Solution-**IV**™ Accounting
Payroll

Version 8.521

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A. Payroll Messages; B. Understanding the Accounting Theory Behind Payroll; C. What to do with all the Paper Generated; D. Glossary

1   Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Payroll features.

The General Ledger and System Integration flowcharts show how your Payroll module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Payroll Features

The following standard features are included in Thoroughbred Solution-IV Payroll:

➢ Thoroughbred Solution-IV Payroll helps to process your company payroll by providing analysis reports that show labor trends broken down by hours worked, and labor costs by employee, department, earnings code, and job.

➢ Payroll prints W-2s and quarterly reports that provide the information needed to complete required government forms.

➢ The Payroll system handles multiple taxing jurisdictions, as well as 401k plans.

➢ The Payroll system allows you to adapt the Payroll package to your special needs without having to make program changes. The parameters feature choices including whether or not to post to General Ledger, whether to tie your tax deposits into Accounts Payable, and whether or not to accrue vacation and sick pay beyond the end of the year.

➢ Payroll includes tax tables for both federal taxes and for all states that assess a state income tax.

➢ The system allows an unlimited number of earnings codes, deductions, and payroll taxes.

➢ Earnings and deductions may each be designated as taxable or non-taxable. This allows you to accommodate a 401k plan.

➢ The system handles regular, premium, bonus, vacation, sick, and holiday earnings. It can calculate these based on hours worked or as a flat amount. You may also define a limit for a given earnings code.

➢ You can base deductions on a flat amount, a percentage of gross, on hours worked, or on a specific earnings code calculation. You can define limits by pay period, month-to-date, quarter-to-date, and year-to-date, and can set minimum hours and earnings amounts to which a deduction will apply.

➢ Federal, state, local, FICA, Unemployment, Worker's Compensation, and other employer contributions are defined by the user. You may base contributions on an hourly rate, percentage of gross, flat amount, or according to a deduction code calculation. You can set contribution limits by period, month, quarter, or year.

➢ You can pre-define each employee with earnings, deduction, and tax profile. Then, each payroll period, employees can be selected automatically for processing, with the need to change only that information that differs from period to period.

➢ You can define daily, weekly, biweekly, semi-monthly, monthly, quarterly, and annual pay cycles for each employee.

➢ You may choose to post employer contributions, employee taxes, and employee deductions automatically to the Solution-IV Accounts Payable package for subsequent payment.

➢ You can enter both computer-generated and manually written payroll checks for each employee during the payroll cycle. Manual, computer-calculated, and direct-deposit checks can be processed in the same payroll cycle.

➢ The system maintains the last review, next review, last raise, last pay rate, birth date, date of hire, and many other demographic data. These can be viewed on several payroll reports or accessed from Thoroughbred *Query*-IV.

➢ You can retain payroll history for as long as you want, and you can produce a detailed check history report from the historical files at any time.

➢ You can have the system accrue vacation and sick pay automatically, and allow each employee a specified number of vacation and sick hours per year. The system will track hours accrued as well as hours used.

➢ Payroll handles W-2 printing for multiple taxing jurisdictions.

➢ You can keep a full set of employee comments for each employee to use in tracking salary history or other general employee-related information.

➢ You can print a wide variety of management reports, including:

  ♦ Employee Masterfile Listing
  ♦ Employee Accrual Report
  ♦ Payroll Registers
  ♦ Analysis Reports
  ♦ Labor Distribution Report
  ♦ Quarterly Tax and Contribution Reports
  ♦ Date Cross-Reference Reports

Thoroughbred Solution-IV Accounting Flowchart

The following System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Payroll flowchart on the following page shows how the various components of the Payroll module are related.
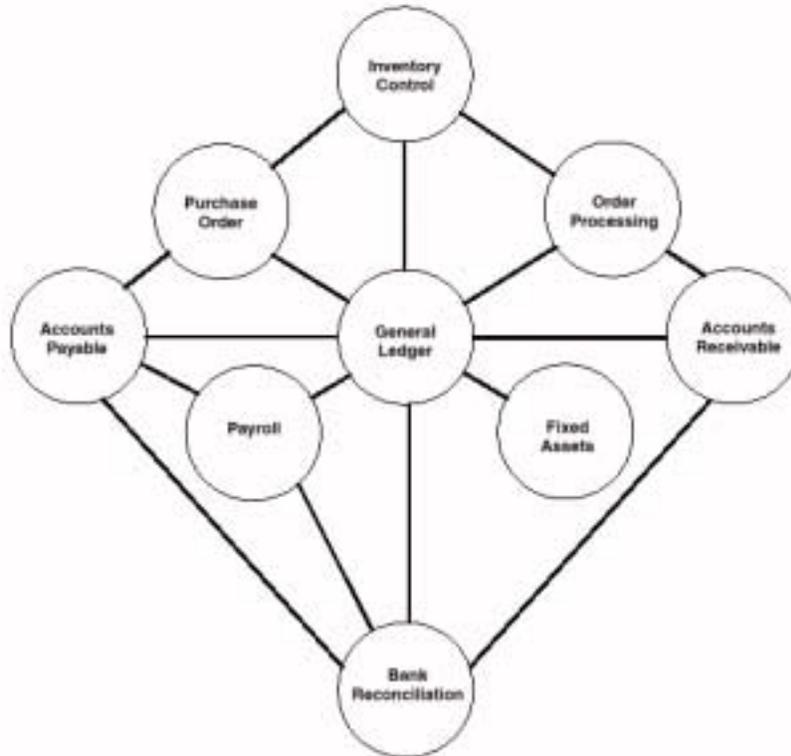
Solution-IV Payroll Flowchart
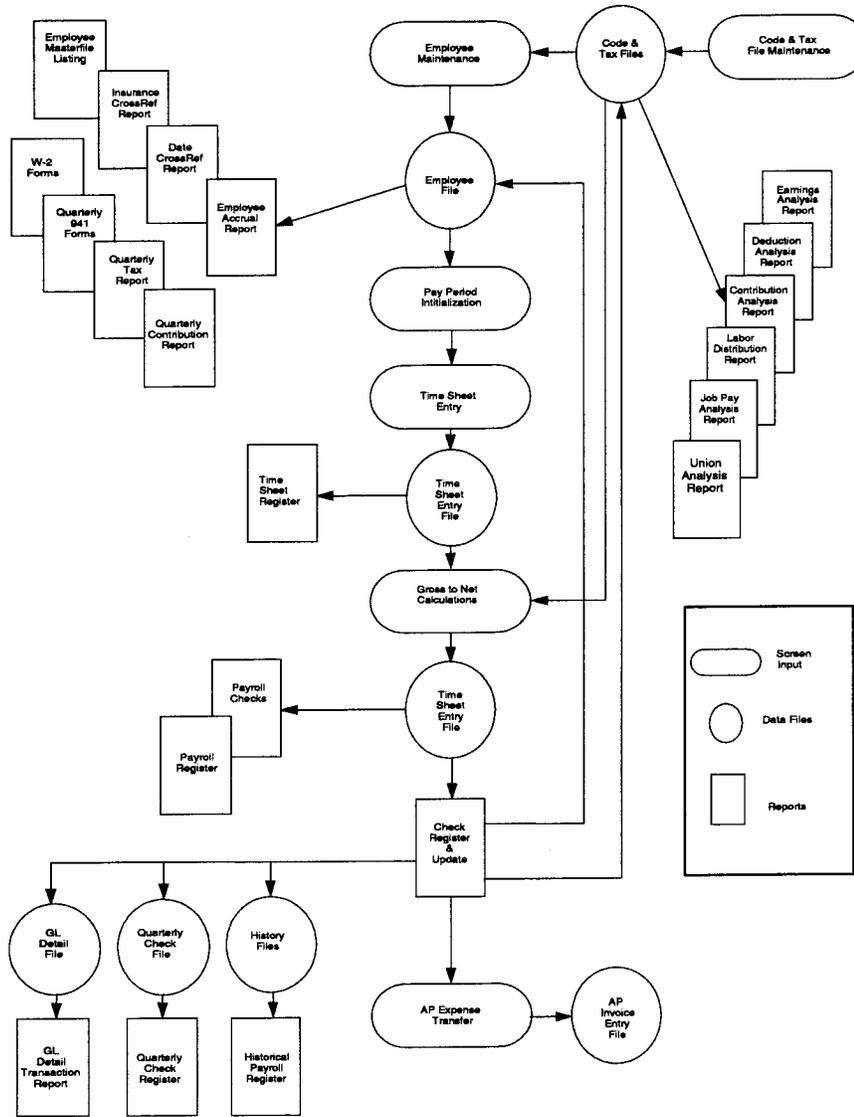
How to make the Greatest Use of This Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Payroll system.

This manual will introduce you to the capabilities of the Solution-IV Payroll, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before entering your own data into the system.

> ➢ **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.

> ➢ **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.

> ➢ **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.

> ➢ **Use the demonstration data**. Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.

> ➢ **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

> **Keep the manual handy**. Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance

How This Manual is Organized

This manual has been organized to take you through normal Payroll activity. As a supplement to these day-to-day procedures we have included a brief explanation of accounting theory, an extensive glossary of accounting terms, and several helpful setup ideas and system design hints.

Chapter 1

Introduction - Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Payroll features. The Payroll and System Integration flowcharts show how your Payroll module operates and how it relates to the overall accounting system.

Chapter 2

Payroll Menus-Describes the options available on the Payroll Main Menu, Code File Maintenance Menu, and Monthly Reports Menu.

Chapter 3

Payroll Setup-Explains how to get started with your Payroll system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Employee Maintenance-Describes the options that are available during usual day-to-day processing. These include Employee Maintenance, Employee Inquiry, and Tax Calculation Inquiry.

Chapter 5

Payroll Processing-Discusses the options that are available when processing the payroll. They include Pay Period Initialization, Time Sheet Entry, Gross to Net Calculations, and Check Printing, along with the accompanying reports and updates.

Chapter 6

Payroll Reports-Describes how to execute the Solution-IV Payroll Reports. These include the Employee Masterfile Listing and Employee Label Printing, as well as the standard monthly analysis reports, such as the Earnings Analysis, Deduction Analysis, Tax Analysis, Contribution Analysis, Labor Distribution, Job Pay Analysis, Payroll Union, Insurance Cross Reference, Date Cross Reference, and Employee Accrual Reports; and the quarterly, and annual reports, such as the Historical Payroll Register, Quarterly 941 Forms, Quarterly Tax, Quarterly Contribution, W-2 Form Printing, Quarterly Check Register, and AP Expense Transfer.

Chapter 7

Period End Processing-Describes what happens during the Period End Update and the Status Change Update.

Appendices

Appendices-Contains supplemental information that is helpful to the understanding of Solution-IV Payroll. System conversion is also detailed in the Appendices. Messages you may encounter while using the system are also listed and explained in the appendix.

Glossary

Glossary-Provides a list of terms used in the Solution-IV manuals.

2   Payroll Menus

Thoroughbred Solution-IV Payroll uses options that can be selected from the following menus:

> ➢ Payroll Main Menu

> ➢ Employee Maintenance Menu

> ➢ Code File Maintenance Menu

> ➢ Monthly Reports Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

Payroll Main Menu

Introduction

The Thoroughbred Solution-IV Payroll package automatically calculates employee and employer payroll taxes. Checks are printed weekly, biweekly, semimonthly, monthly, quarterly, annually or on irregular payroll cycles, or any combination of the above. Quarterly reports are printed to help you with your governmental reporting and W-2s are printed at the end of the year.

The payroll package handles multiple taxing jurisdictions, as well as pre-tax 401k deductions.

Employee information is kept, including birth date, emergency contacts, race, sex, marital status, vacation and sick days taken, along with quarter-to-date and year-to-date earnings and deduction amounts.

How to Execute

From the Solution-IV Accounting System Master Menu, select option **7**, Payroll.

```
Term: T1                    Payroll Main Menu                   05/07/97
Menu: PRM              Lightspeed Distributors (DEM)            01:38 PM

        Time Sheet Processing              Maintenance & Inquiries
   1  Pay Period Initialization       8  Employee Maintenance Menu
   2  Time Sheet Entry                9  Employee Inquiry
   3  Time Sheet Register            10  Tax Calculation Inquiry
                                     11  Code File Maintenance Menu

          Payroll Processing
   4  Gross to Net Calculation                 Reports
   5  Payroll Register              12  Employee Masterfile Listing
   6  Check Printing                13  Employee Label Printing
   7  Check Register & Update        14  Monthly Reports Menu


                                          Period End Processing
                                     15  Maintain Cleared Checks
                                     16  Period End Update
                                     17  Status Change Update

   Selection: _____
```

Time Sheet Entry

Pay Period Initialization

Pay Period Initialization is used to begin the pay cycle. This is where information such as the period ending date, the check date and selection cycle are entered.

This function can also automatically generate default timesheets based on information stored in the employee masterfile.

Time Sheet Entry

This function performs maintenance on individual timesheets. Overtime hours and deductions may be entered, as well as manual checks, voids, and reversals.

Time Sheet Register

The Time Sheet Register allows you to review the results of Pay Period Initialization and Time Sheet Entry. This report may be printed whenever desired. It shows earnings and deduction lines for checks and direct deposits. For manual checks and reversals, all lines are displayed.

Payroll Calculation and Checks

Gross to Net Calculations

After the timesheets have been entered, Gross to Net Calculations are run to calculate the tax withholding and employer contribution amounts. These amount are calculated based on the tax tables, tax accrual codes and contribution codes, as well as employee-specific data saved in the employee masterfile.

Payroll Register

The Payroll Register prints the results of the Gross to Net Calculations. This report may be printed whenever desired. It shows all line types for all transactions and should be carefully reviewed before printing checks.

Check Printing

This function actually prints the payroll checks.

Check Register and Update

This check register details the checks just printed and the earnings and deductions applied on this check.

If the check register printed correctly, the information may be posted to the appropriate files in Payroll, General Ledger, and Accounts Payable.

Masterfile Maintenance

Employee Maintenance

This function is used to maintain detailed records for each of your employees. For more information, see the Employee Maintenance Menu section of this chapter.

Employee Inquiry

This function is used to view and/or print basic information about an employee, one employee at a time. The displayed information includes name and address, code information and check history. No information may be modified using this option.

Tax Calculation Inquiry
This option allows you to see the calculated tax amount for any employee. You will be prompted for the employee and tax codes, the earnings and total pre-tax deduction amounts and the number of exemptions. The system takes this information and performs the standard tax calculation to derive a tax amount. This feature allows an employee to see the impact of a change in their exemptions or pre-tax deductions.

Code File Maintenance Menu
This option gives you access to the menu that contains the parameters and all of the code files.

Reports

Employee Masterfile Listing
This is a list of the employee information as found in Employee Maintenance. You may choose from a variety of "sort and print" options -- from the bare minimum amount of information to the full employee masterfile.

Employee Label Printing
This function is used to print labels using information from the employee masterfile.

Monthly Reports Menu
This option gives you access to the menu that contains most of the reports. Any of the reports may be printed at any time and are as current as the last payroll update.

Period End Processing

Maintain Cleared Checks
This function is used to mark checks as being cleared, or "unmark" them if they were cleared improperly. Checks may be cleared either as a range or one at a time.

This function is important only if you have chosen to remove only cleared checks from the monthly check file during period end processing.

Period End Update
This function should be run at the end of each month after the last pay cycle has been completed. Be sure to run it before any entries are made for the following period, as it does remove some information from some files.

Status Change Update
This function takes all of the masterfile entries that you have marked to change or delete, verifies that the changes/deletions are valid, and then performs the changes/deletions. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

Employee Maintenance Menu

Introduction
This option is used to maintain detailed records for each of your employees.

How to Execute
From the Payroll Main Menu, select option **8**, Employee Maintenance Menu.
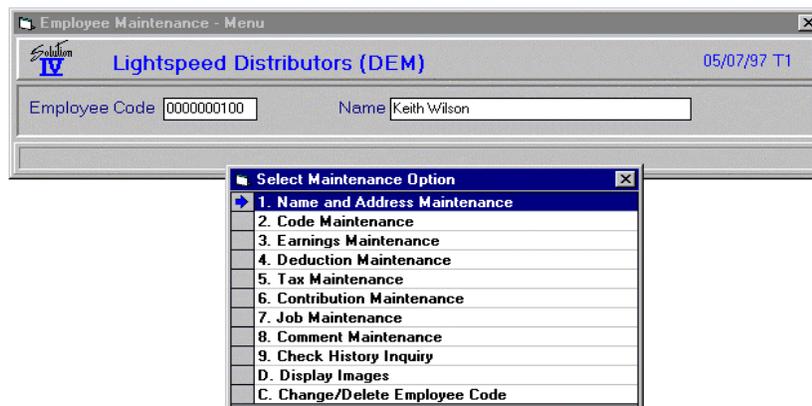
Employee Maintenance Options

Name and Address Maintenance
Allows you to maintain the name and address for each employee along with emergency contacts and vacation and sick accrual information.

Code Maintenance
Allows you to maintain sensitive employee information such as pay rate, anniversary dates, and direct-deposit information. The posting code, labor code, union code, and class codes are also maintained here.

Earnings Maintenance
Stores the different earnings codes from which this employee can be paid. Each record contains monthly, quarterly, yearly, and last year's earnings amounts and hours.

Deduction Maintenance
Stores the different deduction codes, which can be taken for this employee. Each record contains deduction amounts for the month, quarter, year, and last year.

Tax History Maintenance
Stores the different tax codes, which can be calculated for this employee. Each record contains monthly, quarterly, yearly and last year's gross earnings, taxable earnings and tax amounts.

Contribution Maintenance

Stores the different contribution codes, which can be calculated for this employee. Each record contains monthly, quarterly, yearly and last year's gross earnings, base earnings, and employer's contribution amounts.

Employee Job Rate Maintenance

Stores the different job codes from, which this employee can be paid. Each record contains monthly, quarterly, yearly and last year's earnings amounts and hours.

Comment Maintenance

This is a text field allowing you to keep track of personnel or employee-specific issues regarding this employee.

Check History Inquiry

Prior check history and monthly, yearly and last year's summary information is kept here.

Change/Delete Employee Code

This is used to delete an inactive employee or change the employee code.

Code File Maintenance Menu

Introduction

This option gives you access to the Code File Maintenance Menu.

This menu is where you maintain the Payroll Parameters and all of the code files such as earnings codes and posting codes.

These codes should be set up before entering anything else in the system, since Employee Maintenance and Timesheet Entry use information entered in the code files.

How to Execute

From the Payroll Main Menu, select option **11**, Code File Maintenance Menu.

```
Term: T1                    PR Code File Maintenance Menu            05/07/97
Menu: PRC                   Lightspeed Distributors (DEM)            01:39 PM

          Code File Maintenance                    Code File Listings
      1  PR Parameters Maintenance         16  PR Parameters Listing
      2  Bank Code Maintenance             17  Bank Code Listing
      3  ACH Direct Deposit Parameters     18  ACH Direct Deposit Parameters
      4  Class Code Maintenance            19  Class Code Listing
      5  Contribution Code Maintenance     20  Contribution Code Listing
      6  Deduction Code Maintenance        21  Deduction Code Listing
      7  Deduction Account Overrides       22  Earnings Code Listing
      8  Earnings Code Maintenance         23  Job Code Listing
      9  Earnings Account Overrides        24  Labor Code Listing
     10  Job Code Maintenance              25  Posting Code Listing
     11  Labor Code Maintenance            26  Tax Table Listing
     12  Posting Code Maintenance          27  Tax Accrual Account Listing
     13  Tax Table Maintenance             28  Union Code Listing
     14  Tax Accrual Account Maint.
     15  Union Code Maintenance                      Copy Utility
                                           29  Copy Codes to Employees
     Selection: _____
```

Code File Maintenance

Payroll Parameters

The parameters allow you to customize the Payroll package to meet the specific needs of your company. Here you will be able to state whether you want to use job codes, if you wish to automatically generate Accounts Payable invoices, vacation and sick accrual information, how to clear check history, and whether or not you want to post to General Ledger.

Bank Code Maintenance

The Bank Code Maintenance function is used by all applications to maintain a central banking source. You may set up as many bank codes as required, having at least one for each bank account you write checks from or deposit checks to.

ACH Direct Deposit Parameters

The ACH Direct Deposit Parameters Maintenance function is used to define the ACH Parameters for each banking source. You may set up each bank code as required for ACH processing. This file is optional and need not be set up if you are not processing direct deposit payroll checks.

Class Code Maintenance
Class codes are basically file-verified sort options. They are also used in Employee Maintenance.

Contribution Code Maintenance
Contribution codes contain the types of payments that the employer may make on behalf of the employee. Examples include Social Security (FICA), employer 401k contributions, and state unemployment insurance premiums.

Deduction Code Maintenance
Deduction codes contain the types of payroll deductions that employees can have deducted from gross pay. Examples include employee 401k payments, union dues, garnishments, and health insurance premiums.

Deduction Account Overrides
The deduction account override codes allow the General Ledger accrual account used by a deduction code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

Earnings Code Maintenance
Earnings codes contain the pay types from which an employee can be paid. Examples include regular earnings, overtime earnings, sick earnings, and vacation earnings.

Earnings Account Overrides
The earnings account override codes allow the General Ledger expense account used by an earning code to overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

Job Code Maintenance
Job Code Maintenance allows individual jobs to be defined with their own pay rates and General Ledger expense posting. When the payroll parameters are configured to use job codes, an employee's pay rate can be computed based on the active job.

Labor Code Maintenance
Labor Code Maintenance allows different types of labor categories to be created. The Labor Distribution Report prints a breakdown of earnings by each labor code.

Posting Code Maintenance
If you wish to separate your employees by department and/or location, the posting code allows you to post each department/location combination to a separate General Ledger expense account.

Tax Table Maintenance

Complete tax tables for federal withholding and all fifty states are included with Solution-IV Payroll. This function allows you to add new tables and update existing tables. The information stored in each table includes exemption amounts and limits, the calculation sequence and the actual tax table. The tax tables are shared for all companies.

Tax Accrual Account Maintenance

Tax Accrual Account Maintenance is used to activate a tax table that is used by the selected company. Once a tax accrual code exists, the tax table can be used for employee tax calculation. This code contains information such as the General Ledger accrual accounts, selection cycles, and earnings codes to include or exclude during tax calculation.

Union Code Maintenance

This function allows you to define various union codes. The union code contains information such as address, phone, contact, and membership fees. The Payroll Union Report displays earnings with a breakdown by the union code.

Code File Listings

Payroll Parameters Listing

This report shows what was entered in Payroll Parameters Maintenance.

Bank Code Listing

This report lists the bank codes as entered in Bank Code Maintenance.

ACH Direct Deposit Parameters

This report lists the bank code direct deposit parameters.

Class Code Listing

This report lists the class codes as entered in Class Code Maintenance.

Contribution Code Listing

This report lists the contribution codes as entered in Contribution Code Maintenance. It includes all the detail information associated with each code.

Deduction Code Listing

This report lists the deduction codes as entered in Deduction Code Maintenance. It includes all the detail information associated with each code.

Earnings Code Listing

This report lists the earnings codes as entered in Earnings Code Maintenance. It includes all the detail information associated with each code.

Job Code Listing

This report lists the job codes as entered in Job Code Maintenance. It includes the job's rate information.

Labor Code Listing

This report lists the labor codes as entered in Labor Code Maintenance.

Posting Code Listing

This report shows the posting codes and their associated account codes as entered in Posting Code Maintenance.

Tax Table Listing

This report prints the tax tables. You can sort by the tax table code or the jurisdiction type. Print options and ranges may also be selected.

Tax Accrual Account Listing

This report lists all the tax accrual account codes entered in Tax Accrual Account Maintenance. It includes selection cycles, posting information, and the Accounts Payable vendor.

Union Code Listing

This report list all union codes entered in Union Code Maintenance.

Copy Codes to Employees

This function allows you to take ranges of the codes defined on the menu, and copy them into selected employee masterfile records. This is a timesaving measure in the initial set up of the system.

Monthly Reports Menu

Introduction
This option gives you access to the menu that contains most of the Payroll reports.

All of the analysis reports on this menu may be printed at any time and are as current as the last update. The AP Expense Transfer that automatically generates Accounts Payable invoices from Payroll expenses is also available from this menu.

How to Execute
From the Payroll Main Menu, select option **14**, Monthly Reports Menu.

```
Term: T1                    PR Monthly Reports Menu            05/07/97
Menu: PRR                 Lightspeed Distributors (DEM)        01:53 PM

        Analysis Reports                  Quarterly & Annual Reports
    1   Earnings Analysis Report      10  Employee Accrual Report
    2   Deduction Analysis Report     11  Historical Payroll Register
    3   Tax Analysis Report           12  Quarterly 941 Report
    4   Contribution Analysis Report  13  Quarterly Tax Report
    5   Labor Distribution Report     14  Quarterly Contribution Report
    6   Job Code Analysis Report      15  Quarterly Check Register
    7   Payroll Union Report          16  AP Expense Transfer
                                      17  W-2 Form Printing

        Cross Reference Reports
    8   Insurance Cross Reference Rpt     Report Contents Maintenance
    9   Date Cross Reference Report   18  W-2 Form Contents
                                      19  Magnetic Media Specs
                                      20  State Magnetic Media Specs

    Selection: _____
```

Analysis Reports

Earnings Analysis Report
This report breaks down employee earnings by earnings code. The sort options are by employee code and posting code; reporting can be selective on individual earnings codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Deduction Analysis Report
This report breaks down employee deductions by deduction code. The sort options are by employee code and posting code; reporting can be selective on individual deduction codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Tax Analysis Report
This report breaks down employee tax withholding by tax code. The sort options are by employee code and posting code; reporting can be selective on individual tax codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Contribution Analysis Report
This report breaks down employer contributions by contribution code. The sort options are by employee code and posting code; reporting can be selective on individual contribution codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Labor Distribution Report

This report breaks down employee earnings by labor code. The sort options are by employee code and posting code; reporting can be selective on individual labor codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Job Pay Analysis Report

This report breaks down employee earnings by job code. The sort options are by employee code and posting code; reporting can be selective on individual job codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Payroll Union Report

This report shows employee earnings sorted by the employee's union code. You can print a range or selected union codes and you can indicate your choice to print information monthly, quarterly, yearly or for last year.

Insurance Cross Reference Report

This report lists all employees with age, sex and marital status. It prints alphabetically by employee code.

Date Cross Reference Report

This report allows you to sort a range of employees by any one of the following dates: Birth, start, last review, next review, last raise, termination date or rehire date. The report shows the number of months and years since the sorted date.

Employee Accrual Report

The Employee Accrual Report prints the current vacation and/or sick accruals for a range of employees. It can calculate the future cost of the available time by employee.

Quarterly and Annual Reports

Historical Payroll Register

This report reproduces past payroll check registers from the payroll history files. It can print quarterly, yearly or a range of dates for a range of employees.

Quarterly 941 Forms

This prints the 941 required by governmental agencies.

Quarterly Tax Report

This report will produce a list of gross earnings, taxable earnings and taxes withheld for each employee sorted by tax code. A range or selected tax code may be printed for each quarter and yearly amounts.

Quarterly Contribution Report

This report produces a list of base earnings, gross earnings, and employer contributions made for each employee sorted by contribution code. A range or selected contribution code may be printed for each quarter and yearly amounts.

W-2 Form Printing

This function will normally be used at the end of the calendar year when it will print W-2 forms as required by the government.

Quarterly Check Register

The Quarterly Check Register is a detail list of all the checks that have been printed during the quarter. Depending on the answer to the question in Parameter Maintenance, the register may also contain outstanding checks from prior months.

This report may be printed at any time but should be printed at least as part of period end processing.

3   Payroll Setup

This chapter explains how to design and set up your Payroll system. It also explains how to perform code file maintenance.

In this section we provide several setup ideas that should help you to decide what information you need to gather and how you should enter it into your new system.

You will want to modify these ideas to fit your company's needs.

Payroll Parameters

Introduction
The parameters allow you to customize the Payroll package to meet the specific needs of your company. Here you will be able to state whether you want to use job codes, if you wish to automatically generate Accounts Payable invoices, vacation and sick accrual information, how to clear check history, and whether or not you want to post General Ledger.

Note: You must start here when setting up your Payroll.

How to Execute
From the Code File Maintenance Menu, select option **1**, PR Parameters Maintenance.

Description of Fields

Post distributions to General Ledger?
You may choose not to make any postings to General Ledger from Payroll. Normally this would not be the case, but you may want to do it when you are initially entering data into the system.

Y   Posts checks to the General Ledger.

N   Makes no postings outside of the Payroll system.

Automatically generate Payables Invoices?

You may choose to automatically generate Solution-IV Accounts Payable invoices to pay your payroll expenses. To use this option, Solution-IV Accounts Payable must be installed and vendors must exist in the same company.

Y   Automatically generates Accounts Payable invoices after printing the Check Register audit reports. This setting makes the vendor code field mandatory in Contribution, Deduction, and Tax Accrual Code Maintenance.

N   Suppresses automatic Accounts Payable invoice generation. Use Job Codes?

You have the option to disable the use of job codes. Job codes provide a way to calculate the pay rate based on the job type or category.

Y   Job codes are enabled. Pay rates can be calculated based on job.

N   Job codes are disabled. All references to them are skipped.

If you answer **Y** above, the system prompts:

Post by Job Code?

You have the option of posting earning expenses to the General Ledger based on the account entered in the job code or the earnings code.

Y   Posts to General Ledger using the account found in the job code record.

N   Posts to General Ledger using the account found in the earnings code record. This is the case if you choose not to use job codes.

Default Social Security Number to Employee Code?

This field indicates whether or not to use the employee code as the social security number when adding a new employee. This is useful when using the social security number as the employee code. The valid entries are:

Y   Defaults the social security number to the employee code.

N   Does not default the social security number.

Current Quarter

This field contains the current quarter based on today's date. It may be overridden.

Display Employee Comments In Employee Inquiry

Employee Inquiry is a menu option allowing you to view, but not modify, selected employee information. Exceptions to the "no modify" rule are the employee comments as follows:

C   User with access to Employee Inquiry may view, add, change, or delete the comments.

I   User with access to Employee Inquiry may only look at the comments.

N   The comments are not accessible at all in Employee Inquiry.

Special processing for tipped employees?
Some states allow employers to pay less than the federal minimum wage to tipped employees. However, the employee must report at least enough tips to bring him up to minimum wage.

Y   Employees with tips may earn less than the minimum wage, so may require special makeup tip processing to reach the minimum wage.

N   Tips are not part of this company.

Minimum Wage
Enter the minimum wage per hour.

Vacation Accrual Information

Accrual based on X hours
Enter the number of hours on which the vacation hours are accrued. It is normally based on the hours worked per year. The default is 2080, which is calculated as 40 hours per week, multiplied by 52 weeks per year.

Allow accrual to exceed total?
You have the option of allowing the vacation accrual to exceed the maximum number of vacation hours for the employee.

Y   Allows the vacation accrual to exceed the employee's pre-set limit.

N   Stops vacation accrual when the individual limits are reached.

Carry accrual to next year?
You have the option of allowing employees to carry over vacation hours not taken during the current year to the following year.

Y   The vacation accrual field in the employee file is not reset to zero during year-end processing.

N   The vacation accrual amounts are set to zero during year-end.

Sick Accrual Information

Accrual based on X hours
Enter the number of hours on which the sick pay hours are accrued. It is normally based on the hours worked per year. The default is 2080, which is calculated as 40 hours per week, multiplied by 52 weeks per year.

Allow accrual to exceed total?
You have the option of allowing the sick pay accrual to exceed the maximum number of sick hours for the employee.

Y   Allows the sick pay accrual to exceed the employees pre-set limit.

N   Stops sick pay accrual when the individual limits are reached.

