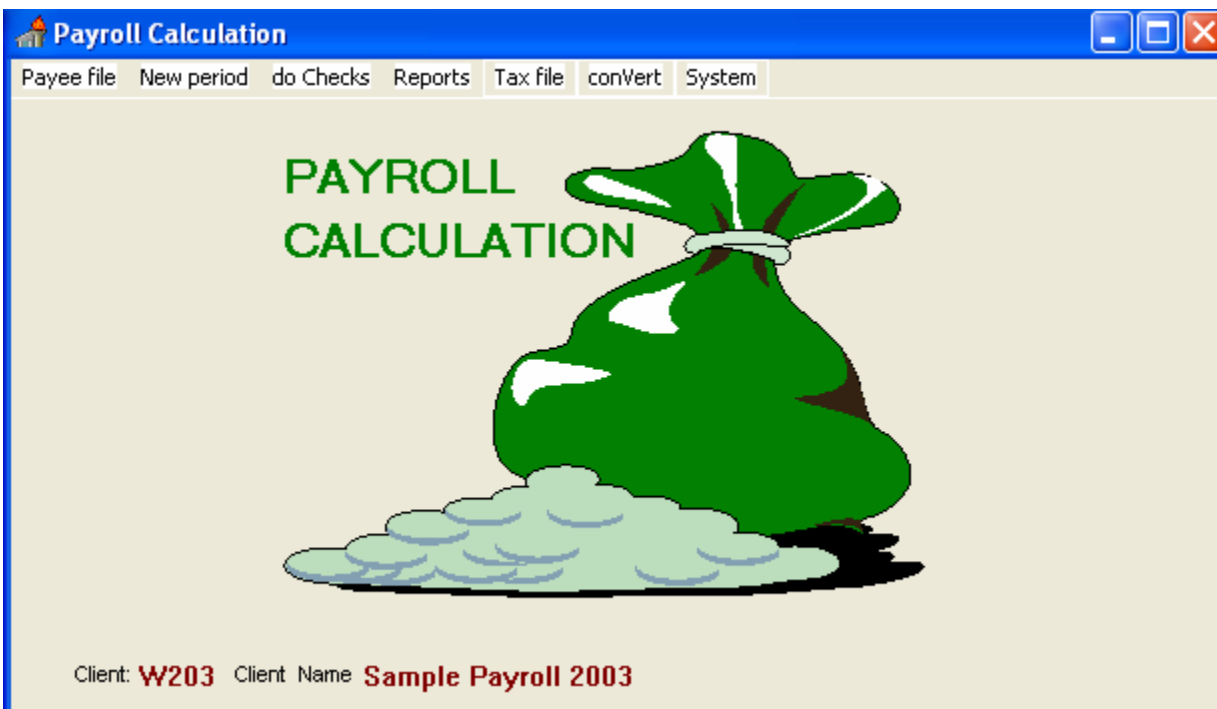


# Check Writer & Payroll



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# **CHECK WRITER & PAYCALC 4**

## **Check Writer**

Check Writer was designed to write regular checks, after the fact payroll and 1099 checks, record deposit transactions, maintain check register balances and transfer the transactions into the Client Accounting program.

While Check Writer can write after the fact payroll and 1099 checks, if you want the system to calculate and print live payroll checks you need to use the companion Pay Calc program.

Transactions created by CHECK WRITER are further processed by the Client Accounting System. The object of CHECK WRITER is to provide a convenient bridge between you, the data, and your clients.

Even though CHECK WRITER does not burden you with financial report preparation, the system does track and maintain balances in as many as four different bank accounts for each company (client) established in the system.

## **System Requirements**

The CHECK WRITER program requires either WINDOWS 95 or greater. A laser or laser jet printer is recommended for printing checks and reports. If you use the optional MICRS printing routine you may need a laser printer with a magnetic cartridge, check with your bank.

# 1

## **GENERAL OPERATING NOTES**

### ***DATA ENTRY***

When the system prompts you for data, it expects your response to be entered in a certain way.

#### **NUMERIC ENTRY**

When the system expects numbers and decimal points only, it will only accept numeric characters and decimal points. If you try to enter a non-numeric character, the system will beep.

#### **ALPHANUMERIC ENTRY**

If the system is prompting you for an alphanumeric value you are allowed to enter any combination of letters or numbers.

#### **DATES**

When you are prompted for a date, enter the date in the form MMDDYY. For example, May12, 2002 is entered as 051202 or 51202.

#### **DOLLAR AMOUNTS**

Dollar values may be entered with a decimal point for cents values. If a decimal is not entered the system will automatically insert a decimal when the amount is entered. You should never enter a dollar sign or commas as part of your input.

#### **ACCOUNT NUMBERS**

When you are prompted for an account number, you do not have to enter characters for all of the spaces displayed, the system will automatically pad the input to the right with zeroes to get a complete account number. For example, if you were prompted for an account number and entered just 12 and then pressed [RETURN], the account number would be padded with zeroes to get 12000000.

### **THE ESCAPE KEY-[ESC]**

When you are creating checks, pressing the [ESC] key will cause the system to exit from the detail screen and go to the pay-to fields.

### **THE DATA FILE VIEW OPTION**

The right mouse button is a system hot key that displays a menu of five options from which you can bring up a listing of the major client data files. To view a specific data file, click on the appropriate data file button.



### **[GLA] CHART OF ACCOUNTS**

Selecting this option brings up the current chart of accounts. The account number and description are displayed. You can scroll through the accounts with the usual cursor keys. If the system was prompting you for an account number when you called up the chart of accounts, you can fill in that prompt automatically by selecting an account from the chart of accounts and pressing [RETURN] or double-clicking.

### **[PRL] PAYROLL RECORDS**

Select this option for a listing of the current payroll file. Each payroll record will contain the payroll ID, Federal ID, name, and type for the payee. If the system was prompting you for a payroll ID when you called up this file, you can fill in that prompt automatically by selecting a payroll record from the field and pressing [RETURN] or double clicking.

### **[TRX] CURRENT TRANSACTIONS**

This option displays the current transaction file. These transactions are the ones created in Check Writer awaiting transfer into the Client Accounting Program.

### **[CHK] SAVED CHECKS**

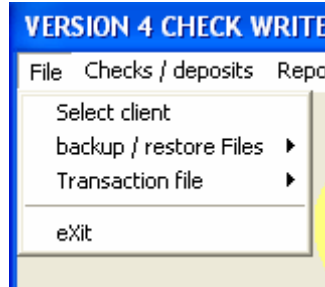
This option displays the saved checks that can be recalled for future entry. Checks may be saved in total (when checks are always the same...such as rent); or checks may be saved with header information only (when check amounts are typically different...such as utilities).

## 2

# FILE MENU OPTIONS

### SELECT CLIENT

This is the first option on the CHECK WRITER FILE MENU. When you select this option, the following window is displayed:



Check Writer prompts you for a 1-4 character client ID. Enter the ID of an existing client and press [RETURN]. CHECK WRITER will try to locate that client's required data files and make that client the current client. If one of the two required files can not be found, the system will inform you that the files do not exist, and return to the last client processed. The required files must be created in the Client Accounting program.

