

TI-COUNT

1 GENERAL LEDGER

2 ACCOUNTS RECEIVABLE

3 ACCOUNTS PAYABLE

4 INVENTORY SYSTEM

5 PAYROLL SYSTEM

6 MAIL SYSTEM

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Developed by Pike Creek
For use on Texas Instruments 99/4A

APPENDIX B

ERROR RECOVERY

A. HOW DO YOU TEST THE PAYROLL SYSTEMS DISK?

REMOVE WRITE TAB

IN EXTENDED BASIC LOAD THE SYSTEMS DISK INTO DRIVE #1 AND TYPE ... RUN "DSK1.SILVER". THE PROGRAM RUNS FOR ABOUT 4 MINUTES LOADING EACH PROGRAM FROM THE DISK IN ORDER AND ENDS BY DISPLAYING THE RECEIVABLE MENU. IF THIS PROGRAM RUNS TO COMPLETION THEN THE DISK IS IN GOOD ORDER.

REPLACE WRITE TAB

B. ALWAYS MAKE COPIES OF YOUR WORKING DISKS AS YOU USE THEM. YOU CAN RESTORE AND RESTART THE SYSTEM AT AN EARLIER DATE.

TI-COUNT

PAYROLL SYSTEM

MANUAL

PREFACE

HOW TO USE THE TI-COUNT MANUALS

PIKE CREEK COMPUTERS' COMPLETE "TI-COUNT" BUSINESS SYSTEM CONSISTS OF SIX MODULES;

- o GENERAL LEDGER
- o ACCOUNTS RECEIVABLE
- o ACCOUNTS PAYABLE
- o INVENTORY
- o PAYROLL
- o MAIL SYSTEM

DESIGNED WITH COMMON FILES. EVERY "TI-COUNT" MODULE HAS ITS' OWN MANUAL, DISTINGUISHED BY LOGICAL ORGANIZATION AND THE SAME FORMAT.

EACH MANUAL IS DIVIDED INTO FIVE SECTIONS;

1. INTRODUCTION
2. THE DAILY OPERATING PROCEDURE
3. PREPARING THE MODULE FOR OPERATION
4. SPECIAL PROCEDURES SPECIFIC TO EACH TI-COUNT MODULE
5. APPENDICES

ENABLING THE USER TO LOCATE INFORMATION AND SPECIFIC PROCEDURES QUICKLY, NO MATTER WHICH MODULE THEY'RE USING. KEY POINTS OF EACH SECTION ARE SUMMARIZED BELOW:

SECTION	KEY POINTS	MOST FREQUENT USER
1	MODULE PURPOSE, FEATURES, CONVENTIONS AND EQUIPMENT.	SUPERVISOR
2	ROUTINE OPERATION OF THE MODULE ACCOMPANIED BY THE ACTUAL DISPLAY SEEN BY THE OPERATOR AT EACH STEP.	OPERATOR
3	COMPLETE DIRECTIONS FOR SETTING UP THE MODULE FOR OPERATION, EDITING AND PRINTING PROCEDURES.	SUPERVISOR AND OPERATOR
4	SPECIAL PROCEDURES FOR THE SPECIFIC MODULE	SUPERVISOR AND OPERATOR
5	ERROR RECOVERY AND ANY TROUBLE SHOOTING PROCEDURES NOT AUTOMATICALLY COVERED BY THE PROGRAMS	OPERATOR

THE SUPERVISOR AND OPERATOR SHOULD SET THE SYSTEM UP FOR USE BY ENTERING THE NECESSARY DATA (SECTIONS 3 & 4). THE OPERATOR CAN ASSUME RESPONSIBILITY FOR DAILY OPERATION OF THE MODULE, ENTERING DATA, ORDERING FORMS AND SUPPLIES AND PROVIDING THE PRINTOUTS NEEDED FOR PROFITABLE MANAGEMENT OF THE BUSINESS.

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3. PREPARING THE PAYROLL SYSTEM FOR OPERATION
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 - B. ERROR RECOVERY

CHAPTER 1 INTRODUCTION

- 1-1. GENERAL FEATURES OF THE PAYROLL SYSTEM
- 1-2. EQUIPMENT REQUIREMENTS
- 1-3. SPECIAL SUPPLIES
- 1-4. READ THIS FIRST
- 1-5. SPECIAL TAX PROGRAM

1-1. GENERAL FEATURES OF THE PAYROLL SYSTEM

THE TI-COUNT PAYROLL SYSTEM IS DESIGNED TO BE OPERATED BY ITSELF OR AS AN EXTENSION OF THE TI-COUNT GENERAL LEDGER. IT IS MADE UP OF A NUMBER OF INDIVIDUAL EMPLOYEE PAYROLL FILES. EACH FILE CONTAINS THE EMPLOYEE'S NAME, ADDRESS, SOCIAL SECURITY NUMBER, PERSONAL INFORMATION, WAGE TYPE AND RATE, TAX INFORMATION, ALL CURRENT AND YTD DEDUCTIONS AND ALL CURRENT, MTD, QTD AND YTD PAYCHECK DATA. A MAXIMUM OF 100 EMPLOYEE FILES CAN BE KEPT ON ONE PAYROLL DISK. ANY NUMBER OF PAYROLL DISKS CAN BE COMBINED TO INCREASE THE TOTAL NUMBER OF EMPLOYEES.

THE PAYROLL SYSTEM INSTRUCTS THE USER STEP-BY-STEP ON THE COLOR MONITOR SCREEN. THE SALARY ROLL AND WAGE ROLL ARE PROCESSED AS SEPARATE GROUPS. EACH PAYROLL TRANSACTION IS TYPED INTO A FORM ON THE SCREEN AND EDITED. THE TAXES ARE INSTANTLY COMPUTED, THE DEDUCTIONS ARE SUMMED AND THE ACTUAL AMOUNT OF THE PAYCHECK IS DISPLAYED. CORRECTIONS CAN BE MADE WHILE TRANSACTIONS ARE BEING DISPLAYED. PAYROLL CHECKS CAN BE PRINTED AFTER THE PAYROLL REPORT IS APPROVED. THE SYSTEM IS INTERLOCKED SO THAT THE PAYROLL CHECKS CAN ONLY BE PRINTED ONCE. THE PAYROLL IS THEN CLOSED. THE ENTIRE SEQUENCE CAN BE REPEATED TO PRINT ADDITIONAL CHECKS.

FOUR WITHHOLDING TAXES ARE COMPUTED BY THE SYSTEM. THE FIRST IS ALWAYS FEDERAL INCOME TAX (FIT) AND TAX #2 ALWAYS SOCIAL SECURITY (FICA). TAX #3 IS COMPUTED FROM FEDERAL INCOME TAX TYPE TABLES AND TAX #4 IS FOR SIMPLE PERCENTAGES. TAX #4 CAN ALSO BE ENTERED MANUALLY FOR EACH EMPLOYEE. IN ADDITION A FOUR CHARACTER CODE CAN BE PROGRAMMED TO EXEMPT AN EMPLOYEE FROM ANY OF THE FOUR TAXES. THERE IS A PROVISION FOR A SPECIAL TAX COMPUTATION PROGRAM TO BE ADDED TO THE SYSTEM.

OTHER FEATURES OF THE PAYROLL SYSTEM:

1. PRINTS W-2 FORMS AT THE END OF THE YEAR.
2. PRINTS WAGE AND SALARY ROLLS (OPTIONAL: PRINTS WAGE RATES)
3. COMPLETE EDITING OF EMPLOYEE FILES
4. COMPLETE EDITING OF TAX COMPUTATION FILES
5. EIGHT DIFFERENT DEDUCTIONS ARE POSSIBLE FOR EACH EMPLOYEE
6. COMMISSIONS, BONUSES AND TIPS CAN BE INCLUDED IN EMPLOYEE'S EARNINGS
7. CALCULATES REGULAR AND OVERTIME PAY FOR THE WAGE ROLL

THE PERSON WHO SETS UP THE PAYROLL SYSTEM AND THE TAX COMPUTATION PROGRAMS SHOULD HAVE SOME KNOWLEDGE OF THE COMPANY'S ACCOUNTING PROCEDURES. HOWEVER, THE TI-COUNT PAYROLL SYSTEM DAILY OPERATOR NEEDS TO BE CONCERNED ONLY WITH THE INSTRUCTIONS IN CHAPTER 2 AND DOES NOT REQUIRE AN ACCOUNTING BACKGROUND.

