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Automated Church Management System

# Automated Payroll for Windows

Release 3.1.b

Designed, Developed & Distributed by T & S Consulting, LLC

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# Introduction

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## Typographical Conventions

Before you start using this guide, it is important to understand the terms and typographical conventions used in the documentation.

For more information on specialized terms used in the documentation, see the Glossary at the end of this document.

The following kinds of formatting in the text identify special information.

<u>Formatting convention</u>	<u>Type of Information</u>
Triangular Bullet(➤)	Step-by-step procedures. You can follow these instructions to complete a specific task.
<b>Special Bold</b>	Items you must select, such as menu options, command buttons, or items in a list.
<i>Emphasis</i>	Use to emphasize the importance of a point or for variable expressions such as parameters.
CAPITALS	Names of keys on the keyboard. for example, SHIFT, CTRL, or ALT.
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another, for example, CTRL+P, or ALT+F4.



## CHAPTER 1

# Getting Started

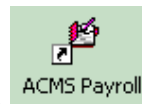
## In This Chapter

Logon and Main Menu .....	3
Adding and Updating an Employee .....	5

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## Logon and Main Menu

### Logon to Payroll



- Click on the Payroll for Windows icon on your Windows desktop.
- Enter your User Id. and Password

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**NOTE:** If you are logging on to Payroll for Windows for the first time, your *User Id.* and *Password* will be ADMIN.

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A screenshot of the "ACMS Payroll Logon" dialog box. The title bar is blue and contains the text "ACMS Payroll Logon". The main area has a light gray background and contains two text input fields. The first field is labeled "Please enter User Id.:" and the second is labeled "Please enter password:". Below the fields are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

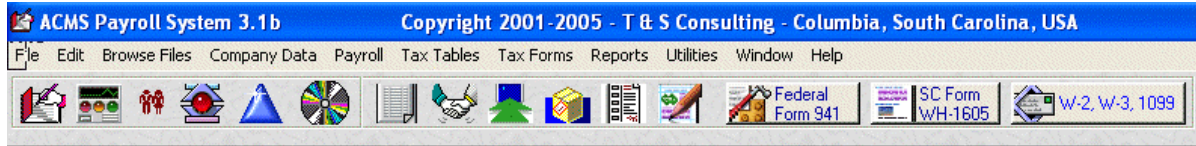
ACMS Payroll Logon











Please enter User Id.:

Please enter password:

## Payroll Main Menu

- The Payroll for Windows main window will open.




-  Create a Payroll, Browse Current Payroll, Print Payroll Checks, Post Current Payroll
-  Browse Employees and their payroll items
-  Add, Update, Delete Employees
-  Browse payroll items with Year-To-Date totals
-  Browse payroll history with payroll details
-  Browse archived payroll records
-  Print detailed Payroll listing by Employee within specified dates
-  Print listing of Federal taxes withheld within specified dates
-  Print Payroll items with Year-To-Date totals
-  Print detail listing of Payroll items by Employee



# Adding and Updating an Employee

## Browse Employees

-  Click on the Employee icon.
- The Browse Employees window will open.

**Browse Employee File**

Employee Name:

Active - No.	EMPLOYEE		Annual Salary	Date		Expense		Department			
	Last, First Name	SSN		Hired	Terminated	Code	Title	Code	Title		
<input checked="" type="checkbox"/>	1	Able, Debbie	234-56-7890	31,200.00	01/01/1999			128	Church Typist	100	Church Administration
<input checked="" type="checkbox"/>	7	Belton, Kevin L	345-67-8901	2,400.00	01/01/1999			137	Youth Drummer	200	Sunday School
<input checked="" type="checkbox"/>	2	Benson, James T	567-89-0123	26,000.00	01/01/1999			101	Minister's Salary	100	Church Administration
<input checked="" type="checkbox"/>	6	Faust, Harold E	123-45-7589	72,800.00	01/01/1999			126	Guest Speaker	250	Deacon Stone Minist
<input checked="" type="checkbox"/>	4	Goins, George G	456-78-9012	10,400.00	01/01/1999			133	Director of Music / Pla	100	Church Administration
<input checked="" type="checkbox"/>	5	Greene, Robert L	123-45-6789	31,200.00	01/01/1999			127	Guest Preacher	100	Church Administration
<input checked="" type="checkbox"/>	8	Stone, McKinley	567-89-0123	52,682.88	04/24/2001			129	Church Treasurer	250	Deacon Stone Minist
<input checked="" type="checkbox"/>	3	Wiggins, Susan L	678-90-1234	41,600.00	01/01/1999			134	Organist	100	Church Administration

## Adding (Changing) an Employee Record

- Click Insert to add.
- The Adding an Employee Record window will open.

Figure 1: Changing an Employee Record

- First Name - required
- Last Name - required
- Dept Code Name - required
- Expense Code - required
- Marital Status - required
- Payroll Code - This must be GROSS SALARY - required

## Adding a Payroll Item for an Employee

- Click on the Employee Payroll Items tab located on the top of the window.
- This is where you will add or update an Employee's payroll items.
- Click Insert on the Employee Payroll Items tab of the Adding (Changing) an Employee Record window.

**Changing an Employee Record**

Employee Data | Employee Payroll Items

Process Item	Empl No	Type	Code	Payroll Item	Description	Employee			Company		Taxable	
						Current	Additional	YTD	Current	YTD	Regular	FIC
	8	Income	CAR ALLOWANCE	Car Allowance	150.00	0.00	750.00	0.00	0.00			
	8	Income	GROSS SALARY	Gross Salary	2,195.12	0.00	11,975.60	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	8	MyDeduction	CAFETERIA PLAN	Money Plus	-0.06	0.00	-0.30	0.00	0.00			
	8	MyDeduction	DENTAL	Dental Insurance	-6.86	0.00	-34.30	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	8	MyDeduction	HEALTH INSURAN	Health Insurance Pla	-62.35	0.00	-311.75	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	8	MyDeduction	OPTIONAL LIFE	Optional Life	-6.30	0.00	-31.50	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	8	MyDeduction	RETIREMENT	Retirement	-131.70	0.00	-658.50	-131.70	-658.50		<input checked="" type="checkbox"/>	
	8	MyDeduction	SAVINGS	Savings	-270.46	0.00	-1,352.30	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	8	Tax	FEDERAL	Federal Tax	-323.97	0.00	-1,619.85	0.00	-1,000.00			
	8	Tax	FICA_MCARE	FICA Medicare	-31.83	0.00	-159.15	-31.83	-159.15			
	8	Tax	FICA_OASDI	FICA Old Age, Survi	-136.09	0.00	-272.18	-136.09	-272.18			
	8	Tax	FUTA	Federal Unemployme	0.00	0.00	0.00	-2.33	-6.99			
	8	Tax	STATE	State Tax	-117.64	0.00	-588.20	0.00	0.00			


Buttons: Insert, Change, Delete, OK, Cancel, Help

- The Adding a Payroll Item Record window will open
- Process Item - Check this if you want the item to be included each time a payroll is created.

The screenshot shows a Windows-style dialog box titled "Changing a Payroll Item Record". The dialog is divided into several sections for data entry:

- Payroll Item Detail:**
  - Employee: 8 Stone, McKinley
  - Process Item:
  - Payroll Class: Income
  - Payroll Code: GROSS SALARY (highlighted in yellow) Gross Salary
- Withholding / Deduction Indicators:**
  - Employee Deduction/Withholding
  - Employer Match Required
  - Taxable - Federal / State
  - Taxable - FICA
- Current Payroll Amounts:**
  - Employee Current Amount: 2,195.12
  - Additional Amount: 0.00
  - Company Amount: 0.00
- YTD Payroll Amounts:**
  - Employee YTD Amount: 11,975.60
  - Company YTD Amount: 0.00
- Payroll Item Type:** Income
- Department Code:** 100 Deacon Stone Ministry
- Expense Code:** 133 Church Treasurer

At the bottom right, there are three buttons: OK, Cancel, and Help.

