

PAINLESS PAYROLL 6.1
TABLE OF CONTENTS

Disclaimer.....1
Introduction.....1
Requirements.....1
Installation.....1
Converting from Previous Versions.....2
Installing a Company.....2
Operational Procedures.....2
Other Features.....3
Employees.....4
Departments.....7
Pay Codes.....9
Allotments.....9
Banks.....10
General I/D.....11
Tax Tables.....13
Open Companies.....17
Changing Companies.....17
Creating a New Company.....18
Payroll Generation.....18
Enter/Edit Time.....19
Generate Payroll.....20
Payroll Worksheet.....21
Payroll Cancellation.....21
Printing Checks.....21
Child Support and Allotment Reports.....22
Posting Payroll.....22
Employee Listing.....22
Employee Labels.....22
Department Listing.....22
Paycode Listing.....23
Allotment Listing.....23
Bank Listing.....23
MTD Report.....23
QTD Report.....23
YTD Report.....23
Birthday List.....23
Closing.....23
Month To Date Closing.....23
Quarter To Date Closing.....24
Year To Date Closing.....24
Print W2 Forms.....24
Print 1099 Forms.....24
File Options.....24
Reindex Files.....24
Determine File Sizes.....24
Backup Files.....24
Restore Files.....25

Printer Setup.....	25
DOS Window.....	25
Country Setup.....	25
Check Printing Formats.....	26
Check Printing Fonts.....	27
Record Macros.....	27
Playing Macros.....	28
Painless Companion.....	28
Painless Editor.....	28
XBASE Interpreter.....	28
Custom Menu Setup.....	28
Calculator.....	28
Puzzle.....	28

DISCLAIMER - AGREEMENT

Users of Painless Payroll must except this disclaimer of warranty: "Painless Payroll is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of Painless Accounting."

Introduction & Installation

Painless Payroll 6.1 is a full featured easy to use payroll system. PA6 is designed to be used by non-accountants, yet still be powerful. Some of the major features include:

Links to Painless Accounting (optional).

Unlimited number of companies (depending on disk space).

Batch processing

Customized forms for checks orders.

Full mouse support- CUA compliant interface.

System Requirements

PP6 requires a hard disk drive with 3 megabytes free, Dos 3.3 or higher and 640k memory.

Installation

Place the Installation disk in drive A:

At the dos prompt type A:PINSTALL then <enter>

You will be prompted to select the type of install, whether you are installing for the first time, installing the registered over the shareware copy, or upgrading from a previous version. Use the arrow keys to select and press enter to accept the default.

You will be prompted to enter the drive and directory to install to. The default is C:\PP6 . You may enter a new directory if you wish. If you are not sure, press enter.

You will then be prompted to enter the drive and directory for your data files. The default is C:\PP6\DATA . You may enter a new directory if you wish. If you are not sure, press enter to accept the default.

Change disks at the prompts.

An installation Note to previous Painless Payroll users

Previous versions of Painless Accounting were limited to ten companies, and each company was created with the install procedure. PP6 now provides support for unlimited companies (limited only by disk space). Additional company data files are created through the Files menu of PP6, and no longer require the installation disks or program.

CONVERTING FROM 2.5, 3.0, 4.0, 5.0 TO 6.1

Place the disk label Installation Disk in Drive A. Type in 'A:PINSTALL'. This will start the installation process.

Select the option to convert your 2.5, 3.0, 4.0, or 5.0 data files to 6.1. You will then be prompted to enter in the drive and directory to install Painless Payroll. If you are unsure just press Enter through each option. It will then prompt you to enter in the drive and directory in which your 2.5, 3.0, or 4.0 data files are located.

It will then start creating the new data file structures and then begin converting the files. After the files are converted, it will begin reindexing.

You will then be prompted to insert Disk #1, etc. Simply follow the instructions on the screen.

INSTALLING A COMPANY

Place the disk label Installation Disk in Drive A. Type in 'A:PINSTALL'. This will start the installation process.

Enter 'Y' if you have a color monitor to continue with the installation. You will then be prompted to enter in the drive and directory to install Painless Accounting. If you are unsure just press Enter.

In order for Painless Accounting to function properly you must have 99 files and 16 buffers in your config.sys file. If you want your config.sys file to be updated answer 'Y'. If you answer 'N' you must update your config.sys file yourself.

You will then be prompted to insert Disk #1, etc. Simply follow the instructions on the screen.

If your config.sys file had to be updated, it will beep and then a screen will appear indicating that you must reboot the computer before using Painless Payroll. Press any key to continue and then reboot. To reboot, press the reset button or press CTRL ALT DELeTE simultaneously. You also have the option of printing the manual at this time.

OPERATIONAL PROCEDURES

Painless Payroll 6.1 supports the CUA interface with full mouse support. The CUA interface is becoming an industry standard. If you have used Windows (tm) then you should know how a CUA program works. If you have not used a program with this interface, take a few minutes to become familiar with the way PP6 operates. While a mouse is not required, it is highly recommended. In addition to the mouse, here are the common keystrokes used by PP6.

Tab - This allows you to move to each field one at a time. This key is used in place of the Enter key.

Shift+Tab - This moves you back one field at a time.

Page Up/Page Down - This allows paging through listings displayed on the screen.

Up/Down Arrow - Used to scroll for menu option selection, and browse screens. You may also use the keys to move forward and backward through the data entry fields

Enter Key - Used when entering field data and selecting menu items.

Escape (ESC) - Used to cancel an operation or exit any menu option.

Selecting a menu or a menu item only requires pressing the highlighted letter which represents the selection. While in a menu option, you may press the highlighted letter to move to another field or to chose a command. When a menu option has data entry fields, then you must use the ALT+ the highlighted letter.