1-2. EQUIPMENT NEEDED TO OPERATE THE TI-COUNT PAYROLL SYSTEM

THE TI-COUNT PAYROLL SYSTEM PROGRAMS REQUIRE THE FOLLOWING MINIMUM TEXAS INSTRUMENTS 99/4 AND 99/4A PERSONAL COMPUTER EQUIPMENT.

1. 99/4 OR 99/4A MAIN COMPUTER CONSOLE.
2. 10" COLOR MONITOR OR COLOR TV WITH A RF MODULATOR
3. DISK DRIVE CONTROLLER AND ONE 5 1/4" DISK DRIVE
4. RS232 INTERFACE AND 80-COLUMN PRINTER WITH FORM ADVANCE
5. EXTENDED BASIC COMMAND MODULE

YOU MUST ADD THE EXTENDED MEMORY TO PRINT THE EMPLOYEE PAYROLL LIST IN ALPHABETICAL ORDER.

A SECOND DISK DRIVE IS RECOMMENDED TO SIMPLIFY MAKING A COPY AND TO MINIMIZE DISK SHUFFLING DURING NORMAL OPERATION.

1-3. SPECIAL SUPPLIES

1. THE PRINTING FORMAT FOR THE ENTIRE PAYROLL SYSTEM IS DESIGNED TO FIT ON 8 1/2" X 11" PAPER. THE PRINTOUTS CAN BE EASILY FILED IN STANDARD BINDERS AND FOLDERS. CONTINUOUS FORM PAPER WITH PERFORATED SIDES THAT TEAR DOWN TO 8 1/2" X 11" (2600 SHEETS/BOX) OR ANY EQUIVALENT PRODUCT WILL BE SATISFACTORY.
2. ONLY QUALITY 5 1/4" SOFT SECTOR DISKS ARE RECOMMENDED BECAUSE OF THEIR RELIABILITY. A MINIMUM OF ONE DISK IS NEEDED TO SET UP THE PAYROLL SYSTEM.
3. THE TI-COUNT PAYROLL SYSTEM PRINTS CONTINUOUS FORM PAYROLL CHECKS PRE-PRINTED WITH YOUR COMPANY NAME AND YOUR BANK'S MICR NUMBER FROM PIKE CREEK COMPUTER CO.
4. CONTINUOUS FORM W-2 FORMS ARE AVAILABLE FROM PIKE CREEK COMPUTER CO.

ALL THE ABOVE SUPPLIES CAN BE PURCHASED DIRECTLY FROM PIKE CREEK COMPUTER COMPANY (SAMPLES ARE AVAILABLE). WRITE TO:

PIKE CREEK COMPUTER CO, INC
P.O. BOX 9619
NEWARK DE 19714-9619
(302) 239-5113

1-4. READ THIS FIRST

THE TI-COUNT PAYROLL SYSTEM PROGRAMS AND THIS MANUAL ARE WRITTEN WITH THESE CONVENTIONS:

1. OPERATOR RESPONSES

A. YES RESPONSE (Y)

A RESPONSE OF Y MEANS THE OPERATOR SHOULD PRESS THE KEY LABELED Y FOLLOWED BY PRESSING THE KEY LABELED ENTER. THIS IS THE MOST FREQUENTLY USED OPERATOR RESPONSE IN TI-COUNT. THE PROGRAMS ARE WRITTEN TO ACCEPT Y AND ONLY Y, SO FOLLOW THE SYSTEM'S INSTRUCTION AS THEY APPEAR ON THE SCREEN.

B. YES OR NO RESPONSE (Y/N)

A RESPONSE OF Y/N MEANS THE OPERATOR SHOULD PRESS ONLY THE KEYS LABELED Y OR N FOLLOWED BY THE KEY LABELED ENTER.

C. THE OPTIONS ON ALL SYSTEM AND PROGRAM MENUS ARE NUMBERED. THE OPERATOR'S CHOICE IS MADE BY PRESSING THE KEY LABELED WITH THAT NUMBER FOLLOWED BY PRESSING THE KEY LABELED ENTER.

2. MONITOR SCREENS

ALL PROGRAMS ON THE MONITOR SCREEN DISPLAY TITLES WITH MOVING BORDERS TO VERIFY THAT THE COMPUTER IS RUNNING PROPERLY AND SHOW THE OPERATOR WHICH PROGRAM IS BEING EXECUTED. THE BORDERS SHOULD CONTINUE TO MOVE EXCEPT WHEN THE DISK LIGHT IS ON INDICATING INFORMATION TRANSFER TO AND FROM THE DISK DRIVES OR TO THE PRINTER.

3. SYSTEM DISK

THE COLOR OF THE TI-COUNT PAYROLL SYSTEM DISK'S LABEL IS SILVER.

4. NUMBER OF DISK DRIVES

TI-COUNT'S DISK CHANGING INSTRUCTIONS ARE DESIGNED FOR ONE DISK DRIVE SYSTEMS. MOST OF THESE COMMANDS CAN BE IGNORED IN TWO AND THREE DISK SYSTEMS IF THE DISK(S) ARE PREVIOUSLY LOADED INTO ONE OF THE DRIVES. ALWAYS START THE SYSTEM WITH THE TI-COUNT(SILVER) SYSTEM DISK IN DISK DRIVE #1.

5. ERROR RECOVERY

COMMON TYPING ERRORS ARE CORRECTED IMMEDIATELY AND FILE WRITING ERRORS ARE AUTOMATICALLY PREVENTED BY THE TI-COUNT PROGRAMS. HOWEVER, OTHER ERRORS MAY OCCUR BECAUSE OF INCORRECT ACCOUNTING INPUT BY THE OPERATOR, NATURAL DISASTERS, BROWNOUTS, ETC. THE OPERATOR SHOULD REVIEW THE ERROR IDENTIFICATION AND RECOVERY PROCEDURES IN APPENDIX B.

1-5 SPECIAL TAX PROGRAMS

PIKE CREEK COMPUTER COMPANY PROVIDES SPECIAL WITHHOLDING TAX COMPUTATION PROGRAMS AT RESONABLE COST TO THE OWNERS OF THE TI-COUNT PAYROLL SYSTEM. FOR MORE INFORMATION WRITE TO:

PIKE CREEK COMPUTER COMPANY INC.
WITHHOLDING TAX PROGRAM DEPT.
P.O. BOX 9619
NEWARK DE 19714-9619

TELEPHONE (302) 239-5113

CHAPTER 2 THE DAILY OPERATING PROCEDURE

2-1. THE TI-COUNT TITLE SCREEN

2-2. THE PAYROLL MENU

2-3. GOOD MORNING

2-4. PAYROLL TRANSACTION

2-5. PAYROLL REPORT

2-6. PRINT PAYROLL CHECKS

2-1. THE T1-COUNT TITLE SCREEN

THE T1-COUNT PAYROLL SYSTEM STARTS WITH TURNING ON THE COMPUTER AND ENDS WITH THE PRINTING OF PAYROLL CHECKS. THE FOLLOWING EIGHT-STEP DETAILED DAILY OPERATING PROCEDURE WILL QUICKLY BECOME AUTOMATIC EVEN FOR NEW OPERATORS.