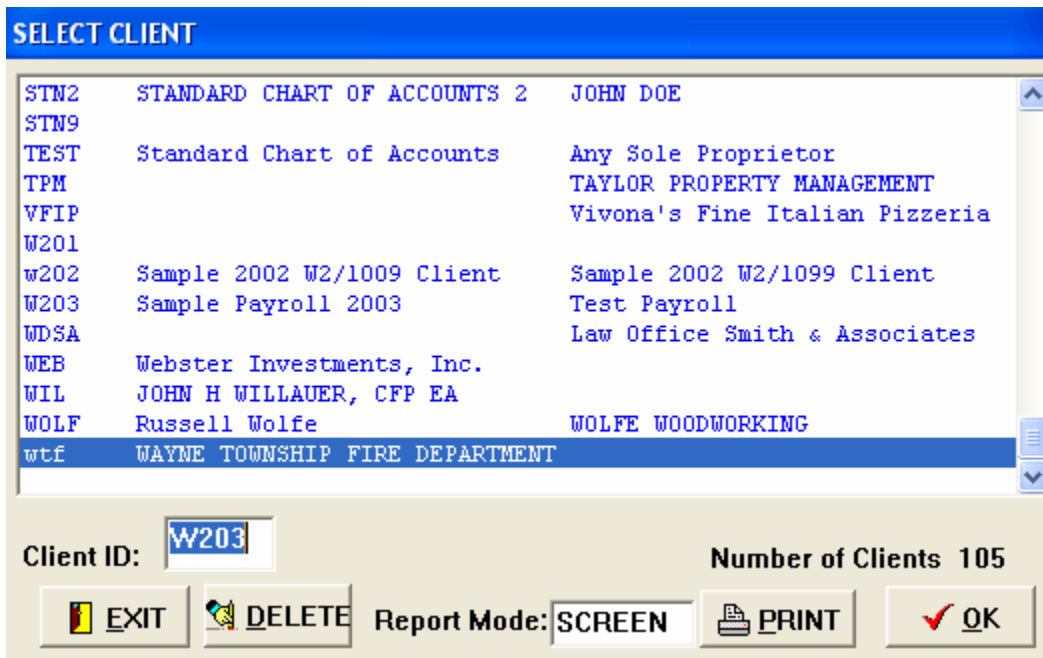
### Required Client Data Files

Every client must have at least two data files. These files are the Client General Information file, INF-xxxx.CA4 (where xxxx is the 1-4 character client ID), and the General Ledger Accounts file, GLA-xxxx. CA4. A client missing one or both of these files can not be processed. If you are going to enter payroll checks or use the Payroll Calculation supplement the payroll file (PRL-xxxx. CA4) must also exist. All client data files must reside in the directory specified by the system DATA FILE PATH value, for example C:\VERSION4\DATA or C:\CHECK4\DATA. The various file paths can be set in the FILE PATHS option in the SYSTEM menu. In addition to the two files required for all clients, there are additional files required for CHECK WRITER and PAYCALC to operate properly. If the required files are not found, CHECK WRITER will ask if you want to create the Bank Accounts, if you choose not to create the file you are given the option of selecting another CHECK WRITER client. If you choose to create the files you will need to define journals, check format for each journal, and the related general ledger account and bank name.

### Selecting A Client From The List Of Client Files

When the system prompts you for a client ID, you can select from the display listing of the client files present. Every client is displayed, consisting of the client ID, Owner's Name, and Company Name. Select a client by moving the highlight bar to the desired client and pressing [RETURN] or double clicking. Clients preceded by an asterisk (\*) are missing one of the required data files (either INF-xxxx.CA4 or GLA-xxxx.CA4). As noted earlier, the missing files can not be created in CHECK WRITER, and that client can not be selected for processing. Both INF- and GLA-

must be created in CLIENT ACCOUNTING, then copied to CHECK WRITER. Once a client has been selected the ID and owner's name are displayed in the status box at the bottom of the screen. The client is now ready for processing.



## BACKUP (COPY) FILE

The backup routine will archive all the CHECK WRITER and the PAYROLL specific files, if you are using PAYCALC. The Transaction option backs up only the TRX-xxxx.CA4 transaction file. This routine lets you backup the transaction file for transferring into the Client Accounting program. CHECK WRITER uses the same file designation for backup files (W203.001) as does CLIENT ACCOUNTING, therefore CHECK WRITER and CLIENT ACCOUNTING backup should be done to separate disks or directories.

## TRANSACTION FILE

You can create a transfer file to provide your accountant with your current transaction file (TRX-W203.CA4). Once you are confident your accountant has a good copy you should delete the current transaction file. As soon as you start creating checks or deposits a new current transaction file is created. If CHECK WRITER is being used at the Accountant's office, and the CHECK WRITER data is in the same directory as the CLIENT ACCOUNTING data it is not necessary to create a transfer file as CLIENT ACCOUNTING will read directly the TRX- file.

## YOU SHOULD ALWAYS MAKE FREQUENT BACKUPS

# 3

## CHECK WRITING & DEPOSITS

### CHECKS/DEPOSITS

This option allows creating, printing, and creating transactions for both regular and payroll/1099 checks. Additionally you can choose to create a check and transaction without printing the check. The deposits option allows the entering of deposits.

### REPORTS

This option prints transactions created after selecting ENTER -PRINT CHECKS/DEPOSIT from the main menu, or transactions created after transactions were printed during the routine. You may choose to print checks, print transactions then record deposits, print transactions. If you have created transactions and then choose to exit the routine, the system will ask if you want to print a register. Once you leave the routine and return to the main menu you will not be able to isolate the current register, but you will be able to print all transactions.

Select Enter-print checks and the following screen appears:

The screenshot shows a software interface titled "W203 Sample Payroll 2003". It features a table with four rows for bank accounts. Each row includes a radio button for selection, a label for the journal number, a text field for the cash account number, a dropdown arrow with a red "DC" label, and a text field for the balance. Below the table is a "REPORT MODE" dropdown menu set to "SCREEN". At the bottom are two buttons: "exit" and "Enter checks".

Chk Jnl	Cash Account	Balance
<input checked="" type="radio"/> 1	11020000	5,500.36
<input type="radio"/> 3	11030000	3,000.00
<input type="radio"/> 0	00000000	0.00
<input type="radio"/> 0	00000000	0.00

REPORT MODE: SCREEN

exit      Enter checks

This screen allows you to specify as many as four different bank accounts. The screen shows the assigned journal, the general ledger account for the bank account, and the balance in the account.

### FOR ACCOUNTS 1 - 4

#### Journal

Checks may be assigned to any odd number from 1 through 23. These journal numbers are consistent with the journal numbers used in Client Accounting. Your accountant can suggest the journal numbers to use for each bank account.

## Account

Enter the chart of accounts number that identifies the bank account. This must be a valid account. A bank account can not be accessed unless there is a valid account number.

## Balance

When you first start using Check Writer, enter the correct opening balance. The balance will be maintained as you create checks and record deposits. You can record bank charges and other adjustments as a draft check. When you need to make adjustments for miscellaneous items such as bank service charges or returned checks the Deposit option is the best choice because you can use a free-form reference and description. Select the bank account you want to process by clicking the related radio button, once selected you can select to Format Checks or Enter Checks.

## FORMAT CHECKS

This screen allows you to define the check style, specify certain items to include on the checks , and enter bank information. If you choose you can print a check mask to test alignment.

If you are using the option MICR routine you will enter the MICR codes here. When you select Design checks, you must enter the print locations for: Check Number, Date, Numeric Amount, Alpha Amount, Vendor Name (also Employee Name), Memo, and the beginning of stubs 1 and 2. Positions are entered in inches and percentages of inches; ie, 1.5 is one and one-half inches.

Stub positions require a single number. Use 0 for stub 2 if the check format has only one stub.

