

**PAYROLL**

Release VI

A

Program

for

Business or Professionals

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developed by

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making technology uncomplicated ... for People<sup>SM</sup>

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**INTRODUCTION**

Payroll VI by Micro Mike's, Inc., is a set of interactive programs designed to produce a payroll and all associated reports for the office or business.

Integrated with the MMI General Ledger, payroll calculates and prints checks. Or, it can produce payroll records after-the-fact from a check register. At the end of the month, a program can transfer payroll data to the General Ledger.

Through reports generated after each payroll as well as at the end of the month, quarter and year, management can, through reports generated after each payroll, keep tabs on salaries for as many as nine departments or divisions within a company.

Theoretically, Payroll VI can maintain records for 9999 employees, with the practical limit established by data storage of your computer system.

Payroll VI can handle both salaried and hourly wage employees and will accommodate three additional incomes, either taxable, such as bonuses and commissions, or non-taxable, such as reimbursements for car or travel expenses. In addition of FICA and federal and state withholding, four payroll deductions can be included.

Once the payroll files have been established, the operator has the option of calling employee records to the screen by number or by auto-display which brings up the employee records one at a time, starting with the lowest number first and proceeding through the file to the highest number. With the auto-display option, the operator has the option of paying an employee or passing unwanted records.

The Employee Master File maintains pertinent information on each employee, including complete name and address, telephone number, Social Security number, marital status, number of dependents, additional withholding and labor classification. The file also has provisions for a code that will indicate that the employee is no longer on the payroll so that the record is never displayed on the screen unless called through a file maintenance program. The employee data will be printed on all necessary reports and a W-2 cn still be produced until the record is deleted at the start of the year.

Additionally, the master file contain current (last check written,) month, quarter and year-to-date totals for each employee.

Payroll makes provision for those states which have a state income tax which uses a percentage and no exceptions or limitations or provides space for the addition of most state income tax tables for automatic calculations.

Custom addition of state income tax tables, etc. can be made by the staff of Micro Mike's, Inc. for a nominal fee. The cost will vary because some states use a very simple tax formula, while others are more complex than federal income taxes. Contact Micro Mike's, Inc., for additional information.

W-2s can be produced at the end of the year simply by loading the printer with tractor-feed forms and executing the W-2 print program.

Generated reports range from a simple check register showing only the name, date, check number and the net amount of the check to a listing of all employees, showing all personal information about each employee and salary or hourly wages paid for the month-, quarter- and year-to-date.

Payroll Reports include month, quarter and year-to-date by employee and by one to nine labor classifications and in total.

Pay periods may be selected as weekly, biweekly, semimonthly, monthly, quarterly, semiannually, annually, daily or miscellaneous.

Three methods are provided so that employees can be classified into nine job categories by giving each group a unique first digit in a four-digit employee number. Payroll reports will give totals for each of the categories plus a total of all categories.

A number of safeguards are provided, including the ability to update checks in the register and still be able to add to the check register and print additional checks.

Designed with with non-computer oriented user in mind, Payroll VI operates from a menu which lists all of the programs. The operator simply selects the program from the menu which will do the needed task.

While no accounting or bookkeeping experience is necessary to operate the Payroll VI program, some knowledge is helpful so that the operator can select the right program to do the right job.

All activities start from the Payroll Menu and return to that menu when completed.

The following is the Payroll master selection Menu followed by brief descriptions of each of the programs on the Payroll Menu:

**1.1 Payroll Menu**

\*\*\* PAYROLL MENU \*\*\*

Enter Option  
##**\*\* RUN ANY TIME \*\***

1. Employee Master File Maintenance
2. Employee Master File Print
3. Check Entry
4. Check Calculate
5. Check Register Print
6. Check Print
7. Update Checks to Master File
8. Clear Check Register
9. Delete a Check

**\*\*\* MISCELLANEOUS \*\*\***

14. Deduction File Maintenance
15. Income File Maintenance
16. Category File Maintenance
17. Company Name File Maintenance
18. File Inquire
19. Print Short Check List
20. Print Pay Period List
21. Print Payroll Worksheet
22. Authorize PRGL Account #'s
23. Print PRGL Authorized Account #'s
24. FIT File Maintenance
25. SIT File Maintenance

**\*\*\* RUN BY PERIOD \*\*\***

10. Update Payroll to General Ledger
11. Print Period Reports
12. Print W2s
13. Begin New Period

**1.2 Brief Program Descriptions**

1. Employee Master File Maintenance -- All information about an employee is added, adjusted or deleted through this program. Basic information includes Social Security number, name, address, marital status, dependents, extra income tax withheld and individual payroll information.

2. Employee Master File Print -- Through this program a list of employees with name and employee number only or a list of all personal information and complete, up-to-date payroll information can be viewed on the screen or printed out on paper.

3. Check Entry -- Designed for the accounting services, this program records payroll data from a check register for reports after the fact. Employee records can be called up by number or the program can be directed to call up each record in sequence, starting with the lowest number. The operator has the option to pay that employee or pass to the next record.

4. Check Calculate -- Through the Check Calculate, the person producing the payroll can have the program make all of the calculations. Employee records are called up one at a time by identification number; or through the auto-display mode, the record can be displayed automatically, one at a time, starting with the lowest employee number. Only active employee records are displayed.

5. Print Check Register -- With two options, the check register may be inspected on the screen or on paper. All values for each check are printed for inspection.

6. Print Checks -- After the check register has been printed and examined, erroneous checks deleted and corrected checks entered, this program can produce the actual payroll, either in a batch, starting with a specific check number, print a specific check or print the last check calculated.

7. Update Checks to Employee Master File -- After the check register and the checks have been printed, this program updates the values in the Employee Master file, adding the current checks to the month, quarter and year-to-date columns. Records are flagged so that additional checks can be added to the register and only those checks will be updated the second time around.

8. Clear Check Register -- After the Employee Master Files are updated, this program clears all data from the check register.

9. Delete a Check -- A check containing errors, or for any other reason, can be voided in the check register any time before the check register is cleared through Option 8. The check number is retained but the amount will read VOID.

10. Update Payroll to General Ledger -- General Ledger Account numbers are verified and the payroll data placed into memory for verification on the screen or printed out. Once the data is verified, the payroll data can then be transferred to the General Ledger Data Disk.

11. Print Period Reports -- Monthly, Quarterly and Year End payroll reports and employment commission reports are generated through the Print Period Reports program.

12. Print W-2s -- At the end of the year, this program prints the W-2s on tractor-feed forms, including the name and address of the company and the employee and all of the required information.

13. Begin New Period -- With three options, one can clear values for the month, for the quarter or for the year.

14. Deduction File Maintenance -- Up to four deduction can be added to a paycheck, in addition to FICA and state and federal income taxes.

15. Income File Maintenance -- Three additional incomes can be included in the payroll and may be taxable, such as commissions and bonuses, or non-taxable, such as repayment for out-of-pocket expenses while on company business.

16. Employee Category File Maintenance -- Employee categories are established so that payroll expenses can be broken down by labor classes. Categories are established or changed through this program.

17. Company Name File Maintenance -- Headings of reports, the number of taxable incomes, type of check print, password and other pertinent information for the operation of the Payroll program are maintained through this program.

18. File Inquire -- This program permits the operator to check the status of the payroll files, showing the maximum number of employee and records which can be entered and the number in use.

19. Print Short Check List -- An abbreviated form of the check register, the short check list contains only the check date and number, employee name and the net amount of the check.

20. Print Pay Period List -- Pay periods supported by the Payroll program can be printed out for reference when preparing employee records.

21. Print Payroll Worksheet -- An aid in payroll preparation, this list provides the employee name and number and spaces to designate hours worked or changes in incomes and deductions.

22. Authorize PRGL Account Numbers -- Through this program, General Ledger Account Numbers are established for incomes, overtime wages and all deductions.

23. Print PRGL Authorized Account Numbers -- General Ledger Account numbers established through Option 22 are printed out through this program.

24. Federal Tax File Maintenance. As changes are made in the withholding tables, the user has the ability to go in and make changes and adjustments so that deductions are current.

25. State Income Tax File Maintenance. Should changes be made in the state income tax amounts and percentages, the user has the ability to make those changes within the Payroll Program.

### 1.3 General Ledger Considerations

If Payroll VI is to be integrated with General Ledger by Micro Mike's, Inc. consideration should be given to number of accounts to be added to the General Ledger Chart of Accounts.

These accounts should include the Checking Account Number which will be credited at the end of the month, as well as two FICA accounts (one for the employee portion and one for the employer's contribution,) and federal and state withholding taxes.

Deductions are totaled for one to four accounts and are probably expense accounts.

If all nine employee categories are used, as many as 45 separate accounts can be designated for regular salaries and wages, overtime wages and three additional incomes.

While the General Ledger can support several thousand accounts, the practical limit is 250 accounts because of the time involved in printing reports.

We feel the integration of Payroll VI and the General Ledger should be done under the supervision of an accountant or someone qualified to make these decisions.

### GENERAL INFORMATION

System hardware requirements, program and data disk requirements and backup procedures are covered in this section along with general information on data entry.

#### 2.1 System Requirements

The General Ledger as delivered by Micro Mike's, Inc., requires a microcomputer with a Z80 processor and 48K RAM internal memory, an MicroDoZ or standard CP/M operating system, a 24 line by 80 column cursor addressable terminal, a minimum of two 5.25-inch, double-density drives or two single-density 8" drives, and a printer capable of printing reports 80 columns wide.

#### 2.2 Disk Capacity Requirements

The Payroll programs require 160K bytes of storage and generally reside in Drive 1 or A.

The Payroll Data Disk generally resides in Drive 2 or B. Storage capacity is dependent upon the number of records to be maintained.

To determine data disk capacity requirements, first estimate total needs for employee records, including the number of employees now on the payroll, the number of employees who have quit or have been terminated since the beginning of the year, and the anticipated number of employee who will be hired before the end of the year, and estimate the number of checks needed for each payroll.

The following worksheet is provided to help determine file sizes.

\_\_\_\_\_ Number of active employees.

\_\_\_\_\_ Number of employees terminated (for any reason) since the beginning of the year.

\_\_\_\_\_ Estimated number employees you anticipate you may will need to add before the end of the year. Take into account turn over and growth.

=====

===== Total number of employee records required

\_\_\_\_\_ Number of checks per pay period. This is the total for each payroll and not for the month. Add about 10 percent to cover errors or other reasons for deleting checks. A deleted check stays in the register and prints as a void check.

With this information in hand, the required data file sizes can be calculated as follows:

	Blocks
Deduction, Income, Employee Category and Company Name	24
_____ Employee Records times 2.3 equals	_____
_____ Checks per pay period times .7 equals	_____
Total Blocks Required	=====
_____ Total blocks divided by 4 equals the data space required in Kbytes	_____

**2.3 Data Backup**

Data Files should be backed up on a regular basis, including after a payroll has been generated and before the checks are updated to the employee master files and before end of the month, quarter and yearly totals are cleared.

The following files should be backed up:

- |         |         |
|---------|---------|
| PRCF    | PRECF   |
| PRINCF  | PRECF2  |
| PRINCFK | PRCEF   |
| PREMF   | PRDEDF  |
| PREMFK  | PRDEDFK |

Data files created under CP/M will carry an extension of .003.

If Payroll is operating under **MicroDoZ**, refer to the **MicroDoZ** manual for backup procedures. If running under CP/M or MP/M, refer to your CP/M manual for the PIP copy file procedures.

## 2.4 General Program Operation

Payroll VI incorporates Micro Mike's CSUB (Common SUBroutines) which makes program operation relatively simple. Payroll operates from a menu which is a list of specific programs to do specific tasks.

As each specific program is requested, the operator is guided through the operation by a series of on-screen prompts or instructions which will call for specific responses. In every instance, the program will pause for a response so that the operator can stop the program if a wrong program has been requested.

Please note the difference between the small letter "l" and the number "1" and the digit "0" (zero) and the capital letter "O". The computer makes a distinction between these characters and they cannot be interchanged.

Prompts may vary from program to program, with some requesting responses by letters of the alphabet, such as Y for Yes or N for No, or numbers such as 1=CRT, which means display the information on the screen, or 2=Printer which directs the program to print the information on paper.

Some prompts will require all capital letters, such as "Enter Update Code (UPD.) UPD in all capital letters must be entered or the program will not continue.

The programs will monitor some entries and will refuse to accept letters when numbers are required and vice versa. The entry fields are limited by the number of prompt characters displayed.

For example, in the Company Name File Maintenance program, the name of the office or business is limited to 30 characters, with each letter, number, character or space counted as a character. The prompt will appear as:

Name: \*\*\*\*\*

Prompt characters require certain types of entries as follows:

- % A number that represents a percentage is to be entered.
- \$ A number that represents a dollar value is to be entered.
- # A number is to be entered.
- \* Any character on the keyboard is acceptable.

When entering numeric values, only the characters "-" and "." can be used. Unfilled spaces have no effect on the value of the number entered. If you entered 345.85 into a display field containing 10 dollar signs, the screen would appear as follows before you make your entry:

\$\$\$\$\$\$\$\$\$\$

After your entry, before you press the RETURN key, it will appear as:

345.85\$\$\$\$

Once Return key is pressed, the screen will appear as follows:

\$345.85

Whole dollar amounts, such as \$345.00, can be entered as 345 and without the decimal and the two zeros. The program will add the zeros on entry.

Dates represent a special type of data to be entered. The format for a date entry appears as follows:

MM/DD/YY

MM represents a two-digit month entry, DD represents a two-digit day entry, and YY represents a two-digit year entry. Any dates that have only one digit possible will advance automatically to the next field within the date input. For example, if a 3 for the month of March is entered, CSUB knows that no months have a value of 30.

The cursor can be "backed up" from one field within the date input to the previous field by pressing the ESCape key. If the cursor is already on the month field (MM), pressing the ESCape key will cause the cursor to jump to the last logical entry.

In the File Maintenance (FM) programs, generally three options are available:

Enter 1=Add, 2=Change, 3=Delete

Option 1 allows entry of a new record. Option 2 allows for changes to be made in any field in the record except the field that is used to "look up" the record (index.) Option 3 permits records to be deleted. Never delete a record unless it is no longer needed. If a record is deleted and it contains data required later by a program, that program will fail.

### 2.6.1 CSUB Line Editor

The CSUB incorporated within Payroll contains a built in line editor that allows the user to edit any alphanumeric entry.

When selecting any alphanumeric field (the prompt character is an asterisk,) the contents of the field can be edited by first pressing control N (^N). This action places CSUB in the edit mode. Once in the edit mode, the editing control characters become operational.

The CSUB editor commands are as follows:

- ^N Enter the edit mode.
- ^Z Erase the character at the cursor position.
- ^A Move the cursor one character to the right.
- ^Y Make a space to insert one character.
- ^G Terminate the edit mode.
- ^B Back out of the current input and return to the last previous entry or program.
- ^H or ^Q or backspace move cursor to the left.

To insert a character or characters into a field, move the cursor to the place where you want the character inserted (^A moves the cursor to the right and backspace moves the cursor to the left). Type a ^Y for each character to be inserted. Each time the ^Y is typed, the characters in the field to the right of the cursor will move over one position and a space will be inserted at the cursor position. After the spaces are entered, type in the needed characters.

Any character within the field may be changed by simply positioning the cursor over the character and typing the correct character. As characters are inserted, all characters to the right of the insert position are moved to the right. The last character on the right hand side of the field is "dropped" off the end of the line.

To back up (move to the left) one character, use the backspace key, or ^H, or ^Q. These codes cause the cursor to back up one space without destroying any information.

The ^Z key is used to delete a character. To delete a character, position the cursor over the character and type ^Z. The character will be deleted and all characters to the right of the character deleted will be moved to the left one space to fill in the space left by the deleted character.

After the changes are made, follow the on-screen instructions so that the program will record the changes.

This page can be used for notes:

### GETTING STARTED

With some preliminary planning, many of the problems in getting started in the Payroll VI program, as well as future problems, can be eliminated or substantially reduced.

This section is designed to help you get started. We have found it easier, particularly for the inexperienced operator, to lay out the needed information on paper before we begin making our entries.

We have provided worksheets for determining data file sizes, basic decisions to be made for the Company Name File, additional incomes, deductions, payroll/general ledger account numbers and employee categories and information.

Once this information is gathered, the data files are created and the information is entered. We will suggest that information be printed out where possible and that information examined carefully for errors. Correct all errors before continuing on to next step. Erroneous information will produce invalid reports.

We suggest the following procedure:

- Determine Data File Sizes (Worksheet 1)
- Make basic decisions for Company Name File (Worksheet 2)
- Determine Miscellaneous Incomes and Deductions (Worksheet 3)
- Determine Employee Categories (Worksheet 4)
- \*Determine General Ledger/Payroll Account Numbers
- Gather Employee Information (Worksheet 5)
- Create Data Files (Section 3.2)
- Enter Company Name File information (Section 3.3)
- Enter Deduction information (Section 3.4)
- Enter Income information (Section 3.5)
- Enter Employee Category Information (Section 3.6.1)
- Print Employee Categories (3.6.2)
- Check Employee Categories and correct (Section 3.6.3)
- Print Pay Period List and select period (Section 3.7)
- \*Enter General Ledger Account Numbers (Section 3.8)
- \*Print General Ledger Account Numbers (3.9)
- \*Check and correct General Ledger Numbers (Section 3.8)
- Enter Employee information (Section 3.10)
- Print Employee information (Section 3.11)
- Check and correct Employee Information (Section 3.12)

\* Skip these steps if Payroll VI is not to be integrated with General Ledger.

Only the needed information for each of the steps is provided in this section. Additional information for some programs may be found in Section 4, Operation Detail.

3.1 Determining Data File Sizes

Before creating the data files, we must start with some preliminary information such as the number of employees for whom we will keep records and the number of checks per pay period. When working with a floppy disk system, we want to be sure that our needs do not exceed the data space available. If we are working with a hard disk, we want to be sure that we allocate enough space to take care of our immediate needs as well as those needs in the foreseeable future.

The following worksheet is used to determine file sizes.

3.1.1 Worksheet 1, Data File Create

To determine the number of employee records to be created on the data disk, count or estimate the following:

- \_\_\_\_\_ Number of active employees.
- \_\_\_\_\_ Number of employees terminated (for any reason) since the beginning of the year.
- \_\_\_\_\_ Number of employees you anticipate you may need to add before the end of the year. Take into account turn over and growth.
- =====
- ===== Total number of records needed
- \_\_\_\_\_ Number of checks per pay period. This is the total for each payroll and not for the month. Add about 10 percent to cover errors or other reasons for deleting checks. A deleted check stays in the register and prints as a void check.

With this information, the sizes of the data files can be calculated as follows:

	256-Byte Blocks
Deduction, Income, Employee Category and Company Name	24
_____ Employee Records times 2.3 equals	_____
_____ Checks per pay period times .7 equals	_____
Total Blocks Required	=====
_____ Total blocks divided by 4 equals the data space required in Kbytes	_____

**3.1.2 Worksheet 2, Company Name File**

In addition to the company name and address for reports, the Company Name File contains information essential to the proper operation of the Payroll VI program in general. The following information is required for the Company Name File:

Company # \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Federal I.D. # \_\_\_\_\_  
 State I.D. # \_\_\_\_\_  
 Next Check # \_\_\_\_\_  
 Password \_\_\_\_\_  
 Number of Non-Taxable Incomes \_\_\_\_\_  
 Check Style 1 (Enter 'M' for Menu) \_\_\_\_\_  
 Unemployment Wage Limit \_\_\_\_\_  
 General Ledger Data Drive \_\_\_\_\_  
 Employee Sort Code 1 (Enter 'M' for Menu) \_\_\_\_\_  
 State Income Tax Factor \_\_\_\_\_

The following are limits or explanations of the information needed:

Company #: This field is primarily for the accounting or book-keeping services which maintain records for several clients. If nothing is entered in this field, this will not appear on the printed reports or on the screen. The limit is six numbers or characters.

Company Name: The limit is 30 characters, with each letter, space or number, counting as a character.

Address: The limit is 30 characters or numbers.

City, State, Zip: The limit is 30 characters or numbers.

Federal I.D. #: This is the number assigned by the IRS. The limit is 16 digits.

State I.D. #: In Texas this number is assigned by the State Comptroller's office and is the limited sales tax number. The limit is 16 digits.

Next Check #: The number for the first check to be printed is set when preparing the payroll. Check numbers also can be adjusted during the check print program.

Password: Implemented as a security measure, the Password must be entered before an operator can proceed in the Payroll program or to get to the Company Name File Maintenance program. The limit is six characters, digits or spaces. If you use a password, **Remember it. If you forget, you may have to call a programmer to find it for you.** You may enter a Return, which will then bypass password on entry into the payroll program. When entering the Company Name File Maintenance program, a Return will get you past the password prompt.

Number of Non-Taxable Incomes: This requires a number, 0-3 and the non-taxable incomes will appear in the check preparation programs with labels designated through Option 15, Income File Maintenance.

Check Style: The program will accept one of four check styles as supplied by New England Business Systems and a number of other printing companies. If another check style is wanted, changes may need to be made in the program to fit that check. Contact Micro Mike's, Inc., for additional information.

The following are the check styles:

1. Nebs All-Purpose Checks #9020 (Top Voucher)
2. Nebs All-Purpose Checks #9022 (Bottom Voucher)
3. Nebs Payroll Checks #9000
4. Nebs Payroll Checks #9001

Unemployment Wage Limit: Used in preparing reports for unemployment taxes,

General Ledger Data Drive: When transferring Payroll totals to Micro Mike's, Inc., General Ledger, this number tells the program which logical drive number to seek. With a two-drive, floppy-disk system, the Drive Number is always 2. With a hard disk system, or a floppy disk system with more than two drive, the drive number always is 3.

