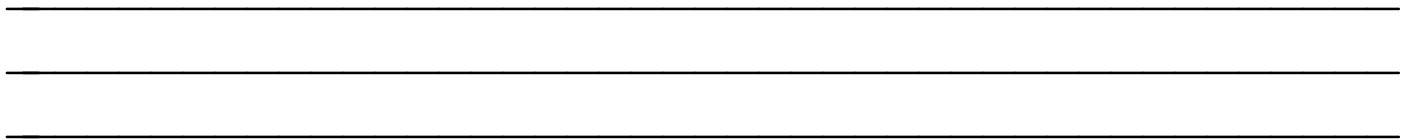




A C C O U N T F L E X

Payroll



The System To Account On

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1. INTRODUCTION

1.1 Overview

The following sections provide a synopsis of the Payroll features, how Payroll fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Payroll system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Automatically determines employee federal, state, and local taxes, and payroll deductions.
- Handles regular, overtime, piecework, bonus, one-time deductions, and miscellaneous earnings.
- Calculates gross earnings by hour, day, month.
- Prints vacation, supplemental checks in user-defined formats.
- Supports pre-tax deductions for pension plans, IRA's, Keogh's, and 401(k)'s.
- Automatically accrues and charges vacation and sick pay.
- Allows posting to previous periods.
- Prepares magnetic media for government reporting.
- Allows extensive on-screen inquiries such as employee accruals amounts.
- Easy-to-learn menu driven interface with on-line help information.
- Eliminates end of period processing.
- Maintains all periods open for updating and/or reporting.
- Provides on-screen report viewing.
- Provides clear and concise audit trails.
- Automatically traps errors to ensure data integrity.
- Includes comprehensive user manuals.
- Supports UNIX, DOS, or VMS.
- Works with Informix, Micro Focus Cobol, Sun Netisam, C-Isam, D-Isam, and SCO Integra databases.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Payroll System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function; each section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Payroll System fits into your accounting system, some advantages of Payroll, and the organization of this user's manual.

Chapter 2 General Operation Procedures

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistent throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Payroll System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the Payroll Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Payroll function. Each section in this chapter is dedicated to a specific menu option.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:

mmenu

ACCOUNTFLEX Version 3.4	Widget Company Master Menu (M)	DATE: 07/23/07														
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Welcome to ACCOUNTFLEX</div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"><table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">1. Account Receivable</td><td style="width: 50%;">8. Sales</td></tr><tr><td>2. Account Payable</td><td>9. Purchase Order</td></tr><tr><td>3. General Ledger</td><td>10. Job Cost</td></tr><tr><td>4. Payroll</td><td>11. Point-of-Sales</td></tr><tr><td>5. Bank Reconciliation</td><td>12. System-Wide Control</td></tr><tr><td>6. Inventory</td><td>13. Queryflex Report Writer</td></tr><tr><td>7. Bill of Material</td><td>14. Test System</td></tr></table></div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">"The System You Can Account On"</div>			1. Account Receivable	8. Sales	2. Account Payable	9. Purchase Order	3. General Ledger	10. Job Cost	4. Payroll	11. Point-of-Sales	5. Bank Reconciliation	12. System-Wide Control	6. Inventory	13. Queryflex Report Writer	7. Bill of Material	14. Test System
1. Account Receivable	8. Sales															
2. Account Payable	9. Purchase Order															
3. General Ledger	10. Job Cost															
4. Payroll	11. Point-of-Sales															
5. Bank Reconciliation	12. System-Wide Control															
6. Inventory	13. Queryflex Report Writer															
7. Bill of Material	14. Test System															
Enter Selection > 12_																

In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the **F3** function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

actscrc

ACCOUNTFLEX		CHANGE MODE		Customer Entry Screen		DATE: 07/23/2007	
Customer Code 1		Entry Date		By		Inactive	
Billing Address				Shipping Address			
Company ACME		Gerard Menicucci					
Name							
Addr1 875 Mahler Road #261		1015 Atwater					
Addr2							
Addr3							
City Burlingame		Burlingame					
State CA Zip 94010		State CA Zip 94010		Cnty		Cnty	
Source		Tax Code 1		SalesRep 1			
Contact Test Company		Title					
Phone (800)343-0180		Fax (650)6977696					
E-mail sales		Resale#					
Method 0		Finance Charge N		Invoices Y		Statements Y	
Terms 1		Credit Limit		BackOrders			
Price		Balance Due					
Enter the Customer's code to identify this Customer throughout the system							
F1	F2	F3	F4	F5	F6	F7	F8
Save	Help	Add	Srch	Qry	Prev	Next	Frst
							Last
							Del
							Note
							Prid
							Ship
							Ach

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the **SAVE** key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a *SINGLE-RECORD* screen in **ADD** mode is shown below.

actscra

ACCOUNTFLEX ADD MODE Customer Entry Screen DATE: 07/23/2007

Customer Code Entry Date 07/23/07 By infoflex Inactive ☐

Billing Address Shipping Address

Company Name

Addr1

Addr2

Addr3

City

State Zip Cnty

Source

State Zip Cnty

Tax Code SalesRep

Contact Title

Phone x Fax

E-mail Resale#

Method Finance Charge Invoices Statements BackOrders

Terms Credit Limit

Price Balance Due

Enter the Customer's code to identify this Customer throughout the system

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Chg Note Pric Ship Ach

To add a record fill in the screen with the appropriate data and press **SAVE**.

While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

actarvc

ACCOUNTFLEX		CHANGE MODE	Account Entry/Inquiry		DATE: 07/23/07
Account	Description	Type	D/C	Inactive	
101-000	Cash in Bank	Av	D		
102-000	Payroll Cash Account	Av	D		
103-000	Cash in Hand	Av	D		
107-000	Petty Cash	Av	D		
108-000	Prepaid Expenses	Av	D		
109-000	Adv EIC Payment	Av	D		
110-000	Account Receivable	Av	D		
120-000	Jobs-in-Progress(M)	Av	D		
121-000	Jobs-in-Progress(L)	Av	D		
130-000	Inventory	Av	D		
130-0A0	Inventory Whs A	Av	D		
130-0B0	Inventory Whs B	Av	D		
150-000	Land	Av	D		
152-000	Buildings	Av	D		
155-000	Software	Av	D		

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Srch Qry Prev Next Frst Last Del

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV**, **NEXT**, **FRST**, and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and *MULTI-RECORD* Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 ☒ Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

-Account Overlay-
☐ ☐

Alias	Description	Account	Whse	Group	Cat	Tax
\$	Cash Receipts	101-000	<input checked="" type="checkbox"/>			
AR	Accounts Receivable	110-000	<input checked="" type="checkbox"/>			
B	Bank Checks	101-000	<input checked="" type="checkbox"/>			
C	Credit Cards	101-000	<input checked="" type="checkbox"/>			
CG	Cost of Goods Sold	500-000	<input checked="" type="checkbox"/>			
CGD	Cost of Defect Goods	505-000	<input checked="" type="checkbox"/>			
D	Discounts Allowed	560-000	<input checked="" type="checkbox"/>			
F	Freight	570-000	<input checked="" type="checkbox"/>			
IN	Inventory	130-000	<input checked="" type="checkbox"/>			
PREPAY	Advance Payment	230-000	<input checked="" type="checkbox"/>			

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qry Prev Next Frst Last Del

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

acthelp

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 ☒ Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

Select G/L Account Code

101-000	Cash in Bank	A
102-000	Payroll Cash Account	A
103-000	Cash in Hand	A
107-000	Petty Cash	A
108-000	Prepaid Expenses	A
109-000	Adv EIC Payment	A
110-000	Account Receivable	A
120-000	Jobs-in-Progress(M)	A
121-000	Jobs-in-Progress(L)	A
130-000	Inventory	A

Press SAVE to Select or ESCAPE to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Srch Qry Prev Next Frst Last Zoom All

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the *G/L Account Code* field, the rows will be sorted by *G/L Account Code*. Likewise, if the cursor is positioned on the *Description* field the screen will be sorted by the *Description* field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND**, **PREV**, **NEXT**, **FRST**, or **LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

Operator	Operator Name	Compatible Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greater than or equal	all
<=	Less than or equal	all
<>	Not equal	all
	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

- 1) corporation
- 2) IBM Corporation
- 3) Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

OR and AND OPERATORS

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

actory

ACCOUNTFLEX QUERY MODE Customer Entry Screen DATE: 07/23/2007

Customer Code Entry Date By Inactive ☐

Billing Address Shipping Address

Company *CME*

Name

Addr1 1851*mahler*

Addr2

Addr3

City B??lingame

State Zip Cnty

Source

State Zip Cnty

Tax Code SalesRep

Contact Title

Phone x Fax

E-mail Resale#

Method Finance Charge Invoices Statements BackOrders

Terms Credit Limit

Price Balance Due

Enter the Customer's code to identify this Customer throughout the system

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Run Help Orun Clr Exit

The above query values will find all records where

Company contains the string "CME" anywhere

AND

Addr1 begins with "851" with "mahler" anywhere afterwards

OR

Addr2 begins with "851" with "mahler" anywhere afterwards

OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT, PREV, FRST, LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

- CTL-D Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.
- CTL-N Calls the Accountflex menu from wherever you are in the system. You will be returned to your current position upon returning from the menu.
- CTL-P Repeats the previously entered value.
- CTL-T Prints the screen image to the default printer.
- CTL-W Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

actrnt

ACCOUNTFLEX		Print Trial Balance Report		DATE: 07/23/07
Report Destination	<u>S</u>	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)		
Report Copies	<u>1</u>	(1 - 10)		
Report Title Page	<u>N</u>	(Y=Yes, N=No)		
Report Detail	<u>N</u>	(Y=Yes, N=No)		
Date Range		<u>07/01/07</u>	to	<u>07/23/07</u>
Account Range		<u></u>	to	<u></u>
Show ZERO Balances		<input type="checkbox"/>		
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Run Help Kill				

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

- S - Screen
- P - Printer
- D - Disk
- A - Auxiliary Port

Entering an **S** will output the report to the screen.

Entering a **P** will output the report to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

```

                                actrpt
ACCOUNTFLEX                      Company Name
                                TRIAL BALANCE
                                From: 05/26/99 to 05/26/99 Account Range:
=====
Account      Account Name      Debit      Credit
-----
101-000      Cash in Bank      1,759,544.10
102-000      Payroll Cash Account      45,644.00
103-000      Cash in Hand                        1,000,000.00
107-000      Petty Cash
108-000      Prepaid Expenses      200,000.00
110-000      Account Receivable
120-000      Jobs-in-Progress(M)
121-000      Jobs-in-Progress(L)
130-000      Inventory
130-0A0      Inventory Whs A
130-0B0      Inventory Whs B
150-000      Land
152-000      Buildings
154-000      Office Equipment
160-000      Adv EIC Payment
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14 F15 F16
EXIT ---- JUMP ---- SRCH ---- PREV NEXT FRST LAST PRNT C132 ---- SHFL SHFR PRN2

```

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. **ESCAPE** from the **Report Selection Screen** leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the set up procedures for the Payroll System. These procedures are performed only once when you install your system.

This chapter contains the following sections:

- How to Start the System
- Setup System-Wide Control
- Setup Payroll Control File
- Setup Accounts
- Setup Earnings
- Setup Deductions
- Setup Taxes
- Setup Departments
- Setup Pay Groups
- Setup Policy Time Off (PTO)
- Setup Employees
- Backup Payroll Data

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

\$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.

mmenu

ACCOUNTFLEX
Version 3.4

Widget Company
Master Menu (M)

DATE: 07/23/07

Welcome to ACCOUNTFLEX

1. Account Receivable	8. Sales
2. Account Payable	9. Purchase Order
3. General Ledger	10. Job Cost
4. Payroll	11. Point-of-Sales
5. Bank Reconciliation	12. System-Wide Control
6. Inventory	13. Queryflex Report Writer
7. Bill of Material	14. Test System

"The System You Can Account On"

Enter Selection > 12_

The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

svsfile

ACCOUNTFLEX		System-Wide Control File		Date: 07/23/07	
Company	Widget Company			Version	
Addr1	1000 Technology Way			Phone	(415)340-0220
Addr2				Fax	
City	Burlingame			TaxID	
State	CA	Zip	94010	Country	
				E-Mail	info@infoflex.com
Modules: AR AP GL SALES PO INVENTORY PAYROLL BOM JOBCOST					
Installed	Y	Y	Y	Y	Y
Multiple(Y/N) Format Default Reference Name Reference Abbrev					
Divisions	Y		L	1	Division
Warehouses	Y		L	A	Warehouse
Customer Subs	N		L		
Vendor Subs	N		L		
Code Formats: G/L Account 3 3 0 0 Delimiter -					
Customer	L	Vendor	L	Employee	L
Invoice	R		Purchase Order	R	Inventory
Inventory Costing Method W (R=Replacement,S=Standard,W=Weighted Average)					

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help					Prev	Next	Frst	Last					Form	Sec

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to NNN-NNN. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to NNN.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.

IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup Payroll Control File

This section describes how to set up the payroll control file. This control file is used for defining parameters that apply throughout the Payroll System.

From the master menu, select the menu option **Payroll**. The payroll menu will then appear as follows.

bvmenu

ACCOUNTFLEX Version	Company Name Payroll Menu (E)	DATE: 08/07/07
<u>PROCESS CHECKS</u>	<u>REPORTS/INQUIRY</u>	<u>TABLE MAINTENANCE</u>
1. Timesheets	13. Payroll History Reports	30. Enter Employee
2. Generate Checks	14. Payroll Quarterly Reports	31. Print Employee
3. Edit Checks	15. Personnel Reports	32. Enter Account
4. Print Payroll	16. Check Register	33. Print Account
5. Print Checks	17. 940-EZ report	34. Enter Department
6. Post Checks	18. 941 report	35. Print Department
7. Print Check Journal	19. W-2 and W-3 report	36. Enter Earning
8. Print G/L Journal	20. State Reports	37. Enter Deduction
9. Export G/L Journal		38. Enter Tax
10. ACH Direct Deposit		39. Print Tax
		40. Load Tax
		41. Enter Pay Group
		42. Enter PTO
		43. Enter Control
		44. Purge

Enter Selection > 1

To set up the control file select the **Enter Control** option on the Payroll menu. The Payroll control file screen will appear as follows.

This screen has a number of fields which you will need to fill with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the Payroll menu.

The following describes each parameter field.

Enter Employee Starting Number

This is an optional entry that determines whether employee codes are assigned automatically or manually. To have the system assign employee codes enter a starting number here. Employee codes will be assigned sequentially

starting with this number. If you wish to enter employee codes manually leave this field zero or blank.

Multiple Departments (Y/N)

Indicate whether you have multiple departments using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify departmental parameters.

Use accrual method when posting to G/L (Y/N)?

Enter 'Y' to use the accrual method or otherwise enter 'N'. If you select 'N', the check posting program will create one G/L batch file which will use the transaction date (or check date) as the G/L period. The accrual method creates two G/L batches for each check posting. One batch expenses wages, employer taxes, and deductions using the ending pay date as the G/L period. The other batch credits the cash account and employee tax liability accounts using the transaction date (or check date) as the G/L period.

Allow time card entry when editing checks (Y/N)?

Enter 'Y' to allow time card entry while in the edit check program or otherwise enter 'N'. You will want to enter 'Y' if employees work for more than one department during a pay period or you keeping track of work by job number.

Retain Check Register (Y/N)?

Enter 'Y' to retain the check register. If you plan to use our Bank Reconciliation mode you MUST enter 'Y' here.

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

Check Printer

Enter the default printer name which will be used to print checks.

3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

glcoar

ACCOUNTFLEX Print Chart of Accounts DATE: 07/23/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies **1** (1 - 10)
Report Title Page **N** (Y=Yes, N=No)

Account Range to (wild cards * or ?)
Show Accounts to Level **9**
Show Accounts only ☐
Show Inactive Accounts ☐

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the **Enter Accounts** menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change

To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add

To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

Account

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Type	Debit /Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

3.6 Setup Earnings

This section describes how to set up your earnings. It is important that the earnings table be set up properly prior to entering pay checks.

The first step in setting up your earnings is to select the **Enter Earnings** option from the menu. Upon making this selection the earnings entry screen will appear as shown below.

bvearn

ACCOUNTFLEX		CHANGE MODE	Earning Screen		DATE: 07/23/07				
Code	Description	Rate	Factor	Incl	Net?	Incl	401K?	W2Box	W2Code
R	Regular	1.000		Y		Y			
O	Overtime	1.500		Y		Y			
D	Dbltime	2.000		Y		Y			
T	Triplettime	3.000		Y		Y			
S	Sick	1.000		Y		Y			
P	Personal	1.000		Y		Y			
H	Holiday	1.000		Y		Y			
V	Vacation	1.000		Y		Y			
B	Bonus			Y		Y			
F	Fringe			N		N			
RT	Rpt Tips			N		N			
CT	Col Tips			Y		Y			
M	Mileage			Y		Y			
MOVE	moving exp			N		N	14		MV
HINS	health ins			N		N	14		HINS

Enter earn code

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add		Qty	Prev	Next	Frst	Last	Move	Del				Prnt

Below is a description of each screen field.

Code

Enter the earning code to uniquely identify the earning type.

Description

Enter the description of the earning.