OTHER FEATURES

Painless Payroll displays the Company Name at the bottom of the screen. Menu item selection and field information is displayed below the company name. Error messages are also displayed below the company name.

Back Up Procedures

We strongly recommend doing regular backups of your data files.

Here are a few backup suggestions:

Get a good commercial back up program. They are faster than the Dos Backup, use far fewer disks for your backup and have excellent data verification. And, the Dos Backup has no error correction, so it will not detect a bad disk!

Rotate your backups. We recommend that when you backup you alternate between at least two daily sets. Also, you should have two weekly sets. Then do a backup at the end of the month, label it and store it away. It sounds like a lot, but if you use a good backup program it only takes a few seconds and uses just one or two disks. The reason you alternate is because a corrupt data file may go undetected, and you can back up bad data over good. By alternating your backup sets you minimize this possibility.

Get a tape backup. Good ones only cost a few hundred dollars, and you can automate the process to do an unattended backup while you are out of the office.

Getting Started- Master files

Now that Painless Payroll is installed, you need to set up your master files. These files hold the information for your Employees, Departments, Allotments, etc.

EMPLOYEES

One of your first steps in implementing Painless Payroll is to set up the Employee Master File. In this step you will enter information on employees so that the system will have the necessary employee information to perform automatic calculations.

Also, in the Employee Master File you will have access to pertinent information on employees when preparing quarterly and end of the year government reports.

Finally, information such as hiring date and next review data may be found in the Employee Master File.

To access the Employee Master File, select Employee from the Files Main Menu.

An explanation of each of the fields in the Employee Master File will now be discussed.

Employee Code: Enter up to 10 alpha numeric characters for the employee code to help you identify the employee.

Title: In this field, enter the title of the employee. You have 30 characters which may be alpha numeric if desired.

First Name: Enter up to 20 characters for the first name of the employee in this field.

MI: Enter the middle initial of the employee in this field.

Last Name: Enter up to 20 characters for the last name of the employee in this field.

It is important to make certain the name fields match the name on the social security card because penalties are assessed if this information is incorrect on W-2 forms.

Address, City, State, Zip: In these fields, enter the address of the employee. The State field should contain the 2 character U.S. Postal Service state abbreviation. You may get this information from the employee's W-4 form.

Phone: Enter the home phone number of the employee in this field.

Married: If the employee is married you should turn this box "ON" by pressing the space bar or clicking the left-button of the mouse in this field. An "X" should appear in this box to indicate the employee is married.

Social: Enter the social security number for the employee in this field. Notice, you do not have to enter the hyphens. You should copy this number from the employee's social security card.

DL #: You may enter the driver's license number of the employee in this field. This field may be particularly important for employees of companies which require the use of a company car.
Birth: Enter the birth date of the employee in this field.
Hire: In this field, enter the date the employee was hired on.
Rev: You may use this field to enter the date of the employee's next review.
Raise: Enter the next date the employee is eligible for a raise.
Term: If the employee has left the company, you may enter the date of termination in this field.

Payroll Calculation Information

Pay Type: You have three different types of pay to choose for an employee. These are: Hourly, Salary, and Commission.

Hourly: Choose this type if the employee will be paid an hourly rate.

Salary: Choose this type if the employee will be paid a salary rate.

Commission: Choose this type if the employee will be paid commissions.

Frequency: Select the frequency for which the employee will be paid in this field. You may select Weekly, Bi-Weekly, Semi-Monthly, or Monthly.

Weekly: Select this frequency if the employee is paid every week.

Bi-Weekly: Select this frequency if the employee is paid every other week.

Semi-Monthly: Select this frequency if the employee is paid twice a month.

Monthly: Select this frequency if the employee is paid once a month.

Base: If you chose Salary as the pay type, enter the annual salary for the employee in this field.

Comm Base: If you chose Commission as the pay type, enter the annual commission base for the employee in this field.

Rate: If you chose Hourly as the pay type, enter the hourly rate for the employee in this field.

Default Hrs: Enter the standard number of hours in a week for an hourly worker. This will usually be 40. This field is used for overtime calculation.

State # 1: This field is an additional state deduction entered as a yearly base amount.

State # 2: This field is an additional state deduction entered as a yearly percentage of gross pay.

SDIF %: Enter the State Disability percentage, if any.

SDIF Limit: Enter the State Disability limit.

St. Dep: Enter the number of state dependents for this employee as indicated on the employee's W-4 or equivalent state form.

St Table: Enter the tax table code to use for the calculation of state taxes. You may use the Browse command at the bottom of the screen to look up the appropriate tax table.

Fd Dep: Enter the number of federal dependents for this employee as indicated on the employee's W-4.

Child Support: If the employee is required to pay child support you may have the amount deducted from the employee's pay check by entering the appropriate amount in this field.

Allotment: Check this field if allotments are to be entered for this employee. Allotments are added from the Allotments section under the file menu.

Depart: Enter the department to which the employee belongs to in this field. You may use the Browse command at the bottom of the screen to look up the appropriate department.

Send 1099: If the employee is contract work and you wish to send a 1099 to the employee you should turn this field "ON" . Press the Space Bar or click the left-mouse button in this field to turn this option "ON". An "X " should appear in the box.

Extra FWH: If the employee would like you to take out additional federal withholding you may enter the amount in this field.

Locality: Enter a 4 character locality abbreviation (optional).

City %: Enter city withholdings percentage here, if any.

City Limit: Enter city withholdings limit.

City Base: Enter the yearly city base amount.