Employee Sort Code: Employee records can sorted in one of three ways:

1. Sort by First Digit of Employee Number (1...9)
2. Sort by Last Character of Labor Class (1...9)
3. Sort by Last Character of Labor Class (A...I)

State Income Tax Factor -- This field is designed for those states which calculate a state income tax on a simple percentage, with no limits and no exceptions.

**3.1.3 Worksheet 3, Incomes and Deductions**

This worksheet is used to set the number and descriptions of the additional incomes and deductions.

**Additional Incomes**

\_\_\_\_\_ Number of additional incomes (3 Maximum). Give description and whether the income is taxable or non-taxable, with a limit of 20 characters for the description.

\_\_\_\_\_ Taxable - Non-Taxable

\_\_\_\_\_ Taxable - Non-Taxable

\_\_\_\_\_ Taxable - Non-Taxable

Overtime Wages Taxable

**Deductions**

\_\_\_\_\_ Number of Deductions (not counting FICA or federal or state income tax.) Give the description, limited to 20 characters, and if not used, put OPEN in the description space.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**3.1.4 Worksheet 4, Employee Categories**

Up to nine employee categories may be established by one of three methods, using the unique first digit of a four-digit employee number, or utilizing a digit or a letter in the labor classification description. The three methods are:

- 1. Sort by First Digit of Employee Number (1...9)
- 2. Sort by Last Character of Labor Class (1...9)
- 3. Sort by Last Character of Labor Class (A...I)

Number 1 directs the program to sort by the first unique digit in the the Employee Number, this program can supply subtotals for payroll data as determined by classification or category. For Example, if employees with numbers ranging from 1000 to 1999 are designated as management, all salaries, miscellaneous incomes, and deductions will be totaled for that category.

An example of sorting from the first digit of employee numbers is as follows:

1000-1999	Administrative
2000-2999	Clerical
3000-3999	Sales
4000-4999	Technical
5000-5999	Shipping & Receiving
6000-6999	Drivers
7000-7999	Laborers
8000-8999	Maintenance
9000-9999	Seasonal

Number 2 directs the program to sort from a digit placed after the labor classifications in Field 10 in the Company Name File.

An example of sorting from the digit in labor classifications is as follows:

Admin	1
Clerical	2
Sales	3
Tech	4
Shipping	5
Drivers	6
Laborers	7
Maint	8
Seasonal	9

Number 3 is sorting on a character A through I as designated in the Labor Classification. An example is as follows:

Admin	A
Clerical	B
Sales	C
Tech	D
Shipping	E
Drivers	F
Laborers	G
Maint	H
Seasonal	I

Determine the method of sort and use the spaces below to determine the categories.

Employee Category Descriptions

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

**3.1.5 Worksheet 5 Employee Information**

Employee numbers should be assigned and personal information gathered for each employee if this information is not already available.

Explanations and/or limits for information Employee Information worksheet follow the worksheet.

If starting the Payroll VI program in the middle of the year, the payroll data for each employee will need to be added to bring the Employee Master File up to date.

Room has been left at the bottom of the Employee Information Worksheet for the compilation of this information.

The worksheet is as follows:

EMPLOYEE INFORMATION

Employee Number \_\_\_\_\_ 1. Name \_\_\_\_\_  
 2. Address \_\_\_\_\_ 3. C,S,Z \_\_\_\_\_  
 4. Phone Number \_\_\_\_\_ 5. Social Security Number \_\_\_\_\_  
 6. Marital Status \_\_\_\_\_ 7. Number of Exemptions \_\_\_\_\_  
 8. Pay Period \_\_\_\_\_ 9. Labor Classification \_\_\_\_\_  
 10. (S)alary or (H)ourly \_\_\_\_\_ 11. Salary/Hourly Wage \_\_\_\_\_  
 12. Overtime Wage (if applicable) \_\_\_\_\_  
 13. Additional FIT \_\_\_\_\_ 14. Activation Code \_\_\_\_\_  
 15. Tax Code \_\_\_\_\_

	MTD	Current Quarter	Year to Date
Salary or Wages	_____	_____	_____
Income 1	_____	_____	_____
Income 2	_____	_____	_____
Income 3	_____	_____	_____
Overtime Wages	_____	_____	_____
FICA	_____	_____	_____
Federal/W	_____	_____	_____
SIT	_____	_____	_____
Deduction 1	_____	_____	_____
Deduction 2	_____	_____	_____
Deduction 3	_____	_____	_____
Deduction 4	_____	_____	_____
Total Deduct	_____	_____	_____
Net Pay	_____	_____	_____

The following are explanations of each of the fields:

Employee Number -- This must be a four-digit number. The program will not accept any characters other than numbers and four digits must be entered.

1. Number and Name: The limit is 25 characters, including spaces, and is the name that will appear on checks and records.

2. Address: The limit is 30 characters and spaces.

3. City, State Zip: The limit is 30 characters and spaces.

4. Telephone: The limit is 12 characters, enough space for area code, exchange and number, e.g. 806/372-3633.

5. Social Security Number: Eleven spaces are provided to carry the nine digit number and two dashes.

6. Marital Status. Use either M or S and note these must be capital letters. This is mandatory so that the program can determine which tax table to use in calculating federal withholding tax.

7. Number of Exemptions: The limit is two digits.

8. Pay Period: A one-space field, the limit is 1 through 8.

9. Labor Class: The limit is 10 characters and should follow the same descriptions as determined through Worksheet 4, Employee Categories.

10: (S)alary or (H)ourly: S or H only.

11. Salary or Hourly: If this is a salaried employee, enter the amount for each pay period. For example, if an employee is paid \$25,000 per year and is paid weekly, the amount for the pay period is \$480.77. If the employee's wage is figured on the hourly basis, enter the amount per hour.

12. Overtime Wages: Enter the amount for hourly overtime pay.

13. Additional FIT: A predetermined amount can be added to the calculated federal withholding tax.

14. Activation Code: None if this employee is on the payroll. Any character entered in this field will indicate to the program that the employee is no longer on the payroll.

15. Tax Code: This can designate that payroll calculations for those employees who pay no federal withholding or FICA. Leave this field blank for employees who pay both taxes.

An N in this field indicates that the employee pays neither tax. An F indicates that the employee pays no federal withholding tax but does pay FICA. A W indicates that the employee pays no FICA but does pay federal withholding tax. Only blank, N, F and W will be recognized by the program.

**3.1.6 Worksheet 6 General Ledger/Payroll Accounts**

Before Payroll data can be transferred to the General Ledger, account numbers must be established in the General Ledger Chart of Accounts.

Depending upon the number of additional incomes and deductions and way payroll information is to be reflected in the General Ledger, the number can range from a minimum of six accounts (all additional incomes and deductions lumped into single totals) to 54 accounts. We would suggest that an accountant or someone familiar with the accounting procedures of your office be consulted when setting up these accounts.

The following worksheet can be used in establishing Payroll/General Ledger Account Numbers:

**General Ledger/Payroll Accounts**

CATEGORIES	Inc. 1	Inc. 2	Inc. 3	Inc. 4	Inc. 5				
1. Management	_____	_____	_____	_____	_____				
2. Office	_____	_____	_____	_____	_____				
3. Sales	_____	_____	_____	_____	_____				
4. Technicians	_____	_____	_____	_____	_____				
5. Warehouse	_____	_____	_____	_____	_____				
6. Shipping & Receiving	_____	_____	_____	_____	_____				
7. Laborers	_____	_____	_____	_____	_____				
8. Drivers	_____	_____	_____	_____	_____				
9. Seasonal	_____	_____	_____	_____	_____				
	FICA	FIT	SIT	Ded. 1	Ded. 2	Ded. 3	Ded. 4		
FOR ALL CATEGORIES	_____	_____	_____	_____	_____	_____	_____		
	Payroll Tax Acct # _____		Checking Acct # _____						

### 3.2 Data File Create

We assume that at this point we have all of the preliminary information that we need to get started. Our first task is to create the data files.

To create the Payroll data files, insert the program disk in Drive 1 or A and an initialized or prepared disk in Drive 2 or B. Turn on the computer or flip the reset switch. When the program is loaded into the computer, it will not find any files. The program will flash several message on the screen and go automatically the file create program.

The first prompt will be:

```

                          File Create
Enter Number of 256 Byte Blocks for Data
####

```

Using the information from Worksheet 1, enter the appropriate number of blocks for your system. For this example, we will show 640 blocks (160K Bytes times 4) available. The following will be displayed on the screen with the prompt:

```

*** Payroll File Create ***
Enter Field Number to Change, 0 to Create Files
#

```

Total Blocks Available	640	Total Blocks Used	23
Company Name	1	Miscellaneous	
PRCF	2	Incomes	6
		PRINCF	2
1. Employees	1	PRINCFK	2
PREMF	4		
PREMFK	2	Employee Categories	30
		PRECF	4
2. Checks	1	PRECF	2
PRCEF	2		
Miscellaneous			
Deductions	6		
PRDEDF	2		
PRDEDFK	2		

Note that 23 blocks already have been reserved by the file create program for the deduction, income and employee category files and the company name file and one each employee record and check files.

Enter a 1 and the cursor will go to the first # in a field of four for the number of employees. Enter your number and if the prompt character field is not filled, press Return. The cursor will go to the top of the screen and the program will calculate and display the number of blocks used.

Enter a 2 and the cursor will go to the first # in a field of four for the number of checks. Enter your number and if the prompt character field is not filled, press Return. The program will calculate and display the number of blocks used.

Adjustments can be made by entering the field number and re-entering the information. When satisfied that the numbers will take care of your needs, press 0 to record.

If the total blocks used exceeds the number of blocks available, the program will flash a message:

OUT OF RANGE

The program will return to the prompt:

```
*** Payroll File Create ***
Enter Field Number to Change, 0 to Create Files
#
```

Make adjustments in the number of employees or the number of checks or increase the amount of space if possible so that the total number of blocks used does not exceed the number available.

If the space available is overstated, the file create program will fail because it is directed to write the indicated number of blank records. If the space is not available, the file create program will run out of room before it completes its task.

The space available figure can be adjusted by pressing ESCape to get back to the prompt:

```
File Create
Enter Number of 256 Byte Blocks for Data
####
```

After 0 is pressed to record, the program will create the designated files. This process will take several minutes and when completed, the program will go automatically to the Payroll Menu as follows:

## \*\*\* PAYROLL MENU \*\*\*

Enter Option  
##

## \*\* RUN ANY TIME \*\*

1. Employee Master File Maintenance
2. Employee Master File Print
3. Check Entry
4. Check Calculate
5. Check Register Print
6. Check Print
7. Update Checks to Master File
8. Clear Check Register
9. Delete a Check

## \*\*\* MISCELLANEOUS \*\*\*

14. Deduction File Maintenance
15. Income File Maintenance
16. Category File Maintenance
17. Company Name File Maintenance
18. File Inquire
19. Print Short Check List
20. Print Pay Period List
21. Print Payroll Worksheet
22. Authorize PRGL Account #'s
23. Print PRGL Authorized Account #'s
24. FIT File Maintenance
25. SIT File Maintenance

## \*\*\* RUN BY PERIOD \*\*\*

10. Update Payroll to General Ledger
11. Print Period Reports
12. Print W2s
13. Begin New Period

**3.3 Company Name File Maintenance**

Company name and address and federal and state identification numbers which appear on reports and information for operation of the Payroll Program are entered through this program.

Decisions should be made on the use of a password, check style, unemployment wage limit and how employees are to be categorized.

Starting from the Payroll Menu, enter 17. The following will be displayed on the screen with the prompt:

## \*\*\* Payroll Company Name Maintenance \*\*\*

Enter Field to Change (0 to Record)  
#

1. Company #
2. Company Name
3. Address
4. City, State, Zip
5. Federal I.D. #
6. State I.D. #
7. Today's Date 00/00/00
8. Next Check # 0
9. Password
10. Number of Non-Taxable Incomes 0
11. Enter New FICA Values
14. Check Style 1 (Enter 'M' for Menu)
15. Unemployment Wage Limit
16. General Ledger Data Drive
17. Employee Sort Code 1 (Enter 'M' for Menu)
18. State Income Tax Factor .00000

When starting this program for the first time, the mask will be blank or show zeros in some fields.

To enter the information in the Company Name File, select the field numbers one at a time. As each field is completed, either by filling the prompt characters or pressing Return, the cursor will return to the top of the screen. Fill in the information required, with the following limitations or explanations:

1. Company #: This field is primarily for the accounting or bookkeeping services which maintain records for several clients. If nothing is entered in this field, this field will not appear on the printed reports or on the screen. The limit is six numbers or characters.
2. Company Name: The limit is 30 characters, with each letter, space or number, counting as a character.
3. Address: The limit is 30 characters or numbers.
4. City, State, Zip: The limit is 30 characters or numbers.
5. Federal I.D. #: This is the number assigned by the IRS. The limit is 16 digits.
6. State I.D. #: In Texas this number is assigned by the State Comptroller's office and is the limited sales tax number. The limit is 16 digits.
7. Today's Date: This is the date which will appear on checks and printed reports. In normal use, Today's Date is changed when starting the program each time.
8. Next Check #: The number for the first check to be printed is set when preparing the payroll. Check numbers also can be adjusted during the check print programs.
9. Password: Implemented as a security measure, the Password must be entered before an operator can proceed in the Payroll program or to get to the Company Name File Maintenance program. The limit is six characters, digits or spaces. If you use a password, Remember it. If you forget, you may have to call a programmer to find it for you. You can enter a Return, which will then bypass password on entry into the payroll program. When entering the Company Name File Maintenance program, a Return will get you past the password prompt.
10. Number of Non-Taxable Incomes: This requires a number, 0-3 and the non-taxable incomes will appear in the check preparation programs with labels designated through Option 15, Income File Maintenance.

11. Enter New FICA Values: When changes in Social Security rates and upper limits occur, these changes are made in the program by entering this field number. To change the FICA values, enter 11. The next prompt will be:

```

*** Payroll Company Name Maintenance ***
Do You Want to Change FICA Values ? (1=Yes, 2=No)
#

```

With a 2 for No response, the program will return to the prompt:

```

*** Payroll Company Name Maintenance ***
Enter Field to Change (0 to Record)
#

```

To make changes, enter 1 for Yes, and Fields 12 and 13 will appear on the screen as follows:

```

11. Enter New FICA Values
12. FICA Percentage      .0670
13. FICA Upper Limit    2391.90
14. Check Style 1 (Enter 'M' for Menu)

```

The prompt will return to the screen as follows:

```

*** Payroll Company Name Maintenance ***
Enter Field to Change (0 to Record)
#

```

Enter 12 to change the FICA percentage. In Field 13, this is the total amount of FICA to be paid and is determined by multiplying the upper limit by the FICA percentage.

14. Check Style: The program will accept one of four check styles as supplied by New England Business Systems (NEBS) and several other printing companies. If another check style is wanted, the print program may need to be modified to fit that check. Contact Micro Mike's, Inc., for additional information.

```

*** Check Selections ***
Enter # of Check Style
#

```

1. Nebs All-Purpose Checks #9020 (Top Voucher)
2. Nebs All-Purpose Checks #9022 (Bottom Voucher)
3. Nebs Payroll Checks #9000
4. Nebs Payroll Checks #9001

15. Unemployment Wage Limit: Used in preparing reports for unemployment taxes, this is the maximum on which the tax is determined. Reports will show amount and excess wages over that amount.

16. General Ledger Data Drive: When transferring Payroll totals to Micro Mike's, Inc., General Ledger, this number tells the program which logical drive number to seek. With a two-drive, floppy-disk system, the Drive Number is always 2. With a hard disk system, or a floppy disk system with more than two drive, the drive number maybe 3.

17. Employee Sort Code: Employee records can be sorted into nine categories by one of three methods. Press 17 and then M for the menu and the following will be displayed:

```

*** Employee Sort Code Selections ***
Enter # of Sort Method
#

```

1. Sort by First Digit of Employee Number (1...9)
2. Sort by Last Character of Labor Class (1...9)
3. Sort by Last Character of Labor Class (A...I)

Number 1 directs the program to sort by the first digit in the the Employee Number, this program can supply subtotals for payroll data as determined by classification or category. For Example, if employees with numbers ranging from 1000 to 1999 are designated as management, all salaries, miscellaneous incomes, and deductions will be totaled for that category.

18. State Income Tax Factor -- This field is designed for those states which calculate a state income tax on a simple percentage, with no limits and no exceptions.

Be sure to enter 0 and Return (or 00) to record the data after all of the fields have been filled or when changes have been made. Once recorded, the program will return automatically to the Payroll Menu. On the second and succeeding times the program is run, the program will go automatically to password and/or Today's Date.

The following is an example of the screen display with all of the information entered:

\*\*\* Payroll Company Name Maintenance \*\*\*  
 Enter Field to Change (0 to Record)

- #
- 1. Company #
  - 2. Company Name                   The Testing Company
  - 3. Address                         1978 Armadillo Blvd.
  - 4. City, State, Zip               Amarillo, TX 79100
  - 5. Federal I.D. #                 57-2616865
  - 6. State I.D. #                 1-75-1628685-7
  - 7. Today's Date 06/30/83
  - 8. Next Check #                 100010
  - 9. Password                     PASS
  - 10. Number of Non-Taxable Incomes   2
  - 11. Enter New FICA Values
- 
- 14. Check Style 3 (Enter 'M' for Menu)
  - 15. Unemployment Wage Limit
  - 16. General Ledger Data Drive 2
  - 17. Employee Sort Code 1 (Enter 'M' for Menu)
  - 18. State Income Tax Factor     .0000

**3.4 Deduction File Maintenance**

Four automatic payroll deductions can be designated through the Deduction File Maintenance program. Once established, deduction designations can be changed or blanked.

Starting from the Payroll Menu, press 14. The following will be displayed on the screen with the prompt:

\*\*\* Payroll Deduction File Maintenance \*\*\*  
 Is This the Correct Program (1=Yes, 2=No)  
 #

- 1.
- 2.
- 3.
- 4.

A 2=No response will return the program to the Payroll Menu.

Press 1 and the next prompt will be:

\*\*\* Payroll Deduction File Maintenance \*\*\*  
 Enter Number of Deduction to Change, 0 to Record  
 #

- 1.
- 2.
- 3.
- 4.

Enter each number and the cursor will go automatically to the first asterisk in a prompt character field of 20 for the description. When the deductions are entered, press 0 to record. The next prompt will be:

\*\*\* Payroll Deduction File Maintenance \*\*\*  
Computer is Processing. DO NOT Interrupt

- |    |              |
|----|--------------|
| 1. | Insurance    |
| 2. | Pension      |
| 3. | Credit Union |
| 4. | Purchases    |

After 0 is entered to record changes or ESCape is pressed, the program will return automatically to the Payroll Menu.

### 3.5 Income File Maintenance

Three additional incomes can be defined through the Income File Maintenance program, with the incomes handled as taxable or non-taxable. The first one or more miscellaneous incomes will be designated as non-taxable, depending upon the number entered in Field 10 in the Company Name File (Option 17 on the Payroll Menu.)

A fourth income, overtime wages are automatically taxable and will be displayed the next time this program is run.

With the Payroll Menu on the screen, press 15. The following will be displayed on the screen with the prompt:

\*\*\* Payroll Income File Maintenance \*\*\*  
Is This the Correct Program (1=Yes, 2=No)  
#

- 1.
- 2.
- 3.
- 4.

A 2=No response will return you to the Payroll Menu.

If this is the correct program, Press 1. Assuming that two of the miscellaneous incomes are designated as non-taxable, the following will be displayed on the screen with the prompt:

\*\*\* Payroll Income File Maintenance \*\*\*  
 Enter Number of Income to Change, 0 to Record  
 #

- |    |               |
|----|---------------|
| 1. | < Non-Taxable |
| 2. | < Non-Taxable |
| 3. |               |
| 4. |               |

The non-taxable incomes, if a number is designated, will start with 1. Enter the field number for each additional income to be designated. The cursor will go automatically to the first asterisk in a field of 20 for the description. When the entries are completed, press 0. The next message will be:

\*\*\* Payroll Income File Maintenance \*\*\*  
 Computer Is Processing. DO NOT Interrupt

- |                       |               |
|-----------------------|---------------|
| 1. Meals and Lodging  | < Non-Taxable |
| 2. Auto Expenses      | < Non-Taxable |
| 3. Bonus & Commission |               |
| 4.                    |               |

When the information is recorded, the program will return automatically to the Payroll Menu.

The next time this program is run, the display and prompt will appear as follows:

\*\*\* Payroll Income File Maintenance \*\*\*  
 Enter Number of Income to Change, 0 to Record

- |                       |               |
|-----------------------|---------------|
| 1. Meals and Lodging  | < Non-Taxable |
| 2. Auto Expenses      | < Non-Taxable |
| 3. Bonus & Commission |               |
| 4. Overtime Wages     |               |

Make any needed changes and press 0 to record. The program will return automatically to the Payroll Menu.

### 3.6 Category File Maintenance

By designating employee categories, the Payroll program can supply subtotals for payroll data for as many as nine categories as determined by either the employee number or through designations in labor classification in the Employee Master File.

The type of sort for this process must be designated in Field 17 in Company Name File and must match the designations used either in the employee number or the labor classification.

The three sort processes are:

1. Sort by First Digit of Employee Number (1 through 9)
2. Sort by Last Digit of Labor Class (1 through 9)
3. Sort by Last Character of Labor Class (A through I)

Number 1 directs the program to sort by the first unique digit in the the Employee Number. For Example, if employees with numbers ranging from 1000 to 1999 are designated as management, all salaries and miscellaneous incomes will be totaled for that category.

Deductions are put into one total regardless of labor class.

An example of sorting on the first digit of employee numbers is as follows:

1000-1999	Administrative
2000-2999	Clerical
3000-3999	Sales
4000-4999	Technical
5000-5999	Shipping & Receiving
6000-6999	Drivers
7000-7999	Laborers
8000-8999	Maintenance
9000-9999	Seasonal

Number 2 directs the program to sort from a digit placed after the labor classifications in Field 10 in the Company Name File.

