HELPFIELD,C,61
MULTIPLE COMPANIES

Press the number of the company to access or highlight the
proper company by using the arrow keys and press enter. If
you need to change a company, select the Modify Company
Information option.

Up to ten companies may be entered. Enter in up to 40
characters to identify each company and enter in the proper
drive and directory where the data files are stored for each
company. Press enter to save the line and ESCape to exit.

If you try to access a company and receive the error message
that the company is not installed, you must run the install
process to create the data files for the company. You could
also receive this message if an invalid path is entered and
the data files are not found.

GENERATION

1. Enter Time

This option allows you to enter additional time for each
employee. If you wish to simply calculate regular earnings
you do not have to enter anything in this option. For example
if you have setup the employee with a salary of $50,000 per
year and a Semi-Monthly pay frequency. By simply choosing
'Generate Payroll' will calculate the gross pay will all the
withholdings. If you wish to enter additional or exception
payments you must use this option.

First enter the employee code, you may press F4 to display
all the employees currently on file. After a valid employee
code is enter all the payment information for that employee
will be displayed. You now have to ability to enter
different paycodes for this employee. How gross pay is
calculated depends on the employee pay type. If the employee
is 'S'alary or 'C'ommission any information entered through
this routine is added to their gross pay. If the employee is
'H'ourly any information entered through this routine becomes
their gross pay.

For example if the employee is 'H'ourly and works 45 hours,
of which 5 are overtime. You would first enter the paycode,
for normal time, then 40 hours at the employees normal rate.
Next you would enter the overtime paycode with 5 hours at the
employees overtime rate.

If the employee was 'S'alary and you wanted to pay them a
$500 bonus. You would enter the bonus paycode, then 1 for
hours and $500 for the rate. The bonus will now be added to
the employees regular earnings.

To add paycodes press F3, to edit paycodes press F6, and to
delete paycodes press F8. Press escape when you have entered
all the information for this particular employee. To list
all available paycodes press F5.

2. Generate Payroll

This process will generate payroll with the information
entered. You may generate for Weekly, Bi-Weekly, Semi-
Monthly, or Monthly frequencies and then for either Hourly,
Salary, Commission, or All employees. This process will
calculate all pay, deductions, and liabilities for the
employees of this pay type and frequency. The entries
generated may be edited in the Edit Payroll option.

3. Edit Payroll

This option allows you to look at and edit, if necessary,
the gross pay , liablities, and all withholdings for each
employee generated. You may also add any employees gross
pay, liabilities, and deductions manually. Be careful
because you are able to add more than one entry line for each
employee. This will generate two checks for one employee.
Press F3 to add information for an employee. Otherwise,
highlight the line to edit and press F6. F8 will delete the
line highlighted.

4. Payroll Worksheet

This report will display all the payroll information
generated through the generate payroll process. The report
displays the employee code and name along with the gross pay,
deductions, liabilities, and net pay for each employee.
Totals for each employee and for all employees will also be
displayed. The report should be run and make sure all the
information generated is correct before printing the checks.
This report may be displayed on the screen, sent to a file,
or to the printer.

5. Cancel Payroll

This option will allow you to cancel any payroll generated
but not posted. This will allow you make corrections and

then regenerate the payroll. You will be prompted with two
questions. If you answer 'Y' to cancel payroll now, any
automatically generated payroll will be canceled. That is
all information in the Edit Payroll option will be cleared
out. If you answer 'Y' to cancel pay records, the
information in the Enter Time will also be cleared out.

6. Print Checks

This option allows you to print or reprint employee checks.
You will first be prompted to reprint checks. If you answer
'N' any checks not printed will be printed. You must make
sure your printer is aligned and then enter the beginning
checks number. You will then be able to select the check
format you want to print.

If you answer 'Y' to reprint checks you must then enter the
check numbers you want to reprint. Only checks that have
been printed and fall in this range will be printed. Then
enter the beginning check number. You will then be able to
select the check format you want to print.

7. Child Support Report

This report will display all the child support generated
through the generate payroll process. The report displays
the employee code along with the recipient and amount of the
child support and a total. This report may be displayed on
the screen, sent to a file, or to the printer.

