose Tax Rate and Distribution Maintenance on the Payroll Definition Menu.

2. State: Enter Code-CR for Federal-LIST-END:

Press the **Enter** key to access the federal distribution information.

Type a two-letter abbreviation for a state you entered in 'Tax Jurisdiction Code Maintenance' and **Enter** or type ?+ the **Enter** key to display the State Code Selection window.

Type **LIST+** the **Enter** key to list the tax distribution to a printer.

Type **END+** the **Enter** key to return to the Payroll Definition Menu.

3. Company ID No.:

Type the company identification number for this tax jurisdiction and **Enter**.

## **Defining The Payroll System**

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*Note: The company ID number will print on pay cycle reports and W2 forms at the end of the year.*

### 4. Withholding Tax:

Type the General Ledger account number for the withholding tax for this jurisdiction and **Enter** or type **?+** the **Enter** key to display the Account Number Selection window.

*Note: If you are accessing the federal distribution record, you would enter the G/L account number for federal withholding tax. All state jurisdictions will have their own state withholding tax G/L account numbers.*

### 5. Employee Tax / Employer Tax:

Type the General Ledger account number for this tax jurisdiction and **Enter** or type **?+** the **Enter** key to display the Account Number Selection window.

*Note: The headings that you established in 'Tax Jurisdiction Code Maintenance' for each jurisdiction will display on your screen:*

*The federal record will prompt you to enter the Social Security, Medicare and Federal Unemployment (FUTA) G/L account numbers, along with the percentage rate and tax limit for each account number. This information is provided in your Circular E at the beginning of each year.*

*Each state record will display the headings you established in 'Tax Jurisdiction Code Maintenance'. The state records will prompt you to enter State Unemployment (SUTA), Workers' Compensation, SDI, etc. G/L account numbers, along with the percentage rate and tax limit for each account number. This information is provided by each state government and workers' compensation rates are provided by your carrier.*

### 6. Is The Data Correct? (Y-N-DELETE-LIST):

Type **Y+** the **Enter** key if the tax data is correct. Return to Step 2.

Type **N+** the **Enter** key to edit the tax information. Return to Step 3.

Type **DELETE+** the **Enter** key to remove this tax code. Return to Step 2.

Type **LIST+** the **Enter** key to list the tax account number distribution information to a printer.



# G/L Distribution Maintenance

## Overview

This program allows you to enter General Ledger liability and expense account numbers for distribution of payroll expenses. Accounts are established for earnings and voluntary deduction codes, cash account, employer's payroll expense and worker's compensation for each department within your company. If you do not have departmental breakdown of payroll earnings and expense, use the Company Control record 00 for all departments.

Visual PRO/5			
Settings Edit Print Help			
		Your Company Name	
G/L DISTRIBUTION INTERFACE		DATE: 07/24/2000	
DEPARTMENT	10	DESCRIPTION: OFFICERS SALARIES	
		PASSWORD:	MULTI W/C? (Y-N): Y
ACCRUED P/R:	102-000	EMPLR TX EXP:	617-000
P/R CASH:	102-000	W/C TAX EXP:	620-000
EARNING EXPENSE:			
01. REGULAR		619-000	
02. OVERTIME		619-000	
03. VACATION		619-000	
04. COMMISSION		619-000	
05. SICK PAY		619-000	
06. LIFE INS		614-000	
07. BONUS		619-000	
IS THE DATA CORRECT? (Y-N-DELETE)			

## Procedure

1. Choose G/L Distribution Maintenance on the Payroll Definition Menu.
2. Division/Department Code (Enter Code-LIST-END):

*Note: If you are using this program for the first time, the code number of 00 automatically displays along with the description 'Company Control'. This is a default record that cannot be deleted from the system. There must be at least one department code set up for payroll earnings/deductions G/L distribution.*

Type a department/division number and **Enter**.

Type **LIST+** the **Enter** key to print the distributions to a printer.

Type **END+** the **Enter** key to return to the Payroll Definition Menu.

## ***Defining The Payroll System***

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3. Is This A New Entry? (Y-N):

Type **Y+** the **Enter** key to continue to set up this division/department. Go to Step 4.

Type **N+** the **Enter** key to return to Step 2.

4. Description:

Type up to a twenty-eight character division/department description and **Enter**.

5. Multi W/C? (Y-N):

Type **Y+** the **Enter** key if employees are ever covered by more than one workers' compensation program during a single payroll cycle.

Type **N+** the **Enter** key if employees are not covered by more than one workers' compensation code in a payroll cycle.

*Note: If you set up more than one division/department code, the G/L account numbers from the Company Control record display on your screen.*

6. Accrued P/R:

Type the liability account number for the accrued payroll account and **Enter** or type **?+** the **Enter** key to display the Account Number Selection window.

Press the **Enter** key to accept the default account number from Company Control.

*Note: This account number must be the same for all divisions/departments.*

7. P/R Cash:

Type the asset account number for the payroll cash account and **Enter** or type **?+** the **Enter** key to display the Account Number Selection window.

8. Emplr Tax Exp:

Type the employer tax expense account number and **Enter** or type **?+** the **Enter** key to display the Account Number Selection window.

Press the **Enter** key to accept the default account number from Company Control.

9. W/C Tax Exp:

Type the expense account number for worker's compensation and **Enter** or type **?+** the **Enter** key to display the Account Number Selection window.

Press the **Enter** key to accept the default account number from Company Control.

10. Earning Expense:

*Note: The earning codes you set up in 'Earning Code Maintenance' display on your screen with their descriptions.*

Type the expense account number for each earning code and **Enter** or type ?+ the **Enter** key to display the Account Number Selection window.

Press the **Enter** key to accept the default account number from Company Control.

12. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key if the distributions are correct. Proceed to Step 13.

Type **N**+ the **Enter** key to edit the information. Return to Step 4.

Type **DELETE**+ the **Enter** key to remove this record from the system. Return to Step 2.

## Defining The Payroll System

Visual PRO/5		_ □ X	
Settings Edit Print Help		Your Company Name	
G/L DISTRIBUTION INTERFACE		DATE: 07/24/2000	
-----			
DEPARTMENT	10	DESCRIPTION: OFFICERS SALARIES	
		PASSWORD:	MULTI W/C? (Y-N): Y
-----			
ACCRUED P/R:	102-000	EMPLR TX EXP:	617-000
P/R CASH:	102-000	W/C TAX EXP:	620-000
-----			
VOLUNTARY DEDUCTIONS:			
01. INSURANCE		615-000	
02. 401K		211-000	
03. WAGE GARNISH		210-000	
04. E. I. C.		212-000	
05. LIFE INS		614-000	
06. SDI		213-000	
IS THE DATA CORRECT? (Y-N-DELETE)			

### 13. Voluntary Deduction:

*Note: The deduction codes you set up in 'Deduction Code Maintenance' display on your screen with their descriptions.*

Type the account number for each deduction code and **Enter** or type ?+ the **Enter** key to display the Account Number Selection window.

Press the **Enter** key to accept the default account number. The same account number displays for all remaining deduction codes.

### 15. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key if the distributions are correct. Proceed to Step 2.

Type **N**+ the **Enter** key to edit the information. Return to Step 13.

Type **DELETE**+ the **Enter** key to remove this record from the system. Return to Step 2.

# Worker's Compensation Code Maintenance

## Overview

Worker's Compensation Code Maintenance allows users to define different types of codes by individual state jurisdiction codes. Each code had a calculation method for wages and overtime premium wages. The percentage rate is per one hundred dollars of earned wages.

The 'Monthly Worker's Compensation Report' is printed as part of Month-End Processing and lists each state, compensation code and the amount to be contributed for that current period. Worker's compensation dollars is calculated during the payroll

Visual PRO/5
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**Settings Edit Print Help**

Your Company Name  
 WORKERS' COMPENSATION CODE MAINTENANCE      DATE: 07/24/2000

---

TAX CODE    FEDERAL:            STATE: AZ                            ARIZONA STATE

---

W/C INS CODE: 8810

DESCRIPTION:    OFFICE / CLERICAL

CAL METHOD (U=UNITS,P=PERC,F=FIXED): P

PREM CAL (N=NONE,F=FACT,S=STRAIGHT): F

CALCULATION RATE:            .52000%

CONTRIBUTION LIMIT (NAQP): N            AMOUNT:

IS THE DATA CORRECT? (Y-N-DELETE-LIST)

process and is printed, by employee, on the 'Employer's Expense Report' on the Pay Cycle Menu.

## Procedure

1. Choose Worker's Compensation Code Maintenance on the Payroll Definition Menu.
2. State:

Type a new two (2) character state code and **Enter** or type ?+ the **Enter** key to display the State Code Selection window.

*Note: The state code must already be set up in 'Tax Jurisdiction Code Maintenance' on the Payroll Definition Menu or the system will prompt you with this warning: "This state is not set up for W/C deduction. CR to Continue".*

## ***Defining The Payroll System***

---

### 3. W/C Ins Code:

Type an identification number for the worker's compensation program and **Enter**.

### 4. Description:

Type up to a twenty-eight (28) character insurance code description and **Enter**.

### 5. Cal Method (U=Units, P=Perc, F=Fixed):

Type **U**+ the **Enter** key if the calculation for this code is based on hours/units worked. Proceed to Step 7.

Type **P**+ the **Enter** key if the calculation for this code is based on a percentage of the gross earnings. Proceed to Step 6.

Type **F**+ the **Enter** key if the calculation for this code is a fixed amount and proceed to Step 7.

### 6. Prem Calc (N=None, F=Fact, S=Straight):

Type **N**+ the **Enter** key if overtime earnings are not included in the compensation calculation on gross earnings.

Type **F**+ the **Enter** key if overtime earnings are included and added at the hourly rate per each hour worked (factored).

Type **S**+ the **Enter** key if overtime earnings are included and is based on actual earnings paid for total hours worked.

### 7. Calculation Rate:

Type the figure used to calculate the contribution and **Enter**. This figure will be based on the method you selected in Step 5.

### 8. Contribution Limit (NAQP):

Type **N**+ the **Enter** key if there is no maximum contribution limit for this worker's compensation code. Proceed to Step 10.

Type **A**+ the **Enter** key if there is an annual maximum contribution limit.

Type **Q**+ the **Enter** key if there is a quarterly maximum contribution limit.

Type **P**+ the **Enter** key if the limit is per pay period.

### 9. Amount:

Type the maximum contribution limit for the contribution selected in Step 8 and **Enter**.

*Note: If this worker's compensation code is for the state of Washington, you must enter the rate the employee pays for this code. If you entered any other state code, this option does not apply.*

10. Is The Data Correct? (Y-N-DELETE-LIST):

Type **Y**+ the **Enter** key if the data is correct. Return to Step 3.

Type **N**+ the **Enter** key to edit the information and return to Step 4.

Type **DELETE**+ the **Enter** key to remove this code from the system. Go to Step 3.

Type **LIST**+ the **Enter** key to list the worker's compensation codes to a printer.

# Premium Rate Maintenance

## Overview

Premium rates are used in conjunction with earnings. A premium rate is an amount added to regular hourly earnings for employees that get paid by the hour. For example, if an employee earns an additional .25 cents per hour for working the second shift, you would define the .25 premium rate and add it to their earnings during the payroll process.

You are allowed to define up to seven (7) different premium rates.

PREMIUM CODE	RATE PER HOUR
A	.20
B	.10
C	.05
D	
E	
F	
G	

IS THE DATA CORRECT? (Y-N-LIST)

## Procedure

1. Choose Premium Rate Maintenance on the Payroll Definition Menu.
2. Rate Per Hour:  
Type up to seven (7) premium rates (A-G) and **Enter**.  
Press the **Enter** key to leave the rate at zero.
3. Is The Data Correct? (Y-N-LIST):  
Type **Y**+ the **Enter** key if the rates are correct and return to the Payroll Definition Menu.  
Type **N**+ the **Enter** key to edit the premium rates. Return to Step 2.  
Type **LIST**+ the **Enter** key to list the premium rates to a printer.



# Vacation Schedule Maintenance

## Overview

Vacation Schedule Maintenance lets you set up and maintain schedules for vacation and sick leave calculation and accrual. The accrued amounts are based on designated earning types and allows for maximum accrued vacation and sick leave hours.

The vacation and sick leave figures are calculated when you run the pay cycle programs. The schedules can be set up to generate by different calculation methods: based on number of hours worked, a fixed amount of hours earned every pay period or a fixed number of hours earned on every employee's anniversary date.

Vacation and sick leave hours can be viewed on the 'Employee Earning Detail' screen on the Employee Sub-Menu.

Visual PRO/5
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Settings Edit Print Help

Your Company Name  
VACATION SCHEDULE MAINTENANCE

DATE: 07/24/2000

---

SCHEDULE NO:           01

DESCRIPTION:           ONE WEEK

---

CALC METHOD (R=RATE, F=FIXED, A=ANNIV, V=ANNIV): F

EARNING TYPES (0=REG, 1=PREM, 2=VAC, 3=SICK, 5=MISC):

SICK HOURS:	.1480	ACCRUED MAXIMUM:	40.0000
VACATION HOURS:	2.0000	ACCRUED MAXIMUM:	40.0000

---

IS THE DATA CORRECT? (Y-N-DELETE)

## Procedure

1. Choose Vacation Schedule Maintenance on the Payroll Definition Menu.

2. Schedule No:

Type a schedule identification number and **Enter**.

Press **F8** to end input and return to the Payroll Definition Menu.

3. Description:

Type up to a sixteen (16) character schedule description and **Enter**.

## **Defining The Payroll System**

---

### 4. Calculation Method (R=Rate, F=Fixed, A=Anniv, V=Vacation):

Type **R+** the **Enter** key if vacation and sick leave accrual calculations are based on the number of hours worked. Proceed to Step 5.

Type **F+** the **Enter** key if vacation and sick leave accrual calculations are based on a fixed number of hours that is earned every pay period. Go to Step 6.

Type **A+** the **Enter** key if vacation and sick leave accrual calculations are based on a fixed number of hours that is earned on every employees anniversary with the company. Go to Step 6.

Type **V+** the **Enter** key if vacation only is earned on every employees anniversary date with the company. Sick leave will accrue based on a fixed number of hours earned every pay period. Go to Step 6.

Press **F2** to return to the previous input field.

### 5. Earning Types (0=Regular, 1=Prem, 2=Vac, 3=Sick, 5=Misc):

Type an earning code(s) that you want to include in the rate calculation and **Enter**. No spaces or commas are required.

*Note: The earning types represent earning code types that may be of the unit (hour) factor type. Use this field to specify which codes you would like to accumulate units (hours) to be included in the rate calculation.*

### 6. Sick Hours:

If you selected 'Rate' for calculation method in Step 4, type the fractional sick leave amount accrued for the earning types worked and **Enter**.

If you selected 'Fixed' for calculation method in Step 4, type the number of sick leave hours accrued per pay cycle and **Enter**.

If you selected 'Anniversary' for calculation method in Step 4, type the number of sick leave hours accrued on an employees anniversary date and **Enter**.

### 7. Accrued Maximum:

Type the number of hours that is the maximum balance that can be carried for this sick leave schedule and **Enter**. If there is no limit, enter zero (0).

### 8. Vacation Hours:

If you selected 'Rate' for calculation method in Step 4, type the fractional vacation amount accrued for the earning types worked and **Enter**.

If you selected 'Fixed' for calculation method in Step 4, type the number of vacation hours accrued per pay cycle and **Enter**.

If you selected 'Anniversary' for calculation method in Step 4, type the number of vacation hours accrued on an employees anniversary date and **Enter**.

9. Accrued Maximum:

Type the number of hours that is the maximum balance that can be carried for this vacation schedule and **Enter**. If there is no limit, enter zero (0).

10. Is The Date Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the earning code is correct. Return to Step 2.

Type **N+** the **Enter** key to edit the information. Return to Step 3.

Type **DELETE+** the **Enter** key to remove the earning code and return to Step 2.



Type a title for this union code of up to thirty (30) characters and **Enter**.

#### 4. Employer's Code:

Type the identification number assigned by the union to your company of up to eight (8) characters and **Enter**.

Press **F2** to return to the previous input field.

#### 5. Report Cycle (M-S):

Type **M+** the **Enter** key to print the reports for this union on a monthly basis.

Type **S+** the **Enter** key to print the reports semi-monthly.

#### 6. Fringe Benefit Contribution:

*Note: The system automatically generates the line number.*

Type the name of the employer or employee contribution and **Enter**.

*Note: The names entered under contribution print as titles on the 'Union Contribution Report'.*

#### 7. Method (P-F-U):

Type **P+** the **Enter** key if the calculation method for this contribution is based on a percentage of earnings.

Type **F+** the **Enter** key if the contribution is a fixed amount.

Type **U+** the **Enter** key if the contribution is based on hours worked (units).

#### 8. Rate:

Type the rate based on the calculation method you chose in the method field in Step 7 and **Enter**.

*Note: This step defines the calculation rate for the union contribution. If you assign a deduction code to this contribution (next step), you can press the Enter key through this field. The system will use the calculation figures enter in 'Deduction Code Maintenance' on the Payroll Definition Menu.*

#### 9. Deduction Code:

Press the **Enter** key if this contribution is paid by the employer. Go to Step 10.

Type a deduction code and **Enter** or type **?+** the **Enter** key to display the Deduction Code Selection window.

#### 10. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the data is correct. Return to Step 2.

## ***Defining The Payroll System***

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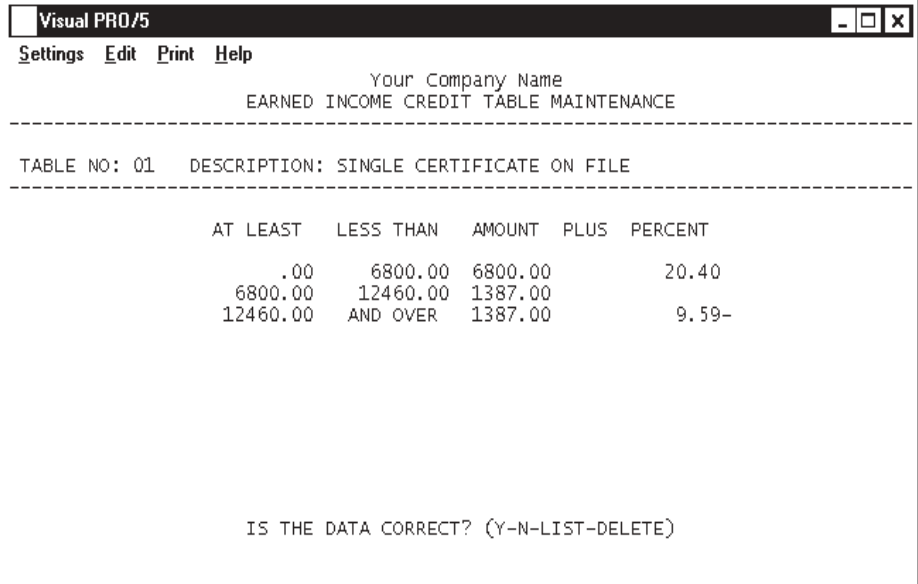
Type **N+** the **Enter** key to edit the information. Return to Step 3.

Type **DELETE+** the **Enter** key to remove this entry and return to Step 2.

# Earned Income Credit Table Maintenance

## Overview

Earned Income Credit (EIC) tables are available in the Circular E booklet at the beginning of each year. EIC is calculated during the pay cycle process for each payroll. If an employee qualifies for this tax calculation, you must establish a certificate number in the 'Employee Tax Status Maintenance' on the Employee Sub-Menu, as well as



setting the number of the EIC deduction in 'Payroll Parameters' on the Payroll Definition Menu.

1. Choose Earned Income Credit Table Maintenance on the Payroll Definition Menu.

Press **F8** to return to the Payroll Definition Menu.

2. Table No:

Type **1+** the **Enter** key if this is the first certificate on file. The description 'Single Certificate On File' displays to the right of the table number.

Type **2+** the **Enter** key if this is the second certificate on file. The description 'Two Certificate On File' displays to the right of the table number.

*Note: At Least, Less Than, Amount, Plus and Percent titles display on your screen.*

3. At Least:

## ***Defining The Payroll System***

---

Type the minimum earnings for the first step and **Enter**.

Press the **Enter** key or **F4** to end table input. Proceed to Step 6.

4. Amount:

Type the base amount of the credit for the earnings range and **Enter**.

Press **F2** to return to the previous input field.

5. Percent:

Type the additional percentage amount that is added to the base amount to calculate the credit and **Enter**.

*Note: Repeat Steps 3, 4 and 5 for each range you need for the EIC table.*

6. Is The Data Correct? (Y-N--LIST-DELETE):

Type **Y+** the **Enter** key if the earning code is correct. Return to Step 2.

Type **N+** the **Enter** key to edit the information. Return to Step 3.

Type **LIST+** the **Enter** key to print the EIC tables to a printer.

Type **DELETE+** the **Enter** key to remove the earning code and return to Step 2.



# Bank Account Maintenance

## Overview

You must assign a code to the bank account you use with your Payroll system. These codes are used to mark the checks you write and to assign them to the correct bank account number and the correct cash account number in the General Ledger.

Your checks will be sorted by bank code and posted to the check reconciliation file, along with check information from the Accounts Payable module.

Visual PRO/5
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Settings
Edit
Print
Help

Your Company Name  
 BANK ACCOUNT MAINTENANCE
 DATE: 07/20/2000

---

BANK ID: A

DESCRIPTION: CHECKING

G/L ACCOUNT NO: 102-000      Cash, Checking your bank

BANK ACCOUNT NO: 3435-34342

IS THE DATA CORRECT? (Y-N-DELETE)

## Procedure

1. Choose Bank Account Maintenance on the Payroll Definition Menu.

2. Bank ID:

Type a one (1) character bank ID code and **Enter** or type ?+ the **Enter** key to display the Bank Account Selection window.

Press **F2** to list the bank codes and display printer selections.

Press **F4** to return to the Payroll Definition Menu.

3. Description:

Type up to a thirty (30) character bank name and **Enter**.

## ***Defining The Payroll System***

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### 4. G/L Account No:

Type the cash account number for this bank and **Enter** or type ?+ the **Enter** key to display the Account Number Selection window.

Press **F2** to return to the previous input field.

### 5. Bank Account No:

Type the bank account number for this bank and **Enter**.

Press **CTRL+Y** to display the edit help menu.

### 6. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** to accept the data. Go to Step 2.

Type **N** to edit the data. Go to Step 3.

Type **D** to remove the account numbers from the system. Go to Step 2.

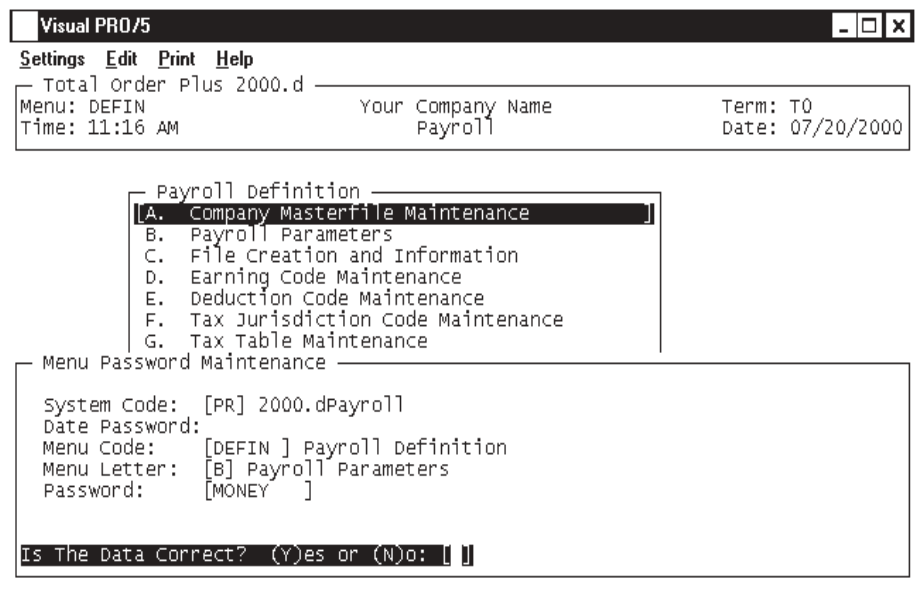
Type **E** to return to the Payroll Definition Menu.