Check positions require two numbers separated by a comma. The order entry is Row (line), Column. The Check Writer system will determine to use regular or laser checks based on the printer option you have selected in System Parameters.

The screenshot displays the 'W203 Sample Payroll 2003' window. It is divided into two main sections: 'Account Information' and 'Bank Information'.  
**Account Information:** Includes fields for 'Bank Number' (1), 'Bank Name' (AmSouth), and 'Cash Account' (11020000). There are checkboxes for 'Plain Paper Checks' (checked), 'company NAME pre-printed', and 'check NUMBER pre-printed'. Buttons for 'Ok', 'Cancel', 'Layout', and 'Print Layout' are on the right.  
**Bank Information:** Includes fields for 'Bank Branch' (Lake Mary) and 'Bank City/State/ZIP' (Lake Mary, FL 32746).  
**MICR Codes:** A text field contains 'A1234567A 9876D 54321C 999999'. Below this are symbols for 'A', 'B', 'C', and 'D' with their respective uses: 'A' for Transit & Routing Symbol Use, 'B' for Amount Symbol Use, 'C' for On-U's Symbol Use, and 'D' for Dash Or Hyphen Symbol Use. A legend for 'For Six Digit Check Number Use' shows a series of vertical bars.

## Pre-printed company name?

If you check the box, the system will not print the company name on the check. A blank response tells the CHECK WRITER system to print the company name and address on the check.

## Pre-printed check number?

If you check the box, the system will not print the check number on the check. A blank response tells the system to print check number.

## Check Number

The system will automatically increment the check number once you establish the starting number. If the next number changes for any reason you can establish the correct next number here. The number is maintained on the check creation screen.

## PRINT CHECK LAYOUT

Click Print to print a layout (mask) of the selected style. This is for alignment purposes, and once you have proper alignment you should not have to re-run the mask option unless you change checks styles or switch printers.

## ENTER CHECK INFORMATION

When you are ready to create and print checks, click Enter checks to do the checks. When you select to Enter Check Information the following screen is displayed This screen basically represents a check with the stub on the top, and the payee information on the bottom portion.

**W203 Sample Payroll 2003**

Check style code: 1 Employee ID 0 [DC] ↑

Check Stub		Description	Amount	G/L Account	
[ESC] to terminate detail entry		Invoice 50264	175.00	50100000	Accounting & Tax Fees
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		

Payee: Any CPA Firm  
374 Morning Glory Dr  
Lake Mary, FL 32746

Check Amount: 175.00 G/L Account: 11020000  
Date: 3/27/03 Check Number: 127  
Account Balance: 5325.36

Payee reference: [ ]

Buttons: exit, Cancel, Retrieve Check, Save Check, Post Only, Print & Post

## Regular Checks

Enter Employee Number

If you are not writing a payroll or 1099 recipient check just press [RETURN]. Enter a valid employee/1099 number and the system will present the proper check entry screen for the check you are writing. Enter a non-valid employee/1099 number and the system will ask if you want to add an employee. If you do not know the employee/1099 number, press [F10] and a window opens displaying the employee/1099 file. You can select the desired payee by placing the cursor on the number and pressing [RETURN]. Employee/1099 checks are discussed in detail later this chapter.

### CHECK STUB FIELDS

There are 10 available fields on each check. If you have more than one line entered the system will treat the check as a multiple disbursement consistent with the Client Accounting system. Description—This field tells the payee what you are paying, and is also included in the transaction listing.

#### **Amount**

Enter the amount paid, or adjustments included in the check.

#### **Account number**

You must have a valid account entered or the system will not accept the line. If you do not know the account number, press [F10], or the down arrow, and a screen opens to display the chart of accounts. You can select the desired account number by placing the cursor on the number and pressing [RETURN] or by double clicking. As lines are completed the cumulative amount of the check is displayed in the bottom section of the check. If you have less than 10 line items, press [ESC] to move from the stub fields to the bottom section of the check.

#### **Payee**

Enter the name and address of the payee.

#### **Amount**

This field can not be changed. It is created as the line items are entered.

#### **Account No**

This field can not be changed. It is established on the previous screen.

#### **Date**

Today's date is the default value, but you can enter any valid date.

## **Check Number**

The check number is automatically incremented from the previous check. You can change this number if necessary. When you are ready to print and record the check click Print. If you just need to record the check after-the-fact press Record only. After you press either check option the screen will reset and allow you to enter another check. The check writing process continues until you [EXIT]. When you click [EXIT] the system will return to the previous select menu.

## **PAYROLL CHECKS**

Enter a valid employee number and a payroll stub entry screen is displayed. The payroll entry screen is consistent with the payroll amounts maintained in the Client Accounting system. If the system maintains miscellaneous deductions, Check Writer will allow you to record up to 10 miscellaneous deductions. When you enter either Regular Earnings or Other Income you must enter a valid account number. If you do not know the account press [F10] or the down arrow. Overtime Earnings are added to Regular Earnings for tax calculation, and is included in the net check. The account numbers for all deductions are maintained in the client accounting system. When entering deductions you do not enter a negative amount. The system will automatically make deductions credit amounts.

Other income is included in taxable income, but not in FICA/MEDICARE taxable income. Other income is included in the net check. Deferred income amounts are included in FICA/MEDICARE income but not in taxable income. Cafeteria plan amounts are not included in taxable income or FICA/MEDICARE income. The deferred income and cafeteria plan amounts are initially included in Regular Earnings then recorded in their respective fields. Reported Tips are captured for reporting purposes only, and they are not included in the net check. If there are collected tips they should be included as a miscellaneous transaction to be included in the check. Collected tips will thus be entered in both the tip and miscellaneous fields. Advance Earned Income is added to the net check. All miscellaneous deductions are deducted from the net check. Miscellaneous income amounts are entered with a minus '-' sign. Weeks/Hours worked is for recording purposes only. The amounts entered are determined by your state's quarterly reporting requirements. If the state requires reporting of hours worked, enter hours. If the state requires reporting of weeks worked, enter weeks. Employee name and address is from the Client Accounting employee file. The Net Amount can not be changed directly, it is accumulated from the variable information. The Cash Account can not be changed on this screen. The default date is today's date or the date of the previous check. When you are ready to print and record the check press [Print & Post], if you just need to record the check after-the-fact press [Post only].