8. Allotment Report

This report will display all the allotments generated through
the generate payroll process. The report displays the bank
name and information and the lists each employee that has an
allotment to this bank along with their social security
number and amount of the allotment. This report may be
displayed on the screen, sent to a file, or to the printer.

9. Post Payroll

Be sure and make a backup before running this process. If
any errors occur during this process you will have to restore
from your backup and correct the errors and run this process
again.

This process will update the quarter to date and year to date
totals and clear out the detail of the payroll generated.
All detail information in the Edit Payroll and Enter Time

options will be cleared out. After posting you are ready to
begin your next period payroll generation. If you are
interfacing with Painless Accounting, these files will be
updated at this time.

REPORTS

1. Employee Listing

This report will allow you to print an employee listing for
any range of employees. This report includes the employee
code, name, address, phone number, birth date, review date,
social security number, hire date, raise date, and drivers
license. It will also print the number of employees
displayed. This report may be sent to a file, displayed on
the screen, or sent to the printer.

2. Employee Labels

This report will allow you to print labels for any range of
employees. You have the option to print on 9 line labels or
6 line labels. It will then print an alignment test. The
labels include the employee name and address. The labels may
be sent to a file, displayed on the screen, or sent to the
printer.

3. Department Listing

This report will allow you to print a listing of any range of
departments. This report includes the department code and
description. Also, the total number of departments printed
will be displayed. This report may be sent to a file,
displayed on the screen, or sent to the printer.

4. Pay Code Listing

This report will allow you to print a listing of any range of
pay codes. This report includes the pay code, description,
and multiplier. Also, the total number of pay codes printed
will be displayed. This report may be sent to a file,
displayed on the screen, or sent to the printer.

5. Allotment Listing

This report will allow you to print a listing of any range of
employee allotments. This report includes the employee
code, allotment description, bank account number, amount of
the allotment, and the bank code. Also, the total number of
allotments printed will be displayed. This report may be

sent to a file, displayed on the screen, or sent to the
printer.

6. Bank Listing

This report will allow you to print a listing of any range of
banks. This report includes the bank code, bank name,
address, phone number, and the contact. Also, the total
number of banks printed will be displayed. This report may
be sent to a file, displayed on the screen, or sent to the
printer.

7. QTD Report

This report will allow you to print a quarterly report for
any range of departments. The report gives subtotals by
departments and includes the department code, employee code,
and quarterly amounts for Gross pay, Federal withholding,
FICA, FUTA, SUTA, State withholding, SDIF, city withholding,
and allotments and child support. Also, the total of each of
these fields is displayed. This report may be sent to a file,
displayed on the screen, or sent to the printer.

8. YTD Report

This report will allow you to print a quarterly report for
any range of departments. The report gives subtotals by
departments and includes the department code, employee code,
and quarterly amounts for Gross pay, Federal withholding,
FICA, FUTA, SUTA, State withholding, SDIF, city withholding,
and allotments and child support. Also, the total of each of
these fields is displayed. This report may be sent to a file,
displayed on the screen, or sent to the printer.

FILES

1. Employee

This option will allow you to enter, edit, or delete
employees. F4 will list any employees on file. You can
highlight the one to edit and press enter. You may then edit
any of the fields displayed. To create a new employee just
enter the employee code to be used. Then you can enter their
title, name, address information, phone number, drivers
license, social security card, and indicate if they are
married. Next you have fields to enter birth date, hire
date, review date, raise date, and termination date.

The payment information will be entered next. You must

indicate the type of pay the employee receives. You can have
Hourly, Salary, or Commission employees. Their frequency of
pay is entered next. You can have Semi-monthly (twice a
month), Bi-weekly (every two weeks), Monthly, or Weekly. If
the employee is Salary you can then enter their base pay per
year. If they are hourly you may enter their hourly pay
rate. You may also indicate if the employee is to receive a
1099 at the end of the year and these 1099's may be printed
by going to Closing, Print 1099's. If the employee is a
commission employee then you can enter the commission base if
it applies to them. The default hours will be the number of
hours per week the employee works if they are a hourly
employee.

Enter any addition state deductions in state fields 1 and 2.
State 1 field is a yearly base amount deduction, and State 2
field is a yearly percentage of gross pay deduction.

