Medlin Windows Payroll
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Program Description

Medlin Windows Payroll is a payroll writing program for small and medium size businesses. The program requires Windows 3.0 or higher and a reasonably modern printer compatible with Windows. Medlin Windows Payroll is Shareware. You are encouraged to try the program and give copies to anyone. If you use the program, you should become a registered user by paying a $38 registration fee. Select Registration from the help menu to register, or use the registration form on the last page of this manual.

Registered users will receive:
The latest version of MWPR with current tax tables.
The W-2 printing program for the current year.
Telephone support from 8:00 AM to 5:30 PM Pacific Time.
A 20% discount on your first order of checks or W-2's from New England Business Services.

Getting Started

Medlin Windows Payroll is divided into four sections plus a help menu. Use the mouse to move the arrow to the menu choice and then click the left mouse button. Press F1 at any time for help.

The Processing Cycle

Enter employees, enter your configuration options and start printing payroll checks. You can print checks as they are entered, or wait and print checks as a batch, using the Reports Menu. The check date is used to divide the checks into pay periods and quarters.

The Configure option allows you to handle special payroll situations. MWPR can handle Tips, Retirement Deduction, Cafeteria Plan and a number of other payroll options. The configuration can be changed at any time.

Payroll checks are retained for all employees, for a calendar year. When processing begins on the next year in January, select Start a New Year from the File Menu.

When starting to use MWPR in the middle of a year, you can enter a single check for each employee's total up through the most recently completed quarter, then enter all of the past checks for the current quarter, or enter a single check per employee with their year to date totals.

Configuration

Configuration information needs to be entered once, when you start using MWPR, and can be changed whenever conditions change. Select Configure from the menu.

Employer Name and Address

Enter one or two lines of up to 32 characters for the Employer Name. For a proprietorship, enter the owner's name and the company's name. The Employer Name appears on most reports and on the W-2's.

Enter the employer's mailing address, which will be used for a heading on the Quarterly Listing report and on the W-2's.

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Federal and State ID Numbers

The employer's Federal and State Identification numbers are used when W-2's are printed at the end of the year.

Be sure to include any dashes, slashes or dots that appear in your number. You have up to 15 characters.

Pay Period

Pay periods can be daily, weekly, every two weeks (biweekly), twice a month (semimonthly), monthly or annually.
NOTE: If the federal and state withholding in the program don't agree with the tables, you probably have the pay period set incorrectly.

Deductions from Each Paycheck

The information in this section is used to determine the deductions from each paycheck. The first three deductions are always:
1. Federal Withholding - Based on the status, number of dependents and the pay period..
2. Social Security Tax - a fixed percentage of gross pay up to a limit.
3. Medicare - a fixed percentage of all gross pay.

For the remaining four available deductions, choose from eight possible deduction descriptions. Select {not used} and the program will skip over the deduction without pausing. Using the same deduction type more than once is not recommended as all pay deducted under a single type will be combined on the W-2's.

> Miscellaneous Deduction - Use to deduct court ordered deductions, employee purchases and anything else not otherwise specified.
> State WH - State income tax. This deduction will be calculated by the internal tax tables for each state based on the employee's number of dependents, status, state and the pay period. A percentage and limit can be entered (see below) if no state calculation exists for your state.
> Local WH - Enter a limit and percentage for the local withholding.
> SDI Tax - State Disability Insurance. Enter a limit and percentage for this calculation.
> Medical Insurance - Employee contributions to employer paid health insurance. When entering a paycheck, a tab after the last income amount will allow you to enter this deduction.
> Tips Deduction - This amount will automatically be the Tips amount entered as Other Income. Tips are added to income before the tax calculations, and then deducted from net pay. Tips must be selected as one of the Other Income fields for this to work correctly.
> Retirement - Retirement or 401K deduction. Automatically set to the retirement or 401K amount entered as Other Income. You must have either 401K or Retirement selected as one of the Other Income fields for this deduction option to work properly.
> Other Deduction - Same as Miscellaneous Deduction.