Carry accrual to next year?
You have the option of allowing employees to carry over sick pay hours not taken during the current year to the following year.

Y   The sick pay accrual field in the employee file is not reset to zero during year-end processing.

N   The sick accrual amounts are set to zero during year-end.

Period End Information

Purge all checks quarterly, yearly or only cleared checks:
You have the option of retaining checks until they have cleared, if desired. During period end processing, the options are as follows:

Q   Will clear the check file every quarter.

Y   Will clear the check file at year-end.

C   Will only remove those checks that you have indicated as having cleared the bank.

Number of days to retain terminated employees
Enter the number of days to wait before deleting the employee record. Year-End Processing will delete employees whose termination date is at least this many days before today. The default is 365 days or 1 year.

Exit the Screen

Once you have completed the information on the parameters screen, you will be returned the Code File Maintenance Menu.

Payroll Parameters Listing

Introduction
This report displays or prints the parameters entered in Payroll Parameters Maintenance.

How to Execute
From the Code File Maintenance Menu, select option **16**, PR Parameters Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:15 PM            PR Parameters Listing                Term: T0
                        Lightspeed Distributors (DEM)             Page: 1
--------------------------------------------------------------------------------
Posting Information:
  Post distributions to General Ledger?         Y
  Automatically generate payables invoices?      N
  Use job codes?   N   If yes, post by job code    N
  Use labor codes? Y
  Use union codes? Y
  Default social security number to employee code? N
  Access to employee comments in Employee Inquiry: C - Read & Write
  Special processing for tipped employees?       N
  Current quarter:                               1
  Minimum wage:                                      5.15

Vacation Accrual Information:         Sick Accrual Information:
  Accrual based on 2080 hours          Accrual based on 2080 hours
  Allow accrual to exceed total? N     Allow accrual to exceed total? N
  Carry accrual to next year?    N     Carry accrual to next year?    N

Period End Information
  Purge all checks quarterly, yearly or only cleared checks: C - Only cleared
  Number of days to retain terminated employees:          365
```

Bank Code Maintenance

Introduction

All Thoroughbred Solution-IV Accounting applications use this function to define different bank accounts. A different bank code must be set up for each checking or deposit account you use. Accounts Payable, Payroll, and Accounts Receivable all have access to the same bank codes. The results tie together in General Ledger and Bank Reconciliation.

How to Execute

From the Code File Maintenance Menu, select option **2,** Bank Code Maintenance.

Description of Fields

Bank Code

Enter a two-character alphanumeric code. The system uses this code to select the proper General Ledger cash account to use when entering or printing checks.

Example: BA — Bank of America checking

Description

Enter up to 40 alphanumeric characters to describe the bank code.

GL Account No

Enter the General Ledger account code to which this bank code should post. It is normally a cash account. Each bank code should post to a unique General Ledger account code.

Bank Acct. No

Enter up to 15 alphanumeric characters for your bank account number. This field is optional and only for your internal use.

Bank Route

Enter up to 10 characters for your bank route number.

Next Cash Receipt Batch Number
Enter the first cash receipts batch number that you want the system to automatically assign during OP Invoice Posting.

Status
The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen
When you are finished, press **F4** from the bank code and you will be returned to the Code File Maintenance Menu.

Bank Code Listing

Introduction

This report lists all bank codes, descriptions, General Ledger account codes, and bank account ID numbers as entered in Bank Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select option **17**, Bank Code Listing.

Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. When they are finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 03:14 PM                Bank Code Listing                   Term: T0
                          Lightspeed Distributors (DEM)              Page: 1
-------------------------------------------------------------------------------
Bank
Code  Description                           Account Code   Bank Account
-------------------------------------------------------------------------------
  BA  Bank of America - checking            101-01-00      10156-12345
  NJ  Central Jersey National Bank - checking  101-00-00   205-12345




2 Bank Codes Printed
```

ACH Direct Deposit Parameters

Introduction

The ACH Direct Deposit Parameters Maintenance function is used to define the ACH Parameters for each banking source. You may set up each bank code as required for ACH processing. This file is optional and need not be set up if you are not processing direct deposit payroll checks.

How to Execute

From the Code File Maintenance Menu, select option **3**, ACH Direct Deposit Parameters.

Description of Fields

Bank Code

Enter up to 2 alphanumeric characters representing the bank code that these checks will be or were written from.

Description

Enter up to 30 characters to describe the ACH bank setup record. This field is used solely for documenting purposes.

Immediate Destination Code

Enter up to 10 characters for the ACH Immediate Destination Code. This field is normally formatted as:

bNNNNNNNNN where 'b' indicates a blank space and the NNNNNNNNN number is the company's originating DFI Identification number for ACH transactions. For example, the field might contain, b071000039, where 'b' is a blank space.

Dest Name

Enter up to 23 characters for the name of the ACH bank that received the direct deposit file. For example, this field might contain "Bank of America".

Immediate Origin Code
Enter one of the following in this field:

1   EIN (Employee Identification Number)

2   DUNS

9   Company Assigned Code.

Orgn Name
Enter up to 23 characters for the name of the origination organization.

File ID Modifier
Enter a single character for the File ID Modifier. This field usually contains the letter 'A'.

Reference Code
If used, enter up to 8 characters for the Reference Code. This field is optional for the ACH direct deposit file and is usually left empty.

Service Class
Enter one of the following codes in this field:

200   Mixed CR/DR

220   Credits only

225   Debits only

Company Name
Enter up to 16 characters to indicate the PR company name. This can usually be the same name as was used for the originating organization, if a single batch of records is sent for the entire payroll run.

Company Bank Account Number
Enter the company's bank account number with the ACH bank.

Company Discretionary Data
Enter up to 12 characters of company discretionary data. This field is usually left empty.

Company Entry Description
Enter one of the following descriptive phrases in this field:

PAYROLL   Usually for a pr direct deposit file.

CONCENTRAT

INS PREMIU

Standard Entry Class
Enter one of the following codes in this field:

Payroll Setup   **33**

PPD   Payroll file (usual for a PR direct deposit file)

CCD   Concentration file

Disk File Name
Enter up to 15 characters for the name of the physical data file to be created on disk. This file can then be copied to floppy or tape to be sent to the bank.

Exit the Screen
When you are finished, press **F4** from the bank code and you will be returned to the Code File Maintenance Menu.

ACH Direct Deposit Parameters Listing

Introduction
The ACH Direct Deposit Parameters Listing lists the bank code direct deposit parameters.

How to Execute
From the Code File Maintenance Menu, select option **18**, ACH Direct Deposit Parameters Listing.

Sample Reports
After selecting a printed or displayed copy, you will see reports similar to the following. When they are finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:19 PM           ACH Bank Code Parameters              Term: T0
                         Lightspeed Distributors (DEM)            Page: 1
--------------------------------------------------------------------------------
Bank
Code  Description
--------------------------------------------------------------------------------
BA    Bank of America - checking
      B of A ACH Parameter Info

Immediate Destination Code:  071000039    Dest Name: Bank of America
Immediate Origin Code:       1363345000   Orgn Name: Lightspeed Distributors

File ID Modifier:            A
Reference Code:
Service Class:               200

Company Name:                Lightspeed Dist
Company Bank Acct Number:    22-14000
Company Discretionary Data:
Company Entry Description:    PAYROLL

Standard Entry Class:        PPD
```

Class Code Maintenance

Introduction
Class codes are basically file verified sort options, which give you another way of categorizing your employees. Class codes are used in Employee Maintenance and on most reports. They are optional.

How to Execute
From the Code File Maintenance Menu, select option **4**, Class Code Maintenance.

Description of Fields

Class Code
Enter up to six alphanumeric characters for the class code. The class code is a file verified sort option used in Employee Maintenance as a means of classifying your employees. Several reports may be printed by class code.

Description
Enter up to 35 alphanumeric characters to describe the class code.

Status
The status field is used to hold the current status of every masterfile record as follows:

- Active	The field is blank. This record may be used anywhere, anytime. This is the normal case.
I - Inactive	This record may be used by those records already using it, but may not be added to new records.
D - Deleted	This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
C - Changed	This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen
When you are finished, press **F4** from the class code and you will be returned to the Code File Maintenance Menu.

Class Code Listing

Introduction

This report lists the class codes as entered in Class Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select option **19**, Class Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:20 PM              Class Code Listing                  Term: T0
                        Lightspeed Distributors (DEM)              Page: 1
--------------------------------------------------------------------------------
  Class
  Code   Description
--------------------------------------------------------------------------------
  ATBRCH Atlanta Branch Office
  CABRCH California Branch Office
  NJHQ   New Jersey Headquarters




3 Class Codes Printed
```

Contribution Code Maintenance

Introduction

Contribution codes contain the types of payments that the employer may make on behalf of the employee. Examples include Social Security (FICA), employer 401k contributions, and state unemployment insurance premiums.

How to Execute

From the Code File Maintenance Menu, select option **5**, Contribution Code Maintenance.

Description of Fields

Contribution Code

Enter up to six alphanumeric characters for the contribution code. The contribution code defines employer contribution types. These codes are used to determine the amounts employers contribute on behalf of their employees.

Examples:
FICA - Social Security
SUI - State Unemployment Insurance

Description

Enter up to 35 alphanumeric characters to describe the contribution code.

Abbreviated Description

Enter up to ten characters to describe the contribution code. This is the description that will appear on the payroll registers.

Contribution Type

This field indicates what type of contribution is defined as follows:

F   Federal

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S   State

L   Local

C   FICA

W   Worker's compensation

U   Unemployment insurance

O   Other

Calculation Method
This field indicates how the contribution amount will be calculated as follows:

F   Fixed amount

H   Rate per hour

P   Percent of gross

E   Equal to specified deduction code

T   Equal to specified tax code

Overtime Calc Method
This field indicates how the contribution amount will be calculated for overtime earnings as follows:

I   Include all earnings

S   Include overtime earnings at premium at the regular rate

N   Do not include overtime earnings

P   Include only overtime premium

Include or Exclude Earnings
This field indicates whether the earnings codes that follow are to be included or excluded in the calculation of the contribution amount.

I   Include the following earnings codes.

E   Exclude the following earnings codes.

Earnings Codes Included/Excluded
Enter up to 16 earnings codes to be included in or excluded from the calculation of the contribution amount. All entries must be valid earnings codes.

Post Expense by Posting Code?
This indicates whether or not you wish to post the contribution expense to General Ledger by department and/or location.

Y   Posts to General Ledger using the expense account entered below plus department/location segments entered in the posting code. This enables contributions from different employees to post separate General Ledger accounts.

N   Posts to General Ledger using the exact expense account entered below. All employees using this contribution code will post to the same General Ledger account.

Post Accrual by Posting Code?
This indicates whether or not you wish to post the contribution accrual to General Ledger by department and/or location.

Y   Posts to General Ledger using the accrual account entered below plus the department/location segments entered in the posting code. This enables contributions from different employees to post to separate General Ledger accounts.

N   Posts to General Ledger using the exact accrual account entered below. All employees using this contribution will post the same General Ledger account.

Expense Account
Enter the General Ledger account code to which you want to post the expense side of this contribution.

Accrual Account
Enter the General Ledger account code to which you wish to post the accrual side of this contribution.

Equal to Deduction Code
If you entered 'E' as the calculation method, enter the deduction code you wish to match with this contribution code. If the calculation method is not 'E', this field will be skipped.

Vendor Code
If you indicated in your parameters that you wish to utilize the Accounts Payable expense transfer feature, enter the Accounts Payable vendor code to which you wish to post this contribution.

Limit per Pay Period
Enter the maximum amount that may be contributed for each pay period. If the limit is set to zero, the system assumes there is no per period limit.

Limit per Month
Enter the maximum amount that may be contributed during each month. If the limit is set to zero, the system assumes there is a monthly limit.

Limit per Quarter
Enter the maximum amount that may be contributed during each quarter. If the limit is set to zero, the system assumes there is no quarterly limit.

Limit per Year

Enter the maximum amount that may be contributed during each year. If the limit is set to zero, the system assumes there is no annual limit.

Rate

Enter the rate for this contribution according to the calculation method as follows:

F   Enter the exact amount of the contribution per pay period.

P   Enter the percent of gross wages to be contributed.

H   Enter the amount to contribute per hour worked.

Minimum

Enter the minimum YTD earnings before the contribution will be calculated.

Maximum

Enter the maximum YTD earnings at which contributions will no longer be calculated.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the contribution code and you will be returned to the Code File Maintenance Menu.

Contribution Code Listing

Introduction

This report lists the contributions as entered in Contribution Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select option **20**, Contribution Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:20 PM           Contribution Code Listing              Term: T0
                        Lightspeed Distributors (DEM)              Page: 1
--------------------------------------------------------------------------
  Contribution                               T C  O  Equal
  Code   Description                         y M  T  to code         Rate
--------------------------------------------------------------------------
  401K-C 401k - Central Bank & Trust         F P  I                 0.000
  Abbreviation: 401k Cent
            Post Code? Account Code    Description
   Expense:     N      680-00-00       Payroll - employee benefits
   Accrual:     N      225-00-00       401k accruals payable
   Vendor Code:        CENTRAL

  FICA   Social Security                     C T  I  FICA           0.000
  Abbreviation: Social Sec
            Post Code? Account Code    Description
   Expense:     N      680-00-00       Payroll - employee benefits
   Accrual:     N      222-00-00       FICA taxes payable
   Vendor Code:        FICA

  FICA2  Medicare Insurance                  C T  I  FICA2          0.000
  Abbreviation: Medicare
            Post Code? Account Code    Description
   Expense:     N      680-00-00       Payroll - employee benefits
   Accrual:     N      222-00-00       FICA taxes payable
   Vendor Code:        FICA




Contribution Types: F-Fed  S-State  L-Local  C-FICA  W-Worker's comp  U-Unemploy
Calculation Method: F-Fixed  H-Rate/hr  P-% of gross  E-Equal ded  T-Equal tax
OT Calc Method: I-Include all at premium  S-Incl OT at premium  N-Don't incl OT

3 Contribution Codes Printed
```

Deduction Code Maintenance

Introduction
Deduction codes contain the types of payroll deductions that employees can have deducted from gross pay. Examples include employee 401k payments, union dues, garnishments, and health insurance premiums.

How to Execute
From the Code File Maintenance Menu, select option **6**, Deduction Code Maintenance.

Description of Fields

Deduction Code
Enter up to six alphanumeric characters for the deduction code. The deduction code defines employee deduction types. These codes are used to determine the amount employees have deducted from their earnings. Examples include union dues, employee 401k savings plans, and employee payments for medical benefits. Federal, state, and local taxes are not considered deductions.

Description
Enter up to 35 alphanumeric characters to describe the deduction code.

Abbreviated Desc
Enter up to ten characters to describe the deduction code. This description will appear on payroll checks and registers instead of the regular description.

Calculation Method
This field indicates how the deduction amount will be calculated as follows:

F   Fixed amount per pay period

G   Garnishment

H   Rate per hour

P   Percent of gross pay

T   Total hours

E   Equal to specified earnings

Selection Cycles
Enter selection cycles for this deduction. When one of the selection cycles entered here matches a selection cycle entered in Pay Period Initialization, the deduction will be calculated. If no selection cycles are entered here, the deduction will always be selected.

Equal to Earnings
If you entered "E" as the calculation method, enter the earnings code from which the amount is computed for this deduction code. If the calculation method is not "E", this field is skipped.

Post by Posting Code?
This indicates whether or not you wish to post the deduction expense to General Ledger by department and/or location.

Y   Posts to General Ledger using the expense account entered below plus department/location segments entered in the posting code. This enables deductions from different employees to post separate General Ledger accounts.

N   Posts to General Ledger using the exact expense account entered below. All employees using this deduction code will post to the same General Ledger account.

Accrual Account
Enter the General Ledger account code to which you want to post the deduction accrual. It is usually a liability account.

Vendor Code
If you indicated in your parameters that you wish to utilize the expense transfer feature, enter the vendor code to which you wish to post this deduction.

Rate or Amount
Enter the rate for this deduction according to the calculation method as follows:

F   Enter the exact amount of the deduction per pay period.

P   Enter the percent of gross wages to be deducted.

H   Enter the amount to deduct per hour worked.

Min Earnings Amt
Enter the minimum amount that must be earned before this deduction will be taken.

Min Hours
Enter the minimum number of hours that must be worked before this deduction will be taken.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Limit per Period

Enter the maximum amount that may be deducted for each pay period. If the limit is set zero, the system assumes there is no per period limit.

Limit per Month

Enter the maximum amount that may be deducted during each month. If the limit is set to zero, the system assumes there is no monthly limit.

Limit per Quarter

Enter the maximum amount that may be deducted during each quarter. If the limit is set to zero, the system assumes there is no quarterly limit.

Limit per Year

Enter the maximum amount that may be deducted during each year. If the limit is set to zero, the system assumes there is no annual limit.

Include or Exclude Tax Codes

This field indicates whether this deduction will affect the base from which the tax codes that follow are calculated. This is the function that allows a deduction to be pre-taxed. If you wish to set up a 401K deduction, set this field to an "I", then include in the next field(s) only those tax codes(s) for whom the 401K deduction is not pre-tax. The tax codes are as follows:

I   All tax codes except those in the following list have their taxable base reduced by the amount of this deduction.

E   All tax codes in the following list have their taxable base reduced by the amount of this deduction.

Tax Codes Included/Excluded

Enter up to 16 tax codes to be affected by the amount of this deduction.

Exit the Screen

When you are finished, press **F4** from the deduction code and you will be returned to the Code File Maintenance Menu.

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Deduction Account Overrides

Introduction

The Deduction Account Overrides allow the General Ledger accrual account used by a deduction code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

How to Execute

From the Code File Maintenance Menu, select option **7**, Deduction Account Overrides.

Description of Fields

Deduction Code

Enter the deduction code that requires a separate General Ledger account code for each posting code.

Posting Code

Enter the associated posting code.

Account Code

Enter the appropriate General Ledger accrual account code to which this deduction code/posting code combination will post.

Exit the Screen

When you are finished, press **F4** from the deduction code and you will be returned to the Code File Maintenance Menu.

Deduction Code Listing

Introduction

This report displays or prints the deductions and their associated accrual account overrides entered in Deduction Code Maintenance and Deduction Account Overrides.

How to Execute

From the Code File Maintenance Menu, select option **21**, Deduction Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:20 PM          Deduction Code Listing                Term: T0
                        Lightspeed Distributors (DEM)            Page: 1
--------------------------------------------------------------------------------
 Deduction                                 Calc Equal to Post
 Code   Description                        Meth Earnings Code?            Rate
--------------------------------------------------------------------------------
 401K-C 401k - Central Bank and Trust       F           N               25.00
 Abbreviation: 401k Cent  Selection Cycles:
 Expense Account:  225-00-00
 Vendor Code:      CENTRAL        Central Bank & Trust Company
 Exclude Earnings: FEDMAR FEDSIN


 GARN   Wage Garnishment                    G           N               10.00
 Abbreviation: Garnish    Selection Cycles:
 Expense Account:  226-00-00
 Vendor Code:      CENTRAL        Central Bank & Trust Company

 MED    Medical                             P           N               15.00
 Abbreviation: Med        Selection Cycles:
 Expense Account:  225-00-00
 Vendor Code:      CENTRAL        Central Bank & Trust Company




3 Deduction Codes Printed
```

Earnings Code Maintenance

Introduction

Earnings codes contain the pay types from which an employee can be paid. Examples include regular earnings, overtime earnings, sick earnings, and vacation earnings.

How to Execute

From the Code File Maintenance Menu, select option **8,** Earnings Code Maintenance.

Description of Fields

Earnings Code

Enter up to six alphanumeric characters for the earnings code. The earnings codes define employee earnings types and are used to determine the amount employees are paid.

Examples:
REG - Regular Pay
OVT - Overtime Pay
VAC - Vacation Pay.

Description

Enter up to 35 alphanumeric characters to describe the earnings code.

Abbreviated Desc

Enter up to ten characters to describe the earnings code. This description will appear on payroll checks and registers instead of the regular description.

Earnings Type

This field indicates what type of earnings code is defined as follows:

R   Regular

O   Overtime

B   Bonus

S   Sick

V   Vacation

H   Holiday

M   Miscellaneous

T   Tips

W   Makeup wages (also known as tips deemed to be wages)

U   Units

C   Comp Time Taken

P   Personal Time Taken

I   Implied Income

Note:

1. Vacation and sick accruals are based on regular earnings.
2. Vacation and sick earnings types work down the respective employee accrual.
3. The overtime rate multiplier is applied on overtime earnings.
4. Implied income requires a deduction equal to this earnings code.

Calculation Method
This field indicates how the earnings amount will be calculated as follows:

R   Regular - based on salary or hours.

F   Fixed amount per pay period.

Selection Cycle
Enter selection cycles for this earnings code. When one of the selection cycles entered here matches a selection cycle entered in Pay Period Initialization, the earnings code will be calculated. If no selection cycles are entered here, the earnings code will always be selected.

Adjustment Amt
The adjustment amount is the amount added to the calculated earnings. This allows all employees using the earnings code to automatically have their earnings increased or decreased by the specified amount.

Rate Multiplier
If the earnings type is 'O', enter the amount by which the pay rate is multiplied to compute the overtime earnings. If the earnings type is not 'O', this field is skipped.

Rate or Amount
Enter the rate or fixed amount for this earnings code. If you use the rate multiplier above, be sure that the product of this field and the multiplier equal the desired earnings amount.

Standard Hours
Enter the usual number of hours on which this earnings rate is based.

Example: If this is regular pay and you pay weekly, you would probably enter 40 here.

Earnings Limit
Enter the maximum amount that may be earned for each pay period. If the limit is set to zero, the system assumes there is no limit.

Post by Posting Code?
This indicates whether or not you wish to post the earnings expense to General Ledger by department and/or location.

Y   Posts to General Ledger using the payroll expense account entered below plus the department/location segments entered in the posting code. This enables earnings from different employees to post to separate General Ledger accounts.

N   Posts to General Ledger using the exact payroll expense account entered below. All employees using the earnings code will post to the same General Ledger account.

GL Expense Account
Enter the General Ledger account to which you wish to post the earnings expense.

Status
The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen
When you are finished, press **F4** from the earnings code and you will be returned to the Code File Maintenance Menu.

Earnings Account Overrides

Introduction

The Earnings Code Overrides allow the General Ledger expense account used by an earning code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

How to Execute

From the Code File Maintenance Menu, select option **9**, Earnings Account Overrides.

Description of Fields

Earning Code

Enter the earning code that requires a separate General Ledger account for each posting code.

Posting Code

Enter the associated posting code.

Account Code

Enter the appropriate General Ledger account code to which this earnings code/posting code combination will post.

Exit the Screen

When you are finished, press **F4** from the earnings code and you will be returned to the Code File Maintenance Menu.

Earnings Code Listing

Introduction

This report displays or prints the earnings codes and their associated account overrides entered in Earnings Code Maintenance and Earnings Code Overrides.

How to Execute

From the Code File Maintenance Menu, select option **22**, Earnings Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:20 PM            Earnings Code Listing               Term: T0
                          Lightspeed Distributors (DEM)          Page: 1
-------------------------------------------------------------------------
 Earnings                                     Calc Post          Standard
 Code    Description                          Type Meth Code        Hours
-------------------------------------------------------------------------
 OVER    Overtime                              O    R   N            0.00
   Abbrev: Ovt      Cycles:                    Earnings Limit:       0.00
   Adjust Amt:         0.00    Mult:      1.500        Rate:        5.000
   900-00-00

 REG     Regular                               R    R   N            0.00
   Abbrev: Reg      Cycles:                    Earnings Limit:       0.00
   Adjust Amt:         0.00    Mult:      1.000        Rate:        0.000
   900-00-00




2 Earnings Codes Printed
```

Job Code Maintenance

Introduction

Job Code Maintenance allows individual jobs to be defined with their own pay rates and General Ledger expense posting. When the payroll parameters are configured to use job codes, an employee's pay rate can be computed based on the active job.

How to Execute

From the Code File Maintenance Menu, select option **10**, Job Code Maintenance.

Description of Fields

Job Code

Enter up to six alphanumeric characters for the job code. The job is used to pay employees based on the type of work performed.

Description

Enter up to 35 alphanumeric characters to describe the job code.

Rate Type

This field indicates whether to apply hours worked to the pay rate as follows:

H   Hourly. The system will multiply the rate by the number of hours entered.

S   Salaried. The system will apply the pay rate directly.

Normal Rate

Enter the amount to pay when using this job code based on the rate type as follows:

H   Enter the rate per hour.

S   Enter the flat dollar amount.

GL Expense Account

Enter the General Ledger expense account to which you wish to post earnings using this job code.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the job code and you will be returned to the Code File Maintenance Menu.

Job Code Listing

Introduction

This report displays or prints the job codes entered in Job Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select option **23**, Job Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:20 PM                 Job Code Listing                    Term: T0
                         Lightspeed Distributors (DEM)                Page: 1
-------------------------------------------------------------------------------
 Job
 Code   Description                          Type         Normal Rate
-------------------------------------------------------------------------------
  CLERK  Clerical                            Salaried        10.000
         600-00-01     Payroll - Salaries - Sales
                       Do not post by Posting Code

  FORE   Foreman                             Salaried        25.000
         600-00-02     Payroll - Salaries - Production
                       Do not post by Posting Code




2 Job Codes Printed
```

Labor Code Maintenance

Introduction

Labor Code Maintenance allows different types of labor categories to be created. The main purpose of the labor code is to allow you to break down your payroll expenses by type of work performed. You can see this breakdown on the Labor Distribution Report.

How to Execute

From the Code File Maintenance Menu, select option **11**, Labor Code Maintenance.

Description of Fields

Labor Code

Enter up to six alphanumeric characters for the labor code. The labor code is used to breakdown earnings by labor categories.

Description

Enter up to 35 alphanumeric characters to describe the labor code.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active	The field is blank. This record may be used anywhere, anytime. This is the normal case.
I - Inactive	This record may be used by those records already using it, but may not be added to new records.
D - Deleted	This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
C - Changed	This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the labor code and you will be returned to the Code File Maintenance Menu.

Labor Code Listing

Introduction
This report displays or prints the labor codes entered in Labor Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select option **24**, Labor Code Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:21 PM               Labor Code Listing                  Term: T0
                        Lightspeed Distributors (DEM)               Page: 1
-------------------------------------------------------------------------------
  Labor
  Code    Description
-------------------------------------------------------------------------------
  MAIN    Main Labor Code
```

Posting Code Maintenance

Introduction

Posting codes are used to break down the employee masterfile by departments and/or locations. Since you may enter a separate department code and location code for each posting code, accruals and expenses may be posted to unique General Ledger accounts for each department/location combination.

How to Execute

From the Code File Maintenance Menu, select option **12**, Posting Code Maintenance.

Description of Fields

Posting Code

Enter up to six alphanumeric characters for the posting code.

Examples:
NJS - New Jersey Sales Department
CAP - California Production

Description

Enter up to 35 alphanumeric characters to describe the posting code.

Location

Enter a valid location code as entered in General Ledger Location Code Maintenance. The code entered here will be substituted into the General Ledger account codes during posting, if you choose to post by posting code. This field may be left blank.

Department

Enter a valid department code as entered in General Ledger Location Code Maintenance. The code entered here will be substituted into the General Ledger account codes during posting, if you choose to post by posting code. This field can be left blank.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the posting code and you will be returned to the Code File Maintenance Menu.

Posting Code Listing

Introduction
This report lists the posting codes as entered in Posting Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select option **25**, Posting Code Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:21 PM              Posting Code Listing                 Term: T0
                         Lightspeed Distributors (DEM)              Page: 1
-------------------------------------------------------------------------------
  Post
  Code    Description
-------------------------------------------------------------------------------
  MAIN    Main Posting Code
```

Tax Table Maintenance

Introduction
Complete tax tables for federal withholding and all fifty states are included with Solution-IV Payroll. This function allows you to add new tables and update existing tables. The information stored in each table includes exemption amounts and limits, the calculation sequence, and the actual tax table. The tax tables are shared for all companies.

How to Execute
From the Code File Maintenance Menu, select option **13**, Tax Table Maintenance.
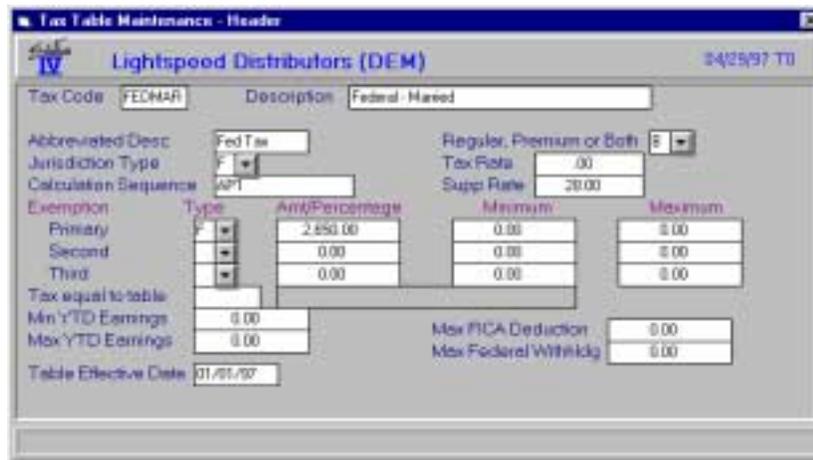
Header Screen

Tax Code
Enter up to six alphanumeric characters for the tax code.

Examples:
AK = Alaska
ALMAR = Alabama-Married
ALSIN = Alabama-Single

Description
Enter up to 35 alphanumeric characters to describe the tax code.

Abbreviated Desc
Enter up to ten characters to describe the tax code. This description will appear on payroll checks and registers instead of the regular description.

Jurisdiction Type
This field controls the sequencing of the calculation of all tax codes for the employee as follows:

F   Federal

C   FICA

S   State

L   Local

U   Unemployment / Other

Note: Gross to net calculations will always process the taxes in the following order: FCSLU.

Calculation Sequence

This field controls how calculation of this tax will be performed. Since this field is designed so that any part of the calculation can be performed in any order, care must be taken to insure that each step is logical. Certain steps, such as `p' and `2', are mutually exclusive. If no tax amount is to be calculated for this code, leave this field blank. The valid sequence steps are:

A   Annualize period earnings

F   Deduct FICA from earnings (only with jurisdiction types C and S)*

H   Recalculate earnings base using hours worked times the tax rate

L   Check that YTD amount + tax amount is above lower limit

U   Check that YTD amount + tax amount is below upper limit

R   Round tax amount to nearest whole dollar

p   Percent of federal tax (enter percentage rate in the tax rate field)*

W   Deduct federal withholding from earnings*

P   Apply primary exemption

S   Apply second exemption

T   Apply third exemption

1   Apply tax table

2   Tax is a percent of the amount calculated for another tax code (enter percentage rate in the "tax rate" field)*

5   Apply adjustment table with no exemptions 6-8. Apply adjustment table using the number already entered here (6-8)

*This step is meaningful only if the source tax has been calculated. For example, you cannot perform step F if you are calculating federal taxes, because the federal taxes are calculated before FICA.

Regular, Premium or Both
This field indicates whether the tax calculation is based on regular earnings, premium earnings, or both (all earnings) as follows:

R   Regular earnings only.

P   Premium earnings only.

B   Both regular and premium earnings.

Tax Rate
If you are using calculation sequence "p" or "2", enter the amount or percentage used to calculate the withholding amount. If you are not using "p" or "2", leave this field blank.

Exemption Type
This field indicates whether the exemption is a fixed amount or a percentage of gross as follows:

P   Percentage of gross earnings.

F   Fixed amount.