In the withholdings/Departments section you can enter the
number of Federal and State Dependents if any. Indicate if
the employee has any allotments. The allotments are any
amounts the employee wishes to have taken from their paycheck
to go towards, for example, a car payment. Enter the
department the employee works in so the appropriate accounts
will be updated for this department, if you are interfacing
with Painless Accounting. You may also enter any extra
federal withholding the employees wishes to be withheld.
Next you will enter the appropriate state tax table for the
employee. Next enter any child support that is to be
withheld from the employees pay check.

If the employee works in a city that has local taxes you may
enter either a percentage of gross wages in the City % field,
or a yearly base amount in the City Base field. Enter the
city withholding limit in the City Limit field.

You may also specify if the employee is exempt from FICA,
FUTA, FWH, SWH, SUTA, or SDIF. Next enter the locality
information. The days earned and taken for Personal,
Vaction, and Sick days will have to be entered manually.
Painless Payroll does not calculate this information.

The Quarter to Date and Year to Date Gross pay and Federal
withholding information will be updated automatically after
posting the payroll and when the end of quarter and end of
year processes are run. Be careful because this information
may be edited by you. Also Quarter to Date and Year to Date
information is displayed for FICA, FUTA, Child Support,
Allotments, SWH, SDIF, SUTA, and CWH. This information is

updated automatically after posting and when the end of
quarter and end of year processes are run. These totals may
be edited at any time.

2. Department

This option will allow you to enter, edit, or delete
departments to be used. F5 will list any departments on file
and you can highlight the one to edit and press enter. You
may then edit any of the fields displayed. To create a new
department just enter the department code to be used. Then
you can enter the description, and account numbers for each
of the payables, expenses, and checking account associated
with this department. If you are interfacing with Painless
Accounting, these accounts are the ones that will be used
when the information is sent to the General Ledger. An
account number must be entered for each account. If you are
not interfacing with Painless Accounting you can enter any
number for each of the accounts.

3. Pay code

This option will allow you to enter, edit, or delete pay
codes. F9 will list any pay codes on and you can highlight
the pay code to edit and press enter. You can then edit the
description of the pay code. To create a new pay code just
enter the new pay code code. Then you can enter a
description.

4. Allotments

This option will allow you to enter, edit, or delete employee
allotments. F7 will list any allotments on file and you can
highlight the allotment to edit and press enter. You may
then edit any of the fields displayed. To create a new
allotment just enter the employee code the allotment is for.
Pressing F4 will list the employees on the screen to select
from. Then you can enter a description, bank account number,
the amount of the allotment, and the bank code. F6 will list
all the banks on file. The allotment will automatically be
taken out of an employees pay check so that it may be taken
out of the employees bank account.

5. Banks

This option will allow you to enter, edit, or delete your
bank accounts to be used. F6 will list any bank accounts on
file and you can highlight the bank to edit and press enter.
You may then edit any of the fields displayed. To create a

new bank account just enter the bank code to be used. Then
you can enter the name, address, contact, and phone number.

6. General/ID File

This is where you will enter the company name and information
pertaining to the company. You may enter an address, phone
numbers, city and state numbers for the company, and the FICA
and FUTA percents and limits. Next you may indicate if you
are interfacing with Painless Accounting and enter passwords.
If you answer 'Y' to edit passwords, you must first enter the
master password. If this is the first time to edit passwords
press enter to indicate no master password has been setup
yet. Next you will enter the master password. If there is
already a master password on file you must enter the current
master password in order to change the password.

7. Tax Tables

This is where all the Federal and state tax tables will be
setup. Press F10 to list all tables on file. Select the
table to display or modify. No new tax tables may be added.
You may edit the description of the table and enter the SUTA
and SDIF percents and limits. Enter the earnings bracket
along with the percent and base for each amount.
NOTE: BESURE TO ENTER 999999.99 AS THE LAST AMOUNT, IF THIS
      IS NOT ENTERED NOT TAXES WILL BE CALCULATED!

The six additional withholdings fields are used for various
calculations for each state. Following is a brief
description of the fields used for the different state tax
tables.

Alabama
Field #1 is the allowanace per dependent.
Field #2 is the standard deduction, percentage of taxable
        wages.
Field #3 is the maximum standard deduction.

Alaska
No Taxes.