STEP 1: TURN ON THE POWER TO THE COMPUTER AND ITS PERIFERAL COMPONENTS ACCORDING TO THE INSTRUCTIONS GIVEN IN THE TEXAS INSTRMENTS 99/4A REFERENCE MANUAL AND THE DISK MEMORY SYSTEM MANUAL. BE SURE TO FOLLOW THE INSTRUCTIONS CAREFULLY AS THE 99/4A WILL RECOGNIZE ONLY THOSE COMPONENTS THAT HAVE BEEN TURNED ON IN PROPER SEQUENCE. THE COMPUTER WILL RESPOND BY DISPLAYING THE TEXAS INSTRUMENTS MASTER TITLE SCREEN.

STEP 2: INSERT THE EXTENDED BASIC COMMAND MODULE. AGAIN, THE THE MASTER TITLE SCREEN WILL BE DISPLAYED TO CONFIRM COMPLETION OF THIS STEP.

STEP 3: LOAD THE T1-COUNT SILVER LABEL DISK INTO DISK DRIVE #1.

STEP 4: PRESS ANY KEY FOR MASTER SELECTION SCREEN. NEXT, PRESS THE NUMBER TO SELECT EXTENDED BASIC AND AUTOMATICALLY START THE T1-COUNT SYSTEM BY READING A PROGRAM FROM DISK DRIVE #1. AFTER ABOUT FIVE SECONDS, THE SCREEN WILL CHANGE COLOR AND DISPLAY THE T1-COUNT TITLE SCREEN.

2-2. THE PAYROLL MENU

THE TITLE SCREEN CHANGES AFTER 20 SECONDS TO THE T1-COUNT PAYROLL MENU. THE PAYROLL SYSTEM IS NOW READY TO USE.

OPERATOR RESPONSE

CHOOSE A NUMBER BETWEEN 1 AND 6. CHOICES 1,2,3 AND 4 SELECT THE DAILY OPERATING PROGRAMS. CHOICE 5 CALLS UP ANOTHER MENU THAT IS ONLY USED PERIODICALLY. CHOICE 6 EXITS THE PAYROLL SYSTEM TO T1 EXTENDED BASIC,

COMPUTER SCREEN

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PAYROLL MENU
-----
1. GOOD MORNING
2. PAYROLL TRANSACTION
3. PAYROLL REPORT
4. PRINT PAYROLL CHECKS
5. UTILITY PROGRAMS (MENU)
6. EXIT

CHOOSE ONE -->1
    
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2-3. GOOD MORNING (CHOICE 1 ON PAYROLL MENU)
REQUIRES: T1-COUNT(SILVER)

STEP 5: THE GOOD MORNING PROGRAM IS USED TO ENTER THE DAY'S DATE AND TO CHANGE THE COMPUTER SYSTEMS NAME FOR THE PRINTER. THE FOLLOWING SCREEN IS CALLED UP BY THE PAYROLL MENU WHEN CHOICE 1 IS ENTERED.

OPERATOR RESPONSE

TYPE IN MONTH (1-12), DAY (1-31) AND THE YEAR (LAST TWO DIGITS). REMOVE THE DISK'S WRITE TAB AND TYPE "Y". TYPE IN CORRECTED PRINTER NAME OR PRESS ENTER TO ACCEPT NAME DISPLAYED ON SCREEN. REPLACE WRITE TAB: TYPE Y. THE PROGRAM RETURNS TO THE PAYROLL MENU

COMPUTER SCREEN

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-----
GOOD MORNING
-----
TODAY'S DATE?--> _/_/_
REMOVE WRITE TAB FROM DISK..
...Y..Y
PRINTER=RS232.BA=9600
REPLACE WRITE TAB ON DISK...
..Y..Y
    
```

HOWEVER, IF THE DIFFERENCE BETWEEN THE LAST DATE AND NEW DATE IS MORE THAN A WEEK, ANOTHER SCREEN WILL WARN OF THE SITUATION. FOR EXAMPLE:

OPERATOR RESPONSE

CHOOSE BETWEEN 1,2,OR 3. CHOICE 1 ALLOWS THE OPERATOR TO RETYPE THE DATE. CHOICE 2 OVERRIDES THE WARNING. CHOICE 3 RETURNS TO THE PAYROLL MENU.

COMPUTER SCREEN

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-----
GOOD MORNING
-----
TODAY'S DATE?-->7 /28/82
OLD DATE--> 7/28/81
NEW DATE--> 7/28/82
PLEASE RECHECK ABOVE DATE

1. RETYPE THE DATE
2. OVERRIDE THE WARNING
3. EXIT AND DECIDE

CHOOSE ONE-->2
    
```

2-4 PAYROLL TRANSACTION PROGRAM (CHOICE 2 ON PAYROLL MENU)
REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

STEP 6: THE OPERATOR CONTROLS THE INPUT TO THE CURRENT PAYROLL CHECK FILE WITH THE PAYROLL TRANSACTION PROGRAM. THIS FILE CONTAINS THE EARNINGS, TAXES WITHHELD, DEDUCTIONS AND AMOUNT OF EACH EMPLOYEE'S NEXT PAYCHECK. THE OPERATOR ENTERS THE EARNINGS FOR BOTH THE WAGE AND SALARY ROLL. EMPLOYEES ARE ENTERED INDIVIDUALLY ON THE SCREEN, WITHHOLDING TAXES ARE COMPUTED ON THESE EARNINGS (OR ENTERED MANUALLY OR CALCULATED BY A SPECIAL PROGRAM), DEDUCTIONS ARE ENTERED FROM THE EMPLOYEE FILE AND THE AMOUNT OF THE PAYCHECK IS COMPUTED. THE OPERATOR CAN PRINT (PAYROLL REPORT) OR REPEAT TRANSACTION PROGRAM AND EDIT THE CURRENT PAYROLL FILE UNTIL THE ACTUAL PAYROLL CHECKS ARE PRINTED.

OPERATOR RESPONSE

TYPE IN CHOICE (1 TO 4)
CHOICE 1 WILL EVENTUALLY LEAD TO SCREEN #2, CHOICE 2 TO SCREEN #3 AND CHOICE 3 TO SCREEN #2 OR #3 DEPENDING WHETHER EMPLOYEE IS WAGE OR SALARY. IF A MANUAL TAX ENTRY IS MADE (SEE NOTE #1) ENTER "Y" ON THE NEXT LINE. IF A SPECIAL TAX PROGRAM (SEE NOTE #2) IS PART OF THE PAYROLL SYSTEM ENTER "Y" ON FOLLOWING LINE. ON THE BOTTOM LINE ENTER THE PAYROLL DISK NAME AND EMPLOYEE NUMBER FOR CHOICE THREE. CHOICE 4 RETURNS CONTROL TO THE PAYROLL MENU.