There are three different exemptions (referred to as Primary, Second, and Third), which may be defined as any tax exemption, deduction or allowance. It is critical that you are consistent when referring to the exemption, if your allowance is defined as the Second Exemption always enter the count for allowances as the second entry.

To apply the Primary, Second, or Third exemption, use the `P', `S' or `T' values in the calculation sequence.

Amt/Percentage
Enter the exemption amount or percentage.

Minimum
Enter the minimum amount this exemption can be. If the exemption is calculated to be less than the amount entered here, the amount entered here will be used instead.

Maximum
Enter the maximum amount this exemption can be. If the exemption is calculated to be less than the amount entered here, the amount entered here will be used instead.

Tax equal to table
If you are using sequence step '2', enter the tax table code you wish to use here. The system will find the tax amount calculated for that tax code, then multiply it by the percentage entered in the tax rate field.

Min YTD Earnings
When the calculation sequence 'L' is used, the system checks that the year-to-date earnings amount plus the calculated tax amount is greater than this amount. If the sequence `L' is not used, this field is ignored.

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Max YTD Earnings

When the calculation sequence 'U' is used, the system checks that the year-to-date earnings amount plus the calculated tax amount, is less than this amount. If the sequence `U' is not used, this field is ignored.

Table Effective Date

Enter the effective date for the information in the table. This field is for information only and is not taken into account during the calculation.

Max FICA Deduction

Enter the maximum amount that may be deducted for FICA.

Max Fed With Ded

Enter the maximum amount that may be deducted for federal tax withholding.

When you are finished, the system prompts:

Table Correct? <u>Yes</u> <u>No</u> <u>Tax table</u> <u>Adjustment table</u> <u>Copy</u> <u>Print</u> <u>Delete</u>

Y   Saves the information on the screen, then returns to the tax table code to allow you to work with another tax table.

N   Allows you to modify information on the header screen.

T   Allows you to maintain the tax tables (see Tax Table Screen).

A   Allows you to maintain the adjustment tables (see Adjustable Table Screen).

C   Allows you to copy this tax table to another name (see Copy Tax Table).

P   Displays or prints the Tax Table Listing for just this tax table code, then returns to this prompt.

D   Deletes the tax table if there are no tax accrual records in any company. It does not wait for the status change update to do the delete.

If you select "**T**" or "**A**" above, a "table" screen will appear, similar to the following.

Table Maintenance works similar to the "lines" screens used elsewhere in the system.

Enter	Modifies the line if it exists. Adds a line if it is blank.
Line #	Goes to that line. If you enter a line that is greater than the total number of line, it goes to the last line.
Up arrow	Goes to next line above.
Down arrow	Goes to next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line delete	Deletes that line and moves all lines below up.
Line insert	Inserts a line at that spot and moves all lines below down.

At least
Enter the lowest income level to qualify for this tax line. This field corresponds to the column heading labeled `Over' or `At Least' on your tax table form. The default amount will be the amount of the `But Less Than' amount of the line immediately above the current line.

But less than
Enter the highest income level to qualify for this tax line. This field corresponds to the column heading labeled `Not Over' or `But Less Than' on your tax table form. This amount may not be less than the `At Least Amount' on the same line. Entering zero in this field will set the entry to the highest amount (999,999,999.99).

Tax Amount
Enter the tax amount specified in the tax table for the specified income range.

Percentage
Enter the percentage by which the income above the "at least", but less than the "but less than" is multiplied.

Note: Taxes are calculated by taking the amount entered in the "tax amount" field and adding it to the percentage multiplied by the income.

Adjustment Table Screen
The fields on the screen are identical to the fields on the tax table screen.

Copy Tax Table

Enter new Tax Table Name
Enter the tax table code to which you wish to copy this tax table.

Print Table
This option allows you to print just the current tax table. When it is finished, you will be returned automatically to this prompt.

Exit the Screen
When you are finished, press **F4** from the tax table and you will be returned to the Code File Maintenance Menu.

Tax Table Listing

Introduction
This report lists the tax tables as entered in Tax Table Maintenance.

How to Execute
From the Code File Maintenance Menu, select option **26**, Tax Table Listing.

Sort Options

Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Tax   Table Prints the report alphabetically by tax table code.

2. Jurisdiction Type   Prints the reports in jurisdiction type (FCSLU)/tax table code order.

Detail Options

Print Sequence Footnote?
You may suppress printing of the report's footnotes.

Y   Prints the valid sequence types (i.e.: F-Federal, A-Annualize, etc.) at the end of each page on the report.

N   Does not print the footnote.

Print Tax Table Lines?

Y   Includes tax and adjustment tables on the report.

N   Does not print tax and adjustment tables.

Print Summary Only?

Y   Prints a summary report only. When used in conjunction with answering **N** to the questions above, provides you with just a listing of available tax codes.

N   Prints full detail on this report.

Print Selected Tax Tables Only?

If you selected to sort by tax tables, you have the option of entering individual tax tables on the report as follows:

Y   Displays a view and allows you to select individual tax tables.

N   Allows you to enter a range of tax tables.

If you answer N, or are not sorting by tax tables, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:22 PM              Tax Table Listing                  Term: T0
                                                                  Page: 1


--------------------------------------------------------------------------------
Tax                                    Juris Calculation              Effective
Code    Description                    Type Sequence      Abbr       as of
--------------------------------------------------------------------------------
CAHEAD California - Head of Household     S ALPS1T         CA St Tax  01/01/98
 Minimum YTD amount:           16,080.00  Maximum YTD amount:                0.00
 Primary Fixed amount:          1,000.00  Min:         0.00  Max:            0.00
 Second  Fixed amount:          5,166.00  Min:         0.00  Max:        5,166.00
 Third   Fixed amount:             68.00  Min:         0.00  Max:            0.00

CAMAR1 California - Married - 0 or 1 exemp S ALPS1T         CA St Tax  01/01/98
 Minimum YTD amount:            8,010.00  Maximum YTD amount:                0.00
 Primary Fixed amount:          1,000.00  Min:         0.00  Max:            0.00
 Second  Fixed amount:          2,583.00  Min:         0.00  Max:        2,583.00
 Third   Fixed amount:             68.00  Min:         0.00  Max:            0.00

CAMAR2 California - Married - 2 or more    S ALPS1T         CA St Tax  01/01/98
 Minimum YTD amount:           16,080.00  Maximum YTD amount:                0.00
 Primary Fixed amount:          1,000.00  Min:         0.00  Max:            0.00
 Second  Fixed amount:          5,166.00  Min:         0.00  Max:        5,166.00
 Third   Fixed amount:             68.00  Min:         0.00  Max:            0.00

CASIN  California - Single or Dual Income  S ALPS1T         CA St Tax  01/01/98
 Minimum YTD amount:            8,010.00  Maximum YTD amount:                0.00
 Primary Fixed amount:          1,000.00  Min:         0.00  Max:            0.00
 Second  Fixed amount:          2,583.00  Min:         0.00  Max:        2,583.00
 Third   Fixed amount:             68.00  Min:         0.00  Max:            0.00




Jurisdiction Types: F-Federal  S-State  L-Local  C-FICA  U-Unemployment
Calculation Sequence: A-Annualize  F-Ded FICA  H-Rate/hour  L-Check lower limit
   U-Check upper limit  R-Round  P-Apply primary exempt  S-Apply second exempt
   T-Apply third exempt  p-Percentage of fed  W-Deduct fed  1-Apply tax table
   2-Percentage of other table  5,6,7,8-Apply adjustment table

4 Tax Codes Printed
```

Tax Accrual Account Maintenance

Introduction

Tax Accrual Accounts Maintenance is used to 'activate' a tax table for use by the selected company. Only after the tax accrual code exists, may the tax table be used for employee tax calculation. This code contains information such as accrual posting parameters, selection cycles, and earnings codes to include or exclude during tax calculation.

How to Execute

From the Code File Maintenance Menu, select option **14**, Tax Accrual Account Maintenance.

Description of Fields

Tax Code

Enter up to six alphanumeric characters for the tax code.

Post by Posting Code

This indicates whether or not you wish to post the accruals to General Ledger by department and/or location.

Y   Posts to General Ledger using the accrual account entered below plus the department/location segments entered in the posting code. This enables taxes from different employees to post to separate General Ledger accounts.

N   Posts to General Ledger using the exact accrual account entered below. All employees using this tax code will post to the same General Ledger account.

State ID

Enter up to 18 characters for the state identification number. This field prints on the quarterly reports and W-2 Forms. If the field is left blank, the reports and forms will use the state identification number entered in Company Masterfile Maintenance.

Accrual Account

Enter the General Ledger account to which you wish to post the accrual calculated with this tax table.

Vendor Code
If you indicated in your parameters that you wish to utilize the expense transfer feature, enter the vendor code to which you wish to post this tax code.

Include or Exclude Earnings Codes
This field indicates whether the earnings codes that follow are to be included or excluded in the calculation of the tax amount.

I   Include the following earnings codes.

E   Exclude the following earnings codes.

Earnings Codes Included/Excluded
Enter up to 16 earnings codes to be included in or excluded from the calculation of the tax amount. All entries must be valid earnings codes.

Status
The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen
When you are finished, press **F4** from the tax code and you will be returned to the Code File Maintenance Menu.

Tax Accrual Account Listing

Introduction
This report lists the tax accruals as entered in Tax Accrual Maintenance.

How to Execute
From the Code File Maintenance Menu, select option **27**, Tax Accrual Account Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:22 PM      Tax Accrual Account Code Listing            Term: T0
                        Lightspeed Distributors (DEM)               Page: 1
------------------------------------------------------------------------------
 Tax                                         Post by
 Code    Description                         Posting Code?
------------------------------------------------------------------------------
 FEDMAR Federal - Married                        N
   Vendor:          USTREASURY     US Treasury Department
   Accrual Account: 220-00-00      Payroll taxes payable

 FEDSIN Federal - Single                         N
   Vendor:          USTREASURY     US Treasury Department
   Accrual Account: 220-00-00      Payroll taxes payable

 FICA   Social Security Tax                      N
   Vendor:          FICA           Social Security Administration
   Accrual Account: 222-00-00      FICA taxes payable

 FICA2  Medicare Insurance                       N
   Vendor:          FICA           Social Security Administration
   Accrual Account: 222-00-00      FICA taxes payable

 NJ     New Jersey - Rate "A" - Single           N
   State ID: NJ-12334567
   Vendor:          NJTREASURY     New Jersey Treasury Department
   Accrual Account: 220-00-00      Payroll taxes payable




5 Tax Accrual Accounts Printed
```

Union Code Maintenance

Introduction

This function allows you to define various union codes. The union code contains information such as address, phone, contact, and membership fees. The Payroll Union Report displays earnings with a breakdown by the union code.

How to Execute

From the Code File Maintenance Menu, select option **15**, Union Code Maintenance.

Description of Fields

Union Code
Enter up to six alphanumeric characters for the union code.

Name
Enter up to 35 characters for the union name.

Address
Enter up to two lines of 35 characters each for the union's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

City
Enter up to 25 characters for the city. The city should be entered here, not on the address line above.

State
Enter up to two characters for the state abbreviation. The state should be entered here, not on the address or city lines above.

Zip Code
Enter up to ten characters for the ZIP code. The ZIP code should be entered here, not on the address lines above.

Example: 08875-1234 or 08875 or AP087QA

Contact
Enter the name of the union contact.

Phone
Enter up to ten characters for the union's main phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

ID Num
Enter up to 15 characters for the union's identification number.

Initiation Fee
Enter the union's initiation fee. This field is for reference only. To withhold this fee, enter it as an employee deduction.

Annual Fee
Enter the union's annual fee. This field is for reference only. To withhold this fee, enter it as an employee deduction.

Status
The status field is used to hold the current status of every masterfile record as follows:

- Active   The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deleted   This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed   This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen
When you are finished, press **F4** from the union code and you will be returned to the Code File Maintenance Menu.

Union Code Listing

Introduction
This report lists the union codes as entered in Union Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select option **28**, Union Code Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following.
When it is finished, you will be returned automatically to the Code File Maintenance Menu.

```
03/31/00 07:22 PM                 Union Code Listing                   Term: T0
                            Lightspeed Distributors (DEM)               Page: 1
--------------------------------------------------------------------------------
 Union
 Code    Name and Address                  Initiation Fee      Annual Fee
--------------------------------------------------------------------------------
 000101 Union Local #101                          500.00         250.00
        431 S. Broad St.
        New York,NY 08973
        Bill Spellman                    212 555-8925

 L507    Teamsters Local 507                      400.00         200.00
        632 W. Sommer Street
        Somerville,NJ 08875
        Harry Whitney                    201 555-3423




2 Union Codes Printed
```

Copy Codes to Employees

Introduction

This function allows you to copy earning, deduction, contribution, and tax codes (enter using options 7, 5, 4, and 12) automatically into employee records. This saves substantial time over entering the codes manually to each employee.

How to Execute

From the Code File Maintenance Menu, select option **29**, Copy Codes to Employees.

Description of Fields

Code Type

Enter the type of code you wish to copy from the following:

E   Earnings code

D   Deduction code

T   Tax code

C   Contribution code

J   Job Code

Code

Enter the code you wish to copy. It must belong to the type entered above.

From Employee
To Employee

Enter the first and last employee in the range that you wish to copy this code into, or press **Enter** twice to select all employees.

Automatically Select this code?

Y   Sets the flag in the employee Masterfile so these earnings/deductions will automatically be selected in Payroll initialization.

N   Sets the flag to **N**.

Exit the Screen

When you are finished, press **F4** from the code type and you will be returned to the Code File Maintenance Menu.

This function prints a list of invoices to be transferred to the Solution-IV Accounts Payable package. The indicator in the Payroll Parameters must be set to **Y** to use this option.

4   Employee Maintenance

Employee Maintenance is where you maintain various constant information about each item in your inventory.

This chapter describes the options that are available from the Employee Maintenance Menu. Employee Maintenance options include:

> Name and Address Maintenance

> Employee Code Maintenance

> Earnings Maintenance

> Deduction Maintenance

> Tax History Maintenance

> Contribution Maintenance

> Job Rate Maintenance

> Comment Maintenance

> Check History Inquiry

> Change/Delete Employee Code

This chapter also details how to use Employee Inquiry to look at selected employee data, and Tax Calculation Inquiry to look at selected tax data.

How to Design Employee Codes

Introduction

Since employee codes are used to identify all Payroll transactions, it is important that you use a consistent method of numbering. Employees also appear alphabetically be employee code when printing reports in Payroll. Use numbers, letters or a combination of both. We strongly recommend that you do not use special characters such as "~" and "^".

The Solution-IV Payroll module allows you to assign up to 10 alphanumeric characters for the employee code.

The following is a list of four suggested types of numbering methods:

Numbers Only

The numbers-only method is the fastest method when using the numeric keypad. It is best suited for companies with a large number of employees.

Using the numbers-only method, the system automatically right-justifies the number and fills the spaces to the left with zeros. To access the employee, you do not need to enter the leading zeros, only the number itself.

Example: If you enter 101 the system displays 0000000101.

The system automatically adds the zeros to keep employees in numerical order, otherwise you might end up with the employees printing as follows:

1,10,100,101,...,11,110,111,...,12,2,20,200,

Social Security Number

A variation on the numbers only method is to use the employee's social security number for the employee code. One advantage of this method is that the employee code will always be unique. Disadvantages include the codes being very long (using nine characters) and the codes will not appear to be in any order on reports. If you choose to use this numbering method make sure you set the "Default Social Security Number" flag in the Payroll Parameters to **Y**.

Numbers and Letters

This combination method allows employee codes to be assigned easily, and groups employees by the first letter in their name. You may want to use the first few characters of the employee name followed by a four-digit number or code. This method is well suited for large and small companies alike.

Example: S010 or SM010

Letters Only

This method allows simple identification of the employee by looking at the name. You may want to use some form of the employee's name, or abbreviate the employee's name. This method is practical only if you have a small number of employees, because the more employees you have, the harder it is to assign a unique employee code. The advantage of this method is that it may be easier to identify an employee using only the employee code.

Example: SMITH

Employee Maintenance

Introduction
This function is used to maintain detailed records for each of your employees.

How to Execute
From the Payroll Main Menu, select option **8**, Employee Maintenance Menu.
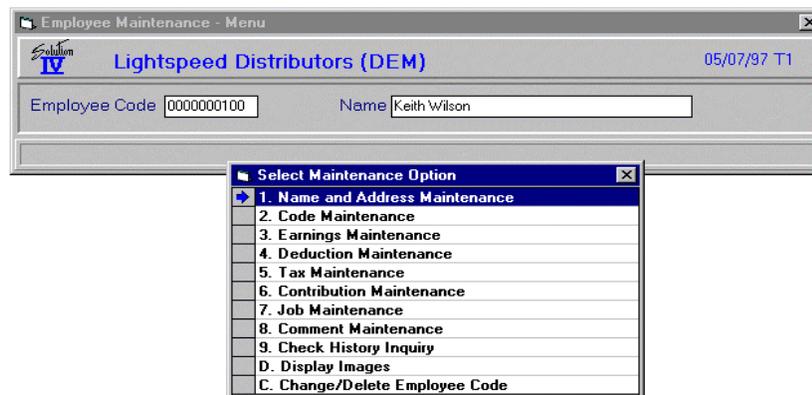
Description of Fields
To perform any of the functions on the Employee Maintenance Menu, you must first enter an employee code.

Employee Code
Enter up to ten characters for the employee code. The employee code will be used throughout the system when referring to a particular employee. The previous section may help you decide on an employee numbering scheme if you do not already have one.

To add a new employee, enter a new employee code, and the system will automatically take you through the first two maintenance options: Employee Name and Address Maintenance and Code Maintenance.

One employee code has been reserved as follows:

DEFAULT Enter employee code DEFAULT only in Employee Maintenance (it is not permitted in Time Sheet Entry, etc.). If you create employee DEFAULT, any new employees you add will default to the information entered for DEFAULT. This is very useful if your employees use the same earnings codes, deductions, contributions, and taxes.

Exit the Screen
When you are finished, press **F4** from the selection prompt to return to the employee code. Press **F4** from the employee code when at the Employee Maintenance Menu to return to the Payroll Main Menu.

Name and Address Maintenance

Introduction

Use this function to maintain various constant information about employees such as address, social security number, emergency contact, and vacation and sick pay information.

How to Execute

From the Employee Maintenance Menu, select option **1**, Name and Address Maintenance.

Description of Fields

First Name

Enter up to 15 characters for the employee's first name.

Middle Name

Enter up to two characters for the employee's middle initial, if desired.

Last Name

Enter up to 20 characters for the employee's last name.

Name

The employee's full name will default to the combination of first, middle and last names as entered above. Press Enter to leave the name as shown, or enter up to 35 characters for the employee's full name.

Address

Enter up to two lines of 35 characters each for the employee's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

City

Enter up to 25 characters for the city. The city should be entered here, not on the address line above.

State
Enter up to two characters for the state abbreviation. The state should be entered here, not on the address or city lines above.

ZIP
Enter up to ten characters for the ZIP code. The ZIP code should be entered here, not on the address lines above.

Example: 08875-1234 or 08875 or AP087QA

Country
Enter up to two characters for the country code, if desired.

Home Phone
Enter up to ten characters for the employee's home phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Work Phone
Enter up to ten characters for the employee's work phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Ext
Enter characters for employee's work phone extension.

Position
Enter up to 30 characters describing the employee's position. This optional field is for information purposes only; use either the class codes or the labor codes for reporting breakdown.

Alt Sort
Enter up to ten characters for use as an alternate sort for this employee. Most reports may be printed in alternate sort order.

Soc Sec Num
Enter up to nine characters for the employee's social security number. Do not add any punctuation. If you have the "Default Social Security Number" flag in the Payroll Parameters set to **Y**, this field will default to the employee code, but may be overridden.

Example: 123456789 will be redisplayed as 123-45-6789.

Sex
This field indicates the employee's gender as follows:

M   Male

F   Female

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Marital Status
This field indicates whether the employee is married or single.

M   Married

S   Single

Full or Part Time
This field indicates the employee has either full or part time status.
F   Full time status

P   Part time status

EEO Code
Enter the Equal Employment Opportunity Commission code corresponding to the employee's racial background. This field is optional and may contain any value.

Emergency Contact
Enter up to 35 characters for the name of the employee's designated emergency contact.

Relation
Enter up to 35 characters for the relationship of the employee to the emergency contact.

Home Phone
Enter up to ten characters for the emergency contact's home phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Work Phone
Enter up to ten characters for the emergency contact's work phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Vacation Total Hrs
Enter the number of hours per year this employee is entitled to.

Vacation Taken Hrs
Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a vacation (type='V') earnings code.

Vacation Accr Hrs
Enter the number of vacation hours accrued for this calendar year. This field is automatically incremented each pay period, whenever a regular (type='R') earnings code is processed.

Sick Total Hrs
Enter the number of hours per year this employee is entitled to.

Sick Taken Hrs
Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a sick (type='S') earnings code.

Sick Accr Hrs
Enter the number of sick hours accrued for this calendar year. This field is automatically incremented each pay period, whenever a regular (type='R') earnings code is processed.

Comp Taken Hrs
Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a comp time (type='C') earnings code.

Comp Accr Hrs
Enter the number of comp time hours accrued for this calendar year. This field is automatically incremented each pay period, whenever an hours only (type='H') earnings code is processed.

Auth PTO Taken Hrs
Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a personal time (type='P') earnings code.

Auth PTO Accr Hrs
Enter the number of authorized personal time hours accrued for this calendar year.

Exit the Screen
When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Code Maintenance

Introduction

This option allows you to maintain sensitive employee information such as pay rate, anniversary dates, and direct deposit information. The posting codes, labor code, union code, and class codes are maintained here as well.

How to Execute

From the Employee Maintenance Menu, select option **2**, Code Maintenance.

Description of Fields

Pension Flag?

This field indicates whether or not the employee participates in a pension plan. The value entered appears in the appropriate box on the W-2 Form.

Y   The employee is in a pension plan.

N   The employee is not in a pension plan.

Statutory?

This field indicates whether or not the employee is considered to be a statutory employee as follows:

Y   The employee is a statutory employee.

N   The employee is not a statutory employee.

Deferred Comp?
This field indicates whether or not the employee received deferred compensation during the year, such as 401-K as follows:

Y   The employee received deferred compensation.

N   The employee did not receive deferred compensation.

Cobra?
This field indicates whether or not the employee is receiving benefits under COBRA. When this indicator is `Y', year-end processing will not delete the employee.

Y   The employee receives COBRA benefits.

N   The employee does not receive COBRA benefits.

Veteran?
This field indicates whether or not the employee is a veteran as follows:

Y   The employee is a veteran.

N   The employee is not a veteran.

Disabled?
This field indicates whether or not the employee is disabled as follows:

Y   The employee is disabled.

N   The employee is not disabled.

Unemployment?
This field indicates whether or not the employee has received unemployment compensation in the past as follows:

Y   The employee has received unemployment compensation.

N   The employee has not received unemployment compensation.

Rehire?
This field indicates whether or not your firm has previously employed the employee as follows:

Y   The employee has been rehired. Be sure to enter the rehire date.

N   The employee has not previously worked for this company.

Pay Cycle
This field indicates employee's paycheck frequency. The automatic timesheet entry feature compares this field with the pay cycles entered in Pay Period Initialization. When this field matches one of the entries, the employee is selected. The valid pay cycles are:

D   Daily

W   Weekly

B   Biweekly

S   Semi-monthly

Q   Quarterly

A   Annually

Salary/Hourly
This field indicates whether the default pay type is hourly or salaried as follows:

H   Hourly

S   Salaried

Birth Date
Enter the employee's date of birth. This field is used on the Date Cross-Reference and Insurance Cross Reference Reports.

Start Date
Enter the employee's first date of employment. This field is used in the Date Cross-Reference Report.

Pay Rate
Enter the employee's pay rate. The annual salary is based on this amount and the pay cycle indicator. This rate will only be used in Time Sheet Entry if an override rate cannot be found in the employee earnings or job record.

Last Rate
Enter the amount of the employee's previous salary rate.

Termination
Enter the date on which this employee was terminated. When this field contains a date, the employee's status will be automatically set to **I** (Inactive). The Period End Processing option to delete terminated employee's checks whether or not this field contains a date.

Deceased
This field indicates whether or not the employee is deceased. This information is required for W-2 reporting. Valid entries are:

Y   The employee is deceased

N   The employee is not deceased

Enter up to 35 characters giving the reason for termination or a comment on the termination. If more text must be entered, use the employee comment screen.

Term Comment
Enter up to 35 characters giving the reason for termination or a comment on the termination. If more text must be entered, use the employee comment screen.

Direct Deposit Transit ID
Enter the bank identification code used for processing direct deposits. If this field is not blank, timesheets are processed as direct deposits.

Account Number
Enter the employee's bank account number. Direct deposit amounts will be made to this account.

Type
This field contains the type of direct deposit as follows:

F   The following amount is a fixed dollar amount to deposit

P   The following amount is a percentage amount to deposit

The last account in the list will receive the balance of the total deposit regardless of this field's value.

Deposit Amount
Enter the amount of this direct deposit. This can be either a fixed amount or a percentage depending on the value of the previous field. The last account in the list will receive the balance of the total deposit regardless of this field's value.

Pay Rate
Enter the employee's pay rate per pay period. It will only use this rate if the rates in the job code, employee job code, earnings code, employee earnings code, and overtime codes are all zero.

The pay rate is actually computed as follows:

If using job codes, it first looks at the applicable job code to get the rate. It then looks at the employee job code, and if the rate there is not zero, it replaces it. If the rate is still zero, the system then looks at the applicable employee earnings code, standard earnings code, then finally to this rate until it finds a rate that is not zero.

If you are not using job codes, the system starts with the employee earnings code. If it is zero, it looks at the earnings code itself. If the rate is still zero, it uses this pay rate.

For overtime calculation, unless there is an actual rate in the employee overtime earnings record or the overtime earnings code itself, this pay rate will be used with the overtime multiplier to calculate the rate.

Posting Code
Enter up to six alphanumeric characters for the posting code. Posting codes are used to breakdown the employee masterfile by any department and/or location combination needed. Additionally, you have the option of posting accruals and expenses to General Ledger based on the departments and/or locations specified by the posting code.

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Labor Code
Enter up to six alphanumeric characters for the labor code. The labor code is used to break down earnings by labor categories.

Union Local
Enter up to six alphanumeric characters for the union code representing the union to which this employee belongs, if applicable.

Class Code 1 & 2
Enter up to six alphanumeric characters for the class code. The class code is a file verified sort option used in Employee Maintenance as a means of classifying your employees. Several reports may be printed by class code.

Last Review
Enter the date of the employee's last review. This field is used in the Date Cross Reference Report.

Next Review
Enter the date of the employee's next scheduled review. This field is used in the Date Cross-Reference Report.

Last Raise
Enter the date of the employee's last pay raise. This field is used in the Date Cross-Reference Report.

Rehire Date
Enter the date on which this employee was rehired. This field is used in the Date Cross-Reference Report.

Exit the Screen
When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Earnings Maintenance

Introduction

This function contains the different earnings codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select option **3**, Earnings Maintenance.

Description of Fields

Earnings Code

Enter up to six alphanumeric characters for the earnings code you wish to add to this employee. An employee can use an earnings code in Time Sheet Entry only if it is entered here.

Pay Automatically

This field indicates whether or not Pay Period Initialization is to select this earnings code during automatic timesheet entry as follows:

Y Automatically selects this earnings code.

N Skips this earnings code during Pay Period Initialization.

Selection Cycles

Enter selection cycles for this earnings code. When one of the selection cycles matches a selection cycle entered in Pay Period Initialization, the earnings code will be selected. If no selection cycles are entered here, the earnings code will always be selected.

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Salary or Hourly
This field indicates whether to apply hours worked to the pay rate as follows:

H   Hourly, which will multiply the pay rate by the number of hours worked.

S   Salaried, which will apply the pay rate directly.

Hours
Enter the default number of hours on which this earnings rate is based.

Rate/Amt
Enter the rate for this earnings code. If you use the rate multiplier be sure that the product of this field and the multiplier equal the desired earnings rate. If the employee is salaried, enter the amount of his salary per pay period.

Standard Job Code
Enter up to six alphanumeric characters for the job code to be used with this earnings code.

Use supplemental tax rate?
This field indicates whether or not the earnings should be taxed at the supplemental tax rate instead of the normal rate found in the tax tables as follows:

Y   Uses the supplemental rate found in either the Employee Tax record or the Tax Table header. You may want to use the supplemental rate on bonus or commission checks, or other checks that are processed outside of the normal pay cycle.

N   Uses the standard tax table.

Amounts
These fields contain the total earnings for this employee during the current month, quarter, year, and last year. The appropriate fields are cleared during period end processing.

Hours
These fields contain the total number of hours recorded for this employee during the current month, quarter, year, and last year. The appropriate fields are cleared during period end processing.

Exit the Screen
When you are finished, press **F4**, from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to see the following report:

```
03/31/00 07:51 PM          Employee Earnings Records              Term: T0
                        Lightspeed Distributors (DEM)             Page: 1
--------------------------------------------------------------------------------
 Employee    Name                        Auto? Selection Cycles
   Earnings Code                           H/S        Rate        Hours
--------------------------------------------------------------------------------
 0000000100 Keith Wilson
  OVER    Overtime                        N
                                            S        0.000         0.00
  REG     Regular                         Y
                                            S      800.000        80.00

 0000000200 Andrew Dean
  OVER    Overtime                        N
                                            H        0.000         0.00
  REG     Regular                         Y
                                            H        8.000        80.00

 0000000300 Matthew Perelli
  OVER    Overtime                        N
                                            H        0.000         0.00
  REG     Regular                         Y
                                            H        7.000        80.00

 0000000400 Mark L. MacMillan
  REG     Regular                         Y
                                            H        0.000        40.00




7 Earnings Records Printed
```

Deduction Maintenance

Introduction

This function contains the different deduction codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select option **4**, Deduction Maintenance.

Description of Fields

Deduction Code

Enter up to six alphanumeric characters for the deduction code you wish to add to this employee. An employee can only use the deduction code in Time Sheet Entry if it is entered here.

Automatically Deduct?

This field indicates whether or not Pay Period Initialization is to select this deduction code during automatic timesheet entry as follows:

Y   Automatically selects this deduction code.

N   Skips this deduction code during Pay Period Initialization.

Selection Cycles

Enter selection cycles for this deduction. When one of the selection cycles matches a selection cycle entered in Pay Period Initialization, the deduction will be calculated. If no selection cycles are entered here, the deduction will always be selected.

Deduction Amount
Enter the amount of this deduction based on the calculation method entered in Deduction Code Maintenance as follows:

F   Enter the deduction amount.

P   Enter the percentage of gross wages.

H   Enter the amount per hour worked to deduct.

Take before garnish?
If this employee is subject to having wages garnished, you have the option of including this deduction in the amount deducted from wages before calculating the garnishment amount as follows:

Y   This deduction will be subtracted from earnings before calculating any garnishment amounts.

N   This deduction will be taken after any garnishments are calculated.

Base Limit on
This field indicates which history field contains the limit amount, if any, for this deduction. When the amount in the applicable history field equals or exceeds the limit amount entered in the next field, the system will no longer automatically take this deduction.

C   Withholding will stop if the deduction for this check equals the limit set in the next field.

M   Withholding will stop on a monthly basis when the month-to-date deduction amount equals the limit set in the next field. It will resume again next month.

Q   Withholding will stop on a quarterly basis when the quarter-to-date deduction amount equals the limit set in the next field. It will resume again next quarter.

Y   Withholding will stop on an annual basis when the year-to-date deduction amount equals the limit set in the next field.

L   Withholding will stop when the lifetime amount equals the limit set in the next field.

