Chapter One — Introduction to the Payroll Practice Guide

The Red Wing Payroll Practice Guide is a companion book to the Payroll *Getting Started Guide* and the *Payroll User Guide*.

Use the Practice Guide to work with the sample company data that comes with Payroll to learn basic set up and day-to-day procedures.

Before You Begin...

The Practice Guide assumes you have a basic understanding of how to navigate in a Windows environment. If you do not, we strongly suggest taking a class through community education, a local college, a local consultant, etc.

You can use your mouse extensively or use key commands to navigate the system. For example, you can click on any button with your mouse to activate it or you can press the Alt key plus the underlined letter on the button. For example, you can click **Close** or press **Alt C**.

How to Start Payroll

To start your Payroll system (after installation—See the *Getting Started Guide*), double-click on the Red Wing Payroll icon, the Logon window appears. In the **Name** box, type Admin and in the **Password** box, type password. (The password must be in lower case letters). Click **OK**.

The password will remain until you change it.

If you have not registered your software, a Registration window appears. Call Red Wing Software at 1-800-732-9464 to register. (You can use the system up to 10 times before registering it.) Click **Continue**.

The Main Menu appears. You are ready to begin the Practice Guide.

Use the Sample Company

As you use the Practice Guide, or when you want to try something new, use the sample company, Mid County Supply that comes with your system. The three-character company code is SAM.

Mid County Supply has employees already set up, along with typical earnings and deduction types and many other frequently used features of Payroll. Use Mid County Supply to learn about Payroll or test new things without damaging your own company data.

After completing the Practice Guide, feel free to experiment!

Practice Guide Contents

Chapter Two—Getting Started

This chapter gets you started in Payroll. The first section introduces security through setting up new users and assigning menu-level and company-level permissions. This portion of the Practice System may be skipped if you do not intend to add users or set up any type of security.

Chapter Two also takes you through the Setup Wizard, letting you set up a new company with states, taxes, earnings, deductions and other key information.

As you work with the Practice System, use the online help for detailed explanations of each option. Click on the Help button or press F1 to access online help from anywhere within Payroll.

Contents

Security (Optional)

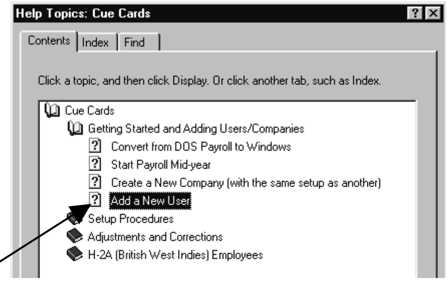
1. Set Up a New User

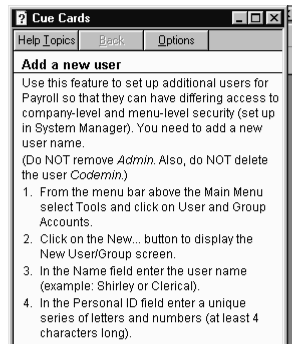
Add yourself as a user in all groups. This will allow you to set up access to specific companies and menu selections.

1. Open Payroll. (See Chapter One for help on the User Name and Password.)

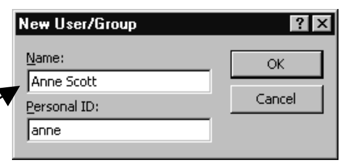
2. Click on the Cue Cards button and then click on the Contents tab. Double-click on Cue Cards; then again on Getting Started and Adding Users/Companies. Double-click on the **Add a New User** cue card.

   The cue card will be displayed on top of your Payroll window until you close it.



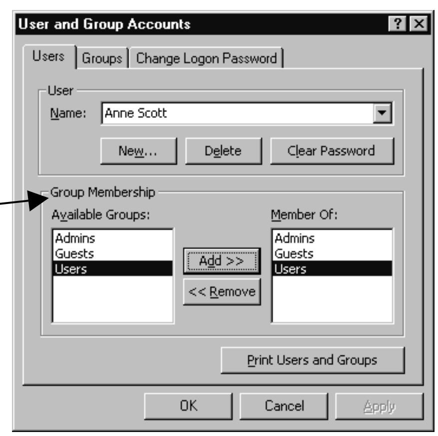


3. Click on **Tools** in the menu bar, and select **User and Group Accounts...**



4. On the Users Tab, click on **New...** to display the New User/Group window and add your name as a new user.

5. Continue following the instructions on the cue card, adding yourself as a new user for all groups. When you are finished, close the Cue Card. (To close it, click on the ☒ in the upper right corner.)

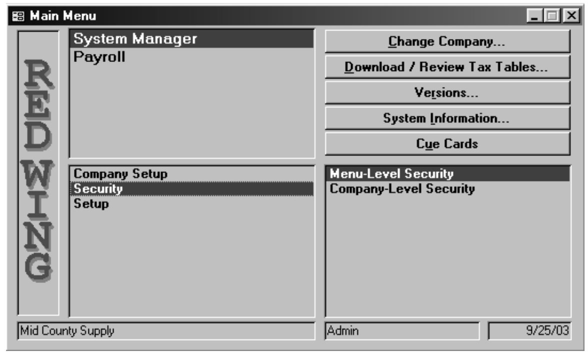


2. Set Up Menu-level Security

Limit the User "Guest" to specific menu selections (to protect your sensitive Payroll data.)

1. From the Main Menu, select

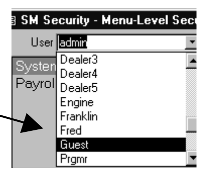
   System Manager
   →Security
   →Menu-Level Security



Click on a menu selection to highlight it and double-click to open it.

***Fast Find Capability:** You can use your up and down arrow keys to highlight any item in a selection box and select it or, if you know what you are looking for, start typing the code or ID. The selection bar will jump to the matching code.*

2. Select the User "Guest."



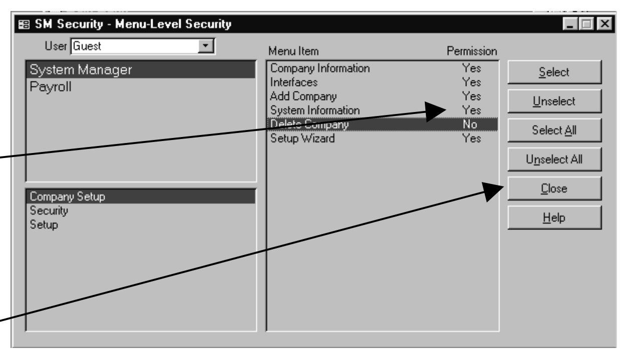
3. In the upper left section click on System Manager.

   Next, in the section immediately below, click on Company Setup.

   Finally, in the right portion of the window, under "Menu Item," **double-click** on Delete Company to change the Permission from Yes to No.

   This keeps the User "Guest" from being able to delete companies!

4. Click on the **Close** button (Alt C) to return to the Main Menu.

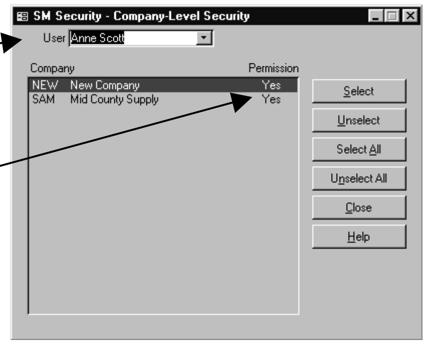


3. Set Up Company-level Security

Make sure you have access to all companies.

1. From the Main Menu, select

   System Manager
   →Security
   →Company-Level Security



2. Select yourself as the User.

3. Make sure each company listed displays a Yes under "Permission" so that you can have access to all companies.

4. Click on the **Close** button to return to the Main Menu.

Using the Setup Wizard

1. Add a New Company

Use the Setup Wizard to set up the files for a new company, Ajax Body Corporation. The information entered on the first window of the Setup Wizard is used to set up company information.

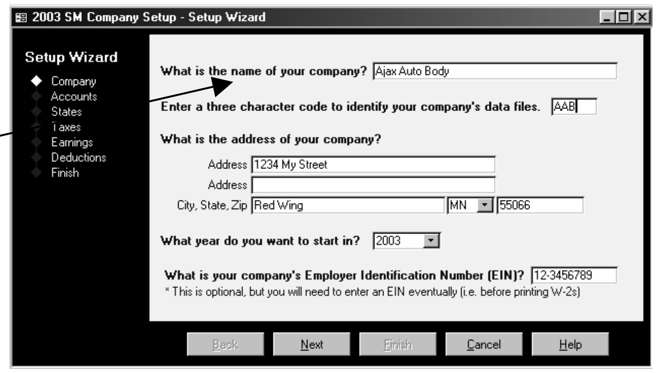
1. From the Main Menu, select

   System Manager
   →Company Setup
   →Setup Wizard

2. Enter Ajax Body Corporation as the company name and **AAB** as the three-character company ID.

3. Continue entering the requested information, using your own data.

4. When you are finished, click on the **Next** button (or press Alt N).

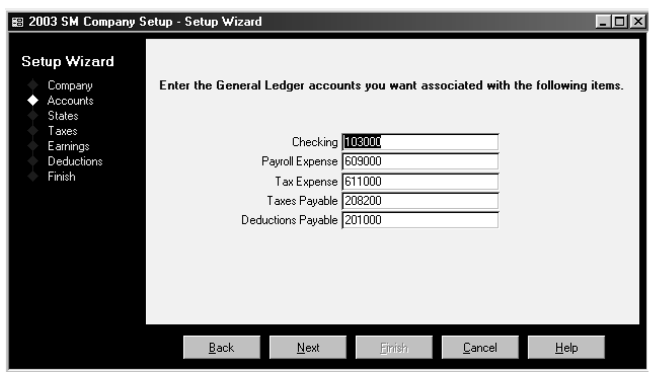


2. Set Up New Accounts

1. Default accounts are provided. Use them or enter your own.

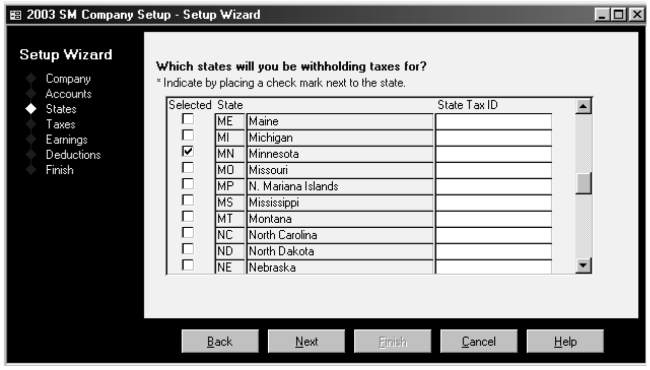
When you set up your own system, be sure to enter accurate accounts (WITHOUT separation characters if you interface to General Ledger or WITH separation characters if you interface to AgCHEK). Payroll does not validate the accounts.

2. Click on **Next** to continue.



3. Select the Tax Withholding States

1. Click on the check box next to each state for which you withhold taxes. For the Practice System, select Minnesota and Wisconsin.



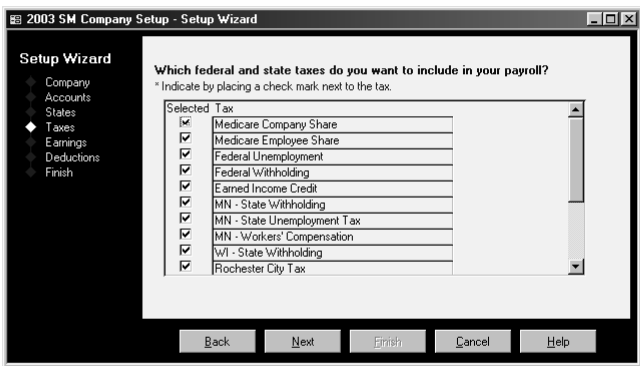
When you select a state, all state taxes supplied with Payroll for that state are made available. If you use local taxes, you must set them up in Utilities-Maintain System Taxes.

2. Enter the state tax ID for each selected state, if you know it.

3. Click on **<u>N</u>ext** to continue.

4. Select State and Federal Taxes

1. All federal and state taxes (for the states selected in step 3) are already “pre-selected.” Click on the check box next to each tax you do NOT expect to use.

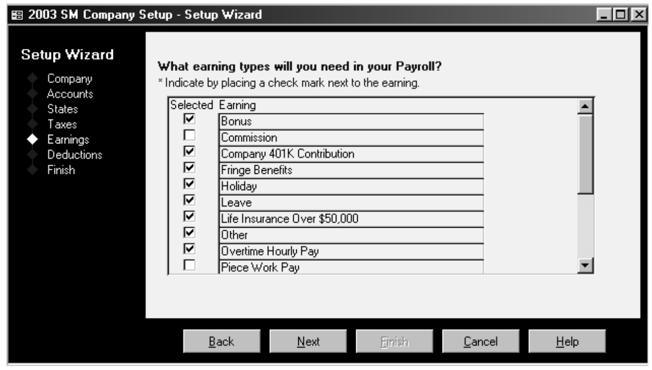


All standard taxes are included with Payroll. However, each tax you use must be selected for your company.

2. Click on **<u>N</u>ext** to continue.

5. Select Earnings Types

1. Click on the check box next to each earnings type you expect to use.

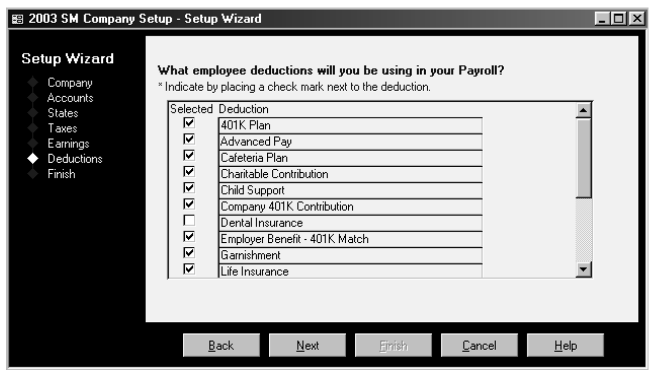


Each earning type you select uses a typical setup for that earning. After completing the Setup Wizard for your own company, you will want to review each earning type to make sure it matches your payroll system.

2. Click on **Next** to continue.

6. Select Deduction Types

1. Click on the check box next to each deduction type you expect to use.

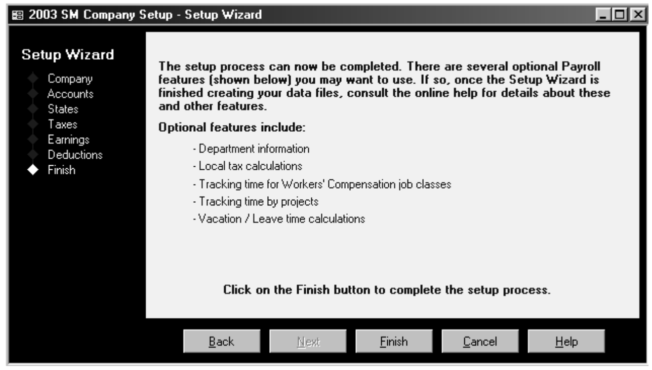


Each deduction type you select uses a typical setup for that deduction. After completing the Setup Wizard for your own company, you will want to review each deduction type to make sure it matches your payroll system.

2. Click on **Next** to continue.

7. Finish the Setup Wizard

1. After you have finished all the selections available in the Setup Wizard, click on the **Finish** button to complete the setup process.



When you click the Finish button, the new company database is set up and the new company is opened.