# Password Maintenance

## Overview

Password Maintenance allows you to set up passwords to restrict access to any Payroll Menu or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu.

The Definition Menu is normally password protected to prevent anyone from changing the setup of the Payroll parameters, tax tables, etc.



## Procedure

1. Choose Password Maintenance from the Payroll Definition Menu and **Enter**.

*Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. PR-Payroll).*

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Payroll Definition Menu.

*Note: The system will prompt a user for this password when attempting to change the application date for this module.*

## ***Defining The Payroll System***

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### 3. Menu Code:

Type the menu code and **Enter** or press **F1** to display the available menu codes.

*Note: Menu codes are displayed in the upper left hand corner of each menu screen. See the previous page for example: Menu: DEFIN*

### 4. Menu Letter:

Type the **letter** of the menu item to set password for and **Enter** or press **F1** to display the item selections available (i.e. A, B, etc.) for the menu you specified in Step 3.

### 5. Password:

Type the **password**+ the **Enter** key for the menu item listed in Step 4.

### 6. Is The Data Correct? (Y)es or (N)o:

Type **Y** if data is correct. Return to Step 2.

Type **N** to return to Step 5 to re-enter password.

# 3

## ***OPERATING THE PAYROLL SYSTEM***

- Payroll System Menu
- Personnel File Maintenance System
- Earning & Deduction Conversion Entry
- Earning & Tax History Conversion Entry
- Pay Cycle Menu
- Month-End Processing Menu
- Quarter-End Processing Menu
- Year-End Processing Menu

# Payroll System Menu

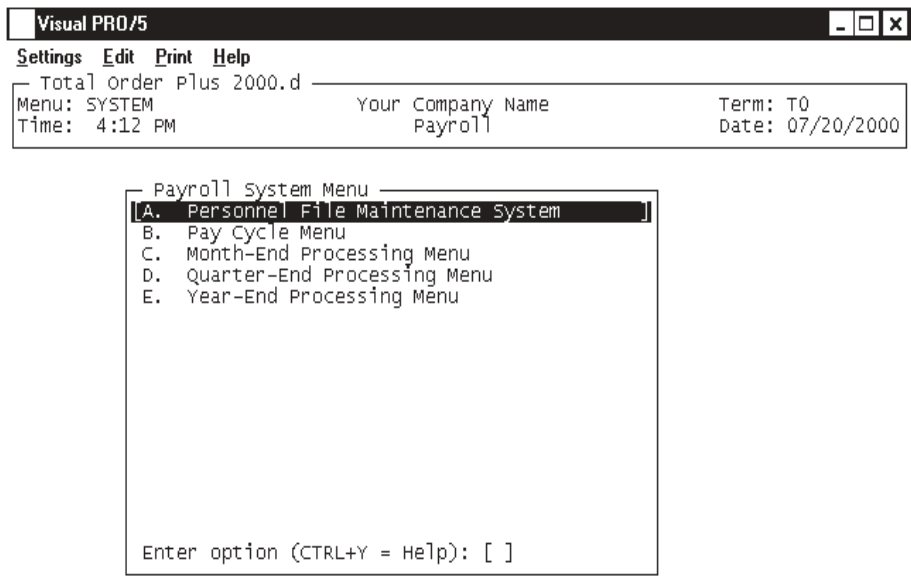
## Overview

Personal data for each employee is set up using Personnel File Maintenance. The system will prompt you for name and address, social security number, hire date, pay cycle information and tax table definitions.

There are conversion programs that are used when initially setting up your payroll. These programs allow you to enter year-to-date figures for all earnings, voluntary deductions and taxes. This should be completed before ever running the first payroll.

The payroll pay cycle is the sequence of programs that run the payroll, calculate taxes and prints checks and payroll reports.

Month-to-date, quarter-to-date and year-to-date processing prints earnings reports, workers' compensation reports, 941 reporting and W2 processing.

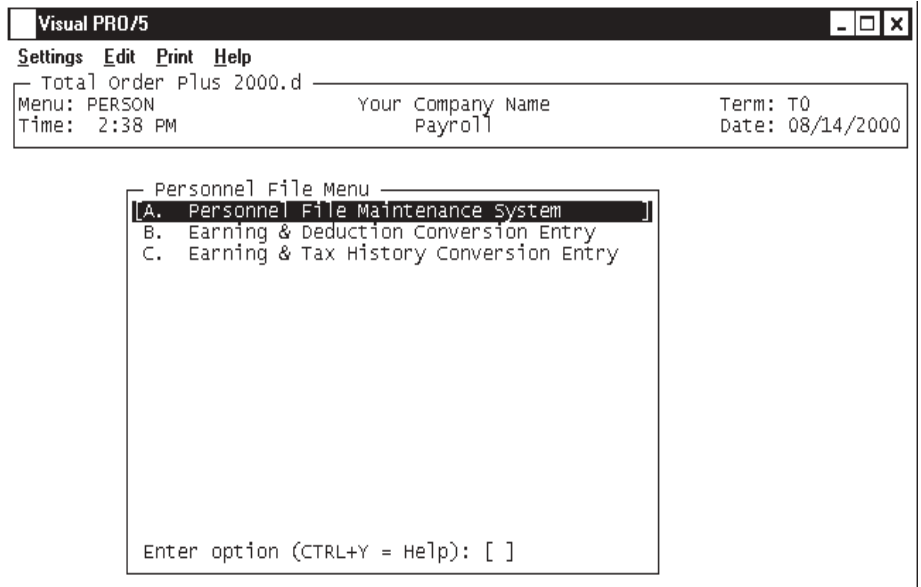


# Personnel File Maintenance System

## Overview

Personal data for each employee is set up using Personnel File Maintenance. The system will prompt you for name and address, social security number, hire date, pay cycle information and tax table definitions.

There are conversion programs that are used when initially setting up your payroll. These programs allow you to enter year-to-date figures for all earnings, voluntary deductions and taxes. This should be completed before ever running the first payroll.



# Employee Sub-Menu

## Overview

The Employee Sub-Menu allows you to maintain personal data information and establish tax withholding tables. You can view the year-to-date figures for earnings and voluntary deductions, individual checks issued within the current quarter and state and federal taxes that were withheld for each check.

An employee can be changed from one division/department or can be terminated from the sub-menu. Automatic application will display on the menu only if you answered Y to Automatic Application? in the 'Payroll Parameters' on the Payroll Definition Menu.

A report for any employee can be printed to list the earnings and voluntary deduction information.

The screenshot shows a terminal window titled "Visual PRO/5" with a menu for "PERSONNEL FILE MAINTENANCE". The window includes a title bar with standard OS controls and a menu bar with "Settings", "Edit", "Print", and "Help". The main display area shows the company name, date (08/15/00), and employee details for employee number 200 (McCarthy, Mary). A list of 10 menu options is displayed, followed by a prompt to "ENTER YOUR OPTION: (#-CR)".

```
Visual PRO/5
Settings Edit Print Help
Your Company Name
PERSONNEL FILE MAINTENANCE DATE: 08/15/00
-----
EMPLOYEE NO: 200          LAST NAME      FIRST NAME
LAST VIEWED:             McCarthy      Mary
-----
1. PERSONNEL DATA MAINTENANCE
2. EMPLOYEE TAX STATUS MAINTENANCE
3. EMPLOYEE EARNING DETAIL
4. EMPLOYEE DEDUCTION DETAIL
5. EMPLOYEE-EMPLOYER TAX DEDUCTION INQUIRY
6. EARNING HISTORY INQUIRY
7. TERMINATION - REACTIVATION CHANGE
8. CHANGE EMPLOYEE NUMBER
9. EMPLOYEE HARDCOPY
10. EMPLOYEE EARNINGS APPLICATION

ENTER YOUR OPTION: (#-CR)
```



# Personnel Data Maintenance

## Overview

Personal data for each employee is set up using Personnel File Maintenance. The system will prompt you for name and address, social security number, hire date, pay cycle information and tax table definitions.

Visual PRO/5			_ □ x	
Settings Edit Print Help				
Your Company Name			DATE: 08/14/00	
PERSONNEL DATA MAINTENANCE				
EMPLOYEE NO: 200	LAST NAME	FIRST NAME		
LAST VIEWED:	McCarthy	Mary		
ADDRESS: 34 N. val Vista			NOTIFY:	
CITY: Gilbert			RELATION:	
STATE: AZ			PHONE:	
ZIPCODE: 85236			DATE OF BIRTH: 01/01/00	
PHONE:			HIRED: / /	
SOC SEC: 123-45-1245			REVIEW: / /	
SEX (M-F): F			TERMINATION: / /	
WAIBH: W			COMMENT:	
PENS PLAN? (Y-N): Y			CLOCK NO: 0200	
IS THE DATA CORRECT? (Y-N)				

## Procedure

1. Choose Personnel Data Maintenance on the Employee Sub-Menu.

2. Employee No:

Type a new employee number and **Enter** or type ?+ the **Enter** key to display the Employee Number Selection window.

Press the **Enter** key to display the first employee in the masterfile. Go to Employee Sub-Menu.

Press **F8** to return to the Personnel File Menu.

3. Is This A New Employee? (Y-N):

Type **Y+** the **Enter** key if this is a new employee number.

Type **N+** the **Enter** key to re-input another employee number. Return to Step 2.

4. Last Name:

## ***Operating The Payroll System***

---

Type the employee's last name and **Enter**.

5. First Name:

Type the employee's first name and **Enter**.

Press **F2** to return to the previous input field.

6. Address:

Type up to twenty-four (24) characters of address for each of two lines and **Enter**.

7. City:

Type up to a twenty-four (24) character city name and **Enter**.

8. State:

Type the U.S. Postal state abbreviation code for this state and **Enter**.

9. Zip Code:

Type the zip code for this city and **Enter**.

10. Phone:

Type the employee's telephone number and **Enter**. No dashes or slashes are required. The system will automatically format the telephone number with dashes.

11. Soc Sec:

Type the employee's social security number and **Enter**. No dashes or slashes are required. The system will automatically format the number with dashes.

12. Sex (M-F):

Type **M+** the **Enter** key if this employee is male.

Type **F+** the **Enter** key if this employee is female.

13. WAIBH:

Type one of the following ethnic codes for this employee and **Enter**.

W - White          I - Indian          H - Hispanic

A - Asian          B - Black

14. Pens Plan? (Y-N):

Type **Y+** the **Enter** key if this employee is enrolled in a company pension plan.

Type **N+** the **Enter** key if this employee does not have a pension plan.

15. Notify:

Type the name of a person to notify in case of an emergency and **Enter**.

16. Relation:

Type the relation that the person to notify is to this employee and **Enter**.

17. Phone:

Type the telephone number of the person to notify and **Enter**.

18. Date of Birth:

Type the employee's date of birth in MMDDYY format and **Enter**.

19. Hired:

Type the date that the employee was hired in MMDDYY format and **Enter**.

20. Review:

Type the performance review date for this employee in MMDDYY format and **Enter**.

Press the **Enter** key if you do not want to enter a review date at this time.

21. Termination:

Type the date this employee was terminated in MMDDYY format and **Enter**.

22. Comment:

Type up to a twenty-eight character comment as to why this employee was terminated and **Enter**.

23. Clock No:

Type the employee's clock number and **Enter**.

*Note: This option displays only if you answered Y to Clock Sort Option Used? in the 'Payroll Parameters' on the Payroll Definition Menu.*

24. Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key if the employee information is correct. The system will return you to the Employee Sub-Menu.

Type **N+** the **Enter** key to edit the employee information. Return to Step 4.

# Employee Tax Status Maintenance

## Overview

You can use this entry screen to set up an employee's department for General Ledger distribution, pay type, rate of pay, whether this employee is hourly or salary, union code, if applicable, and the federal and state tax table withholding information.

Visual PRO/5			
Settings Edit Print Help			
Your Company Name			DATE: 08/14/00
EMPLOYEE TAX STATUS MAINTENANCE			
EMPLOYEE NO: 200	LAST NAME	FIRST NAME	
LAST VIEWED: 200	McCarthy	Mary	
DEPARTMENT	10	OFFICERS SALARIES	
PAY CODE (H-S):	H	UNION CODE:	
PAY CYCLE (WBSM):	W		
REG PAY RATE:	10.50	EIC CERTIFICATES:	0
TAX TABLE	EXEMPTION	+-FIXED DEDUCT--+	
	DEP PERS W/H (A-R)	(P-F) AMT	W/C INS
FEDERAL:	01	01	.00
STATE: AZ	01		.00 8810
IS THE DATA CORRECT? (Y-N)			

## Procedure

1. Choose Employee Tax Status Maintenance on the Employee Sub-Menu.

2. Division/Department:

Type a division/department number for this employee and **Enter** or type **?+** the **Enter** key to display the Division/Department Number Selection window.

*Note: This number represents the General Ledger account distribution for earnings and deductions during the payroll process. You set up this distribution using 'General Ledger Interface' on the Payroll Definition Menu.*

Press **F8** to return to the Employee Sub-Menu.

3. Pay Code (H-S):

Type **H+** the **Enter** key if this employee is paid on an hourly basis.

Type **S+** the **Enter** key if this employee is paid on salary.

Press **F2** to return to the previous input field.

#### 4. Pay Cycle (WBSM):

Type the letter that represents the payroll cycle for this employee and **Enter**.

W=Weekly      B=Bi-weekly

S=Semi-Monthly M=Monthly

*Note: You can process more than one type of payroll cycle at a time. For example, if some employees are paid weekly and others bi-weekly, you can process a weekly payroll every week and select both cycles every other week. This is an option when initializing the payroll process.*

#### 5. Reg Pay Rate:

Type the regular amount (hourly or salary) this employee makes each pay period and **Enter**.

#### 6. Union Code:

If this employee is a union member, type a union code as defined in 'Union Code Maintenance' on the Payroll Definition Menu and **Enter**.

Press the **Enter** key if this employee is not a union member.

*Note: This prompt will only display if you answered Y to Is Union Code Used? in the 'Payroll Parameters' on the Payroll Definition Menu.*

#### 7. EIC Certificate:

If this employee has selected to use the EIC tax tables, type the EIC table number and **Enter**.

*Note: This prompt will only display if you established an EIC voluntary deduction and input the deduction number in Earned Income Deduction Code in 'Payroll Parameters' on the Payroll Definition Menu.*

#### 8. Tax Table:

Type the federal tax table number for this employee and **Enter** or type ?+ the Enter key to display the Tax Table Selection window.

*Note: The federal tax tables are usually defined as 01-Single and 02-Married. The tax table title displays to the right of the table number.*

*The cursor may or may not proceed to the next three fields depending upon how you defined the tax jurisdictions in 'Tax Jurisdiction Code Maintenance' on the Payroll Definition Menu.*

## ***Operating The Payroll System***

---

### 9. Exemption Dep:

Type the number of claimed dependents for this tax table and **Enter**.

### 10. Exemption Pers:

Type the number of personal exemptions for this tax table and **Enter**. Fractional decimal entries, such as 1.5, are acceptable.

### 11. Exemption W/H:

Type the number of withholding exemptions and **Enter**.

### 12. Fixed Deduct (A-R):

Type **A+** the **Enter** key to be able to enter an additional withholding amount for federal tax. This amount will add to the amount calculated from the federal tax tables.

Type **R+** the **Enter** key to be able to enter a replacement withholding amount for federal tax. This amount will override any federal tax table calculations.

### 13. Fixed Deduct (P-F):

Type **P+** the **Enter** key if the additional or replacement amount entered in Step 12 will be a percentage.

Type **F+** the **Enter** key if the additional or replacement amount will be a fixed amount.

### 14. Amt:

Type the percentage or fixed amount for the additional or replacement withholding calculation and **Enter**.

*Note: Repeat the above procedures for the state and local jurisdictions from Step 8 to Step 14.*

### 15. Wrk. Comp:

Type a workers' compensation code for this state jurisdiction and **Enter** or type **?+** the **Enter** key.

*Note: The cursor advances to this field on the second line of tax information.*

### 16. Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key if the information is correct and return to the Employee Sub-Menu.

Type **N+** the **Enter** key to edit the information. Return to Step 2.

# Employee Earning Detail

## Overview

Use this program to view employee's year-to-date earnings and sick and vacation accrual hours. The system tracks number of sick and vacation hours taken, earned and balance of hours remaining for this calendar year.

Figures for year-to-date are entered using the payroll conversion programs. However, if you are setting up sick or vacation schedules, use this option to enter the plan number and any hours earned or taken. The system maintains the balance field automatically.

Visual PRO/5
▢ □ ×

Settings Edit Print Help

Your Company Name  
EMPLOYEE EARNING DETAIL

DATE: 08/17/00

---

EMPLOYEE NO: 200	LAST NAME McCarthy	FIRST NAME Mary
LAST VIEWED: 102		

---

VACATION SCHEDULE: 01	EARNED	TAKEN	BALANCE
One week	40.000	8.000	32.0000
NEXT ANNIVERSARY:	SICK:	80.000	24.000
	VACATION:		56.0000

---

EARNING DETAIL:		Y-T-D	CODE	DESCRIPTION	Y-T-D
CODE	DESCRIPTION				
01.	REGULAR	5,000.00			
02.	OVERTIME	25.00			
03.	VACATION	240.00			
04.	COMMISSION				
05.	SICK PAY	80.00			
06.	LIFE INS				
07.	BONUS				

IS THE DATA CORRECT? (Y-N)

## Procedure

1. Choose Employee Earning Detail on the Employee Sub-Menu.

2. Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key to view earnings information and return to the Employee Sub-Menu.

Type **N+** the **Enter** key to edit vacation schedules.

3. Vacation Schedule:

Type a vacation schedule code for this employee and **Enter**. Return to Step 2.

*Note: Earnings year-to-date is automatically updated and vacation hours are accrued during the payroll process.*

# Employee Deduction Detail

## Overview

Use this program to view or edit an employee's deduction goals, rates and year-to-date figures. The system uses the rate during each payroll process to deduct from an employee's net pay for each deduction that you set up with a rate. You can override the deduction amounts while running a payroll.

Figures for year-to-date are entered using the payroll conversion programs. After the initial setup, the system maintains the year-to-date figures automatically.

CODE	DESCRIPTION	GOAL	DEDUCTION RATE	Y-T-D DEDUCTION
01.	INSURANCE	.00	25.00	150.00
02.	401K	.00	5.00	175.00
03.	WAGE GARNISH	.00	.00	.00
04.	E.I.C.	.00	.00	.00
05.	LIFE INS	.00	20.00	120.00
06.	SDI	.00	.00%	.00

## Procedure

1. Choose Employee Deduction Detail on the Employee Sub-Menu.

2. Is The Data Correct? (Y-N):

Type **Y**+ the **Enter** key to view deduction information and return to the Employee Sub-Menu.

Type **N**+ the **Enter** key to maintain deduction goal, rate or year-to-date figures.

3. Goal:

Type the annual deduction goal limit for this deduction and **Enter**.

4. Deduction Rate:



Type the amount you want subtracted for this deduction code during each payroll and **Enter**.

Press the **Enter** key if this deduction does not apply for this employee.

5. Y-T-D Deduction:

Press the **Enter** key to leave this field blank.

*Note: Deduction year-to-date figures are automatically updated during the payroll process.*

*Repeat steps three, four and five for each deduction listed on your screen.*

# Employee-Employer Tax Deduction Inquiry

## Overview

This inquiry programs allows you to view or edit the federal, state and local gross wages, social security, medicare and federal and state taxes that were withheld during the current year. These figures are automatically updated through the conversion programs or after you begin processing pay cycles.

This information is printed on the W2 form at the end of the year.

Visual PRO/5			
Settings Edit Print Help			
		Your Company Name	
EMPLOYEE - EMPLOYER TAX DEDUCTION INQUIRY		DATE: 08/17/00	
-----			
EMPLOYEE NO: 200	LAST NAME	FIRST NAME	
LAST VIEWED:	McCarthy	Mary	
-----			
TAX DEDUCTION SUMMARY:	Q-T-D	Y-T-D	
-----			
STATE:	UNITED STATES		
-----			
GROSS TAXABLE WAGES:	1,925.00	1,925.00	
EMPLOYEE TAXABLE:	1,925.00	1,925.00	
EMPLOYER TAXABLE:	2,000.00	2,000.00	
TAXABLE TIPS:	.00	.00	
WITHHOLDING TAX:	284.71	284.71	
EMPLOYEE: SOC SEC	119.35	119.35	
MEDICARE	27.91	27.91	
EMPLOYER: SOC SEC	124.00	124.00	
MEDICARE	29.00	29.00	
FUTA	16.00	16.00	
IS THE DATA CORRECT? (Y-N-DELETE)			

## Procedure

1. Choose Employee-Employer Tax Deduction Inquiry on the Employee Sub-Menu.
2. Enter Tax Deduction Inquiry Password (END):

Type the password previously defined in order to access this screen and **Enter**.

Type **END+** the **Enter** key to abort the inquiry and return to the Employee Sub-Menu.

*Note: This prompt is displayed only if you established a password in the 'Payroll Parameters' on the Payroll Definition Menu.*

3. State (Enter Code-CR for Federal-End):

Press the **Enter** key to access the federal screen

Type a two (2) character state U.S Postal code and **Enter** to access the appropriate

state screen.

*Note: This code will be the same state code you established in 'Tax Jurisdiction Code Maintenance' on the Payroll Definition Menu.*

Type **END+** the **Enter** key to return to the Employee Sub-Menu.

4. Loc:

Type a two (2) letter local municipality code for this state and **Enter**.

*Note: This prompt will only display if you established local codes in 'Tax Jurisdiction Code Maintenance' on the Payroll Definition Menu.*

5. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key to return to the Employee Sub-Menu.

Type **N+** the **Enter** key to edit the tax and wage information.

Type **DELETE+** the **Enter** key to remove this tax record for this employee and return to the Employee Sub-Menu.

# Earnings History Inquiry

## Overview

Employee history displays each check issued within the current quarter. Information displayed includes date of the check, check number, taxes and deductions withheld and the net amount of each check.

Quarter-to-Date and Year-to-Date totals are displayed at the bottom of the window.

Visual PRO/5									
Settings Edit Print Help									
Your Company Name							DATE: 08/17/00		
EARNING HISTORY INQUIRY									
EMPLOYEE NO: 200			LAST NAME			FIRST NAME			
LAST VIEWED:			McCarthy			Mary			
DATE	CHECK	GROSS EARNING	FED W/H	FED TAXES	STATE W/H	STATE TAXES	LOCAL W/H	VOL DED	NET PAY
0407	000101	500.00	58.5	38.2	16.3	.00	.00	5.00	381.83
0414	000102	500.00	55.5	38.2	15.5	.00	.00	25.00	365.67
0601	000070	500.00	55.5	36.3	15.5	.00	.00	25.00	367.58
0615	000067	500.00	55.5	36.3	15.5	.00	.00	25.00	367.58
0615	000074	1000.00	173.6	72.6	48.6	.00	.00	50.00	655.06
0622	000102	500.00	55.5	38.2	15.5	.00	.00	25.00	365.67
0630	000055	500.00	55.5	36.3	15.5	.00	.00	25.00	367.58
0630	000060	500.00	55.5	38.2	15.5	.00	.00	25.00	365.67
0630	000065	500.00	55.5	38.2	15.5	.00	.00	25.00	365.67
QTD:		5000.00	620.8	372.9	173.8	.00	.00	230.00	3602.31
YTD:		5000.00	620.8	372.9	173.8	.00	.00	230.00	3602.31
CR TO CONTINUE									

# Termination - Reactivation Change

## Overview

This option allows you to terminate employees or reactivate terminated employees. The payroll data for a terminated employee remains in the system and can be viewed at any time. The employee is removed from the system after completing the printing of W2 information at the end of the year.

