Medlin Windows Payroll Help Contents

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Program Description

Medlin Windows Payroll is a payroll writing program for small and medium size businesses.   The program requires Windows 3.1 or higher and a reasonably modern printer compatible with Windows.

Medlin Windows Payroll is Shareware.   You are encouraged to try the program and give copies to anyone.   If you use the program, you should become a registered user by paying a $38 registration fee.

Select Registration from the help menu to register.

Registered users will receive:

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

Getting Started

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

MW Payroll Writing
File   Employees   Paychecks   Reports   Configure   Help

The Processing Cycle

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

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

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

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

Medlin Windows Payroll Order Form

Print Order Form

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

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

MWPR Payroll Writing Program	$38.00
MWGL General Ledger Program	$38.00
MWAP Accounts Payable Program	$38.00
California sales tax (CA users only)	$ 2.76
Federal Express delivery (optional)	$15.00
Total	_____

Name   _____

Company _____

Address   _____

City   _____   State _____   Zip _____

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

Card no.:   _____

Expiration Date: _____

Phone Number   _____

Cardholder Name   _____

Signature   _____

Where did you get Medlin Windows Payroll?

_____

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

Program Configuration

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

Employer Name and Address
Federal and State ID Numbers
Pay Period
Deductions from Each Paycheck
Deductions Calculated on Ledger
Other Income Fields
Check Type
Overtime Calculated as Excess
Printer Fonts

Employer Name and Address

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

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

Federal and State ID Numbers

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

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

Pay Period

Pay periods can be daily, weekly, every two weeks (biweekly), twice a month (semimonthly), monthly or annually.

If the federal and state withholding in the program don't agree with the tables, you probably have this 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 allowances and the pay period.
2   Social Security Tax - a fixed percentage of gross pay up to a limit.
3   Medicare - a fixed percentage of all gross pay.

For the remaining four available deductions, choose from eight possible deduction descriptions. Select {not used} and the program will skip over the deduction without pausing.

1   Miscellaneous Deduction - Use to deduct court ordered deductions, employee purchases and anything else not otherwise specified.
2   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 allowances, status, state and the pay period.   A percentage and limit can be entered (see below) if no state calculation exists for your state.
3   Local WH - Enter a limit and percentage for the local withholding.
4   SDI Tax - State Disability Insurance.   Enter a limit and percentage for this calculation.
5   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.
6   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.
7   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.
8   Other Deduction - Another word for Miscellaneous Deductions.
9   NYC W/H - New York City withholding tax.   NYC is the only city tax supported at present.
10   Adv EIC - Advanced Earned Income Credit.   Not many employees use this complicated deduction.   Most would prefer to get a larger refund or just reduce the federal withholding a bit. But, if you need it, here it is!

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, the first deduction can be off by several cents when the program corrects for past round off errors on the first check.

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

If your state uses a table to determine deductions, the table is built into MWPR and there is no need to enter any percentages.

Deductions Calculated on Ledger

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

Deduction	Limit	Percent
FUI	7000	0.80

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

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

Other Income Fields

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

1   <u>401K</u> Plan - Retirement contributions exempt from state and federal withholding.   This amount will automatically be added to the Retirement deduction.   For this to work, Retirement must be one of the deductions chosen from the lower right part of the configuration screen.

2   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.

3   Bonus - Added to taxable gross pay.

4   <u>Cafeteria Plan</u> - A Section 125 plan.   This amount is deducted from gross pay before ANY taxes are calculated.

5   Commissions - Added to taxable gross pay.

6   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..

7   Miscellaneous Income - Added to taxable gross pay.   This provides a nice, non specific, place to add any additional pay.

8   Other Income -- Another name for Miscellaneous Income.

9   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.

10 Section 125 - Also know as a Cafeteria Plan. This amount is deducted from gross before any state and local taxes are calculated.

11 Tips -   Tips declared by employee.   Tips are added to gross pay and then deducted from net pay.   For this to work, Tips, as a deduction must be chosen from the lower right part of the configuration screen.

12 Vacation Pay -   Added to taxable gross pay.

Check Type

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

Check types and descriptions are:
For laser or ink jet printers (recommended):
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.
9209 - An eleven inch long laser check with the check body on top and two stubs on the bottom.

For dot matrix printers:
9027 - A seven inch long laser check with a stub on the top.
9039 - An eleven inch long laser check with a stub on the top and bottom.
9215 - An seven inch long laser check with the stub on the bottom.

Overtime Calculated as Excess

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

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

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

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

Two different ways to arrive at the same result.

Printer Fonts

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

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

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

Enter or Change Employee Data

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

Name and Address
Sorting Code
Social Security Number
State
Status and Allowances
Department
Pay Rate
Memo Line
Additional Tax
Check Boxes
Add Employee
Find Employee
Delete Employee
Total Employee Payroll
Scrolling Employees
Changing Employee Data

Name and Address

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

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

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

Sorting Code

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

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

Social Security Number

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

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

The Social Security number can be changed at any time.