2. Congratulations! You have set up a new company that already contains much of your payroll information.

Chapter Three—System Manager & Payroll Setup

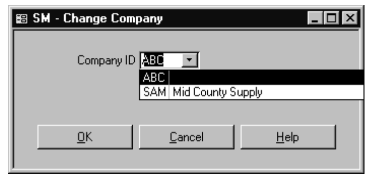
Review System Manager information created from the Setup Wizard and go through the Interfaces and Bank Account selections.

Then, return to Mid County Supply (Red Wing's sample company) and review or set up additional information for each of the Payroll Setup Menu selections including Customization, States, Taxes, Earnings, Deductions, Payees, Departments, Classes and Employees.

Contents

1. Company Information

Enter basic setup information about the Ajax Auto Body.

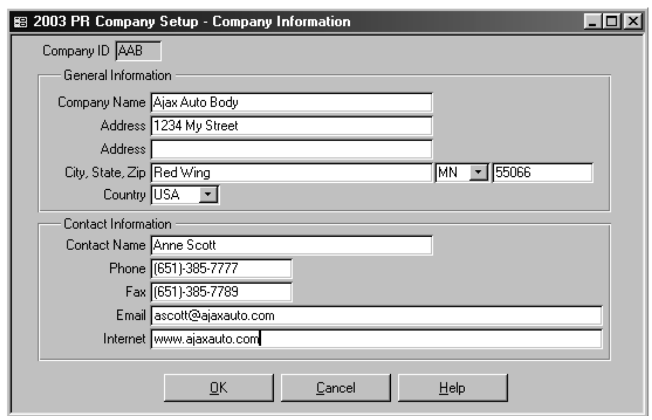


1. Make sure you are still in the Ajax Auto Body. If not Click on the **Change Company...** button (on the Main Menu) and select the new company ID you just created—AAB.

2. Click on **OK** to return to the Main Menu.

3. From the Main Menu, select

   System Manager
   →Company Setup
   →Company Information



4. As you can see, the company name and address information has been set up (from the Setup Wizard). Enter any contact information. (Make up your own data.)

You can use either the Enter key or Tab key to move from field to field as you enter the information.

5. When you are finished, click **OK** to return to the Main Menu.

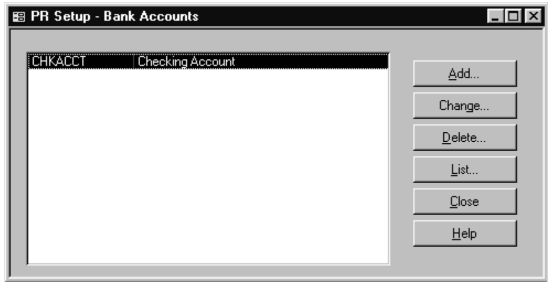
2. Review Bank Accounts

Although you will not be using Ajax Auto Body, the next step (if you were working in your own business) is bank account setup.

1. From the Main Menu, select

   System Manager
   →Setup
   →Bank Accounts

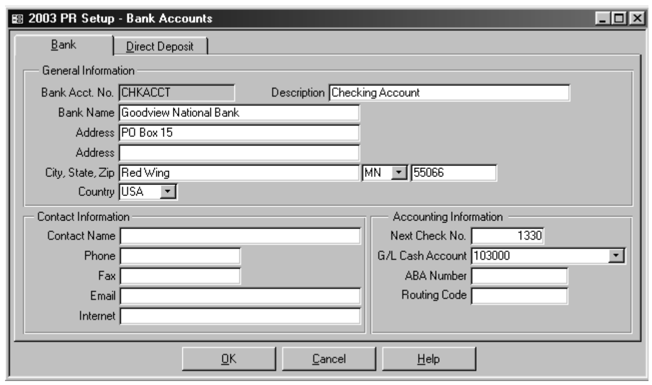
2. A default checking account has been set up. Click on the **Change...** button to finish setting up the bank account.



3. Note how the checking account number entered in the Setup Wizard is already set up for the account, as well as the state, based on your business address.

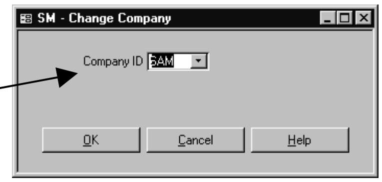
4. Enter remaining account information as needed. Generally you will need to change the “Next Check No.” field to reflect the actual check number.

5. When you are finished, return to the Main Menu.



4. Change to the Sample Company (Mid County Supply)

For the remainder of the Practice sessions, you will be working with the Red Wing sample data in a company called Mid County Supply. However, feel free to return to Ajax Auto Body anytime to experiment with the "practice" company you created.



1. Click on the **Change Company...** button (on the Main Menu) and select **SAM**.

2. Click on **OK** to return to the Main Menu.

Payroll Setup

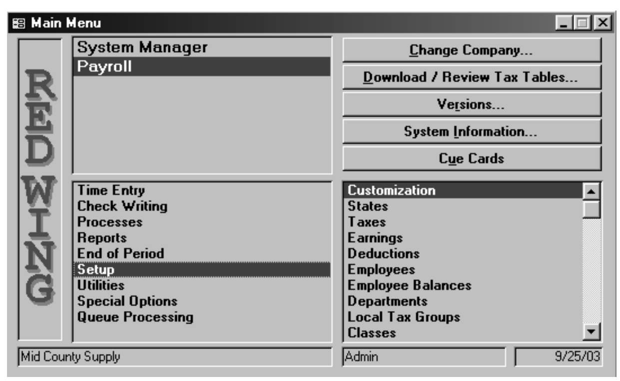
1. Customization

Set up/review Mid County Supply's interface information and other system options, accounts and defaults.

Make sure you are working with the sample data files (company ID = SAM) - Mid County Supply.

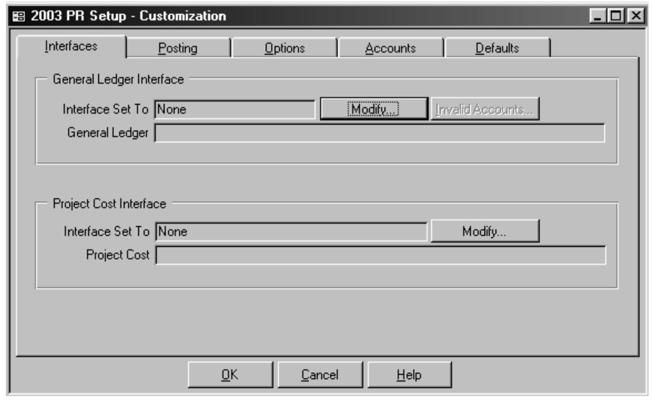
1. From the Main Menu, select

Payroll
→Setup
→Customization



2. Make sure the **Interfaces** tab is selected.

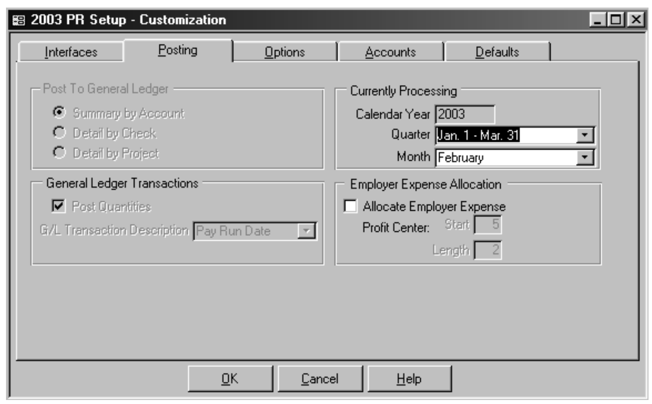
   You will be working as a stand-alone system, so make sure the *Interface Set To* field shows **None**. If not, click on **Modify...** and select None.



If you were interfacing with one of the Red Wing general ledgers (Business, TurningPoint or AgCHEK), the system would search for the data files and let you select them.

3. For more information, see online help (F1) or your Payroll *User Guide*.

4. Select the **Posting** tab. Because you are not interfaced to a General Ledger, many fields are not available.



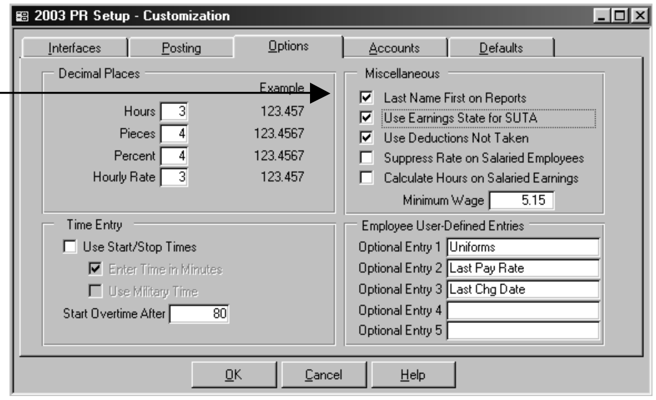
5. Note the following:

   - **Currently Processing**: The current year, quarter and period are displayed.

   - **Employee Expense Allocation**: Leave the check box clear. This option is available for non-AgCHEK interfaces. See online help or your Payroll *User Guide* for more information.

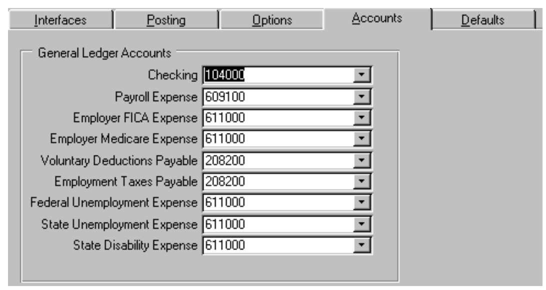
6. Next, click on the **<u>O</u>ptions** tab. Use this tab to assign decimal places, time entry standards, overtime hours and other miscellaneous options.

   - Change Mid County Supply to print **Last Name First on Reports.**
   - Change to **Use Earnings State for SUTA** to calculate state unemployment tax based on the state where the work is performed by the employee. The earnings state will be entered along with the time. If this is left blank, the state unemployment is based on the "SUTA State" assigned to each employee in Employee setup.



7. Look over the remaining entries. Review online help for more detailed explanations.

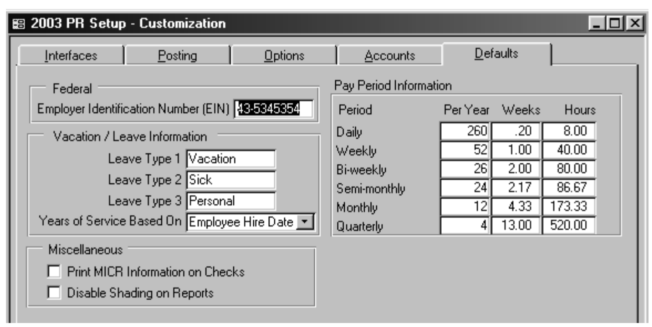
8. Click on the **<u>A</u>ccounts** tab. This tab is used to set up default account numbers. Although Mid County Supply is not interfaced with one of the Red Wing general ledgers, default account numbers have been entered.



9. Click on the **<u>D</u>efaults** tab, used to enter the federal identification number, vacation/leave information and pay periods.

10. Review the information and, once again, look at online help for more detailed explanations.

11. When you are finished reviewing Customization, click on the **<u>O</u>K** button at the bottom of the window to return to the Main Menu.



2. Add a New State

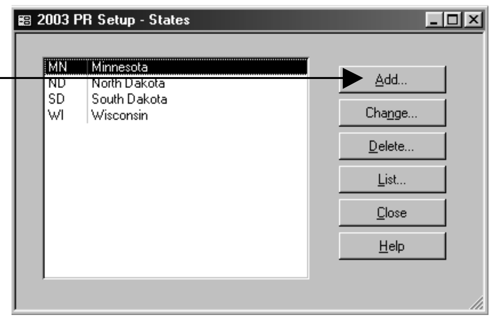
Add a new state, Iowa, to Mid County Supply.

The Payroll system comes with all states available for selection. However, you MUST select them in "States" (or in the Setup Wizard) to have access to them from within a specific company (i.e. Mid County Supply or Ajax Auto Body.). This keeps list box options to a reasonable size.

1. From the Main Menu, select

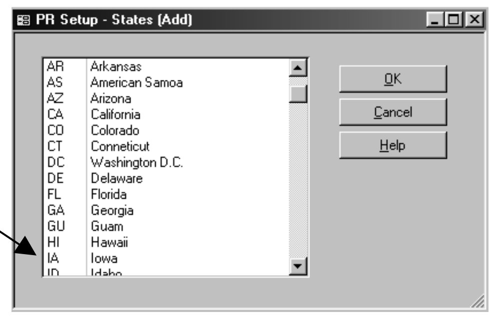
   Payroll
   →Setup
   →States

2. Click on the **Add** button to display a list of available states.



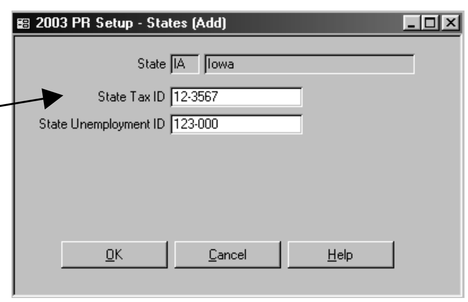
When you select a state, all state taxes supplied with the Payroll system for that state are made available. If you use local taxes, you must set them up in Utilities-Maintain System Taxes. (Step 3, page 3-5.)

3. Highlight Iowa and double-click on it to open the State setup window (or click on the **OK** button after highlighting the state.)



4. For your own business, enter your state tax ID and unemployment ID. For the Practice System make the following entries.

State Tax ID	**12-3567**
State Unemployment ID	**123-000**



5. Click on **OK** to save the IDs and return to the main States window. Note that Iowa has been added to the list.

6. Click on **Close** to return to the Main Menu.

3. Add New Taxes

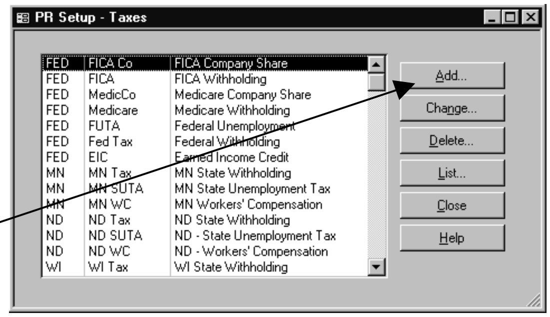
Add Iowa taxes and enter tax account numbers. (All standard taxes are included with each state. However, each tax you use for the current company must be added to that company. When you set up your own payroll, the Setup Wizard handles this more efficiently.)

Red Wing will send a new tax file to you at least once a year with updated federal and state tax files. Use Utilities-Maintain System Taxes to set up any local taxes.

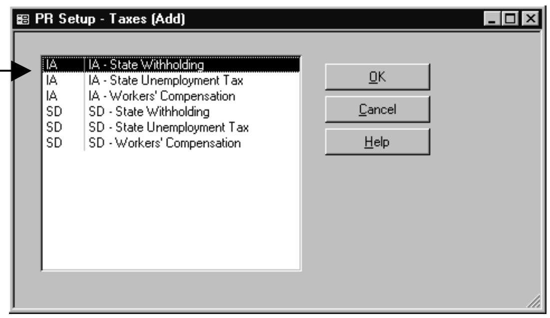
1. From the Main Menu, select

   Payroll
   →Setup
   →Taxes

2. Click on the **Add** button.

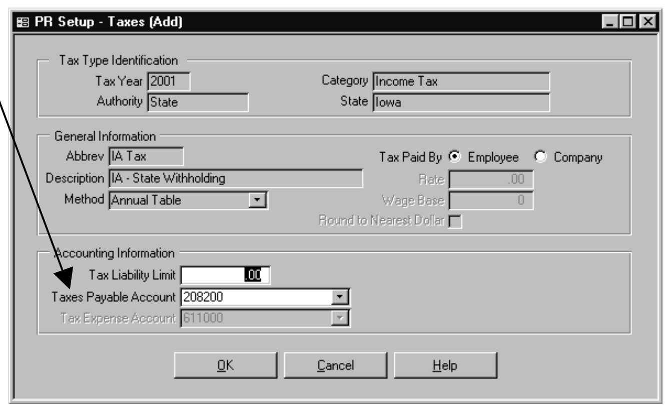


3. Double-click on the first Iowa tax—State Withholding (or select the tax and click **OK**. (Note that the only taxes listed are for states that have been added to the company.)



