Medlin Windows Payroll

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Program Description

Medlin Windows Payroll (MWPR) is a payroll writing program for small and medium size businesses. MWPR runs under Microsoft Windows 3.1, Windows for Workgroups and Windows 95. MWPR can be run stand alone or can work hand in hand with Medlin Windows General Ledger (MWGL) and Medlin Windows Accounts Payable (MWAP). Each net paycheck can be posted to MWAP. MWAP can then post the payroll checks, along with any other checks, to MWGL. MWAP, MWGL and MWPR must be using the same data path, to share data. MWPR allows up to 500 employees and more than 32,000 checks per year.

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 near the end of this manual.

Registered users will receive:

- The latest version of MWPR (including current federal and state tax tables).
- The W-2 and W-3 printing program for the current year.
- Removal of "Printed with UNREGISTERED version" from reports.
- Unregistered copies of other Medlin Windows Accounting programs.
- Telephone support from 8:00 AM to 5:30 PM Pacific Time.
- A 20% discount on your first order of checks and W-2's from New England Business Services.
- Notification of updates.

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 context sensitive 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 "Reports". The check date divides the checks into pay periods and quarters automatically.

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

Payroll checks are retained for all employees, for two calendar years. Before the first payroll each 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 previous checks for the current quarter, or enter a single check, per employee, with their year to date totals.

Navigation

Use the <Tab> key to advance to the next field and press <Shift and Tab> together to go back. Menu items and "command buttons" can be "clicked" from the keyboard by holding down the <Alt> key while pressing the underlined letter. These are "standard" to most Windows programs. See your Windows manual for more details. The open section ("Reports" for example) does not have to be closed to open a different section. Just click on your choice from the menu or holding down <Alt> while pressing the underlined letter.

Entry shortcuts built-in to MWPR:

- In dollar entry fields, pressing <+> or <-> after entering the amount, advances to the next field. Negative numbers can be entered with the minus sign leading or trailing.
- Date fields can be edited using the <Home>, <End>, and arrow keys in addition to entering numbers.
- The date format is taken from Control Panel and the day of month is always highlighted first, for editing, when entering a date field.
- The <Esc> key goes back one selection.
- Press <F10> to use the pop-up calculator. Use <Esc> or <Alt and F4> to close. The result will be "pasted" if the calculator was called from a monetary field.

Configure

Configuration information needs to be entered once, when you start using MWPR, and can be updated as needed. Be sure to click "Save" when done.

Employer Name and Address

Enter one or two lines of up to 32 characters. For a proprietorship, enter the owner's name and the company's name. The employer name appears on reports, W-2's and the W-3.

Also enter the employer's mailing address, which will be used in the heading of the Quarterly Listing, W-2 and W-3 reports.

Federal and State ID Numbers

The employer's federal and state identification numbers (up to 15 characters) are used when W-2's and the W-3 are printed at the end of the year. Be sure to include any dashes, slashes or dots that appear in the ID numbers.

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 on a paycheck doesn'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 deductions, choose from ten 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. The deductions can be renamed only 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** - Use as a second Miscellaneous Deduction.
- **New York City WH** - New York City Resident tax.
- **ADV EIC** - Earned Income Credit paid to eligible employees.

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.

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, each employee's first check calculated by MWPR will correct all percentage type deductions for past round off errors.

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.

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.

Built-In Tax Tables

Federal Withholding, Social Security, Medicare and the following state and city tables: AL, AR, CA, CO, CT, DE, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD (can be set for any local %), ME, MI, MN, MO, MS, MT, NC, ND, NE, NJ, NM, NY, NYC Resident Tax, OH, OK, OR, PA, SC, UT, VA, VT, WI, WV.

The remaining states have either no state tax, or are flat percentage calculations.

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.

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

Other Income Fields

There are three Other Income fields available in MWPR. You can disable any field by choosing {not used} or choose from twelve possible 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 withhold correctly, Retirement must also 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** - A second 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 withhold correctly, Tips must also be one of the deductions chosen from the lower right part of the configuration screen.
- **Vacation Pay** - Added to taxable gross pay.