- **Payroll Code** - Click on the  lookup button to display a list of available payroll codes. (see example list below)
- **Payroll Class** - Income, Deduction or Tax. This is filled in automatically when you select a payroll code.
- **Withholding / Deduction Indicators**
  - Employee Deduction/Withholding** - If checked the item will be subtracted from the Employee's gross salary.
  - Employer Match Required** - If checked the Employer is required to match the withheld amount.
  - Taxable - Federal/State** - If checked the item will be included when calculating Federal and State taxes.
  - Taxable - FICA** - If checked the item will be included when calculating Federal FICA taxes.
- **Current Payroll Amounts**
  - Employee Current Amount** - This is the amount that will be used when a new payroll is created.

---

NOTE: Federal, State and FICA Taxes will be calculated.

NOTE: Gross salary for Employees paid hourly will also be calculated.

---

**Additional Amount** - This is the extra amount to be included for this item when a payroll is created.

**Company Amount** - This is the amount that will be used when a new payroll is created.

---

NOTE: Company Amount for Federal, State and FICA Taxes will be calculated. Once calculated, you can override the amount if necessary.

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- **YTD Payroll Amounts**
  - Employee YTD Amount** - This is the Employee year-to-date amount for this payroll item.
  - Company YTD Amount** - This is the Employer year-to-date amount for this payroll item.
- **Department Code** - This field will default to whatever is listed in the Employee detail. However, you can override the default and enter a different code.
- **Expense Code** - This field will default to whatever is listed in the Employee detail. However, you can override the default and enter a different code.
- Click OK to save.
- Click Cancel to abort.
- The system will return to the **Adding an Employee Record** window.

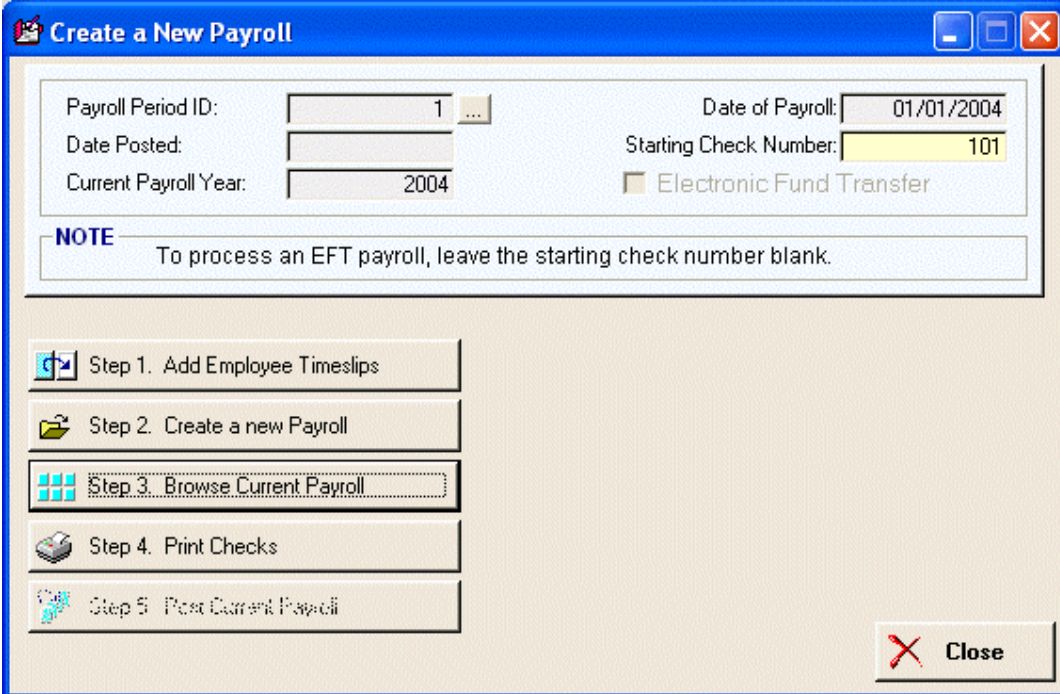
Payroll Codes								
Code	Payroll Description	Type	W-2	Class Description	Taxable Regular	Taxable FICA	Deduction WithHold	Employer Match Require
CAFETERIA PLAN	Money Plus	MyDeduction		Deduction			<input checked="" type="checkbox"/>	
CAR ALLOWANCE	Car Allowance	Income		Income				
DENTAL	Dental Insurance	MyDeduction		Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
FEDERAL	Federal Tax	Tax	Federal Income Tax Withheld	Federal Tax			<input checked="" type="checkbox"/>	
FICA_MCARE	FICA Medicare	Tax	Medicare Tax Withheld	Federal Tax			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FICA_OASDI	FICA Old Age, Survivor, Disab.	Tax	Social Security Tax Withheld	Federal Tax			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FUTA	Federal Unemployment Tax	Tax		Federal Tax			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GROSS SALARY	Gross Salary	Income	Wages, Tips, other Compen	Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
HEALTH INSURANC	Health Insurance Plan	MyDeduction		Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HOUSING ALLOWAN	Housing Allowance	Income	Other	Income				
LOCAL	Local Taxes	Tax	Local Income Tax Withheld	Local Tax			<input checked="" type="checkbox"/>	
OPTIONAL LIFE	Optional Life	MyDeduction		Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RETIREMENT	Retirement	MyDeductio	See instructions for Box 13	Retirement			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SAVINGS	Savings	MyDeduction		Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
STATE	State Tax	Tax	State Income Tax Withheld	State Tax			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2: Payroll Codes

# Create a New Payroll

## Creating a Payroll

- Click the Create a Payroll icon  on the main menu tool bar.
- The Create New Payroll window will open (see below).
- Payroll Period ID - Click the lookup button  to select a payroll period or insert a new payroll period (see Select a Payroll Period).



**Create a New Payroll**

Payroll Period ID:  ... Date of Payroll:

Date Posted:  Starting Check Number:

Current Payroll Year:   Electronic Fund Transfer

**NOTE** To process an EFT payroll, leave the starting check number blank.

Step 1. Add Employee Timeslips

Step 2. Create a new Payroll



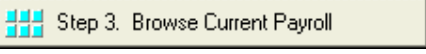
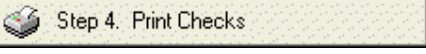
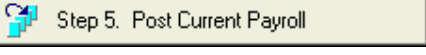
Step 3. Browse Current Payroll

Step 4. Print Checks


Step 5. Post Current Payroll

**Close**



-  - Click this button to add Employee timeslips.
-  - Click this button to create a new payroll from the Employee timeslips added in Step 1.
-  - Click this button to browse the current payroll Employee items.
-  - Click this button to print checks or Electronic Fund Transfer sheets for the current payroll.
-  - Click this button to post the current payroll to the payroll history files.

## Select a Payroll Period

- When you click on the Payroll Period ID. lookup button , the Browse the Payroll Periods Information File window will open.
- The Payroll Periods will be sorted by Payroll Check Date.

NOTE: Before you can create a payroll, you must select a payroll period. If you have not added the payroll period you need or it does not currently exist in the Payroll System, you must add it to the system (see Adding a Payroll Period).