Exempted From: If the employee is exempted from FICA, FUTA, FWH, SWH, SUTA, or SDIF you may indicate this by placing an "X" in the appropriate box by using the Space Bar or clicking the left-mouse button in the desired field.

Adding Employees:

Select Employee from the Files Main Menu. Note: If you have employees already established in the system, Otherwise, refer back to the beginning of this section for accessing the Employee Maintenance screen.

Enter an Employee Code. You might want to make this the initials of the employee.

Input data in the appropriate fields. See field by field definitions at the beginning of this section.

Press the F2 key to enter historical pay information for the employee.

Enter YTD, QTD, and MTD totals for the employee if you are setting up the employee at some time other than the first of the year.

Enter the number of days earned and taken for Personal, Sick, and Vacation time.

Select the OK command along the bottom of the screen or press ESC to cancel.

Press the F3 key to enter Deductions for the employee. Enter a name for the deduction, whether it is an amount or percent, the amount or percent, the GL account to post to and the limit. There are three deductions available.

Select the OK command from the Employee Maintenance screen to save the record.

Editing Employees:

Select Employee from the Files Main Menu.

Enter the Employee Code or press F4 to browse.

Once the Employee Maintenance screen is accessed, use the mouse or arrow keys to move to the field you want to edit and make the desired change.

Press the F8 key to save the changes.

Deleting Employees:

Select Employee from the Files Main Menu.

Enter the Employee Code or press the F4 key to browse.

Press the F6 key to delete the employee.

Confirm the deletion.

To exit the Employee Master File, press the ESC key. You may also select the Employee menu in the upper right corner to save, cancel, etc.

DEPARTMENTS

Setting up the departments is another one time step you will complete before you generate payroll. In the Department file, you will define the different departments within your organization. You will need at least one department.

As we have already noticed, each employee will belong to a department. Furthermore, the department in which the employee belongs will dictate the general ledger accounts that are affected when posting the employee's payroll.

To access the Departments Browse screen, select Departments from the File Main Menu. Select Add to create a new department.

A definition of each field with the Department Browse screen follows.

Department: In the this field, you will enter up to a 3 character alpha numeric code to help you identify the department.

Description: Enter up to a 30 character description for the department.

Salary: Enter the Salary expense account number from your general ledger in this field.
Checking: Enter the checking account number from your general ledger in this field.
FUTA: Enter the payable account number from your general ledger that will be updated for FUTA tracking.
FICA: Enter the payable account number from your general ledger that will be updated for the employee's portion of FICA.
FWH: Enter the payable account number from your general ledger that will be updated for Federal Withholding tracking.
SWH: Enter the payable account number from your general ledger that will be updated for State Withholding tracking.
SUTA: Enter the payable account number from your general ledger that will be updated for State Unemployment tracking.
SDIF: Enter the payable account number from your general ledger that will be updated for State Disability tracking.
Allotment: Enter the payable account number from your general ledger that will be updated for Allotment tracking.
Chd Support: Enter the payable account number from your general ledger that will be updated for Child Support tracking.
Payroll Exp.: Enter the expense account number from your general ledger for recording the appropriate payroll expenses.
CWH: Enter the payable account number from your general ledger that will be updated for City Withholding tracking.

Adding Departments:

Select Departments from the File Main Menu.
Enter a Department Code.
Enter the appropriate data in the fields in the screen. For a field by field definition of the fields refer to the beginning of this section.
Press F8 to save.

Editing Departments:

Select Departments from the File Main Menu.
Enter the Department Code, or press the F4 key to browse.
Move the cursor to the desired field and make the appropriate correction.
Press F8 to save.

Deleting Departments:

Select Departments from the File Main Menu.
Enter the Department Code, or press F4 to browse.
Press the F6 key to delete.
Confirm the deletion.
Note: To exit the Department File, press the Esc key, or select Cancel from the Department menu in the upper right corner.

PAY CODES

Establishing the Pay Codes is a step you should take before your enter or edit time for an employee. You should set up a pay code for instances in which you need to pay employees in addition to their normal pay type. Overtime is a good example of a Pay Code you would need to set up.

To access the Payroll Code maintenance screen, select Pay Codes from the Files Main Menu.

A definition of the fields in the Paycode Maintenance screen follows.

Paycode Code: Enter up to a 10 character alpha numeric code for the paycode.

Description: Enter up to a 30 character description for the paycode.

Adding Pay Codes:

Select Pay Codes from the File Main Menu.

Enter the Pay Code.

Enter the description for the pay code.

Press the F8 key to save.

Editing Pay Codes:

Select Pay Codes from the File Main Menu.

Enter the pay code or press the F4 key to browse.

Change the description. Note: If you need to change the Pay Code number itself, delete the Pay code and re-enter it with the correct code.

Press the F8 key to save.

Deleting Pay Codes:

Select Pay Codes from the File Main Menu.

Enter the Pay Code or press the F4 key to browse.

Press the F6 key to delete.

Confirm the deletion.

Note: To exit the Pay Code File, press the ESC key, or select the Pay Code menu in the upper right corner and select Cancel. This will lose any changes to the file if you are in the Add or Edit mode.

ALLOTMENTS

The allotment option will allow you to enter an allotment which will automatically be deducted from an employees pay check so that it may be put into the employees bank account.

To access the Allotment maintenance screen, select Allotment from the Files Main Menu.

A definition of the fields in the allotment maintenance screen follows.

Employee: Enter the employee code for the employee in which you wish to establish an allotment.

Description: You may enter up to 2 lines of 30 alphanumeric characters to help you define the allotment.

Account #: Enter the employee's bank account number in this field.