Visual PRO/5
\_ □ x

Settings Edit Print Help

Your Company Name  
TERMINATION - ACTIVATION CHANGE

DATE: 08/17/00

---

EMPLOYEE NO: 200	LAST NAME McCarthy	FIRST NAME Mary
LAST VIEWED:		

---

VERIFY: YOU ARE TERMINATING THIS EMPLOYEE? (YES-NO)

## Procedure

1. Choose Termination-Reactivation Change on the Employee Sub-Menu.
2. Verify: You Are Terminating This Employee? (YES-NO):  
Type **YES+** the **Enter** key to begin the termination procedure.  
Type **NO+** the **Enter** key to abort the termination and return to the Employee Sub-Menu.
3. Enter Termination Date:  
Type the date this employee was terminated in MMDDYY and **Enter**.
4. Reason For Termination:  
Type the reason for termination up to twenty-five (25) characters and **Enter**.
5. Is The Data Correct? (Y-N):

## ***Operating The Payroll System***

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Type **Y+** the **Enter** key if the termination information is correct and return to the Employee Sub-Menu.

Type **N+** the **Enter** key to edit the information. Return to Step 3.

*Note: If this employee does not have any current year figures, they will be removed from the system immediately.*

### **Following this procedure for employee reactivation.**

5. Verify: You Are Reactivating This Employee? (YES-NO):

Type **YES+** the **Enter** key to remove the termination date and reason for termination in 'Personnel Data Maintenance' and return to the Employee Sub-Menu.

Type **NO+** the **Enter** key not to change the status of this employee and return to the Employee Sub-Menu.

# Change Employee Number

## Overview

Use this program to change the employee identification number. All of the payroll figures are transferred to the new number. The old number is available for reissue.

Visual PRO/5		
Settings Edit Print Help		
Your Company Name		DATE: 08/17/00
CHANGE EMPLOYEE NUMBER		
EMPLOYEE NO: 200	LAST NAME	FIRST NAME
LAST VIEWED:	McCarthy	Mary
EMPLOYEE NO. CHANGE:		
Employee Number	250	
IS THE DATA CORRECT? (Y-N)		

## Procedure

1. Choose Change Employee Number on the Employee Sub-Menu.

2. Employee Number:

Type the new employee number and **Enter**.

Press **F4** to abort the employee number change.

3. Is The Data Correct? (Y-N):

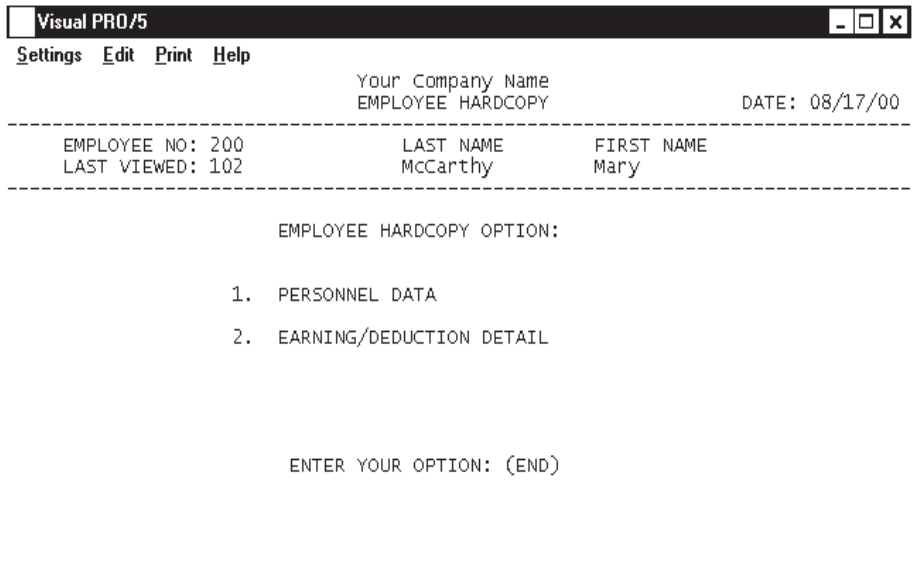
Type **Y+** the **Enter** key if the new number you entered is correct and return to the Employee Sub-Menu.

Type **N+** the **Enter** key to re-input another employee number.

# Employee Hardcopy

## Overview

The Employee Hardcopy option allows you to print either employee personnel data or earning and deduction details, which includes vacation and sick leave accruals.



## Procedure

1. Choose Employee Hardcopy on the Employee Sub-Menu.

2. Employee Hardcopy Option:

1. Personnel Data

2. Earning/Deduction Detail

Enter Your Option: (END)

Type **1+** the **Enter** key to list only employee personal data.

Type **2+** the **Enter** key to list employee earnings and deduction details.

Press **F8** to return to the Employee Sub-Menu.

3. Select the appropriate printer for this report.



# Employee Hardcopy Samples

Print Preview  
File Page View Help  
Page: 1 of 1

EMPLOYEE NO: 200 NAME: McCarthy Mary  
PERSONNEL DATA

ADDRESS: 34 N. Val Vista NOTIFY:  
CITY: Gilbert RELATION:  
STATE: AZ PHONE: ( ) -  
ZIP CODE: 85236-4016 DATE OF BIRTH: 01/01/00  
PHONE: (602) 777-1568 HIRSD:  
SOC SEC: 506-46-1453 REVIEW:

SEX (M-F): F COMMENT:  
WAIBH: M CLOCK NO: 0200  
PENS PLAN? (Y-N): Y

DEPARTMENT 10 OFFICERS SALARIE

PAY CODE (H-S): H UNION CODE:  
PAY CYCLE (MBSM): W

REG PAY RATE: 10.50 EIC CERTIFICATES: 0

TAX TABLE	EXEMPTION DEP	FIXED DEDUCTION	W/C INS
FEDERAL: 01 SINGLE 01		.00	
STATE: AZ 01 ARIZONA ST		.00	8810

Print Preview  
File Page View Help  
Page: 1 of 1

DEDUCTION DETAIL

CODE	DESCRIPTION	GOAL	DED/RATE	Y-T-D
01.	INSURANCE			150.00
02.	401K			175.00
03.	WAGE GARNISH			
04.	E.I.C.			
05.	LIFE INS			120.00
06.	SDI			

DATE	CHECK	GROSS EARNING	FED W/H	EARNING HISTORY FED TAXES	STATE W/H	STATE TAXES	LOCAL W/H	VOL DED	NET PAY
04/07000101		500.00	58.53	38.25	16.39	.00	.00	5.00	381.83
04/14000102		500.00	55.53	38.25	15.55	.00	.00	25.00	365.67
06/01000070		500.00	55.53	36.34	15.55	.00	.00	25.00	367.58
06/15000067		500.00	55.53	36.34	15.55	.00	.00	25.00	367.58
06/15000074		1000.00	173.65	72.67	48.62	.00	.00	50.00	655.06
06/22000102		500.00	55.53	38.25	15.55	.00	.00	25.00	365.67
06/30000055		500.00	55.53	36.34	15.55	.00	.00	25.00	367.58
06/30000060		500.00	55.53	38.25	15.55	.00	.00	25.00	365.67
06/30000065		500.00	55.53	38.25	15.55	.00	.00	25.00	365.67
QTD:		5000.00	620.89	372.94	173.86	.00	.00	230.00	3602.31
YTD:		5000.00	620.89	372.94	173.86	.00	.00	230.00	3602.31

# Employee Earnings Application

## Overview

This program is used to select the earning codes you want automatically generated for each employee during the pay cycle functions. When you initialize each payroll process, the system will prompt you if you want to run automatic application. This prompt will only display if you answered Y to Automatic Application Used? in 'Payroll Parameters' on the Payroll Definition Menu. You can edit the generated earnings using 'Earnings Data Entry' on the Pay Cycle Menu.

Visual PRO/5

Settings Edit Print Help

Your Company Name  
EMPLOYEE EARNINGS APPLICATION DATE: 08/17/00

EMPLOYEE NO: 200 LAST NAME FIRST NAME  
LAST VIEWED: McCarthy Mary

CODE	DESCRIPTION	STANDARD	CODE	DESCRIPTION	STANDARD
01.	REGULAR	40.00 (U)			
02.	OVERTIME	.00 (U)			
03.	VACATION	.00 (U)			
04.	COMMISSIONS	.00 (F)			
05.	SICK PAY	.00 (U)			
06.	LIFE INS	.00 (F)			
07.	BONUS	.00 (F)			

IS THE DATA CORRECT? (Y-N)

## Procedure

1. Choose Employee Earnings Application on the Employee Sub-Menu.

*Note: All of the earning codes that you established in 'Earning Code Maintenance' on the Payroll Definition Menu display on the screen.*

2. Standard:

Type the standard number of hours for each earning code and **Enter** or press the **Enter** key if you do not want any hours generated for this earning code.

3. Is The Data Correct? (Y-N):

Type **Y**+ the **Enter** key if the hours entered are correct and return to the Employee Sub-Menu.

Type **N**+ the **Enter** key to edit the number of hours. Return to Step 2.



## **Operating The Payroll System**

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Type **END**+ the **Enter** key to abort the conversion process and return to the Personnel File Menu.

### 3. Employee No:

Type a valid employee number and **Enter** or type ?+ the **Enter** key to display the Employee Number Selection window.

Press the **Enter** key to display the first employee in the employee masterfile.

Press **F8** to end the conversion program and return to the maintenance options in Step 2.

### 4. Is The Data Correct? (Y-N):

Type **Y**+ the **Enter** key if all of the year-to-date earnings are correct. Return to Step 3 to enter the next employee.

Type **N**+ the **Enter** key to input or correct this employee's earnings.

*Note: The vacation schedule fields will only display if you answered Y to 'Vacation Schedule Used?' in the 'Payroll Parameters' on the Payroll Definition Menu*

### 5. Vacation Schedule:

Type the vacation schedule code that is applicable for this employee and **Enter** or type ?+ the **Enter** key to display the Vacation Code Selection window.

*Note: The cursor moves to the sick and vacations fields. Type the total hourly amounts of the sick leave and vacation earned and used. The system will calculate the remaining balance.*

### 6. Earning Detail:

Type the accumulated year-to-date earnings for each earning type that is applicable for this employee and **Enter**. Return to Step 4.

Press the **Enter** key for any field that is not applicable. Return to Step 4.

Visual PRO/5				
Settings Edit Print Help				
Your Company Name			DATE: 09/15/00	
EARNING & DEDUCTION CONVERSION ENTRY				
EMPLOYEE NO:	002	winkler	william	
		LAST NAME	FIRST NAME	
VOLUNTARY DEDUCTIONS:				
CODE	DESCRIPTION	GOAL	DEDUCTION RATE	Y-T-D DEDUCTION
01.	INSURANCE			
02.	401K		5.00%	
03.	WAGE GARNISH		10.00	
04.	E.I.C.			
05.	LIFE INS			
06.	SDI	31,766.40	.05%	
IS THE DATA CORRECT? (Y-N)				

7. Employee No:

Type a valid employee number and **Enter** or type ?+ the **Enter** key to display the Employee Number Selection window.

Press the **Enter** key to display the first employee in the employee masterfile.

Press **F8** to end the conversion program and return to the maintenance options in Step 2.

8. Is The Data Correct? (Y-N):

Type **Y+** the **Enter** key if all of the year-to-date deductions are correct. Return to Step 7 to enter the next employee.

Type **N+** the **Enter** key to input or correct this employee's deductions.

9. Deduction Detail:

Type the Goal Amount, Deduction Rate per pay period and accumulated Year-To-Date Deduction for each deduction type that is applicable for this employee and **Enter**. Return to Step 8.

Press the **Enter** key for any field that is not applicable. Return to Step 8.

# Earning & Tax History Conversion Entry

## Overview

The conversion program is used only one time and allows you to enter gross earnings and federal, state and local tax withholding information quarter-to-date and year-to-date. This provides an efficient method for completing the initial setup of your personnel files before processing any pay cycles.

Visual PRO/5					
Settings Edit Print Help					
Your Company Name				DATE: 09/15/00	
EARNING & TAX HISTORY CONVERSION ENTRY					
STATE: AZ	QTD	YTD		QTD	YTD
EMPLOYEE NO: 002		winkler	william		
REG EARNINGS:	.00	.00	REG HOURS:	.00	.00
PREM EARNINGS:	.00	.00	PREM HOURS:	.00	.00
TIPS:					
OTHER:	.00	.00			
EMPLOYEE TAXABLE:	.00	.00			
EMPLOYER TAXABLE:	.00	.00			
FED W/H TAX:	.00	.00	LOCAL W/H TAX:	.00	.00
SOC SEC:	.00	.00			
MEDICARE:	.00	.00	TOTAL VOL DED:	.00	.00
STATE W/H TAX:	.00	.00			
			NET PAY:	.00	.00
IS THE DATA CORRECT? (Y-N)					

## Procedure

1. Select Earning and Tax History Conversion Entry on the Personnel File Menu.

2. Is The Current Quarter Correct? (Y-N):

Type **Y+** the **Enter** key if the quarter displayed is the current quarter.

Type **N+** the **Enter** key to input the correct number.

3. Do You Want To Maintain Hours Worked? (Y-N):

Type **Y+** the **Enter** key to be able to input hours accumulated to date.

Type **N+** the **Enter** key to have the cursor bypass hour input fields.

4. State:

Type a valid two (2) character state code and **Enter**.

*Note: This prompt only displays if you have a multi-state payroll.*

### 5. Local:

Type a valid two (2) character local tax code and **Enter**.

*Note: This prompt only displays if you answered yes to 'Local Taxes?' in the Payroll Parameters' on the Payroll Definition Menu.*

### 6. Employee No.:

Type a valid employee number and **Enter** or type ?+ the **Enter** key to display the Employee Number Selection window.

Press the **Enter** key to display the first employee in the employee masterfile.

Press **F8** to end the conversion program and return to the Personnel File Menu.

### 7. The Data Correct? (Y-N):

Type **Y+** the **Enter** key if all of the quarter-to-date and year-to-date balances are correct. Return to Step 6 to enter the next employee.

Type **N+** the **Enter** key to input or correct this employee's balances.

### 8. Withholding Detail:

Type the accumulated Quarter-To-Date and Year-To-Date totals for each field that is applicable for this employee and **Enter**. Return to Step 7.

Press the **Enter** key for any field that is not applicable. Return to Step 7.

# Pay Cycle Menu

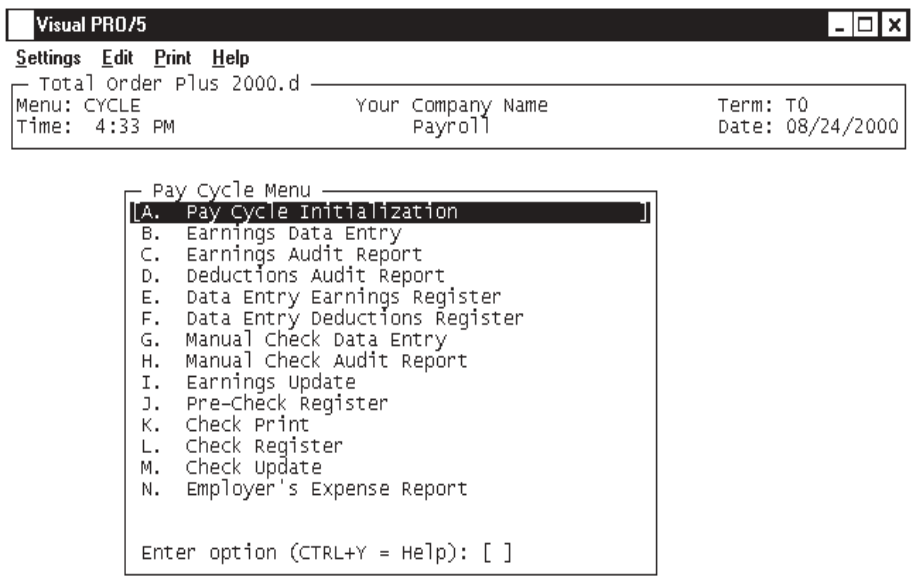
## Overview

The Pay Cycle Menu allows you to process your payroll by entering earnings and voluntary deductions for each employee. There are four earnings and deduction reports that provide a method of balancing timecard entries prior to calculating federal and state taxes and printing payroll checks.

Manual checks can be entered and updated to the employee files. These are checks that are not printed on the computer.

Payroll reports include check registers, voluntary deduction report, labor distribution and employer's tax expense report.

The General Ledger distribution is posted to the End-Of-Day file and recorded on the date that displays on your screen. Press F5 to change the date prior to processing the payroll to prevent posting to an incorrect period.





# Pay Cycle Initialization

## Overview

Payroll Cycle Initialization begins the payroll process. The system will prompt you for the payroll ending date, the date you want printed on the pay checks, the payroll cycles to process for this pay period and the current deduction period for the current month.

```

Visual PRO/5
Settings Edit Print Help
Your Company Name
PAY CYCLE INITIALIZATION DATE: 09/15/00
-----
P/R PERIOD ENDING DATE: 09/15/00
DEDUCTION PERIOD: 1
PAY CYCLE (WBSMQA): 5
CHECK DATE: 09/15/00
CURRENT QUARTER: 03
-----
IS THE DATA CORRECT? (Y-N-DELETE)
    
```

## Procedure

1. Select Pay Cycle Initialization on the Pay Cycle Menu.

2. P/R Period Ending Date:

Type the ending date for this payroll in MMDDYY format and **Enter**.

3. Deduction Period:

Type the number of this payroll period (1 through 5) for the current month and **Enter**.

*Note: This defines which voluntary deductions are applied for this payroll from deductions set up in "Deduction Code Maintenance" on the Payroll Definition Menu.*

5. Pay Cycle (WBSMQA):

Type the letter(s) for this payroll cycle using the following options:

## ***Operating The Payroll System***

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W-Weekly	B-BiWeekly	S-Semi-Monthly
M-Monthly	Q-Quarterly	A-Annually

*Note: If this payroll includes more than one type of pay cycle and the pay cycles fall on the same ending date, you can enter more than one letter to process at the same time. Type the letters side by side without any spaces in between (i.e. WBM).*

### 6. Check Date:

Type the date you want to print on the payroll checks in MMDDYY format and **Enter**.

### 7. Current Quarter:

*Note: The current quarter is displayed on the screen. Do not proceed with this payroll if the quarter is not correct. It is possible that the previous quarter has not been closed properly.*

### 8. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key to continue with the payroll process. Proceed to Step 9.

Type **N+** the **Enter** key to edit the pay cycle information. Return to Step 2.

Type **DELETE+** the **Enter** key to remove the pay cycle information and return to the Pay Cycle Menu.

EARNINGS APPLICATION:	01. REGULAR	Y
	02. OVERTIME	Y
	03. VACATION	Y
	04. COMMISSIONS	Y
	05. SICK PAY	Y
	06. LIFE INS	Y
	07. BONUS	Y

IS THE SELECTION CORRECT? (Y-N)

9. Is The Selection Correct? (Y-N):

Type **Y**+ the **Enter** key if the earning selections are correct for this payroll. Proceed to Step 10.

Type **N**+ the **Enter** key to edit the earning selections. The cursor moves to the Yes/No field for each earning type. Type either Y or N for each type and **Enter**.

*Note: Any earning type followed by a Y will be automatically applied and listed on the payroll check stub for all employees that have the earning type selected in their personnel files. If an earning type is followed by an N, it is not applied and not listed on the payroll check stub. Any earning type followed by an N can be input manually during 'Earnings Data Entry' on the Pay Cycle Menu.*

Visual PRO/5			-		□		X	
Settings		Edit		Print		Help		
			Your Company Name			DATE: 09/15/00		
			PAY CYCLE INITIALIZATION					
VOLUNTARY DEDUCTIONS:			01. INSURANCE			Y		
			02. 401K			Y		
			03. WAGE GARNISH			N		
			04. E.I.C.			N		
			05. LIFE INS			Y		
			06. SDI			Y		
			-----					
			IS THE SELECTION CORRECT? (Y-N)					

10. Is The Selection Correct? (Y-N):

Type **Y+** the **Enter** key if the deduction selections are correct for this payroll and proceed with the payroll process.

Type **N+** the **Enter** key to edit the deduction selections. The cursor moves to the Yes/No field for each deduction type. Type either Y or N for each type and **Enter**.

*Note: Any deduction type followed by an N will not be applied during this pay cycle. Any earning type followed by an N can be input manually during 'Earnings Data Entry' on the Pay Cycle Menu.*

11. Do You Want To Run The Automatic Application? (Y-N):

Type **Y+** the **Enter** key to run automatic application.

Type **N+** the **Enter** key not to process automatic application.

*Note: This prompt displays only if you answered yes to 'Is Automatic Application Used?' in the payroll parameter setup. Automatic application automatically generates timecard information as directed from each employee's masterfile. The generated earnings can be edited in 'Earnings Data Entry' on the Pay Cycle Menu.*

# Earnings Data Entry

## Overview

Earnings Data Entry allows you to distribute earnings for each employee. You have the ability to allocate earnings to different departments, worker's compensation codes and G/L account distributions for labor.

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Settings Edit Print Help

Your Company Name  
EARNINGS DATA ENTRY

DATE: 09/15/00

---

EMPLOYEE NO: 101      Collins      C.    SSN: 506-46-3514

---

EARNINGS      VAC HRS: 392.0000    SICK HRS: 14.7500    HOURLY

---

CODE	DAY	DEPT	W/C	DISTRIBUTION	RATE	HOURS	AMOUNT
01	10	8810	G/L: 619-000		16.00	32.00	512.00
02	10	8810	G/L: 619-000		24.00	8.00	192.00
03	10	8810	G/L: 619-000		16.00	32.00	512.00
EMPLOYEE TOTAL:						72.00	1216.00

IS THE DATA CORRECT? (Y-N-DELETE)

## Procedure

1. Select Earnings Data Entry on the Pay Cycle Menu.
2. Employee No:

Press the **Enter** key to display the first employee in the Employee Masterfile or type a valid employee number and **Enter**. You may also type **?+** the **Enter** key to display the Employee Number Selection window. The employee's name and social security number displays on your screen.

*Note: If you selected to use Automatic Application in the 'Pay Cycle Initialization', the earning are already posted for each employee that you set up for automatic application. You can simply edit the existing information by putting in the employee's number. The earning code line items will display on the screen.*

3. Enter Department Password: (END):

*Note: This prompt displays only if you entered a password for the*

## ***Operating The Payroll System***

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*employee's division in 'G/L Distribution Interface' on the Payroll Definition Menu.*

Type the password and **Enter** or type **END+** the **Enter** key to abort data entry and return to the Pay Cycle Menu.

4. Code:

Type a valid earnings code and **Enter** or type **?+** the **Enter** key to display the Earnings Code Selection window.

Press **F4** to end earnings code input. Proceed to Step 8.

5. Dept:

*Note: The default department code from this employee's masterfile displays on your screen.*

Press the **Enter** key to accept the code displayed or type **?+** the **Enter** key to display the Department Code Selection window.

