# Painless Payroll Help

**Employee File**

Use this option to enter, edit, or delete your employees. You will first be prompted for an Employee Code. This is any unique code to identify the employee. If you want to look at all the employees on file simply Select the 'Browse...' button. A list of all employees on file will be displayed in a window in the bottom left-hand part of the screen. Use the scroll bars to scan the list of employees. After the Employee Code has been entered all associated information will be displayed. If you are creating a new employee a blank screen will be displayed.

You may then edit any fields displayed. You can edit 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 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. You may enter a yearly base amount to be take out for state taxes in the State 1 field, or a percentage of gross earnings percent in the State 2 field.

Also, you can enter the number of Federal and State Dependents if any. Indicate if the employee has any allotments. 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 select the 'Browse...' button to display all departments available. You may also enter any extra federal withholding the employee wishes to be withheld. Next enter the appropriate state tax table. You may select the 'Browse...' button to display all tax tables available. Enter an amount to be withheld for child support if applicable. You may enter a percentage of gross earnings percent in the City% field, if you have city taxes that are a percent of gross earnings. Otherwise, you may specify a annual base amount of city taxes to be withheld in the CityBase field. You can also enter a limit on the amount of city tax to be withheld.

You may also specify if the employee is exempt from FICA, FUTA, FWH, SWH, or SUTA. Next enter the locality information. The days earned and taken for Personal, Vacation, and Sick days will have to be entered manually. Painless Payroll does not calculate this information. The MTD, QTD and YTD information is displayed for Gross pay, and all withholdings. This information is updated automatically after posting and when the end of month, end of quarter, and end of year processes are run. These totals may be edited at any time. After all the information is entered you will be prompted to confirm that you want to save the information. Select 'OK' to save the information or 'Cancel' to cancel your editing. You can delete the record at anytime by selecting 'Delete...'.

**Department File**

Use this option to enter, edit, or delete departments. You will first be prompted for a Department Code. This is any unique number to identify a given department. If you want to look at all the departments on file, simply select the 'Browse...' button.

After the department code is entered all associated information for that department will be displayed. If it is a new department a blank record will be displayed for you to fill in. You can enter the description, and account numbers for each of the accounts 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. After all the information is entered you will be prompted to confirm that you want to save the information. Select 'OK' to save the information or 'Cancel' to cancel your editing. You can delete the record at anytime by selecting 'Delete...'.

**Pay code File**
Use this option to enter, edit, or delete Pay Codes.   You will first be prompted for a Pay Code.   This is any unique number to identify a given Pay Code.   If you want to look at all the Pay Codes on file, simply select the 'Browse...'button.   After the pay code has been entered all the associated information will be dispalyed   If you are creating a new pay code a blank screen will be displayed.   You may then edit the pay code description.
After all the information is entered you will be prompted to confirm that you want to save the information.   You can delete the record at anytime by selecting 'Delete...'.

**Allotments File**

Use this option to enter, edit, or delete Allotments. You will first be prompted for an Employee Coe that will have an allotment. If you want to look at all the Employees on file, simply select the 'Browse...' button. After the Employee Code has been entered all associated information will be displayed. If you are creating a new allotment a blank screen will be displayed. You may then edit any fields displayed.

You may enter a description for the allotment, bank account number, the amount of the allotment, and the bank code. If you want to look at all the banks on file, simply select the 'Browse...' button while in the Bank code field. A list of all banks will be displayed in the lower left-hand part of the screen.

After all the information is entered you will be prompted to confirm that you want to save the information. Select 'OK' to save the information or 'Cancel' to cancel your editing. You can delete the record at anytime by selecting
'Delete...'.

**Banks File**

Use this option to enter, edit, or delete Banks. You will first be prompted for a Bank Code. This is any unique number to identify a given bank. If you want to look at all the banks on file, simply select the 'Browse...' button. After the Bank Code has been entered all associated information will be displayed. If you are creating a new bank a blank screen will be displayed. You may then edit any fields displayed.