Rate Factor

Enter the rate factor for the earning type. The rate factor is used to determine premium rates of pay by multiplying the rate factor times the normal pay rate.

$$\text{amount} = \text{ratefactor} \times \text{payrate} \times \text{payunits (usually hours)}$$

A rate factor of 1 is assigned to regular earning, a rate factors of 1.5 is usually assigned to overtime earning, and a rate factor of 2 is usually assigned to doubletime. You should leave the rate factor field blank if the earning type is not calculated based on pay units (which are usually hours).

Incl Net?

Enter "Y" to include or "N" to exclude this earning from the employee's net pay. Including or excluding this earning from net pay does not affect taxable income. Earnings may be excluded from taxable income by specifying exclusion in the tax tables.

Incl 401K?

Enter "Y" to include or "N" to exclude this earning when calculating qualified 401K earnings.

W2Box

Enter W2 box where this earning should appear on the W2 form.

W2Code

Enter W2 code that should appear alongside the earning on the W2 form.

3.7 Setup Deductions

This section describes how to set up your deductions. It is important that the deductions table be set up properly prior to entering pay checks.

The first step in setting up your deductions is to select the **Enter Deductions** option from the menu. Upon making this selection the deductions entry screen will appear as shown below.

rvded

Code	Description	W2Box	W2Code
MED	Medical Ins		
DEN	Dental Ins		
UN	United Way		
CRED	Credit Union		
401K	401K	12	D
401M	401K matched		
IRA	IRA	12	S
IRAM	IRA matched		
STK	Stock Plan		
LOAN	Employ Loan		
DD	Direct Dep		
DD2	Direct Dep 2		

Enter deduction code

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add		Qry	Prev	Next	Frst	Last	Move	Del				Prnt

Below is a description of each screen field.

Deductions Code

Enter the deduction code to uniquely identify the deduction.

Description

Enter the description of the deduction.

W2 Box to Report

Enter the W2 Box number where the deduction is to be reported. Nonqualified plan earnings should be reported in box 16. Deferred compensation earnings should be reported in box 17.

3.8 Setup Taxes

This section describes how to set up federal, state, and local taxes as well as worker's compensation. In most cases the tax tables will already be updated with the current Federal and State taxes rates. Worker's Compensation, however, will usually need to be updated with the job classifications that apply to your company.

The first step in setting up your taxes is to select the **Enter Taxes** option from the menu. Upon making this selection the taxes entry screen will appear as shown below.

dvtax

ACCOUNTFLEX
CHANGE MODE
Tax Entry Screen
DATE: 07/23/07

Tax Authority **FE**

Tax Code FWH

Description Fed WH

Sort Sequence 1

Tax ID

Who Pays E

Percent

Maximum

Percent Changes ?

Earnings Excluded

401K

IRA

Deductions Excluded

401K

IRA

Enter Tax Authority (State code or FE=Federal, or L#=Local)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Prev Next Frst Last Del Rate Prnt

Below is a description of each screen field.

Tax Authority

Enter the tax authority or level of government to which the tax is reported. This code is "FE" for federal, the state code abbreviation for states, and your own two character code for local.

Taxes Code

Enter the tax code to uniquely identify the tax. There are a number of predefined tax codes which must not be changed. These are:

Code	Description
FWH	Federal Withholding
FICA	Employee's FICA
FIC2	Employer's FICA
MED1	Employee's Medicare
MED2	Employer's Medicare
FUTA	Federal Unemployment
EIC	Federal EIC
SDI	State Disability
SUTA	State Unemployment
WKCM	State Worker's Compensation
WKCM	State Worker's Compensation
LWH	Local Withholding

Description

Enter the description of the tax.

Reporting Sequence

Enter a number to determine the order taxes will be printed on reports and entry screens.

Tax ID Number

Enter the tax ID number that you want printed on the W-2 form. This field is only required where the tax code is "FWH" or "SWH".

Who Pays?

Enter "E" if the tax is paid by the employee or "C" if the tax is paid by the Employer (or Company).

Minimum Wage

Enter the minimum wage on "SWH" tax records only.

Percent

Enter the percent of the tax. If the tax is not a fixed percent leave this field blank. If left blank, later when you press the **SAVE** function key a screen will appear for entering a tax table. The tax table screen is described below.

Maximum

If you entered a percent in the **Percent** field (see above) and there is a maximum wage base, then enter the maximum wage here.

Earnings Excluded

Enter the earning codes you wish excluded from taxable income. You may enter up to 8 earning codes.

Deductions Excluded

Enter the deduction codes you wish excluded from taxable income. You may enter up to 8 earning codes.

If you need to enter percentages that vary with income (FWH or SWH) you may do so by pressing the **RATE** function key.

The tax table screen will appear as follows:

nvtaxt

ACCOUNTFLEX

CHANGE MODE

Tax Entry Screen

DATE: 07/23/07

Tax Authority FEV

Tax Code FWH

CHANGE MODE

Tax Table Screen

D

Sor

Tax Status Married

Before Tax Allowance 3,400.00

After Tax Allowance

Base Percent		Amt Over	Base Percent		Amt Over
0.00	10.000	8,000.00			
1,535.00	15.000	23,350.00			
8,637.00	25.000	70,700.00			
24,412.50	28.000	133,800.00			
43,830.50	33.000	203,150.00			
94,601.00	35.000	357,000.00			

Enter Tax Status (M=Married, S=Single, J=Joint, etc

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Prev Next Frst Last Del

Below is a description of each field on the tax table screen.

Tax Status

Enter the tax status (M=Married, S=Single, H=Head of House, etc). A tax table may be specified for each status. All tax status codes assigned to employees must be defined here.

Description

Enter the description of the tax status.

Before Tax Allowance

Enter the allowance per exemption that will be subtracted from the taxable income before determining tax.

After Tax Allowance

Enter the allowance per exemption that will be subtracted from the tax.

Base

Enter a tax amount for income not exceeding the amount specified in **Amt Over** screen field (see below).

Percent

Enter the tax percent that will be applied for income exceeding the amount specified in "Amt Over" (see below).

Amt Over

Enter an amount for use by the above two fields.

To enter Worker's Compensation rates for each job classification, press the **RATE** function key when the tax screen is positioned on the Worker's Compensation code (WKCM). Upon pressing this function key a special Worker's Compensation screen will appear. This screen will allow you to define job classifications and enter their tax percentages.

The Worker's Compensation screen will appear as follows:

nvtaxw

ACCOUNTFLEX		CHANGE MODE		Tax Entry Screen		DATE: 07/23/07	
Tax Authority		CAV					
Tax Code		WKCM					
Worker's Compensation Table							
Overtime Premium Exempt? <input type="checkbox"/>							
Class Description		Rate/100	Limit	Class Description		Rate/100	Limit
1111	Janitor	1.000					
2222	Secretary	2.000					

Enter 'Y' to exclude overtime premium

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help

Below is a description of each field on the Worker's Compensation screen.

Tax Authority

The tax authority and its description will appear here.

Taxes Code

The tax code and its description will appear here.

Overtime Premium Exempt?

Enter "Y" if overtime premium should not be included in Worker's Compensation taxable income.

Class

Enter the job classification code(s) used by your company. Each employee must be assigned a job classification code and all of these codes must be defined here. You may specify up to 12 different job classifications.

Rate/\$100

Enter the rate per \$100 dollars of income.

3.9 Setup Departments

This section describes how to set up your departments or profit centers and assign them their respective G/L Account Codes.

If you did NOT select the multiple departments option on the payroll control file you will only be allowed to enter one department.

To enter departmental account information, select the **Enter Departments** option on the menu. The following screen will appear.

pvddiv

ACCOUNTFLEX		CHANGE MODE	Department Entry Screen		DATE: 07/23/07		
Department	Sub Dep	Type	Code	Description	Debit Acct	Credit Acct	Accrual G/L
	D		401K	401K		284-000	250-000
	D		401M	401M matched	606-000	284-000	250-000
	D		CRED	Credit Union		283-000	250-000
	D		DD	Direct Dep		287-000	250-000
	D		DD2	Direct Dep 2		287-000	250-000
	D		DEN	Dental Ins		281-000	250-000
	D		IRA	IRA		285-000	250-000
	D		LOAN	Employ Loan		286-000	250-000
	D		MED	Medical Ins		280-000	250-000
	D		STK	Stock Plan		286-000	250-000
	D		UN	United Way		282-000	250-000
	E		B	Bonus	601-000		250-000

Payroll - Accrual

Enter Sub Department Code

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add		Qry	Prev	Next	Frst	Last		Del			Load	

The Department entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the department name and address. The *MULTI-RECORD* portion prompts for the G/L account codes for that department and/or sub departments.

Below is a description of each field.

Department Screen (*SINGLE-RECORD*).

If you did NOT select the multiple department option on the payroll control file you will bypass this portion and go directly to the *MULTI-RECORD* portion

Department Code

Enter the Department Code.

Name

Enter the name for the department. You can use up to 20 characters.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Department/Sub Department Account Screen (*MULTI-RECORD*).

The *MULTI-RECORD* portion will allow you to assign G/L account codes to each payment code within each Sub Department. The fields for this portion of the screen are described below.

Sub Department

This is an optional entry and need only be entered if you wish to specify different G/L code assignments by Sub Department.

The process by which the posting program searches this table in order to assign a G/L account code is as follows. When checks are posted to the General Ledger, the posting program will first try to locate the row with the check's payment code (see below for payment code description) and employee's Sub Department. If this search fails the posting program searches for the row having the check's payment code and no Sub Department assigned. If this search fails the posting program halts and informs you to update the Department table before posting.

Code Type

This is the Payment Code Type. The valid payment codes are: E=Earning,D=Deduction,T=Employee Tax,O=Other.

Code

The payment code entered here will be one of the codes you previously set up in your Earning, Deduction, and Tax Tables. If you entered an 'E' for payment code type then the payment code must be a member of the Earning Table.

Description

This is the G/L Account Description.

Debit G/L

Enter the G/L Account Code that is to be debited upon posting checks. If Debiting is not applicable for the payment code then leave this field blank. Debit account codes are required for payment code types of 'E' and 'O' when the payment code is "WIPL" for Jobs-in-progress or "CG" for Cost of Goods Sold. The account code entered MUST exist in the G/L Account file.

Credit G/L

Enter the G/L Account Code that is to be credited upon posting checks. Credit account codes are required for payment code types of 'D', and 'O' when the payment code is "B" for Bank. If Crediting is not applicable for the payment code then leave this field blank. The account code entered MUST exist in the G/L Account file.

Accrual G/L

If you selected the Accrual Method on the Payroll control file this field will appear. Enter the G/L Account Code that is to be used for accrual purposes. Accrual account codes are required for payment code types of 'E' and 'D'. The account code entered MUST exist in the G/L Account file. Note that the payroll accrual account code is only necessary if you are using the accrual method of posting to the G/L. For further information lookup accrual in the index.

Here is an example of the Department report showing all of the entries for one department.

nvdivr

ACCOUNTFLEX

Department Report

DATE: 07/23/07

Report Destination

S

(S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies

1

(1 - 10)

Department

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1

F2

F3

F4

F5

F6

F7

F8

F9

F10

F11

F12

^F3

^F4

^F5

^F6

Run

Help

Kill

3.10 Setup Policy Time Off (PTO)

This section describes how to set up your Policy Time Off (PTO) procedures. The PTO codes defined here will be assigned to employees in order to control their time off accruals. Some benefits include automatic carryover, annual accruals, multiple tenure rates, and maximum limits.

The first step in setting up PTO is to select the **Enter PTO** option from the menu. Upon making this selection the PTO entry screen will appear as shown below.

DVPDIO

ACCOUNTFLEX		CHANGE MODE		Policy Time Off (PTO)		DATE:	
PTO Code		V					
Description		Vacation					
Cycle Date		H					
Reference Date		E					
Automatic Carryover		Y					
Rate Units		U					
Rate Frequency		A					
	Tenure Months	Accrual Rate	Max C/O	Max Accrual	Max Avail		
Level 1	12	40.000000	0.00				
Level 2	24	80.000000	0.00				
Level 3	120	120.000000	0.00				
Level 4							
Level 5							

Enter a PTO code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qry Prev Next Frst Last Del

Below is a description of each field.

PTO Code

This is the unique code identifying policy time off (PTO).

Cycle Date

The automatic carryover and annual accrual will occur on each anniversary of this cycle date. The cycle date options are H=Hire, E=Effective, or C=Calender. Annual accrual is active if the Frequency field as described below is set to 'A'. Automatic carryover is active if Automatic Carryover field as described below is set to 'Y'.

The system automatically keeps track of the Next Anniversary Cycle Date (NACD) on employee screen #2. When a check is posted with a Reference Date (as described below) exceeding the NACD, then the automatic carryover (if active) and/or annual accrual (if active) take place and the NACD is advanced one year. For example, if the cycle date is 03/05/98 and the first check's reference date is 08/20/05 then the NACD is set to 03/05/06. Later, when a check is posted that exceeds 03/05/06, the automatic carryover and/or annual accrual take place and the NACD is advanced one year to 03/05/07. The first check initializes the NACD so there are no automatic carryovers or annual accruals until the employee's first anniversary. Although the system maintains the NACD, the user may edit this field if necessary. It may be necessary to manually update the NACD if the cycle date changes.

The time off accrual report will provide an overview of all parameters regarding vacation, sick, and personal time off. This report is obtained by selecting Payroll menu option #15 then option #3.

Reference Date

The annual accrual and automatic carryover will occur when this date exceeds the anniversary of the cycle date. The

options are C=Check, B=Check Begin, or E=Check End.

Automatic Carryover

Enter 'Y' to automatically assign unused time off to carryover and zero out both accrued and used. This automatic carryover occurs when the Reference Date (as described above) exceeds the cycle date's anniversary (as described above).

Rate Units

This is the unit used for all accrual rates. The options are U=Units or D=Days.

Rate Frequency

This is the accrual frequency. The options are U=per Unit worked, P=per Pay Period, or A=per year. The 'A' option for annual accrual and occurs on the anniversary of the cycle date as described above.

Tenure Months

Enter months from cycle date when accrual rate will kick in.

Accrual Rate

Accrual rate.

Max Carryover

This is the maximum unused time that will be carried over on the anniversary date. If left empty all unused time will be carried over.

Max Accrual

This is the maximum time off that may be accrued. This field is only active when assigned a value.

Max Avail

This is the maximum time off that may be available. This field is only active when assigned a value.

3.11 Setup Pay Group

This section describes how to set up Pay Group codes. Pay Group codes are assigned to employees for purposes of grouping them on reports and/or processing.

The first step in setting up Pay Groups is to select the **Enter Pay Group** option from the menu. Upon making this selection the Pay Group entry screen will appear as shown below.

Group	Description
A	Annually
B	Bi-weekly
D	Daily
M	Monthly
Q	Quarterly
S	Semi-monthly
W	Weekly

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qry Prev Next Frst Last Del

Below is a description of each field.

Pay Group Code

This is the unique code identifying the Pay Group.

Description

Enter Description for the Pay Group.

3.12 Setup Employees

This section describes how to set up your employees. It is important that your employees be setup properly prior to entering pay checks.

The first step in setting up your employees is to select the **Enter Employee** option from the menu. Upon making this selection the first of four employee screens will appear as shown below.

nvemp1

ACCOUNTFLEX CHANGE MODE Employee Entry Screen (1 of 5) DATE:

Employee ID 1 SSN 555-22-2304 First Name John Middle P Last Doe

Address P.O. Box 2421 City San Francisco State CA Zip 94128

Phone (415)333-1494 Contact Rosemarie Phone 415-790-0967

Sex M Birth 09/10/1962

Drivers Lic B597067 Expire 09/30/95

INS No Expire

EEO Class 1 EEO Category

Department 1 Sub Department

Status A as of Date 01/01/80

Enter an employee code to identify this employee throughout the system

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Jump Add Srch Qry Prev Next Frst Last Del Note Dept

While on this first screen you may **ADD** a new Employee or **CHANGE** existing ones. The following two subsections describe how to **ADD** or **CHANGE**.

ADD

To **ADD** a new employee press the **ADD** function key (F4) to switch the screen to **ADD** mode. You will know whether you are in **ADD** mode by the mode message that appears at the top of the screen. Once in **ADD** mode, the first field you will enter is the employee code. Your employee code will identify the employee throughout the system. After entering the employee code, press the **RETURN** key to enter the next field on the screen. When you have filled in all of the employee fields, press the **SAVE** function key to save the employee information. Upon pressing the **SAVE** key the screen will clear and make itself ready for the next employee addition.

CHANGE

To **CHANGE** an existing employee first be sure you are in **CHANGE** mode by pressing the **CHG** function key (F4) if necessary. You will know whether you are in **CHANGE** mode by the mode message that appears at the top of the screen. Once you are in **CHANGE** mode, enter the employee code you wish to locate and press the **RETURN** key. The employee information will then be displayed and you may cursor to any field (except the employee code) and change its contents. If you would like to search for employees by name, you may do so by pressing the **SRCH** function key. The Search function is described in Chapter 2. After you have made all of the changes you wish, press the **SAVE** function key to save the changes.

Below is a description of each screen field on the first employee screen

Employee Code

Enter the employee code to identify the employee in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

Soc. Sec. No.

Enter the employee's social security number.

Name(L,F, M)

Enter the employee's last name, first name, and middle initial.

Address

Enter the employee's home address.

City

Enter the employee's home city.

State

Enter the employee's home state code. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip

Enter the employee's home zip code.

Phone

Enter the employee's home phone number.

Contact

Enter person to contact in case of emergency.

Phone

Enter phone number of emergency contact.

Sex

Enter "M" for male and "F" for female.