6. W/C:

*Note: The default worker's compensation code from this employee's masterfile displays on your screen.*

Press the **Enter** key to accept the code displayed or type **?+** the **Enter** key to display the Worker's Compensation Code Selection window.

7. Distribution:

*Note: The G/L distribution account number for this earnings code displays on your screen. The cursor moves to the next input field.*

\* 8. Rate:

Press the **Enter** key to accept the rate displayed or override with a new hourly rate.

Press **F2** to return Step 7 to change the G/L distribution account number.

\* 9. Hours:

Press the **Enter** key to accept the hours displayed for this pay cycle or override with the correct number of hours.

*\* Note: The cursor will stop at steps 8 and 9 if this earnings code is set up for units and hours in 'Earnings Code Maintenance' on the Payroll Definition Menu.*

10. Amount:

Press the **Enter** key to accept the calculated amount of rate x hours or type a new amount if this earnings code is not set up as hours and units and **Enter**.

11. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key if this earning code information is correct. Return to Step 4 for the next earnings code entry.

Type **N**+ the **Enter** key to edit this earning code information. Go to Step 4.

Type **DELETE**+ the **Enter** key to delete the **entire** check entry. Return to Step 2.

# Earnings Data Entry - Deductions

Visual PRO/5 [ - ] [ □ ] [ X ]

Settings Edit Print Help

Your Company Name  
EARNINGS DATA ENTRY DATE: 09/15/00

-----  
EMPLOYEE NO: 101 Collins C. SSN: 506-46-3514  
-----

DEDUCTIONS VAC HRS: 392.0000 SICK HRS: 14.7500 HOURLY

-----

CODE	DAY	DEPT	W/C	DISTRIBUTION	RATE	HOURS	AMOUNT
01.		INSURANCE		615-000			25.00
02.		401K		211-000			5.00

-----

IS THE DATA CORRECT? (Y-N-DELETE)

12. Code:

Type a valid deduction code and **Enter** or type ?+ the **Enter** key to display the Deduction Code Selection window.

*Note: The voluntary deduction description and the G/L distribution displays on your screen. The cursor moves to the amount field.*

13. Amount:

Type the amount of the voluntary deduction and **Enter**.

Press **F2** to edit the G/L distribution account number.

14. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key if this deduction code information is correct. Return to Step 12 for the next deduction code entry.

Type **N**+ the **Enter** key to edit this deduction code information. Go to Step 12.

Type **DELETE**+ the **Enter** key to delete all deduction code entries. Return to Step 12.



# Earnings Audit Report

## Overview

The Earnings Audit Report lists the following information: employee number and name, earning codes and descriptions, worker's compensation code, General Ledger account distribution, rate of pay, number of hours worked and the gross earnings.

The report lists totals for each employee, each division (if applicable), an earnings summary and a company report total.

*Note: Use this report as your balancing feature to check the earnings and distribution data before continuing the payroll process.*

Visual PRO/5
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Settings Edit Print Help

Your Company Name  
 EARNINGS AUDIT REPORT

DATE: 09/15/00

---

Output Selection \_\_\_\_\_

- A. LP Lexmark Lxi Laser Printer
- B. P0 HP Laserjet 5
- C. PZ Output to ASCII File
- D. P1 HP Laserjet II
- E. PD windows Print Manager
- F. PE windows Default Printer
- G. PF windows Preview Mode (Standard)
- H. PG windows Preview Mode (Condensed)

---

Enter selection for 80 columns (F4=End):

## Procedure

1. Select Earnings Audit Report on the Pay Cycle Menu.

*Note: If you have established divisions as part of your employee number format, you will be prompted for a division number.*

2. Select the appropriate printer for this report.

# Earnings Audit Report Sample

Print Preview

File Page View Help

Page: 1 of 1

PERIOD ENDING: 05/25/00      Your Company Name      PAGE: 1  
 EARNINGS AUDIT REPORT

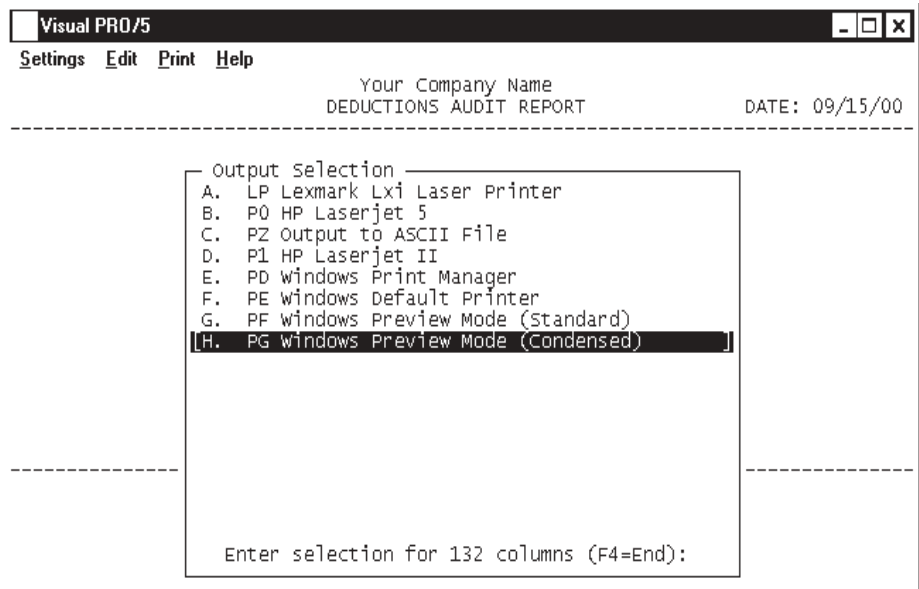
EMPLOYEE NUMBER	NAME	CODE DESCRIPTION	HR/ W/C	G/L NO.	JOB NO. COST CODE	RATE	HOURS	AMOUNT
101	Galt, J. C.	01 REGULAR	0110	619-000		16.00	31.00	512.00
		02 OVERTIME	0110	619-000		24.00	1.00	240.00
		03 VACATION	0110	619-000		16.00	11.00	512.00
EARNING TOTALS:							71.00	1236.00
102	Hart, K.	01 REGULAR	0110	619-000		18.00	16.00	360.00
		02 OVERTIME	0110	619-000		15.00	1.00	75.00
		03 SICK PAY	0110	619-000		18.00	4.00	48.00
		EARNING TOTALS:						
01 REGULAR.....							61.00	672.00
02 OVERTIME.....							1.00	207.00
03 VACATION.....							11.00	512.00
03 SICK PAY.....							4.00	48.00
REPORT TOTALS:							111.00	1681.00

# Deduction Audit Report

## Overview

The Deduction Audit Report lists the following information: employee number and name, deduction codes and descriptions, General Ledger and the amount of each deduction.

The report lists totals for each employee, each division (if applicable), a deduction summary and a company report total.



**Procedure** *Note: Use this report as your balancing feature to check the deductions and distribution data before continuing the payroll process.*

1. Select Deduction Audit Report on the Pay Cycle Menu.

*Note: If you have established divisions as part of your employee number format, you will be prompted for a division number.*

2. Select the appropriate printer for this report.

# Deduction Audit Report Sample

Print Preview  
File Page View Help  
Page: 1 of 1

PERIOD ENDING: 09/15/00      Your Company name  
DEDUCTIONS AUDIT REPORT      PAGE: 1

EMPLOYEE NUMBER	NAME	CODE DESCRIPTION	G/L NO.	AMOUNT	EXTENSION
001	Gallies, C.	01 INSURANCE	615-000	25.00	25.00
		02 401K	211-000	5.00	5.00
002	Harris, R.	01 INSURANCE	615-000	25.00	25.00

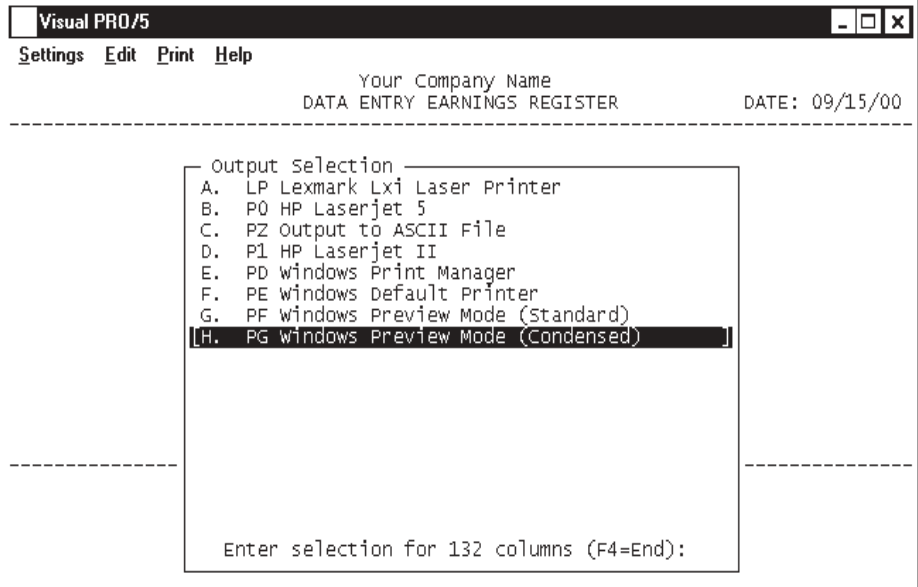
  

01 INSURANCE-----	50.00
02 401K-----	5.00
REPORT DEDUCTIONS	55.00

# Data Entry Earnings Register

## Overview

The Data Entry Earnings Register lists summarized totals for earnings and hours for each employee and a summarized total of earning types at the end of the report.



## Procedure

1. Choose Data Entry Earnings Register on the Pay Cycle Menu.

*Note: If you have established divisions as part of your employee number format, you will be prompted for a division number.*

2. Select the appropriate printer for this report.

# Data Entry Earnings Register Sample

Print Preview

File Page View Help

Page: 1 of 1

Year Company Name  
DATA ENTRY EARNINGS REGISTER PAGE: 1

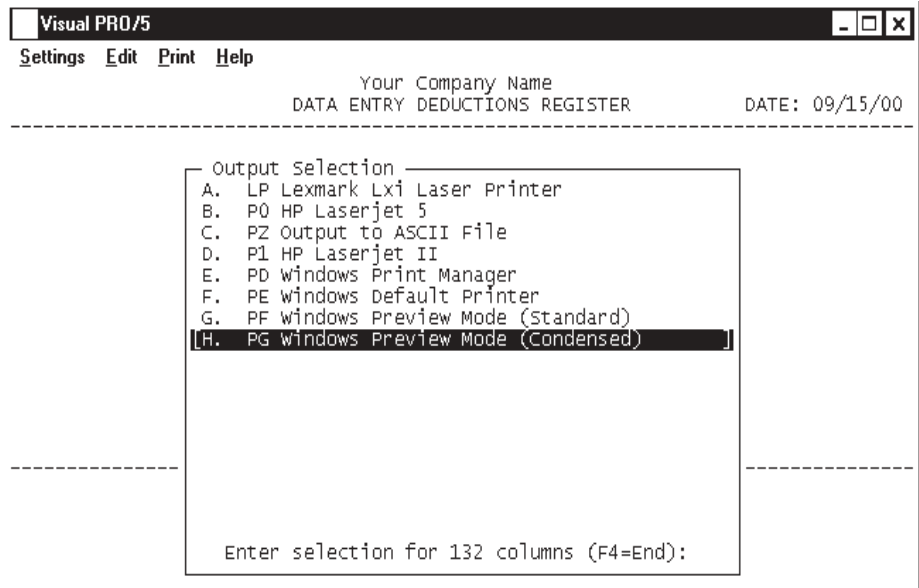
PERIOD ENDING: 05/31/00

EMPLOYEE NUMBER	NAME	REGULAR	OVERTIME	VACATION	COMMISSION	SICK PAY	LIFE INS	BONUS	OTHER	TOTAL EARNINGS
101	Gallies C.	517.00	197.00	512.00						1206.00
		17.00	8.00	32.00						77.00
102	Watts K.	390.00	15.00			40.00				445.00
		16.00	1.00			4.00				41.00
REPORT TOTALS:		917.00	217.00	512.00		40.00				1611.00
SALARY EMPLOYEES:		917.00	217.00	512.00		40.00				1611.00
HOURLY EMPLOYEES:		67.00	9.00	32.00		4.00				111.00
TOTAL HOURLY:		67.00	9.00	32.00		4.00				111.00
SALARY EMPLOYEES:		67.00	9.00	32.00		4.00				111.00
HOURLY EMPLOYEES:		67.00	9.00	32.00		4.00				111.00

# Data Entry Deductions Register

## Overview

The Data Entry Deductions Register lists summarized deductions for each employee and the total of all voluntary deductions that were deducted from gross earnings for this payroll cycle.



## Procedure

1. Choose Data Entry Deductions Register on the Pay Cycle Menu.

*Note: If you have established divisions as part of your employee number format, you will be prompted for a division number.*

2. Select the appropriate printer for this report.

# Data Entry Deductions Register Sample

Print Preview  
File Page View Help  
Page: 1 of 1

PERIOD ENDING: 05/31/00  
Your Company Name  
DATA ENTRY DEDUCTIONS REGISTER  
PAGE: 1

EMPLOYEE NUMBER	NAME	INSURANCE	401K	WAGE GARNISH	S.I.C. DEDUCTION	LIFE INS	OTHER	TOTAL DEDUCTIONS
301	Collins C.	21.00	1.00					22.00
302	Davis R.	21.00						21.00
REPORT TOTALS:		42.00	1.00					43.00



# Manual Check Data Entry

## Overview

The payroll system allows you to enter manual checks that were not processed through the payroll process, as well as reversing previously written checks issued during a payroll. Void checks can also be entered to track for check reconciliation.

Visual PRO/5
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Settings Edit Print Help

Your Company Name  
 MANUAL CHECK DATA ENTRY

DATE: 09/30/00

---

CHECK NO: 000541

EMPLOYEE NO: 200                      McCarthy                      M.

---

CHECK DATE: 09/22/00                      CHECK AMOUNT:                      243.75

---

BALANCE:                      243.75

---

CODE	DAY	DEPT	W/C	DISTRIBUTION	RATE	HOURS	AMOUNT
------	-----	------	-----	--------------	------	-------	--------

---

IS THE CHECK INFORMATION CORRECT? (Y-N-DELETE)

## Procedure

1. Select Manual Check Data Entry on the Pay Cycle Menu.

2. Check No:

Type the check number you issued to this employee and **Enter**.

To reverse a previously written check on the computer, type the check number followed by an R and **Enter**.

To void a blank check, type the check number followed by a V and **Enter**.

Press the **Enter** key to print this check with the other payroll checks. The check will be dated and numbered during the check print procedure.

3. Employee No:

Type a valid employee number and Enter or type ?+ the Enter key to display the Employee Number Selection window.

## ***Operating The Payroll System***

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4. Enter Department Password: (END):

*Note: This prompt only displays only if you entered a password for the employee's division in 'G/L Distribution Interface' on the Payroll Definition Menu.*

Type the password and **Enter** or type **END+** the **Enter** key to abort data entry and return to the Pay Cycle Menu.

5. Check Date:

Type the date the check was written in MMDDYY format and **Enter**.

6. Check Amount:

Type the **net** amount of the check and **Enter**.

7. Is The Check Information Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if the check header information is correct. Proceed to Step 8.

Type **N+** the **Enter** key to edit the check information. Return to Step 6.

Type **DELETE+** the **Enter** key to remove the check from the manual check file. Return to Step 2.

# Manual Check Earnings Entry

Visual PRO/5								-	□	X	
Settings Edit Print Help								Your Company Name		DATE: 09/15/00	
MANUAL CHECK DATA ENTRY											
CHECK NO: 003541											
EMPLOYEE NO: 200		McCarthy		M.		HOURLY					
CHECK DATE: 09/10/00				CHECK AMOUNT:		243.75					
EARNINGS						BALANCE:		123.75-			
CODE	DAY	DEPT	W/C	DISTRIBUTION		RATE	HOURS	AMOUNT			
01		10	8810	G/L: 619-000		10.50	32.00	336.00			
02		10	8810	G/L: 619-000		15.75	2.00	31.50			
EMPLOYEE TOTAL:								34.00	367.50		
IS THE DATA CORRECT? (Y-N-DELETE)											

8. Code:

Type a valid earnings code and **Enter** or type ?+ the **Enter** key to display the Earnings Code Selection window.

Press **F4** to end earnings code input. Proceed to Step 15.

9. Dept:

*Note: The default department code from this employee's masterfile displays on your screen.*

Press the **Enter** key to accept the code displayed or type ?+ the **Enter** key to display the Department Code Selection window.

10. W/C:

*Note: The default worker's compensation code from this employee's masterfile displays on your screen.*

Press the **Enter** key to accept the code displayed or type ?+ the **Enter** key to display the Worker's Compensation Code Selection window.

11. Distribution:

*Note: The G/L distribution account number for this earnings code displays on your screen. The cursor moves to the next input field.*

## ***Operating The Payroll System***

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\* 12. Rate:

Press the **Enter** key to accept the rate displayed or override with a new hourly rate.

Press **F2** to return Step 11 to change the G/L distribution account number.

\* 13. Hours:

Press the **Enter** key to accept the hours displayed for this pay cycle or override with the correct number of hours.

*\* Note: The cursor will stop at steps 12 and 13 if this earnings code is set up for units and hours in 'Earnings Code Maintenance' on the Payroll Definition Menu.*

14. Amount:

Press the **Enter** key to accept the calculated amount of rate x hours or type a new amount if this earnings code is not set up as hours and units and **Enter**.

15. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if this earning code information is correct. Return to Step 8 for the next earnings code entry.

Type **N+** the **Enter** key to edit this earning code information. Go to Step 8.

Type **DELETE+** the **Enter** key to delete the **entire** check entry. Return to Step 2.

# Manual Check Deduction Entry

Visual PRO/5							_ □ X	
Settings Edit Print Help								
Your Company Name					MANUAL CHECK DATA ENTRY		DATE: 09/15/00	
-----								
CHECK NO: 003541								
EMPLOYEE NO: 200			McCarthy		M.	HOURLY		
-----								
CHECK DATE: 09/10/00				CHECK AMOUNT:		243.75		
-----								
DEDUCTIONS:						BALANCE:		100.00-
-----								
CODE	DAY	DEPT	W/C	DISTRIBUTION		RATE	HOURS	AMOUNT
-----								
01		INSURANCE		615-000				23.75
-----								
IS THE DATA CORRECT? (Y-N-DELETE)								

16. Code:

Type a valid deduction code and **Enter** or type ?+ the **Enter** key to display the Deduction Code Selection window.

*Note: The voluntary deduction description and the G/L distribution displays on your screen. The cursor moves to the amount field.*

17. Amount:

Type the amount of the voluntary deduction and **Enter**.

Press **F2** to edit the G/L distribution account number.

18. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if this deduction code information is correct. Return to Step 16 for the next deduction code entry.

Type **N+** the **Enter** key to edit this deduction code information. Go to Step 16.

Type **DELETE+** the **Enter** key to delete all deduction code entries. Return to Step 16.

# Manual Check Tax Jurisdiction Entry

Visual PRO/5		- □ X					
Settings Edit Print Help		Your Company Name					
MANUAL CHECK DATA ENTRY		DATE: 09/15/00					
-----							
CHECK NO: 003541							
EMPLOYEE NO: 200		McCarthy	M. HOURLY				
-----							
CHECK DATE: 09/10/00		CHECK AMOUNT:	243.75				
-----							
DEDUCTIONS:		BALANCE:	.00				
-----							
CODE	DAY	DEPT	W/C	DISTRIBUTION	RATE	HOURS	AMOUNT
-----							
FEDERAL W/H:		28.00					
AZ STATE W/H:		8.00					
SOC SEC:		52.00					
MEDICARE:		12.00					
-----							
IS THE DATA CORRECT? (Y-N-DELETE)							

19. Federal W/H:

Type the amount of the federal tax withheld for this check and **Enter**.

20. State W/H:

Type the amount of the state tax withheld for this check and **Enter**.

21. Soc Sec:

Type the amount of social security withheld for this check and **Enter**.

22. Medicare:

Type the amount of medicare withheld for this check and **Enter**.

18. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key to accept tax information. Return to Step 2 for the next check entry.

Type **N**+ the **Enter** key to edit the tax information. Return to Step 19.

Type **DELETE**+ the **Enter** key to delete the **entire** check. Return to Step 2.

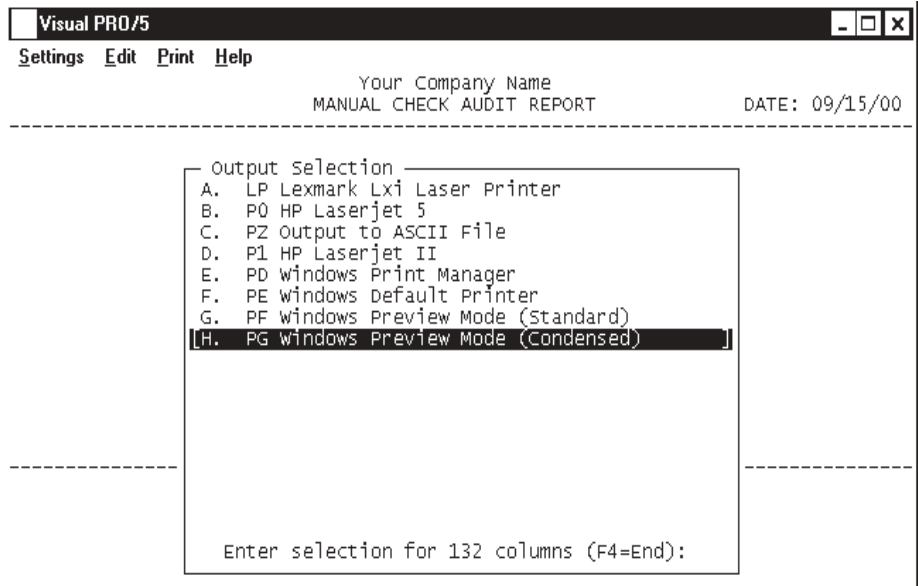
*Note: Before you exit the screen, the amount of the check must be distributed correctly and the balance must equal zero. If the check is out of balance, you will be prompted to either delete the entire check and press the Enter key to make corrections.*

# Manual Check Audit Report

## Overview

The Manual Check Audit Report lists each check number, employee number, earning codes and dollar amounts, voluntary deductions, federal and state taxes and social security and medicare amounts.

Use this report to verify the manual check entries before continuing the pay cycle process.



## Procedure

1. Select Manual Check Audit Report on the Pay Cycle Menu.
2. Select the appropriate printer for this report.

# Manual Check Audit Report Sample

Print Preview

File Page View Help

Page: 1 of 1

PERIOD ENDING: 05/15/00		Year Company NAME				MANUAL CHECK AUDIT REPORT		PAGE: 1				
CHECK NUMBER	DATE	EMPLOYEE NUMBER	CODE	DESCRIPTION	RATE	W/C	Q/L NO.	JOB NO:	COST CODE	RATE	HOURS	AMOUNT
002541	05/15/00	200		McCarthy Mary								
			REG:	EL REGULAR	18.50		619-000				32.00	596.00
			OT:	EL OVERTIME	15.75		619-000				2.00	31.50
			REG:	EL INSURANCE			619-000					23.75
				FEDERAL W/N:								8.00
				STATE W/N:								1.00
				SOC SEC:								52.00
				MEDICARE:								2.00
				NET CHECK AMOUNT:								240.75
				REPORT TOTAL:								240.75



# Earnings Update

## Overview

The Earnings Update calculates employer and employee taxes, applies voluntary deductions, updates payroll data and figures General Ledger distributions.