State

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

Built-In tax tables are included for the following states and cities: 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, RI, SC, UT, VA,VT, WI, WV.

Status and Allowances

Enter employee's status and number of allowances as claimed on the W-4 form. The status is normally M for married and S for single. The number of allowances is a number from zero to 99.

You can also enter an "H" for status for "Head of Household". The employee will be treated as Single for Federal Withholding purposes, but state withholding will be different for those states with a separate "Head of Household" rate. The states of CA, AR, CT, GA, HI, NC, NE, NJ, NM and OK have Head of Household rates.

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

Department

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

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

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

Pay Rate

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

Memo Line

A memo line can be entered for each employee under Enter or Change Employees.   The line will appear on the screen, when entering checks for the employee, and will also print on the employee's check.   Use this field to remind yourself of special deductions for the employee, and to explain them on the paycheck.

Another memo line can be entered when checks are printed.   Click "Memo" from the Enter or Change Paychecks or Print Reports selections.   The line will be printed on each employee's check. Use this field to provide general employee information, or deliver a holiday greeting.   The contents of this memo field are retained only for the current processing.

To erase either memo field, 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 additional withholding will continue until this amount is changed.   Additional tax can only be entered in whole dollar amounts - no cents.

Tax Reduction

If the proposed $500 credit for each child under 18 years is becomes law, the Additional Tax Per Check field under Enter or Change Employees can be used to reduce each employee's federal withholding by the correct amount.   Since the proposal is a tax reduction, enter the amount below as a negative amount.

```
                  Number of eligible children
Pay Period   1    2    3    4    5    6    7    8    9
===================================================   Weekly     10
19   29   38   48   58   67   77   87
Biweekly    19   38   58   77   96  115  135  154  173
Semimonthly 21   42   63   83  104  125  146  167  188
Monthly     42   83  125  167  208  250  292  333  375
```

No tax plan is certain as long as Congress is in session, but the Additional Tax field can be used to compensate for many possible mid year federal and state tax changes.

Check Boxes

Click the applicable box.   Click again to uncheck.

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

Add Employee

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

Find Employee

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

Delete Employee

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

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

Total Employee Payroll

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

Scrolling Employees

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

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

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

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

Changing Employee Data

ANY Employee data can be changed at any time.

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

Enter or Change Paychecks

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

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

Check Date
Employee Name
Check Number
Regular Hours
Overtime Hours
Other Income
Save & Print
Add Check
Delete Check
Memo
Scrolling Paychecks

Check Date

The initial Check Date is the computer's <u>system date</u>.   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

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

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

Check Number

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

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

Regular Hours

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

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

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

A four-function <u>calculator</u> can be called by pressing the F10 key.   The calculated results will be inserted here.

Overtime Hours

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

Other Income

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

A four-function calculator can be called by pressing the F10 key.   The calculated results will be inserted here.

Other Income Types

Save & Print

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

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

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

To change vertical check alignment, change <u>Printer Top Margin</u> in Configuration.

Add Check

To leave the browse mode (scrolling through the paychecks) and resume adding payroll checks, click Add.   When adding new paychecks, this button becomes the Browse button and a click here will return to the browse mode.

Delete Check

A paycheck can be deleted at any time.   Scroll to the check you wish to delete, and click Delete.

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

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

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

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

Scrolling Paychecks

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

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

Print Reports

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

Print to Screen
Payroll Checks
Payroll Check Listing
Payroll Ledger
Federal Liability
Quarterly Listing
Employee Listing
Employee History
Select Period
Period Ending
Printer Setup
Memo
Start Printing
Print Speed and Quality
Print W-2's

Print to Screen

Checking here will print all reports on the screen, allowing you to view reports without wasting paper. Use the scroll bars to scroll through the report.

Close the form or press escape to   return to the Payroll program.

Screen printing creates a file named TEMP.TXT on your data directory.   If you wish to edit or modify a report, load TEMP.TXT into any word processor and change the font to a fixed pitch font like Courier New.

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 renumbered as they are printed.

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

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

Ordering Checks - Check Types

Payroll Check Listing

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

Payroll Ledger

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

The quarterly payroll tax liabilities are printed at the end of the report.   The numbers are there to help fill out the various state and federal payroll tax forms including the federal form 941.   The calculations are based on the current Medicare and Social Security information built into the program, as well as information entered under Configuration.

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

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.

When printing to the screen, line and column numbers are included.

Due to rounding, the numbers on this report may differ from the liability on the Payroll Ledger by a few pennies.   Use line 9 of Form 941 to show the difference.

Quarterly Listing

The Quarterly Listing is a list of employee names, social security numbers and quarterly earnings for the quarter required by many states.   It will actually print on the California DE-6 form (the blank ones you order from EDD, not the smaller preprinted sheet they send you in the mail).   Many states will accept the quarterly information in this format.