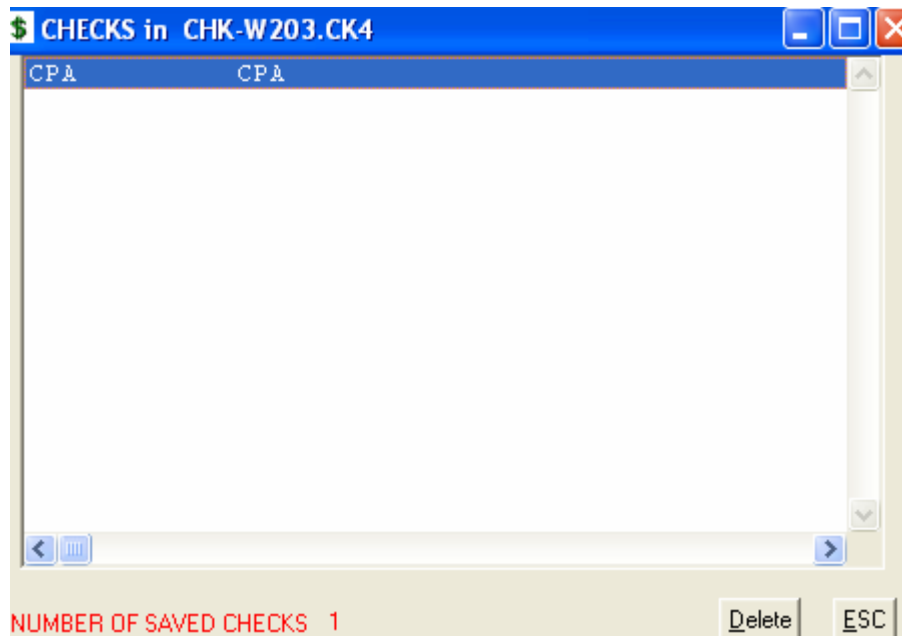
## **1099 CHECKS**

Enter a valid 1099 recipient number the proper 1099 screen is displayed. Check Writer allows entries to 1099 Miscellaneous, Dividends, Interest, Patronage, and Barter/Brokerage. To illustrate, a 1099 Miscellaneous stub is shown. You must first enter an account number the check is charged to. If you do not know the account number press [F10] or down arrow and a window opens to display the available accounts. You may enter amounts in one or all of the fields. You should not enter Federal Income Tax or the Miscellaneous Deductions as minus amounts; the system will automatically use the proper sign. Pay to is an optional description. If there is no entry here, the system will use the first line of the payee file when the cash account entry is made. If there is an entry here, this description will be used in the cash account transaction.



notify you that the file does not exist, and you are given the option of creating the file. Once the file is created you can add checks for later retrieval. When you choose to save a check a window opens to allow entering the key, key description, key detail, and specify if you want to save just the header or all information on the check. Key is an eight character field that identifies the check payee. This field is the primary sort key used by the system. You may use any length entry from one to eight characters. Key Descriptions is an eight character field that further identifies an unique check. The default value is the check number. If you are saving header information only you may wish to make the Key description '0'. If you are saving all information the best Key Description is the check number. The combination of Key and Key Description allows you to keep multiple checks for a payee. You may use any length entry from one to eight characters. Key Detail is an optional 45 character line that describes the check. Once a check file is created saved checks can be recalled at will. The Save/Retrieve option does not apply to Payroll/1099 checks as the standard entry as defined in CLIENT ACCOUNTING applies to CHECK WRITER.

When you press the Retrieve Regular Check the following screen is displayed:



To select a check, place the cursor over the desired check and press return or double click. If you do not want to select a check press [ESC] to exit. If you want to remove a check from the file, place the cursor over the desired check and click [Delete].

### **WHEN TRANSACTIONS ARE PASSED TO YOUR ACCOUNTANT**

When your accountant originally established Check Writer on your system there were three files copied from the Client Accounting program: INF-xxxx.CA4, GLA-xxxx.CA4 (xxxx variable identifier) and PAY-xxxx.CA4. These files contain general information, the chart of accounts, and payroll files your accountant maintains. Transactions created by Check Writer are written to a file TRX-xxxx.CA4. TRX-xxxx.CA4 is then transferred to your accountants system to provide a complete interface circle. When transactions are passed to your accountant any new accounts or employee/1099 records will cause the accountant's transfer to halt, and give the accountant

the opportunity to either add a new account or assign the posting to another account. If you need to add new accounts it is a good idea to first check with your accounting professional to prevent the confusing situation where an item is posted to one type account and should be to another type account. (For example a new truck is assigned to car truck expense on the income statement rather than car and truck assets on the balance sheet.)

## 4 SYSTEM MENU OPTIONS

### SET SYSTEM DATES

#### TODAY'S DATE

Enter today's date in the form MMDDYY (e.g.-May 12, 1991 as 051291 or 51291). If you don't want or need to enter today's date, just press [RETURN] at the prompt. The next prompt will be the client period ending date.

#### PERIOD ENDING DATE

This date is not relevant in the CHECK WRITER system.

### FILE PATHS

The FILE PATHS routine lets you tell the system where to find the various data files associated with the data you are processing.

The screenshot shows a dialog box titled "FILE PATHS". It has a blue title bar with a close button (X) on the right. The dialog contains three text input fields: "Data Directory" with the value "C:\VERSION4\DATA\" (note the trailing backslash), "Archive Directory" with the value "A:\", and "Current Directory:" with the value "C:\CHECK4". Below the fields is a checked checkbox labeled "Backup prompt on exit/change". At the bottom are two buttons: "Cancel" with a red X icon and "OK" with a green checkmark icon.

### DATA FILES

This is the directory on your hard disk where CHECK WRITER expects to find every client data file. Example:C:\VERSION4\DATA. OR C:\CHECK4\DATA

## PRINTER SETUP

**PRINTER INFORMATION**

**Report Destination**

- Printer
- Screen
- Disk

**Type Printer**

- Dot Matrix
- Laser/Ink Jet
- Bubble Jet

Printer Form Length:

Margin Top:

Margin Bottom:

Margin Left:

Margin Right:

**Windows Printer Setup**

- Printer SetUp
- Font Setup

**Direct Printer Ports**

- Windows Print Manager

Report Printer:

Font:

Normal Pitch:

Condense:

## SYSTEM INFORMATION

**\$ VERSION4 SYSTEM INFORMATION**

Check Writer Version: WINCHK4 4.1h 04/04/03

System Directory:

Data Directory:

Current Client:

The SYSTEM INFORMATION screen contains some basic information on the current state of the CHECK WRITER system and the current client loaded. There is no user action required for this screen, except that you need to press any key to exit the screen when you are finished viewing its contents.

# Pay Calc

## GENERAL OPERATING

### NOTES

PayCalc is a supplement program to Check Writer that permits you to calculate and print payroll checks and produce payroll reports.

PayCalc adds an alpha file to the numeric file maintained by Client Accounting. Alpha records must be created for each employee or 1099 payee that will be paid using PayCalc.

Two types of employees are defined: those paid a salary and those paid by the hour. Employees can receive a salary, regular hourly pay, vacation pay, holiday pay, piecework pay and overtime pay. They can be paid using any combination of pay types, except that hourly employees cannot receive a salary and salaried employees cannot receive regular hourly pay.

In addition to standard types of pay, special taxable and non-taxable lump sums (for example, bonuses and travel reimbursements) can be paid on a regular recurring basis or one time only.

Additionally the system allows for family employees both salaried and hourly and payments to 1099 recipients.

Taxes are computed on the total accumulated pay, and then deducted. U.S. income tax, social security, state income tax, state disability insurance, and local income tax are all automatically withheld.

Miscellaneous income and deductions can also be paid or withheld on a recurring basis or one time only. Paychecks are printed based on the pay accumulations and deduction calculations.

The results of the paycheck calculations are accumulated to monthly, quarterly and yearly totals. These cumulative records are the basis for printing the payroll journal and other reports.

Government tax forms are printed in CLIENT ACCOUNTING based on the information transferred by the TRX- file.

## PERIOD PROCEDURE

There is a specific set of routines to run during regular payroll processing. Period processing involves entering employee hours, and adding new employees. When you are ready to enter a period's pay data you should make any changes required to the Payee master file. New employees should be added to the file during the period they are hired (but employees are terminated only at the end of a payroll period; termination must wait so that released employees are included on the end-of period reports).

Changes to an employee's name, address, employee type, withholding exemptions or marital status should be made in the period they are effective.

