Gross-to-Net Payroll

Classic AS/AP™

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TRADEMARKS

PREFACE

This manual is intended for users who understand the concepts of basic accounting and bookkeeping, are familiar with the basic operations of their computer hardware, and who understand the accounting and bookkeeping procedures and requirements of their company.

All of the **AS/AP**^{tm} manuals have been structured around the assumption that the user understands the basic conventions of the **AS/AP**^{tm} program as described in the <u>System Utilities Manual</u>.

The single most confusing reference in the manuals is the convention of indicating a specific key which is to be pressed. The "<" and ">" symbols are used to enclose the *name* of a specific key. Therefore, **<A>** indicates that the user is to press the *letter "A"*. When not assigned a specific Hot Key function within a program module, the following assignments are in effect.

<F2> Function key #2 places a "½" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F4> Function key #4 places a "¼" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F10> Function key #10 is used at any point that the user wishes to jump through an entire input screen without making any changes. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<Esc> Indicates the key that is usually marked "Esc". The "Escape" key is used for just that, to escape from where you are. If <Esc> is pressed from most menus, the program will back one menu.
If escape is used during data entry, it will terminate the entry process. In most cases if <Esc> is pressed **during** data entry, it will cause the system to ignore the last input. This does not include points in the program where the system specifically instructs the user to press <Esc> to quit or return to the previous menu.

<Enter> Indicates that the user is to press the <Return>, <Enter>, **5**, or equivalent key.

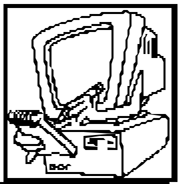
<Ctrl> The Control key is **always** used in conjunction with another key, in the same manner as the shift key. <Ctrl><Y> indicates that the user is to press the Control key and the letter "Y" at the same time.

<PgDn> Page Down key on the numeric key pad. If the number lock (NumLock) light is lit, the user can press the <Shift> and <PgDn> at the same time to get the desired effect. The same rules are true for *all* of the keys in the numeric key pad. Other related keys include : <PgUp>, <Home>, and <End>

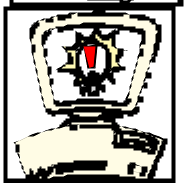
<Ins> The 'Insert' key will toggle the *INSERT* function on and off. With *Insert On*, whatever the user enters from the keyboard, will push existing characters to the right of the data entry field.

<Del> The *Delete* key will delete the character under the cursor, when the key is pressed.

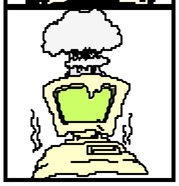
Shown below are the five other symbols that appear throughout the **AS/AP™** manuals and a brief description of each:



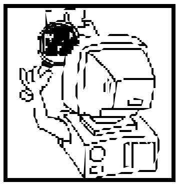
NOTES: IN THE LONG TERM THESE ITEMS MAY SERVE TO BE VERY HELPFUL.



WARNING: THESE IMAGES WILL HELP YOU AVOID TROUBLE.

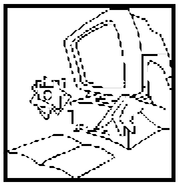


DANGER: *EXTREMELY* IMPORTANT ISSUES WILL BE PRECEDED BY THIS IMAGE.



UNDER DEVELOPMENT: THIS IMAGE DENOTES AREAS OF THE PROGRAM THAT ARE UNDER DEVELOPMENT.

CUSTOM MODIFICATIONS: THIS IMAGE WILL POINT OUT AREAS OF THE PROGRAM THAT INVOLVE CUSTOM MODIFICATIONS.



REFERENCE: THIS IMAGE IS USED TO INSTRUCT THE USER TO REFER TO ANOTHER MANUAL FOR FURTHER INFORMATION.

Table of Contents

Payroll Overview

The **AS/AP**™ Payroll module is an easy-to-use system for entering hours, calculating payroll costs for wage and salary employees, and generating a wide variety of standard governmental reports.

Typically the payroll system begins by entering employee hours (for hourly employees) either on a daily basis or at the end of a pay period. The 'hours file' is then processed (using User Maintainable Tax Tables) to calculate Federal, State and Local deductions. A printout of the payroll can be viewed (and edited) prior to printing payroll checks. Lastly, AS/AP™ prints the payroll checks (using the same checks which the payables module uses), updates the employee personnel file and the General Ledger (if activated).

Salaried employees are even easier. Basic information is included in the employee file, and is automatically withdrawn every time a payroll is run. After the deductions are calculated, the process is the same as for the hourly employees.

The hourly and salary payroll files can coexist and yet be processed independently of each other. This is handy when hourly and salary pay periods don't end on the same day. In addition, this payroll supports multiple state and/or multiple locality deductions with multiple distributions on the same paycheck. Rates, both regular and overtime, are dynamically changeable, and hours within any pay period can be posted to a variety of payroll expense accounts.

Manually drawn checks are easily entered. Prior period information can be entered any time during the year. Both prior period and manually drawn checks are entered into temporary databases which can be edited before posting to the Ledger (in the case of the manually drawn check) and to the main payroll database.

Weekly, biweekly, semimonthly, or monthly pay periods are supported.

Among the various reports are the 940, 941 with a tax liability report (which looks like the actual report that has to be filed), earnings record for any employee between any two dates, multi-state unemployment report, W2 forms (both federal and for every state and every locality in which taxes were paid during the year), payroll proof reports (prior to printing the payroll checks) and personnel file printout.

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Payroll Menu

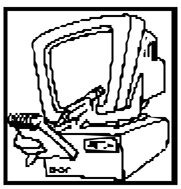
The Payroll menu is reached by moving the Light Bar left or right until the following appears:

```
Util  Ledger  Payable  Receiv  Sales  Finish  Raw Mat'l  Payroll  E D I

                                                   1. Employee Maintenance
                                                   --
                                                   2. Enter Hours
                                                   3. Calculate Pay
                                                   4. Quarterly/Yearly Reports
                                                   5. Reports and Tables
                                                   6. Month End Closing - PY
                                                   7. Real Time System Menu

     Your Company                          March 1, 1998
```

The payroll system can be run several ways - independently of the rest of **AS/AP**™, in conjunction with the General Ledger, or as part of the fully integrated system.



NOTE: *IF PAYROLL IS RUNNING AS A STAND-ALONE MODULE, IT WILL BE NECESSARY TO MANUALLY CHANGE (ADVANCE) THE PERIOD AND PERIOD ENDING DATE EACH TIME THE PERIOD COMES TO A CLOSE (REFER TO THE UTILITY MANUAL). IF THE LEDGER IS ACTIVATED, THESE WILL BE ADVANCED AUTOMATICALLY DURING THE MONTH END CLOSING PROCEDURE.*

The operator can lookup Employee Names by entering a <F7> instead of the employee code. The standard *Selection Window* will open and permit searches for the string of characters selected that appear in the employee name or city.

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Employee Maintenance

Function '1' provides access to the functions which permit adding, editing, and listing of employees, as well as entering manual check information. In order to run any payroll, it will be necessary to first enter basic information about each employee into the personnel file.

When the user selects '1' from the Payroll menu, the screen will clear and display the following submenu:

```
[Employee Maintenance]
1. Add/Edit Employee Information
2. Enter Manual Pay Checks
3. Print Employee List and Labels
4. Reserved
5. Query Employee Earnings
6. Employee Hour Analysis
7. Prior Period Entries
8. Maintain Employee Base Rates
9. Reserved
<Esc> - Return to Previous Menu
```

Add/Edit Employee Information

Selection '1' on the Employee Maintenance submenu allows new employees to be added to the file and existing employees to be changed or deleted.

After taking selection '1', depending on how your company's system was originally set up, the user may receive the following prompt:

```
Do You Want Full Screen Edit Mode?
   Yes            No
```

This would only be applicable if the user is editing an existing employee record. A <Y>es allows the user to edit each field whereas a <N>o allows them to edit a specified field.

The next prompt will be:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

The Employee Code is a unique 5 character alphanumeric code used to identify each individual employee. Although initials are a popular way to code employees, it is not necessary to use letters because the employee can always be looked up using the <F7> key to lookup by name.

Since employee lists, labels, and pay checks are printed by Employee Code, a code that includes part of the last name will help place these printouts into an order that resembles alphabetical order.

A few suggestions include using the first 2 or 3 letters of the employee's last name followed by 1 or 2 numbers to prevent duplicates. For example, John C. Smith could be coded SM101. This will place his code in order based on the "SMI" and then you are able to have "99" employees whose last names begin with "SMI". The odds are in your favor.

If the user selects this method of coding, they will simply enter the new employee's code when prompted. If the code doesn't exist, the system will ask the user if they want to enter a new employee. If the code is already in use, the computer will display the existing employee and allow the user to select a different code.

Employee numbers are assigned manually when the employee information is first entered into the employee master file. Any style numbering system desired may be used - Alpha, Numeric or Alphanumeric. Up to 5 characters may be used for an employee number (code). ***NOTE:*** NO characters other than 0-9 or A-Z should be used!!!!

The user can use the employee’s initials along with a two or three digit code (to eliminate duplicates due to the same initials). For example, if there are two employees, one is Andrew Joseph Smith and another is Arthur Jack Smithers, the user can assign the first one an employee code of 'AJS01' and the next 'AJS02'.

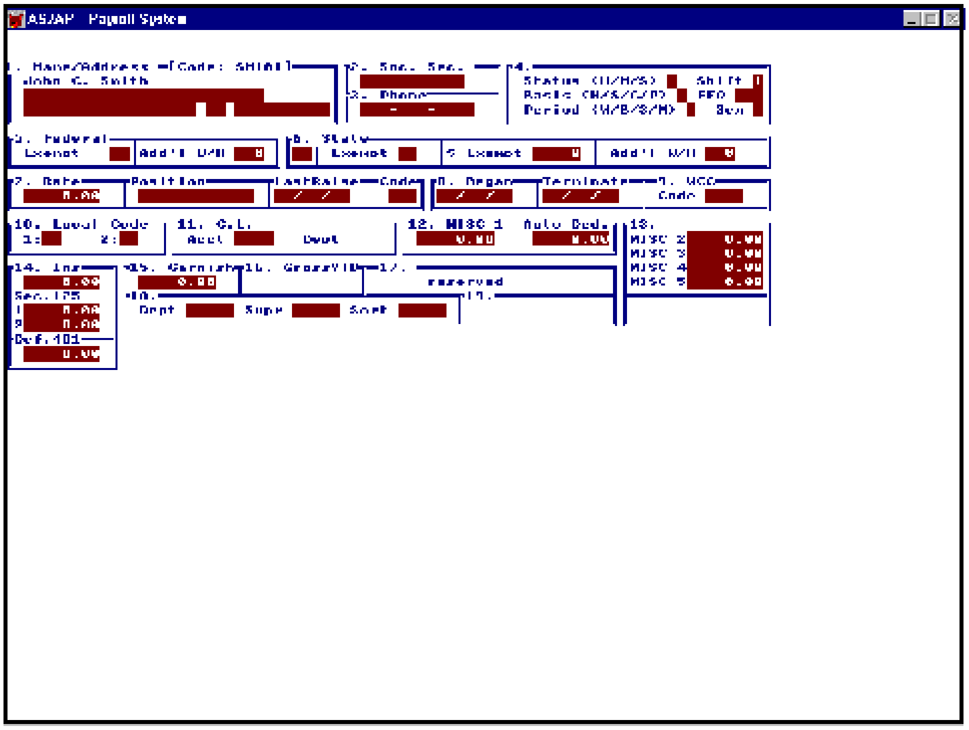
Add an Employee

When the user enters the number of an employee which is not in the system, they will be prompted to enter the employee name:

Name

If the user doesn't want to add a new employee, simply pressing <Enter> without entering any information will return them to the 'Employee Code' prompt.

If the user wants to add a new employee, enter the name as it will appear on their checks and the various payroll reports. This will then display the following screen to allow them to enter the new employees' data (shown below with sample data):



An explanation for most of the fields is listed below:

1. **Name/Address** The employee's name will appear as the user originally entered it. Enter the employee's address here.

2. **Soc. Sec.** Enter the employee's social security number here.

3. **Phone** Enter the employee's telephone number here.

4. **Status** This field is MANDATORY - the user MUST enter the appropriate employee status here. The choices are <H>ead of Household, <M>arried or <S>ingle. The tax tables use these same three status categories, and the user must have one of these three in order for the program to calculate the correct withholding.

   Basis This field is MANDATORY. The user MUST enter the appropriate pay basis here. The choices are <H>ourly, <S>alary, <C>ommission or <P>iecework. Commission and Piecework are not currently implemented.

   Period This field is MANDATORY. The user MUST enter the appropriate employee pay period here. The choices are <W>eekly (52 pay periods per year), <B>iweekly (26 pay periods), <S>emimonthly (24 pay periods) or <M>onthly (12 pay periods).

   Shift Enter the appropriate employee shift. This field defaults in with shift '1'. Other choices are '2' for second shift and '3' for third shift.

   EEO Equal Employment Opportunity. Enter the employee's race or origin here.

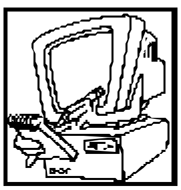
   Sex Enter the employee's sex here.

5. **Fed. Exempt** Enter the number of Federal Exemptions which the employee is claiming. A zero and a 'blank' are treated the same by the program.

Add'l Federal W/H This is a whole dollar amount (up to $999) which is withheld in addition to the amount calculated by the program.

6. **Tax State** *The user MUST enter a 2-digit state code here!* The program uses this state code to calculate the appropriate state taxes, if applicable. If the employee lives in one state, but works in another, the state that will receive the unemployment and withholding taxes should be entered. This is the state which will be used as the default for processing an employee's payroll, not the residence state. If they are the same, enter the same state in this field.

State Exempt Enter the number of State Exemptions which the employee is claiming. A zero and a 'blank' are the treated the same by the program.



NOTE: FOR CALIFORNIA ONLY, USE A '1' FOR BOTH 0 AND 1 EXEMPTION AND A '2' FOR 2 OR MORE EXEMPTIONS.

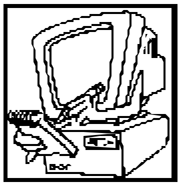
$ Exempt This is a whole dollar amount (up to $99999) which some states use instead of or in addition to a number of exemptions. How your company will use this field will depend on the state.

For example, the state of Wisconsin allows a deduction of $20 per exemption on the calculated tax. Therefore, if your company is in Wisconsin, the user would put 20 here.

The state of California allows a deduction of $38 for each exemption claimed (up to 2 exemptions) and $12 for each dependent. If the employee is claiming 2 state exemptions and 2 dependents, the user will have to calculate the amount of the deduction and place it in this field. Using this example, the user would enter 100 (which is the calculation of 38 x 2 plus 12 x 2). The program will know to calculate the annual tax, pick up the figure provided here, then using the Period on which this employee is paid, calculate the tax for that payroll period. Fortunately, this calculation only needs to be done once, unless the number of dependents or exemptions changes.

Add’l. State W/H This is a whole dollar amount (up to $999) which is withheld in addition to the amount calculated by the program.

7. **Rate** Enter the rate the employee earns based on the Basis specified (see above). For example, if the employee is <H>ourly, then this is the rate per hour worked. If the employee is <S>alary, then the rate paid will depend on the Pay Period. The Rate is the gross dollar amount of pay for the entire period. For example, if there is an employee who is paid $24,000 per year and the Pay Period is <S>emi-Monthly (24 pay periods), then the user would enter 1000.00 here. That would mean $1000.00 per pay period.