Visual PRO/5
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Settings Edit Print Help

Your Company Name  
 EARNINGS UPDATE

DATE: 09/15/00

---

DO YOU WANT TO PROCEED WITH P/R DATA ENTRY UPDATE? (YES-NO)

---

## Procedure

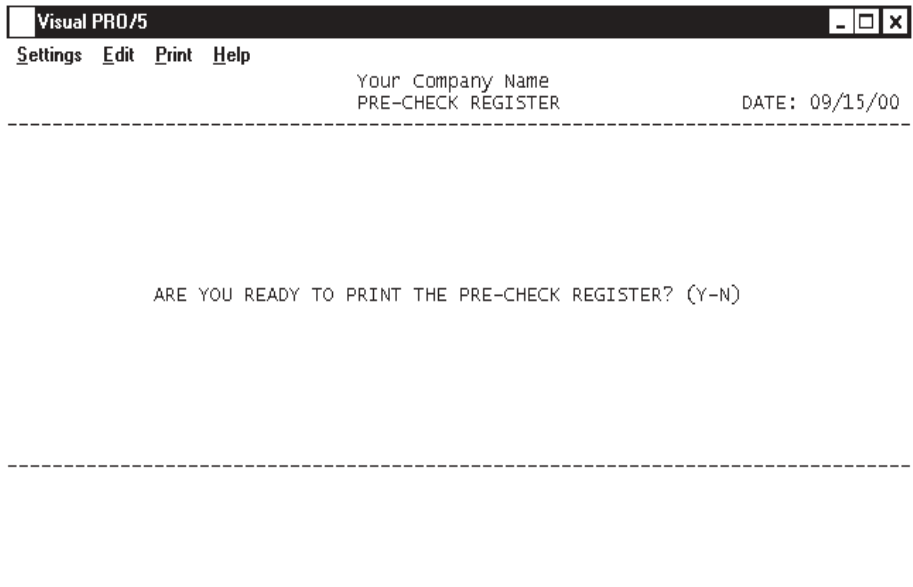
1. Select Earnings Update on the Pay Cycle Menu.
2. Do You Want To Proceed With P/R Data Entry Update? (YES-NO):  
Type **YES+** the **Enter** key to continue with the payroll calculations.  
Type **NO+** the **Enter** key to abort the update and return to the Pay Cycle Menu.
3. Are You Ready To Print The Pre-Check Register? (Y-N):  
Type **Y+** the **Enter** key to continue with the payroll process and print the register.  
Type **N+** the **Enter** key to abort the register print and return to the Pay Cycle Menu.

*Note: After the earnings update, all further reports are 'chained' together and will automatically print one after the other unless you abort the payroll process. Each item on the menu can be accessed individually, but it is not recommended to do so. This process must be completed before another payroll can be run for the next payroll period.*

# Pre-Check Register

## Overview

The Pre-Check Register list each employee's gross earnings, deductions withheld and taxes that were calculated in the 'Earnings Update', showing what the net check amount will be.



## Procedure

1. Select Pre-Check Register on the Pay Cycle Menu.
2. Are You Ready To Print The Pre-Check Register? (Y-N):  
Type **Y**+ the **Enter** key to continue with the payroll process and print the register. Proceed to Step 3.  
Type **N**+ the **Enter** key to abort the register print and return to the Pay Cycle Menu.
3. Select the appropriate printer for this report.
4. Are You Ready To Proceed With Check Printing? (Y-N):  
Type **Y**+ the **Enter** key if you are ready to print the checks.  
Type **N**+ the **Enter** key if you are not ready to print checks and return to the Pay Cycle Menu.

# Pre-Check Register Sample

Print Preview

File Page View Help

Page: 1 of 1

PERIOD ENDING: 05/25/00

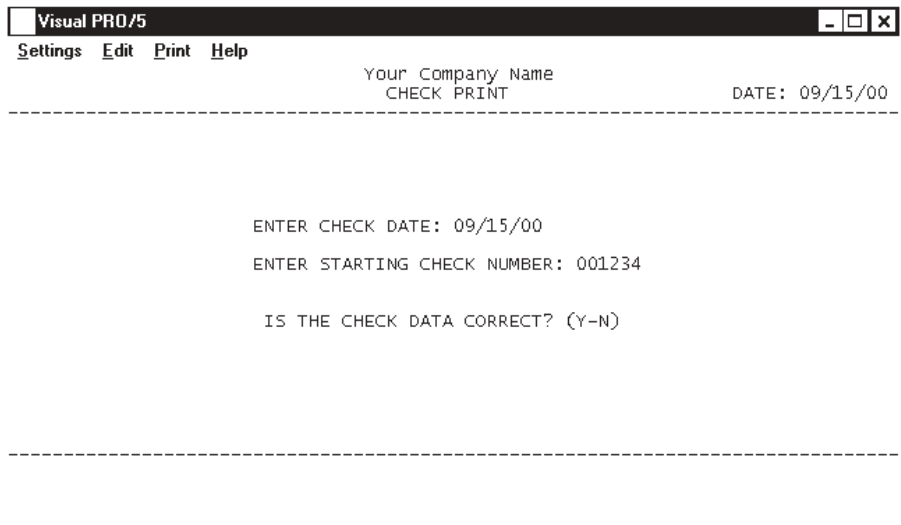
THAT COMPANY NAME  
PRE-CHECK REGISTER

PAGE: 1

EMPLOYEE NO.	EMPLOYEE NAME	GROSS WAGES	FEDERAL W/T	STATE W/T	LOCAL W/T	FEDERAL TAXES	STATE TAXES	VOLUNT	NET CHECK
300	McCarthy, Mary	367.50	28.00	8.00		64.00		23.75	241.75
301	Collins, Orisela	1216.00	199.47	12.36		93.01	0.11	30.00	871.04
302	Sares, Donald	415.00	54.61	4.25		11.71	2.91	15.00	286.58
REPORT TOTAL:		1998.50	382.08	24.61	00	168.72	3.12	68.75	1401.17

# Check Print

## Overview



## Procedure

1. Select Check Print on the Pay Cycle Menu.

2. Print On A/P Check Forms? (Y-N):

Type **Y**+ the **Enter** key if you are printing on the same checks as you use for Accounts Payable checks (check stub has no preprinted headings).

Type **N**+ the **Enter** key if you have your own custom forms.

3. Pay Period Start Date:

Type the start date for this pay cycle in MMDDYY format and **Enter**.

4. Message:

Type up to a thirty (30) character message that you would like printed on the check stub and Enter. This is an optional field.

5. Is The Data Correct? (Y-N):

Type **Y**+ the **Enter** key if the date and message are correct.

Type **N**+ the **Enter** key to change the date or message fields.

### 6. Enter Check Date:

Press the **Enter** key to accept the date displayed or type a new date in MMDDYY format that you want printed on the payroll checks and **Enter**.

Type **END+** the **Enter** key to abort the check print and return to the Pay Cycle Menu.

### 7. Enter Starting Check Number:

Type the starting check number and **Enter**.

*Note: If all of the checks are manual checks, do not enter a check number.*

### 8. Is The Check Data Correct? (Y-N):

Type **Y+** the **Enter** key to continue with the check printing process.

Type **N+** the **Enter** key to edit the check information. Return to Step 6.

### 9. Select the appropriate printer for the check forms.

### 10. Please Load The < Name > Check Forms For < Name >

CR to Continue or END:

*Note: < Name > will display the name of the bank that the checks will be printed on. If you selected yes to print on A/P checks, the name will display A/P checks rather than a bank name.*

Press the **Enter** key to continue with the check printing process.

Type **END+** the **Enter** key to abort the check print and return to the Pay Cycle Menu.

### 11. Do You Want To Print A Test Pattern? (Y-N):

Type **Y+** the **Enter** key to print a test pattern. This allows you to test for the proper alignment of your check forms.

Type **N+** the **Enter** key to bypass the test pattern.

### 12. Did The Checks Print Correctly? (Y-N):

Type **Y+** the **Enter** key if the checks printed completely and correctly. The payroll process will continue with printing the check register.

Type **N+** the **Enter** key to restart the check print procedure. Go to Step 13.

### 13. Enter Starting Employee No. (RESTART-END):

Type **RESTART+** the **Enter** key to restart the check print with a specific employee.

Type the first employee number you want to print and **Enter** or type **?** the **Enter** key to display the Employee Number Selection window.

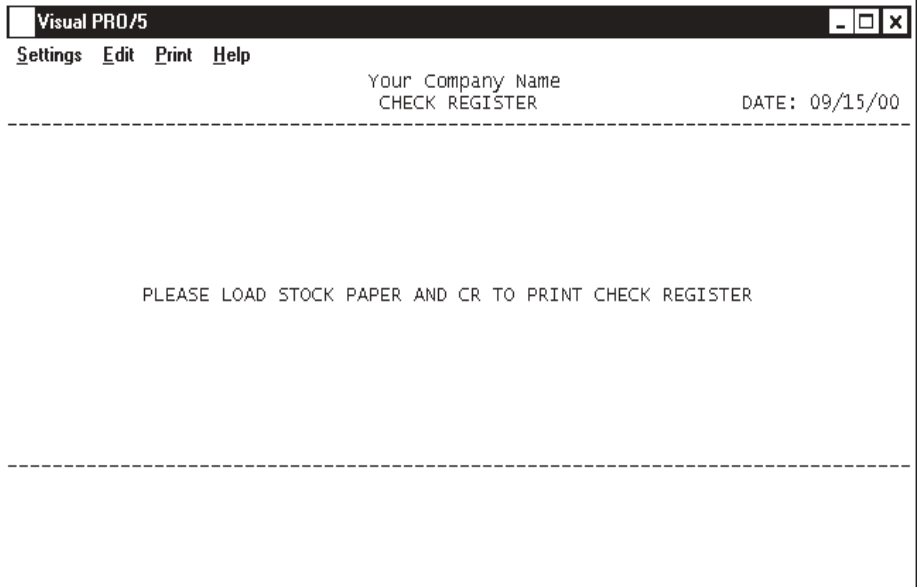
Type **END+** the **Enter** key to abort the check print and return to the Pay Cycle Menu.

# Payroll Check Sample

# Check Register

## Overview

The Check Register produces a report that lists the check number assigned to each employee's check, along with the employee name and number, gross earnings, federal,



state, and local taxes, voluntary deductions and the net check amount for each employee.

- Procedure**
1. Select Check Register on the Pay Cycle Menu.
  2. Select the appropriate printer for this report.
  3. Please Load Stock Paper and CR To Print Check Register:

Remove the check forms from your printer (if applicable) and press the **Enter** key to continue with printing the check register.

*Note: This report must be completed before another payroll can be processed.*

# Check Register Sample

Print Preview

File Page View Help

Page: 1 of 1

PERIOD ENDING: 01/15/00

TOTAL COMPANY NAME: CHECK REGISTER

PAGE: 1

CHECK NUMBER	CHECK DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	GROSS EARNINGS	FEDERAL W/T	STATE W/T	LOCAL W/T	FEDERAL TAX	STATE TAX	VOLUNT DEDUCT	CHECK AMOUNT
002541	01/14/00	108	McCarthy	367.50	0.00	0.00		66.00		13.75	247.75
002540 - 000234			** RECD **								
000221	01/15/00	101	Gallies	1210.00	100.40	11.16		93.82	0.51	30.00	1072.84
000224	01/15/00	102	Wicks	411.00	54.61	4.15		11.75	2.91	15.00	296.59
REPORT TOTAL:				1988.50	255.01	24.31		171.57	11.42	58.75	1463.17

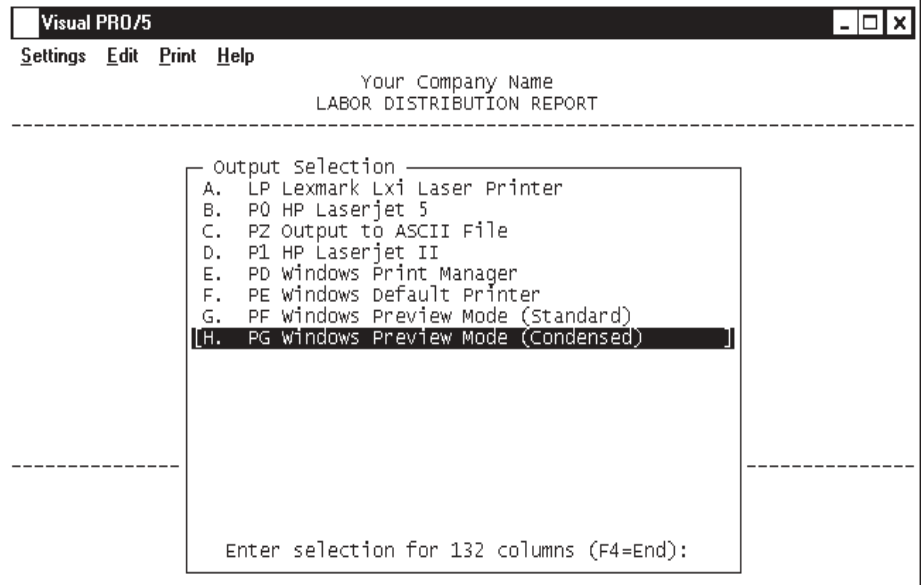


# Labor Distribution Report

## Overview

The Labor Distribution Report produces a register for each department/division set up on your payroll. The report lists each employee number and name, a total of regular and premium hours and a total of all individual earnings.

The report prints totals for each department/division and a combined report total.



## Procedure

1. Select the appropriate printer for this report.

*Note: This report automatically prints after the check register.*

# Labor Distribution Report Sample

Print Preview

File Page View Help

Page: 1 of 1

PERIOD ENDING: 09/30/00

YOUR COMPANY NAME

LABOR DISTRIBUTION REPORT

PAGE: 1

LI OFFICERS SALARIES

EMPLOYEE NUMBER	NAME	REVENUE			EARNINGS					
		REGULAR	PREMIUM	TOTAL	REGULAR	PREMIUM	VAC/SICK	TIPS	OTHER	TOTAL
101	Collins C.	64.00	1.00	77.00	512.00	150.00	112.00			1116.00
102	Bates R.	45.00	1.00	49.00	360.00	15.00	40.00			415.00
100	McCarthy W.	12.00	1.00	14.00	336.00	30.90				367.50
DEPARTMENT TOTAL:		116.00	11.00	147.00	1208.00	236.90	152.00			1896.50
REPORT TOTAL:		116.00	11.00	147.00	1208.00	236.90	152.00			1896.50

# Deduction Register

## Overview

The Deduction Register produces a register for each voluntary deduction that was deducted from each employee's paycheck for the current payroll. The report lists each employee number and name, employee's social security number, the amount of each deduction, the deduction goal (optional) and amount deducted for the current month and year-to-date.

The report prints totals for each deduction.

The screenshot shows a window titled "Visual PRO/5" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area displays "Your Company Name" and "DEDUCTION REGISTER" separated by a dashed line. Below this is a box titled "Output Selection" containing a list of options:
 

- A. LP Lexmark Lxi Laser Printer
- B. P0 HP Laserjet 5
- C. PZ output to ASCII File
- D. P1 HP Laserjet II
- E. PD windows Print Manager
- F. PE Windows Default Printer
- G. PF Windows Preview Mode (Standard)
- H. PG windows Preview Mode (Condensed)

 Option H is highlighted with a black background. Below the list, the text "Enter selection for 132 columns (F4=End):" is displayed.

## Procedure

1. Select the appropriate printer for this report.

*Note: This report automatically prints after the labor distribution report.*

# Deduction Register Sample

PERIOD ENDING: 01/31/00      YOUR COMPANY NAME: ENROLL      PAGE: 1  
DEDUCTION REGISTER  
CODE: EL INSURANCE

EMPLOYEE NUMBER	EMPLOYEE NAME	SSN	DEDUCTION RATE/PCT	DEDUCTION GOAL	AMOUNT DEDUCTED	
					THIS PERIOD	YEAR TO DATE
000	McCarthy, N.	908-41-0451	25.00		21.75	13.75
101	Collins, C.	908-41-2524			21.00	15.00
102	Burtel, R.	613-11-6854			21.00	15.00
DEDUCTION TOTAL:					73.75	63.75

# Check Update

## Overview

The Check Update clears payroll data files and posts distribution information for the General Ledger. Make sure all reports are printed before continuing with this step.

Visual PRO/5
\_ □ X

Settings Edit Print Help

Your Company Name  
 CHECK UPDATE

DATE: 09/15/00

---

ARE YOU READY TO PROCEED WITH CHECK UPDATE? (YES-NO)

---

## Procedure

1. Select Check Update on the Pay Cycle Menu.
2. Are You Ready To Proceed With The Check Update? (YES-NO):

*Note: When you run this program, payroll detail is cleared. Be sure you have run all necessary reports before continuing.*

Type **YES+** the **Enter** key to run the check update program.

Type **NO+** the **Enter** key to return to the Pay Cycle Menu.

*Note: If you do not have the General Ledger module installed, a General Ledger Distribution Report will be printed.*

*This update must be completed before another payroll can be processed.*

# Employer's Expense Report

## Overview

The Employer's Expense Report print in state jurisdiction order, listing employee number and name, worker's compensation code, amounts for gross earnings, social

Visual PRO/5

Settings Edit Print Help

Your Company Name  
CHECK UPDATE

DATE: 09/15/00

-----

DO YOU WANT TO COMPLETE THIS PAYROLL CYCLE? (YES-NO)

-----

**Procedure** Security and medicare, FUTA, SUTA, worker's compensation, local tax and total payroll expense.

1. Select the appropriate printer for this report.

*Note: This report automatically prints after the deduction register*

2. Do You Want To Complete This Payroll Cycle? (YES-NO):

Type **YES+** the **Enter** key to complete the payroll process for the current payroll.

Type **NO+** the **Enter** key to abort the completion and return to the Pay Cycle Menu.

*Note: This report and update must be completed before another payroll can be processed.*

# Employer's Expense Report Sample

Print Preview

File Page View Help

Page: 2 of 2

PERIOD ENDING: 05/25/00

YOUR COMPANY NAME  
EMPLOYER'S EXPENSE REPORT

PAGE: 2

STATE: CA California State Tax

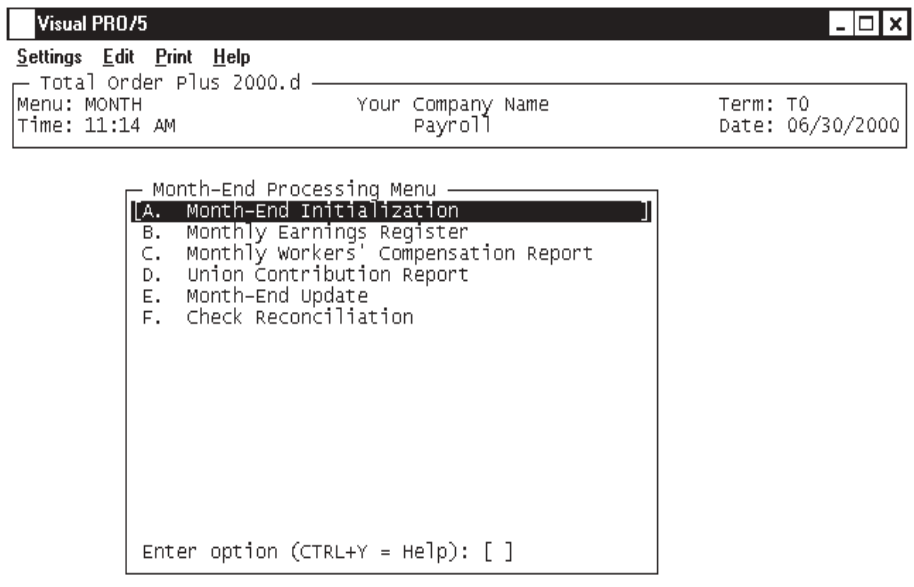
EMPLOYEE NUMBER	NAME	W/C TAG CODE	GROSS EARNINGS	SOC. SEC.	MEDICARE	FUTA	SUTA	W/C TAG	LOCAL TAX	TOTAL P/R EXPENSE
101	Collins C.		3216.00							
101	Collins C.			75.39	17.61	9.70	6.32		5.99	125.01
102	Rates R.	0110	400.00							
102	Rates R.	0110		25.71	6.02	3.12	2.00		7.11	39.96
STATE TOTAL:			3616.00	101.10	23.63	12.82	8.40		13.10	164.97
REPORT TOTAL:			3976.50	126.81	23.63	15.92	10.39		13.10	184.25

# Month-End Processing Menu

## Overview

The Month-End Initialization program begins the month-end process. The reports will automatically print one right after the other after prompting you for a printer selection. Reports include 'Monthly Earnings Register', 'Monthly Worker's Compensation Report' and the 'Union Contribution Report' (if applicable).

After all reports have been printed, the 'Month-End Update' must be run before processing another payroll for the next period, clearing all month-to-date information.

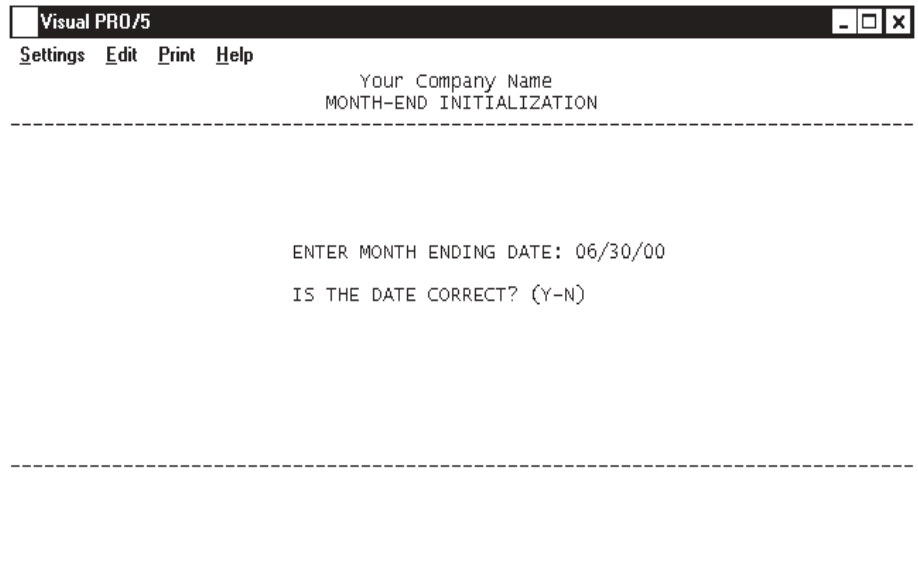




# Month-End Initialization

## Overview

The Month-End Initialization program begins the month-end process. The program prompts you for the correct period-end processing date.



The screenshot shows a window titled "Visual PRO/5" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main content area displays "Your Company Name" and "MONTH-END INITIALIZATION" separated by a dashed line. Below this, the prompt "ENTER MONTH ENDING DATE: 06/30/00" is shown, followed by "IS THE DATE CORRECT? (Y-N)". A second dashed line is at the bottom of the window.

## Procedure

1. Choose Month-End Initialization on the Month-End Processing Menu.
2. Enter Month Ending Date (MMDDYY):

Type the ending date for the month you are processing in MMDDYY format and **Enter** or press the **Enter** key to accept the displayed application date.