COMPUTER SCREEN #1

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-----
PAYROLL TRANSACTIONS
-----
1 WAGE ROLL
2 SALARY ROLL
3 SINGLE EMPLOYEE
4 RETURN TO PAYROLL MENU

          CHOOSE ONE -->1

MANUAL TAX ENTRY.....Y/N.N
SPECIAL TAX PROGRAM....Y/N.N
PAYROLL DISK? V
    
```

NOTE #1: A MANUAL WITHHOLDING TAX ENTRY CAN BE MADE IN SPECIAL TAX #4 FOR ANY EMPLOYEE BY SELECTING THE MANUAL TAX OPTION ON SCREEN #1. THE EARNINGS ARE DISPLAYED ON SCREENS #2 AND #3 WHILE THE OPERATOR IS PERFORMING THE SPECIAL TAX COMPUTATION. AN INPUT PROMPT WILL WAIT AT THE BOTTOM OF THE SCREEN UNTIL THE OPERATOR IS READY TO ENTER WITHHOLDING TAX #4.

NOTE #2: IF THE STATE AND LOCAL TAXES CAN NOT BE CALCULATED WITH THE GENERAL TAX METHODS USED BY THE FEDERAL GOVERNMENT AND TI-COUNT PAYROLL, THESE TAXES CAN BE MANUALLY ENTERED OR CALCULATED BY THE SPECIAL TAX OPTION IN SCREEN #1. PIKE CREEK COMPUTER CO. WILL PROVIDE THESE SPECIAL TAX PROGRAMS AT LOW COST TO USERS OF THE TI-COUNT PAYROLL SYSTEM.

OPERATOR RESPONSE

THE EMPLOYEE DISK NAME, NUMBER AND PAY FREQUENCY ARE DISPLAYED ON THE HEADER LINE. AFTER THE EMPLOYEE'S NAME, SOCIAL SECURITY NUMBER AND WAGE RATE ARE DISPLAYED, THE CURSOR WAITS FOR NUMBER OF HOURS WORKED (HRW), THE NUMBER OF OVERTIME HOURS WORKED (OVT) AND ANY BONUSSES, TIPS AND COMMISSIONS TO BE ENTERED. CURRENT EARNINGS AND WITHHOLDING TAXES ARE CALCULATED AND DISPLAYED. THE TOTAL DEDUCTIONS AND THE PAYCHECK AMOUNT THEN APPEAR. IF THE AMOUNT IS LESS THAN OR EQUAL TO ZERO, THE OPERATOR IS WARNED. THE CURSOR MOVES TO THE LOWER RIGHT OF THE SCREEN SO THAT THE OPERATOR CAN ENTER "C" TO REPEAT THE SCREEN OR "P" TO PROCEED TO NEXT EMPLOYEE OR "S" TO SET THE EMPLOYEE CHECK AT ZERO AND PROCEED TO THE NEXT EMPLOYEE. WHEN THE LAST EMPLOYEE IS PROCESSED, THE CONTROL RETURNS TO THE PAYROLL MENU.

COMPUTER SCREEN # 2

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-----
WAGE EMPLOYEE # V4      W
-----
GRAMMADDI,DAN
SS# 111-11-1113      8.50 $/HR
HRW 40      OVT 4
COMMISSIONS $ 18.55
***** PAYROLL CHECK *****
CURRENT EARNINGS      391.00
LESS:TAXES            125.55
LESS:DEDUCTIONS       47.95
AMOUNT OF CHECK      217.50
*****
C(CORR),S(STOP),P(PROCEED) P
    
```

OPERATOR RESPONSE

THE EMPLOYEE DISK NAME, NUMBER AND PAY FREQUENCY ARE DISPLAYED ON THE HEADER LINE. AFTER THE EMPLOYEE'S NAME, SOCIAL SECURITY NUMBER AND SALARY ARE DISPLAYED. THE CURSOR WAITS FOR THE SALARY AMOUNT TO BE ACCEPTED AND THE BONUSSES, TIPS AND COMMISSIONS TO BE ENTERED. THE CURRENT EARNINGS AND WITHHOLDING TAXES ARE CALCULATED AND DISPLAYED. THE TOTAL DEDUCTIONS AND THE PAYROLL AMOUNT THEN APPEAR. IF THE AMOUNT IS LESS THAN OR EQUAL TO ZERO, THE OPERATOR IS WARNED. THE CURSOR MOVES TO THE LOWER RIGHT OF THE SCREEN SO THAT THE OPERATOR CAN ENTER "C" TO REPEAT THE SCREEN OR "P" TO PROCEED TO NEXT EMPLOYEE OR "S" TO SET THE EMPLOYEE CHECK AT ZERO AND PROCEED TO THE NEXT EMPLOYEE. WHEN THE LAST EMPLOYEE IS PROCESSED, THE CONTROL RETURNS TO THE PAYROLL MENU.

COMPUTER SCREEN # 3

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-----
SALARY EMPLOYEE # V6      M
-----
VECNA,GEORGE
SS# 222-80-9152
SALARY $/M 2120.00
COMMISSIONS $ 100.00
***** PAYROLL CHECK *****
CURRENT EARNINGS      2220.00
LESS:TAXES            655.00
LESS:DEDUCTIONS       150.00
AMOUNT OF CHECK      1415.00
*****
C(CORR),S(STOP),P(PROCEED) P
    
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2-5 PAYROLL REPORT (CHOICE 3 ON PAYROLL MENU)
REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

STEP 7: PAYROLL REPORT PRINTS A COMPLETE OR SELECTIVE REPORT OF THE EMPLOYEE FILES ON A PAYROLL DISK. THE OPERATOR CONTROLS THE PRINTING FROM THE FOLLOWING SCREEN. AN EXAMPLE OF A PAYROLL REPORT IS SHOWN BELOW. THE USES AND MEANING OF THE REPORT ARE DISCUSSED.

OPERATOR RESPONSE

COMPUTER SCREEN

ENTER THE PAYROLL DISK NAME ON LINE 1. ON LINE 2, ENTERING A "Y" RESPONSE CAUSES BOTH THE CURRENT AND THE YEAR TO DATE DEDUCTIONS TO BE PRINTED FOR EACH EMPLOYEE, OTHERWISE, ONLY TOTAL DEDUCTIONS WILL BE PRINTED. THE OPERATOR MUST THEN TYPE IN THE REPORT CHOICE, 3 TO 6. CHOICES 3 TO 5 PRINT A REPORT FOR THE SELECTED GROUP OF EMPLOYEES (ALL, WAGE OR SALARY) ON A PAYROLL DISK. CHOICE 6 RETURNS CONTROL TO THE PAYROLL MENU.

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-----
PAYROLL REPORT
-----
1 ENTER PAYROLL DISK NAME? V
2 PRINT DEDUCTIONS Y/N...? Y