Employee Listing

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

Employee History

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

Select Report Period

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

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

Period Ending

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

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

Printer Setup

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

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

Printing checks on a sprocket feed printer.

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

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

Printer Problems

Windows applications depend on a "printer driver" to control communication between the application and printer.   If you are having alignment problems, make sure the correct driver has been selected by clicking "Printer Setup".   Your printer manual should have the correct driver name and a list of alternatives.   If none of the available printer drivers are correct, contact Microsoft for the correct driver.

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.

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.

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 is changed using the Printer Setup option from the print window.

W2 Printing

To print W-2's, run the program W2.EXE, a separate program sent to registered users only.   The current data from MWPR will be used to fill in pre-printed W-2's.

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

Print W-2's for All Employees

When the number of W-2's is over 41, sub-total W-2's after each group of 41 will be printed in addition to a final sub-total at the end.   If there are less than 42 W-2's, no subtotaling is required. Employees with no gross YTD earnings are skipped.

Print a W-2 for a Single Employee

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

Print W-3 Form

The W-3 form is the submittal for for all of the W-2's.   You normally only get one from the federal government, so print on a blank sheet first and check the totals and alignment before committing your only W-3 form.

Start Printing at a Particular Employee

When the printer jams in the middle of W-2 printing, you don't need to start at the beginning.   Select the employee to start with, and the printing proceeds to the end.   Sub-total are printed as needed. Employees with no gross YTD earnings are skipped.

Print a Test W-2

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

Print Only for State of:

If you have employees residing in more than one state, use this selection 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 Windows printer setup program. Used to change printer settings.

Change Year

Switches between the current year and the prior year for W-2 printing.

Configuration Options

For most employers, no changes will be needed in this section.   When the W-2 program is started or when a new directory is selected, there are default settings for all of the configuration options.

- Box 13 Alpha Code - For retirement plans. "D" is the correct 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 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 the proper margin settings.   If the installed 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. These will print in box 14, 19, or 21 of the W-2. The a,b,c designation is a reference only. 14a will be first, 14b second and 14c third. You have the option of typing your own descriptions for each deduction. There must be a description for the deduction to print on the W-2. Change the order as needed, but each deduction can only be used once.
- State WH, Tips, and Retirement will automatically 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 to submit W-2's on disk instead of the pink copy A of form W-2.   The SS Administration'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 SS Administration.

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.

File Menu

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

Change Data Path

Save Data

Backup Data

Start a New Year

Go Back to Previous Year

Change Data Path

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

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

To use MWPR for multiple businesses, create a different directory for each business using the Windows File Manager, and use Change Data Path to change the data directory.   Or, multiple businesses can have their own icon.   Create separate program items in Program Manager with a different program description and working directory for each business.

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

Save Data

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

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

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

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

Restoring Data

Restoring data is simply backing up in reverse.   For example, to restore data from drive A: to the \ MWACCT directory on drive C:

- Start MWPR.
- Select File / Change Data Path and change to A: Check to see that your data is OK by scrolling through employees and paychecks.
- Select File / Backup, enter the path: C:\MWACCT and click OK

Start a New Year

A payroll year is always January to December.   Before writing the first check in January, use this selection to <u>start a new year</u>.

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

Go Back to Previous Year

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

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

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Calculator

MWPR has a built in five 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 on the screen.   Enter a number and use the <+> and   <-> keys to add and subtract.   To multiply or divide, use the <*> or </> keys and then the <Enter> or <=>.   If the calculator is called from a dollar value entry field, the calculated amount will be plugged into the entry field when you exit the calculator.   Exit the calculator by pressing <Esc> or closing the calculator form.

Converting PC-PR Files

The program MWPRCONV.EXE is available to all registered users and will convert PC-PR employee and payroll check files to MWPR format.   You must have PC-PR payroll checks dating back to the beginning of the current year to successfully convert PC-PR data to MWPR data.

Run the program by double clicking on the conversion icon or by double clicking on MWPRCONV.EXE from the file manager.

The conversion program has 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 convertable files are found and indicates the progress of the conversion.

401K

A 401K plan is retirement plan featuring employee deductions with matching employer contributions. The employee deduction is subject to social security and medicare taxes, but not income tax.   Most states also exempt 401K plans from income tax.

bureaucracy
A large, inefficient organization staffed by mediocre people with complete job security.

Cafeteria Plan

A Cafeteria Plan, also called a Section 125 plan allows employees to choose from a number of employee benefits.   The cost of the benefit is deductable to the employer and non taxable to the employee.   A good deal!

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Code Number 95111

proprietorship

Proprietorship - an unincorporated business owned by a single individual.

Shareware

"Try before you buy" Software.   A method of distributing software without the expense of advertising, packaging or promotion.

system date

Most newer computers have an internal clock keeping up with the   date and time.   If the check date always starts with the wrong date, it is time to set the clock.   Choose Date & Time from the Windows Control Panel.