4. On the detail window, add a Taxes Payable Account, even though you are not interfaced with one of the Red Wing General Ledgers. Generally, the system will default to the correct account.

   Taxes Payable Account **208200**



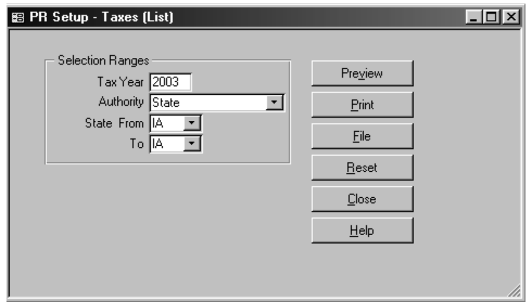
5. Click on **OK** to close the window and return to the main Taxes window.

6. Repeat steps 2 through 5 for the remaining two Iowa taxes, using the following tax accounts:

   Unemployment Payable **208200**
   Unemployment Expense **611000**

   Workers Comp Payable **208200**
   Workers Comp Expense **611000**

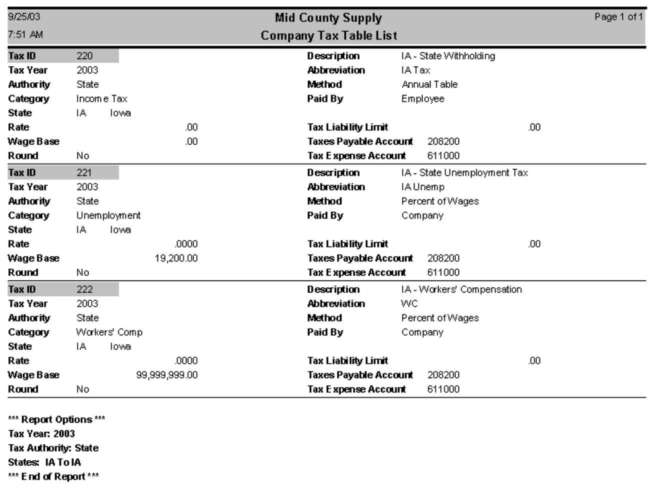
7. When you have added all three Iowa taxes, return to the main Taxes window and click on the **List** button.



8. On the Taxes (List) options window, select **State** for the Authority and select **IA** (Iowa) for the state to list.

9. Click on the **Preview** button to view the Iowa state tax information.

Because tax tables often change from year to year, the percentages on your report may not match this example.



9/25/03 7:51 AM — **Mid County Supply** — **Company Tax Table List** — Page 1 of 1

Tax ID	220		**Description**	IA - State Withholding
Tax Year	2003		**Abbreviation**	IA Tax
Authority	State		**Method**	Annual Table
Category	Income Tax		**Paid By**	Employee
State	IA Iowa			
Rate		.00	**Tax Liability Limit**	.00
Wage Base		.00	**Taxes Payable Account**	208200
Round	No		**Tax Expense Account**	611000
Tax ID	221		**Description**	IA - State Unemployment Tax
Tax Year	2003		**Abbreviation**	IA Unemp
Authority	State		**Method**	Percent of Wages
Category	Unemployment		**Paid By**	Company
State	IA Iowa			
Rate		.0000	**Tax Liability Limit**	.00
Wage Base		19,200.00	**Taxes Payable Account**	208200
Round	No		**Tax Expense Account**	611000
Tax ID	222		**Description**	IA - Workers' Compensation
Tax Year	2003		**Abbreviation**	WC
Authority	State		**Method**	Percent of Wages
Category	Workers' Comp		**Paid By**	Company
State	IA Iowa			
Rate		.0000	**Tax Liability Limit**	.00
Wage Base		99,999,999.00	**Taxes Payable Account**	208200
Round	No		**Tax Expense Account**	611000

***** Report Options *****
Tax Year: 2003
Tax Authority: State
States: IA To IA
***** End of Report *****

10. When you are finished, click on the Close Window icon on the Preview toolbar to return to the Taxes (List) window. Click on **Close** to return to the main Taxes window and **Close** again to return to the Main Menu.

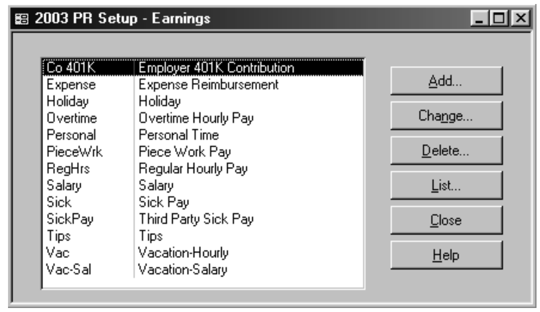
4. Add a New Earnings Type

Add an earnings type for double-time pay for hourly employees.

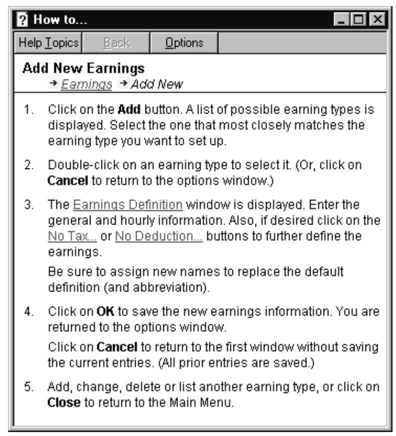
1. From the Main Menu, select

   Payroll
   →Setup
   →Earnings

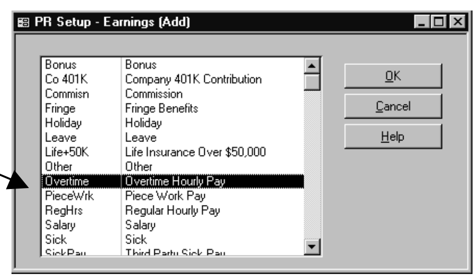
2. Click on the **Add** button to display a list of default earning types.



Tip: *To help you become more familiar with the versatility and power of the Payroll online help system, click on the **Help** button (or press F1) and use online help as you set up the new earnings category*



3. Because it is the most similar earning type to the new one you are adding, double-click on **Overtime** (or select it and click **OK**).

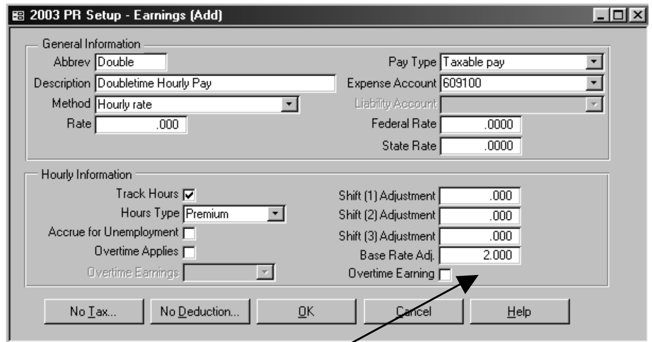


4. Make the following entries on the Earnings (Add) definition window. Many entries will remain unchanged, because this earning type is based on the Overtime earning type.

Abbrev	**Double**
Description	**Doubletime Hourly Pay**
Method	Leave at **Hourly rate**
Rate	Leave at **.000** (will vary with each employee)

Accept the remaining entries until the last one.

Base Rate Adj. **2.00**



The Base Rate Adj. is the multiplier used to calculate the hourly rate for the specific earning type. For Double-time earnings, the base hourly rate assigned to the employee will be multiplied by two. Therefore, if the employee's base pay rate is $12.00 an hour, the double time rate is $24.00 an hour ($12.00 x 2)

5. You do not need to use the **No Tax...** and/or **No Deduction...** buttons for this earning type, because this earning is subject to all taxes.

6. Click on **OK** to save the new earning type and return to the main Earnings window.

7. Click on **Close** to return to the Main Menu.

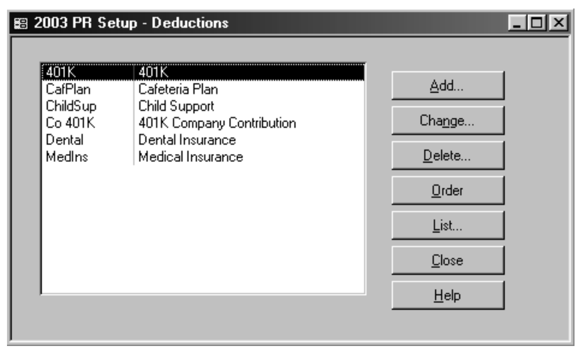
5. Add a New Deduction Type

Add a deduction for life insurance.

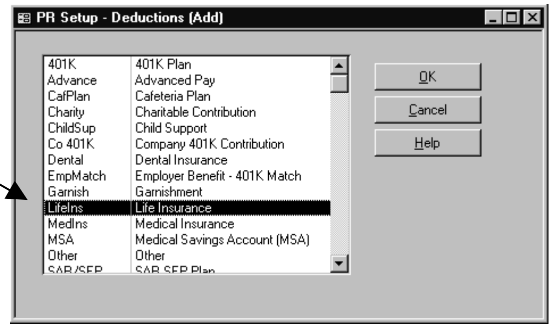
1. From the Main Menu, select

   Payroll
   →Setup
   →Deductions

2. Click on the **Add** button to display a list of default deduction types.



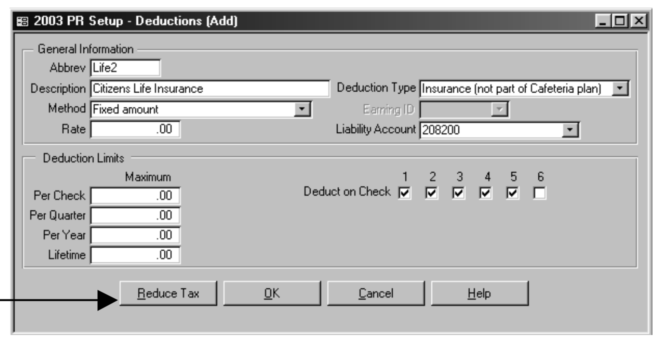
3. Because it is the most similar deduction type to the new one you are adding, double-click on **LifeIns** (or select it and click **OK**).



4. Make the following entries on the Deductions (Add) definition window. Many entries will remain unchanged, because this deduction type is based on the Life Insurance default.

Abbrev	**Life2**
Description	**Citizens Life Insurance**
Method	Leave at **Fixed amount**
Rate	Leave at **.000** (will vary with each employee)

Accept the defaults for the remaining entries.



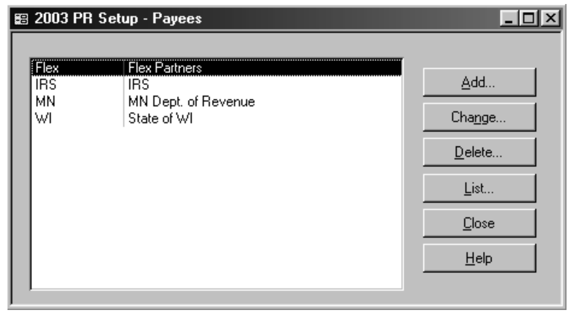
5. You do not need to use the **Reduce Tax...** button for this deduction type, because it is not a pre-tax deduction.

6. Click on **OK** to save the new earning type and return to the main Deductions window.

7. Click on **Close** to return to the Main Menu.

6. Add a New Payee

Add the company that will be paid the premiums that are deducted from employee pay for life insurance. Payee information is used when writing liability checks.

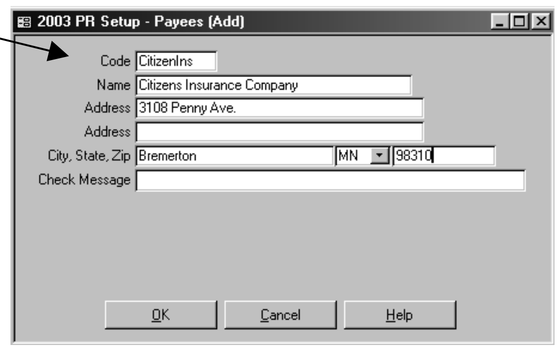


1. From the Main Menu, select

   Payroll
   →Setup
   →Payees (It's toward the bottom of the list. Use the scroll bar.)

2. Click on the **Add** button to display the Payees (Add) window.

3. Enter the Payee information, using **CitizenIns** as the Code and **Citizens Insurance Company** as the Name. Enter any address you want.

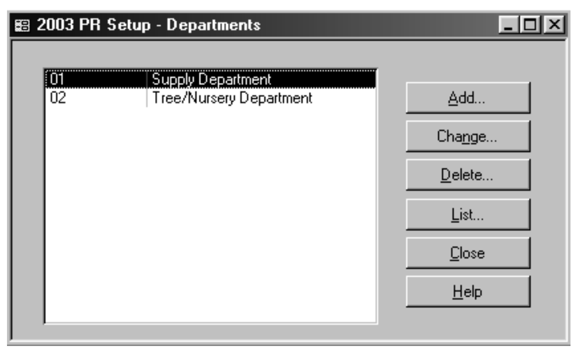


4. Click on **OK** when the Payee information is complete. Note that it has been added to the list box.

5. Click on **Close** to return to the Main Menu.

7. Add a New Department

Add a shipping department. (Departments are optional in Payroll.)

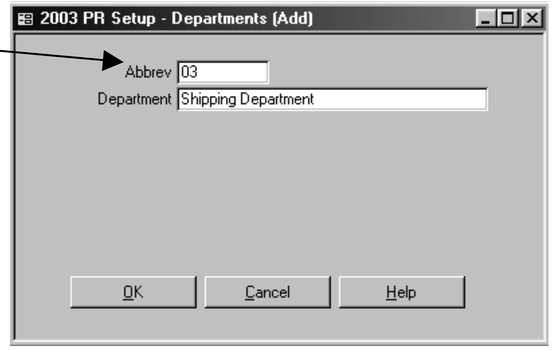


1. From the Main Menu, select

   Payroll
   →Setup
   →Departments

2. Click on the **Add** button to display the Departments (Add) window.

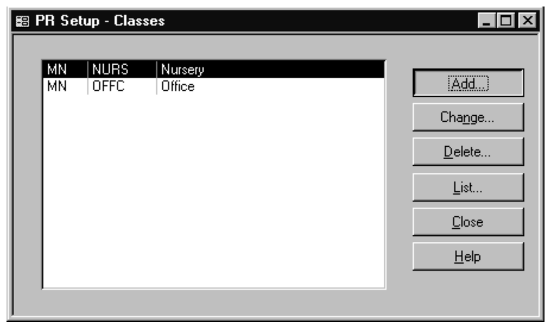
3. Enter **03** for the Abbreviation and **Shipping Department** for the Department.



4. When you are finished, click on **OK** to return to the main Departments window. Click on **Close** to return to the Main Menu.

8. Add Two New Classes

Add two new classes (used for Workers' Compensation reporting).