Changes to the pay rate can be made any time during the period in which they become effective; they are automatically retroactive to the first day of the period. When a pay rate change affects only part of a pay period, you may use the Piecework routine to pay the correct amount. Leave the old pay rate until the beginning of the next pay period (when it will affect the entire period). Enter the number of hours worked at the old rate in Regular hours, and in Piecework enter the number of hours worked at the new rate, and enter the new rate. The proper amount of pay will be calculated. Remember to change the pay rate to the new rate next period.

After adjustments have been made to the files, you may enter pay data from time cards, etc. Regular hours, holiday hours, vacation pay, piecework completed, overtime hours and compensatory time can be entered.

When you first enter Do Checks you need to set the period number and the beginning and ending dates.

Double check that the next Check Number is correct.

During transaction entry in Do Checks, you have to enter an hourly amount for each salaried employee to be paid this period, in addition to hourly-employee entries. Otherwise, a salaried employee will not be paid his salary. Regular hourly transactions entered for salaried employees do not affect pay calculations, however if you need to accumulate weeks worked for your state returns be sure to enter 40 hours for each week worked during the pay period.

Before check amounts are calculated, you may specify miscellaneous amounts to be added to or subtracted from earned pay. Set up miscellaneous pay and deduction records (bonuses, reimbursements, garnishments, union dues, etc.) using Miscellaneous Deductions and Income. This program also allows you to modify existing records that have changed and delete obsolete records.

Check amounts can now be calculated from the information you have entered. Press [F1], or click the Calculate button, and the system goes through a series of steps—Accumulate, Calculate and Deduction Calculate—total gross pay, calculate and withhold deductions.

With check amounts calculated, review the amounts displayed. If you detect any errors correct them either by entering new data and then Pressing [F1] to recalculate or you can override most amounts by direct keying of information. Once you are satisfied the information is correct it is time to print checks and record the amounts in both the payroll and transaction file. Press [F2], or click the Print & Record button, to print and record the check; or press [F3], or click the Record only button, to only record the check.

After all checks are printed, you should go to the Report routine and run all necessary reports. The last option to select is New Period to prepare the system for the next pay period. Finally, update released employees terminated this period using Master File Maintenance. Transactions may be transferred to the Client Accounting master program following each check processing, or monthly, or quarterly.

You can choose Batch Process Payroll. This option will not print checks as they are calculated, but will write the checks to a Batch file that can be printed at a later date. When Batch Checks are printed you have the option of printing one-by-one or all checks.

## **MONTHLY PROCEDURE**

The end of the month is the day on which the last paycheck to be in the month is issued. When biweekly paychecks are issued, the end of the month will often not coincide with the last day of the calendar month.

The only program which must be run strictly at the end of the month is the Insurance Report. Run this report any time after checks are calculated.

## **QUARTERLY PROCEDURE**

There are two routines run only at the end of each quarter, the Federal 941 and State Quarterly report. These reports are run in the Client Accounting master program following normal daily and monthly processing.

## **YEARLY PROCEDURE**

At the end of each year, after normal daily, monthly, and quarterly processing have been completed; W-2's and 1099's are printed in the Client Accounting master program. After year end transactions have been transferred employee Master records for employees terminated during the year (i.e., released employees) must be deleted either via the Reorganize Employee File routine included in the Report section or in the file maintenance routine in the Payee File section.

## **SPECIAL PAYCHECKS**

If you have to issue a hand-written check you should compute the withholding taxes and other deductions and write the paycheck. Then put these manual calculations in the employee's Master record using the Record Only option in Do Checks. The handwritten check will now be included in all of the normal end-of-period reports.

## **ERROR RECOVERY**

There are many ways errors can enter the system. The best way to guard against catastrophic errors destroying your payroll is to maintain an up-to-date backup copy of all files. Omission or transposition of employees' data causes errors that can usually be rectified using one or more file maintenance programs.

## **PAYEE FILE MAINTENANCE**

Allows additions, changes or deletions to employee Master file records. You can also use file maintenance programs to correct errors caused by incorrect data entry. File contents can be reviewed and adjusted record by record; if an error is found, it may be corrected while it is on display.

While it is important to be able to make corrections like this, it is less efficient than getting it right the first time. If you find yourself repeatedly making mass corrections, you are either being too careless, or have an inadequate understanding of how the programs work. File maintenance is here to supplement the rest of the programs, not to replace them. Because data is being transferred from PayCalc to the Client Accounting master program, you must keep your

accounting professional fully informed of any changes made in file maintenance routines. If you delete the amounts in the Current Earnings file, the deletion will carry to the Month, Quarter, and Year amounts.

## **THE PAYCALC MENU**

The PAYCALC menu utilizes a slide-bar presentation. As you move from selection to selection on the menu, a single line explanation of the function of the option is displayed at the bottom of the screen.

An option is selected by clicking the desired option. When you select Payee File, Do Checks, and Reports the system gives you the option of selecting employees by number or alpha identifier.

## **PAYEE FILE**

When you first add or change an employee the header screen appears. The header screen contains the same information maintained in Client Accounting plus the additional Alpha Sort field. The Alpha Sort field must be completed for every payee. If you are adding or changing employees, the information is entered on the same header screen.

The data fields are:

**ALPHA SORT** (8 characters)

**PAYEE NUMBER** (3 character number). This is the same number used in Client Accounting.

**SOCIAL SECURITY NUMBER** Enter nine digits including hyphens.

**NAME** (24 characters)

**ADDRESS** (24 characters)

**CITY, STATE ZIP CODE**

**PAYEE TYPE (1-10)**

1 = regular employee.

2 = 1099 Proceeds from Broker and Barter.

3 = 1099 Dividends and distribution.

4 = 1099 Interest Income.

5 = 1099 Taxable distributions from cooperatives.

6 = 1099 unused.

7 = 1099 unused.

8 = 1099 Miscellaneous.

9 = family employee—exempt FICA.

10 = agriculture or domestic employee.

**STATE CODE** Two Character postal abbreviation of state.

**LOCAL CODE** Twelve character name of locality.

Subject to FUTA (Y/N).

Subject to SUTA (Y/N).

**Special W-2 flag If employee has a special situation, specify:**

0 = none

1 = statutory employee

2 = deceased

- 3 = pension plan
- 4 = legal representative
- 5 = 942 employee
- 6 = deferred compensation
- 7 = deferred compensation and pension plan

**Date Hired** This field is used ONLY when the state U/C or other reports require a date hired indication. In New York the Date Hired field is used to indicate date terminated.

**Click the Personal button and the Personal screen appears :**

***TYPE EMPLOYEE***

- 1 = salaried
- 2 = hourly
- 9 = deleted, suspended

**WORK TYPE (0-99)**

1 = corporation officer; all others undefined.

**INSURANCE CLASS (0-99).** The Insurance Report is printed by insurance class. Press [F10] at this prompt and a memo screen is revealed to allow as many as 100 different operator defined classes to be defined. See illustration on page 2-4.

**DATE EMPLOYED.** Date employee started work.

**PAY RATE(0-9999.9999).** Hourly rate or salary per pay period, depending on employee type.

**ACCOUNT NUMBER.** This is the G/L number the system will charge this employee's earnings to. This number can be overridden during data entry.

**DATE LAST RAISE.** Enter the date last raise was effective.

**PAY PERIODS PER YEAR** determines the amount of taxes withheld. If you have employees with different pay frequencies you should group the employees so you can easily isolate them when various printing routines ask for the range to print/process.