Limit Amount
Enter the maximum amount that may be deducted for this deduction based on the "base limit on" entered above. If the limit is zero, no limit will be applied, and the deduction will be taken throughout the year.

Amounts
These fields contain the total deduction amount for this employee for the current month, quarter, year, and last year. The appropriate fields are cleared during period end processing.

Exit the Screen
When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to see the following report:

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```
03/31/00 07:52 PM          Employee Deduction Records              Term: T0
                         Lightspeed Distributors (DEM)             Page: 1
--------------------------------------------------------------------------------
 Employee   Name                        Selection
  Deduction                       Auto?  Cycles           Amount        Limit
--------------------------------------------------------------------------------
 0000000100 Keith Wilson
  401K-C 401k - Central Bank and T Y                       50.00         0.00
  MED    Medical                  Y                        15.00         0.00

 0000000200 Andrew Dean
  401K-C 401k - Central Bank and T Y                       20.00         0.00
  MED    Medical                  Y                        15.00         0.00

 0000000300 Matthew Perelli
  GARN   Wage Garnishment         Y                        20.00       100.00
  MED    Medical                  Y                        15.00         0.00

 0000000400 Mark L. MacMillan
  401K-C 401k - Central Bank and T Y                       25.00         0.00




7 Deduction Records Printed
```

Tax Maintenance

Introduction

This function contains the different tax codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select option **5**, Tax Maintenance.

Description of Fields

Tax Table Code

Enter up to six characters for the tax code you wish to add to this employee. An employee will only use tax codes that are entered here during tax calculation.

Primary Exemptions

The number of primary exemptions to be used on this tax code.

Second Exemptions

Enter the number of secondary exemptions to be used on this tax code.

Third Exemptions

Enter the number of third exemptions to be used on this tax code.

Override

You have the option of deducting the exact calculated tax amount or a different amount as follows:

T   Will deduct only the calculated tax amount from the employee's check.

F   Overrides the calculated amount with a fixed dollar amount or percentage.

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A   Deducts the calculated tax amount plus an additional amount or percentage.

Percent or Amount
If you entered **F** or **A** above,

P   Deducts the percentage of gross entered in the next field.

A   Deducts the exact amount entered in the next field.

Override Amount
Enter the amount or percentage to be deducted.

Supplemental Tax Rate
Enter the supplemental tax rate to be used for this tax code if earnings are being taxed at the supplemental rate rather than the regular rate found in the tax tables. If this rate is zero, the supplemental rate from the tax table will be used instead.

Gross
These fields contain the total gross wages for this employee during the current month and year, last year, and for all quarters in the current year.

Taxable
These fields contain the taxable wages, which apply to this tax code for this employee during the current month and year, last year, and for all quarters in the current year.

Tax
These fields contain the tax amounts of this tax code for this employee during the current month and year, last year, and for all quarters in the current year.

Exit the Screen
When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to see the following report:

```
03/31/00 07:52 PM             Employee Tax Records              Term: T0
                        Lightspeed Distributors (DEM)            Page: 1
--------------------------------------------------------------------------------
 Employee    Name                                 1st 2nd 3rd O A
  Tax Code                                         Exemption  R P      Amount
--------------------------------------------------------------------------------
 0000000100 Keith Wilson
  FEDMAR Federal - Married                         1              T         0.00
  FICA   Social Security Tax                                      T         0.00
  NJ     New Jersey - Rate "A" - S                 2              T         0.00

 0000000200 Andrew Dean
  FEDMAR Federal - Married                         2              T         0.00
  FICA   Social Security Tax                                      T         0.00

 0000000300 Matthew Perelli
  FEDSIN Federal - Single                          3              T         0.00
  FICA   Social Security Tax                                      T         0.00
  NJ     New Jersey - Rate "A" - S                 1              T         0.00

 0000000400 Mark L. MacMillan
  FEDSIN Federal - Single                          2            A A        50.00
  FICA   Social Security Tax                                      T         0.00



10 Employee Tax Records Printed
```

Contribution Maintenance

Introduction
This function contains the different contribution codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute
From the Employee Maintenance Menu, select option **6**, Contribution Maintenance.

Description of Fields

Contribution Code
Enter up to six alphanumeric characters for the contribution code you wish to add to this employee. An employee can only use contribution codes during tax calculation that are entered here.

Contribution Rate
Enter the rate for this contribution.

Base Limit on
This field indicates which history field contains the limit amount, if any, for this contribution. When the amount in the applicable history field equals or exceeds the limit amount entered in the next field, the system will no longer automatically take this contribution.

C Contribution will stop if the contribution for this check equals the limit set in the next field.

M Contribution will stop on a monthly basis when the month-to-date contribution amount equals the limit set in the next field. It will resume again next month.

Q Contribution will stop on a quarterly basis when the quarter-to-date contribution amount equals the limit set in the next field. It will resume again next quarter.

Y   Contribution will stop on an annual basis when the year-to-date contribution amount equals the limit set in the next field.

N   Contribution will not stop.

Limit Amount
Enter the maximum amount that may be withheld for this contribution. This limit is applied in Gross to Net Processing. If the limit is zero, no limit will be applied, and the deduction will be taken throughout the year.

Gross
These fields contain the total gross wages for this employee during the current month and year, last year, and for all quarters in the current year.

Basis
These fields contain the wages, which apply to this contribution code for this employee during the current month and year, last year, and for all quarters in the current year.

Contribution
These fields contain the contribution amounts of this contribution code for this employee during the current month and year, last year, and for all quarters in the current year.

Exit the Screen
When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to see the following report:

```
03/31/00 07:53 PM        Employee Contribution Records          Term: T0
                         Lightspeed Distributors (DEM)          Page: 1
--------------------------------------------------------------------------------
  Employee   Name
   Contribution Code                                            Rate
--------------------------------------------------------------------------------
  0000000100 Keith Wilson
   FICA   Social Security                                       7.650

  0000000200 Andrew Dean
   FICA   Social Security                                       7.650

  0000000300 Matthew Perelli
   FICA   Social Security                                       7.650

  0000000400 Mark L. MacMillan
   FICA   Social Security                                       7.650




4 Contribution Records Printed
```

Job Rate Maintenance

Introduction

If you stated in the payroll parameters that you wish to use job codes, this function allows you to maintain the different job codes used by each employee.

How to Execute

From the Employee Maintenance Menu, select option **7**, Job Rate Maintenance.

Description of Fields

Job Code

Enter up to six alphanumeric characters for the job code that applies to this employee.

Rate

If the employee is salaried, enter the salary amount that applies to this job code. If the employee is hourly, enter the rate per hour he earns when using this job code.

Hours

Enter the standard hours per pay period this employee works on this job code.

Amount

These fields contain the amounts this employee earned using this job code during the current month and year, last year, and for all quarters in the current year.

Hours

These fields contain the number of hours this employee worked using this job code during the current month and year, last year, and for all quarters in the current year.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to see the following report:

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```
03/31/00 08:01 PM              Employee Job Records              Term: T0
                          Lightspeed Distributors (DEM)          Page: 1
--------------------------------------------------------------------------------
  Employee   Name
    Job Code                                        Rate           Hours
--------------------------------------------------------------------------------
  0000000100 Keith Wilson
    CLERK   Clerical                               8.000           40.00
    FORE    Foreman                               22.000           40.00

  0000000200 Andrew Dean
    CLERK   Clerical                               8.000            0.00
    FORE    Foreman                               22.000            0.00




4 Job Pay Rate Records Printed
```

Comment Maintenance

Introduction

This function allows you to maintain an unlimited number of free-form lines of text. You may use this text field however you want. Suggestions might be notes on reviews or other employee specific issues.

How to Execute

From the Employee Maintenance Menu, select option **8**, Comment Maintenance.
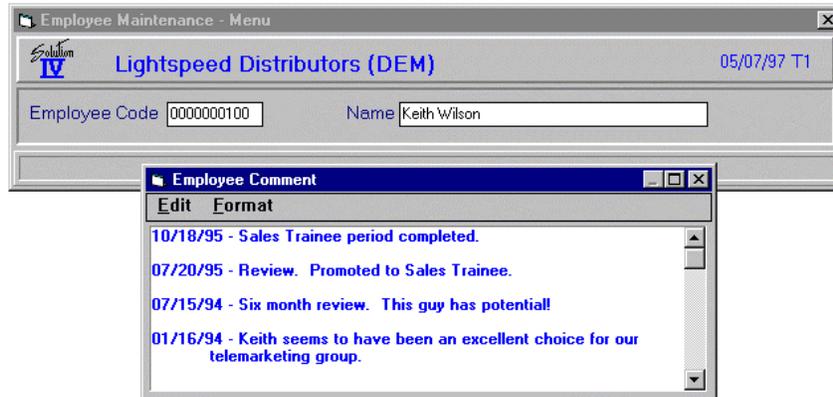
Description of Fields

Comment

Use the standard text editing keys for your specific terminal to add lines to the text field. Line insert and delete, character insert and delete, page up, page down, etc. all work here.

If you use the comment field for anything date oriented, such as reviews, you may find the comment most useful if you insert the most recent comments at the top by using **Line Insert**.

When you are finished editing the comment, press **F4** and you will receive the following prompt:

Save text (Y/N)?

Y   Saves any changes to Comment Maintenance.

N   Leaves Comment Maintenance as it was before you started.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Employee Maintenance

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Check History Inquiry

Introduction
This inquiry shows all checks for the employee in the current year.

How to Execute
From the Employee Maintenance Menu, select option **9**, Check History Inquiry.

Description of Fields
If the employee has received more checks than can be displayed on one screen use the **Down Arrow**, **Up Arrow**, **Page Up**, and **Page Down** keys to scroll through the checks.

Exit the Screen
When you are finished, press **F4** to exit the view, then press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Change/Delete Employee Code

Introduction
Use this function for the same purpose as the status field on the code files. The status is used to eliminate problems caused by deleting employees who have earnings but for whom a W2 has not been printed. It also allows you to change employee codes. The inactive status may be used if an employee has been terminated but has activated COBRA or if he may be called back to work after the New Year. No checks will be printed for employees with a status of **D** or **I**.

How to Execute
From the Employee Maintenance Menu, select option **C**, Change/Delete Employee Code.

Description of Fields

Do you want to <u>Delete</u> <u>Change</u> <u>Inactivate</u> <u>Reactivate</u>
Enter one of the following: D, C, I, or R.

Delete

Delete this record? <u>Yes</u> <u>No</u>
Y Marks the employee for deletion. During the Status Change Update, the employee is only deleted if he has never received a check. Otherwise, the employee will be deleted during year-end processing.

N Does not mark this employee for deletion and returns to the employee code field.

Change

Enter the Employee Code to change this Employee Code to:
Enter the new employee code. This employee code may or may not already exist in the file. If it does not exist, all references to the old employee code are changed to the new employee code. If the new employee code already exists, the information for the old code is combined with the new. These changes take effect during the Status Change Update.

Inactive
If the employee is marked with a status of **I**, you are stating that the employee no longer works for you and no further checks may be processed. You will want to set the employee status to **I** if he has been terminated but is taking advantage of COBRA, or if he may be rehired after the end of the year and you wish to keep him in the employee file. The "inactivate" status takes effect immediately.

Reactivate
The reactivate option may be used to remove the inactive status from the employee at any time, and the delete or change status only before the Status Change Update has been performed.

Exit the Screen
After you have modified the status for the employee, the cursor returns to the "Selection" prompt on the Employee Maintenance Menu.

Employee Inquiry

Introduction

This function allows you to view and/or print basic information about an employee, one employee at a time. This information includes name and address, codes, earnings history, check history, and the employee comment. Only the comment may be modified when using this function.

How to Execute

From the Payroll Main Menu, select option **9**, Employee Inquiry.

Description of Fields

Employee Code

Enter the code for the employee you wish to view. The employee's address and other constant information is displayed. This screen is for display only and no information can be modified here.

The system then prompts:

Display: Address Dates/Codes Earn/Dedt Cont/Tax History Images Text Report
Address

Displays the information shown on the screen above.

Dates/Codes

Displays the various flags, dates, and codes as entered on the second Employee Maintenance screen.

Earn/Dedt

Displays a view showing the employee's earnings and deductions. You can scroll through the view using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys.

Cont/Tax
Displays a view showing the employee's contributions and taxes. You can scroll through the view using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys.

Press **F4** to return to the "display" prompt.

History
Displays a view showing a summary of each check issued to the employee during the year. You can scroll through the view using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys, or press **F4** to return to the prompt.

Images
This option allows you to view the images associated with this employee if you are using Gateway for Windows.

Text
This option allows you to view the employee comment. If your parameters allow, you may modify the comment here.

Report
Prints a report showing masterfile information for this employee only.

Exit the Screen
When you are finished, press **F4** from the employee code to return to the Payroll Main Menu.

Tax Calculation Inquiry

Introduction

This option allows you to see the calculated tax amount for any employee. You will be prompted for the employee and tax codes, the earnings and total pre-tax deduction amounts and the number of exemptions. The system takes this information and performs the standard tax calculation to derive a tax amount. This feature allows an employee to see the impact of a change in their exemption or pre-tax deductions.

How to Execute

From the Payroll Main Menu, select option **10**, Tax Calculation Inquiry.

Description of Fields

Employee Code

Enter the employee code you wish to inquire about.

Tax Code

Enter the applicable tax code.

Earnings

Enter the amount of the employee's earnings that will apply to this tax code.

Pre-Tax Deduction Total

Enter the dollar amount of pre-tax deductions.

Number of Exemptions

Enter the number of primary, second, and third deductions the employees wish to take.

Override

This field indicates whether the tax amount is to come from the tax table calculation, the calculated amount plus an additional amount, or the additional amount only as follows:

T   Tax table calculated amount only.

A   Tax Table plus an additional amount.

F   Fixed amount only.

Percent or Amount
This field indicates whether the additional tax amount is calculated as an amount or a percentage of gross wages. This field is skipped if the override type is "T". The valid entries are:

A   Amount

P   Percent of gross wages

Override Amount
Enter the amount of additional tax withholding if the Amount or Percentage indicator is **A**. If the indicator is **P,** enter the percentage of gross wages for the additional amount. This field is skipped if the override is **T**.

Calculated Tax
After you have answered all of the above questions, the calculation system will calculate the tax for the scenario entered above and display the tax in the "Calculated Tax" field in the middle of the screen.

When finished, the system prompts:

Calculation complete, Return to continue
You are then returned to employee code and may make another inquiry.

Exit the Screen
When you are finished, press **F4** from the employee code and you will be returned to the Payroll Main Menu.

5   Payroll Processing

This chapter explains how to perform the following:

> ➢ Pay Period Initialization

> ➢ Timesheet Entry

> ➢ Timesheet Register

> ➢ Gross to Net Calculations

> ➢ Payroll Register

> ➢ Check Printing

> ➢ Check Register and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Payroll system.

Pay Period Initialization

Introduction

Pay Period Initialization is used to begin the pay cycle. This is where information such as period ending date, check dates, and selection cycles are entered.

How to Execute

From the Payroll Main Menu, select option **1**, Pay Period Initialization.

Description of Fields

Period Ending

Enter the payroll period ending date for this check run.

Check Date

Enter the check date for this check run. This date will be the actual date on the check, and will probably be different from the period ending date.

Perform Automatic Timesheet Entry?

If you wish, Automatic Timesheet Entry will generate default timesheets for employees based on the "automatic" flag in each employee's file and the selection cycles entered above.

Y   Automatically makes entries in the timesheet entry file.

N   Does not put any entries in the timesheet entry file, even if the "pay automatically" flag in the employee file is **Y**.

Selection Cycles

Enter up to 12 selection cycles. The selection cycles are used to match earnings, deductions, and contribution codes for automatic selection. If no selection cycles are entered, only those codes with a blank select cycle will be selected. If you want to select blank and non-blank cycles in the same payroll run, leave the first select cycle blank then enter your non-blank cycles.

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Pay Cycles

Enter up to seven pay cycles. Timesheets will be generated for employees whose pay cycle matches one of the cycles entered here as follows:

D   Daily (365 pay periods per year)

S   Semi-monthly (24 pay periods per year)

W   Weekly (52 pay periods per year)

Q   Quarterly (4 pay periods per year)

B   Bi-weekly (26 pay periods per year)

A   Annually (1 pay period per year)

Select Hourly, Salaried or Both

This field indicates whether only salaried employees, hourly employees, or both are to be selected as follows:

H   Hourly employees only

S   Salaried employees only

B   Both hourly and salaried employees

Starting Employee

Ending Employee

Enter the first and last codes in the range you wish to select, or press **Enter** twice to select all codes.

When you are finished, the system prompts:

Scanning Employee

You will see the employee and tax codes displayed on the screen. When the initialization is finished, the system prompts:

 # Employees selected, RETURN to continue

Exit the Screen

Press **Enter** at the above prompt to return to the Payroll Main Menu.

Time Sheet Entry

Introduction
This function performs maintenance on individual timesheets. Overtime hours and deductions may be entered as well as manual checks, voids, and reversals.

How to Execute
From the Payroll Main Menu, select option **2**, Time Sheet Entry.

Header Screen

Employee Code
Enter the employee code of the employee for whom you wish to enter or modify the timesheet. If you need to enter a void check, leave this field blank.

Transaction Type
The transaction type controls how the timesheet will be processed as follows:

C   Computer check

M   Manual check

D   Direct deposit voucher

V   Void check

R   Check reversal

The following chart shows how each type is processed. Note that except for actual check printing, the computer check and direct deposit types are the same. Voids may only be entered when the employee code is blank.

Trans Type	Timesheet Entry		Calculations			Check Printing			Check Register
	Header	Lines	Earnings/ Deductions	Taxes	Contri- butions	Checks	Direct Deposits	Both	
C	Y	Y	AT	AT	AT	Y	N	Y	Y
D	Y	Y	AT	AT	AT	N	Y	Y	Y
R	Y	N	N	N	N	N	N	N	Y
M	Y	Y	T	T	T	N	N	N	Y
V	Y	N	N	N	N	N	N	N	C

Key to the above codes:

Y   Function allowed/timesheet processed at this step.

N   Function not allowed/timesheet not processed at this step.

A   Add timesheet lines.

T   Total timesheet lines into timesheet header.

C   Check number updated only (Quarterly Check File).

Sequence Number

The sequence number allows you to enter multiple timesheets of the same type for the same employee. Such as when issuing more than one check for an employee. The sequence number starts at **1** (one).

Bank

Manual Checks Only

Enter up to two alphanumeric characters representing the bank code that these checks were/will be written from.

Check No.

Manual Checks Only

Enter the check number to process. The check number is not entered for checks or direct deposit vouchers. When entering a reversal, the bank/check number must exist in the check history file. For void and manual checks, any check number may be entered.

Chk Date

Manual Checks Only

Enter the check date for this timesheet. For checks and direct deposit vouchers, the default check date comes from Pay Period Initialization. For other types, the default is today's date. The check date is the check's legal date of issue and is printed on the check itself.

Calc

This field indicates whether the lines in this timesheet will be recalculated during Gross to Net Calculations. This can be used to force the system to accept the tax and contribution lines as entered, instead of automatically generating these lines.

Y   Calculate taxes and contributions during Gross to Net Calculations.

N   Accept the tax and contribution lines as entered and do not change when running Gross to Net Calculations.

Weeks

Enter the number of weeks worked for the period of time covered by this timesheet. The default amount is based on the employee's pay cycle. This value is used in quarterly and annual reports.

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Total Hours

This field contains the total hours worked during this pay period for this employee. It is updated during Gross to Net Calculations and cannot be modified here.

Check Amount

This field contains the net check amount for this timesheet. It is updated during Gross to Net Calculations and cannot be modified here.

Lines Screen

Once you are finished with the header screen, the following screen will be displayed:

Line

Return	Modifies the line, if it exists. Adds a line, if it is blank.
Line = #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
Up arrow	Goes to next line above.
Down arrow	Goes to next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line delete	Deletes that line and moves all lines below it up.
Line insert	Inserts a line at that spot and moves all lines below it down.

Ty

This field indicates the type of line being entered. The valid line types are:

E   Earnings

T   Tax

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D   Deduction

C   Contribution

> **Note:** Earnings line types use the Hours, Rate and Amount fields. All other line types only use the Amount field.

Code
Enter a valid earnings, deduction, tax or contribution code. The type of code to enter is determined by the line type entered above.

Post
Enter up to six alphanumeric characters for the posting code representing the department/location where the employee worked these hours.

Labor
Enter up to six alphanumeric characters for the labor code.

Union
Enter up to six alphanumeric characters for the union-code if applicable.

Job
Enter up to six alphanumeric characters for the job code, if applicable.

Hours
Enter the number hours worked for this timesheet line or use the Up Arrow to move back to any of the code fields described above.

Rate
Enter the employee's pay rate. For salaried employees, this field is skipped. For hourly employees, enter the rate per hour worked.

Amount
Enter the amount for this timesheet line. This amount represents the total to be paid or withheld for this transaction.

Exit the Screen
When you are finished, press **F4** from the employee code, and you will be returned to the Payroll Main Menu.

Timesheet Register

Introduction

This report is used to verify the results of Pay Period Initialization and Timesheet Entry. It consists of two parts: the register itself followed by a summary for each earnings and deduction code.

How to Execute

From the Payroll Main Menu, select option **3**, Timesheet Register.

Sample Report

After selecting a printed or displayed copy, you will see reports similar to the following. When the reports are finished you will be returned automatically to the Payroll Main Menu.

```
03/31/00 07:59 PM              Time Sheet Register                   Term: T0
                         Lightspeed Distributors (DEM)               Page: 1
-------------------------------------------------------------------------------
  Bank Chk Num   Date    Calc      Earnings      Deductions Weeks Cyc
Type
-------------------------------------------------------------------------------
0000000200 Andrew Dean
 C BA 0000000017 03/01/00 Y         740.00          131.00   2    B
  E-REG    Reg              80.00  Hrs:      10.00  Rate:         8.000
  E-REG    Reg             660.00  Hrs:      30.00  Rate:        22.000
  D-401K-C 401k Cent        20.00
  D-MED    Med             111.00
```

```
03/31/00 07:59 PM              Time Sheet Register                   Term: T0
                         Lightspeed Distributors (DEM)               Page: 2
-------------------------------------------------------------------------------

Earnings Code Summary                              Amount
REG    Regular                                     740.00  Hrs:       40.00
                                                 ---------------
                             Summary Total:        740.00

Deduction Code Summary                             Amount
401K-C 401k - Central Bank and Trust                20.00
MED    Medical                                     111.00
                                                 ---------------
                             Summary Total:        131.00
```

Gross to Net Calculations

Introduction
After the timesheets have been entered, this function is run to calculate tax withholding and employer contribution amounts. These amounts are calculated based on the tax tables, tax accrual codes, and contribution codes, as well as employee-specific data saved in the employee Masterfile.

How to Execute
From the Payroll Main Menu, select option **4**, Gross to Net Calculations.

Description of Fields

Do You Want to Run Gross to Net Calculations?

Y   The system will calculate tax and employer contribution amounts for each employee.

N   You will be returned to the Payroll Main Menu.

Exit the Screen
When the calculations are finished, you will be returned to the Payroll Main Menu.

Payroll Register

Introduction
This report shows the combined results of Payroll Initialization, Timesheet Entry, and Gross to Net Calculations. You should review this report carefully for accuracy before printing checks, since what is shown here is what will be printed on the checks. The report consists of two parts: the register showing detail by employee, and the summary, showing totals for each earning, deduction, tax, and contribution code used.

How to Execute
From the Payroll Main Menu, select option **5**, Payroll Register.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished you will be returned automatically to the Payroll Main Menu.

```
03/31/00 08:07 PM                              Payroll Register                              Term: T0
                                          Lightspeed Distributors (DEM)                      Page: 1
----------------------------------------------------------------------------------------------------
        ------------- Check ---------------
Type Bank Number Date        Amount Calc   Earnings      Fed Tax    State Tax      FICA  Other Taxes Weeks Cyc
----------------------------------------------------------------------------------------------------
0000000100 Keith Wilson
C    0000000000 03/01/00     509.84  Y      800.00        59.71       10.85       49.60       0.00  2   B
 E-REG    Reg           800.00  Hrs:       80.00  Rate:      10.000
 D-401K-C 401k Cent      50.00
 D-MED    Med           120.00
 T-FEDMAR Fed Tax        59.71
 T-FICA   Social Sec     49.60
 T-NJ     NJ St Tax      10.85
 C-FICA   Social Sec     84.32

0000000200 Andrew Dean
C    0000000000 03/01/00      20.00- Y        0.00         0.00        0.00        0.00       0.00  2   B
 ** Net Check is negative **
 E-REG    Reg             0.00  Hrs:        0.00  Rate:       8.000
 D-401K-C 401k Cent      20.00

0000000300 Matthew Perelli
C    0000000000 03/01/00     411.48  Y      560.00        21.98        7.82       34.72       0.00  2   B
 E-REG    Reg           560.00  Hrs:       80.00  Rate:       7.000
 D-MED    Med            84.00
 T-FEDSIN Fed Tax        21.98
 T-FICA   Social Sec     34.72
 T-NJ     NJ St Tax       7.82

0000000400 Mark L. MacMillan
D    0000000000 03/01/00     526.79  Y      700.00       104.81        0.00       43.40       0.00  2   B
 E-REG    Reg           700.00  Hrs:       40.00  Rate:      17.500
 D-401K-C 401k Cent      25.00
 T-FEDSIN Fed Tax       104.81
 T-FICA   Social Sec     43.40
 C-FICA   Social Sec     43.40
```

```
03/31/00 08:07 PM              Payroll Register               Term: T0
                        Lightspeed Distributors (DEM)          Page: 2
--------------------------------------------------------------------------------

Earnings Code Summary                       Amount
REG    Regular                            2,060.00  Hrs:        200.00
                                        ---------------
                        Summary Total:     2,060.00


Deduction Code Summary                      Amount
401K-C 401k - Central Bank and Trust         95.00
MED    Medical                              204.00
                                        ---------------
                        Summary Total:       299.00


Tax Code Summary                            Amount
FEDMAR Federal - Married                      59.71
FEDSIN Federal - Single                      126.79
FICA   Social Security Tax                   127.72
NJ     New Jersey - Rate "A" - Single         18.67
                                        ---------------
                        Summary Total:       332.89


Contribution Code Summary                   Amount
FICA   Social Security                       127.72
                                        ---------------
                        Summary Total:       127.72




4 Employees Printed
```

Check Printing

Introduction
This function is used to print checks and direct deposit vouchers for distribution to your employees. Direct deposit vouchers look exactly like checks, except that the check portion is voided.

How to Execute
From the Payroll Main Menu, select option **6**, Check Printing.

Description of Fields

Print Computer Only, Direct Deposit or Both
You may choose to print computer checks, direct deposit vouchers, or both as follows:

C   Prints computer checks only.

D   Prints direct deposit vouchers only.

B   Prints both checks and direct deposit vouchers.

Bank Code
Enter up to two alphanumeric characters representing the bank code that these checks will be written from.

Check No
Enter the starting check number that the printer will actually print on. If you have the type of printer that forces you to waste a check in order to get the checks loaded on the tractor feeders, enter the check number of the first check which will be printed on, <u>not</u> the wasted check.

The computer will automatically void the checks that it uses for alignment patterns.

Starting Employee
Enter the employee code representing the first employee for whom you wish to print a check, or press Return to start with the first employee in the batch. Normally you will not enter an employee code here unless you are restarting check printing after a paper jam or other problem.

Sample Checks

After selecting a printed or displayed copy, you will see checks similar to the following. When they are finished, you will be asked if you wish to print the Check Register.

```
 0000000200   Andrew Dean                        03/01/00  555-55-5125   03/01/00   0000000017

Ovt                                        37.50    401k Cent      20.00         80.00
Reg             40.00        740.00     2,660.00    Med           111.00        404.63
                                                    Fed Tax        39.63        117.43
                                                    Social Sec     45.88        167.25




         523.49              740.00     2,697.50                   216.51        769.31



                                                               0000000017     03/01/00




         FIVE HUNDRED TWENTY THREE DOLLARS AND 49 CENTS                        $523.49


            Andrew Dean
            673 W. 57th St.
            Hillsboro, NJ  08876
```

Check Register and Update

Introduction
The check register is an audit report showing the checks printed in this batch, with all the earnings, deductions, taxes, and contributions detailed. If you are satisfied that the information in the report is correct, you may update this check batch to the permanent Payroll and General Ledger files.

Note: The check register is an audit report, and must be kept with your permanent accounting records.

How to Execute
From the Payroll Main Menu, select option **7**, Check Register & Update.

Description of Fields

Enter Posting Date
Enter the date you wish to use for posting these checks to General Ledger. This date is very important because it controls both the General Ledger period and Payroll quarter in which these checks appear. Make sure that the date is at least in the proper month.

Example: If today is 3/30/02 and you are printing checks for 4/2/02, be sure that the posting date is 4/2/02.

Do you want a printed copy? <u>Yes</u> <u>No</u>
Y   Prints the check register to the printer.

N   Displays the check register on the screen. You cannot run the update if you do not print the register.

If the check register was printed to the printer, the system prompts:

Do you want to continue the update? <u>Yes</u> <u>No</u>
Y   Updates the batch of checks to the permanent files, then clears the timesheet entry file.

N   Returns to the Payroll Main Menu. Make any necessary corrections, and then reprint the register.