**Browse the Payroll Periods Information File (pr\_Run)**

Payroll Check Date | Payroll Period ID | **Check Date:**

Payroll Period ID	Check Date	Payroll Period End Date	Date Created Posted	Check No. Starting Ending	Employee		Employer Deduction Match Payroll Taxes
					Gross Taxes	Deductions Net	
30	10/09/1999	10/09/1999	10/09/1999	9 995	1,500.00	0.00	0.00
			10/09/1999	9 995	0.00	1,500.00	0.00
31	08/27/2000	08/27/2000	08/27/2000	123	2,776.75	0.00	0.00
			08/27/2000	129	-229.29	2,547.46	-63.29
32	10/06/2000	10/06/2000	10/06/2000	5 560	148.13	0.00	0.00
			10/06/2000	5 561	-3.67	144.46	-3.67
33	10/07/2000	10/07/2000	10/07/2000	6 008	148.13	0.00	0.00
			10/07/2000	6 009	-3.67	144.46	-3.67
38	03/31/2003	03/31/2003	01/11/2004		2,345.12	-477.73	-131.70
			01/11/2004		-609.53	1,257.86	-170.25
36	09/01/2003	09/01/2003			0.00	0.00	0.00
					0.00	0.00	0.00
37	12/01/2003	12/01/2003	01/10/2004		2,345.12	-477.73	-131.70
			01/10/2004		-609.53	1,257.86	-170.25
34	12/25/2003	12/25/2003	01/10/2004		3,745.12	-477.73	-131.70
			01/10/2004		-661.20	1,393.95	-101.73
35	12/31/2003	12/31/2003	01/10/2004		3,145.12	-477.73	-131.70
			01/10/2004		-652.50	1,393.95	-95.36

Buttons: Insert, Change, Delete, Select, Close, Help




## Adding a Payroll Period

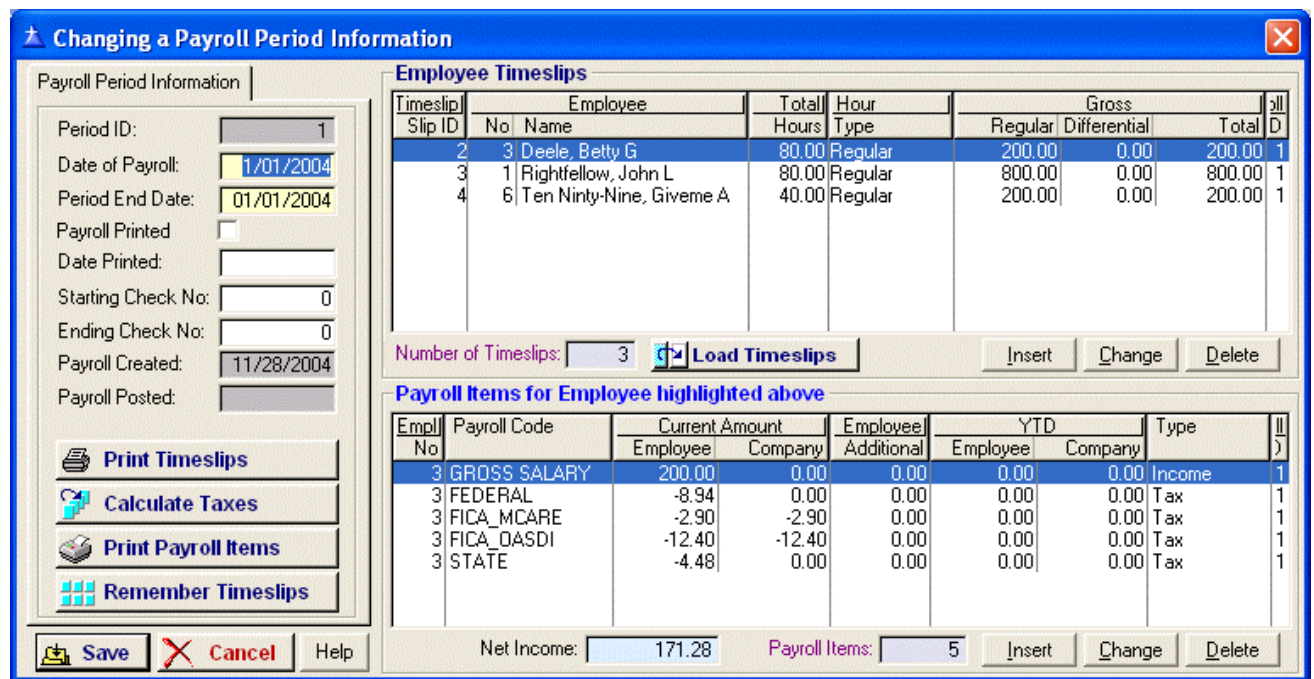
- Click **Insert** on the the **Browse the Payroll Periods Information File** window
  - The **Adding a Payroll Period Information** window will open (see below)
  - Enter the **Date of Payroll**
  - Enter **Payroll Period End Date**
  - Click **Save** to save and exit
  - You will be returned to the **Browse the Payroll Periods Information File** window
  - Click **Select** to select the highlighted payroll period record.
  - You will be returned to the **Create a New Payroll** window
-

# Step 1- Add Employee Timeslips

## Add (Change) Employee Timeslips

- Click the Step 1 - Add Employee Timeslips button on the Create a New Payroll window
- The Changing a Payroll Period Information window will open

 **Load Timeslips** - Click this button to load previously saved Employee Timeslips




**Changing a Payroll Period Information**

Payroll Period Information

Period ID: 1  
 Date of Payroll: 1/01/2004  
 Period End Date: 01/01/2004  
 Payroll Printed:   
 Date Printed:   
 Starting Check No: 0  
 Ending Check No: 0  
 Payroll Created: 11/28/2004  
 Payroll Posted:

**Employee Timeslips**

Timeslip Slip ID	Employee No	Name	Total Hours	Hour Type	Gross		Total	
					Regular	Differential		D
2	3	Deele, Betty G	80.00	Regular	200.00	0.00	200.00	1
3	1	Rightfellow, John L	80.00	Regular	800.00	0.00	800.00	1
4	6	Ten Ninty-Nine, Giveme A	40.00	Regular	200.00	0.00	200.00	1


Number of Timeslips: 3  **Load Timeslips**

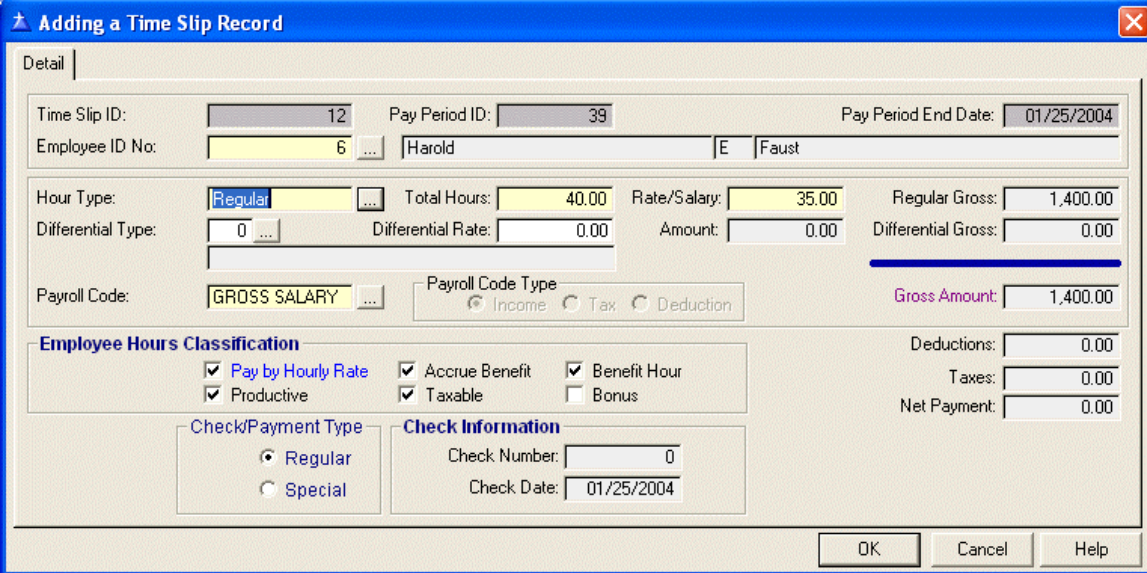
**Payroll Items for Employee highlighted above**

Empl No	Payroll Code	Current Amount		Employee Additional	YTD		Type	
		Employee	Company		Employee	Company		
3	GROSS SALARY	200.00	0.00	0.00	0.00	0.00	Income	1
3	FEDERAL	-8.94	0.00	0.00	0.00	0.00	Tax	1
3	FICA_MCARE	-2.90	-2.90	0.00	0.00	0.00	Tax	1
3	FICA_OASDI	-12.40	-12.40	0.00	0.00	0.00	Tax	1
3	STATE	-4.48	0.00	0.00	0.00	0.00	Tax	1

