

HELPSFIELD,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.

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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, liabilities, 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

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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

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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 deduction.  
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

Tennessee

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

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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 in which 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 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.