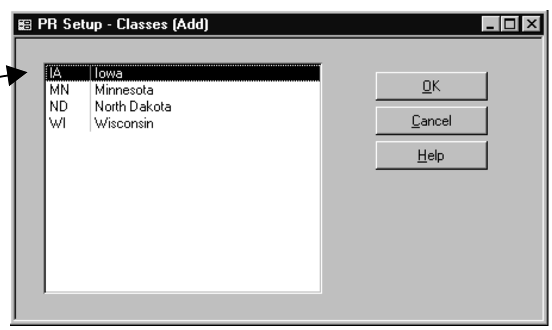


1. From the Main Menu, select

   Payroll
   →Setup
   →Classes

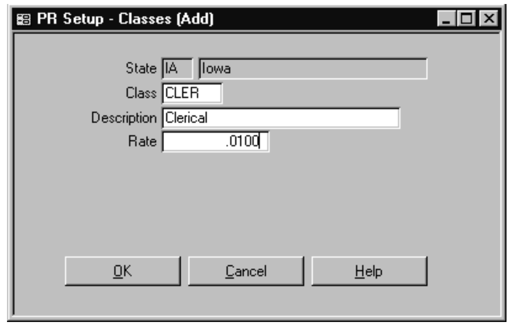
2. Click on the **Add** button to display the list of states.

3. Select the state for which this new class applies. In this case, it will be **Iowa**. Highlight Iowa and double-click or select it and click on **OK**.



4. On the Classes (Add) Window, make the following entries:

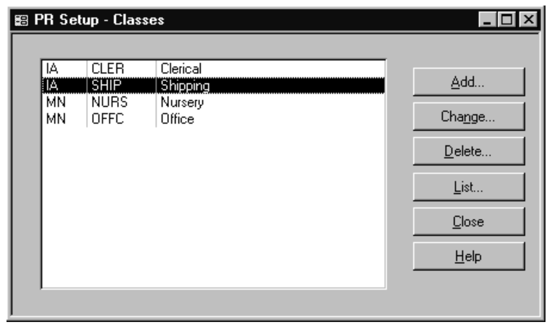
Class	**CLER**
Description	**Clerical**
Rate	**.0100**



5. Click on **OK** to save the new class and return to the main Classes window.

6. Repeat steps 2 through 5, entering the following class (also for Iowa):

Class	**SHIP**
Description	**Shipping**
Rate	**.0250**



7. When you are finished, your main Classes window should look like the one to the right.

8. Click on the **Close** button to return to the Main Menu.

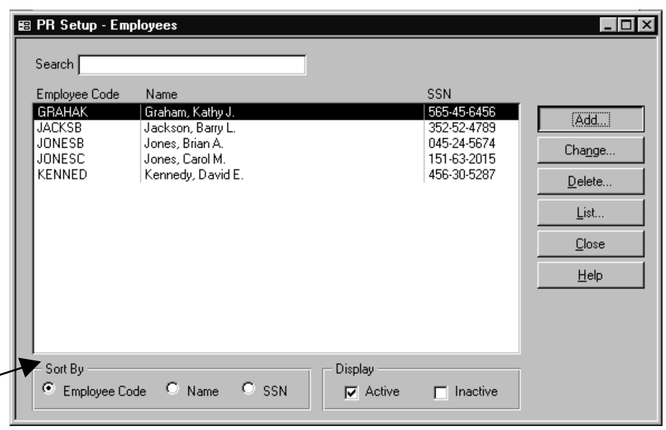
9. Add a New Employee

Add yourself as a new employee.

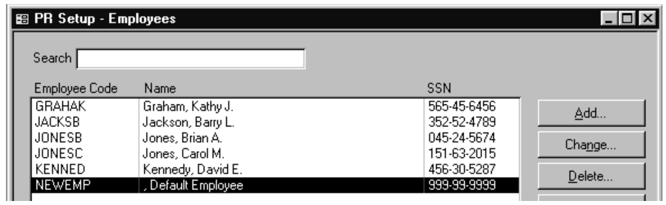
1. From the Main Menu, select

Payroll
→Setup
→Employees

Take a minute or two to look at how you can display employee names, experimenting with the Search, Sort By and Display options.



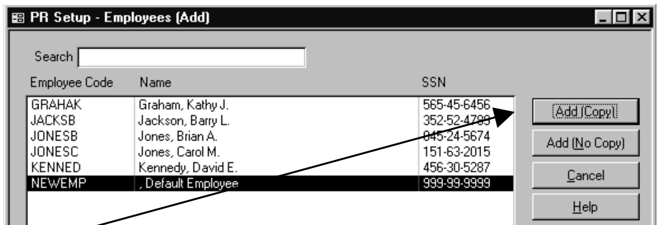
2. For the Practice System you will be an hourly employee. The easiest way to add yourself is to copy from the "default" employee. First, select to display both active and inactive employees. Then select NEWEMP and click on the **Change** button. *Change the NEWEMP to Active (under Status) and return to the list of employees.*



Many employers set up one or two default employees to copy from.

3. Click on the **Add** button to open the Employees (Add) options window.

   Select the NEWEMP line in the list box and click on **Add (Copy)**.



4. At the top of the main Employee detail window, enter the following information.

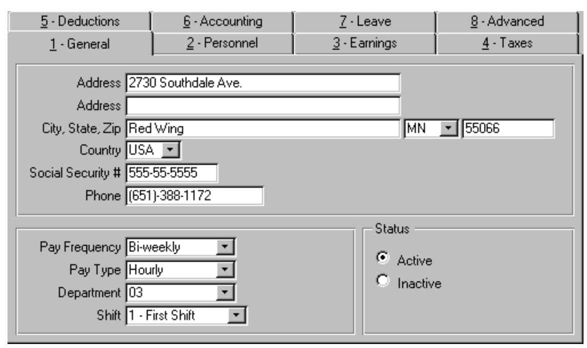
Employee	Enter the first five letters of your last name, followed by the first letter of your first name (i.e. SCOTTA)
Name	Enter your full name (i.e. Anne P Scott)

On detail entry windows (i.e. employee tabs, rapidly move past the fields that have acceptable defaults by pressing the Enter or Tab key.

To select a new tab, click on the tab or press Alt and the number preceding the tab name. For example, to select the 7 - Leave tab, press the Alt key and enter the number 7 (Alt+7).

5. Start with the General Tab and enter the following information:

Address	Enter your address.
City, State, Zip	Enter your address or accept the defaults. Leave the state as **MN** for the Practice System.
Country	Accept the default.
Social Sec. #	Enter any 9 digit number. Do NOT enter separation characters. They are supplied automatically.
Phone	Enter any phone number (without separation chars.)
Pay Frequency	Accept the default.



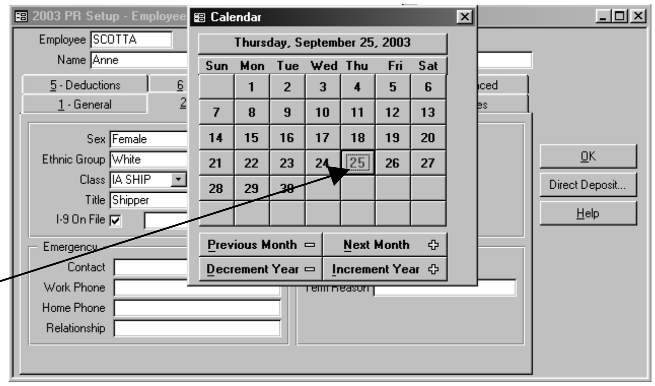
Pay Type	Accept the default.
Department	Select **03** (Shipping).
Shift	Accept the default
Status	Active

6. When you are finished, click on the Personnel tab (Alt 2).

7. On the Personnel tab enter your Sex and Ethnic Group.

8. Select a Class and job Title.

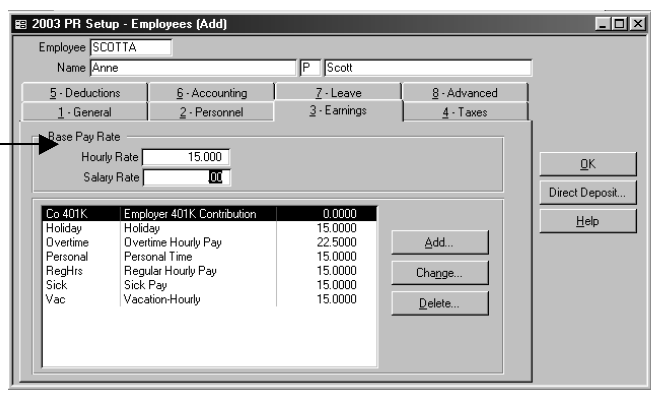
9. Check on the I-9 On File box. To enter the date you received the I-9 form, click on the calendar icon . Experiment with the online calendar. Double-click on any date to select it.



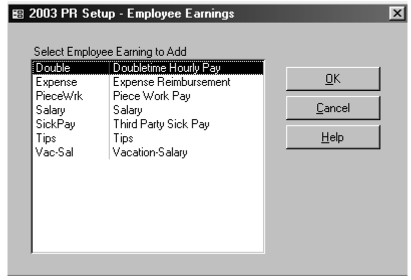
*A Form I-9 **MUST** be filled out for every employee hired on or after Nov. 7, 1986 to show the individual's employment eligibility (is a citizen or national of the United States, is a lawful permanent resident, or is an alien otherwise authorized to work).*

10. Continue filling out the Personnel form with "your" personnel data. When you are finished, click on the Earnings tab.

11. First, assign a base hourly pay rate for yourself. Enter any amount for the Hourly Base Pay Rate. A message appears asking if you want to update all of your hourly earning rates. Click on **Yes**. This is now the base rate for all hourly earning codes for this employee (multiplied by the earning's Base Rate Adjustment, explained on page 3-11).



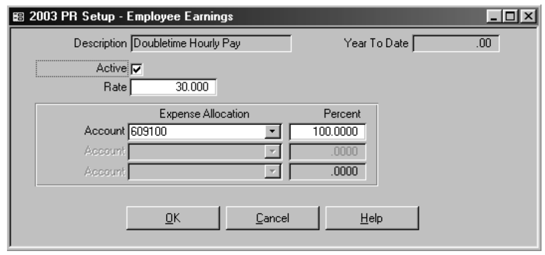
12. Next, you add a new Doubletime earnings category to your file.



13. Click on the **Add...** button. A selection list appears showing all the earnings types that have NOT been selected for this employee (based on the “copied from” default employee).

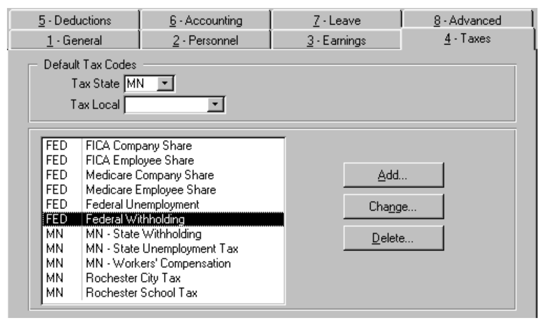
14. Select “Double -- Doubletime Hourly Pay” and click on the **OK** button.

15. On the Employee Earnings detail window enter the following information:



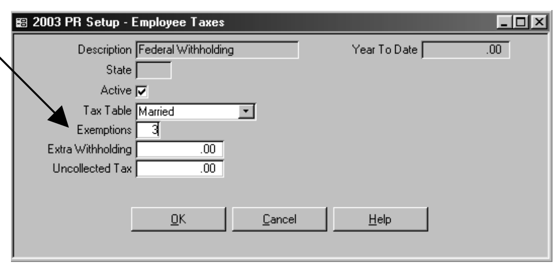
Active	Make sure it is checked.
Rate	Note that the Doubletime Pay Rate is $30.00, exactly double the base pay rate, based on Doubletime’s Base Pay Adjustment of 2.
Account	If you were interfaced with one of the Red Wing General Ledgers you could select up to 3 accounts to post this pay to. Otherwise, the field is optional.

16. Click **OK** to return to the Earnings tab. The new earning type now appears.



17. Open the Taxes tab. Select Federal Withholding and click on the **Change...** button.

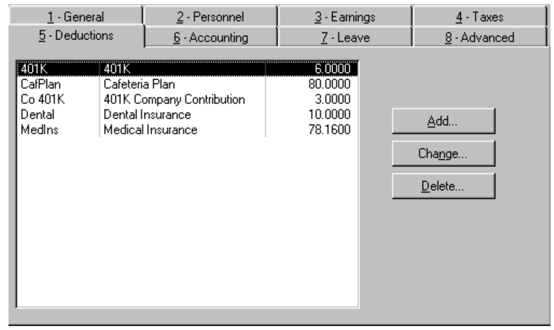
18. Change the Tax Table to Married and the number of exemptions to **3**. Note that you can set up Payroll to take extra withholding each pay period. Also, you can enter an Uncollected Tax amount if you did not withhold enough tax from the employee on previous checks. It will be withheld on the next check.



19. Click on **OK** to return to the Taxes tab.

20. Click on the Deductions tab.

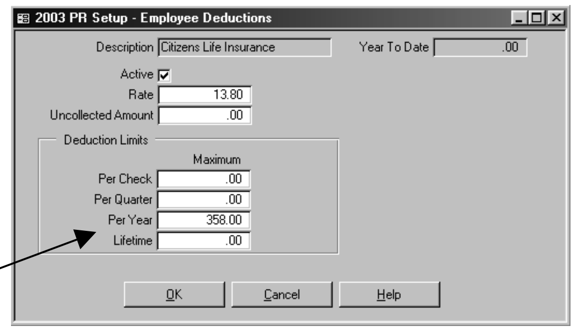
21. To add the new life insurance deduction you set up earlier, click on the **Add...** button.



22. Select **Citizens Life Insurance** from the list of deductions and click **OK**.

23. Make the following entries on the Employee Deductions detail window.

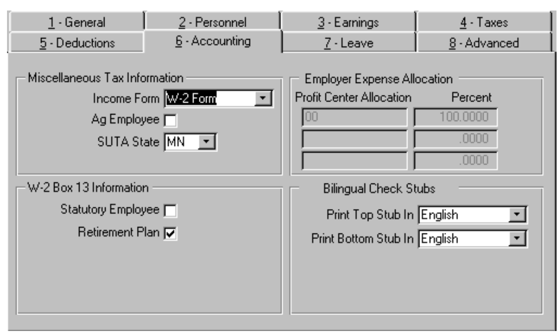
Active	Make sure it is checked.
Rate	**13.80**
Uncollected Amt.	Leave at **.00**



24. Because the annual rate is $358.00 and you do not want to deduct more than that during the year, enter **358.00** for the maximum deduction limit Per Year.

25. When you are finished, click on **OK** to return to the Deductions tab. Make sure the life insurance is added.

26. Click on 6 **-** Accounting tab to see the information entered. You do not need to make any changes to this tab.



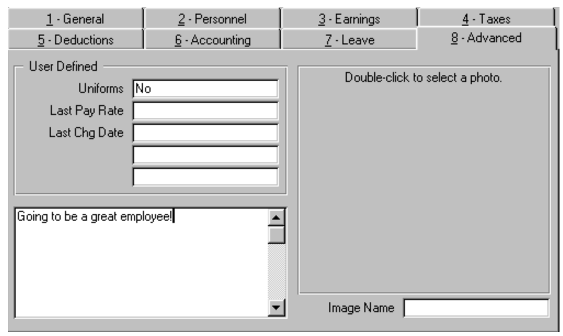
27. Next, click on the 7 **-** Leave tab.

28. On the Leave tab click on the **Change...** button.

29. Review this window. Everything should be correct. Click on **OK** to return to the Leave tab.

Use the Setup Wizard (available when you select Vacation/Leave from the Setup Menu) to set up vacation and leave standards. Refer to the Payroll User Guide or online help for details on setting up Vacation/Leave.