Net Income: 171.28 Payroll Items: 5

## Adding a Timeslip

- Click the Insert button in the *Employee Timeslips* section of the window
- The Adding a Time Slip Record window will open (see below)
- Click the lookup  button next to the Employee ID No. field



**Adding a Time Slip Record**

Detail

Time Slip ID: 12 Pay Period ID: 39 Pay Period End Date: 01/25/2004

Employee ID No: 6 Harold E Faust

Hour Type: Regular Total Hours: 40.00 Rate/Salary: 35.00 Regular Gross: 1,400.00

Differential Type: 0 Differential Rate: 0.00 Amount: 0.00 Differential Gross: 0.00

Payroll Code: GROSS SALARY Payroll Code Type:  Income  Tax  Deduction Gross Amount: 1,400.00

**Employee Hours Classification**

Pay by Hourly Rate  Accrue Benefit  Benefit Hour

Productive  Taxable  Bonus

Check/Payment Type:  Regular  Special

**Check Information**

Check Number: 0

Check Date: 01/25/2004

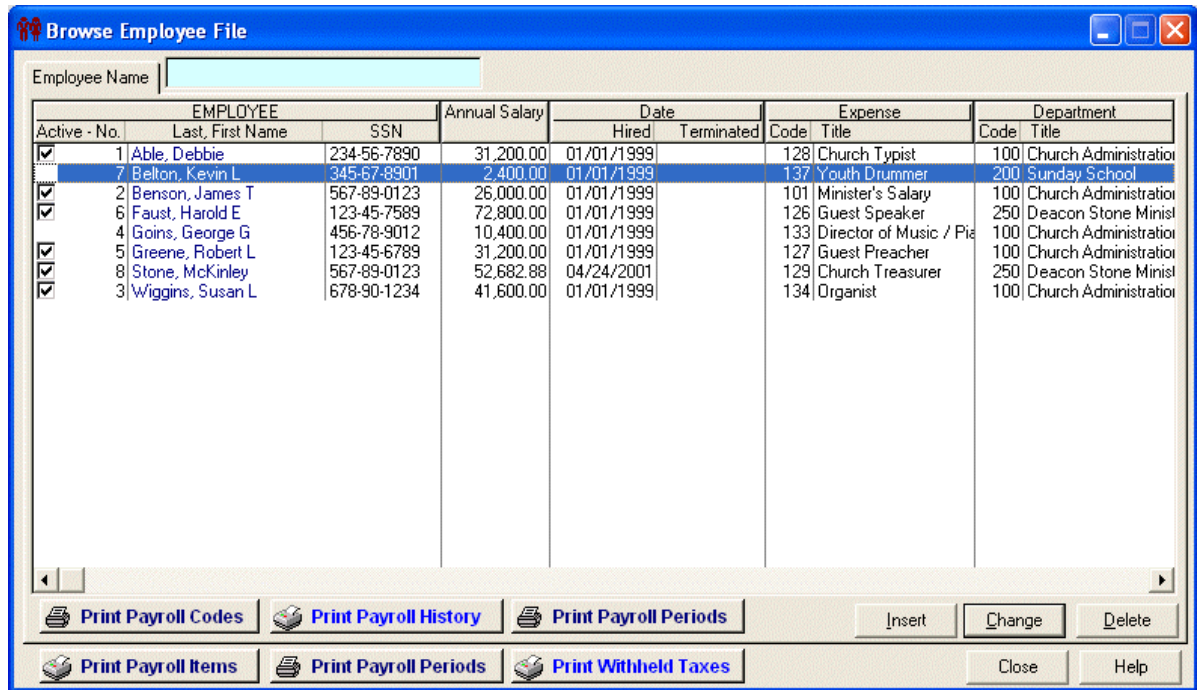
Deductions: 0.00


Taxes: 0.00

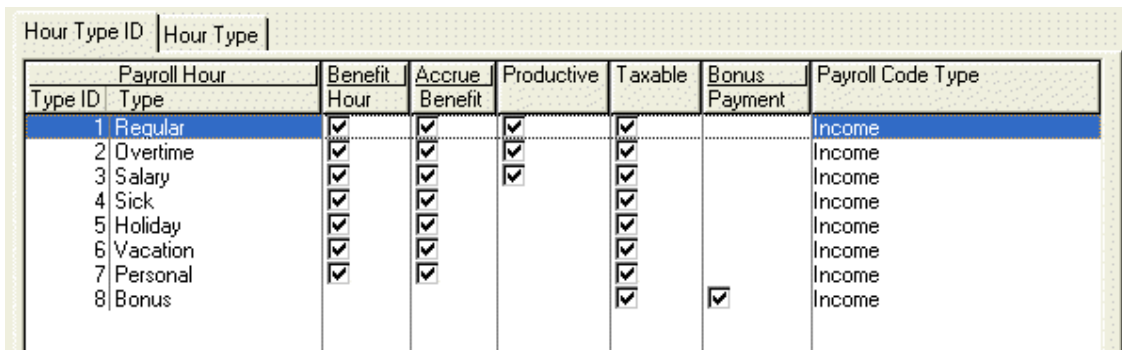
Net Payment: 0.00

OK Cancel Help

- The Browse Employees File window will open
- Double click on the name of the employee you want to add to the current payroll



- The name you selected will now appear on the Adding a Time Slip Record window
- Click the lookup  button next to the Hour Type field
- The Browse the Payroll Hour Types window will open



- 
- Double click on the hour type you want to select
  - The hour type you selected will now appear on the **Adding a Time Slip Record** window
  - **Total Hours** - Enter the total hours the employee worked for the current payroll period

---

NOTE: Employees paid by salary do not require hours

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- **Rate/Salary** - The rate/salary displayed here comes from the employee's profile.

---

NOTE: You can override this amount

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- **Payroll Code** - This should always be **GROSS SALARY**
- **Employee Hours Classification**
  - **Paid by Hourly Rate** - If this field is checked, the regular gross will be calculated by multiplying total hours by the hourly rate.
  - **Accrue Benefit** - reserved for future use
  - **Benefit Hour** - reserved for future use
  - **Productive** - reserved for future use
  - **Taxable** - If this field is checked, the gross amount will be taxed
  - **Bonus** - If this field is checked, this will be a bonus payment
- **Check/Payment Type** - Regular or Special
- Click OK to save the Employee Timeslip record
- To add another Employee's Timeslip, go back to **Adding a Timeslip**

## Payroll Items for Employees with Timeslips

- The payroll items listed in each Employee's profile is automatically added when the Employee timeslip is added

You can change or delete any item listed in the Payroll Items for Employee highlighted above list


- These items will be in the Payroll Items for Employee highlighted above section of the Changing a Payroll Period Information window

NOTE: This is where all changes must be made to an employee's payroll item.