NOTE: IF THE PAY BASIS IS PIECEWORK AND THE **AS/AP™** PIECE WORK SYSTEM IS ACTIVE, THIS RATE IS THE EMPLOYEE'S GUARANTEE. THIS IS THE AMOUNT THAT THE MAKE UP WILL BE CALCULATED AGAINST.

There is no rate for <C>ommission. Commissions are entered as "Other Pay" and must be calculated separately.

Position Enter the job or type of job which this employee holds in your organization. This is for informational purposes only.

Last Raise Enter the date of the last (most recent) raise given to this employee. This field is for informational purposes only.

Code This is the 2 character user-defined field that enables the system to track the Employees Work Status while they are an active employee and eventually the reason for Employee Terminations. The only reports presently using this field are custom written. It is important to note that to terminate an employee the user merely places a date in the Termination Date field. The Termination Code is designed for reference purposes only.

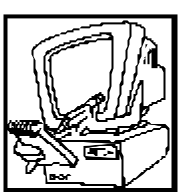
8. **Began** Enter the date when the employee started work with the firm. This is for informational purposes only.

Terminate Enter the date of the last day worked. If this field is not blank, this employee cannot be processed during a payroll run. If an employee is rehired, the user must use <CTRL><Y> to blank this field.

9. **WCC Code** Enter the employee's Workman's Compensation Code. This is a two-digit field and is for informational purposes only.

10. **Local Code** If there is a local withholding tax, the user must assign a code (2 digits, 01-99) to each employee who is to be taxed by the locality. The tax tables use this number code to locate the correct table to use for the locality. This code is user-definable.

11. **GL Acct** This is the default expense account to which this employee's hours/pay will be posted unless specifically changed during the entry or edit routines. If you enter a nonexistent Account, the system will open the GL Lookup window, to permit the user to search for a valid account. If the user has the 'Department' option turned on, they will also be prompted for the GL Department.



NOTE: THE 5 MISC FIELDS CAN BE DEFINED AS NECESSARY BY THE USER. HOWEVER, THE FOLLOWING PROCESS INFORMATION MAY LIMIT THE USE OF THESE FIELDS, DEPENDING ON FLAG SETTINGS.

12. **Misc 1** This field allows the user to enter a miscellaneous amount which will be deducted from this employee's pay every time a payroll is run. This field is used in conjunction with the 'Auto Deduction' field (see below).

Auto Ded. Frequently an employee will take an advance against future earnings, to be paid back a little at a time over several pay periods. This field used in conjunction with Misc 1 (see above), provides a means to set up an automatic installment deduction. To use this feature, the user enters the total amount of the advance in the 'Misc 1' field and the amount they want to deduct from each paycheck in this field. After each pay period, the amount in 'Misc 1' will be reduced by the amount in this field. When the amount left to deduct reaches zero, both of these fields will become zero and the installment payback will be complete.

13. **Misc 2** This field allows the user to enter a second miscellaneous amount which will be deducted from this employee's pay every time a payroll is run. For example, the user could use this for United Way Donations by entering the amount donated per pay period.

Misc 3 This field allows the user to enter a third miscellaneous amount which will be deducted from this employee's pay every time a payroll is run. For example, the user could use this for a Company Savings Plan by entering the amount to be saved per pay period.

NOTE: WHEN SYSTEM FLAG 269 = Y, THE PROGRAM USES [MISC3] TO HANDLE THE DEFAULT UNION DUES DEDUCTIONS. DURING THE PAYROLL TAX CALCULATION PROGRAM, THE SYSTEM CHECKS IN THE FOLLOWING MANNER:

1 - THE SYSTEM CHECKS THAT THE PAYROLL DATE IS NOT THE FIRST WEEK OF THE MONTH.

2 - THE SYSTEM CHECKS WHETHER THE DUES HAVE ALREADY BEEN DEDUCTED THIS MONTH BY CHECKING THE **DUES PAID** FIELD OF THE EMPLOYEE MASTER FILE. IF YOU WANT TO SKIP THE DEDUCTION FOR AN EMPLOYEE IN A GIVEN MONTH, MERELY PLACE A DATE IN THIS FILE.

3 - THE PROGRAM TESTS THAT THE NET EARNINGS AFTER OTHER DEDUCTIONS AND TAXES IS GREATER THAN OR EQUAL TO THE UNION DUES.

IF ALL OF THE TESTS ARE VALID, THE DEDUCTION IS ENTERED INTO THE MISC3 FIELD DURING THE PAYROLL TAX CALCULATION.

Misc 4 and **Misc 5** will also appear for any additional miscellaneous amounts.

14. **Ins** This field allows the user to enter an amount for employee-paid insurance which will be deducted from this employee's pay every time a payroll is run.

This selection also provides access to the Section 125 cafeteria plan and the 401K Savings plan amounts.

15. **Garnish** This field allows the user to enter an amount to be withheld from this employee's pay due to court action requiring a garnishment of his wages.

16. **Gross YTD** This field is for viewing purposes only. It displays the employees year-to-date gross earnings.

17. This field is reserved for special use.

18. **Dept** This field is intended to track the general department in which the operator is NORMALLY working.

Examples would be PACK, SEW, CUT, etc.

NOTE: THIS DEPT. CODE HAS NO RELATIONSHIP TO THE DEPARTMENT NUMBER USED FOR G/L PURPOSES. THIS CODE IS USED SOLELY FOR SORTING PAYROLL REPORTS. THE GL ACCT. NUMBER ASSIGNED IN FIELD #11 OF THIS SCREEN IS THE ACCOUNT NUMBER WHERE THE GROSS WAGES WILL BE POSTED AND IT WILL ALSO DETERMINE WHAT DEPARTMENT NUMBER IS ASSIGNED TO THE DEFAULT PAYROLL LIABILITY ACCOUNTS FOR THE EMPLOYEE AND, THEREFORE DOES HAVE A RELATIONSHIP WITH THE WAY YOU DEFINE YOUR DEPARTMENTS IN THE ‘CHART OF ACCOUNTS’.

Supr This field should contain the code for the Employees Supervisor. The code used can be the Supervisor's Employee Code or any pseudo code selected by the company.

Sort

19. This field is reserved for special use.

After the user enters the last field, the next prompt displayed will be:

```
Do You Want To Write Data To File?

   Yes        No        Cancel
```

A <C>ancel will ignore everything just entered and will return to the 'Employee Code' prompt.

If the user enters <N>o to correct a field, they will first be returned to the 'Name' prompt where they can step (repeatedly press <Enter>) to the field they want to change. Make the corrections by simply overwriting whatever is already there.

A <Y>es will give the user the message 'Updating Files', then display the following supplemental file data entry screen for personal employee information:

```
                    Personal Information For John C. Smith

1. Birthdate     /  /

2. Spouse's Name                          Spouse's Phone     -   -
        Address

3. Emergency Name                         Emergency Phone    -   -
         Address
```

The user may enter the appropriate information or press <F10> to bypass all the fields and they will then be prompted:

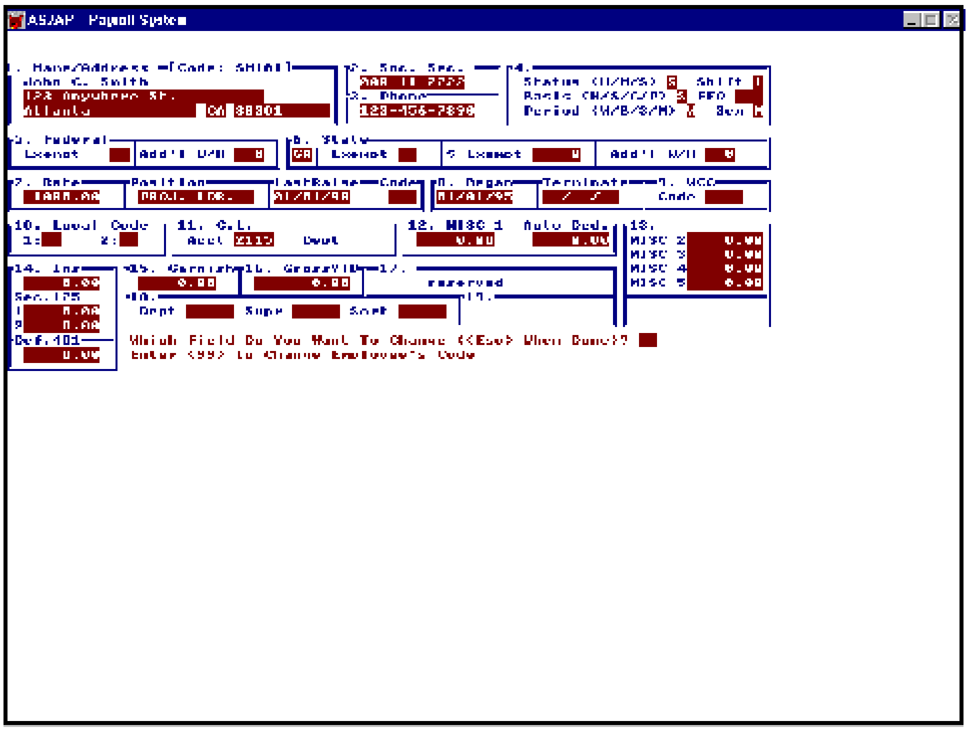
```
Enter Field To Change (<Esc> to End)?
```

If the user wants to make any changes to the above employees' personal data, they should enter the number to the left of the field. Pressing <Esc> when complete will return to the 'Employee Code' prompt.

Upon entering an existing employee number, the employee name and social security number will be displayed, along with the following prompt:

Right Employee (Y/N/D)? _

To <D>elete the employee listed, enter <D>elete and refer to the section below on 'Delete An Employee'. A <N>o will return the user to the 'Employee Code' prompt. A <Y>es will display the following employee's master record (shown with sample data):



If the user was prompted for 'Full Screen Editing' and responded <Y>es, the cursor will be at the 'Employee Address' field and they must move the cursor to the field(s) they wish to edit. A <N>o to the 'Full Screen Editing' prompt, or if the system was not set up for the 'Full Screen Editing' prompt, will display the following prompt at the bottom of the employee master records' screen:

Which Field Do You Want To Change? (<Esc> When Done) ......
Enter <99> to Change Employee's Code

Each group of fields has a number in the upper left corner of the block. If the user wants to change the information in one of the fields, they should enter the number of the field they want to correct. If the user chooses a number lower than 10, they will have to press <Enter> following the entry. The Command Line will disappear and the Cursor will jump to the Block to be corrected. If any Characters are left showing from the previous entry, the user should use the Space Bar to 'BLANK' them out.

When the user has made all necessary changes, they should press <Esc> to end. If any changes were made, they will be prompted:

Do You Want To Update Employee File?

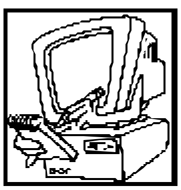
Yes **No**

A <N>o will ignore the changes just made. A <Y>es will update the file. Next the user will be prompted:

Do You Want To Edit Supplemental File?

Yes **No**

Selecting the default of <N>o will return to the 'Employee Code' prompt. A <Y>es will display the employee's supplemental record.



NOTE: THERE IS NOW AN ENHANCED VERSION OF THE EMPLOYEE INFORMATION SCREEN AVAILABLE. THIS EXPANSION PROVIDES THE FOLLOWING ADDITIONAL FUNCTIONS. A SECOND LOCAL TAX WITHHOLDING IS AVAILABLE IN FIELD #10. A SECOND 125 INSURANCE DEDUCTION FOR EMPLOYEE PAID MEDICAL/DENTAL CAFETERIA STYLE PLANS WAS ADDED TO FIELD G. ALSO, IN FIELD G THE OPTION FOR A 401K DEDUCTION HAS BEEN CREATED. THE PROGRAM HAS BEEN ENHANCED FURTHER BY PROVIDING THE ABILITY TO ASSIGN AND TRACK THE FREQUENCY OF WHEN DEDUCTIONS ARE TO OCCUR. A TABLE IS CREATED IN THE COMPANY DEFAULTS FOUND UNDER SELECTION **<U-4-4-1>**FOR THE PAYROLL DEFAULTS, SELECTION #2. WHEN THIS IS ACTIVE, EACH DEDUCTION CAN THEN BE SET FOR <W>EEKLY, <M>ONTHLY, OR <Y>EARLY. BEFORE MAKING THIS UPGRADE THE PAYROLL CHECK STUB SHOULD BE EXAMINED TO DETERMINE WHETHER THE ADDED FIELDS CAN BE ADEQUATELY HANDLED, OR WOULD A DIFFERENT LAYOUT BE NECESSARY.

Delete an Employee

If the user pressed <D>elete above, they will see a brief message about file preparation. Following that, the screen will clear and present one of several messages. The user may see:

Employee Cannot Be Deleted Because There Are Hours Entered For This Payroll. Press Any Key To Continue.

If this employee has been paid any time during the year, the user will receive this error if they try to delete him:

This Employee Record Cannot Be Deleted Until
After the END-OF-YEAR REPORTS Are Run.
Press Any Key To Continue...

If there are no payroll records for this employee in any of your files, the user will see this final prompt:

```
CONFIRM INTENTION TO DELETE THIS
EMPLOYEE?
        Yes                    No
```

If the user really does not wish to delete this employee, they should press <Enter> to accept the default of <N>o. A <Y>es will delete the employee master record and supplementary record. Both options will then return the user to the 'Employee Number To Delete' prompt.

Enter Manual Pay Checks

This function allows the user to enter into **AS/AP**™ an 'after the fact' payment which was made to an employee as part of his/her wages, but which did not go through the program’s calculation routines. For example, if an employee leaves the company in mid-pay period, and a check is just written to cover any wages due, rather than waiting until the payroll is run, that payment must be recorded in the employee's master file, or the withholding, etc. will be incorrect. Also, using the above example, the user would have to then edit the hours accumulation file to make sure that there were no entries for that employee there, or when the payroll is run, it will place more hours into the master file than the employee has actually worked.

Entering a manual check is a three-step process. First, the information is entered into a temporary file, and a printout of the entry is made. Second, if there are any errors, the temporary file can be changed. Third, the entry is posted to the payroll file and (if active) the Ledger.