**MARITAL STATUS (M,S,H).** M = married. S = single. H = head of household (State income tax use.)

**FEDERAL EXEMPTIONS (0-99).** Number of federal withholding exemptions.

**STATE CODE** Numeric value that matches state identifier as defined in State/Local Tax section.

**STATE EXEMPTIONS (0-99).** Number of state withholding exemptions.

**OTHER EXEMPTIONS (0-99).** Number of additional state withholding exemptions for itemized deductions (State income tax use).

**LOCAL CODE** Numeric value that match the local identifier as defined in State/Local Tax section.

**LOCAL EXEMPTIONS (0-99).** Number of local withholding exemptions.

**QUARTER WEEKS** The total number of weeks worked in quarter.

**LAST CHECK NUMBER(1-99999)** Number of last paycheck issued this employee.

**DATE OF CHECK** Date of last check issued this employee.

**MAX INS EXCLUSION** Enter the maximum amount of officers pay that can be excluded from workmen's compensation insurance.

**MONTH-TO-DATE INSURANCE EXCLUSION** - The amount of workmen's compensation exclusion to date.

**MONTHLY HOURS** Accumulates total hours worked in the month. Includes regular, overtime, vacation and holiday recorded hours.

**MONTHLY PAY** Total gross pay before taxes and deductions.

**LAST CHECK DATE / NUMBER** Information from the last check issued to the payee.

After the employee's header is correct, totals for Current, Quarter and Year-to-date can be entered by clicking the Earnings button.

## **NEW PERIOD**

When you select New Period you specify if you are ending period, month, quarter, or year. The routine clears totals for appropriate periods and then resets miscellaneous transactions. You need only select the higher value, and the routine will do all lesser periods. New Period also includes Miscellaneous Reset. The Miscellaneous Reset process involves only the frequency fields of Deduction file records. Each record on the file is subject to change. As a miscellaneous transaction is used its frequency is increased by ten, and then adjusted in Deduction Reset. First, if the frequency is 10 or greater (i.e., the record was used during the last payroll), 10 is subtracted from the frequency. Then one of the following actions takes place, depending on the current frequency.

If the frequency is:

**0** - The record is erased. The record was for one time only.

**1** - No action, the record is saved as is. The record is for every pay period.

**2** - The frequency is changed to 3; the record is saved.

**3** - The frequency is changed to 2; the record is saved.

Frequency types 2 and 3 are related. Type 2 is an alternate starting this pay period, Type 3 starts next pay period. The changing of 2 to 3 to 2 etc sets the alternating deductions.

**4** - No action, the record is saved as is. Does not apply. To use this record it must be changed to another frequency.

**5** - No action, the record is saved as is. This deduction is for the first pay period each month.

**6** - No action, the record is saved as is. This deduction is for the second pay period each month.

**7** - No action, the record is saved as is. This deduction is for the fourth pay period each month.

## **DO CHECKS**

Select **DO CHECKS** and you have the choice of doing either payroll checks or Federal or State deposits.

You have the choice of Payroll checks (selected entry) or batch processing. With either selection the system will then let you designate NUMERIC or ALPHA as the employee entry method. With Payroll checks the system will print a payroll check as soon as the Print option is clicked.

**Batch processing saves the checks and they are printed as a batch at a later time.**

Select either selected entry or batch processing and the following screen is displayed:

**PAYROLL INFORMATION**

This menu option allows you to change payroll parameters and standard information. NEXT CHECK NUMBER should be set each time if you are using pre-numbered check numbers. By its nature, computer produced checks tend to waste at least one check each run.

Many users do not purchase pre-numbered checks; they let the system set and print the number on each check. Entering this field allows you to change TODAY'S DATE. You may wish to do this to date reports or checks to the period you desire. If you are preparing checks several days ahead you must reset the date so the dates on checks and tax liability periods will be correct.

**PERIOD START and PERIOD END** dates define the pay period and are printed on checks and reports.

Dates are entered as six-digit numbers with no slashes or dashes separating month, day, or year. Any month or day whose number does not take two digits should be entered with a leading zero. For example, March 3, 1984 as entered as 030384. Dates are always re-displayed with punctuation after entry is completed; 03/03/84 in the example.

**PERIOD IN MONTH** represents which pay period is being processed

**OVERTIME RATE** (0-99.99). If overtime is paid at time and a half. O.T. RATE is 1.5.

**PAYROLL CHECK FORMAT** determines how the checks will print. If you select 0, Stubs Only, the system will print three check stubs per page.

**PRE-PRINTED COMPANY NAME/CHECK NUMBER (Y or N)** allows additional flexibility in using blank or non-numbered checks. If the response is 'N' the system will print the name or number on checks during processing.

**GENERAL LEDGER NUMBERS** must be established for integrating Payroll with Client Accounting.

As with the Check Writer program you must specify which journal and related account you want to post checks to.

If all the necessary changes in system Payroll Information have not been made, or errors are discovered and need to be corrected, re-run this program. Payroll Information should be completely correct before continuing with payroll processing. When you are ready to continue click the Enter checks button and the following screen is displayed.

**EMPLOYEE SELECTION**

You have to designate the employee to process by entering the alpha code. Double clicking at this field opens the Employee pick-list.

## **PAYROLL CALCULATION**

**REGULAR HOURS** - Only transactions involving regular hours should be entered under this pay type. For hourly employees, the hours entered here are accumulated for the entire pay period, and the employee is paid his regular rate times these hours. For salaried employees any amount entered will cause a check for the salaried amount to be calculated. **If a salaried employee is not due a check for the salaried amount enter 0 hours.**

**WEEKS WORKED** are calculated by the number of regular hours entered. If your state requires reporting WEEKS WORKED, be sure to enter 40 hours for each week a salaried employee worked.

**OVERTIME** - Enter hours. Overtime pay is calculated by the number of hours, times the employee's hourly rate, times the company's overtime rate. For salaried employees, the hourly equivalent of the salary is used.

**PIECEWORK**—Hours, quantity (how many pieces or hours), and rate (per hour or piece) are requested for all employees. The amount of each piecework entry is calculated automatically and displayed. This amount is paid in addition to salary or hourly wages.

**VACATION HOURS**—Number of vacation hours taken each type employee including salaried employees.

**HOLIDAY** - Enter hours for all employees. Holiday pay is calculated using the company overtime rate. If, for instance, a salaried employee does not get paid overtime, do not enter hours under this pay type.

**REPORTED/ALLOCATED TIPS**—Enter regular tips. No pay generated, but taxes are calculated for employee deduction.

**COMPTIME**--(Compensatory Time) Enter hours. No pay is generated.

## **DETAIL (multiple transaction) PAYROLL**

Normally the screen sets-up for a single entry for each type of hours. If you need to enter multiple earnings for any earnings type, except MISCELLANEOUS, then type [M] or click the [M] button and the detail entry screen opens. You can enter as many as 10 transactions. Each transaction can have a different count, rate and G/L number. Once you make one or more entries in the detail routine, any time you return to the field on the main entry screen the detail screen will appear. When detail entries are made, the system will go through a special posting routine to transfer information into the general ledger. The total of the detail transactions is posted to the G/L account displayed on the main entry screen, and each detail transaction is posted to the G/L account specified in the detail entry and then the total is credited to the main G/L account.

## **MISCELLANEOUS INCOME/DEDUCTION**

This routine allows entry and maintenance of miscellaneous pay and deduction transaction records. These transactions may include such payroll specialties as bonuses, reimbursements, partial paychecks, and miscellaneous deductions. Special deductions such as deferred compensation (401k) and cafeteria plans are maintained in the miscellaneous transaction routines. These transactions may occur once or on a recurring basis. If on a recurring basis, you may select the frequency of the transaction and avoid entering the transaction each time it is to occur. When you press [M] or click [M] to activate the Miscellaneous transaction routine a pick-list appears to allow choosing from 10 transactions.