Birth

Enter birth date.

Drivers License

Enter the employee's driver's license number.

Expire

Enter the employee's driver's license expiration date.

INS No

Enter Immigration Work Permit Number.

Expire

Enter Immigration Work Permit Expiration.

EEO

Enter Equal Opportunity classification: 1=White, 2=Black, 3=Hispanic, 4=Asian, 5=Indian.

EEO-1

Enter Equal Opportunity Categories: 1 = Officials & Managers, 2 = Professionals, 3 = Technicians, 4 = Sales, 5 = Office Clerical, 6 = Craft Workers (semi-skilled), 7 = Operatives (semi-skilled), 8 = Laborers (unskilled), 9 = Service Workers.

Department

Enter Department Code (press HELP key to see code list).

Sub Department

Enter Sub Department Code. This code can be used to control the G/L code when posting (see the 'Enter Department' option).

Status

Enter Status: A=Active, I=Inactive, P=Temporary, T=Terminated

Effective Date

Enter effective date of employee status current status.

Upon pressing the **SAVE** function while on the first employee screen, you will automatically be switched to the second employee screen. The second employee screen will appear as follows.

nvemp2

Employee Entry Screen (2 of 5)

1	Doe	P. John	
WAGES			
Pay Type	S	Rate/Salary	1600.000
Normal Units	40.00	Pay Periods	52
FICA Exempt	N	FUTA Exempt	N
		Workers Comp Class	1111
		SUTA Exempt	N
TAXES			
Tax Authority	Status	#Exemptions	Extra Withhold
Federal FE	1	1	0.00
State CA	1	1	0.00
Local1 00	1	1	0.00
Local2			
Local3			
EIC	1		
TIME OFF			
Available	=	Carryover	+ Accrued - Used
Vacation 120.0000	=	0.0000	+ 120.0000 - 0.0000
Personal 8.0000	=	0.0000	+ 8.0000 - 0.0000
Sick 7.0000	=	1.0000	+ 6.0000 - 0.0000
Effective	PTO	NACD	
01/01/90	V	01/23/08	
01/01/90	P	01/23/08	
01/01/90	S	01/23/08	

Enter U=Unit(e.g. hours), S=Salary, C=Commission

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Jump Prev Next First Last Note More Earn

Below is a description of each field on the second employee screen.

Pay Type

Enter U=Units, S=Salary, or C=Commission. You will enter "U" for hourly and piece work employees.

Rate/Salary

Enter rate of pay per unit (usually hours) for employee's with a pay type of "U" (Unit) or enter a salary amount for employee's with a pay type of "S" (Salaried).

Normal Units

Enter normal number of units (usually hours) worked per pay period.

Pay Group

When generating checks, you use the group code to identify the employees you want to pay. We recommend using different group codes for different pay cycles such as D=Daily, W=Weekly, B=Bi-weekly, S=Semi-monthly, M=Monthly, Q=Quarterly, A=Annually. You may press the **HELP** function key to select or search from a popup list of valid entries.

Pay Periods

Enter number of times this employee will be paid per year (ex. monthly=12,weekly=52). This number is important for calculating taxes.

FICA(Y/N)

Enter "Y" if employee is exempt from Social Security Tax.

FUTA(Y/N)

Enter "Y" if employer is exempt from Federal Unemployment Tax.

SUTA(Y/N)

Enter "Y" if employer is exempt from State Unemployment Tax.

Workers Compensation Class

Enter Worker's Compensation Class Code (or blank for exempt).

Federal Tax Authority

This field is automatically assigned "FE" which stands for federal authority.

Federal Status

Enter Federal tax status code using M=Married or S=Single.

Federal #Exemptions

Enter number of exemptions claimed on W-4 or 99 for no withholding.

Federal Extra Withhold

Enter amount to withhold in addition to regular Federal withholding.

Federal Fixed Withhold

Enter amount to withhold instead of regular Federal withholding.

State Tax Authority

Enter State Tax Authority. This is normally the two character state code (CA=California, WA=Washington, etc.).

State Status

Enter State tax status code (M=married, S=Single, H=Head of House).

State #Exemptions

Enter number of exemptions claimed on W-4 or 99 for no withholding.

State Extra Withhold

Enter amount to withhold in addition to regular State withholding.

State Fixed Withhold

Enter amount to withhold instead of regular State withholding.

Local Tax Authority

Enter Local Tax Authority.

Local Status

Enter Local tax status code (I.E. M=married, S=Single).

Local #Exemptions

Enter number of exemptions claimed on W-4 or 99 for no withholding.

Local Extra Withhold

Enter amount to withhold in addition to regular Local withholding.

Local Fixed Withhold

Enter amount to withhold instead of regular Local withholding.

EIC Status

Enter EIC tax status code using "1" for employee filing or "2" for both employee and spouse filing.

Vacation Avail

Number of vacation days available. This field is calculated as follows:

Available = Carryover + Accrued - Used.

Vacation Carryover

Enter the number of vacation days you wish to classify as carryover.

Vacation Accrued

Enter the number of vacation days accrued. If a vacation rate is specified below this field will automatically increment for each check issued.

Vacation Used

Enter the number of vacation days used. This field is automatically incremented by the number of vacation days specified on the checks.

Vacation Effective

Enter the date when vacation time will begin accruing.

Vacation PTO

PTO is the Policy Time Off code as defined in the PTO table described in chapter 3 Setup Policy Time Off (PTO). The PTO table defines the parameters for calculating vacation accruals and carryover limits.

Vacation NACD

NACD is the Next Anniversary Cycle Date and is normally assigned by the system. When a check is posted with a Reference Date (as described below) exceeding the NACD, then the automatic carryover (if active) and/or annual accrual (if active) take place and the NACD is advanced one year. For more information about this field refer to chapter 3 Setup Policy Time Off (PTO).

Personal Avail

Number of personal days available. This field is calculated as follows:

Available = Carryover + Accrued - Used.

Personal Carryover

Enter the number of personal days you wish to classify as carryover.

Personal Accrued

Enter the number of personal days accrued. If a personal rate is specified below this field will automatically increment for each check issued.

Personal Used

Enter the number of personal days used. This field is automatically incremented by the number of personal days specified on the checks.

Personal Effective

Enter the date when personal time will begin accruing.

Personal PTO

PTO is the Policy Time Off code as defined in the PTO table described in chapter 3 Setup Policy Time Off (PTO). The PTO table defines the parameters for calculating personal accruals and carryover limits.

Personal NACD

NACD is the Next Anniversary Cycle Date and is normally assigned by the system. When a check is posted with a Reference Date (as described below) exceeding the NACD, then the automatic carryover (if active) and/or annual accrual (if active) take place and the NACD is advanced one year. For more information about this field refer to chapter 3 Setup Policy Time Off (PTO).

Sick Leave Avail

Number of sick days available. This field is calculated as follows:

Available = Carryover + Accrued - Used.

Sick Carryover

Enter the number of sick days you wish to classify as carryover.

Sick Accrued

Enter the number of sick days accrued. If a sick rate is specified below this field will automatically increment for each check issued.

Sick Used

Enter the number of sick days used. This field is automatically incremented by the number of sick days specified on the checks.

Sick Effective

Enter the date when sick time will begin accruing.

Sick PTO

PTO is the Policy Time Off code as defined in the PTO table described in chapter 3 Setup Policy Time Off (PTO). The PTO table defines the parameters for calculating sick accruals and carryover limits.

Sick NACD

NACD is the Next Anniversary Cycle Date and is normally assigned by the system. When a check is posted with a Reference Date (as described below) exceeding the NACD, then the automatic carryover (if active) and/or annual accrual (if active) take place and the NACD is advanced one year. For more information about this field refer to chapter 3 Setup Policy Time Off (PTO).

If you press the **EARN** function key while on employee screen #2, the following Earning screen will appear.

nvempearn

Employee Entry Screen (2 of 5)

1 Doe
P . John

WAGES

Pay Type U
 Normal Units 40.00
 FICA Exempt N

Rate/Salary 12.000
 Pay Periods 52
 FUTA Exempt N
 Workers Comp Class 1111

Effective Rate
 Pay Group ww
 SUTA Exempt N

Earning	Earn Periods	Start	Type	Value	Maximum	Paid
R Regular	YYYYYY	01/01/07	R	20.00		
O Overtime	YYYYYY	01/01/07	R	30.00		

Enter maximum amount for earning

F1 Save
F2 Help
F3 Add
F4 Qry
F5 Prev
F6 Next
F7 Frst
F8 Last
F9 Del
F10 ^F3
F11 ^F4
F12 ^F5
^F6

The above Earning screen will enable you to precisely define earning parameters for purposes of generating accurate checks. You will not need this screen if the wage information entered on employee screen 2 is sufficient to generate checks or you plan on generating checks from timesheets (see chapter 6).

Below is a description of each field on the employee earning screen.

Earn

Enter earn code (Press **HELP** key to see list). The earn description will automatically appear upon entering the code.

Earn Periods

This field is used to schedule the earning. Each character position of this 12 character field represents a earning period. You signify whether the earning will be taken by entering a blank, "Y", or "N" in the period's character position. Blank or "Y" indicate the earning is to be taken and "N" indicates it is not. If an earning is taken on every pay check you would leave this field blank. To specify an earning that is taken in periods 1, 3, and 7 type:

YNYNNNYNNNNN

This field comes into play during check generation. The earning period you enter prior to check generation will be checked against this field to determine whether to take the earning.

Type

Enter earning amount type (A=Fixed Amount, P=Percent of Earnings, N=Percent of Net, R=Rate per hour).

Amount

Enter earning amount. This amount will have different meanings depending on your answer to the earning **Type** prompt above. If the earning type is 'A' then the amount entered is a fixed amount to be deducted. If the earning

type is 'P' then the amount represents a percentage of the current earnings. If the earning type is 'N' then the amount represents a percentage of the current net earnings.

Maximum

Enter maximum amount for earning. Once the maximum is reached, the earning will no longer be taken.

Paid

This is a display only field showing amount paid to date. You may not enter data into this field.

Start

Enter the starting date for the earning. This earning will not be taken until this date is reached.

If you press the **SAVE** function key while on employee screen #2, you will automatically be switched to the third employee screen. The third employee screen will appear as follows.

nvemp3

Employee Entry Screen (3 of 5)

1 Doe

P. John

PERSONNEL INFORMATION

Position Title XXXXXXXXXXXXXXXXXXXX
 Hire Date 01/23/91 Referral Source ☐ Rehirable(Y/N) ☒
 Print New Personnel Change Form? ☐
 Last Review Date XXXXXX Last Promotion Date XXXXXX
 Last Raise Date XXXXXX Last Raise Amount XXXXXX
 Next Review Date XXXXXX

INSURANCE INFORMATION

Dependent Life(Y/N) ☐ Basic Life(Y/N) ☐ Long Term Disability(Y/N) ☐
 Employee Medical Carrier XXXXXX Medical(Y/N) ☐ Dental(Y/N) ☐
 Press function key labeled 'DEP' to enter Dependents

RETIREMENT PLAN OPTIONS

Retirement Plan(Y/N) ☐ (w-2 box 13)

Enter Job Title

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Jump Prev Next First Last Note Dep His

Below is a description of each screen field on the third employee screen.

Position Title

Enter Position Title.

Hire

Enter hire date.

Referral Source

Enter referral source: 1=Unsolicited, 2=Agency, 3=Add, 4=Employee, 5=Other.

Rehirable(Y/N)

Enter whether employee is rehirable (Y=Yes, N=No).

Print New Personnel Change Form ?

Enter 'Y' if you wish to print a Personnel Change Form next time the 'Personnel Change Form's Report' is run.

Last Review Date

Enter last review date.

Last Promotion

Enter last promotion date.

Last Raise Date

Enter last raise date.

Last Raise Amount

Text Review Date

If you press the **SAVE** function key, you will automatically be switched to the fourth employee screen. The fourth employee screen will appear as follows.

Below is a description of each field on the fourth employee screen.

Deduction

Enter deduction code (Press HELP key to see list). The deduction description will automatically appear upon entering the code.

Deduct Periods

This field is used to schedule the deduction. Each character position of this 12 character field represents a deduction period. You signify whether the deduction will be taken by entering a blank, "Y", or "N" in the period's character position. Blank or "Y" indicate the deduction is to be taken and "N" indicates it is not. If a deduction is taken on every pay check you would leave this field blank. To specify a deduction that is taken in periods 1, 3, and 7 type:

YNYNNNYNNNN

This field comes into play during check generation. The deduction period you enter prior to check generation will be checked against this field to determine whether to take the deduction.

Type

Enter deduction amount type (A=Fixed Amount, P=Percent of Earnings, N=Percent of Net, R=Rate per hour).

Amount

Enter deduction amount. This amount will have different meanings depending on your answer to the deduction **Type** prompt above. If the deduction type is 'A' then the amount entered is a fixed amount to be deducted. If the deduction

type is 'P' then the amount represents a percentage of the current earnings. If the deduction type is 'N' then the amount represents a percentage of the current net earnings.

Maximum

Enter maximum amount for deduction. Once the maximum is reached, the deduction will no longer be taken.

Paid

This is a display only field showing amount paid to date. You may not enter data into this field.

Start

Enter the starting date for the deduction. This deduction will not be taken until this date is reached.

While on the fifth employee screen, if you press the **SAVE** function key, you will automatically be switched to the fifth employee screen. The fifth employee screen will appear as follows.

nvemp5

Employee YTD Screen (5 of 5)

1 Doe P . John

Year	YTD Earn	YTD Deduct	YTD Net	YTD Overtime
2007	11,200.00	5,394.48	5,805.52	

Year	Pay Codes	Description	Qtr1	Qtr2	Qtr3	Qtr4	YTD
2007	E	R	Regular	4,800	4,800	1,600	11,200
2007	D	401K	401K	600	600	200	1,400
2007	D	CRED	Credit Union	75	75	25	175
2007	D	DEN	Dental Ins	25	25	8	59
2007	D	IRA	IRA	150	150	50	350
2007	D	MED	Medical Ins	35	35	12	81
2007	D	STK	Stock Plan	75	75	25	175
2007	I	FE	EIC				
2007	I	FE	FICA	298	298	99	694
2007	I	FE	FICA	726	726	242	1,693

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Jump Qry Prev Next Frst Last

There are no entry fields on the fifth employee screen because this screen is for displaying payment statistics only.

While on any of the employee entry screens, you may also enter notes about each employee. To enter notes press the **NOTE** function key. When you press this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the employee entry screen.

3.13 Print Employees Account

This section discusses how to print your Employees Account.

The first step in reviewing your Employees Account is to select the **Print Employee** option on the menu. Upon making this selection the Report Selection screen will appear.

ACCOUNTFLEX		Employee Detail Report		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Employee Range		to			
Pay Group Range		to			
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	F11	F12
Run	Help				

When this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer. The Employee Table Listing will appear as shown below.

07/23/07 9:00am Widget Company Payroll Employee Detail Report pyempr1 Page 1

Employee Code: 1
 Soc. Sec. No.: 555-22-2304
 Name (Last, First, Middle): Doe John P.
 Address: P.O. Box 2421
 City: San Francisco State CA Zip 94128
 Phone: (415)333-1494 Contact: Rosemarie Phone: 415-790-0967
 Sex: M Birth: 09/10/62
 EEO: 1
 Drivers License: B597067 Expire: 09/30/95
 INS No: Expire:
 Department: 1 Sub Department:
 Status: A Effective date of status: 01/01/80
 Hire: 01/23/91 Rehirable(Y/N): Y Promotion:

PAYMENT INFORMATION
 Pay Type: S Rate/Salary: 1600.000 Normal Units: 40 Pay Group: W
 Pay Periods: 52 Exemptions: FICA(Y/N): N FUTA(Y/N): N SUTA(Y/N): N
 Workers Compensation Class: 1111

WITHHOLDING INFORMATION

Tax Authority	Status	#Exemptions	Extra Withhold	Fixed Withhold
Federal: FE	S	1	0.00	
State: CA	S	1	0.00	
Local: 00	S	1	0.00	
EIC :	1			

TIME OFF INFORMATION

Available	= Carryover	+ Accrued	- Used	Start	Rate Per
Vacation: 120.0	= 0.0	+ 120.0	- 0.0	01/01/90	0.000
Personal: 8.0	= 0.0	+ 8.0	- 0.0	01/01/90	0.000
Sick Leave: 7.0	= 1.0	+ 6.0	- 0.0	01/01/90	0.000

Year	YTD Earn	YTD Deduct	YTD Net
2007	11,200.00	5,394.48	5,805.52

DEDUCTION INFORMATION

Deduction	Pay Periods	Type	Amount	Maximum	Paid	Start
401K	YYYYY	A	200.00			
CRED	YYYYY	A	25.00			
DEN	YYYYY	A	8.44			
IRA	YYYYY	A	50.00			
MED	YYYYY	A	11.56			
STK	YYYYY	A	25.00			

Review the Employee Accounts for completeness and if any additions or changes need to be made, select the **Enter**

Employee option on the menu.

After selecting the report you may press the **ESCAPE** key to return to the menu.

3.14 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

This chapter gives instructions for the Payroll Work Cycle. The steps described in this chapter are performed every pay day.