Check Type

Several check types are available from New England Business Services (NEBS). Request samples and order checks and W-2's 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:

Laser or jet-type printers:
- **9027** - A seven inch long laser check with a stub on the top, best when fed a single check at a time or for printers with a paper slot.
- **9039** - An eleven inch long laser check with a stub on the top and bottom, best for paper cartridge use or for batch printing.

Dot-Matrix printers:
- **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.
- **9215** - A bottom stub check with a control number on the body.

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 workmen's compensation insurance companies for reporting purposes and may save time when filling out their reports.

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. Arial and Times New Roman are good choices. When total annual wages paid go to six or seven figures, some fonts are too large to correctly print in the report space available, so, you might find it necessary to choose a smaller font, like

Lotus Line Draw.

Employees

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

Sorting Code

This is a ten character code used to sort employees. Employees are re-sorted each time a sorting 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. If you choose to use numerical sorting codes, be sure they are the same length, to allow proper sorting.

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 nine digit number and enter the correct number 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.

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 the 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.

Entering a status of "H" (Head of Household) treats the employee 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.

Department

The department number is used to print the department breakdown (useful for preparing workmen's compensation reports) on the bottom of the Payroll Check Listing report. Allowable numbers are between zero and nine. If this is left blank, the department will be zero. 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.

Pay Rate

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

Memo Line

A separate memo line can be entered for each employee. The memo will appear on the screen, when entering checks for the employee, and will also print on the employee's check stub. Use this field to remind yourself of special deductions for the employee, and to explain them on the pay stub. Two examples are child care deductions and garnishments.

NOTE: A memo line which will print on all check stubs can be entered before checks are printed. Click "Memo" from the "Paychecks" or "Reports" sections. This memo will be printed on each employee's pay stub. Use this field to provide general employee information such as "For Period Ending ...", or to deliver a holiday greeting. The contents of this memo field are retained only for the current processing.

To erase either memo line, enter a blank line.

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 amount MWPR calculates for FWH and SWH deductions will be adjusted by these amounts.

You can also enter negative amounts, if the employee wants to reduce his or her withholding, such as those who claim different allowances for federal and state 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.

If using the Earned Income Credit deduction only:

- **EIC Claimed** - If this employee claims the EIC, check here.
- **Spouse Claiming EIC** - Check here if line 4 of the W-5 is checked "Yes".

Add / Browse

Click here to add an employee. Employees can be added at any time during processing. Click "Save" to save the new employee. This button becomes "Browse" when adding new employees.

Find

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.

Cancel / Delete

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 "Cancel", when adding a new employee. Click to return to the browse mode.

Total

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.

Employee information can be changed at any time, but "Save" must be clicked to save any changes.

Paychecks

Add new payroll checks and print them immediately, or wait until later to print checks one at a time or as a batch. Use the scroll bar on the right to browse up and down through past checks, to view, add, change or delete checks or their detail.

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 date and change it. Use the left and right arrows to change between month, day and year and the up and down arrows to increment or decrement the date.

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

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 one to five numeric characters.

Make sure the check numbers agree with the numbers on 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 in "Configure", 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

Enter the amount. The type of other income is set in "Configure".

Save / Save & Print

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

"Save" copies the check to the disk without printing. All of the checks can then be batch printed from "Reports" or printed one at a time when browsing.

"Save & Print" saves and also prints the check. Useful if the printer tends to jam or to reprint previously entered paychecks.

Delete

A paycheck can be deleted at any time by scrolling to the desired check and clicking "Delete". Be sure not to delete paychecks which have been cashed by the employee. Your W-2's and other reports would not be correct.

If deleting a lost check 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 previous 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.

Reports

Reports can be printed at any time, and as often as you wish. A report can cover a period, month, 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 Screen

Checking here will print reports on the screen, allowing you to view reports without wasting paper. Use the <Home>, <End>, <PgDn>, <PgUp> and arrow keys or the scroll bar to view the report. Press <Esc> or <Alt and F4> to return to report printing. Paychecks cannot printed to the screen or to a file.