Amount: In this field, you may enter the amount of the allotment.

Bank: Enter the bank code for the bank in which the employee has an account.

You may use the browse command to look up the employee code and the bank code.

Adding Allotments:

Select Allotments from the File Main Menu.

Enter the appropriate data in the fields in the screen. For a field by field definition refer to the beginning of this section.

Press the F8 key to save the record.

Editing Allotments:

Select Allotments from the File Main Menu.

Enter the Employee Code.

Move the cursor to the desired field and make the appropriate correction.

Press the F8 key to save the changes.

Deleting Allotments:

Select Allotments from the File Main Menu.

Enter the Employee Code.

Press the F6 key to delete the Allotment.

Confirm the deletion.

To exit the Allotments File, press the ESC key, or select Cancel from the Allotment menu in the upper right corner. This will abandon any changes made during add or edit mode.

BANKS

In this file, you will enter the different bank accounts that your company or organization interacts with. For example, you may have one bank account in which you pay employees who work locally while you may use another bank account to pay employees who work at remote sites.

To access the Bank maintenance screen, select Bank Code from the Files Main Menu.

Field by field definitions follows.

Bank Code: Enter up to a 5 alphanumeric code to help you identify the bank.

Name: In this field, enter the name of the bank.

Address: You will enter the address of the bank in this field. You have two, 30 character lines to enter the address for the bank.

City, State, Zip: In these fields, you will enter the city, state, and zip code of the bank.

Contact: Use this field to enter the person's name in which you interact with at the bank.

Phone: Enter the phone number of the bank in this field. You do not have to type in the literals as they are already displayed for you.

Adding Bank Codes:

Select Bank Codes from the File Main Menu.

Enter the Bank Code.

Enter the appropriate data in the fields in the screen. For a field by field definition refer to the beginning of this section.

Press the F8 key to save.

Editing Bank Codes:

Select Bank Codes from the File Main Menu.

Enter the Bank Code to Edit.

Move the cursor to the desired field and make the appropriate correction.

Press the F8 key to save.

Deleting Bank Codes:

Select Bank Codes from the File Main Menu.

Enter the Bank Code to Delete.

Press the F6 key to delete.

Confirm the deletion.

To exit the Bank Codes File, press the ESC key or select Cancel from the Bank Code menu in the upper right corner. This will lose any changes to the file if you are in the Add or Edit mode and have not pressed the F8 key to save.

GENERAL I/D FILE

In the file, you will enter general information for your company as well as FUTA, FICA, and Medicare percentages and limits. Furthermore, you will indicate in this file if you are interfacing with Painless Accounting and you will establish your password.

To access the General/Identification File maintenance screen, select General I/D File from the Files Main Menu. Your screen should look like the following:

A definition of the fields in the General I/D file follows.

Company Name: Enter the name of your company in this field. You should enter the name of your company exactly as it must be printed on W-2 forms.

Address: You have two, 30 alphanumeric character lines in which to enter the address of your company.

City: Up to 20 alphanumeric characters are allowed.

State: Enter the 2 letter postal code for your state.

Zip: Enter your company's zip code in this field.

Phone, Fax: Enter the phone and fax numbers for your company in these fields.

FICA %: Enter the current rate from the Federal Insurance Contribution Act. Do not include the medicare portion in this rate as it must be reported separately.

FICA Limit: Enter the current salary limit for the Federal Insurance Contribution Act. Do not include the medicare portion in this limit as it must be reported separately.

FUTA %: Enter the percentage for the Federal Unemployment Tax Act rates for your company. It should be noted that this applies only to the federal liability.

FUTA Limit: Enter the salary limit for the Federal Unemployment Tax Act for your company. It should be noted that this applies only to the federal liability.

Medicare %: Enter the medicare rate for your company in this field.

Medicare Limit: Enter the medicare limit for your company in this field.

Interface with Painless Accounting?: You may place an "X" in this field if you are interfacing with Painless Accounting. To place an "X" in this field to turn this option "ON", use the tab key to move to the field and press the Space bar.

Modify password: If you turn this option on, you must first enter the old password in order to modify it. If you are establishing the password for the first time, just enter your new password. The system will prompt you for these entries, as you exit the screen.

Important: The federal limits and percentages are subject to change annually. You should update these fields as appropriate to ensure the accuracy of calculations.

To save the changes or entries to this screen, press the F8 key.

To exit the screen without saving the changes or entries to this screen, press the ESC key or select cancel from the General menu in the upper right corner. Selecting Cancel will lose any changes that have been made before doing an F8 save.

TAX TABLES

In this file, you will maintain the tax tables according to state and federal guidelines. We have attempted to provide up-to-date tables at the time the software's release. However, we strongly recommend that you verify the appropriate state and federal tax rates and tables to ensure reporting accuracy.

To access the General/Identification File maintenance screen, select Tax Tables from the Files Main Menu.

To access the State or Federal Tax Table maintenance screen, select the Edit command along the right side of this screen. It should be noted that no new tax tables may be added.

A definition of the fields in this screen follows.

Tax Table: The Tax Table field contains the table code for the 2 federal tax tables and 50 state tax tables.

Description: This field contains the description for the tax table.

SUTA & Limit: Enter the appropriate SUTA rate and limit for your state in this field.

SDIF & Limit: Enter the appropriate SDIF rate and limit for your state in this field.

Earnings, %, and Base: These fields contain the table for appropriate calculation of taxes. You may verify the data in the fields by referring to the most recent state or federal tax booklet.

The six additional fields are used for various calculations for each state. Following is a brief description of the fields used for the different state tax tables.

Alabama

Field #1 is the allowance per dependent.