4.2 Pay Day Cycle

The pay day procedure consists of the following steps:

- 1) Generate the pay checks using the **Generate Checks** menu selection. This process will generate checks for a group of employees based on the default information you provided for each employee (see **Enter Employee** menu selection).
- 2) Once the checks are generated, you may then print the check data using the **Print Payroll** menu selection. You will want to print the check information to review it for correctness. The **Edit Checks** menu choice will allow you to correct check information, enter time cards, and recalculate both deductions and taxes. Manual checks may also be entered from the **Edit Checks** menu option.
- 3) Once you are sure all of your payroll check information is correct, you are ready to print the checks. Select the menu selection **Print Checks** to print payroll checks.
- 4) After the checks are printed, you will post the checks to the history files and General Ledger (if applicable). To post the checks, select the menu option **Post Checks**.
- 5) Next, review the posting journals to ensure that all checks were posted correctly.
- 6) Finally, you should backup your data (see master menu).

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each Payroll function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Payroll menu.

The Payroll menu appears as follows.

nvmenu

ACCOUNTFLEX Version	Company Name Payroll Menu (E)	DATE: 08/07/07
PROCESS CHECKS	REPORTS/INQUIRY	TABLE MAINTENANCE
1. Timesheets	13. Payroll History Reports	30. Enter Employee
2. Generate Checks	14. Payroll Quarterly Reports	31. Print Employee
3. Edit Checks	15. Personnel Reports	32. Enter Account
4. Print Payroll	16. Check Register	33. Print Account
5. Print Checks	17. 940-EZ report	34. Enter Department
6. Post Checks	18. 941 report	35. Print Department
7. Print Check Journal	19. W-2 and W-3 report	36. Enter Earning
8. Print G/L Journal	20. State Reports	37. Enter Deduction
9. Export G/L Journal		38. Enter Tax
10. ACH Direct Deposit		39. Print Tax
		40. Load Tax
		41. Enter Pay Group
		42. Enter PTO
		43. Enter Control
		44. Purge

Enter Selection > 1

5.1 Timesheets

This section describes payroll timesheets and generating checks from timesheets. The next section describes the other much simpler method of generating checks from the Employee table.

If you plan to use payroll timesheets please refer to chapter 6 **Payroll Timesheets** for complete documentation of this menu option.

5.2 Generate Checks

This section describes how to generate checks from earnings defined in the Employee table. Generating checks will create a batch of checks based on the information you provided for each employee. Once generated, you will be given an opportunity to override information on the checks prior to printing.

To generate checks from the Employee Table select option 2 on the Payroll menu. The generate checks screen will appear as shown below.

nvgenn

ACCOUNTFLEX	Generate Payroll Checks	Date: 07/23/07
<p>This program generates checks based on information stored in the employee table. The 'Pay Group Code' and the 'Employee Code' below determine for which employees checks will be generated. To generate checks for all employees leave the pay group and employee code fields blank. Once you have completed answering the prompts below press the SAVE key to generate the checks OR at any time you may press the ESCAPE key to exit.</p>		
Deduction Period	1	
Date on Checks	07/31/07	
Pay Date Range	07/01/07 to 07/31/07	
Pay Group Range	v to v	
Employee Range	v to v	
Department Range	v to v	
Processing Statistics		Employee No
<div style="border: 1px solid black; padding: 2px;">Enter the Employee Group Code (press HELP key for list)</div>		
F1	F2	F3
F4	F5	F6
F7	F8	F9
F10	F11	F12
^F3	^F4	^F5
^F6		
Save	Help	

Press the **SAVE** key to begin **Generating** or Press the **ESCAPE** key to EXIT.

Below is a description of each screen field.

Deduction Period

Enter the deduction period number that determines which deductions to include on checks. For further information about the deduction scheduling refer to the documentation for the screen field **Deduct Periods** for the **Enter Employee** screen. If you do not enter a deduction period no deductions will be taken on the checks.

Date on Check

Enter the issue date you would like printed on the checks.

Pay Date Range

Enter the pay date range you would like to have printed on the checks. The range should be the beginning and ending dates that the work was performed.

Pay Group Range

Enter a range of group codes you would like to generate checks for.

Employee Range

Enter a range of employee codes you would like to generate a checks for. If you do not enter an employee range, the program will generate checks for all employees belonging to the above pay group code. The employee code must exist in the employee table. You may press the **HELP** function key to see a list of valid entries.

Department Range

Enter a range of departments you would like to generate checks for.

As the generation takes place, the screen fields will display the following data.

Processing Statistics

To the right of this screen label, the pass description will be displayed. Two passes will take place: **pass 1** verifies the

data and **pass 2** generates the checks.

Employee

The employee number that is currently being processed will be displayed here.

When the checks have been generated you will see the following message:

Check generation has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Payroll menu.

5.3 Edit Checks

This section describes the process of editing generated checks or entering manual checks into your Payroll program. Time cards may also be entered via this menu choice.

To edit or enter checks select option 3 on the Payroll menu. The check screen will appear as follows:

pvchk

CHANGE MODE		Check Edit Screen	
Employee	2	Smith	P. Joe
Group W		Deduction Period	1
Check No		Pay Date Range	07/01/07 thru 07/31/07
		Check Date	07/31/07
		Department	1
SSN		444-22-5583	
<hr/>			
EARNINGS		Hrs/U	Current
Regular	v	40.000	320.00
Overtime	v	12.000	144.00
Sick	v	8.000	64.00
	v		
	v		
	v		
	v		
	v		
	v		
	v		
DEDUCTIONS		Current	
Medical Ins	v	30.00	
Dental Ins	v	20.00	
401K	v	100.00	
IRA	v	50.00	
Employ Loan	v	0.00	
	v		
	v		
	v		
	v		
	v		
TAXES		Current	
Fed WH	v	32.07	
Empl FICA	v	32.74	
Empl Medic	v	7.66	
CA WH	v	3.44	
CA Disab	v	3.17	
	v		
	v		
	v		
	v		
	v		
<hr/>			
Rate	CUR Earn	CUR Deduct	CUR NET
8.00	528.00	279.08	248.92
YTD Earn	YTD Deduct	YTD NET	
2568.00	1694.57	873.43	
<hr/>			
Enter earning code (ex. R-Regular, O=Overtime, D=Doubletime, B=Bonus)			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
Save	Help	Time	Add
Srch	CALC	Prev	Next
Frst	Last	Etax	Del
Rev	Empl	Gen	Dall

Below is a description of each screen field.

Check Screen (SINGLE-RECORD)

Employee Code

The employee code is a required entry field. The maximum entry is 8 alphanumeric characters. This code must exist in the employee table. You may press the **HELP** function key to see a list of valid entries.

Pay Group Code

This is a display-only field showing the pay group code assigned to this employee.

Deduction Period

Enter the deduction period number that determines which deductions to include on checks. For further information about the deduction scheduling refer to the documentation for the screen field **Deduct Periods** for the **Enter Employee** screen. If you do not enter a deduction period there will be no automatic deductions taken on checks.

Pay Date Range

Enter the pay date range you would like to have printed on the check. The range should be the beginning and ending dates work was performed.

Check No.

For manual checks you assign a check number in this field. If this field is left blank, the check will be automatically assigned a check number and printed by the **Print Checks** routine (which is discussed in a subsequent section). This field allows a maximum of ten alphanumeric characters.

Check Date

Enter the issue date you would like printed on the check.

Dept

This is a display-only field showing the department code assigned to this employee.

EARNINGS

Enter an earning code. When the earning code is entered the system will replace the code with its description.

Hrs/U

You will enter the units (usually hours) worked if the earning code has a rate factor assigned to it and the employee has a pay type of "U" (which stands for units). The system will automatically calculate the pay amount based on the employee's rate which is shown in the lower left hand corner of the screen. The calculated pay amount will be displayed under the column **Current** located to the right of this field. After entering earning amounts, you should press the **CALC** function key to recalculate deductions and taxes.

Current

You will enter the current pay amount if the earning code does not have a rate factor assigned to it or the employee has a pay type of "S" (which stands for salaried). After entering earning amounts, you should press the **CALC** function key to recalculate deductions and taxes.

DEDUCTIONS

Enter a deduction code. When you enter the deduction code, the system will replace the code with its description.

Current

Enter the deduction amount or override the calculated deduction amount. You may also press the **CALC** function key to recalculate deduction and tax amounts.

TAXES

Enter a tax code. Upon entering the tax code the system will replace the code with its description.

Current

Enter the tax amount or override the calculated tax amount.

Rate

This is a display-only field showing the pay rate or salary amount assigned to this employee. For hourly employees, the payment amount will be calculated by multiplying this rate times the hours worked.

CUR Earn

This is a display-only field showing the total earnings for this pay check.

CUR Deduct

This is a display-only field showing the total deductions and taxes for this pay check.

CUR NET

This is a display-only field showing the total net amount for this pay check. The net amount is equal to the total earnings minus the total of the deductions and taxes.

YTD Earn

This is a display-only field showing the year-to-date earnings.

YTD Deduct

This is a display-only field showing the year-to-date deductions and taxes.

YTD NET

This is a display-only field showing the year-to-date net amount. The year-to-date net amount is equal to the year-to-date earnings minus the total of the year-to-date deductions and year-to-date taxes.

The **check screen** has a number of special function keys each of which is described below:

TIME

This function key brings up the **Time Card** entry screen. For this key to be active you must have answered "Y" to multiple departments in the payroll control file and "Y" to job cost module in the system-wide control file. This screen will enable you to enter a time, rate, department, and job number for each earning activity. A detailed description of this screen is provided at the end of this section.

CALC

This function key is used to recalculate deductions and taxes based on the currently displayed check information.

ETAX

This function key brings up the employer tax screen for viewing or making changes.

REV

This function key allows reversal of a previously posted payroll check.

EMPL

This function key brings up the employee entry screens for viewing or making changes.

GEN

This function key may only be used in **ADD** mode and allows you to generate a check like the **Generate Checks** menu selection. The difference is that this check generation routine only generates one check at a time. When you press this function key a popup will appear asking you for information similarly to the **Generated Checks** menu choice. You should enter the information on the popup and then press the **SAVE** function key to generate the check. To exit the popup without generating a check, you should press the **ESCAPE** key.

SKIP

This function key enables you to jump the cursor from one screen section to another.

Once the data has been entered correctly, press the **SAVE** function key to save information on the check screen.

For those using time card entry, the following screen will appear upon pressing the **TIME** function key.

Time Card Entry Screen (*SINGLE-RECORD*)

Enter the earning code. This code must exist in the earning code table. You may press the **HELP** function key to see a list of valid entries.

Enter the department number. You may press the **HELP** function key to see a list of valid entries. This prompt will only appear if you selected multiple departments on the payroll control file.

Enter the job number.

You will enter a rate if the earning code has a rate factor assigned to it and the employee has a pay type of "U" or unit pay. Otherwise enter a payment amount. If you enter a payment amount, this amount will be displayed under the column **Total** located to the right of this field.

You will enter the units (usually hours) worked if the earning code has a rate factor assigned to it and the employee has a pay type of "U" (which stands for unit pay). The system will automatically calculate the pay amount based on the employee's pay rate. The calculated pay amount will be displayed under the column **Total** located to the right of this field.

This is a display-only field showing the payment amount for the earning line.

5-7

[illegible]

The fields on this screen have been described for employee taxes. The **ESCAPE** key is used to return to the check entry screen.

5.4 Print Payroll

This section describes how to print the payroll report so that errors can be discovered and corrected prior to printing checks. Printing checks will be discussed in the next section.

To print the payroll report select option 4, and the Report Selection screen will be displayed as shown below.

nvchkr1

ACCOUNTFLEX		Payroll Report		Date: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
Include Timecards	Y				
Employee Range		to			
Pay Group Range		to			
Pay Date Range		thru			
Check Date					

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of fields which you will need to fill with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the payroll report.

Below is a description of each screen field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Employee Code

Enter the employee code you would like to print. If you do not enter an employee code, the program will print checks for all employees. The employee code must exist in the employee table. Press the **HELP** function key to see a list of valid entries.

Pay Group Code

Enter the group code you would like to print. If you do not enter a group code, the program will print all checks.

Pay Date Range

Enter the pay date range you want the report to include. If you do not enter a pay date range, the program will print all checks.

Check Date

Enter the check date you would like to print. If you do not enter a check date, the program will print all checks.

When you are sure all of your entries are correct press the **RUN** function key to run the **Payroll Report** as shown below.

07/23/07
7:17am

Widget Company
Payroll Report

Page 1

pychkr1

Employee: 1 Doe P. John SSN 555-22-2304
Group: W Deduction Period: 1 Pay Date Range: 07/01/07 thru 07/31/07
Check No: Check Date: 07/31/07 Department: 1

EARNINGS	Hrs/U	Current	DEDUCTIONS	Current	TAXES	Current	Employer Taxes
Regular		1600.00	Medical Ins	11.56	Fed WH	241.87	Emplr FICA 99.20
Overtime			Dental Ins	8.44	Fed EIC	0.00	Emplr Medic 23.20
			Credit Union	25.00	Emplye FICA	99.20	Fed Unemp 0.00
			401K	200.00	Emplye Medic	23.20	CA Unemp 0.00
			IRA	50.00	CA WH	76.77	CA Training 0.00
			Stock Plan	25.00	CA Disab	9.60	CA Wrk Comp 16.00
Total Hrs:	0.000						

Rate	CUR Earn	CUR Deduct	CUR NET	YTD Earn	YTD Deduct	YTD NET	Employer Tax
1600.00	1600.00	770.64	829.36	11200.00	5394.48	5805.52	138.40
Earning		Dept Date	Job	Rate	Units	Total	

R 1 07/31/07 8.00 40.00 320.00

Employee: 2 Smith P. Joe SSN 444-22-5583
Group: W Deduction Period: 1 Pay Date Range: 07/01/07 thru 07/31/07
Check No: Check Date: 07/31/07 Department: 1

EARNINGS	Hrs/U	Current	DEDUCTIONS	Current	TAXES	Current	Employer Taxes
Regular	40.000	320.00	Medical Ins	30.00	Fed WH	32.07	Emplr FICA 32.74
Overtime	12.000	144.00	Dental Ins	20.00	Emplye FICA	32.74	Emplr Medic 7.66
Sick	8.000	64.00	401K	100.00	Emplye Medic	7.66	CA Training 0.53
			IRA	50.00	CA WH	3.44	CA Wrk Comp 9.60
			Employ Loan	0.00	CA Disab	3.17	
Total Hrs:	60.000						

Rate	CUR Earn	CUR Deduct	CUR NET	YTD Earn	YTD Deduct	YTD NET	Employer Tax
8.00	528.00	279.08	248.92	2568.00	1694.57	873.43	50.53
Earning		Dept Date	Job	Rate	Units	Total	

R 1 07/31/07 8.00 40.00 320.00
O 1 07/31/07 12.00 12.00 144.00
S 1 07/31/07 8.00 8.00 64.00

GRAND TOTALS:

TOTAL NUMBER OF CHECKS: 2

EARNING TOTALS:

Bonus	100.00	0.000
Overtime	180.00	10.000
Regular	800.00	80.000
SUBTOTAL:	1080.00	90.000

DEDUCTION TOTALS:

401K	300.00
Credit Union	25.00
Dental Ins	28.44
IRA	100.00
Medical Ins	41.56
Stock Plan	25.00
SUBTOTAL:	520.00

TAX TOTALS:

Empl ye FICA	47.12
Fed WH	82.60
Empl ye Medic	11.02
CA Disab	5.40
CA WH	13.58
SUBTOTAL:	159.72

```
=====
CUR Earn:      1080.00  CUR Deduct:      679.72  CUR NET:      400.28
YTD Earn:      2160.00  YTD Deduct:     1359.44  YTD NET:      800.56
(Note YTD totals are for employees on current payroll only)
```

When the report is complete then press the **ESCAPE** key to return to the Payroll menu.

5.5 Print Checks

This section discusses how to print checks.

Select the **Print Checks** menu option 5 and the **Report Selection** screen will appear as shown below.

pvchkw

ACCOUNTFLEX		Print Payroll Checks		DATE: 07/23/07	
To print Payroll Checks answer the prompts below then press the SAVE function key. Check will be assigned check numbers based on the range specified by you below. You may also enter a range of Check Numbers to VOID should checks become destroyed as a result of printer alignment or paper jams.					
Check Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Check Format					
Employee Range		to			
Pay Group Range		to			
Pay Date Range		thru			
Check Date					
Print Zero Checks	Y	(Y/N)	Print Available Time Off	Y	(Y/N)
Run Test Check Number		Bank G/L Code			
Print Check Number Range		to			
VOID Check Number Range		to			
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.					
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	F11	F12
Run	Help				
					Kill

This screen has a number of entry fields which you will need to complete with appropriate values.

Below is a description of each screen field.

Check Destination

This is equivalent to the **Report Destination** prompt on report selection screens.

Check Format

Enter 'Y' if you are printing checks on a page printer such as a laser or deskjet printer. If you are using a tractor feed printer leave this prompt empty or enter 'N'.

Employee Range

Enter the employee code for which you would like to print checks. If you do not enter an employee code, the program will print all checks. The employee code must exist in the employee table. Press the **HELP** function key to see a list of valid entries.

Pay Group Range

Enter the group code for which you would like to print checks. If you do not enter a group code, the program will print all checks.

Pay Date Range

Enter the pay date range for which you would like to print checks. If you do not enter a pay date range, the program will print all checks.

Check Date

Enter the check date for which you would like to print checks. If you do not enter a check date, the program will print all checks.

Run Test Check number

This is an optional entry and only used if you need to align the printer for the payroll check form. To use this feature, enter the check number that will be used to test printer alignment. After you enter the test check number, press **RUN** to print the test check. The test check number will be printed with X's where the data is to appear. The test check number will also be voided in the check register.