Printing to a File

Printing to screen creates a file named TEMP.TXT in the current data path. To save a copy of the report, rename the TEMP.TXT file. By loading the file into any word processor and changing the font to a fixed pitch font like Courier New, you can modify or reprint the report.

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 a batch of payroll checks. If so, us the "Save & Print" selection from "Paychecks", to print paychecks one at a time, either as you enter them, or by scrolling through the checks after they are saved.

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

Payroll Check Listing

This report is a listing of all of the payroll checks written for the report 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 MWPR. It lists each employee's name, social security number, payroll balance at the beginning of the report period, payroll checks for the report period 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 in "Configure".

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.

Federal Liability

This report fills out the Form 941, 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. Also use this report to help fill in the federal deposit coupons.

Quarterly Listing

The Quarterly Listing is a list of employee names, social security numbers, gross earnings and state withholdings for the quarter, which is required by many states. It will actually print on the California DE-6 form (the ones you order from EDD, not the smaller form you get in the mail). 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.

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 a period, month, quarter or year. Use the pull-down box to select. A period is defined as paychecks with the same check date. The report 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.

Memo

Print a memo, such as "For Period Ending ...", on each employee's pay stub by using this selection.

Printer Setup

On most occasions, no printer setup is necessary. However, if you want to use a printer other than the current Windows default printer, use "Printer Setup" to set the desired printer as the default printer.

"Printer Setup" opens Windows 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.

Printing Checks on a Sprocket Feed (Dot-Matrix) 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 form length:

Windows 3.1 or Windows for Workgroups:

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

Windows 95:

1. Open Start / Settings / Printers
2. Using the right button, click the printer icon
3. Click properties
4. Change paper size to "Custom", the last choice to the right
5. Set "unit" to 0.01 inches
6. Set width to 850 (8.5 inches)
7. Set length to 700 (7 inches)

(Steps may vary slightly for different brands of printers)

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. Remember, if you are using Windows Print Manager or Windows 95, the entire report must be processed before the first page actually prints. Click the "Abort" button to stop printing. Be patient, the abort process takes a few seconds.

Print Speed and Quality

Printing is generally slower in the Windows environment, but there are things you can do to speed up the process. Font Selection has a dramatic effect on print speed. Fonts which are "native" to your printer print much faster. If the print speed is too slow, use "Configure" to select another font and try again. Arial and Times New Roman are good choices. The printer resolution also affects print speed and quality. Raising the resolution will increase the print quality, but slow the print speed. Lowering the resolution lowers the print quality, but increases the speed. Print resolution can be changed using the "Printer Setup" option, then clicking Setup.

Printer Problems

Try printing the same report to the screen. If the screen report is correct, then MWPR is working properly and the problem lies with the printer setup, connection or cable. Try turning the printer off, then on again, and reprint. If you have access to a different cable and / or printer, try those. Windows applications depend on a "printer driver" to control communication between the application and printer. Make sure the correct driver has been selected and the correct default printer has been chosen by clicking "Printer Setup". Your printer manual should have the correct driver name and a list of alternatives and your Windows manual will have instructions on setting up printers. If none of the available printer drivers are correct, contact Microsoft for an updated driver.

File Menu

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

Change Data Path

MWPR always begins by reading data in the "working directory" (or Start In) as defined in the properties of the icon (or shortcut). If the working directory (or Start In) is blank or invalid, the current directory is used. To read data from another directory or 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, use "Add New Client". To transfer data from one directory to another, use "Backup Data".

Backup Data

Eventually, all hard disks fail. Use this selection occasionally to save the data to a floppy disk. You can't backup to a full or unformatted disk. Make sure the backup disk has been formatted, and has enough room for the data files. Press <Enter> to save to the A: drive, or enter a new drive and path. "Backup Data" makes exact copies of the MWPR data files. These files can be used if your main hard disk fails. "Backup Data" can also be used to transfer the data from one computer to another or to copy the data to another part of your hard disk.

As with all sensitive files, it is a good idea to have a rotation of several backup disks. If you backup weekly, have a disk labeled "Week One", another labeled "Week Two" etc. Tape drive manuals usually have a section about rotating several tapes. A few minutes spent protecting your data, is an investment for the day when there is a power loss or disk failure, and will pay a great dividend if ever needed.