Sample Reports
When the reports and update are finished, you will be returned automatically to the Payroll Main Menu.

```
03/31/00 07:59 PM                          Check Register                              Term: T0
Posted:  03/31/00                    Lightspeed Distributors (DEM)                     Page: 1
                                     BA Bank of America - checking
-----------------------------------------------------------------------------------------------------
Type Chk No  Chk Date Employee                              Earnings    Deductions    All Taxes   Check Amount WksC
   Post Labor Union  Job    Code                                                                                 Y
-----------------------------------------------------------------------------------------------------
C 0000000017 03/01/00 0000000200 Andrew Dean                 740.00        131.00        85.51        523.49  2B
   MAIN    MAIN   000101 CLERK  E-REG    Reg           80.00  Hrs:      10.00  Rate:     8.000
   MAIN    MAIN   000101 FORE   E-REG    Reg          660.00  Hrs:      30.00  Rate:    22.000
   MAIN    MAIN   000101        D-401K-C 401k Cent      20.00
   MAIN    MAIN   000101        D-MED    Med           111.00
   MAIN    MAIN   000101        T-FEDMAR Fed Tax        39.63
   MAIN    MAIN   000101        T-FICA   Social Sec     45.88
   MAIN    MAIN   000101        C-FICA   Social Sec     45.88


                                                   -------------- -------------- -------------- --------------
                                 Total this check run:     740.00        131.00        85.51        523.49
```

```
03/31/00 07:59 PM              Check Register                  Term: T0
Posted:  03/31/00        Lightspeed Distributors (DEM)         Page: 2
                         BA Bank of America - checking
-----------------------------------------------------------------------

Earnings Code Summary                      Amount
REG    Regular                             740.00  Hours:          40.00
                                   ---------------
                    Summary Total:         740.00

Deduction Code Summary                     Amount
401K-C 401k - Central Bank and Trust        20.00
MED    Medical                             111.00
                                   ---------------
                    Summary Total:         131.00

Tax Code Summary                           Amount
FEDMAR Federal - Married                     39.63
FICA   Social Security Tax                   45.88
                                   ---------------
                    Summary Total:           85.51

Contribution Code Summary                  Amount
FICA   Social Security                       45.88
                                   ---------------
                    Summary Total:           45.88
```

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```
03/31/00 07:59 PM              Check Register              Term: T0
Posted:  03/31/00     Lightspeed Distributors (DEM)        Page: 2
                      BA Bank of America - checking
--------------------------------------------------------------------------------

Earnings Code Summary                              Amount
REG    Regular                                     740.00  Hours:      40.00
                                                ---------------
                              Summary Total:       740.00

Deduction Code Summary                             Amount
401K-C 401k - Central Bank and Trust                20.00
MED    Medical                                     111.00
                                                ---------------
                              Summary Total:       131.00

Tax Code Summary                                   Amount
FEDMAR Federal - Married                            39.63
FICA   Social Security Tax                          45.88
                                                ---------------
                              Summary Total:        85.51

Contribution Code Summary                          Amount
FICA   Social Security                             45.88
                                                ---------------
                              Summary Total:        45.88
```

```
03/31/00 07:59 PM                  Check Register (PRCK)                           Term: T0
Posted:  03/31/00              General Ledger Account Detail                       Page: 1
                               Lightspeed Distributors (DEM)
---------------------------------------------------------------------------------------------
Account Code                             Employee    Check     Code      Debit       Credit
---------------------------------------------------------------------------------------------
101-01-00     Cash in bank - Bank of America                                          523.49
220-00-00     Payroll taxes payable      0000000200 0000000017 T-FEDMAR               39.63
222-00-00     FICA taxes payable         0000000200 0000000017 C-FICA                  45.88
222-00-00     FICA taxes payable         0000000200 0000000017 T-FICA                  45.88
225-00-00     401k accruals payable      0000000200 0000000017 D-401K-C                20.00
225-00-00     401k accruals payable      0000000200 0000000017 D-MED                  111.00
680-00-00     Payroll - employee benefits 0000000200 0000000017 C-FICA      45.88
900-00-00     Miscellaneous expenses     0000000200 0000000017 E-REG       740.00
                                                                        ------------- -------------
                                                                            785.88       785.88
```

6   Payroll Reports

This chapter describes how to execute the Solution-IV Payroll reports. Samples of each report are also shown.

Employee Masterfile Reports
- ➢ Employee Masterfile Listing
- ➢ Employee Label Printing

Analysis Reports
- ➢ Earnings Analysis Report
- ➢ Deduction Analysis Report
- ➢ Tax Analysis Report
- ➢ Contribution Analysis Report
- ➢ Labor Distribution Report
- ➢ Job Pay Analysis Report
- ➢ Payroll Union Report
- ➢ Insurance Cross Reference Report
- ➢ Date Cross Reference Report
- ➢ Employee Accrual Report

Quarterly and Annual Reports
- ➢ Historical Payroll Register
- ➢ Quarterly 941 Forms
- ➢ Quarterly Tax Report
- ➢ Quarterly Contribution Report
- ➢ W-2 Form Printing
- ➢ Quarterly Check Register
- ➢ AP Expense Transfer

Employee Masterfile Listing

Introduction

This is a list of the employee information as found in Employee Maintenance. You may choose from a variety of sort and print options - from the bare minimum amount of information to the full employee masterfile.

How to Execute

From the Payroll Main Menu, select option **12**, Employee Masterfile Listing.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order in which you wish to print this report.

1. Employee Code:	Prints the report in employee code order.
2. Employee Name:	Prints the report in alphabetically in employee name order.
3. Alt Sort Field:	Prints the report alphabetically in alternate sort/employee code order.
4. ZIP Code:	Prints the report in ZIP code/employee code order.
5. Posting Code:	Prints the report in posting code/employee code order.
6. Soc Sec Num:	Prints the report in social security number order.

Detail Options

Print Employee Address?

Y   Prints the employee's address on the report.

N   Does not print the employee's address on the report.

Print Code Information?

Y   Prints code information for each employee.

N   Does not print code information on the report.

Print Employee Amounts?

Y   Prints weeks worked and employee accrual information.

N   Does not print weeks worked or accrual information on the report.

Print Comments?

Y   Prints the contents of the employee comment text field.

N   Does not print the comment.

Active, Inactive or Both?

A   Prints the active employees only.

I   Prints the inactive employees only

B   Prints both the active and inactive employees.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering up to 5 individual employees on the report as follows:

Y   Displays a view and allows you to select up to 5 individual employees.

N   Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Payroll Main Menu.

```
03/31/00 07:23 PM                          Employee Masterfile Listing                         Term: T0
                                           Lightspeed Distributors (DEM)                        Page: 1
--------------------------------------------------------------------------------------------------------
 0000000100 Keith Wilson                   SSN: 555-12-1234

          Keith I. Wilson
          152 Maple St.
          Somerville, NJ 08876
          Home: 908 555-1287   Work:        -
          Emergency contact: Alice Wilson
          Contact relation:  Wife
          Home:       -       Work:         -

          Posting code: MAIN   Main Posting Code        Alternate srt: WILSON    Birth date:  08/15/63 Pension?      N
          Labor code:   MAIN   Main Labor Code          Sex: Male                Start date:  11/17/96 Statutory?    N
          Union code:   000101 Union Local #101         Maritial status: Married Last review: 12/02/99 Defer Comp?   N
          Class code 1: NJHQ                            Pay cycle: B Biweekly    Next review: 12/01/00 COBRA?        N
          Class code 2:                                 Salaried Full time       Rehire date:          Veteran?      N
                                                                                                       Rehire?       N
                                                                                                       Unemploymnt? N
                                                                                                       EEO Code:
          Weeks worked quarter 1:  6  2:     3:     4:     YTD:  6   Pay rate:       2,500.00  Last pay rate:     2,400.00
                     Total hrs  Days      Taken hrs  Days     Accr hrs  Days
          Vacation:    80.00  10.00         0.00    0.00         9.24   1.16
          Sick:        40.00   5.00         0.00    0.00         4.62   0.58

          Comments:
          10/18/98 - Sales Trainee period completed.

          07/20/98 - Review.  Promoted to Sales Trainee.

          07/15/97 - Six month review.  This guy has potential!

          01/16/97 - Keith seems to have been an excellent choice for our
                     telemarketing group.

          11/17/96 - Hired Keith as a Telemarketing Trainee.



 1 Employee Printed
```

Employee Label Printing

Introduction

This function is used to print labels using information from the employee Masterfile. The default is 2-up, 1"x4" labels with the employee name and address printed on them.

How to Execute

From the Payroll Main Menu, select option **13**, Employee Label Printing.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Employee Name: Prints the report alphabetically in employee name order.

3. Alt Sort Field: Prints the report alphabetically in alternate sort/employee code order.

4. ZIP Code: Prints the report in ZIP code/employee code order.

5. Soc Sec Num: Prints the report in social security number order.

Detail Options

Print Phone Number?

You may choose to print the phone number on the employee label. This is useful if you wish to create Rolodex cards for each employee.

Y   Prints employee phone number on the label.

N   Does not print the phone number on the label.

Print 1 or 2 Up Labels

1   Prints assuming you only have one column of labels.

2   Prints assuming you have two columns of labels as follows:

>   Employee A   Employee B
>   Employee C   Employee D

Print Active, Inactive or Both?

A   Prints the active employees only.

I   Prints the inactive employees only

B   Prints both the active and inactive employees.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees.

N   Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Label Printing

After selecting a printed or displayed copy, the labels will be printed. When the labels are finished, you will be returned automatically to the Payroll Main Menu.

```
Keith Wilson                    Andrew Dean
152 Maple St.                   673 W. 57th St.
Somerville, NJ 08876            Hillsboro, NJ 08876




Matthew Perelli                 Mark L. MacMillan
5378 Boxwood Rd.                431 South Union Avenue
Somerset, NJ 08875              Franklin, NJ 08823
```

Earnings Analysis Report

Introduction

This report breaks down employee earnings by earnings code.

How to Execute

From the Monthly Reports Menu, select option **1**, Earnings Analysis Report.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order in which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Posting Code: Prints the report in posting code/employee code order with subtotals by posting code.

Detail Options

Select up to two of the following figures to print on the report:

Print MTD Figures?

Y   Prints month-to-date hours and amounts.

N   Does not print month-to-date figures.

QTD Figures?

Y   Prints quarter-to-date hours and amounts.

N   Does not print quarter-to-date figures.

YTD Figures?

Y   Prints year-to-date hours and amounts.

N   Does not print year-to-date figures.

LY Figures?

Y   Prints last year's hours and amounts.

N   Does not print last year's figures.

Print Summary only?

You have the option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only total earnings for each employee.

N   Prints the report showing each employee's earnings broken down by earnings code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees.

N   Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:23 PM                      Earnings Analysis Report                      Term: T0
                                    Lightspeed Distributors (DEM)                    Page: 1
---------------------------------------------------------------------------------------------
 Employee                              --------- Month to Date ------- -------- Quarter to Date ------
  Earnings                                   Hours          Amount          Hours          Amount
---------------------------------------------------------------------------------------------
 0000000100 Keith Wilson
  OVER   Overtime                             0.00            0.00           0.00            0.00
  REG    Regular                            240.00        2,400.00         240.00        2,400.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000100 Total:   240.00        2,400.00         240.00        2,400.00

 0000000200 Andrew Dean
  OVER   Overtime                             5.00           37.50           5.00           37.50
  REG    Regular                            240.00        1,920.00         240.00        1,920.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000200 Total:   245.00        1,957.50         245.00        1,957.50

 0000000300 Matthew Perelli
  OVER   Overtime                            14.00          105.00          14.00          105.00
  REG    Regular                            240.00        1,680.00         240.00        1,680.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000300 Total:   254.00        1,785.00         254.00        1,785.00

 0000000400 Mark L. MacMillan
  REG    Regular                            120.00        2,100.00         120.00        2,100.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000400 Total:   120.00        2,100.00         120.00        2,100.00

                                        --------------- --------------- --------------- ---------------
                          Report Total:      859.00        8,242.50         859.00        8,242.50




Earnings Code Summary

OVER    Overtime                             19.00          142.50          19.00          142.50
REG     Regular                             840.00        8,100.00         840.00        8,100.00
                                        --------------- --------------- --------------- ---------------
                        Summary Totals:      859.00        8,242.50         859.00        8,242.50




4 Employees Printed
```

Deduction Analysis Report

Introduction

This report breaks down employee deductions by deduction code.

How to Execute

From the Monthly Reports Menu, select option **2**, Deduction Analysis Report.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order in which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Deduction Code: Prints the report in deduction code/employee code order with subtotals by deduction code.

Detail Options

MTD Figures?

Y   Prints month-to-date hours and amounts.

N   Does not print month-to-date figures.

QTD Figures?

Y   Prints quarter-to-date hours and amounts.

N   Does not print quarter-to-date figures.

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YTD Figures?

Y   Prints year-to-date hours and amounts.

N   Does not print year-to-date figures.

LY Figures?

Y   Prints last year's hours and amounts.

N   Does not last year's figures.

Print Summary only?

You have the option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only total deductions for each employee.

N   Prints the report showing each employee's deductions broken down by deduction
             code.

Print Selected Employees only?

If you selected to sort by employee, you have the option of entering individual employees on
the report as follows:

Y   Displays a view and allows you to select individual employees.

N   Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print
all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:23 PM                        Deduction Analysis Report                             Term: T0
                                      Lightspeed Distributors (DEM)                            Page: 1
---------------------------------------------------------------------------------------------------------
 Employee                                  Month to Date Quarter to Date
  Deduction                                       Amount         Amount
---------------------------------------------------------------------------------------------------------
 0000000100 Keith Wilson
  401K-C 401k - Central Bank and Trust          150.00         150.00
  MED    Medical                                360.00         360.00
                                          --------------- ---------------
                 Employee 0000000100 Total:     510.00         510.00

 0000000200 Andrew Dean
  401K-C 401k - Central Bank and Trust           60.00          60.00
  MED    Medical                                293.63         293.63
                                          --------------- ---------------
                 Employee 0000000200 Total:     353.63         353.63

 0000000300 Matthew Perelli
  GARN   Wage Garnishment                       100.00         100.00
  MED    Medical                                267.75         267.75
                                          --------------- ---------------
                 Employee 0000000300 Total:     367.75         367.75

 0000000400 Mark L. MacMillan
  401K-C 401k - Central Bank and Trust           75.00          75.00
                                          --------------- ---------------
                 Employee 0000000400 Total:      75.00          75.00

                                          --------------- ---------------
                        Report Total:         1,306.38       1,306.38




Deduction Code Summary

401K-C 401k - Central Bank and Trust           285.00         285.00
GARN   Wage Garnishment                        100.00         100.00
MED    Medical                                 921.38         921.38
                                          --------------- ---------------
                                             1,306.38       1,306.38




 4 Employees Printed
```

Tax Analysis Report

Introduction
This report breaks down employee tax withholding by tax code.

How to Execute
From the Monthly Reports Menu, select option **3**, Tax Analysis Report.

Sort Options

Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Employee Code:	Prints the report in employee code order.
2. Tax Code:	Prints the report in tax code/employee code order with subtotals by tax code.

Detail Options
Select up to two of the following figures to print on the report:

MTD Figures?
Y   Prints month-to-date hours and amounts on the report.

N   Does not print month-to-date figures.

QTD Figures?
Y   Prints quarter-to-date hours and amounts on the report.

N   Does not print quarter-to-date figures.

YTD Figures?

Y   Prints year-to-date hours and amounts on the report.

N   Does not print year-to-date figures.

Last Year Figures?

Y   Prints last year's hours and amounts on the report.

N   Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only total taxes for each employee.

N   Prints the report showing each employee's taxes broken down by tax code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees.

N   Allows you to enter a range of employees.

If you answer N, or are not sorting by employee, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:24 PM                           Tax Analysis Report                              Term: T0
                                       Lightspeed Distributors (DEM)                         Page: 1
--------------------------------------------------------------------------------------------------------
Employee                    -------------- Month to Date ---------------  ------------- Quarter to Date ---------------
 Tax Code                      Gross       Taxable           Tax           Gross       Taxable           Tax
--------------------------------------------------------------------------------------------------------
 0000000100 Keith Wilson
  FEDMAR Federal - Married     2,400.00    2,250.00         178.26        2,400.00    2,250.00         178.26
  FICA   Social Security Tax   2,400.00    2,400.00         148.80        2,400.00    2,400.00         148.80
  NJ     New Jersey - Rate "A" - Sin 2,400.00  2,400.00      32.55        2,400.00    2,400.00          32.55
                                                          ---------------                            ---------------
          Employee 0000000100 Total:                        359.61                                     359.61

 0000000200 Andrew Dean
  FEDMAR Federal - Married     1,957.50    1,897.50          77.80        1,957.50    1,897.50          77.80
  FICA   Social Security Tax   1,957.50    1,957.50         121.37        1,957.50    1,957.50         121.37
                                                          ---------------                            ---------------
          Employee 0000000200 Total:                        199.17                                     199.17

 0000000300 Matthew Perelli
  FEDSIN Federal - Single      1,785.00    1,785.00          79.11        1,785.00    1,785.00          79.11
  FICA   Social Security Tax   1,785.00    1,785.00         110.67        1,785.00    1,785.00         110.67
  NJ     New Jersey - Rate "A" - Sin 1,785.00  1,785.00      25.04        1,785.00    1,785.00          25.04
                                                          ---------------                            ---------------
          Employee 0000000300 Total:                        214.82                                     214.82

 0000000400 Mark L. MacMillan
  FEDSIN Federal - Single      2,100.00    2,025.00         312.69        2,100.00    2,025.00         312.69
  FICA   Social Security Tax   2,100.00    2,100.00         130.20        2,100.00    2,100.00         130.20
                                                          ---------------                            ---------------
          Employee 0000000400 Total:                        442.89                                     442.89

                                                          ---------------                            ---------------
                Report Total:                              1,216.49                                   1,216.49




Tax Code Summary

FEDMAR Federal - Married                                    256.06                                     256.06
FEDSIN Federal - Single                                     391.80                                     391.80
FICA   Social Security Tax                                  511.04                                     511.04
NJ     New Jersey - Rate "A" - Single                        57.59                                      57.59
                                                          ---------------                            ---------------
                                                          1,216.49                                   1,216.49




 4 Employees Printed
```

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Contribution Analysis Report

Introduction

This report breaks down employer contributions by contribution code.

How to Execute

From the Monthly Reports Menu, select option **4**, Contribution Analysis Report.
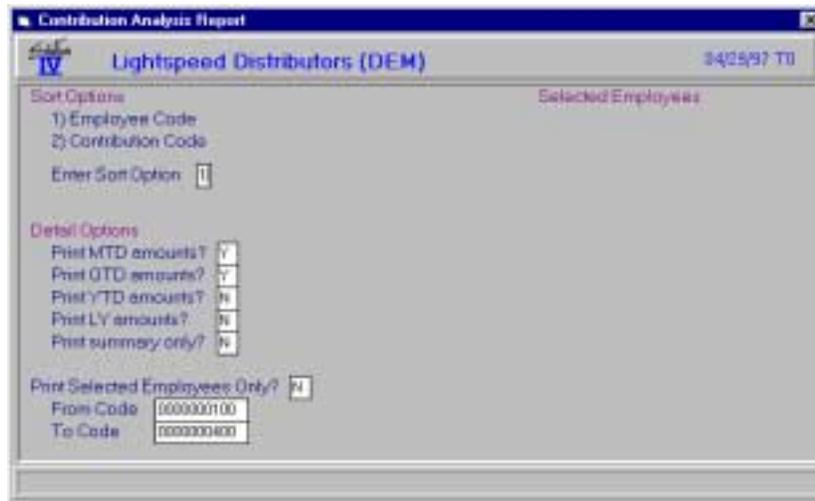
Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Contribution Code: Prints the report in contribution code/employee code order with subtotals by contribution code.

Detail Options

Select up to two of the following figures to print on the report:

MTD Figures?

Y   Prints month-to-date hours and amounts on the report.

N   Does not print month-to-date figures.

QTD Figures?

Y   Prints quarter-to-date hours and amounts on the report.

N   Does not print quarter-to-date figures.

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YTD Figures?

Y   Prints year-to-date hours and amounts on the report.

N   Does not print year-to-date figures.

LY Figures?

Y   Prints last year's hours and amounts on the report.

N   Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only total contributions for each employee.

N   Prints the report showing each employee's contributions broken down by contribution code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees.

N   Allows you to enter a range of employees.

If you answer N, or are not sorting by employee, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:25 PM                            Contribution Analysis Report                               Term: T0
                                             Lightspeed Distributors (DEM)                              Page: 1
------------------------------------------------------------------------------------------------------------------
Employee                        -------------- Month to Date ---------------  ------------ Quarter to Date ---------------
 Contribution                           Gross         Basis     Contribution        Gross        Basis     Contribution
------------------------------------------------------------------------------------------------------------------
0000000100 Keith Wilson
 FICA   Social Security             2,400.00      2,400.00          148.80     2,400.00     2,400.00          148.80
                                                               ---------------                              ---------------
        Employee 0000000100 Total:                                 148.80                                    148.80

0000000200 Andrew Dean
 FICA   Social Security             1,957.50      1,957.50          121.37     1,957.50     1,957.50          121.37
                                                               ---------------                              ---------------
        Employee 0000000200 Total:                                 121.37                                    121.37

0000000300 Matthew Perelli
 FICA   Social Security             1,785.00      1,785.00          110.67     1,785.00     1,785.00          110.67
                                                               ---------------                              ---------------
        Employee 0000000300 Total:                                 110.67                                    110.67

0000000400 Mark L. MacMillan
 FICA   Social Security             2,100.00      2,100.00          130.20     2,100.00     2,100.00          130.20
                                                               ---------------                              ---------------
        Employee 0000000400 Total:                                 130.20                                    130.20

                                                               ---------------                              ---------------
                    Report Total:                                  511.04                                    511.04




Contribution Code Summary
FICA   Social Security                                             511.04                                    511.04
                                                               ---------------                              ---------------
                                                                   511.04                                    511.04




4 Employees Printed
```

Labor Distribution Report

Introduction
This report breaks down employee earnings by labor code.

How to Execute
From the Monthly Reports Menu, select option **5**, Labor Distribution Report.

Sort Options

Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Labor Code: Prints the report in labor code/employee code order with subtotals by labor code.

Detail Options
Select up to two of the following figures to print on the report:

MTD Figures?
Y   Prints month-to-date hours and amounts on the report.

N   Does not print month-to-date figures.

QTD Figures?
Y   Prints quarter-to-date hours and amounts on the report.

N   Does not print quarter-to-date figures.

YTD Figures?

Y Prints year-to-date hours and amounts on the report.

N Does not print year-to-date figures.

LY Figures?

Y Prints last year's hours and amounts on the report.

N Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y Prints the report showing total labor for each employee.

N Prints the report showing earnings for each employee broken down by labor code.

Print Selected Employees Only?

If you select to sort by employee, you have the option of entering individual employees on the report as follows:

Y Displays a view and allows you to select individual employees to print on the report.

N Allows you to enter a range of employees to print.

If you select **N**, or are not sorting by employees, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:25 PM                    Labor Distribution Report                          Term: T0
                                  Lightspeed Distributors (DEM)                         Page: 1
---------------------------------------------------------------------------------------------------
 Employee                                --------- Month to Date ------ -------- Quarter to Date ------
  Labor Code                                Hours          Amount         Hours          Amount
---------------------------------------------------------------------------------------------------
 0000000100 Keith Wilson
  MAIN   Main Labor Code                    240.00       2,400.00        240.00        2,400.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000100 Total:   240.00       2,400.00        240.00        2,400.00

 0000000200 Andrew Dean
  MAIN   Main Labor Code                    245.00       1,957.50        245.00        1,957.50
                                        --------------- --------------- --------------- ---------------
               Employee 0000000200 Total:   245.00       1,957.50        245.00        1,957.50

 0000000300 Matthew Perelli
  MAIN   Main Labor Code                    254.00       1,785.00        254.00        1,785.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000300 Total:   254.00       1,785.00        254.00        1,785.00

 0000000400 Mark L. MacMillan
  MAIN   Main Labor Code                    120.00       2,100.00        120.00        2,100.00
                                        --------------- --------------- --------------- ---------------
               Employee 0000000400 Total:   120.00       2,100.00        120.00        2,100.00

                                        --------------- --------------- --------------- ---------------
                       Report Total:        859.00       8,242.50        859.00        8,242.50




Labor Distribution Summary
MAIN   Main Labor Code                      859.00       8,242.50        859.00        8,242.50
                                        --------------- --------------- --------------- ---------------
                     Summary Totals:        859.00       8,242.50        859.00        8,242.50




4 Employees Printed
```

Job Code Analysis Report

Introduction
This report breaks down employee earnings by job code.

How to Execute
From the Monthly Reports Menu, select option **6**, Job Code Analysis Report.
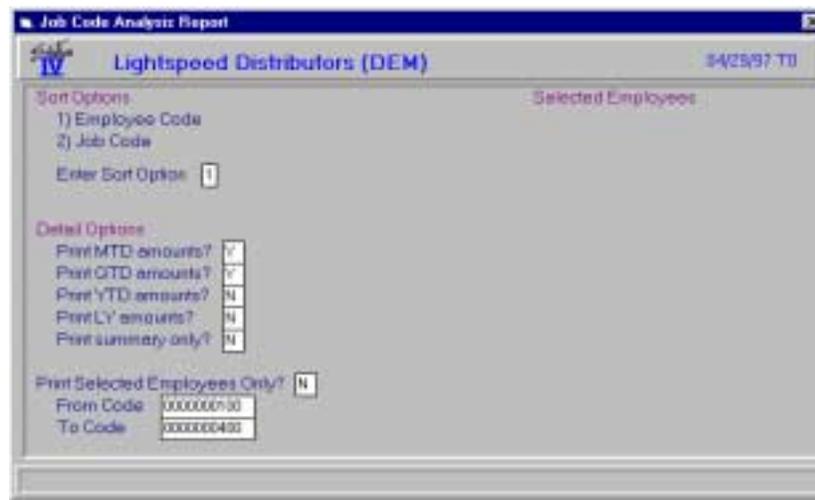
Sort Options

Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Job Code: Prints the report in job code/employee code order with subtotals by job code.

Detail Options
Select up to two of the following figures to print on the report:

MTD Figures?
Y   Prints month-to-date hours and amounts on the report.

N   Does not print month-to-date figures.

QTD Figures?
Y   Prints quarter-to-date hours and amounts on the report.

N   Does not print quarter-to-date figures.

YTD Figures?

Y   Prints year-to-date hours and amounts on the report.

N   Does not print year-to-date figures.

LY Figures?

Y   Prints last year's hours and amounts on the report.

N   Does not print last year's figures.

Print Summary only?

You have the option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only total earnings for each employee.

N   Prints the report showing earnings for each employee broken down by job code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, or are not sorting by employees, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 08:02 PM                    Job Code Analysis Report                         Term: T0
                                   Lightspeed Distributors (DEM)                      Page: 1
------------------------------------------------------------------------------------------------
 Employee                                --------- Month to Date ------- -------- Quarter to Date ------
  Job code                                  Hours          Amount         Hours          Amount
------------------------------------------------------------------------------------------------
 0000000100 Keith Wilson
  CLERK   Clerical                           0.00            0.00          0.00            0.00
  FORE    Foreman                            0.00            0.00          0.00            0.00

 0000000200 Andrew Dean
  CLERK   Clerical                          10.00           80.00         10.00           80.00
  FORE    Foreman                           30.00          660.00         30.00          660.00
                                     --------------- --------------- --------------- ---------------
                Employee 0000000200 Total:  40.00          740.00         40.00          740.00


                                     --------------- --------------- --------------- ---------------
                       Report Total:         40.00          740.00         40.00          740.00




Job Code Summary

CLERK   Clerical                            10.00           80.00         10.00           80.00
FORE    Foreman                             30.00          660.00         30.00          660.00
                                     --------------- --------------- --------------- ---------------
                                            40.00          740.00         40.00          740.00




 2 Employees Printed
```

Payroll Union Report

Introduction

This report shows employee earnings sorted by the employee's union code.

How to Execute

From the Monthly Reports Menu, select option **7**, Payroll Union Report.

Selection Options

Select one of the following figures to print on the report:

MTD Figures?

Y   Prints month-to-date hours and amounts on the report.

N   Does not print month-to-date figures.

QTD Figures?

Y   Prints quarter-to-date hours and amounts on the report.

N   Does not print quarter-to-date figures.

YTD Figures?

Y   Prints year-to-date hours and amounts on the report.

N   Does not print year-to-date figures.

LY Figures?

Y   Prints last year's hours and amounts on the report.

N   Does not print last year's figures.

Print Summary Only?
You have the option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only total earnings for each union code.

N   Prints the report showing earnings for each employee broken down by union code.

Print Selected Employees Only?
You have the option of entering individual employees to print on the report as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee
To Employee
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:26 PM                      Payroll Union Report                          Term: T0
                                 Lightspeed Distributors (DEM)                        Page: 1
-------------------------------------------------------------------------------------------------
 Employee                               --------- Month to Date ------ -------- Quarter to Date ------
  Labor Code                                   Hours          Amount          Hours          Amount
-------------------------------------------------------------------------------------------------
 0000000100 Keith Wilson
  000101 Union Local #101                     240.00        2,400.00         240.00        2,400.00
                                       --------------- --------------- --------------- ---------------
             Employee 0000000100 Total:        240.00        2,400.00         240.00        2,400.00

 0000000200 Andrew Dean
  000101 Union Local #101                     245.00        1,957.50         245.00        1,957.50
                                       --------------- --------------- --------------- ---------------
             Employee 0000000200 Total:        245.00        1,957.50         245.00        1,957.50

 0000000300 Matthew Perelli
  000101 Union Local #101                     254.00        1,785.00         254.00        1,785.00
                                       --------------- --------------- --------------- ---------------
             Employee 0000000300 Total:        254.00        1,785.00         254.00        1,785.00

 0000000400 Mark L. MacMillan
  L507   Teamsters Local 507                   120.00        2,100.00         120.00        2,100.00
                                       --------------- --------------- --------------- ---------------
             Employee 0000000400 Total:        120.00        2,100.00         120.00        2,100.00

                                       --------------- --------------- --------------- ---------------
                        Report Total:          859.00        8,242.50         859.00        8,242.50



Union Distribution Summary
000101 Union Local #101                       739.00        6,142.50         739.00          739.00
L507   Teamsters Local 507                     120.00        2,100.00         120.00          120.00
                                       --------------- --------------- --------------- ---------------
                     Summary Totals:           859.00        8,242.50         859.00          859.00



4 Employees Printed
```

Insurance Cross Reference Report

Introduction
This report lists all employees showing their age, gender, and marital status.

How to Execute
From the Monthly Reports Menu, select option **8**, Insurance Cross Reference Report.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:27 PM       Insurance Cross Reference Report            Term: T0
                          Lightspeed Distributors (DEM)               Page: 1
-------------------------------------------------------------------------------
Employee                              Date of                    Social
Code        Name                      Birth   Age Sex    Marital Security No
-------------------------------------------------------------------------------
0000000100 Keith Wilson               08/15/63 37 Male    Married 555-12-1234
0000000200 Andrew Dean                08/21/60 40 Male    Married 555-55-5125
0000000300 Matthew Perelli            05/25/60 40 Male    Single  521-34-5872
0000000400 Mark L. MacMillan          04/26/70 30 Male    Single  192-83-7192




4 Employee Codes Printed
```

Date Cross Reference Report

Introduction

This report allows you to sort a range of employees by any one of the following dates: birth, start, last review, next review, last raise, termination, or rehire date. The report shows the number of months and years since the last sort date.

How to Execute

From the Monthly Reports Menu, select option **9**, Date Cross Reference Report.

Selection Options

Date type

Enter the type of date you wish to print on this report from the following list. The report will be sorted in order by this date.

B   Birth

L   Last raise

S   Start

T   Termination

R   Last review

H   Rehire

N   Next review

Sort by Year or Month

This report may be sorted by the Year or Month for the date selected as follows:

Y   Sorts report by Year component of date.

I   Sorts report by Month component of date.

Active, Inactive or Both

This report may be printed for active, inactive or all employees as follows:

A   Prints active employees only.

I   Prints inactive employees only.

B   Prints both active and inactive employees.

Print other date types

Enter up to 6 date types to include on this report. The selected dates will print in addition to the date type entered above. However, the report will be sorted by the date type entered above.

B   Birth

L   Last raise

S   start

T   Termination

R   Last review

H   Rehire

N   Next review

Starting Date
Ending Date

Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Print Selected Employees Only?
You have the option of printing individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee
To Employee
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:28 PM          Date Cross Reference Report              Term: T0
                           Lightspeed Distributors (DEM)            Page: 1
                                Sorted by: Birth Date
------------------------------------------------------------------------------
Birth                                Employee
Date                                 Code        Name
------------------------------------------------------------------------------
05/25/60 (39 Yrs and 10 Months ago) 0000000300 Matthew Perelli

08/21/60 (39 Yrs and 7 Months ago)  0000000200 Andrew Dean

08/15/63 (36 Yrs and 7 Months ago)  0000000100 Keith Wilson

04/26/70 (29 Yrs and 11 Months ago) 0000000400 Mark L. MacMillan
```

Employee Accrual Report

Introduction

The Employee Accrual Report prints the current vacation and/or sick accruals for a range of employees. It can calculate the future cost of the available time by employee.