When the user selects '2', they will receive the following submenu:

```
           [Manual Payroll]
1. Enter Manual Check

2. Edit Manual Payroll Entries
3. Post Manual Payroll Entries
<Esc> - Return to Previous Menu
```

Enter Manual Check

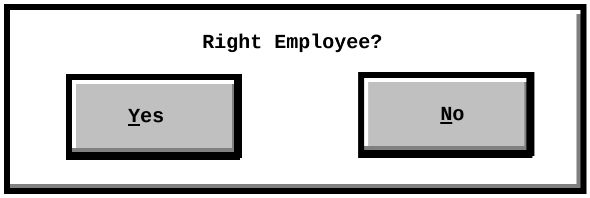
When the user selects '1' from the submenu, they will be prompted to 'Wait A Moment' while the files are being prepared. Then they will be prompted:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

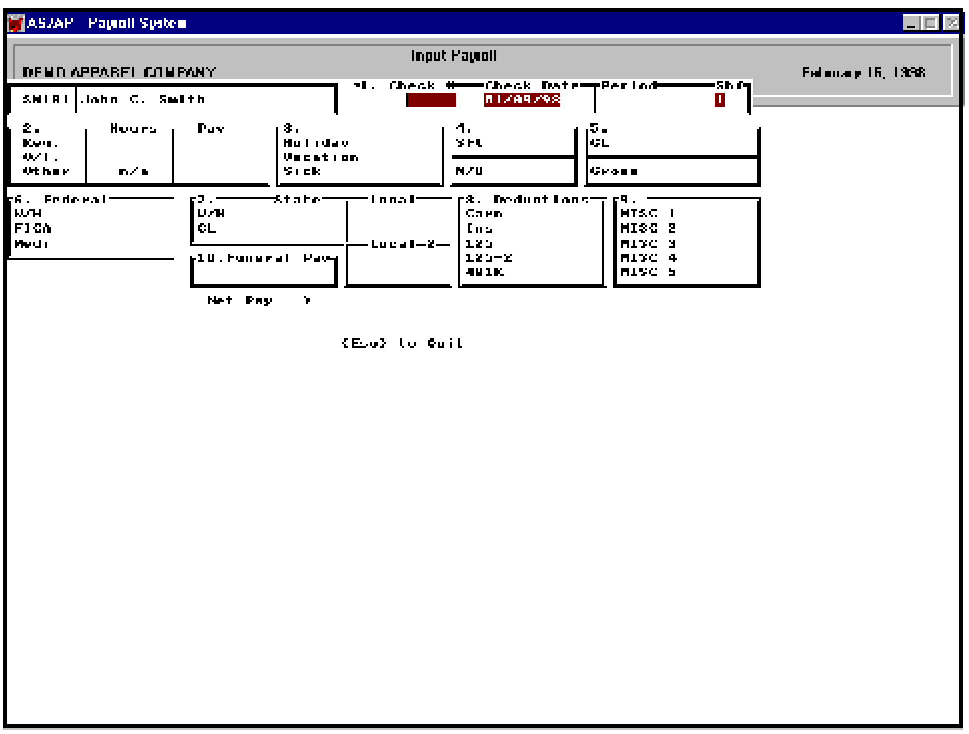
The user should begin by entering the code for the employee for whom they need a manual check.

If they enter an invalid employee number, they will receive an error message and be returned to the 'Employee Number' prompt.

A valid employee number will display basic employee information on the screen, along with the following prompt:



Again assuming this is the correct employee, the screen will clear and show an input screen. The employee name and number will already be filled in. The cursor will be in the Payroll Period Summary date field, followed by an <Esc> to End prompt. After the user enters the period date, the rest of the screen will appear (shown below with sample data):



This screen is somewhat misleading, in that not everything appears at the same time. Gross pay is calculated from the various amounts previously entered. Net pay is calculated from the gross less the deductions, etc.

Enter all dollar amounts as positive numbers, even though the deductions are credits and would normally have a minus sign. The conversion to a credit is done internally.

6. Federal W/H <u>must be entered</u> as $ 0.00, whereas FICA and Medi are calculated by the system.

7. The same goes for State and Local W/H, they must be entered as $ 0.00, whereas the GL will be calculated by the system.

After the user enters the state and local withholding accounts (actually, accept the defaults from the company file), those accounts are checked for validity, as is the FICA. If the FICA is found to be different than the program calculates that it should be (which may occur because the program rounds the answer up), they will be prompted:

```
FICA should be  xxxx.xx  Press Any Key To Re-Enter, or  O  to Override
```

If the user enters <O> (not zero - rather the letter 'Oh'), the amount entered for the FICA will take the place of the amount the program calculated that FICA should be.

After verification is complete, there are two possibilities. One is that all the deductions plus net pay equal the gross pay, and the other is that they don't.

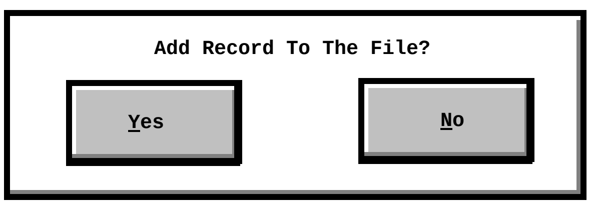
If they don't, the following will be displayed:

```
Deductions + Net Pay DO NOT Equal Gross Pay
The Gross Pay is.....................$   xxx.xx
The Deductions + Net Pay = $   xxx.xx
The Difference is...................$   xxx.xx
FICA Should be.......................$   xxx.xx
```

This entry must Balance to be posted...Press any key to re-enter.

The user will be allowed to re-enter this entry.

If everything balances, they will see instead:



A <N>o will return to the 'Payroll Period Summary Date' prompt. A <Y>es will display the following:

```
... CREDITS  BALANCE  DEBITS ...
Deductions + Net Pay = Gross Pay
--- FILE BEING UPDATED ---
```

After a brief pause while the record is being filed, the user will be returned to the 'Enter Employee Number' prompt, where they can either enter another employee number, or press <Esc> to end.

Once complete, the user is taken automatically to the payroll register printout routine. There they are asked:

```
Do You Want To Print An Edit Run of The Payroll (Y/N)?
```

While they do not have to get an edit run, it is a good idea. The amounts entered using selection ‘1' are being held in a temporary file. They have not yet been posted to the General Ledger or to the employee's payroll file. It is possible that a mistake was made during entry. The user will want to make the correction using Selection ‘2', and having a printout of the file will aid that correction process.

The report, in addition to the hours, deductions, and pay amounts, also has a 'Summary Distribution' at the bottom. This is to aid posting to a manual ledger if the **AS/AP**™ General Ledger is not activated.

Answering <N>o to the above prompt will return to the Manual Payroll submenu. A <Y>es will further prompt:

```
Date To Go on The Report   /  /
```

After entering the date for the report, the user will receive the standard printer report control prompt. When the printing is complete, they will be returned to the Manual Payroll submenu.

Edit Manual Payroll Entries

The manual entries created above are being held in a temporary database and can be changed before posting them to the permanent records.

When the user selects option '2', they will receive a message about the files being prepared, followed by the prompt:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

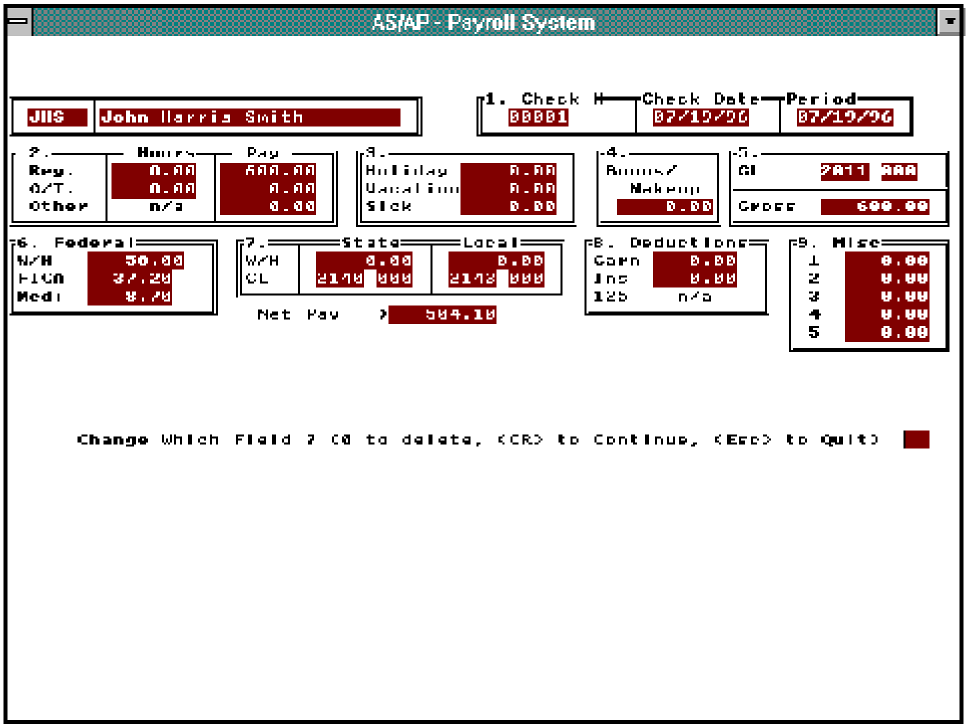
Entering an invalid employee number will display an error message and return to the above prompt.

Entering a valid employee number will display basic information (similar to the other modules) and the user will be asked to confirm that this is the right employee. If it is the wrong employee, answering <N>o will return the user to the above prompt.

Next the temporary database will be searched for any entries for this employee. If none are found, the user will receive the following message:

```
No Transactions For This Employee During This Period. Press Any Key...
```

If a transaction is found, the screen will clear and present the user with an edit screen very similar to the one used to enter the information, except that each field will have a number next to it (shown below with sample data):



This routine can also be used to delete a record from the temporary database prior to posting. To do that, enter the number <0> (zero). The user will be asked to confirm deletion, and upon answering <Y>es, this entry will be erased.

If the user needs to change one (or more) of the entries, merely enter the field number, and a new field will appear at the bottom of the screen where they can enter the new information. When the user presses <Enter>, the new information will take the place of the old in the change screen.

It is possible that more than one entry was made for this employee. If this first entry is not the correct one, or if changes need to be made to more than one entry for the same employee, press <Enter> to continue. If there is another record, it will take the place of the current record on the screen.

If the user has made all necessary changes and there are more records to go for this employee, pressing <Esc> and will prompt the following:

```
Do You Want To Print An Edit Run Of The Payroll (Y/N)? _
```

Responding <N>o will return to the Manual Payroll submenu. A <Y>es, on the other hand, will prompt the standard printer report control prompt. Once the printing is complete, the user will be returned to the Manual Payroll submenu.

Post Manual Payroll Entries

After the entries have been made, and all changes have been completed, selection '3' will update the information permanently.

When the user selects '3', they will be asked to wait a moment while file preparation is taking place.

During this time, the default posting accounts from the company file are being checked for validity if the Ledger is activated. If an invalid account is found, the user will be notified:

```
Ledger Account  XXXX 000  Was Not Found.

Payroll Checks Cannot Be Run Without Valid Working Accounts.
```

Press Any Key To Return To The Main Menu.

Assuming everything is correct, the following message will appear:

This Program Posts The Payroll Data For The Current Period Through mm/dd/yy
To The Payroll Ledger And General Ledger.

Do You Want Full Screen Edit Mode?

Yes **No**

As a safeguard, the default here is <N>o. If the user wants to continue, they will have to enter <Y>es. Next they will have to tell AS/AP™ which payroll this is:

Payroll For The Period Ending / /

Enter the date carefully, since processing will begin when the user finishes entering the date.

The next date to enter will be the one to go on the report. The default is the system date.

Then the user will briefly see a message in the middle of the screen telling them what is about to happen:

The Transactions Up To and Including (mm/dd/yy)
Will Be Posted To The G/L

The user will then receive the standard printer report control prompt. During report printing, various files are being updated. If the printer seems to stop, it is because the computer is doing other things besides just printing.

The rest of the updating of files will follow the report, and the screen will show the user the following during that time:

One Moment While Updating Files...

Every now and then the user will see a **** Still Working **** message just to let them know that something is still happening.

When all the updating is complete, the user will be returned to the Manual Payroll submenu.

Print Employee List and Labels

When the user selects option '3', they will receive a brief message about file preparation, followed by this prompt:

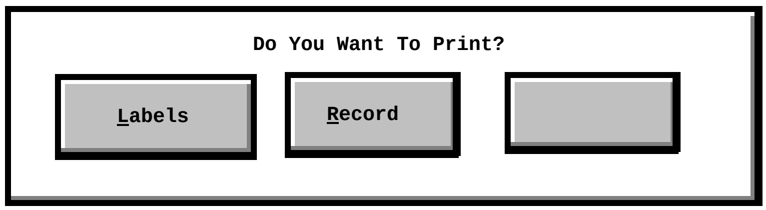
Enter Employee Code (<Esc> to Quit)
Blank for All - <F6> SS # <F7> Random Lookup

Pressing <Esc> will return to the Employee Maintenance submenu.

Enter either <Blank> for all or the employee number of the individual employee desired; a lookup can also be performed either by social security number or randomly.

If a specific number is entered and that number is not found, the user will receive an error message to that effect, and be returned to the first prompt.

If the employee is found, the user will be asked to confirm that the program found the right employee. Whether the user asks for <A>ll employees or a specific one, they will then receive the following prompt:



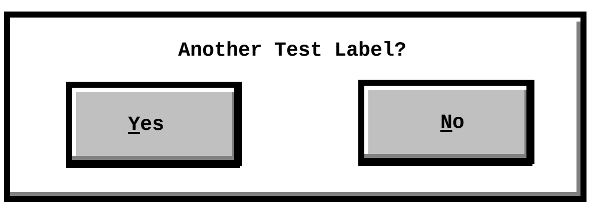
If the user chooses to print <L>abels the following prompt will appear:

Enter Date for Labels (Blank for None) __/__/__

After entering the date that they want to appear on the labels the following prompt will appear:

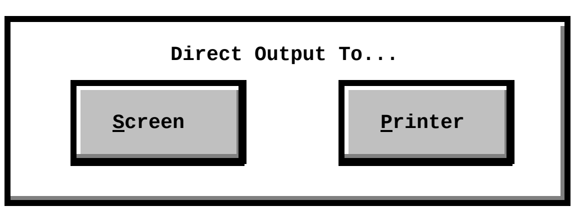
Number of Each Label Desired (1-99 or 0 to Quit)? __

The user will then receive the standard printer report control prompt. Once the printing is complete, they will be prompted:



A <N>o will return to the 'Enter Employee Code' prompt. A <Y>es will return to the same prompt until a <N>o is pressed.

If a <R>ecord was chosen to print instead of the labels the following prompt will appear:



Next the program wants to know what type of report the user wants - full or abridged:

```
How Much Data Should Be Printed?

     Full          Summary
```

Depending on how the user answered the above 'Output' prompt, the selected report will either be displayed on the screen or sent to the printer. Then the user will be returned to the 'Employee Number' prompt. An <Esc> will, finally, return to the Employee Maintenance submenu.

Finally, selecting <T>imecard first prompts:

```
Enter Date for Labels (Blank for None)   /  /
```

Once entering a valid date the following prompt will appear:

```
Number of Each Label Desired (1-99 or 0 to Quit)?
```

The user will then receive the standard printer report control prompt. Once complete they will be returned to the Employee Maintenance submenu.

Query Employee Earnings

Function '5' allows the user to print a report for one or all employees that can be run for earnings between any two dates. For example, if an insurance policy is tied to wages, but the policy period doesn't happen to coincide with the year, the user can run this report to get the exact earnings from the policy anniversary date until Dec. 31. Save that and then run a report from Jan. 1 until the date of the policy. Adding the two together will yield the exact wages paid during the policy period.

Although no provision has been included in **AS/AP**™, it would be relatively easy to create a routine using payroll files from previous years (the ones copied onto backup media during the preparation of the payroll database for the new year), to calculate wages, hours, etc. between given dates. This can be done separately by anyone knowledgeable in dBase III or FoxBase+.

After selecting option '5', the user will receive a message regarding files being prepared, followed by the prompt:

```
Enter Employee Code (<Esc> to Quit)
<Blank> for All - <F6> SS #   <F7> Random Lookup
```

The user can run this report for a single employee or <Blank> for all employees. If they enter an employee number, the database will be searched. Assuming the employee is found, the user will be shown enough basic information to determine if the employee is the right one.