You may edit the bank name, address information, contact, and phone number. After all the information is entered you will be prompted to confirm that you want to save the information. Select 'OK' to save the information or 'Cancel' to cancel your editing. You can delete the record at anytime by selecting 'Delete...'.

**Identification File**
This is where you will enter the company name and information pertaining to the company. You may enter the address information, phone and fax numbers, Federal and state ID numbers for the company, and the last check number used. You can also enter a password. The FICA, Medicare, and FUTA percents and limits should also be entered. Next you may indicate if you are interfacing with Painless Accounting. If you answered 'Y' to edit passwords, you must first enter the old password. If this is the first time to edit passwords press enter to indicate no old password has been setup yet. Now you may enter a password.

**Tax Tables File**
Use this option to edit the Federal and State Tax Tables. You will first be prompted for a Tax table. These tax table numbers have already been assigned by Painless Payroll. If you want to look at all the Tax Tables on file, simply select the 'Browse...' button.
After the Tax Table has been entered all associated information will be displayed. You may then edit any fields
displayed. You may edit the Description, SUTA and SDIF percents and limits. Also the Annual earnings bracket may be edited by entering the earnings, along with the percent and base for each amount. NOTE: BE SURE TO ENTER 999999.99 AS THE LAST AMOUNT, IF THIS IS NOT ENTERED NO TAXES WILL BE CALCULATED.
The six additional withholdings fields are used for various calculations for each state. After all the information is entered you will be prompted to confirm that you want to save the information.

**Enter Time**

Use this option to enter additional time for each employee.If you just need to generate regular earnings then you do notneed to enter any information here.   If an employee has overtime, bonus, or fluctuating hours you should enter it here.You will first be prompted for an employee code.   Select 'Browse...'   and an employee list will be displayed in the lower left-hand corner of the screen.

The employees name, address information, frequency, pay type, department, and title will then be displayed so you can verify it is the right employee.   Any pay codes already entered will be displayed.   Select 'Next' to scroll the arrow down to the next pay code, if any.   Select 'Previous' to scroll the arrow up to the previous pay code, if any. To delete a line item use the 'Next' and 'Previous' buttons to place the arrow on the appropriate line and select 'Delete...'. You will have to confirm deletion.   This will only delete one line at a time.   Select 'Add...'   to add a new pay code or select 'Edit...'   to edit the line with the arrow beside it. After selecting the 'Add...'   button you will be prompted to enter a pay code. You may select 'Browse...'   to browse the pay codes on the screen.   After the appropriate pay code is entered or after editing a line item you can then enter hours/quantity and rate. How gross pay is calculated depends on the pay type of the employee.   If the employee is 'S'alary or 'C'ommission any information entered through this routine is added to their regular gross pay.   For example, if you enter a Bonus with Quantity 1 and a Rate of $500 dollars for a Salary person making $25,000.   After automatic generation they would get there normal pay plus $500 to get their gross pay. If the employee is 'H'ourly any information entered here becomes their gross pay.   So if you have a hourly person that gets 5 hours overtime, you should enter 40 hours at the normal rate and 5 hours at the overtime rate. After selecting cancel you have the option to print a time sheet.   This may be printed to the screen or printer and will show all entries entered through the enter/edit payroll time option.

**Generate Payroll**

Use this option to generate a payroll. 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 the selected pay type and frequency. The entries generated may be edited in the Edit Payroll option.

After selecting the frequency and pay type you will be prompted to confirm generation. Select 'OK' to begin generating the payroll or cancel to not generate the payroll.