How to Execute

From the Monthly Reports Menu, select option **10**, Employee Accrual Report.
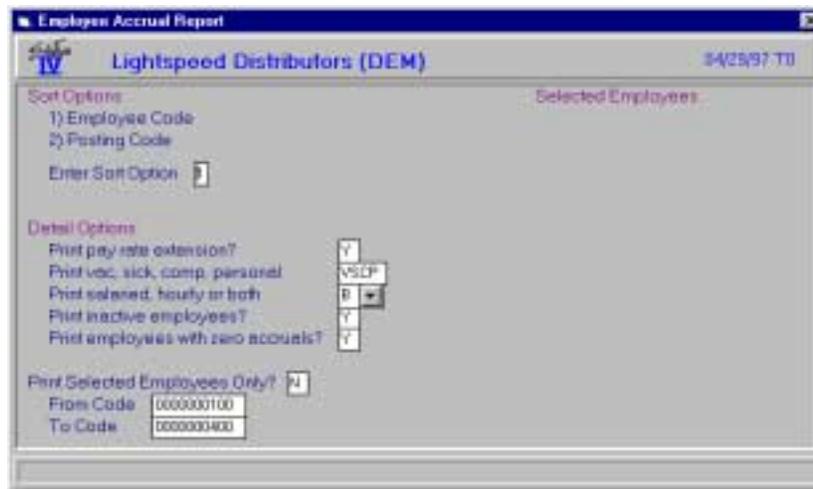
Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Employee Code: Prints the report in employee code order.

2. Posting Code: Prints the report in posting code/employee code order with subtotals by posting code.

Payroll Reports

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Detail Options

Print Pay Rate Extension?
You have the option of printing the dollar value associated with accrued vacation and sick time. It is calculated by multiplying the accrued hours by the employee's standard rate. This number is helpful when posting year-end accruals to General Ledger.

Y   Prints the dollar amount of the accruals for all employees printed.

N   Does not print the extended accrual amounts.

Print Vacation, Sick, Comp or Personal
You may print vacation accruals, sick accruals or both on this report as follows.

V   Prints vacation accruals.

S   Prints sick accruals.

C   Prints comp time accruals.

P   Prints personal time accruals.

Print Salaried, Hourly or Both
You may choose to print salaried, hourly or all employees on this report as follows:

S   Prints salaried employees only.

H   Prints hourly employees only.

B   Prints both salaried and hourly employees.

Print Deactivated Employees?
This report may be printed for only active employees or all employees as follows:

Y   Prints all employees, including those whose status is 'I.'

N   Prints only currently active employees.

Print Employees with zero Accr ?
You have the option of not printing employees whose accrual amounts are zero. This option restricts the size of the report by printing only employees with accruals.

Y   Prints all employees including those with no hours accrued.

N   Prints only those employees who have hours accrued.

Print Selected Employees Only?
If you select to sort by employee, you have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, or are not sorting by employees, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:28 PM          Employee Accrual Report              Term: T0
                        Lightspeed Distributors (DEM)            Page: 1
--------------------------------------------------------------------------------
  Employee          Hours    Hours      Hours   Hours
                    Limit    Accrued    Taken   Available  Salary Extension
--------------------------------------------------------------------------------
  0000000100 Keith Wilson
    Vacation:       80.00     9.24      0.00      9.24           288.75
    Sick:           40.00     4.62      0.00      4.62           144.38
    Comp:                     0.00      0.00      0.00
    Personal:                           0.00

  0000000200 Andrew Dean
    Vacation:       80.00     9.24      0.00      9.24           138.60
    Sick:           80.00     9.24      0.00      9.24           138.60
    Comp:                     0.00      0.00      0.00
    Personal:                           0.00

  0000000300 Matthew Perelli
    Vacation:       80.00     9.24      0.00      9.24           166.32
    Sick:           80.00     9.24      0.00      9.24           166.32
    Comp:                     0.00      0.00      0.00
    Personal:                           0.00

  0000000400 Mark L. MacMillan
    Vacation:       80.00     4.62      0.00      4.62            80.85
    Sick:           40.00     2.31      0.00      2.31            40.43
    Comp:                     0.00      0.00      0.00
    Personal:                           0.00


Report Totals               ---------- ---------- ----------  ---------------
    Vacation:               32.34      0.00     32.34           674.52
    Sick:                   25.41      0.00     25.41           489.73
    Comp Time:               0.00      0.00      0.00
    Personal:                          0.00
```

Historical Payroll Register

Introduction

This report reproduces past payroll check registers from the payroll history files. It can print quarterly, yearly or a range of dates for a range of employees.

How to Execute

From the Monthly Reports Menu, select option **11**, Historical Payroll Register.

Selection Options

Sort by Check or by Employee

C   Sorts report by check number across all employees.

E   Sorts report by employee.

Print Summary Only?

You have option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only the net check amounts for each employee.

N   Prints the report showing each employee's check with full earnings, deduction, contribution, and tax detail.

If you selected to print the report using a range of dates, the system prompts:

Starting Date
Ending Date

Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Print Selected Employees Only?

You have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee
To Employee
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report

After selecting a printed or displayed copy, you will see reports similar to the following. When the reports are finished, you will be returned automatically to the Monthly Reports.

```
03/31/00 07:28 PM                              Historical Payroll Register                                Term: T0
                                              Lightspeed Distributors (DEM)                               Page: 1
-----------------------------------------------------------------------------------------------------------------
      ------------ Check ----------
Type  Number  Date         Amount      Earnings     Deductions      Fed Tax     State Tax        FICA   Other Taxes Wks
-----------------------------------------------------------------------------------------------------------------
0000000100 Keith Wilson
C 0000000005 02/02/00       510.13        800.00         170.00        59.42         10.85        49.60        0.00  2
   E-REG    Reg            800.00  Hours:       80.00  Rate:       10.00
   D-401K-C 401k Cent       50.00
   D-MED    Med            120.00
   T-FEDMAR Fed Tax         59.42
   T-FICA   Social Sec      49.60
   T-NJ     NJ St Tax       10.85
   C-FICA   Social Sec      49.60
C 0000000009 02/16/00       510.13        800.00         170.00        59.42         10.85        49.60        0.00  2
   E-REG    Reg            800.00  Hours:       80.00  Rate:       10.00
   D-401K-C 401k Cent       50.00
   D-MED    Med            120.00
   T-FEDMAR Fed Tax         59.42
   T-FICA   Social Sec      49.60
   T-NJ     NJ St Tax       10.85
   C-FICA   Social Sec      49.60
C 0000000013 03/01/00       510.13        800.00         170.00        59.42         10.85        49.60        0.00  2
   E-REG    Reg            800.00  Hours:       80.00  Rate:       10.00
   D-401K-C 401k Cent       50.00
   D-MED    Med            120.00
   T-FEDMAR Fed Tax         59.42
   T-FICA   Social Sec      49.60
   T-NJ     NJ St Tax       10.85
   C-FICA   Social Sec      49.60
                       -------------- -------------- -------------- -------------- -------------- -------------- -------------- ---
  Emp 0000000100 Total:   1,530.39      2,400.00         510.00       178.26         32.55       148.80        0.00  6

0000000200 Andrew Dean
C 0000000006 02/02/00       460.26        640.00         116.00        24.06          0.00        39.68        0.00  2
   E-REG    Reg            640.00  Hours:       80.00  Rate:        8.00
   D-401K-C 401k Cent       20.00
   D-MED    Med             96.00
   T-FEDMAR Fed Tax         24.06
   T-FICA   Social Sec      39.68
   C-FICA   Social Sec      39.68
C 0000000010 02/16/00       484.18        677.50         121.63        29.68          0.00        42.01        0.00  2
   E-OVER   Ovt             37.50  Hours:        5.00  Rate:        7.50
   E-REG    Reg            640.00  Hours:       80.00  Rate:        8.00
   D-401K-C 401k Cent       20.00
   D-MED    Med            101.63
   T-FEDMAR Fed Tax         29.68
   T-FICA   Social Sec      42.01
   C-FICA   Social Sec      42.01
C 0000000014 03/01/00       460.26        640.00         116.00        24.06          0.00        39.68        0.00  2
   E-REG    Reg            640.00  Hours:       80.00  Rate:        8.00
   D-401K-C 401k Cent       20.00
   D-MED    Med             96.00
   T-FEDMAR Fed Tax         24.06
   T-FICA   Social Sec      39.68
   C-FICA   Social Sec      39.68
                       -------------- -------------- -------------- -------------- -------------- -------------- -------------- ---
  Emp 0000000200 Total:   1,404.70      1,957.50         353.63        77.80          0.00       121.37        0.00  6
```

```
03/31/00 07:28 PM                       Historical Payroll Register                              Term: T0
                                        Lightspeed Distributors (DEM)                            Page: 2
----------------------------------------------------------------------------------------------------------------
      ------------ Check ----------
Type  Number  Date        Amount      Earnings      Deductions      Fed Tax     State Tax      FICA   Other Taxes Wks
----------------------------------------------------------------------------------------------------------------

0000000300 Matthew Perelli
 C 0000000007 02/02/00    313.07       560.00         183.27         21.12        7.82        34.72        0.00   2
   E-REG    Reg           560.00  Hours:       80.00  Rate:        7.00
   D-GARN   Garnish        99.27
   D-MED    Med            84.00
   T-FEDSIN Fed Tax        21.12
   T-FICA   Social Sec     34.72
   T-NJ     NJ St Tax       7.82
   C-FICA   Social Sec     34.72
 C 0000000011 02/16/00    477.02       665.00         100.48         36.87        9.40        41.23        0.00   2
   E-OVER   Ovt           105.00  Hours:       14.00  Rate:        7.50
   E-REG    Reg           560.00  Hours:       80.00  Rate:        7.00
   D-GARN   Garnish         0.73
   D-MED    Med            99.75
   T-FEDSIN Fed Tax        36.87
   T-FICA   Social Sec     41.23
   T-NJ     NJ St Tax       9.40
   C-FICA   Social Sec     41.23
 C 0000000015 03/01/00    412.34       560.00          84.00         21.12        7.82        34.72        0.00   2
   E-REG    Reg           560.00  Hours:       80.00  Rate:        7.00
   D-MED    Med            84.00
   T-FEDSIN Fed Tax        21.12
   T-FICA   Social Sec     34.72
   T-NJ     NJ St Tax       7.82
   C-FICA   Social Sec     34.72
                     -------------- -------------- --------------- --------------- -------------- -------------- ---
  Emp 0000000300 Total:  1,202.43     1,785.00         367.75         79.11       25.04       110.67        0.00   6

0000000400 Mark L. MacMillan
 D 0000000008 02/02/00    527.37       700.00          25.00        104.23        0.00        43.40        0.00   2
   E-REG    Reg           700.00  Hours:       40.00  Rate:       17.50
   D-401K-C 401k Cent      25.00
   T-FEDSIN Fed Tax       104.23
   T-FICA   Social Sec     43.40
   C-FICA   Social Sec     43.40
 D 0000000012 02/16/00    527.37       700.00          25.00        104.23        0.00        43.40        0.00   2
   E-REG    Reg           700.00  Hours:       40.00  Rate:       17.50
   D-401K-C 401k Cent      25.00
   T-FEDSIN Fed Tax       104.23
   T-FICA   Social Sec     43.40
   C-FICA   Social Sec     43.40
 D 0000000016 03/01/00    527.37       700.00          25.00        104.23        0.00        43.40        0.00   2
   E-REG    Reg           700.00  Hours:       40.00  Rate:       17.50
   D-401K-C 401k Cent      25.00
   T-FEDSIN Fed Tax       104.23
   T-FICA   Social Sec     43.40
   C-FICA   Social Sec     43.40
                     -------------- -------------- --------------- --------------- -------------- -------------- ---
  Emp 0000000400 Total:  1,582.11     2,100.00          75.00        312.69        0.00       130.20        0.00   6

                     -------------- -------------- --------------- --------------- -------------- -------------- ---
       Report Total:    5,719.63     8,242.50        1,306.38        647.86       57.59       511.04        0.00  24




4 Employees Printed
```

Quarterly 941 Forms

Introduction
This prints the 941 Form required by governmental agencies.

How to Execute
From the Monthly Reports Menu, select option **12**, Quarterly 941 Report.

Detail Options

Print Federal Figures?
You have the option of printing tax codes with a federal jurisdiction type as follows:

Y   Prints federal tax information on the report.

N   Does not print federal tax information.

State Figures?
You have the option of printing tax codes with a state jurisdiction type as follows:

Y   Prints state tax information on the report.

N   Does not print state tax information.

Local Figures?
You have the option of printing tax codes with a local jurisdiction type as follows:

Y   Prints local tax information on the report.

N   Does not print local tax information.

FICA Figures?
You have the option of printing tax codes with a FICA jurisdiction type as follows:

Y   Prints FICA tax information on the report.

N   Does not print FICA tax information.

Print Unemployment Amounts?

Y   Prints unemployment tax information on the report.

N   Does not print unemployment tax information.

Double-space report?

You may print this report with single or double spacing between each line. Double spacing may be required on certain forms.

Y   Prints a double spaced report.

N   Prints a single spaced report.

Print Selected Employees Only?

You have the option of entering individual employees on the report as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee
To Employee

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. When the reports are finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:29 PM              Quarterly 941 Report              Term: T0
                          Lightspeed Distributors (DEM)          Page: 1
--------------------------------------------------------------------------------
Federal


--------------------------------------------------------------------------------
Soc Sec Num Name                                    Taxable           Gross  Wks
--------------------------------------------------------------------------------
555-12-1234 Wilson, Keith I.                       2,250.00        2,400.00    6
555-55-5125 Dean, Andrew                           1,897.50        1,957.50    6
521-34-5872 Perelli, Matthew                       1,785.00        1,785.00    6
192-83-7192 MacMillan, Mark L.                     2,025.00        2,100.00    6
                                                --------------  ---------------
              Tax Code FED     Total:             7,957.50        8,242.50
```

```
03/31/00 07:29 PM              Quarterly 941 Report               Term: T0
                        Lightspeed Distributors (DEM)              Page: 2
--------------------------------------------------------------------------------
FICA    Social Security Tax


--------------------------------------------------------------------------------
Soc Sec Num Name                                Taxable          Gross   Wks
--------------------------------------------------------------------------------
555-12-1234 Wilson, Keith I.                   2,400.00       2,400.00     6
555-55-5125 Dean, Andrew                       1,957.50       1,957.50     6
521-34-5872 Perelli, Matthew                   1,785.00       1,785.00     6
192-83-7192 MacMillan, Mark L.                 2,100.00       2,100.00     6
                                            --------------- ---------------
                   Tax Code FICA   Total:      8,242.50       8,242.50
```

```
03/31/00 07:29 PM              Quarterly 941 Report               Term: T0
                        Lightspeed Distributors (DEM)              Page: 3
--------------------------------------------------------------------------------
NJ State


--------------------------------------------------------------------------------
Soc Sec Num Name                                Taxable          Gross   Wks
--------------------------------------------------------------------------------
555-12-1234 Wilson, Keith I.                   2,400.00       2,400.00     6
521-34-5872 Perelli, Matthew                   1,785.00       1,785.00     6
                                            --------------- ---------------
                   Tax Code NJ     Total:      4,185.00       4,185.00




3 Tax Codes Printed
```

```
03/31/00 07:29 PM            Quarterly 941 Worksheet               Term: T0
                         Lightspeed Distributors (DEM)             Page: 1
--------------------------------------------------------------------------------
Quarter Ending Date: 03/31/00
Number of Employees:    4
--------------------------------------------------------------------------------
Federal Information
       Wages subject to W/H:                7,957.50
       Taxes withheld:                        647.86

NJ State Information
       Wages subject to W/H:                4,185.00
       Taxes withheld:                         57.59

Computed FICA Information
  Social Security Tax
       Wages subject to W/H:                8,242.50
       Tax rate (Employer + Employee):        12.400%
       Computed taxes due:                                  1,022.07

                                                     --------------
       Total computed FICA taxes due:                       1,022.07

       Actual FICA withheld from employee:                    511.04
       Actual FICA accrued by employer:                       511.04
                                                     --------------
       Variance between computed and actual FICA:               0.01-
```

Quarterly Tax Report

Introduction

This report produces a list of gross earnings, taxable earnings, and tax withheld for each employee sorted by tax code.

How to Execute

From the Monthly Reports Menu, select option **13**, Quarterly Tax Report.

Selection Options

Print x Quarter Figures

You may select which quarters you want to print on the report. Each selected quarter adds one line per employee to the report. To shorten the report, it is suggested that you only select the quarter(s) actually needed. The valid entries are:

Y   Prints figures for the indicated quarter.

N   Does not print figures for the indicated quarter.

Year to Date Figures?

You have the option of printing year to date amounts and/or hours on this report as follows:

Y   Prints year to date figures.

N   Does not print year to date figures.

Print Summary Only?

You have option of printing this report on a summary or detail basis as follows:

Y   Prints the report showing only totals.

N   Prints the report detailing earnings by employee.

Print Selected Tax Codes Only?
You have the option of printing tax codes on the report as follows:

Y   Displays a view and allows you to select individual tax codes to print on the report.

N   Allows you to enter a range of tax codes to print.

If you select **N**, the system prompts:

From Tax Code
To Tax Code
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:29 PM              Quarterly Tax Report                Term: T0
                        Lightspeed Distributors (DEM)              Page: 1
------------------------------------------------------------------------------
FEDMAR Federal - Married
                                    Gross          Taxable            Tax
 0000000100 Keith Wilson                      SSN: 555-12-1234
                1st Quarter:       2,400.00        2,250.00         178.26
                2nd Quarter:           0.00            0.00           0.00
                3rd Quarter:           0.00            0.00           0.00
                4th Quarter:           0.00            0.00           0.00
 0000000200 Andrew Dean                       SSN: 555-55-5125
                1st Quarter:       1,957.50        1,897.50          77.80
                2nd Quarter:           0.00            0.00           0.00
                3rd Quarter:           0.00            0.00           0.00
                4th Quarter:           0.00            0.00           0.00
             FEDMAR Total    -------------- --------------- ---------------
         1st Quarter Total:       4,357.50        4,147.50         256.06
         2nd Quarter Total:           0.00            0.00           0.00
         3rd Quarter Total:           0.00            0.00           0.00
         4th Quarter Total:           0.00            0.00           0.00


FEDSIN Federal - Single
                                    Gross          Taxable            Tax
 0000000300 Matthew Perelli                   SSN: 521-34-5872
                1st Quarter:       1,785.00        1,785.00          79.11
                2nd Quarter:           0.00            0.00           0.00
                3rd Quarter:           0.00            0.00           0.00
                4th Quarter:           0.00            0.00           0.00
 0000000400 Mark L. MacMillan                 SSN: 192-83-7192
                1st Quarter:       2,100.00        2,025.00         312.69
                2nd Quarter:           0.00            0.00           0.00
                3rd Quarter:           0.00            0.00           0.00
                4th Quarter:           0.00            0.00           0.00
             FEDSIN Total    -------------- --------------- ---------------
         1st Quarter Total:       3,885.00        3,810.00         391.80
         2nd Quarter Total:           0.00            0.00           0.00
         3rd Quarter Total:           0.00            0.00           0.00
         4th Quarter Total:           0.00            0.00           0.00

             Report Total    -------------- --------------- ---------------
         1st Quarter Total:       8,242.50        7,957.50         647.86
         2nd Quarter Total:           0.00            0.00           0.00
         3rd Quarter Total:           0.00            0.00           0.00
         4th Quarter Total:           0.00            0.00           0.00
```

Solution-IV Accounting **172**

Quarterly Contribution Report

Introduction

This report produces a list of base earnings, gross earnings, and employer contributions made for each employee sorted by contribution code.

How to Execute

From the Monthly Reports Menu, select option **14**, Quarterly Contribution Report.
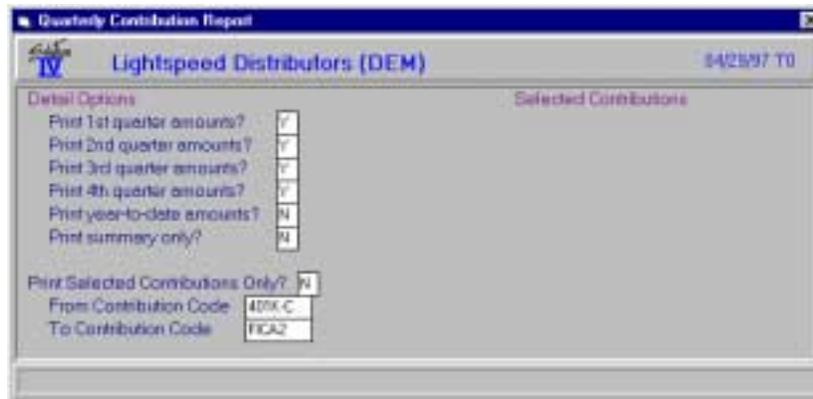
Selection Options

Print x Quarter Figures?

You may select which quarters you want to print on the report. Each selected quarter adds one line per employee to the report. To shorten the report, it is suggested that you only select the quarter(s) actually needed.

Y　　　Prints figures for the indicated quarter.

N　　　Does not print figures for the indicated quarter.

Year to Date Figures?

You have the option of printing year to date year to date amounts and/or hours on this report as follows:

Y　　　Prints year-to-date figures.

N　　　Does not print year-to-date figures.

Print Summary Only?

You have option of printing this report on a summary or detail basis as follows:

Y　　　Prints the report showing only totals.

N　　　Prints the report detailing contributions by employee.

Print Selected Contributions Only?
You have the option of printing contribution codes on the report as follows:

Y   Displays a view and allows you to select individual contribution codes to print on the report.

N   Allows you to enter a range of contribution codes to print.

If you select **N**, the system prompts:

From Contribution Code
To Contribution Code
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:30 PM        Quarterly Contribution Report                 Term: T0
                         Lightspeed Distributors (DEM)                  Page: 1
-------------------------------------------------------------------------------
FICA   Social Security
                                      Basis            Gross     Contribution
 0000000100 Keith Wilson                        SSN: 555-12-1234
              1st Quarter:        2,400.00         2,400.00           148.80
              2nd Quarter:            0.00             0.00             0.00
              3rd Quarter:            0.00             0.00             0.00
              4th Quarter:            0.00             0.00             0.00
 0000000200 Andrew Dean                         SSN: 555-55-5125
              1st Quarter:        1,957.50         1,957.50           121.37
              2nd Quarter:            0.00             0.00             0.00
              3rd Quarter:            0.00             0.00             0.00
              4th Quarter:            0.00             0.00             0.00
 0000000300 Matthew Perelli                     SSN: 521-34-5872
              1st Quarter:        1,785.00         1,785.00           110.67
              2nd Quarter:            0.00             0.00             0.00
              3rd Quarter:            0.00             0.00             0.00
              4th Quarter:            0.00             0.00             0.00
 0000000400 Mark L. MacMillan                   SSN: 192-83-7192
              1st Quarter:        2,100.00         2,100.00           130.20
              2nd Quarter:            0.00             0.00             0.00
              3rd Quarter:            0.00             0.00             0.00
              4th Quarter:            0.00             0.00             0.00
             FICA    Total   -------------- --------------- ---------------
         1st Quarter Total:        8,242.50         8,242.50           511.04
         2nd Quarter Total:            0.00             0.00             0.00
         3rd Quarter Total:            0.00             0.00             0.00
         4th Quarter Total:            0.00             0.00             0.00
             Report Total   -------------- --------------- ---------------
         1st Quarter Total:        8,242.50         8,242.50           511.04
         2nd Quarter Total:            0.00             0.00             0.00
         3rd Quarter Total:            0.00             0.00             0.00
         4th Quarter Total:            0.00             0.00             0.00
```

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Quarterly Check Register

Introduction

The Quarterly Check Register is a detail list of all the checks that have been printed during the quarter. Depending on the answer to the question in Parameters Maintenance, the register may also contain outstanding checks from prior months.

How to Execute

From the Monthly Reports Menu, select option **15**, Quarterly Check Register.

Selection Options

Selected Bank Codes Only?

You have the option of entering banks to print on the report as follows:

Y   Displays a view and allows you to select up to ten individual banks to print on the report.

N   Allows you to enter a range of banks to print.

If you select **N**, the system prompts:

Starting Bank
Ending Bank

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Starting Check
Ending Check

Enter the first and last checks in the range that you wish to print or press **Enter** twice to print all checks.

Detail Options

Print Outstanding, Cleared or All Checks?
This question controls which checks will be printed on the report as you may have many months worth of checks in the check file.

O   Prints only those checks that have not cleared the bank.

C   Prints only those checks that have cleared the bank.

A   Prints all checks for the bank selected regardless of whether or not they have cleared the bank.

From Date
To Date
Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:30 PM                 Quarterly Check History Report                    Term: T0
                                  Lightspeed Distributors (DEM)                     Page: 1
                                    From: 03/31/90 To: 03/31/10
---------------------------------------------------------------------------------------------
Check       Date      Employee                                           Check
Number                Code      Name                                     Amount Type Skip Clear
---------------------------------------------------------------------------------------------
Bank: BA Bank of America - checking
0000000005 02/02/00 0000000100 Keith Wilson                              510.13  C      X
0000000006 02/02/00 0000000200 Andrew Dean                               460.26  C
0000000007 02/02/00 0000000300 Matthew Perelli                           313.07  C
0000000008 02/02/00 0000000400 Mark L. MacMillan                         527.37  D
0000000009 02/16/00 0000000100 Keith Wilson                              510.13  C
0000000010 02/16/00 0000000200 Andrew Dean                               484.18  C
0000000011 02/16/00 0000000300 Matthew Perelli                           477.02  C
0000000012 02/16/00 0000000400 Mark L. MacMillan                         527.37  D
0000000013 03/01/00 0000000100 Keith Wilson                              510.13  C
0000000014 03/01/00 0000000200 Andrew Dean                               460.26  C
0000000015 03/01/00 0000000300 Matthew Perelli                           412.34  C
0000000016 03/01/00 0000000400 Mark L. MacMillan                         527.37  D
                                                                      --------------
                                                 Bank BA Total:          5,719.63

                                                                      --------------
                                                 Report Totals:         5,719.63




Check Types:  M-Manual    R-Reversal    V-Void   C-Computer Check   D-Direct Deposit Voucher
```

AP Expense Transfer

Introduction
This function will print a report detailing the invoices generated by the Check Register Update and then posts them to the Solution-IV Accounts Payable module, if desired.

How to Execute
From the Monthly Reports Menu, select option **16**, AP Expense Transfer.

Description of Fields
After the report has been printed to the printer, the system prompts:

Do you want to continue? <u>Yes</u> <u>No</u>

Y   Posts the invoices to Accounts Payable.

N   Returns to the Monthly Reports Menu.

Sample Report
The following is a sample of the AP Expense Transfer Report. When the update is finished you will automatically be returned to the Payroll Monthly Reports Menu.

```
03/31/00 08:04 PM        PR to AP Expense Transfer Report          Term: T0
                         Lightspeed Distributors (DEM)             Page: 1
--------------------------------------------------------------------------------
Vendor
 GL Account
--------------------------------------------------------------------------------
CENTRAL    Central Bank & Trust Company
 225-00-00      401k accruals payable
  D 401K-C 401k - Central Bank and Trust          305.00
  D MED    Medical                              1,032.38
                                                ---------------
                              Account Total:     1,337.38
 226-00-00      Garnishments payable
  D GARN   Wage Garnishment                       100.00
                                                ---------------
                              Invoice Total:     1,437.38
FICA       Social Security Administration
 222-00-00      FICA taxes payable
  T FICA   Social Security Tax                    556.92
  c FICA   Social Security                        556.92
                                                ---------------
                              Account Total:     1,113.84
                                                ---------------
                              Invoice Total:     1,113.84
NJTREASURY New Jersey Treasury Department
 220-00-00      Payroll taxes payable
  T NJ     New Jersey - Rate "A" - Single          57.59
                                                ---------------
                              Invoice Total:        57.59
USTREASURY US Treasury Department
 220-00-00      Payroll taxes payable
  T FEDMAR Federal - Married                       295.69
  T FEDSIN Federal - Single                        391.80
                                                ---------------
                              Account Total:       687.49
                                                ---------------
                              Invoice Total:       687.49




 4 AP Invoices Printed
```

W-2 Form Printing

Introduction
This function will normally only be used at the end of the calendar year when it will print W-2 Forms.

How to Execute
From the Monthly Reports Menu, select option **17**, W-2 Form Printing.

Selection Options

Number of forms between totals
Enter the number of forms to print between total forms. Normally a total form is printed after each 41 W-2 Forms.

Print Edit Report?
You may choose to print an edit report listing W-2 information for all employees. It is suggested that this report be used to check the W-2 information before the actual forms are printed. The valid responses are:

Y   Prints the edit report followed by the W-2 Forms.

N   Prints the W-2 Forms only.

Magnetic Media Required?
You may choose to generate a file containing the W-2 information as required by the IRS for magnetic media reporting. Check with your tax guide or accountant to determine whether or not you need to utilize this feature. W-2 Forms will be printed no matter how you answer this question.

Y   Generates the magnetic media reporting file.

N   Skips this step.

> **Note:** The name of the file is **W2REPORT**, as required by the IRS. Please see your Thoroughbred dealer for details on how to send this file to the IRS.

W-2 Form Year
Enter the year for which W-2's are being printed. This year will correspond to the formulas set up in W-2 Form Contents.

Forms:
S   Standard multi-part pin-fed forms.

L   Laser Forms 5201 through 5204

F   Laser Forms 5201 and 5205 (four-up).

Print Selected Employees Only?
You have the option of entering individual employees for whom to print W2's as follows:

Y   Displays a view and allows you to select individual employees to print on the report.

N   Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee
To Employee
Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Sample Reports
After selecting a printed or displayed copy, you will see reports similar to the following. When the reports are finished, you will be returned automatically to the Monthly Reports Menu.