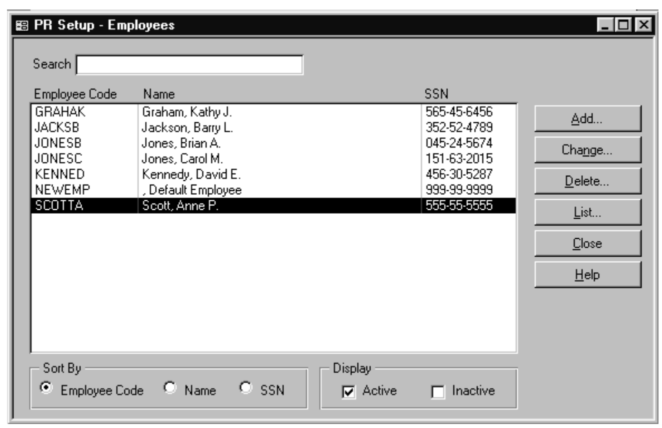
30. To complete employee setup, click on the 8 - Advanced tab.



31. Because you are a new employee, clear entries for the Last Pay Rate and the Last Change Date. Write some nice comments about yourself in the Notes field at the bottom of the window.

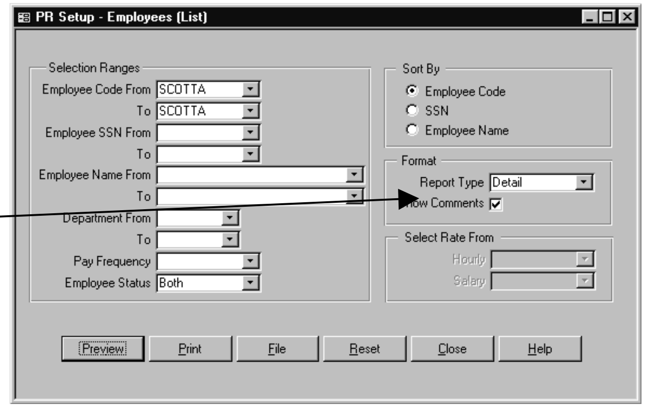
32. If desired, double-click on the Photo field and choose a picture from your files to paste into the window. For more information on the picture field see online help.

33. Click on the **OK** button to the right of the tabbed windows to return to the main Employees window.

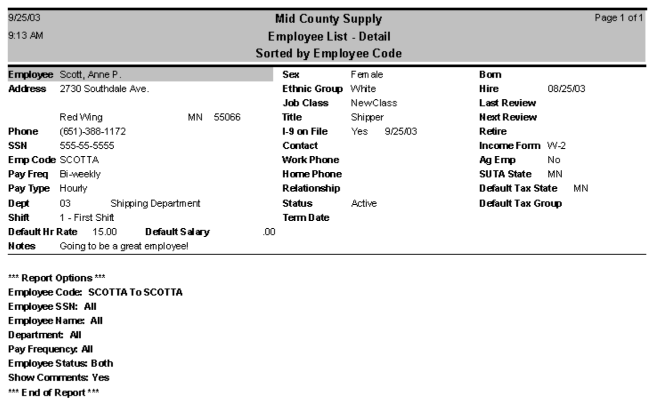


34. In this final step, print a Detail Employee Report showing much of the information you just entered.

35. Click on the **List** button. Select yourself for Employee Code and make sure the Report Type is **Detail**.



36. Print or Preview the report. Check out the information to see that it is accurate. Close the report window and return to the main Employees window.



9/25/03 | Mid County Supply | Page 1 of 1
9:13 AM | Employee List - Detail
Sorted by Employee Code

Employee	Scott, Anne P.	**Sex**	Female	**Born**	
Address	2730 Southdale Ave.	**Ethnic Group**	White	**Hire**	08/25/03
		Job Class	NewClass	**Last Review**	
	Red Wing MN 55066	**Title**	Shipper	**Next Review**	
Phone	(651)-388-1172	**I-9 on File**	Yes 9/25/03	**Retire**	
SSN	555-55-5555	**Contact**		**Income Form**	W-2
Emp Code	SCOTTA	**Work Phone**		**Ag Emp**	No
Pay Freq	Bi-weekly	**Home Phone**		**SUTA State**	MN
Pay Type	Hourly	**Relationship**		**Default Tax State**	MN
Dept	03 Shipping Department	**Status**	Active	**Default Tax Group**	
Shift	1 - First Shift	**Term Date**			
Default Hr Rate	15.00 **Default Salary** .00				
Notes	Going to be a great employee!				

***** Report Options *****
Employee Code: SCOTTA To SCOTTA
Employee SSN: All
Employee Name: All
Department: All
Pay Frequency: All
Employee Status: Both
Show Comments: Yes
***** End of Report *****

37. Click on **Close** to return to the Main Menu.

38. Congratulations! You have completed the setup portion of the Practice System.

NOTES:

Chapter Four—Pay Employees Using Check Writing

Use a sequence of steps in the Check Writing process to pay employees without going through Time Entry. This is the fastest way to pay employees.

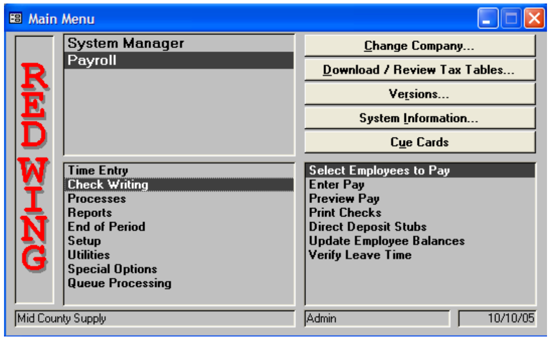
(See Chapter Five for Time Entry method of paying Employees if more detail is needed.)

Contents

1. Select Employees to Pay

Select yourself and two other employees to pay for the current pay period.

This is the quickest way to pay employees. You can use it if you do not track projects, pieces, daily time, splits to multiple accounts, etc.



1. From the Main Menu, select

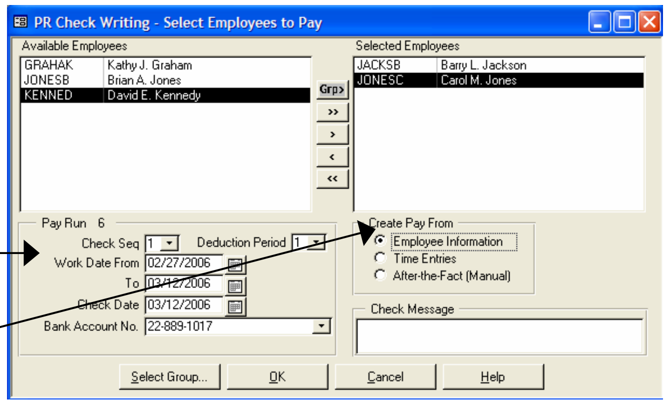
   Payroll
   →Check Writing
   →Select Employees to Pay

2. Because the Practice Guide uses Mid County Supply (SAM), the system may default to the last time Select Employees to Pay was selected. If there are already selected employees, unselect them and click **OK** to exit the window. Re-enter and start over.

As you go through these menu selections, be sure to look at your Help or open your User Guide to Chapter Four to see how each option works.

3. Double-click each of the following employees to select them

   Barry L. Jackson
   Carol M. Jones
   Yourself (as set up in Chapter 3)



4. Accept the default Pay Run information. Verify the Work Date range and Check Date.

5. Under Create Pay From, select **Employee Information**.

6. Enter a check message (optional).

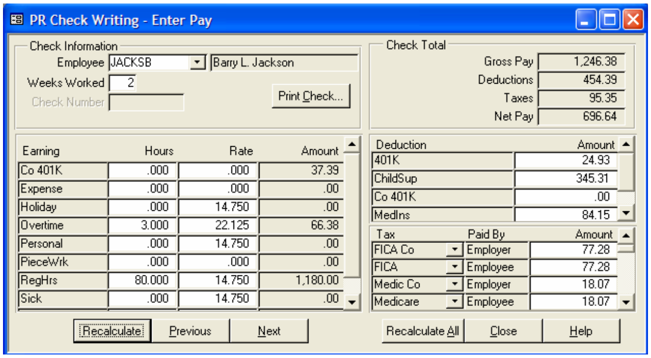
7. Click **OK** to save the entries and return to the Main Menu.

2. Enter Pay

Enter pay information for each of the three selected employees.

1. From the Main Menu, select

   Payroll
   →Check Writing
   →Enter Pay



2. Depending on your last name, you or Barry L. Jackson will be the first employee to pay. If it is Barry, enter **80** RegHrs and **3** Overtime hours. Click **Recalculate**. When the message appears, click **Yes**. Note how all earnings, deductions and taxes are calculated automatically.

3. Click **Next** to go to the next employee. Enter **80** regular hours and **1** Overtime hour for yourself and repeat the process. When Carol Jones displays, accept her salary.

4. When you finish, click **Recalculate All** to calculate deductions and taxes for all employees. Again, click **Yes** to calculate both taxes and deductions.

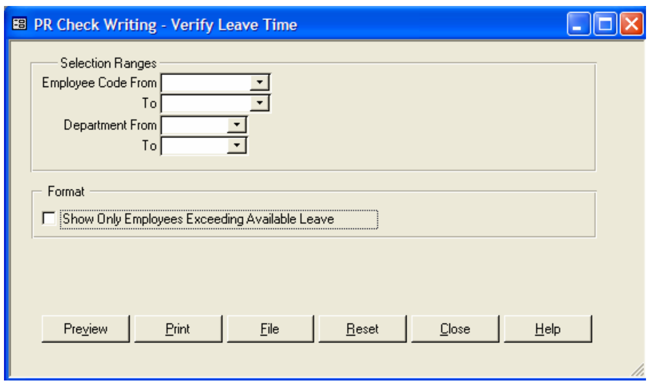
5. Click **Close** to return to the Main Menu.

3. Verify Leave Time

Verify the available leave time for the employees in the current payroll.

1. From the Main Menu, select

   Payroll
   →Check Writing
   →Verify Leave Time



2. Leave the selection ranges blank for the Verify Leave Time report.

11/17/05 **Mid County Supply** Page 1 of 1
8:51 AM **Verify Leave Time**

Employee Code	Name	Leave Type	Available Hours	Hours Used	Hours Over Limit
GRAHAK	Kathy J. Graham	Personal	32.000	.000	.000
		Sick	32.000	.000	.000
		Vacation	30.000	40.000	10.000
JACKSB	Barry L. Jackson	Personal	48.000	.000	.000
		Sick	40.000	24.000	.000
		Vacation	26.333	.000	.000
JONESC	Carol M. Jones	Personal	40.000	.000	.000
		Vacation	26.333	.000	.000
			274.666	64.000	10.000

*** Report Options ***
Employee Code: All
Department: All
Show Only Employees Exceeding Available Leave: No
*** End of Report ***

3. For the Practice System, leave the **Show Only Employees Exceeding Available Leave** check box blank. You can either click **Preview** to look at the report on your computer screen, or click **Print** to print the report.

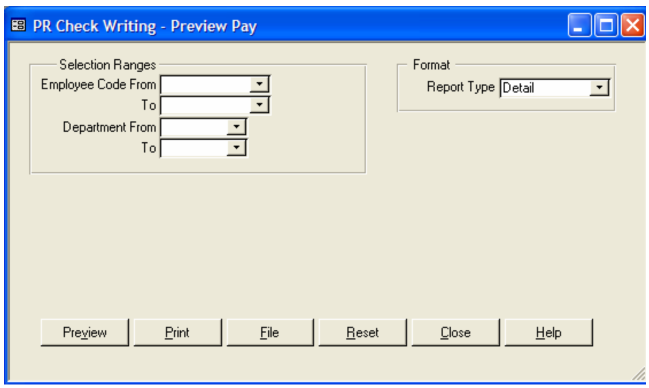
4. Click **Close** to return to the Main Menu.

4. Preview Pay

Verify the pay information entered for the three selected employees.

1. From the Main Menu, select

   Payroll
   →Check Writing
   →Preview Pay



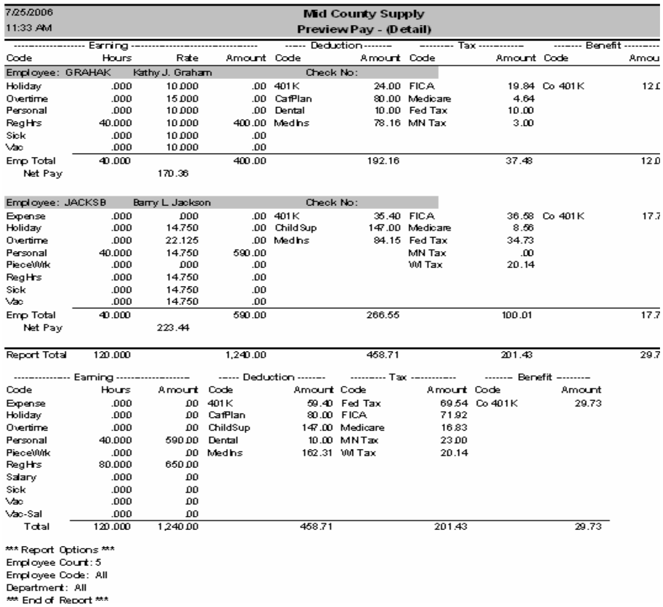
2. Leave the selection ranges blank for the Preview Pay report. All employees with pay information will be included.

3. For the Practice System, select the Detail report. You can either click **Preview** to look at the report on your computer screen, or click **Print** to print the report.

4. Note how much information displays. This is some of the information that will print on each employee’s check stub.

5. After you view the report, select Summary to compare the information between the two reports.

Many reports and lists have a Summary/Detail option.


7/25/2006
11:33 AM
Mid County Supply
Preview Pay - (Detail)

Earning Code	Hours	Rate	Amount	Deduction Code	Amount	Tax Code	Amount	Benefit Code	Amou
Employee: GRAHAK	Kathy J. Graham			Check No:					
Holiday	.000	10.000	.00	401K	24.00	FICA	19.84	Co 401K	12.0
Overtime	.000	15.000	.00	CafPlan	80.00	Medicare	4.64		
Personal	.000	10.000	.00	Dental	10.00	Fed Tax	10.00		
RegHrs	40.000	10.000	400.00	MedIns	78.16	MN Tax	3.00		
Sick	.000	10.000	.00						
Vac	.000	10.000	.00						
Emp Total	40.000		400.00		192.16		37.48		12.0
Net Pay		170.36							
Employee: JACKSB	Barry L Jackson			Check No:					
Expense	.000	.000	.00	401K	35.40	FICA	36.58	Co 401K	17.7
Holiday	.000	14.750	.00	ChildSup	147.00	Medicare	8.56		
Overtime	.000	22.125	.00	MedIns	84.15	Fed Tax	34.73		
Personal	40.000	14.750	590.00			MN Tax	.00		
PieceWrk	.000	.000	.00			WI Tax	20.14		
RegHrs	.000	14.750	.00						
Sick	.000	14.750	.00						
Vac	.000	14.750	.00						
Emp Total	40.000		590.00		266.55		100.01		17.7
Net Pay		223.44							
Report Total	120.000		1,240.00		458.71		201.43		29.7

Earning Code	Hours	Amount	Deduction Code	Amount	Tax Code	Amount	Benefit Code	Amount
Expense	.000	.00	401K	59.40	Fed Tax	69.54	Co 401K	29.73
Holiday	.000	.00	CafPlan	80.00	FICA	71.92		
Overtime	.000	.00	ChildSup	147.00	Medicare	16.83		
Personal	40.000	590.00	Dental	10.00	MN Tax	23.00		
PieceWrk	.000	.00	MedIns	162.31	WI Tax	20.14		
RegHrs	80.000	650.00						
Salary	.000	.00						
Sick	.000	.00						
Vac	.000	.00						
Vac-Sal	.000	.00						
Total	120.000	1,240.00		458.71		201.43		29.73

*** Report Options ***
Employee Count: 5
Employee Code: All
Department: All
*** End of Report ***

6. When you finish, click and return to the Main Menu.

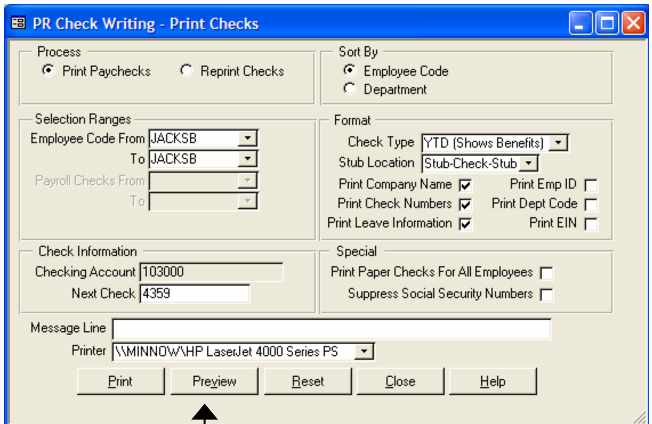
7. If you need to make any changes, go back to Enter Pay and make them. Then, remember to Recalculate after making the changes. If you made changes to deductions, answer No when it asks to calculate both taxes and deductions. Re-run the Preview Pay report to verify the amounts before you continue.

