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1	<b>*WAGEKEEPER* (c)Copyright 1989 Connie L. Bass &amp; James R. Berry</b>	
2	START	
3	Double click P/R Macro	
4	To Open worksheets Press-Option Command o	
5	Program will continue all the way thru starting with Payroll Taxes Form	
6	Were information on taxable wages limits & percentages can be entered.	
7	This Worksheet will open only if no wages have been posted to P/R Register.	
8	When you exit this worksheet by clicking on exit on data form , you will be presented	
9	an option via input box allowing you to continue or halt the macro. (This Option is	
10	presented every time you open with Option Command o.)	
11	At this point you are presented with another option. Close Month Or Close Quarter.	
12	If you are starting merely click ok for close month. This is important after you have made	
13	entries Close month updates quarter to date & year to date information & clears journal.	
14	Close quarter runs everything in close plus clears for new quarter use after 3,6,9,Mths.	
15	As the macro continues Employee information worksheet will open. You may enter Name	
16	SS No and Address. You May change employee code to any three letter or number you like.	
17	Employee Information & Payroll Journal uses Data Form to make entries. A Data Form	
18	sheet opens in front of the work sheet with all heading of the work sheet with boxes for	
19	entries in vertical position. To move from box to box merely press the tab key. After	
20	you have made your entry press return and you are ready for next entry. After you have	
21	all your entries to the worksheet click the box located bottom right labeled EXIT.	
22	When you exit the employee information worksheet the Payroll Journal will open make	
23	your monthly payroll entries Date, name, check no, employee code, wages, fica, fed w/h	
24	state w/h, & other(Ins Etc) Then click exit and the macro will continue.	
25	Computer at this time will calculate all worksheets, paste taxes to P/R Taxes Worksheet,	
26	You Now Have an option to stop before printing	
27	print Payroll Register, Payroll Journal. As the macro continues it	
28	automatically saves & closes worksheets. You have completed a months payroll.	
29	<b>*WAGEKEEPER*</b> can be used in conjunction with the program <b>*BOOKKEEPER*</b> .	
30	<b>*Need complete yearly payroll for limitaitons on taxable wages.</b>	
31	<b>MACRO COMMAND KEYS</b>	
32	Option Command o Opens the work sheets and runs all Macros.	
33	This is the only command you need to use unless you stop the macro.	
34	You Have an option to stop before printing	
35	Option Command p Prints Journal Register and Taxes	
36	Option Command w Activates Employee Information	
37	Option Command j Activates Payroll Journal	
38	Option Command t Activates Payroll Taxes	
39	Option Command x Pastes information to Payroll Taxes	
40	Option Command m Closes out for the Month	
41	Option Command q Closes out for the Quarter	
42	Option Command y Closes out for the year or new payroll	
43	Option Command s Saves & Closes All Worksheets	
44	For Passwords send \$15.00 to CONNIE L BASS, 1717 Ave K #221,Lubbock, Texas 79401	
45	If you have any questions you may call 1-806-747-2337.	

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