

Introduction

What is Exchequer?

Exchequer is a somewhat strange construction, a shareware payroll program. It is intended for use in small business settings, not in large companies that have complications like profit-sharing, hospitalization insurance deductions, 401K's, and other things that can complicate a payroll. It is meant to make the process of doing a simple payroll much less time-intensive than doing it by hand. (By the way, if you received this program from a BBS or a shareware distributor, it is limited to a maximum of five employees. The registered version will accomodate up to 100.)

What Exchequer will do:

Exchequer will:

- allow you to easily enter, change, or delete an employee from your active file, including the ability to manually edit the employee's quarter-to-date and year-to-date earnings and withholding information
- work with either hourly wage-earners or salaried employees
- calculate Social Security (FICA), federal, state, and local tax withholdings
- calculate overtime earnings for hourly wage-earners, using the normal time-and-a-half calculation
- print payroll checks on a standard check form (use NEBS form 9000-1 from New England Business Service, Inc., North Main St., Groton, MA 01450 phone 1-800-225-6380)
- print several reports including:
 - a payroll register for the current payroll period
 - year-to-date earnings and withholding totals for all employees
 - totals for all non-current employees (employees who have been removed from the active employee file)
 - a quarterly earnings report
 - reports containing only the information that needs to appear on a W2 form
 - W2 Forms

What Exchequer will not do:

Exchequer will not:

- allow mixing of different payroll periods among the employees; that is, all employees must be paid weekly, bi-weekly, etc. Only one set of tax tables is used for all tax withholding information.
- stop you from entering unrealistic values for hours worked, salary or wage amounts, etc. You must double-check to make sure the numbers you enter are valid!
- interface with any other software package, although several of the files produced by Exchequer can be read and modified using any text editor

- react gracefully to the use of desk accessories. Exchequer is written in BASIC, using Microsoft's™ compiler, and it is next to impossible to detect when a desk accessory has been activated (at least, I haven't been able to figure out a way!). Therefore, if a desk accessory covers an Exchequer data entry screen, for example, the screen is not repainted when you close the desk accessory. It's unfortunate, but there's not much I can do about it.

Hardware Requirements:

Exchequer will work on any Macintosh with at least 512K of RAM and a single 800K floppy disk drive. For all printouts, an Imagewriter dot-matrix printer is required. (Sorry, LaserWriter support is something else that is sadly lacking in the BASIC compiler.) As far as I have been able to determine, Exchequer will run properly on any Macintosh. However, I am not certain whether it functions properly under Multifinder (I have a 512KE with 2 floppy drives, so I lack the hardware to determine Multifinder compatibility.) It will also operate just fine on a hard disk, provided Exchequer and all its files are in the same folder.

Using Exchequer:

Data entry conventions

Most screens within Exchequer contain a number of "edit fields", or boxes into which you type information. The active edit field is easy to determine - it contains the blinking vertical bar cursor. Moving from one field to the next can be accomplished in three ways: pressing the RETURN key, pressing the TAB key, or clicking in the field you desire with the mouse pointer. There are also several places where you make a choice by clicking on a "radio button" or "check box". These are normal Macintosh-type buttons and act appropriately.

Menus:

File Menu has two items:

Employer Information

Employer Name :

Doing Business As :

Address :

City :

State :

Zip Code :

Federal Tax ID# :

State Tax ID# :

☐ California

☐ Maine

☐ Maryland

☐ Michigan

☐ Minnesota

☐ North Carolina

☐ Oregon

☐ Washington

☐ Standard

Save

Employer Info brings up the screen above. It contains data entry fields for all the pertinent information about you as an employer. Notice that there are buttons for choosing a state: California, Maine, etc. If you do not use any of the specific state tax tables shown, the "Standard" button is the one that should be used. This indicates to the program that the state tax calculations and tables are done in the same manner as the federal tax calculations and tables. Please note: you must enter something into every field, or Exchequer will simply beep at you when you click the "Save" button. If you don't use the "Doing Business As:" field, for example, you must still put at least a single space in that field.

Quit simply exits the program. (You can also use Command-Q to accomplish this.)

Startup Menu has three items:

Create Files must be used before you can begin to add employees to the data file. It simply creates the blank files used for storing employee information.

New Quarter makes all quarter-to-date earning and withholding information for all employees zero. Make sure to print your quarterly earnings report before using this function!

New Year zeroes out all earning and withholding information for all employees. Be careful! Make sure you have printed any reports or W2's before selecting this!

Employees Menu has three items:

Add Employee brings up the following data entry screen(s):

Personal Data

First Name

Initial

Last Name

SS#

Address

City

State

Zip

Status: ☐ Single ☐ Married

Exemptions

Pay Type: ☐ Wage ☐ Salary

Pay Rate

Date Hired

Withhold: ☐ Federal ☐ State ☐ Local

Date Lett

Earnings Data

QTD Gross

QTD FICA

QTD State

QTD Federal

QTD Other

QTD O.T.