An example of sorting off the digit in labor classifications is as follows:

Admin 1
Clerical 2
Sales 3
Tech 4
Shipping 5
Drivers 6
Laborers 7
Maint 8
Seasonal 9

Number 3 is sorting on a character A through I as designated in the Labor Classification. An example is as follows:

Admin A
Clerical B
Sales C
Tech D
Shipping E
Drivers F
Laborers G
Maint H
Seasonal I

Before starting this program be sure that the method and the Company Name File designation match.

Starting from the Payroll Menu, press 16. The following will be displayed on the screen with the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#

```

```

          Category ID #                Description

```

### 3.6.1 Add a Category

Initially, all employee categories are added through this program. Press 1 and the cursor will be on a single asterisk for either a number or letter. The program starts with the first category and automatically goes next to the second, then the third and so on.

Enter the number or letter and the cursor will go automatically to the first asterisk in the field of 20. Enter the description. If you do not fill the prompt character spaces, press return. The program will flash this message:

```

RECORD CREATED

```

The screen will be cleared and the cursor will return to the top of the screen and the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#

```

```

          Category ID #                Description

```

Repeat the procedure to complete the file.

### 3.6.2 List Employee Categories

Next we want to print out an Employee Category list so that we can check it for errors. After the list has been checked and corrected (see Section 3.6.3) we will want to print it out again for reference.

Enter 4 to List and the following will be displayed with the prompt:

```

*** Employee Category File Maintenance ***
Enter 0 for CRT, 1 for Printer
#

```

A 0 for CRT response will display the information on the screen. An example of this display is as follows:

Press Any Key to Continue

\*

\*\*\* Employee Categories \*\*\*

Category ID #	Description
1	Administrative
2	Clerical
3	Sales
4	Technical
5	Shipping & Receiving
6	Drivers
7	Laborers
8	Maintenance
9	Seasonal

A 1 for Printer will activate the printer. Be sure that the printer is turned on and is on line. The printout is almost identical to the screen display. When the printout is completed, the program will return automatically to the Payroll Menu.

### 3.6.3 Change a Category Description

Only the category description can be changed through this option. If the Category ID number or code is to be changed, the record must first be deleted and then added again with the new number or code. To change an employee category, press 2. The following will be displayed on the screen with the prompt:

\*\*\* Employee Category File Maintenance \*\*\*

Enter Category ID #  
#

Category ID #	Description
---------------	-------------

Enter the category ID number or code and description will be displayed on the screen. The next prompt will be:

\*\*\* Employee Category File Maintenance \*\*\*

Enter 2 to Change Description, ESC to End, 0 to Record  
#

Category ID #	Description
1	Management

Verify that this is the category description to be changed. If it is not, press ESCape to return to the prompt:

\*\*\* Employee Category File Maintenance \*\*\*

Enter Category ID #  
#

If this is the description to be changed, press 2 and the cursor will go to the first asterisk in a prompt character field of 20. Enter the new description and if the prompt character field is not filled, press Return. The cursor will return to the top of the screen. If a new description has been entered, press 0 to record. If ESCape is pressed at this point, no changes will be made. The program will return to the prompt:

```

*** Employee Category File Maintenance ***
Enter Category ID #
#

```

Make the necessary changes and be sure to press 0 to record the change. After the change is recorded, the program will return to the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#

```

Press ESCape to return to the Payroll Menu.

### 3.7 Print Pay Period List

A list of the pay period designations used by the Payroll Program is produced through this program. This listing cannot be viewed on the screen.

From the Payroll Menu, press 20. The following will appear on the screen with the prompt:

```

*** Print Pay Period List ***
Is This The Correct Program? (1=Yes, 2=No)
#

```

A 2=No response will return you to the Payroll Menu.

Press 1 and the printer will be activated. Be sure the printer is turned on and is on line. When the printout is completed, the program will return automatically to the Payroll Menu.

The following is a list of the pay periods:

#### PAY PERIODS

- 1 - Weekly
- 2 - Biweekly
- 3 - Semimonthly
- 4 - Monthly
- 5 - Quarterly
- 6 - Semiannually
- 7 - Annually
- 8 - Daily or Misc.

**3.8 Authorize PRGL Account Numbers**

General Ledger Account Numbers to which payroll data will be transferred are established through this program. The information gathered on Worksheet 6 will be entered through this program.

Starting from the Payroll Menu, press 22 and the following will be displayed on the screen with the prompt:

```

*** Payroll Account Numbers ***
Correct Program? (1=Yes, 2=No)
#

                Authorized Account Numbers
CATEGORIES      Inc. 1  Inc. 2  Inc. 3  Inc. 4  Inc. 5
1.
2.
3.
4.
5.
6.
7.
8.
9.

                FICA  FIT  SIT  Ded. 1  Dec. 2  Ded. 3  Ded. 4
FOR ALL CATEGORIES

                Payroll Tax Acct #      Checking Acct #
    
```

Note: Income 1 is for regular wages and salaries; Income 2 is the first additional income, Income 3 the second additional income, Income 4, the third additional income and Income 5, is all over-time wages.

If in this program by mistake, press 2 or ESCape to return to the Payroll Menu.

Press 1 and the employee category descriptions will be displayed. Using the employee categories established for The Testing Company, but before the accounts are established, the display will appear with the prompt as follows:

\*\*\* Payroll Account Numbers \*\*\*

Enter 1 to Change Incomes, 2 to Change Deductions, 0 to Record #

CATEGORIES	Authorized Account Numbers				
	Inc. 1	Inc. 2	Inc. 3	Inc. 4	Inc. 5
1. Management	0	0	0	0	0
2. Office	0	0	0	0	0
3. Sales	0	0	0	0	0
4. Technicians	0	0	0	0	0
5. Warehouse	0	0	0	0	0
6. Shipping & Receiving	0	0	0	0	0
7. Laborers	0	0	0	0	0
8. Drivers	0	0	0	0	0
9. Seasonal	0	0	0	0	0

	FICA	FIT	SIT	Ded. 1	Ded. 2	Ded. 3	Ded. 4
FOR ALL CATEGORIES	2000	2010	2020	1130	1165	1120	1107

See Text --> Payroll Tax Acct # 4410 Checking Acct # 1100

To add or change General Account numbers for employee categories, press 1 and the next prompt will be:

\*\*\* Payroll Account Numbers \*\*\*

Enter Category Number to Change #

Enter the category number, 1 through 9, and the cursor will go to the first # sign in a prompt character field of four under Income 1. The next prompt will be:

\*\*\* Payroll Account Numbers \*\*\*

Press ESC to Pass Account Number or Enter Number

Enter the General Ledger Account Number for that category and income or press ESCape and the cursor will move to the first # sign in a field of four under Income 2. Repeat the process for each income and after the fifth income, the cursor will return to the top of the screen and the prompt:

\*\*\* Payroll Account Numbers \*\*\*

Enter 1 to Change Incomes, 2 to Change Deductions, 0 to Record #

Repeat the process until all employee categories are filled or changes have been made.

To change General Ledger Account Numbers for deductions, press 2. The cursor will go to the first # sign in a prompt character field of four under FICA. The following prompt will be displayed:

\*\*\* Payroll Account Numbers \*\*\*

Press ESC to Pass Account Number or Enter Number

**Note:** The payroll program requires two FICA account numbers. The account labeled **FICA** is for that portion deducted from the gross wages of each employee. The second account number is labeled **Payroll Taxes** and is for that portion which the employer is to pay.

The payroll program will transfer an identical amount to these two accounts. The total of these two figures may differ from the calculated amount to be paid because of differences in the round off of the employee deductions.

As the prompt character field is filled or ESCape is pressed, the cursor will move automatically to the next field through Checking Account Number. After the last field is filled, the cursor will move back to the top of the screen and the prompt:

```

*** Payroll Account Numbers ***
Enter 1 to Change Incomes, 2 to Change Deductions, 0 to Record
#

```

After all of the account numbers have been entered, or a change is made, be sure to press 0 to Record. If ESCape is pressed to back out of the program, no changes will be record recorded.

After 0 is pressed, the program will return automatically to the Payroll Menu.

### 3.9 Print PRGL Authorized Account Numbers

The General Ledger Account Numbers should be printed out and checked carefully.

Starting from the Payroll Menu, press 23 and the first prompt will be:

```

Print Payroll G/L Account Numbers
Select 0=CRT, 1=Printer (ESCape for Menu)
#

```

If in this program by mistake, press ESCape to return to the Payroll Menu.

Before pressing 1=Printer, be sure that the printer is turned on and is on line. Press 1 and the program will activate the printer. At the end of the printout, the program will return automatically to the Payroll Menu.

The following is an example of the Payroll-General Ledger Account Number printout:

Payroll G/L Account Numbers

CATEGORIES	Authorized Account Numbers						
	Inc. 1	Inc. 2	Inc. 3	Inc. 4	Inc. 5		
1. 1 Administrative	4215	4240	4235	4215	4215		
2. 2 Clerical	4215	4240	4235	4215	4215		
3. 3 Sales	4215	4240	4235	4215	4215		
4. 4 Technical	4215	4240	4235	4215	4215		
5. 5 Shipping & Receiving	4215	4240	4235	4215	4215		
6. 6 Drivers	4215	4240	4235	4215	4215		
7. 7 Laborers	4215	4240	4235	4215	4215		
8. 8 Maintenance	4215	4240	4235	4215	4215		
9. 9 Seasonal	4215	4240	4235	4215	4215		
FOR ALL CATEGORIES	FICA 2001	FIT 2005	SIT 2005	Ded. 1 2006	Ded. 2 2007	Ded. 3 2008	Ded. 4 1120

Payroll Tax Acct # 2002      Checking Acct # 1100

Check the list carefully and make any corrections (see Section 3.8) before continuing.

**3.10 Employee Master File Maintenance**

The Employee Master File contains all pertinent personal information about each employee which has been gathered for each employee on Worksheet 5.

Starting from the Payroll Menu, press 1 and Return (or 01) and the following will be displayed on the screen with the prompt:

```

***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Enter Option 1=Add, 2=Change or Inquire 3=Delete (ESC to End)
#
    
```

- ```

Employee #

1. # & Name
2. Address
3. C,S,Z
4. Telephone
5. Social Security #
6. Marital Status #
7. # of Exemptions
8. Pay Period
9. Labor Class
10. (S)alary or (H)ourly
11. (Salary) Hourly Wage
12. (Overtime Wage)
13. Additional FIT
14. Activation Code
15. Tax Code
    
```

To add an employee record, press 1. The cursor will go automatically to the first # sign in a prompt character field of four for the employee number.

The Employee Number must be all digits. The program will not accept any characters other than numbers and four digits must be entered. The employee number can be used to sort pay records according to categories based on the unique first digit. This decision was made based on the entry in Field 17 of the Company Name File (Option 17.)

Enter the four-digit number and the cursor will go to the first asterisk in a prompt character field of 25 for the employee's name.

As each field is filled, or if the prompt character field is not filled and Return is pressed, the cursor will move automatically to the next field.

After the last field is entered, the program will display the prompt:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Is All Information Correct? (1=Yes, 2=No)  
 #

|                          |      |                    |
|--------------------------|------|--------------------|
| 1. # & Name              | 1001 | John P. Topper     |
| 2. Address               |      | 9801 W. 251st      |
| 3. C,S,Z                 |      | Amarillo, TX 79100 |
| 4. Telephone             |      | 806/555-7788       |
| 5. Social Security #     |      | 535-46-9876        |
| 6. Marital Status        |      | M                  |
| 7. # of Exemptions       |      | 4                  |
| 8. Pay Period            |      | 2                  |
| 9. Labor Class           |      | Management         |
| 10. (S)alary or (H)ourly |      | S                  |
| 11. Salary               |      | \$1000.00          |
| 13. Additional FIT       |      | \$50.00            |
| 14. Activation Code      |      |                    |
| 15. Tax Code             |      |                    |

With a 1=Yes response, the program will flash a message:

RECORD CREATED

With a 2=No response, the next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Enter Field to Change, 0 to Save  
 ##

Enter the number of the field to be changed and the cursor will go to the first prompt character space in that field. Enter the information and if the prompt character field is not filled, press Return. The cursor will return to the top of the screen and the prompt, "Enter Field to Change."

When the information is correct, press 0 and Return (or 00) and the program will flash the message:

RECORD CREATED

The next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Enter 1=Current,2=Monthly,3=Current Quarter,4=Year-to-Date Values  
 #

If adding information, select 1 for the last check entered, 2 for the month-to-date values, 3 for quarter-to-date values, or 4 for year-to-date values.

Press ESCape or CTRL B, and the program will clear the screen and return to the prompt, to add, inquire or delete. Press 1 and the following will be displayed on the screen:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Enter Field # To Change, 0 To Save  
 ##

|                            |                    |                  |        |
|----------------------------|--------------------|------------------|--------|
| 1. # & Name 1001           | John P. Topper     | CURRENT          |        |
| 2. Address                 | 9801 W. 251st      |                  |        |
| 3. C,S,Z                   | Amarillo, TX 79100 | 21. Salary Wages | .00    |
| 4. Telephone               | 806/555-7788       | 22.              | .00 *  |
| 5. Social Security #       | 535-46-9876        | 23.              | .00 *  |
| 6. Marital Status          | M                  | 24.              | .00    |
| 7. # of Exemptions         | 4                  | 25.              | .00    |
| 8. Pay Period              | 2                  | Gross Income     | \$ .00 |
| 9. Labor Class             | Management         | 27. FICA         | .00    |
| 10. (S)alary or (H)ourly S |                    | 28. Federal W/H  | .00    |
| 11. Salary                 | \$1000.00          | 29. S.I.T.       | .00    |
|                            |                    | 30.              | .00    |
| 13. Additional FIT         | \$50.00            | 31.              | .00    |
| 14. Activation Code        |                    | 32.              | .00    |
| 15. Tax Code               |                    | 33.              | .00    |
|                            |                    | Total Deductions | .00    |
|                            |                    | Net Pay          | .00    |

\* - Non-Taxable

If adding current values (information from the last check entered,) enter the field number and the cursor will go to that field. Enter the information and press Return. The cursor will go back to the top of the screen and the "Enter Field to Change" prompt.

After all of the information is entered, press 0 and Return (or 00) to record the information. The following prompt will be redisplayed:

```

***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Enter 1=Current,2=Monthly,3=Current Quarter,4=Year-to-Date Values
#

```

If adding values for the month, quarter or year-to-date, enter the option number. Press ESCape or CTRL B to return to the prompt:

```

***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Enter Option 1=Add, 2=Change or Inquire 3=Delete (ESC to End)
#

```

### 3.11 Employee Master File Print

After all of the employee records have been entered, we would suggest that a printout of the records be made and carefully examined for errors.

Starting from the Payroll Menu, press 2 and Return (or 02). The following will be displayed on the screen with the prompt:

```

*** Payroll Employee Master File Print ***
Enter 1 for Employee Name & # Only, 2 For Complete Information
#

```

Enter 1 for employee name and number only; 2 for a full report on all employees and all payroll data. The next prompt will be:

```

*** Payroll Employee Master File Print ***
Enter 0 for CRT, 1 for Printer
#

```

Enter 0 and the information will appear on the screen. Before pressing 1, be sure the printer is turned on and is on line.

The following is an example of Employee Name and Number only:

06/30/83

The Testing Company  
 1978 Armadillo Blvd.  
 Amarillo, TX 79100

Federal I.D. #

57-2616865

State I.D. #

171,489

Employee Master File

| Employee # | Name                 |
|------------|----------------------|
| 1001       | John P. Topper       |
| 1002       | Frank Wallings       |
| 2001       | Walter L. Cummins    |
| 2005       | Susan Baker          |
| 3001       | Jonathan W. Smythe   |
| 3005       | Richard B. Black     |
| 4001       | Russell Redd         |
| 5001       | A.C. Hayden          |
| 6001       | Eustes Randolph      |
| 7001       | Winchester R. Potter |
| 8001       | Austin F. Stephens   |

The following is an example of the first page of the Employee Master File with all associated payroll data:

06/30/83

The Testing Company  
 1978 Armadillo Blvd.  
 Amarillo, TX 79100  
 Federal I.D. # 57-2616865  
 State I.D. # 171,489

Employee Master File

|                         |                      |                    |
|-------------------------|----------------------|--------------------|
| Employee # 1001         | Name John P. Topper  | Exemptions 5       |
| 10014 W 151st           | Salary 1041.66       |                    |
| Amarillo, TX 79100      | Phone # 806/356-1010 | Pay Period 3       |
| Soc. Sec. # 524-48-9776 | Marital Stat. M      | Labor Class Admin. |
|                         | CURRENT              | MTD                |
| Salary Wages            | 1041.66              | 2083.32            |
| Meals & Lodging         | .00                  | .00                |
| Car Allowance           | 25.00                | 50.00              |
| Commissions             | .00                  | .00                |
| Bonuses                 | 520.00               | 1040.00            |
| Gross                   | 1561.66              | 3123.32            |
| FICA                    | 103.85               | 207.70             |
| Fed/W                   | 338.60               | 677.20             |
| S.I.T.                  | .00                  | .00                |
| Pension                 | 78.05                | 156.10             |
| Insurance               | 37.5                 | 75.00              |
| Credit Union            | 50.00                | 100.00             |
| Purchases               | .00                  | .00                |
| Total Deduct.           | 608.00               | 1216.00            |
| Net Pay                 | 978.66               | 1957.32            |

|                         |                      |                        |
|-------------------------|----------------------|------------------------|
| Employee # 1002         | Name Frank Wallings  | Exemptions 4           |
| 103 S. 183rd            | Salary 1000.00       |                        |
| Amarillo, TX 79100      | Phone # 806/984-1131 | Pay Period 3           |
| Soc. Sec. # 415-49-9778 | Marital Stat. M      | Labor Class Management |
|                         | CURRENT              | MTD                    |
| Salary Wages            | 1000.00              | 2000.00                |
| Meals & Lodging         | .00                  | .00                    |
| Car Allowance           | .00                  | .00                    |
| Commissions             | .00                  | .00                    |
| Bonuses                 | .00                  | .00                    |
| Gross                   | 1000.00              | 2000.00                |
| FICA                    | 66.50                | 133.00                 |
| Fed/W                   | 145.72               | 291.44                 |
| S.I.T.                  | .00                  | .00                    |
| Pension                 | 10.00                | 20.00                  |
| Insurance               | 37.50                | 75.00                  |
| Credit Union            | .00                  | .00                    |
| Purchases               | .00                  | .00                    |
| Total Deduct.           | 259.72               | 519.44                 |
| Net Pay                 | 740.28               | 1480.56                |

To return to the Payroll Menu, press ESCape.

Examine the master file printout closely and make all corrections before continuing.

### 3.12 Correct an Employee Record

Corrections to be made in the Employee Master File will be done through Option 1 from the Payroll Menu. Press 1 and Return (or 01) and the following will be displayed on the screen with the prompt:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***  
Enter Option 1=Add, 2=Change or Inquire 3=Delete (ESC to End)  
#
```

To correct an employee record, press 2. The next prompt will be:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***  
Enter Employee #  
####
```

Enter the four-digit number and that employee's record will be displayed on the screen with the prompt:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***  
Enter Field # to Change, ESCape for Other Information (0 to Save)  
##
```

Enter the number of the field where a change or changes are needed. The cursor will be on the first prompt character of that field. Enter the new information and if the prompt character field is not filled, press Return. The next prompt will be:

## \*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Is All Information Correct? (1=Yes, 2=No)

#

|                          |                    |
|--------------------------|--------------------|
| 1. # & Name 1001         | John P. Topper     |
| 2. Address               | 9801 W. 251st      |
| 3. C,S,Z                 | Amarillo, TX 79100 |
| 4. Telephone             | 806/555-7788       |
| 5. Social Security #     | 535-46-9876        |
| 6. Marital Status        | M                  |
| 7. # of Exemptions       | 4                  |
| 8. Pay Period            | 2                  |
| 9. Labor Class           | Management         |
| 10. (S)alary or (H)ourly | S                  |
| 11. Salary               | \$1041.46          |
| 13. Additional FIT       | \$50.00            |
| 14. Activation Code      |                    |
| 15. Tax Code             |                    |

The Employee Number cannot be changed. To change an Employee Number, the record must first be deleted through Option 3 and all of the data re-entered with the new number.

With a 2 for No response, the program will return to the prompt "Enter Field Number to change. To see and make changes in the pay records, press ESCape. The next prompt will be:

## \*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter 1=Current, 2=MID, 3=Quarter,4=Year (ESC to End)

#

|                          |                    |
|--------------------------|--------------------|
| 1. # & Name 1001         | John P. Topper     |
| 2. Address               | 9801 W. 251st      |
| 3. C,S,Z                 | Amarillo, TX 79100 |
| 4. Telephone             | 806/555-7788       |
| 5. Social Security #     | 535-46-9876        |
| 6. Marital Status        | M                  |
| 7. # of Exemptions       | 4                  |
| 8. Pay Period            | 2                  |
| 9. Labor Class           | Management         |
| 10. (S)alary or (H)ourly | S                  |
| 11. Salary               | \$1041.46          |
| 13. Additional FIT       | \$50.00            |
| 14. Activation Code      |                    |
| 15. Tax Code             |                    |

Press 1, 2, 3 or 4 and the values for that period will be displayed on the right hand side of the screen with the prompt:

## \*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Field # To Change, 0 To Record (ESCAPE to End)

#

| Employee #                   | 1001               | CURRENT                   |
|------------------------------|--------------------|---------------------------|
| 1. Name                      | John P. Topper     | 13. Salary Wages 1041.46  |
| 2. Address                   | 9801 W. 251st      | 14. Meals&Lodging .00*    |
| 3. C,S,Z                     | Amarillo, TX 79100 | 15. Car Allowance 25.00*  |
| 4. Telephone                 | 806/555-7788       | 16. Commissions .00       |
| 5. Social Security #         | 535-46-9876        | 17. Bonuses 520.00        |
| 6. Marital Status            | M                  | (18) Gross Income 1561.66 |
| 7. # of Exemptions           | 4                  | 19. FICA 103.85           |
| 8. Pay Period                | 2                  | 20. Federal W/H 338.60    |
| 9. Labor Class               | 1                  | 21. SIT .00               |
| 10. (S)alary or (H)ourly     | S                  | 22. Pension 78.05         |
| 11. (Salary) Hourly Wage     | 1,041.46           | 23. Insurance 37.50       |
|                              |                    | 24. Credit Union 50.00    |
| 73. Additional Fed/Withheld  | 50.00              | 25. Purchases .00         |
| 74. Blank if Active Employee |                    | (26) Total Deduct. 608.00 |
|                              |                    | Net Pay                   |

\* non-taxable

**3.13 Suggested Routines**

The following routines are suggested for using the Payroll Program.