Next the program would like to know the beginning and ending dates between which to search:

```
Enter the Range of Check Dates...

                        Enter Beginning Date (mm/dd/yy)   /  /

                         Enter Ending Date (mm/dd/yy)   /  /
```

If no records are found between those dates, the user will receive an error message and be returned to the 'Employee Number' prompt.

The next prompt the user will receive will be the standard printer report control prompt. When the report is complete, the user will be returned to the 'Employee Number' prompt where they may enter another employee, or press <Esc> to return to the Main Payroll menu.

Employee Hour Analysis

Option '6' will first prompt:

```
Enter Employee Code (<Esc> to Quit)
<Blank> for All - <F6> SS #   <F7> Random Lookup
```

Once a valid Employee Code has been entered the following prompts will appear, one after another:

```
Report From what Date?  mm/dd/yy

    Through what Date?  mm/dd/yy
```

Once the dates for the report have been entered the following message will flash on the screen:

```
Preparing Report File...
```

If there were no reports found for that date the following message will appear at the bottom of the screen:

```
The sort did not find any records that meet the criteria.
              Press any key to continue...
```

If there were reports found, the user will receive the standard printer report control prompt. Once the printing is complete, they will be returned to the 'Enter Employee Code' prompt. An <Esc> from here will return to the Employee Maintenance submenu.

Prior Period Entries

This function allows the user to enter prior payroll records for each employee.

Upon selecting option '7', the screen will clear and display the following submenu:

```
[Prior Records]
1. Enter Prior Payroll Records

2. Edit Prior Payroll Records Before
Posting
3. Print Prior Period Payroll Records
Register
4. Post Prior Payroll Records
<Esc> - Return to Previous Menu
```

Enter Prior Payroll Records

The assumption behind prior payroll record input is that these amounts have already been posted to the Ledger, and are now being entered just to bring the Payroll file up to date. If these records have never been entered into the Ledger (and if the Ledger is active), use the payroll hours entry (Function 2 on the Main Payroll Menu).

Upon selecting option '1', the user will receive the following prompt:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

Enter the employee's number. Basic information, for confirmation of the correct employee, will be displayed. Assuming everything is correct, selecting <Y>es will clear the screen, show the basic employee data at the top of the screen (name, Soc. Security No., Emp. No.), and ask for the period date:

```
Name (employee's name)    Soc. Sec. No.    -  -     Emp. No.

Prior Period Summary Date (<Esc> To End)   /  /
```

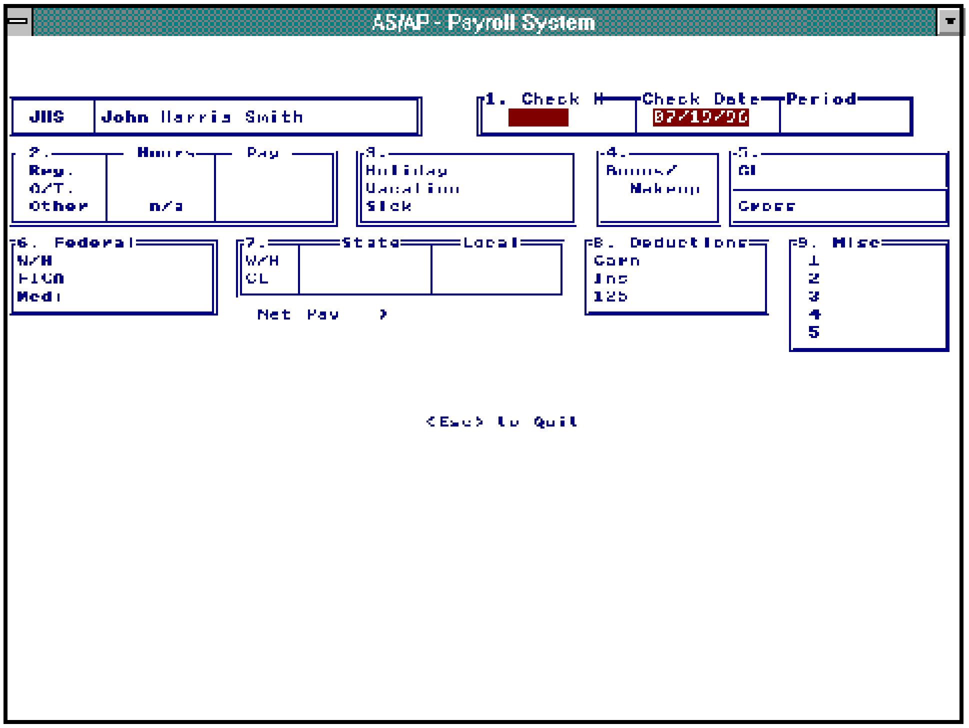
The date the user enters here will control how this record is treated for report purposes. If, for example, your company begins using **AS/AP**™ in May, and wants to include all payroll records since January on the system, there are a couple of choices. The user can enter every payroll, showing each paycheck amount, hours worked, etc. This gives the most detail, but also takes the most time. If the user chooses to enter the entire first quarter as a single record, and give it a Summary Date of March 31, the hours register, 941, 940, etc. will give correct totals, but certain features may not work properly. For example, the employee count in the first quarter (if the user chooses to run that report again), will be incorrect, since there will be no record for that employee during the March 12 pay period, yet the employee was there. Also, prior tax liability reports will lump all liabilities due under one day, rather than showing them where they actually belong.

There is one other consideration. The state, FICA and miscellaneous deductions may exceed the size of the field allowed in the temporary file. On a normal paycheck, these amounts will probably not be large. However, if the user is entering them as a lump sum, they may be larger than the spaces allowed. This is another argument in favor of entering the paychecks as they occurred.

The choice, however, is up to your company. If it is not intended to run prior period reports, then a single entry may be the best.

From here on, the input screen looks very similar to the input screens that might have been seen if the user entered any prior information during the initial setup of a particular employee.

The rest of the input screen looks like this (shown below with sample data):



The gross pay is calculated as the sum of all the other pay types. The user can accept the default or enter a new amount. The net pay is calculated as the gross pay less the deductions. Enter all figures as positive numbers.

6. Federal W/H <u>must be entered</u> as $ 0.00, whereas FICA and Medi are calculated by the system.

7. The same goes for State and Local W/H, they must be entered as $ 0.00, whereas the GL will be calculated by the system.

If the user enters numbers which do not balance, they will receive this error message:

`Debits and Credits Do Not Balance.  Press Any Key To Re-enter.`

The user will then be allowed to redo the entry.

The only other error message that may be encountered is for an invalid account number. Here, too, the user will be allowed to re-enter it.

After a record balances, it is automatically entered into the payroll database. A message appears on the screen telling the user that the file is being updated:

`One Moment While Updating Files`

The user will then be returned to the 'Prior Period Summary Date' for the same employee on the assumption that there may be several entries for a particular employee.

If the user has no more entries, press <Esc>. They will first be prompted:

Do You Want To Print An Edit Run of the Payroll(Y/N)? _

A <Y>es will allow the user to print the Prior Records Register. Of course they also have the option to go through the editing process in option '2' below and/or print using option '3' below. So printing at this time is not urgent. A <N>o will return to the Prior Records submenu.

Edit Prior Payroll Records Before Posting

The entries made through selection '1' above can be edited using this selection. Actually, this module is exactly the same as editing a payroll entry made through the manual check entry, found on page 14.

Print Prior Period Payroll Records Register

This is an edit run of the prior period entries made through selection '1', or following an editing session through selection '2'.

The first prompt that the user will receive will be the following:

Do You Want To Print An Edit Run of the Payroll(Y/N)? _

A <Y>es will prompt the standard printer report control prompt. The payroll register will print, showing the hours, deductions, and summary balances. Review the printout to see if further editing is required.

After the printout, or selecting <N>o to the printing above, will return to the Prior Records submenu.

Post Prior Payroll Records

It is necessary to move the records from the temporary file into the permanent payroll database after all changes have been made, and the entries are correct.

Upon selecting option '4', the temporary file is checked to see if there are any records to transfer. If there are not, the user will receive an error message and be returned to the submenu.

Assuming there are records to transfer, the user will be advised:

One Moment While Updating Files

The program will go directly about its work, displaying on the screen which employee it is currently working with. There is no Batch Run on this update, because these records have already been reflected in the Ledger prior period balances.

After the records are transferred, the user will be returned to the Prior Records submenu.

Maintain Employee Base Rates

The first prompt that the user will receive is the following:

```
Enter Employee Code (<Esc> to Quit)
<Blank> for All - <F6> SS #   <F7> Random Lookup
```

If one employee was selected, a confirmation will be made and the user will be given the opportunity to edit the base rate. If <Blank> for all was selected, the following information will appear:

```
            Employee Number:  001
                       Name:  ADAM APPLE
            Current Base Rate:  XXX.XX

<F10> When Finished    <Esc> to Quit
```

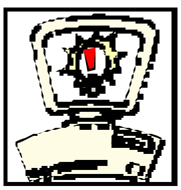
Pressing <Esc> will return to the Employee Maintenance submenu. Selecting <F10> after entering the base rate for the current employee will display the next employee. Once complete the user will be returned to the submenu.

Enter Hours

This is the entry portion of the payroll module. It is used to enter hours for wage employees, salaries for salaried employees, commissions for salespeople and piece payment for piece goods workers, into a temporary file. That file can be changed before it is sent to the module which actually calculates the deductions. Following the calculation, the file with the calculated amounts can be edited. Finally, that finished file is sent to the payroll check writing module which writes the checks and updates all the payroll and ledger files (if activated).

The Gross-to-Net Payroll has two basic processes. Entering Hours is the FIRST step. This process calculates the GROSS pay by allowing the operator to enter the number of hours worked, the rate of pay, and additional pay or deduction. Once this phase is complete, the CALCULATE PAY function can be run.

If at any time prior to printing the pay check, the operator realizes the Gross is incorrect, they must return to this function to correct the error.



CAUTION: IF THE USER RETURNS TO THE ENTER/EDIT HOURS FUNCTION, THEY MUST RECALCULATE THE TAXES.

It is important to note that the hourly payroll (which accumulates hours, commissions, and pieces), and the salary payroll, are handled through 2 separate files, and therefore can co-exist without affecting each other.

To begin the process choose function ‘2'. The screen will clear and the following submenu will appear:

```
            [Payroll Hours]
1. Enter Hours (except Salary)

2. Enter Holiday/Vacation Hours
3. Edit Hours (except Salary)
4. Enter Salary Only
5. Edit Salary Only
6. Print Hours Register
7. Hours/Pay Analysis Report
8. External Clock Interface
A. Export (Bridge) Salaries to ADP
B. Export (Bridge) Hourly to ADP
C. Clear Hourly Payroll Data
<Esc> - Return to Previous Menu
```

Enter Hours (except Salary)

For employees who are hourly, commission, or piece workers, select this option '1'. Following a brief message about file preparation, the user will see:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

It is this prompt to which the user will return after they enter hours for each employee (referred to subsequently as the first prompt).

If the user enters a number which is not in the master file, they will be returned to the first prompt.

Assuming the employee number is found, enough basic information is displayed, along with the following prompt:

```
Right Employee?

   Yes            No
```

A <N>o will return to the 'Employee Number' prompt. A <Y>es will continue.

If the employee terminated field in the employee master record is not blank, the user will be told that this employee is no longer employed with the company:

```
This Employee Has Been Terminated. Hours Cannot Be Entered.
Press Any Key.
```

Assuming however, that everything is correct, the screen will clear and present the user with an input screen:

```
Name: (Employee's Name)                        Employee No.  XXXXX

                  Work Date     /  /

                            Hours            Rate
                  Regular    0.00            0.00
                  Overtime   0.00            0.00

                  State          Local Code

                            Account          Dept.
                  Expense
                  State
                  Local

                  Other Pay     0.00     Workman's Comp Code

                            <Esc> to Quit
```

Although we have shown places to input data for all the fields on the above screen, the program will actually take little bits at a time. Some fields may not be applicable to your system.

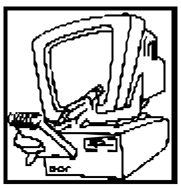
First the user will enter the date of the hours. Then enter the actual hours worked (or in the case of piece goods, the number of pieces), accept the default rate (or change it), and the overtime hours. If the overtime hours are 0 (zero), the rate will be stored as a zero. If there are overtime hours, the default overtime rate (which is made up of the regular rate times the overtime factor from your company file) will be shown. Accept it, or overwrite it.

Next, the user will either accept the default state (from the employee file), or enter a new state (in case these hours were worked in a different state).

If the local code in the employee file is not blank, the user will see the default local code next. Accept or change it.

AS/AP™ now needs to check on the validity of the state and local codes if they are different from the defaults coming from the employee file. The program goes to the Tax Table file, and checks for the existence of the appropriate table. If it is found, the user can continue. If it is not found, they will see:

```
New State Tax Table Not Found. Default State Will Be Used.
Press Any Key.
```



NOTE: *IF THE USER RECEIVED THE ABOVE ERROR MESSAGE, THE ORIGINAL 2 LETTER STATE CODE WILL REAPPEAR ON THE SCREEN, AND CONTINUE. IF THEY REALLY DID MEAN TO MAKE THIS ENTRY FOR ANOTHER STATE, THEY CAN ENTER THE REST OF THE HOURS, EXIT THIS ENTRY SESSION, SET UP THE STATE IN THE TAX TABLE, AND THEN RETURN TO THE HOURS INPUT ROUTINE. TO GET THE CORRECT STATE TIED TO THE HOURS JUST ENTERED, USE THE EDIT ROUTINE AND CHANGE THE STATE THERE.*

Assuming the state and local codes are correct, the user will be asked to accept the default ledger account they want this payroll expense posted to. Also, if they changed the state (above), they will be asked for a new state withholding account number, and possibly local withholding account number (if a local code was entered or accepted above).

These accounts are then checked to make sure they are valid (Type 2 or 3 accounts - in case you've forgotten, those are working accounts as opposed to formatting accounts).

If any of these Ledger accounts are invalid, the user will receive an error message and have to begin the entry of these hours again. It is a good idea to have a listing of your working accounts next to the computer if changes to the defaults are going to be made.

Following the acceptance of valid accounts, the user can enter '**Other Pay**'. For example, this is the place where they would enter commissions payable. For a commission, <0> (zero) hours might be entered if keeping track of hours for vacation or sick pay is not being done, otherwise enter an agreed upon number of hours. As long as the **RATE** field is 0 (zero), the number of hours entered will not effect the final amount of the paycheck.

And lastly, the **WCC** (Workman's Comp) code needs to be entered, or accept the default from the employee file.

When the entry of these hours is complete, the user will be prompted:

```
Accept This Entry?

  Yes        No        Cancel
```

If the user selected <N>o, they will be allowed to enter these hours again. If they selected <C>ancel, they will be returned to the 'Enter Employee Code' prompt and the hours just entered will be ignored. A <Y>es will prompt to wait a moment while the information is placed into the hours accumulation file. After the file is updated the user will be returned to the 'Enter Employee Code' prompt, where they can enter hours for the same or another employee.

Once complete, and there are no more employees' hours to enter, press <Esc>. This will take the user to the hours register printout. After the reminded about the printer being on line, all of the hours for all of the employees in the file will be printed. When the printing is complete, the user will be returned to the Payroll Hour submenu.

