

**Payroll Menu** has three items:

**Add to Present Payroll Period:**

When this is selected, you are presented with the payroll calculation screen. This function is used when you, for example, do a part of your payroll on one day, and finish it on the next day. It's all part of the same payroll period, but you just don't have time to do it all at once.

The payroll calculation screen looks like this (example is for California):

Payroll Calculations - Period Ending 11/02/90	
Blutarsky, Bluto B	Name
Fife, Barney G	Wage/Salary (W/S)
	Pay Rate
	Other Income
	Tips
	Other Deductions
	Gross Pay
	Regular Pay
	State Tax
	Federal Tax
	FICA
	Local Tax
	Net Pay
	SDI

On the left side of the screen is a scrolling window that contains your employees' names. To select an employee to calculate a paycheck for, click once on the window to activate it, then click on the name of the employee you want. The scrolling window is deactivated, and the employee's name and salary or hourly wage is inserted into the proper positions in the window on the right side of the screen. If the employee earns an hourly wage, you will need to type in the number of hours, both regular and overtime, that the employee worked. You can also add a "Tips" dollar amount, as well as an "Other" income and deduction. When the figures you enter are satisfactory, click the "Okay" button and Exchequer calculates the federal, state, and local tax, as well as FICA and any state-specific withholdings (such as California's SDI, in the example). At that point, another window will pop up, asking if everything is correct, shown below:

Blutarsky, Bluto B  
 ✓Fife, Barney G

Is everything correct?  
  

Yes
No

**Payroll Calculations - Period Ending 11/02/90**

<u>Name</u> Barney G Fife	
<u>Wage/Salary (W/S)</u> 8	<u>Pay Rate</u> 1100.00
<u>Other Income</u> <input type="text"/>	<u>Tips</u> <input type="text"/>
<u>Other Deductions</u> <input type="text"/>	<u>Gross Pay</u> 1100.00
<u>Regular Pay</u> 1100.00	
<u>State Tax</u> 9.98	<u>Federal Tax</u> 110.79
<u>FICA</u> 84.15	<u>Local Tax</u> 1.11
<u>Net Pay</u> 884.07	<u>SDI</u> 9.90

Okay
Exit

If everything is OK, click in the "Yes" button, and you can proceed to the next employee. If you spot something that isn't right, click in the "No" button, and you can correct any mistakes you made entering hours, other income/deductions, etc.

Notice that there is a check-mark beside the employee who has had a payroll check calculated. This visual marker helps you keep track of which employees you have done already.

**New Payroll Period:**

When you select this item, you will be prompted for a period-ending date, as shown here:

What is your desired period-ending date?

Okay
Cancel

Simply type in the date your payroll period ends, in either "MM/DD/YY" or "MM-DD-YY" form. This date then appears on the payroll calculation window, as well as both the payroll register and the payroll checks.

**Review/Post:**

Review/Post allows you to look at the employees you have calculated the payroll for, showing employee name, gross pay, and net pay. This will allow you to spot any gross errors that might have passed your notice when calculating the payroll. The screen that appears for Review/Post is shown below:

Del	Posted	Name	Gross Pay	Net Pay
		Bluto B Blutarsky	440.00	370.26
		Barney G Fife	1100.00	893.97

Delete

Post All

Exit

There are three buttons in this window:

"Delete" is used if the totals for a particular employee are incorrect and you wish to go back and recalculate a paycheck for that employee. To use this, simply click on the employee's name so it is highlighted in black, and click the delete button. A check mark will appear in the column below the word "Del" in the window header. Delete is a toggle function: that is, if you delete an employee, then decide you didn't want to, simply select the employee again and click the "Delete" button. The check mark will disappear from the "Del" column beside that employee's name.

"Post All" is (and must be) used when you see that all your payroll calculations are correct, and you wish to post that payroll period's figures to the individual employee's records. This is not a toggle function, so make sure that the figures are correct before you post the totals. (It posts only those figures that have not been deleted.) After you post the payroll period, a check mark will appear in the "Posted" column beside every employee's name (that hasn't been deleted!).

**Printouts** menu has seven items:

**Employee Totals** simply prints a tabular report that lists each employee and his/her year-to-date totals for all earnings and withholdings.

**Payroll Checks** is self-explanatory. It prints the checks for a given payroll period.

**Payroll Register** prints a tabular report showing the individual earnings and withholdings for each employee, and a total page that shows the total earnings and withholdings for all employees in that payroll period.