**3.13.1 Each Pay Period**

Enter new employee records or change information in Employee Master File as needed.

Determine method of entry, Options 3 or 4 on Payroll Menu.

Enter check data.

Print check register, Option 5, and examine for errors.

Delete incorrect checks through Option 9.

Re-enter correct checks and reprint check register.

Print Checks through Option 6

Print short check list through Option 19 if you want to keep those records

Update Employee Master File, Option 7.

Clear Check Register, Option 8.

**3.13.2 End of Month**

Print Employee Master File through Option 2.

Transfer monthly totals to General Ledger through Option 10

Print Monthly Reports through Option 11

Make Backup of Data Disk (see operating system manual)

Through Option 13, Zero the monthly totals.

**3.13.3 End of Quarter**

Print Monthly and Quarterly reports through Option 11

Make Backup Copy of Data Disk

Zero Month and Quarter totals through Option 13

**3.13.4 End of Year**

Print Monthly Quarterly and Yearly Reports through Option 11

Print W2's.

Make Backup of Data Disk

Clear Month, Quarter and Yearend totals.

**3.13.5 Start New Year**

Delete records of all terminated employees

Check FICA and FIT values and make necessary changes either through Option 16 of the Payroll Menu, Federal Tax File Maintenance or FICA through Field 11 of the Name File, Option 1 of the System Menu. Change State Income Tax, if applicable.

**IMPORTANT:** Under OPTION 1, Employee Master File Maintenance, do not delete an employee's record any time during the year unless you have made provisions for that information. Your records will not reflect true wages and deductions. You may use that option to make corrections. Also remember that Federal Law requires you to present to any employee paid wages or salary during the year a W-2 form by Jan. 31. You cannot do this if that employee's record has been deleted.

### OPERATION DETAIL

Operation of each program on the Payroll Menu is described in detail in this section. Each program will show screen displays, both blank and after information is entered. Information shown in screen displays and reports are for The Testing Company and are for demonstration purposes only and should not be construed as a "right" entries.

Some screen displays and reports have been modified to fit within the margins of this manual.

When the system is started each day, or when returning to the Payroll program in the course of the day, the following will be displayed:

```
Enter Password
*****
```

```
Micro Mike's
PAYROLL
Release VI
```

If a password is used, enter the password as established in the Company Name File. Note that although the a letter or number is entered that letter or number is not displayed, but the asterisk is replaced by an X. This is programmed so that the chances of a person entering the right combination of letters during random entry are astronomical.

After the correct password is entered, or if a password is not used, the the next prompt will be:

```
Is Today's Date Correct ? (1=Yes, 2=No)
#
```

```
Micro Mike's
PAYROLL
Release VI                                06/30/83
```

If this is not the correct date, enter 2 for No and the date will be displayed as follows:

```
Is Today's Date Correct ? (1=Yes, 2=No)
2
```

```
Micro Mike's
PAYROLL
Release VI                                MM/DD/YY
```

Enter the date numerically as month, day and year. The Payroll Menu will displayed on the screen as follows:

## \*\*\* PAYROLL MENU \*\*\*

Enter Option  
##

## \*\* RUN ANY TIME \*\*

1. Employee Master File Maintenance
2. Employee Master File Print
3. Check Entry
4. Check Calculate
5. Check Register Print
6. Check Print
7. Update Checks to Master File
8. Clear Check Register
9. Delete a Check

## \*\*\* MISCELLANEOUS \*\*\*

14. Deduction File Maintenance
15. Income File Maintenance
16. Category File Maintenance
17. Company Name File Maintenance
18. File Inquire
19. Print Short Check List
20. Print Pay Period List
21. Print Payroll Worksheet
22. Authorize PRGL Account #'s
23. Print PRGL Authorized Account #'s
24. FIT File Maintenance
25. SIT File Maintenance

## \*\*\* RUN BY PERIOD \*\*\*

10. Update Payroll to General Ledger
11. Print Period Reports
12. Print W2s
13. Begin New Period

All activities start from the Payroll Menu and return to this menu when completed. We suggest that you always return to this menu before leaving the Payroll program or leaving the computer, even for just a few minutes. Some programs store information in memory which will be lost if power is turned off, even briefly.

Operation of each program on the Payroll Menu is as follows:

**4.1 Employee Master File Maintenance**

The Employee Master File contains all pertinent personal information about each employee, including name, address, Social Security number, telephone number, marital status, dependents, labor category or classification, salary or hourly wage with overtime rate, additional federal withholding, and active or inactive status, in addition to all payroll information.

Each employee record contains information on the last check written (called current values,) month, quarter and year-to-date totals on gross wages, deductions, additional incomes, and net pay.

Through this program, records are established, changed or deleted.

Starting from the Payroll Menu, press 1 and Return (or 01) and the following will be displayed on the screen with the prompt:

## \*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Option 1=Add, 2=Change or Inquire 3=Delete (ESC to End)

#

Employee #

1. # & Name
2. Address
3. C,S,Z
4. Telephone
5. Social Security #
6. Marital Status #
7. # of Exemptions
8. Pay Period
9. Labor Class
10. (S)alary or (H)ourly
11. (Salary) Hourly Wage
12. (Overtime Wage)
13. Additional FIT
14. Activation Code
15. Tax Code

#### 4.1.1 Add an Employee Record

To add an employee record, press 1. The cursor will go automatically to the first # sign in a field of four for the employee number.

The Employee Number must be all digits. The program will not accept any characters other than numbers and four digits must be entered. The employee number can be used to sort pay records according to categories based on the unique first digit. (See Sections 4.16 and 4.17, Employee Categories and Company Name File Maintenance.)

Enter the four-digit number and the cursor will go to the first asterisk in a prompt character field of 25 for the employee's name.

As each field is filled, or if the prompt character field is not filled and Return is pressed, the cursor will move automatically to the next field.

The following are explanations or limitations for each field:

1. Number and Name: The limit is 25 characters. This is the name that will appear on checks and records.
2. Address: The limit is 30 characters.
3. City, State Zip: The limit is 30 characters.
4. Telephone: The limit is 12 characters, enough space for area code, exchange and number, e.g. 806/372-3633.

5. Social Security Number: Eleven spaces are provided to carry the nine digit number and two hyphens, e.g. 525-46-9778.

6. Marital Status. Use either M or S and note these must be capital letters. This is mandatory so that the program can determine which tax table to use in calculating federal withholding tax.

7. Number of Exemptions: The limit is two digits.

8. Pay Period: A one-space field, the limit is 1 through 8, determined by the following:

- 1 - Weekly
- 2 - Biweekly
- 3 - Semimonthly
- 4 - Monthly
- 5 - Quarterly
- 6 - Semiannually
- 7 - Annually
- 8 - Daily or Miscellaneous

Attempts to enter a 0 or 9 will result in the following message:

OUT OF RANGE

A printout of this list can be obtained through Option 20 of the Payroll Menu.

9. Labor Class: The limit is 10 characters and should follow the same descriptions as determined under Option 16, Employee Category File Maintenance. This field also can be used for sorting employee pay records for reports, depending upon the entry in Field 10 of the Company Name File (Option 17.)

10: (S)alary or (H)ourly: S or H only is entered here and these must be capital letters. If S for Salary is selected, the salary per pay period will be entered in Field 11. If H for Hourly is selected, the hourly wage will be entered in Field 11 and the overtime wage will be entered in Field 12 will ask for overtime wage.

11. Salary or Hourly: If this is a salaried employee, enter the amount for that pay period. For example, if an employee is paid \$25,000 per year and is paid weekly, the amount for the pay period is \$480.77. If the employee's wage is figured on the hourly basis, enter the amount per hour.

12. Overtime Wages: This field appears only for hourly employees. Enter the amount for hourly overtime pay.

13. Additional FIT: A predetermined amount can be added to the calculated federal withholding tax through this field. Enter that amount.

14. Activation Code: Leave this field blank by entering a Return if this employee is on the payroll. Any character entered in this field will indicate to the program that the employee is no longer on the payroll and the auto-display options of the check entry programs will skip these records. The data in this field does not appear on any of the reports.

15. Tax Code: This can designate that payroll calculations for those employees who pay no federal withholding or FICA. Leave this field blank for employees who pay both taxes. An N in this field indicates that the employee pays neither tax. An F indicates that the employee pays no federal withholding tax but does pay FICA. A W indicates that the employee pays no FICA but does pay federal withholding tax. Only blank, N, F and W will be recognized by the program.

After the last field is entered, the program will display the prompt:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Is All Information Correct? (1=Yes, 2=No)

#

|                          |      |                    |
|--------------------------|------|--------------------|
| 1. # & Name              | 1001 | John P. Topper     |
| 2. Address               |      | 9801 W. 251st      |
| 3. C,S,Z                 |      | Amarillo, TX 79100 |
| 4. Telephone             |      | 806/555-7788       |
| 5. Social Security #     |      | 535-46-9876        |
| 6. Marital Status        |      | M                  |
| 7. # of Exemptions       |      | 4                  |
| 8. Pay Period            |      | 2                  |
| 9. Labor Class           |      | Management         |
| 10. (S)alary or (H)ourly |      | S                  |
| 11. Salary               |      | \$1000.00          |
| 13. Additional FIT       |      | \$50.00            |
| 14. Activation Code      |      |                    |
| 15. Tax Code             |      |                    |

With a 1=Yes response, the program will flash a message:

RECORD CREATED

With a 2=No response, the next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Field to Change, 0 to Save

##

Enter the number of the field to be changed and the cursor will go to the first prompt character space in that field. Enter the information and if the prompt character field is not filled, press Return. The cursor will return to the top of the screen and the prompt, "Enter Field to Change."

When the information is correct, press 0 and Return (or 00) and the program will flash the message:

RECORD CREATED

The next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Enter 1=Current,2=Monthly,3=Current Quarter,4=Year-to-Date Values  
 #

If adding information, select 1 for the last check entered, 2 for the month-to-date values, 3 for quarter-to-date values, or 4 for year-to-date values.

Press ESCape or CTRL B, and the program will clear the screen and return to the prompt, to add, inquire or delete. Press 1 and the following will be displayed on the screen:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Enter Field # To Change, 0 To Save  
 ##

|                          |                    |                  |        |
|--------------------------|--------------------|------------------|--------|
| 1. # & Name 1001         | John P. Topper     | CURRENT          |        |
| 2. Address               | 9801 W. 251st      |                  |        |
| 3. C,S,Z                 | Amarillo, TX 79100 | 21. Salary Wages | .00    |
| 4. Telephone             | 806/555-7788       | 22.              | .00 *  |
| 5. Social Security #     | 535-46-9876        | 23.              | .00 *  |
| 6. Marital Status        | M                  | 24.              | .00    |
| 7. # of Exemptions       | 4                  | 25.              | .00    |
| 8. Pay Period            | 2                  | Gross Income     | \$ .00 |
| 9. Labor Class           | Management         | 27. FICA         | .00    |
| 10. (S)alary or (H)ourly | S                  | 28. Federal W/H  | .00    |
| 11. Salary               | \$1000.00          | 29. S.I.T.       | .00    |
|                          |                    | 30.              | .00    |
| 13. Additional FIT       | \$50.00            | 31.              | .00    |
| 14. Activation Code      |                    | 32.              | .00    |
| 15. Tax Code             |                    | 33.              | .00    |
|                          |                    | Total Deductions | .00    |
|                          |                    | Net Pay          | .00    |

\* - Non-Taxable

If adding current values (information from the last check entered,) enter the field number and the cursor will go to that field. Enter the information and press Return. The cursor will go back to the top of the screen and the "Enter Field to Change" prompt. After all of the information is entered, press 0 and Return (or 00) to record the information. The following prompt will be redisplayed:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*  
 Enter 1=Current,2=Monthly,3=Current Quarter,4=Year-to-Date Values  
 #

If adding values for the month, quarter or year-to-date, enter the option number. Press ESCape or CTRL B to return to the prompt:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Option 1=Add, 2=Change or Inquire 3=Delete (ESC to End)

#

To return to the Payroll Menu, press ESCape or CTRL B.

#### 4.1.2 Change an Employee Record

To change or simply to inquire about an employee record, press 2. The next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Employee #

####

Enter the four-digit number and that employee's record will be displayed on the screen with the prompt:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Field # to Change, ESCape for Other Information (0 to Save)

##

Enter the number of the field where a change or changes are needed. The cursor will be on the first prompt character of that field. Enter the new information and if the prompt character field is not filled, press Return. The next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Is All Information Correct? (1=Yes, 2=No)

#

|                          |             |                    |
|--------------------------|-------------|--------------------|
| 1. # & Name              | 1001        | John P. Topper     |
| 2. Address               |             | 9801 W. 251st      |
| 3. C,S,Z                 |             | Amarillo, TX 79100 |
| 4. Telephone             |             | 806/555-7788       |
| 5. Social Security #     | 535-46-9876 |                    |
| 6. Marital Status        | M           |                    |
| 7. # of Exemptions       | 4           |                    |
| 8. Pay Period            | 2           |                    |
| 9. Labor Class           |             | Management         |
| 10. (S)alary or (H)ourly | S           |                    |
| 11. Salary               |             | \$1041.46          |
| 13. Additional FIT       |             | \$50.00            |
| 14. Activation Code      |             |                    |
| 15. Tax Code             |             |                    |

The Employee Number cannot be changed. To change an Employee Number, the record must first be deleted through Option 3 and all of the data re-entered with the new number.

With a 2 for No response, the program will return to the prompt "Enter Field Number to change. To see or make changes in the pay records, press ESCape. The next prompt will be:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter 1=Current, 2=MTD, 3=Quarter,4=Year (ESC to End)  
#

1. # & Name 1001 John P. Topper  
 2. Address 9801 W. 251st  
 3. C,S,Z Amarillo, TX 79100  
 4. Telephone 806/555-7788  
 5. Social Security # 535-46-9876  
 6. Marital Status M  
 7. # of Exemptions 4  
 8. Pay Period 2  
 9. Labor Class Management  
 10. (S)alary or (H)ourly S  
 11. Salary \$1041.46  
 13. Additional FIT \$50.00  
 14. Activation Code  
 15. Tax Code

Press 1, 2, 3 or 4 and the values for that period will be displayed on the right hand side of the screen with the prompt:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Field # To Change, 0 To Record (ESCape to End)  
#

| Employee #                   | 1001               | CURRENT                   |
|------------------------------|--------------------|---------------------------|
| 1. Name                      | John P. Topper     | 13. Salary Wages 1041.46  |
| 2. Address                   | 9801 W. 251st      | 14. Meals&Lodging .00*    |
| 3. C,S,Z                     | Amarillo, TX 79100 | 15. Car Allowance 25.00*  |
| 4. Telephone                 | 806/555-7788       | 16. Commissions .00       |
| 5. Social Security #         | 535-46-9876        | 17. Bonuses 520.00        |
| 6. Marital Status            | M                  | (18) Gross Income 1561.66 |
| 7. # of Exemptions           | 4                  | 19. FICA 103.85           |
| 8. Pay Period                | 2                  | 20. Federal W/H 338.60    |
| 9. Labor Class               | 1                  | 21. SIT .00               |
| 10. (S)alary or (H)ourly     | S                  | 22. Pension 78.05         |
| 11. (Salary) Hourly Wage     | 1,041.46           | 23. Insurance 37.50       |
|                              |                    | 24. Credit Union 50.00    |
| 73. Additional Fed/Withheld  | 50.00              | 25. Purchases .00         |
| 74. Blank if Active Employee |                    | (26) Total Deduct. 608.00 |
|                              |                    | Net Pay                   |
|                              |                    | * non-taxable             |

### 4.1.3 To Delete an Employee Record

**Note:** An employee record should not be deleted until the end of the year or after a W-2 has been printed. To delete an employee record, press 3 and the following will be displayed with the prompt:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Enter Employee Number (ESC to End)
####
```

Enter the four-digit number and that employee's record will appear on the screen with the prompt:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Is This The Correct Employee? (1=Yes, 2=No)
#
```

```
1. # & Name 1001          John P. Topper
2. Address          9801 W. 251st
3. C,S,Z           Amarillo, TX 79100
4. Telephone       806/555-7788
5. Social Security # 535-46-9876
6. Marital Status  M
7. # of Exemptions 4
8. Pay Period      2
9. Labor Class     Management
10. (S)alary or (H)ourly S
11. Salary         $1041.46

13. Additional FIT          $50.00
14. Activation Code
15. Tax Code
```

Verify that this is the employee record to be deleted. If it is not, respond with 2=No or press ESCape or CTRL B and the program will clear the screen and return to the prompt:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Enter Employee #
####
```

If it is the employee record to be deleted, press 1=Yes and the next prompt will be:

```
***PAYROLL EMPLOYEE MASTER FILE MAINTENANCE***
Enter Delete Code (DEL)
****
```

Enter the delete code, DEL (note all capital letters) and press Return. After a moment, the program will flash a message:

RECORD DELETED

The program will return to the prompt:

\*\*\*PAYROLL EMPLOYEE MASTER FILE MAINTENANCE\*\*\*

Enter Option 1=Add, 2=Change or Inquire 3=Delete (ESC to End)  
#

To return to the Payroll Menu, press ESCape or CTRL B.

4.2 Employee Master File Print

A list of employees with names and numbers for reference or a list of all employees with all information and payroll data can be obtained through the Employee Master File Print program. This information can be viewed either on the screen or printed out on paper.

Starting from the Payroll Menu, press 2 and Return (or 02). The following will be displayed on the screen with the prompt:

\*\*\* Payroll Employee Master File Print \*\*\*

Enter 1 for Employee Name & # Only, 2 For Complete Information  
#

Enter 1 for employee name and number only; 2 for a full report on all employees and all payroll data. The next prompt will be:

\*\*\* Payroll Employee Master File Print \*\*\*

Enter 0 for CRT, 1 for Printer  
#

Enter 0 and the information will appear on the screen. Before pressing 1, be sure the printer is turned on and is on line.

The following is an example of Employee Name and Number only:

06/30/83

The Testing Company  
1978 Armadillo Blvd.  
Amarillo, TX 79100

Federal I.D. #            57-2616865            State I.D. #            171,489

| Employee Master File |                      |
|----------------------|----------------------|
| Employee #           | Name                 |
| 1001                 | John P. Topper       |
| 1002                 | Frank Wallings       |
| 2001                 | Walter L. Cummins    |
| 2005                 | Susan Baker          |
| 3001                 | Jonathan W. Smythe   |
| 3005                 | Richard B. Black     |
| 4001                 | Russell Redd         |
| 5001                 | A.C. Hayden          |
| 6001                 | Eustes Randolph      |
| 7001                 | Winchester R. Potter |
| 8001                 | Austin F. Stephens   |

The following is an example of the first page of the Employee Master File with all associated payroll data:

06/30/83

The Testing Company  
 1978 Armadillo Blvd.  
 Amarillo, TX 79100  
 Federal I.D. # 57-2616865  
 State I.D. # 171,489

Employee Master File

|                         |                      |                    |
|-------------------------|----------------------|--------------------|
| Employee # 1001         | Name John P. Topper  | Exemptions 5       |
| 10014 W 151st           | Salary 1041.66       |                    |
| Amarillo, TX 79100      | Phone # 806/356-1010 | Pay Period 3       |
| Soc. Sec. # 524-48-9776 | Marital Stat. M      | Labor Class Admin. |
|                         | CURRENT MTD          | CURRENT QTR YTD    |
| Salary Wages            | 1041.66 2083.32      | 5208.30 11458.26   |
| Meals & Lodging         | .00 .00              | .00 .00            |
| Car Allowance           | 25.00 50.00          | 125.00 275.00      |
| Commissions             | .00 .00              | .00 .00            |
| Bonuses                 | 520.00 1040.00       | 2600.00 5720.00    |
| Gross                   | 1561.66 3123.32      | 7808.30 17178.26   |
| FICA                    | 103.85 207.70        | 519.25 1142.35     |
| Fed/W                   | 338.60 677.20        | 1693.00 3724.60    |
| S.I.T.                  | .00 .00              | .00 .00            |
| Pension                 | 78.05 156.10         | 390.25 858.55      |
| Insurance               | 37.5 75.00           | 187.50 412.50      |
| Credit Union            | 50.00 100.00         | 250.00 550.00      |
| Purchases               | .00 .00              | .00 .00            |
| Total Deduct.           | 608.00 1216.00       | 3040.00 6688.00    |
| Net Pay                 | 978.66 1957.32       | 4893.30 10765.26   |

|                         |                      |                        |
|-------------------------|----------------------|------------------------|
| Employee # 1002         | Name Frank Wallings  | Exemptions 4           |
| 103 S. 183rd            | Salary 1000.00       |                        |
| Amarillo, TX 79100      | Phone # 806/984-1131 | Pay Period 3           |
| Soc. Sec. # 415-49-9778 | Marital Stat. M      | Labor Class Management |
| INACTIVE RECORD         | CURRENT MTD          | CURRENT QTR YTD        |
| Salary Wages            | 1000.00 2000.00      | 4000.00 4000.00        |
| Meals & Lodging         | .00 .00              | .00 .00                |
| Car Allowance           | .00 .00              | .00 .00                |
| Commissions             | .00 .00              | .00 .00                |
| Bonuses                 | .00 .00              | .00 .00                |
| Gross                   | 1000.00 2000.00      | 4000.00 4000.00        |
| FICA                    | 66.50 133.00         | 266.00 266.00          |
| Fed/W                   | 145.72 291.44        | 582.88 582.88          |
| S.I.T.                  | .00 .00              | .00 .00                |
| Pension                 | 10.00 20.00          | 30.00 30.00            |
| Insurance               | 37.50 75.00          | 112.50 112.50          |
| Credit Union            | .00 .00              | .00 .00                |
| Purchases               | .00 .00              | .00 .00                |
| Total Deduct.           | 259.72 519.44        | 991.38 991.38          |
| Net Pay                 | 740.28 1480.56       | 3008.62 3008.62        |

### 4.3 Check Entry

Designed for producing a payroll "after the fact," the Check Entry program permits manual entry of data from a check register, starting with the date and number of the check and continuing through net pay.

Within this program are two additional options, entering checks by entering the employee number each time or with the program displaying each employee record on the screen, starting with the lowest employee number and proceeding through the file to the highest employee number.

This program makes no calculations other than provide a total for Net Pay as a check against the recorded entries. The net pay can be changed to correspond with the written check register.

With the Payroll Menu on the screen, press 3 and Return (or 03) and the following will be displayed on the screen with the prompt:

```

*** Payroll Check Entry ***
Enter 1 for Manual Entry, 2 for Auto Display
#

Employee#           1. Date of Check
Employee Name       2. Check #
Social Security #   3.
                   4.
                   5.
Non-Taxable>6.
Non-Taxable>7.
                   8.
                   9.
                   10. Gross Income
                   11. FICA
                   12. F.I.T.
                   13. S.I.T.
                   14.
                   15.
                   16.
                   17.
                   18. Total Deductions
                   19. Net Pay

```

(Note: The first two miscellaneous incomes are marked non-taxable because two such incomes are designated in the Company Name File.)

If in this program through error, press ESCape or CTRL B to return to the Payroll Menu.

**4.3.1 Manual Check Entry**

Press 1 for Manual entry, and the additional incomes and deductions will be displayed with the prompt:

```

*** Payroll Check Entry - Manual Entry ***
Enter # of Employee to Pay or ESC to End
####

Employee#           1. Date of Check
Employee Name       2. Check #
Social Security #   3. Salary (or) Hours
                   4. Overtime Hours
                   5. Hourly Wages
Non-Taxable>6. Meals & Lodging
Non-Taxable>7. Car Allowance
                   8. Commissions
                   9. Bonuses
                   10. Gross Income
                   11. FICA
                   12. F.I.T.
                   13. S.I.T.
                   14. Insurance
                   15. Pension
                   16. Credit Union
                   17. Purchases
                   18. Total Deductions
                   19. Net Pay

```

Enter the four-digit employee number that employee number, name and Social Security number will be displayed. The next prompt will be:

```

*** Payroll Check Entry - Manual Entry ***
1 to Pay, 2 View Next Employee, ESC to End
#

```

With a 2 to View Next Employee, the program will return to the prompt:

```

*** Payroll Check Entry - Manual Entry ***
Enter Employee # to Pay ESC To End
####

```

Press 1 to Pay and the following will be displayed on the screen with the prompt:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*  
 Enter 1 to Pay, 2 to View Next Employee, ESC to End  
 #

|                                  |                           |
|----------------------------------|---------------------------|
| Employee # 8001                  | 1. Date of Check MM/DD/YY |
| Employee Name Austin F. Stephens | 2. Check #                |
| Social Security # 512-27-6584    | 3.                        |
|                                  | 4.                        |
|                                  | 5.                        |
| Non-Taxable>                     | 6. Meals & Lodging        |
| Non-Taxable>                     | 7. Car Allowance          |
|                                  | 8. Commissions            |
|                                  | 9. Bonuses                |
|                                  | 10. Gross Income          |
|                                  | 11. FICA                  |
|                                  | 12. F.I.T.                |
|                                  | 13. S.I.T.                |
|                                  | 14. Pension               |
|                                  | 15. Insurance             |
|                                  | 16. Credit Union          |
|                                  | 17. Employee Purchases    |
|                                  | 18. Total Deductions      |
|                                  | 19. Net Pay               |

The cursor will be on the first M of two for the date in Field 1. Enter the date as month, day and year. The cursor will go next to Field 2, Check Number. Enter the check number.

If the employee is salaried, the salary will be entered automatically, and the next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*  
 Enter 1 for Current Values, 2 For Entry  
 #

|                               |                           |
|-------------------------------|---------------------------|
| Employee # 1001               | 1. Date of Check 05/30/83 |
| Employee Name John P. Topper  | 2. Check # 3001           |
| Social Security # 512-27-6584 | 3. Salary 1041.66         |
|                               | 4.                        |
|                               | 5. Salary 1041.66         |
| Non-Taxable>                  | 6. Meals and Lodging      |
| Non-Taxable>                  | 7. Auto Expenses          |
|                               | 8. Bonus or Commissions   |
|                               | 9. Overtime Wages         |
|                               | 10. Gross Income          |
|                               | 11. FICA                  |
|                               | 12. F.I.T.                |
|                               | 13. S.I.T.                |
|                               | 14. Pension               |
|                               | 15. Insurance             |
|                               | 16. Credit Union          |
|                               | 17. Employee Purchases    |
|                               | 18. Total Deductions      |
|                               | 19. Net Pay               |

If this check is substantially the same as the previous check, enter 1 for current values. The program will enter all of the values from the last check. The next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry\*\*\*  
Enter Field to Change, 0 to Record  
##

Make any changes by entering the number of the field. The cursor will move to the first prompt character in that field. Enter the new figures and if the prompt character field is not filled, press Return. The cursor will return to the prompt, "Enter Field to Change."

After all of the changes have been made, press 0 and Return (or 00) to record the check.

With a 2 for Manual Entry response, the cursor will go to Field 5, Meals and Lodging. Enter the amount or 0, as needed, and the cursor will move automatically from field to field as data is entered through Field 10, and the gross income will be filled in automatically. The cursor will move next to the deductions, starting with Field 11, FICA, and continue through field 17. The program will show a net amount. If the net amount is not correct, make necessary adjustments.

If the employee is on an hourly basis, the display will appear as follows:

```

*** Payroll Check Entry - Manual Entry ***
Enter 1 to Pay, 2 to View Next Employee, ESC to End
#

Employee # 8001                1. Date of Check 05/06/83
Employee Name Austin F. Stephens 2. Check # 3001
Social Security # 512-27-6584 3. Regular Hours #####
4. Overtime Hours
5. Hourly Wages
Non-Taxable>6. Meals & Lodging
Non-Taxable>7. Car Allowance
8. Commissions
9. Bonuses
10. Gross Income
11. FICA
12. F.I.T.
13. S.I.T.
14. Pension
15. Insurance
16. Credit Union
17. Employee Purchases
18. Total Deductions
19. Net Pay

```

Enter the hours in Field 3, with parts of hours entered as a decimal. The cursor will go next to Field 4 overtime hours. Enter the overtime hours.

The next prompt will be:

```

*** Payroll Check Entry - Manual Entry ***
Enter 1 For Current Values 2, For Entry
#
    
```

The program now will follow the same sequence as for salaried employees.

When all of the employee checks have been entered from the register, press ESCape to return to the Payroll Menu.

The following example shows a complete pay period entry for one employee:

```

*** Payroll Check Entry - Manual Entry ***
Enter Field to Change, 0 to Record
##

Employee#      1001          1. Date of Check 05/15/81
Employee Name   John P. Topper 2. Check # 100096
Social Security # 524-48-9776 3. Salary 1041.66
4.
5. Salary 1041.66
Non-Taxable>6. Meals & Lodging .00
Non-Taxable>7. Car Allowance 25.00
8. Commissions .00
9. Bonuses 520.00
10. Gross Income 1561.66
11. FICA 103.85
12. F.I.T. 338.60
13. S.I.T. .00
14. Pension 78.05
15. Insurance 37.50
16. Credit Union 50.00
17. Purchases .00
18. Total Deduct. 608.00
19. Net Pay 978.66
    
```

**4.3.2 Check Entry Auto-Display**

The Auto-Display option of the Check Entry program will display employee records on the screen automatically, one record at a time, starting with the lowest employee number and proceeding through to the highest. As the records appear, the operator has the option to pay that employee or pass to the next record.

Enter 2 and the record of the employee with lowest number will be displayed on the screen with the prompt:

\*\*\* Payroll Check Entry - Auto-Display \*\*\*  
 Is This The Correct Employee ? (1=Yes 2=No)  
 #

|                               |                         |
|-------------------------------|-------------------------|
| Employee # 1001               | 1. Date of Check        |
| Employee Name John P. Topper  | 2. Check #              |
| Social Security # 512-27-6584 | 3.                      |
|                               | 4.                      |
|                               | 5.                      |
| Non-Taxable>                  | 6. Meals and Lodging    |
| Non-Taxable>                  | 7. Auto Expenses        |
|                               | 8. Bonus or Commissions |
|                               | 9. Overtime Wages       |
|                               | 10. Gross Income        |
|                               | 11. FICA                |
|                               | 12. F.I.T.              |
|                               | 13. S.I.T.              |
|                               | 14. Pension             |
|                               | 15. Insurance           |
|                               | 16. Credit Union        |
|                               | 17. Employee Purchases  |
|                               | 18. Total Deductions    |
|                               | 19. Net Pay             |

With a 2 for No response, the program will clear the screen and display the next employee number, name and Social Security Number and ask again, "Is This The Correct Employee?"

With a 1 for Yes response, the program will go to Field 1, Date of Check and then to the Check Number in Field 2. The program follows the same sequence as in Manual Entry.

After the check data is entered and verified, press 0 and Return (or 00) and the next employee number and name will be displayed. After the last employee record in the file has been handled, the program will return automatically to the Payroll Menu.

#### 4.4 Check Calculate

The Check Calculate program is used to produce a payroll, with the program making all of the calculations to determine wages, overtime wages, gross wages, FICA and federal income taxes, and state withholding taxes if applicable.

This program also has two options, manual entry, in which the employee records are called by number or auto-display, which displays the records on the screen one at a time, starting with the lowest number and proceeding through the file to the highest number.

Starting from the Payroll Menu, press 4 and Return (or 04) and the following will be displayed with the prompt:

\*\*\* Payroll Check Calculate \*\*\*  
 Enter 1 for Manual Entry, 2 for Auto Display  
 #

- |                   |                      |
|-------------------|----------------------|
| Employee#         | 1. Date of Check     |
| Employee Name     | 2. Check #           |
| Social Security # | 3.                   |
|                   | 4.                   |
|                   | 5.                   |
| Non-Taxable>      | 6.                   |
| Non-Taxable>      | 7.                   |
|                   | 8.                   |
|                   | 9.                   |
|                   | 10. Gross Income     |
|                   | 11. FICA             |
|                   | 12. F.I.T.           |
|                   | 13. S.I.T.           |
|                   | 14.                  |
|                   | 15.                  |
|                   | 16.                  |
|                   | 17.                  |
|                   | 18. Total Deductions |
|                   | 19. Net Pay          |

(Note: The first two miscellaneous incomes are marked non-taxable because two such incomes are designated in the Company Name File.)

If in this program through error, press ESCape or CTRL B to return to the Payroll Menu.

**4.4.1 Check Calculate Manual Entry**

Press 1 for Manual entry, and the additional incomes and deductions will be displayed with the prompt:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Enter # of Employee to Pay, ESC to End.

####

- |                   |                        |
|-------------------|------------------------|
| Employee#         | 1. Date of Check       |
| Employee Name     | 2. Check #             |
| Social Security # | 3.                     |
|                   | 4.                     |
|                   | 5.                     |
| Non-Taxable>      | 6. Meals & Lodging     |
| Non-Taxable>      | 7. Car Allowance       |
|                   | 8. Bonus or Commission |
|                   | 9. Overtime Wages      |
|                   | 10. Gross Income       |
|                   | 11. FICA               |
|                   | 12. F.I.T.             |
|                   | 13. S.I.T.             |
|                   | 14. Insurance          |
|                   | 15. Pension            |
|                   | 16. Credit Union       |
|                   | 17. Purchases          |
|                   | 18. Total Deductions   |
|                   | 19. Net Pay            |

Enter the four-digit employee number and the next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Is This the Correct Employee? (1=Yes 2=No)

#

With a 2 for No response, the program will return to the prompt:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Enter Number of Employee to Pay, ESC to End

####

With a 1 for Yes response, the program will enter the Today's Date and the next check number in the sequence. The program also will determine if the employee is salaried or is on an hourly basis. If the employee is paid on an hourly basis, the cursor will go automatically to Field 3, Regular Hours as follows:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Enter 1 to Pay, 2 to View Next Employee, ESC to End  
#

|                                  |                           |       |
|----------------------------------|---------------------------|-------|
| Employee # 8001                  | 1. Date of Check 06/30/83 |       |
| Employee Name Austin F. Stephens | 2. Check # 10036          |       |
| Social Security # 512-27-6584    | 3. Regular Hours          | ##### |
|                                  | 4. Overtime Hours         |       |
|                                  | 5. Hourly Wages           |       |
| Non-Taxable>                     | 6. Meals & Lodging        |       |
| Non-Taxable>                     | 7. Car Allowance          |       |
|                                  | 8. Bonus or Commission    |       |
|                                  | 9. Overtime Wages         |       |
|                                  | 10. Gross Income          |       |
|                                  | 11. FICA                  |       |
|                                  | 12. F.I.T.                |       |
|                                  | 13. S.I.T.                |       |
|                                  | 14. Pension               |       |
|                                  | 15. Insurance             |       |
|                                  | 16. Credit Union          |       |
|                                  | 17. Employee Purchases    |       |
|                                  | 18. Total Deductions      |       |
|                                  | 19. Net Pay               |       |

If the date or the check number needs to be changed, press ESCape as need to back up to that field. Enter the hours and the cursor will move to Field 4 for the overtime hours. Enter the overtime hours. The program will calculate Field 5, Hourly Wages and Field 9, Overtime Wages. The next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Enter 1 For Current Values, 2 For Entry  
#

|                                  |                           |        |
|----------------------------------|---------------------------|--------|
| Employee # 8001                  | 1. Date of Check 06/30/83 |        |
| Employee Name Austin F. Stephens | 2. Check # 10036          |        |
| Social Security # 512-27-6584    | 3. Regular Hours          | 80.00  |
|                                  | 4. Overtime Hours         | 10.00  |
|                                  | 5. Hourly Wages           | 640.00 |
| Non-Taxable>                     | 6. Meals and Lodging      |        |
| Non-Taxable>                     | 7. Auto Expenses          |        |
|                                  | 8. Bonuses or Commission  |        |
|                                  | 9. Overtime Wages         | 120.00 |
|                                  | 10. Gross Income          |        |
|                                  | 11. FICA                  |        |
|                                  | 12. F.I.T.                |        |
|                                  | 13. S.I.T.                |        |
|                                  | 14. Pension               |        |
|                                  | 15. Insurance             |        |
|                                  | 16. Credit Union          |        |
|                                  | 17. Employee Purchases    |        |
|                                  | 18. Total Deductions      |        |
|                                  | 19. Net Pay               |        |

If the employee is salaried, the next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*  
 Enter 1 for Current Values, 2 For Entry  
 #

|                               |                           |
|-------------------------------|---------------------------|
| Employee # 1001               | 1. Date of Check 05/30/83 |
| Employee Name John P. Topper  | 2. Check # 3001           |
| Social Security # 512-27-6584 | 3. Salary                 |
|                               | 4.                        |
|                               | 5. Salary                 |
| Non-Taxable>                  | 6. Meals and Lodging      |
| Non-Taxable>                  | 7. Auto Expenses          |
|                               | 8. Bonus or Commission    |
|                               | 9. Overtime Wages         |
|                               | 10. Gross Income          |
|                               | 11. FICA                  |
|                               | 12. F.I.T.                |
|                               | 13. S.I.T.                |
|                               | 14. Pension               |
|                               | 15. Insurance             |
|                               | 16. Credit Union          |
|                               | 17. Employee Purchases    |
|                               | 18. Total Deductions      |
|                               | 19. Net Pay               |

If this check is substantially the same as previous check, enter 1 for current values. The program will enter the values from the last check. The next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry\*\*\*  
 Enter Field to Change, 0 to Record  
 ##

Make any changes by entering the number of the field. The cursor will move to the first prompt character in that field. Enter the new figures and if the prompt character field is not filled, press Return. The cursor will go to the prompt, "Enter Field to Change."

After all of the changes have been made, press 0 and Return (or 00) to record the check.

For either Current Values or Entry, at this point, the cursor will move to Field 6, Meals and Lodging. Enter the amount or 0, as needed, and the cursor will move to fields 7 and 8. The program will calculate overtime wages and gross income as well as FICA, federal withholding and state income tax, where applicable.

The cursor will move next to the deductions, starting with Field 14, the first deduction, and continue through field 17. After the last deduction is entered, the program will display a message, "Computer is Processing, Do Not Interrupt" The program will calculate FICA and federal withholding, and state income tax if applicable, total deductions and net pay. The next prompt will be:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Enter Field to Change, 0 to Record  
##

|                   |                |                        |          |         |
|-------------------|----------------|------------------------|----------|---------|
| Employee#         | 1001           | 1. Date of Check       | 06/30/83 |         |
| Employee Name     | John P. Topper | 2. Check #             | 100096   |         |
| Social Security # | 524-48-9776    | 3. Salary              |          | 1041.66 |
|                   |                | 4.                     |          |         |
|                   |                | 5. Salary              |          | 1041.66 |
|                   | Non-Taxable>   | 6. Meals and Lodging   |          | .00     |
|                   | Non-Taxable>   | 7. Auto Expenses       |          | 25.00   |
|                   |                | 8. Bonus or Commission |          | 520.00  |
|                   |                | 9. Overtime Wages      |          | .00     |
|                   |                | 10. Gross Income       |          | 1561.66 |
|                   |                | 11. FICA               |          | 103.85  |
|                   |                | 12. F.I.T.             |          | 338.60  |
|                   |                | 13. S.I.T.             |          | .00     |
|                   |                | 14. Pension            |          | 78.05   |
|                   |                | 15. Insurance          |          | 37.50   |
|                   |                | 16. Credit Union       |          | 50.00   |
|                   |                | 17. Purchases          |          | .00     |
|                   |                | 18. Total Deduct.      |          | 608.00  |
|                   |                | 19. Net Pay            |          | 978.66  |

Any field can be changed except field 10, Gross Income, Field 18, Total Deductions and Field 19, Net Pay. These fields are adjusted only by making changes in salary or hours and overtime hours worked or in the additional incomes and deductions.

If changes are to be made, enter the field number and the cursor will go to the first prompt character in that field. Enter the change. If the prompt character field is not filled, press Return.

After the operator has verified that the check is as it should be, enter 0 and Return (or 00) and the information will be recorded. The program will return to the prompt:

\*\*\* Payroll Check Calculate - Manual Entry \*\*\*

Enter Number of Employee to Pay, ESC to End  
###

Enter the number of the next employee to be paid. When completed with the payroll, press ESCape to return to the Payroll Menu.

The following shows a completed screen display for one employee:

\*\*\* Payroll Check Entry - Manual Entry \*\*\*

Enter Field to Change, 0 to Record  
##

|                   |                |                        |          |
|-------------------|----------------|------------------------|----------|
| Employee#         | 1001           | 1. Date of Check       | 06/30/83 |
| Employee Name     | John P. Topper | 2. Check #             | 100096   |
| Social Security # | 524-48-9776    | 3. Salary              | 1041.66  |
|                   |                | 4.                     |          |
|                   |                | 5. Salary              | 1041.66  |
| Non-Taxable>      |                | 6. Meals and Lodging   | .00      |
| Non-Taxable>      |                | 7. Auto Expenses       | 25.00    |
|                   |                | 8. Bonus or Commission | 520.00   |
|                   |                | 9. Overtime Wages      | .00      |
|                   |                | 10. Gross Income       | 1561.66  |
|                   |                | 11. FICA               | 103.85   |
|                   |                | 12. F.I.T.             | 338.60   |
|                   |                | 13. S.I.T.             | .00      |
|                   |                | 14. Pension            | 78.05    |
|                   |                | 15. Insurance          | 37.50    |
|                   |                | 16. Credit Union       | 50.00    |
|                   |                | 17. Purchases          | .00      |
|                   |                | 18. Total Deduct.      | 608.00   |
|                   |                | 19. Net Pay            | 978.66   |

4.4.2 Check Calculate Auto-Display

With a 2 for Auto-Display response, the employee name, number and social security number will be displayed with the prompt:

\*\*\* Payroll Check Calculate - Auto-Display \*\*\*

Enter 1 to Pay, 2 to View Next Employee, ESC to End  
#

|                   |                |                  |
|-------------------|----------------|------------------|
| Employee #        | 1001           | 1. Date of Check |
| Employee Name     | John P. Topper | 2. Check #       |
| Social Security # | 512-27-6584    | 3.               |

With a 2 for No response, the program will clear the screen and display the next employee number, name and Social Security Number and prompt again, "Enter 1 to Pay, 2 to View Next Employee"

With a 1 for Yes response, the program will follow the same process as under the manual entry option.

After the last employee record is displayed and the data entered or that record is passed, the program will return automatically to the Payroll Menu.

**4.5 Check Register Print**

After payroll data has been entered, the operator has the ability to examine the information through the Check Register Print program before printing the checks. Check data can be viewed on the screen or printed out.

Corrections are made by deleting a check through Option 9 and re-entering the check.

Starting from the Payroll Menu, enter 5 and Return (or 05). The following will be displayed on the screen with the prompt:

```

                Payroll Check File Print
Enter 1=Printer, 0=CRT
#
    
```

If you are in this program by error, press ESCape or CTRL B to get back to the Payroll Menu.

To view the information on the screen, press 0 for CRT. The check information for one employee will appear on the screen with the prompt:

Press Any Key to Continue (ESC To End)

To print out the check register on paper for examination, press 1 for printer. Be sure the printer is turned on and is on line. While the check register is printing, the program will display this message:

Computer Is Processing, Do Not Interrupt

The following is a portion of a check register, showing the first two check records, a deleted check and the totals:

```

                The Testing Company      06/30/83
                1978 Armadillo Blvd.
                Amarillo, TX 79100
Federal ID #   57-2616865                State ID #   1-75-1628685-7
    
```

\*\*\* Payroll Check Register \*\*\*

|                 |                     |                  |         |
|-----------------|---------------------|------------------|---------|
| Employee # 1001 |                     |                  |         |
| John P. Topper  | 321-12-4478         | Salary           | 1041.66 |
| Check # 100096  | Check Date 06/30/83 |                  |         |
| Salary Wages    | 1041.66             | Fed W/Holding    | 338.60  |
| Meals & Lodging | .00                 | S.I.T.           | .00     |
| Car Allowance   | 25.00               | Pension          | 78.05   |
| Commissions     | .00                 | Insurance        | 37.50   |
| Bonuses         | 520.00              | Credit Union     | 50.00   |
| Gross Income    | 1561.66             | Purchases        | .00     |
| FICA            | 103.85              | Total Deductions | 608.00  |
|                 |                     | Net Pay          | 978.66  |

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OPERATION DETAIL

|                 |             |                  |        |         |
|-----------------|-------------|------------------|--------|---------|
| Employee # 1002 |             |                  |        |         |
| Frank Wallings  | 415-49-9778 |                  | Salary | 1000.00 |
| Check # 100097  | Check Date  | 06/30/83         |        |         |
| Salary Wages    | 1000.00     | Fed W/Holding    | 145.72 |         |
| Meals & Lodging | .00         | S.I.T.           | .00    |         |
| Car Allowance   | .00         | Pension          | 10.00  |         |
| Commissions     | .00         | Insurance        | 37.50  |         |
| Bonuses         | .00         | Credit Union     | .00    |         |
| Gross Income    | 1000.00     | Purchases        | .00    |         |
| FICA            | 66.50       | Total Deductions | 259.72 |         |
|                 |             | Net Pay          | 740.28 |         |

|                   |            |                  |        |        |
|-------------------|------------|------------------|--------|--------|
| Employee # 2001   |            |                  |        |        |
| Walter L. Cummins | CK DELETED |                  | Salary | 750.00 |
| Check # 100098    | Check Date | 06/30/83         |        |        |
| Salary Wages      | .00        | Fed W/Holding    | .00    |        |
| Meals & Lodging   | .00        | S.I.T.           | .00    |        |
| Car Allowance     | .00        | Pension          | .00    |        |
| Commissions       | .00        | Insurance        | .00    |        |
| Bonuses           | .00        | Credit Union     | .00    |        |
| Gross Income      | .00        | Purchases        | .00    |        |
| FICA              | .00        | Total Deductions | .00    |        |
|                   |            | Net Pay          | .00    |        |

\*\*\* TOTALS \*\*\*

|                       |          |                  |         |
|-----------------------|----------|------------------|---------|
| Salary & Hourly Wages | 7406.66  | Fed W/Holding    | 2232.60 |
| Meals & Lodging       | 310.00   | S.I.T.           | .00     |
| Car Allowance         | 426.00   | Pension          | 344.55  |
| Commissions           | 2406.00  | Insurance        | 262.50  |
| Bonuses               | 780.00   | Credit Union     | 580.00  |
| Gross Income          | 10592.66 | Purchases        | .00     |
| FICA                  | 704.41   | Total Deductions | 4124.66 |
|                       |          | Net Pay          | 7204.60 |

— Employee Category Summary for Current Pay Period —

1 >>>>> Administrative

|                      |           |
|----------------------|-----------|
| Salary, Hourly Wages | \$2041.66 |
| Meals & Lodging      | \$.00     |
| Car Allowance        | \$25.00   |
| Commissions          | \$.00     |
| Bonuses              | \$520.00  |
| Gross Income         | \$2561.66 |

2 >>>>> Clerical

|                      |          |
|----------------------|----------|
| Salary, Hourly Wages | \$625.00 |
| Meals & Lodging      | \$.00    |
| Car Allowance        | \$.00    |
| Commissions          | \$.00    |
| Bonuses              | \$.00    |
| Gross Income         | \$625.00 |

## 4.6 Check Print

After the check register has been examined and any corrections made, payroll checks can be printed as a batch or printed starting from a check number. Also this program can print a single check or print only the last check calculated. A payroll also can be reprinted, with the program making adjustments for the change in check numbers.

With the Payroll Menu on the screen, press 6 and Return (or 06) and the following will be displayed:

```

*** Payroll Print Checks ***
Enter Option #
#

```

1. Print All Checks
2. Print Checks Starting from Check # .....
3. Print One Check
4. Print Last Check Calculated
5. Reprint Checks

### 4.6.1 Print All Checks

With a 1 for Print All Checks response, the first prompt will be:

```

*** Payroll Print Checks ***
Align Checks In Printer & Press Any Key to Continue ESC to End
*

```

Check alignment of the tractor feed checks and press any key except ESCape or CTRL B. The first check will be printed, and the program will stop with the next prompt:

```

*** Payroll Print Checks ***
Press Any Key to Continue (ESC to End)
*

```

Examine the printed check. If it is all right, press any key and the program will continue until all of the checks in the register are printed. If you need to start again, press ESCape or CTRL B and start the program again.

### 4.6.2 Start Check Number

To start printing from a specific check number, press 2. The first prompt will be:

```

*** Payroll Print Checks ***
Align Checks In Printer & Press Any Key to Continue ESC to End
*

```

Check alignment of the tractor feed checks and press any key except ESCape or CTRL B. The first check will be printed, and the program will stop with the next prompt:

\*\*\* Payroll Print Checks \*\*\*  
Enter Check # to Begin Printing  
#####

Enter the starting check number. If the prompt character field is not filled, press Return. The program will print the first check and then stop with the prompt:

\*\*\* Payroll Print Checks \*\*\*  
Press Any Key to Continue (ESC to End)  
\*

Examine the printed check. If it is all right, press any key and the program will continue until all of the checks in the register are printed. If you need to start again, press ESCape or CTRL B and run the Reprint Checks, option 5 of this program.

After the last check is printed, the program will return automatically to the Payroll Menu.

#### 4.6.3 Print One Check

To print one check from the check register, press 3. The first prompt will be:

\*\*\* Payroll Print Checks \*\*\*  
Align Checks In Printer & Press Any Key to Continue ESC to End  
\*

Check alignment of the tractor feed checks and press any key except ESCape or CTRL B. The program will verify that there are checks in the register and after a moment, the next prompt will be:

\*\*\* Payroll Print Checks \*\*\*  
Enter Check # of Single Check to Print  
#####

Enter the number of the check to be printed. If the prompt character field is not filled, press Return. The program will print the first check and stop with the prompt:

\*\*\* Payroll Print Checks \*\*\*  
Press Any Key to Continue (ESC to End)  
\*

Press any key or ESCape to return to the Payroll Menu.

#### 4.6.4 Print Last Check Calculated

To print the last check calculated, enter 4. The first prompt will be:

```
*** Payroll Print Checks ***
Align Checks In Printer & Press Any Key to Continue ESC to End
*
```

Check alignment of the tractor feed checks and press any key except ESCape. The program will search out the last check calculated and print that check. After the check is printed, the program will stop with the prompt:

```
*** Payroll Print Checks ***
Press Any Key to Continue (ESC to End)
*
```

Press any key or ESCape to return to the Payroll Menu.

#### 4.6.5 Reprint Checks

If the checks in the check register need to be reprinted for any reason, enter 5. The first prompt will be:

With a 1 for Print All Checks response, the first prompt will be:

```
*** Payroll Print Checks ***
Align Checks In Printer & Press Any Key to Continue ESC to End
*
```

Check the alignment of the tractor feed checks and press any key except ESCape. The next prompt will be:

```
*** Payroll Print Checks ***
Enter # of First Check to Print
#####
```

This will be the new check number for the first check in the register. Enter the number and the first check will be printed. The program will stop with the next prompt:

```
*** Payroll Print Checks ***
Press Any Key to Continue (ESC to End)
*
```

Examine the printed check. If it is all right, press any key and the program will continue until all of the checks in the register are printed.

After the last check is printed, the program will return automatically to the Payroll Menu.

#### 4.7 Update Checks to Employee Master File

Information in the check register is added to the month, quarter and year-to-date columns through this update program. Once the program is run, the check records are flagged and will not be included in another update, should additional checks be added to the register.

Starting from the Payroll Menu, press 7 and Return (or 07) and the following will be displayed on the screen with the prompt:

```
*** Payroll Update Master File ***  
Is This The Correct Program? (1=Yes, 2=No)
```

With a 2=No response, the program will return to the Payroll Menu.

Press 1 and the next prompt will be:

```
*** Payroll Update Master File ***  
Enter Update Code (UPD) ESC To End  
*****
```

Enter UPD (note all capital letters) and press Return. This process requires nothing more from the operator and will take from several seconds to several minutes, depending on the number of checks in the check register.

#### 4.8 Clear Check Register

All values in the check register are cleared through this program before the next payroll is processed.

**IMPORTANT:** Before running this option be certain that the Employee Master Files have been updated and a backup of the data disk has been made. If the Employee Master Files have not been updated, this information will be lost.

With the Payroll Menu on the screen, press 8 and Return (or 08) and the following will be displayed on the screen with the prompt:

```
Payroll Check Entry File Clear  
Is This The Correct Program (1=Yes, 2=No)  
#
```

A 2=No response will return the program to the Payroll Menu.

Press 1 and the next prompt will be:

```
Payroll Check Entry File Clear  
Enter Clear Code (CLR)  
*****
```

Enter CLR (note ALL capital letters) and press Return. The task will take only a few seconds and when completed, the program will return automatically to the Payroll Menu.

#### 4.9 Delete a Check

A check can be deleted in the check register any time before the the check register is cleared. At one point, the program will ask if the check has been updated to the master file. If the operator indicates that the check has been updated, the program will make the necessary adjustments to the current, month, quarter and year-to-date totals.

With the Payroll Menu on the screen, Press 9 and Return (or 09) and the following will appear with the prompt:

```
*** Payroll Check Delete ***  
Is This The Correct Program? (1=Yes, 2=No)  
#
```

```
Check #  
Employee  
Date of Check  
Amount of Check
```

A 2=No response will return the program to the Payroll Menu.

Press 1 and the next prompt will be:

```
*** Payroll Check Delete ***  
Enter Check #  
#####
```

```
Check #  
Employee  
Date of Check  
Amount of Check
```

Enter the check number. The program will search through the check file for that check number. If it fails to find that check number, the program will flash a message:

```
Record Not Found - Retry Entry
```

When the check number is found, the program will display the check number, the employee number, date of the check and the amount. The program also will add a line to the display which will appear with this prompt as follows:

\*\*\* Payroll Check Delete \*\*\*  
 Correct Check to Delete ? (1=Yes, 2=No)  
 #

Check # 10010  
 Employee 1001  
 Date of Check 05/26/83  
 Amount of Check \$850.11

Verify that this is the check to be deleted. If it is the right check, enter a 1 for Yes and the next prompt will be:

\*\*\* Payroll Check Delete \*\*\*  
 Enter Delete Code (DEL) ESC to End  
 \*\*\*

Check # 10010  
 Employee 1001  
 Date of Check 05/26/83  
 Amount of Check \$850.11

Enter DEL (note ALL capital letters.) The program will ask next:

\*\*\* Payroll Check Delete \*\*\*  
 Has Check Been Updated In Employee Master File (1=Yes, 2=No)  
 #

Check # 10010  
 Employee 1001  
 Date of Check 05/26/83  
 Amount of Check \$850.11

If the check has been updated, enter a 1 for Yes. If the update program has not been run, enter a 2 for No. With either response, the program will flash a message:

Check Deleted

With a 2 for No to the prompt "Correct Check to Delete," the next prompt to be displayed will be:

\*\*\* Payroll Check Delete \*\*\*  
 Enter 1 To Continue Searching, 2 to End  
 #

A 2 to End response will return the program to the Payroll Menu. With a 1 to Continue Searching entry, the program will continue to search for that check number.

If the program finds another check with that number, it will repeat the prompt:

\*\*\* Payroll Check Delete \*\*\*  
 Correct Check to Delete ? (1=Yes, 2=No)  
 #

If the program fails to find the check number again, the program will flash a message:

Check Not Found Retry Entry

The program will ask next:

```
*** Payroll Check Delete ***
Do You Want to Delete Another Check? 1=Yes 2=No
#
```

A 2 for No response will return the program to the Payroll Menu.

With a 1 for Yes response, the program will return to the prompt:

```
*** Payroll Check Delete ***
Enter Check #
#####
```

At this point, you may enter another check number or press ESCape to return to the Payroll Menu.

#### 4.10 Payroll to General Ledger Update

The Payroll to General Ledger Update program transfers payroll totals from the Payroll data disk to the General Ledger Data disk, either by general journal entry or by posting directly to General Ledger accounts.

This program is designed to operate either on a two-drive floppy disk system, a floppy disk system with three drives or on a hard disk system. If working with a three-drive floppy or a hard disk system, the "Insert General Ledger Data Disk..." prompt will be ignored.

Before operating this program, be sure that Field 16 in the Company Name File, the General Ledger Data Drive statement, must be designated as Drive 2 if working with a two-drive floppy disk system or Drive 3 with a three-drive floppy or hard disk system.

General Ledger accounts must be established before this program can operate, and these accounts is designated for each of the categories under Option 22 of the Payroll Menu, Authorize Payroll-General Ledger Account Numbers.

For this manual, we have established General Ledger Accounts for the Testing Company as follows:

| CATEGORIES                | Authorized Account Numbers |        |        |        |        |
|---------------------------|----------------------------|--------|--------|--------|--------|
|                           | Inc. 1                     | Inc. 2 | Inc. 3 | Inc. 4 | Inc. 5 |
| 1. 1 Administrative       | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 2. 2 Clerical             | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 3. 3 Sales                | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 4. 4 Technical            | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 5. 5 Shipping & Receiving | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 6. 6 Drivers              | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 7. 7 Laborers             | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 8. 8 Maintenance          | 4215                       | 4240   | 4235   | 4215   | 4215   |
| 9. 9 Seasonal             | 4215                       | 4240   | 4235   | 4215   | 4215   |

|                    |      |      |      |        |        |        |        |
|--------------------|------|------|------|--------|--------|--------|--------|
|                    | FICA | FIT  | SIT  | Ded. 1 | Ded. 2 | Ded. 3 | Ded. 4 |
| FOR ALL CATEGORIES | 2001 | 2005 | 2005 | 2006   | 2007   | 2008   | 1120   |

Payroll Tax Acct # 2001      Checking Acct # 1100

**Note:** If no State Income Tax (SIT) account is needed (such as in Texas,) the account number can be the same as either FICA or FIT.

Failure to have account numbers for each income and each deduction will result in the program displaying an error message or failing at some point.

Should an update be attempted before when a General Ledger Account does not exist, those totals will not be transferred and the General Ledger will then be out of balance.

Starting from the Payroll Menu, press 10. The following will be displayed.

```

*** Payroll to General Ledger Update ***
PRESS RETURN TO CONTINUE
*
PAYROLL DATA DISK Must Be in Data Drive to Begin Any Option

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals
    
```

To continue in this program, press Return. The next prompt will be:

```

*** Payroll to General Ledger Update ***
Enter Option # (ESC to End)

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals
    
```

If in this program through error, press ESCape to return to the Payroll Menu.

#### 4.10.1 Accounts Check

The Accounts Check option of this program will verify that all of the accounts authorized under option 22 of the Payroll Program are also available in the General Ledger Chart of Accounts.

Once this option has been executed, it need not be run again until a General Ledger Account Number is added or changed.

Before executing the Accounts Check option, be sure that the printer is turned on and is on line.

Press 1. The program will read the data file containing the Authorized General Ledger Account numbers. If account numbers have not been assigned in all areas, the program will display this message:

```
*** Payroll to General Ledger Update ***  
PRESS RETURN TO CONTINUE  
*  
Create Standard Deduction Accounts
```

When this message occurs, press Return to continue and the program will return automatically to the Payroll Menu. Select Option 22 from the Payroll Menu and check all of the deduction account numbers.

Another error message can occur if FICA, federal and state withholding accounts are left 0. Press Return to continue and the program will return to the Payroll Menu. Check these accounts through Option 22.

When all of the account number are checked, the program will display this prompt:

```
*** Payroll to General Ledger Update ***  
Place GENERAL LEDGER Data Disk in Data Drive. Press Any Key to Continue  
*
```

Remove the Payroll Data Disk from Drive 2 and insert the General Ledger Data Disk. **Note.** Be sure that it is the General Ledger Data Disk. Any other disk will cause the program to fail. If working with a three-drive floppy or hard disk system, ignore the prompt and press any key to continue.

Press any key. A message will be displayed as follows:

```
*** Payroll to General Ledger Update ***  
Computer is Processing. Do Not Interrupt.
```

STAGE 2

The program will begin checking the General Ledger Accounts file. If an account is in the Authorize General Ledger Accounts file and not in the General Ledger Accounts file, the program will flash a message:

RECORD NOT FOUND

When a record is not found, the program will print a message on the printer and display this message at the end of the check:

\*\*\* Payroll to General Ledger Update \*\*\*  
PRESS RETURN TO CONTINUE

\*

Note Accounts on Printer & Create From General Ledger

Assuming that an account 4240 was established in the Authorized General Ledger Account Numbers, but that account number was not in the General Ledger Chart of Accounts, the printer message would appear as follows:

ACCOUNT # 4240 IS NOT IN G/L ACCOUNT FILE

At this point, press Return to continue and the program will return to the Payroll Menu. Using the General Ledger program, create all needed accounts. We would suggest running this program again until it runs without error and displays this message.

\*\*\* Payroll to General Ledger Update \*\*\*  
PRESS RETURN TO CONTINUE

\*

Accounts Check Completed with no Errors

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

Press Return and the program will display this message:

\*\*\* Payroll to General Ledger Update \*\*\*  
PRESS RETURN TO CONTINUE

\*

PAYROLL DATA DISK Must Be in Data Drive to Begin Any Option

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

Remove the General Ledger Data Disk from Drive 2 and insert the Payroll Data Disk. Press Return and the program will return to the prompt:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter Option # (ESC to End)

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

#### 4.10.2 Prepare Totals

Before Payroll totals can be transferred, the totals must be prepared. This option reads the totals from the month-to-date column in the Employee Master File and holds this information in memory. The information at this time can be printed out for verification or transferred to the General Ledger data disk.

To prepare totals, press 2 and the first program will display this message:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Computer is Processing. Do Not Interrupt.

The program will begin reading the totals and will display some numbers on the left side of the screen as it checks for totals for employee categories. After several moments, the program will return to the prompt:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Place PAYROLL Data Disk in Data Drive. Press Any Key to Continue  
 \*

Press Return to display to this prompt:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter Option # (ESC to End)  
 #

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

#### 4.10.3 Print Totals

To print out the totals on paper or to display totals on the screen for verification, Press 3 and the first prompt will be:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter 0 for CRT, 1 for Printer  
 #

To display the information on the screen, enter a 0 for CRT. Before pressing 1 for Printer, be sure the printer is turned on and is on line.

When 0 for CRT is selected, the information will be displayed on the screen with this prompt:

Press Any Key to Continue

\*

Transfer Payroll to G/L Accounts Print

After the information on the screen has been inspected, press any key and additional information will be displayed. After all of the information has been displayed or when the printout is completed the program will return to the prompt:

\*\*\* Payroll to General Ledger Update \*\*\*

Place PAYROLL Data Disk in Data Drive. Press Any Key to Continue

\*

Press Return or any key. The program will return to this display and prompt:

\*\*\* Payroll to General Ledger Update \*\*\*

Enter Option # (ESC to End)

#

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

The following example is based on the Testing Company monthly totals. Each Employee Category is listed separately but not designated. All deductions for all categories are totaled into one account for each deduction.

Transfer Payroll to G/L Accounts Print

| G/L Account # | Total for Category | and Total by Account # |
|---------------|--------------------|------------------------|
| 4215          | \$4083.32          | \$18873.32             |
| 4240          | \$248.28           | \$1524.24              |
| 4235          | \$170.92           | \$1038.88              |
| 4215          | \$370.00           | \$ .00                 |
| 4215          | \$2000.00          | \$ .00                 |
| 4235          | \$50.00            | \$ .00                 |
| 4215          | \$1200.00          | \$ .00                 |
| 4240          | \$1110.58          | \$ .00                 |
| 4235          | \$767.96           | \$ .00                 |
| 4215          | \$5406.00          | \$ .00                 |
| 4215          | \$960.00           | \$ .00                 |
| 4240          | \$62.58            | \$ .00                 |
| 4215          | \$504.00           | \$ .00                 |
| 4215          | \$640.00           | \$ .00                 |
| 4215          | \$360.00           | \$ .00                 |
| 4215          | \$640.00           | \$ .00                 |
| 4215          | \$480.00           | \$ .00                 |
| 4215          | \$270.00           | \$ .00                 |
| 4215          | \$1280.00          | \$ .00                 |
| 4240          | \$102.80           | \$ .00                 |
| 4235          | \$50.00            | \$ .00                 |
| 4215          | \$480.00           | \$ .00                 |
| 2001          | \$2502.28          | \$3753.42              |
| 2005          | \$3241.49          | \$3241.49              |
| 2007          | \$408.88           | \$408.88               |
| 2008          | \$1181.00          | \$1181.00              |
| 1120          | \$110.00           | \$110.00               |
| 2001          | \$1251.14          | \$ .00                 |
| 1100          | \$14749.43         | \$14749.43             |
| NET           | <u>\$ .00</u>      | <u>\$ .00</u>          |

4.10.4 Update Totals to General Ledger

After the total have been prepared and printed out or displayed for inspection and verification, the Update Totals option make the physical transfer to the General Ledger Data Disk. These totals can be transferred either as a general journal entry or posted directly to each General Ledger account.

To transfer the Payroll totals, press 4. The first prompt will be:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter 1 Update General Journal, 2 to Post Directly to Accounts  
 #

**4.10.4.1 Update to General Journal**

With a 1 to Update General Journal response, the next prompt will be:

```
*** Payroll to General Ledger Update ***
Enter Date of Transaction
MM/DD/YY
```

Enter the date for the transaction and the next prompt will be:

```
*** Payroll to General Ledger Update ***
Enter Update Code (UPD) or ESC to End
***
```

Enter UPD (note all capital letters) and the next prompt will be:

```
*** Payroll to General Ledger Update ***
Place G/L Data Disk in Data Drive. Press '1' to Begin Update or ESC to End
*
```

Remove the Payroll Data Disk from Drive 2 and insert the General Ledger Data Disk. Enter 1 to begin the Update. This message will be displayed during the process.