As you move from field to field the options for the field are displayed in the explanation box.

## **TYPE OF RECORD**

**1 = MISCELLANEOUS PAY**—This is the only record type which generates additional payments, including bonuses, travel expenses, etc. Only an amount, not a rate, may be specified. All miscellaneous pay transactions, except FICA Only, are added to an employee's regular pay.

**2 = MISCELLANEOUS DEDUCTION**—Any miscellaneous deduction which should be taken from an employee's regular pay is entered with this record type. This would include union dues, repayment of loans, etc. The deduction may be specified as a rate or an amount.

**3 = ADDITIONAL STATE WITHHOLDING**—Extra state income tax can be withheld, either as an amount or a percentage of total pay.

**4 = ADDITIONAL FEDERAL WITHHOLDING**—Extra federal income tax can be withheld, either as an amount or a percentage of total pay.

**5 = DEFERRED COMPENSATION**—Typically 401k type transactions where the amount is subject to FICA and Medicare and exempt from withholding.

**6 = CAFETERIA PLANS**—Typically transactions where the amount is exempt from FICA, Medicare, and withholding.

**TAX CODE/PRIORITY**—When record type is 1 (Miscellaneous Pay), this field designates taxable or non-taxable additional pay.

0 = non-taxable

1 = taxable

2 = FICA taxable only.

When record type is not 1 (it is a deduction of some type), this field designates deduction priority in the case of multiple deductions. Deductions with priority 0 are taken first, 1 second, and so on through priority 9. More than one Deduction record for the same employee may have the same priority number.

**FREQUENCY**—How many times to use the transaction.

**0** - This record applies to this pay period only. The record is deleted after this period's payroll processing.

**1** - This record applies to every pay period.

**2** - This record applies to alternate pay periods. Start this time.

**3** - This record applies to alternate pay periods. Start next time.

**4** - This record does not apply this time (save record).

- 5 - This record applies only to the first pay period each month.
- 6 - This record applies only to the second pay period each month.
- 7 - This record applies only to the fourth pay period each month.

Which miscellaneous payments and deductions are made each period is dependent on their frequency. All frequency 0, 1 and 2 records are used each period (Deduction Reset alternates frequencies 2 and 3), and frequency 5, 6 or 7 records are used depending on which payroll period it is in the month.

**TARGET AMOUNT**—A deduction will continue at the stated frequency until the target amount is reached. If there is no target amount enter -1.00 in this field.

**DESCRIPTION** (10 characters)--You may or may not desire to briefly describe each special transaction. If you do enter a description, it is printed on the check stub and displayed on the pick list.

**RATE** (0-9999.99) Enter the percent of net pay (i.e., total pay less all deductions taken so far) to be deducted. This field is applicable to deduction transactions only (record types 2-4).

A deduction may also be entered as a specific amount; if this is desired, enter '0' here. Only one of the rate or amount fields may be set to a value greater than '0'. In calculation, if there is a Rate the Amount field is ignored.

If the transaction is Deferred compensation or Cafeteria plan, the rate will be applied to the gross earnings.

**AMOUNT** (0-9999.99)--Enter amount of miscellaneous pay, or amount of deduction if no rate is given. If both an amount and a rate are entered then the rate will be used.

**G/L NUMBER**—enter the general ledger number for this transaction.

During the Deduction Calculate process, transactions from the Deduction file which are to be taken this period are deducted from the net check. In the case of more than one deduction per employee, deductions are taken in order of their priority.

When the net pay remaining after higher priority deductions have been deducted is not enough to cover a deduction The amount of this deduction is changed to cover the pay. If there are any more deductions to be taken for this employee their amounts will be changed to zero.

Once insufficient funds are encountered, and a deduction amount is changed either to a lesser amount or zero, the lesser amount will remain on the Deduction record until you change it again using Deduction File Maintenance.

## **WASHINGTON STATE WORKMEN'S COMPENSATION**

Miscellaneous deductions will compute and deduct Washington state Workmen's Compensation by following these guidelines: DESCRIPTION - WASH ST WC (Must be exact, in capital letters) PRIORITY - 0 RATE - The tax rate per hour for this employee. FREQUENCY - 1 (Every pay period)

## **CALCULATE PAY**

When you press [F1], or click the Calculate button, the system calculates and deducts Federal, State and Local withholding taxes from employee's total pay then includes other pay and deducts other deductions. General ledger postings are created in the TRX-file. Check assignments are automatically incremented by 1 as each employee is processed. After calculation is complete the total components of the check are displayed. Except for protected fields, any calculated amounts can be changed by moving to the field and entering the desired amount. You can recalculate as often as necessary to achieve the desired result.

Today's Date in Payroll Information is assigned to each check as the check date.

You can override the check number and/or check date.

## **PRINT PAYROLL CHECKS**

To prepare for this routine, load company check forms into the printer, turn the printer on and make sure it is ready to print. Press [F2], or click the Print & record button, to print and record the check; or [F3], or click the Record only button, to record only. If you have chosen Batch Processing, the check will not print at this time, but the check is added to the Batch file.

## **PRINT FEDERAL OR STATE DEPOSIT**

Select to do either Federal or State deposits and the following screen appears.

The initial screen shows the first month of the quarter. To see any month of the quarter click the related month button. The screen switches month-to-month for the quarter on each button click. On each monthly screen the total amounts for each month, the quarter total, and un-deposited amounts are displayed. The system flags an amount as paid by displaying the amount with a minus (-) sign.

To change an amount double click the amount you wish to change. The prompt moves to the requested field, and you can enter an amount.

To select an amount to pay double click the amount you want included. Once selected the amount changes to a negative amount. If you want to de-select, double click and the amount changes to a positive amount.

If you are editing and changing you will have to be aware of the positive/negative signs.

Once you have selected all the periods to pay with this check, enter the Payee name and address and general ledger account for the transaction.

Once you are satisfied with the check total, payee, account, check number and date click the print button to print the check.

## **PRINT BATCH CHECKS \* New in PayCalc**

Prints the checks created in batch processing. To prepare for this routine load checks into your printer, turn the printer on and make sure it is ready to print. You are given the option of printing checks one-by-one or all checks.

**REPORTS** allows you to print several reports and reorganize the employee file at year-end..

## **PAYROLL JOURNAL**

The Journal is printed entirely from the numeric and alpha files. In order to have an up-to-date Journal, POST any hand-written checks before running Journal. To prepare for this routine make sure the printer is turned on and ready to print. You are required to select the parameters of the report that is to be printed. The report format will vary depending upon the options you select. Select Journal parameters. In all cases: check to include, blank to exclude

**HEADING**—Employee Header information.

**CURRENT**—Employee Current information, i.e., information for this period's paycheck.

**QUARTERLY**—Employee QTD information. **YEARLY**—Employee YTD information.

**COMPANY TOTALS**—Sum of employee information within specified employee range.

**ENTER START EMPLOYEE CODE** ([Return]=First employee).

**ENTER END EMPLOYEE CODE** ([Return]=Last employee).

## **CHECK REGISTER**

Check Register prints a record of checks printed and Miscellaneous Deductions taken during the current session by journal number, or prints the complete Transaction Transfer file.

Prepare for this routine by loading standard paper into your printer, then turn the printer on and make sure it is ready to print.