Limits and Percentages

For fixed percentage deductions, enter the percentage for the deduction. Be sure to enter the number as a percentage, and not a fraction. i.e. Enter 3.50 for 3.5% not .035.

You can also set up your own deduction limits for deductions. The limit determines when the program stops taking the deduction. For instance, a limit of 32000 would mean that the percentage is deducted from each paycheck until the employee reaches 32000 earnings for the year.

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Percentage deductions, including Social Security and Medicare, are calculated on the ANNUAL gross and deduction amount. This helps eliminate round off errors during the year, but can result in current deductions being a penny different from one pay period to the next. Also, when starting MWPR in the middle of a year, the first deduction can be off by several cents when the program corrects for past round off errors on the first check.

Enter "none" for the limit, if there is no limit for the deduction, and the percentage will be deducted from every check during the year. Be sure to enter "none" using all lower case letters.

If your state uses a table to determine deductions, the table is built into MWPR and there is no need to enter any percentages. We have also built-in several "percentage" states such as MI and IN. Before entering your own percentage data. print a test check to see if your state is built-in.

Deductions Calculated on Ledger
Enter any tax calculations you wish to see on the bottom of the Payroll Ledger report. For example, you can enter the Federal Unemployment insurance calculation as follows:

Deduction	Limit	Percent
FUI	7000	0.80

When the Payroll Ledger is printed, the wages of each employee up to the limit of 7000 is totaled and multiplied by .008 to obtain the quarterly liability for Federal Unemployment Insurance.

State taxes paid by the employer, such as State Unemployment should also be entered.

Other Income Fields
There are three Other Income fields available with MWPR. You can disable any field by choosing {not used} or choose from 12 possible Income types:

> 401 K Plan - Retirement contributions exempt from state and federal withholding. This amount will automatically be added to the Retirement deduction. For this to work, Retirement must be one of the deductions chosen from the lower right part of the configuration screen.
> Auto Allowance - A reimbursement for the use of an employee's automobile. This amount is added to the net pay, with no deductions taken and no taxes deducted or paid on the amount.
> Bonus - Added to taxable gross pay.
> Cafeteria Plan - A Section 125 plan. This amount is deducted from gross pay before ANY taxes are calculated.
> Commissions - Added to taxable gross pay.
> Expense Reimbursement - A reimbursement for employee paid business expense. As with Auto Allowance, this amount is added to net pay with no deductions taken and no taxes deducted or paid on the amount..
> Miscellaneous Income - Added to taxable gross pay. This provides a nice, non specific, place to add any additional pay.
> Other Income -- Another name for Miscellaneous Income.
> Retirement - 401K with a different name. Contributions are exempt from state and federal withholding. This amount will automatically be added to the Retirement deduction. For this to work, Retirement must be one of the deductions chosen from the lower right part of the configuration screen.
> Section 125 - Also know as a Cafeteria Plan. This amount is deducted from gross before any state and local taxes are calculated.
> Tips - Tips declared by employee. Tips are added to gross pay and then deducted from net pay. For this to work, Tips, as a deduction, must be chosen from the lower right part of the configuration screen.

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Vacation Pay - Added to taxable gross pay.

Check Type

One of several form numbers are available from New England Business Services (NEBS). Request check samples and order checks by calling 1-800-388-3810. The "Mail Code Number" is 95111 and entitles you to a 20% discount on your first order of forms.

Check types and descriptions are:

9020 or 12520 - A top stub check with the check number printed between the date and amount on the body of the check, as a control.
9024 or 12524 - A top stub check with no control number on the check body.
9025 or 12525 - A bottom stub check with no control number on the check body.
9027 - A seven inch long laser check with a stub on the top.
9039 - An eleven inch long laser check with a stub on the top and bottom.
9215 - An seven inch long laser check with the stub on the bottom.

Overtime Calculated as Excess

Overtime is normally calculated as 1.5 times the regular pay rate. To calculate total pay, you enter the Regular Hours and the Overtime Hours. Checking this box changes the overtime pay calculation to .5 times the regular pay rate. Then, to calculate regular pay, you would enter TOTAL hours PLUS Overtime Hours. The regular part of overtime pay is included in Regular Pay and Overtime Pay is the overtime excess.