Arizona
Field #2 is the standard deduction, percentage of taxable
        wages, if wages are less than Field #3.
Field #3 is the limit test for standard deduction.
Field #4 is the standard deduction, percentage of taxable
        wages, if wages are greater than Field #3.

Arkansas
Field #2 is the standard deduction, percentage of taxable
        wages.
Field #3 is the maximum standard deduction.
Field #4 is the allowance for each dependent.

California
Field #3 is the allowance for each dependent.
Field #4 is the amount for each personal exemption.

Colorado
Field #1 is the allowance for each dependent.

Connecticut
No Taxes.

Delaware
Field #1 is the allowance for each dependent.
Field #3 is the standard deduction for married.
Field #4 is the standard deduction for single.

District of Columbia
Field #1 is the allowance for each dependent.

Florida
No Taxes.

Georgia
Field #1 is the allowance for each dependent.

Hawaii
Field #1 is the allowance for each dependent.

Idaho
Field #1 is the allowance for each dependent.

Illinois
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Indiana
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Iowa
Field #1 is the allowance for the first and second
        dependents.
Field #4 is the allowance for other dependents.

Kansas
Field #1 is the allowance for each dependent.

Kentucky
Field #1 is the allowance for each dependent.

Louisiana
Field #1 is the allowance for each dependent.

Maine
Field #1 is the allowance for each dependent.

Maryland
Field #1 is the allowance for each dependent.
Field #2 is the standard deduction, percentage of taxable
      wages.
Field #3 is the maximum standard deduction.
Field #4 is the minimum standard deduction.

Massachusetts
Field #1 is the allowance for one dependent.
Field #2 is the allowance for other dependents.
Field #3 is the maximum standard deduction.
Field #4 is the additional allowance for other dependents.
Field #5 is the percentage of taxable wages.
Field #6 is the wage limit.

Michigan
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Minnesota
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Mississippi
Field #1 is the allowance for each dependents.

Missouri
Field #1 is the allowance for other dependents.
Field #2 is the allowance for one dependent.
Field #3 is the standard deduction for single.
Field #4 is the standard deduction for married.

Montana
Field #1 is the allowance for each dependent.

Nebraska
Field #1 is the allowance for each dependent.

Nevada
No Taxes.

New Hampshire
No Taxes.

New Jersey
Field #1 is the allowance for each dependent.

New Mexico
Field #1 is the allowance for each dependent.

New York
Field #1 is the allowance for each dependent.
Field #3 is the standard deduction.

North Carolina
Field #1 is the allowance for each dependent.
Field #2 is the standard deudction.
Field #3 is the limit test base for taxable wages.
Field #4 is the percentage of taxable wages if taxable wages
        are less than Field #3.
Field #5 is the percentage of taxable wages if taxable wages
        are greater than Field #3.
Field #6 exemption amount if taxable wages are greater than
        field #3.

North Dakota
Field #5 is the percentage of taxable wages.

Ohio
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Oklahoma
Field #1 is the allowance for each dependent.
Field #2 is the standard deduction, percentage of taxable
        wages.
Field #3 is the maximum standard deduction.
Field #4 is the limit test of taxable wages.
Field #5 is the rate percentage of wages that exceed Field#4.
Field #6 is the percentage of taxable wages.

Oregon
Field #1 is the allowance for each dependent.
Field #3 is the standard deduction.

Pennsylvania

Field #5 is the percentage of taxable wages.

Rhode Island
Field #1 is the allowance for each dependent.

South Carolina
Field #1 is the allowance for each dependent.
Field #2 is the standard deduction, percentage of taxable
        wages.
Field #3 is the maximum standard deduction if one dependent.
Field #4 is the maximum standard deduction if more than one
        dependent.

South Dakota
No Taxes

Tennesse
No Taxes

Texas
No Taxes

Utah
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Vermont
Field #5 is the percentage of taxable wages.

Virginia
Field #1 is the allowance for each dependent.
Field #3 is the standard deduction.

Washington
No Taxes

West Virginia
Field #1 is the allowance for each dependent.

Wisconsin
Field #1 is the allowance for each dependent.

Wyoming
No Taxes

CLOSING

1. End of Quarter

Be sure and make a backup of your data files before running a
closing routine. This process will zero all the Quarter to
Date fields.