Field #2 is the standard deduction, percentage of taxable wages.

Field #3 is the maximum standard deduction.

Alaska

No Taxes.

Arizona

Field #2 is the standard deduction, percentage of taxable wages, if wages are less than Field #3.

Field #3 is the limit test for standard deduction.

Field #4 is the standard deduction, percentage of taxable wages, if wages are greater than Field #3.

Arkansas

Field #2 is the standard deduction, percentage of taxable wages.

Field #3 is the maximum standard deduction.

Field #4 is the allowance for each dependent.

California

Field #3 is the allowance for each dependent.

Field #4 is the amount for each personal exemption.

Colorado

Field #1 is the allowance for each dependent.

Connecticut

No Taxes.

Delaware

Field #1 is the allowance for each dependent.

Field #3 is the standard deduction for married.

Field #4 is the standard deduction for single.

District of Columbia

Field #1 is the allowance for each dependent.

Florida

No Taxes.

Georgia

Field #1 is the allowance for each dependent.

Hawaii

Field #1 is the allowance for each dependent.

Idaho

Field #1 is the allowance for each dependent.

Illinois

Field #1 is the allowance for each dependent.

Field #5 is the percentage of taxable wages.

Indiana

Field #1 is the allowance for each dependent.

Field #5 is the percentage of taxable wages.

Iowa

Field #1 is the allowance for the first and second dependents.

Field #4 is the allowance for other dependents.

Kansas

Field #1 is the allowance for each dependent.

Kentucky

Field #1 is the allowance for each dependent.

Louisiana

Field #1 is the allowance for each dependent.

Maine

Field #1 is the allowance for each dependent.

Maryland

Field #1 is the allowance for each dependent.

Field #2 is the standard deduction, percentage of taxable wages.

Field #3 is the maximum standard deduction.

Field #4 is the minimum standard deduction.

Massachusetts

Field #1 is the allowance for one dependent.

Field #2 is the allowance for other dependents.

Field #3 is the maximum standard deduction.

Field #4 is the additional allowance for other dependents.

Field #5 is the percentage of taxable wages.

Field #6 is the wage limit.

Michigan

Field #1 is the allowance for each dependent.

Field #5 is the percentage of taxable wages.

Minnesota

Field #1 is the allowance for each dependent.

Field #5 is the percentage of taxable wages.

Mississippi

Field #1 is the allowance for each dependents.

Missouri

Field #1 is the allowance for other dependents.

Field #2 is the allowance for one dependent.

Field #3 is the standard deduction for single.

Field #4 is the standard deduction for married.

Montana

Field #1 is the allowance for each dependent.

Nebraska

Field #1 is the allowance for each dependent.

Nevada

No Taxes.

New Hampshire

No Taxes.

New Jersey

Field #1 is the allowance for each dependent.

New Mexico

Field #1 is the allowance for each dependent.

New York

Field #1 is the allowance for each dependent.

Field #3 is the standard deduction.

North Carolina

Field #1 is the allowance for each dependent.

Field #2 is the standard deduction.

Field #3 is the limit test base for taxable wages.

Field #4 is the percentage of taxable wages if taxable wages are less than Field #3.

Field #5 is the percentage of taxable wages if taxable wages are greater than Field #3.

Field #6 exemption amount if taxable wages are greater than field #3.

North Dakota

Field #5 is the percentage of taxable wages.

Ohio

Field #1 is the allowance for each dependent.

Field #5 is the percentage of taxable wages.

Oklahoma

Field #1 is the allowance for each dependent.

Field #2 is the standard deduction, percentage of taxable wages.

Field #3 is the maximum standard deduction.

Field #4 is the limit test of taxable wages.

Field #5 is the rate percentage of wages that exceed Field #4.

Field #6 is the percentage of taxable wages.

Oregon

Field #1 is the allowance for each dependent.

Field #3 is the standard deduction.

Pennsylvania

Field #5 is the percentage of taxable wages.

Rhode Island

Field #1 is the allowance for each dependent.

South Carolina

Field #1 is the allowance for each dependent.

Field #2 is the standard deduction, percentage of taxable wages.

Field #3 is the maximum standard deduction if one dependent.

Field #4 is the maximum standard deduction if more than one dependent.

South Dakota

No Taxes

Tennessee
No Taxes

Texas
No Taxes

Utah
Field #1 is the allowance for each dependent.
Field #5 is the percentage of taxable wages.

Vermont
Field #5 is the percentage of taxable wages.

Virginia
Field #1 is the allowance for each dependent.
Field #3 is the standard deduction.

Washington
No Taxes

West Virginia
Field #1 is the allowance for each dependent.

Wisconsin
Field #1 is the allowance for each dependent.

Wyoming
No Taxes

To save any changes to the tables, press the F8 key.
To lose any change to the tables, press the ESC key.

OPENING COMPANIES

With Painless Payroll, you may keep payroll records for several different companies. To change from one company to another, you may use the Opening Companies option from the Files Main menu.

To access this file, select Open from the Files Main Menu.

CHANGING COMPANIES

Select Open from the Files Main Menu.
Move the highlight bar over the company you wish to access.
Choose the Select command along the right side of the screen.

Editing Companies:

Select Open from the Files Main Menu.
Move the highlight bar over the company you wish to edit.
Choose the Modify command along the right side of the screen.
Move the cursor to the field you would like to edit and make the desired changes.

Select the OK command to save the changes.

Deleting Companies:

Select Open from the Files Main Menu.

Move the highlight bar over the company you wish to delete.

Choose the Delete command along the right side of the screen.