Enter Holiday/Vacation Hours

This option, '2', is used to enter hours for employees for holiday, vacation, and/or sick pay. Once the user selects this option the following prompt will appear:

```
Enter Employee Code (<Esc> to Quit)........
Press <F6> Social Security Lookup <F7> Random
Lookup
```

Once they have selected a valid Employee Code the screen will clear and the employee's name and social security number will be displayed. The user will further be prompted as to if this is the correct employee. A <N>o will return to the 'Enter Employee Code' prompt and allow another employee to be entered. A <Y>es will display the employee's name and employee number and the cursor will be sitting at the following prompt:

```
Work Date  mm/dd/yy
```

Enter the work date to work with for the chosen employee or press <Enter> to accept the current default date. After entering the work date the following information will be added to the screen, so that the entire display on the screen now looks like the following:

```
Name: (Employee's Name)                    Employee No.  XXXXX

                  Work Date    __/__/__

                             Hours          Rate
                  Holiday     0.00          0.000
                  Vacation    0.00          0.000
                  Sick        0.00          0.000
                  State   __     Local Code  __

                            Account        Dept.
                  Expense
                  State
                  Local

                                        Workman's Comp Code __
```

Enter the hours for that employee's Holiday, Vacation, and Sick time. Then the Expense Account field will open and default with the current account number. Finally the Workman's Compensation Code will open at the bottom of the screen. Once the fields have been entered the following prompt will appear at the bottom of the screen:

```
Update (Y/N/Delete or <Esc> to Quit)?  _
```

A <Y>es will update the file and return to the 'Enter Employee Code' prompt. A <N>o will return to the Holiday Hours field and allow the user to make any necessary changes. An <Esc> will return to the 'Enter Employee Code' prompt. And, finally, a <D>elete will further prompt:

```
Delete This Record?

   [ Yes ]        [ No ]
```

A <N>o will simply return to the 'Enter Employee Code' prompt, without deleting them from the system. A <Y>es will delete the information entered above and return to the employee code prompt. Once at the 'Enter Employee Code' prompt, pressing <Esc> will prompt the standard printer report control prompt. When printing is complete the user will be returned to the Payroll Hours submenu.

Edit Hours (except Salary)

In order to use this selection, the user must first have entered hours for at least one employee using Selection ‘1'. If they have not, they will repeatedly get an 'Employee Number Not Found' error in response to every entry made.

Assuming there are hours to make changes on, enter <2>. The screen will clear and prompt the following:

```
Enter Employee Code (<Esc> to Quit)________
Press <F6> Social Security Lookup <F7> Random
Lookup
```

The employee name line will appear after the user has entered the employee number. If the employee information displayed is NOT the correct employee, enter <N>o to the above prompt. A <Y>es will continue by prompting for:

```
Enter Date of Hours (<Esc> to End)   /  /
```

Enter the date of the hours to edit. The user may have more than one entry for the same date. For example they might have an employee who worked in two states on the same day. The first entry might be for the first state and the second entry for the second state.

The program will show the user the first entry using a screen which looks very similar to the one they initially used to enter the hours:

```
Name: (Employee Name)                            1. Work Date mm/dd/yy

                                   Hours           Rate
          2. Regular       0.00      3.        .00
          4. Overtime      0.00      5.        .00

          6. State            7. Local Code1      Local Code2

                                  Account          Dept.
          8. Expense
          9. State
         10. Local1
              Local2

  11. Other Pay    0.00   Bonus/Makeup    0.00   12. Workman's Comp
  13. Special Hours:  Vacation  5.00  Holiday  10.00   Sick   1.00

  17. Funeral Pay     .

                   Enter Field Number (<99> Delete, <Esc> to End, <CR> Continue)
```

At the bottom of the screen, the prompt is waiting for the number of the field to change, and each field is numbered to the left of the field name.

To make a correction, enter the number of the field. If less than field 10, <Enter> will have to be pressed following the entry. A new field will appear at the bottom of the screen. Type in the new (correct) information and press <Enter>. That information will take the place of the old information in the screen. An <Esc> will return to the 'Enter Employee Code' prompt. Pressing <99> will further prompt:

```
Are You Certain You Want To Delete
This Record?

      [ Yes ]                [ No ]
```

A <N>o will return to the 'Enter Field #' prompt at the bottom of the above hours screen. A <Y>es will delete the record and return to the 'Enter Employee Code' prompt.

If this is the right date, but not the right record, press <Enter> without entering any line number, and the next entry will appear. The user can continue doing this until they reach the correct entry for this employee for the requested date. In practice, this will rarely be more than two or three times. If there are no additional records when the user presses <Enter> they will be returned to the 'Enter Employee Code' prompt.

As each change is made, appropriate checks are made on the new data to insure its validity (i.e. ledger accounts are checked, tax tables are checked, etc.).

After all the corrections have been made, the user will probably want to get a printout of the (now corrected) hours file. After they answer a question about the printer being ready, the report will print. The user will then be returned to the Hours Entry submenu.

Enter Salary Only

The salary hours are transferred to a temporary file directly from the employee master file. That temporary file can then be edited before sending it to the check printing routine.

To begin this selection, enter '4' from the submenu. The program will check to see whether the user has already run this selection and another salary file exists. If it does, they will be prompted:

```
A Salary File Exists. Do You Want To
Overwrite It?
        Yes                 No
```

It is possible that this selection has already been run before. If the user runs it again, the new information will take the place of the old information. This may be good or bad depending on what the desired effect is. A <N>o will return to the Payroll Hours submenu. A <Y>es will further prompt:

```
(W)eekly, (B)i-Weekly, (S)emi-Monthly, or (M)onthly Payroll ?
```

Enter the letter of the Period Type to run. The next prompt will then ask for:

```
For The Pay Period Ending   / /
```

Enter the date on which the pay period ends. For example, if this is a Monthly Period, and the user is running the June payroll, they would enter 06/30/97 (if it happens to be 1997), for the ending date.

AS/AP™ will then begin processing (and a message will be displayed to that effect).

During this time, each employee record is looked at. If the employee pay basis is Salary, and the pay Period is the one specified, then an entry for each employee that meets the specifications will be made in a temporary Salary file. The hours will be calculated as follows: if it is a weekly period, then the hours are assumed to be 40, and the rate will be the weekly rate entered in the employee file. If the Period is Biweekly, the hours are 80, Semimonthly 86.66, and Monthly 173.33. The rate will be calculated on the basis of the hours as already explained.

Following the processing, the user will receive the standard printer report control prompt, to receive an hours register for the temporary file just created. When the report is complete, the user will be returned to the Payroll Hours submenu.

Edit Salary Only

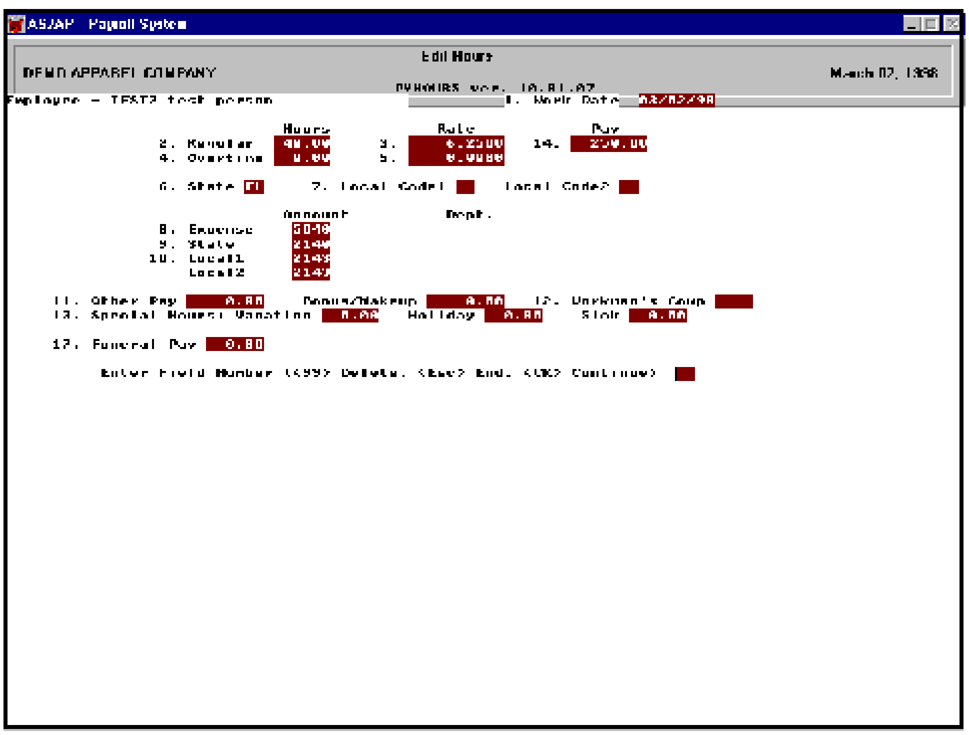
The first prompt that the user will receive is:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

An invalid employee code will return to the Payroll Hours submenu. After entering a valid code the following information and prompt will appear:

```
Name    XXXXXXXXXX              Soc. Sec. No.   XXX-XX-XXXX
             Enter Date of Hours (<Esc> to Quit)   /  /
```

After entering the date to work with the following screen will appear (shown below with sample data):



Entering a number between 1 and 13 will allow the user to make any necessary corrections to the data displayed. Pressing <99> will allow the user to delete this employee. Once complete, pressing <Esc>, or <Enter> if at last screen, will return to the 'Enter Employee Code' prompt. If finished, pressing <Esc> will prompt the standard printer report control prompt. Once the printing is complete the user will be returned to the Payroll Hours submenu.

Print Hours Register

This option can be used to print the same hours register that the user can get through the edit options above. Once choosing option '6' the following prompt will appear:

```
Which Hours Register Do You Want To Print?
    Salaried        Hourly
```

Once the user has chosen which hours they want to print, they will receive the standard printer report control prompt. Once the printing is complete the user will be returned to the Payroll Hours submenu.

Hours/Pay Analysis Report

Once the user has chosen option '7' the following prompt will appear:

```
Enter Employee Code (<Esc> to Quit)
<Blank> for All - <F6> SS #  <F7> Random Lookup
```

Once the user has entered a valid employee code they will receive the standard printer report control prompt. Once the printing is complete they will be returned to the Payroll Hours submenu.

External Clock Interface

This option is a custom feature and should be discussed with your software consultant. If activated, however, the following will be the first prompt that the user will receive after choosing option '8':

```
Import Hours Worked From (<Esc> to Quit)?
```

The file that the hours come from will default into the above field. Once the file has been specified the following prompt will appear:

```
For Which Working Date?  mm/dd/yy
```

The current date will default into the date field above. After selecting the date to work with, and pressing <Enter> the following prompt will appear:

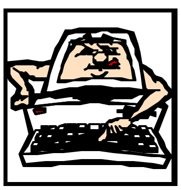
Continue and Update?

Yes **No**

A <N>o will return to the Payroll Hours submenu. A <Y>es will update the file and then return to the Payroll Hours submenu.

Export (Bridge) Salaries to ADP

This option allows the user to export the salaried gross payroll to the ADP PC Payroll Program.



THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

Export (Bridge) Hourly to ADP

This option allows the user to export the hourly gross payroll to the ADP PC Payroll Program.

THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

Clear Hourly Payroll Data

THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

Calculate Pay

After the hours have been entered (or the salary hours file has been prepared), Selections 1-4 of this module will calculate the Federal, State and Local withholding, FICA and any other deductions which are required. That completed payroll is then placed into a temporary file which can be edited using Selection 5, and when everything is correct, the payroll checks can be printed using Selection 6.

To begin this function the user must have already entered hours into the hours accumulation file or the salary file using Function ‘2'. Assuming that has been done, enter ‘5' from the main Payroll Menu. The screen will clear and display this submenu:

```
        [Calculate Payroll]
1. Calculate Weekly Payroll

2. Calculate Bi-Weekly Payroll
3. Calculate Semi-Monthly
Payroll
4. Calculate Monthly Payroll
5. Edit Payroll Register
6. Print Payroll Checks
7. Create Direct Deposit File
8. Post Direct Deposit File
<Esc> - Return to Previous
Menu
```

The first four selections are essentially the same. All that differs is the Period of the payroll to be calculated. Therefore, only the 'Calculate Weekly Payroll' will be explained in detail. All operational procedures apply to the other three selections.

Calculate Weekly Payroll

When the user selects option '1', they will receive the following prompt:

```
Calculate <S>alaried, <H>ourly, <P>iece Work, or <Esc>?  H
```

AS/AP™ needs to know which file to use to get the weekly payroll hours from, in order to calculate the deductions. After selecting the pay basis, the user will be prompted:

```
Calculate Payroll For The Period Ending   /  /
<F10> to Continue <Esc> to Quit
```

Enter the Period Ending Date for this payroll. The current working date will default. This will not necessarily be the date on which the paychecks will be issued. This date is important for accurately determining tax liability, etc. and should be entered with care. If the user wishes to stop here, pressing <Esc> will return them to the Calculate Payroll submenu.

After they enter the period ending date, the program will begin processing records, displaying the message:

Calculating Payroll...

It is possible that the user has already calculated an hourly or salaried payroll, but has not yet printed the payroll checks. If this new calculation would take the place of (overwriting) the old file, they will receive the following warning:

Another Payroll Register Already
Exists. Do You Want To Overwrite It?

Yes **No**

If the user is not sure what payroll already exists, answer <N>o here and they will be returned to the submenu. From there, they can use Selection '5', Edit Payroll Register to get a printout of the payroll in question. A <Y>es will continue.

If the user has not entered any hours for the Hourly or Salary payroll, (i.e. the file is empty), they will receive this error message:

No Hours Accumulated For This Pay Period. Press Any Key To Continue.

Assuming there are hours entered (which is the norm), the program will begin processing each record. **AS/AP**™ withdraws a copy of each 'hours entry' where the employee is paid by the Period requested. That copy is processed, deductions are calculated and then all that information is placed into another temporary file for the Hourly payroll and for the Salary payroll.

Depending on the number of employees, and the state your company is located in, this may take some time. After every employee's record is finished, the user will see a 'Still Working' message flash on the screen briefly and then disappear. This is to let them know that the computer really is doing something.

When all the appropriate records have been processed, the program will ask if the user needs a printout:

Do You Want To Print An Edit Run of The Payroll(Y/N)? Y

A printout is not required, but it is a good idea. After answering a question about the date for the report, and whether the printer is ready or not, the report will run. It looks very similar to a batch run (an actual posting), but in the upper left corner it will say 'Edit Run'.

Look at this report carefully. Were any hours entered incorrectly? Has an employee been paid $3000.00 for the week instead of $300.00?, etc. If corrections need to be made, the user can do so using one of the edit functions depending on whether the mistake was for deductions or for gross pay.

If the user wants to change any of the deductions (increase or decrease) and everything else is correct, they should use Selection '5' on this submenu. However, if an error was made in the number of hours, the rate, etc., the user should return to the Payroll Hours submenu (Function '2' on the Main Payroll menu) to make the necessary changes and then rerun the payroll calculation.

While it takes a little longer, the reason for doing all of this in a series of temporary files before printing the payroll is that it is far easier to make corrections before the hours are made a permanent part of the records than afterwards.

Next the user will receive the standard printer report control prompt to receive an edit report. After the report is complete, the user will be returned to the Calculate Payroll submenu.