Overtime calculated as excess is preferred by many State Workmen's Compensation companies for reporting purposes.

Example - Default Method (OT as Excess box NOT checked)
Employee paid weekly at a rate of $10.00 per hour for 45 hours.
Regular hours = 40, Overtime hours = 5.
Regular pay is $40 X $10 = $400.00 and Overtime pay is 1.5 X $10 X 5 = $75.00 for a total of $475.00.

Example - Overtime Calculated as Excess:
Employee paid weekly at a rate of $10.00 per hour for 45 hours.
TOTAL hours = 45, Overtime hours = 5.
Regular pay is $45 X $10 = $450.00 and the overtime pay is 5 X .5 X $10 = $25.00, for a total of $475.00.

Two different ways to arrive at the same result.

Printer Fonts

Each time you click Printer Fonts, MWPR will take a few seconds to look at the printer fonts available under Windows. Choose your favorite font for printing checks and reports.

The check body will be printed in a 12 point type and all other printing will be in 10 point type.

Not every font will result in a readable report. If your reports have overlapping printing or are otherwise unreadable, choose a different font. Some fonts are too large to correctly print large amounts in the report space available, so, you might find it necessary to choose a smaller font, like Lotus Line Draw when total annual wages paid go to six or seven figures.

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Employee

You can enter a new employee, scroll through existing employees and change employee information at any time during processing.

Name and Address

Enter up to 31 characters each, for the employee's name, street address and city, state and zip. Use the two letter abbreviation for the state and the STATE field will be filled in automatically.

A name should be entered as first name, middle initial, and last name.

You can change an employee's address at any time. Click, highlight and press delete to eliminate the incorrect information, and then reenter the correct information.

Sorting Code

This is a ten character code used to sort employees in alphabetical order. Employees are sorted each time a Sorting Code code is entered or changed. Enter the employee's last name, followed by as much of the first name as will fit in the remaining characters. For instance, if the employee's name is Jerry Medlin, the employee code would be MEDLINJERR. Lower case characters entered will be changed to upper case.

When a new employee is entered, the program will enter a sorting code for you. The sorting code can be changed or edited at any time by clicking the Sorting Code box.

Social Security Number

A Social Security number must be entered for each employee. If the employee's social security number is not known, enter any unique 9 digit number and change it later. Eventually, of course, you must have a valid social security number for each employee or the IRS will be very unhappy.

You can enter the number with or without the dashes. Dashes will be added when the SS number prints.

The Social Security number can be changed at any time.

State

This two digit abbreviation for the employee's state determines which state tax table is used to calculate state income tax withholding. The state will be automatically entered when the employee's City, State and Zip is entered, but can be changed at any time. Change the state to blank for no state withholding.

Status and Allowances

Enter employee's status and number of allowances as claimed on the W-4 form. The status is normally M for married and S for single. The number of allowances is a number from zero to 99. You can also enter an "H" for status of "Head of Household". The employee will be treated as Single for Federal Withholding purposes, but state withholding will be different for those states with a separate "Head of Household" rate. The states of CA, AR, CT, GA, HI, NC, NE, NJ, NM and OK have Head of Household rates.

Some states have a separate withholding rate for employees with a working spouse - a family with two wage earners. Enter a status of "2" for those employees. The Federal Withholding will be at the married rate. The states of CA, CT, DE, GA, ME, MS, NJ and OK have double wage earner withholding rates.

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Department

The department number is used to print the department breakdown on the bottom of the Payroll Check Listing report. Allowable numbers are between zero and 9.

All of an employee's pay will be allocated to one department. (MWPR does not allow an employee's pay to be split among several different departments.)

The departmental breakdown is useful for preparing Workmen's Compensation reports.

Pay Rate

Enter the hourly rate or a total for salary. Check the Salaried box, when you enter a salary amount and you won't need to enter regular or overtime hours for the salaried employee.