```
*** Payroll to General Ledger Update ***
Computer is Processing. Do Not Interrupt.
```

After a few moments, the program will return to the prompt:

```
*** Payroll to General Ledger Update ***
Place PAYROLL Data Disk in Data Drive. Press Any Key to Continue
*
```

Remove the General Ledger Data Disk from Drive 2 and press any key to continue. The program will return to the prompt:

```
*** Payroll to General Ledger Update ***
Enter Option # (ESC to End)
```

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

A typical general journal entry could appear as follows:

|          |                      |         |             |          |
|----------|----------------------|---------|-------------|----------|
| 06/30/83 | GJ/E                 | 3       |             |          |
|          | RECORD 06/31/82      | PAYROLL |             |          |
| 4215     | Salaries & Wages     |         | 18673.32    | .00      |
| 4240     | Meals & Lodging      |         | 1524.24     | .00      |
| 4235     | Travel               |         | 1038.88     | .00      |
| 2001     | FICA Payable         |         | .00         | 3753.42  |
| 2005     | FIT Payable          |         | .00         | 3241.49  |
| 2006     | Insurance Payable    |         | .00         | 294.50   |
| 2007     | Pension Payable      |         | .00         | 408.88   |
| 2008     | Credit Union Payable |         | .00         | 1181.00  |
| 1120     | Accounts Receivable  |         | .00         | 110.00   |
| 1100     | Checking, Payroll    |         | .00         | 14749.43 |
|          |                      |         |             |          |
|          |                      |         | *CROSSFOOT* | .00      |

**4.10.4.2 Post Direct to Accounts**

With a 2 for Post Direct to Accounts response, the next prompt will be:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter Date of Transaction  
 MM/DD/YY

Enter the date for the transaction and the next prompt will be:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter Update Code (UPD) or ESC to End  
 \*\*\*

Enter UPD (note all capital letters) and the next prompt will be:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Place G/L Data Disk in Data Drive. Press '1' to Begin Update or ESC to End.  
 \*

Enter 1 to begin the Update. This message will be displayed during the process.

\*\*\* Payroll to General Ledger Update \*\*\*  
 Computer is Processing. Do Not Interrupt.

After a few moments, the program will return to the prompt:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Place PAYROLL Data Disk in Data Drive. Press Any Key to Continue  
 \*

Remove the General Ledger Data Disk from Drive 2 and insert the Payroll Data Disk. Press any key to continue and the program will return to the prompt:

\*\*\* Payroll to General Ledger Update \*\*\*  
 Enter Option # (ESC to End)  
 \*

1. Accounts Check
2. Prepare Totals
3. Print Totals
4. Update Totals

Press ESCape to return to the Payroll Menu.

The following is an example of posting direct to Account 2001, FICA Payable:

|             |                         |         |
|-------------|-------------------------|---------|
| Acct.# 2001 |                         |         |
|             | BEGINNING BALANCE       | .00     |
|             | RECORD 06/30/83 PAYROLL | 3753.42 |
|             | ENDING BALANCE          | 3753.42 |

#### 4.11 Print Period Reports

Monthly, quarterly and annual reports are printed through the Print Period Reports program. The program also will produce the employment commission reports, showing all wages at straight time. Before starting this program, be sure that the printer is turned on and is on line. These reports cannot be viewed on the screen.

Starting from the Payroll Menu, press 11. The first prompt will be:

\*\*\* Payroll Period Report \*\*\*  
 Enter 1 for Monthly, 2 for Quarterly, 3 for Yearly Report  
 #

##### 4.11.1 Print Monthly Report

With a 1 for Monthly reports response, the next prompt will be:

\*\*\* Payroll Period Report \*\*\*  
 Enter 1 for Period Report Only, 2 for Wages List, 3 for Both  
 #

With a 1 for Period Report Only, the program will display the following message:

\*\*\* Payroll Period Report \*\*\*  
 Computer is Processing. Do Not Interrupt  
 1

The printer will be activated and when the report is completed, the program will return to the Payroll Menu.

With a 2 for Wage List or 3 for Both response, the next prompt will be:

\*\*\* Payroll Period Report \*\*\*  
Enter Date Period Ends  
MM/DD/YY

Enter the date as month, day and year. The program will display this message:

\*\*\* Payroll Period Report \*\*\*  
Computer is Processing. Do Not Interrupt  
06/30/83

The printer will be activated. After the Wage List or both reports have been printed, the program will return automatically to the Payroll Menu.

#### 4.11.2 Print Quarterly Reports

With a 2 for Quarterly reports response, the next prompt will be:

\*\*\* Payroll Period Report \*\*\*  
Enter 1 for Period Report Only, 2 for Wages List, 3 for Both  
#

With a 1 for Period Report Only, the program will activate the printer and display the following message:

\*\*\* Payroll Period Report \*\*\*  
Computer is Processing. Do Not Interrupt  
1

When the report is completed, the program will return to the Payroll Menu.

With a 2 for Wage List or 3 for Both response, the next prompt will be:

\*\*\* Payroll Period Report \*\*\*  
Enter Date Period Ends  
MM/DD/YY

Enter the date as month, day and year. The program will activate the printer and display this message:

\*\*\* Payroll Period Report \*\*\*  
Computer is Processing. Do Not Interrupt  
06/30/83

After the Wage List or both reports have been printed, the program will return automatically to the Payroll Menu.

**4.11.3 Print Yearly Reports**

To print the yearly reports, enter 3. The next prompt will be:

```

*** Payroll Period Report ***
Enter 1 for Period Report Only, 2 for Wages List, 3 for Both
#

```

With a 1 for Period Report Only, the program will display the following message:

```

*** Payroll Period Report ***
Computer is Processing. Do Not Interrupt
1

```

The printer will be activated and when the report is completed, the program will return to the Payroll Menu.

With a 2 for Wage List or 3 for Both response, the next prompt will be:

```

*** Payroll Period Report ***
Enter Date Period Ends
MM/DD/YY

```

Enter the date as month, day and year. The program will display this message:

```

*** Payroll Period Report ***
Computer is Processing. Do Not Interrupt
06/30/83

```

The printer will be activated. After the Wage List or both reports have been printed, the program will return automatically to the Payroll Menu.

**4.12 Print W-2s**

W-2s produced through this print program are printed on blank tractor-feed forms. The name of the company and all of the essential information is printed.

Starting from the Payroll Menu, press 12. The following will be displayed on the screen with the prompt:

```

*** Payroll W-2 Printer ***
Enter Name of State
*****

```

The cursor will be on the first asterisk in a prompt character field of 10. Enter the name of the state or its abbreviation. If the prompt character field is not filled, press Return. The next prompt will be:

**\*\*\* Payroll W-2 Printer \*\*\***

Place W-2's in Printer & Press Any Key to Continue, ESC to End  
\*

Press any key except ESCape and the first form will be printed.  
The printer will stop and the next prompt will be:

**\*\*\* Payroll W-2 Printer \*\*\***

Check placement of W-2, Align, & press any key to cont., ESC to End  
\*

Check the alignment and if only minor adjustments are needed,  
make those adjustments and press any key to continue. Press  
ESCape or CTRL B and start the program again if necessary.

**4.13 Begin New Period**

At the beginning of a new month, quarter or year, values in the  
Employee Master File must be cleared by this program so that new  
values can be added.

**Note:** This program should be run only after the check register  
has been updated to the Employee Master File after the last  
payroll for the appropriate period.

With the Payroll Menu on the screen, press 13. The following  
will be displayed with the prompt:

**\*\*\* PAYROLL BEGIN NEW PERIOD \*\*\***

Is This the Correct Program? (1=Yes, 2=No)  
#

1. Zero Month to Date Column
2. Zero Quarter to Date Column
3. Zero Year to Date Column

If in this program by mistake, a 2=No response will return the  
program to the Payroll Menu.

Press 1 and the next prompt will be:

**\*\*\* PAYROLL BEGIN NEW PERIOD \*\*\***

Enter # of Operation (ESC to End)  
#

1. Zero Month to Date Column
2. Zero Quarter to Date Column
3. Zero Year to Date Column

Enter 1 for Zero Month-to-Date Column, and the prompt will be:

**\*\*\* PAYROLL BEGIN NEW PERIOD \*\*\***

Have You Printed Employee File? (1=Yes, 2=No)  
#

With a 2 for Zero Quarter-to-Date Column, the prompt will be:

```
*** PAYROLL BEGIN NEW PERIOD ***
Have You Printed Quarterly Totals (1=Yes, 2=No)
#
```

With a 3 for Zero Year-to-Date Column, the prompt will be:

```
*** PAYROLL BEGIN NEW PERIOD ***
Have You Printed Yearly Totals (1=Yes, 2=No)
#
```

If you respond with 2=No for any of the three options, the program will end and return to the Payroll Menu so that the appropriate reports can be printed under Option 11 from the Payroll Menu.

Press 1 for Yes and the next prompt will be:

```
*** PAYROLL BEGIN NEW PERIOD ***
Enter Clear Code (CLR) ESC To End
*****
```

1. Zero Month to Date Column
2. Zero Quarter to Date Column
3. Zero Year to Date Column

Enter CLR (note ALL capital letters) and press Return. The program will display this message:

```
*** PAYROLL BEGIN NEW PERIOD ***
Computer Is Processing. Do Not Interrupt
CLR
```

1. Zero Month to Date Column
2. Zero Quarter to Date Column
3. Zero Year to Date Column

The program will take a moment, depending upon the number of employee records in the file, to execute and then return to the prompt:

```
*** PAYROLL BEGIN NEW PERIOD ***
Enter # of Operation (ESC to End)
#
```

1. Zero Month to Date Column
2. Zero Quarter to Date Column
3. Zero Year to Date Column

Press ESCape to return to the Payroll Menu.

#### 4.14 Deduction File Maintenance

Four automatic payroll deductions can be designated through the Deduction File Maintenance program. Once established, deduction designations can be changed or blanked.

Starting from the Payroll Menu, press 14. The following will be displayed on the screen with the prompt:

```

*** Payroll Deduction File Maintenance ***
Is This the Correct Program (1=Yes, 2=No)
#
      1.
      2.
      3.
      4.

```

A 2=No response will return the program to the Payroll Menu.

Press 1 and the next prompt will be:

```

*** Payroll Deduction File Maintenance ***
Enter Number of Deduction to Change, 0 to Record
#
      1.
      2.
      3.
      4.

```

Enter each number and the cursor will go automatically to the first asterisk in a field of 20 for the description. When the deductions are entered, press 0 to record. The next prompt will be:

```

*** Payroll Deduction File Maintenance ***
Computer is Processing. DO NOT Interrupt

      1.          Insurance
      2.          Pension
      3.          Credit Union
      4.          Purchases

```

After 0 is entered to record changes or ESCape is pressed, the program will return automatically to the Payroll Menu.

#### 4.15 Income File Maintenance

Three additional incomes can be defined through the Income File Maintenance program, with with the incomes handled through check entry calculations as taxable or non-taxable. The first one or more miscellaneous incomes will be designated as non-taxable, depending upon the number entered in Field 10 in the Company Name File (Option 17 on the Payroll Menu.)

A fourth income, overtime wages which are automatically taxable, will be displayed the next time this program is run.

With the Payroll Menu on the screen, press 15. The following will be displayed on the screen with the prompt:

```

*** Payroll Income File Maintenance ***
Is This the Correct Program (1=Yes, 2=No)
#
    
```

- 1.
- 2.
- 3.
- 4.

A 2=No response will return you to the Payroll Menu.

If this is the correct program, Press 1. Assuming that two of the miscellaneous incomes are designated as non-taxable, the following will be displayed on the screen with the prompt:

```

*** Payroll Income File Maintenance ***
Enter Number of Income to Change, 0 to Record
#
    
```

- |    |               |
|----|---------------|
| 1. | < Non-Taxable |
| 2. | < Non-Taxable |
| 3. |               |
| 4. |               |

The non-taxable incomes, if a number is designated, will start with 1. Enter the field number for each additional income to be designated. The cursor will go automatically to the first asterisk in a field of 20 for the description. When the entries are completed, press 0. The next message will be:

```

*** Payroll Income File Maintenance ***
Computer Is Processing. DO NOT Interrupt
    
```

- |                       |               |
|-----------------------|---------------|
| 1. Meals and Lodging  | < Non-Taxable |
| 2. Auto Expenses      | < Non-Taxable |
| 3. Bonus & Commission |               |
| 4.                    |               |

When the information is recorded, the program will return automatically to the Payroll Menu.

The next time this program is run, the display and prompt will appear as follows:

\*\*\* Payroll Income File Maintenance \*\*\*  
 Enter Number of Income to Change, 0 to Record

- |                       |               |
|-----------------------|---------------|
| 1. Meals and Lodging  | < Non-Taxable |
| 2. Auto Expenses      | < Non-Taxable |
| 3. Bonus & Commission |               |
| 4. Overtime Wages     |               |

Make any needed changes and press 0 to record. The program will return automatically to the Payroll Menu.

#### 4.16 Category File Maintenance

By designating employee categories, the Payroll program can supply subtotals for payroll data for as many as nine categories as determined by either the employee number or through designations in labor classification through the Employee Master File.

The type of sort for this process must be designated in Field 17 in Company Name File and must match the designations used either in the employee number or the labor classification.

The three sort processes are:

1. Sort by First Digit of Employee Number (1 through 9)
2. Sort by Last Digit of Labor Class (1 through 9)
3. Sort by Last Character of Labor Class (A through I)

Number 1 directs the program to sort by the first unique digit in the the Employee Number, this program can supply subtotals for payroll data as determined by classification or category. For Example, if employees with numbers ranging from 1000 to 1999 are designated as management, all salaries and miscellaneous incomes will be totaled for that category. Deductions are put into one total regardless of labor class.

An example of sorting on the first digit of employee numbers is as follows:

|           |                      |
|-----------|----------------------|
| 1000-1999 | Administrative       |
| 2000-2999 | Clerical             |
| 3000-3999 | Sales                |
| 4000-4999 | Technical            |
| 5000-5999 | Shipping & Receiving |
| 6000-6999 | Drivers              |
| 7000-7999 | Laborers             |
| 8000-8999 | Maintenance          |
| 9000-9999 | Seasonal             |

Number 2 directs the program to sort from a digit placed after the labor classifications in Field 10 in the Company Name File.

An example of sorting off the digit in labor classifications is as follows:

Admin 1  
 Clerical 2  
 Sales 3  
 Tech 4  
 Shipping 5  
 Drivers 6  
 Laborers 7  
 Maint 8  
 Seasonal 9

Number 3 is sorting on a character A through I as designated in the Labor Classification. An example is as follows:

Admin A  
 Clerical B  
 Sales C  
 Tech D  
 Shipping E  
 Drivers F  
 Laborers G  
 Maint H  
 Seasonal I

Before starting this program be sure that the method and the Company Name File designation match.

Starting from the Payroll Menu, press 16. The following will be displayed on the screen with the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#

```

| Category ID # | Description |
|---------------|-------------|
|---------------|-------------|

#### 4.16.1 Add a Category

Initially, all employee categories are added through this program. Press 1 and the cursor will be on a single asterisk for either a number or letter. The program starts with the first category and automatically goes next to the second, then the third and so on.

Enter the number or letter and the cursor will go automatically to the first asterisk in the field of 20. Enter the description. If you do not fill the prompt character spaces, press return. The program will flash this message:

RECORD CREATED

The screen will be cleared and the cursor will return to the top of the screen and the prompt:

\*\*\* Employee Category File Maintenance \*\*\*  
 Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List  
 #

| Category ID # | Description |
|---------------|-------------|
|---------------|-------------|

Repeat the procedure to complete the file. Press ESCape or CTRL B to return to the Payroll Menu.

#### 4.16.2 Change a Description

Only the description can be changed through this option. If the Category ID number or code is to be changed, the record must first be deleted and then added again with the new number or code. To inquire about or change an employee category, press 2. The following will be displayed on the screen with the prompt:

\*\*\* Employee Category File Maintenance \*\*\*  
 Enter Category ID #  
 #

| Category ID # | Description |
|---------------|-------------|
|---------------|-------------|

Enter the category ID number or code and the number or code and description will be displayed on the screen. The next prompt will be:

\*\*\* Employee Category File Maintenance \*\*\*  
 Enter 2 to Change Description, ESC to End, 0 to Record  
 #

| Category ID # | Description |
|---------------|-------------|
| 1             | Management  |

Verify that this is the category description to be changed. If it is not, press ESCape to return to the prompt:

\*\*\* Employee Category File Maintenance \*\*\*  
 Enter Category ID #  
 #

If this is the description to be changed, press 2 and the cursor will go to the first asterisk in a prompt character field of 20. Enter the new description and if the prompt character field is not filled, press Return. The cursor will return to the top of the screen. If a new description has been entered, press 0 to record. If ESCape is pressed at this point, no changes will be made. The program will return to the prompt:

\*\*\* Employee Category File Maintenance \*\*\*  
 Enter Category ID #  
 #

Make the necessary changes and be sure to press 0 to record the change. After the change is recorded, the program will return to the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#
    
```

**4.16.3 Delete Employee Category**

To delete a category, press 3. The following will appear on the screen with the prompt:

```

*** Employee Category File Maintenance ***
Enter Category ID #
*
    
```

|               |             |
|---------------|-------------|
| Category ID # | Description |
|---------------|-------------|

Enter the category number or code and that number or code and description will appear on the screen. The next prompt will be:

```

*** Employee Category File Maintenance ***
Enter Delete Code (DEL) (ESC To End)
*****
    
```

|               |             |
|---------------|-------------|
| Category ID # | Description |
| 1             | Management  |

Verify that this is the category to be deleted. If it is not, press ESCape to return to the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#
    
```

If this the category to be deleted, enter DEL (note ALL caps) and press Return. After a moment, the program will flash a message on the screen:

RECORD DELETED.

The program will return to the prompt:

```

*** Employee Category File Maintenance ***
Enter 1=Add, 2=Inquire or Change, 3=Delete, 4 to List
#
    
```

Press ESCape to return to the Payroll Menu.

**4.16.4 List Employee Categories**

To printout employee categories for use as a reference when adding employee records, enter 4 to List. The following will be displayed with the prompt:

```

*** Employee Category File Maintenance ***
Enter 0 for CRT, 1 for Printer
#

```

A 0 for CRT response will display the information on the screen. An example of this display is as follows:

Press Any Key to Continue

\*

```

*** Employee Categories ***
Category ID #      Description
1                 Administrative
2                 Clerical
3                 Sales
4                 Technical
5                 Shipping & Receiving
6                 Drivers
7                 Laborers
8                 Maintenance
9                 Seasonal

```

A 1 for Printer will activate the printer. Be sure that the printer is turned on and is on line. The printout is almost identical to the screen display. When the printout is completed, the program will return automatically to the Payroll Menu.

**4.17 Company Name File Maintenance**

The name and address of the company and federal and state identification numbers which appear on reports and other essential information for reports and the operation of the Payroll Program are entered through this program.

Decisions must be made on the use of a password, check style for printing checks, unemployment wage limit and how employees are to be categorized.

Starting from the Payroll Menu, enter 17. The following will be displayed on the screen with the prompt:

## \*\*\* Payroll Company Name Maintenance \*\*\*

Enter Field to Change (0 to Record)

#

1. Company #
2. Company Name
3. Address
4. City, State, Zip
5. Federal I.D. #
6. State I.D. #
7. Today's Date 00/00/00
8. Next Check # 0
9. Password
10. Number of Non-Taxable Incomes 0
11. Enter New FICA Values
  
14. Check Style 1 (Enter 'M' for Menu)
15. Unemployment Wage Limit
16. General Ledger Data Drive
17. Employee Sort Code 1 (Enter 'M' for Menu)
18. State Income Tax Factor .00000

When starting this program for the first time, the mask will be blank for the most part.