Print Check Number Range

Enter the check number range that you want to assign to the printed checks. The program will assign these check numbers to all checks within the batch that do not already have a check number assigned to them. You must enter a beginning range for check numbers to be assigned.

VOID Check Number Range

Enter the check number range that you want to VOID. The program will VOID these checks numbers and enter the VOID checks into the Check Register. You will want to use this option if checks were destroyed due to a paper jam or paper misalignment.

If some of the checks are damaged, for example checks 282-283 of the check run 275-285, you may VOID and reprint the damaged checks only or VOID and reprint all checks starting with 282.

To VOID and reprint just the damaged checks you would enter the following:

Print Check Number Range:[286] to [287]
VOID Check Number Range:[282] to [283]

The program will reprint checks 282-283 as 286-287. Checks 282-283 will be assigned a VOID status in the Check Register.

To VOID and reprint ALL checks starting with the damaged check 282 you would enter the following:

Print Check Number Range:[286] to []
VOID Check Number Range:[282] to []

The program will reprint checks starting with 282 using check numbers starting with 286. Pre-existing checks starting with 282 will be assigned a VOID status in the Check Register.

When you are sure all your entries are correct press the **RUN** function key to print the checks.

A sample of the printed checks is shown below.

07/31/07

829.36

Eight Hundred Twenty Nine and 36/100***** DOLLARS

John P. Doe
P.O. Box 2421
San Francisco, CA
94128

John P. Doe	555-22-2304	Check	Date: 07/31/07	Check#	800
EARNINGS	HRS	CURRENT	YTD	TAXES/DEDUCT	CURRENT YTD
Regular		1600.00	11200.00	Fed WH	241.87 1693.09
Overtime				Fed EIC	0.00
				Empl ye FICA	99.20 694.40
				Empl ye Medic	23.20 162.40
				CA WH	76.77 537.39
				CA Disab	9.60 67.20
				Medical Ins	11.56 80.92
				Dental Ins	8.44 59.08
				Credit Union	25.00 175.00
				401K	200.00 1400.00
				IRA	50.00 350.00
				Stock Plan	25.00 175.00

	GROSS	TAX/DED.	NET
CURRENT	1600.00	770.64	829.36
YTD	11200.00	5394.48	5805.52

PAY FOR	07/01/07 - 07/31/07	RATE	1600.00
Avail	Vac:120.0 Sick:7.0 Personal:8.0		

07/31/07

248.92

Two Hundred Forty Eight and 92/100***** DOLLARS

Joe P. Smith
840 Hinckley
San Francisco, CA
94128

Joe P. Smith	444-22-5583	Check	Date: 07/31/07	Check#	801
EARNINGS	HRS	CURRENT	YTD	TAXES/DEDUCT	CURRENT YTD
Regular	40.000	320.00	2240.00	Fed WH	32.07 77.79
Overtime	12.000	144.00	264.00	Empl ye FICA	32.74 159.22
Sick	8.000	64.00	64.00	Empl ye Medic	7.66 37.24
				CA WH	3.44 4.91
				CA Disab	3.17 15.41
				Medical Ins	30.00 210.00
				Dental Ins	20.00 140.00
				401K	100.00 700.00
				IRA	50.00 350.00
				Employ Loan	0.00

	GROSS	TAX/DED.	NET
CURRENT	528.00	279.08	248.92
YTD	2568.00	1694.57	873.43

PAY FOR	07/01/07 - 07/31/07	RATE	8.00
Avail	Vac:120.0 Sick:-1.0 Personal:8.0		

07/31/07

298.78

Two Hundred Ninety Eight and 78/100***** DOLLARS

Henry Aaron
 101 Shatock
 Berkeley, CA
 94128

Henry Aaron	555-33-2304	Check	Date: 07/31/07	Check#	802
EARNINGS	HRS	CURRENT	YTD	TAXES/DEDUCT	CURRENT
Regular	40.000	320.00	2240.00	Fed WH	23.37
Overtime			60.00	Fed EIC	-30.62
				Empl ye FICA	19.84
				Empl ye Medic	4.64
				CA WH	2.07
				CA Disab	1.92
					172.59
					-208.59
					142.60
					33.35
					15.94
					13.80

	GROSS	TAX/DED.	NET
CURRENT	320.00	21.22	298.78
YTD	2300.00	169.69	2130.31
PAY FOR	07/01/07 - 07/31/07	RATE	8.00
Avail Vac:	120.0	Sick:	7.0
Personal:	8.0		

5.6 Post Checks

This section describes how to **Post** your checks to the history file and General Ledger. It is important that your checks be correctly entered before posting. This is because once your data has been posted it can no longer be modified.

To post checks select option 6 on the Payroll menu. The Payroll Checks Posting screen will appear as shown below.

nvchkn

ACCOUNTFLEX	Post Payroll Checks	Date: 07/23/07			
<p>Before Posting you should do the following</p> <ol style="list-style-type: none">1) Backup data.2) Print Payroll Report (Option #3)					
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p>Press SAVEKEY to begin POSTING █</p><p style="text-align: center;">- OR -</p><p>Press ESCAPEKEY to Exit</p></div>					
<p>After Posting do the following</p> <ol style="list-style-type: none">1) Print Check Journal (Option #6)2) Compare Payroll Report with Check Journal.					
<p>Processing Statistics</p> <table style="width: 100%;"><tr><td style="width: 33%;">Source</td><td style="width: 33%;">Batch</td><td style="width: 33%;">Employee</td></tr></table>			Source	Batch	Employee
Source	Batch	Employee			
<p>F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6</p> <p>Save Help</p>					

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to EXIT. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the Data, pass 2 posts the data, and pass 3 clears the data.

Source

The source of the check will be displayed here.

Batch

The batch number that is currently being posted will be displayed here.

Employee

The employee code being posted will be displayed here.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Payroll menu.

5.7 Print Check Journal

This section describes how to print the Posting Journal Report. This report will print the posted checks which must match the Payroll report printed prior to posting.

To print the Posting Journal select option 7 on the Payroll menu. The Report Selection screen will appear as shown below.

pvchkpr1

ACCOUNTFLEX		Check Journal		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title	N	(Y=Yes, N=No)			
Report Detail	Y	(Y=Yes, N=No)			
Post No	7				
Check Number Range		to			
Check Date Range		to			
Employee Range		to			

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

Below is a description of each entry field.

The first 4 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Post No.

The post number field is for viewing only.

Check Number Range

Enter the range of check numbers you would like to print. If you do not enter an check number range, the program will print all checks.

Check Date Range

Enter the range of check dates you would like to print. If you do not enter an check date range, the program will print all checks.

Employee Range

Enter the range of employee codes you would like to print. If you do not enter a employee range, the program will print all checks.

When you are sure all of your entries are correct press the **RUN** function key to run the Payroll Check Posting Journal Report as shown below.

Employee: 1 Doe P. John SSN 555-22-2304
 Group: W Deduction Period: 1 Pay Date Range: 07/01/07 thru 07/31/07
 Check No: 800 Check Date: 07/31/07 Department: 1

Earnings	R	1600.00				
Deductions	MED	11.56				
	DEN	8.44				
	CRED	25.00				
	401K	200.00				
	IRA	50.00				
	STK	25.00				
Employer Taxes	FE FIC2	99.20				
	FE MED2	23.20				
	CA WKCM	16.00				
Employee Taxes	FE FWH	241.87				
	FE EIC	0.00				
	FE FICA	99.20				
	FE MEDI	23.20				
	CA SMH	76.77				
	CA SDI	9.60				

Rate	CUR Earn	CUR Deduct	CUR NET	YTD Earn	YTD Deduct	YTD NET
1600.00	1600.00	770.64	829.36	11200.00	5394.48	5805.52

Employee: 2 Smith P. Joe SSN 444-22-5583
 Group: W Deduction Period: 1 Pay Date Range: 07/01/07 thru 07/31/07
 Check No: 801 Check Date: 07/31/07 Department: 1

Earnings	R	320.00	40.00
	O	144.00	12.00
	S	64.00	8.00
Deductions	MED	30.00	
	DEN	20.00	
	401K	100.00	
	IRA	50.00	
Employer Taxes	FE FIC2	32.74	
	FE MED2	7.66	
	CA ETT	0.53	
	CA WKCM	9.60	
Employee Taxes	FE FWH	32.07	
	FE FICA	32.74	
	FE MEDI	7.66	
	CA SMH	3.44	
	CA SDI	3.17	

Rate	CUR Earn	CUR Deduct	CUR NET	YTD Earn	YTD Deduct	YTD NET
8.00	528.00	279.08	248.92	2568.00	1694.57	873.43

Employee: 3 Aaron . Henry SSN 555-33-2304
 Group: W Deduction Period: 1 Pay Date Range: 07/01/07 thru 07/31/07
 Check No: 802 Check Date: 07/31/07 Department: 2

Earnings	R	320.00	40.00
Employer Taxes	FE FIC2	19.84	
	FE MED2	4.64	
	FE FUTA	2.56	

Employee Taxes	CA SU1	11.20
	CA ETT	0.32
	CA WKCM	3.20
	FE FWH	23.37
	FE EIC	-30.62
	FE FICA	19.84
	FE MEDI	4.64
	CA SMH	2.07
	CA SDI	1.92

Rate	CUR Earn	CUR Deduct	CUR NET	YTD Earn	YTD Deduct	YTD NET
8.00	320.00	21.22	298.78	2300.00	169.69	2130.31

GRAND TOTALS:

CUR Earn:	2,448.00	CUR Deduct:	1,070.94	CUR NET:	1,377.06
YTD Earn:	16,068.00	YTD Deduct:	7,258.74	YTD NET:	8,809.26

When the printing is complete press the **ESCAPE** key to return to the Payroll menu.

5.8 Print G/L Journal

This menu option (8) is for printing the G/L distributions for the check posting. For this option to work, the system-wide control file parameter for General Ledger must be set to "Y".

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

pvglr1

ACCOUNTFLEX	Payroll G/L Journal	DATE: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No E - C	7	

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each screen field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.


```

07/24/07                               Widget Company      pyglr1
8:26am                               Purchase Order G/L Journal  Page      1
                               PostNo:      2

=====
Source:< O - I > Batch#:      2 Entry Date: 07/24/07
                               D/C:      11,568.00      11,568.00
-----
Trans-#      Refno      Date      Period      Debit      Credit
-----
summary      N/A      07/24/07      07/24/07      11,568.00      11,568.00
summary
Account      Description      Debit      Credit
130-000      Inventory      3,000.00
130-000      Inventory      5,400.00
201-000      Accounts Payable      5,668.00
212-000      Purchase Clearing Account      5,400.00
500-000      Cost of Goods Sold      2,430.00
565-000      Discounts Taken      500.00
570-000      Freight      120.00
590-000      Miscellaneous      18.00
690-000      Other Taxes      600.00
-----
Transaction Total      11,568.00      11,568.00
=====
Batch Total:      11,568.00      11,568.00

*****
*****
Grand Total:      11,568.00      11,568.00

```

Posting Log #2: 07/24/07 08:25:56

Post P/O Invoices has been completed successfully

Note that the check posting program will create accrual batches or non-accrual batches depending on your answer to the payroll control file parameter for accrual. For a further explanation about accrual vs. non-accrual, refer to the information provided for this control file parameter in Chapter 3.

When the printing is complete press the **ESCAPE** key to return to the Payroll menu.

5.9 Export G/L Journal

This menu option (9) is for exporting the G/L distributions for the check posting. For this option to work, the system-wide control file parameter for General Ledger must be set to "Y".

This menu option allows you to export G/L distributions in various formats acceptable by other systems. Upon selecting this menu option the following Selection screen will be displayed.

pvglr2

ACCOUNTFLEX	Payroll G/L Export	DATE: 07/23/07
Report Destination <u>D+../act.dbs/glexport</u>		
Report Export Type <u>I</u> (C=Comma Delimited, T=Tab Delimited)		
Post No E - C <input type="text" value="7"/>		

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each screen field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the **RUN** function key to export the G/L journal.

5.10 Direct Deposits

This menu option (10) is for processing Direct Deposits.

Upon selecting this option, the following popup menu will appear.

dvmenuach

1. Payroll Journal
2. Employee Table Test
3. Enter Control

Enter > 3_

The following describes each of the above direct deposit menu choices.

The **Payroll Journal** option is for generating the ACH deposit file for the current payroll run. After selecting this option the following screen will appear.

nvchkach

ACCOUNTFLEX	Generate Direct Deposit	DATE: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Title	N	(Y=Yes, N=No)
----- SELECTIONS -----		
Post No	7	
Check Number Range		to
Check Date Range		to
Employee Range		to
----- DIRECT DEPOSIT FILE OPTIONS -----		
Effective Date		
Type	1	
Path	/tmp/ach	
Show on Report	Y	

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the file.

The **Employee Table Test** menu option is for generating an ACH deposit file useful for verifying Employee direct deposit banking information. After selecting this option the following screen will appear.

ACCOUNTFLEX		Generate/Report Test ACH Deposits		DATE: 07/23/07											
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)													
Report Title	N	(Y=Yes, N=No)													
----- SELECTIONS -----															
Employee Range		to													
Employee Status	A														
Bank Info Last Modified		to													
----- DIRECT DEPOSIT FILE OPTIONS -----															
Path	/tmp/achtestpy														
Show on Report	Y														
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help											Kill			

When you are satisfied with your entries, press the **RUN** function key to generate the file.

The **Enter Control** menu option is for setting up parameters needed by your ACH files. This should be done before generating ACH deposit files. After selecting this option the following screen will appear.

ACCOUNTFLEX		Payroll ACH Direct Deposit Control File		Date: 07/23/07											
Bank Name	BANK OF AMERICA														
Bank Transit/ABA number															
Bank Assigned ID#	(Usually Bank Transit/ABA, EIN, or DUNS)														
Bank Service Allowed															
Your Company Name	WIDGET COMPANY														
Your Company ID#	12124														
(Usually EIN, DUNS, or User specified precede EIN with '1' precede DUNS with '3' precede User specified with '9')															
Enter your bank name in correct format for Direct Deposit															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help											Prev	Next	Frst	Last

When you are satisfied with your entries, press the **RUN** function key to save the information.

5.13 Payroll History Reports

This menu option (13) is for reporting history payroll information.

Upon selecting this option, the following popup menu will appear for choosing the type of history report.

1. Summary
 2. by Employee
 3. Distribution
 4. Earning Audit
 5. Employer Expense
 6. Deduction Register

After you have choose the report type, the report selection screen will appear as follows.

nvhisr1

ACCOUNTFLEXPayroll History ReportDATE: 07/23/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies 1 (1 - 10)

Check Date Range to

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

Employee Summary History Report

07/23/07 7:57am Widget Company pyhisr1 Page 1
Payroll History Report 01/30/07 to 06/30/07

=====				
Earnings	O	180.00	15.00	
	R	13440.00	480.00	
=====				
	Total :	13620.00	495.00	
Deductions	401K	1800.00		1800.00
	CRED	150.00		150.00
	DEN	170.64		170.64
	IRA	600.00		600.00
	MED	249.36		249.36
	STK	150.00		150.00
=====				
	Total :	3120.00		
Employee Taxes	FE EIC	-177.97		11580.00
	FE FICA	844.44		13620.00
	FE FWH	1646.16		11220.00
	FE MEDI	197.49		13620.00

	FE Total :	2510.12		
	CA SDI	81.72		13620.00
	CA SWH	475.96		11220.00

	CA Total :	557.68		
	Total :	3067.80		
=====				
Employer Taxes	FE FIC2	844.44		13620.00
	FE FUTA	71.84		8980.00
	FE MED2	197.49		13620.00

	FE Total :	1113.77		
	CA ETT	11.02		11020.00
	CA SUI	314.30		8980.00
	CA WKCM	155.60		13560.00

	CA Total :	480.92		
	Total :	1594.69		
=====				
Grand Total :		21402.49	495.00	

Employee History Report

07/23/07 7:58am Widget Company pyhisr2 Page 1
Payroll History Report 01/01/01 to 01/01/08

```
=====
1      Doe                P . John                SSN 555-22-2304
Earnings      R                11200.00
              Total:          11200.00
Deductions    401K            1400.00                1400.00
              CRED             175.00                175.00
              DEN              59.08                 59.08
              IRA             350.00                350.00
              MED              80.92                 80.92
              STK             175.00                175.00
              Total:          2240.00
Employee Taxes FE EIC                0.00                11200.00
              FE FICA           694.40                11200.00
              FE FWH           1693.09                9450.00
              FE MEDI           162.40                11200.00
              FE Subtotal:      2549.89
              CA SDI             67.20                11200.00
              CA SMH            537.39                9450.00
              CA Subtotal:      604.59
              Total:          3154.48
Employer Taxes FE FIC2            694.40                11200.00
              FE FUTA            56.00                 7000.00
              FE MED2           162.40                11200.00
              FE Subtotal:      912.80
              CA ETT              7.00                 7000.00
              CA SUI            245.00                 7000.00
              CA WKCM           112.00                11200.00
              CA Subtotal:      364.00
              Total:          1276.80

2      Smith              P . Joe                SSN 444-22-5583
Earnings      O                264.00                22.00
              R                2240.00                280.00
              S                 64.00                 8.00
              Total:          2568.00                310.00
Deductions    401K            700.00                700.00
              DEN             140.00                140.00
              IRA             350.00                350.00
              MED             210.00                210.00
              Total:          1400.00
Employee Taxes FE FICA            159.22                2568.00
              FE FWH            77.79                1518.00
              FE MEDI            37.24                2568.00
              FE Subtotal:      274.25
              CA SDI            15.41                2568.00
              CA SMH             4.91                1518.00
              CA Subtotal:      20.32
              Total:          294.57
Employer Taxes FE FIC2            159.22                2568.00
              FE MED2            37.24                2568.00
              FE Subtotal:      196.46
              CA ETT              2.57                2568.00
              CA WKCM            49.60                2480.00
              CA Subtotal:      52.17
              Total:          248.63
Grand Total:  =====
              22382.48                310.00
=====
```