Memo Line

The memo line will appear on the screen, when entering checks for the employee, and will also print on the employee's check. Use this field to remind yourself of special deductions for the employee, and to explain them on the paycheck.

Additional Tax Per Check

Employees can request additional federal and state withholding on their W-4 forms. Enter the amounts to be withheld from each paycheck.

The additional withholding will continue until this amount is changed.

You can also enter negative amounts, if the employee wants to reduce his or her withholding.

Check Boxes

Click the applicable box. Click again to uncheck.
Fica Exempt - Almost everyone pays Social Security and Medicare these days. If an employee is one of the rare exceptions, check here.
Withholding Exempt - Check here and no federal or state withholding will be deducted.
Ex-Employee - Check here and the employee will not show up on the selection list, when printing paychecks. Ex-employee's can also be omitted from the Employee Listing Report. When a new year is started, ex-employees are deleted.
Salaried - For a salaried employee, the Pay Rate is the regular pay.

Add Employee

Click here to add an employee. Employees can be added at any time during processing. Employees will be sorted by the Sorting Code, when added. Click on Save to save the new employee. This button becomes the Browse button when adding new employees.

Find Employee

Enter all or part of an employee's name to search. Type "john" and the search will stop at each employee named "John" and also at "Johnson". The search is not upper or lower case sensitive.

Delete Employee

An employee cannot be deleted during the year, if one or more paychecks have been written for the employee. Use this choice to delete ex-employees, at the beginning of the new year.

This button becomes the Cancel button, when adding a new employee. Click to return to the browse mode.

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Total Employee Payroll
Click here for a quick total of wages paid to the current employee.   The first line is the quarter to date total, and the second line is the year to date total.

Scrolling Employees
The scroll bar appears when browsing employees. Click at the top of the scroll bar to go to lower numbered employees, and the bottom of the scroll bar to go to higher numbered employees.

Click and drag the scroll bar up or down to move rapidly through the list.

Clicking above or below the scroll indicator moves the list up or down in larger steps.

Employee information can be changed at any time, but the Save button must be clicked to save the new employee information.

Changing Employee Data
ANY Employee data can be changed at any time.

Use the mouse to click and mark the characters to be changed, then type the new information and click the Save button. Use the delete key to remove old data, before typing the new information. Sometimes is necessary to delete blanks, before entering the new data.

Paychecks
Add new payroll checks and print them immediately, or wait until later to print checks as a batch. Use the scroll bar on the right to browse up and down through past checks, and to change any of the check information. Click Delete to delete the check.

Any check may be changed at any time, but be sure to print reports, so you can explain it all to the IRS later.

Check Date
The initial Check Date is the computer's system date. To use another date, click on the month, day or year and change it.

A check date can be changed at any time, and the check will be immediately sorted into the proper order, but you should be careful about changing past payroll information after the federal and state payroll tax reports and returns have been changed. Much additional paper work will be required.

Employee Name
Click and select the employee to pay. When the correct employee is highlighted, press the Tab key. Ex-employees are not included in this list, when entering paychecks, but are added to the bottom of the list when scrolling through previous paychecks.

Employees are sorted based on the employee Sorting Code. Normally, this means the employees are in alphabetical order, by last name.

Check Number
The next check number in sequence is the default selection. Press Tab to accept the check number or enter another number. Check numbers are from 1 to 5 numeric characters.

Make sure the check numbers agree with the numbers on the pre-printed checks.

Regular Hours

Enter the non-overtime hours worked and press Tab. Regular Pay will be immediately calculated.

If the employee is salaried, press Tab to skip this field, and the Pay Rate will be entered as Regular Pay.

If Overtime Calculated as Excess has been selected from program configuration, this selection will be called "Total Hours". Enter the total hours worked, including overtime.

Overtime Hours

Enter the overtime hours worked. Overtime pay laws vary from state to state, so check with the state bureaucracy.

Other Income

There are from zero to three other income categories for each paycheck. The type of other income is determined by the configuration setup. Click below for details on how each type of other income is handled.

Save & Print

To complete paycheck entry, click on Save or Save & Print and you are ready to enter the next paycheck.