Calculate Bi-Weekly Payroll

Selection '2' differs from the above only in that they are for a different period. When this selection is run, the hours accumulated for the other periods are unaffected in the hours accumulation file, so the user can continue to post hours while a payroll is moving through the program on its way to being printed on payroll checks.

Refer to Selection '1' for the prompts to expect from this option.

Calculate Semi-Monthly Payroll

Selection '3' differs from the above only in that they are for a different period. When this selection is run, the hours accumulated for the other periods are unaffected in the hours accumulation file, so the user can continue to post hours while a payroll is moving through the program on its way to being printed on payroll checks.

Refer to Selection '1' for the prompts received when running this option.

Calculate Monthly Payroll

Selection '4' differs from the above only in that they are for a different period. When this selection is run, the hours accumulated for the other periods are unaffected in the hours accumulation file, so the user can continue to post hours while a payroll is moving through the program on its way to being printed on payroll checks.

Refer to Selection '1' for the prompts the user will receive when running this option.

Edit Payroll Register

In order to edit the payroll, the user must first have run a payroll calculation using one of the Selections above (1, 2, 3 or 4), for either the Hourly or Salaried payroll.

Once the user selects option '5', the screen will clear and the program will ask for the type of payroll to edit:

```
<S>alaried, <H>ourly or <P>iece Work Payroll?  H
```

After the selection is made, the program will begin to prepare the files:

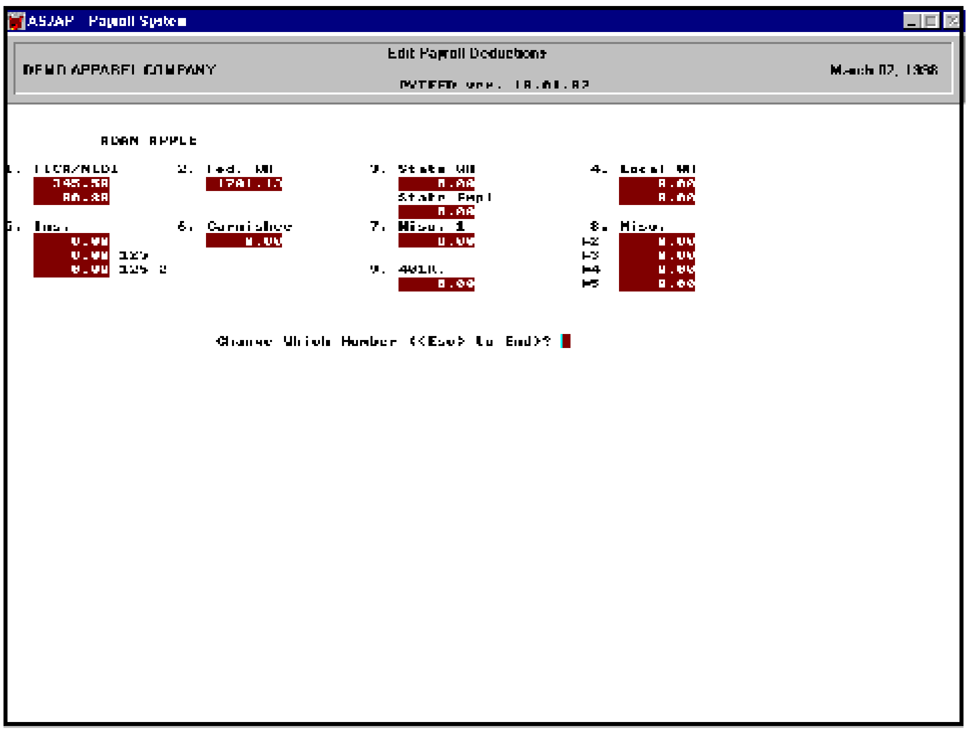
`One Moment While Preparing Files...`

If the requested file does not contain anything, the user will receive an error message and be returned to the sub-menu.

Assuming everything is correct, the following prompt will appear:

```
Enter Employee Code (<Esc> to Quit)
Press <F6> Social Security Lookup <F7> Random
Lookup
```

Enter the employee number. The file is searched and the payroll deductions are presented in the middle of the screen (shown below with sample data):



These are the only fields which can be changed through this edit routine. Since the net pay is calculated as the gross pay less the deductions, the user can make any changes to these deductions and the net pay will be correctly adjusted. However, if the gross pay is incorrect for any reason, they must go back to the 'Enter Hours' option (Function 2), make the necessary changes there, and then rerun the calculation portion of the program. Pressing <Esc> will return to the 'Enter Employee Code' prompt.

Following all the changes, the program gives the user the opportunity to print a new 'Edit Copy' of the payroll, so that they can review the changes.

Also, it was noted earlier that when running the calculation selections (1, 2, 3, or 4), the user might receive a message stating that a payroll already exists. If they do not remember what payroll has already been calculated, and do not have a printout of it, they can get one through this selection without having to edit anything.

To do this, take selection ‘5', answer the query about what type of payroll is required (Salaried or Hourly), and when asked for an employee number, press <Esc>. The following prompt will then appear:

`Do You Want to Print an Edit Run of the Payroll (Y/N)?`

Choosing the default of <Y>es will print the edit run of the payroll and return to the Calculate Payroll submenu. A <N>o will simply return to the submenu.

Print Payroll Checks

The payroll check printing module is password protected. As the program is distributed, the password is **$MONEY** but can (and should) be changed by your company, your dealer, or consultant. (**Note**: *the password must be changed in the command file using a word processor).*

The password will not show on the screen, so type carefully. Also, be sure to type the letters in upper- or lower- case to match the password EXACTLY. The password '$money' DOES NOT match the password '$MONEY'. This is known as case-sensitive.

To run the payroll checks, take selection ‘6' from the calculation submenu. This assumes that the user has already entered hours (Function 2) and calculated all the deductions (Function 5, Selections 1, 2, 3, or 4).

The screen will clear and ask for the password:

Enter Password To Print Checks

The password is currently in the process of being converted to a format which will be user definable. If that is the case, use the Master password in order to gain access to the appropriate area to enter your own password.

If the password is correct, that line will be replaced by:

Print <S>alaried, <H>ourly, <P>iece Work, <A>ll Checks, or <Esc> ? H

Make a selection, and the following line will appear:

Date To Go On The Checks / /

After the user enters the date, file preparation will take place. During this time, various Ledger accounts are checked for validity (assuming the Ledger is activated). If any of them are found to be invalid, the user will receive this error message and be returned to the submenu:

Ledger Account XXXX 000 Was Not Found.

Payroll Checks Cannot Be Run Without Valid Working Accounts.

Press Any Key To Continue...

Also, if the user attempts to run a payroll for which no calculations have been performed, they will receive an error message and be returned to the Calculate Payroll submenu.

Assuming everything checks correctly, the user will receive the standard printer report control prompt. Then they will be prompted:

Place Forms in Printer, Press Any Key To Begin Printing

The user can stop at this point without affecting any of the files. It is possible that the user entered the wrong date to go on the checks, etc. Pressing <Esc> will return to the Calculate Payroll submenu.

If the user continues, the printer will print an alignment run of the checks. This alignment will "waste" a check or two. These should be saved and marked 'VOID'. With some experience, the user may be able to run the payroll checks without an alignment by remembering where the checks must line up relative to some part of the printer in order to print in the correct spaces on the check. Once again, the user can quit by pressing <Esc>.

After the alignment, the user will be prompted:

```
More Alignment Tests (Y/N)? _
```

Responding <Y>es will print another test. After the test is complete, or if <N>o was selected the following prompt will appear:

```
Enter Beginning Check Number (<Esc> to Quit ) ..........
```

After entering a check number the screen will flash a 'Printing In Progress...' message across the screen. **AS/AP**™ does not keep track of check numbers. Look at the check which is about to be printed in the printer. Enter that number here. Also, note this is the last opportunity to stop without affecting the payroll files. The user can press <Esc> to quit.

Assuming the user continues, the payroll checks will print using the following general format:

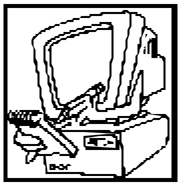
```
                                        mm/dd/yy     $*******.**
VOID **** VOID **** VOID **** VOID **** VOID ***** VOID


(Employee Name)
(Address)
(City, State, Zip)


Employee No. XXX        Name  (Employee Name)          Soc. Sec. No.  XXX-XX-XXXX

       Hours      Wages      Other       Gross    FICA/MEDI   Fed W/H   State W/H
Reg.  xxxx.xx   xxxxx.xx   xxxxxx.xx   xxxxxx.xx   xxxx.xx    xxxxx.xx   xxxxx.xx
OT.   xxxx.xx   xxxxx.xx   xxxxxx.xx   xxxxxx.xx   xxxx.xx    xxxxx.xx   xxxxx.xx
---------------------------------------------------------------------------------
Local W/H    Insure      Garn    Misc 1    Misc 2     Misc 3     Misc 4    Misc 5
  xxxx.xx   xxxx.xx   xxxx.xx   xxxx.xx   xxxx.xx    xxxx.xx    xxxx.xx   xxxx.xx
---------------------------------------------------------------------------------
       Gross Pay    FICA/MEDI      Fed W/H   State W/H    Local W/H    Pay Period
YTD    xxxxxx.xx      xxxx.xx    xxxxxx.xx    xxxxx.xx     xxxxx.xx     99/99/99
                      xxxx.xx
---------------------------------------------------------------------------------
                                                                         Net Pay
                                                                       999
```

It is important to encourage all employees to look closely at the information printed on the checks. If there are any errors, try to get them corrected before end of year W2's are run.

The form length of the checks is 7 inches. The user must set up the necessary printer form length commands in the company master file. As distributed, the commands are set for NEC, Gemini and Epson compatible printers. If the user is not sure, check with the dealer or consultant.

After the checks have printed, the user will receive a payroll register. They will have to place plain paper into the printer before the register can print. This register looks exactly like the 'Edit Run' register, only now it has a 'BATCH

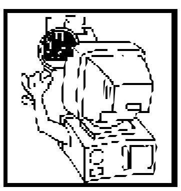
No.' and will be entered into the General Ledger.



NOTE: *IF THE SYSTEM ABORTS DURING OR IMMEDIATELY AFTER THE PRINTING OF THE SUMMARY PORTION OF THE BATCH WITH AN ERROR CODE 32, IT MEANS THAT THE USER HAS USED A GENERAL LEDGER ACCOUNT NUMBER IN THE PAYROLL WHICH IS NOT ACTIVE IN THE LEDGER FILES. THE ONLY WAY THAT WE KNOW OF TO CREATE THIS SITUATION, IS TO ENTER AN EMPLOYEES RECORD WITH GENERAL LEDGER ACCOUNTS THAT ARE VALID, AND THEN DELETE THOSE ACCOUNTS FROM THE LEDGER. WHEN DELETING ACCOUNT NUMBERS FROM THE GENERAL LEDGER IT IS IMPRACTICAL FOR THE COMPUTER TO CHECK ALL OF THE 100+ FILES FOR THE USE OF THE ACCOUNT NUMBER. THEREFORE, IT IS UP TO THE OPERATOR TO REMAIN AWARE OF THIS POTENTIAL PROBLEM.*

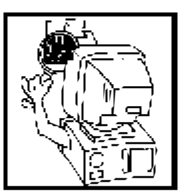
Once complete, the user will be prompted to make sure that the printer is on and press any key to begin printing. Pressing any key will print a Payroll Register. Once complete the user will be returned to the Calculate Payroll submenu.

Create Payroll Transfer File



THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

Post Payroll Transfer File



THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

o

Quarterly/Yearly Reports

Enter ‘6' from the main payroll menu. The following submenu will appear:

```
        [Payroll Reports]
1. Quarterly 941 Report
2. Tax Liability Only
3. Unemployment Report
4. Reserved
5. Deduction Report
6. NIB Report [Bahamas]
<Esc> - Return to Previous
Menu
```

Quarterly 941 Report

This function will print the 941 form information. The user can run the report as often as necessary, any time during the quarter.

When the user selects option '1', the first prompt will be:

```
941 Report For Which Quarter? (1,2,3 or 4) _
(<Esc> to Quit)
```

Select a quarter for which a report is desired. Then the user will be prompted:

```
For Which Year? 19__
```

Enter the desired year. The current year will default, therefore, pressing <Enter> will accept the current year. The program will then begin processing the records:

```
Please Wait While Processing The Payroll Records...
```

During this time a number of calculations are going on. If the user has chosen the first quarter, for example, the program will determine from the payroll records how many employees were paid for the payroll period which includes March 12th. This takes some time, and the computer is best left alone for a while. How long it takes will depend on the number of employees.

If no records are found for the quarter and year requested, the user will be advised and returned to the previous 'Year...' prompt.

If records are found, when processing is finished the program will clear part of the screen and ask for additional information:

```
Adjustments of Withheld Income Tax for Preceding Quarters? ________.__

Taxable Tips Reported ________.__

Total Deposits Already Made For The Quarter, Including Any Over Payment
Applied From A Prior Quarter, From Your Records. ________.__
```

These lines do not appear all at once, rather one after the other. Enter the required information or press <Enter> to enter 0.00 (zero).

Next the user will receive the standard printer report control prompt.

The report looks like the 1984 form which the government uses for the 941. This form changes its appearance from time to time, and **AS/AP**™'s form may look a little different.

The essential features are there, though. As the user will be able to see, this is no ordinary worksheet. Every line matches a line on the 941 form, and the tax liability is filled in by day. Converting the information to the actual 941 form is extremely easy.

When the printing is complete, the user will be returned to the '941 For Which Quarter' prompt. At which point, pressing <Esc> will return to the Payroll Reports submenu.

Tax Liability Only

This report is essentially the same as the 941, except that only the tax liability (left-hand side of the 941 form) will print. This is handy for keeping track of when to make the Federal Tax Deposit.

When the user selects option '2', running the report is essentially the same as the 941 (see above), except that a few of the input lines will not be asked for. The user will then receive the standard printer report control prompt. Once the report has completed printing the user will be returned to the Payroll Reports submenu.

Unemployment Report

The unemployment report begins the same way the 941 did. The user is first asked for the Quarter and then for the Year. Since this is a multi-state payroll, they need to enter what state this report is to be for:

```
For What State?
```

The state entry will be checked in the Tax Table file, to be sure the user has entered the requested state. If they have not, The system will return to the submenu.

Assuming the state is found, the state withholding base and rate will be stored for later processing.

Next, the user will be asked for:

```
Credit Memo No.            Amount of Credit        0.00
```

If the user has none, press <Enter> to continue. Otherwise, enter the credit and the memo number.

Once this is done, the records will be processed:

One Moment While Processing Records For the Report

If no records are found for the requested quarter, year, and state, the user will be advised.

Assuming everything is correct, the user will receive the standard printer report control prompt. The main report is on the first page. Subsequent pages will list the employees, their social security numbers and their gross wages. A subtotal is provided for each page, as well as a place for your signature. Check with your state to see if the user can use these forms as alternate forms. If not, transferring information to the state required form is easy and straight forward.

When the report is completed, the user will first be returned to the '941 Report For Which Quarter' prompt, once complete, pressing <Esc> will return to the Payroll Reports submenu.

Deduction Report

The first prompt that the user will receive upon selecting this option is the following:

Enter the Range of Pay Dates...