Distribution History Report.

pyhisr3

07/23/07
7:59am

Widget Company
Payroll Distribution Report
Check Date Range: 01/01/07 to 06/30/07

Page 1

=====		+-----HOURS-----+			+-----EARNINGS-----+					
1	Department #1	REGULAR	PREMIUM	TOTAL	REGULAR	PREMIUM	VACATION	SICK	OTHER	TOTAL
1	Doe J.				9600.00					9600.00
2	Smith J.	240.00	10.00	250.00	1920.00	120.00				2040.00
	DEPARTMENT 1 TOTALS:	240.00	10.00	250.00	11520.00	120.00				11640.00
=====										
2	Department #2	REGULAR	PREMIUM	TOTAL	REGULAR	PREMIUM	VACATION	SICK	OTHER	TOTAL
3	Aaron H.	240.00	5.00	245.00	1920.00	60.00				1980.00
	DEPARTMENT 2 TOTALS:	240.00	5.00	245.00	1920.00	60.00				1980.00
=====										
	REPORT TOTALS:	480.00	15.00	495.00	13440.00	180.00				13620.00

Earning Audit History Report.

pyhisr4

07/23/07
8:17am

Widget Company
Payroll Earnings Audit Report
Check Date Range: 01/01/07 to 07/01/07

Page 1

```
=====
1 Department #1
EMPLOYEE NAME CODE DESCRIPTION W/C G/L RATE HOURS AMOUNT
-----
1 1 Doe J.
R Regular 1111 601-000 1600.00 9600.00
EARNING TOTALS: 9600.00

1 2 Smith J.
R Regular 2222 601-000 8.00 240.00 1920.00
O Overtime 2222 601-000 8.00 10.00 120.00
EARNING TOTALS: 250.00 2040.00

R Regular -----601-000 ----- 240.00 11520.00
O Overtime -----601-000 ----- 10.00 120.00
DEPARTMENT NO: 1 TOTALS: 250.00 11640.00
=====
```

07/23/07
8:17am

Widget Company
Payroll Earnings Audit Report
Check Date Range: 01/01/07 to 07/01/07

Page 2

```
=====
2 Department #2
EMPLOYEE NAME CODE DESCRIPTION W/C G/L RATE HOURS AMOUNT
-----
2 3 Aaron H.
R Regular 1111 602-000 8.00 240.00 1920.00
O Overtime 1111 602-000 8.00 5.00 60.00
EARNING TOTALS: 245.00 1980.00

R Regular -----602-000 ----- 240.00 1920.00
O Overtime -----602-000 ----- 5.00 60.00
DEPARTMENT NO: 2 TOTALS: 245.00 1980.00

R Regular -----601-000 ----- 240.00 11520.00
R Regular -----602-000 ----- 240.00 1920.00
O Overtime -----601-000 ----- 10.00 120.00
O Overtime -----602-000 ----- 5.00 60.00
REPORT TOTALS: 495.00 13620.00
=====
```

Earning Audit History Report (continued).

pyhisr4b

2	Department #2							
EMPLOYEE	NAME	CODE	DESCRIPTION	W/C	G/L NO.	RATE	HOURS	AMOUNT
2	3	Aaron H.						
		R	Regular	1111	602-000	8.00	160.00	1280.00
		V	Vacation	1111	602-000	8.00	18.00	144.00
			EARNING TOTALS:				178.00	1424.00
2	4	Mays W.						
		R	Regular	2222	602-000	8.00	160.00	1280.00
		O	Overtime	2222	602-000	8.00	10.00	120.00
		V	Vacation	2222	602-000	8.00	8.00	64.00
			EARNING TOTALS:				178.00	1464.00
2	5	Mantel M.						
		R	Regular	1111	602-000	6000.00		24000.00
		O	Overtime	1111	602-000	6000.00		1000.00
			EARNING TOTALS:					25000.00
		R	Regular	-----	602-000	-----	320.00	26560.00
		O	Overtime	-----	602-000	-----	10.00	1120.00
		V	Vacation	-----	602-000	-----	26.00	208.00
			DEPARTMENT NO: 2 TOTALS:				356.00	27888.00
		R	Regular	-----	601-000	-----	296.00	2976.00
		R	Regular	-----	602-000	-----	320.00	26560.00
		O	Overtime	-----	601-000	-----	30.00	450.00
		O	Overtime	-----	602-000	-----	10.00	1120.00
		V	Vacation	-----	601-000	-----	24.00	224.00
		V	Vacation	-----	602-000	-----	26.00	208.00
			REPORT TOTALS:				706.00	31538.00

Employer Expense History Report.

pyhisr5

07/23/07
8:17am

Widget Company
Payroll Employers Expense Report
Check Date Range: 01/01/07 to 07/01/07

Page 1

Employee Number	Name	W/C Ins. Code	Gross Earnings	F.I.C.A.	F.U.T.A.	S.U.I.	Other	Ins	W/C Ins.	Medicare Tax	Total P/R Expense
1	Doe J.	1111	9600.00	595.20	56.00	245.00		7.00	96.00	139.20	1138.40
2	Smith J.	2222	2040.00	126.48				2.04	40.00	29.58	198.10
DEPARTMENT 1 TOTALS:			11640.00	721.68	56.00	245.00		9.04	136.00	168.78	1336.50
3	Aaron H.	1111	1980.00	122.76	15.84	69.30		1.98	19.60	28.71	258.19
DEPARTMENT 2 TOTALS:			1980.00	122.76	15.84	69.30		1.98	19.60	28.71	258.19
REPORT TOTAL:			13620.00	844.44	71.84	314.30		11.02	155.60	197.49	1594.69

Deduction Register History Report.

07/23/07
8:19am

Widget Company
Payroll Deduction Register
Check Date Range: 01/01/07 to 07/01/07
YTD Date Range: 01/01/07 to 12/31/07

pyhisr6
Page 1

=====

DEDUCTION: 401K 401K

Employee Number	Employee Name	Deduction Rate/Pct	Deduction Goal	+-----Amount This Period	Deducted-----+ Year-To-Date
1 1	Doe J.	200.00		1200.00	1400.00
1 2	Smith J.	100.00		600.00	700.00
Deduction Total:				1800.00	2100.00

DEDUCTION: CRED Credit Union

Employee Number	Employee Name	Deduction Rate/Pct	Deduction Goal	+-----Amount This Period	Deducted-----+ Year-To-Date
1 1	Doe J.	25.00		150.00	175.00
Deduction Total:				150.00	175.00

DEDUCTION: DEN Dental Ins

Employee Number	Employee Name	Deduction Rate/Pct	Deduction Goal	+-----Amount This Period	Deducted-----+ Year-To-Date
1 1	Doe J.	8.44		50.64	59.08
1 2	Smith J.	20.00		120.00	140.00
Deduction Total:				170.64	199.08

DEDUCTION: IRA IRA

Employee Number	Employee Name	Deduction Rate/Pct	Deduction Goal	+-----Amount This Period	Deducted-----+ Year-To-Date
1 1	Doe J.	50.00		300.00	350.00
1 2	Smith J.	50.00		300.00	350.00
Deduction Total:				600.00	700.00

DEDUCTION: MED Medical Ins

Employee Number	Employee Name	Deduction Rate/Pct	Deduction Goal	+-----Amount This Period	Deducted-----+ Year-To-Date
1 1	Doe J.	11.56		69.36	80.92
1 2	Smith J.	30.00		180.00	210.00
Deduction Total:				249.36	290.92

DEDUCTION: STK Stock Plan

Employee Number	Employee Name	Deduction Rate/Pct	Deduction Goal	+-----Amount This Period	Deducted-----+ Year-To-Date
1 1	Doe J.	25.00		150.00	175.00
Deduction Total:				150.00	175.00

5.14 Payroll Quarterly Reports

This menu option (14) is for reporting quarterly payroll information.

Upon selecting this option, the following popup menu will appear for choosing the type of quarterly report.

1. Summary
2. by Employee
3. Earning Register
4. Earning Register by Dept
5. Earning Register Summary
6. Tax Status (Federal)
7. Tax Status (Medicare)
8. Tax Status (State)

After you choose the report type, the report selection screen will appear as follows.

nvembvr1

ACCOUNTFLEX	Payroll Quarterly Report	DATE: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Quarter	3	Year 2007
Pay Type		(E=Earnings, D=Deductions, T=Employee Tax, X=Employer Tax)

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. Here is an example of the the Summary Report.

Summary Quarterly Report

07/23/07 8:21am Widget Company Payroll Quarterly Report Summary Quarter: 3 Year: 2007 Page 1 pyempyr1

		QTD	YTD	QTD Unit	YTD Unit
=====					
Earnings	O	144.00	324.00	12.00	27.00
	R	2240.00	15680.00	80.00	560.00
	S	64.00	64.00	8.00	8.00
	Total:	2448.00	16068.00	100.00	595.00
=====					
Deductions	401K	300.00	2100.00		
	CRED	25.00	175.00		
	DEN	28.44	199.08		
	IRA	100.00	700.00		
	MED	41.56	290.92		
	STK	25.00	175.00		
=====					
Total:		520.00	3640.00		
=====					
Employee Taxes	FE EIC	-30.62	-208.59		
	FE FICA	151.78	996.22		
	FE FWH	297.31	1943.47		
	FE MEDI	35.50	232.99		
	FE Total:	453.97	2964.09		
	CA SDI	14.69	96.41		

CA Total:		96.97	654.65		
=====					
Total:		550.94	3618.74		
=====					
Employer Taxes	FE FIC2	151.78	996.22		
	FE FUTA	2.56	74.40		
	FE MED2	35.50	232.99		
	FE Total:	189.84	1303.61		
	CA ETT	0.85	11.87		
	CA SUI	11.20	325.50		

CA Total:		40.85	521.77		
=====					
Total:		230.69	1825.38		
=====					
NETPAY:		1377.06	8809.26		

07/23/07
8:22am

Widget Company
Payroll Quarterly Report by Employee
Quarter: 3 Year: 2007

pyempyr2
Page 1

		QTD	YTD	QTD Unit	YTD Unit
1	Doe P. John	555-22-2304			
Earnings	R	1600.00	11200.00		
	Total:	1600.00	11200.00		
Deductions	401K	200.00	1400.00		
	CRED	25.00	175.00		
	DEN	8.44	59.08		
	IRA	50.00	350.00		
	MED	11.56	80.92		
	STK	25.00	175.00		
	Total:	320.00	2240.00		
Employee Taxes	FE EIC				
	FE FICA	99.20	694.40		
	FE FWH	241.87	1693.09		
	FE MEDI	23.20	162.40		
	FE Total:	364.27	2549.89		
	CA SDI	9.60	67.20		
	CA SMH	76.77	537.39		
	CA Total:	86.37	604.59		
	Total:	450.64	3154.48		
Employer Taxes	FE FIC2	99.20	694.40		
	FE FUTA		56.00		
	FE MED2	23.20	162.40		
	FE Total:	122.40	912.80		
	CA ETT		7.00		
	CA SUI		245.00		
	CA WKCM	16.00	112.00		
	CA Total:	16.00	364.00		
	Total:	138.40	1276.80		
	NETPAY:	829.36	5805.52		
2	Smith P. Joe	444-22-5583			
Earnings	O	144.00	264.00	12.00	22.00
	R	320.00	2240.00	40.00	280.00
	S	64.00	64.00	8.00	8.00
	Total:	528.00	2568.00	60.00	310.00
Deductions	401K	100.00	700.00		
	DEN	20.00	140.00		
	IRA	50.00	350.00		
	MED	30.00	210.00		
	Total:	200.00	1400.00		
Employee Taxes	FE FICA	32.74	159.22		
	FE FWH	32.07	77.79		
	FE MEDI	7.66	37.24		
	FE Total:	72.47	274.25		
	CA SDI	3.17	15.41		
	CA SMH	3.44	4.91		
	CA Total:	6.61	20.32		
	Total:	79.08	294.57		
Employer Taxes	FE FIC2	32.74	159.22		
	FE MED2	7.66	37.24		
	FE Total:	40.40	196.46		
	CA ETT	0.53	2.57		

07/23/07
8:22am

Widget Company
Payroll Quarterly Report by Employee
Quarter: 3 Year: 2007

Page 2

		QTD	YTD	QTD Unit	YTD Unit
	CA WKCM	9.60	49.60		
	CA Total:	10.13	52.17		
	Total:	50.53	248.63		
	NETPAY:	248.92	873.43		
3	Aaron . Henry	555-33-2304			
Earnings	O		60.00		5.00
	R	320.00	2240.00	40.00	280.00
	Total:	320.00	2300.00	40.00	285.00
Employee Taxes	FE EIC	-30.62	-208.59		
	FE FICA	19.84	142.60		
	FE FWH	23.37	172.59		
	FE MEDI	4.64	33.35		
	FE Total:	17.23	139.95		
	CA SDI	1.92	13.80		
	CA SMH	2.07	15.94		
	CA Total:	3.99	29.74		
	Total:	21.22	169.69		

Employer Taxes	FE FIC2	19.84	142.60
	FE FUTA	2.56	18.40
	FE MED2	4.64	33.35
	FE Total :	27.04	194.35
	CA ETT	0.32	2.30
	CA SUI	11.20	80.50
	CA WKCM	3.20	22.80
	CA Total :	14.72	105.60
	Total :	41.76	299.95
	NETPAY:	298.78	2130.31

Earning Register Summary Quarterly Report.

pyhisqr6

07/23/07

Widget Company

Page 1

8:23am

Payroll Earning Register

Check Date Range: 01/01/07 to 07/01/07 YTD Date Range: 01/01/07 to 12/31/07

Check Date	Check Number	HOURS		EARNING			DEDUCTION							Net Earning
		Reg	Prem	Regular	Premium	Other	Gross	Fed W/H	FICA	State W/H	SDI	Medicare	TotDed	
1	1	Doe		John										
01/31	100			1600.00			1600.00	241.87	99.20	76.77	9.60	23.20	320.00	829.36
02/28	200			1600.00			1600.00	241.87	99.20	76.77	9.60	23.20	320.00	829.36
03/31	320			1600.00			1600.00	241.87	99.20	76.77	9.60	23.20	320.00	829.36
04/30	430			1600.00			1600.00	241.87	99.20	76.77	9.60	23.20	320.00	829.36
05/30	550			1600.00			1600.00	241.87	99.20	76.77	9.60	23.20	320.00	829.36
06/30	600			1600.00			1600.00	241.87	99.20	76.77	9.60	23.20	320.00	829.36
QTD TOTAL:				9600.00			9600.00	1451.22	595.20	460.62	57.60	139.20	1920.00	4976.16
YTD TOTAL:				11200.00			11200.00	1693.09	694.40	537.39	67.20	162.40	2240.00	5805.52
1	2	Smith		Joe										
01/31	101	40.0		320.00			320.00	5.37	19.84		1.92	4.64	200.00	88.23
02/28	201	40.0		320.00			320.00	5.37	19.84		1.92	4.64	200.00	88.23
03/31	321	40.0		320.00			320.00	5.37	19.84		1.92	4.64	200.00	88.23
04/30	431	40.0		320.00			320.00	5.37	19.84		1.92	4.64	200.00	88.23
05/30	551	40.0		320.00			320.00	5.37	19.84		1.92	4.64	200.00	88.23
06/30	601	40.0	10.0	320.00	120.00		440.00	18.87	27.28	1.47	2.64	6.38	200.00	183.36
QTD TOTAL:		240.0	10.0	1920.00	120.00		2040.00	45.72	126.48	1.47	12.24	29.58	1200.00	624.51
YTD TOTAL:		280.0	22.0	2240.00	264.00	64.00	2568.00	77.79	159.22	4.91	15.41	37.24	1400.00	873.43
2	3	Aaron		Henry										
01/31	102	40.0		320.00			320.00	23.37	19.84	2.07	1.92	4.64		298.78
02/28	202	40.0		320.00			320.00	23.37	19.84	2.07	1.92	4.64		298.78
03/31	322	40.0		320.00			320.00	23.37	19.84	2.07	1.92	4.64		298.78
04/30	432	40.0		320.00			320.00	23.37	19.84	2.07	1.92	4.64		298.78
05/30	552	40.0		320.00			320.00	23.37	19.84	2.07	1.92	4.64		298.78
06/30	602	40.0	5.0	320.00	60.00		380.00	32.37	23.56	3.52	2.28	5.51		337.63
QTD TOTAL:		240.0	5.0	1920.00	60.00		1980.00	149.22	122.76	13.87	11.88	28.71		1831.53
YTD TOTAL:		280.0	5.0	2240.00	60.00		2300.00	172.59	142.60	15.94	13.80	33.35		2130.31
REPT QTD:		480.0		13440.00				1646.16		475.96		197.49		7432.20
REPT YTD:		560.0	15.0	15680.00	180.00	64.00	13620.00	1943.47	844.44	558.24	81.72	232.99	3120.00	8809.26
			27.0		324.00		16068.00		996.22		96.41		3640.00	