5. Print Checks

Print checks for the three employees you selected to pay.

1. From the Main Menu, select

Payroll
→Check Writing
→Print Checks



If you use the Preview button to look at the check first, you must select Reprint Checks to print it and reenter our starting check number (it will have advanced.)

2. Select one of the three employees (Barry Jackson, Carol Jones or yourself) and print a check on blank paper using the defaults.

3. Next, select another one of the three employees and change a few items like check type and stub location to see how flexible check printing is.

4. Finally, select the third employee and try a different set of options.

If you had left the Employee Code From/To boxes blank, all three employees' checks would print at the same time.

5. When you finish, click **Close** to return to the Main Menu.

6. If you use direct deposit in your real company, the next step would be to print the direct deposit stubs. You have all the same options in the Direct Deposit Stubs menu selection as you did in the Check Writing menu selection.

Barry L. Jackson 352-52-4789	Vacation	Accrued 26.33	Remaining 13.67-
Check Date: 03/12/06 **Check No** 4359	Sick	Accrued 40.00	Remaining 40.00
For Period: 02/27/06 **To:** 03/12/06	Personal	Accrued 48.00	Remaining 48.00

Earning	Hrs	Rate	Pay	YTD-Pay	Taxes	Tax	YTD-Tax	Deduct	Ded	YTD-Ded	Benefit	Ben	YTD-Ben
Overtime	3.00	22.125	66.38	254.45	Fed Tax	.00	476.71	401K	24.93	257.66	Co 401K	37.39	153.75
PieceWrk	.00		.00	138.00	FICA	77.28	317.77	ChildSup	345.31	1,210.36			
RegHrs	80.00	14.750	1,180.00	4,732.80	Medicare	18.07	74.32	MedIns	84.15	336.60			
Vac	.00		.00	590.00	WI Tax	.00	221.90						
Net	696.64		1,246.38	5,715.25		95.35	1,090.70		454.39	1,804.62		37.39	153.75

Mid County Supply
491 Highway 19
PO Box 19
Red Wing, MN 55066

SIX HUNDRED NINETY-SIX & 64/100 DOLLARS

03/12/06 4359 ***********$ 696.64

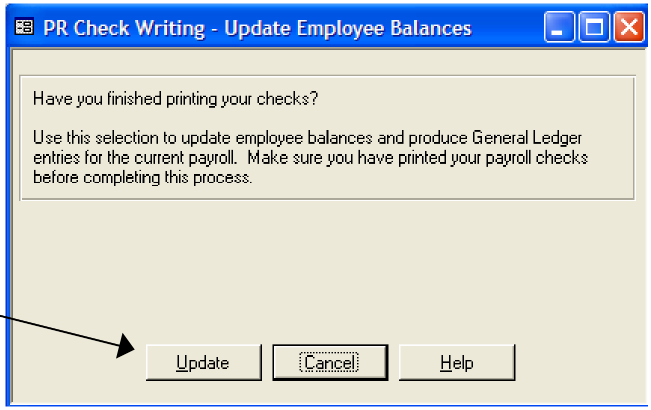
Barry L. Jackson
4582 Hiawatha Lane
Ellsworth, WI 54011

Barry L. Jackson 352-52-4789	Vacation	Accrued 26.33	Remaining 13.67-
Check Date: 03/12/06 **Check No** 4359	Sick	Accrued 40.00	Remaining 40.00
For Period: 02/27/06 **To:** 03/12/06	Personal	Accrued 48.00	Remaining 48.00

Earning	Hrs	Rate	Pay	YTD-Pay	Taxes	Tax	YTD-Tax	Deduct	Ded	YTD-Ded	Benefit	Ben	YTD-Ben
Overtime	3.00	22.125	66.38	254.45	Fed Tax	.00	476.71	401K	24.93	257.66	Co 401K	37.39	153.75
PieceWrk	.00		.00	138.00	FICA	77.28	317.77	ChildSup	345.31	1,210.36			
RegHrs	80.00	14.750	1,180.00	4,732.80	Medicare	18.07	74.32	MedIns	84.15	336.60			
Vac	.00		.00	590.00	WI Tax	.00	221.90						
Net	696.64		1,246.38	5,715.25		95.35	1,090.70		454.39	1,804.62		37.39	153.75

6. Update Employee Balances

Update employee balances and prepare General Ledger entries (if you interface to Red Wing Windows Business, TurningPoint, or AgCHEK).



1. From the Main Menu, select

   Payroll
   →Check Writing
   →Update Employee Balances

2. Click **Update**. The following takes place.

   ✓ Pay information for the current payroll is saved in the history files.

   ✓ Employee balances are updated.

   ✓ Employee leave time is updated with any time that was used in the current check processing run.

   ✓ Liability totals are saved so that payments can be made when due.

   ✓ General Ledger entries are created.

   ✓ Time Entry information that was paid is removed.

3. When the Update Complete window appears, click **OK** to return to the Main Menu.

4. You have completed the Check Writing method of paying employees. The next chapter introduces Time Entry as another option for paying employees.

NOTES:

Chapter Five—Pay Employees Using Time Entry

Use this method of paying employees when you track details such as projects, pieces, daily time and classes.

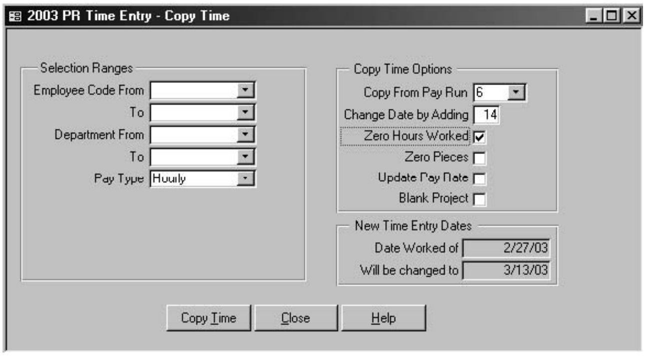
Contents

1. Copy Time

Copy time information from the previous pay period to the new pay period for hourly employees.

1. From the Main Menu, select

   Payroll
   →Time Entry
   →Copy Time

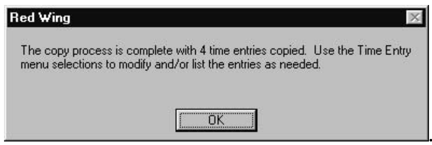


2. For the Practice Guide, leave the Selection Ranges blank, and in the Pay Type box, select **Hourly**.

3. For the Copy Time Options, accept the defaults, with the following exceptions:

Change Date by Adding	**14**
Zero Hours Worked	Select the box

4. Click **Copy Time** to copy the time entries.



5. Click **OK** (or press Enter) when the copy process is complete message appears it will tell you how many time entries were copied.

6. Click **Close** to return to the Main Menu.

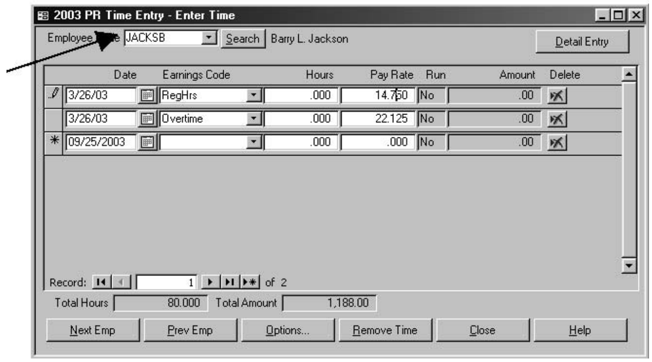
2. Enter Time

Add the hours worked to the copied entries from Step 1 and make any other changes.

1. From the Main Menu, select

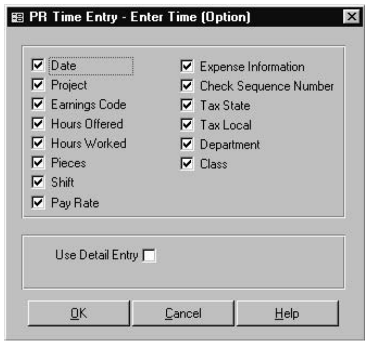
   Payroll
   →Time Entry
   →Enter Time

2. For the Employee Code, select Barry L. Jackson (you can either type in the employee code or use the Search button). He is one of the employees with copied time information.



3. Before you enter time, take a minute to see how Time Entry is set up. Click **Options…**

4. Note how you can set up Enter Time to fit your business. Each selected check box indicates a tab stop on the Detail Entry window. You can also select the Use Detail Entry check box to automatically default to the Detail Entry window.

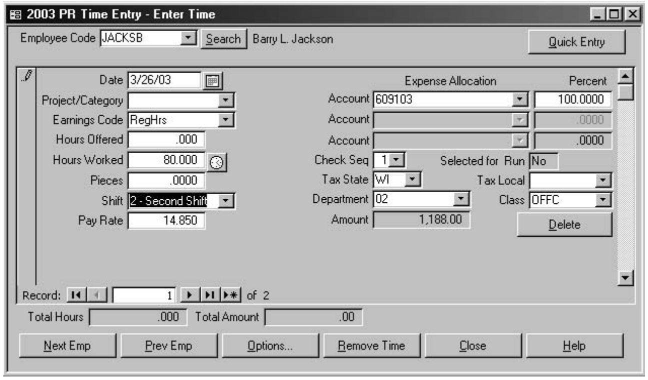


5. After you review the Enter Time (Options) window, click **OK** to close the window and return to the Quick Entry window.

6. Next, click **Detail Entry** to display the Enter Time Detail window. Make the following entries:

Date	Accept default
Project	Leave blank
Earnings Code	**RegHrs**
Hours Offered	Leave blank
Hours Worked	**80**
Pieces	Leave at .0000
Shift	**2 – Second Shift** (Note how the pay rate changes)

Accept the defaults for the remaining entries.



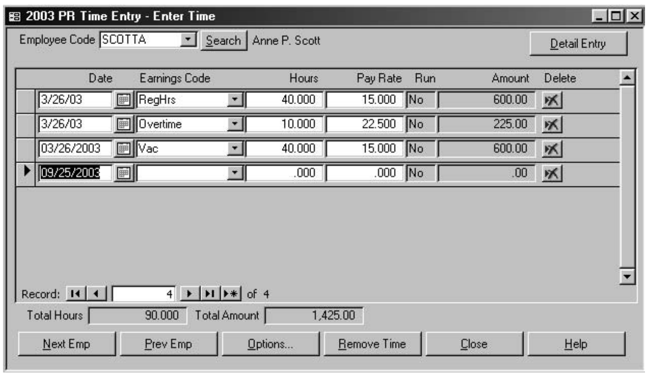
7. The entries for Barry Jackson are saved when you start a new record (another employee or another transaction for Jackson).

Take the time to look carefully at all the options on the Detail Entry window. For example, see how the clock icon works for those who use Start/Stop times. Start/Stop times can be automatically prompted if chosen in Setup > Customization.

8 Click **Next Emp** or **Prev Emp** until you come to your name. Click **Quick Entry** to return to the one-line entry window.

9. Enter the following information:

Line 1	
Date	Accept default
Earnings Code	**RegHrs**
Hours	**40**
Pay Rate	Accept default
Line 2	
Date	Accept default
Earnings Code	**Overtime**
Hours	**10**
Pay Rate	Accept default
Line 3	
Date	Use same date as above
Earnings Code	**Vac**
Hours	**40**
Pay Rate	Accept default



10. When you finish, click **Close** to save the entries and return to the Main Menu.

3. List Time

List time entries for yourself in two different formats.

1. From the Main Menu, select

   Payroll
   →Time Entry
   →List Time

2. On the options window, select yourself for the Employee Code. Leave the remaining selection ranges blank to include everything.

3. In the Report Type box, select **Summary**.

4. Click **Print**.

5. Next, choose the **Detail** Report Type. Preview or print the report.

6. Compare the two reports. Note how much more information appears on the Detail Report. However, depending on the purpose for the report, you will often need only the Summary Report.

7. When you finish, click **Close** to return to the Main Menu.

8. Verify the information. If it is not correct, go back to Time Entry to correct it before proceeding into Check Writing.

9/25/03 | **Mid County Supply** | Page 1 of 1
10:04 AM | **List Time Information - (Summary)**
Sorted by Employee Code

Date Worked	Employee Code	Pay Rate	Hours Worked	Pieces	Amount	Dept	Project	Earning Code
Employee:	SCOTTA	Scott, Anne P.						
03/26/03	SCOTTA	15.000	40.000		600.00	03		RegHrs
03/26/03	SCOTTA	22.500	10.000		225.00	03		Overtime
03/26/03	SCOTTA	15.000	40.000		600.00	03		Vac
Employee Total:	**SCOTTA**		90.000	.0000	1,425.00			
Report Total			90.000	.0000	1,425.00			

***** Report Options *****
Employee Code: SCOTTA To SCOTTA
Department: All
Project: All
Work Date: All
Earnings: All
***** End of Report *****

Summary Time List

9/25/03 | **Mid County Supply** | Page 1 of 1
10:05 AM | **List Time Information - (Detail)**
Sorted by Employee Code

Date Worked	Employee Code	Pay Rate	Hours Worked	Pieces	Amount	Dept	Project	Earning Code
Employee:	SCOTTA	Scott, Anne P.						
03/26/03	SCOTTA	15.000	40.000		600.00	03		RegHrs
Class	SHIP		**Hours Offered**			**Run**	0 **Cat**	
Shift	1 - First Shift		**Expense Account**	609100		**Percent**	70.0000	
Tax State	MN		**Start** .00	609103			30.0000	
Tax Local			**Stop** .00					
03/26/03	SCOTTA	22.500	10.000		225.00	03		Overtime
Class	SHIP		**Hours Offered**			**Run**	0 **Cat**	
Shift	1 - First Shift		**Expense Account**	609500		**Percent**	100.0000	
Tax State	MN		**Start** .00					
Tax Local			**Stop** .00					
03/26/03	SCOTTA	15.000	40.000		600.00	03		Vac
Class	SHIP		**Hours Offered**			**Run**	0 **Cat**	
Shift	1 - First Shift		**Expense Account**	609800		**Percent**	100.0000	
Tax State	MN		**Start** .00					
Tax Local			**Stop** .00					
Employee Total:	**SCOTTA**		90.000	.0000	1,425.00			
Report Total			90.000	.0000	1,425.00			

***** Report Options *****
Employee Code: SCOTTA To SCOTTA
Department: All
Project: All
Work Date: All
Earnings: All
***** End of Report *****

Detail Time List

4. Print Worksheets

Many employers use worksheets to enter time information before it is put into the Payroll system. Print two different types of worksheets for yourself and compare them to see what would work best for your business.