Empl No	Payroll Code	Current Amount		Employee Additional	YTD		Type
		Employee	Company		Employee	Company	
3	GROSS SALARY	200.00	0.00	0.00	0.00	0.00	Income
3	FEDERAL	-8.94	0.00	0.00	0.00	0.00	Tax
3	FICA_MCARE	-2.90	-2.90	0.00	0.00	0.00	Tax
3	FICA_OASDI	-12.40	-12.40	0.00	0.00	0.00	Tax
3	STATE	-4.48	0.00	0.00	0.00	0.00	Tax

Net Income: 171.28      Payroll Items: 5      [Insert]      [Change]      [Delete]

### Print Time Slips


-  **Print Time Slips** - Click this button to print the employee time slips for the current payroll period

	Hour Type	Hours	Rate/Salan	Regular Gross	Differential Type	Differentia Gross	Gross Payment
3 <b>Deele, Betty G</b>	SSN: 987-65-4321      Marital Status: Single		Exemptions: 1 <input type="checkbox"/> Paid Hourly      Weekly				
<input type="checkbox"/> Hourly Time	Regular	80.00	200.00	200.00		0.00	200.00
	<b>SubTotal:</b>	<b>80.00</b>		<b>200.00</b>		<b>0.00</b>	<b>200.00</b>
1 <b>Rightfellow, John L</b>	SSN: 123-45-6789      Marital Status: Married		Exemptions: 2 <input type="checkbox"/> Paid Hourly      Weekly				
<input type="checkbox"/> Hourly Time	Regular	80.00	800.00	800.00		0.00	800.00
	<b>SubTotal:</b>	<b>80.00</b>		<b>800.00</b>		<b>0.00</b>	<b>800.00</b>
6 <b>Ten Ninty-Nine, Giveme A</b>	SSN: 456-78-9123      Marital Status: Single		Exemptions: 1 <input type="checkbox"/> Paid Hourly      Weekly				
<input type="checkbox"/> Hourly Time	Regular	40.00	200.00	200.00		0.00	200.00
	<b>SubTotal:</b>	<b>40.00</b>		<b>200.00</b>		<b>0.00</b>	<b>200.00</b>
	<b>Grand Total:</b>	<b>200.00</b>		<b>1,200.00</b>		<b>0.00</b>	<b>1,200.00</b>

## Calculate Taxes

-  - Click this button to calculate the taxes for each employee

## Print Payroll Items

-  - Click this button to print a listing of the payroll items for each employee

Employee Payroll Items for Current Timeslips													
Payroll Period ID: 1 - Check Date: 01/01/2004 - Payroll Period End Date: 01/01/2004													
Type	Payroll Code	Employee Amount	Employee Additional Amount	Employee Total	Included in Regular Tax Calculation	Included in FICA Tax Calculation	Employee Deduction/Withholding	Company Match/Contribution	Employer Match Required	Hours			
<b>Deele, Betty G</b>		Gross	200.00	Other Income	0.00	Deductions	0.00	Taxes	0.00	Net	0.00	Hours	80.00
Income	GROSS SALARY	200.00	0.00	200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	FEDERAL	-8.94	0.00	-8.94	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	FICA_MCARE	-2.90	0.00	-2.90	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-2.90	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	FICA_OASDI	-12.40	0.00	-12.40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-12.40	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	STATE	-4.48	0.00	-4.48	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
<b>SubTotal:</b>		<b>171.28</b>	<b>0.00</b>	<b>171.28</b>				<b>-15.30</b>					
<b>Rightfellow, John L</b>		Gross	800.00	Other Income	200.00	Deductions	0.00	Taxes	0.00	Net	0.00	Hours	80.00
Income	GROSS SALARY	800.00	0.00	800.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
Income	HOUSING ALLOWAN	200.00	0.00	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	FEDERAL	-65.29	0.00	-65.29	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	FICA_MCARE	-14.50	0.00	-14.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-14.50	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	FICA_OASDI	-62.00	0.00	-62.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-62.00	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>		
Tax	STATE	-40.54	0.00	-40.54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
<b>SubTotal:</b>		<b>817.67</b>	<b>0.00</b>	<b>817.67</b>				<b>-76.50</b>					
<b>Ten Ninty-Nine, Giveme A</b>		Gross	200.00	Other Income	200.00	Deductions	0.00	Taxes	0.00	Net	0.00	Hours	40.00
Income	GROSS SALARY	200.00	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		
<b>SubTotal:</b>		<b>200.00</b>	<b>0.00</b>	<b>200.00</b>				<b>0.00</b>					
<b>Grand Total:</b>		<b>1,188.95</b>	<b>0.00</b>	<b>1,188.95</b>				<b>-91.80</b>					
<b>Employee Totals:</b>		Gross Income	<b>1,200.00</b>	Other Income	<b>200.00</b>	Deductions	<b>0.00</b>	Taxes:	<b>-211.05</b>	Net:	<b>1,188.95</b>	Hours	<b>200.00</b>
<b>Employer Totals:</b>		Matched Deductions				<b>0.00</b>	Taxes:	<b>-91.80</b>					

## Remember Timeslips

-  - Click this button to save the current timeslips for a future payroll

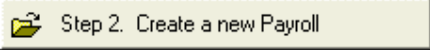
NOTE: Please review all Employee Payroll Items. This is where all changes must be made to a Payroll Item.

- Click  to exit

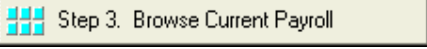
## Step 2 - Create a New Payroll

- Unless you are paying Employees by Electronic Fund Transfer (EFT), before you create a new Payroll, you must enter a starting check number.

NOTE: If you use an Electronic Fund Transfer (EFT) to pay employees, leave the check number blank.

-  - Click this button to create a new payroll from the Employee timeslips created in step 1.

## Step 3 - Browse Current Payroll

-  - Click this button to browse the current Employee payroll created in Steps 1 and 2.
- The Current Payroll File window will open.

PR\_Main: Current Payroll File

Payroll Items by Employee Name

No.	Employee Name	Code	Payroll Item Type	Description	Employee Amount			Company			Er
					Current	Additional	YTD	Amount	YTD	Er	
<input checked="" type="checkbox"/>	3 DeeLe, Betty	GROSS SALARY	Income	Gross Salary	200.00	0.00	200.00	0.00	0.00		
<input checked="" type="checkbox"/>	3 DeeLe, Betty	STATE	Tax	State Tax	-4.48	0.00	-4.48	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	3 DeeLe, Betty	FICA_MCARE	Tax	FICA - Medic	-2.90	0.00	-2.90	-2.90	-2.90	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	3 DeeLe, Betty	FICA_DASDI	Tax	FICA - Socia	-12.40	0.00	-12.40	-12.40	-12.40	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	3 DeeLe, Betty	FEDERAL	Tax	Federal Tax	-8.94	0.00	-8.94	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	1 Rightfellow, John	GROSS SALARY	Income	Gross Salary	800.00	0.00	800.00	0.00	0.00		
<input checked="" type="checkbox"/>	1 Rightfellow, John	HOUSING ALLOWA	Income	Housing Allo	200.00	0.00	200.00	0.00	0.00		
<input checked="" type="checkbox"/>	1 Rightfellow, John	FEDERAL	Tax	Federal Tax	-65.29	0.00	-65.29	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	1 Rightfellow, John	FICA_MCARE	Tax	FICA - Medic	-14.50	0.00	-14.50	-14.50	-14.50	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	1 Rightfellow, John	FICA_DASDI	Tax	FICA - Socia	-62.00	0.00	-62.00	-62.00	-62.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	1 Rightfellow, John	STATE	Tax	State Tax	-40.54	0.00	-40.54	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	6 Ten Ninty-Nine, Giveme	GROSS SALARY	Income	Gross Salary	200.00	0.00	200.00	0.00	0.00		

NOTE: All Employee Payroll Items listed here can only be changed in Step 1.

Print List      Insert      Change      Delete      Close      Help

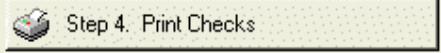


**NOTE:** You cannot change any of the Payroll information displayed on this screen. If you need to change any of the information, please click on the Step 1 - Add Employee Timeslips button.

- Click on the Print List button to print a listing of the Employee(s) payroll items.
- Click Close to exit and return.