PRINT REPORT:
3 ALL EMPLOYEES
4 WAGE ROLL
5 SALARY ROLL
6 RETURN TO PAYROLL MENU

CHOOSE ONE -->3
    
```

MAJOR USES OF THE PAYROLL REPORT:

1. THE PAYROLL REPORT IS USED BY THE OPERATOR TO MONITOR THE WAGE AND SALARY PAYROLL TRANSACTIONS. THE AMOUNT OF EACH CHECK AND THE TOTAL PAYROLL AMOUNT ON THE PAYROLL REPORT SHOULD BE APPROVED BY THE EMPLOYER OR PAYROLL MANAGER BEFORE THE CHECKS ARE PRINTED.
2. AN EMPLOYER CAN PRINT 1 PART PAYROLL CHECKS IF A PAYROLL REPORT IS PRINTED JUST BEFORE THE CHECKS ARE PRINTED, OTHERWISE, 2 PART CHECKS ARE REQUIRED FOR THE PAYROLL RECORD.
3. THE REPORT PROVIDES DATA FOR QUARTELY AND YEARLY CLOSING OF THE COMPANY ACCOUNTING BOOKS.
4. THE REPORT PROVIDES DATA FOR MONTHLY (MTD), QUARTELY (QTD) AND YEARLY (YTD) COMPUTATION OF TAXES AND SOCIAL SECURITY PAYMENTS.

EXAMPLE OF A PAYROLL REPORT

		222 22 2222	2 GRANADA		
		MONTH TO DATE	QUARTER TO DATE	YEAR TO DATE	
W2	BACA,ELFEGO				
E M(SM)	2(FED) 1100(TAX) 12/12/82				
SALARY	2300.00 \$M				
EARNINGS....	SALARY	0	0	0	0
	HOURLY	0	0	0	0
	COMMISSIONS	0	0	0	0
	OVERTIME	0	0	0	0
TAXES.....	FIT	0	0	0	0
	FICA	0	0	0	0
	ST	0	0	0	0
	LOC	0	0	0	0
DEDUCTIONS.....		0	0	0	0
AMOUNT..	PAY CHECKS	0	0	0	0
DEDUCTION	CURRENT CHECK	YEAR TO DATE DEDUCTION	CURRENT CHECK	YEAR TO DATE	
INS	0	0	0		
BLUEX	0	0	0		
CARD	0	0	0		
CLUB	0	0	0		

LINE#	EXAMPLE	MEANING.....
1	W2 BACA,ELFEGO 222 22 2222 2 GRANADA	PAYROLL DISK NAME AND RECORD NUMBER OF EMPLOYEE LAST NAME, FIRST NAME OF EMPLOYEE SOCIAL SECURITY NUMBER EMPLOYEE STREET ADDRESS
2	E M(SM) 2(FED) 1100(TAX) 12/12/82 SANTA FE NM 82341	E FOR EMPLOYED, L FOR LEAVE OF ABSENCE, T FOR TERMINATED M FOR MARRIED, S FOR SINGLE NUMBER OF FEDERAL INCOME TAX EXEMPTIONS THE FOUR TAX COMPUTATION PROGRAMS CONTROLLED BY THE PARAMETER PROGRAM MAY NOT APPLY TO EACH EMPLOYEE. FOUR CHARACTERS REPRESENT THE PROGRAM (1 TO 4, LEFT TO RIGHT). A 1 MEANS THE TAX IS COMPUTED AND A ZERO MEANS IT IS NOT COMPUTED. THIS INFORMATION IS STORED FOR EACH EMPLOYEE. DATE OF EMPLOYMENT OR IF TERMINATED THEN DATE OF TERMINATION CITY, STATE AND ZIP CODE OF EMPLOYEE'S RESIDENCE.
3	SALARY 2300.00 \$M	PAY RATE. SALARY = AMOUNT PER PAY PERIOD (M FOR MONTHLY, S FOR SEMIMONTHLY, W FOR WEEKLY). WAGE = WAGE RATE IN DOLLARS PER HOUR THE HEADERS ARE PRINTED FOR THE NEXT TEN LINES. CURRENT PAYROLL. THIS FILE CAN BE CHANGED ONLY BY THE PAYROLL TRANSACTION PROGRAM. THE CLOSING PROGRAM ADDS THESE AMOUNTS TO MTD, QTD AND YTD FILES AND RESETS THE CURRENT FILE TO ZERO. THE RESETTING OF MTD,QTD AND YTD FILES ARE ALSO CONTROLLED BY THE CLOSING PROGRAM.

N#	EXAMPLE	MEANING.....
4	EARNINGS....SALARY	SALARY EMPLOYEES ONLY
5	HOURLY	WAGE EMPLOYEES ONLY: NUMBER OF HOURS WORKED TIMES THE HOURLY WAGE RATE
6	COMMISSIONS	OTHER INCOME SUCH AS TIPS, BONUS AND COMMISSIONS.
7	OVERTIME	WAGE EMPLOYEES ONLY - NUMBER OF HOURS WORKED OVERTIME TIMES HOURLY WAGE RATE TIMES 1.5
8	TAXES.....FIT	TAX COMPUTATION #1 (FEDERAL INCOME TAX)
9	FICA	TAX COMPUTATION #2 (SOCIAL SECURITY TAX)
10	ST	TAX COMPUTATION #3 (STATE TAX)
11	LOC	TAX COMPUTATION #4 (LOCAL TAX)
12	DEDUCTIONS.....	THE SUM OF EIGHT OPTIONAL DEDUCTIONS.
13	AMOUNT..PAY CHECKS	PAYCHECK = EARNINGS - TAXES - DEDUCTIONS. THIS IS THE ACTUAL AMOUNT PAID TO THE EMPLOYEE.

INES 1 TO 13 ARE ALWAYS PRINTED IN A PAYROLL REPORT. LINES 14 TO 18 ARE ADDED IF THE OPERATOR HAS SELECTED THE "PRINT DEDUCTIONS OPTION". THE NAMES OF THE EMPLOYEE'S DEDUCTIONS AND THE AMOUNTS FOR THE CURRENT CHECK AND THE TOTAL FOR THE YEAR ARE PRINTED ON LINES 15 TO 18.

SUMMARY OF THE SELECTED EMPLOYEE FILES (ALL EMPLOYEES, WAGE OR SALARY ROLL) IS PRINTED AT THE END OF EACH PAYROLL REPORT. THE EARNINGS, TAXES, DEDUCTIONS AND PAYROLL CHECKS ARE PRINTED FOR THE CURRENT FILE, MTD, QTD AND YTD. THE PRINTING STATUS OF THE PAYROLL CHECKS IS DISPLAYED BETWEEN TWO ROWS OF STARS. TOTAL DEDUCTIONS ARE ALSO PRINTED IF SELECTED. AN EXAMPLE IS SHOWN BELOW.

	CURRENT PAYROLL MONTH TO DATE	QUARTER TO DATE	YEAR TO DATE
TOTAL.....EARNINGS	0	0	0
TAXES	0	0	0
DEDUCTIONS	0	0	0
PAYROLL CHECKS	0	0	0

THE CURRENT PAYROLL CHECKS HAVE NOT BEEN PRINTED

TOTAL DEDUCTIONS...CURRENT	YEAR TO DATE
DEDUCTION # 1	0
DEDUCTION # 2	0
DEDUCTION # 3	0
DEDUCTION # 4	0
DEDUCTION # 5	0
DEDUCTION # 6	0
DEDUCTION # 7	0
DEDUCTION # 8	0

2-6 PRINT PAYROLL CHECKS (CHOICE 4 ON PAYROLL MENU)
REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

STEP 8: THIS PROGRAM PRINTS THE PAYROLL CHECKS AND STUBS BASED ON THE PAYROLL DATA IN EACH EMPLOYEES CURRENT PAYROLL FILE. THE CHECKS CAN BE PRINTED ONLY ONCE BECAUSE THE PROGRAM LOCKS THE FILES AT THE COMPLETION OF THE PRINTING. NO CHANGES CAN BE MADE TO THE FILES UNTIL THE PAYROLL CLOSE PROGRAM(CHOICE 6 ON THE UTILITY MENU) COMPUTES AND PRINTS THE PAYROLL JOURNAL ENTRIES, ADDS THE CHECK AMOUNT, TAXES AND DEDUCTIONS TO THE MONTH, QUARTER AND YEAR TO DATE RECORDS IN EACH EMPLOYEE FILE AND UNLOCKS THE PAYROLL FILE.

THE BLANK PAYROLL CHECKS MUST BE LOADED BEFORE STARTING THE PROGRAM. LOAD THE CHECKS INTO THE PRINTER SO THAT THE PRINthead IS POSITIONED TO PRINT THE TOP LINE OF THE FIRST STUB. IF THE PRINTER'S TRACTORS ENGAGE THE PAPER BEFORE THE PRINthead IMPACTS THE PAPER, LOAD THE FIRST STUB AND ALIGN IT WITH THE PRINthead. IF THIS PRINTER'S TRACTORS ENGAGE THE PAPER AFTER THE PRINthead IMPACTS THE PAPER, ATTACH A PIECE OF COMPUTER PAPER OR PLASTIC CARD TO THE STUB ("LEADER STRIP") WITH MASKING TAPE. ALIGN THE STUB FOR PRINTING. THE LEADER STRIP IS REMOVED AFTER IT HAS CARRIED THE THE FIRST STUB INTO THE TRACTORS. YOU ARE NOW TO START THE PROGRAM USING THE INSTRUCTIONS GIVEN BELOW.

OPERATOR RESPONSE

COMPUTER SCREEN # 1

ENTER THE PAYROLL DISK NAME ON LINE 1. AFTER THE DISK IS VALIDATED THE MESSAGE "PRINTING PAYROLL CHECK FOR:" IS DISPLAYED. THE NAME OF THE EMPLOYEE IS DISPLAYED AS THEIR CHECK IS BEING PRINTED. WHEN ALL OF THE CHECKS ARE PRINTED, THE SCREEN IS CLEARED AND "PAYROLL DISK V IS PAID" IS DISPLAYED THE PROGRAM RETURNS CONTROL TO THE PAYROLL MENU.