Beginning Date (<Esc> to Quit) mm/dd/yy

Ending Date (<Esc> to Quit) mm/dd/yy

Once the user has entered the beginning and ending dates for the range the following prompt will appear:

Enter Employee Code (<Esc> to Quit)
<Blank> for All - <F6> SS # <F7> Random Lookup

After entering a valid employee code the following message will appear:

Please Wait While Processing Payroll Records...

If no payroll records were found between the given dates for that employee the user will be prompted so and asked to press any key to continue. Pressing any key will prompt the standard printer report control prompt. Once the printing is complete, they will be returned to the Payroll Reports submenu.

NIB Report [Bahamas]

This is the National Insurance Board for the Bahamas. It is similar to the United States' Medicare System. It is available only in the Bahamas. If required by your company please contact your software dealer.

o

Reports and Tables

Upon taking this selection from the menu, the user will see the following submenu:

```
        [Current Yearend Procedures]
1. Print W-2 Forms [1993 Format]

2. Print 940 Report
3. Prepare Payroll Database For New
Year
4. Federal/State/Local Tax Tables
5. Prepare Electronic Transfer Disk
6. Select Year To Process
7. Re-build Selected Indexes
<Esc> - Return to Previous Menu
```

Print W-2 Forms [1993 Format]

W-2 forms for a single employee or all employees can be printed any time during the year, though they will most likely be printed at the close of the calendar year.

The first prompt that will appear once option '1' has been selected will be:

```
Your Company Name Is Pre-Printed on the W2's (T/F)
```

After the user has stated whether the Company Name is on the labels the screen will clear and after a short time for file preparation, they will be prompted:

```
Enter Employee Code (<Esc> to Quit)
<Blank> for All - <F6> SS #  <F7> Random Lookup
```

If the user needs to do a single W-2 form, enter the appropriate employee number. Basic information will be displayed about the employee and the user will have to confirm that the program found the right employee.

For all employees, simply press <Enter> and the system will continue.

Next the user will be prompted to load the W-2 forms and check to ensure that the printer is on, for an alignment run (the program assumes these are 3 to a page, and a page is 8 1/2" x 11"). Turn the printer OFF, load the forms, turn the printer back ON, then press any key to continue. This will print an alignment W-2 form. Check to see that the information is falling within the correct boxes.

Next the user will be prompted:

```
     Are Forms Aligned Correctly?

   [ Yes ]              [ No ]
```

A <N>o will reprint the alignment again and display the above prompt again. A <Y>es will continue with the printing of the W2's. Printing will not begin immediately. The payroll database needs to be placed in an order convenient for processing. How long this will take depends on the number of employees. During this time the user will see:

Printing Will Begin After The Payroll Database Has Been Sorted.

After the W-2 forms have been printed, the user will be returned to the Current Yearend Procedures submenu.

Print 940 Report

Upon taking selection '2', the screen will clear and the user will be prompted:

This Module Calculates and Prints a 940 - Federal Unemployment Tax Return

Do You Want To Continue?

Yes **No**

Accepting <N>o returns to the Current YearEnd Procedures submenu. The default of <Y>es will ask the user to wait while the payroll records are processed. Next the user will receive the standard printer report control prompt. This simple report takes the following form:

```
                Employer's Annual Federal
              Unemployment (FUTA) Tax Return

        Company Name
        Company Address                Fed. ID#  xxxxxxxxxxxx
        City, State, Zip

1. Gross Wages for The Year                     xxxxxx.xx
2. Less Wages Paid In Excess                    xxxxxx.xx
3. Federal Taxable                              xxxxxx.xx
4. Federal Taxable X FUTA Rate (xx.xx)          xxxxxx.xx
5. Federal Taxable X State Credit (xx.xx)       xxxxxx.xx
6. FUTA Tax Due (Line 4 - Line 5)               xxxxxx.xx
```

When the printing is complete, the user will be returned to the Current YearEnd Procedures submenu.

Prepare Payroll Database For New Year

The user must run this module to close the payroll files for the year following the last run of the W-2 forms. When all reports have been run, and the user is ready to continue with the new year, select option '3' from the submenu.

When the user selects option '3', the screen will clear and display the following message and prompt:

This Is The End Of Your Payroll Year.

All YTD Payroll Figures Will Be Reset To Zero!

Do You Want To Continue?

Yes **No**

As a safety feature, this routine is password protected. The password as distributed is **ATOMIC** (upper case letters). It can be changed by your company's dealer or consultant in the command file.

After correctly entering the password, **AS/AP**™ wants to know the capacity of the backup disk or tape drive:

Capacity Of Your Backup Drive (in K)
5 1/4 disks are either 360K or 1200K
3 ½ disks are either 720K or 1440K

For example, if the user has a 1.2 Megabyte drive, you must still enter the capacity in K (1000). Actually it is wise to be slightly conservative. If the drive is 360K, enter it as 340 or even 320.

After entering the capacity, the required number of disks to back up the entire payroll file is calculated:

Calculating Required Number of Disks...

The user is then warned:

DO NOT CONTINUE UNLESS YOU HAVE (XX) DISKS
READY TO BACKUP YOUR FILES!

Do You Want To Continue?

Yes **No**

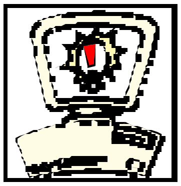
If the user does not have the required amount of *INITIALIZED* disks, answer <N>o here, initialize the required number of disks, then come back to this feature. Answering <Y>es to the above prompt will begin the backup procedure. The program wants to know the name (a single letter) of the backup drive:

Enter Backup Drive Name (<Esc> to Quit)

The user can stop by entering <Esc> to Quit, or they can enter the letter of the drive. Assuming they continue, they will be asked to place a diskette in the drive:

Insert A Diskette In The Drive. Press Return When Ready.

A message will appear on the screen, letting the user know that the payroll database is being copied. When all the room on the first disk is gone, the user will be requested to place another disk into the drive and press <Enter> to continue.



NOTE: *IT IS IMPORTANT TO NUMBER EACH DISK AS IT COMES OUT OF THE DRIVE.*

Should it become necessary to reload the database, the user **MUST** do so in the order in which the disks came out of the drive using the append command. This assumes a working knowledge of dBASE III, and the user should get help if they ever need to work with these backup disks.

After the copying is done, the user will see this message:

```
Back-Up Complete. One Moment While Updating Files...
```

Following this procedure, the payroll database is set up for the new year and the user may begin posting payrolls again if they are on a fiscal accounting year. If your company is on a calendar accounting year, the user should not post any payrolls until the End Of Year is run (Refer to the Utility Manual - End of Month section).

Federal/State/Local Tax Tables

The Tax Tables serve several functions, and must be filled correctly for **AS/AP**™ to work.

Very few states use exactly the same method(s) for calculating their state withholding. In order to accommodate this variety of methods, we have designed **AS/AP**™ with certain procedures in mind. These procedures allow the program to use the same field of information in different ways, depending on what state is involved. **IT IS EXTREMELY IMPORTANT THAT THESE BE FOLLOWED EXACTLY, OR THE CALCULATED WITHHOLDING MAY BE ERRONEOUS!**

The setup for these procedures are detailed on a state by state basis under Selection ‘2' (see menu below).

Upon selecting '4', the screen will clear and display the following submenu:

```
      [Tax Table Maintenance]
1. Federal Tax Tables

2. State Tax Tables
3. Local Tax Tables
4. Print Tax Table Listing
5. Load New Federal Table
6. Delete Taxing Authority
<Esc> - Return to Previous
Menu
```

The Federal tables have already been set up, and all the user will have to do is modify them from time to time as Congress makes changes to the tax laws.

The State and Local Tables are completely user maintainable. The user must set up as many states and localities as necessary. This will be done once. Thereafter, they only need to make changes as the laws in those states and/or localities change.

These are ANNUAL tax tables and the user should enter the amounts from the tables supplied by the government in question.

Federal Tax Tables

The Federal Tables will appear, one at a time, the first being Head of Household, next Married and lastly Single. (In fact, all tables will appear in this order).

Upon selecting '1', the following screen will be displayed along with the prompt:

HEAD of Household - Standard Exemption: 0.00

Line	Over...	But Not Over...	Dollar Tax...	Percent of Excess	Over
1	0	2575	0.00	0.000	0
2	2575	24100	0.00	15.000	2575
3	24100	50325	3228.75	28.000	24100
4	50325	116350	10571.75	31.000	50325
5	116350	251350	31039.50	36.000	116350
6	251350	0	79639.50	39.600	251350
7	0	0	0.00	0.000	0
8	0	0	0.00	0.000	0

Line Number? ("0" to Continue, "20" for Exemption or <Esc> to End)

All 3 tables are essentially identical, so we will discuss only the Head of Household in detail. Note the <0> (zero) in the last line of the '**But Not Over...**' column. This convention (procedure) is explained a little later.

Pressing <Esc> will return to the Tax Table Maintenance submenu. A <0> (zero) will display the next (Married) tax table. To make changes to any of the lines, enter the number (see the left margin) of the appropriate line. The cursor will reposition itself onto that line in the first column. If the user makes a change to the '**Over...**' column, that change will also appear in the '**Over**' column on the right margin. After they have either accepted the figure already there (or changed it) and pressed <Enter>, the cursor will move to the other fields, one field at a time. Make any changes as necessary.

Another option the user has is '20'. This signals **AS/AP**™ to change the Standard Exemption (displayed in the upper right corner of the screen). If the user enters <20>, the cursor will reposition itself at the exemption field. After they have made the change, or accepted the existing contents of that field, two more fields will appear in the same place, one after the other. They are: Unemployment Base and Unemployment Rate. After they have entered any changes to the base or the rate, the standard exemption will reappear, and the screen will look like it did before **20** was entered.

The Unemployment Base is the dollar amount after which FUTA and SUTA no longer need to be calculated, and the Unemployment Rate is the percentage charged. If the user is not sure what these are currently, consult your company's accountant.

Following any changes to the Single Tax Table, the user will be returned to the Tax Table Maintenance submenu.

State Tax Tables

State Tables are not provided with the program. However, the operator can easily create and maintain tables for your company.

When the user selects option '2', they will receive the following prompt:

```
Enter State Code (<Esc> to Quit)
```

Enter the two letter state code of the desired state. The program will search for the requested state.

If the state is not found, the user will receive the following message:

```
State Code For Head Of Household Not
Found. Do You Want To Set It Up?

    Yes                    No
```

A <N>o will return to the Tax Table Maintenance submenu. A <Y>es will clear the screen and display an input screen similar to the Federal Tax Table screen:

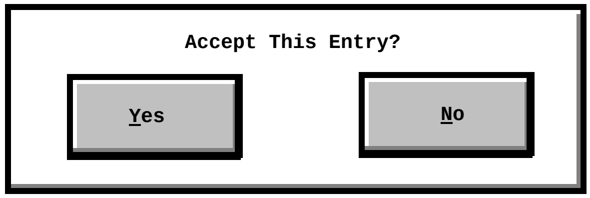
HEAD of Household -

Line	Over...	But Not Over...	Dollar Tax...	Percent of Excess	Over
1	0	1000	0.00	1.00	0
2	1000	3000	10.00	2.00	1000
3	3000	5000	50.00	3.00	3000
4	5000	7000	110.00	4.00	5000
5	7000	10000	190.00	5.00	7000
6	10000	0	340.00	6.00	10000

```
Line Number? (M=>More, '0' to Continue, '20'=>Exemption, <Esc> to End)
```

Using the state table, enter each line, one column at a time. The first entry will be 'Over...' 0 (zero), since all charts begin there.

After each line is entered, the user will be prompted:



A <N>o will ignore the line just entered and return to the same line for a new entry. A <Y>es accepts the line and takes the user to the next line for another entry.

Remember, these are **ANNUAL TABLES!!** Use the correct table to copy from.

After the user has entered most of the table, and come to the last entry line, they should enter <0> in the 'But Not Over' column. That tells the program that it is last line for that Status.

When the user has no more lines to enter, pressing <Esc> will take them to another input screen which is identical, but this one will be for MARRIED PERSONS. Again, enter <0> (zero) for the amount in the last line of the 'But Not Over' column for the Married and Single tables. Once completed with the Married tax table, the user will enter the SINGLE tax table, and following that, they will be returned to the Tax Table Maintenance submenu.

There is a second step which is necessary when setting up a state for the first time. This is the place where the user enters the standard state exemption, unemployment base etc..

In order to make these entries, the user must have already entered the state tax tables and be back at the maintenance submenu. Choose selection ‘2' again. When asked for the state, enter the state code for the state just entered.

The screen will clear and present a screen which looks very much like the Federal tax table, or the state input screen. At the bottom of the screen the user will see this line if it is the Head of Household table:

```
Line Number? (M=>More,'0'=>Continue,'20'=>Exemption,<Esc> End)
```

The prompt line for the Married Table has the word '**Deduction**' in the place of 'Exemption', and the Single Table will not have the '20' option.

On the Head of Household Table, the standard exemption will appear in the upper right corner. To enter it, choose **20** and the cursor will be repositioned at that field. After the user enters the Standard Exemption, the field will change and two other fields will take its place, one at a time.

First the user will see '**Unemployment Base**' and then '**Unemployment Rate**'. For these two figures, they should enter the state Base (i.e. that amount of wages over which no further unemployment tax is taken out), and for the Rate they should enter the rate to be taken.

Following those entries, the screen will once again appear as it did before **20** was entered.

Now the user must press <Enter> to go to the next (Married) Table. The field in the upper right corner now says:

Stand. Ded. Factor

That is the Standard Deduction Factor. Some states use it, and some don't. When the user enters **20**, the cursor will jump to that field (just as it did for the Standard Exemption). After they make a change, (or accept the value already there), two more fields will appear in the same place. These are:

Minimum Stand. Ded.
and
Maximum Stand. Ded.

Again, some states will use these dollar amounts as limits on the deductions from taxable income. Following the entry of these fields, the screen will reappear as it did before the user entered '**20**'.

As noted at the beginning of this chapter, some states calculate their withholding differently than other states. In order to successfully set up **AS/AP**™, the user should take the following steps:

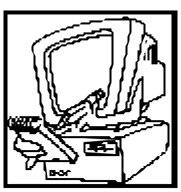
1. Read the setup procedure for each state your company will be using and see what will be required.

2. Obtain the Annual State Tax Table from your state Department of Taxation. Locate the information **AS/AP**™ needs in the tax guide.

3. Enter the Annual State Withholding Table and other factors as required by **AS/AP**™ for your state.

If the operator will follow those three steps, your company will have payrolls running accurately in a very short period of time.

STATE SETUP



NOTE: *WE HAVE GROUPED TOGETHER THOSE STATES WHICH ARE ALIKE. THESE INSTRUCTIONS ARE FOR REFERENCE PURPOSES ONLY. PLEASE CHECK CURRENT REGULATIONS FOR THE STATE WHICH IS BEING POSTED.*

If your state is:

AK, FL, NV, NH, SD, TN, TX, WA, or WY

These states have no state income tax. However, the user must still enter a tax table for each of these states that will be used. The table will have only one line for each Status (Head of Household, Married, Single), and all entries will be 0 (zero). After that, go to the Head of Household Table. Enter 20. The Standard Exemption is 0 (zero), but the user will need to fill in the State Unemployment Base and Rate. After they have entered that information, they're done.

CO, DC, HI, NJ, OH, OR, RI, or WV

These states need the Annual Tax Tables and on the Head of Household Table, they need the Standard Exemption as well as the State Unemployment Base and Rate. That's all for these states.