The Save button copies the check to the disk without printing. All of the checks can be printed at one time using Reports / Print Checks.

Save & Print saves and also prints the check. If the printer tends to jam when printing checks, print them one at a time using Save & Print.

Add Check

To leave the browse mode (scrolling through the paychecks) and resume adding payroll checks, click Add. This button will return you to the Browse mode when adding new checks.

When entering a new paycheck, this button becomes the Browse button and will return you to the browse mode to scroll through past paychecks.

Delete Check

A paycheck can be deleted at any time by scrolling to the desired check and clicking the Delete button.

Be sure not to delete paychecks which have been cashed by the employee. Your reports would not be correct for the quarter or year.

If a check is deleted from a previous period, it would be advisable to print a Payroll Ledger and Payroll Check Listing covering the period.

If you delete a check from a previous quarter or year, your government will require some nasty paperwork. In the real world, it is better to make the corrections in the current quarter.

Scrolling Paychecks

The scroll bar appears when browsing though past paychecks. Clicking on the scroll bar allows you to view and change any check written during the year.

If you change checks from previous periods, be sure to print a Payroll Ledger and a Payroll Check Listing including the changed check to leave an adequate audit trail.

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Reports

Reports can be printed at any time, and as often as you wish. A report can cover the current period, the current quarter or the whole year. Usually, a Payroll Check Listing and a Payroll Ledger for the current period is sufficient. If you have many employees, and print annual reports after each payroll, you will be producing large volumes of unnecessary reports. In many organizations, this a good thing, but check with your employer first.

If you have employees in more than one state, the Payroll Ledger, Check Listing, Quarterly Listing and W-2's can be printed by state.

Print to MS Write
Marking this box will send all reports to Microsoft's MS Write word processing program. MS Write allows you to view reports without wasting paper and even edit the reports if desired.

MS Write has its own help file. Press F1 for instructions on the use of MS Write.

Close MS Write to return to the payroll program.

Payroll Checks
Payroll checks can be printed as entered, or using this selection, printed as a batch.

Although check numbers are entered when the checks are entered, the numbers can be changed automatically, to agree with the check numbers on the blank checks. Enter a beginning check number when prompted, and the previously entered checks will be re numbered as they are printed.

Pre-printed checks are thicker than most other forms, so your printer may tend to jam when printing payroll checks. If so, us the Save & Print selection from Enter or Change Payroll Checks, to print the checks one at a time as you enter them, or while scrolling through the checks after they are entered.

If other reports have been selected, you will be prompted to remove the checks from the printer and insert plain paper.

Payroll Check Listing
This report is a listing of all of the payroll checks written for the period. At the end of the report, the total of all checks is printed followed by a breakdown of payroll by department.

Payroll Ledger
The Payroll Ledger is an important "audit trail" for the MWPR program. It lists each employee's name, social security number, payroll balance at the beginning of the period, current payroll checks and quarter to date and year to date balances.

The quarterly payroll tax liabilities are printed at the end of the report. The numbers are there to help fill out the various state and federal payroll tax forms. The calculations are based on the current Medicare and Social Security information built into the program, as well as information entered under Configuration.

This report should be printed at the end of each payroll period. The IRS likes to know where you get all those numbers on the W-2's from.

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Federal Liability

This report gives the information for the Schedule B "Record of Federal Tax Liability" required of larger employers. The default report covers the current quarter, but any quarter in the current year can be selected.

The numbers on this report may differ from the liability on the Payroll Ledger by a few pennies. (Due to rounding.)

Quarterly Listing

The Quarterly Listing is a list of employee names, social security numbers and quarterly earnings for the quarter required by many states. It will actually print on the California DE-3B form, and many states will accept the information in this format.

Employee Listing

A listing of all current information for each employee. Use this sheet as a payroll input sheet for the next pay period, and to check addresses and social security numbers for accuracy. Ex-employees can be omitted from the listing.

Employee History

Payroll checks are retained for each employee, for an entire year. If a listing of one employee for a period, month, quarter or year is needed, print this report. Use the selection box to choose the employee.