```

-----
PRINT THE PAYROLL CHECKS
-----
1 ENTER PAYROLL DISK NAME? V

PRINTING PAYROLL CHECK FOR:
V1
BACA, ELFEGO

```

CHAPTER 3 PREPARING THE PAYROLL SYSTEM FOR OPERATION

3-1 INTRODUCTION

3-2 PAYROLL DISK NAMES

3-3 START A PAYROLL DISK

3-4 ADD, EDIT EMPLOYEES

3-5 PRINT EMPLOYEE LISTS

3-6 PAYROLL PARAMETERS

3-1 INTRODUCTION - THE PAYROLL SYSTEM IS EASILY SET UP AND PUT INTO OPERATION BY FOLLOWING THE PROCEDURES IN THIS CHAPTER. THE PAYROLL DISKS ARE NAMED (3-2) AND STARTED (3-3) SO THAT THE EMPLOYEES CAN BE ENTERED (3-4). NEXT PRINT THE EMPLOYEE LISTS (3-5) AS A REFERENCE TO THE DISK. FINALLY, ENTER THE PAYROLL TAX COMPUTATION PARAMETERS.

AN EXPERIMENTAL PAYROLL DISK V SHOULD BE SET UP BY THE NEW USER. EXPERIMENT AND TEST THE FEATURES OF THE SYSTEM WITH "V" (SEE APPENDIX A). COPY THIS DISK AND WORK ONLY WITH THE COPY BECAUSE SOME OF THE INFORMATION MAY BE ERASED OR ALTERED DURING THE TESTING.

3-2 PAYROLL DISK NAMES

THE TI-COUNT PAYROLL SYSTEM USES ONE CHARACTER NAMES FOR THE PAYROLL DISKS. ANY CHARACTER (EXCEPT A BLANK OR PERIOD) CAN BE USED AS THE NAME SUCH AS A,B,#,1, ETC. THE DEFAULT NAME IS A, SO FOR CONVICIENCE, NAME YOUR MOST FREQUENTLY USED PAYROLL DISK A. EACH OF THESE DISKS CAN STORE 100 EMPLOYEE PAYROLL FILES.

VALID NAMES	INVALID NAMES
A,B,\$,% ,1	.

3-3. START PAYROLL DISKS

FIRST, THE NEW DISK MUST BE INITIALIZED AND NAMED USING THE TI DISK MANAGER MODULE. WHEN THE MANAGER REQUESTS THE NEW DISK NAME, TYPE IN PR/ AND THE PAYROLL DISK NAME AS SHOWN BELOW.

PAYROLL DISK NAME	TYPE IN
A	PR/A
B	PR/B
#	PR/#
3	PR/3

SECOND, THE INITIALIZED DISK IS STARTED BY THE FIRST PROGRAM ON THE UTILITY MENU. SELECT CHOICE 5 ON THE PAYROLL MENU AND THE UTILITY MENU WILL BE DISPLAYED (SEE BELOW)

 UTILITY MENU

1. START A PAYROLL DISK
2. ADD, EDIT EMPLOYEES
3. EMPLOYEE LIST
4. PAYROLL PARAMETERS
5. TAX REPORTS
6. CLOSE THE PAYROLL
7. RETURN TO PAYROLL MENU

CHOOSE ONE-->1

3-3 START AN PAYROLL DISK (CHOICE 1 ON UTILITY MENU)
 REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

"START AN PAYROLL DISK" IS USED TO RESERVE SPACE FOR EMPLOYEE FILES ON A NEW PAYROLL DISK. EMPLOYEES CANNOT BE ADDED UNTIL THIS PROGRAM IS RUN. THE DISK WILL HOLD 100 EMPLOYEE PAYROLL FILES. ADDITIONAL EMPLOYEES WILL REQUIRE ADDITIONAL DISKS.

OPERATOR RESPONSE

FOLLOW THE DISK-CHANGING COMMANDS ON THE SCREEN. ENTER THE NAME ASSIGNED TO THE NEW PAYROLL DISK. IF THE DISK HAS ALREADY BEEN STARTED GO TO SCREEN# 2, OTHERWISE, THE INSTRUCTIONS WILL TRANSFER CONTROL TO THE PAYROLL MENU.

COMPUTER SCREEN # 1

```

-----
START A PAYROLL DISK
-----
1 REMOVE TI-COUNT(SILVER)
2 TYPE NAME OF NEW PAYROLL DISK V
3 LOAD PAYROLL DISK V ...Y.Y
4 THE NEW DISK CALLED V HAS BEEN STARTED
5 REMOVE PAYROLL DISK
6 TI-COUNT(SILVER).Y.Y
    
```

OPERATOR RESPONSE

THE SCREEN INFORMS THE OPERATOR THAT THE DISK HAS ALREADY BEEN STARTED. CONTROL IS TRANSFERRED TO THE PAYROLL MENU.

COMPUTER SCREEN # 2

```

-----
START A PAYROLL DISK
-----
DISK V HAS ALREADY BEEN STARTED
    
```

3-4 ADD, EDIT EMPLOYEES (CHOICE 2 ON UTILITY MENU)
 REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

NEW EMPLOYEE FILES ARE ADDED TO PAYROLL DISKS AND PRESENT EMPLOYEES FILES ARE EDITED WITH THIS PROGRAM. ALL FILE INFORMATION IS PRINTED BY THE PAYROLL REPORT. CHANGING THE STATUS OF AN EMPLOYEE FROM EMPLOYED TO EITHER "LEAVE OF ABSENCE" OR "TERMINATED" CAN ONLY BE DONE BY EDITING THE EMPLOYEE FILE.

OPERATOR RESPONSE

TYPE IN CHOICE 1 TO 3.
 CHOICE 1 - TYPE IN DISK NAME AND GO TO SCREEN #2.
 CHOICE 2 - TYPE IN DISK NAME AND PAYROLL NUMBER, THEN GO TO SCREEN #4.
 CHOICE 3 - CONTROL IS RETURNED TO THE PAYROLL MENU.

COMPUTER SCREEN # 1

```

-----
ADD,EDIT EMPLOYEE FILE
-----
1 ADD AN EMPLOYEE
2 EDIT AN EMPLOYEE
3 RETURN TO PAYROLL MENU
    CHOOSE ONE -->1
TYPE NAME OF PAYROLL DISK V
TYPE PAYROLL NUMBER 12
    
```

EACH EMPLOYEE FILE IS ARRANGED BY NUMBERED PAGES. NEW INFORMATION IS TYPED ON PAGES 1 AND 2. THE EDIT PROGRAM DISPLAYS 7 PAGES ALLOWING THE OPERATOR COMPLETE EDITING OF ALL FILE INFORMATION. (NOTE THAT PROVISION HAS BEEN MADE FOR THE PROPOSED 9 DIGIT ZIP CODE)

COMPUTER SCREEN # 2

```

-----
ADD EMPLOYEE V3      PAGE 1
-----
S M SS #          FE TAX T P
1  - - -
-----
2 LAST NAME _____
3 FIRST NAME  _____
4 ADR         _____
5 CITY       _____
6 STATE ____ ZIP ____ -
7 WAGES _____ $/M,H
8 DATE EMPLOYED __/__/__
CORRECTION #,P TO PROCEED ____
    