Employee Payroll Items by Employee Name (current payroll)											
Payroll Period ID.:		1		Check Date:		01/01/2004		Payroll Period End Date		01/01/2004	
Item	Amount	Employee Additional	YTD	Company Amount	YTD	Regular Taxable	FICA Taxable	Employer Matched	Payroll Type		
<b>Deele, Betty G</b>											
Gross Salary	200.00	0.00	200.00	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Income		
State Tax	-4.48	0.00	-4.48	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax		
FICA - Medicare	-2.90	0.00	-2.90	-2.90	-2.90	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax		
FICA - Social Security	-12.40	0.00	-12.40	-12.40	-12.40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax		
Federal Tax	-8.94	0.00	-8.94	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax		
<b>Subtotal:</b>	<b>171.28</b>	<b>0.00</b>	<b>171.28</b>	<b>-15.30</b>	<b>-15.30</b>						
<b>Rightfellow, John L</b>											
Gross Salary	800.00	0.00	800.00	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Income		
Housing Allowance	200.00	0.00	200.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Income		
Federal Tax	-65.29	0.00	-65.29	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax		
FICA - Medicare	-14.50	0.00	-14.50	-14.50	-14.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax		
FICA - Social Security	-62.00	0.00	-62.00	-62.00	-62.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax		
State Tax	-40.54	0.00	-40.54	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax		
<b>Subtotal:</b>	<b>817.67</b>	<b>0.00</b>	<b>817.67</b>	<b>-76.50</b>	<b>-76.50</b>						
<b>Ten Ninty-Nine, Giveme A</b>											
Gross Salary	200.00	0.00	200.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income		
<b>Subtotal:</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>						
<b>Grand Total:</b>	<b>1,188.95</b>	<b>0.00</b>	<b>1,188.95</b>	<b>-91.80</b>	<b>-91.80</b>						
<b>Employee Totals:</b>	Gross Income:	<b>1,200.00</b>	Other Income:	<b>200.00</b>	Deductions:	<b>0.00</b>	Taxes:	<b>-211.05</b>	Net:	<b>1,188.95</b>	
<b>Employer Totals:</b>			Matched Deductions:	<b>0.00</b>	Taxes:	<b>-91.80</b>					

## Step 4 - Print Checks



- Click this button to print the Employee payroll checks or Electronic Fund Transfer sheets.
- Displayed below is a sample of the printed EFT.

Electronic Fund Transfer  
01/25/2004

Harold E. Fawc

1,177.99

ONE THOUSAND ONE HUNDRED SEVENTY-SEVEN AND 99/100 \*\*\*\*\*

Harold E. Fawc  
109 Finkleman Court  
Columbia, SC 29210-0000

Guest Speaker

---

<u>Payroll Item</u>	<u>Current</u>	<u>Additional</u>	<u>YTD</u>	<u>Description</u>
Gross Salary	1,400.00	0.00	3,400.00	Income
Federal Tax	-128.44	0.00	-571.14	Federal Tax
Medicare Tax	-20.30	0.00	-270.52	Federal Tax
State Tax	-73.25	0.00	-293.75	State Tax
<div style="display: flex; justify-content: space-around; width: 100%;"> <span>1,177.99</span> <span>0.00</span> <span>2,264.57</span> </div>				

---

Electronic Fund Transfer  
01/25/2004

Harold E. Fawc

1,177.99

ONE THOUSAND ONE HUNDRED SEVENTY-SEVEN AND 99/100 \*\*\*\*\*

Department: Deacon Stone Ministry  
Expense: Guest Speaker

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## Step 5 - Post Current Payroll

-  - Click this button to post the Current Payroll to history.

---

NOTE: Do not forget to post your payroll to history.

---



# Payroll Tax Forms

## Creating Form 941

- Click on the Form 941  icon on the Main Menu
- The Browse the Federal Tax Form 941 File window will open


**Browse the Federal Tax Form 941 File**

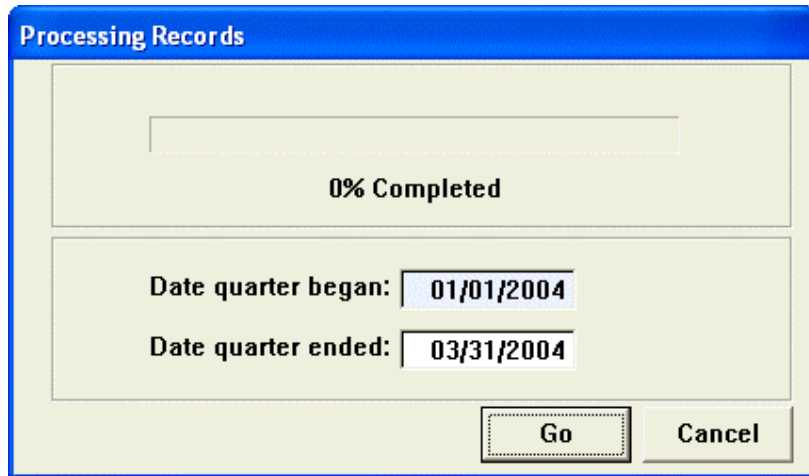
Quarter End Date |

Quarter End	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6a	Line 6b	Line 7a	Line 7b	Line 8
03/31/2003	5	17,191.69	1,512.00	0.00	1,512.00	17,191.69	2,131.77	17,191.69	498.56	2,630.33
06/30/2003		14,975.02	1,300.00	0.00	1,300.00	14,975.02	1,856.90	14,975.02	434.28	2,291.18
09/30/2003		17,761.69	1,459.00	0.00	1,459.00	17,761.69	2,202.45	17,761.69	515.09	2,717.54
12/31/2003		15,335.02	1,222.00	0.00	1,222.00	15,335.02	1,901.54	15,335.02	444.72	2,346.26
03/31/2004	3	8,400.00	634.55	0.00	634.55	8,400.00	1,041.60	8,400.00	243.60	1,285.20

Change Delete

941 Form 941 Template 941 Report Create Form 941 Close Help

- Click on the Create Form 941  **Create Form 941** button
- The Processing Records window will open



**Processing Records**

0% Completed

Date quarter began:

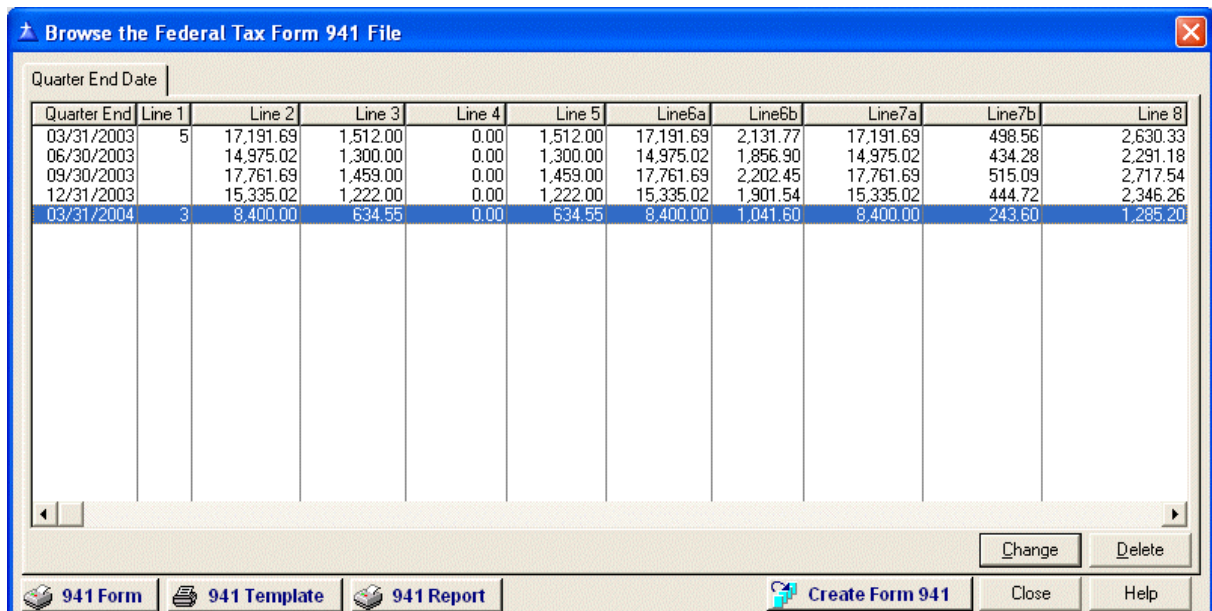
Date quarter ended:

- Enter the Date the quarter ended
- Click Go to start processing
- A new record will be added to the Browse the Federal Tax Form 941 File window

## Printing Form 941

NOTE: - If the Browse the Form 941 File window is NOT already open, click on the Form 941 icon on the Main Menu.