1. From the Main Menu, select

   Payroll
   →Time Entry
   →Print Worksheet

2. On the options window, select yourself for the Employee Code. Leave the remaining selection ranges blank.

3. Make the following entries under Format:

Report Type	**Pay Summary Worksheet**
Begin Date	Enter today's date
End Date	Accept the default
Lines Per Day	**3**

4. Click **Print**. Note how it lets you write in summary information for each earning type.

5. Change the Report Type to **Time Worksheet** and print it. Note how it lets you fill in information separately by day.

6. Click **Close** to return to the Main Menu.

9/25/03 10:06 AM — Mid County Supply — Pay Summary Worksheet — Sorted by Employee Code — Page 1 of 1

Employee Code	Name	Earning Code	Hours Worked	Pay Rate	Amount
SCOTTA	Scott, Anne P.	Co 401K			
		Double			
		Holiday			
		Overtime			
		Personal			
		RegHrs			
		Sick			
		Vac			

Pay Summary Worksheet

9/25/03 10:07 AM — Mid County Supply — Time Worksheet — Sorted by Employee Code — Page 1 of 2

Employee Code	Name	Date	Earning Code	Hours Worked	Pay Rate	Amount
SCOTTA	Scott, Anne P.	09/25/03				
		09/25/03				
		09/25/03				
		09/26/03				
		09/26/03				
		09/26/03				
		09/27/03				
		09/27/03				
		09/27/03				

Time Worksheet

5. Select Employees to Pay

Select to pay the two employees with new time entries for the current pay period.

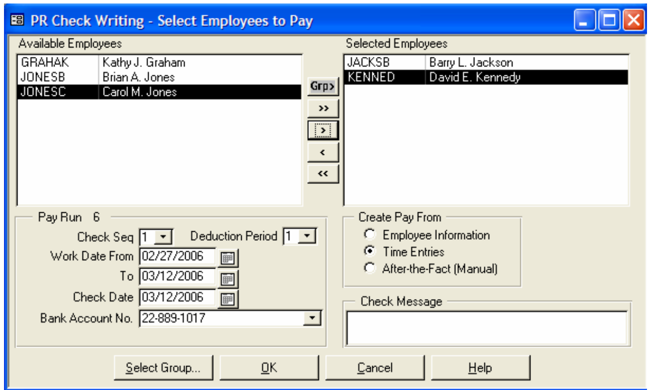
1. From the Main Menu, select

   Payroll
   →Check Writing
   →Select Employees to Pay

2. Accept the default Pay Run information with the following exceptions:

Work Date From	Accept default
Work Date To	Accept default
Check Date	Accept default

   IMPORTANT! Your work date range has to include all the dates of your time entries.



3. Click **<u>S</u>elect Group…**Check the Time Entries check box. Click **OK** and notice how all employees with time entries are selected. If no employees are selected, you will need to review your work dates vs. time entry dates.

4. Under Create Pay from, make sure to select **Time Entries**.

5. Enter a check message.

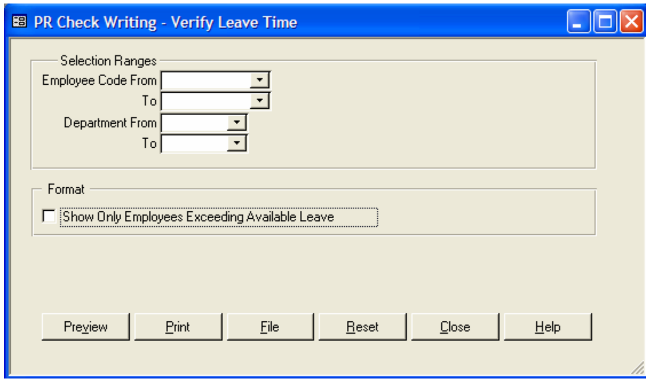
6. Click **<u>O</u>K** to save the entries and return to the Main Menu.

6. Verify Leave Time

Verify the available leave time for the employees in the current payroll.

1. From the Main Menu, select

   Payroll
   →Check Writing
   →Verify Leave Time



2. Leave the selection ranges blank for the Verify Leave Time report.

3. For the Practice System, leave the **Show Only Employees Exceeding Available Leave** check box blank. You can either click **Preview** to look at the report on your computer screen, or click **Print** to print the report.

4. Click **Close** to return to the Main Menu.

11/17/05 — Mid County Supply — Page 1 of 1
8:51 AM — Verify Leave Time

Employee Code	Name	Leave Type	Available Hours	Hours Used	Hours Over Limit
GRAHAK	Kathy J. Graham	Personal	32.000	.000	.000
		Sick	32.000	.000	.000
		Vacation	30.000	40.000	10.000
JACKSB	Barry L. Jackson	Personal	48.000	.000	.000
		Sick	40.000	24.000	.000
		Vacation	26.333	.000	.000
JONESC	Carol M. Jones	Personal	40.000	.000	.000
		Vacation	26.333	.000	.000
			274.666	64.000	10.000

*** Report Options ***
Employee Code: All
Department: All
Show Only Employees Exceeding Available Leave: No
*** End of Report ***

7. Preview Pay

Look at the Preview Pay (Summary) report to see the totals for the two employees selected to pay.

1. From the Main Menu, select

   Payroll
   →Check Writing
   →Preview Pay

2. Leave the selection ranges blank for the Preview Pay report so that all employees with pay information will be shown.

3. In the Report Type box, select **Detail**.

4. Click **Preview**. Verify that all the information is correct. If you need to change earnings, you will need to unselect the employee and go back to Time Entry, make the change and then reselect the employee.

5. When you finish, close Preview Pay and return to the Main Menu.

7/25/2006
11:33 AM

Mid County Supply
Preview Pay - (Detail)

Earning				Deduction		Tax		Benefit	
Code	Hours	Rate	Amount	Code	Amount	Code	Amount	Code	Amour
Employee: GRAHAK	Kathy J. Graham			Check No:					
Holiday	.000	10.000	.00	401K	24.00	FICA	19.84	Co 401K	12.0
Overtime	.000	15.000	.00	CafPlan	80.00	Medicare	4.64		
Personal	.000	10.000	.00	Dental	10.00	Fed Tax	10.00		
Reg Hrs	40.000	10.000	400.00	Med Ins	78.16	MN Tax	3.00		
Sick	.000	10.000	.00						
Vac	.000	10.000	.00						
Emp Total	40.000		400.00		192.16		37.48		12.0
Net Pay		170.36							
Employee: JACKSB	Barry L. Jackson			Check No:					
Expense	.000	.000	.00	401K	35.40	FICA	36.58	Co 401K	17.7
Holiday	.000	14.750	.00	Child Sup	147.00	Medicare	8.56		
Overtime	.000	22.125	.00	Med Ins	84.15	Fed Tax	34.73		
Personal	40.000	14.750	590.00			MN Tax	.00		
PieceWrk	.000	.000	.00			WI Tax	20.14		
Reg Hrs	.000	14.750	.00						
Sick	.000	14.750	.00						
Vac	.000	14.750	.00						
Emp Total	40.000		590.00		266.55		100.01		17.7
Net Pay		223.44							
Report Total	120.000		1,240.00		458.71		201.43		29.7

Earning			Deduction		Tax		Benefit	
Code	Hours	Amount	Code	Amount	Code	Amount	Code	Amount
Expense	.000	.00	401K	59.40	Fed Tax	69.54	Co 401K	29.73
Holiday	.000	.00	CafPlan	80.00	FICA	71.92		
Overtime	.000	.00	ChildSup	147.00	Medicare	16.83		
Personal	40.000	590.00	Dental	10.00	MN Tax	23.00		
PieceWrk	.000	.00	Med Ins	162.31	WI Tax	20.14		
Reg Hrs	80.000	650.00						
Salary	.000	.00						
Sick	.000	.00						
Vac	.000	.00						
Vac-Sal	.000	.00						
Total	120.000	1,240.00		458.71		201.43		29.73

*** Report Options ***
Employee Count: 5
Employee Code: All
Department: All
*** End of Report ***

8. Print Checks

Print checks for the two employees you selected to pay.

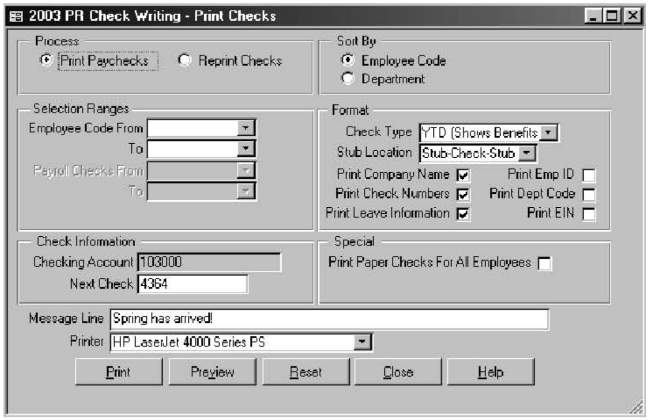
1. From the Main Menu, select

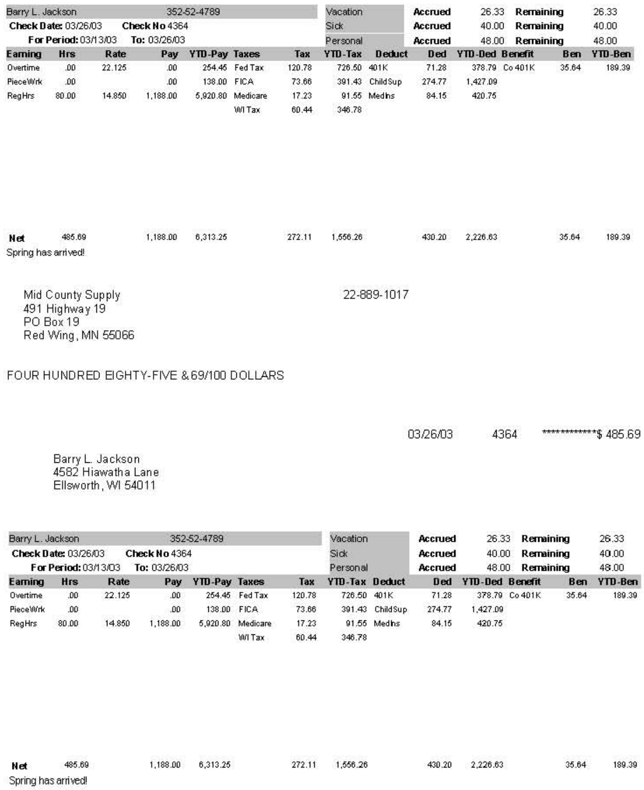
   Payroll
   →Check Writing
   →Print Checks

2. Leave the **Employee Code** box blank. Checks will print for all selected employees.

3. Print (or preview) the checks. If you preview the checks first, and then want to print the checks, you will have to reset the next check number because it increments whether you preview or print. Also under **Process**, select **Reprint Checks**.

4. When you finish, click **Close** to return to the Main Menu.





Barry L. Jackson 352-52-4789
Check Date: 03/26/03 **Check No** 4364
For Period: 03/13/03 **To:** 03/26/03

Vacation	**Accrued**	26.33	**Remaining**	26.33
Sick	**Accrued**	40.00	**Remaining**	40.00
Personal	**Accrued**	48.00	**Remaining**	48.00

Earning	Hrs	Rate	Pay	YTD-Pay	Taxes	Tax	YTD-Tax	Deduct	Ded	YTD-Ded	Benefit	Ben	YTD-Ben
Overtime	.00	22.125	.00	254.45	Fed Tax	120.78	726.50	401K	71.28	378.79	Co 401K	35.64	189.39
PieceWrk	.00		.00	138.00	FICA	73.66	391.43	ChildSup	274.77	1,427.09			
RegHrs	80.00	14.850	1,188.00	5,920.80	Medicare	17.23	91.55	MedIns	84.15	420.75			
					WI Tax	60.44	346.78						
Net	485.69		1,188.00	6,313.25		272.11	1,556.26		430.20	2,226.63		35.64	189.39

Spring has arrived!

Mid County Supply
491 Highway 19
PO Box 19
Red Wing, MN 55066

22-889-1017

FOUR HUNDRED EIGHTY-FIVE & 69/100 DOLLARS

03/26/03 4364 ************$ 485.69

Barry L. Jackson
4582 Hiawatha Lane
Ellsworth, WI 54011

Barry L. Jackson 352-52-4789
Check Date: 03/26/03 **Check No** 4364
For Period: 03/13/03 **To:** 03/26/03

Vacation	**Accrued**	26.33	**Remaining**	26.33
Sick	**Accrued**	40.00	**Remaining**	40.00
Personal	**Accrued**	48.00	**Remaining**	48.00

Earning	Hrs	Rate	Pay	YTD-Pay	Taxes	Tax	YTD-Tax	Deduct	Ded	YTD-Ded	Benefit	Ben	YTD-Ben
Overtime	.00	22.125	.00	254.45	Fed Tax	120.78	726.50	401K	71.28	378.79	Co 401K	35.64	189.39
PieceWrk	.00		.00	138.00	FICA	73.66	391.43	ChildSup	274.77	1,427.09			
RegHrs	80.00	14.850	1,188.00	5,920.80	Medicare	17.23	91.55	MedIns	84.15	420.75			
					WI Tax	60.44	346.78						
Net	485.69		1,188.00	6,313.25		272.11	1,556.26		430.20	2,226.63		35.64	189.39

Spring has arrived!

6. Update Employee Balances

As you did in Chapter 4, complete the process by updating employee balances.

1. From the Main Menu, select

   Payroll
   →Check Writing
   →Update Employee Balances

2. Click **Update**. .

3. When the Update Complete window appears, click **OK** to return to the Main Menu.

4. You have completed the Time Entry method of paying employees. As you can see, this method handles much more detail, but is a slower process. Many businesses use one method for their salaried employees and the other method for hourly employees.

NOTES:

Chapter Six—Processes and Reports

Use this final session of the Practice System to close the period, print liability checks from within Payroll, and print reports.

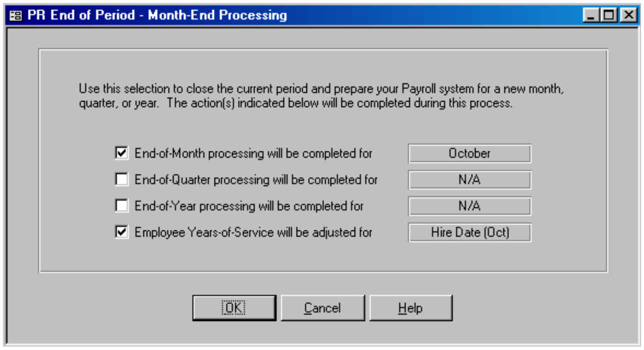
Contents

1. Month End/Year End

Close the month (or quarter or year).