Select Report Period

Reports can be printed for the current period, month, quarter or year. A pull-down box allows the selection of a period, month, quarter or year. A period report includes all of the checks with the same date.

Payroll checks can be printed for the current period only, and the period is of no consequence when printing the Employee Listing.

Period Ending

Use the pull-down box to select the date of the last checks written during the report period. For instance, if you want to print a quarterly report for the second quarter of the year, select the closest date before June 30th.

The default selection is the current period, so in most cases, this selection will not need to be changed.

Printer Setup

On most occasions, no printer setup is necessary, and reports and checks will print on the Windows default printer. However, if you want to use a printer other than the default printer to print checks, or if you want to print Sprocket Feed checks, printer setup will be necessary.

The Printer Setup calls the Control Panel Printer Setup. Any changes made affect all Windows programs, so be sure to change the settings back the way they were, when printing is finished.

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Printing checks on a sprocket feed printer.
Since Sprocket Feed printers think all forms are 11 inches long, you must use Printer Setup to change the default form length, before printing checks.

To change printer:
1. Click Printer Setup
2. Click on desired printer
3. Click Set as Default Printer
4. Click Setup
5. Click on Paper Size list box arrow
6. Scroll down to the user defined size
7. Set width to 850 (8.5 inches)
8. Set length to 700 (7 inches)
9. Chose OK and Close to exit Printer Setup

Start Printing
Once the reports and periods you wish to print have been selected, click here to start printing.

Printing under Windows can be painfully slow at times. You can speed up the process slightly by disabling the Windows Print Manager, using the Windows Control Panel.

Print Speed & Quality
Font selection has a dramatic effect on print speed. Fonts which are "native" to your printer print much faster. If print speed is too slow, use Configure to select another font and try again.

Printing Problems
Windows applications depend on a "printer driver" to control printing. If you are having alignment problems, make sure the correct driver for your printer has been selected by clicking "Printer Setup". Your printer manual should list the correct driver as well as a list of alternatives. If none of the available drivers are correct, contact Microsoft for an updated Windows printer driver for your printer.

File
Data is loaded automatically, when you start MWPR and saved when you exit, so the file menu doesn't need to be used during every processing. The file menu does offer a few convenient utilities.

Change Data Path
MWPR always begins by reading data in the program directory. To read data in another directory or on another disk, use Change Data Path.

When "OK" is clicked, data is first saved to the old path, and then read from the new path.

To use MWPR for multiple businesses, create a different directory for each business, using the Windows File Manager, and use Change Data Path to change the data directory.

To transfer data from one directory to another, use Backup Data.

Save Data
Although data is saved automatically when exiting MWPR, save the data occasionally, in case of a power failure. Data is always saved to the program directory, unless you have changed the directory, using Change Data Path.

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Backup Data
Eventually, all hard disks fail. Use this selection occasionally to copy the data to a floppy disk.

You can't copy files to a full or unformatted disk. Make sure the "backup" disk has been formatted, and has enough room for the data files. If there are MWPR files already on the "backup" disk, they will be overwritten by the current data.

Press Return to save to the A: drive, or enter a new drive and path.

Backup makes exact copies of the data files MWPR.EMP and MWPR.PRC, and the configuration file MWPR.CFG. These files can be used, if your main hard disk fails, or you may simply want to transfer the data from one computer to another.

You can also use this selection to copy the data to another part of your hard disk.

Restoring Data
Restoring data is simply backing up in reverse. For example, to restore data from drive A: to the \ MWACCT directory on drive C:
Start MWPR.
Select File / Change Data Path and change to A: Check to see that your data is OK, by scrolling through employees and paychecks.
Select File / Backup, enter the path: C:\MWACCT and click OK

Start a New Year
A payroll year is always January to December. Before writing the first check in January, use this selection to start a new year.

It only takes a few seconds, so don't think it doesn't work just because it doesn't take long.

Starting a new year deletes all employees marked as ex-employees. After starting a new year, go to the Employee section and delete any other employees who didn't make it into the new year.