Overtime Paid Quarterly Report.

pyhisqr7

07/23/07
8:23am

Widget Company
Overtime Paid by Department
Check Date Range: 01/01/07 to 07/01/07

Page 1

Dept No	Emp No	Employee Name	Time and 1/2 Hrs	\$Paid	Double Time Hrs	\$Paid	Regular Hrs	\$Paid	Vac/Hol/Misc Hrs	\$Paid	Total Overtime Hrs	\$Paid	Total All Time Hrs	\$Paid
1	1	Doe J.						9600					9600	
1	2	Smith J.	10	120			240	1920			10	120	250	2040
Department Totals:			10	120			240	11520			10	120	250	11640
2	3	Aaron H.	5	60			240	1920			5	60	245	1980
Department Totals:			5	60			240	1920			5	60	245	1980
Report Totals:			15	180			480	13440			15	180	495	13620

Tax Status (Federal) Quarterly Report.

pyhisqr2

07/23/07
8:24am

Widget Company
Tax Status Report (Federal)
Check Date Range: 01/01/07 to 07/01/07

Page 1

Employee Number	Employee Name	Soc Sec	Gross Earnings	Federal W/H	F. I. C. A. W/H	F. I. C. A. Wages	F. U. T. A. Wages
1 1	Doe J.	555-22-2304	9,600.00	1,451.22	595.20	9,600.00	7,000.00
1 2	Smith J.	444-22-5583	2,040.00	45.72	126.48	2,040.00	
2 3	Aaron H.	555-33-2304	1,980.00	149.22	122.76	1,980.00	1,980.00
FEDERAL TOTAL:			13,620.00	1,646.16	844.44	13,620.00	8,980.00
TAXABLE RATES:						6.20 %	0.80 %
TAX TOTALS:						844.44	71.84

Tax Status (Medicare) Quarterly Report.

pyhisqr3

07/23/07
8:25am

Widget Company
Tax Status Report (Federal Medicare)
Check Date Range: 01/01/07 to 07/01/07

Page 1

Employee Number	Employee Name	Soc Sec	Gross Earnings	Local W/H	Medicare W/H	Medicare Wages
1 1	Doe J.	555-22-2304	9,600.00		139.20	9,600.00
1 2	Smith J.	444-22-5583	2,040.00		29.58	2,040.00
2 3	Aaron H.	555-33-2304	1,980.00		28.71	1,980.00
LOCAL TOTAL:			13,620.00		197.49	13,620.00
TAXABLE RATES:						1.45 %
TAX TOTALS:						197.49

Tax Status (State) Quarterly Report.

pyhisqr4

07/23/07
8:25am

Widget Company
Tax Status Report (State: CA)
Check Date Range: 01/01/07 to 07/01/07

Page 1

Employee Number	Employee Name	Soc Sec	Gross Earnings	PIT Wages	State W/H	SDI W/H	SDI Wages	S.U.I Wages	Weeks Wkd
1 1	Doe, John P.	555-22-2304	9,600.00	8,400.00	460.62	57.60	9,600.00	7,000.00	6
1 2	Smith, Joe P.	444-22-5583	2,040.00	1,440.00	1.47	12.24	2,040.00		6
2 3	Aaron, Henry	555-33-2304	1,980.00	1,980.00	13.87	11.88	1,980.00	1,980.00	6
STATE TOTAL:			13,620.00	11,820.00	475.96	81.72	13,620.00	8,980.00	
TAXABLE RATES:						0.60 %	3.50 %		
TAX TOTALS:						81.72	314.30		

Tax Status (Worker's Comp) Quarterly Report.

pyhisqr8

07/23/07 Widget Company Page 1
 8:26am Payroll Worker's Compensation Report (State: CA)
 Check Date Range: 01/01/07 to 07/01/07

=====				Taxable	Regular	Premium	Work Comp
Dept	Employee Name		Soc Sec	Wages	Earning	Earning	Amount

Worker's	Comp Code: CA 1111 Janitor						
1	1	Doe J.	555-22-2304	9,600.00	9,600.00		96.00
2	3	Aaron H.	555-33-2304	1,960.00	1,920.00	60.00	19.60

Total for Code: 1111				11,560.00	11,520.00	60.00	115.60

Worker's	Comp Code: CA 2222 Secretary						
1	2	Smith J.	444-22-5583	2,000.00	1,920.00	120.00	40.00

Total for Code: 2222				2,000.00	1,920.00	120.00	40.00

=====							
Grand Total				13,560.00	13,440.00	180.00	155.60
=====							

5.15 Personnel Reports

This menu option (15) is for Personnel reporting.

Upon selecting this option, the following popup menu will appear for choosing the type of personnel report.

1. Employees by Hire Date
2. Vacation Accural
3. Workers Comp
4. Employee Review Dates
5. Insurance Census
6. 401K Contributions
7. Personnel Change Notice Forms
8. Blank Personnel Change Notice

Hire Date Personnel Report.

07/23/07 8:27am Widget Company Employees by Hire Date Report Page 1 pyempr11

Emp No	Employee Name	Status	Dept No	Title	Sex	Start Date
3	Aaron, Henry	Active	2		M	01/23/91
1	Doe, John P.	Active	1		M	01/23/91
2	Smith, Joe P.	Active	1		M	01/23/91

Vacation Accrual Personnel Report.

pyempr12

07/23/07
8:27am

Widget Company
Vacation Accrual Report

Page 1

Emp No	Dpt No	Employee Name	Carry Over	Accrued	Used	Avail	Value Avail	Effect Date	Hire Date	PTO NACD	C R A U F	Rate
1	1	Doe, John P.	0.0	120.0	0.0	120.0	4800.00	01/01/90	01/23/91	V	01/23/08 H B Y U A	40.0000
2	1	Smith, Joe P.	0.0	120.0	0.0	120.0	960.00	01/01/90	01/23/91	V	01/23/08 H B Y U A	40.0000
3	2	Aaron, Henry	0.0	120.0	0.0	120.0	960.00	01/01/90	01/23/91	V	01/23/08 H B Y U A	40.0000
Report Totals							6720.00					

Worker's Comp Personnel Report.

07/23/07 Widget Company Page pyempr13
 8:28am Worker's Compensation Report 1

Dept No	Employee Name	Emp No	Title	Workers Comp Class	Annual Salary	State Code
1	Doe, John P.	1		1111	83,200.00	CA
2	Aaron, Henry	3		1111	16,640.00	CA
Totals for Workers Comp Code:				1111	99,840.00	
1	Smith, Joe P.	2		2222	16,640.00	CA
Totals for Workers Comp Code:				2222	16,640.00	
Totals for the State of CA :					116,480.00	
Report Totals:					116,480.00	

Employee Review Personnel Report .

pyempr14

Infotex, Inc.
Employee Review Dates Report

Page: 1
05:00a 06/02/99

=====

Department: 1 Department #1

Emp No	Employee Name	Ex/ Hire Non Date	Acct No	Weekly Salary	Last Increase Amount Date	Last Review	Next Review
1	Doe, John P.	Non 01/23/91		480.00			
2	Smith, Joe P.	Non 01/23/91		320.00			

Department: 2 Department #2

Emp No	Employee Name	Ex/ Hire Non Date	Acct No	Weekly Salary	Last Increase Amount Date	Last Review	Next Review
3	Aaron, Henry	Non 01/23/91		320.00			
5	Mantel, Mickie	Exm 01/23/91		6000.00			
4	Mays, Willie	Non 01/23/91		320.00			

Insurance Census Personnel Report.

pyempr15

Infotflex, Inc.
Insurance Census Report

Page: 1
05:00a 06/02/99

Emp No	Employee Name	Sex	Birth Date	Age	Hire Date	Medical Car-Cov	Dental Cov	SS#	LTD Amount	Insurance Amount	S
1	Doe, John P.	M	09/10/62	36	01/23/91	N0	N0	555-22-2304	24,960	50,000	A
2	Smith, Joe P.	M	09/10/62	36	01/23/91	N0	N0	444-22-5583	16,640	34,000	A
3	Aaron, Henry	M	09/10/62	36	01/23/91	N0	N0	555-33-2304	16,640	34,000	A
4	Mays, Willie	M	09/10/62	36	01/23/91	N0	N0	555-44-2304	16,640	34,000	A
5	Mantel, Mickie	M	09/10/62	36	01/23/91	N0	N0	555-55-2304	31,542	64,000	A

Total	Active	Employees	5								
Total	Terminated	Employees									
Total		Employees	5								

5.16 Check Register

This section describes how to print your **Check Register**.

Select Check Register option 16 and the Report Selection screen will appear as shown below.

pvhisr10

ACCOUNTFLEX		Check Register		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title	N	(Y=Yes, N=No)			
Report Detail	N	(Y=Yes, N=No)			
Bank G/L Account					
Check Number Range		to			
Employee Range		to			
Check Date Range		to			
Statement Date Range		to			

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to complete with appropriate values.

Below is a description of each screen field.

The first 4 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Check Number Range

Enter the check number range that you want to print. If you do not enter a check number range, the program will print all checks by default. You may press the **HELP** function key to see a list of valid entries.

Check Date Range

Enter the check date range that you want to print. All checks will print that have a Check date between the specified range. If you do not enter a date range, the program will print all checks by default.

Employee Code

Enter the employee code that you want to print. If you do not enter an employee code, the program will print all checks by default. This code must exist in the employee table. You may press the **HELP** function key to see a list of valid entries.

When you are sure all your entries are correct press the **RUN** function key to run the **Check Register** report as shown below.

07/23/07
8:30am

Widget Company
Payroll Check Register
to

pyhisr10
Page 1

Check No.	Date	Status	Employee	Amount
100	01/31/07	1	John P. Doe	829.36
101	01/31/07	2	Joe P. Smith	88.23
102	01/31/07	3	Henry Aaron	298.78
200	02/28/07	1	John P. Doe	829.36
201	02/28/07	2	Joe P. Smith	88.23
202	02/28/07	3	Henry Aaron	298.78
320	03/31/07	1	John P. Doe	829.36
321	03/31/07	2	Joe P. Smith	88.23
322	03/31/07	3	Henry Aaron	298.78
430	04/30/07	1	John P. Doe	829.36
431	04/30/07	2	Joe P. Smith	88.23
432	04/30/07	3	Henry Aaron	298.78
550	05/30/07	1	John P. Doe	829.36
551	05/30/07	2	Joe P. Smith	88.23
552	05/30/07	3	Henry Aaron	298.78
600	06/30/07	1	John P. Doe	829.36
601	06/30/07	2	Joe P. Smith	183.36
602	06/30/07	3	Henry Aaron	337.63
800	07/31/07	1	John P. Doe	829.36
801	07/31/07	2	Joe P. Smith	248.92
802	07/31/07	3	Henry Aaron	298.78
Total :				8,809.26

Once the report is complete then press the **ESCAPE** key to return to the Payroll menu.

5.17 940-EZ Report

This section describes how to print the Federal Report 940-EZ.

To print this report select option 17 on the Payroll menu. The Report Selection screen will appear as shown below.

pv940ez

ACCOUNTFLEX	Print Federal Form 940-EZ (FUTA)	DATE: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Year	2007	

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

Below is a description of each entry field.

The first 2 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Year

Enter the year for which you would like to print the 940EZ report.

When you are sure all of your entries are correct press the **RUN** function key to run the 940-EZ Report. A sample of this report is shown below.

FORM 940-EZ Employer's Annual Federal
Year: 2007 Unemployment (FUTA) Tax Return

Fed Tax ID :
Company Name: Widget Company
Address 1 : 1000 Technology Way
Address 2 :
City : Burlingame State: CA Zip: 94010

Part 1:

A Enter the amount of contributions paid to your state unemploy
B (1) Enter the name of the state you pay contributions.....
(2) Enter your state reporting number(s).....

PART 2. TAXABLE WAGES and FUTA TAX

3	Total payments to all employees.....	3	16,068.00
4	Exempt payments. (explain)	4	2,568.00
5	Total payments in excess of \$7000	5	4,200.00
6	Total exempt payments (add lines 4 and 5).....	6	6,768.00
7	Total taxable FUTA wages (subtract line 4 from line 1).....	7	9,300.00
8	FUTA tax. Multiply the wages on line 5 by 0.800 %.....	8	74.40

Part 3:

Part 4:

12	Total FUTA tax after adjustments	12	74.40
13	Total FUTA tax deposited for the year	13	74.40
14	Balance Due (subtract line 7 from line 6).....	14	0.00
15	Overpayment (subtract line 6 from line 7).....	15	0.00

PART 5. RECORD OF QUARTERLY FEDERAL UNEMPLOYMENT TAX LIABILITY

Quarter	1st(Jan-Mar)	2nd(Apr-Jun)	3rd(Jul-Sep)	4th(Oct-Dec)	Total year
Liability:	46.08	25.76	2.56		74.40

When the printing is complete press the **ESCAPE** key to return to the Payroll menu.

5.18 941 Report

This section describes how to print the Federal Report 941.

To print this report select option 18 on the Payroll menu. The Report Selection screen will appear as shown below.

pv941

ACCOUNTFLEX	Print Federal Form 941	DATE: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Quarter	3	Year 2007

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

Below is a description of each entry field.

The first 2 fields are standard on the Report Selection Screen, and are described in Chapter 2, **General Operational Procedures**.

Quarter

Enter the quarter for which you would like a 941 report.

Year

Enter the year for which you would like a 941 report.

When you are sure all of your entries are correct press the **RUN** function key to run the 941 Report. A sample report is shown below.

```

=====
Fed Tax ID   :
Company Name: Widget Company
Address 1   : 1000 Technology Way
Address 2   :
City        : Burlingame                      State: CA   Zip: 94010

-----
1 Number of Employees .....1                      0
2 Wages, tips, and other compensation .....2       2,048.00
3 Total income tax withheld from wages, tips, sick pay.....3       297.31
4 If no wages, tips, and other compensation subject to
   Social Security or Medicare Tax....4
5 Taxable social security and Medicare wages and tips:
   Column 1                      Column 2
5a Taxable soc.sec.wage    2,448.00 x 0.124 =       303.55
5b Taxable soc.sec.tips                      x       =       0.00
5c Taxable Med and tips    2,448.00 x 0.029 =       70.99
5d Total Social Security and Medicare Taxes(5a+5b+5c).....5d       374.54
6 Total taxes before adjustments(lines 3 + 5d).....6       671.85
7 Tax adjustments
7a Current quarter's fraction of cents.....       0.02
7b Current quarter's sick pay.....
7c Current quarter's adjustments tips/insure.....
7d Current year's income tax withholding.....
7e Prior quarter's Social and Medicare Taxes.....
7f Special additions to federal income tax.....
7g Special additions to Soc. and Med. Taxes.....
7h Total adjustments(lines 7a through 7g).....7h       0.02
8 Total taxes (lines 6 + 7h).....8       671.87
9 Advanced earned income credit (EIC) payments.....9       30.62
10 Total taxes after adjustment for EIC(lines 8 - 9).....10       641.25
11 Total deposits for quarter, including overpayments.....11       0.00
12 Balance Due (lines 10 - 11).....12       641.25
13 Overpayment(If line 11 is more than 10).....       0.00    Check    Apply
   Refund

```

Employer's Record of Federal Tax Liability

A. Daily Tax Liability - First Month of Quarter

1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	641.25
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		

A. Total tax liability for first month of quarter A. 641.25

B. Daily Tax Liability - Second Month of Quarter

1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		

B. Total tax liability for second month of quarter B.

C. Daily Tax Liability - Third Month of Quarter

1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		

C. Total tax liability for third month of quarter C.

D Total for quarter (add lines A, B, and C)..... 641.25

When the printing is complete press the **ESCAPE** key to return to the Payroll menu.

5.19 W-2 and W-3 Report

This menu option (19) is for processing W-2 and W-3's.

Upon selecting this option, the following popup menu will appear.

nvmenuw2

```
1. Generate W-2 and W-3
2. Edit W-2
3. Print W-2
4. Print W-2 (4-up)
5. Edit W-3
6. Print W-3
7. Generate Magnetic Media
8. Print W-2 (OLD version)

Enter > 1_
```

The following describes each of the above menu choices.

The **Generate W-2 and W-3** option generates the W-2 and W-3 data. After selecting this option the following screen will appear.

nvw2g

ACCOUNTFLEX Generate W2 and W3's Date: 07/23/07

This program is used to generate W-2/W-3's from the Vendor Table and Check Register.

Year 2007 Employee Range vto v

DEFAULTS

Company	Widget Company	Fed Tax ID	
Address1	1000 Technology Way	State ID	
Address2		Contact	
City	Burlingame	Email	info@infoflex.com
State	CA	Phone	(415) 340-0220
Zip	94010		

Press SAVEKEY to begin Processing

Processing Statistics Employee

Enter Year to report on

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help

Below is a description of each entry field.

Year

Enter the year you would like the 941 report.

Employee Range

Enter the range of employee codes you would like to print. If you do not enter an employee range, the program will print all employees.

When you are satisfied with your entries, press the **RUN** function key to generate.