- Click once on the Form 941 Quarter End record you want to print. In the example below, 03/31/2004 is the record selected to be printed.



**Browse the Federal Tax Form 941 File**

Quarter End Date

Quarter End	Line 1	Line 2	Line 3	Line 4	Line 5	Line6a	Line6b	Line7a	Line7b	Line 8
03/31/2003	5	17,191.69	1,512.00	0.00	1,512.00	17,191.69	2,131.77	17,191.69	498.56	2,630.33
06/30/2003		14,975.02	1,300.00	0.00	1,300.00	14,975.02	1,856.90	14,975.02	434.28	2,291.18
09/30/2003		17,761.69	1,459.00	0.00	1,459.00	17,761.69	2,202.45	17,761.69	515.09	2,717.54
12/31/2003		15,335.02	1,222.00	0.00	1,222.00	15,335.02	1,901.54	15,335.02	444.72	2,346.26
03/31/2004	3	8,400.00	634.55	0.00	634.55	8,400.00	1,041.60	8,400.00	243.60	1,285.20

- Click on the 941 Form icon  **941 Form** to print the imaged 941 Form
- Click on the 941 Template icon  **941 Template** to print the information on the IRS issued paper 941 Form
- Click on the 941 Report icon  **941 Report** to print the information on a report for review


## Creating Form WH-1605 or WH-1606

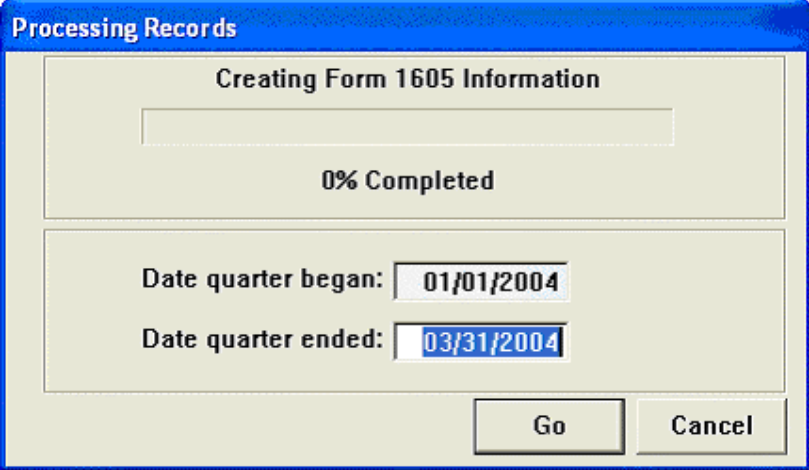
- Click on the Form 1605  **SC Form WH-1605** icon on the Main Menu
- The Browse the State of SC WH-1605/1606 File window will open

**Browse the State of SC WH-1605/1606 File**

Quarter End Date |

Form WH-1606 Quarter End	Line 1	Line 2	Line 3	Line 4	Penalty	Interest	Line 6	W-2 Wages	Line 10	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
<input type="checkbox"/> 03/31/2003	811.00	0.00	0.00	811.00	0.00	0.00	811.00	17,191.69	0	0.00	0.00	0.00	0.00
<input type="checkbox"/> 06/30/2003	701.00	0.00	0.00	701.00	0.00	0.00	701.00	14,975.02	0	0.00	0.00	0.00	0.00
<input type="checkbox"/> 09/30/2003	829.00	0.00	0.00	829.00	0.00	0.00	829.00	17,761.69	0	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 12/31/2003	709.00	0.00	0.00	709.00	0.00	0.00	709.00	15,335.02	5	811.00	701.00	829.00	709.00
<input type="checkbox"/> 03/31/2004	389.60	0.00	0.00	389.60	0.00	0.00	389.60	8,400.00	0	0.00	0.00	0.00	0.00

- Click on the Create WH-1605  button
- The Processing Records window will open



The image shows a Windows-style dialog box titled "Processing Records". Inside the dialog, there is a section titled "Creating Form 1605 Information" which contains a progress bar and the text "0% Completed". Below this, there are two date input fields: "Date quarter began:" with the value "01/01/2004" and "Date quarter ended:" with the value "03/31/2004". At the bottom right of the dialog are two buttons: "Go" and "Cancel".

- Enter the Date the quarter ended
- Click Go to start processing
- A new record will be added to the Browse the State of SC WH-1605/1606 File window



## Printing Form WH-1605 or WH-1606




NOTE - If the Browse the State of SC WH-1605/1606 File window is NOT open, Click on the Form 1605 icon on the Main Menu.

- Click once on the Form 1605/1606 Quarter End record you want to print. In the example below, 03/31/2004 is the record selected to be printed

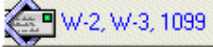
**Browse the State of SC WH-1605/1606 File**

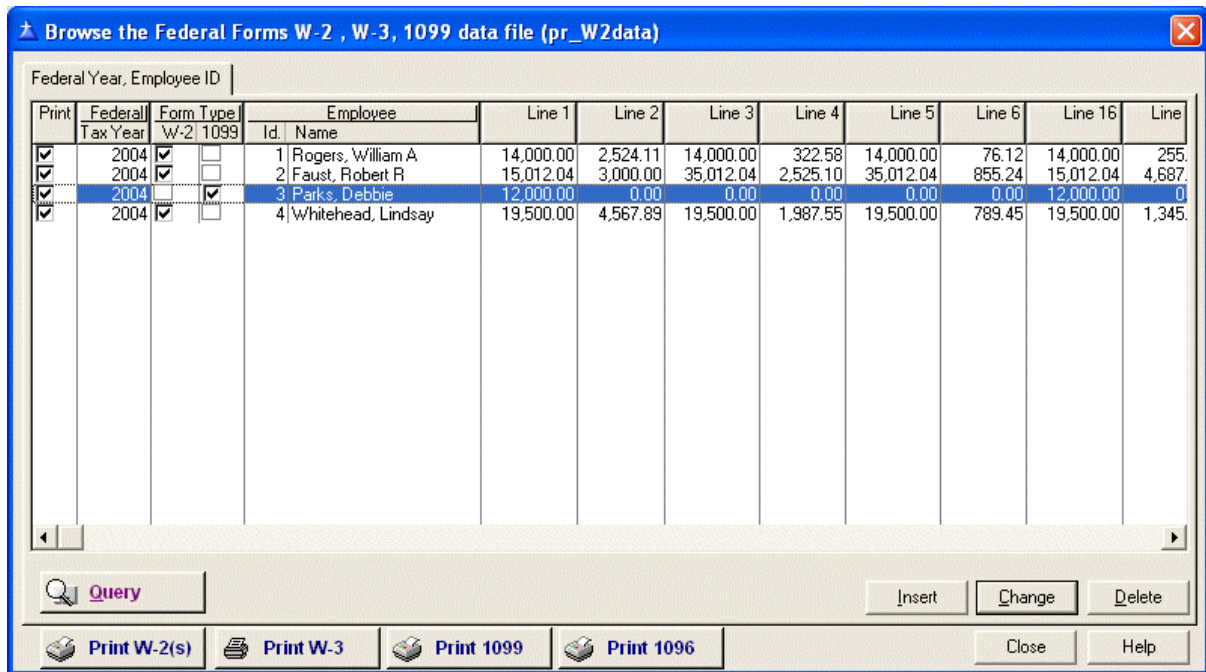
Quarter End Date |

Form WH-1606 Quarter End	Line 1	Line 2	Line 3	Line 4	Penalty	Interest	Line 6	W-2 Wages	Line 10	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
<input type="checkbox"/> 03/31/2003	811.00	0.00	0.00	811.00	0.00	0.00	811.00	17,191.69	0	0.00	0.00	0.00	0.00
<input type="checkbox"/> 06/30/2003	701.00	0.00	0.00	701.00	0.00	0.00	701.00	14,975.02	0	0.00	0.00	0.00	0.00
<input type="checkbox"/> 09/30/2003	829.00	0.00	0.00	829.00	0.00	0.00	829.00	17,761.69	0	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 12/31/2003	709.00	0.00	0.00	709.00	0.00	0.00	709.00	15,335.02	5	811.00	701.00	829.00	709.00
<input type="checkbox"/> 03/31/2004	389.60	0.00	0.00	389.60	0.00	0.00	389.60	8,400.00	0	0.00	0.00	0.00	0.00