```

OPERATOR RESPONSE FOR COMPUTER SCREEN # 2

THE CURSOR STARTS AT THE TOP OF SCREEN 2 SO THAT THE OPERATOR CAN INPUT THE EMPLOYEE INFORMATION TO THE FORM. EVERY INPUT FIELD MUST BE FILLED EVEN IF TH INFORMATION IS NOT AVAILABLE. THE FILE CAN ALWAYS BE EDITED LATER, WHEN ALL OF THE INFORMATION HAS BEEN OBTAINED.

LINE 1 S STATUS (E FOR EMPLOYED, L FOR LEAVE AND T FOR TERMINATED)
 M M FOR MARRIED AND S FOR SINGLE
 SS # SOCIAL SECURITY NUMBER
 FE NUMBER OF FEDERAL TAX EXEMPTIONS
 TAX FOUR TAX PROGRAMS (1 FOR TAX, 0 TO EXEMPT FROM TAX)
 T TYPE (S FOR SALARY, H FOR HOURLY)
 P PAYMENT (M FOR MONTHLY, S FOR SEMIMONTHLY, W FOR WEEKLY, B FOR BIWEEKLY)

LINE 2 LAST NAME

LINE 3 FIRST NAME

LINE 4 ADDRESS

LINE 5 CITY

LINE 6 STATE AND ZIP CODE (ACCEPTS 5 OR 9 DIGIT ZIP CODES)

LINE 7 IF EMPLOYEE IS ON SALARY, ENTER \$ PER PAY PERIOD ON LINE 7.
 IF EMPLOYEE IS ON WAGE ROLL, ENTER \$ PER HOUR ON LINE 7.

LINE 8 DATE OF EMPLOYMENT

THE CURSOR MOVES TO THE LOWER RIGHT OF SCREEN WHEN THE FORM HAS BEEN FILLED. THE OPERATOR CAN CORRECT ANY LINE BY ENTERING THE LINE NUMBER OR CAN ADVANCE TO SCREEN # 3 BY PRESSING P TO PROCEED.

COMPUTER SCREEN # 3

ARRANGE THE DEDUCTIONS IN THE SAME ORDER FOR EVERY EMPLOYEE. FOR EXAMPLE, DEDUCTION #1 COULD ALWAYS BE FOR INSURANCE PREMIUMS AND DEDUCTION # 2 FOR BLUE CROSS/BLUE SHIELD, ETC. THEN, WHEN THE PAYROLL REPORT SUMS THE DEDUCTIONS FOR THE DISK, THE TOTALS WILL REPRESENT ALL OF THE INSURANCE PREMIUMS AND ALL OF THE BLUE CROSS/BLUE SHIELD PAYMENTS FOR YOUR COMPANY.

OPERATOR RESPONSE

THE CURSOR STARTS AT THE TOP. THE OPERATOR ENTERS THE NAME OF DEDUCTION #1 AND THE AMOUNT OF DEDUCTION. IF A DEDUCTION IS NOT USED, THE NAME SHOULD BE BLANK AND THE AMOUNT ZERO. THE OPERATOR ENTERS ALL 8 DEDUCTIONS AND THE CURSOR WILL MOVE TO THE LOWER RIGHT POSITION ON THE SCREEN. ANY DEDUCTION CAN BE CORRECTED BY ENTERING THE LINE NUMBER. ENTER P TO PROCEED AND THE PROGRAM WILL RETURN THE OPERATOR TO SCREEN # 1.

COMPUTER SCREEN # 3

ADD EMPLOYEE V3		PAGE 2
DEDUCTIONS	PER PAY PERIOD	
1	\$	0
2	\$	0
3	\$	0
4	\$	0
5	\$	0
6	\$	0
7	\$	0
8	\$	0

CORRECTION #,P TO PROCEED

EDIT EMPLOYEE FILES - SCREEN # 4

ALL PAGES WILL BE DISPLAYED NUMERICALLY (1 THROUGH 7). PAGES 1 AND 2 WILL BE DISPLAYED IN THE SAME FORMAT AS ILLUSTRATED IN SCREEN #2 AND #3. THE CURSOR WILL ALWAYS BE IN THE LOWER RIGHT POSITION READY FOR THE OPERATOR TO ENTER A CORRECTION LINE NUMBER IF A CORRECTION IS TO BE MADE OR TO ENTER P TO PROCEED TO THE NEXT PAGE. THE OPERATOR CAN RAPIDLY SCAN ONE PAGE AT A TIME BY ENTERING P. PAGE 3 DISPLAYS THE YEAR TO DATE DEDUCTIONS IN THE SAME FORMAT AS PAGE 2. PAGES 4 TO 7 DISPLAY THE CURRENT, MONTH TO DATE, QUARTER TO DATE AND YEAR TO DATE FILE IN THE FORMAT AS DISPLAYED IN COMPUTER SCREEN # 4. WHEN YOU PROCEED FROM PAGE 7, THE PROGRAM RETURNS TO SCREEN #1.

COMPUTER SCREEN # 4

EDIT EMPLOYEE V3		PAGE 7
YEAR TO DATE		
EARNINGS		
SAL	0	HR 0
COM	0	OT 0
TAXES		
FIT	0	SS 0
ST	0	LO 0
DEDUCTIONS	0	
CHECKS	\$	0

C TO CORRECT,P TO PROCEED

3-5 PRINT THE PAYROLL LISTS (CHOICE 3 ON UTILITY MENU)
REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

THE PAYROLL LIST CAN BE PRINTED WITH THE EMPLOYEES IN EITHER NUMERICAL OR IN ALPHABETICAL ORDER IF THE EXTENDED MEMORY IS ATTACHED. THE PROGRAM WILL ALSO PRINT THE HOURLY WAGE OR SALARY THE EMPLOYEE RECEIVES.

OPERATOR RESPONSE

COMPUTER SCREEN # 1

TYPE IN CHOICE 1 TO 5.
CHOICE 1: THE WAGE ROLL WILL BE PRINTED IN NUMERICAL ORDER.
CHOICE 2: THE SALARY ROLL WILL BE PRINTED IN NUMERICAL ORDER.
CHOICE 3: THE WAGE ROLL WILL BE PRINTED IN ALPHABETICAL ORDER.
CHOICE 4: THE SALARY ROLL WILL BE PRINTED IN ALPHABETICAL ORDER.
CHOICE 5: RETURNS CONTROL TO THE PAYROLL MENU.
BEFORE THE PRINTING BEGINS, THE OPERATOR CHOOSES WHETHER OR NOT TO PRINT THE WAGES WITH EACH EMPLOYEE ON THE LIST.

```

-----
PRINT PAYROLL LIST
-----
*** NUMERICAL ORDER ***
1 WAGE ROLL
2 SALARY ROLL
*** ALPHABETICAL ORDER ***
3 WAGE ROLL
4 SALARY ROLL
5 RETURN TO PAYROLL MENU

      CHOOSE ONE -->1

PRINT HOURLY WAGES? Y/N...Y

ENTER PAYROLL DISK NAME? V
    
```

3-6 PAYROLL PARAMETERS (CHOICE 4 ON UTILITY MENU)
REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

THE OPERATOR CHANGES THE WITHHOLDING TAX TABLE FOR TAXES 1 TO 4 WITH THIS PROGRAM. TAX #1, FEDERAL INCOME TAX (FIT) AND TAX #2, SOCIAL SECURITY TAX (FICA) ARE INITIALLY LOADED WITH THE TAX COMPUTATION DATA FOR JULY 1983. ALWAYS UPDATE THESE DATA TO THE CURRENT TABLES FOR ANNUAL PAY PERIODS PUBLISHED BY THE INTERNAL REVENUE SERVICE IN CIRCULAR E, PUBLICATION 15, "EMPLOYER'S TAX GUIDE".

OPERATOR RESPONSE

COMPUTER SCREEN # 1

ENTER THE PAYROLL DISK NAME AND
PROCEED TO SCREEN # 2

```

-----
FEDERAL INCOME TAX TABLES
-----
ENTER PAYROLL DISK NAME? V
    
```

TAX #1 - FEDERAL INCOME WITHHOLDING TAX (FIT)
EXAMINE THE IRS CIRCULAR E FOR TABLE 7 CALLED ANNUAL PAY PERIOD FOR A SINGLE PERSON. ENTER THE LEFT COLUMN OF WAGES IN THE TABLE UNDER "OVER -". THE FIRST WAGE IS ALWAYS ZERO. ENTER THE PERCENTAGE UNDER "PERCENT".

OPERATOR RESPONSE

COMPUTER SCREEN #2

THE CURSOR STARTS AT THE TOP OF THE SCREEN OVER "FIT". ENTER THE NAME OF THE TAX (IN 4 CHARACTERS "FIT"). DIRECTLY ACROSS ENTER THE EXEMPTION AMOUNT (\$ 1000.00). NEXT ENTER THE NUMBER OF DATA LINES IN THE IRS TABLE (8). THE CURSOR NOW MOVES DOWN THE TABLE ACCEPTING FIRST THE OVER \$ AMOUNT AND THEN THE PERCENT OF WITHHOLDING TAX. CORRECT THE TABLE VALUES BY TYPING "Y" ON LOWER LINE. TYPE "N" AND PROCEED TO COMPUTER SCREEN # 3.