```
03/31/00 07:33 PM              W-2 Edit Report                  Term: T0
                      Lightspeed Distributors (DEM)             Page: 1
-------------------------------------------------------------------------------
Company Address:
  Lightspeed Distributors
  WARNING: Company's address is blank or invalid; Check Company Record

Employer's Federal ID Num:                 State ID Num:
-------------------------------------------------------------------------------

0000000100 Keith Wilson                    SSN: 555-12-1234
           152 Maple St.
           Somerville, NJ 08876
Wages, tips & other:        2,250.00    Federal WH:              178.26
Social Sec wages:          2,400.00    Social Sec WH:           148.80
Medicare wages:                0.00    Medicare WH:               0.00
Social Sec tips:               0.00    Allocated tips:            0.00
Advance EIC payment:           0.00    Dep care benefits:         0.00
Non-qualified plans:           0.00    Benefits in box 1:         0.00
Box 13 line 1:     D         150.00    Box 14 line 1:             0.00
Box 13 line 2:                 0.00    Box 14 line 2:             0.00
Box 13 line 3:                 0.00    Box 14 line 3:             0.00

State NJ:    2,400.00       32.55     Loc:         :       0.00      0.00

0000000200 Andrew Dean                     SSN: 555-55-5125
           673 W. 57th St.
           Hillsboro, NJ 08876
Wages, tips & other:        1,897.50    Federal WH:               77.80
Social Sec wages:          1,957.50    Social Sec WH:           121.37
Medicare wages:                0.00    Medicare WH:               0.00
Social Sec tips:               0.00    Allocated tips:            0.00
Advance EIC payment:           0.00    Dep care benefits:         0.00
Non-qualified plans:           0.00    Benefits in box 1:         0.00
Box 13 line 1:     D          60.00    Box 14 line 1:             0.00
Box 13 line 2:                 0.00    Box 14 line 2:             0.00
Box 13 line 3:                 0.00    Box 14 line 3:             0.00

State   :        0.00        0.00     Loc:         :       0.00      0.00

0000000300 Matthew Perelli                 SSN: 521-34-5872
           5378 Boxwood Rd.
           Somerset, NJ 08875
Wages, tips & other:        1,785.00    Federal WH:               79.11
Social Sec wages:          1,785.00    Social Sec WH:           110.67
Medicare wages:                0.00    Medicare WH:               0.00
Social Sec tips:               0.00    Allocated tips:            0.00
Advance EIC payment:           0.00    Dep care benefits:         0.00
Non-qualified plans:           0.00    Benefits in box 1:         0.00
Box 13 line 1:                 0.00    Box 14 line 1:             0.00
Box 13 line 2:                 0.00    Box 14 line 2:             0.00
Box 13 line 3:                 0.00    Box 14 line 3:             0.00

State NJ:    1,785.00       25.04     Loc:         :       0.00      0.00
```

```
03/31/00 07:33 PM              W-2 Edit Report                    Term: T0
                        Lightspeed Distributors (DEM)             Page: 2
--------------------------------------------------------------------------------
0000000400 Mark L. MacMillan                    SSN: 192-83-7192
           431 South Union Avenue
           Franklin, NJ 08823
Wages, tips & other:         2,025.00    Federal WH:              312.69
Social Sec wages:            2,100.00    Social Sec WH:           130.20
Medicare wages:                  0.00    Medicare WH:               0.00
Social Sec tips:                 0.00    Allocated tips:            0.00
Advance EIC payment:             0.00    Dep care benefits:         0.00
Non-qualified plans:             0.00    Benefits in box 1:         0.00
Box 13 line 1:      D           75.00    Box 14 line 1:             0.00
Box 13 line 2:                   0.00    Box 14 line 2:             0.00
Box 13 line 3:                   0.00    Box 14 line 3:             0.00

State   :       0.00        0.00    Loc:      :        0.00         0.00
State   :       0.00        0.00    Loc:      :        0.00         0.00
WARNING: Federal ID Number is blank
```

```
03/31/00 07:33 PM              W-2 Edit Report                    Term: T0
                        Lightspeed Distributors (DEM)             Page: 3
--------------------------------------------------------------------------------
Totals