Note: To exit the Open Company File, press the ESC key, or select the Cancel button. This will lose any changes to the file if you are in the Edit mode if you have not yet done a save.

CREATING A NEW COMPANY

There may be situations in which you want to add a company to the system. In order to do this, you must use the create company feature. When you create a new company, you will specify the path of the data files and give the company a name. The path must be unique (i.e., each company must have its own data sub-directory).

To access this file, select Create Company from the Files Main Menu.

Create a Company:

Select Create Company from the Files Main Menu.

Enter the path to the sub-directory where you want your new company's data files to reside.

Enter the company's name in the Company Name field.

Select the OK command along the bottom of the screen.

Note: You may lose the settings of the new company by selecting the Cancel command along the bottom of the screen.

PAYROLL GENERATION

After setting up your master files, you will be ready to generate payroll for your company. Before beginning to generate your payroll, you should know each employee's time for the reporting period. There are several steps that follows.

First, you will enter the time for each employee. During this process, you will enter any "one-time" payments or deductions for employees as well as enter all employees that will be paid their normal amounts.

Next, you will check your entries and perform any editing the deems appropriate. The next step will be to generate payroll for the time period. You will again check to make sure your payroll figures are correct and make any necessary changes. In a normal payroll process, you will then print the checks and post the payroll generation to update the employee master file with MTD, QTD, and YTD figures.

ENTER/EDIT TIME

In this section, you will enter each employee that will be paid and any "special" payments or deductions to employees will be entered. To access the Enter/Edit Time file, select Enter/Edit Time from the Generation Main Menu. Your screen should look like the following:

To enter employees that will be processed without "special" earnings or deductions, enter the employee code in the Employee field. The name, address, payment information, and company information will automatically be displayed on the screen.

You may move to a field with the tab key to make any changes or you may accept the information on the screen by pressing the F8 key.

To enter employees that will be processed with "special" earnings or deductions, you will need to use the Pay Code box in the middle of the screen.

Adding Pay Codes:

Enter the employee code in the Employee field. The name, address, payment information, and company information will automatically displayed on the screen.

Select the Add command along the bottom of the screen. Enter the Pay Code, Quantity, and Rate in the appropriate fields. (Note: The Pay Code should already be established in the Pay Codes file.)

Enter any additional Pay Codes for the employee. Press the F8 key to save, or press the F9 key to save and exit.

Editing Pay Codes:

Enter the employee code in the Employee field. The name, address, payment information, and company information will automatically displayed on the screen. Move the highlight bar over the pay code in the box you wish to edit.

Make the desired changes and Press F8 to save changes, or press F9 to save and exit.

Deleting Pay Codes:

Enter the employee code in the Employee field. The name, address, payment information, and company information will automatically displayed on the screen. Move the highlight bar over the pay code in the box you wish to edit. Press the F6 key to delete the pay record. Confirm the deletion.

You may lose the changes for the employee by selecting the Cancel command along the bottom of the screen.

After you have entered all of you employees, the system will ask you if you would like to print time sheets when exiting the Enter/Edit Time screen. If you have not used any pay codes, you may select NO as the time sheet shows only employee information, pay code, quantity, and rate.

If you selected YES, you must enter the range of employees you want to print. To accept the default, First to Last, press the Tab key through these fields. Next, you will tell the system where to send the output. Finally, select the OK command to print the report.

GENERATE PAYROLL

After you have entered and verified the time for employees, your next step in the payroll process will be to generate payroll. To access the appropriate screen, select Generate Payroll from the Generation Main Menu.

In the generation process, you will choose the frequency (i.e., Monthly, Semi-Monthly, Bi-Weekly, or Weekly) and the type (i.e., Hourly, Salary, Commission) to process. With type, you may choose to process all types at the same time. However, with frequency, you must process each one separately. The generation process will calculate all earnings and deductions for an employee based on the parameters entered and the settings in the employee master file.

EDIT PAYROLL

After the payroll is generated, you should review the payroll calculations to ensure correctness. You may add, edit, or delete an employee's payroll generation in this sections. To access the Edit Payroll screen, select Edit Payroll from the Generation Main Menu.

Adding Employee Records:

Select Edit Payroll from the Generation Main Menu.
Select the Add command from the right side of the screen.
Enter the appropriate data in the fields in the screen.
Press the F8 key to save.

Editing Employee Records:

Select Edit Payroll from the Generation Main Menu.
Move the highlight bar over the Employee Code you wish to edit.
Select the Edit command from the right side of the screen.
Move the cursor to the desired field and make the appropriate correction.
Press the F8 key to save.

Deleting Employee Records:

Select Edit Payroll from the Generation Main Menu.

Move the highlight bar over the Employee Code you wish to delete.

Press the F6 key to delete.

Confirm the deletion.

To exit the Edit Payroll file, press ESC.

PAYROLL WORKSHEET

After the payroll generation has been processed, you may want to print the payroll worksheet to review the outcome. You may print the worksheet by selecting the Worksheet option from the Generation Main Menu.

You may print the worksheet to the screen, printer, or to a file. Remember, if you select file you must specify the file name in the Filename field.

PAYROLL CANCELLATION

After reviewing the payroll you may choose to delete the calculations generated or you may even want to delete the information you entered for each employee. You may do either or both of these through the payroll cancellation feature.

To access this feature, select Cancel Payroll from the Generation Main Menu. You have two options to choose from.

First, if you use the Space Bar to place an "X" in the Cancel Generated Payroll? field, you will cancel the calculations generated. Second, if you use the Space Bar to place an "X" in the Cancel Payroll Records? field, you will cancel the data entered for each employee for the current time period.