- Click on the WH-1605/1606 Form icon  **WH-1605/1606 Form** to print the imaged WH-1605 or WH-1606 Form
- Click on the WH-1605/1606 Template icon  **WH-1605/1606 Template** to print the information on a paper WH-1605/1606 Form
- Click on the WH-1605/1606 Report icon  **WH-1605/1606 Report** to print the information on a report for review

# Updating W-2, W-3, 1099 and 1096 Information

- Click on the Print W2, W3, 1099 and 1096  button
- The Browse Federal Forms W2, W3, 1099 data file window will open




Print	Federal Tax Year	Form Type W-2 1099	Employee Id	Name	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 16	Line
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	1	Rogers, William A	14,000.00	2,524.11	14,000.00	322.58	14,000.00	76.12	14,000.00	255.
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	2	Faust, Robert R	15,012.04	3,000.00	35,012.04	2,525.10	35,012.04	855.24	15,012.04	4,687.
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	3	Parks, Debbie	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	4	Whitehead, Lindsay	19,500.00	4,567.89	19,500.00	1,987.55	19,500.00	789.45	19,500.00	1,345.

- Highlight the Employee record you want to change
- Click Change
- The Changing a W-2/1099 Record window will open

**W-2 / 1099 Information Fields**

- Print this information - check this box if you want to print this record when printing W-2(s) for employees
- Form Type - W-2 will print with the W-2(s), 1099 Data will print with the 1099(s)

# Printing W-2, W-3, 1099 and 1096 Information

- Click on the Print W2, W3, 1099 and 1096  button
- The Browse Federal Forms W2, W3, 1099 data file window will open


**Browse the Federal Forms W-2 , W-3, 1099 data file (pr\_W2data)**

Federal Year, Employee ID

Print	Federal Tax Year	Form Type W-2	1099	Employee Id. Name	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 16	Line
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Rogers, William A	14,000.00	2,524.11	14,000.00	322.58	14,000.00	76.12	14,000.00	255.
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Faust, Robert R	15,012.04	3,000.00	35,012.04	2,525.10	35,012.04	855.24	15,012.04	4,687.
<input checked="" type="checkbox"/>	2004	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 Parks, Debbie	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0
<input checked="" type="checkbox"/>	2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Whitehead, Lindsay	19,500.00	4,567.89	19,500.00	1,987.55	19,500.00	789.45	19,500.00	1,345.

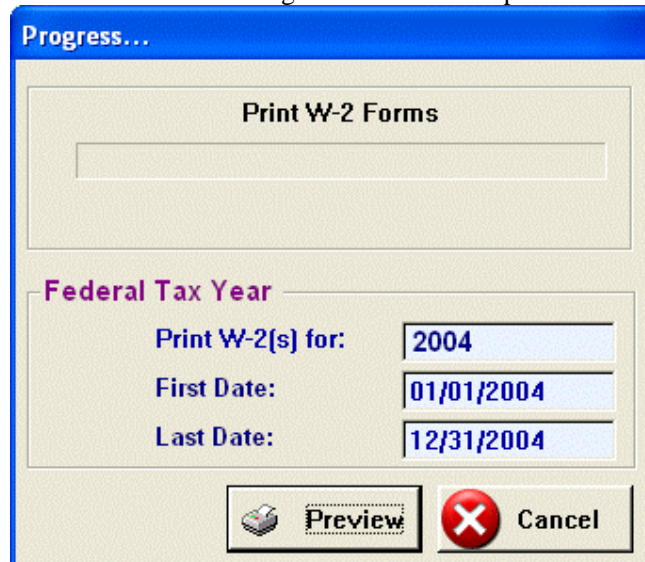
Query      Insert      Change      Delete

Print W-2(s)      Print W-3      Print 1099      Print 1096      Close      Help

- Highlight a record with the Federal Tax Year you want to print. In the window above, the Federal Tax Year selected is 2004
- Click the Print W-2(s)  **Print W-2(s)** button to print all Employee W-2(s) for the Federal Tax Year 2004 with the Print box checked
- The printing Form W-2 window will open



- Click OK to continue
- The Print W-2 Forms Progress window will open



- Click Preview to continue
- The Report Preview window will open

Report Preview					
File View Zoom					
Page: 1 Across: 1 Down: 1 Zoom: Page Width					
123456789			15,012.04		3,000.00
First Church, USA			35,012.04		2,525.10
1 Main Street			35,012.04		855.24
Columbia SC 29203					
			0.00		0.00
			0.00		0.00
Robert R	Faust		0.00		0.00
					0.00
109 Fairlawn Court					0.00
Columbia SC 29203					0.00
			HOUSING ALLOWANCE -		0.00
			20,000.00		0.00
SC	23456789-1		15,012.04	4,687.65	15,012.04
					0.00

- Click on the Printer icon to print the W-2 forms
- Click the Print W-3 button to print the W-3 for the Federal Tax Year 2004
- Click the Print 1099 button to print all Employee 1099(s) for the Federal Tax Year 2004 with the Print box checked
- Click the Print 1096 button to print the 1096 for the Federal Tax Year 2004

---

**NOTE:** All W-2, W-2, 1099 and 1096 forms require the IRS issued forms to be loaded in the printer

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# Year-end Closeout

---

## Change Current Payroll Year



- Click on Payroll on the Main Menu
- Click on Change Current Payroll Year
- The Browse the Payroll Year File window will open





- Click on Changing a Payroll Year Record window will open



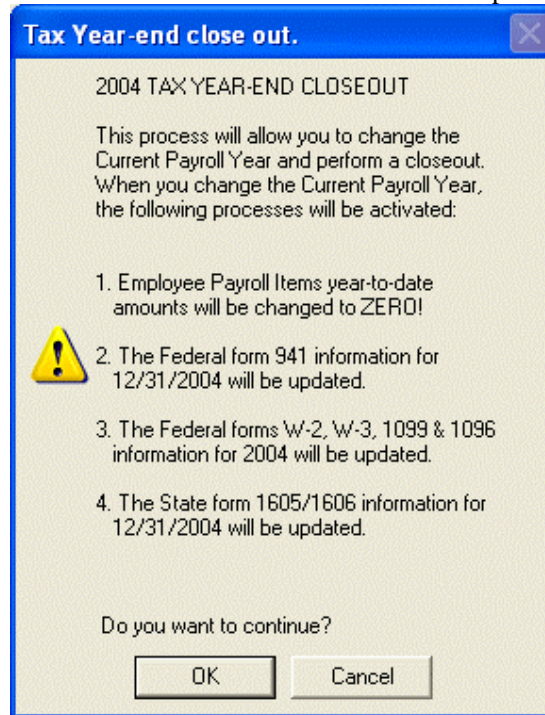
- Type over the Current Payroll Year with the new Payroll Year
- Click OK to save and exit

---

NOTE: Click Cancel to abort and exit

---

- The Tax Year-end Close out window will open



- Click OK to Continue

---

The Following processes will be completed automatically

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- Employee Payroll Items' year-to-date amounts will be set to zero
- The Federal form 941 information for the period ending 12/31 will be created
- The Federal forms W-2, W-3, 1099 and 1096 information for the period ending 12/31 will be created
- The State form 1605/1606 information for the period ending 12/31 will be created



# Glossary of Terms

## W

We Make IT User Friendly.



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