**Edit Payroll**

Use this option to look at or edit the earnings and deductions for each employee generated. You may also manually enter an employees earnings and deductions. Be careful because you are able to add more than one entry line for each employee. This will generate two checks for one employee. After selecting this option all employees generated or manually entered will be displayed showing the employee code, name, and gross pay. To see the breakdown of earnings and deductions select 'Edit...' after placing the arrow next to the desired employee. Selecting 'Next' will scroll the arrow down the screen of employees. Selecting 'Previous' will scroll up the list of employees. Once the arrow is on the line of the appropriate employee select 'Delete...' to delete the employee or 'Edit...' to edit the breakdown of earnings and deductions. Select 'Add...' to manually add a new employee to the payroll. After selecting 'Delete...' you must confirm the deletion. After selecting 'Add...' a screen will appear prompting for an employee code. Enter the appropriated Code or Select 'Browse...' to display a list of employees on the screen or 'Cancel' to go back to the payroll listing. Once the employee code is entered, when adding a new record, or after selecting edit you may enter in the gross pay and all deductions. Select 'OK' to confirm the entry or 'Cancel' to loose any changes made.

**Payroll Worksheet**
Use this report option to display all the payroll information generated through the generate payroll process and any manual entries entered through the edit payroll option. 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 or sent to the printer.

**Cancel Payroll**
Use this option to cancel any payroll generated but not posted. This will allow you make corrections and then regenerate the payroll. You will be prompted to cancel pay records. Select 'Cancel' to stop the process, or 'No' to leave the pay records as they are, or 'Yes' to remove the pay records. If yes is selected, all information in the Enter Time will be cleared out along with the payroll.

**Print Checks**

Use this option to print or reprint employee checks. You will first be prompted to reprint checks. If you answer 'No' any checks not printed will be printed. You will then be prompted for the beginning check number. Enter the number and press enter to continue or select 'Cancel' to quit the process. You can then select to print the checks to the screen or to the printer. 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. Select 'Cancel' to quit the process or 'Select' to continue. You can then select to print the checks to the screen or to the printer.

**Child Support Worksheet**
Use this report option to 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 or sent to the printer.

**Allotment Worksheet**

Use this report option to 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 or sent to the printer.

**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 month to date, 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.

**Employee Listing**

Use this report option 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 displayed on the screen or sent to the printer.

**Employee Labels**
Use this report option 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 displayed on the screen or sent to the printer.

**Department Listing**

Use this report option 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 displayed on the screen, or sent to the printer.

**Pay Code Listing**

Use this report option 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 displayed on the screen or sent to the printer.

**Allotment Listing**

Use this report option to print a listing of any range of employees 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 displayed on the screen or sent to the printer.

**Bank Listing**

Use this report option 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 displayed on the screen or sent to the printer.

**MTD Report**
Use this report option to print a monthly 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 displayed on the screen or sent to the printer.

**QTD Report**

Use this report option 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 displayed on the screen or sent to the printer.

**YTD Report**

Use this report 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 displayed on the screen or sent to the printer.

**Reindex Files**

Use this option to reindex your data files and possibly free up some disk space. For example, when you delete out
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 the records marked as deleted, and pack the other
records together giving you more disk space. This may take awhile depending on the size of your data files.

**File Sizes**
Use this option to display how many records are used for each file.

**Backup Data Files**
Use this option to backup your data(dbf) files. You will first be prompted to select the Backup Drive. It will then backup your data to the specified drive. If you select D: as the backup drive, it will backup the data files to the D drive. If an invalid drive is selected or the drive is not ready, you will receive an error indicating it cannot read the drive.

**Restore Data Files**
Use this option to restore your data(dbf) files. You will first be prompted to select the drive to restore from. Once the files are restored it will reindex the files. You should always reindex the files once they have been restored. If you do not reindex the files the data may not be processed properly. If an invalid drive is selected or the drive is not ready, you will receive an error indicating it cannot read the drive.

**Printer Set up**
Use this option to select the type of printer you have. Use the Scroll bars to scan the list of printers. If your
printer is not on the list, use you printer manual to find and select a printer compatible to yours.

**End of Month**

Be sure and make a backup of your data files before running a closing routine. This process will zero all the Month to Date fields.

**End of Quarter**
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. This process will not zero out the month to date figures, so you must run end of month before running the end of quarter process.

**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 or month to date figures, so you must run end of month and end of quarter before running the end of year process.

**Print W-2s**
Use this process to print W-2's for all your employees.   You may specify any range of employees to print W-2's for.

**Print 1099s**

Use this process 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.