3. Is The Data Correct? (Y-N):

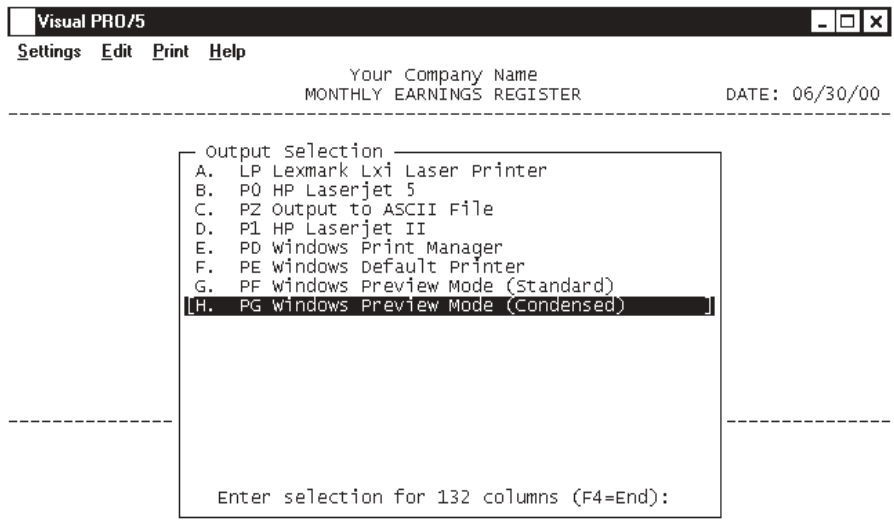
Type **Y**+ the **Enter** key if the closing date is correct. The system will proceed with the month-end reports.

Type **N**+ the **Enter** key to re-input the correct closing date.

# Monthly Earnings Register

## Overview

The Monthly Earnings Register lists the payroll figures for each check processed within the current month. Information listed includes employee number and name, check number and check date for each check in the current month, all earnings and voluntary deductions and the net check amounts.



## Procedure

1. Choose Monthly Earnings Register on the Month-End Processing Menu.
2. Select the appropriate printer for this report.

# Monthly Earnings Register Sample

Print Preview

File Page View Help

Page: 1 of 1

REPORT DATE: 01/30/00

Your Company name  
MONTHLY EARNINGS REGISTER

PAGE: 1

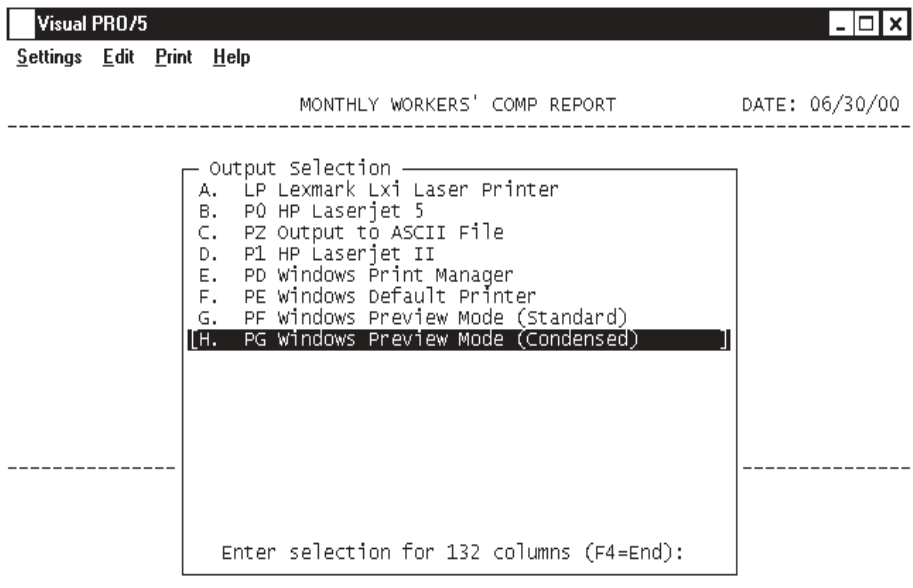
CHECK NO.	CHECK DATE	REG	HOURS	EARNINGS			DEDUCTIONS				LOCAL	VOLUNT	NET EARNINGS	
				REGULAR	PREMIUM	OTHER	UNDEF	FED W/T	TAXES	STATE W/T				UNINS
002	Winkler William													
01/25	000070	40.0		400.00			400.00	22.24	64.40	2.12			30.28	206.91
002	Callies Christie													
01/25	000072	32.0		240.00			240.00	17.39	33.36	2.40	1.88			206.17
002	Kates Heidi													
01/25	000073	40.0		600.00			600.00	98.73	45.90	6.00	4.20			451.17
01/22	000101						500.00	79.53	41.04	5.80	3.92			421.11
TOTAL:		40.0		600.00			500.00	118.00	178.26	31.76	11.80	0.12		381.25
000	McCarthy Mary													
01/01	000070	40.0		500.00			500.00	55.53	36.30	15.15			15.00	361.50
01/25	000067	40.0		500.00			500.00	55.53	36.30	15.15			15.00	361.50
01/25	000074	00.0		1000.00			1000.00	173.85	72.67	40.82			90.00	659.06
01/22	000102	40.0		500.00			500.00	55.53	36.25	15.15			15.00	361.67
01/28	000055	40.0		500.00			500.00	55.53	36.30	15.15			15.00	361.50
01/28	000060	40.0		500.00			500.00	55.53	36.25	15.15			15.00	361.67
01/28	000065	40.0		500.00			500.00	55.53	36.25	15.15			15.00	361.67

# Monthly Worker's Compensation Report

## Overview

The worker's compensation report is based on a pay cycle period ending month. The report lists each employee, by state code, and the amount of taxable wages, regular earnings, premium earnings and worker's compensation calculated amount.

The report also shows a report summary for each worker's compensation code.



## Procedure

1. Choose Monthly Worker's Compensation Report on the Month-End Processing Menu.
2. Select the appropriate printer for this report.

# Monthly Worker's Compensation Report Sample

Print Preview

File Page View Help

Page: 1 of 2

REPORT DATE: 06/30/00

Your Company Name  
MONTHLY WORKERS' COMP REPORT

PAGE: 1

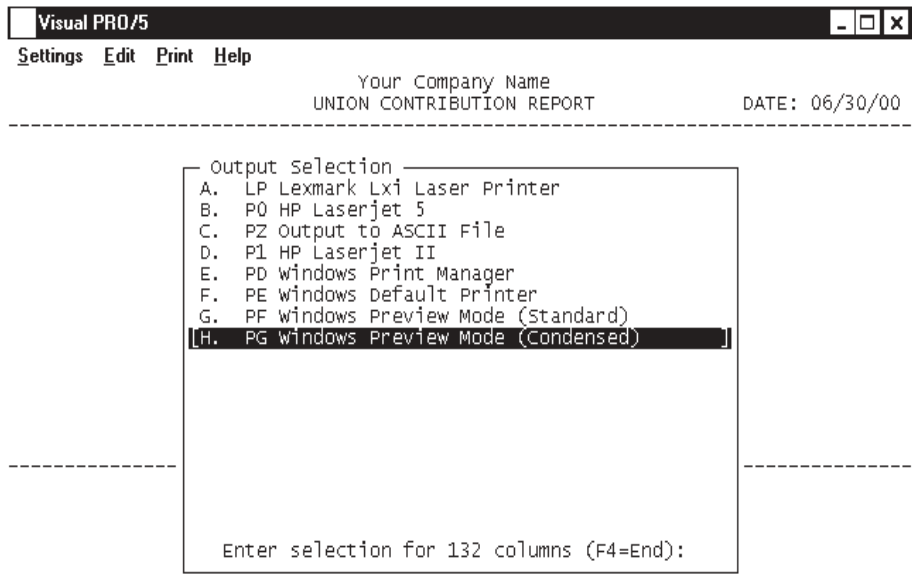
EMPLOYEE NUMBER	EMPLOYEE NAME	SOC. SEC.	TAKABLE WAGES	REGULAR EARNINGS	PREMIUM EARNINGS	W/C COMP AMOUNT
W/C CODE: A2 0000 office / clerical						
002	W. Wislar	115-61-2254	400.00	400.00		2.00
000	W. McCarthy	906-46-0451	4,000.00	4,000.00		20.00
CODE TOTAL:			4,400.00	4,400.00		22.00
SUMMARY BY WORKERS' COMP CODE:						
W/C CODE: 0000			4,400.00	4,400.00		22.00
STATE TOTAL:			4,400.00	4,400.00		22.00

# Union Contribution Report

## Overview

The Union Contribution Report list each union code and all employees belonging to each specific union. The earnings are listed for each week of the month by employee name and social security number and the hourly rate of pay.

At the end of the report, there is a contribution summary of all union deduction codes and the amount of contribution.



## Procedure

1. Choose Union Contribution Report on the Month-End Processing Menu.
2. Select the appropriate printer for this report.

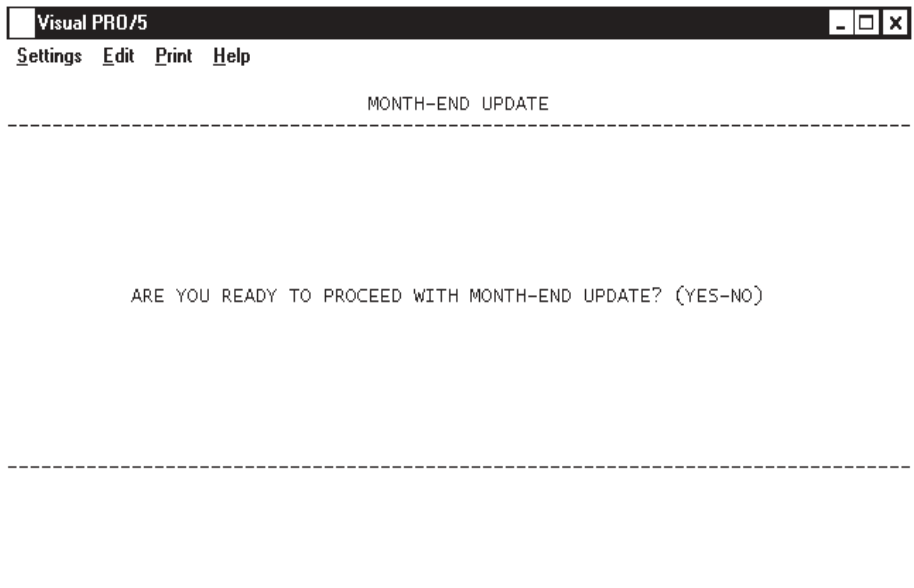
# Union Contribution Report Sample

# Month-End Update

## Overview

The Month-End Update clears the month-to-date figures from the monthly transaction file, the union monthly contribution file (if applicable) and the monthly worker's compensation file for the next payroll period.

If the current month is the last month of a payroll quarter, the system will automatically proceed with 'Quarter-End Processing' on the Payroll System Menu.





# Check Reconciliation

## **Overview**

The Payroll system writes the payroll check information to the same file as the Accounts Payable regular and manual check reconciliation file. This option is only available if you answered Y to Check Reconciliation? in 'Payroll Parameters' on the Payroll Definition Menu.

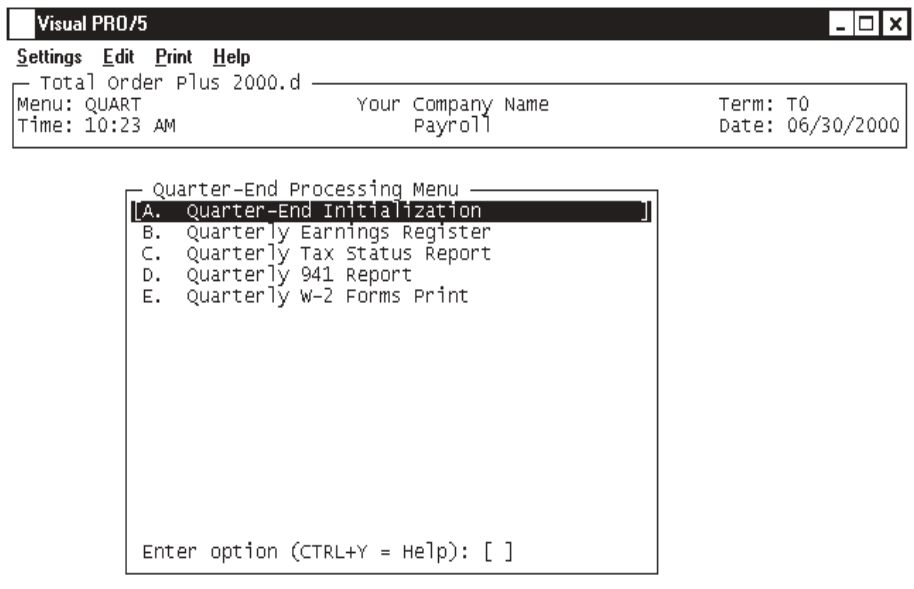
Please refer to the Table of Contents in the Accounts Payable manual for step by step instructions on how to reconcile your bank statement for any given month.

# Quarter-End Processing Menu

## Overview

The Quarter-End Initialization program begins the month-end process. The reports will automatically print one right after the other after prompting you with a printer selection. Reports include 'Quarterly Earnings Register', 'Quarterly Tax Status Report', 'Quarterly 941 Report' and the 'Quarterly W2 Forms Print' (if applicable).

After all reports have been printed, the system clears all quarter-to-date information for each employee.



# Quarter-End Initialization

## Overview

The screenshot shows a window titled "Visual PRO/5" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area displays "Your Company Name" and "QUARTER-END INITIALIZATION" with "QUARTER: 02" on the left. A dashed line separates the header from the main content area, which contains the prompts: "ENTER QUARTER ENDING DATE: 06/30/00" and "IS THE DATE CORRECT? (Y-N)". Another dashed line is at the bottom of the main content area.

The Quarter-End Initialization program begins the quarter-end process. The reports will automatically print one right after the other after prompting you for a printer selection.

1. Choose Quarter-End Initialization on the Quarter-End Processing Menu.

2. Is The Current Quarter Correct? (Y-N):

Type **Y**+ the **Enter** key if the current quarter displayed is correct. Go to Step 3.

Type **N**+ the **Enter** key to edit the current quarter and year.

3. Are You Ready to Proceed With the Quarter-End Process? (YES-NO):

Type **YES**+ the **Enter** key to proceed with the quarter-end process.

Type **NO**+ the **Enter** key to abort the close and return to the Payroll System Menu.

*Note: The current quarter ending date is displayed on your screen.*

5. Is The Date Correct? (Y-N):

Type **Y**+ the **Enter** key if the displayed application date is correct.

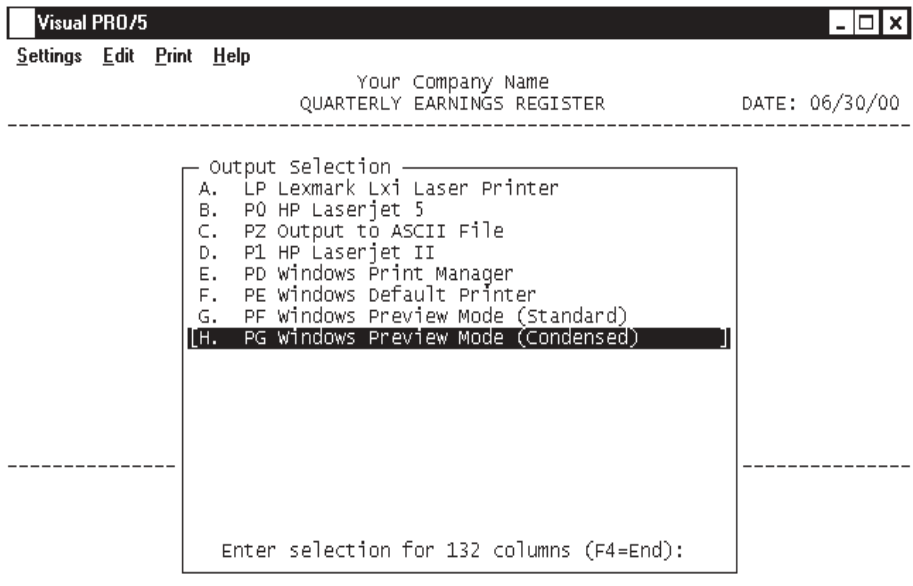
Type **N**+ the **Enter** key to re-enter the quarter-end date.

# Quarterly Earnings Register

## Overhead

The Quarterly Earnings Register lists the payroll figures for each check processed within the current quarter. Information listed includes employee number and name, check number and check date for each check in the current month, all earnings and voluntary deductions and the net check amounts.

The report reflects quarter-to-date and year-to-date totals.



## Procedure

1. Choose Quarterly Earnings Register on the Quarter-End Processing Menu.
2. Select the appropriate printer for this report.

# Quarterly Earnings Register Sample

Print Preview

File Page View Help

Page: 1 of 2

REPORT DATE: 04/30/00

Your Company Name  
QUARTERLY EARNINGS REGISTER

PAGE: 1

CHECK	CHECK	+	4085	+	EARNINGS			+	DEDUCTIONS			+	NET	
DATE	NO.	REG	PRM	REGULAR	PRMNM	OTHER	GROSS	FED W/T	TAXES	STATE W/T	TAXES	LOCAL	VOLUNT	DEDUCTIONS
002 Winkler William														
04/25	000070	40.0		400.00			400.00	21.24	64.41	2.22			30.00	290.91
-----														
QTR TOTAL		40.0		400.00			400.00	21.24	64.41	2.22			30.00	290.91
YTD TOTAL		544.0		5400.00			5400.00	281.40	119.24	71.71			402.00	3998.04
-----														
QTR TOTAL														
YTD TOTAL														
001 Collins Christie														
04/07	000111	40.0		600.00			600.00	71.39	45.90	6.00	12.24			498.97
04/24	000106	40.0		600.00			600.00	71.39	45.90	6.00	7.60			478.11
04/25	000172	32.0		740.00			740.00	17.39	18.24	7.40	1.60			200.17
-----														
QTR TOTAL		112.0		1940.00			1940.00	160.17	110.14	14.40	23.14			1178.45
YTD TOTAL		630.0		6740.00			6740.00	1018.01	616.21	118.79	17.61		72.50	6048.45
-----														
QTR TOTAL														
YTD TOTAL														
002 Kates Heidi														
04/01	000112	40.0		600.00			600.00	90.71	45.90	6.00	6.41			411.01

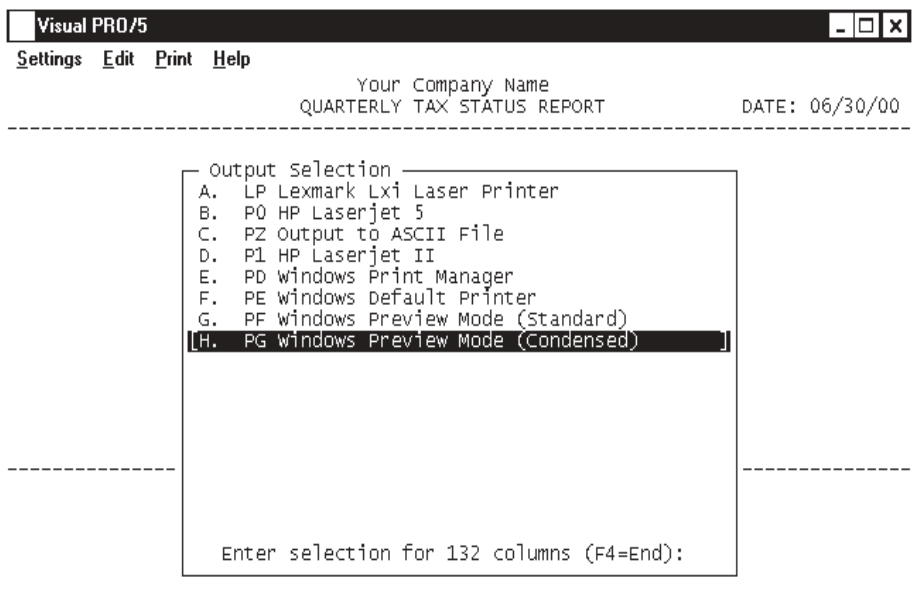
# Quarterly Tax Status Report

## Overview

The Quarterly Tax Status Report is separated into multiple reports:

The report for the federal tax jurisdiction lists each employee and the amounts withheld for the current quarter for federal tax, social security and medicare and federal unemployment, along with gross wages for this quarter.

There is a tax status report for each state that is set up on your payroll. This report lists each employee and the amounts for gross wages, employee taxable wages, state withholding, any additional state taxes (SDI, etc.) and state wages for this quarter.



## Procedure

1. Choose Quarterly Tax Status Report on the Quarter-End Processing Menu.
2. Select the appropriate printer for this report.

# Quarterly Tax Status Report Samples

Print Preview

Edit Page View Help

Page: 1 of 6

REPORT DATE: 04/30/90

Your Company Name

QUARTERLY TAX STATUS REPORT

PAGE: 1

TAXES STATUS FOR: UNITED STATES

SOC. SEC. NUMBER	EMPLOYEE NAME	GROSS WAGES	EMPLOYEE TAXABLE	FEDERAL W/T	FEDERAL TAXES	SOC. SEC. WAGES	MEDICARE WAGES	FICA WAGES
115-67-7354	M. Winkler	100.00	100.00	27.74	64.43	400.00	400.00	400.00
926-41-7134	C. Collins	140.00	140.00	17.31	38.56	240.00	240.00	240.00
413-21-6754	M. Jones	1,160.00	1,160.00	150.31	33.74	1,300.00	1,160.00	1,160.00
926-41-1453	M. McCarthy	1,925.00	1,925.00	204.71	147.25	2,000.00	2,000.00	2,000.00
FEDERAL TOTAL:		1,925.00	1,795.00	484.86	332.19	1,000.00	1,000.00	1,400.00

TABLE RATES: 6.70 % 1.45 % .00 %

TAX TOTALS: 215.66 55.18 15.28

Print Preview

Edit Page View Help

Page: 2 of 6

REPORT DATE: 04/30/90

Your Company Name

QUARTERLY TAX STATUS REPORT

PAGE: 2

TAXES STATUS FOR: WISCONSIN STATE

SOC. SEC. NUMBER	EMPLOYEE NAME	GROSS WAGES	EMPLOYEE TAXABLE	STATE W/T	STATE TAXES
115-67-7354	M. Winkler	400.00	400.00	7.27	400.00
161-46-1453	M. McCarthy	2,000.00	2,000.00	18.71	2,000.00
STATE TOTAL:		2,400.00	2,400.00	26.98	2,400.00

TABLE RATES: .32 %

TAX TOTALS: 12.48

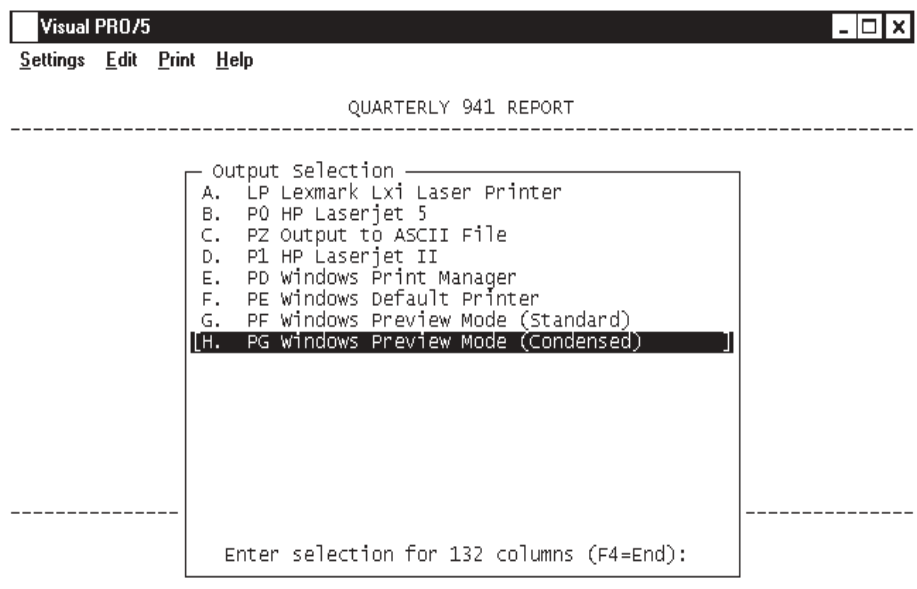
# Quarterly 941 Report

## Overview

The Quarterly 941 Report is sorted for federal and state reporting and is listed in order of each employee's social security number, as required by the federal and state agencies.