QTD Tips

QTD Local

YTD Gross

YTD FICA

YTD State

YTD Federal

YTD Other

YTD O.T.

YTD Tips

YTD Local

Save

Exit

QTD Net

YTD Net

As you can see, this is the screen where you type in all of the pertinent information about a single employee: Name, address, Social Security Number, etc., as well as current quarter-to-date and year-to-date earnings and withholdings. You will need to enter the earnings and withholdings only the first time, unless you make an error while doing a payroll calculation and don't notice it at the time.

Notice that you must click in a button for Married/Single, and you must explicitly choose to withhold Federal, State, and Local taxes for each employee. Since Exchequer does not check each field for validity, you must be extra careful here. For example, if you neglect to click the check boxes for withholding federal and state taxes, no taxes will be withheld for this employee when you do a payroll calculation!

California information:

Personal Data					
First Name	<input type="text"/>	Initial	<input type="text"/>		
Last Name	<input type="text"/>		SS#	<input type="text"/>	
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>		
Zip	<input type="text"/>				
Status:	<input type="radio"/> Single	<input type="radio"/> Married	<input type="radio"/> Head of Household		
# Std.Exempt	<input type="text"/>	# Est.Exempt	<input type="text"/>		
Pay Type:	<input type="radio"/> Wage	<input type="radio"/> Salary	Pay Rate	<input type="text"/>	
Date Hired	<input type="text"/>				
Withhold:	<input type="checkbox"/> Federal	<input type="checkbox"/> State	<input type="checkbox"/> Local	Date Left	<input type="text"/>
Earnings Data					
QTD Gross	<input type="text"/>	QTD FICA	<input type="text"/>	QTD State	<input type="text"/>
QTD Federal	<input type="text"/>	QTD Other	<input type="text"/>	QTD O.T.	<input type="text"/>
QTD Tips	<input type="text"/>	QTD Local	<input type="text"/>	QTD SDI	<input type="text"/>
YTD Gross	<input type="text"/>	YTD FICA	<input type="text"/>	YTD State	<input type="text"/>
YTD Federal	<input type="text"/>	YTD Other	<input type="text"/>	YTD O.T.	<input type="text"/>
YTD Tips	<input type="text"/>	YTD Local	<input type="text"/>	YTD SDI	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Exit"/>		QTD Net	
				YTD Net	

The state of California has a couple of different requirements than the standard. As you can see, there is a third choice for withholding status: Head of Household. California has separate tax tables for Married, Single, and Head of Household. There is an additional field for claimed exemptions, called "Est. Exemptions" on this screen. This is used to enter the number of estimated exemptions for the California personal deduction credits and exemptions.

There is also a field for the California State Disability Insurance (SDI). This is a mandatory withholding for everyone working in California.

Maine has an additional Status selection as well, called "2 Income, Married". There is a tax table for employees who wish to have state tax withheld using a rate that only applies to dual-income families.

When you select **Michigan** from the "Employer Info" screen, you will need to enter the number of exemptions for both Federal and State tax calculations.

North Carolina has a check box for indicating whether an NC-4 form has been filed for this employee, as well as a box to enter an NC-4 claimed exemption value. If the NC-4 form box is checked, a standard exemption value is used, otherwise the value entered in the NC-4 Claimed Exemption \$ field is used.

Washington does not have a state income tax, so there aren't any fields for state tax on its employee information screen. However, there is a mandatory deduction called "L & I" (for Labor & Industries), so this screen shows quarter-to-date and year-to-date values for that.

Change Employees:

Selecting "Change Employees" from the **Employee** menu allows you to edit the information present for any active employee. The same screen used for entering employee data is used to show the current values for that employee. However, you must select which employee to change, and a scrolling window containing the names of all of the employees in your data files allows you to do just that.

Personal Data

First NameInitialLast NameSS#

Blutarsky, Bluto D

Life, Darney O

StateZip

☐ Head of Household

Std.Exempt

Est.Exempt

Pay Rate

Date Hired

☐ Local

Date Lett

Exit

YTD Federal

YTD Tips

Save

Exit

Earnings Data

QTD FICA

QTD Other

QTD Local

YTD FICA

YTD Other

YTD Local

QTD State

QTD O.T.

QTD SDI

YTD State

YTD O.T.

YTD SDI

QTD Net

YTD Net

When you select an employee from the scrolling window, it disappears and the employee's information fills in all of the edit fields on the screen. At that point you can change any of the data shown and save it, or else click the "Exit" button and leave the screen without saving any changes. Notice that there is also an "Exit" button in the scrolling window - if you click that "Exit" button you will also leave the "Change Employee Info" screen without making further changes.

Delete Employee shows the same screen as "Change Employee Info", except that the "Save" button becomes "Remove", and clicking on "Remove" will erase the employee from the current data file. The deleted employee's year-to-date earnings data will be saved in a separate file. (One minor complication here - after you have printed your W2 forms and all necessary end of the year reports, you must manually erase the deleted employee file, which is called "Noncurrent", by dragging it into the Trash Can on the Macintosh desktop.)