Save Data

Data is saved automatically when running MWPR. Each new entry is sent to the disk. You can manually save (and re-read) the data from the disk by pressing <Ctrl and S>. Data is always saved to the current data path. To send a copy of the data to another directory, use "Backup Data".

Add New Client

To add a new client or business, choose "Add a New Client". Enter the client name and a new directory will be created under the program directory for the new client along with a separate icon (or shortcut). There is no limit to the number of clients except for disk space.

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, use "Employees" to delete any other employees who didn't make it into the new year.

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 resume the current year, select "Start a New Year". Your current checks and employees will be restored.

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 the chart of accounts and transactions.
- Select File / Backup, enter the path: C:\MWACCT and click OK.

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.

Print W-2's for All Employees

Prints a W-2 for employees with earnings for the year. 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.

Print W-3 Form

Fills in the pre-printed W-3 form.

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-totals as needed. Employees with no gross YTD earnings are skipped.

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".

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, EIC and Retirement will be printed in the appropriate box. No W-2 configuration is required.

Magnetic Media W-2's

Employer's with more than 250 employees are required by the Social Security Administration (SSA) to submit W-2's on disk instead of the pink copy A of form W-2. The SSA's "magnetic media" requirements were created by bureaucrat/programmers and are difficult and complicated. We strongly discourage magnetic media submission unless it is required by the SSA.

If you are required to submit W-2's on a disk because you have more than 250 employees, we will prepare the file for you. Send us your MWPR.EMP and MWPR.PRC data file on 3.5 inch disk. Your disk will be returned in a few days with the required W2REPORT file. Please include a phone number and let us know if you have deducted for tips or a 401K plan. There is no charge for this service.

Calculator

MWPR has a built in four function pop-up calculator that works like a standard pocket calculator (if there is such a thing). Press the <F10> key and a small box will appear in the middle of screen. Enter a number and use the <+> and <-> keys to add and subtract. To multiply or divide, use the <*> or </> keys and then <Enter> or <=>. If the calculator is called from a monetary field, the calculated amount will be plugged into the field when you exit the calculator. Exit the calculator by pressing <Esc> or <Alt and F4>.

Converting PC-PR Files

The program MWCONV.EXE is available to all registered users and will convert PC-PR Payroll data files to MWPR format.

Begin by double clicking on the conversion icon (or shortcut) or by double clicking on MWCONV.EXE from File Manager (or Explorer). The conversion program has a single screen with two boxes labeled From: and To:. Select the location of the existing PC-PR files in the From: box and set the To: box to the directory and disk where you want your MWPR data files to be created, and click OK. A status line tells if any convertible files are found and indicates the progress of the conversion.

Data Files

MWPR.CFG - Configuration information
MWPR.PRC - Current year payroll checks
MWPR.EMP - Current year employees
PRMWPR.PRC - Previous year paychecks
PRMWPR.EMP - Previous year employees
NMWPR.PRC, NMWPR.EMP - Used to store "current" year data when you have chosen "Previous Year"

Medlin Windows Payroll Order Form

Registered users receive the latest versions, telephone support and notification of updates.

Send To:
Medlin Accounting Shareware
1461 Sproul Avenue
Napa, CA 94559-1505

Phone: 707-255-4475
Fax: 707-255-9266

MWGL Medlin Windows General Ledger	_____$38.00
MWPR Medlin Windows Payroll	_____$38.00
MWAP Medlin Windows Accounts Payable	_____$38.00
California sales tax (CA users only)	_____$ 2.76 each program
Overnight weekday U.S. delivery (optional)	_____$15.00
Total	____________

Name ____

Company ____

Address ____

City ________________________ State _______ Zip _________________

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

Card Num. ____

Expiration Date: ____________________

Phone Number ____

Cardholder Name ____

Signature ____

Where did you get Medlin Windows Payroll?

____

Sorry, no COD's or purchase orders.
Programs will be mailed by First Class Mail.
Disk size will be 3.5 inch HD.

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