**Non-Current Employees** prints a tabular report showing the total earnings and withholdings for all employees that you have removed from your currently active file (by choosing "Delete Employee" from the "Employees" menu).

**Quarterly Earnings** prints a quarterly earnings report. It shows each employee's social security number, name, and total (gross) wages earned for a quarter, as well as totals for each page and a grand total for the report.

**W2 Info** prints a tabular report showing each employee's name, address, social security number, and total earnings and withholdings.

**W2 Forms** prints the actual W2 Forms. The forms can be obtained in virtually any computer supply store, in tractor-feed form. And yes, the Imagewriter printer can print cleanly on a 6-part form!

**Tax Info** has two items:

**General Info** is an input screen that allows you to choose whether or not to withhold a local tax, what percentage to use for local tax, FICA percentage, as well as any state-specific information needed to properly calculate a payroll. Seen below is the screen for the "Standard", non-specific calculations, followed by explanations of the differences among the states that Exchequer supports. NOTE: all of these screens have items for: local tax type and percentage, FICA percentage, maximum amount to which FICA is applied annually, and the amount used for one exemption for federal tax calculations.

PLEASE NOTE: when entering values in percentage fields, type either the actual, mathematical value (e.g. .0765) or a number that will be divided by 100 when the calculations are made (e.g. 7.65). If the percentage is less than 1%, you must enter the actual value in order for the calculation to come out correctly. If you enter ".75" (meaning .75%), Exchequer will think you mean 75%, and use that value! So be careful entering percentages!

First is the screen for "Standard", non-specific operation:

General Tax Information

☐

Local Tax (% of Gross Pay)

☐

Local Tax (% of Federal Tax)

Local Tax Percentage

Percentage for FICA

Maximum FICA Taxable Amount

Federal Exemption Amount

State Exemption Amount

State Percentage

State Deduction - Single

State Deduction - Married

Save

"State Exemption Amount" can be used for a standard exemption dollar amount (for each claimed exemption) deducted from the gross pay prior to calculating the state tax.

"State Percentage" is used to calculate a possible standard deduction amount. This is a percentage of gross pay.

"State Deduction - Single" is a dollar value that is compared to the value calculated using the "State Percentage" value for single employees. The lower of the two values is subtracted from gross pay before tax is calculated.

"State Deduction - Married" is the same as "State Deduction - Single", except it applies to married employees.

**California** General Info:

"SDI Percentage" is used for the value that is used to calculate the California state disability insurance withholding (mandatory). It is a simple calculation, providing a percentage of gross pay.

"Maximum SDI Amount" is the maximum dollar amount that the SDI tax applies to for a calendar year. After an employee has earned this amount, SDI is no longer deducted from his/her paycheck.

### **Maine** General Info:

"# Payroll Periods/Year" is the number of times you pay your employees each year. If you have a monthly payroll period, enter "12", "26" for bi-weekly, "52" for weekly, etc. This is tied into the appropriate tax tables for calculating state taxes.

"State Exemption Amount" is the dollar value (in annualized form!) for each claimed exemption subtracted from the gross pay before calculating state income tax withholding.

### **Michigan** General Info:

"State Exemption Amount" is the dollar value for each claimed exemption subtracted from the gross pay before calculating state income tax withholding.

"State Tax Percentage" is the percentage used for calculating Michigan's income tax.

### **Minnesota** General Info:

"State Withholding Amount" is the (annualized) value for each claimed exemption subtracted from the gross tax calculation.

"# Payroll Periods/Year" is the same as **Maine** above.

### **North Carolina** General Info:

"# Payroll Periods/Year" is the same as **Maine** and **Minnesota**.

"State Std. Deduction Percent" is a percentage value that is used to calculate a standard deduction value (annualized).

"State Std. Deduction Amount" is an annualized dollar value that is compared to the amount calculated using the standard deduction percentage. The lower of the two values is subtracted from the annualized gross pay before calculating state tax.

"State Std. Exemption Amount" is a value that is used for a standard exemption amount that is also subtracted from gross pay before calculating taxes. Note that this value is used only if you have indicated that the employee has not filed an NC-4 form. If the NC-4 form field is checked on the employee info screen, the dollar amount in the field "NC-4 Exemption \$" is used instead of this value.

### **Oregon** General Info:

"State Exemption Amount" is the value for a single withholding allowance and depends on the payroll period. This value is shown in the Oregon tax withholding booklet dated January 1, 1988, as the value in the calculation (nn X Allowances) - nn is the value you enter here.