2. End of Year

Be sure and make a backup of your data files before running
the end of year. This process will zero all the Year to Date
figures. It will not zero out the quarter to date figures,
so you must run end of quarter before running the end of year
process.

3. Print W2s

This process will allow you to print W-2's for all your
employees. You may specify any range of employees inwhich
to print W-2's. You may also send the report to a file or
display it on the screen before actually sending it to the
printer.

4. Print 1099s

This process will allow you to print 1099's for any employee
setup to receive a 1099. The employee file has a field to
specify if the employee is to receive a 1099 or not. You may
print 1099's for any range of employees. The report may be
sent to a file or to the screen before actually sending it to
the printer.

UTILITIES

1. Color Parameters

This option allows you to customize your screen color
attributes. All possible color combinations will be
displayed with a corresponding number. Just enter this
number in the option you wish to change.

Following is a brief description of each option available for
change.

Standard: This is the color of all menus and data entry
routines.

Enhanced: This will be the color of the fields currently
available for input.

Active: This is the color to the current field, i.e., where
the cursor is located.

View: This will be the color of the screen when displaying
lists of clients, vendors, etc. on the screen.

Help: This is the color of all help panels.

Window: This is the windows that pop up for various input
options.

Status: This will be the color of the status line displayed
at the top of the screen at all times.

It will then ask if you want to set the intensity off. If
you set the intensity off, the blocked cursor will no longer
be in a blocked form. It will display the colors you chose
and ask if these are the colors you wish to use. If you
answer yes it will save these as your colors. If you do not
like the colors you have chosen answer no and it will take
you back to the color options and you may change them.

2. Reindex Files

This will go through all your files and reindex them and give
you more disk space. For example, when you delete
information, this information is actually still in the file
but it is marked as deleted. The program will not access
this information but it is still there. Reindexing will get
get rid of all records marked as deleted and pack the other
records together giving you more disk space.

3. File Sizes

This option will display how many records are used for each
file. The Employee file contains the employees. The Pay
Record file contains the information entered through the
enter time option. The Bank file contains the different bank
accounts. The NetPay file contains all the deductions and
earnings for each employee generated. The Department file
contains the departments. The Pay code file contains all the
pay codes. The Allotment file contains the allotments.

4. Printer Set up

Select the type of printer you have. If your printer is not
on the list select a printer compatible to yours. Your
printer manual will indicate the type of printers yours will
emulate. If you are unable to find a printer compatible with
yours highlight OTHER and press enter. This will allow you
to enter in the proper normal and condensed decimal codes for

your printer. These codes may be found in your printer
manual.

5. DOS Window

This option will allow you to exit to DOS. To return to
Painless Payroll type in 'EXIT'.

6. Check Alignment

This option will allow you create customized checks. You
must first select the format to modify or press F2 to create
a new format. Once in the format, F3 will delete the line
you are on and F4 inserts a line above the line you are on.

Press F5 for the setup options. This first one allows you to
indicate the number of lines per check. If you enter 45
lines and only fill out the format for 40 lines, the last 5
lines will just be blank. The print type lets you select
condensed or normal print. If you select normal you have 79
columns to use. Condensed will give you 131 columns. The
draw box will let you draw double or single line boxes.

Press F10 to display all the fields that are available to
print on the checks. Highlight the desired field and press
enter and it will then be put in the format surrounded by
upside down exclamation points. Any text without upside
exclamation points surrounding it will be printed as text.
Otherwise, it will pull the information from the data files.

Press Escape to exit. You will then have the option to save
your changes. If no changes were made, this option will not
appear. You may create as many formats as you wish. You
will always have the option to select from any one of the
formats when printing the checks or editing the formats.

7. Backup Data Files

This option allows you to backup your data(dbf) files without
leaving the program. It will copy your files into another
subdirectory on the hard disk. It will prompt you to enter
in the Backup Drive and Directory. If you enter d:\backup as
the backup drive and directory it will copy the data files to
the the backup directory on the D:drive. If an invalid
drive\directory is entered no action will be taken.

8. Restore Data Files

This option will allow you to restore your data(dbf) files

without leaving the program. It will prompt you to enter in
the drive and directory to restore from. Once the files are
restored it will reindex the files. If an invalid drive\
directory is entered no action will be taken.