```

-----
FEDERAL INCOME TAX TABLES
-----
FIT          1000.00
8          * SINGLE *
OVER $      PERCENT
0              0
1400.00      12.00
4100.00      15.00
9500.00      19.00
14400.00     25.00
22000.00     30.00
27800.00     34.00
33100.00     37.00

ANY CORRECTIONS? Y/N..N
    
```

OPERATOR RESPONSE

COMPUTER SCREEN # 3

REPEAT THE PROCEDURE FOR SCREEN #2 ONLY THIS TIME FOR THE MARRIED TABLES. PROCEED TO COMPUTER SCREEN # 4.

FEDERAL INCOME TAX TABLES	
FIT	1000.00
8	* MARRIED *
OVER \$	PERCENT
0	0
2400.00	12.00
9600.00	17.00
19180.00	22.00
23600.00	25.00
28900.00	28.00
34200.00	33.00
44800.00	37.00
ANY CORRECTIONS? Y/N..N	

TAX #2 - SOCIAL SECURITY WITHHOLDING TAX (FICA)
CALL YOUR LOCAL IRS OFFICE TO FIND THE CURRENT FICA PERCENTAGES AND WAGE LIMITS.

OPERATOR RESPONSE

COMPUTER SCREEN # 4

THE CURSOR STARTS AT THE TOP OF THE SCREEN OVER "FICA". ENTER THE NAME OF THE TAX (FICA). THEN ENTER THE EMPLOYEE'S PERCENT AND WAGE LIMIT. ENTER THE EMPLOYER'S PERCENT AND WAGE LIMIT. CORRECT THE TABLE BY TYPING "Y" ON THE LOWER LINE. TYPE "N" AND PROCEED TO COMPUTER SCREEN # 5.

SOCIAL SECURITY TABLES	
FICA	
EMPLOYEE TABLE	
PERCENT	6.70
WAGE LIMIT	36500.00
EMPLOYER TABLE	
PERCENT	6.70
WAGE LIMIT	36500.00
ANY CORRECTION? Y/N..N	

TAX #3 - STATE INCOME TAX (ST)
THIS TAX IS COMPUTED JUST LIKE FEDERAL INCOME TAX. THE COMPUTATION SUPPORTS UP TO 12 DATA LINES, SINGLE AND MARRIED TABLES

TAX #4 - LOCAL INCOME TAX (LO)
THE COMPUTATION SUPPORTS UP TO 12 DATA LINES.

CONTROL IS RETURNED TO THE PAYROLL MENU

CHAPTER 4 CLOSING A PAYROLL DISK

4-1. PRINT W-2 FORMS (END OF YEAR)

4-2. CLOSING A PAYROLL DISK

4-1 TAX REPORT (CHOICE 5 ON UTILITY MENU)
 REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

THE TAX PROGRAM PRINTS THE W-2 FORMS AT THE END OF THE YEAR. THIS PROGRAM MUST BE RUN BEFORE CLOSING AT END OF THE YEAR BECAUSE THE CLOSING PROGRAM WILL ERASE ALL OF THE DATA.

OPERATOR RESPONSE

COMPUTER SCREEN # 1

ALIGN THE CONTINUOUS W-2 FORMS IN THE PRINTER WITH THE PRINT HEAD ON THE TOP OF THE FIRST W-2 FORM (SAME AS ALIGNING A CHECK). ENTER PAYROLL DISK NAME AND THE NUMBER OF COPIES TO BE PRINTED (SEE NOTE #1). ENTER EMPLOYER IDENTIFICATION NUMBER. THE NAME OF THE EMPLOYEE BEING PRINTED WILL BE DISPLAYED. WHEN THE DISK IS COMPLETELY PRINTED, THE PROGRAM RETURNS TO THE PAYROLL MENU.

W-2 FORMS	
PAYROLL DISK NAME?	V
HOW MANY COPIES?	2
EMPLOYER ID #	00-0000000
THE W-2 FORM FOR	
BACA, ELFEGO	
IS BEING PRINTED	

NOTE #1: MANY PRINTERS CAN NOT PRINT MORE THAN 2 COPIES OF A FORM EVEN THOUGH MORE COPIES ARE NEEDED OF THE W-2 FORM. CONSULT YOUR PRINTER MANUAL AND YOUR TAX INSTRUCTIONS THEN PRINT THE REQUIRED NUMBER OF COPIES.

4-2 CLOSE THE PAYROLL (CHOICE 6 ON UTILITY MENU)
 REQUIRES: TI-COUNT(SILVER), PAYROLL DISK

THIS PROGRAM ADDS THE CURRENT FILE TO MONTH TO DATE(MTD), QUARTER TO DATE(QTD) AND YEAR TO DATE(YTD) FILES THEN AUTOMATICALLY RESETS THIS CURRENT TO ZERO. THE OPERATOR CONTROLS THE RESETTING OF THE MTD, QTD AND YTD FILES TO ZERO. SEE SECTION 4-1 FOR SPECIAL INSTRUCTION ON YEAR END CLOSING.

OPERATOR RESPONSE

COMPUTER SCREEN # 1

TYPE IN THE PAYROLL DISK NAME. TO RESET MTD FILES TYPE IN "Y" ON LINE 2. TO RESET QTD FILES TYPE IN "Y" ON LINE 3. TO RESET YTD FILES TYPE IN "Y" ON LINE 4. IF AN ERROR HAS BEEN MADE THEN RETURN TO THE PAYROLL MENU ON LINE 5. AS EACH EMPLOYEE FILE IS CLOSED THE NAME AND NUMBER OF THE EMPLOYEE IS DISPLAYED ON THE SCREEN.

```

-----
CLOSE THE PAYROLL
-----
1 ENTER PAYROLL DISK NAME? V
2 END OF MONTH? (Y/N)....N
3 END OF QUARTER? (Y/N)..N
4 END OF YEAR? (Y/N).....N
5 RETURN TO MENU? (Y/N)....N
CLOSING PAYROLL ACCOUNT OF
V1
BACA, ELFEGO
    
```

WHEN THE DISK IS CLOSED THE GENERAL LEDGER JOURNAL ENTRIES FOR THE CLOSING ARE PRINTED. THE SCREEN IS CLEARED AND THE MESSAGE, "PAYROLL DISK V IS CLOSED", IS DISPLAYED AND CONTROL RETURNS TO THE PAYROLL MENU.

APPENDIX A
 PAYROLL EXPERIMENTAL DISK

- A. PREPARE A PAYROLL EXPERIMENTAL DISK CALLED V WITH YOUR TI-COUNT(SILVER) PROGRAMS.
 - 1. ENTER ANY FOUR EMPLOYEES (V1-V4)
 - 2. RUN ANY OF THE PAYROLL PROGRAMS AND LEARN TO OPERATE YOUR NEW PAYROLL SYSTEM.