## **ABSENTEE REPORT**

The Absentee Report lists all hourly (employees type 1) employees with less than maximum hours this period. Hours are counted for regular, overtime, vacation and piecework hours. The number of hours short of the maximum is also printed.

## **INSURANCE REPORT**

The Insurance Report accumulates the records of all employees of the same insurance class.

Overtime premium earnings of all employees are reported as exempt earnings on this report. In addition, any corporate officer's (employee class 1) monthly earnings over the insurance limit amount established in the employee's file will listed as exempt.

## **PRINT TIME SHEET**

Print Time Sheet prepares a data input sheet that lists each employee in order and provides space to indicate hours and general ledger numbers for each type transaction.

## **REORGANIZE**

Reorganize deletes inactive employees from the Master file.

Because the Master file is used in printing year-end W-2 forms, the file should not be reorganized until the end of the year, and after W-2's are printed.

To prepare for this routine, load standard paper into your printer, then turn the printer on and make sure it is ready to print. This program prints a record of all inactive employees that are deleted from the Master file during the reorganization. All employees of alpha file type 9 are deleted from the Master file. When the process is complete the Menu is loaded.

## **TAX FILE MAINTENANCE**

You can select to add or change as many state and local tax files as necessary.

### **STATE / LOCAL TAX FILE MAINTENANCE**

After you select State / Local the prompt moves to the ENTER STATE/LOCAL PARAMETER field. The numbers you assign to each state or local taxing authority is rather free-form with these exceptions:

1. California must be assigned the state number 5.
2. Idaho must be assigned the state number 12.

If you select to add a new state or local tax and the number is already assigned the information on file is displayed, if you select an unassigned number all fields will be blank. Before you begin entering data into the file you should review the taxing authority's tax publications. If any of the questions do not apply to the authority you are entering simply [Return] to set a null value. The questions are necessarily complex to allow calculating taxes for the many tax authorities. All limits and amounts are based on an ANNUAL rate.

Type the name of the authority.

Type the abbreviation that the Post Office uses (States).

Enter any alphanumeric state/local id number.

Enter the current state unemployment rate. (Employer's only)

Enter the maximum earnings limit of unemployment.(Employer's only)

Indicate if state returns require quarter weeks worked.

All states require the above information whether or not they have state withholding or SDI.

**SDI** tax is any special tax other than withholding or standard unemployment that is applied as a percentage of some level of income. (Some states are apply a tax to rebuild their unemployment fund that tax applies to our SDI definition). If there is any special tax answer Y else answer N. If you answer Y a later screen will ask for specific information.

**STATE WITHHOLDING** is asking if the taxing authority, either state or local, has withholding. If the answer is N do not answer any prompts after this field.

**CALCULATE BY TABLE OR PERCENT**-T-table or P-percent.

**BASE ON GROSS OR TAX**-normally a table type calculation is based on gross earnings while a percent calculation is based on some other tax. ie, Local based on State.

**AMOUNT OR PERCENT ON STANDARD DEDUCTION**-answer with A or P. At the next two deduction prompts enter either AMOUNT or PERCENT value as dictated by this answer.

**SINGLE STANDARD DEDUCTION**-enter the value as related.

**MARRIED STANDARD DEDUCTION**-enter the value as related.

**MINIMUM STANDARD DEDUCTION**-enter dollar amount.

**MAXIMUM STANDARD DEDUCTION**-enter the dollar amount.

**STANDARD DEDUCTION BEFORE/AFTER CALCULATION** (B or A). Select when the

standard deductions should be applied.

**SINGLE PERSONAL EXEMPTION**-enter dollar amount.

**MARRIED PERSONAL EXEMPTION**-enter dollar amount.

**SUBTRACT PERSONAL EXEMPTION FROM TOTAL EARNINGS** (Y or N). Are taxable earnings determined by deducting personal exemptions from gross earnings?

**EXEMPTION AMOUNT PER DEPENDENT**-enter dollar amount.

**SUBTRACT DEP EXEMPTION BEFORE OR AFTER CALC** (B or A)-when should the dependent exemption be taken?

**DEDUCT FICA** (Y or N)-is taxable income or amount reduced by the amount of FICA deducted?

**DEDUCT FEDERAL W/H**-is taxable income or amount reduced by the amount of Federal withholding deducted?

**DEDUCT BEFORE OR AFTER CALCULATION**-if either FICA or FEDERAL W/H is to be deducted you need are prompted when to deduct the taxes.

### ***SDI***

If you indicated SDI type tax and press [F4] the SDI menu appears. Enter the rate of deduction for the employee and the maximum earnings liable for the tax. Enter the rate of deduction for the employer and the maximum earnings liable for the tax. If either the employee or the employer is not liable set the rate and cutoff as 0.

### **STATE / LOCAL TAX TABLE**

If you specified a table type deduction for the STATE/LOCAL tax and click the Tax table button and the table screen appears.

The table allows for up to 10 levels of income. If your authority requires less than 10 simply set the higher fields to the maximum rate and make the cutoff amount 999999. If your authority requires more than 10 you will have to adjust at the highest level. This table routine follows closely the same routine used for Federal Tax File Maintenance. You are allowed to change any field in the record. To enter tax values for the first time you must “change” each field from zero. Level 1 represents where taxable income after adjustments start and the tax percentage, and each higher level should be entered until the maximum level is entered. All values are based on annual rates.

### **CALIFORNIA TAX FILE MAINTENANCE**

#### ***SDI***

For California taxes, clicking the SDI button allows for changing the SDI, Training Tax, and State Unemployment taxes and setting the value for each itemized deduction and standard deduction amounts.

You are allowed to change any field in the record. To enter the field values initially you must “change” each field value from zero.

When you click OK, the information is saved.

### ***STATE WITHHOLDING***

With this system, California taxes are computed using EXACT CALCULATION as described in the Employer's Tax Guide.

All amounts and percentages entered should be annual as specified in the Employer's Tax Guide. The amounts entered are from the annual table in the tax guide.

All amounts are from the "But not over" column. The first amounts are the first line of the table, and each subsequent line is the difference between the line and the preceding line amount. The percent is stated for each line.

### **CONVERT**

This menu option allows you to create PayCalc payee files by converting existing data in either Client Accounting, the DOS version of PayCalc, or the DOS PCS payroll program. In each choice you must enter the existing client ID and the location of the files. In examples given below, xxxx represents the client ID.

#### **CONVERT FROM CLIENT ACCOUNTING**

You are given the option of converting a single record or all payees. If you select the single option the system will prompt you for the numeric ID of the payee. As the conversion begins, the system will display the existing record complete with ID number and payee name. You must enter a unique alpha code for the payee. The system will not allow duplicate alpha codes. The routine creates or adds to the PER-xxxx.CK4 file.

#### **CONVERT FROM DOS**

Before starting the routine be sure all existing DOS payees have both numeric and alpha codes. The system will read each record and convert the existing PER-xxxx.CA4 file and PRLxxxx.HCA file to the new PER-xxxx.CK4 file. The system will attempt to convert the MIS-xxxx.CA4 file. After conversion be sure to check both the payee and miscellaneous files.

#### **CONVERT FROM PCS DOS PAYROLL PROGRAM**

Before starting the routine be sure each payee has a unique numeric code. The system will read each record and convert the existing PRMSTR.xxx file to the new PERxxxx. CHK file. The system will attempt to convert the PRMIS.xxx file. After conversion be sure to check both the payee and miscellaneous files.