"Maximum Federal Tax Deduction" is the maximum exemption amount you can claim for any one employee in a given payroll period. This value is shown in the heading for each formula in the tax booklet (not to exceed nn) - nn is the value you enter here.

Washington General Info:

"Labor & Industries Factor" is the percentage used to calculate the Labor & Industries withholding. Note that this factor is multiplied by the hours an employee works; therefore it only applies to employees who are paid an hourly wage. If you have salaried workers, you will have to calculate the hourly wage and enter the employee as an hourly wage earner for this calculation to work.

**Edit Tax Tables** allows you to enter or modify the state (for those states that have tax tables) and federal tax tables. The screens displayed here are all modeled after the tables shown in the various tax booklets, using the calculation or percentage method for calculating tax withholdings.

Shown here is the "Standard" state tax table input screen:

State Taxes - Single Employee

If taxable wage is -

Over -


but not over -


Amount to be withheld is -

\$ amount + %


of excess over -


Okay

For states that have separate tables for Single and Married employees, there will be separate screens to enter data. **Maine** and **California** have a third screen for married with 2 incomes or head of household. For those states (**Washington, Michigan**) that have no tables, the state tables will not be shown.

Entering the values in the table on the screen is simply patterned after the tables shown in tax booklets. The only difference is in the last row for each table...where the printed tables usually show a value as "over x\$" followed by a dollar value and a percentage of the amount over x\$, you should enter the maximum value in the columns marked "at least", "but not over", and "of excess over" - only for the last row! Otherwise, enter the values as shown in the table.

The federal tax table screens (two of them, for Single and Married) work in exactly the same way.

Differences among states:

**Maine** has a third state tax table, for "Married with Two Incomes", and uses an annualized method for calculating taxes for a payroll period.

**Minnesota** has different wording for the various columns, to accentuate the different way in which the calculations are made. Again, the text is taken from the state income tax calculation booklet.

**North Carolina** has a single state tax table that applies to both Single and Married employees, and uses an annualized calculation.

**Oregon** has a table for "Single with less than 3 allowances" and a table for "All married, or single with 3 or more allowances".

**California** has a third state tax table for "Head of Household".

**Edit Deduction Tables** is a menu choice that appears only when you have selected California in the "Employer Info" screen. This is a screen for entering the four separate exemption and deduction tables for the state of California.

Deduction Tables					
Low Income Exemption		Standard Deduction	Estimated Deduction	Personal Exemption Credit Table	
<input type="text"/>	- Single -	<input type="text"/>	<input type="text"/>	- 1 -	<input type="text"/>
<input type="text"/>	- Married (1) -	<input type="text"/>	<input type="text"/>	- 2 -	<input type="text"/>
<input type="text"/>	- Married (2) -	<input type="text"/>	<input type="text"/>	- 3 -	<input type="text"/>
<input type="text"/>	- Head of -	<input type="text"/>	<input type="text"/>	- 4 -	<input type="text"/>
	Household		<input type="text"/>	- 5 -	<input type="text"/>
			<input type="text"/>	- 6 -	<input type="text"/>
			<input type="text"/>	- 7 -	<input type="text"/>
(1) - Married with 0 or 1 allowances			<input type="text"/>	- 8 -	<input type="text"/>
(2) - Married with 2 or more allowances			<input type="text"/>	- 9 -	<input type="text"/>
			<input type="text"/>	- 10 -	<input type="text"/>

Okay

As you can see, there are four tables on this screen: Low Income Exemption, Standard Deduction, Estimated Deduction, and Personal Exemption Credit. The values entered here all depend on whether the payroll period is weekly, bi-weekly, etc. Again, these are taken from the California Personal Income Tax Withholding Guide.

Support Policy:



Essentially, I will gladly supply answers to questions about Exchequer's operation to all registered users. I do guarantee that the program operates as described in this document. If something does not work as described, I will either fix the problem or refund the registration fee. I am always open to suggestions for improvement... however, since this is a sideline and not my main source of income, any improvements or changes can very easily take a while to implement.

Bugs (i.e. errors that cause the program to crash or cause incorrect calculations) will be fixed at no charge to any registered user. Just let me know about any problems!

**Registration:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Please send me one (1) fully functional copy of Exchequer. Enclosed is a check in the amount of \$50.00. In exchange for this registration fee I am entitled to notification of updates and improvements to Exchequer, as well as free bug fixes and answers to questions.**

**Signature:** \_\_\_\_\_

**Company:** \_\_\_\_\_

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