IL, IN, MA or MI

These states take the annualized gross wages, less exemptions and multiply that times a percentage to obtain the withholding tax. The user only needs to fill in the Head of Household table, and on that table, the first line is all that is necessary. The percentage should be entered in the column marked '**Excess**' and should not be entered as a decimal number. For example, if the percentage is 15%, enter 15, NOT 0.15. **AS/AP**™ only looks at the first line, so no further lines are necessary. After the user has entered that one line, exit using <Enter>. Then, from the submenu, select '2' again. When the Head of Household Table appears, enter **20**. Fill in the amount of the Standard Deduction, the Unemployment Base and Rate. Following that, the user is finished.

LA, ND, NB, PA, UT or VT

These states are virtually the same as the preceding group, only the Standard Exemption can be left as 0 (zero). Follow those instructions.

NOTE: *LA uses the 'Dollar Exemption' field in the employee master record in order to operate properly. See those instructions for further details.*

CA

California uses all three Tables. Enter the Annual tables using the procedures outlined in the beginning of this selection. Then, from the submenu, select 2 again. When the Head of Household Table appears, enter **20**. Fill in the amount of the Standard Exemption, Unemployment Base and Rate. California uses the '**Dollar Exemption**' field in the employee file to apply the correct credit to the tax after it has been calculated.

AZ

Arizona needs two lines in the Head of Household Table only. The first line should have 0 to (the first limit - right now 15000) and the Excess Column should have the appropriate percentage. The next line should have the amount over the limit, and the percentage for that should be in the Excess column. After the user has entered those two lines, stop (press <Enter>) and return to the submenu. Then, from the submenu, select '2' again.

When the Head of Household Table appears, enter 20. Fill in the amount of the Unemployment Base and Rate. The Exemption can be left 0 (zero). Following that the user is finished.

NM

New Mexico uses the three tables. Fill them in from the charts and return to the submenu. Then, from the submenu, select '2' again. When the Head of Household Table appears, enter <20>. Fill in the amount of the Unemployment Base and Rate. The Exemption can be left 0 (zero). Following that the user is finished.

The next few states all make use of a Standard Deduction Factor, Minimum, and Maximum fields on the second table (Married), in one way or another.

KY, VA

Kentucky and Virginia use the three Standard Tables. After the user has entered those, they will return to the submenu. Choose 2 again. On the Head of Household Table, enter <20>. Fill in the Standard Exemption, Unemployment Base and Rate (for Virginia currently $600, $7000 and 6.2 [standard] respectively). Then press <Enter> to go to the Married Table. Enter <20>. The program only makes use of the Maximum Deduction field. The 'Standard Deduction Factor' field can be left zero, as can the Minimum field. Fill in the Maximum field (currently $650 for Virginia). Enter 99 to return to the submenu. That's all.

MN, MT

These states use all three tables, the Standard Deduction from the Head of Household Table and the Standard Deduction Factor from the Married Table. After entering the three tables, take Selection 2 (from the submenu). Enter <20>. Fill in the amount of the standard exemption, the Unemployment Base and Rate. Then, on the next Table (Married), enter 20 again. This time, enter the Standard Deduction Factor (currently 73.987 for MT and 90.54 for MN). The Minimum and Maximum fields can be left 0 (zero). Return to the submenu and that’s it.

AR, IA or MO

These states multiply the annualized wages by a factor and then compare that amount to a standard deduction. If that amount is greater than the standard deduction, then the standard deduction is used instead.

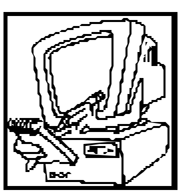
Arkansas goes a little further than the other two. It does not recognize the 'Head of Household', 'Married' or 'Single' Status. Therefore, we have assigned each one of theirs to one of ours as follows:

OURS	THEIRS
Head of Household	Married - 1 working
Married	Single + Married + 2 working
Single	0 (zero) Exemptions

The amount of the deduction is different depending on the Status. Take selection 2. Fill in the three tables. Return to the submenu. From there, take selection 2 again. From the Head of Household menu, enter <20>. The Standard Deduction can be left 0. Enter the Unemployment Base and Rate. Then press <Enter> to go to the Married Menu. Once there, enter <20>. Enter the Standard Deduction Factor (currently 10 for AR, 15 for IA and 17 for MO).

There are actually two 'Maximum' comparisons which can be made, depending on the Status. Since these states do not use 'Minimum', the program uses the 'Minimum' field AS IF IT WERE ANOTHER MAXIMUM field.

Therefore, enter the Standard Deduction for the 'Head of Household' status in the Minimum field. Enter the Standard Deduction for Single and Married in the Maximum field. The user can then return to the submenu (using 99).



NOTE: *AR AND IA USE THE '**DOLLAR EXEMPTION**' AMOUNT FROM THE EMPLOYEE FILE.*

AL, DE, MD, ME, NC

These states use a factor to arrive at an adjusted gross income. That amount is then looked up in the appropriate tax table. The standard deduction consists of a factor which is multiplied times the gross pay. That deduction is then compared against a maximum value.

Enter the three tax tables, and then return to the submenu. Enter Selection ‘2'. On the 'Head of Household Table', enter <20>. Now enter the amount of the Standard Exemption. Next enter the Unemployment Base and

Rate. When the user has completed that, press <Enter> to go to the 'Married Table'. Once there, enter <20>. Now enter the Standard Deduction Factor for your state (currently 20 for AL, 10 for DE, 13 for MD, 16 for ME, and 10 for NC). The program does not use the Minimum field. It can be left 0 (zero). In the Maximum field, enter the amount of the Maximum Standard Deduction, (currently 4000 for AL, 1000 for DE, 1500 for MD, 2500 for ME and 550 for NC). Once the user has entered that amount, they can use <99> to return to the submenu. None of these states use the 'dollar exemption' field in the employee file.

OK

Oklahoma reduces the gross wages by a factor, and then compares that amount to a minimum and maximum deduction.

Enter the tax tables as outlined above. After the user has returned to the submenu, enter Selection ‘2' again. On the 'Head of Household' Table, enter <20>. Enter the Standard Deduction, the Unemployment Rate and Base for your state. Pressing <Enter> will go to the 'Married' Table. Once there, enter <20>. The Factor is currently 15. Then enter the Minimum Standard Deduction (currently 1000) and the Maximum Standard Deduction (currently 2000). Once that has been done, use <99> to return to the submenu.

ID or WI

These two states use a flat dollar amount as the standard deduction, and do not use a factor.

Enter the tax tables as outlined above. From the submenu, enter Selection ‘2' again. On the 'Head of Household' menu, enter <20>. Enter the amount for the Standard Exemption, the Unemployment Base and Rate. Then press <Enter> to go to the next Table (Married). Once there, enter <20>. The Standard Deduction Factor is 0 (zero). There are actually two Standard Deduction amounts, one for 'Married' and the other for 'Single' and 'Head of Household'. **AS/AP**™ makes use of the Minimum and Maximum fields to retain these two amounts. In the Minimum field, the user should enter the Standard Deduction amount for Single or Head of Household, and in the Maximum field, they should enter the Standard Deduction for Married persons. After you have done that, use <99> to return to the submenu.

GA

Georgia is not like other states. The factor by which the gross wages are reduced, as well as the amount of the minimum and maximum Standard Deduction is different for every Status. **AS/AP**™ does not store enough information to accurately compute all the variations. Therefore, we need for the operator to enter the state deductions dollar values. The number of deductions can be entered if available.

All that needs to be done is to fill in the Annual Tax Tables (as outlined above). In addition, Georgia uses the 'dollar exemption' field in the employee file.

Local Tax Tables

The entry and maintenance of the local tables is the same as the state tables except for the following:

When the user enters the desired state, they will be asked for a locality code. This code can be made up, or standard codes can be used if they are available.

The local deductions is usually not a table, rather it is a percentage. Therefore, each Status (Head of Household, Married, Single) will have one entry. That entry will consist of zeroes entered for everything except the Percent of

Excess.

Also, after the local "tables" are entered, the user will have to edit the local table (use this selection a second time, just as with the state). On this second pass, enter the name of the locality, and if your locality allows for a standard exemption, the user would enter that too on the same line where the locality name was entered. The locality name is printed on the appropriate place on the W-2 form.

Print Tax Table Listing

Selection '4' allows the user to print the selected tax table information. In order to have the Federal Table print it must be treated as if it had the state code **FE**.

When the user selects option '4', they will receive the following prompt:

```
Enter State Code, (<CR> for All Tables - <Esc> to Quit) ......
```

The user can request a particular state by entering the State Code, <Enter> for all states or <FE> for the federal table. If the user has more than one locality for a given state, they will receive a printout of each of the localities.

Next the user will receive the standard printer report control prompt. The report will look something like the following:

```
                               SAFARI TRADING CO.
                         Tax Table For The State of VA
As of 06/06/84              Standard Exemption  600.00        Page: 1
                                                Percent
  Over...   But Not Over...   Dollar Tax...     of Excess     Over
----------------------------------------------------------------------

                       Head of Household - Annual Payroll

       0         3000            0.00             2.00          0
    3000         5000           60.00             3.00       3000
    5000        12000          120.00             5.00       5000
   12000       .......         470.00             5.75      12000

                        Married Persons - Annual Payroll

       0         3000            0.00             2.00         0
    3000         5000           60.00             3.00      3000
    5000        12000          120.00             5.00      5000
   12000       .......         470.00             5.75     12000

                        Single Persons - Annual Payroll

        0        3000            0.00             2.00         0
     3000        5000           60.00             3.00      3000
     5000       12000          120.00             5.00      5000
    12000      .......         470.00             5.75     12000
```

When the report is complete, the user will be returned to the Tax Table Maintenance submenu.

Load New Federal Table

Just follow the prompts. The user must have a tax Table disk from **AS/AP**™. Upon selecting this option the following prompt will appear:

```
A Floppy Disk containing the updated Federal Tax Tables is available through your dealer at an
additional cost.  If you DO NOT have that disk press <Esc> at the prompt below.

Enter the designation of your floppy disk drive (A/B or <Esc> to Quit) _
```

After that simply follow the prompts that appear on the screen. Once complete, the user will be returned to the Tax Table Maintenance submenu.

Delete Taxing Authority

The first prompt that the user will receive is the following:

```
Enter State and Local Code to Delete...

State to Delete: __     Local to Delete: __
```

Once the State and Local Codes that the user wishes to delete have been entered, the following prompt will appear:

```
Is It Ok To Continue?

   Yes          No
```

A <N>o will return the user to the Tax Table Maintenance submenu. A <Y>es will check the files and prompt if any of the files use the state or locality being deleted. If so, pressing any key will return to the 'Enter State and Local Code to Delete...' prompt. When finished deletions, pressing <Esc> will return to the Tax Table Maintenance submenu.

Prepare Electronic Transfer Disk

Once the user selects option '5' from the Year End Procedures submenu they will be prompted:

```
Please Fill the following field's completely:

Enter Transmitter's EIN Number __________

Enter year for this report (e.g. 1992) ____
```

After entering valid information the user will further be prompted:

```
Enter Employer's Share of Group Term Life Insurance for Employer #XXXX
                                      ______.__
```

When completed entering the share for each of the employer's the following prompt will appear:

```
Output file to which drive (A/B)?  _
```

Make sure that the drive is ready and enter the drive specifications. When complete the user will be returned to the Current Yearend Procedures submenu.

Select Year to Process

Once selecting this option the following prompt will appear:

```
Change to Which Payroll Year?  ____
 [Blank for Current Year]
```

When complete the system will return to the Current Yearend Procedures submenu.

Re-build Selected Indexes

This function is intended to re-build the index keys in the event that one or more become damaged. The user will find a selection on the Utility Menu that permits the operator to re-build all of the indexes throughout the system.

In addition, we have provided more specific re-index functions, like this one, attached to most menu systems, that are designed to index only the files required by that system.

Once the system is complete reindexing the user will be returned to the Current Yearend Procedures submenu.

Month End Closing - PY

The Payroll Monthend Closing function does nothing more than increment the Period Counter, since the Gross-to-Net Payroll system is a calendar based system, the internal period is irrelevant.

The user will first receive a 'Preparing Files...' message and then the following message and prompt:

```
This Closes Payroll Period X Ending mm/dd/yy

Enter Next Period Closing Date (<Esc> to End)  mm/dd/yy
```

```
Is It Ok To Continue?

  Yes          No
```

Selecting <Y>es will close the period and return to the Payroll Menu. A <N>o on the other hand will simply return to the submenu.

o

Real Time System

Once the user selects option '7' from the Payroll Menu the following submenu will appear:

```
    [AS/AP Real Time Interface]
1. Data Collection Link

2. Interface Maintenance
3. Daily Status and Queries
4. Reports and Lists
5. Cadet Command Maintenance
6. Bridge to Weekly Payroll
<Esc> - Return to Previous
Menu
```

Data Collection Link

The term REAL TIME refers to the practice of collecting data as the event is happening. REAL TIME data collection can be used to record incentive earnings, production movement, quality statistics, shipping, receiving, and time and attendance.

Since our REAL TIME data collection equipment is based around the recording of time, this is a natural introduction to TIME and ATTENDANCE systems.

Because of the nature of REAL TIME data collection, ALL REAL TIME systems are custom designed to the client's requirements, around a set of pre-existing programs.

Interface Maintenance

Daily Status and Queries

Reports and Lists

Once choosing this option the user will, once again, receive a submenu, as follows:

```
        [Reports and Lists]
1. Browse Daily Efficiency

2. Daily Earnings Register
3. Reserved
4. Daily Off Standard Analysis
<Esc> - Return to Previous
Menu
```

Browse Daily Efficiency

Daily Earnings Register

Daily Off Standard Analysis

Cadet Command Maintenance

Once again the user will receive a submenu as the first prompt under this option:

```
          [Send Messages]
1. Send Message to Employees

2. Load Query Keys
3. Reload Setup
4. Send Parameter Map
<Esc> - Return to Previous
Menu
```

Send Message to Employees

The first prompt that the user will receive upon selecting this option is:

```
Send Message To Which Cadet (0 for All)?
        Display Control Byte...
        Buzzer Control Byte....
        Message.................
Press <Esc> to RETURN to Previous Menu
```

```
              Send Command?
     Yes             No              Cancel
```

A <C>ancel will return to the Send Messages submenu. Selecting <N>o will return to the beginning of the above prompt for any corrections to be made. A <Y>es will send the message and then return to the submenu.

Load Query Keys

This prompt will prompt the same as above, however, the second line will state the following:

```
Local Query Number....
```

There also will be no third line. Once complete the user will be returned to the Send Message submenu.

Reload Setup

Send Parameter Map

Again, the user will receive information similar to that in option '1,' however, only lines 1 and 5 will appear, along with the 'Send Command' prompt. Once complete, the user will be returned to the Send Messages submenu.

Bridge to Weekly Payroll

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Appendix A: Payroll Checks

The following check forms are available in the AS/AP Accounting System.

#	Form	#
1.	Payroll/Payable	DFS - DF69-n
2.	ADP	-
3.	Radio Shack #PRC 1-1	-
4.	Custom	SCS - PY-4VD
5.	Custom	SCS - PY-5CR
6.	Custom	SCS - 9021-2
7.	Custom	SCS - PY-7YGBK
8.	Custom	
9.	Custom	
11.	Custom	
A.	Custom	
G.	Great Plains	
O.	Open Systems	

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