The federal report lists each employee's quarterly earnings, social security and medicare taxable wages and wages that are tax exempt and the federal unemployment taxable and tax exempt wages.

The state report lists each employee's quarterly earnings and the state unemployment taxable and tax exempt wages. Each state may vary as to the information listed for that state.



## Procedure

1. Choose Quarterly 941 Report on the Quarter-End Processing Menu.
2. Select the appropriate printer for this report.



# Quarterly 941 Report Samples

Print Preview

File Page View Help

Page: 1 of 5

QUARTER ENDING: 06/30/00      Your COMPANY NAME      PAGE: 1  
 QUARTERLY 941 REPORT

FEDERAL: 8-123456

SOC SEC NUMBER	EMPLOYEE NAME	GROSS WAGES	FEDERAL TAXABLE	SOC SEC TAX EXEMPT	STATE WAGE TAXABLE	STATE TAX EXEMPT	UNEMPLOYMENT TAXABLE	UNEMPLOYMENT EXEMPT
115-67-7754	William Walker	180.00	180.00	400.00	400.00		400.00	
104-46-5534	Christina Collins	240.00	240.00		240.00			240.00
810-21-6974	Rhonda Smith	1,180.00	1,180.00		1,180.00			1,180.00
908-46-1451	Mary McCarthy	1,915.00	2,800.00		2,000.00		2,800.00	
REPORT TOTAL:		3,515.00	3,800.00		3,800.00		2,400.00	1,400.00

Print Preview

File Page View Help

Page: 2 of 5

QUARTER ENDING: 06/30/00      THE COMPANY NAME      PAGE: 1  
 QUARTERLY 941 REPORT

STATE: AZ 01-5678

SOC SEC NUMBER	EMPLOYEE NAME	GROSS WAGES	FEDERAL TAXABLE	STATE WAGE TAXABLE	STATE TAX EXEMPT
115-67-7754	William Walker	400.00	400.00		
908-46-1451	Mary McCarthy	2,000.00	2,000.00		
REPORT TOTAL:		2,400.00	2,400.00		

# Quarterly W-2 Forms Print

## **Overview**

The Quarterly W-2 print is only accessible if you answered Y to 'W-2's Printed Quarterly?' in the 'Payroll Parameters' on the Payroll Definition Menu.

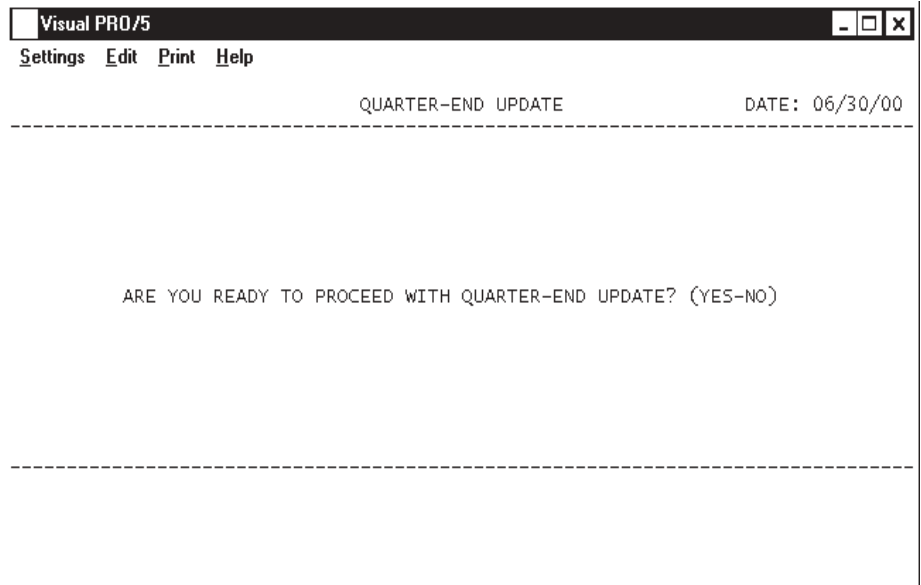
See the instructions on how to print W-2 forms in the 'Year-End Processing' procedures.

# Quarter-End Update

## Overview

The Quarter-End Update clears the quarter-to-date figures from the quarterly transaction file for the next payroll period. This update must be processed before another payroll is run in the new quarter.

If the current quarter is the last quarter of the year, the system will automatically proceed with 'Year-End Processing' on the Payroll System Menu.



The screenshot shows a window titled "Visual PRO/5" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area of the window displays "QUARTER-END UPDATE" on the left and "DATE: 06/30/00" on the right. A dashed horizontal line is drawn across the screen. Below the line, the text "ARE YOU READY TO PROCEED WITH QUARTER-END UPDATE? (YES-NO)" is centered. Another dashed horizontal line is drawn below the text.

## Procedure

1. Choose Quarter-End Update on the Quarter-End Processing Menu.
2. Are You Ready to Proceed With Quarter-End Update? (YES-NO):  
Type **YES**+ the **Enter** key to complete the quarter-end update.  
Type **NO**+ the **Enter** key to abort the update and return to the Quarter-End Processing Menu.

*Note: This update must be processed before a payroll is run in the new quarter.*

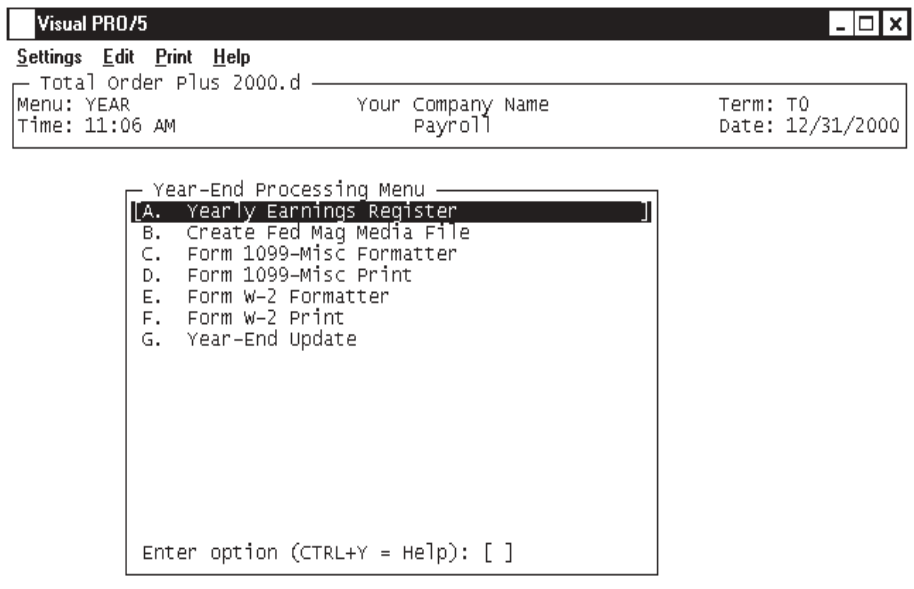
# Year-End Processing Menu

## Overview

The system requires that the last month of the year and the last quarter of the year be closed prior to processing year-end procedures. The yearly earnings report and 1099 processing are options to the user. 1099 processing is usually done in the Accounts Payable module using the vendor masterfile information.

The W-2 Formatter can be maintained by the user. The formatter controls how the W-2 information is printed on certain lines on the form and in a specific print position column (right to left).

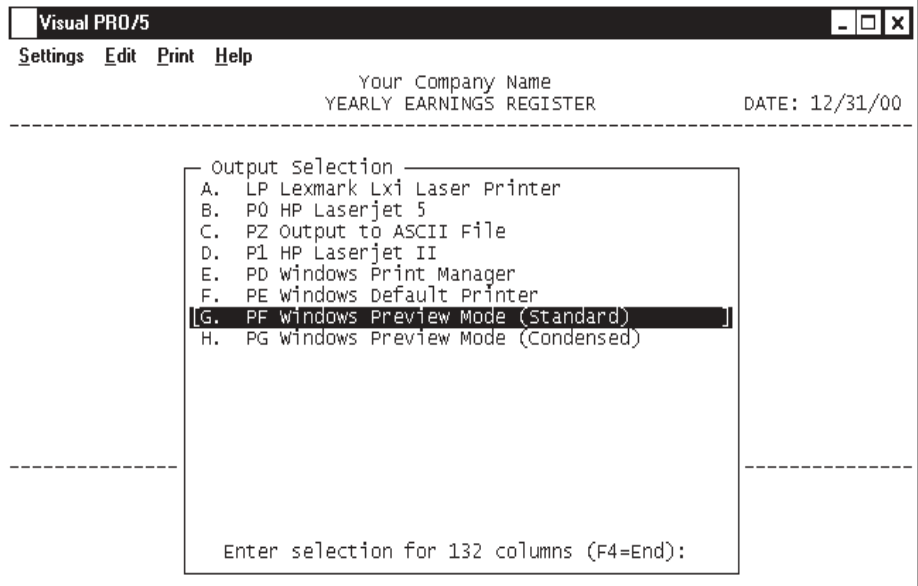
The Year-End Update clears all payroll figures for the year and removes all terminated employees.



# Yearly Earnings Register

## Overview

You can run the earnings register at the end of the current year but prior to closing the year by running the 'Year-End Update'. This report can be fairly lengthy as it lists all personnel that worked during the entire year, but it does provide a listing of all payroll checks issued for each employee and all earnings, taxes and voluntary deduction information.



## Procedure

1. Choose Yearly Earnings Register on the Year-End Processing Menu.
2. Select the appropriate printer for this report.

# Yearly Earnings Register Sample

Print Preview

File Page View Help

Page: 1 of 3

REPORT DATE: 11/31/00 Year Company Name  
YEARLY EARNINGS REGISTER PAGE: 1

CHECK	CHECK	AMOUNTS	EARNINGS				DEDUCTIONS				NET	
DATE	NO.	REG	REGULAR	PRIME	OTHER	GROSS	FED W/T	STATE	STATE W/T	LOCAL	VOLUNT	EARNINGS
000	Winkler William											
	4546 E. Wacker Service											
	Wichita KS 67202											
	HERE DATE: 11/31/99											
	SOC SEC: 125-86-2354											
01/28	0001126	34.0	340.00			340.00	41.00	11.00	0.00			218.00
01/25	0001151	40.0	400.00			400.00	21.53	30.60	1.55		.50	346.17
01/25	0001150	40.0	400.00			400.00	21.53	45.00	11.00			318.00
01/28	0000145	40.0	410.00			410.00	21.30	30.51	1.54		90.90	216.85
01/28	0000145	40.0	400.00			400.00	21.53	19.87	1.25		60.30	218.91
01/28	0000170	40.0	400.00			400.00	21.53	19.87	1.25		60.30	218.91
01/28	0000180	40.0	400.00			400.00	21.53	19.87	1.25		60.30	218.91
01/21	0000111	30.0	300.00			300.00	20.00	30.00	30.00			210.00
01/28	0000145	40.0	400.00			400.00	21.24	19.87	1.22		60.30	216.27
01/21	0000180	40.0	400.00			400.00	21.24	30.60	1.22		60.30	216.24
01/31	0000601	40.0	400.00			400.00	21.24	30.60	1.52		40.30	311.44
01/31	0000175	40.0	400.00			400.00	21.24	19.87	1.22		60.30	216.27
01/31	0000160	40.0	400.00			400.00	21.53	14.00	1.25		60.30	216.94
01/31	0001116	40.0	340.00			340.00	11.00	0.00	41.00			219.00
04/25	0000170	40.0	400.00			400.00	21.24	64.41	1.22		30.30	210.91
YTD TOTAL	104.0	5000.00				5000.00	261.23	130.21	70.41		102.90	3713.91
001	Collins Christie											
	1130 South Knobel											
	HERE DATE: 11/01/99											

# Create Federal Mag Media File

## **Overview**

This option is not available at this time.

# Form 1099 - Miscellaneous Formatter

## Overview

The 1099 Format Maintenance program displays each field that is printed on the 1099 form and allows you to determine what fields should print on the form, on what line of the form and in which column. The system originally comes with the proper print positions. If the government changes the format, you must edit the following screens.

ITEM DESCRIPTION	PRINT ON 1099	LINE	COLUMN
FEDERAL I.D. NUMBER	Y	09	08
NAME	Y	03	08
ADDRESS (LINE 1)	Y	04	08
ADDRESS (LINE 2)	Y	05	08
ADDRESS (LINE 3)	Y	06	08
ADDRESS (LINE 4)	Y	07	08
VOID CHECK BOX		01	34

## Procedure

1. Choose Form 1099-Misc Formatter on the Year-End Processing Menu.
2. Is The Data Correct? (Y-N):  
Type **Y**+ the **Enter** key if the print positions are correct. Proceed to the next screen.  
Type **N**+ the **Enter** key to edit the print parameters.

*Note: You have to enter Y to print the information on the 1099 form for each field displayed on the screen. You must also specify the line on the form and the column print position on the form (right to left). These print positions will only change from year to year if the form itself is changed by the government.*

*Follow the same instruction for all three screens.*



Visual PRO/5				- □ X	
Settings Edit Print Help					
Your Company Name 1099 FORMATTER					
-----					
1099 RECIPIENT'S INFORMATION					
-----					
ITEM DESCRIPTION	PRINT	LINE	COLUMN		
-----					
IDENTIFICATION NUMBER		09	25		
RECIPIENT'S NAME		11	08		
STREET ADDRESS		14	08		
CITY/STATE/ZIP CODE		16	08		
ACCOUNT NUMBER	Y	18	08		
IS THE DATA CORRECT? (Y-N)					

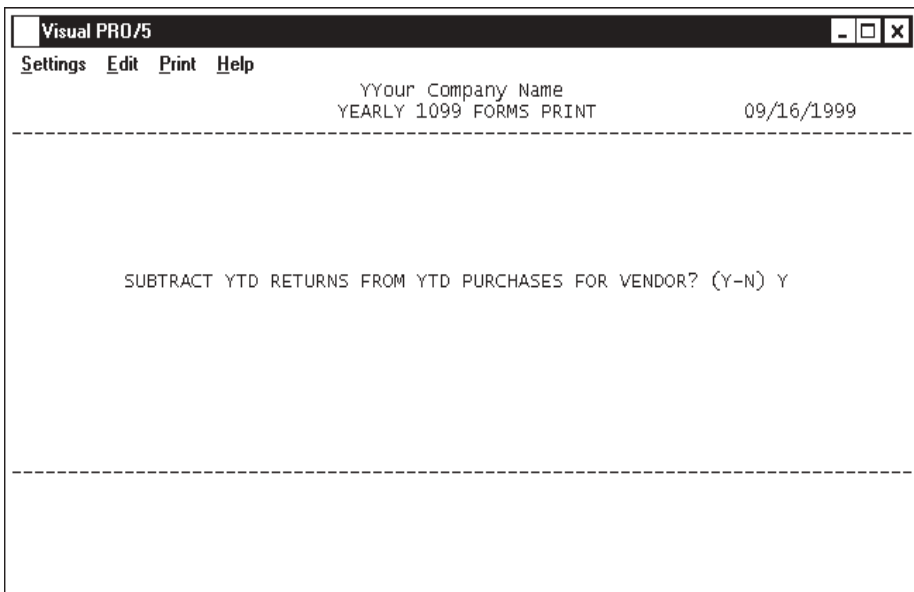
Visual PRO/5						- □ X	
Settings Edit Print Help							
Your Company Name 1099 FORMATTER							
-----							
1099 RECIPIENT'S INFORMATION							
-----							
COMPENSATION TYPE	CODE E/D	CODE NO	LINE	COLUMN	INTEGER POSITIONS		
-----							
1. RENTS			03	42	6	###,###.00	
2. ROYALTIES			05	42	6	###,###.00	
3. PRIZES/AWARDS			07	42	6	###,###.00	
4. FEDERAL INCOME TAX			09	42	6	###,###.00	
5. FISHING BOAT PROCEEDS			09	56	6	###,###.00	
6. MED/HEALTH CARE PAYMENTS			11	42	6	###,###.00	
7. NONEMPLOYEE COMPENSATION			11	56	6	###,###.00	
8. SUBSTITUTE PAYMENTS			14	42	6	###,###.00	
IS THE DATA CORRECT? (Y-N)							

# Form 1099 - Miscellaneous Print

## Overview

The 1099 Print program allows you to print 1099 forms for all vendors or you can select a range of vendors. You can select a minimum amount to exclude vendors from getting a 1099 form. The system scans the Year-To-Date dollar amount and compares it to the minimum you suggested. You have the option to deduct any vendor returns during the year from the vendor purchases for the year and print the difference as the amount on the 1099 form.

This program must be run prior to closing the year and prior to entering any data for the new year.



## Procedure

1. Choose Form 1099-Misc Print on the Year-End Processing Menu.
2. Print 1099 Forms? (Y)es or (N)o:  
Type **Y** to begin the printing process.  
Type **N** to abort the print and return to the Year-End Processing Menu.
3. Select the appropriate printer for this report.
4. Minimum \$ Amount:

Type the minimum dollar amount to exclude and **Enter**.

*Note: Vendors with a year-to-date dollar amount less than the minimum amount will not receive a 1099 form. The government requirement is \$600.00 or greater.*

5. Enter Beginning Vendor Code:

Press the **Enter** key to display the first vendor to print.

Type a valid beginning vendor code and **Enter** or type ?+ the **Enter** key to display the Vendor Code Selection window.

Press **F4** or **F8** to return to the Year-End Processing Menu.

6. Enter Ending Vendor Code:

Type a valid ending vendor code and **Enter** or type ?+ the **Enter** key to display the Vendor Code Selection window.

Press **F4** or **F8** to return to the Year-End Processing Menu.

7. Subtract YTD Returns From YTD Purchases For Vendors? (Y-N):

Type **Y**+ the **Enter** key to deduct returns from purchases for all vendors.

Type **N**+ the **Enter** key to print only YTD purchases.

8. Do You Want A Test Pattern? (Y-N):

Type **Y**+ the **Enter** key to print a test pattern on your forms.

Type **N**+ the **Enter** key to print all 1099 forms.

# Form 1099 Miscellaneous Sample

# Form W-2 Formatter

## Overview

The Form W-2 Formatter maintenance program displays each field that is printed on the W-2 form and allows you to determine what fields should print on the form, on what line of the form and in which column. The system originally comes with the proper print positions. If the government changes the format, you must edit the following screens.

Visual PRO/5
\_ □ ×

Settings Edit Print Help

Your Company Name  
W2 FORMATTER

---

W-2 STATIC INFORMATION

---

ITEM DESCRIPTION	LINE	COLUMN
TOTAL W-2 SIZE	33	70
SUBTOTAL W-2	00	
SUBTOTAL CHECK BOX	00	00
VOID CHECK BOX	04	26
PENSION PLAN CHECK BOX	23	51
W-2'S PER SHEET/PAGE	02	

IS THE DATA CORRECT? (Y-N)

## Procedure

1. Choose Form W-2 Formatter on the Year-End Processing Menu.

2. Is The Data Correct? (Y-N):

Type **Y**+ the **Enter** key if the print positions are correct. Proceed to the next screen.

Type **N**+ the **Enter** key to edit the print parameters.

*Note: You must specify the line on the form and the column print position on the form (right to left). These positions will only change from year to year if the form itself is changed by the government.*

*Follow the same instruction for all of the following screens.*

Visual PRO/5 \_ □ X

Settings Edit Print Help

Your Company Name  
W2 FORMATTER

---

W-2 EMPLOYER INFORMATION

---

ITEM DESCRIPTION	PRINT ON W2	LINE	COLUMN
FEDERAL I.D. NUMBER	Y	06	07
STATE (1) I.D. NUMBER	Y	25	10
STATE (2) I.D. NUMBER	Y	27	10
NAME	Y	08	06
ADDRESS (LINE 1)	Y	09	06
ADDRESS (LINE 2)	Y	10	06
ADDRESS (LINE 3)	Y	11	06
ADDRESS (LINE 4)	Y	12	06
CALENDAR YEAR	N		

IS THE DATA CORRECT? (Y-N)

Visual PRO/5 \_ □ X

Settings Edit Print Help

Your Company Name  
W2 FORMATTER

---

W-2 EMPLOYEE INFORMATION

---

ITEM DESCRIPTION	LINE	COLUMN
SOCIAL SECURITY NUMBER	14	06
EMPLOYEE NAME	16	06
ADDRESS (LINE 1)	18	06
ADDRESS (LINE 2)	19	06
CITY	20	06
STATE	20	24
ZIPCODE	20	28

IS THE DATA CORRECT? (Y-N)

Visual PRO/5				
Settings Edit Print Help				
Your Company Name W2 FORMATTER				
-----				
W-2 EMPLOYEE FEDERAL INFORMATION				
-----				
ITEM DESCRIPTION	LINE	COLUMN	INTEGER POSITIONS	
-----				
WAGES TIPS AND OTHER COMP	06	39	8	##,###,###.00
FEDERAL INCOME TAX WITH	06	55	8	##,###,###.00
SOCIAL SECURITY TAX WITH	08	55	8	##,###,###.00
ADVANCE EIC PAYMENT	14	39	8	##,###,###.00
SOCIAL SECURITY WAGES	08	39	8	##,###,###.00
SOCIAL SECURITY TIPS	12	39	8	##,###,###.00
MEDICARE WAGES	10	39	8	##,###,###.00
MEDICARE TAX WITH	10	55	8	##,###,###.00
IS THE DATA CORRECT? (Y-N)				

Visual PRO/5				
Settings Edit Print Help				
Your Company Name W2 FORMATTER				
-----				
W-2 EMPLOYEE STATE AND LOCAL INFORMATION				
-----				
ITEM DESCRIPTION	LINE	COLUMN	INTEGER POSITIONS	
-----				
STATE 1 WAGES	25	22	6	###,###.00
STATE 1 TAX WITH	24	32	6	###,###.00
STATE 1 NAME	25	06		
STATE 1 OTHER TAX	00	00	0	
STATE 1 OTHER TAX NAME				
STATE 2 WAGES	27	22	6	###,###.00
STATE 2 TAX WITH	27	32	6	###,###.00
STATE 2 NAME	27	06		
STATE 2 OTHER TAX	00	00	0	
STATE 2 OTHER TAX NAME				
LOCAL WAGES	25	50	5	##,###.00
LOCAL TAX WITH	25	60	5	##,###.00
LOCAL NAME	25	44		
IS THE DATA CORRECT? (Y-N)				





# Form W-2 Print

## Overview

The W-2 print is the last step prior to closing the current year. You will be prompted at the end of the print to close the year. You must answer no if you want to print another copy of the W-2's or if any adjustments need to be made. Once the year is closed, all payroll information is cleared for the new year and all terminated employees are deleted from the system.

It is recommended that you make a backup of your payroll prior to printing W-2 forms.

The screenshot shows a software window titled "Visual PRO/5" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main display area shows the following text:

```

Your Company Name
YEARLY W-2 FORMS PRINT                                DATE: 12/31/00
-----

ENTER EMPLOYEE NO.(CR-END): 002 w. Winkler

IS THE SELECTION CORRECT? (Y-N)
-----
  
```

## Procedure

1. Choose Form W-2 Print on the Year-End Processing Menu.
2. Select the appropriate printer for the W2 forms.
3. Enter Employee No. (CR-END):

Type a valid employee number and **Enter** or type **?+** the **Enter** key to display the Employee Number Selection window or press the **Enter** key if you want to start printing with the first employee in the employee masterfile.