PRINTING CHECKS

Once you have verified your payroll calculations and records for each employee, you are ready to print the payroll checks. Selecting the Print Checks option from the Generation Main Menu will allow you to print or re-print checks.

Printing Checks For The First Time:

Select Print Checks from the Generation Main Menu.

Enter the Starting Check # in the appropriate field.

Select the output you wish to send the printed checks.

Select the check printing format you wish to use.

Select the OK command along the bottom of the screen to begin the process.

Re-Printing Checks:

Select Print Checks from the Generation Main Menu.

Toggle the Reprint Payroll Checks option "on".

Enter the Starting Check # in the appropriate field.

Enter the range of checks you wish to reprint in the Reprint Check Number: field.

Select the output you wish to send the printed checks.
Select the check printing format you wish to use.
Select the OK command along the bottom of the screen to begin the process.

CHILD SUPPORT AND ALLOTMENT REPORTS

To print each of these reports, select the Child Support Report and Allotment Report options from the Generation Main Menu.

The Child Support report will display all the child support data generated through the generate payroll process. The employee code, recipient, and amount of the child support will be shown for the appropriate employee. You may send this report to the screen, file, or printer.

The Allotment report will display all the allotments generated through the generate payroll process. The bank name, employee name, and social security number for the employee will be indicated on this report. You may send this report to the screen, file, or printer.

POSTING PAYROLL

The final step in the payroll process is to post the payroll generated. You may do this by selecting Post Payroll from the Generation Main Menu.

Remember, **MAKE A BACKUP BEFORE RUNNING THIS PROCESS.** If any errors occur during this process, you will have to restore from your backup to correct the errors and then, run the process again.

When you post payroll, Quarter-To-Date, Year-To-Date, and Month-To-Date fields will be updated in the employee master file. Also, the Enter/Edit Time file will be cleared and ready for another payroll period.

REPORTS

EMPLOYEE LISTING

This report prints a listing of the employees, with name address and other personal information. It does not print pay information. Enter a starting and ending range, and select enter.

EMPLOYEE LABELS

This report prints employee name and address on either 6 or 9 line labels. Select a starting and ending range and select OK.

DEPARTMENT LISTING

This prints a list of department on file with department code and descriptions.

PAY CODE LISTING

This prints a list of Pay Codes on file. This report includes the pay code, description and multiplier. Select the output device and select OK.

ALLOTMENT LISTING

This prints a list of employee allotments. The 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. Select the output device and select enter.

BANK LISTING

This report prints a listing of Banks on file. The report includes bank code, bank name, address, phone number, and the contact. Select the output device and select OK.

MTD REPORT

This report prints the MTD figures for a range of employees, with totals for all of the pay categories. Enter the starting and ending range, and select OK.

QTD REPORT

This report prints the QTD figures for a range of employees, with totals for all of the pay categories. Enter the starting and ending range, and select OK.

YTD REPORT

This report prints the YTD figures for a range of employees, with totals for all of the pay categories. Enter the starting and ending range, and select OK.

BIRTHDAY LIST

This custom report prints a list of employees with their birthdates and phone numbers.

CLOSING

Important! Backup your data files before closing. We recommend that you keep an archival copy of at least the QTD and YTD backups. This way you will be able to restore data for printing reports at a later date if necessary.

Use these closing procedures to process your employee data files for the end of month, end of quarter and end of year.

MONTH TO DATE CLOSING

This process will zero all of your Month to Date fields in the employee file. Print all reports before running this process.

QUARTER TO DATE CLOSING

This process will zero all of your Month to Date fields in the employee file. Print all reports before running this process.

YEAR TO DATE CLOSING

This process will zero all of your Month to Date fields in the employee file. Print all reports before running this process.

PRINT W2 FORMS

This process will allow you to print W-2's for all your employees. You may specify any range of employees in which to print W-2's.

PRINT 1099 FORMS

This process will allow you to print 1099's for all your employees. You may specify any range of employees in which to print 1099's.

UTILITIES

This Menu selects procedures for setting options, running file utilities and using the Companion, Editor and Macros.

COLOR PARAMETERS

Use this menu option to change colors for various menus and screens.

FILE OPTIONS

The Files Options menu performs various data file utilities for Reindexing, determining file sizes and Backup and Restore procedures.

Reindex Files:

The Indexes Files are "cross reference" files to your main database files that PP6 uses to speed locating data records. If the system shuts down due to a power failure or other reason, then your index files could become corrupted. Reindexing will recreate your indexes from your data files. You should run this any time you notice anything unusual about your data. If you are not sure, try reindexing anyway. It will never harm your data to reindex.

Determine File Sizes:

Run this process anytime you would like to display the number of records in each of your data files.

Backup Files:

Use this to perform a Quick Backup of your Painless Payroll data files. Specify the directory to backup to and press enter. If the directory does not exist it will be created. If you chose to do a backup to the hard drive, this will not protect you in

the event of a hard drive failure. Review the backup recommendations in the Installation section of this manual.

Restore Files:

Use this to perform a Restore from a Quick Backup. Specify the directory that the backup was done to and press enter (the program will remember where the last backup was done to).

PRINTER SETUP

Use this option to select the printer setup for your system. The available printers box will be displayed. Scroll until you find your printer listed and select the Select button. Your printer type will be set.

While most popular printers are included, your printer may not be listed. If you have an unusual printer it is very likely

that it will match other common printers. For example, most dot matrix printers have an Epson emulation. This means that the printer accepts the control codes for Epson printers. Also, most laser printers will work with the HP Laser setup.

Painless Payroll does not support Postscript printers. You may edit the control codes for any listed printer, however we recommend that if you have an unusual printer setup you should use the "Other" printer selection. To edit a control code highlight the printer description and select Edit. The control codes for Normal print and Condensed are the only fields available to edit.