The **Edit W-2** menu option enables you to edit the generated W-2's using the following screen.

nvw2

CHANGE MODE

W2 FORM

a.Employee 1

Void

b.Employee's identification (EIN)

94-xxxxxxx

c.Employee's name, address, and ZIP

Widget Company

1000 Technology Way

Burlingame CA 94010

d.Employee's social security number

555-22-2304

e.Employee's first and last name

John P. Doe

f.Employee's address

P.O. Box 2421

San Francisco CA 94128

15.State Employer's ID

CA

State Wage

9,450.00

State WH

537.39

Local Wage

11,200.00

Local WH

67.20

Local SDI

1.Fed wages

9,450.00

2.Fed withhold

1,693.09

3.SSN wages

11,200.00

4.SSN withhold

694.40

5.Med wages

11,200.00

6.Med withhold

162.40

7.SSN tips

8.Alloc tips

9.Adv EIC

0.00

10.Dependent care

11.Nonqualified

12a. D

1,400.00

12b. S

350.00

13.Stat Ret 3rd

12c.

12d.

14.

F1

F2

F3

F4

F5

F6

F7

F8

F9

F10

F11

F12

^F3

^F4

^F5

^F6

Save

Help

Add

Qty

Prev

Next

First

Last

Del

The **Print W-2** menu option enables you to print the generated W-2's from the following screen.

nvw2r1

ACCOUNTFLEX

Print Federal Form W-2

DATE: 07/23/07

Report Destination

S

(S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies

1

(1 - 10)

Employee Range

to

Hp Laserjet

(Enter Y if you are using an HP laserjet.
Laserjets will be set for 10cpm and 6 lpi)

Printer should be set to 10cpm and 6 lines per inch

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1

F2

F3

F4

F5

F6

F7

F8

F9

F10

F11

F12

^F3

^F4

^F5

^F6

Run

Help

Kill

When you are sure all of your entries are correct, press the **RUN** function key to print the W-2's. Below is a sample of the output.

1

94-xxxxxxx		9450.00	1693.09
Widget Company		11200.00	694.40
1000 Technology Way		11200.00	162.40
Burlingame	CA 94010		
555-22-2304		0.00	
John P . Doe		D	1400.00
P.O. Box 2421		S	350.00
San Francisco	CA 94128		

CA	9450.00	537.39	11200.00	67.20	SDI
----	---------	--------	----------	-------	-----

2

94-xxxxxxx		1518.00	77.79
Widget Company		2568.00	159.22
1000 Technology Way		2568.00	37.24
Burlingame	CA 94010		
444-22-5583		0.00	
Joe P . Smith		D	700.00
840 Hinckley		S	350.00
San Francisco	CA 94128		

CA	1518.00	4.91	2568.00	15.41	SDI
----	---------	------	---------	-------	-----

The **Edit W-3** menu option enables you to edit the generated W-3's using the following screen.

pvw3

CHANGE MODE		W3 FORM	
a. Control	1	Year	2007
b. 941 Mil	943 CT-1 Hemp Med 3rd	1. Fed wages	13,268.00
c. Total number W2	d. Establishment#	2. Fed withhold	1,943.47
e. Employer Identification (EIN)	94-xxxxxxx	3. SSN wages	16,068.00
f. Employer's name, address and zip	Widget Company	4. SSN withhold	996.22
g. 1000 Technology Way	Burlingame CA 94010	5. Med wages	16,068.00
h. Other EIN used this year		6. Med withhold	232.99
15. State	CA	7. SSN tips	0.00
Employer's State ID	(415) 340-0220	8. Alloc tips	0.00
C	info@infoflex.com	9. Adv EIC	208.59
E		10. Dependent care	0.00
		11. Nonqualified	0.00
		12. Deferred Comp	2,800.00
		13. For third party sick pay use only	
		14. Income tax withheld by third party	
		16. State wages	13,268.00
		17. State tax	558.24
		18. Local wages	16,068.00
		19. Local tax	96.41

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Prev Next First Last Del

The **Print W-3** menu option enables you to print the generated W-3's from the following screen.

pvw3r1

ACCOUNTFLEX		Print Federal Form W-3		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Hp Laserjet		(Enter Y if you are using an HP laserjet. Laserjets will be set for 10cpi and 6 lpi)			
Printer should be set to 10cpi and 6 lines per inch					
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.					
F1	F2	F3	F4	F5	F6
Run	Help				

F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Kill

When you are sure all of your entries are correct, press the **RUN** function key to print the W-3's. Below is a sample of the output.

1

	13268.00	1943.47
	16068.00	996.22
3	16068.00	232.99
94-xxxxxxx	0.00	0.00
Widget Company	208.59	0.00
1000 Technology Way	0.00	2800.00
Burlingame CA 94010		
CA	13268.00	558.24
	16068.00	96.41
	(415)340-0220	
info@infoflex.com		

The **Generate Magnetic Media** option generates the W-2 and W-3 in magnetic media format. After selecting this option the following screen will appear.

pyw2mag

ACCOUNTFLEX Generate W-2 Magnetic Media Date: 07/23/07

This program generates the magnetic media reporting file (MMREF-1) for W-2 electronic filing. Before running this program you should generate and review the W-2's and W-3 for correctness. The generated W-2's and W-3 will be used to create the magnetic media file. You can download ACCUWAGE software to verify file complies with the MMREF-1 format (see www.socialsecurity.gov/employer).

----- SELECTIONS -----

PIN Number

W-2 Mag Media File

Resubmission? ☐ Resubmission Identifier(WFID)

----- PROCESSING STATISTICS -----

Pass

Employee

Enter 8-digit PIN number of employee responsible for accuracy.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help

Below is a description of each entry field.

W-2 Mag Media File

Directory location and name of file where the magnetic media reporting file (MMREF-1) will be stored.

Resubmission

Flag indicating whether this is a resubmission of a previously submitted MMREF-1 file. When you are satisfied with your entries, press the **RUN** function key to generate.

5.20 State Reports

This menu option lists the state specific reports that may be printed.

5.30 Enter Employee

This menu option is described in Chapter 3, **How to Get Started**.

5.31 Print Employee

This menu option is described in Chapter 3, **How to Get Started**.

5.32 Enter Account

This section is discussed in Chapter 3, **How to Get Started**.

5.33 Print Account

This menu option is described in Chapter 3, **How to Get Started**.

5.34 Enter Department

This menu option is described in Chapter 3, **How to Get Started**.

5.35 Print Department

This menu option is described in Chapter 3, **How to Get Started**.

5.36 Enter Earning

This menu option is described in Chapter 3, **How to Get Started**.

5.37 Print Earning

This menu option is described in Chapter 3, **How to Get Started**.

5.38 Enter Deductions

This menu option is described in Chapter 3, **How to Get Started**.

5.39 Print Deduction

This menu option is described in Chapter 3, **How to Get Started**.

5.40 Enter Tax

This menu option is described in Chapter 3, **How to Get Started**.

5.41 Print Tax

This menu option is described in Chapter 3, **How to Get Started**.

5.42 Load Tax

This menu option is for loading new Tax rate distributions.

5.43 Enter Pay Group

This menu option is described in Chapter 3, **How to Get Started**.

5.44 Enter PTO

This menu option is described in Chapter 3, **How to Get Started**.

5.45 Enter Control

This menu option is described in Chapter 3, **How to Get Started**.

5.46 Purge

This section describes the process of **Purging Data** from the Payroll system.

To Purge Data, select option 46 on the Payroll menu. The Payroll Purge screen will appear as shown below.

nvpurge

ACCOUNTFLEX	Payroll Purge	Date: 07/23/07
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> This program is run to Purge data that is no longer needed. Before running this program make sure BACKUPS have been done </div>		
Purge Transaction History before Date	Purge Date	Previous Purge Date
	<div style="background-color: black; color: black;">[REDACTED]</div>	<div style="background-color: black; color: black;">[REDACTED]</div>
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 60%;"> Press SAVEKEY to begin Processing - OR - Press ESCAPEKEY to Exit </div>		
Processing Statistics		
<div style="display: flex; justify-content: space-between; font-family: monospace; font-size: 0.8em;"> F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 </div> <div style="display: flex; justify-content: space-between; font-family: monospace; font-size: 0.8em;"> Save Help </div>		

Press the **SAVE** key to begin **PURGING** or press the **ESCAPE** key to EXIT. Please make a note of the instructions displayed on the screen.

Below is a description of each screen field.

Last Purge Date

This is a display-only field that displays the last date used to purge.

New Purge Date

Enter the new purge date. All checks paid prior to this date will be purged.

As the Purging takes place, the screen fields will display the following information:

Employee

The employee number that is currently being processed will be displayed here.

When the Purging has been completed you will see the following message:

Purging has been Successfully Completed

Once this message appears you may press the **ESCAPE** key to return to the Payroll menu.

6. PAYROLL TIMESHEETS

6.0 Overview

This chapter provides detailed instructions on how to operate each **Payroll Timesheet menu** option. You will only need to access the **Payroll Timesheet menu** if you are entering and generating checks from timesheets.

To position to the **Payroll Timesheet Menu**, select option 1 on the **Payroll Menu**.

The **Payroll Timesheet menu** appears as follows.

ntmenu

ACCOUNTFLEX Version	Company Name Payroll Time Sheets Menu (ET)	DATE: 08/07/07
<div><div>PROCESS TIMESHEETS</div><div>1. Enter Time Sheets 2. Generate Checks 3. Update Jobcost 4. Clear Time Sheets 5. Enter Control</div></div> <div><div>REPORT TIMESHEETS</div><div>10. Time Sheets by Job 11. Time Sheets by Employee 12. Time Sheets by Employee Name 13. Time Sheets by Date 14. Summary Sheets by Employee # 15. Summary Sheets by Employee Name 16. Posted Time Sheets by Dept 17. Posted Time Sheets by Job 18. Posted Time Sheets by Employee 19. Posted Time Sheets by Date</div></div>		
Enter Selection > 1		

Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the **Payroll Timesheet menu**.

6.1 Enter Timesheets

This section discusses how to enter timesheets.

To enter timesheets select option 1 on the Payroll Timesheet menu. The timesheet screen will appear as shown below.

nttime

ACCOUNTFLEX ADD MODE Time Sheet Entry(D) E T 1 DATE 08/07/07

Date 08/07/07

EmpNo	Type	Dpt	Job	Rate	Units	Total
1 ✓ Doe, John P.	R ✓	1 ✓	✓	12.00	40.00	480.00
2 ✓ Smith, Joe P.	R ✓	1 ✓	✓	8.00	10.00	80.00
2 ✓ Smith, Joe P.	O ✓	1 ✓	✓	12.00	15.00	180.00
2 ✓ Smith, Joe P.	S ✓	1 ✓	✓	8.00	8.00	64.00
3 ✓ Aaron, Henry	R ✓	2 ✓	✓	8.00	20.00	160.00
3 ✓ Aaron, Henry	O ✓	2 ✓	✓	12.00	20.00	240.00
4 ✓ Mays, Willie	R ✓	2 ✓	✓	8.00	10.00	80.00
4 ✓ Mays, Willie	O ✓	2 ✓	✓	12.00	10.00	120.00
4 ✓ Mays, Willie	D ✓	2 ✓	✓	16.00	20.00	320.00
✓	✓	✓	✓			
✓	✓	✓	✓			
✓	✓	✓	✓			
✓	✓	✓	✓			
						1,724.00

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Qry Prev Next Frst Last Del

The above example is for entering timesheets by date. Timesheets may also be entered by Employee or by Job based on Control file options (see Enter Control option on the Payroll Timesheet menu).

Below is a description of each field used for entering timesheets.

Date

Enter the Date labor was performed.

The bottom portion of the screen is for entering the time worked for each employee on the above date. Below is a description of each field.

EmpNo

The employee code is a required entry field. The maximum entry is 8 alphanumeric characters. This code must exist in the employee table. You may press the HELP function key to see a list of valid entries.

Type

Enter the earning code. This code must exist in the earning code table. You may press the HELP function key to see a list of valid entries.

Dpt

Enter the department number. You may press the HELP function key to see a list of valid entries. This prompt will only appear if you selected multiple departments on the

payroll control file.

Job

Enter the job number.

Rate

You will enter a rate if the earning code has a rate factor assigned to it and the employee has a pay type of "U" or unit pay. Otherwise enter a payment amount. If you enter a payment amount, this amount will be displayed under the column Total located to the right of this field.

Units

You will enter the units (usually hours) worked if the earning code has a rate factor assigned to it and the employee has a pay type of "U" (which stands for unit pay). The system will automatically calculate the pay amount based on the employee's pay rate. The calculated pay amount will be displayed under the column Total located to the right of this field.

6.2 Generate Checks

This section describes how to generate checks. Generating checks will create a batch of checks based on the timesheet information. Once generated, you will be given an opportunity to override information on the checks prior to printing.

To generate checks from the from Timesheets select option 2 on the Payroll Timesheet menu. The generate checks screen will appear as shown below.

ptgenp

ACCOUNTFLEXGenerate Payroll ChecksDate: 08/07/07

This program generates checks for all Time Sheet information.
Once you have completed answering the prompts below press the SAVE key
to generate the checks OR at any time you may press the ESCAPE key
to exit.

Deduction Period

Date on Checks

Pay Date Range

thru

Processing Statistics

Employee No

Enter the Deduction Period to determine which deductions will be taken

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help

Press the **SAVE** key to begin **Generating** or Press the **ESCAPE** key to EXIT.

Below is a description of each screen field.

Deduction Period

Enter the deduction period number that determines which deductions to include on checks. For further information about the deduction scheduling refer to the documentation for the screen field **Deduct Periods** for the **Enter Employee** screen. If you do not enter a deduction period no deductions will be taken on the checks.

Date on Checks

Enter the issue date you would like printed on the checks.

Pay Date Range

Enter the pay date range you would like to have printed on the checks. The range should be the beginning and ending dates that the work was performed.

As the generation takes place, the screen fields will display the following data.

Processing Statistics

To the right of this screen label, the pass description will be displayed. Two passes will take place: **pass 1** verifies the data and **pass 2** generates the checks.

Employee

The employee number that is currently being processed will be displayed here.

When the checks have been generated you will see the following message:

Check generation has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Payroll Timesheet menu. To view the checks you will need to go to the Payroll menu **Edit Checks** option.

6.3 Update Jobcost

This section describes how to update the jobcost module with timesheet data. You will only run this option if you are using the Jobcost module and after successfully generating checks.

To update jobcost select option 3 on the Payroll Timesheet menu. The update jobcost screen will appear as shown below.

ptiobn

ACCOUNTFLEX

Update Job Cost with Time Sheet

Date: 08/07/07

This program is run to Update Job Cost with Time Sheet Labor.
Before running this program make sure BACKUPS have been done

Update Time Sheets to Job Cost

Last Update Time

Press SAVEKEY to begin Processing
- OR -
Press ESCAPEKEY to Exit

Processing Statistics

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help

Press the **SAVE** key to begin **Updating** or Press the **ESCAPE** key to EXIT.

Upon successful completion the following message will appear.

Update Jobcost has been successfully completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Payroll Timesheet menu.

6.4 Clear Timesheets

This section describes how to clear timesheets. Clear timesheets will erase all timesheet information in preparation for the next check run. You will only run this option after successfully generating checks and updating job cost for the existing timesheet data.

To clear timesheet data select option 4 on the Payroll Timesheet menu. The clear timesheet data screen will appear as shown below.

ACCOUNTFLEX Clear Time Sheets Date: 08/07/07

This program is run to clear the previous pay periods time sheets. You must have already generated checks before clearing. Before running this program make sure BACKUPS have been done

Press SAVEKEY to begin Processing
- OR -
Press ESCAPEKEY to Exit

Processing Statistics

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help

Press the **SAVE** key to begin **Clearing** or Press the **ESCAPE** key to EXIT.

Upon successful completion the following message will appear.

Clear Timesheets has been successfully completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Payroll Timesheet menu.

6.5 Enter Control

This section describes options on the Timesheet Control screen.

Upon selecting option 5 on the Payroll Timesheet menu the following control screen will appear.

ntctl

ACCOUNTFLEX	Payroll Time Sheet Control File	Date: 08/07/07
-------------	---------------------------------	----------------

Enter the format to be used for time sheet entry
 (J=by Job, E=by Employee, D=by Date) J *

*DO NOT change the format if there is unposted Time Sheet data.

Automatically calculate overtime (Y/N)? N

Enter the format to be used for time card entry															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help					Prev	Next	First	Last						

6.10 Print Timesheets

Payroll Timesheet Menu options 10 thru 20 provide a number of usefull timesheet reports. For the most part these reports contain the same information but use different sorting or formatting.

The following is an example of the **Timesheet by Date** report.

nttimer3

ACCOUNTFLEX	Payroll Time Sheet by Date	DATE: 08/07/07
-------------	----------------------------	----------------

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies 1 (1 - 10)

Report Detail Y (Y=Yes, N=No)

Job Date Range to

Job No Range ☐ to ☐

Employee Range ☐ to ☐

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help														Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** key to run your Timesheets.

Below is an example of the report.

=====						
08/07/07						
1	Doe, John P.	R	1	12.00	40.00	480.00
2	Smith, Joe P.	R	1	8.00	10.00	80.00
2	Smith, Joe P.	O	1	12.00	15.00	180.00
2	Smith, Joe P.	S	1	8.00	8.00	64.00
3	Aaron, Henry	R	2	8.00	20.00	160.00
3	Aaron, Henry	O	2	12.00	20.00	240.00
4	Mays, Willie	R	2	8.00	10.00	80.00
4	Mays, Willie	O	2	12.00	10.00	120.00
4	Mays, Willie	D	2	16.00	20.00	320.00

				153.00	1,724.00	
=====						
GRAND TOTALS:				153.00	1,724.00	

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