Go Back to Previous Year
Sometimes it is necessary to go back to the previous year to make corrections. You can go back to the previous year, at any time.

To continue with the current year, just select Start a New Year again. Your current checks and employees will be restored.

Printing W-2's
To print W-2's run the program W-2.EXE, a separate program sent with registered versions only. The current data from MWPR will be used to fill in pre-printed W-2's.

W-2's can be ordered from NEBS by calling 1-800-388-3810. The form number is 12432 for a laser or sheet feed printer, or 9859-CNC for a dot-matrix printer. Use the "Mail Code" of 95111 when placing your order.

Test Printing
Test print alignment by choosing "Print a Test W-2". Use blank paper for this test and lay a "real" W-2 over the top and check the alignment. If the row containing box 16 is ok, the alignment is correct. The test option will print all of the employer data and will include test figures for the boxes selected in "Configuration Options".

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Print W-2's for All Employees
When the number of W-2's is over 41, sub-total W-2's after each group of 41 will be printed in addition to a final sub-total at the end. To get the numbers for the W-3, add all of the sub-total W-2's. If there are less than 42 W-2's, the last W-2 will have the figures for the W-3.

Employees with no gross YTD earnings are skipped.

Print a W-2 for a Single Employee
Prints a W-2 for the employee selected if the YTD gross pay is not zero. Used to print a replacement W-2, or if the printer smudged only one W-2.

Start Printing at a Particular Employee
Select the employee to begin printing at. Useful if the paper jams half way through printing. Will print sub-total or W-3 Data as needed. Employees with no gross YTD earnings are skipped.

Print Only for State Of:
If you have employees residing in more than one state, use this to print W-2's for each state. A state selection box will appear.

Change Directory
Changes the data directory used for W-2 printing. If you are keeping books for more than one company, use this to access data in another directory.

Printer Setup
Runs the printer setup program from Windows Control Panel. Used to change printer settings.

Change Year
Use this to switch between the current and prior year W-2 printing.

Configuration Options
When the W-2 program is started or when a new directory is selected, there will be default settings for all of the configuration options. These can be changed as needed. We suggest you print a test W-2 without changing the configuration options. Most likely, the only items you will need to change are the deduction descriptions.

> Box 13 Alpha Code - This is for retirement plans. "D" is the proper code for 401k. If your plan is not a 401k, enter a different letter here. When the Alpha Code is D, E, F, or H, box 15, Deferred Compensation and Pension Plan boxes will be checked. If the Alpha code is G, only Deferred Compensation will be checked. Any other codes will require manual marking of box 15.
> Left & Top Margin - The program will read your printer driver for proper margin settings. If the installed Windows printer driver does not print correctly, enter adjustments here.
> Reset Configuration Options - All configuration options are reset to the default values.
> Boxes 14a, 14b, 14c, 19 and 21 - The available deduction types are displayed in the drop-down boxes, and will print in box 14, 19, or 21 of the W-2. 14a will be first, 14b second and 14c third. You have the option of typing your own descriptions for each deduction. There must be a description for the deduction to print on the W-2. Change the order as needed, but each deduction can only be used once.
> State WH, Tips, and Retirement will be printed in the appropriate box. No W-2 configuration is required.

Medlin Windows Payroll Order Form

Registered users receive the latest version of MWPR and telephone support.

Send to:
Medlin Accounting Shareware   Phone: 707-255-4475
1461 Sproul Avenue   Fax: 707-255-9266
Napa, CA 94559-1505

Upgrade or new registration: $38.00
California sales tax (CA users only) $ 2.76
Federal Express delivery (optional) $15.00
Total   _____

Name   _____

Company _____

Address _____

City _____   State _____   Zip _____

Payment by: Check ____   MC ____   Visa ____   Amex ____   Disc ____

Card no.: _____

Expiration Date: _____

Phone Number _____

Cardholder Name _____

Signature _____

Where did you get Medlin Windows Payroll?

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Sorry, no COD's or purchase orders.
Programs will be mailed by First Class Mail.
Disk size will be 3.5 inch 720 K unless otherwise specified.