If you need to create a code for other than Normal and Condensed print, use the Customize Fonts in conjunction with Customized Forms. The Custom Fonts allow for sending any type of control codes to the printer.

DOS WINDOW

Use this option to open a Dos window to run another program or dos command. This option runs a second copy of command.com, and does not actually terminate Painless Payroll. The program will be suspended until you type "Exit" at the second Dos prompt.

Since Painless Payroll is suspended during the Dos Window use, you will not have all of your system memory available for running other programs and certain large applications may not run. Also, keep in mind if you run another program that "crashes" your system, you could lose data in Painless Accounting. Use the Dos Window function sparingly.

COUNTRY SETUP

Use this option to configure the program for different countries.

Country

This option will change the way the fields are displayed in the employee file. Select either American or Canadian.

Monetary Information

Enter the character and the word used for the monetary system you use.

Date Format

Use this option to select the date format. Each date format is displayed with the country that date format pertains to.

CHECK PRINTING FORMATS

Use this option to edit and create new check formats for your system. You can customize the formats for almost any conceivable blank check form.

Editing Check Formats:

When you select this option a list of the custom forms in the system are displayed. PP6 comes with two examples for you to use or modify. To view the file or modify it highlight the file name and select Edit. A screen is displayed that has settings for form length in lines, and form width in characters per line. The form type is displayed, but it cannot be changed. Select OK to edit the form.

The form editing screen is very similar to a word processor. You can use the arrow keys to move around the form, and type text in any location you desire. A custom form is basically a text file that is used by the program to merge the data and send the output to a printer, screen or file. Text that you type will be printed on the form in that location. The form is comprised of lines of text and field codes. Field codes are used by the system to place information from the data files in the appropriate locations. Field codes start and end with the upside down exclamation point character. You may move field codes around on the screen, but don't change the length or the program will not be able to recognize them.

Entering Field Codes:

Field codes are entered with the Alt-I key combination. Place the cursor in the position where you would like the field code to be placed and hold the Alt key down and press I (Alt-I). A list of available field codes for that form type will be displayed. Use the arrow keys to scroll up and down through the field codes and press enter. The field code will be placed in the form at the location of the cursor.

Keep in mind when entering field codes that you leave enough room for the field code. If you enter field code with a length of 30 characters in spot on the form with room for only 20 characters it will cause the text following the field code

insertion to be pushed ahead or overwritten depending on the editing mode you are in (insert or overstrike).

Adding a New Custom Check:

To add a custom check, select Custom Check Formats then Add. Enter the file name for the check. Do not try to enter the file extension. The program will do that for you. Now enter the lines per page and the form width. Most dot matrix printers print 66 lines and 80 characters on 8.5" x 11" paper. Since some printers will not print a full width form, we recommend using a width of 79 characters per line. Many laser printers will print to 66 lines per page, but they are usually set up as a default to print from 58 to 62 lines. You may need to modify your form to match the page length.

Select the type of form you wish to create. Select OK.

It is important to match the Form Length with the page length on your printer. If your laser printer is set for 62 lines, and the program sends a form to the printer of 66 lines, the 4 extra lines will end up on the second page, and the second page will print 4 lines to low. Each page will "walk" down 4 lines.

CHECK PRINTING FONTS

Adding Font Control Codes:

You can add Font Control codes to your custom forms. Font control codes can be added while you are in the form editing screen by typing Alt-O, or by selecting Fonts from the File Setup menu.

Place the cursor in the position for the Font Control code to be placed and press Alt-O. You will then be given a choice of available fonts. Use the arrow keys to select the desired font and press enter. You will see the Font Control code string placed on the screen at the cursor location.

You can edit or create new Font Control codes from the Customize Fonts in the Program Setup Options screen.

RECORD MACROS

The Macro feature is a powerful tool for automating repetitive tasks. A Macro is a recording of a series of keystrokes. When the Macro is played back, keystrokes will be sent to the program as if they had been entered from the keyboard.

Creating a Macro:

Select the starting point where you want the macro to begin. Press the Shift Key and the F10 key at the same time (Shift-F10). A panel will be displayed that prompts you to assign a letter key (A-Z) or function key (F1-F10) to the macro.

Enter the key and select OK. At this point you are recording the macro, and all subsequent keystrokes will be saved. When you are finished, press the F-10 key again and select End. A Macro can hold up to 1024 keystrokes.

PLAYING A MACROS

Select the starting point where you want the macro to begin. Press the Ctrl key and the F-10 key at the same time (Ctrl-F10). Enter the character the macro is assigned to and select OK. The macro will play until completion. For security reasons, a list of Macros is not displayed.

PAINLESS COMPANION

The Painless Companion allows you to create powerful custom reports. This utility is available only on the registered version. Documentation is provided seperately for the Companion.

PAINLESS EDITOR

The Painless Editor allows you to edit your data files directly. This utility is available only on the registered version. Documentation is provided seperately for the Editor.

XBASE INTERPRETER

The XBase Interpreter gives you a Dbase and Foxpro style dot prompt. Standard XBase commands can be entered. This utility is available only on the registered version. Documentation for the XBase Interepreter is provided seperately.

CUSTOM MENU SETUP

Use this option to place the custom reports and labels you have created with the Companion, onto the Report Menu.

CALCULATOR

First enter the beginning number and press enter, followed by the math operation and enter, then the second number and enter. Repeat this process as many times as needed. The total number will be saved, while in Painless Accounting.

PUZZLE

A simple puzzle game to controll stress.