To enter the information in the Company Name File, select the field numbers one at a time. As each field is completed, either by filling the prompt characters or pressing Return, the cursor will return to the top of the screen. Fill in the information required, with the following limitations or suggestions:

1. Company #: This field is primarily for the accounting or bookkeeping services which maintain records for several clients. If nothing is entered in this field, this will not appear on the printed reports or on the screen. The limit is six numbers or characters.
2. Company Name: The limit is 30 characters, with each letter, space or number, counting as a character.
3. Address: The limit is 30 characters or numbers.
4. City, State, Zip: The limit is 30 characters or numbers.
5. Federal I.D. #: This is the number assigned by the IRS. The limit is 16 digits.
6. State I.D. #: In Texas this number is assigned by the State Comptroller's office and is the limited sales tax number. The limit is 16 digits.
7. Today's Date: This is the date which will appear on checks and printed reports. In normal use, Today's Date is changed when starting the program each time.

8. Next Check #: The number for the first check to be printed is set when preparing the payroll. Check numbers also can be adjusted during the check print programs.

9. Password: Implemented as a security measure, the Password must be entered before an operator can proceed in the Payroll program or to get to the Company Name File Maintenance program. Your limit is six characters, digits or spaces. If you use a password, Remember it. If you forget, you may have to call a programmer to find it for you. You may enter a Return, which will then bypass password on entry into the payroll program. When entering the Company Name File Maintenance program, a Return will get you past the password prompt.

10. Number of Non-Taxable Incomes: This requires a number, 0-3 and the non-taxable incomes will appear in the check preparation programs with labels designated through Option 15, Income File Maintenance.

11. Enter New FICA Values: When changes in Social Security rates and upper limits occur, changes can be made in the program by entering this field number. To change the FICA values, enter 11. The next prompt will be:

```

*** Payroll Company Name Maintenance ***
Do You Want to Change FICA Values ? (1=Yes, 2=No)
#

```

With a 2 for No response, the program will return to the prompt:

```

*** Payroll Company Name Maintenance ***
Enter Field to Change (0 to Record)
#

```

To make changes, enter 1 for Yes, and Fields 12 and 13 will appear on the screen as follows:

```

11. Enter New FICA Values
12. FICA Percentage      .0670
13. FICA Upper Limit    2391.90
14. Check Style 1 (Enter 'M' for Menu)

```

The prompt will return to the screen as follows:

```

*** Payroll Company Name Maintenance ***
Enter Field to Change (0 to Record)
#

```

Enter 12 to change the FICA percentage. In Field 13, this is the total amount of FICA to be paid and is determined by multiplying the upper limit by the FICA percentage.

14. Check Style: The program will accept one of four check styles as supplied by New England Business Systems. If another check style is wanted, changes may need to be made in the program to fit that check. Contact Micro Mike's, Inc., for additional information.

\*\*\* Check Selections \*\*\*

Enter # of Check Style

#

1. Nebs All-Purpose Checks #9020 (Top Voucher)
2. Nebs All-Purpose Checks #9022 (Bottom Voucher)
3. Nebs Payroll Checks #9000
4. Nebs Payroll Checks #9001

15. Unemployment Wage Limit: Used in preparing reports for unemployment taxes,

16. General Ledger Data Drive: When transferring Payroll totals to Micro Mike's, Inc., General Ledger, this number tells the program which logical drive number to seek. With a two-drive, floppy-disk system, the Drive Number is always 2. With a hard disk system, or a floppy disk system with more than two drive, the drive number always is 3.

17. Employee Sort Code:

With an "M" for Menu, the following will be displayed:

\*\*\* Employee Sort Code Selections \*\*\*

Enter # of Sort Method

#

1. Sort by First Digit of Employee Number (1...9)
2. Sort by Last Character of Labor Class (1...9)
3. Sort by Last Character of Labor Class (A...I)

Number 1 directs the program to sort by the first unique digit in the the Employee Number, this program can supply subtotals for payroll data as determined by classification or category. For Example, if employees with numbers ranging from 1000 to 1999 are designated as management, all salaries, miscellaneous incomes, and deductions will be totaled for that category.

An example of sorting from the first digit of employee numbers is as follows:

|           |                      |
|-----------|----------------------|
| 1000-1999 | Administrative       |
| 2000-2999 | Clerical             |
| 3000-3999 | Sales                |
| 4000-4999 | Technical            |
| 5000-5999 | Shipping & Receiving |
| 6000-6999 | Drivers              |
| 7000-7999 | Laborers             |
| 8000-8999 | Maintenance          |
| 9000-9999 | Seasonal             |

Number 2 directs the program to sort from a digit placed after the labor classifications in Field 10 in the Company Name File.

An example of sorting from the digit in labor classifications is as follows:

```

Admin 1
Clerical 2
Sales 3
Tech 4
Shipping 5
Drivers 6
Laborers 7
Maint 8
Seasonal 9

```

Number 3 is sorting on a character A through I as designated in the Labor Classification. An example is as follows:

```

Admin A
Clerical B
Sales C
Tech D
Shipping E
Drivers F
Laborers G
Maint H
Seasonal I

```

18. State Income Tax Factor -- This field is designed for those states which calculate a state income tax on a simple percentage, with no limits and no exceptions.

Be sure to enter 0 and Return (or 00) to record the data after all of the fields have been filled or when changes have been made. Once recorded, the program will return automatically to the Payroll Menu. On the second and succeeding times the program is run, you will go automatically to password and/or Today's Date.

The following is an example of the screen display with all of the information entered:

\*\*\* Payroll Company Name Maintenance \*\*\*

Enter Field to Change (0 to Record)

#

- 1. Company #
- 2. Company Name                   The Testing Company
- 3. Address                         1978 Armadillo Blvd.
- 4. City, State, Zip             Amarillo, TX 79100
- 5. Federal I.D. #               57-2616865
- 6. State I.D. #                 1-75-1628685-7
- 7. Today's Date 06/30/83
- 8. Next Check #                 100010
- 9. Password                     PASS
- 10. Number of Non-Taxable Incomes   2
- 11. Enter New FICA Values
  
- 14. Check Style 3 (Enter 'M' for Menu)
- 15. Unemployment Wage Limit
- 16. General Ledger Data Drive 2
- 17. Employee Sort Code 1 (Enter 'M' for Menu)

**4.18 File Inquire**

Through the File Inquire program, an operator can see how many employee records have been used and the maximum the file can hold as well as the number of checks written and the number possible before the file is full. This program can be viewed on the screen only.

Starting from the Payroll Menu, press 18. The following will be displayed with the prompt:

\*\*\* Payroll File Inquire \*\*\*

Press Any Key to Return to Payroll Menu

\*

|           | Amount in Use | Maximum Available |
|-----------|---------------|-------------------|
| Employees | 25            | 40                |
| Checks    | 26            | 100               |

Occasionally, the number below Maximum Available may be one or two records more than the size for which the file was created. This may occur because the file-create program has a built-in safety factor in calculating file sizes, but the program creates as many records as space will allow. After inspecting the information, press any key to return to the Payroll Menu.

**4.19 Print Short Check List**

A list of all of the checks in the check register but with only the check date and number, employee name and the net amount of the check can be obtained through the Print Short Check List program. The information can be displayed on the screen or printed out on paper.

Starting from the Payroll Menu, press 19. The following will be displayed with the prompt: appear with the prompt:

\*\*\* Short Check Register Print \*\*\*  
 Enter 0 for CRT, 1 for Printer  
 #

If you are in this program by mistake, press ESCape or CTRL B to return to the Payroll Menu.

Enter 0 for CRT if you want to see the information on the screen. Before pressing 1 for Printer, be sure that the printer is turned on and is on line.

The following is an example of the Check Register Short Print printout:

The Testing Company            06/30/81  
 1978 Armadillo Blvd.  
 Amarillo, TX 79100  
 Federal ID #        57-2616865  
 State ID #         171,489

Check Register - Short Print

| Check # | Date     | Name                 | Amount     |
|---------|----------|----------------------|------------|
| 100096  | 05/15/81 | John P. Topper       | \$978.66   |
| 100097  | 05/15/81 | Frank Wallings       | \$740.28   |
| 100098  | 05/15/81 | Walter L. Cummins    | \$ .00     |
| 100099  | 05/15/81 | Susan Baker          | \$474.50   |
| 100100  | 05/15/81 | Jonathan W. Smythe   | \$994.06   |
| 100101  | 05/15/81 | Richard B. Black     | \$1,107.69 |
| 100102  | 05/15/81 | Russell Redd         | \$570.78   |
| 100103  | 05/15/81 | A.C. Hayden          | \$647.06   |
| 100104  | 05/15/81 | Eustes Randolph      | \$563.67   |
| 100105  | 05/15/81 | Winchester R. Potter | \$439.32   |
| 100106  | 05/15/81 | Austin F. Stephens   | \$688.58   |
| TOTAL   |          |                      | \$7,204.60 |

4.20 Print Pay Period List

A list of the pay period designations used by the Payroll Program is produced through this program. This listing cannot be viewed on the screen.

From the Payroll Menu, press 20. The following will appear on the screen with the prompt:

\*\*\* Print Pay Period List \*\*\*  
 Is This The Correct Program? (1=Yes, 2=No)  
 #

A 2=No response will return you to the Payroll Menu.

Press 1 and the printer will be activated. Be sure the printer is turned on and is on line. When the printout is completed, the program will return automatically to the Payroll Menu.

The following is a list of the pay periods:

PAY PERIODS

- 1 - Weekly
- 2 - Biweekly
- 3 - Semimonthly
- 4 - Monthly
- 5 - Quarterly
- 6 - Semiannually
- 7 - Annually
- 8 - Daily or Misc.

#### 4.21 Print Payroll Worksheet

Designed as an aid in payroll preparation, this worksheet provides a listing of all active employees with numbers, names and spaces to designate hours, and changes in deductions and incomes.

With the Payroll Menu is on the screen, press 21 and the following will appear on the screen with the prompt:

```
*** Payroll Employee Transmittal ***  
Is This The Correct Program (1=Yes, 2=No)  
#
```

A 2=No response will return the program to the Payroll Menu.

Before pressing 1, be sure the printer is turned on and is on line. Press 1 and the program will activate the printer.

The following is an example of a payroll worksheet:

06/30/81

The Testing Company  
 1978 Armadillo Blvd.  
 Amarillo, TX 79100  
 Federal I.D. # 57-2616865  
 State I.D. # 171,489

## Payroll Employee Transmittal

| Emp # | Rate    | Hours | Rebimb | Chng | Deducts | Name                 |
|-------|---------|-------|--------|------|---------|----------------------|
| 1001  | 1041.66 | ___.  | ___    | ___. | ___.    | John P. Topper       |
| 2001  | 750.00  | ___.  | ___    | ___. | ___.    | Walter L. Cummins    |
| 2005  | 625.00  | ___.  | ___    | ___. | ___.    | Susan Baker          |
| 3001  | 300.00  | ___.  | ___    | ___. | ___.    | Jonathan W. Smythe   |
| 3005  | 300.00  | ___.  | ___    | ___. | ___.    | Richard B. Black     |
| 4001  | 12.00   | ___.  | ___    | ___. | ___.    | Russell Redd         |
| 5001  | 8.00    | ___.  | ___    | ___. | ___.    | A.C. Hayden          |
| 6001  | 8.00    | ___.  | ___    | ___. | ___.    | Eustes Randolph      |
| 7001  | 6.00    | ___.  | ___    | ___. | ___.    | Winchester R. Potter |
| 8001  | 8.00    | ___.  | ___    | ___. | ___.    | Austin F. Stephens   |

**4.22 Authorize PRGL Account Numbers**

General Ledger Account Numbers to which payroll data will be transferred are established through this program. Employee categories, deductions and additional incomes must be established before this program is used.

According to the way this file is established, payroll costs can be distributed according to department or division. All account numbers used in this program must be in the General Ledger Chart of Accounts.

This file must be established before using Option 10, Update Payroll to General Ledger.

Starting from the Payroll Menu, press 22 and the following will be displayed on the screen with the prompt:

\*\*\* Payroll Account Numbers \*\*\*

Correct Program? (1=Yes, 2=No)

#

| CATEGORIES | Authorized Account Numbers |        |        |        |        |
|------------|----------------------------|--------|--------|--------|--------|
|            | Inc. 1                     | Inc. 2 | Inc. 3 | Inc. 4 | Inc. 5 |
| 1.         |                            |        |        |        |        |
| 2.         |                            |        |        |        |        |
| 3.         |                            |        |        |        |        |
| 4.         |                            |        |        |        |        |
| 5.         |                            |        |        |        |        |
| 6.         |                            |        |        |        |        |
| 7.         |                            |        |        |        |        |
| 8.         |                            |        |        |        |        |
| 9.         |                            |        |        |        |        |

FOR ALL CATEGORIES                      FICA    FIT    SIT    Ded. 1    Dec. 2    Ded. 3    Ded. 4

Payroll Tax Acct #                      Checking Acct #

Note: Income 1 is for regular wages and salaries; Income 2 is the first additional income, Income 3 the second additional income, Income 4, the third additional income and Income 5, is all over-time wages.

If in this program by mistake, press 2 or ESCape to return to the Payroll Menu.

Press 1 and the employee category descriptions will be displayed. Using the employee categories established for The Testing Company, but before the accounts are established, the display will appear with the prompt as follows:

\*\*\* Payroll Account Numbers \*\*\*

Enter 1 to Change Incomes, 2 to Change Deductions, 0 to Record

#

| CATEGORIES              | Authorized Account Numbers |        |        |        |        |
|-------------------------|----------------------------|--------|--------|--------|--------|
|                         | Inc. 1                     | Inc. 2 | Inc. 3 | Inc. 4 | Inc. 5 |
| 1. Management           | 0                          | 0      | 0      | 0      | 0      |
| 2. Office               | 0                          | 0      | 0      | 0      | 0      |
| 3. Sales                | 0                          | 0      | 0      | 0      | 0      |
| 4. Technicians          | 0                          | 0      | 0      | 0      | 0      |
| 5. Warehouse            | 0                          | 0      | 0      | 0      | 0      |
| 6. Shipping & Receiving | 0                          | 0      | 0      | 0      | 0      |
| 7. Laborers             | 0                          | 0      | 0      | 0      | 0      |
| 8. Drivers              | 0                          | 0      | 0      | 0      | 0      |
| 9. Seasonal             | 0                          | 0      | 0      | 0      | 0      |

FOR ALL CATEGORIES                      FICA    FIT    SIT    Ded. 1    Ded. 2    Ded. 3    Ded. 4  
 2000    2010    2020    1130    1165    1120    1107

See Text --->                      Payroll Tax Acct # 4410    Checking Acct # 1100

To add or change General Account numbers for employee categories, press 1 and the next prompt will be:

\*\*\* Payroll Account Numbers \*\*\*  
Enter Category Number to Change  
#

Enter the category number, 1 through 9, and the cursor will go to the first # sign in a prompt character field of four under Income 1. The next prompt will be:

\*\*\* Payroll Account Numbers \*\*\*  
Press ESC to Pass Account Number or Enter Number

Enter the General Ledger Account Number for that category and income or press ESCape and the cursor will move to the first # sign in a field of four under Income 2. Repeat the process for each income and after the fifth income, the cursor will return to the top of the screen and the prompt:

\*\*\* Payroll Account Numbers \*\*\*  
Enter 1 to Change Incomes, 2 to Change Deductions, 0 to Record  
#

Repeat the process until all employee categories are filled or changes have been made.

To change General Ledger Account Numbers for deductions, press 2. The cursor will go to the first # sign in a prompt character field of four under FICA. The following prompt will be displayed:

\*\*\* Payroll Account Numbers \*\*\*  
Press ESC to Pass Account Number or Enter Number

**Note:** The payroll program requires two FICA account numbers. The account labeled **FICA** is for that portion deducted from the gross wages of each employee. The second account number is labeled **Payroll Taxes** and is for that portion which the employer is to pay.

The payroll program will transfer an identical amount to these two accounts. The total of these two figures may differ from the calculated amount to be paid because of differences in the round off of the employee deductions.

As the prompt character field is filled or ESCape is pressed, the cursor will move automatically to the next field through Checking Account Number. After the last field is filled, the cursor will move back to the top of the screen and the prompt:

\*\*\* Payroll Account Numbers \*\*\*  
Enter 1 to Change Incomes, 2 to Change Deductions, 0 to Record  
#

After all of the account numbers have been entered, or a change is made, be sure to press 0 to Record. If ESCape is pressed to back out of the program, no changes will be record recorded.

After 0 is pressed, the program will return automatically to the Payroll Menu.

**4.23 Print PRGL Authorized Account Numbers**

A list of all of the Payroll-General Ledger Account Numbers can be produced, either on the screen or on paper, through this print program.

Starting from the Payroll Menu, press 23 and the first prompt will be:

```

                Print Payroll G/L Account Numbers
    Select 0=CRT, 1=Printer (ESCape for Menu)
    #
    
```

If in this program by mistake, press ESCape to return to the Payroll Menu.

With a 0=CRT response, the following will be displayed with the prompt:

```

                Print Payroll G/L Account Numbers
    Press Any Key to Return to Menu
    *
    
```

| CATEGORIES                | Authorized Account Numbers |        |        |        |        |        |        |  |  |
|---------------------------|----------------------------|--------|--------|--------|--------|--------|--------|--|--|
|                           | Inc. 1                     | Inc. 2 | Inc. 3 | Inc. 4 | Inc. 5 |        |        |  |  |
| 1. 1 Administrative       | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 2. 2 Clerical             | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 3. 3 Sales                | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 4. 4 Technical            | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 5. 5 Shipping & Receiving | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 6. 6 Drivers              | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 7. 7 Laborers             | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 8. 8 Maintenance          | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
| 9. 9 Seasonal             | 4215                       | 4240   | 4235   | 4215   | 4215   |        |        |  |  |
|                           | FICA                       | FIT    | SIT    | Ded. 1 | Ded. 2 | Ded. 3 | Ded. 4 |  |  |
| FOR ALL CATEGORIES        | 2001                       | 2005   | 2005   | 2006   | 2007   | 2008   | 1120   |  |  |

Payroll Tax Acct # 2002      Checking Acct # 1100

At this point, press any key to return to the Payroll Menu.

Before pressing 1=Printer, be sure that the printer is turned on and is on line. Press 1 and the program will activate the printer. At the end of the printout, the program will return automatically to the Payroll Menu.

**4.24 Federal Tax File Maintenance**

Changes in the Federal Tax tables are made through this File Maintenance Program. The tables used in the Payroll program are supplied by the Internal Revenue Service Circular E, **Employer's Tax Guide**.

**NOTE:** Tax tables are located on the Payroll program disk. The write-protect tab on the 5" disk must be removed before any changes can be made. If using an 8" disk, the disk must be write enabled before making the changes.

Starting from the Payroll Menu, press 24. The following will be displayed:

\*\*\* FEDERAL TAX FILE MAINTENANCE \*\*\*

(M)arried or (S)ingle \*  
Pay Period

1) Withholding Allowance

|    | Over | But Not Over |      |     | Of Excess Over |
|----|------|--------------|------|-----|----------------|
| 2) |      |              |      | 15) | %              |
| 3) |      | 9)           | PLUS | 16) | %              |
| 4) |      | 10)          | PLUS | 17) | %              |
| 5) |      | 11)          | PLUS | 18) | %              |
| 6) |      | 12)          | PLUS | 19) | %              |
| 7) |      | 13)          | PLUS | 20) | %              |
| 8) |      | 14)          | PLUS | 21) | %              |

PAY PERIODS: 1.Weekly,2.Biweekly,3.Semimonthly,4Monthly,5.Quarterly  
6.Semiannually,7.Annually,8.Daily or misc.

The cursor will be on an asterisk to select the table. The program will accept only M for Married or S for Single. Enter M or S and the cursor will go to a # sign for the pay period. The program will accept only 1 through 8.

After the pay period is entered, the program will fill out the table. The following are the rates and limits for a married employee with Pay Period 3, Semimonthly, through June 30, 1983:

\*\*\* FEDERAL TAX FILE MAINTENANCE \*\*\*

Enter Field To Change (0=Record)

##

(M)arried or (S)ingle M  
Pay Period 3

1) Withholding Allowance 41.66

|    | Over    | But Not Over |     |             | Of Excess Over |         |
|----|---------|--------------|-----|-------------|----------------|---------|
| 2) | 100.00  | 253.00       |     | 15) 12%     | 100.00         |         |
| 3) | 253.00  | 499.00       | 9)  | 18.36 PLUS  | 16) 16%        | 253.00  |
| 4) | 499.00  | 772.00       | 10) | 57.72 PLUS  | 17) 19%        | 499.00  |
| 5) | 772.00  | 983.00       | 11) | 109.59 PLUS | 18) 24%        | 772.00  |
| 6) | 983.00  | 1204.00      | 12) | 160.23 PLUS | 19) 27%        | 983.00  |
| 7) | 1204.00 | 1425.00      | 13) | 219.90 PLUS | 20) 32%        | 1204.00 |
| 8) | 1425.00 |              | 14) | 290.62 PLUS | 21) 37%        | 1425.00 |

PAY PERIODS: 1.Weekly,2.Biweekly,3.Semimonthly,4Monthly,5.Quarterly  
6.Semiannually,7.Annually,8.Daily or misc.

Changes are made by entering the Field number. Those figures on the chart which do not have a field number will be changed automatically by the program. The cursor will go to the first prompt character in that field the program. Enter the change and if the prompt character field is not filled, press Return. The cursor will go back to the prompt, "Enter Field to Change."

After all of the changes have been made, be certain to press 0 and Return (or 00) so that the changes will be recorded by the program.

**4.25 State Income Tax File Maintenance**

Changes in a state income tax percentage or limits can be made through the State Income Tax File Maintenance program.

If the state has a straight percent with no limits and no exceptions, the change is made through Field 18 in the Company Name File Maintenance program.

See the State Income Tax File Maintenance addendum supplied with the Payroll Manual.

States for which State Income Tax programs are available include:

- |            |              |
|------------|--------------|
| California | New Mexico   |
| Colorado   | Oklahoma     |
| Kansas     | Pennsylvania |

If your state is not included, contact Micro Mike's, Inc.