Type **END+** the **Enter** key to abort the W2 print and return to the Year-End Processing Menu.

4. Is The Selection Correct? (Y-N):

## ***Operating The Payroll System***

---

Type **Y+** the **Enter** key if the employee number is correct. Proceed to Step 5.

Type **N+** the **Enter** key to re-input another employee number. Return to Step 3.

5. Do You Want a Test Pattern? (Y-N):

Type **Y+** the **Enter** key to print a test pattern alignment on the W2 forms. This prompt will re-display until you answer N.

Type **N+** the **Enter** key to continue with the W2 print.

*Note: After the W-2's have printed correctly, the system will automatically continue with the 'Year-End Update'.*

*If for any reason you can not print W-2's before running a payroll for the new year, you can copy the payroll files to another company and print them at a later date.*

# Form W-2 Sample

# Year-End Update

## Overview

The Year-End Update clears all payroll information for each employee and removes terminated employees from the system for the new year. You will be prompted as to whether or not you want the system to subtract year-to-date deduction amounts from individual employee goal amounts, if applicable.

It is recommended that you make a backup of your payroll prior to clearing the year.

The screenshot shows a window titled "Visual PRO/5" with standard window controls (minimize, maximize, close) on the right. Below the title bar is a menu bar with "Settings", "Edit", "Print", and "Help". The main content area displays "Your Company Name" followed by "PAYROLL YEAR END PROCESSING UPDATE" and "DATE: 12/31/00". A dashed horizontal line separates this header from the main body of the screen, which contains the text "ARE YOU READY TO PROCEED WITH THE YEAR END UPDATE? (YES-NO)". Another dashed horizontal line is located below this text, and a solid horizontal line is at the bottom of the window.

## Procedure

1. Choose Year-End Update on the Year-End Processing Menu.
2. Are You Ready To Proceed With The Year-End Update? (YES-NO):

Type **YES**+ the **Enter** key to close the year.

Type **NO**+ the **Enter** key to return to the Year-End Processing Menu.

*Note: This update must be completed before processing a payroll in the new year.*

# 4

## ***PAYROLL REPORT SYSTEM***

- Payroll Report Menu**
- Employee Cross-Reference List**
- Employee Masterfile List**
- Employee Detail List**
- Payroll Timecard Labels**

# Payroll Report Menu

## Overview

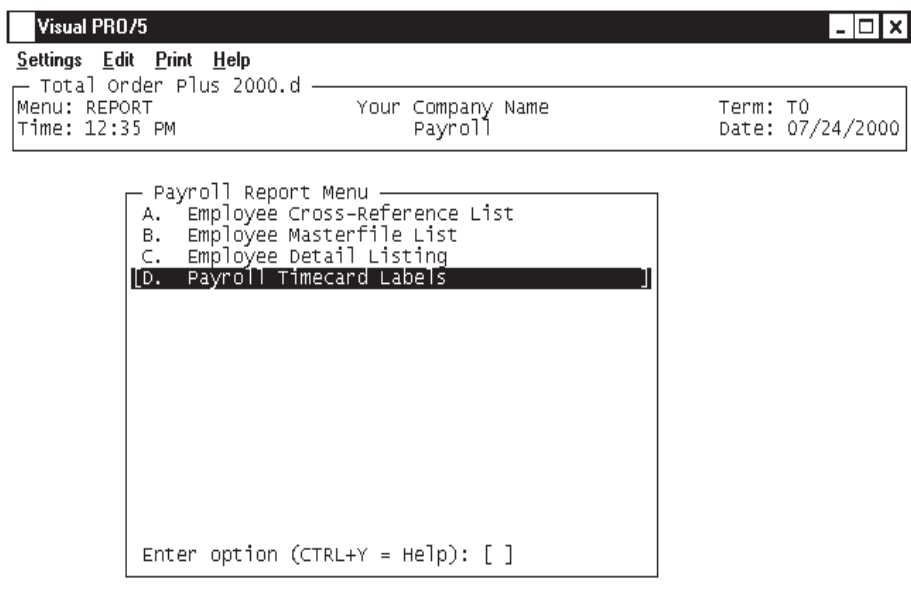
The Payroll Report Menu provides employee information printed in different formats:

The 'Employee Cross-Reference List' provides an alphabetical and a numeric employee listing.

The 'Employee Masterfile List' lets you print employee personnel information by employee number, by alphabetical sequence or clock number sequence. The report lists the name and address, hire date, social security number and tax information.

The Employee Detail List gives you the option to include personnel information or earnings and miscellaneous deduction detail. The report lists all earning types for year-to-date earnings, all miscellaneous deductions with year-to-date and lists each check number issued during the current quarter.

'Payroll Timecard Labels' print one inch labels by time clock number sequence, alphabetical sequence or by employee number for a specific payroll period.



# Employee Cross-Reference List

## Overview

The Employee Cross-Reference List contains only employee names and numbers. The report prints the data in numerical and alphabetical sequence.

The screenshot shows a window titled "Visual PRO/5" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area displays "Your Company Name" and "EMPLOYEE CROSS-REFERENCE LIST" with a date of "07/24/00". A dashed line separates this header from a list of printer options. The list is titled "Output Selection" and includes options A through H. Option H, "PG windows Preview Mode (Condensed)", is highlighted. Below the list, a prompt asks to "Enter selection for 132 columns (F4=End):".

```
Visual PRO/5
Settings Edit Print Help
Your Company Name
EMPLOYEE CROSS-REFERENCE LIST
DATE: 07/24/00
-----
Output Selection
A. LP Lexmark Lxi Laser Printer
B. P0 HP Laserjet 5
C. PZ output to ASCII File
D. P1 HP Laserjet II
E. PD windows Print Manager
F. PE windows Default Printer
G. PF windows Preview Mode (Standard)
[H. PG windows Preview Mode (Condensed)]
-----
Enter selection for 132 columns (F4=End):
```

## Procedure

1. Choose the Employee Cross-Reference List on the Payroll Report Menu.
2. Select the appropriate printer for this report.

# Employee Cross-Reference List Sample

The screenshot shows a 'Print Preview' window with a menu bar (File, Page, View, Help) and a toolbar. The main content area displays the following text:

DATE: 01/24/00      Your Company Name      EMPLOYEE CROSS-REFERENCE LIST      PAGE: 01

EMPLOYEE NUMBER SEQUENCE		ALPHABETICAL SEQUENCE	
002	William Walker	Wanda Bates	002
001	Christie Galties	Christie Galties	001
003	Wanda Bates	Mary McCarthy	003
000	Mary McCarthy	William Walker	000

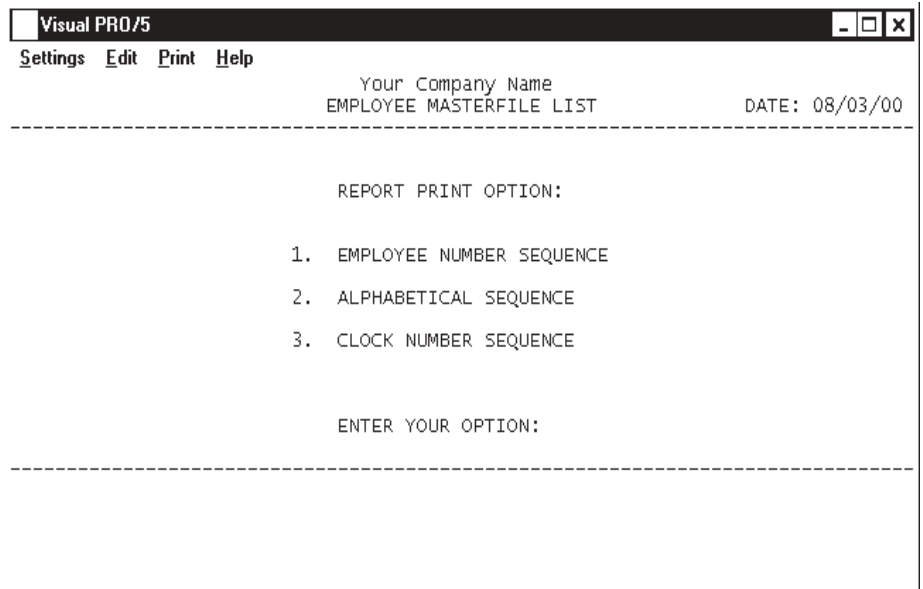


# Employee Masterfile List

## Overview

The Employee Masterfile List prints employee personnel information in employee number order, alphabetical sequence or by clock number sequence. Information includes employee number and name and address, social security number, pay cycle and wage rate, federal and state tax table withholding information.

*Note: Clock number sequence is only available if you answered Y to Clock Sort Option Used? in the 'Payroll Parameters' on the Payroll Definition Menu.*



## Procedure

1. Choose the Employee Masterfile List from the Payroll Report Menu.
2. Select the appropriate printer for this report.
3. Report Print Option:
  1. Employee Number Sequence
  2. Alphabetical Sequence
  3. Clock Number SequenceEnter Your Option:

## ***The Payroll Report System***

---

Type **1+** the **Enter** key to print the report in employee number order.

Type **2+** the **Enter** key to print the report in alphabetical sequence.

Type **3+** the **Enter** key to print the report in clock number order.

Press **F8** to abort the report and return to the Payroll Report Menu.

# Employee Masterfile List Sample

Print Preview

File Page View Help

Page: 1 of 1

DATE: 01/31/00

YOUR COMPANY NAME

EMPLOYEE MASTERFILE LIST

EMPLOYEE NUMBER SEQUENCE

PAGE: 1

←---TAG STATUS---→

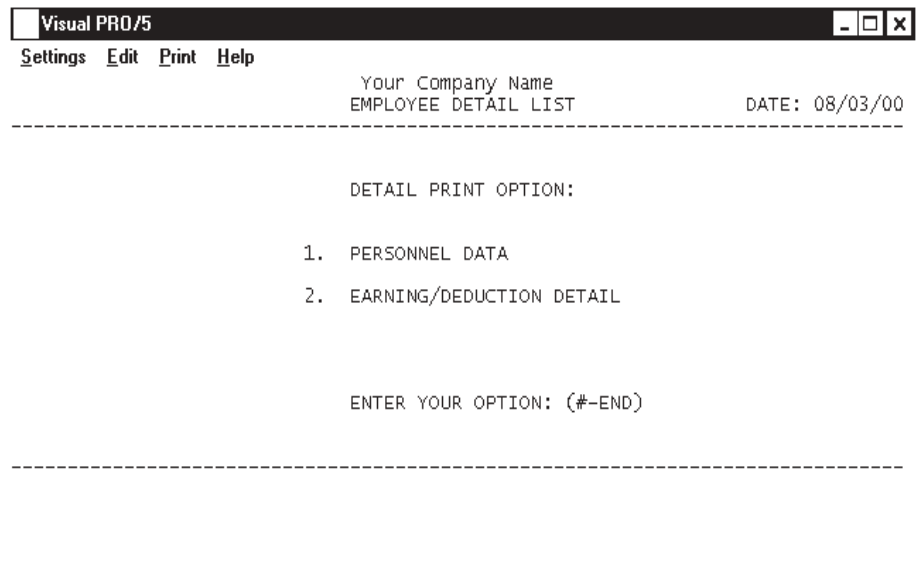
STAT COMP W/C CODE

EMPLOYEE NUMBER	NAME AND ADDRESS	CLOCK NO:	SSN:	DEPARTMENT ID	OFFICERS SALARIES
002	William Walker 4546 E. Vaux Street Wichita, KS 67202 PHONE: (313) 666-5234	0190	521-85-2354		
		WAGE: W	SEX: M	PAY CODE: A	FEB: 01 02
		INC (1/7): 40.0000/ 0.0000		PAY CYCLE: W	STATE: AZ 02
		SOX (1/7): 0.0000/ 0.0000		DATE: 10.00	0010
101	Christie Collins 1134 South Ardwell Apartment 311 Phoenix, AZ 85214-1134 PHONE: (602) 839-5341	0101	581-46-1504		
		WAGE: W	SEX: F	PAY CODE: A	FEB: 01 00
		INC (1/7): 391.0000/ 0.0000		PAY CYCLE: W	STATE: CA 01
		SOX (1/7): 14.7500/ 0.0000		DATE: 14.00	0010
102	Wanda Jones 113 W. 3RD STREET GREENVILLE, SC 29604 PHONE: (864) 271-5654	0302	620-23-6954		
		WAGE: W	SEX: F	PAY CODE: A	FEB: 01 00
		INC (1/7): 0.0000/ 0.0000		PAY CYCLE: W	STATE: CA 01
		SOX (1/7): 0.0000/ 0.0000		DATE: 14.00	0010
200	Nary MCarthy 34 W. Val Riza Gilbert, AZ 85234 PHONE: ( )	0300	521-85-1205		
		WAGE: W	SEX: F	PAY CODE: A	FEB: 01 01
		INC (1/7): 0.0000/ 0.0000		PAY CYCLE: W	STATE: AZ 01
		SOX (1/7): 0.0000/ 0.0000		DATE: 10.50	0010

# Employee Detail List

## Overview

The Employee Detail List gives you the option to include personnel information or earnings and miscellaneous deduction detail. The report lists all earning types for year-to-date earnings, all miscellaneous deductions with year-to-date and lists each check number issued during the current quarter.



## Procedure

1. Choose the Employee Detail List from the Payroll Report Menu.
2. Select the appropriate printer for this report.
3. Detail Print Option:

1. Personnel Data
2. Earning/Deduction Detail

Enter Your Option (#-END):

Type **1+** the **Enter** key to print only personal data.

Type **2+** the **Enter** key to print payroll earnings and miscellaneous deduction information.

Type **END+** the **Enter** key to abort this report and return to the Payroll Report Menu.

4. Report Print Option:

1. Employee Number Sequence
2. Alphabetical Sequence
3. Clock Number Sequence

Enter Your Option:

Type **1**+ the **Enter** key to print the report in employee number order.

Type **2**+ the **Enter** key to print the report in employee alphabetical sequence.

Type **3**+ the **Enter** key to print the report in time clock number order.

Press **F8** to abort the report and return to the Payroll Report Menu.

5. Enter Starting <Number/Name> (CR-ALL-END):

Press the **Enter** key to start printing labels for the first employee. If you selected to print the list by employee number in Step 4, you can type **?**+ the **Enter** key to display the Employee Number Selection window.

Type **ALL**+ the **Enter** key to print report for all employees.

Type **END**+ the **Enter** key to abort the label print and return to the Payroll Report Menu.

6. Enter Ending <Number/Name> (CR-ALL-END):

Press the **Enter** key to print only one employee entered in Step 5. If you selected to print labels by employee number, you can type **?**+ the **Enter** key to display the Employee Number Selection window.

Type **ALL**+ the **Enter** key to print report for all employees beginning with the first employee entered in Step 5 and the last employee.

Type **END**+ the **Enter** key to abort the label print and return to the Payroll Report Menu.

# Employee Detail List Sample

Print Preview

File Page View Help

Page: 1 of 4

PERSONNEL DATA  
 8/15/78

EMPLOYEE NO: 002      NAME: WILLIAM      WILLIAM

----- PERSONNEL DATA -----

ADDRESS: 4548 E. WARD STREET      NOTIFY:

CITY: WICHITA      RELATION:

STATE: KS      PHONE: ( ) -

ZIP CODE: 67202      DATE OF BIRTH: 02/10/50

PHONE: (313) 666-5226      HIRE: 02/15/78

SOC SEC: 521-05-1304      RETIRE: 02/11/78

SEX (M-F):      M

WARR:      W

PENR PLAN? (Y-N):      N      COMMENT:

CLASS NO: 0250

-----

DEPARTMENT 10 OFFICERS SALARIE

PAY CODE (A-1):      A

PAY CYCLE (MAY):      M      WORK CODE:

LANR CLASS:

REG PAY RATE:      30.00      EDC CERTIFICATES: 0

-----

TAX	IDENTIFICATION	FEDER	W/C	DNS
TABLE	REP	REINCTION		
FEDERAL:	01	MINUTED	02	00
STATE:	01	01	00	00

# Payroll Timecard Labels

## Overview

'Payroll Timecard Labels' print one inch labels by time clock number sequence, alphabetical sequence or by employee number for a specific payroll period.

Visual PRO/5

Settings Edit Print Help

Your Company Name  
TIME CARD LABELS

DATE: 07/24/00

-----

PRINT OPTION:

1. EMPLOYEE NUMBER SEQUENCE
2. ALPHABETICAL SEQUENCE
3. CLOCK NUMBER SEQUENCE

ENTER YOUR OPTION:

-----

## Procedure

1. Choose Payroll Timecard Labels from the Payroll Report Menu.
2. Select the appropriate printer for this report.

*Note: This message will display on your screen: 'Load the Timecard Labels and CR When Ready'. Load the timecard labels and press the **Enter** key to continue.*

3. Report Print Option:
  1. Employee Number Sequence
  2. Alphabetical Sequence
  3. Clock Number Sequence

Enter Your Option:

Type **1+** the **Enter** key to print the report in employee number order.

Type **2+** the **Enter** key to print the report in alphabetical sequence.

## ***The Payroll Report System***

---

Type **3+** the **Enter** key to print the report in clock number order.

Press **F8** to abort the report and return to the Payroll Report Menu.

4. Enter Period Ending Date (MMDDYY):

Type the ending date of the payroll period and **Enter**.

5. Is The Date Correct? (Y-N):

Type **Y+** the **Enter** key if the payroll period date is correct.

Type **N+** the **Enter** key to edit the date and return to Step 4.

6. Enter Starting <Number/Name> (CR-ALL-END):

Press the **Enter** key to start printing labels for the first employee. If you selected to print labels by employee number, you can type **?** the **Enter** key to display the Employee Number Selection window.

Type **ALL+** the **Enter** key to print labels for all hourly employee and go to Step 8.

Type **END+** the **Enter** key to abort the label print and return to the Payroll Report Menu.

7. Enter Ending <Number/Name> (CR-ALL-END):

Press the **Enter** key to print only one label for the employee entered in Step 6. If you selected to print labels by employee number, you can type **?** the **Enter** key to display the Employee Number Selection window.

Type **ALL+** the **Enter** key to print labels for all hourly employees beginning with the first employee entered in Step 6 and the last hourly employee.

Type **END+** the **Enter** key to abort the label print and return to the Payroll Report Menu.

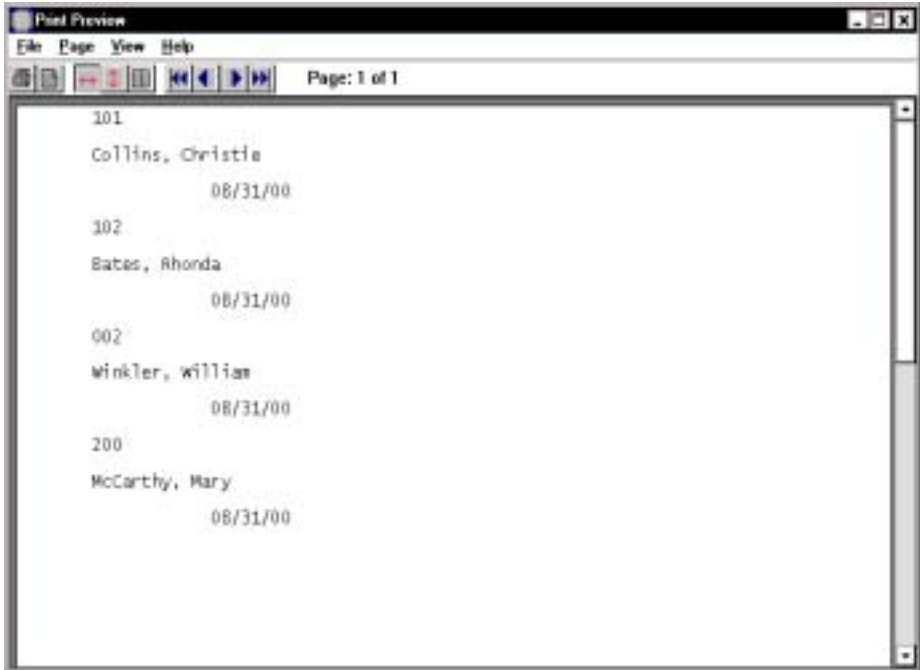
8. Do You Want A Test Pattern? Y-N):

Type **Y+** the **Enter** key to print a test pattern.

Type **N+** the **Enter** key to start the label print.



# Payroll Timecard Label Sample



# 5

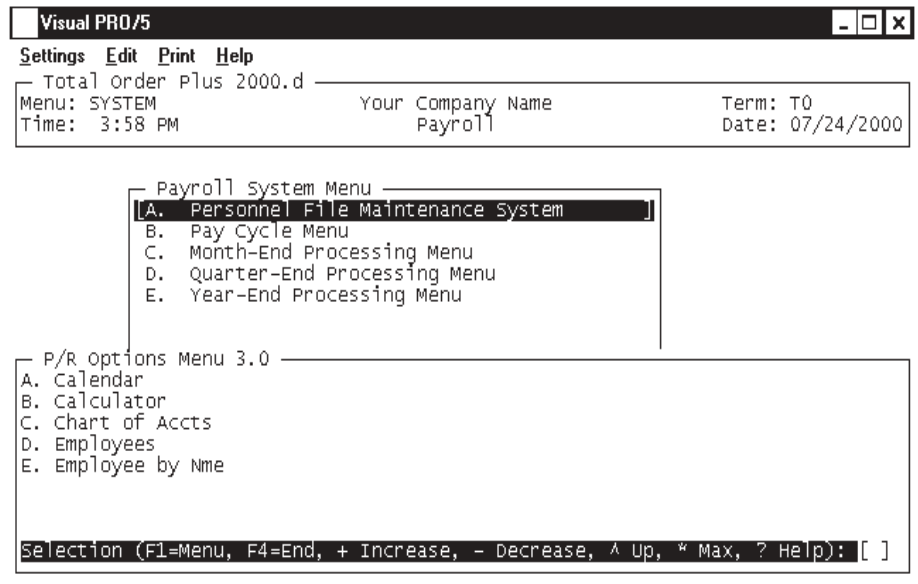
## ***PAYROLL OPTIONS MENU***

- Calendar
- Calculator
- Chart Of Accounts
- Employees
- Employees by Name

# Payroll Options Menu

## Overview

The Payroll Options Menu allows you to view the system Calendar, use the system Calculator, view the General Ledger Chart Of Accounts, view employees in employee number order or by employee name.



## Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to display the next two months. Press **F4** to return to the Payroll Options Menu.

*Note: For more information see the 'TOP Introduction' section elsewhere in this manual.*

## Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F9** to exit the calculator program and return to the Payroll Options Menu.

## ***The Payroll Options Menu***

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*Note: For more information see the 'TOP Introduction' section elsewhere in this manual.*

### **Chart Of Accounts**

The General Ledger Chart of Accounts displays on the screen. This option is not available if Inventory Control is not interfaced to the General Ledger. Press the **Enter** key to continue the display or enter an account number to advance the display forward or backward. Press **F4** to return to the Payroll Options Menu.

### **Employees**

You can view all current employees by employee number, showing last name and first name of each employee. Press the **Enter** key to continue the display or enter an employee number to advance the display forward or backward. Press **F4** to return to the Payroll Options Menu.

### **Employees By Name**

You can view all current employees by last name, showing last name, employee number, employee first and last name. Press the **Enter** key to continue the display or enter the first few letters of an employee's last name to advance the display forward or backward. Press **F4** to return to the Payroll Options Menu.