Wages, tips & other:         7,957.50    Federal WH:              647.86
Social Sec wages:            8,242.50    Social Sec WH:           511.04
Medicare wages:                  0.00    Medicare WH:               0.00
Social Sec tips:                 0.00    Allocated tips:            0.00
Advance EIC payment:             0.00    Dep care benefits:         0.00
Non-qualified plans:             0.00    Benefits in box 1:         0.00
```

W-2 Form Contents

Introduction

This function is used to maintain the contents of each of the boxes found on the W-2 form. We cannot emphasize enough that it is your responsibility to make sure that the correct amounts print in the appropriate boxes on the W-2 form!

How to Execute

From the Monthly Reports Menu, select option **18**, W-2 Form Contents.

Selection Options

Line

Press **Enter, Line #, Up Arrow, Down Arrow, Page Up, Page Down, Line Insert,** or **Line Delete** as used in other lines maintenance programs such as Time Sheet Entry.

Box

Enter the W-2 box number in which you wish to print the total of the amounts entered in the contents field.

> **Note:** If a box contains multiple amounts (such as boxes 12 and 14), you will enter the same box number on multiple lines.

Character

Enter the special character required to precede the amount in this box. In 2001, this character is used in boxes 11, 12 and 14.

If you need to enter a description in front of the amount in box 14, enter an "*" (asterisk) here.

Specification
Enter the line specification from the following list:

G   Prints the "Gross" amount as found in the employee record

B   Prints the "Basis" amount as found in the employee record

W   Prints the "Withholding" amount as found in the employee record

Contents
Enter up to 240 characters (this is a scrolling field) defining the amount this box will actually contain. Each element must be separated by spaces. This field may contain the types of elements found on the following page:

+ - * /   Defines whether to add, subtract, multiply or divide the elements this is separating.

An actual literal number. This will most likely be used with box 12.

C*x* Where *x* is the contribution code whose amount will be printed in this box.

D*x* Where *x* is the deduction code whose amount will be printed in this box.

E*x* Where *x* is the earnings code whose amount will be printed in this box.

T*x* Where *x* is the tax code whose amount will be printed in this box.

x   Where *x* is the literal text. This literal is only allowed in box 14. The literal is then followed by a space and the accompanying formula. For example:

        CA-SDI TCASDI1 + TCASDI2

would result in

        CA-SDI 1023.44

being printed in box 14 of the W-2.

State and Local Boxes

The amounts in the state and local boxes on the W-2 form are filled in automatically. You do not need to define lines for these boxes.

In order to ensure that the information in these boxes is correct, please verify that the state and local tax ID numbers are entered in the appropriate tax accrual record(s) and that the 'Jurisdiction Type' in the tax table header is set to an 'S' for state tax codes and an 'L' for local tax codes.

Example

A sample W-2 Form Definition has been defined in the DEM company. Use this as a guide when defining your own W-2 form. If you used Solution-IV Payroll last year, you may find that last year's W-2 form is essentially correct for this year except that some box numbers have changed! *Please review your setup carefully!*

Important

You are solely responsible for entering the correct elements into the appropriate boxes on the W-2 form. Each payroll and each company is different, with different needs and different codes. The examples given here are not meant to have a one-to-one correspondence with your company and are useful only as a guide!

Exit the Screen

When you are finished maintaining the W-2 form, press **F4** from the year field to return to the Payroll Monthly Reports Menu.

Magnetic Media Specs

Introduction

This function is used to maintain each of the fields found in the W-2 Magnetic Media file.

For 2001, we are providing the magnetic media **only** in the new MMREF-1 format. ***This format is required for 2001 submissions.*** The record formats used to create the magnetic media file were taken from SSA publication MMREF-1 published October 2001.

For further information regarding submitting on magnetic media or the MMREF-1 format, please refer to the Social Security Administration website at www.ssa.gov/employer.

Accuwage:

If you would like to test your MMREF-1 file prior to submitting it to the SSA, Accuwage 2001 is available on the Internet. The self-extracting file may be downloaded as follows:

    Goto: http://www.ssa.gov/employer
    Select: Wage Reporting Software
    Select: ACCUWAGE Information and Software

This software identifies many, but not all, wage submission errors. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this software.

Thoroughbred carefully reviews the magnetic media creation process, but does not have sufficient demonstration data to test all functions of the file creation. You are ultimately responsible for the validity of your magnetic media submission.

Therefore, Thoroughbred strongly recommends you take advantage of this offer from the SSA.

How to Execute
From the Monthly Reports Menu, select option **19**, Magnetic Media Specs.

Description of Fields

Payment Year
Enter the year for which you are submitting W-2's on magnetic media.

Example: 2001
The following fields default to the information found in the company record and are used on the A, B and E magnetic media records.

Employer ID
Enter the 9-character employer identification number used for Federal reporting. Do not enter the dash or any spaces.

Example: 331234567

Company Name
Enter up to 44 alphanumeric upper-case characters for your company name.

Address
Enter up to 35 alphanumeric upper-case characters for your street address. Do not put city and state information on this line.

City
Enter up to 20 alphanumeric upper-case letters for your city.

State
Enter your 2-character state abbreviation using upper-case characters only.

ZIP Code
Enter the first 5 characters of your ZIP code.

ZIP Extension
Enter a dash followed by the last 4 characters of your ZIP code.

Foreign Address Indicator
If the address entered on this screen is outside of the United States or its possessions and is not an APO or FPO, enter an 'X' in this field. Otherwise, leave it blank.

Computer Manufacturer
Enter up to 8 alphanumeric upper-case characters representing the name of the manufacturer of your computer system.

Type of Employment
Enter the appropriate code from the following list:

A   Agriculture

H   Household

M   Military

Q   Medicare Qualified Government Employment

X   Railroad

R   Regular (all others)

Establishment Number
Enter up to 4 upper-case characters for either the Establishment Number or the Coverage Group/Payroll Record Unit Number, whichever is applicable. Otherwise, leave this field blank.

Other EIN
If a form 941, 942 or 943 was submitted to the IRS for the same tax year as this report and the form used an EIN other than the one entered at the top of this screen, enter the other 9-character EIN. Otherwise leave this field blank.

Employee Name Format
The IRS allows you to specify whether you want to report the employee names first-name first or surname (last-name) first.

Solution-IV will capitalize and use the first 27 characters (22 if deceased) of the Employee Name (PRLEMPL1.EMPL-NAME) when writing to the magnetic media file. It is your responsibility to ensure that the name is correct (matches the individual's social security card) and that spacing, hyphens and apostrophes are properly placed.

Please specify how the employee name is displayed in the Employee Name (EMPL-NAME) field in the Employee Masterfile as follows:

F	First-name first	John M Doe
S	Surname (last-name) first	Doe, John M

Note: Solution-IV defaults to first-name first when entering new employees.

Third Party Withheld
Enter the amount of any taxes withheld by a third party.

Agent
Enter up to 9 characters for the Agent Indicator Code, if applicable.

1   2678 Agent

2   Common Pay Master

PIN
Enter up to 17 characters for the Personal Identification Number assigned to the employee who is authorized to submit this file.

Contact
Enter up to 27 characters with the name of the person the SSA can contact if there are questions regarding the magnetic media files.

Phone
Enter up to 15 characters for the contact's telephone number.

Example: 8005551234

Ext
Enter up to 5 characters for the extension where the contact can be reached.

E-Mail
Enter up to 40 characters for the contact's e-mail address.

Fax
Enter up to 10 characters for the contact's fax number, without formatting.

Notify
Enter the appropriate code from the following list representing the way you would prefer the SSA contact you with questions:

1   E-mail

2   Fax

3   Postal Service

4   OWRS (If registered)

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Tax Jurisdiction

Enter a single character representing the tax jurisdiction, if applicable.

V   Virgin Islands

G   Guam

S   American Samoa

N   Northern Mariana Islands

P   Puerto Rico

Preparer

Enter the appropriate code from the following list:

A   Accounting Firm

L   Self Prepared

S   Service Bureau

P   Parent Company

O   Other

Description of Fields:

The remainder of this screen works in a manner similar to W-2 Form Contents Maintenance. Beside each field description, you will indicate which amount from the employee record is to be used and what that amount is made up of as follows:

GBW

This field indicates which amount to use from the employee records when accessing the contents in the next field.

Enter one of the following:

G   Uses the "Gross" amounts as found in the employee record

B   Uses the "Taxable" or "Basis" amounts as found in the employee record

W   Uses the "Withholding" amounts as found in the employee record

Contents

Enter up to 240 characters (this is a scrolling field) defining the amount this box will actually contain. Each element must be separated by spaces. This field may contain the following types of elements:

+ - * /   Defines whether to add, subtract, multiply or divide the elements this is
       separating.
An actual literal number.

C*x* Where *x* is the contribution code whose amount will be printed in this box.
D*x* Where *x* is the deduction code whose amount will be printed in this box.
E*x* Where *x* is the earnings code whose amount will be printed in this box.
T*x* Where *x* is the tax code whose amount will be printed in this box.

> **Note:** These will be similar to boxes you have defined in W-2 Form Contents Maintenance.

> **Important:** Lines left blank will be filled with zeros.

Contents:

Wages, Tips & Other Compensation
The elements entered here correspond to box 1 on the W-2 which contains taxable earnings.

Example: GBW = B; Contents = TFEDMAR + TFEDSIN

Federal Tax Withheld
The elements entered here correspond to box 2 on the W-2.

Example: GBW = W; Contents = TFEDMAR + TFEDSIN

Social Security Wages
The elements entered here correspond to box 3 on the W-2.

Example: GBW = B; Contents = TFICA

Social Security Tips
The elements entered here correspond to box 7 on the W-2.

Example: GBW = G; Contents = ETIPS

Social Security Withheld
The elements entered here correspond to box 4 on the W-2.

Example: GBW = W; Contents = TFICA

Medicare Wages & Tips
The elements entered here correspond to box 5 on the W-2.

Example: GBW = B; Contents = TFICA2

Medicare Tax Withheld
The elements entered here correspond to box 6 on the W-2.

Example: GBW = W; Contents = TFICA2

Advance EIC
The elements entered here correspond to box 9 on the W-2.

Example: GBW = W; Contents = TEIC-M + TEIC-S

Non-Qualified 457 Distribution
The elements entered here correspond to box 11 on the W-2 and contain the amount of distributions from a Section 457 plan.

Non-Qualified Not 457 Distribution
The elements entered here correspond to box 11 on the W-2 and contain the amount of distributions from any non-qualified compensation plans that are not Section 457 plans.

Excess Life Insurance Premiums
The elements entered here correspond to box 12 on the W-2 and contain the employer's cost of premiums for group term life insurance in excess of $50,000.

Uncollected Tax on Tips
Combine the uncollected social security tax with the uncollected Medicare tax and report as one amount in this field.

Allocated Tips
The elements entered here correspond to box 8 on the W-2 and contain the tips allocated to the employee.

Fringe Benefits
The elements entered here correspond to box 12 on the W-2 and contain the total taxable fringe benefits included in box 1.

Deferred Compensation
The elements entered here correspond to box 12 on the W-2. This amount should equal the total of all deferred compensation contributions to the following plans: 401k, 403b, 408k6, 457b and 501c18D.

Dependent Care Benefits
The elements entered here correspond to box 10 on the W-2. It contains the total amount of Section 129 dependent care benefits paid or incurred by the employer for the employee, including the fair market value of employer-provided or employer-sponsored day care facilities and amounts paid or incurred in a Section 125 cafeteria plan. The total should include any amount in excess of the $5,000 exclusion.

Military Combat Pay
Enter the codes, which are associated with military employee basic quarters, subsistence and combat pay.

Contents:
This screen contains additional fields that are required on the MMREF-1 Magnetic Media files.

401k Deferred
The elements entered here represent deferred compensation contributions to Section 401(k).

Example: GBW = B; Contents = D401K-C

403b Deferred

The elements entered here represent deferred compensation contributions to Section 403(b).

408k Deferred

The elements entered here represent deferred compensation contributions to Section 408(k)(6).

457b Deferred

The elements entered here represent deferred compensation contributions to Section 457(b).

501c Deferred

The elements entered here represent deferred compensation contributions to Section 501(c)(18)(D)

Uncollected tips

The elements entered here represent uncollected employee tax on tips. Combine the uncollected Social Security tax and the uncollected Medicare tax in this field.

Medical Savings

The elements entered here represent the medical savings account amount.

Simple Retirement

The elements entered here represent the simple retirement account amount.

Adoption Expense

The elements entered here represent qualified adoption expenses.

PR Wages

The elements entered here represent wages subject to Puerto Rico Tax.

PR Commission

The elements entered here represent commissions subject to Puerto Rico tax.

PR Allowances

The elements entered here represent allowances subject to Puerto Rico tax.

PR Tips

The elements entered here represent tips subject to Puerto Rico tax.

PR Tax Withheld

The elements entered here represent Puerto Tax withheld.

Retirement

The elements entered here represent retirement fund subject to tax.

Other Wages

The elements entered here represent total wages, tips and other compensation subject to Virgin Islands, or Guam, or American Samoa, or Northern Mariana Islands tax.

Other Taxes Withheld

The elements entered here represent tax withheld by Virgin Islands, Guam, American Samoa or Northern Mariana Islands.

Contents:

This screen contains additional fields that are required on the MMREF-1 Magnetic Media files.

Uncollected FICA

The elements entered here represent uncollected social security or RRTA tax on cost of group life insurance.

Uncollected FICA2

The elements entered here represent uncollected medicare tax on cost of group life insurance.

Non-statutory Stock

The elements entered here represent income from the exercise of non-statutory stock options.

Example:

A sample Magnetic Media Specification has been defined in the DEM company. Use this and your W-2 specification as a guide.

Important:

You are solely responsible for entering the correct elements into each of these fields. Each payroll and each company is different, with different needs and different codes. The examples given here are not meant to have a one-to-one correspondence with your company and are useful only as a guide!

Use of the Accuwage software, available from the SSA web page, is highly recommended prior to submitting your magnetic media files.

Exit the Screen:

When you are finished maintaining the magnetic media file, you will be returned automatically to the Payroll Monthly Reports Menu.

State Magnetic Media Specs

Introduction

This function is used to maintain each of the fields found in the state record (RS) of the MMREF-1 magnetic media format.

The records have been defined as found in MMREF-1 publication on the web dated October 2001. Since these records are considered optional by the SSA, additional information may be required by individual states. Please contact the appropriate agency within your state for further information.

How to Execute:

From the Payroll Monthly Reports Menu, select option **20,** State Magnetic Media Specs.

Description of Fields:

State Code
Enter the 2-character state abbreviation for the state to which this record applies.

Example: NJ - New Jersey

Employer Account Number
Enter up to 12 alphanumeric characters representing the State Employer Account Number. The Employer Account Number is assigned by the state. Punctuation for this field is defined by the individual states.

Taxing Entity Code
Enter up to 5 characters for the Taxing Entity Code. The contents of this code will be defined by the individual states.

State Optional Code
Enter up to 2 characters representing the optional code, as defined by the individual states.

GBWL

This field indicates which amount to use from the employee records when accessing the contents in the next field.

Enter one of the following:

G   Uses the "Gross" amounts as found in the employee record

B   Uses the "Taxable" or "Basis" amounts as found in the employee record

W   Uses the "Withholding" amounts as found in the employee record

L   Uses the actual literal data entered in the contents

Unemployment Insurance Total Wages

Enter up to 255 characters representing all of the codes which make up the Unemployment Insurance wages for this state.

Example: GBWL = G; Contents = CNJSUI1 + CNJSUI2

Unemployment Insurance Taxable Wages

Enter up to 255 characters representing all of the codes which make up the Unemployment Insurance taxable wages for this state.

Example: GBWL = B; Contents = CNJSUI1 + CNJSUI2

State Taxable Wages

Enter up to 255 characters representing the state tax taxable wages for this state.

Example: GBWL = B; Contents = TNJA + TNJB + TNJC + TNJD + TNJE

State Income Tax Withheld

Enter up to 255 characters representing the state tax withheld for this state.

Example: GBWL = W; Contents = TNJA + TNJB + TNJC + TNJD + TNJE

Other State Data

Enter up to 255 characters representing the other state data to be defined by this state. If this field is to be a literal, enter "L" in the GBWL field and enter up to 10 characters that are to appear in this field.

Example:

A sample State Magnetic Media Specification has been defined in the DEM company. Use this and your W-2 specification as a guide.

Important:

You are solely responsible for entering the correct elements into each of these fields. Each payroll and each company is different, with different needs and different codes. The examples given here are not meant to have a one-to-one correspondence with your company and are useful only as a guide!

Exit the Screen:

When you are finished maintaining the state magnetic media file, you will be returned automatically to the Payroll Monthly Reports Menu.

Payroll Reports

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7   Period End Processing

This chapter describes the options that are available during Period End Processing. They include:

> Maintain Cleared Checks

> Period End Update

> Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

Maintaining Cleared Checks

Introduction

This function is used to mark checks as being cleared, or to unmark them if they were cleared improperly. Checks may be cleared either as a range or one at a time.

This function is important only if you have chosen to remove only cleared checks from the monthly check file during period end processing.

How to Execute

From the Payroll Main Menu, select option **15**, Maintain Cleared Checks.

Description of Fields

Bank Code to Maintain
Enter the bank code for which you wish to clear checks.

Starting Check to Clear
There are two different ways to clear checks, and you will probably want to use both.

1. Clear checks by range. Enter the starting check in the range here, and the ending check in the range in the next field. This is useful when groups of checks have cleared.

2 Clear individual checks. Press **F2** at this field. A view of the checks will display on the screen. Use the arrow keys to move up and down the checks. Press **F1** on a highlighted check, and it will be flagged as "cleared". If it was already cleared, it will be re-flagged as open. Press **F4** to exit the view.

Ending Check to Clear
Enter the last check in the range that you want to clear, or use the **F2** key as in "Starting Check."

If you entered a range of checks, the system prompts:

Proceed with clearing this check number range?
You may respond as follows:

Y Clears the checks in the range. If checks exist in the range that have already been marked as "cleared," nothing happens to them.

N Returns to the bank code.

U   "Unclears" checks in the range that was previously cleared.

Exit the Screen

When you are finished with this function press **F4** at either the bank code or starting check field to return to the Payroll Main Menu.

Period End Update

Introduction

This function should be run at the end of each month after the last pay cycle has been completed. Be sure to run it before any entries are made for the following period.

Period End Processing does the following:

1. Clears the quarterly check file according to the specifications set in your parameters.

2. Clears all month-to-date figures throughout the Payroll system, including the employee and code files.

3. Deletes any terminated employees based on the termination date and, the number of days to wait before deleting an employee.

4. Clears vacation/sick accruals based on the parameters.

5. Clears historical transactions older than the specified date.

6. If running quarter end, the Period End Update will increment the current quarter indicator in the payroll parameters.

7. If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and clear all year-to-date figures.

8. A separate option is available for clearing the automatic AP Expense Transfer amounts.

How to Execute

From the Payroll Main Menu, select option **16**, Period End Update.
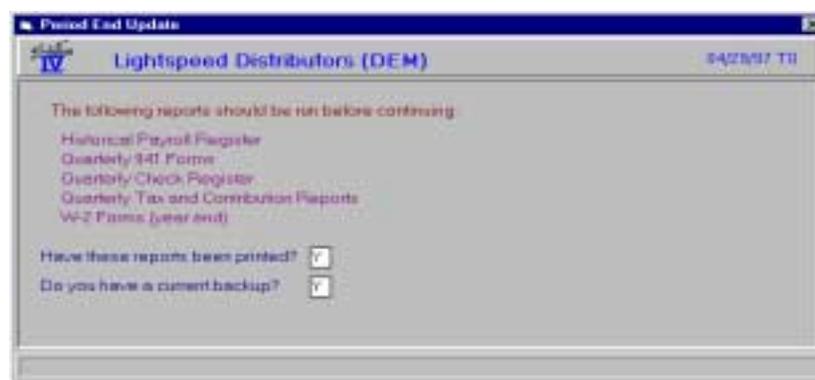
Description of Fields

Have these reports been printed?

The following reports should be printed before processing period end because data may be cleared from these files:

> ➤ Historical Payroll Register

> ➤ Quarterly 941 Forms

> ➤ Quarterly Tax and Contribution Reports

> ➤ W-2 Forms (year end)

> ➤ Quarterly Check Register

If you have printed your final copy of these reports, answer Y.

Do you have a current backup?
It is VERY IMPORTANT that you make backups before processing period end. Even if you do not make other backups during the month, at least make them at this time.

If you have current backups, answer Y.

If you have answered Y to both of the above questions, you will see the following screen:
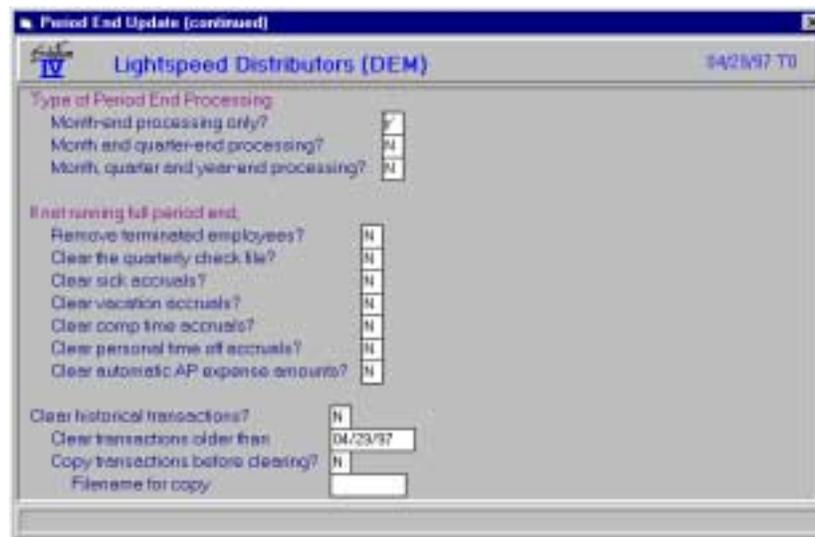
Full month end processing?
Month end processing clears all month-to-date (MTD) figures throughout the payroll system.

Full quarter end processing?
Quarter end does everything that month end does. In addition, it increments the current quarter indicator in the payroll parameters and controls which quarterly bucket the Check Register Update will update.

Full year-end, quarter end and year-end processing?
Year-end does everything that month end and quarter end do, plus:

1. Clears all year-to-date buckets throughout the system including the employee masterfile and code files.

2. Rolls the year-to-date figures into the last year buckets.

3. Sets the current quarter indicator to **1**.

4. Clears vacation/sick accruals if required by the payroll parameters.

Remove terminated employees?
Terminated employees may be deleted from the system as part of year-end processing. When using this option, the system looks at the termination date for each employee. It compares this date with today's date, taking into account the number of days to retain terminated employees from the payroll parameters. Employees without termination dates are skipped.

Y Scans for employees to delete. Employees are evaluated based on the termination date and the number of days to retain terminated employees from the payroll parameters.

N Does not delete terminated employees.

Clear Quarterly Check File?
Normally the quarterly check file is cleared as part of quarter end processing. However, there may be times when you need to clear the quarterly check file mid-quarter. For example, if the file gets full and you don't have room on the disk to expand it. Be sure to print the Quarterly Check Register before clearing checks.

Y Clears the quarterly check file in the manner stated in your payroll parameters.

N Leaves the quarterly check file alone.

Clear Sick Accruals?
Employee sick accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y Clears the sick accruals based on the payroll parameters.

N Does not affect the sick accruals.

Clear Vacation Accruals?
Employee vacation accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y Clears the vacation accruals based on the payroll parameters.

N Does not affect the vacation accruals.

Clear Comp Time Accruals?
Employee comp time accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y   Clears the comp time accruals based on the payroll parameters.

N   Does not affect the comp time accruals.

Clear Personal Time Off Accruals?

Employee personal time off accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y   Clears the personal time off accruals based on the payroll parameters.

N   Does not affect the personal time off accruals.

Only clear Auto AP Expense Amounts?

The amounts for the Automatic Accounts Payable Expense Transfer are stored separately for each deduction, tax and contribution. You have the option of clearing these numbers during period end. You will only want to use this option if you do not want to post to Accounts Payable.

Y   Clears the Automatic AP Expense amounts.

N   Does not affect the Automatic AP Expense amounts.

Clear historical transactions?

Every transaction in the system is saved to a combination of historical transaction files. This is done so those events can be recreated (with effort) if necessary. As you might imagine, however, this file can get rather large, rather fast. We therefore give you the option of clearing these files periodically.

Y   Clears data from the historical files based on the date entered below.

N   Historical files are left alone.

Clear transactions older than

Enter the oldest date for which you wish to maintain historical information.

Copy transactions before clear?

This feature will copy a transaction to be deleted to a separate file before deleting it from the standard history file.

If you would like to copy the transactions to be cleared to a separate file so you can back them up before actually deleting them:

Y   Gives you that option.

N   Will remove the transactions without a copy, removing them forever.

Filename for copy

Enter up to seven characters for the filename that you wish to copy to. The digits 1-2 will automatically be added to the end of the filename, corresponding to the two Payroll history files.

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Exit the Screen

When the Period End Update is finished you will be returned to the Payroll Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the employee masterfile and code file entries that you have marked to change or delete, verifies their validity, and then effects the change. A report is printed prior to the update showing what is changed/deleted, and you then have the option of continuing the update or not.

> **Important:** This is a powerful function, which may result in codes or employees being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

Before You Start

Before you start the Status Change Update, you must do the following:

> ➢ Make a current backup -- this is for your own protection!
>
> ➢ Make sure that the timesheet entry files have been updated.
>
> ➢ Make sure no one else is using Solution-IV Accounting.

How to Execute

From the Payroll Main Menu, select option **17,** Status Change Update.
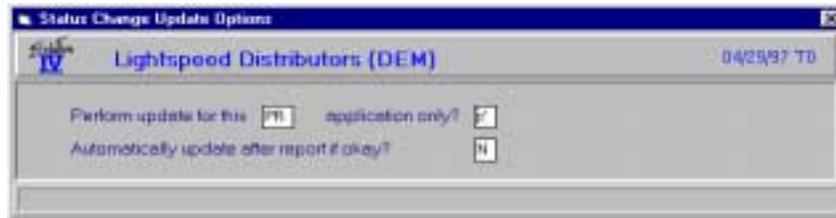
Procedure for Status Change

The Status Change Update works as follows:

1. Makes sure the entry files are empty, and that no one else is using the system   (any company, any application).

2. Builds a list of all the records that are marked to be deleted or changed (status = D or C).

3. Once the list is built, it checks all of the records to be deleted and makes sure   that they are not being used anywhere (except for the history files).

> *Example:* If you are deleting Earnings code REG, then REG may not be used by any employees in Employee Maintenance. However, the code may exist in the history files.

4. It then checks the records to be changed and insures that the "change to" is not going to be changed to something else or deleted.

5. A report is printed showing the changes to be made, and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

Are you sure you want to continue the update?

Y   Completes the status changes as indicated on the report in the following order.

N   Does not run the update, and returns to the Payroll Main Menu.

6. The requested changes are performed.

7. The requested deletions are performed.

8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files -- one for each element that could be changed. They are normally blank. If the element has been changed the associated flag is set to "C."

Exit the Screen
  When the Status Change Update is finished, you will be returned to the Payroll Main Menu.

8   Appendices

The following pages contain supplemental information, which is helpful to the understanding of Solution-IV Payroll.

A. Payroll Messages

B. Understanding the Accounting Theory Behind Payroll

C. What to do with all the Paper Generated

D. Glossary

A Payroll Messages

Most messages that you will encounter when using the Solution -IV Payroll system are described in the appropriate chapters of this manual, where the operation you are performing is documented.

This appendix contains additional messages that may be displayed during the normal processing of your system. These messages are generally displayed infrequently.

The messages are grouped as follows:

> ➢ Analysis Reports
>
> ➢ Check Printing
>
> ➢ Check Register
>
> ➢ Employee Maintenance
>
> ➢ Pay Period Initialization
>
> ➢ Payroll Register
>
> ➢ Period End Processing
>
> ➢ Time Sheet Entry
>
> ➢ Time Sheet Register

Messages

Analysis Reports

Maximum of x detail options can be chosen.
Several of the analysis reports have restriction on how may detail options may be selected at one item. See the section in the manual for the maximum on the report you are printing.

You must choose at least one detail option.
You must select at least one detail option to print on this report. Several of the reports have a maximum number of detail options that may be printed as well. See the section in the manual for the maximum on the report you are printing.

Check Printing

Payroll Calculation must be run.
You must run Gross to Net Calculation before printing checks.

Check Register

Check printing has not been completed.
You must print checks before running the Check Register. If you wish to see what amounts will be printed on the checks, print the Payroll Register.

Employee Maintenance
Do you want to copy the default records: <u>Yes</u> No

If you have set up employee code "DEFAULT", you have the option of copying everything defined for employee "DEFAULT" to the new employee code you are adding.

Pay Period Initialization

Check Date is not in quarter x.
You have selected a check date that is past the current quarter. Make sure your date is correct, or run Quarter End Processing before continuing with this batch of checks.

Current quarter must be updated.
You have selected a check date that is past the current quarter. Make sure your date is correct, or run Quarter End Processing before continuing with this batch of checks.

Pay cycle in progress. <u>Print register</u> <u>Merge</u> <u>Clear</u>
You have already run Pay Period Initialization. Your options are as follows:

P   Print the Time Sheet Register so you can see what has already been done in Pay Period initialization and Time Sheet Entry.

M   Merge this selection with what is already in the time sheet file.

C   Clear the current selection and all entries in the time sheet file. This allows you to start this pay cycle over.

Payroll Register

Negative amount for employee x is not allowed.
The combination of earnings, deductions, and taxes resulted in a negative check for the given employee. You will need to raise the earnings or reduce the deductions and/or taxes for this employee before continuing.

Payroll calculations must be run.
You must run Gross to Net Calculations before printing the Payroll Register.

Period End Processing

File x already exists.
The backup file you have entered already exists. You must enter a new name for the backup file or remove the old backup file.

W-2 Forms must be printed before Year-End may be run.
It is important that you print W-2's before processing year-end as the year-end processing function clears the numbers required to print on the W-2 Forms.

Time Sheet Entry

Code record not found for this employee.
The earnings, deduction, tax, or contribution code you are trying to use has not been set up for this employee. Go to Employee Maintenance and add the code for this employee before continuing or use a different code.

Deduction amount greater than earnings.
The deduction amount on this check is greater than total earnings. This is not allowed ,as it would result in a negative check. Make a note for the situation, and take the rest of the deduction on a future check.

Employee x not allowed.
The employee you have entered is assigned to a pay cycle other than the ones you are processing at this time. Return to Pay Period Initialization and add the required pay cycle.

Payroll initialization has not been completed.
You need to run Pay Period Initialization before entering any time sheets. Pay Period
Initialization sets up important information such as check date, valid pay periods, and period
ending date.

This check has already been reversed.
You have already reversed (voided) this check. If you are trying to reenter the check, use a
different check number.

Time Sheet Register

Time Sheet Entry must be run.
You must run Time Sheet Entry before printing the Time Sheet Register.

B Understanding the Accounting Theory Behind Payroll

Using the Solution-IV Payroll package will be easier if you understand the accounting theory behind it, even though the computer will do the accounting for you.

What is Payroll?

Payroll is the component of accounting that processes the checks to pay employees. This process involves:

➢ Computing pay based on the hours the employees work

➢ Calculating and deducting voluntary deductions and taxes

➢ Printing checks

➢ Providing various governmental agencies with required quarterly and annual information.

Solution-IV Payroll provides additional management reports which track spending of payroll dollars. If you are using General Ledger, the Payroll package sends information to it to provide a complete picture of your company's financial condition.

Accounting Components

A company's financial picture is made up of the following basic elements:

➢ **Assets -** " anything of value that the company owns.
  Examples: cash, accounts receivable, inventory, property

➢ **Liabilities -** " anything that the company owes to someone else.
  Examples: accounts payable, notes payable

➢ **Equity -** " what the company is worth.
  Examples: owner's equity, capital stock, retained earnings

➢ **Revenue -** " income or earnings.
  Examples: sales revenue, interest income

➢ **Expenses -** " the cost of doing business.
  Examples: cost of sales, payroll expense, supplies

Your payroll expenses generally fall under the cost of sales or expenses on your financial statements. You accrue the deductions and taxes withheld form the employee's paychecks as liabilities until you actually pay the appropriate party. Employer taxes and contributions are generally shown in the expense section.

Cash vs. Accrual

There are two acceptable ways of keeping your accounting records:

Under a cash basis, you do not record expenses until payment is actually made. This is the case with the Solution-IV Payroll system. No postings are made to the General Ledger until the payroll checks are actually printed and updated. Cash basis is used because the federal and state governments are interested in the reporting of actual payroll not accrued payroll.

Under an accrual basis, you record your expenses as they occur rather than when you actually make the payment. Under an accrual system, you have a few options with Solution-IV Payroll. Postings for accrued tax and deduction liabilities are posted to General Ledger as part of the Check Register Update. If you want to manually post accrued vacation and sick time as part of your year-end processing, there are reports that will give you the figures you need. This should be sufficient for most companies.

Debits & Credits

In the simplest of terms, every account has a debit side and a credit side. If total debits are more than total credits, the account has a debit balance. If total credits are more than total debits, the account has a credit balance. Each account has a normal debit or credit balance. The table on the following page demonstrates what happens with each basic component.

Account type	Normal balance	Debits	Credits
Asset	Debit	Increase Balance	Decrease Balance
Liability	Credit	Decrease Balance	Increase Balance
Equity	Credit	Decrease Balance	Increase Balance
Revenue	Credit	Decrease Balance	Increase Balance
Expense	Debit	Increase Balance	Decrease Balance

Pluses & Minuses

Normally in the General Ledger, debits are entered as **positive** numbers and credits are entered as **negative** numbers. This may be confusing to the non-accountant because revenue is a credit account (see the above table), which means the amounts posted to it are usually negative numbers. We have tried to eliminate this confusion in the Payroll package by doing the debits and credits (pluses and minuses) for you.

In Solution-IV Payroll you will have to enter very few negative numbers. Even when you enter tax, deduction or contribution lines in Time Sheet Entry, you enter them as positive numbers. (The system knows whether to treat them as positive or negative according to their type.) The only time you will need to enter negative numbers is when you need to "undo" an earning, tax, deduction, or contribution line in Time Sheet Entry.

Postings

Double entry accounting, the system used by Solution-IV, requires that every entry be composed of two entries - a debit and a credit. The chart at the end of this section shows the actual postings made by Payroll to General Ledger.

Subsidiary Ledger

A subsidiary ledger is a supporting ledger consisting of a group of similar accounts, whose total is in agreement with a controlling account in the General Ledger. The purpose of a subsidiary ledger is to keep unnecessary detail out of the General Ledger.

In Payroll, there is no one report that foots to a specific account in the General Ledger (as the Aged Trial balance does in Accounts Payable or Accounts Receivable). However, the Historical Payroll Register, or the sum of all of the Payroll Check Registers, provides the detailed backup required to support your various payroll accounts in the General Ledger.

General Ledger Accounts Used

Account Type	Name	Where Defined
Asset	Cash	Bank Code
Liability	Accrued Insurance Premiums	Deduction Code
	Accrued Worker's Compensation	Deduction Code
	Accrued Federal Withholding	Tax Tables
	Accrued State Withholding	Tax Tables
	Accrued FICA (Employee)	Tax Tables
	Accrued FICA (Employer)	Tax Tables
	Accrued SDI (Employer)	Tax Tables
	Accrued SUI (Employer)	Tax Tables
	Other Accrued Payroll Withholding	Deduction Code
Expense	Salary Expense (as required)	Earnings Code Override /Posting Code
	Employer Payroll Tax Expenses	Tax Tables
	Employer Worker's Compensation Insurance	Deduction Code

Payroll Postings

Type of Entry	Account	Debit	Credit
Check Printing	Salary Expense	2000.00	
	Cash		1210.80
	Health Insurance Payable		75.00
	Federal Withholding Taxes Payable		500.00
	State Withholding Taxes Payable		40.00
	FICA Payable (Employee)		150.20
	SDI Payable (Employee)		24.00
	Employer Payroll Tax Expenses	214.20	
	Employer Worker's Compensation Expense	60.00	
	FICA Payable (Employer)		150.20
	SUI Payable (Employer)		64.00
	Accrued Worker's Compensation		60.00

C   What to do with all the Paper Generated

Solution-IV Payroll generates a great deal of paper from the multitude of reports it prints. This appendix explains why so much paper is generated and what you are supposed to do with it.

Why?

The entire line of the Solution-IV Accounting System has been designed to comply with the Generally Accepted Accounting Principles (GAAP). In general, GAAP are broad concepts and detailed practices including all conventions, rules, and procedures that comprise accepted accounting practice at any given time. They have become generally accepted by agreement in industry.

The paper generated by the Solution-IV Payroll system complies with GAAP, providing an audit trail, or sufficient backing, for every entry in the General Ledger, a principle mandated by GAAP. The Check and Status Change Registers provide this necessary audit trail.

What You Need to Keep

In general, you will need to keep the final copy of each of the reports on the list below. The final copy is the one printed just before you run the update. If you printed the report several times, you can identify the final copy by looking at the date and time the report was printed. It is important that you keep only the final copy and discard the earlier ones.

The reports that you **MUST** keep are:

- ➢ Check Register

- ➢ Status Change Register

Keep the final copies of the reports you print before running the Period End Update. In general, these reports consist of the following:

- ➢ Monthly Reports:

  - ♦ Analysis Reports showing month-to-date figures

- ➢ Quarterly Reports:

  - ♦ 941 Form

- ◆ Quarterly Tax Report

- ◆ Quarterly Contribution Report

- ◆ Quarterly Check Register

➢ Annual Reports:

- ◆ Quarterly Reports with Annual Information

- ◆ W-2 Forms

How to Organize Saved Reports

The following are suggestions on how best to file and organize printed reports. Review them and determine the one that works most effectively for you.

Ring Binders

If your company is relatively small and is printing only a few reports each month, standard three-ring binders may be the best method for you. Use dividers to separate the reports by month. You should have at least five binders, one of each of the following:

➢ Check Register

➢ Status Change Register

➢ Monthly Reports

➢ Quarterly Reports

➢ Annual Reports

Data Binders

If your company is a little larger, computer data binders may work better for you. They hold more printed information and do not require the extra time it takes to tear off the feed strips and to punch the holes. You should have a binder for each of the registers, plus one for each report -- a total of eight binders. Keep additional binders for copies of invoices and statements. Use dividers specially made for data binders to help organize the contents. Disadvantages of data binders are that (1) they are large and cumbersome to handle, and (2) it may be difficult to take pages out if necessary.

Filing Cabinet

A third way to file your reports is to use hanging file folders and your filing cabinet. You should use a separate folder for each type of report and file them by month. For example, you would label a folder "Check Registers - January". If you print many reports, and need to make copies of them from time to time, this will be the easiest system for you. Be sure to keep the reports in date order in the file folder.

A Closing Note

Try to keep your filing system as up to date as possible. Although it may seem tedious, saving and organizing your reports is beneficial. In the event of a system problem, you will find the saved reports invaluable in tracing data entry in the system. In an accounting or IRS audit, you will be able to provide the information needed easily and quickly, saving you both time and money.

D Glossary

1099 Reporting
1099 reporting is the filing of a 1099 tax form with the federal government. This is a report of all payments made to individual vendor of more than an amount specified by the government in a calendar year.

A

Account or Account Code
An account is the basic component of a formal accounting system. It records all additions and deductions and shows balances of assets, liabilities, owners' equity, revenues and expenses.

There are two types of accounts: debit and credit. Asset and expense accounts are usually debit accounts. Liability, equity and revenue accounts are usually credit accounts.

Accounting
The process of recording, organizing, reporting and interpreting the financial data of a business.

Accounting Period
An accounting period is an interval of time for which a financial statement is prepared. In most businesses, each month is a separate accounting period.

Solution-IV allows you to store data for as many as 26 accounting periods (2 full years).

Accounting System
An accounting system is a method for interpreting the financial performance of a business. It includes the raw data, procedures and equipment needed to make this analysis.

Accounts Payable
Accounts payable is a record of money owed and payments made by a business to creditors. It is a current liability showing the actual dollar amount owed to creditors.

Accounts Receivable
Accounts receivable is a record of money owed and payments made to a business by customers. It is a current asset showing the actual dollar amount owed by customers.

Accrual Basis
Accrual basis accounting records revenues and expenses for the current accounting period even though payments will not be received or paid until a later accounting period. This is to be distinguished from cash basis.

Most companies operate on the accrual basis.

See Accrued Asset and Accrued Liability.

Accrued Asset
An accrued asset is a revenue that is recorded when it is earned, not when a payment is received. The revenue then appears on financial statements for the period in which it is earned. (It may also be called an accrued income.)

Example: If you sell a camera for $295 on credit, this transaction is immediately recognized as revenue and recorded in accounts receivable (even though cash has not yet been received).

Accrued Liability
An accrued liability is an expense recorded when it is incurred, not when a payment is made. The expense then appears on financial statements for the period in which it is incurred. (It may also be called an accrued expense).

Example: If you purchase on credit 5 dictionaries at $24.95 each, the $124.75 transaction is immediately recognized as an expense even though cash has not been paid.

Accumulated Depreciation
Accumulated depreciation is the sum of all recorded depreciation for a particular asset (or group of assets) since the date of acquisition.

Activity
Activity is the continuous completing of transactions. This activity, whether an expense or a revenue, changes the account balance.

The Solution-IV General Ledger allows you to see the activity of each account for a given accounting period.

Adjusting Entry
An adjusting entry is a general journal entry that corrects an account or brings that account up to date.

These entries are usually made at the end of an accounting period, but may be made whenever it is considered appropriate.

Aging Period
The aging period is an interval of time following a sale or a purchase that defines a revenue or expense as outstanding. The length of this period is different for each company.

Example: A loan company may want a listing of payments that are 2 weeks late.

Allowance for Bad Debts
Allowance for bad debts is an asset account that offsets uncollectible revenue. The amount is usually estimated as a percentage of accounts receivable, based on previous experience with unpaid accounts.

Alphanumeric
Alphanumeric describes a combination of letters and/or numbers.

Example: L48, 56SJ, E913S, 1234, and ASTVLS are alphanumeric.

Amortization
Amortization is the writing-off of the cost of an intangible asset over its economic life. It is usually used with leasehold improvements, organization costs, or goodwill.

Asset
An asset is anything that is owned by a business and has a monetary value.

Example: Buildings, fixtures, equipment, supplies and cash are assets.

Audit Report
An audit report verifies the accuracy of information entered into the computer. An audit report must be printed before updating the permanent files.

Audit Trail
An audit trail is a detailed record of accounting activity. It is a means of examining transactions from the time they are entered into a journal until they are printed in the financial statements.

Average Cost Method
The average cost method is a system of inventory costing. The value of inventory is determined by averaging the cost of goods in stock with goods recently received.

Example: 25 bicycle pedals purchased by you for resale at a cost of $35 each remain in inventory. You purchase 10 more at $40. Your inventory is now valued at (25 x $35) + (10 x $40) or a total of $1275 or $36.43 each. If you sell 30 of them, the cost of the sale will be computed as $36.43 x 30 or $1092.90, with a remaining inventory value of $36.43 x 5 or $182.15.

See Standard Cost, LIFO and FIFO.

B

Back Order
A back order is a request for items that are currently out of stock. As soon as they become available they are shipped to the customer.

Backup
A backup is a copy of computer files on a portable medium (such as a floppy diskette or tape cartridge). Should the computer files be corrupted or destroyed the backup can be used to replace the data.

Backups should be made at regular intervals.

Bad Debt
A bad debt is a revenue that is partially or completely uncollectible. It becomes an expense when it is established that the customer will not pay the obligation and it is not practical to enforce payment.

Balance
A balance is the difference between total debits and total credits of an account at a given time. An individual account is said to have a debit balance if debits are greater than credits, a credit balance if credits are greater than debits, or a zero balance if debits equal credits.

Balance Forward
Balance forward is a technique used in accounts receivable summarizing all transaction activity at the end of an accounting period. The balance is then carried forward to the next accounting period.

See Open Item.

Balance Sheet
A balance sheet is a financial statement summarizing the financial status of a business at a specific time. It is a detailed presentation of the assets, liabilities and owner's equity as in the fundamental accounting equation: Assets = Liabilities + Equity.

Bank Reconciliation
A bank reconciliation compares the bank statement to the depositor's records. Differences should be analyzed and explained by deposits in transit, checks outstanding, bank charges, and errors.

Bucket
A bucket is a field on the screen or in a file where data is displayed or stored. Often it is a field that does not allow user input such as the data in a specific aging category.

Budget
A budget is a financial plan or goal for a specific period of time. It can be used to compare with actual results.

C

Capital
In accounting, capital is too general to be used by itself. In most cases it means the ownership of the assets of a business by the proprietor(s).

See Equity.

Cash Basis
Cash basis accounting records revenue only when a payment is received and records an expense only when a payment is made. The payments are recorded on financial statements for the period in which they are made.

Very small businesses usually operate on a cash basis.

Example: When the sale of a product or a service is made, the transaction is not recorded until cash is received. This is to be distinguished from accrual basis.

Cash Discount
A cash discount is the amount deducted from a customer's bill when a prompt payment of that invoice is made.

Character
A character is a symbol, letter, or number.

Chart of Accounts
The chart of accounts is a table of contents for the General Ledger. It lists the accounts systematically with assets followed by liabilities, capital, revenue, cost of sales and expenses.

Check Register
A check register is a listing of check numbers and invoices paid. It is available when computer checks are generated, hand-written checks are entered, or as a summary at the end of the period.

Company
A company is an organization with its own separate assets, liabilities and equity. It may, however, be a division, branch office, department or subsidiary of a single organization. Solution-IV separates all files by company. In Solution-IV a company may also be referred to as a business or an entity.

Compressed Printing
Compressed printing is a feature available on some 80-character printers. It allows reports formatted for a 132-character column width to be printed on an 8-inch by 11-inch page.

Credit
A credit decreases an asset or an expense account and increases a liability, equity, or revenue account. It is entered on the right side of a ledger account.

Credit Balance
See Balance.

Credit Limit
A credit limit is the maximum dollar amount in merchandise a customer may receive prior to payment. Once this amount is reached, the customer must make a payment before receiving additional merchandise.

Credit Memo
A credit memo is a document notifying a customer that his account has been credited. It is usually a result of a return. A credit memo reduces accounts receivable.

Current Asset
A current asset is expected to be converted into cash or depleted in one year or less.

Current Liability
Also called short term liability. See Liability.

Current Liquidity Ratio
See Liquidity Ratios.

Current Ratio
See Liquidity Ratios.

Cursor
The cursor is a character on a computer terminal screen, which marks the place where typed characters are entered.

D

Data File
See File.

Debit
A debit increases an asset or an expense account and decreases a liability, equity, or revenue account. It is entered on the left side of the ledger account.

Debit Balance
See balance.

Depreciation
Depreciation is the decrease in value of a fixed asset over a period of time. The loss of value is caused by wear or obsolescence.

Direct Labor
Direct labor is the labor cost to convert raw materials into finished goods.

Discount Due Date
The discount due date is the last day a payment may be made to receive a cash discount. After this date the full price must be paid.

Diskette
A diskette, computer storage media, is made of flexible plastic rather than rigid metal. It is a portable medium and can be easily stored.

Due Date
The due date is the date on which payment must be made.

Dunning Message
Dunning messages are messages that may be printed on a customer statement. The messages usually are different, depending on how late the customer's oldest invoice is.

Example: Your account is past due please pay promptly. Thank you!

E

Economic Life
The economic life of a fixed asset is the time during which it is usable. When it must be replaced, its economic life is over.

Appendices

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Equity
Equity is the investment in a business by the owner. It can be expressed as: Equity = Assets – Liabilities.

Expense
An expense is a cost incurred while operating a business.

Example: The electric bill is an expense of operating a retail store.

F

FIFO
FIFO (an abbreviation for first-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced first are used or sold first. This keeps the value of all items in stock at the latest price to be paid for them.

In inflationary times, costing by FIFO increases both the gross margin and the stated value of remaining inventory.

Example: 25 bicycle pedals purchased by your company for resale at a cost of $35 each remain in inventory. You purchase 10 more at a cost of $40. Your inventory is now valued at (25 x $35) + (10 x $40) or $1275. If you sell 30 of them, the cost of sale will be computed as (25 x $35) + (5 x $40) or $1075, with a remaining inventory value of (5 x $40) or $200.

See LIFO, Standard Cost and Average Cost.

Field
A field is the place on the computer terminal screen where a single item of data is entered.

Example: In a customer masterfile record, the customer name is typed in the customer name field and the customer address is typed in the customer address field.

See Key.

File
A computer file is a collection of related records stored under a unique name. Data files contain accounting information such as journal entries and account balances. Program files contain instructions used by the computer.

Financial Statement
A financial statement is a report of the financial status of a business. It can be a balance sheet, profit and loss statement, or any other presentation of financial data.

Fiscal Year
The fiscal year is an accounting period that does not necessarily follow the calendar year. It might consist of 12 months, 13 periods of 28 days each or 4-4-5 weeks (each 13 weeks equaling 1/4 year).

Fixed Asset
A fixed asset is a physical item having a useful life of one year or more. It is also referred to as property, plant, equipment, or plant assets.

Example: A copy machine is a fixed asset.

Floppy Disk
See Diskette.

Function
A function is an operation that performs a job.

G

GAAP
See Generally Accepted Accounting Principles.

General Ledger
The General Ledger summarizes all business transactions, grouping them by account code. Financial statements are prepared from this information.

Generally Accepted Accounting Principles (GAAP)
Generally Accepted Accounting Principles provide guidelines for conventions, rules, and procedures currently considered acceptable accounting practice.

Goodwill
Goodwill is an intangible asset whose dollar value is derived from the management skills and reputation of a business. It represents the potential earning power of a business beyond the current market value of its assets. Goodwill is usually recognized only at the time a business is sold.

Gross Profit

Gross profit is the difference between the selling price and the cost of the items being sold. It does not recognize other expenses such as rent, telephone, or utilities.

Gross Profit Percentage

Gross profit percentage shows the relationship of gross profit to sales. It can be expressed as: Gross Profit Percentage = (Total Sales – Total Cost of Sales) / Total Sales.

H

Hard Disk

The hard disk is computer storage media made of rigid material and is either fixed or removable. It has greater storage capacity and handles data faster than diskettes.

Hardware

Hardware is a general term referring to the computer and its associated equipment.

I

Income

Income is the excess of revenues over expenses. It may be expressed as: Income = Revenues-Expenses.

Income Statement

An income statement is a report that balances total revenues and total expenses over a period of time. A positive balance is a profit, while a negative balance is a loss. It is also called a profit and loss statement or a statement of operations.

Intangible Asset

An intangible asset is a long term asset without physical substance.

Examples: Copyrights, franchises, patents, trademarks, and goodwill are intangible assets.

Integration

Integration is the bringing of separate parts together. It can be used to describe the transferring of data from one system to another or the entering of data into the system once and having it transferred to all related files.

Example: Accounts Payable is integrated with General Ledger. Entries to Accounts Payable, which are relevant to General Ledger, are automatically transferred to General Ledger.

Interactive System

An interactive system does not allow the user to enter invalid data.

Example: Solution-IV is an interactive system and does not accept the entry of a company code that has not yet been created.

Interest

Interest is the amount of money paid for the use of money over time.

Inventory

An inventory is the stock owned by a business at any given time. It can be finished goods held for direct sale or component parts used in manufacturing for future sale.

Inventory Costing

Inventory costing is the method of determining the value of items in inventory.

See LIFO, FIFO, Average Cost, and Standard Cost.

Invoice

An invoice is a complete list of goods or services delivered to the buyer by the seller. It also shows quantity, price, shipping charges, terms, and other costs or discounts.

J

Journal Entry

A journal entry is the primary means of entering financial data into the General Ledger. The sum of the debits and credits in a journal entry must always equal zero.

Example: The journal entry for the purchase of $250 of office supplies (paid in cash) would consist of a $250 credit to cash and a $250 debit to office supplies expense.

K

Key
A key is a specialized field (see Field). Since the system uses the characters entered in this field to access records in a specific file, the key entry must be unique.

Example: In Solution-IV Customer Maintenance Masterfile, the customer code is the key field.

L

LIFO
LIFO (an abbreviation for last-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced last are used or sold first. This keeps the value of all items in stock at the earliest price paid for them.

In inflationary times costing inventory by LIFO reduces both the gross margin and the stated value of remaining inventory.

Example: 25 bicycle pedals purchased by you for resale at a cost of $35 each remain in inventory. You purchase 10 more at a cost of $40. Your inventory is now valued at (25 x $35) + (10 x $40) or $1275. If you sell 30 of them the cost of sale will be computed as (10 x $40) + (20 x $35) or $1100, with a remaining inventory value of (5 x $35) or $175.

See FIFO, Standard Cost and Average Cost.

Labor Burden
Labor burden is the expense incurred for workers in addition to their actual wages.

Example: The employer's share of FICA (Social Security), federal and state unemployment insurance tax, workers' compensation insurance premiums, and employer-paid union contributions are part of the labor burden.

Leasehold Improvement
A leasehold improvement is a fixed asset purchased by the lessee for a rented property. Usually it may not be removed from the property when the lease expires.

Example: The installation of new fixtures and walls are leasehold improvements.

Leverage Ratios
Leverage ratios indicate how much the business is encumbered by its liabilities. It is the relationship of liabilities to assets and of debt to equity.

Liability
A liability is the amount of money due creditors.

Types of liabilities:
1. Current(or short term)-full payment is due in 1 year or less.

2. Long term-full payment is not expected for over 1 year.

Liquidity Ratios
Liquidity ratios indicate how much of the assets are easily available.

The Current Ratio is the relationship of current assets to current liabilities. It can be expressed as: Current Ratio = Current Assets/Current Liabilities.

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as: Quick Ratio = (Current Assets - Inventory) / Current Liabilities.

List Price
A list price is a published price subject to customer discounts.

Long Term Liability
See Liability.

M

MTD
MTD is an abbreviation for month-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, customers, or vendors) so far this month.

Masterfile
A masterfile is a computer file containing all related data elements for a specific record.

Multi-Company Accounting
See Multi-Company Environment.

Multi-Company Environment
A multi-company environment allows the user to maintain separate sets of records for different businesses. Solution-IV is a multi-company environment system. It is also called multi-company accounting.

Multi-User Accounting System
A multi-user system allows more than one user to access a specific program from different terminals at the same time. All users can access the same files (except when a file has been security protected).

N

Net Asset
The net asset is the total stockholders' equity. It can be expressed as: Net Assets = Total Assets – Total Liabilities.

Net Income
See Net Profit.

Net Profit
The net profit results when income exceeds costs and expenses. A Net Loss occurs when costs and expenses exceed income.

O

Open Item
Open item accounting is the accounts receivable procedure which tracks each transaction in the customer record. Statements for open item customers show all invoices that are not fully paid regardless of the period in which they originated.

See Balance Forward.

Operating Expense
An operating expense includes marketing and administrative expenses. It is all expenses other than the cost of goods, cost of labor, interest, and income tax.

Operator Code
The operator code is an identifier from 1 to 3 characters long that must be entered to gain access to the system or to a function.

Overhead
Overhead is an expense not directly related to a specific job. These expenses occur whether or not a specific job is under way.

Example: Wages to office personnel, office supplies, rent, and utilities are overhead.

Overhead Burden
Overhead burden is all overhead expenses except for labor that can be applied to the cost of producing goods or services.

Overhead Rate
An overhead rate applies a predetermined rate to a contract or job to cover overhead burden. It is usually based on labor hours or direct material dollars.

Overtime
Overtime is the number of hours of work done beyond regular hours. These records are kept for payroll purposes.

Example: Overtime might be anything over 8 hours a day or 40 hours a week.

P

Paid-in Capital
Paid-in capital is the amount of money invested as equity when a business is started.

Parameter
A parameter is a format definition. When setting up Solution-IV, the system may be customized by setting parameters such as the length of the account size, the position of the location segment and the position of the department segment.

Perpetual Inventory Method
The perpetual inventory method is a continuous count of merchandise. The inventory count is updated at the time of a purchase or a sale.

Physical Inventory
A physical inventory is a list of merchandise on hand, determined by an actual count.

Profit Center
A profit center is a part of a business generating its own income and incurring its own expenses. It is separated from the rest of the business for accounting purposes. A conceptual division (rather than a physical department) of a company may also be a profit center.

Example: One store in a chain of stores may be designated a profit center.

Profitability Ratios
The profitability ratio is the relationship of the net profit to the size of the business. It may be expressed as:

Net Profit Margin = Net Profit / Total Sales
Return on Assets = Net Profit / Total Assets
Return on Equity = Net Profit / Total Equity
Earnings per Share = Net Profit / Total Shares of Stock

Program File
See File.

Purchase Order
A purchase order is a document requesting a vendor to ship a specified quantity of merchandise.

Q

Quantity Pricing
Quantity pricing is a system that provides a lower price when larger quantities are ordered.

Example: 10 bicycle tires may be ordered at $9.95 each, while 100 bicycle tires may be ordered at $9.45 each.

Quick Ratio
See Liquidity Ratios.

R

Range
A range is a group defined by two specific end points.

Examples: The number 2 is within the range of numbers from 1 to 10. The letter G is outside the range of all letters from A to C.

Ratio Analysis
A ratio analysis is a financial report assessing the performance of a business. It analyzes the activity in terms of leverage ratios, liquidity ratios, and profitability ratios for a business over a specific period of time.

Record
A record is related data stored in a computer file.

Example: Information for each company (company name, address, telephone number, federal ID number and applications used) is a single record in the Company Masterfile.

Recurring Entry
A recurring entry is a fixed journal entry that occurs on a regular basis.

Example: Rent, loan payments, and flat rate utility fees may be recurring entries.

Reorder Amount
The reorder amount is the minimum quantity of stock allowed in inventory. When that number is reached, an order is placed to replenish the stock.

Example: If the reorder amount for handlebars is 25, an order will not be placed until the inventory reaches 25 handlebars.

Reorder Level
See Reorder Amount.

Retainage
Retainage is an amount of money withheld from payment until an entire job (or a specified portion of the job) is completed. It is most often used in construction.

Retained Earnings
Retained earnings are profits reinvested in the business as stockholder equity. It is also the accumulated profits, minus any losses or dividends, of a company from its creation.

Reversing Entry
A reversing entry cancels a previous entry. A credit is used to cancel a debit and a debit is used to cancel a credit.

S

Sales Allowance
The sales allowance is a reduction of the previously agreed upon selling price.

Sales Returns
A sales return is a product returned by the customer. When merchandise is returned, a debit must be made to the sales return and allowances account, and a credit to Accounts Receivable.

Security
Security is a system safeguard against unauthorized entry.

Short Term Liability
Also called current liability. See Liability.

Source Document
A source document is the original transaction record. It is used to enter data into the computer file.

Example: The vendor invoice is a source document which contains information such as the vendor invoice number, the invoice date, terms, discount, and sales tax which is entered into the computer files.

Standard Cost Method
The standard cost method is a system of inventory costing. It uses a predetermined amount for a specific item to value the inventory and establish the sales price.

See LIFO, FIFO and Average Cost methods.

Example: The standard cost of your bicycle pedals is predetermined to be $35. 25 pedals remain in inventory at a cost of $35 each. You purchase 10 more at $40 each. Your inventory value will be calculated at (35 x $35) or $1225. If you sell 30 of them the cost will be computed as (30 x $35) or $1050 with a remaining inventory value of (5 x $35) or $175.

T

Terms
Terms are the conditions of payment agreed to by the customer and are included on the invoice. Discount terms are often used to encourage prompt payment.

Example: Terms of payment such as 2/10 net 30 (a 2% discount is allowed if payment is made within 10 days), might be offered to encourage prompt payment.

Trade Discount
A trade discount is a reduction from the list price.

Transaction
A transaction is an event that affects the financial position of a business.

Example: The purchase of 2 bicycle pumps @ $7.50 each is a transaction requiring the following journal entries: a $15 debit to inventory and a $15 credit to cash.

Trial Balance
The trial balance is a report showing the balance of each account in the General Ledger. The total credits must always equal the total debits in the General Ledger.

Two-Step Billing
In a two-step billing procedure the first step is to enter the customer order and the second step is to prepare the invoice for that order. The invoice is not prepared until the ordered items are shipped.

V

Variance
A variance is the difference between an actual amount and an estimated amount. It can be shown as an amount (e.g., $1000 over) or as a percentage (e.g. -2%).

Example: If $500 is budgeted for office supplies and $450 is spent, the variance is $50 under (or -10%).

Voucher
A voucher is a document that legitimizes an invoice and authorizes payment. Solution-IV Accounts Payable allows the entry of records using either the vendor's invoice number or your company's voucher number.

W

W-2 Form
A W-2 form is a statement of an employee's total earnings received and total taxes paid during the calendar year. The IRS requires that a W-2 be prepared for and distributed to each employee.

W-4 Form
The W-4 is a form completed by the employee informing the company of the amount of income tax that should be withheld from that employee's wages. The form is provided by the IRS and is also called the Employee's Withholding Exemption Certificate.

Working Capital
Working capital is the amount of capital in current use in the operation of a business. It can be expressed as: Working Capital = Current Assets – Current Liabilities.

Write-Off
See Amortization.

Y

YTD
YTD is an abbreviation for year-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, Customers, or Vendors) so far this fiscal year.