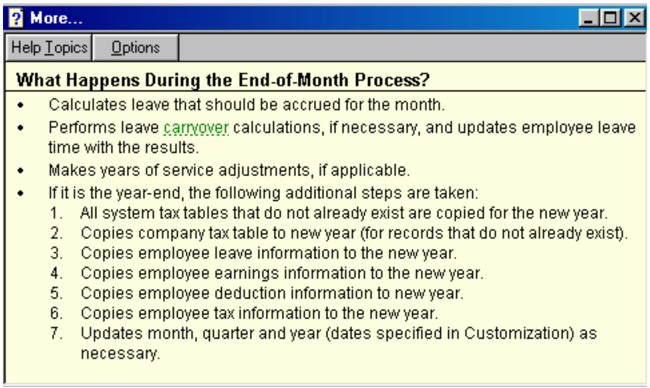
1. From the Main Menu, select

   Payroll
   →End of Period
   →Month-End Processing



2. Depending on the month, you will automatically close the month; month and quarter; or month, quarter and year (for example, September would close the month and the quarter, October would close the month only).

3. Click **Help**, and then click **What Happens During the End-of-Month Process?** to see a list of what happens during the end-of-period process. Close the Help.



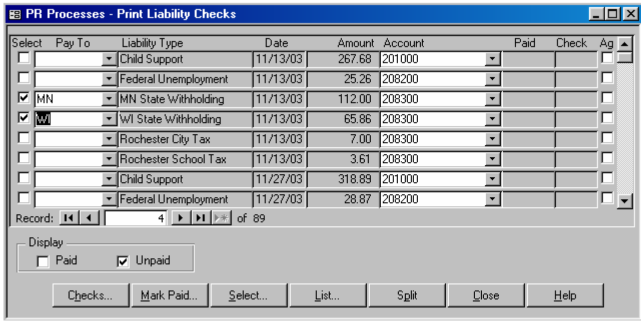
4. Click **OK** (or press Enter) to close the period.

5. Click **OK** to return to the Main Menu.

If you need to change back to a previous quarter, you can do that on the Posting tab in Setup > Customization.

2. Print Liability Checks

Use Payroll's capability to print liability checks directly from the system for Minnesota and Wisconsin State withholding.



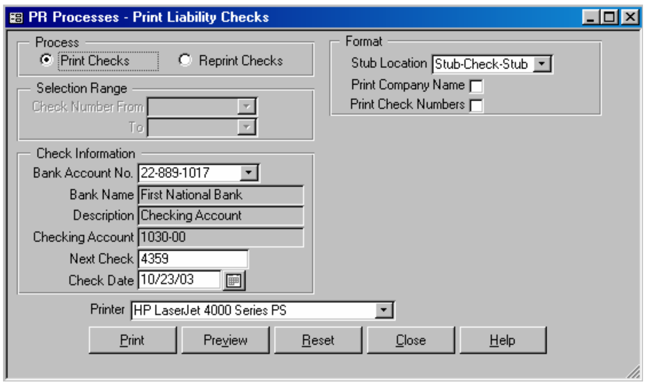
1. From the Main Menu, select

   Payroll
   →Processes
   →Print Liability Checks

2. Select the **Unpaid** check box and scroll through the entries, click the check box to the left of entries for *MN State Withholding* and *WI State Withholding* to select them for payment. In the Pay To box, select **MN** (Minnesota) or **WI** (Wisconsin) for the first entries (remaining entries will default correctly). Payees are setup in Payroll Setup > Payees. You do not need to select all in this exercise! To select all liabilities of one type for a date range, click the **Select...** button.

Click Mark Paid... to show liabilities as paid, even though you have not written a check. For example, you may call in your FICA/Medicare balances and have the dollar amounts deducted automatically from your checking account. Note: This will not create any General Ledger entries like those that are created when paying the liability using the Checks option.

Click Split to pay only a portion of a selected liability or to increase the amount.



3. Next, to print the checks, click **Checks...**. Change any necessary information or accept the defaults. Since this is only a practice session, preview the checks or print the checks on blank paper.

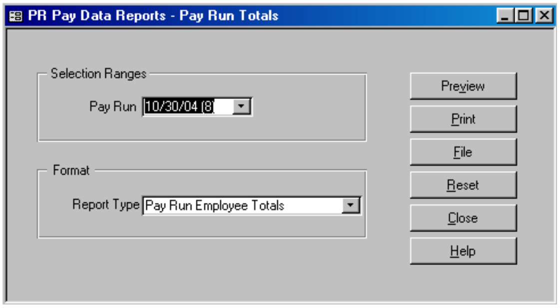
4. Click **Print**.

5. When the checks finish printing click **Close** to return to the Print Liability Checks window.

6. Click **Close** to return to the Main Menu.

3. Print Reports

Print several management reports from Payroll. Look at as many reports as possible to see the types of management information available in Payroll.



1. From the Main Menu, select

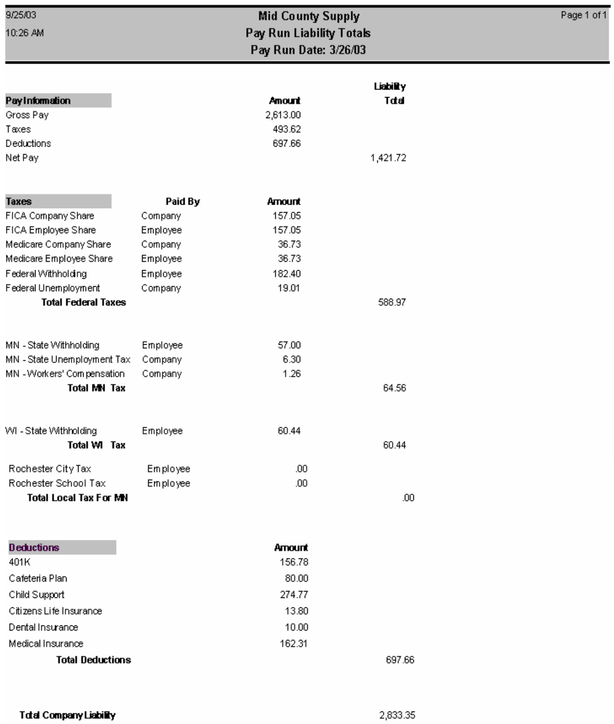
   Payroll
   →Reports
   →Pay Data Reports
   →Pay Run Totals

2. Accept the default Pay Run. (It will always be the last pay run you updated.)

3. Print the Pay Run Liability Totals report. Then, change the Report Type to Pay Run Employee Totals and print it. Compare the two reports to see how each organizes the data for different purposes.

4. Click **Close** to return to Pay Data Reports. Look at the various Registers and Certified Payroll Journal.

Anytime you leave the selection ranges blank, the report will include everything. This is a good way to make sure you do not miss an employee.



9/25/03 10:26 AM — Mid County Supply — Page 1 of 1

Pay Run Liability Totals

Pay Run Date: 3/26/03

Pay Information		Amount	Liability Total
Gross Pay		2,613.00	
Taxes		493.62	
Deductions		697.66	
Net Pay			1,421.72

Taxes	Paid By	Amount	
FICA Company Share	Company	157.05	
FICA Employee Share	Employee	157.05	
Medicare Company Share	Company	36.73	
Medicare Employee Share	Employee	36.73	
Federal Withholding	Employee	182.40	
Federal Unemployment	Company	19.01	
Total Federal Taxes			588.97
MN - State Withholding	Employee	57.00	
MN - State Unemployment Tax	Company	6.30	
MN - Workers' Compensation	Company	1.26	
Total MN Tax			64.56
WI - State Withholding	Employee	60.44	
Total WI Tax			60.44
Rochester City Tax	Employee	.00	
Rochester School Tax	Employee	.00	
Total Local Tax For MN			.00

Deductions	Amount	
401K	156.78	
Cafeteria Plan	80.00	
Child Support	274.77	
Citizens Life Insurance	13.80	
Dental Insurance	10.00	
Medical Insurance	162.31	
Total Deductions		697.66
Total Company Liability		2,833.35

5. From the Main Menu, select

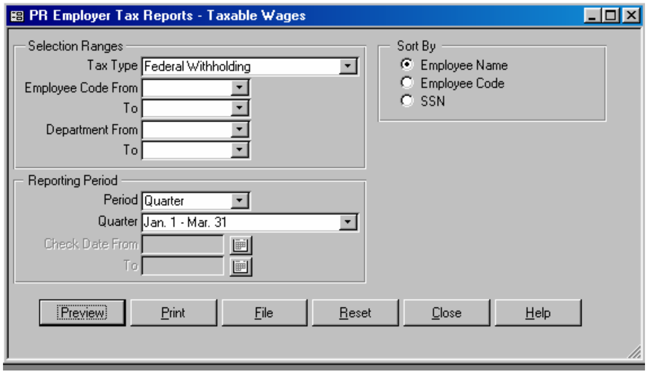
   Payroll
   →Reports
   →Employer Tax Reports
   →Taxable Wages

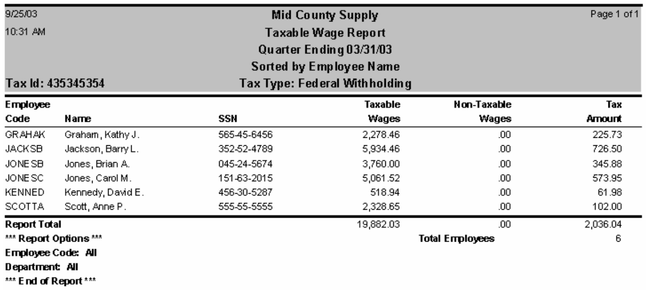
6. Select a tax type, i.e. Federal Withholding.

7. Leave the remaining selection ranges blank.

8. Make sure the quarter is Jan 1 - Mar 31. Choose how to sort the employees.

9. Print the report.





9/25/03 | Mid County Supply | Page 1 of 1
10:31 AM
Taxable Wage Report
Quarter Ending 03/31/03
Sorted by Employee Name
Tax Id: 435345354 | Tax Type: Federal Withholding

Employee Code	Name	SSN	Taxable Wages	Non-Taxable Wages	Tax Amount
GRAHAK	Graham, Kathy J.	565-45-6456	2,278.46	.00	225.73
JACKSB	Jackson, Barry L.	352-52-4789	5,934.46	.00	726.50
JONESB	Jones, Brian A.	045-24-5674	3,760.00	.00	345.88
JONESC	Jones, Carol M.	151-63-2015	5,061.52	.00	573.95
KENNED	Kennedy, David E.	456-30-5287	518.94	.00	61.98
SCOTTA	Scott, Anne P.	555-55-5555	2,328.65	.00	102.00
Report Total			19,882.03	.00	2,036.04

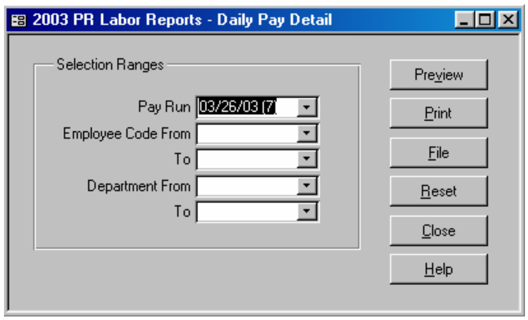
*** Report Options *** | Total Employees 6
Employee Code: All
Department: All
*** End of Report ***

10. Look at the other Employer Tax Reports and experiment with the options to see some of the possibilities available in Payroll reporting. When you finish, return to the Main Menu.

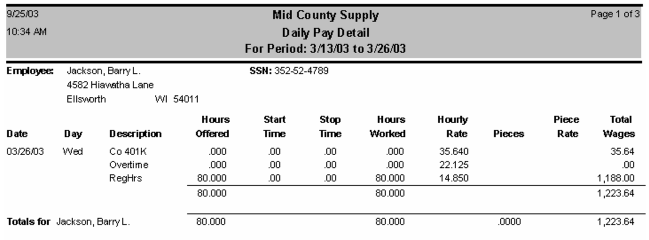
11. From the Main Menu, select

    Payroll
    →Reports
    →Labor Reports
    →Daily Pay Detail

12. Select the same pay run and leave the selection ranges blank.



13. Print the report. Notice how there is a separate page for each employee.



9/25/03 — 10:34 AM — Mid County Supply — Page 1 of 3

Daily Pay Detail

For Period: 3/13/03 to 3/26/03

Employee: Jackson, Barry L. — **SSN:** 352-52-4789
4582 Hiawatha Lane
Ellsworth WI 54011

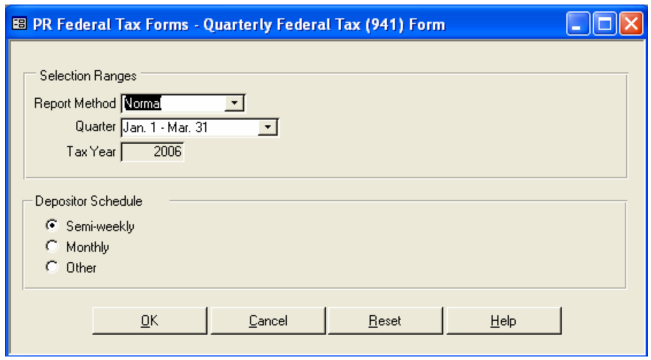
Date	Day	Description	Hours Offered	Start Time	Stop Time	Hours Worked	Hourly Rate	Pieces	Piece Rate	Total Wages
03/26/03	Wed	Co 401K	.000	.00	.00	.000	35.640			35.64
		Overtime	.000	.00	.00	.000	22.125			.00
		RegHrs	80.000	.00	.00	80.000	14.850			1,188.00
			80.000			80.000				1,223.64
Totals for Jackson, Barry L.			80.000			80.000		.0000		1,223.64

14. Continue to print other Payroll reports, as desired.

TIP: You might want to put together a notebook with reports printed from Mid County Supply to give you a quick reference to reports that show the type of information available on each report.

15. From the Main menu select:

Payroll
→Reports
→Federal Tax Forms
→Quarterly Federal Tax (941) Form



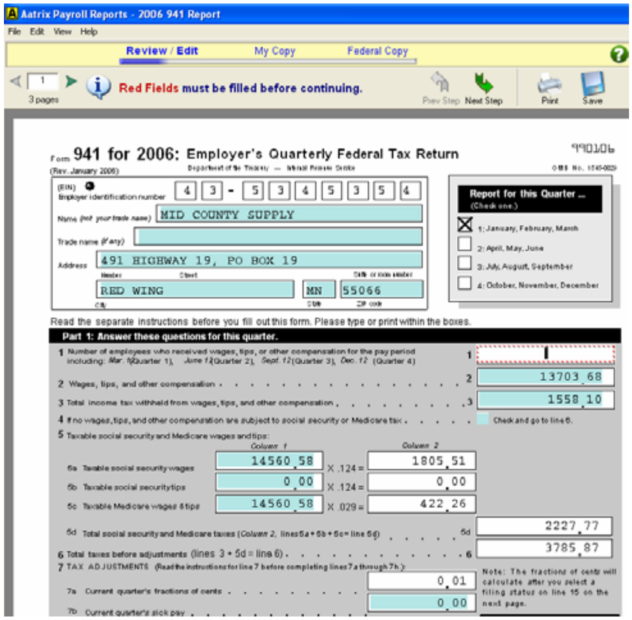
16. Select a quarter and how often you deposit.

17. Click **OK** and wait for the data to transfer to the Aatrix Software.

18. In the Aatrix software,
    a. Review/Edit the report
    b. Fill out required boxes highlight in RED.
    c. Review the report for accuracy of value.
    d. Blue boxes may be changed. To change the information on the Aatrix screen, click in the box you want to change., change the information, and then click **Save**. The saved changes will print on the report, but will not affect the Payroll totals.
    e. Print a copy of the report for

your records.

f. Print an official Federal or State copy and mail it, or simply click **eFile** to eFile the report.



All of the Federal Tax Reports (940, W-2, 1099, 941 and 943) transfer to, and print from the Aatrix software.

Congratulations! You have had an excellent introduction to the Red Wing Payroll system. Feel free to experiment with the sample company data as you learn more about the system.

NOTES: