Aatrix TopPay

User Guide

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Aatrix Top Pay 11.0 User Guide

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Introduction

Chapter overview

The following information is covered in this chapter:

- User Manual overview
- Program overview
- Software terms
- Internet menu
- Understanding the basics
- Contacting Customer Support

User Manual overview

Symbols and conventions

To help you understand and use the manual more effectively, this user manual uses the following symbols and conventions to make specific types of information stand out.

The light bulb symbol indicates a helpful tip, shortcut, hint or suggestion on the current topic.

The warning symbol is used to alert, warn, or caution you of particular procedures, actions or notices.

*Note: The **Note** format (i.e., line above, line below) is used to format a special note.*

> The (>) symbol indicates a selection to make from a menu. For example, **File** > **Print** is the same as select the **Print** command from the **File** menu.

Paper and pdf manuals

Aatrix Software provides User Manuals in the following formats:

PDF   You can download User Manuals from our website (www.aatrix.com) or copy them to your hard drive from the Aatrix CD-ROM.

To view/print PDF manuals, you need Adobe Acrobat Reader (version 3 or later) installed on your computer. The User Manuals, as well as installers for Acrobat Reader, are located in the Documentation folder on the Aatrix CD-ROM.

Paper   If you want to purchase a User Manual in paper format, call 1-800-426-0854.

Installation instructions

Instructions for installing your payroll program are not provided in the User Manual, instead they are provided as a separate document that is included with your software order. If you misplace your installation instructions, you can find them in a folder called *Installation Instructions* on the Aatrix CD-ROM.

Aatrix Top Pay overview

Thank you for choosing Aatrix Software. Aatrix Top Pay been designed with an "open architecture" format that allows you to define and set the parameters for your deductions, employer paid contributions, and extra income items to fit your payroll needs.

If the software as is cannot perform a needed payroll task, call customer support. A variety of additional plug-ins have been created to handle most situations.

While comprehensive and powerful, our payroll programs use the latest in user friendly interface features which has made our software among the most popular on the market. However, if you have never done payroll processing before or you have any questions, our support staff will be happy to help you. For information on contacting Customer Support, please refer to "Getting help" on page 1-17.

The Tab windows

Before you begin using Aatrix Top Pay, there are some things you should become familiar with in order to use the program more easily.

It is helpful to think of Aatrix Top Pay as operating in six different modes: Company Setup, Employees, Payroll Items, Process Payroll, Reports, and Liabilities.

To access any one of the modes, click the appropriate Tab as illustrated below.

Each tab window contains a set of buttons that change depending on which mode you are in. Clicking these buttons will execute the command that the button represents. For example, clicking the New employee button allows you to create a new employee file.

Company Setup tab window

Click the **Company Setup** tab to open the window that contains your company information.

The buttons across the top of the Company Setup tab window allow you to set up new companies, store bank information such as your bank routing number for printing checks on blank checkstock or for direct deposit.

With the **Checkstock Watcher**, you can create an alert to warn you when your check stock is running low.

Clicking the **Prefs** button allows you to setup your preferences for accounting, employees, printing, program, security, and Time Card.

The **Calendar** feature can be used to create reminders to remind yourself of important events, such as employee birthdays or dates that government reports are due.

You can use the **Error Checking** feature to create rules to catch payroll processing errors before they occur. Clicking the **Enroll EFTPS** button allows you to enroll with the Aatrix's EFTPS Service.

Employees tab window

Click the **Employees** tab to set up new employee files or to edit the employees you already have entered.

It is in the Employees tab window that you will setup your new employee files with such information as name, address, pay rate, and claims. This is also where you will make changes to your existing employees or delete from the system.

When you select an employee from the Employee List and click the **Personal Info** button, you can add information such as emergency contact name, birthday, phone number, and other related information.

When you click the **Pay History** button, a window opens where you can enter, edit, or view the pay history records of the selected employee. You can also keep notes about an employee with the **Notes** feature.

The **New Employee Settings** option listed at the top of the Employee List is where you enter the default settings for new employee files. This file contains the pay period, filing status and other related payroll information you want automatically assigned to new employees. You can think of New Employee Settings file as the template the program uses when you create each new employee file.

Payroll Items tab window

Click the **Payroll Items** tab to open the Payroll Items window.
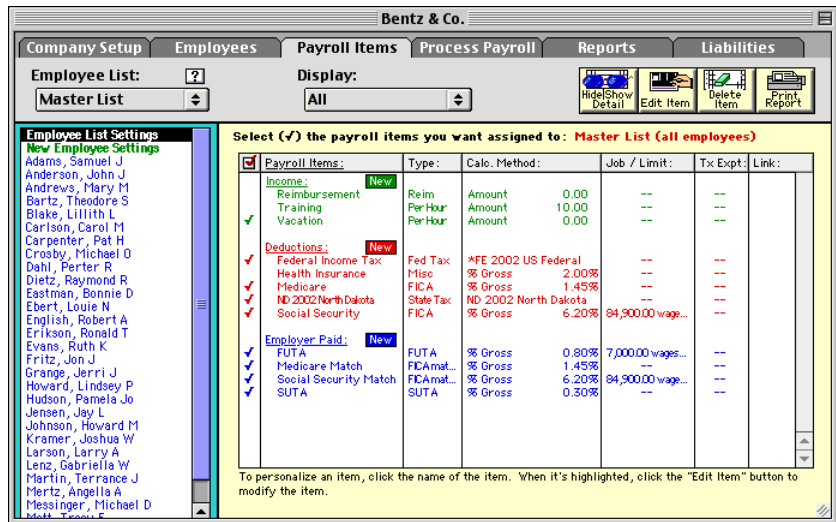
Any payroll item that is displayed in this window is "Available" to assign to your employee files. The payroll items you initially see are the ones you created via the installation process. Use the "**New**" buttons to create additional items. Clicking **Hide/Show Detail** will turn on/off the detail (e.g., type, calculation method) of each item.

Once a payroll item is created, you can assign the item to all the employees on the selected Employee List, individual employee files, or to the New Employee Settings file. To assign an item, select the All Employees, New Employee Settings, or an individual employee from the Employee List, then click the desired payroll item. A checkmark (√) will appear next to the name of the payroll item to indicate that it is assigned to whatever file is selected in the Employee List.

Clicking the **Print Report** button allows you to print a report showing the assigned payroll items and their setup for the whatever is selected in the Employee List (e.g., Employee List Settings, an individual employee).

Process Payroll tab window

When you are ready to process your payroll, click the **Process Payroll** tab.

An **Employee Paysheet** like the one displayed in the above illustration appears. The paysheet will display the selected employee's itemized income, deductions, and employer paid contributions. You can enter or change many of the values as well as add or remove payroll items on-the-fly.

Clicking the **Revert to Original** button returns the selected employee's paysheet back to its original values. This is helpful if you make changes to an employee paysheet and then determine that the original values were accurate.

A unique feature of your payroll program is the **Check Queue**. It "stores" your paychecks until you are ready to print them. This is the preferred method for processing payroll. It allows you to process all your paychecks and then print them at the same time. After queuing all the checks, click the **Print/View Queue** button to access the Check Queue and print your paychecks.

The **Send/Post Payroll** button allows you to send your payroll information to QuickBooks.

Reports tab window

Click the **Reports** tab to open the Reports window.
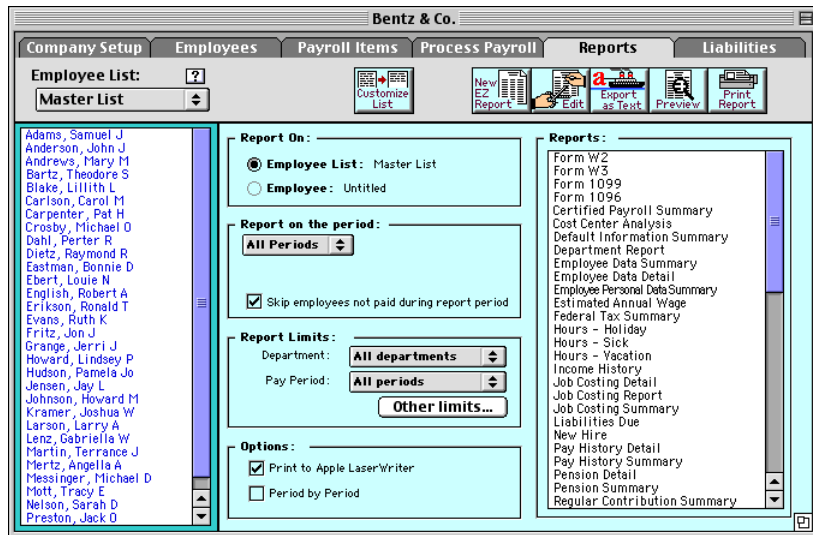
A list of all the reports that are available for use are located on the right side of the window in the Reports list.

The **Customize List** feature allows you to select which reports you want displayed in the Reports list.

You can generate reports for an entire Employee List or a specific employee, for the time period you specify.

Once you've designated the time limits for your report (e.g., quarter, month), clicking **Preview/Process** allows you to view your report on the computer screen before sending it to the printer. Clicking the **Print Report** button will send the report directly to the printer without previewing it.

You can use the **EZ Report Builder** to quickly put payroll information together into a report format.

Liabilities tab window

Click the **Liabilities** tab to print/record both liability and miscellaneous checks.

In the Liabilities tab window, you can setup your payments (e.g., 941 deposit, health insurance payment) beforehand and "use" them whenever you write checks. When you use a payment, the program calculates the amount of the check using data it culls from the Pay History records. This will save you time when you are making your Federal and State tax deposits or your unemployment payments.

Once your check is calculated, you can send it directly to the printer, record it without printing, or if it's a federal tax deposit, you can submit the payment to the government through the **Aatrix EFTPS Server**.

You can view the entries in the selected check register by clicking the **View Register** button. Clicking the **Payment History** button allows you to quickly view the payments you've already made.

The **Deposit** and **Withdraw** buttons allow you to make a deposit into or a withdrawal from the selected check register without having to go into the check register itself.

Employee Lists

On the left side of most tab windows you will see an **Employee List** pop-up menu as illustrated below.

The name of the Employee List currently open is displayed here

The names of the employees that have been added to the currently open Employee List will be displayed here

Employee List:

Master List

Employee List pop-up menu

New Employee Settings
Adams, Samuel J
Anderson, Joh
Andrews, Mar
Bartz, Theodor
Blake, Lillith
Carlson, Carol
Carpenter, Pa
Crosby, Micha
Dahl, Peter R
Dietz, Raymor
Eastman, Bonr
Ebert, Louie N

New Employee List...
Add Employee to List...
Add "Untitled" to List
Remove Employee...
Rename Employee...
Delete Employee...

Full Time
✓Master List
Part-Time

The names of your employee lists are displayed at the bottom of the Employee List pop-up menu. It includes the names of the employee lists that the program automatically creates (e.g., Master List) as well as any you may have created. There are also commands that allow you to edit your employee lists. For example, you can add or remove employees from the employee lists you create.

Selecting an employee list from the pop-up menu will display the names of the employees that are on the selected list.

Software terms

Deductions	Refers to the payroll items that are deducted from employee paychecks. This includes federal taxes, state taxes, Social Security, Medicare, health insurance and other similar items.
Employee List	A list or grouping of employees for the purpose of processing payroll or generating reports. The Employee List is displayed on the left side of the Employees, Process Payroll, and Reports tab windows.
Employer Paid	This refers to payroll items that are paid by the employer. This includes "matching" employer amounts for Social Security, Medicare, health insurance, and similar items. It also includes employer payments for federal unemployment, state unemployment, disability, and other related items.
Extra Income	This refers to additional income such as bonuses, commissions, tips, different pay rates for different jobs, and other sources of extra income.
Plug-Ins	These are utilities that you use to increase the power and versatility of your payroll program. For a list of these plug-ins and their functions, refer to "Plug-ins overview" on page 4-35.
Pay History	This refers to your employee's year-to-date payroll records. Individual paychecks can be viewed in Pay History.
Check Queue	A temporary storage area for employee paycheck information. This allows the printing of all employee paychecks at the same time.

The Internet menu

From the menu bar, a category called **Internet** is available when your payroll program is open. The commands in this menu are detailed below.

Check for updates
With your Customer ID#, you can access updates for your payroll program.

Online Registration
Rather than using mail or fax, this web page provides you with direct online registration of your software.

Payroll FAQ
Provides you, free of charge, access to a Knowledge Base that contains frequently asked questions about the Aatrix payroll software.

Online Support
This web page provides a variety of Support information (e.g., how to use eSupport).

Find a Consultant
Provides information on Aatrix Resellers and Qualified Installers.

eSupport
This web page allows you to send an email directly to the Aatrix Technical Support staff.

Ordering Supplies

This connection takes you to the Aatrix Online Store.

State Forms

This web page has information on which state forms we provide as an option to our payroll software.

Support Plans

Provides information on the different support plans that are available to our Aatrix customers.

Aatrix Care

If you are on the Aatrix Care Support Plan, this connection provides access to the Support Knowledge Base and QuickTime help movies.

Online Manuals

From this web page, you can download the electronic version of the User Manuals. To open these manuals, you need Acrobat Reader installed on your computer.

Understanding the basics

The following information is dedicated to those users who are not familiar with the Macintosh computer and Apple Interface. Experienced Macintosh users can skip this section. This section is not intended to replace the manual that came with your Macintosh. We recommend that you read that manual first.

Quitting the program

To quit the payroll program, select **File** > **Quit**.

Using pull-down menus

Your payroll program uses a series of pull-down menus that contain commands that operate the program. The menus are listed across the top of the screen. To pull down a menu, point to the title of the menu at the top of the screen you want to access. Press and hold down the mouse button to open the menu. To choose a command, drag the pointer to the command you want. Release the mouse button and the command will activate.

Pop-up menus

The payroll program also uses a feature called pop-up menus. The pop-up menus offer you additional features and options to choose from as you operate the payroll program. These pop-up menus are located within various dialog boxes as you operate the program.

When you hold the mouse button down on a pop-up menu, the menu literally "pops-up" from the dialog. Move the mouse pointer to your selected option choice and when you release the mouse button, your choice will be selected.

A small black triangle indicates that a pop-up menu is available.

Filing status:

Single

Filing status:

Single
Married
Married, filing sep.
Head of household
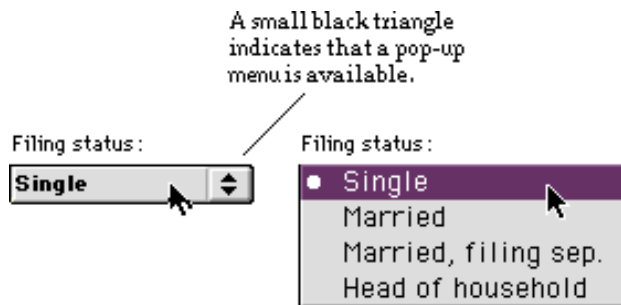
The Putfile dialog

A Putfile dialog allows you to tell the computer where to save any new files you create. A similar dialog called the Getfile dialog is used for opening files that have already been created. These dialogs allow you to open every folder on both your hard disk or your disk drives.

The currently open folder. Click here to move through your folders. → 🗁 **Employee Files f ▼**

— Current disk in use — Macintosh HD

Files in the currently open folder

- ☐ Adams, Samuel J
- ☐ Adams, Samuel J.RECS
- ☐ Anderson, John J
- ☐ Anderson, John J.RECS
- ☐ Andrews, Mary M
- ☐ Andrews, Mary M.RECS

Ejects current floppy disk — **Eject**

Click here to switch drives — **Desktop**

Save Employee List as...

Save

Cancel

Field used for entering name of file — **My List**

New Folder

If you hold the mouse down on the title of the current **folder** (at the top), you can move backwards through your folders to your hard disk. Use the Desktop button to switch from one drive to another (e.g., hard disk to floppy disk). Once you find the file, double clicking it will activate it.

Command keys

Notice that when making selections from the menu bar that some of the commands have what is called **Command Key** equivalents listed next to the them.

Command Keys are a combination of the Command Key (the key with the apple on it) and another key on the keyboard, pressed simultaneously. Command Key functions allow you to activate a command from the keyboard instead of using the menu bar.

For example, the Save command can be accomplished either by using the menu bar or by using Command Keys.

> **Menu bar**: File > Save

> **Command Key**: Command Key / "S" key

Getting help

Aatrix is proud to provide you with several resources to assist you with all your payroll needs.

The User Manual

Use this manual as a starting point for finding solutions to all of your payroll questions. The manual is the fastest, easiest, and most cost effective manner to resolve all of your payroll questions.

On-Line Help

Check out our on-line help at **www.aatrix.com**.

Telephone Support

For customers who want that human touch, Aatrix is proud to provide telephone support with our qualified customer support staff. To help us provide answers to your questions, please have the following information ready when you call.

- Company name and credit card number.

- Computer information such as computer type, amount of memory (RAM), system version, and printer type.

- Be at your computer with the program open so that we can walk you through your solution step by step.

Contacting Customer Support

Note: Customer Support is available for a nominal charge on a credit card.

Hours:	Monday - Friday 8:00am - 5:00 pm CST
Telephone:	701-746-6017
Fax:	701-746-4393
E-Mail:	esupport@aatrix.com
Mail:	Aatrix Software, Inc.
	c/o Customer Support Dept.
	PO Box 5129
	Grand Forks, ND 58206-5129

Notes:

Company Setup

Chapter overview

The following information is covered in this chapter:

- Setting up new companies

- Using departments and groups

- Preferences

- Using other features such as Error Checking, Mailing Labels, and the Checkstock Watcher

Company Setup overview

When you click the **Company Setup** tab, a window such as the following is displayed. The information you enter in the Company Setup window will be used throughout the payroll program and for reporting purposes.

The list on the left displays the names of your companies. Initially, the list will contain the name of the company you set up during the installation process and a Sample Company. You can use the Sample Company to get familiar with the program and to experiment with different payroll options.

To switch to a different company, click the name of the company you want to open. Any changes you make to the company setup are automatically saved by the program.

You can create additional companies by clicking the **New Company** button. For details, refer to .

Following is a brief description of the other features provided in the Company Setup tab window.

Click this button to enter banking information such as the name of your bank, account number, and other banking related information. The information can be used for printing your checks on blank check stock with the MICR line. For more information, refer to the file called **MICR Check printing** located in the Documentation folder on the CD-ROM disk.

If you plan to use Direct Deposit, click this button and enter the required information. For details, refer to Chapter 13, *Direct Deposit*.

Clicking this button opens the Preferences window where you can setup the preferences for all companies. For details, refer to "Preferences overview" on page 2-16.

Clicking this button brings up the Aatrix EFTPS Enrollment Form. It is a two-page form for you to fill out and submit to Aatrix Software if you wish to enroll with the Aatrix EFTPS Service. For more information, refer to Chapter 14, *Aatrix EFTPS*.

Clicking this button opens the Reminders Calendar window. Reminders are a handy way to remember employee anniversaries, employee birthdays, and due dates for state and federal tax forms. For details, refer to Chapter 11, *Setting Up Reminders*.

Clicking this button opens the Checkstock Watcher. It is here that you can set up the program to warn you when the number of checks you have on hand are running low. For details, refer to the "Checkstock Watcher" on page 2-29.

Clicking this button opens a dialog where you can setup error checking rules that will stop payroll processing errors from occurring. For more information, refer to "Error checking" on page 2-31.

Opening companies

The following dialog will appear when you launch the Aatrix Top Pay.
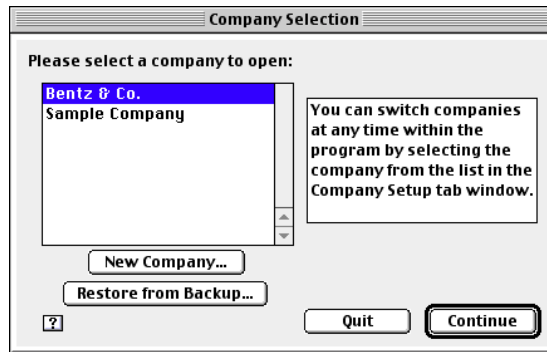
Select the company you want to open, then click the **Continue** button. The program will open to the Employees tab window of the company you selected.

Creating new companies

There are two ways you can create a new company. To use either option, click the **New Company** button in:

- • The **Company Setup** tab window.

- • The **Company Selection** window (see above).

Instruction Set 2–1: Creating a new company

⚠ To use Aatrix Top Pay with QuickBooks, you MUST create the necessary links. If needed, refer to "Menu link to" on page 2-18. Also, if you have existing QuickBooks payroll data to bring into the new company, generate the necessary QuickBooks data files before continuing. For detailed instructions, refer to "Creating QuickBooks payroll data files" on page 2-8.

1 Click the **New Company** button in either the **Company Setup** tab window or the **Company Selection** window.

2   The following dialog will appear.

New Company Setup

Do you have QuickBooks payroll data to convert?

◉ No, I have no QuickBooks payroll data to convert

○ Yes, I have QuickBooks "employee info" to convert

☑ Include pay history records
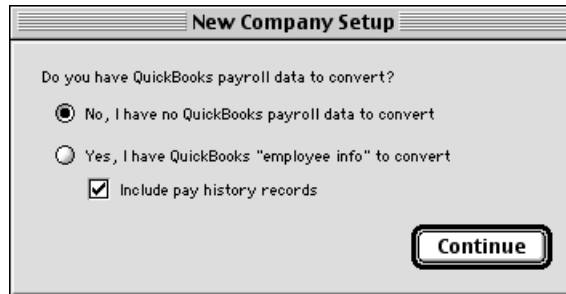
[Continue]

3   Select the appropriate conversion option, then click **Continue**.

No   Select the **No** option if you do not have any QuickBooks payroll data to bring into the new company.

Yes   Select **Yes** if you have QuickBooks employee information (e.g., name, SSN) to convert. Click the **Include pay history record**s checkbox if you also have employee pay history records to bring into the payroll program, then click the **Continue** button.

The following dialog will appear. Read the information, then click **Continue**.

New Company Setup

Before continuing, make sure that you have the following QuickBooks files saved to the Desktop:

- An export file containing your "Employee List" and "Payroll Items" information.

- Summary by Employee reports – one limited to "This Calendar Year" and the other limited to "This Calendar Quarter".

Instructions for creating these files are provided in the 'Aatrix Top Pay Installation and Conversion' booklet (located in the CD-ROM Envelope).

[Cancel]   [Continue]

When you click **Continue**, a series of windows will appear. Read and respond to each window as it appears.

4 The following dialog will appear.

Save company as:

Cancel   OK
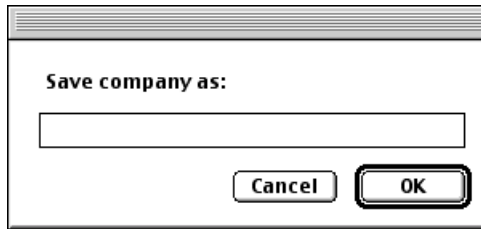
5 Enter the name of your company, then click **OK**.

The program creates a folder for this company and saves it in the Aatrix Payroll ƒ folder. The company folder will contain a Checkforms ƒ folder, an Employee Files ƒ folder, a Registers ƒ folder and a Reports ƒ folder.

> *If you are converting QuickBooks payroll data, a series of windows will appear that require you to match your QuickBooks payroll items to specific payroll items in the payroll program.*

6 Note that the name of your new company has been added to the Companies list. Enter all relevant information for this company.
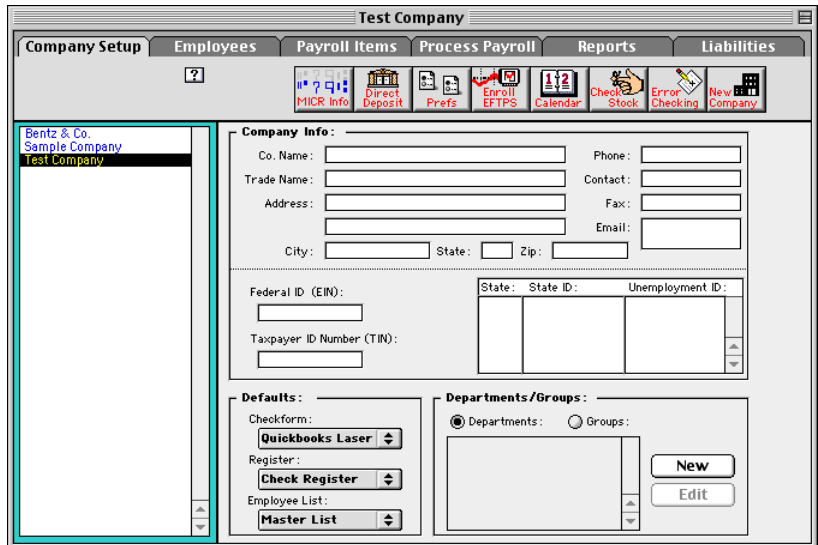
Company info

Enter your company name, address, telephone number, etc. Many fields, such as the Federal ID number (EIN) are used for government reports such as the 941, so make sure you enter your company information as you want it to appear on your reports.

Taxpayer ID Number (TIN)

This optional number is used for EFTPS transmission. For more information on the Aatrix EFTPS Service, refer to Chapter 14, *Aatrix EFTPS*.

State and Unemployment IDs

To enter your State and Unemployment IDs, click into each column, entering the two-letter abbreviation for your state in the first column, your state ID in the middle column, and your state unemployment ID in the last column.

Defaults

Your payroll program will default to the selections you make in the Checkform, Register, and Employee List pop-up menus. If needed, you can change a default on-the-fly. For example, when you print checks, the program defaults to the checkform you have selected here. However, you have the option to change to a different checkform in the Print Checks dialog.

Departments/Groups

Setting up Departments and/or Groups is optional. For more information, refer to "Departments and Groups overview" on page 2-9.

7 You are now ready to verify your default settings and enter your employee information. For details, refer to "Setting up new employee defaults" on page 3-3 and "Entering new employees" on page 3-6.

Creating QuickBooks payroll data files

If you are creating a new company AND have existing QuickBooks payroll data to bring into the new company, you will need to first create the necessary data files. The procedure is a two step process and is outlined below.

Step 1	Create an export file that contains your QuickBooks employee and payroll items information.

1 Open QuickBooks, then select **File > Export**.

2 In the Export dialog that appears, select the **Employee Lis**t and **Payroll Items** options, then click **OK**.

3 In the dialog that appears, name the file *Employee Info*, click the **Desktop** button, then click **Save**.

Step 2	Create tab-delimited report files that contain your employee's pay history. *Skip this step if you do not have any payroll history to convert (e.g., you are starting a new calendar year).*

1 Select **Reports** > **Payroll Reports** > **Summary by Employee**.

2 Limit the report data to **This Calendar Year** and **Employee**.

3 Choose **File** > **Print Report**.

4 In the Print Report dialog, select **Tab-delimited File**, then click **Print**.

5 In the Putfile dialog that appears, name the file *Yearly Pay History*, click the **Desktop** button, then click **Save**.

6 Repeat steps 1-5, except limit the payroll report data to **This Calendar Quarter** and **Employee** and name the file *Quarterly Pay History*.

You can now create your new company. For details, refer to "Creating new companies" on page 2-4.

Departments and Groups overview
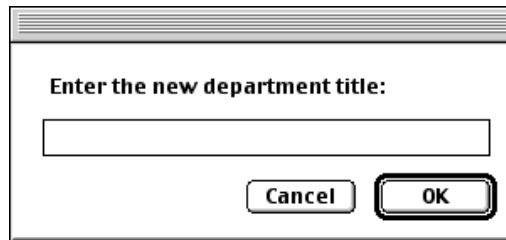
You can setup a list of departments and/or groups and assign each employee to a department and/or group. This can help you to organize your payroll and provide you with detailed reporting options, such as generating reports combining employees from more than one Employee List.

Creating departments

Departmentalization is mainly used for distinguishing groups of employees for reporting purposes. After determining all the departments your company has, you are ready to set them up in the payroll program.

Instruction Set 2–2: Creating a department

1 In the **Company Setup** tab window, click the **Departments** radio button.

2 Click the **New** button.

> **Enter the new department title:**
>
> [   ]
>
> (Cancel)   (**OK**)

3 In the text box, enter the name of the department.

> ⚠️ *You cannot remove the names of the departments from the list. You can, however, change the names of existing departments.*

4 Click **OK**.

The department name appears in the scrolling list.

5 Follow steps 2 to 4 until all your departments are created.
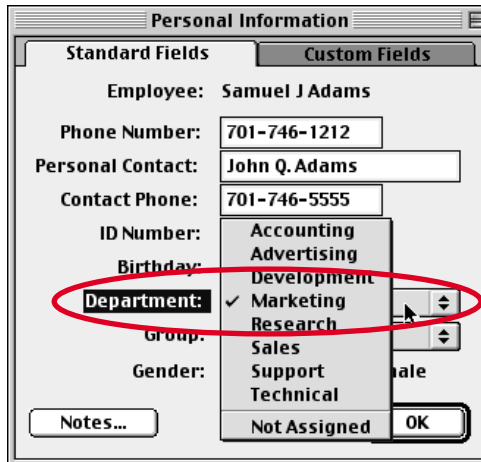
You are now ready to assign your employees to departments.

Assigning employees to departments

After you have created all of your department names, you can then assign employees to their specific department. This is a nice feature if you want to generate payroll reports by department.

Instruction Set 2–3: Assigning an employee to a department

1 In the **Employees** tab window, select an employee name from the Employee List.

2 Click the **Personal Info** button.

3 From the **Department** pop-up menu, choose the appropriate department for the selected employee. If an employee does not belong to a department, select the **Not Assigned** option.

Note: An employee cannot be assigned to more than one department at a time.

4 Click **OK**.

5 Follow steps 1 to 4 until all employees are assigned to a department.

Gross pay expensing by department

Your gross wages can be assigned to different expense accounts for the purpose of creating departmentalized reports. For example, you can generate a report that shows the expenses of a particular department by first creating your departments and assigning them to your employees.

You will also need to set up the corresponding gross wage expense accounts in QuickBooks. Please refer to your accounting software manual for information on creating gross wage expense accounts.

Instruction Set 2–4: Gross pay expensing by department

1   If you have not yet done so, setup your departments and assign a department to each applicable employee.

    If necessary, refer to "Creating departments" on page 2-9 and "Assigning employees to departments" on page 2-10.

2   Export the chart of accounts out of QuickBooks. In the Save dialog that appears, name the file *Chart of Accounts*, click the **Desktop** button, then click **Save**.

3   Launch Aatrix Top Pay, then select the **Send/Post Payroll** command under the QuickBooks menu.

    If the menu bar does not display the correct accounting program, refer "Menu link to" on page 2-18.

4   Set up the links between your payroll items and accounts.

    The links you need to create are outlined in the next step. For details on how to create a link, refer to "Linking QuickBooks accounts to payroll items" on page 8-3.

5   In the Designate Account Links portion of the window:

- Link each of the **Gross (DEPARTMENT)** payroll items to the corresponding QuickBooks gross wage expense account(s).

    When imported into QuickBooks, employee gross wages are debited to the expense account linked to the Gross (DEPARTMENT) payroll item.

- Link each of the **Gross (Not assigned or all)** payroll items to a general salary expense account in QuickBooks.

    This is the account that will be used if an employee is not assigned to a department or if a department that doesn't have its gross linked to a specific QuickBooks account.

Editing department names

There may be times, due to company re-organization or company marketing plans, that you will need to edit the name of an existing department.

Instruction Set 2–5: Editing a department name

1   In the **Company Setup** tab window, click the **Departments** radio button.

2   Select the department you want to edit.

3   Click the **Edit** button.

4   In the dialog that appears, edit the department name.

5   Click **OK**.

The department will be listed with its new name.

Note: If a department is assigned to an employee, the program automatically changes the name of the department in the Personal Info dialog too.

Creating groups

Many employers need to designate which group an employee belongs to for the purposes of certified payroll. Since the titles for these groups may be different in every state, you can enter your own titles.

Instruction Set 2–6: Creating a group

1   In the **Company Setup** tab window, click the **Groups** radio button.

2   Click the **New** button.

> **Enter the new group title:**
>
> [   ]
>
> [Cancel]   [**OK**]

3   In the text box, enter the name of the group.

⚠️ *You cannot remove the names of the groups from the list. You can, how-ever, change the names of existing groups.*

4   Click **OK**.

The group name appears in the scrolling list.

5   Follow steps 2 to 4 until all your groups are created.
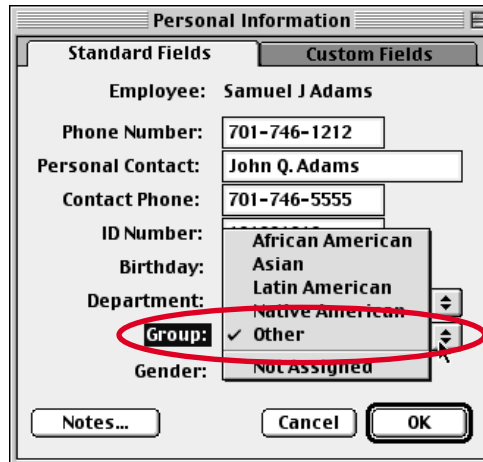
You are now ready to assign your employees to groups.

Assigning employees to groups

After you have created all the group names, assign specific employees to their specific group. This is a nice feature if you want to generate payroll reports by groups.

Instruction Set 2–7: Assigning an employee to a group

1   In the **Employees** tab window, select an employee name from the Employee List.

2   Click the **Personal Info** button.

3   From the **Group** pop-up menu, choose the appropriate group for the selected employee. If an employee does not belong to any of your groups, select the **Not Assigned** option.

Note: An employee cannot be assigned to more than one group at a time.

4   Click **OK**.

5   Follow steps 1 to 4 until all employees are assigned to a group.

Editing group names

There may be times, due to changes in government reporting requirements, that you may need to edit the name of an existing group.

Instruction Set 2–8: Editing a group name

1 In the **Company Setup** tab window, click the **Groups** radio button.

2 Select the name of the group you want to edit.

3 Click the **Edit** button.

4 In the dialog that appears, edit the group name.

5 Click **OK**.

The group will be listed with its new name.

Note: If a group is assigned to an employee, the program automatically changes the name of the group in the Personal Info dialog too.

Preferences overview

Preferences are options that allow you to customize the way certain things work within the program. They are global, meaning that all companies use the same preferences settings.

To access the Preferences, you can either select **Edit** > **Preferences** or in the Company Setup tab window, click the **Prefs** button.
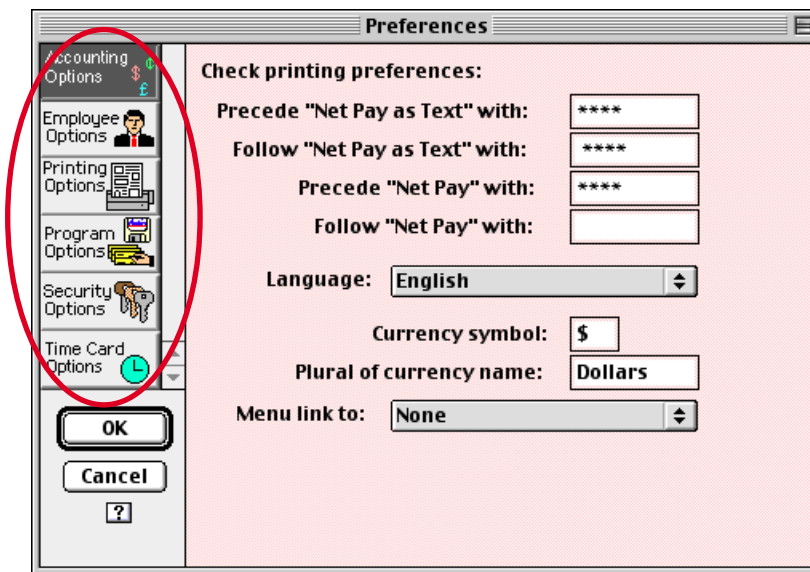
Note the buttons on the left of the window. Clicking any one of these buttons will open the preferences window that the button represents.

When you make changes to any of the preferences options, the program automatically saves your changes when you click the **OK** button. If you make changes and decide you don't want to save these changes, click the **Cancel** button.

Note: You do not have to set your preferences every time you use the program because the program will always use the current preference settings.

Accounting preferences

When you click the **Accounting Options** button, the following window opens.
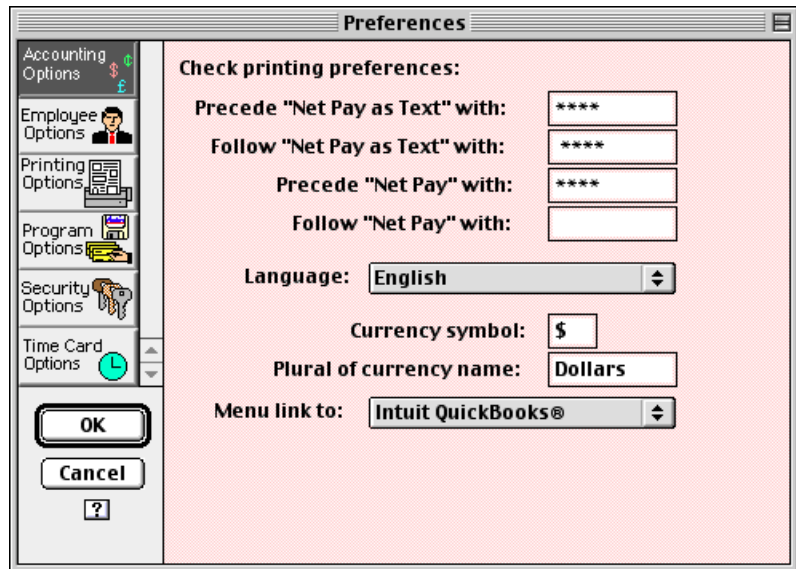
Following is a description for each option in the above preference window:

Precede/follow net pay amounts

These fields allow you to insert special characters onto your printed checks before and after both the numerical value of the check as well as the written text value on the check. This is an excellent feature to prevent anyone from writing in an extra dollar amounts, either numerically or with text, onto your checks.

The program defaults to asterisk characters. You can change the default setting by using your cursor to delete the current characters and entering the characters you want.

Language on check

The language option allows you to decide which language the text of the check should be printed in. English and French Canadian are the only options available at this time. If you would like to use other languages, please contact Aatrix Software, Inc. with your request.

Currency symbols

Use this field to define the monetary symbol to print on checks. The program defaults to the standard "$" sign. To change the program default, tab to the Currency symbol field, delete the $ character, then enter the symbol you want.

Plural of currency name

Use this field to define the monetary unit to print on checks. The program defaults to Dollars. To change the program default, tab to the Plural of currency name field, delete the text, then enter the text you want.

Menu link to

Select the accounting program you are linking your payroll program to. If this option does not apply to you, or your accounting program is not listed in the pop-up menu, choose the **None** option.

If you choose an accounting program, its name will appear as a pull-down menu in your payroll program. For example, if you choose Intuit Quick-Books, your payroll program will have a QuickBooks menu containing the following commands.

Employee preferences

When you click the **Employee Options** button, the following window opens.
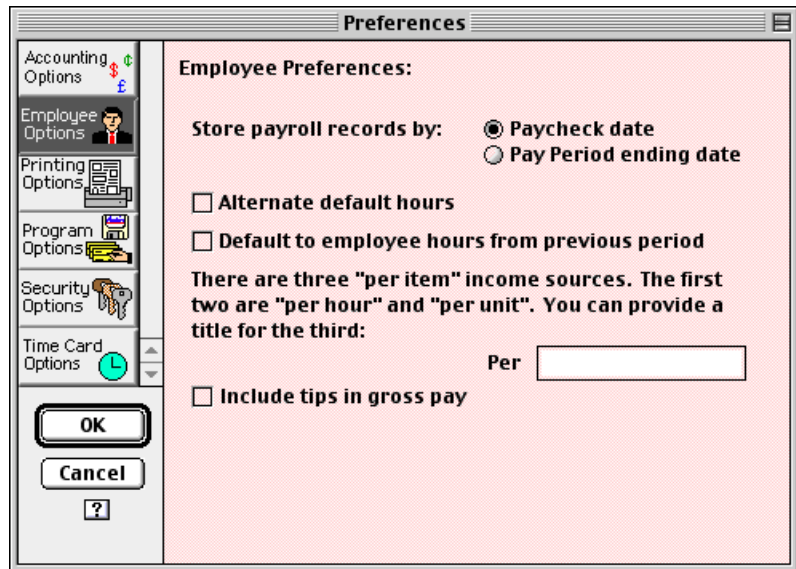
Following is a description for each option in the above preference window:

Store payroll records by

All payroll data is saved by date. By default, the program stores the payroll data in the employee's Pay History records using the **Paycheck date**. If you want the program to store your payroll data using the pay period ending date, select the **Pay Period ending date** option.

Reports are generated using the date that the payroll checks were stored in Pay History.

Alternate default hours

If you want to change the default hours (e.g., 86.67) to a different number, select this option and enter the hourly number you want the program to default to. So instead of the standard hours like 86.67 for semi-monthly employees, the amount could be changed to 70. This number would be the default and it would automatically display in the employee's paysheet.

Default to employee hours from previous period

When this option is selected, the program will enter the hours you entered for your employees in the *previous* pay period into the *current* paysheet.

Note: *Make sure this option is not selected if you plan to import Time Card hours for processing payroll.*

Per item income sources

Extra Income items can be set to reflect Per Hour, Per Unit, or some other "per item" rate of income. You can name this third rate of income to fit your needs. For example, if an employee is reimbursed for travel, you could set up an extra income item that calculates a per mile rate. Simply enter mile in the Preferences dialog. When creating a New Extra Income item, use the Income Types pop-up menu to select the Per Mile option.

Include tips in gross pay

Select this checkbox if you want to include your employee's tips in their gross pay.

Printing preferences

When you click the **Printing Options** button, the following window opens.
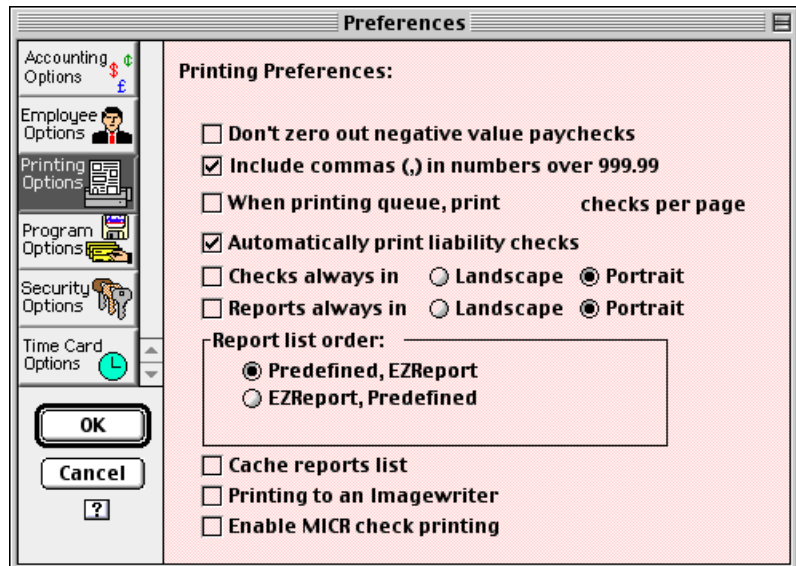
Following is a description for each option in the above preference window:

Don't zero out negative value paychecks
Restauranteurs may find this option useful. Sometimes because of deductions amounts, an employee can have a negative net pay. If this happens, the program automatically makes the check amount $0.00 and warns you. Select this option to turn off this warning and allow the program to write negative checks.

Include commas in numbers over 999.99
Selecting this option will print commas in numbers larger than 999.99, making it easier to read large amounts. Keep in mind that government forms like the 941 and W2 require no commas in large numbers.

When printing queue, print __ checks per page
This option allows you to print a specified number of checks per page. Use this option for printing two, three, or four checks on a pre-printed laser check form. Your checkform template must correspond to the number of checks per page. Refer to "Form Setup options" on page 9-9.

Automatically print liability checks

Selecting this option will bring up the Print Liability Checks dialog when you quit the payroll program. It allows you to print your liability checks. For details, refer to "Printing liability checks" on page 7-9.

Printing orientation of checks and reports

You can set the printing of checks and reports to default to either landscape or portrait mode. The **landscape** mode will print your checks and reports sideways (see below).The **portrait** mode prints in the regular format.
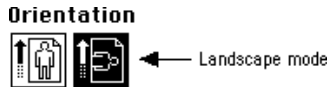
If for any reason you need to change the orientation of a particular check or report printout, select **File** > **Page Setup** and make your change. After printing, the program defaults back to the setting you choose here.

Report list order

Use this option to designate the order you want the reports to appear in the Reports list in the Reports tab window.

Cache reports list

Each time you open the Reports tab window, the program rebuilds the Reports list. This can take some time depending on the number of reports. If the Cache reports list option is selected, the program will save the reports to a file, instead of rebuilding the list. Note that if you create a new report, the report will not appear in the Reports list until you deselect this option.

Enable MICR check printing

You can print your checks on blank check stock using this optional MICR (magnetic ink character recognition) check printing feature. Just insert blank check stock and the MICR toner cartridge into your laser printer and print your checks complete with the MICR line at the bottom of the check. You no longer need separate check stock for each checking account.

For information on purchasing the MICR kit, contact Aatrix Sales at 1-800-426-0854. Instructions for setting up the MICR Check Printing feature are located in the Documentation folder on the CD-ROM.

Program preferences

When you click the **Program Options** button, the following window opens.
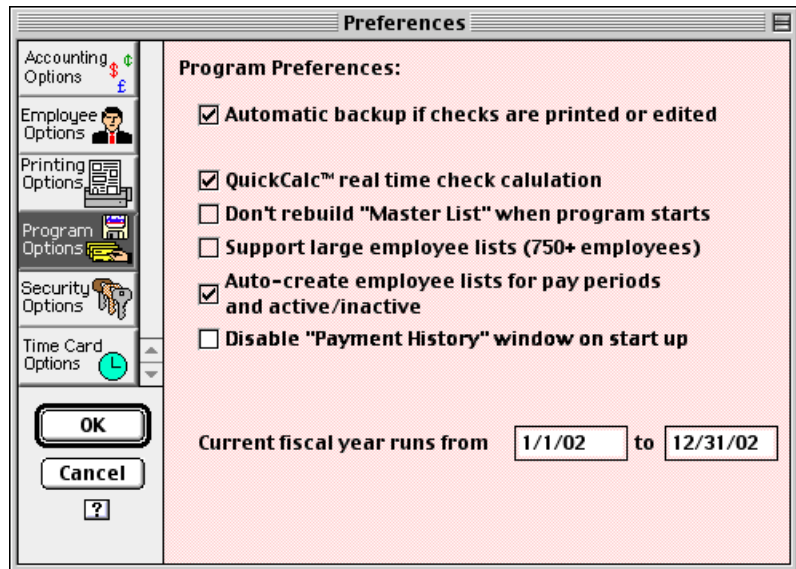
Following is a description for each option in the above preference window:

Automatic backup

The program defaults to automatic backup. This means that whenever you print or edit a check, you are prompted to back up when you quit the program. There is always the possibility of hard disk failure or damage to your data due to a variety of causes. *Therefore, always keep a backup of your data.* If needed, refer to "Backing up payroll data" on page 12-2.

QuickCalc™ real time check calculation

When you are entering or changing values in an employee's paysheet, the program, by default, uses a real-time check calculating process called QuickCalc™. When the QuickCalc™ option is selected, the program automatically calculates the employee's deductions and contributions when an income value is changed.

If you deselect QuickCalc™, the program will not calculate the paycheck values until you click the **Calculate** button. The **Calculate** button is displayed only after deselecting the QuickCalc™ option.

Don't rebuild the Master List when program starts

The Master List is composed of every employee file that is stored in the Employee Files *f* folder. It is created every time you start up the program. Select this option if you do *not* want the program to create the Master List each time you launch the program. When this option is selected and you create a new employee, you will have to add the employee to other Employee List(s) using the Add Employee to List command in the Employee List pop-up menu.

Support large employee lists

If selected, a dialog will appear when opening the program that allows you to create a customized Master List on-the-fly.

In this dialog, all employees are initially selected. To exclude an employee from the list, click the employee's name. The names of excluded employees are grayed out. Click the **None** button to exclude all employees, then you can select just those employees you want to appear on the list. Click **Active Only** to display only active employees. The Employee List pop-up menu will display your customized employee list as Modified Master List.

Auto-create employee lists

By default, the program automatically creates an employee list for each of your different pay periods and your active and inactive (terminated) employees. These employee lists are saved to the Employee Files *f* folder and are displayed in the Employee List pop-up menu.

Disable Payment History window on start up

If selected, the Payment History window will not appear upon program startup. You can, however, view the Payment History window at any time by selecting **Utilities** > **Payment History**.

Current fiscal year

The program's default fiscal year setup runs from the first to the last day of the year. If your business fiscal year is different than the default, enter the dates for which your company's fiscal year runs in the appropriate text boxes.

Security preferences

When you click the **Security Options** button, the following window opens.
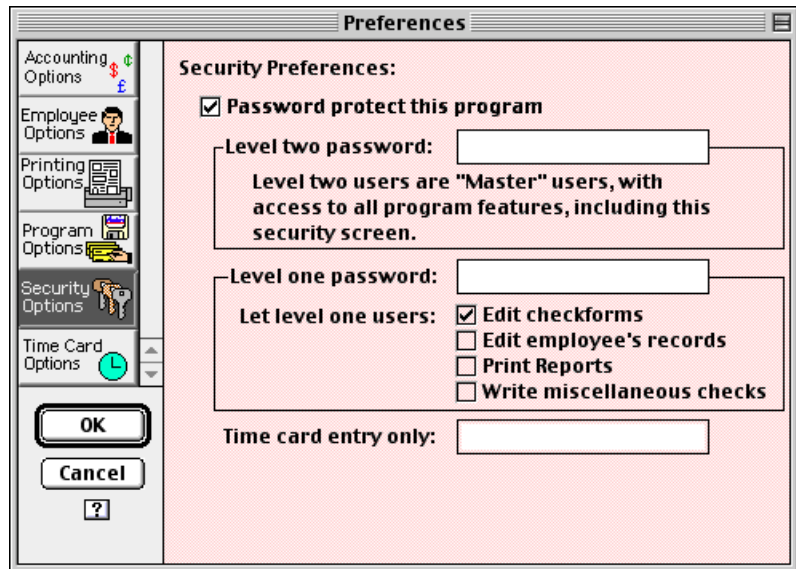
It is highly recommended that you use password security to protect the integrity of your payroll data. Password protection is beneficial in protecting your payroll data from unauthorized use and alteration of data. The program offers two levels of password protection as well as password access to the Time Card application. This allows you to limit portions of the program to certain individuals. For example, you may not want some individuals to have the capability of editing your employee records and printing reports.

Passwords are case sensitive. This means if you set up the password(s) in capital letters here, you must use capital letters when entering your password to access the program. You will only be allowed to enter the program if you type in the correct password.

When you open the program and enter in your password, the letters of the password appear on the screen as bullets (•). This prevents anyone looking over your shoulder at the monitor from learning the password while you are typing.

2 – 25

Following is a description for each option in the above preference window:

Password protect this program

Select this option to setup passwords for accessing the program. Textboxes will appear allowing you to enter the *Level Two*, *Level One*, and *Time Card* passwords. To turn off password protection, deselect this option.

Level Two

Entering the Level Two password at program startup allows the user to access and perform all the functions of the program.

Level One

Entering the Level One password at program startup allows the user to access selected functions only, such as editing checkforms and employee records. If Level One users attempt to access a function that is not selected, they will be warned that they do not have security clearance for that function.

Time card entry only

Entering the Time Card password at program startup takes the user directly to the Time Card application, allowing the user to enter punch in/out times.

Note: The program requires you to set up all three passwords. If you don't need a Level One password or you aren't using Time Card, enter the same password in all three text boxes. If you want to change your password(s), open the Security Preferences dialog and enter your new passwords.

Default password

If your password doesn't work, or the password dialog appears and you never setup password protection, type in the default password, *password*, in lower case letters. Once you are in the program, set up your passwords in the Security Preferences dialog.

If you can't open the **Employees** tab window and the **Preferences** command in the **Edit** menu is grayed out, enter your Level Two password when you launch the program. If you did not password protect your program with a Level Two password, enter the default password, *password*, in lower case letters. Once you are in the program, set up your passwords in the Security Preferences dialog.

Time Card preferences

When you click the **Time Card Options** button, the following window opens.
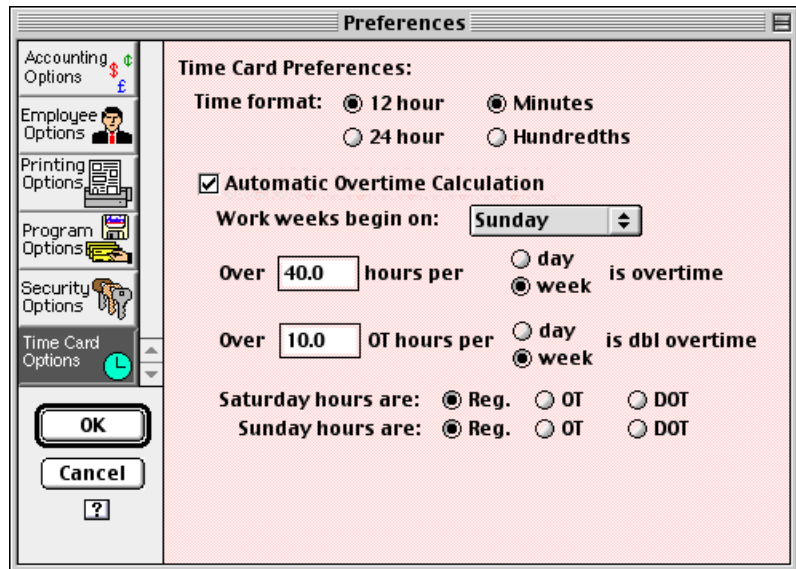
Following is a description for each option in the above preference window:

Time format
The manner in which you plan to enter your employee's hours is set up with the Time Format options. The **12 Hour** option uses the standard AM/PM format. The **24 Hour** option uses a 0-23 hour format. The **Minutes** option uses the standard minute (0-59) format. The **Hundredths** option allows you to enter the fractions of hours in hundredth (e.g., 6:92).

Automatic overtime calculation
If you want the program to automatically calculate the overtime hours when you import time card hours into your payroll program, select the **Automatic Overtime Calculation** checkbox.

Work weeks begin on
Select from the pop-up menu the day of the week the program should start accumulating hours worked. For example, if your regular work week starts on Monday, select *Monday* from the pop-up menu.

Overtime hours

In the appropriate boxes, enter the number of hours your employees must work before they begin to earn overtime and double overtime. Then select the period of hourly calculation, either by day or week.

Saturday / Sunday hours

Select the proper pay rate for weekend hours worked on Saturday and Sunday as either regular, overtime, or double overtime hours.

Note: *If you select overtime and/or double overtime for Saturday and/or Sunday, the program will override the number of hours you entered in the above text boxes.*

Other features

There are other payroll related features in your payroll program that you may find helpful. These features are:
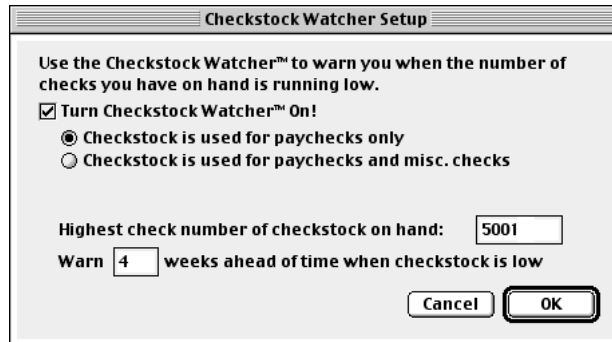
- Checkstock Watcher

- Error Checking

- Find and replace

- Mailing labels

Checkstock Watcher

The **Check Stock** feature is a unique function of your payroll program. When setup, it warns you when the number of checks you have on hand is running low.

Instruction Set 2–9: Setting up the Checkstock Watcher

1   In the **Company Setup** tab window, click the **Check Stock** button.

2   In the dialog that appears, select the **Turn Checkstock Watcher On!** checkbox.

3   Setup the options as needed.

Checkstock is used for paychecks only
Select this option if you only print paychecks.

Checkstock is used for paychecks and misc. checks

Select this option if you print both paychecks and miscellaneous checks. In the text box, enter the average number of miscellaneous checks you write per week.

Highest check number of checkstock on hand

Look at your existing checkstock and enter the highest check number.

Warn 'x' weeks ahead of time

Enter how many weeks in advance you want to be warned when your checkstock is running low.

4   Click **OK**.

How the Checkstock Watcher works

Each time you quit the payroll program, the number of checks you printed is tracked. If your checkstock is running low, a dialog such as the following will appear projecting when you are most likely to need more checkstock.

If you have not ordered more checkstock and you don't want to order any at this time, click **OK** to exit the program. If you've already ordered more checkstock, enter the highest check number in the **Highest check #** text box, then click **OK**. The Checkstock Watcher will be reset with the check number you entered.

Clicking the **Order Supplies** button allows you to order checks directly from Aatrix. After printing out your order form, enter how many checks you ordered. The Checkstock Watcher will reset with the appropriate check number. If you didn't order any checks, leave the text box blank.

Error checking

The Error Checking feature enables you to catch errors before recording your payroll into Pay History. You can set up your own error checking rules that will catch errors when you process payroll. For example, you can create a rule to warn you if the deduction called Social Security isn't being deducted from an employee paycheck or if the net pay of an employee paycheck is over $2500.00. Although not required, using the Error Checking feature can help you avoid problems later on.

Instruction Set 2–10: Setting up rules for error checking

1   In the **Company Setup** tab window, click the **Error Checking** button.
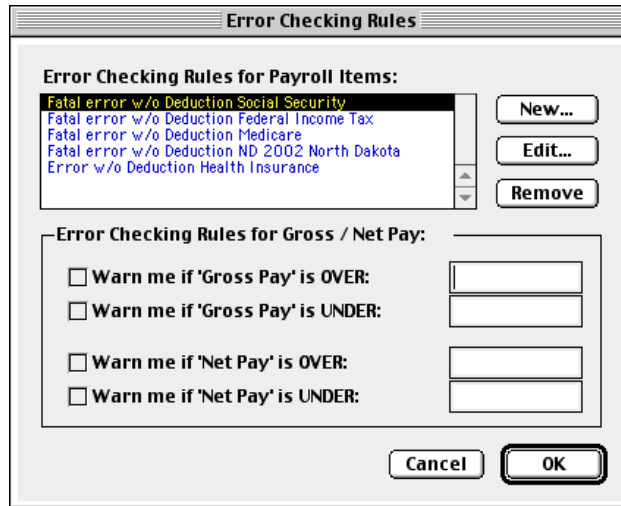
2   If you want, create rules to warn you if the **gross pay** on your employee paychecks is over or under an amount you specify.

3   If you want, create rules to warn you if the **net pay** on your employee paychecks is over or under an amount you specify.

4 If you want to create an error checking rule that pertains to a specific payroll item, click the **New** button.

```
╔══════════════ New Error Checking Rule ══════════════╗
║                                                      ║
║   If:   the   [Deduction        ♦]  [Federal Income Tax    ♦]  ║
║        is not included on a paycheck,                ║
║                                                      ║
║  Then:  ⦿ Warn me, but let processing continue       ║
║         ○ Warn me, and stop payroll processing       ║
║                                                      ║
║         ☐ Only for employees in the state of:  [   ] ║
║         ☐ Only for employees in the city of:  [    ] ║
║                                                      ║
║                             ( Cancel )  (( OK ))     ║
╚══════════════════════════════════════════════════════╝
```

Use the above dialog to create a rule that warns you if a particular deduction or employer paid contribution is not included on an employee paycheck. You can even limit the warning to employees of specific cities and/or states.

5 After setting up your error checking rule, click **OK**.

The rule will be displayed in the scrolling list where it can be edited or removed from the list.

6 Click **OK** when you have finished setting up your error checking rules.

Find and replace

The Find and Replace feature saves you the time of having to go into each employee's file and make a change that must also be made in many other employee files. For example, if you need to change a health insurance deduction amount from $100 to $125, you simply **Find** the $100 and **Replace** it with $125, or if you need to replace your salaried employees pay from $700 to $750, or if you need to change the pay rate of your minimum wage hourly employees from $4.25 to $4.50. The Find feature also allows you to Find and Replace an amount of a deduction, extra income item, or employer paid contribution.

To open the Find dialog, select **Edit** > **Find** to open the Find dialog. If the command is grayed out, open the Employees tab window to activate the Find command.

Items such as state name, area code on employee telephone numbers, zip code, salary pay rate, and hourly pay rate are found using the Employee files option.

Printing mailing labels

The Print Mailing Labels feature allows you to print one label or multiple labels for both your employees and your company. Labels can be printed for direct employee mailings, notices, return addresses, and many other uses as well.

Instruction Set 2–11: Printing mailing labels

1 Select **File** > **Print Mailing Labels**.
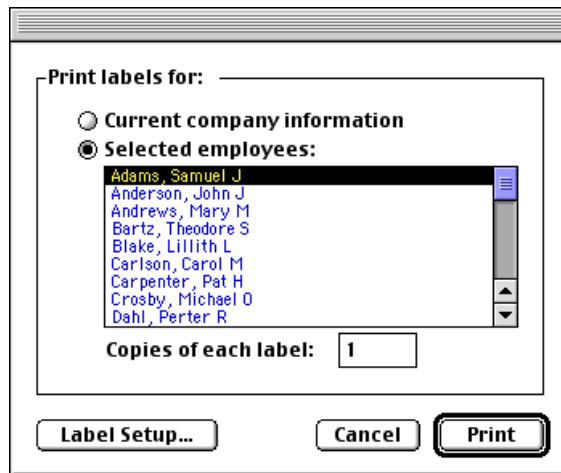
⚠️ *The Print button will not be active until you click the **Label Setup** button and setup your label printing specifications. Instructions for label setup begin on the next page.*

2 Choose who you want to print labels for.

Current company
Select the **Current company information** option to print labels that contain your company name and address.

Selected employees
To print labels that contain your employee's name and address, select the **Selected employees** option, then select the employee(s) you want to print labels for from the scrolling list. Only those employees that are selected will be printed.

3 Enter the number of copies you want printed of each label.

If you need more than one copy of a particular label (e.g., 30 company labels for the return address on 30 envelopes), enter the number of copies you need in the text box.

4 Click the **Print** button.

5 Align the label paper in your printer, then click the **Print** button.

You may want to test print on plain paper before printing on actual label paper. Also, depending on the type of laser printer you have, label paper may be placed in the printer either face up or face down. Check with your printer manual to determine how your printer feeds paper.

Label Setup

Use the options in the following dialog to setup the specifications for printing mailing labels, then click **OK**.

Labels are

Select the type of label paper (1 up, 2 up, or 3 up) you are printing on. The 1 up labels come on a sheet with only one column of labels. The 2 up labels come on a sheet with two columns of labels. The 3 up labels have three columns of labels across the page.

Measurements

Carefully measure the width of the label from the left edge to the right edge (or the left edge of the next label if you are using 2 up or 3 up). Then measure the height of the label from the top edge of the first label to the top edge of the next label on the sheet. Always include the distance between labels in your measurements. To determine the top margin, measure from the top edge of the sheet down to the first label. Enter your measurements in inches and use decimals to express a fraction of an inch (i.e., for a 2 1/2 inch label, enter 2.5).

Printing on a LaserWriter

Select this option if you are printing labels to a laser printer and the labels are mounted on an 8.5 by 11 sheet of paper.

Note: Once the mailing label setup is organized to your specific needs, you will not have to set it up again unless you wish to make changes.

Employees

Chapter overview

The following information is covered in this chapter:

- Entering employees
- Entering past pay history
- Using employee lists
- Evaluating employees

Employees overview

In the **Employees** tab window (see below), you will enter new employees as well as edit existing ones.

The process of entering employees into the payroll program involves setting up the default information file for new employees and then entering each employee with their own specific information (e.g., pay rate, claims).

Before entering your employees, verify that the new employee default settings are set up as needed (see "Setting up new employee defaults" on page 3-3). The new employee settings should include information such as pay period, filing status, payroll items (i.e., income, deductions, employer paid contributions), overtime rates, state and zip code.

After setting up the new employee defaults, enter your employees (see "Entering new employees" on page 3-6). Once an employee is entered, his/her name is displayed in the employee list on the left of the window.

Setting up employees

Setting up employees in order to process payroll involves:

- Setting up new employee default settings

- Entering employee information

- Entering prior pay history, if applicable

- (Optional) Creating additional employee lists

- (Optional) Setting up performance evaluation forms for evaluating employee work performance

Setting up new employee defaults

In many cases the default information will not differ greatly from one employee to the next. For instance, all the deductions like Federal taxes, State taxes, Social Security and Medicare may be the same, or all the employees may have the same city, state, and zip code.

As a result of the payroll installation process, a file called **Default Stationery** was created. This file contains all the deductions, employer paid contributions, and other information you entered during installation. It can be thought of as a "new employee template" because when you click the New Employee button, the program starts a new employee file that consists of the information contained in the Default Stationery file (e.g., pay period, deductions, contributions, zip code). All you have to do is enter each employee's unique information.

You can edit the new employee default settings at any time however, it is best if you make any necessary changes before entering new employees to be sure that the defaults reflect your "average" employee.

Instruction Set 3–1: Setting up new employee defaults

1   In the **Employees** tab window, select the **New Employee Settings** option that is located at the top of the Employee List.

The New Employees Settings default information dialog for the company that is currently open will appear.
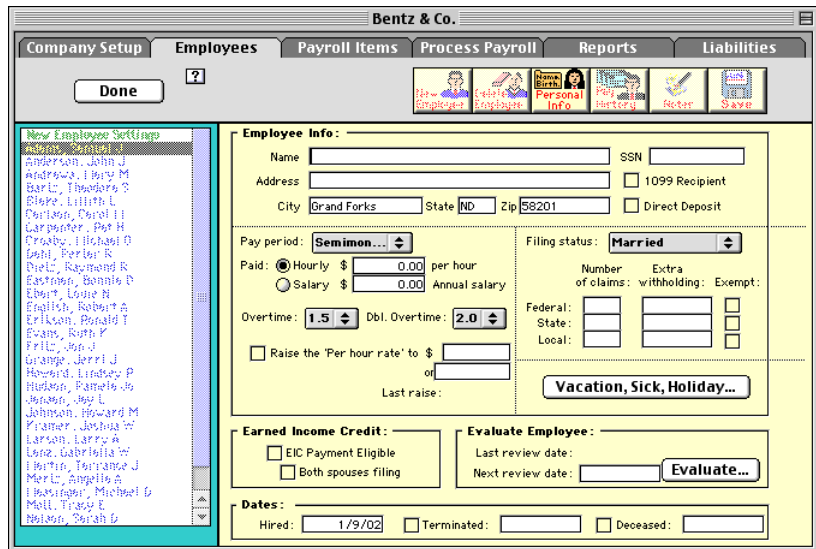
2   Verify that the information already entered is what you want automatically used for new employee files. Add or remove information as needed.

3   Click **Save**.

4   Click **Done**.

5   Open the **Payroll Items** tab window.

6   Select the **New Employee Settings** option, which is listed near the top position of the Employee List.

7 Select (√) the payroll items you want the program to automatically as-sign to new employees. Refer to *Assigning payroll items to employees* in Chapter 4.
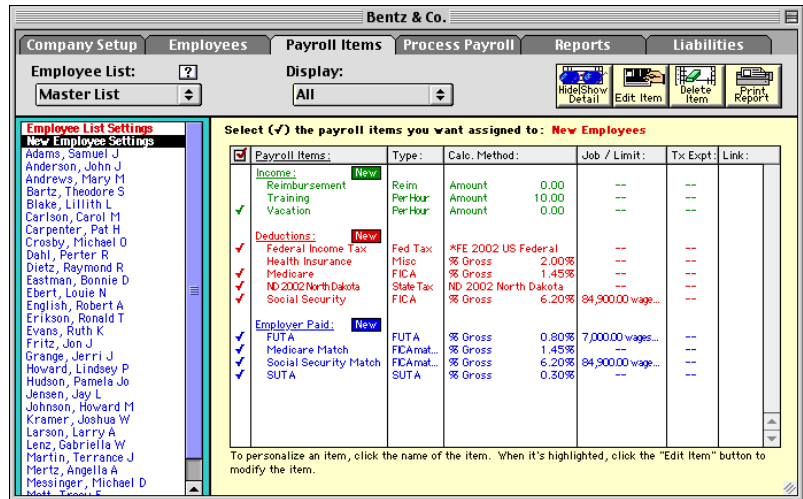
8 Create any other payroll items you may need (e.g., vacation, health insurance). Chapter 4 provides detailed instructions for creating new deductions, employer paids and income items.

To set up vacation pay, refer to *Setting up vacation, holiday, and personal pay* in Chapter 4.

9 Open the **Reports** tab window.

10 From the **Reports** list on the right, select the report called **Default In-formation Summary**.

11 Click the **Print Report** button.

12 Referring to this report, verify the default settings for the currently open company. Once you are sure that the default settings are set up as needed, you can start entering your employees.

Entering new employees

After the new employee default settings are set up, you need to enter the individual employee information such as name, address, social security number, and pay information. Each employee file starts with the new employee default settings, but information can be changed as needed.

Instruction Set 3–2: Entering a new employee

⚠️ Before entering your employees, verify that the new employee default settings are set up as you wish them to be. For details, refer to "Setting up new employee defaults" on page 3-3.

1 In the **Employees** tab window. click the **New Employee** button.

2 If you are importing your employee information, select **File** > **Import Employees**. For details, refer to "Importing employee information" on page 3-14.

3 Enter the employee's information.

Name

Enter the employee name exactly as you want it to appear on reports and paychecks. The name should be in this format: John P Smith (first name, middle name or initial, last name). The name must not exceed 25 characters and should not contain a colon (:) symbol.

> *An employee's name should always be entered exactly the way it appears on their Social Security card. Titles that come before or after names, such as Dr., Jr., Esquire, II, etc., are not desired by filing entities on state and federal payroll reports.*

Social Security Number

Enter the Social Security number in this format: 456-56-6789. Include the dashes.

Address, City, State, and Zip Code

The address line should be used for the employee's street address, including the route number or apartment number. Use the two-letter abbreviation for your state and type it in capital letters (e.g., CA for California).

1099 Recipient

Select the 1099 Recipient checkbox if you are giving this individual a 1099 form. It is a way to remind yourself that the individual is a 1099 recipient.

Direct Deposit

Select the Direct Deposit checkbox if this employee's paycheck is deposited into a bank account via Direct Deposit. For information on using Direct Deposit with your payroll program, refer to Chapter 13, *Direct Deposit*.

When you print your paychecks from the Check Queue, paychecks will be printed for regular employees and "pay stubs" will be printed for the direct deposit employees.

Pay Period

- The **Bi-Weekly** option is for those employees paid every two weeks.

- The **Semi-Monthly** option is for those employees paid twice a month.

- The **Ten Month** pay period is for employees such as teachers.

Paid

If the employee is paid on an hourly basis, click the **Hourly** radio button, then enter the Hourly Rate (e.g., 10.75) in the **per hour** field. Do not type in a $ (dollar sign). When you tab out of the per hour field, the program automatically calculates the Annual salary for you.

If this is a salaried employee, click the **Salary** radio button, then type in the employee's annual salary in the **Annual salary** field. Do not type in a $ (dollar sign). When you tab out of the Annual salary field, the program recalculates the annual salary amount for the selected pay period.

Overtime

Select the appropriate overtime and double overtime rates from the pop-up menus.

If none of the available options fit your particular needs, select the **Other...** option.

Overtime rates

- ⦿ 1.5 times
- ○ 1.5 times plus $ [   ] per hour
- ○ Regular pay rate only
- ○ Regular pay rate plus $ [   ] per hour

[Cancel] [OK]

Use the overtime and/or double overtime options to set up customized overtime rate(s) for the selected employee. For example, if the selected employee is to receive the regular pay rate plus $1.50 for each overtime hour, click the last radio button and enter 1.50 in the text box.

Raise

Mark the checkbox to activate this feature, which is used to designate the amount and effective date of the employee's next pay raise. When the raise first goes into effect, the program generates an reminder alert, the date is entered in the **Last raise** area, and the fields are cleared. If applicable, the date and amount of the next raise can be set at this point.

Filing status

From the **Filing status** pop-up menu, select the marital status of this employee.

Claims/Withholding/Exempt

The **Number of claims** fields are used to enter the number of allowances that the employee claimed on the W-4 for Federal, State, and Local taxes. If nothing is entered, the program calculates taxes based on zero exemptions claimed.

The **Extra Withholding** fields are for any extra withholding the employee may wish to have taken out of his paycheck for federal, state or local taxes. The extra withholding will be above and beyond what is normally taken out for taxes based on the tables you are using. You can enter a different amount for each of the three taxes, or leave them at zero.

Select the appropriate Federal, State and/or Local **Exempt** checkboxes if this employee is exempt from any Federal, State and/or Local taxes.

Earned Income Credit

If this employee is eligible to receive advance Earned Income Credit payments added to his/her paycheck, click the **EIC Payment Eligible** checkbox (refer to IRS Circular E, *Employer's Tax Guide* to verify EIC requirements). If this employee's spouse has also filed to receive advance EIC payments, click the **Both spouses filing** checkbox.

Evaluate Employee (Optional)

Enter this employee's next review date. The date you enter will be added to the Reminders, which prompts the system to display a notice when the review date comes due. Click the **Evaluate** button to conduct an employee's performance review. For information on creating and using evaluation forms, refer to the section of this chapter "Evaluating employees" on page 3-37.

Dates

The **Hired** field automatically fills in with the date you create the employee file. You can change this date by clicking the mouse in this field and typing in the appropriate hire date.

To terminate an employee (i.e., make inactive, designate that the employee is no longer on the payroll), click the **Termination** date checkbox and enter the date of termination. After being terminated, the employee's name will appear in the Employee List as red bold type (plain bold type on a monochrome monitor). Do not delete terminated employees from your hard drive if you need to process reports (e.g., W2, 941) using their payroll data.

If you have an employee who becomes deceased, click the **Deceased** checkbox and enter the deceased date. The program tracks this information for your W2s.

4   (Optional) Click the **Personal Info** button if you want to add personal information to this employee's file.

For detailed information, refer to "Adding personal information" on page 3-16.

5   Click **Save**.

An employee file will be created and saved in the Employee Files *f* folder of the currently open company. For more information on saving employee information, refer to "Saving employees" on page 3-11.

6   Open the **Payroll Items** tab window and select the employee you are setting up.

7   Select (√) the payroll items that you want assigned to this employee and modify if necessary.

For details on personalizing a payroll item, refer to *Editing payroll items* in Chapter 4.

8   Some states require a special employee tax status setup. To determine if your state has a module to handle the special setup, refer to Appendix A.

Saving employees

When saving a new employee file, the program automatically places the new record in the Employee Files *ƒ* folder of the currently open company and adds the employee's name to the Master List. If an Employee List other than the Master List is open when a new employee is saved, the program also adds the employee's name to this list.

Click the **Save** button upon entering a new employee or editing an existing one.

Editing employees

When an employee's marital status, pay rate, or other information changes, their file needs to be edited and saved with the new data.

Instruction Set 3–3: Editing an employee

To change the name of an employee, use the Rename Employee feature. For details, refer to .

1   In the **Employees** tab window, select the employee you want to edit from the Employee List on the left.

If this employee is on more than one list, it does not matter which Employee List is open. Changing employee information in one list changes that same information in all lists.

2   Make the necessary changes.

3   Click **Save**.

Deleting employees

The Delete Employee feature permanently deletes from your hard disk all information associated with an employee (e.g., pay history, time card logs, etc.).

Instruction Set 3–4: Deleting an employee

⚠️ *Be very careful not to accidentally delete an employee for which you need to process reports such as the W2 report.*

1 In the **Employees** tab window, select the employee you want to delete from the Employee List on the left.

It does not matter which employee list is open, deleting an employee file deletes the employee from all lists.

2 Click the **Delete Employee** button.

A dialog will appear warning that if you continue, the selected employee will be permanently deleted from your hard disk.

3 Click **Delete** to delete the employee or **Don't Delete** to close the window without deleting the selected employee.

Finding employees

The Find feature allows you to quickly locate an employee in the currently open employee list based on the search criteria you specify.

Instruction Set 3–5: Finding an employee

1 On your keyboard, press **Command-F**.
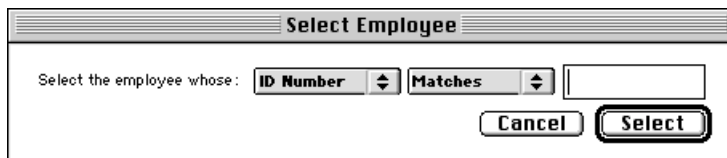
2　From each pop-up menu, choose the search criteria you want to use to find the employee.

The Find feature will look for an employee whose ID Number, SSN, or Name contains or matches what you enter in the text box.

3　Click **Select**.

If the program finds an employee meeting the search criteria, that employee's name is highlighted in the employee list.

Renaming employees

There will be times when you need to change the name of an employee (e.g., a marriage or the name was not spelled correctly in the first place).

Instruction Set 3–6: Renaming an employee

Renaming an employee by just typing a new name into the Employees tab window will not change the name in the system, just in the screen. We recommend following the following instructions to rename an employee.

1　In the **Employees** tab window, select the name of the employee you want to rename from the Employee List on the left.

It does not matter which employee list is open if the employee is on more than one list. Renaming an employee in one list changes the name in all lists.

2　From the **Employee List** pop-up menu, select **Rename Employee**.
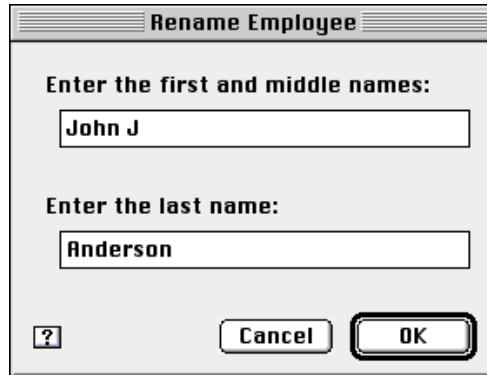
3   Rename your employee (middle name or initial is optional).

> ⚠️ *An employee's name should always be entered exactly the way it appears on their Social Security card. Titles that come before or after names, such as Dr., Jr., Esquire, II, etc., are not desired by filing entities on state and federal payroll reports.*

4   Click **OK**.

The new name will appear in your employee list(s) and will be used for checks and reports. The program also renames the employee's file name.

Importing employee information

Once the payroll program is installed, you can import a tab-delimited file that contains employee's information (e.g., name, address, wages). This can save the time of having to manually enter much of the general employee information requirements.

The tab-delimited text file format may be created with any word processor providing the file is saved in text format. For example, in MacWrite, prepare your file as described next, then select File > Save As. In the dialog that appears, name the file and select TEXT from the pop-up menu.

The information for each employee must be typed in sequence using all of the following information, even if it is zero. A Tab must be put between each field and a Return key after each employee.

Employee Name **<tab>**

Address**<tab>**

City**<tab>**

State**<tab>**

Zip Code**<tab>**

Social Security Number**<tab>**

Base Wage**<tab>** (if the Base Wage is a salary, add an X <tab>)

(i.e.,: Base Wage<tab>X<tab>)

Number of federal exemption claims**<tab>**

Number of state exemption claims**<tab>**

Number of local exemption claims**<tab>**

Marital Status (1=single, 2=married, 3=married-filing separately, 4=head of household) **<RETURN>**

Following is an example of what such a file might look like. Note that one employee is on salary (as indicated by the X) and the other is paid hourly.

```
Joe T Nash➔  Box 2➔ Ely➔  ND➔  45678➔  501-00-2345➔100.00➔  X➔  1➔  1➔ 0➔ 2¶
Al M Paunz➔ Box 9➔ Ely➔  ND➔  45678➔  123-45-3456➔10.85➔  3➔  3➔  3➔ 2¶
```
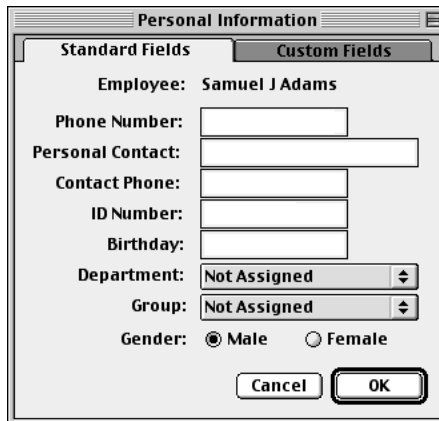
Note: Ignore what the text file might look like on your screen, the important thing is that you put a Tab between each field and a Return key after each employee.

Adding personal information

The information you enter in the Personal Information dialog allows you to keep a small human resource database for your company. You can also use the personal information in the Check Designer utility as actual items to place on a checkform template.

Instruction Set 3–7: Adding personal information

1   In the **Employees** tab window, select the employee you want to add personal information to from the Employee List on the left.

2   Click the **Personal Info** button.

3   Click the **Standard Fields** tab and enter the personal information of the selected employee.

Phone Number
The phone number of the employee can be useful when questions appear concerning the employee's paycheck.

Personal Contact
This field can be used to enter the name of the person to call in case of an emergency.

Contact Phone

Use this field to enter the phone number of the personal contact in case it is not the same as the employee's.

ID Number

Many companies use an ID number in addition to the Social Security number. This number can be entered in this field and used on any report or paycheck layout.

Birthday

Use this field to keep track of your employees' birthdays.

Department/Group

You can designate a department and/or a group that applies to this employee by choosing the appropriate selections from the pop-up menus.

If you did not set up any departments and/or groups during the Payroll Installer routine, refer to *Creating departments* and *Creating groups* in Chapter 2.

Note: You can have your Gross Pay expensed by departments. This allows you to post to multiple G/L accounts in your accounting software. For details, refer to "Gross pay expensing by department" in Chapter 2.

Gender

Some states require employee gender data. You can designate whether the selected employee is male or female by clicking the appropriate radio button. This feature is used only for those State Forms that require gender data.

4   Click the **Custom Fields** tab to define up to ten (10) custom fields.

The fields you setup in this widow can be used in reports created with the EZ Report Builder.

To create titles for the fields, click the **Setup** button.

In the window that appears, enter a title for each of the fields you want to setup (e.g., fax number, e-mail address), then click **OK**.

The titles of the fields appear on the Custom Fields window.

5   Click **OK** to return to the **Employees** tab window.

Adding notes to employee files

Built into your payroll program is a special word processor. It allows you to enter and date stamp up to 16 pages of notes for review, reprimand, or other information regarding each of your employees.

Instruction Set 3–8: Adding a note to an employee file

1 In the **Employees** tab window, select the employee you want to add notes about from the Employee List on the left.

2 Click the **Notes** button.

The following dialog box will appear the *first* time you attempt to create notes on an employee.
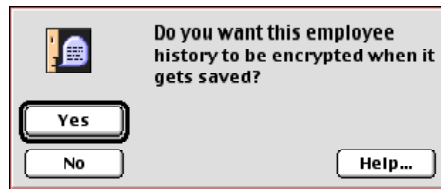
When a file or program is made secure, requiring a password for entry, it is *encrypted*. This program offers the option of encrypting employee files to prevent unauthorized access. To secure this employee's information, click the **Yes** button and enter a password for this file.

This password applies only to this file, so use a password that can be linked to the employee (e.g., employee #, first name), or use the same password with all your protected files.

Make sure you write your password down in a safe place because there is no way to discover or change this password once it is entered.

3 Once you have entered the password (if one is desired), the Notes window opens and notations concerning the selected employee can be entered.

The Notes feature works the same way any Macintosh word processor does with the font, style, and margin control. You can move the cursor with the mouse or by using the arrow keys.

Date menu

It is extremely important that you date your employee's personal notes. The program automatically stamps the note with the day and date as soon as you open the Notes window. If you are only reviewing the notes, delete the date. To turn off this feature, select **Date** > **Auto Stamp On Start Up**.

From the **Date** menu, choose whether or not to include the Day, Date, or Time, then select the desired style for each. A check mark (√) will appear next to the options you have selected. The program automatically enters to-day's date at the position of the cursor in the format you selected.

Margins

To set the margins and/or tab size, select **File** > **Set Margins**. A dialog will appear allowing you to setup your margins.

Selecting text

Selecting text is accomplished by clicking the mouse and then dragging over the desired text. Once selected (highlighted), you can cut and paste the text, remove it (Clear), or change the format (font, size, style).

Deleting text

Text can be deleted by selecting it and choosing the **Edit** > **Cut**, or by using the delete key.

Deleting files

When you add notes to an employee's file, the program creates a separate text file and automatically saves it in the **Employee Files ƒ** folder of the currently open company. These text files will have a .txt extension after the employee's name (e.g., employee name.txt). If you wish to delete a text file, drag it out of the Employee Files ƒ folder and into the trash.

4   When you are done, select **File** > **Return to Payroll**.

Employee pay history

All payroll checks are stored in Pay History. To access an employee's pay history records, open the **Employees** tab window, select an employee from the Employee List on the left, then click the **Pay History** button.

The Pay History window allows you to view or edit existing paycheck records. To open/view an already issued paycheck, select the date it was recorded from the **Select Check Date** pop-up menu. Once open, the paycheck record can be edited, duplicated, deleted, or reprinted.

If the currently selected employee does not have any paycheck data stored in Pay History, the screen appears blank and no paycheck records appear in the Select Check Date pop-up menu.

How does the paycheck date affect reports?

Paychecks are recorded into pay history with both the paycheck date and pay period ending date. By default, the program uses the paycheck date for reporting purposes. If you would rather use the pay period ending date for reporting purposes, go to the **Employee Preferences** and change the default to pay period ending date.

The monthly/quarterly reports you generate are based on the dates that the paychecks are recorded. In other words, if you want the payroll information reported in the first quarter, it must be saved using a date within the first quarter.

Entering past pay history

If you begin using the payroll program in the middle of the year, you need to enter your employee's prior pay history totals in order for reports such as the W2 and 941 to calculate correctly.

Note: Before you begin entering prior pay history data, your employees must be set up with the correct deductions, employer paid contributions, regular pay (hourly/salary), extra income, and claims information. If needed, refer to "Setting up new employee defaults" on page 3-3.

We recommend that you use the Process Payroll tab window to enter your prior pay history. But instead of printing the paychecks, click the **Record Check** button and enter the appropriate dates for the paycheck information. For details on processing employee paychecks, refer to Chapter 5, *Process Payroll*.

Before you begin, decide which of the options described below you'll use to enter the past payroll data. When you enter your employee's paycheck data, make sure the values match the original paychecks. If needed, you can change an amount by clicking the cursor directly on the field you wish to edit.

Available options for entering prior pay history:

- Enter every paycheck for every employee. This option is the most time consuming, but will give you an accurate breakdown for your reports.

- Enter monthly, quarterly, or yearly totals for each employee's paycheck, depending on the reports you need. If you are entering the data by quarters, use the quarter ending date for each of the quarters completed in the current year (i.e., Mar. 31, June 30, Sept. 30, Dec. 31).

- Enter one total for each employee's paycheck to instantly 'catch up' your employee's Pay History records. This allows you to print W-2s, but not other reports you might need. Since the government requires quarterly reports, this method may not be appropriate for your use.

Editing pay history records

Many of the numeric fields in a pay history record can be edited and if needed, you can add or remove pay items. In addition, if you have an employer paid contribution that needs to be changed retroactively, use the feature called Update Rates. For details, refer to "Updating employer paids in pay history" on page 3-26.

To enter or change an amount on a paycheck record, click the cursor on the field you wish to edit. Once a field is selected, it becomes highlighted and you can enter the amount you want. Press the Tab key to move from field to field.

Be careful to change all fields as necessary because changing one field will NOT automatically affect the other fields (i.e., changing Regular Pay will not change the Federal Tax amount). Also, be careful if this is a check that the employee has already cashed because changing or adding a deduction or income item will affect the net pay.

You can revert changes made to a paycheck back to the original values by clicking the **Revert to Original** *button.*

Adding pay items to paychecks

If necessary, you can add payroll items to an existing paycheck record. Be aware that when you enter an amount for the new item(s), the program <u>does not recalculate</u> deductions and contributions. You must change the values yourself.

Note: Other than being in different windows, the instructions for adding payroll items to a paysheet in the Process Payroll window are similar to adding pay items to a paycheck record.

Instruction Set 3–9: Adding pay items to a paycheck record

1   In the **Employees** window, select an employee from the Employee List on the left, then click the **Pay History** button.

2   From the **Select Check Date** pop-up menu, select the paycheck you want to add a payroll item to.

3 Click the **Add Pay Item** button.
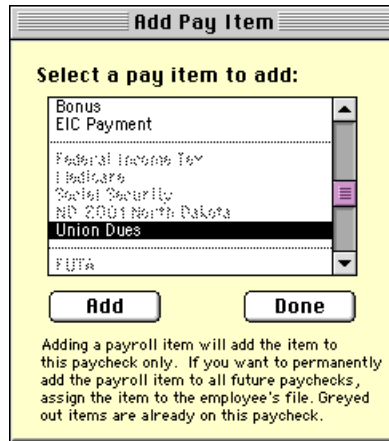
The Add Pay Item window lists all payroll items not currently on the pay-check or paysheet. This list is available to all employees and may include some items that are not assigned to the selected employee.

4 Select the payroll item you want to add to this paycheck record.

5 Click the **Add** button.

6 If needed, repeat steps 4 and 5 to add more pay items.

7 Click **Done** when you have finished adding the pay item(s) you want.

This action adds the payroll item(s) to this paycheck record only. It is not permanently assigned to the employee's payroll file.

8 Once the payroll item is added, enter the appropriate values (e.g., wages, amounts) for this period, keeping in mind that the amounts for deductions and contributions are not recalculated.

Removing pay items from paycheck records

If needed, you can remove payroll items from a paycheck record. Be aware that after removing the payroll item(s), the program *does **not** recalculate* the deductions and contributions.

Note: Other than being in different windows, the instructions for removing payroll items from a paysheet in the Process Payroll window are similar to removing pay items from a paycheck record.

Instruction Set 3–10: Removing pay items from a paycheck record

1   In the **Employees** tab window, select the employee you want from the Employee List on the left, then click the **Pay History** button.

2   From the **Select Check Date** pop-up menu, select the paycheck you want to remove payroll item(s) from.

3   Click the **Remove Pay Item** button.
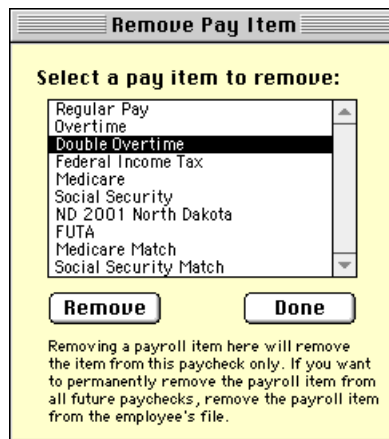
The Remove Pay Item window lists only the payroll items for the selected paycheck. The Regular Pay item can not be removed from the paycheck record, however you can zero it out by editing the Regular Pay field.

4   Select the payroll item you wish to remove from this paycheck record.

5   Click the **Remove** button.

6   If needed, repeat steps 4 and 5 to remove more pay items.

7   Click **Done** when you've finished removing the item(s) you want.

The program removes the pay item(s) from this paycheck only. It does not remove the payroll item(s) from the employee's assigned payroll file.

Updating employer paids in pay history

You can update the pay history records with new employer paid rates. This is especially useful when you must retroactively update payroll items (e.g., FUTA, SUTA) because you did not receive the new rates at the start of the year.

Instruction Set 3–11: Updating an employer paid in pay history

> *If you've added an employer paid item to a paycheck using the Add Pay Item button, be sure to enter the wages for the employer paid item on the paycheck, otherwise the Update Rates feature won't work correctly.*

1   Select **Edit** > **Update Rates**.

2   From the **Change the rate of** pop-up menu, select the desired item.

3   Enter the new percentage rate and the date the change is to take effect.

4   Click **Update**.

The program recalculates the amount of the selected employer paid item using the new rate and makes the appropriate changes in your pay history records. The program also changes the rate in the employer paid setup.

Printing paycheck records

You can print paycheck records exactly as they appear in the Pay History window using the Print as Report feature.

Instruction Set 3–12: Printing a paycheck record

1   In the **Employees** window, select the employee you want from the Employee List on the left, then click the **Pay History** button.

2   From the **Select Check Date** pop-up menu, select the paycheck you want to print as a report.

3   Click the **Print as Report** button.

4   Click **OK** in the print dialog which appears.

The paycheck record will be printed exactly as it appears in the Pay History window.

Deleting paychecks from pay history

If for some reason you need to delete a paycheck from an employee or an entire Employee List, you can do so using the Delete Paycheck feature. Be sure to use extra care when you are deleting paychecks to protect necessary records for W-2s and other government reports.

Instruction Set 3–13: Deleting a paycheck from pay history

If you have two paychecks recorded with the same date, the program will only delete the check you select.

1   In the **Employees** window, select an employee from the Employee List on the left, then click the **Pay History** button.

2   From the **Select Check Date** pop-up menu, select the date of the paycheck you want to delete.

3   Click the **Delete Paycheck** button.

4   In the dialog that appears, select whether you want to delete the pay-check for the selected employee only or for all the employees in the currently open Employee List, with that check date.

5   Click **Continue** to delete the paycheck(s) from pay history or **Cancel** to return to the Pay History window.

Note: When you delete a paycheck from pay history, the program automatically voids the deleted paycheck in the check register.

Reprinting paychecks

There may be times when you need to go back and reprint a paycheck. This can be done using the Reprint Check feature.

Instruction Set 3–14: Reprinting a paycheck

1   In the **Employees** window, select the employee for whom you want to re-print a check, then click the **Pay History** button.

2   From the **Select Check Date** pop-up menu, select the date of the paycheck you want to reprint.

3   If necessary, change the date and check number of the paycheck be-fore printing, since the regular 'date' dialog box does not appear when you print from the Pay History window.

4   Click the **Reprint Check** button.

5   In the dialog that appears, select the checkform you wish to use, then click **OK**.

6   The standard Macintosh print dialog will appear allowing you to re-print the paycheck.

Duplicating paycheck records

If you need to enter a group of paychecks and they are all for the same amount (such as for a salaried employee), you can do so with the Duplicate Paycheck feature.

Instruction Set 3–15: Duplicating a paycheck record

1 In the **Employees** window, select the employee for whom you want to duplicate paycheck records, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the date of the paycheck you want to duplicate.

3 Click the **Duplicate Paycheck** button.

The program creates a new record exactly like the one that is currently open and adds it to the bottom of the Check Date pop-up menu.

4 Once the new paycheck is created, select it from the **Select Check Date** pop-up menu and make any necessary changes (such as the date and check number).

Note: Duplicating a paycheck in Pay History will not create that duplicate paycheck record in your Check Register.

Using employee lists

An employee list is simply a list of employee names. You can create as many employee lists (e.g., Part-time Help, Health Insurance, Interns) as you need, and an employee can be on as many lists as you deem necessary.

The lists themselves actually contain no data except for the employee names. Except for the "Master List" (which is described below), names may be added or removed from these lists at any time. You can use the "Master List" for processing payroll and department employee lists for running reports.

What is the Master List?

The Master List is an employee list which is automatically created every time you start your payroll program. It includes the names of all the employees who are in the Employee Files ƒ folder of the currently open company.

Because the Master List is automatically created with all the employees in the Employee Files ƒ folder, you cannot remove employee names from it using the Remove Employee command.

How employee names are displayed in employee lists

The status of an employee determines how his/her name is displayed in an employee list.

Black Regular	Current employees (i.e., those you process payroll for) are displayed in black regular type.
Red Bold	An employee who has been "terminated" appears in red bold type.
Black Italic	An employee whose file is not in the Employee Files ƒ folder appears in an italic format and is considered a "lost file". If you want to process payroll for this employee and include him/her in your reports, you need to find the employee's file and drag it back into the appropriate Employee Files ƒ folder. The "Master List" will not display lost files because it is designed to display only those employees who are currently stored in the Employee Files ƒ folder.

The Employee List pop-up menu

Following is an illustration of the Master List employee list and the Employee List pop-up menu.
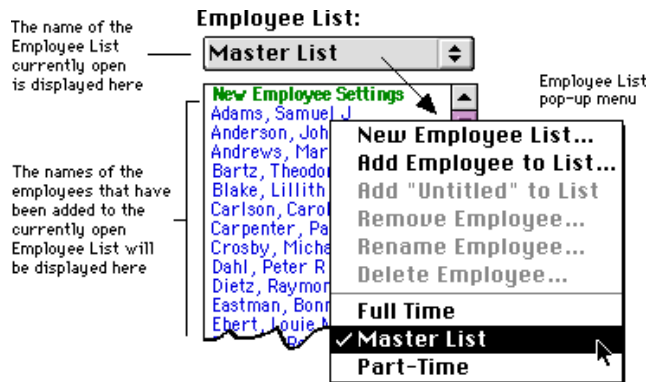
The top portion of the Employee List pop-up menu contains the commands needed for creating and configuring your Employee Lists.

The bottom portion of the Employee List pop-up menu displays the names of your employee lists. A check mark appears next to the name of the currently open employee list.

Creating employee lists

By default, the program automatically creates certain types of Employee Lists for you. They are created from the pay period and active/inactive (i.e., terminated) settings. For example, if you have both active and terminated employees, the program will create two lists; one that contains your active employees and another for your terminated employees. This option can be enabled and disabled in Program Preferences.

Instruction Set 3–16: Creating an employee list

1 From the Employee List pop-up menu, select **New Employee List**.

```
╔═══════════════ Save Employee List As ═══════════════╗
║                                                      ║
║    Save employee list as: [                      ]   ║
║                                                      ║
║                              [ Cancel ] [ Save ]     ║
║                                                      ║
╚══════════════════════════════════════════════════════╝
```

2 Enter a descriptive name for your new employee list.

The list can be the name of a department (i.e., Sales Dept.) or any other de-scriptive name (i.e., Interns).

3 Click **Save**.

Note: When you click Save, the Employee List is saved to the Employee Files ƒ folder of the currently open company and its name is displayed at the bottom of the Employee List pop-up menu. If you remove this file from the Employee Files ƒ folder, it will no longer appear in the Employee List pop-up menu.

4 You may now add employee names to this list. To do so, refer to "Adding employees to employee lists" on page 3-34.

Opening employee lists

Use the following instructions to switch to a different employee list.

Instruction Set 3–17: Opening an employee list

1 Click on the Employee List pop-up menu. Note the check mark displayed next to the name of the currently open Employee List.

2 Drag your mouse pointer to the employee list you want to open.

The selected employee list will open. Its name is displayed in the pop-up menu bar and the employees on that list will appear in the scrolling list.

Deleting employee lists

If you no longer want an employee list to appear in the Employee List pop-up menu use the following instructions to remove the list.

Instruction Set 3–18: Deleting an employee list

1 Quit out of your payroll program.

2 On your hard disk, open the **Aatrix Payroll ƒ** folder.

3 Open the 'company' folder that contains the employee list you want to delete.

4 Open the **Employee Files ƒ** folder.

5 Locate the name of the employee list you want to delete then drag this file to the trash.

6 Close each of the folders you opened.

7 Go ahead and open the payroll program again if you want.

Adding employees to employee lists

The program provides two methods in which you can add employees to the Employee Lists you create. It is probably more convenient to use the first method if you want to add a number of employees to a newly created Employee List. The second method can be used to add one employee at a time to an Employee List. You should experiment with both methods to find the method you prefer. You may find, however, that you prefer both methods depending upon the circumstances.

Instruction Set 3–19: Adding an employee to an employee list

You should not add the same employee twice to the same Employee List, although you may add the same employee to as many different lists as you wish.

METHOD 1:

This method uses the **Add Employee to List...** command. Use it if you have a number of employees to add to a list.

1   Open the Employee List you wish to add names to.

2   From the Employee List pop-up menu, select **Add Employee to List**.
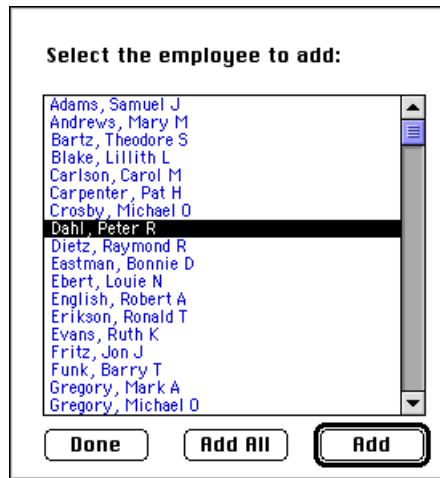
3 If you want all the employees in the list added to the currently open Employee List, click the **Add All** button. To add one or more names to the currently open Employee List, select the name of an employee and click the **Add** button.

To help you keep track of which employee names have been added to the list, the program removes the employee's name from this list when you add it to the Employee List. This way, you won't have to rely on the scroll bar to search to the bottom of a lengthy list because the list gets shorter.

4 Click the **Done** button when you have finished adding names.

METHOD 2:

This method uses the **Add "<< ------- >>" to list** command. Use it to add a single employee to a list.

Add "Untitled" to List	If no employee is selected (highlighted) in the Employee List, the command is displayed as "Add "<<Untitled>>" to list".
Add "Fritz, Jon J" to List	If an employee is selected and that employee is already on the list that is currently open, the command is grayed out. Notice that the name of the selected employee replaces the word "<<Untitled>>".
Add "Fritz, Jon J" to List	If an employee is selected and you open a list that the selected employee is not on, the command is active and will execute when selected. That is, the employee's name is added to the currently open Employee List.

1 Select the name of the employee you want to add to another list.

2 Open the Employee List you want to add the employee to from the bottom of the Employee List pop-up menu.

3   From the Employee List pop-up menu, select **Add "employee name" to list**.

The employee's name will be added to Employee List you selected in Step 2 and will be displayed in this list whenever it is open.

Removing names from employee lists

There may be times when you want to remove an employee from an Employee List. For example, you may have an employee on your "Full Time" Employee List that is now working part time, or you may have an employee who is no longer on your "Union" Employee List.

Instruction Set 3–20: Removing a name from an employee list

1   Open the Employee List that contains the name of the employee you wish to remove.

*Note: Open an employee list other than the Master List. Because the Master List is a special list created by the program using all the employee files in the Employee Files ƒ folder, the **Remove Employee** command is inactive.*

2   Select the name of the employee you wish to remove.

3   From the Employee List pop-up menu, select **Remove Employee**.

A dialog will appear asking if you are sure you want to remove the employee from this Employee List.

The name will be removed from this Employee List only. You can add the employee back to the list at any time. It will not affect the employee's status on any other list and you will still be able to process payroll for this person.

Evaluating employees

The **Employee Evaluator** allows you to create, score, and print employee evaluation forms. A well planned performance appraisal can give employers valuable insights into the work being done and those employees who are doing it well.

Some of the many advantages of conducting performance evaluations on a consistent basis include reinforcing good work performance, providing corrective feedback, communicating your expectations for good job performance and better capabilities for judging who is eligible for bonuses and pay raises.

The Employee Evaluator window

To use the Employee Evaluator, open the **Employees** tab window and then click the **Evaluate** button.

If the program cannot find an evaluation form on your computer, a dialog will appear asking you to name and save a form before it will open the Employee Evaluator window.
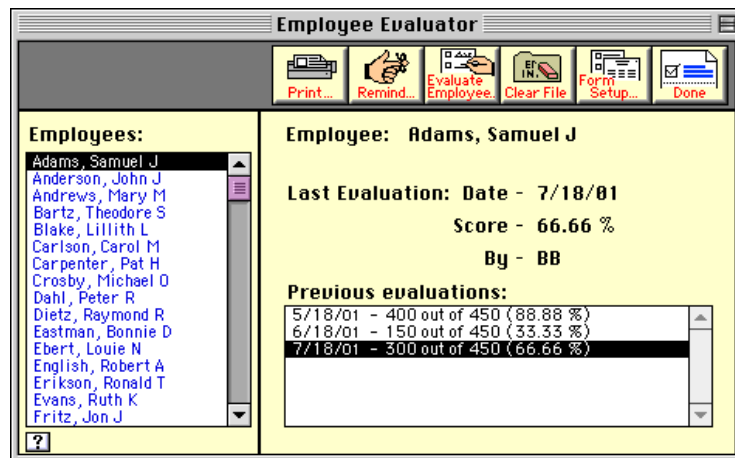
Note: *When you select an employee, the Employee Evaluator window displays the score from the employee's last evaluation as well as all previous evaluations.*

Form Setup	This button allows you to create and edit the performance appraisal form(s) you will use for evaluating employee work performance.
Evaluate Employee	When you're ready to evaluate an employee, select the employee from the **Employees** list, then click the **Evaluate Employee** button.
Clear File	The **Clear File** button allows you to delete some or all of the previous evaluations from the selected employee's file.
Remind	Use this command to set up reminders for upcoming employee evaluations.
Print	Use the **Print** button to print out previous employee evaluations.
Done	Click the **Done** button to exit the window.

Evaluation forms

With the **Employee Evaluator**, you can set up your own customized performance appraisal form by adding the desired questions (e.g., Employee completes tasks on time?) and possible response options (e.g., Always, Often, Seldom, Never) to the form.

Creating evaluation forms

You can create as many performance appraisal forms as needed with each form containing as many questions you deem necessary.

Instruction Set 3–21: Creating an evaluation form

1   In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

Evaluation Form Setup

Evaluation Form: Sample Evaluation Form

Existing evaluation questions:

What changes would you like to improve your duties better?
Does the employee know the duties within the job?
Employee communicates ideas clearly?
Employee maintains an organized workspace?
Employee is a self-starter?
Which adjectives describe this employee's work habits?
Describe this employee's character in a few words.

Move Up
Move Down
Print...

New...   Edit...   Delete   Done

3 From the **Evaluation Form** pop-up menu, select the **New Form** option.

New Form...
Evaluation Form: ✓ Sample Evaluation Form

4 In the dialog box that appears, enter a name for the evaluation form you are creating, such as Performance Evaluation Form.

New Survey

Please provide a name to save the survey form as before continuing.

Save form as: Performance Evaluation Form

Cancel   Save

5 Click **Save**.

6 Once the form has been saved, you can add whatever questions you want to it. For details, refer to "Adding questions to evaluation forms" on page 3-40.

To delete a form, open the Defaults ƒ folder in your Aatrix Payroll ƒ folder. Drag the form(s) you don't want to the trash.

Adding questions to evaluation forms

Once an evaluation form is saved, you can add the questions you want to the form.

Instruction Set 3–22: Adding a question to an evaluation form
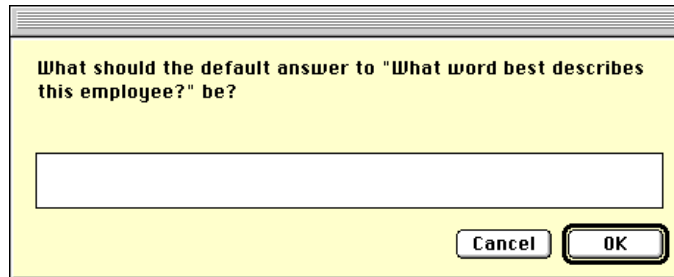
1 In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form you want to add questions to.

4 Click the **New** button.

```
┌─────────────────────── New Question ───────────────────────┐
│                                                             │
│  Question:                                                  │
│  ┌───────────────────────────────────────────────────────┐ │
│  │                                                       │ │
│  │                                                       │ │
│  │                                                       │ │
│  └───────────────────────────────────────────────────────┘ │
│  ┌─Response Format: ──────────────────────────────────────┐ │
│  │ ● Open ended        ┌──── Default... ────┐            │ │
│  │ ○ Multiple choice   [  Responses...  ]                │ │
│  │ ○ Checklist         [  Responses...  ]                │ │
│  │ ○ Yes/No             True:      False:                │ │
│  │ ○ True/False        [ 0     ] [ 0    ]    points      │ │
│  └────────────────────────────────────────────────────────┘ │
│  [  Next Question  ]            [ Cancel ]  [   OK   ]       │
└─────────────────────────────────────────────────────────────┘
```

5 In the **Question** text box, type the question (limited to 255 characters) exactly as you want it to appear on the evaluation form.

6 Select the type of **Response Format** you want for this question.

Open ended

When **Open ended** is selected, click the **Default** button to enter a default response for the open ended question.
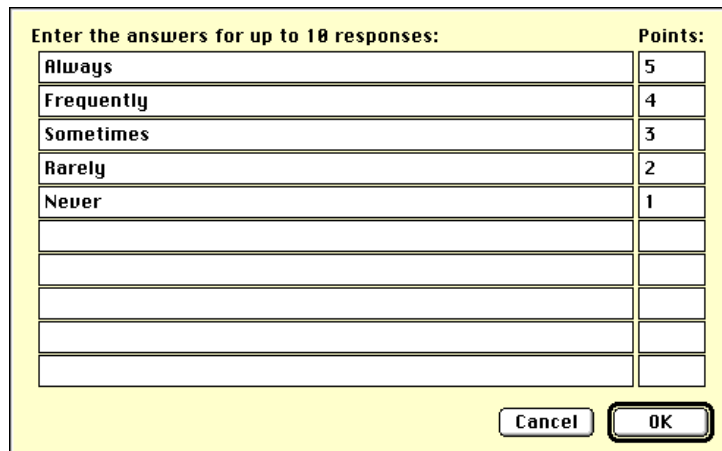
What should the default answer to "What word best describes this employee?" be?

[   ] Cancel   OK

Multiple choice

When the **Multiple choice** option is selected, click the **Responses** button to enter all the possible responses for your multiple choice question. Then enter how many points each possible response is worth. For example, in the following illustration, if the question is answered with an "Always" response, the employee would receive 5 points for this question.

Enter the answers for up to 10 responses:	Points:
Always	5
Frequently	4
Sometimes	3
Rarely	2
Never	1

Cancel   OK

Checklist

When the **Checklist** option is selected, click the **Responses** button to enter all the possible responses for your checklist question. Then enter how many points each possible response is worth. For example in the following illustration, if the question was to select which adjectives best describe the employee, and all adjectives were selected, the employee would receive 30 points from this question.

Enter the answers for up to 10 responses:	Points:
Dependable	5
Creative	5
Self-starter	5
Organized	5
Productive	5
Courteous	5

Cancel OK

Yes/No

When the **Yes/No** option is selected, text boxes appear allowing you to enter the number of points a "Yes" answer or "No" answer is worth.

Yes: No:

10   0   points

True/False

When the **True/False** option is selected, text boxes appear allowing you to enter the number of points a "True" answer or "False" answer is worth.

True: False:

10   0   points

7   (Optional) Click the **Next Question** button if you want to add another question to this evaluation form.

---

*Note: When you click the Next Question button, the question you just set up is added to the evaluation form. The **New Question** dialog remains open so that you can set up another new question. Thus, you can add all of your questions to the evaluation form at this time by clicking the **Next Question** button.*

---

8   Click **OK**.

Your question is added to the evaluation form and you are returned to the **Employee Evaluator** window.

9   Click **Done** to return to the **Employees** tab window.

Editing evaluation questions

There may be times in which you feel you need to modify a question on an existing evaluation form. Use the following instructions to do so.

Instruction Set 3–23: Editing an evaluation question

If you change the response setup of a question that has been used in previous evaluations, the employee's response and score on that evaluation may no longer be valid. If you feel that your changes may invalidate previous evaluations, set it up as an entirely new question.

1   In the **Employees** tab window, click the **Evaluate** button.

2   In the **Employee Evaluator** window, click the **Form Setup** button.

3   From the **Evaluation Form** pop up menu, select the form which contains the question you want to edit.

4   From the **Existing evaluation questions** scrolling list, select the question you wish to edit.
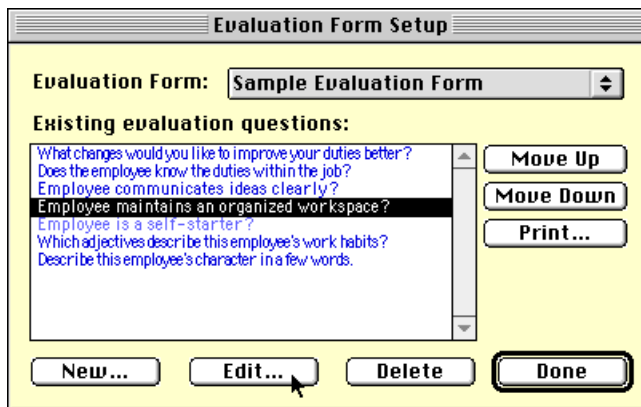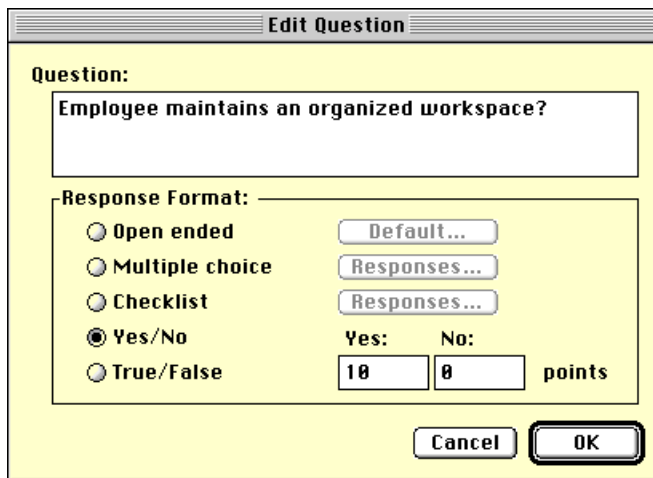
5   Click the **Edi**t button.

6   Make the changes you want.

7   Click **OK**.

8   Click **Done** to return to the **Employees** tab window.

Deleting evaluation questions

Because an evaluation question may be part of a previous evaluation, the program does not allow you to delete a question from the **Existing evaluation questions** list. Instead, the program allows you to delete the question from appearing on future evaluation forms.

Instruction Set 3–24: Deleting an evaluation question

1   In the **Employees** tab window, click the **Evaluate** button.

2   In the **Employee Evaluator** window, click the **Form Setup** button.

3   From the **Evaluation Form** pop up menu, select the form which contains the question you want to delete.

4   From the **Existing evaluation questions** scrolling list, select the question you wish to delete.
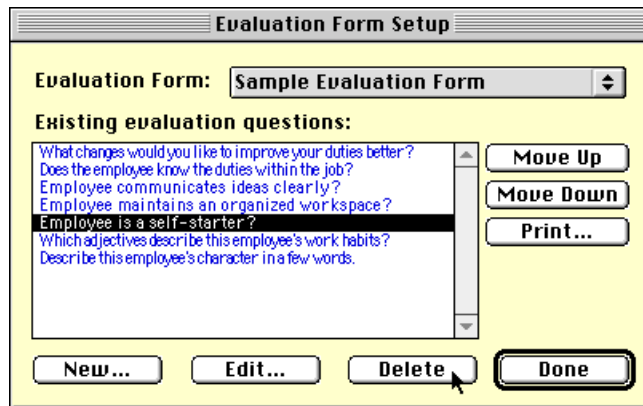
5   Click the **Delete** button.

The deleted question will appear in RED bold print and the **Delete** button will change to **Undelete**.

6   Click **Done** to return to the **Employees** tab window.

Undeleting evaluation questions

There may be times when a question you've previously deleted from the evaluation form needs to be undeleted.

Instruction Set 3–25: Undeleting an evaluation question

1   In the **Employees** tab window, click the **Evaluate** button.

2   In the **Employee Evaluator** window, click the **Form Setup** button.

3   From the **Evaluation Form** pop up menu, select the form which contains the question you want to undelete.

4   From the **Existing evaluation questions** scrolling list, select the question you wish to undelete.
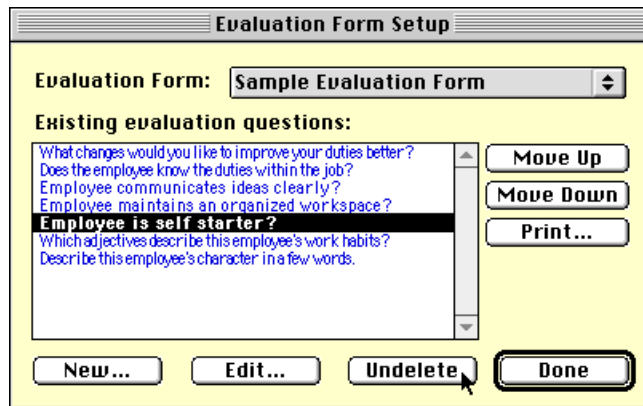
5   Click the **Undelete** button.

The selected question will appear in plain print and the **Undelete** button will change to **Delete**.

6   Click **Done** to return to the **Employees** tab window.

Moving evaluation questions

You can arrange your evaluation form questions in any order you wish by using the **Move Up** and **Move Down** buttons.

Instruction Set 3–26: Moving an evaluation question

1   In the **Employees** tab window, click the **Evaluate** button.

2   In the **Employee Evaluator** window, click the **Form Setup** button.

3   From the **Evaluation Form** pop up menu, select the form which contains the question(s) you want to move.

4   From the **Existing evaluation questions** scrolling list, select the question you wish to move.
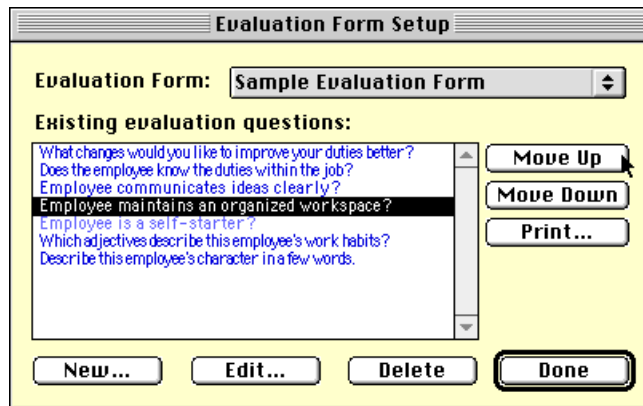
5   Click either the **Move Up** or **Move Down** button to move the question.

6   Click **Done** to return to the **Employees** tab window.

Printing evaluation forms

You can print out a copy of your evaluation form if you wish to examine the setup of the questions you've added to your evaluation form.

Instruction Set 3–27: Printing an evaluation form

1   In the **Employees** tab window, click the **Evaluate** button.

2   In the **Employee Evaluator** window, click the **Form Setup** button.

3   From the **Evaluation Form** pop up menu, select the form which contains the question(s) you want to print.
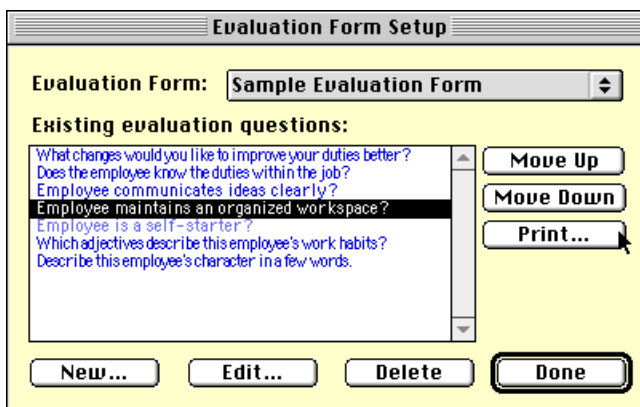
4   Click the **Print** button.

5   In the print dialog that appears, click **OK** to print the evaluation form.

6   Click **Done** to return to the **Employees** tab window.

Evaluating employee work performance

This section covers all topics related to the evaluation of your employee's work performance. Topics covered are:

- Evaluating employees

- Printing and deleting evaluation results

- Setting up reminders for future evaluations

Evaluating employees

When you have finished setting up an evaluation form, you can use it to evaluate the work performance of your employees. Based upon your responses, the program will provide you with a score for each employee you evaluate.

Instruction Set 3–28: Evaluating an employee

1 In the **Employees** tab window, click the **Evaluate** button.

2 From the **Employee** scrolling list, select the employee you wish to evaluate.
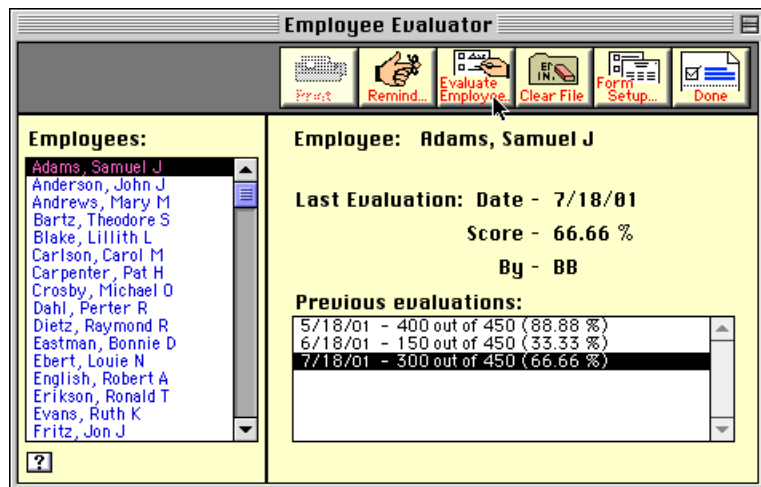
3 Click the **Evaluate Employee** button.

4   Select the evaluation form you wish to use.
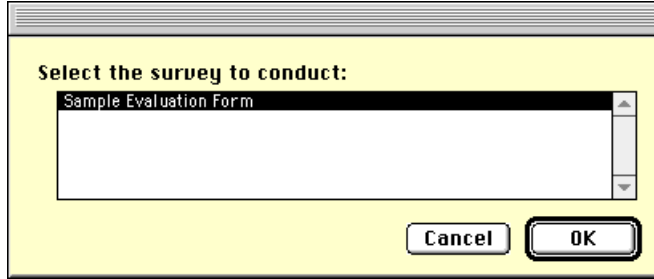
5   Click **OK**.

The following dialog will appear displaying the first question of the select-ed evaluation form.
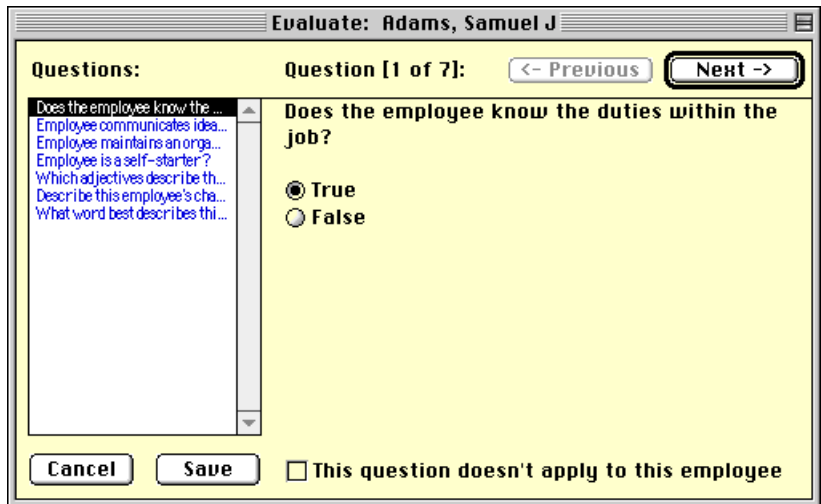
6   Choose the appropriate response for the displayed question.

If the displayed question does not apply to this employee, select the **"ques-tion doesn't apply"** checkbox at the bottom of the window. The question will not be printed on the employee's evaluation form, nor will it be includ-ed in the employee's evaluation score.

7   Click the **Next** button to advance to the next question.

*Note: After responding to a question, you can either click the **Next** button or the **Return** key to advance to the next question. To return to the preceding question, click the **Previous** button. You can also display a question by selecting (highlighting) the desired question in the **Questions** list.*

8   Repeat the last two steps until all evaluation questions are answered.

9   Click the **Save** button.

10   (Optional) Fill in the **Save Review** dialog with relevant information.

Comments
Enter any applicable comments in the text box (up to 255 characters).

Remind
Enter the date for the for this employee's next review.

Print a copy of this review
Select this box to print out the employee's evaluation.

Your name or initials
Enter the name or initials of the person who conducted this evaluation.

11   Click **Save**.

3 – 51

The evaluation will be added to the employee's file.

12 Click **Done** to return to the **Employees** tab window.

Printing previous evaluations

There may be times in which you need to review previous employee evaluations. A hard copy of these evaluations can be printed out using the Print button.

Instruction Set 3–29: Printing a previous evaluation

1 In the **Employees** tab window, click the **Evaluate** button.

2 From the **Employee** scrolling list, select the employee you wish to print a previous evaluation.

3 In the **Previous evaluations** scrolling list, select the date of the evaluation you want to print out.

4 Click the **Print** button.

5 In the print dialog that appears, click **OK** to print the results of the selected evaluation.

6 Click **Done** to return to the **Employees** tab window.

Deleting previous evaluations

If needed, you can easily delete previous evaluations from an employee's file.

Instruction Set 3–30: Deleting a previous evaluation

1   In the **Employees** tab window, click the **Evaluate** button.

2   From the **Employee** scrolling list, select the employee you wish to delete a previous evaluation.

3   Click the **Clear File** button.

```
╔══════════════ Clear Evaluations ══════════════╗
║                                                ║
║   Delete evaluations from "Adams, Samuel J":   ║
║                                                ║
║   ⦿ Delete all evaluations                     ║
║   ○ Delete all evaluations but the most recent ║
║                                                ║
║                       [ Delete ]  [[ Cancel ]] ║
╚════════════════════════════════════════════════╝
```
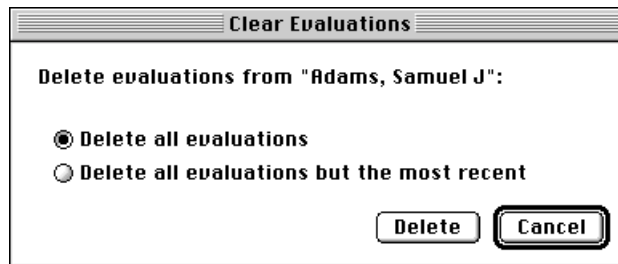
4   Choose either **Delete all evaluations** or **Delete all evaluations but the most recent**.

5   Click **Delete**.

6   Click **Done** to return to the **Employees** tab window.

Setting up evaluation reminders

Use this feature to set up reminders and due dates for conducting employee evaluations.

Instruction Set 3–31: Setting up an evaluation reminder

1   In the **Employees** tab window, click the **Evaluate** button.

2   From the **Employee** scrolling list, select the employee you wish to set up an evaluation reminder for.

3   Click the **Remind** button

4   In the text box, enter the date you want to be reminded of an employee evaluation.

> **Enter the date to be reminded on:** `2/15/02`
>
> Cancel   OK
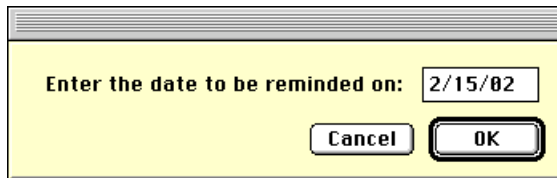
5   Click **OK**.

On the date that this reminder comes due, the program will remind you to conduct the evaluation when you start your computer as well as when you open your payroll program.

You can set up multiple reminder dates for the same employee (for example, 6/27/02, 7/27/02, and 8/28/02) by simply repeating steps 3-6, and entering a different date each time.

6   Click **Done** to return to the **Employees** tab window.

Payroll Items

Chapter overview

The following information is covered in this chapter:

- Creating, assigning, and editing payroll items
- Setting up vacation, sick, and holiday pay
- Creating and assigning jobs to income items
- Optional Plug-Ins

Payroll Items overview

Clicking the **Payroll Items** tab opens the following window. The Payroll Items list displays the names of the payroll items you created during the installation process. To create additional payroll items or modify existing ones, click the **New** button associated with the type of payroll item you want to create.
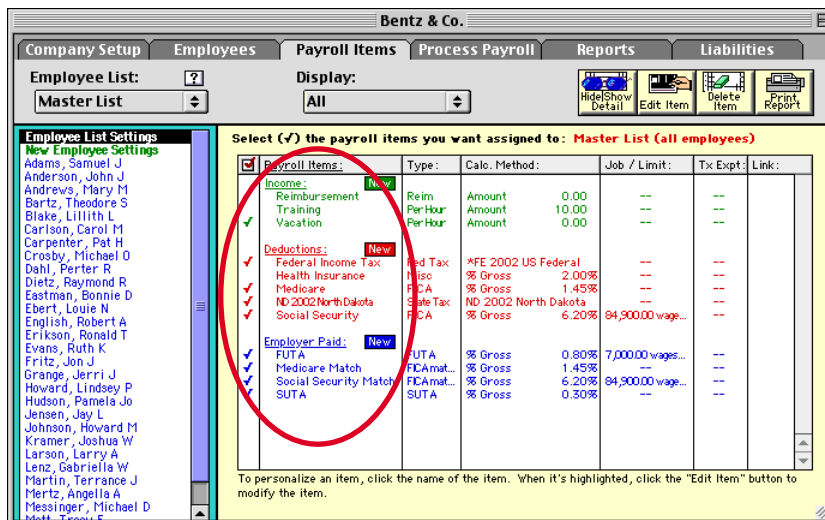
For better organization and display purposes, the Payroll Items window separates the payroll items into their specific categories. For example, the name of each deduction is displayed in "red" text and listed in the Deductions portion of the window. Another useful feature of this window is that you can quickly view the detailed set up of your payroll items (e.g., Limit).

You can turn on/off this detail by clicking the **Hide/Show Detail** button. Click the **Print Report** button to print a detailed payroll items report for the employee or Settings option you have selected in the Employee list.

Once a payroll item is created, you can assign it to your employee files. For details, refer to "Assigning payroll items to employees" on page 4-27.

Creating payroll items

There are three different types of payroll items you can create; deductions, employer paid contributions, and extra income. Instructions for creating each type of payroll item are detailed in the following sections.

The payroll program uses the payroll items you create to track individual amounts on a paycheck and the year-to-date wage and tax amounts for each employee.

The names of the payroll items are used when printing your reports and employee paychecks. You can set up a payroll item at any time however, we recommend that before processing your first payroll, all the payroll items you need are setup and assigned to the appropriate employees.

Deductions

Deductions are anything that must be withheld from an employee's gross pay. They include the basics such as federal and state tax, Social Security, and Medicare as well as retirement funds like a 401K, KEOGH, or IRA. They also include such things as health insurance, union dues and anything else that you as the employer need to withhold from an employee's gross pay. Depending on the type of deduction you are creating, it can be set up so it is deducted before taxes, after taxes, or sheltered from specific payroll items that you designate.

The following instruction set will guide you through the process of creating a new deduction.

Instruction Set 4–1: Creating a new deduction

1   In the **Payroll Items** tab window, click the *RED* **New** button.

*Note: If the option called "Menu link to" in Accounting Preferences is set to anything other than None, and you have not yet imported your chart of accounts into the payroll program, a dialog will appear asking if you want to import your chart of accounts now. Click **No** if you don't want to import your chart of accounts now. You can import them later in the Send/Post Payroll window or the next time you create a new payroll item. Clicking **Yes** will spawn a Getfile dialog where you can open your chart of accounts file. Once imported,*

the account names will display in the Liability acct pop-up menu. (Note: If needed, refer to the User Manual of your accounting program for information on how to export your chart of accounts.)

2   In the **Title** textbox, enter the name of the deduction.

The title can be anything you want. It should be descriptive enough so you can distinguish it from others you set up because it will be used throughout the program (e.g., checkforms, reports).

3   From the **Type** pop-up menu, select the type of deduction it is.

Federal	This type should only be used for the Federal income tax deduction.
Social Security	This type should only be used for the Social Security deduction.
Medicare	This type should only be used for the Medicare deduction.
State	This type should only be used for a State with-holding deduction. Select it for each state deduction you set up.
Local	This type should only be used for a Local with-holding deduction. Select it for each local deduction you set up.

Miscellaneous   Select this type for any miscellaneous deduction you create for your employees such as health insurance, dental insurance, union dues, cash deductions, etc.

Pension   This type is for a pension plan your company may be contributing to. Generally, Federal, State, and Local deductions are exempt from pensions. Check with your accountant to be sure these defaults are correct.

Disability   Select this type for each disability deduction (e.g., SDI) you create.

Training   Select this type for each training deduction you create.

Garnishment   Select this type for any sort of general garnishment, such as unpaid debt.

Child Support   Select this type for each child support deduction you create.

Flex   This type is available in Multi-Ultimate Payroll. It is to be used for the Medical and/or Dependent Care Flexible Spending Accounts (FSA) of a Cafeteria Plan.

Special Groups   These deductions are the same as Miscellaneous deductions. The program allows three different ways to group your miscellaneous deductions. Each group of deductions can then be sheltered from other deductions, such as tax deductions.

4   From the **Apply to** pop-up menu, select the appropriate option.

All income items
Select this option if all your income items apply to this deduction.

Custom
If there are specific income items that apply to this deduction, select the Custom option. In the dialog that appears, uncheck the income items that do not apply to this deduction.

5   From the **Calculation Method** pop-up menu, select the appropriate option.

Flat Amount	Select this option if the deduction represents a simple dollar amount to be deducted each pay period, then enter the amount to be deducted in the $ textbox.
	If the amount to be deducted will not be the same for all (or most) your employees, you may want to enter 0.00 here and then customize the deduction for each individual employee.
% of Gross	Select this option if the deduction needs to be calculated as the percentage of the gross pay. The number you enter into the % textbox will be the percentage of the gross pay that is deducted each pay period.
% of Federal	Select this option if the deduction needs to be calculated as the percentage of the Federal income tax. The number you enter into the % textbox will be the percentage of the Federal tax that is deducted each pay period.
% of State	Select this option if the deduction needs to be calculated as the percentage of the State income tax. The number you enter into the % textbox will be the percentage of the State tax that is deducted each pay period.

Look-Up Table   Select this option if you want to link this deduction to a tax table. When selected, another pop-up menu appears allowing you to select the appropriate table for this deduction.

Note: Multi-Ultimate Payroll has a feature called the Table Editor. You can use it to set up your own look up tables. The table method can be used for those deductions that are based on a rising scale of numbers, such as:

Gross pay between $0 and $100, deduct 2%
Gross pay between $100 and $200, deduct 3%

or:

Gross pay between $0 and $100, deduct $2.00
Gross pay between $100 and $200, deduct $3.00

Tax Calculation   Use this option for Federal, State, and Local deductions.

This option also allows you to link the deduction to a plug-in that has been specially written for the deduction. Refer to for a list of the currently available plug-ins.

When selected, another pop-up menu appears allowing you to select the appropriate tax table or plug-in.

Amount Per Hour   Select this option if the deduction is based on the number of hours an employee works. The program multiplies the amount you enter in the $ textbox by the number of hours worked this the pay period (e.g., for every 1 hour worked, deduct $0.25). If the employee is paid using a salary, you can still enter the number of hours worked and this deduction will apply to those hours.

6 From the **Limit** options, set up the deduction as needed.

Select **None** if the deduction has no upper or lower limits. To set up an upper or lower limit, refer to "Setting limits on payroll items" on page 4-24.

7 (Optional) From the **Tax Exempt** list, select (√) the payroll items that this deduction is exempt from.

Another option available when creating a deduction is to exempt it from some or all of the other payroll items. This is commonly known as 'sheltering' a deduction. When a deduction is sheltered, it is deducted from the gross pay before any of the other payroll items take affect.

8 If you've already imported your chart of accounts, you can link the deduction now, or later in the **Send/Post Payroll** window.

If you prefer to designate the link now, select the appropriate liability account for this deduction from the **Liability acct** pop-up menu.

9 Click **OK** when you have finished setting up this deduction.

The deduction will appear in the Deductions portion of the **Payroll Items** tab window.

10 Assign this deduction to those employees it applies to. If needed, refer to "Assigning payroll items to employees" on page 4-27.

11 Once the deduction has been assigned to all applicable employees, you can personalize it for individual employees, if needed. Refer to "Editing payroll items" on page 4-29.

Employer paids

Employer paid items are contributions to the employee's compensation and don't affect employee paychecks. The most important ones are Social Security and Medicare Match and Federal and State Unemployment that must be tracked and reported. Examples of other employer paids are retirement and health insurance contributions.

The following instruction set will guide you through the process of creating a new employer paid item.

Instruction Set 4–2: Creating a new employer paid item

1   In the **Payroll Items** tab window, click the *BLUE* **New** button.

*Note: If the option called "Menu link to" in Accounting Preferences is set to anything other than None, and you have not yet imported your chart of accounts into the payroll program, a dialog will appear asking if you want to import your chart of accounts now. Click **No** if you don't want to import your chart of accounts now. You can import them later in the Send/Post Payroll window or the next time you create a new payroll item. Clicking **Yes** will spawn a Getfile dialog where you can open your chart of accounts file. Once imported, the account names will display in the Liability acct pop-up menu. (Note: If needed, refer to the User Manual of your accounting program for information on how to export your chart of accounts.)*

2   In the **Title** textbox, enter the name of the employer paid.

The title can be anything you want. It should be descriptive enough so you can distinguish it from others you set up because it will be used throughout the program (e.g., reports).

3 From the **Type** pop-up menu, select the type of employer paid item it is.

Federal Unemployment	This type is only for the Federal Unemployment contribution.
Social Security	This type is only for the Social Security matching contribution.
Medicare	This type is only for the Medicare matching contribution.
State Unemployment	This type should only be used for a State Unemployment contribution.
Disability	Use this type when creating a disability contribution, such as SDI.
Training	Select this type for any sort of training contribution you create.
Pension	This type is for a pension plan your company may be contributing to. Generally, Federal, State, and Local deductions are exempt from pensions. Check with your accountant to be sure these defaults are correct.
Miscellaneous	Select this type for any miscellaneous employer paid item you create, such as an employer retirement contribution, life insurance contribution, etc.
Flex	This type is available in Multi-Ultimate Payroll. It is to be used for the Medical and/or Dependent Care Flexible Spending Accounts (FSA) of a Cafeteria Plan.

Special Groups	Grouping is a convenient way of tracking similar types of payroll items. For example, if you are contributing state unemployment taxes to three different states, you could assign the three state unemployment items to the State Unemployment type, and then generate a Free-form report that computes a single unemployment total instead of three separate totals. (The Free-form Report Builder is a feature of Multi-Ultimate Payroll).
	Note: Contributions can also be grouped on checkforms.

4   From the **Apply to** pop-up menu, select the appropriate option.

All income items
Select this option if all your income items apply to this employer paid item.

Custom
If there are specific income items that apply to this employer paid item, select the Custom option. In the dialog that appears, uncheck the income items that do not apply to this employer paid item.

5   From the **Calculation Method** pop-up menu, select the appropriate option.

Flat Amount	Select this option if the employer paid item represents a simple dollar amount to be tracked each pay period, then enter the appropriate amount in the $ textbox.
% of Gross	Select this option if the employer paid item needs to be calculated as the percentage of the gross pay. The number you enter into the % textbox will be the percentage of the gross pay that is tracked each pay period.

% of Federal   Select this option if the employer paid item needs to be calculated as the percentage of the Federal income tax. The number you enter into the % textbox will be the percentage of the Federal tax that is tracked each pay period.

% of State   Select this option if the employer paid item needs to be calculated as the percentage of the State income tax. The number you enter into the % textbox will be the percentage of the State tax that is tracked each pay period.

Tax Calculation   Select this option if you need to link the employer paid item to a plug-in that has been specially written for it. Refer to "Plug-ins overview" on page 4-35 for a list of the currently available plug-ins.

When selected, another pop-up menu appears allowing you to select the appropriate plug-in.

Look-Up Table   Select this option if you want to link the employer paid item to a table. When selected, another pop-up menu appears allowing you to select the appropriate table for this item.

Note: Multi-Ultimate Payroll has a feature called the Table Editor. You can use it to set up your own look up tables. The table method can be used for those contributions that are based on a rising scale of numbers, such as:
Gross pay between $0 and $50, contribute 2%
Gross pay between $50 and $100, contribute 3%

or:
Gross pay between $0 and $50, contribute $2
Gross pay between $50 and $100, contribute $3

Amount Per Hour   Select this option if the employer paid item is based on the number of hours an employee works. The program multiplies the amount you enter in the $ textbox by the number of hours worked this the pay period (e.g., for every 1 hour worked, contribute $0.25). If the employee is paid using a salary, you can still enter the number of hours worked and this item will apply to those hours.

6   From the **Limit** options, setup the employer paid item as needed.

Select **None** if the item has no upper or lower limits. To set up an upper or lower limit, refer to "Setting limits on payroll items" on page 4-24.

7   If applicable, from the **Tax Exempt** options, "override" this item from your exempted deductions and/or exempted income.

8   If you've already imported your chart of accounts, you can link this employer paid item now, or later in the **Send/Post Payroll** window.

If you prefer to designate the links now, select the accounts that this employer paid item should be linked to from the **Liability acct** and **Expense acct** pop-up menus.

9   Click **OK** when you have finished setting up this employer paid item.

The item will appear in the **Employer Paid Items** portion of the **Payroll Items** tab window.

10   Assign the employer paid item to those employees it applies to. If needed, refer to "Assigning payroll items to employees" on page 4-27.

11   Once the employer paid item has been assigned to all applicable employees, you can personalize it for individual employees, if needed. Refer to "Editing payroll items" on page 4-29.

Social Security and Medicare tax rates

Following are the Social Security and Medicare tax rates for 2002. Be aware that the government changes these tax rates every year.

Social Security	Rate is 6.2%
	Upper Limit: Maximum Wages is $84,900 per year
Social Security Match	Rate is 6.2%
	Upper Limit: Maximum Wages is $84,900 per year
Medicare	Rate is 1.45%
	No Limits on the wage base
Medicare Match	Rate is 1.45%
	No Limits on the wage base

Extra income

If you have employees that earn more than the standard income which we term Regular Pay (one salary or one hourly rate), then you will need to set up extra income payroll items for these employees.

Extra income may include such things as travel reimbursement, different pay rates for performing different jobs, piecework, commissions, or any additional type of pay including vacation, sick, or holiday.

The following instruction set will guide you through the process of creating a new income item.

Instruction Set 4–3: Creating a new income item

1 In the **Payroll Items** tab window, click the *GREEN* **New** button.

*Note: If the option called "Menu link to" in Accounting Preferences is set to anything other than None, and you have not yet imported your chart of accounts into the payroll program, a dialog will appear asking if you want to import your chart of accounts now. Click **No** if you don't want to import your chart of accounts now. You can import them later in the Send/Post Payroll window or the next time you create a new payroll item. Clicking **Yes** will spawn a Getfile dialog where you can open your chart of accounts file. Once imported, the account names will display in the Liability acct pop-up menu. (Note: If needed, refer to the User Manual of your accounting program for information on how to export your chart of accounts.)*

2   In the **Title** textbox, enter the name of the income item.

The title can be anything you want. It should be descriptive enough so you can distinguish it from others you set up because it will be used throughout the program (e.g., checkforms, reports).

3   From the **Type** pop-up menu, select the type of income item it is.

Salary	This type is used for any flat dollar amount to be paid to the employee. You might not call it salary, but this simply means any flat amount. Enter the flat amount into the salaried field.
Hourly	Use this type for an income item that is paid on an hourly basis.
Commission	Select this type if the income item is to be used for employees who earn their wages according to what or how much they sell. The amount entered represents the commission. This field corresponds to the commission field in the EZ Report Builder.
Bonus	The bonus type can be used to enter a bonus amount. This field corresponds to the bonus field in the EZ Report Builder.
	Bonus pay can be taxed differently than regular income, so check with your state and federal laws for the current rates. If, after creating a bonus, you need to change its tax rate from the normal tax rate default, refer to "Processing bonus checks" on page 5-11.

Minimum Pay   This type is for employees who need to be paid a minimum amount each pay period. It can be used for hourly rate employees or commission employees where the amount they make from the normal method of pay does not always equal the minimum amount. The amount you enter in the Amount field is the minimum amount the employee can be paid. If the employee does not make this much from their other sources of income, Minimum Pay will add in the difference. If the other income sources exceed the minimum pay, then this income item is not used.

Minimum Per Hour   This type is for those employees who get paid at least the minimum wage on a per hour basis. It is generally used by restaurant businesses. For example, if a waitress earns $2.25 an hour and works 10 hours, and also receives $10 in tips, she would receive $32.50. The program would calculate her hourly wage to be $3.25, which is less than the minimum wage. The Minimum Per Hour feature would kick in so the employee would receive the minimum wage on a per hour basis.

Tips   This income type allows you to keep tipped wages separate from the other wages for FICA reporting purposes.

Differential   Differential is shifting your regular rate pay to a higher rate. The program offers four different differential types. Depending on which type you select determines the options for setting the differential rate.

Reimbursement   Use this income type for reimbursement payments (e.g., gas, travel, Medical Spending Account) that are not part of the employee's gross pay (i.e., non-taxable income).

Job Task   Select this type if the income item is related to a specific job that you will select from the **Default Job** pop-up menu.

Per Unit/Other   This type is used for any amount that is to be paid on a variable basis where you will enter a number during payroll which will stand for number of pieces, number of feet, the number of something completed.

The number entered during payroll will be multiplied by the fixed amount you enter for this extra income item (which can be personalized for each employee, once assigned). The fixed amount you enter (or after the extra income is on the assigned side) is multiplied by the variable amount entered during payroll. Enter hourly rates (e.g., 4.50), piecework rates, or other rates in this field. This field can be used for all types of hourly rates including overtime or double overtime.

Note: In Employee Preferences, you can name the third per item extra income to fit your needs.

Vacation, Holiday, or Personal Pay   Select the appropriate type for the income item you are creating. For detailed information, refer to "Setting up vacation, holiday, and personal pay" on page 4-21.

4   From the **Calculation Method** pop-up menu, select the appropriate option.

Normal   Select this option if the income item is an hourly or salary rate and then enter the appropriate amount.

Tips   Select this option if you need to enter a straight dollar tip amount.

Look-Up Table	Select this option if you want to link this extra income item to a table. When selected, another pop-up menu appears allowing you to select the appropriate table for this income item.
	If you have Multi-Ultimate Payroll, you can use the Table Editor to setup your own look up tables. The table method can be used for income that is based on a rising scale of numbers, such as:
	Sales between $50 and $100, pay 2% commission Sales between $100 and $500, pay 3 % commission
	or: Sales between $50 and $100, pay $2 commission Sales between $100 and $500, pay $3 commission
Plug-in	Select this option if you need to link the income item to a plug-in that has been specially written for the income item. Refer to "Plug-ins overview" on page 4-35 for the list of available plug-ins.
	When selected, another pop-up menu appears allowing you to select the appropriate plug-in.
Deduct after	This method can be used for an income item that is added into the gross pay for tax purposes, then taken out after the deductions have been figured. The most common use for this method is tips, which are added to the gross for taxes, but not added to the net pay because the employee has already received their tip income.

5 If applicable, from the **Default Job** pop-up menu, select the job you want assigned to this income item. For details, refer to "Job costing overview" on page 4-32.

*You can create jobs on-the-fly by selecting the **Edit Job List** command in the Default Job pop-up menu. Refer to "Creating jobs" on page 4-32.*

6   If you've already imported your chart of accounts, you can link this income item now, or later in the **Send/Post Payroll** window.

If you prefer to designate the link now, select the account that this income item should be linked to from the **Expense acct** pop-up menu.

7   Click **OK** when you have finished setting up this income item.

The income item will appear in the **Income** portion of the **Payroll Items** tab window.

8   Assign this income item to those employees it applies to. If needed, refer to "Assigning payroll items to employees" on page 4-27.

9   Once the income item has been assigned to all applicable employees, you can personalize it for individual employees, if needed. Refer to "Editing payroll items" on page 4-29.

Setting up vacation, holiday, and personal pay

Setting up your payroll program to calculate vacation, holiday and/or personal pay is a two step process. This includes:

1 Setting up income items for your vacation, holiday and/or personal pay and assigning them to all applicable employees.

2 Setting up the calculation method of the vacation, holiday and/or personal pay for each employee.

Instruction Set 4–4: Setting up vacation pay

The following example takes you through the process of setting up an income item to handle vacation pay. You can use the same procedure for setting up sick and holiday pay.

Step 1: Creating a vacation payroll item

1 In the **Payroll Items** tab window, click the *GREEN* **New** button.

2 In the **Title** field, enter a name for the vacation item.

3 From the **Type** pop-up menu, select **Vacation Pay**.

4 For the **Calculation Method**, select **Normal** from the pop-up menu and then enter the pay rate that applies to most or all employees or leave it at 0.00.

If needed, the pay rates can be personalized later for individual employees.

5 Click **OK**.

The item will appear in the **Income** portion of the **Payroll Items** tab window.

6 Assign this income item to those employees it applies to. If needed, refer to "Assigning payroll items to employees" on page 4-27.

Step 2: Setting the vacation time calculations

1 In the **Employees** tab window, select the **New Employee Settings** option in the Employee List.

2 Click the **Vacation, sick, Holiday** button.

3 In the Calculation Setup (Defaults) dialog, set up the vacation time calculations that apply to all or most of your employees.

Hours type
Select the Vacation accrual option.

Income Source
Select the income item you created for handling vacation pay.

Earn x Time
Enter the number of hours/days/weeks the employee should earn for every number of hours/days/weeks worked.

Reduce available hours (Optional)

Click this option if you want to reduce the number of available hours on a particular date. Enter the number of hours in the text box and choose the desired date from the pop-up menu.

Increase hours available (Optional)

Click this option if you want to increase the number of available hours on a particular date. Enter the number of hours in the text box and choose the desired date from the pop-up menu.

Hours available should never exceed (Optional)

Select this option if you wish to put a cap on the number of hours available to accrue. Enter the desired cap (in hours) in the text box.

Allow "vacation" hours taken to earn more hours (Optional)

If this box is checked, when the employee takes vacation hours, the hours will be used as "worked" hours for the calculation of other hours.

Hours now available (Optional)

Enter the number of hours that are currently available for use.

Scratch value (Optional)

Scratch hours is a number the program uses internally to track "partial" earnings. For example, if the time accrued is 2 hours for every 2 days worked and the employee has worked 3 days, the extra hour would appear as a scratch hour. It is 'held over' until the employee works another day.

4   Click **OK**.

5   If needed, personalize the vacation time settings for individual employees. To do so: In the Employees tab window, select the employee in the Employee List, then click the Vacation, Sick, Holiday button. The name of the selected employee is displayed in the title bar (e.g., Calculation Setup for "Adams, Samuel J"). Make the changes you want, then click OK.

6   If you need to include holiday and/or sick pay in your payroll, complete the same steps changing the options as needed.

Setting limits on payroll items

Many government payroll items such as Social Security, Federal and State Unemployment, and disability have limits that are based on wages. You may also have other payroll items (e.g., pension) that need to be set up with a limit.

Instruction Set 4–5: Setting the limit on a payroll item

The following instruction set is for both deductions and employer paid items.

1 Depending on which type of limit you are setting up (or editing), click the **Upper** or **Lower** radio button.

Upper Limit
Click the **Upper** radio button if the payroll item requires an upper limit. For example, contribute $200 up to 50% of gross pay for this period, or deduct 3% of gross pay up to $1000 per year.

Note the value at the top of the Upper Limit dialog. It is the value (amount or percent) you entered in the New "payroll item" dialog.

Select whether the upper limit for this payroll item is based on maximum wages, a dollar amount, or a percentage.

Maximum wages   If the payroll item requires an upper limit that is based on the amount of gross wages for the year, select this option and then enter the actual wage in the maximum wages text box. When the value is reached in the pay history records, the program stops calculating for this payroll item.

Dollar amount	If the upper limit is a dollar amount, select this option and enter the appropriate amount in the textbox. Then select whether the amount applies to the whole year (e.g., $2,600 per year), or to the pay period (e.g., $26.00 per pay period).
Percentage	If the upper limit is a percentage, select this option and enter the appropriate value in the textbox. Then select whether the value is a percentage of the gross pay for the pay period or a percentage of the net pay for the pay period.

Lower Limit

A payroll item can be set up with a lower limit that must be reached before it begins. For example, with a lower limit set at $2000.00, the employee must make $2000.00 before the deduction "kicks in". When you click the **Lower** radio button, the following dialog appears.

Designate the conditions for when the payroll item begins calculating and what the calculations are based on.

Don t calculate until	If you select **Gross pay YTD**, the program will not begin deducting/contributing until the employee's year to date gross pay equals the amount you enter.
	If you select **Gross pay for pay period**, the program will not begin deducting/contributing until the employee's gross pay for this period equals the amount you enter.

Calculate based on   Choose whether the payroll item is based on the entire gross pay (whole amount), or only on the amount of the gross pay that exceeds the lower limit.

2   Click **OK** to save your settings and return to the dialog you came from.

Managing payroll items

Making sure that your payroll items are set up correctly and assigned to the appropriate employees is essential to processing accurate paychecks.

Assigning payroll items to employees

Once a payroll item is created, you can assign it to those employees it applies to.

Instruction Set 4–6: Assigning a payroll item to employees

1 Determine which employee(s) you want to assign the payroll item to, then make the appropriate selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

Use the Employee List Settings option to globally assign/edit the payroll items for the employees on the selected Employee List.

- **Employee List Settings**

  If you want to assign a payroll item to all the employees on an Employee List, choose the list you want from the Employee List pop-up menu, then select the **Employee List Settings** option.

- **New Employee Settings**

  If you want to assign a payroll item to new employees, select the **New Employee Settings** option. (Note: You can think of the New Employee Settings option as the default set up for any new employee you enter into the program. When you enter a new employee, the program automatically sets up the employee with the payroll items you have selected for the New Employee Settings option.)

- **Individual employees**

  If you want to assign a payroll item to an individual employee, select the name of the employee in the Employee list.

2   Assign the payroll item by clicking in the Selection column located to the left of the payroll item.
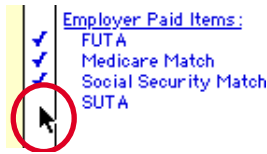
If you selected the **Employee List Settings** option in Step 1, a dialog will appear asking if you want to assign the payroll item to the selected Employee List and to the New Employee Settings file. Clicking Yes will assign the item to all the employees on the selected Employee List and the New Employee Settings file.

3   A (√) will appear next to the name of the item to indicate that it is assigned.

Unassigning payroll items

There may be times when you need to unassign a payroll item from an employee. For example, an employee may no longer want dental insurance deducted from their paycheck.

Instruction Set 4–7: Unassigning a payroll item

1   Determine which employee(s) you want to unassign the payroll item, then make the appropriate selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

2   Unassign the payroll item by clicking in the Selection column located to the left of the payroll item.

If you selected the **Employee List Settings** option in Step 1, a dialog will appear asking if you want to remove the payroll item from the selected Employee List and the New Employee Settings file. Clicking Yes will unassign the item for all the employees on the selected Employee List and the New Employee Settings file.

3   The (√) will be removed from the item.

Editing payroll items

There will be times when you need to edit your payroll items. For example, the upper limit on one of your deductions changed and you want the change to affect all your employees the deduction is assigned; or you have to personalize a payroll item for individual employees because they have different amounts deducted for health insurance.

Instruction Set 4–8: Editing a payroll item

1   Determine which employee(s) you need to edit the payroll item for, then make the appropriate selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

   • **Personalizing an employee**
      If you select an individual employee, your changes will affect this employee only.

   • **Employee List Settings**
      If you select the Employee List Settings option, your changes will affect only those employees the deduction is assigned to on the selected Employee List.

   • **New Employee Settings**
      If you select the New Employee Settings option, your changes will affect only the new employees you enter into the system.

2   Select the payroll item.

3   Click the **Edit Item** button.

4   In the Edit Item dialog that appears, make the changes you want.

Note: The Title or Type of a payroll item can only be changed using the Employee List Settings option. It does not matter which Employee List is open because the program will update the item in all lists.

5   Click **OK**.

If you selected the **Employee List Settings** option in Step 1, a dialog will appear in which you can select the Employee List you want to update and optionally the New Employee Settings file.

6   The program returns you to the Payroll Items window. What the program does to the payroll item depends on your selection in Step 1.

- **Personalizing an employee**

  The program updates the payroll item in the employee file, and places a "*P*" next to the name of the item to indicate that it has been personalized for this employee.

- **Employee List Settings**

  The program updates the payroll item for all the employees the item is assigned to on the selected Employee List.

- **New Employee Settings**

  The program updates the payroll item in the New Employee Settings default file. If you change the payroll item to a different set up than the Employee List Settings, the program places a "*P*" next to the name of the item to indicate that it has been personalized for new employees.

Deleting payroll items

You can delete a payroll item from the Payroll Items tab window if it is not currently assigned to any employees and it is not part of a paycheck in Pay History.

Instruction Set 4–9: Deleting a payroll item

1   In the **Payroll Items** tab window, select the payroll item you want to delete.

2   Click the **Delete Item** button.
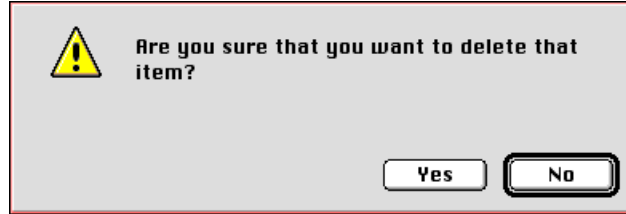
3 A dialog will appear asking if you are sure you want to delete the selected payroll item.

Yes	Clicking Yes will delete the selected payroll item from the Payroll Items tab window.
No	Clicking No will return you to the Payroll Items tab window.

Note: If the selected payroll item is currently assigned to an employee and/or the item is part of the pay history records, you will be warned that you need to delete the payroll item from the employee file and from the pay history records before it can be deleted from the Payroll Items tab window.

Printing payroll items reports

Clicking the **Print Report** button allows you to view/print a report that lists the payroll items that are assigned your selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

For example, if you select an employee in the Employee List, then click the Print Report button, the program will open the report in Preview mode. The report will display all the items that are assigned to this employee along with their settings. To print the report, select Preview > Print All.

Job costing overview
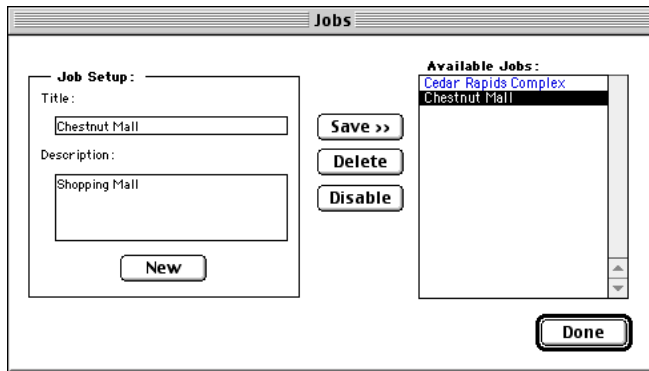
The job costing feature allows you process payroll with multiple jobs per employee. Each employee can have an unlimited number of jobs assigned to them with regular, overtime, double-overtime, and even vacation hours assigned to each job.

Creating jobs

Before you can assign a job to an income item, you must first create the job. There is no limit on the number of jobs you create. Also, a break down of your job information can be obtained from the Job Costing reports.

Instruction Set 4–10: Creating a job

1 Select **Utilities** > **Jobs**.

2 Enter the information for the job.

Title
Enter a descriptive name for the job (50 characters or less).

Description
Enter a description of the job (200 characters or less).

3 Click **Save**.

The title of the job is displayed in the Available Jobs list.

4 If you want to enter another job, click **New** and repeat Steps 2 and 3.

5 Click **Done** when you've finished entering your jobs.

6 You can now assign each job to an income item (see next section).

Assigning jobs to income items

Once you've entered the names of your jobs, you can assign each job to the income item it applies to.

Instruction Set 4–11: Assigning a job to an income item

1 Click the **Payroll Items** tab.

2 What you do next depends on whether the income item has already been created or not.

- If you've already created the income item, select it and then click the **Edit Item** button.

- If you need to create an income item, click the *GREEN* **New** button.

3 Make sure the income item is set up as needed. From the **Default Job** pop-up menu, select the job you want assigned to the income item.

*You can create jobs on-the-fly by selecting the **Edit Job List** command in the Default Job pop-up menu.*

4 Click **OK**.

5   If you have not yet assigned this income item to those employees it applies to, do so now.

This income item is now ready to be used to track payroll job costing information. When you process payroll, the name of the job appears to the right of the income item.

Extra Income:	Pay Rate:	Hours:	Amount:	Job:
Roofing	10.00	10.0	100.00	▼ Chestnut Mall
		10.0	**100.00**	

Deleting jobs

To delete a job, select the job in the Available Jobs list, then click the **Delete** button.

Disabling/Enabling jobs

To disable a job, select the job in the Available Jobs list, then click the **Disable** button. The job will remain in the Available Jobs list.

Disabling a job grays out the name of the job in the **Default Job** pop-up menu in the New and Edit Income Item dialog windows.

To enable a job that has been disabled, select the disabled job in the Available Jobs list, then click the **Enable** button.

Plug-ins overview

There are a number of special 'plug-ins' you can use with your payroll program. Each one behaves as a separate entity and each performs a different function. They all work to increase the power and versatility of your payroll program. These optional plug-ins are available for a nominal charge. A brief description of each plug-in is provided next. As more and more of these external plug-ins become available, you will be able to customize and expand your payroll package to meet your changing needs.

For more information about the plug-ins, call our Sales Department at 1-800-426-0854.

Optional plug-ins

To increase the power and usefulness of your payroll program, Aatrix Software, Inc. provides optional plug-ins for a nominal charge. The completed plug-ins are listed below and more plug-ins are under development.

Anniversary Search
This plug-in will track your employees anniversary dates based on their hire dates.

Child Support
This plug-in allows you to set up an employee's child support payment as a deduction - for a specific amount, a percentage of the employee's gross pay, percentage of the net pay, or percentage of another deduction. You can also set a limit on the amount.

DE-6 Exporter
This plug-in will convert your files to an electronic file format that is acceptable by the state of California. Employers with more than 250 employees are required by the state of California to submit their DE-6 on a diskette, in a special format.

Lower/Upper
This plug-in allows you to set a lower or upper limit on any deduction that already has a lower or upper limit set on it. Thus, allowing you to have two limits, a Lower limit and an Upper limit, on any one deduction.

Per Hour deduction or contribution

Certain states require that unemployment or disability deductions and employer paid contributions be calculated as total hours worked (regardless of pay rate) multiplied by the employee's normal rate of pay (exclusive of overtime). This plug-in will handle those calculations for both the employee's deduction and the employer paid portion.

Ultimate Loan Handler

Especially for Restauranters and other employers that 'loan' money to their employees. It allows the employer to temporarily 'loan' money to an employee. In some cases, the 'tip income' declared brings the employee's pay up to a point where the employee must actually 'pay' the employer some of the 'tips' money, in order for the employer to submit enough taxes, Social Security, and Medicare. Using this plug-in, the Restauranters can automatically make a 'temporary loan' and the Restauranter will be warned when the 'loans' exceed a cap set by the employer. This plug-in works only with Ultimate Payroll and Multi-Ultimate Payroll.

Variable deduction or contribution

These two plug-ins allow you to make deductions or employer paid contributions based on one income source. For example, a school employee gets paid for teaching, coaching and driver's education but you want to deduct accident insurance from the coaching portion of the income only. Another example would be if you wanted to contribute 5% retirement fee to the teaching portion of the income and not the rest of the income.

Processing Payroll

Chapter overview

The following information is covered in this chapter:

- Processing employee paychecks

- Using the Check Queue to print and/or record paychecks

- Aligning checks in the printer

Processing payroll overview

After your employees are setup, you are ready to process an actual payroll. To do so, open the **Process Payroll** tab window.

The Process Payroll tab window displays the **Employee Paysheet**. When you select an employee, the paysheet itemizes the income, deductions, and employer contributions that you assigned to the selected employee. The program totals the amounts and displays them at the top of the paysheet.

If needed, you can enter or change many of the values in an Employee Paysheet without permanently changing the settings in the employee's file. Refer to "Editing Employee Paysheets" on page 5-8.

Once the employee's paysheet is correct, you can either print the paycheck, record it into Pay History without printing, or send it to the Check Queue where you can print it later with all the paychecks. We recommend that you print/record your paychecks from the Check Queue. For details on using the check Queue feature, refer to "Check Queue overview" on page 5-14.

Before processing payroll

Please read the following information before processing your first payroll. Some of the issues are purely informational while others require you to perform some action.

- Before processing your first payroll, print out an **Employee Data Summary** report using your Master List. Use this report to verify the correctness of your employee settings for such things as deductions, pay rate, limit amounts, and filing status. You can avoid a lot of frustration by making sure your employees are setup correctly at the start.

- The program, by default, stores each paycheck in Pay History with the date printed on the check. If you want your payroll data stored with the pay period ending date, select **Edit** > **Preferences**, then click the **Employee Options** button. In the Employee Options dialog, select the **Pay period ending date** option.

- Reports are generated based on the date on which the payroll is recorded. For example, if you want the payroll data reported in the 1st quarter, make sure you record it using a date within the 1st quarter.

- If you intend to print your paychecks, you must have a checkform template that matches the checks you will be using. For more information, refer to "Sample checkform templates" on page 9-4.

- If you want to import the employee's hours from a file (e.g., text file), refer to "Importing employee hours" on page 5-13.

- If you are using Time Card, you will want to review the instructions for importing employee hours. See "Importing Time Card hours into payroll" on page 10-27.

Processing employee paychecks

It is in the Process Payroll tab window that you will process your employee's paychecks. Because the program automatically calculates the payroll items for you, processing payroll takes very little effort.

Instruction Set 5–1: Processing employee paychecks

1   Before processing your first payroll, make sure you have read the previous section called *Before processing payroll*.

2   Open the **Process Payroll** tab window.

3   From the **Employee List** pop-up menu, select the employee list you want to use to process payroll.

We recommend that you use the **Master List** for processing payroll. You can, however, use different lists for processing payroll (e.g., Part Time and Full Time). Just be careful that an employee is not assigned to more than one employee list.

4   Select the first employee in the list.

Are you rewriting an earlier check?

If you select an employee on the same day that a paycheck has already been recorded, a dialog will appear asking if you are rewriting an earlier check. Click Yes if you want to replace the existing check with a new one.

5   What you do next depends on whether you are importing a file that contains your employee hours or not.

- If you are NOT importing employee hours, continue to the next step.

- If you are importing employee hours, select **File** > **Import Hours**, then proceed to step 6. For details, refer to "Importing employee hours" on page 5-13 or "Importing Time Card hours into payroll" on page 10-27.

6   Enter all relevant information (e.g., hours, rates) in the selected employee's paysheet.

Salaried employees

Typically you won't need to enter any payroll information for salaried employees because their payroll data is the same each pay period. However, if necessary you can change the **Pay Rate** and **Hours** fields as needed.

The **Amount** field for salaried employees will be the same as the amount in the Pay Rate field and will not be affected by entering different hours. This is the nature of salaried employees whose paycheck is the same every pay period and is not based upon hours worked.

Hourly Rate employees

Enter the number of hours worked for **Regular Pay**, **Overtime**, and **Double Overtime** fields. The number of hours displayed for Regular Pay-Hours corresponds to the pay period you selected for this employee (e.g., semi-monthly equals 86.67 hours). The Overtime and Double Overtime rates are calculated using the rates the employee was set up with.

Commission and Bonus

Commission and bonus amounts are generally simple dollar amounts. A bonus may have a special tax rate applied to it. If so, refer to "Processing bonus checks" on page 5-11.

Jobs

If you are using the Jobs feature, select the appropriate job for each extra income item from the pop-up menus located to the right of the item. This feature allows you to track your jobs for reporting purposes. For more information, refer to "Creating jobs" on page 4-32.

7 When the employee paysheet is correctly filled out, select from the following three options.

Queue Check	Selecting this option adds the employee s paycheck to the Check Queue. This is the recommended method for printing/recording your payroll because it allows you to print all your employee paychecks at the same time.
	When you are ready to print your queued paychecks, refer to "Printing paychecks from the Check Queue" on page 5-16.
Print Check	Selecting this option allows you to print a paycheck for selected employee now. For more information, refer to "Printing checks from the Process Payroll window" on page 5-9.
Record Check	Selecting this option will record the paycheck information of the selected employee directly into Pay History without printing it. For more information, refer to "Recording checks from the Payroll Process window" on page 5-10.

8   After queuing, printing, or recording the paycheck, the program automatically brings up the paysheet for the next employee on the list. Continue processing your employee paychecks.

Skipping employees:

If you do not need to pay a particular employee, you can skip over the employee by pressing (**Command** +). The program will display the next employee in the list without doing anything to the employee you skipped. The skipped employee will remain on the list for subsequent payrolls. Terminated employees are automatically skipped over.

Paycheck already exists:

If you try to print or record a paycheck with a pay period date that already exists in Pay History, a dialog will appear giving you the option of replacing the paycheck that is already in Pay History, leaving the paycheck in Pay History and recording the new one, or not to do anything with either paycheck.

Editing Employee Paysheets

You can change a value in the Employee Paysheet by clicking the mouse pointer directly on the field you wish to change. Once the field is selected, you can type in the new value. Any changes you make in the paysheet (e.g., change a pay rate) will not alter the settings that were established when you setup the employee.

> *Be careful to change all fields as necessary because changing one field does NOT automatically affect the other fields. For example, changing gross pay does not change the Federal Tax amount.*
>
> *You MUST hit the tab or return key to enter a change, however you do not have to wait for a change to calculate before entering the next value.*

QuickCalc™   If **QuickCalc™** is on, the word QuickCalc™ is displayed at the top of the paysheet. The program automatically calculates the employee's deductions and contributions if you change an Income value. **QuickCalc™** is a real-time check calculating process used by the program and can be turned on or off in the **Program Preferences** dialog.

Calculate   If **QuickCalc™** is not selected in **Program Preferences**, a **Calculate** button is displayed at the top of the paysheet. When you are in **Calculate** mode and change an Income value, the program does not update the deductions or contributions until you click the **Calculate** button or print the paycheck.

If you change the value of a deduction or employer paid without clicking the **Calculate** button, a dialog will appear asking whether you want to calculate or use the changed amounts.

Revert to Original   After making changes to the hours or amounts in the paysheet, you can always reset the paysheet back to its original amounts by clicking **Revert to Original**.

Add or Remove Pay Item "On the fly"

When needed, you can easily add or remove payroll items from an employee's paysheet. Instructions for the **Add Pay Item** and **Remove Pay Item** commands are detailed in "Adding pay items to paychecks" on page 3-23.

Printing checks from the Process Payroll window

Depending on what you need to do, there may be times in which printing a single check from the Process Payroll tab window is simply more convenient.

Instruction Set 5–2: Printing a check from the Process Payroll window

1   In the **Process Payroll** tab window, make sure the paysheet of the employee whose paycheck you processing is correct.

2   Click the **Print Check** button.

3   In the **Print Check Options** window that appears, setup the options as needed, then click **OK**.

4   Insert your checkform sheet in the printer. If necessary, refer to "Aligning checks in the printer" on page 5-24.

5   In the Print dialog that appears, click **Print**.

6   After the paycheck has printed, look to see if it printed correctly.

7   Another **Print Checks Options** dialog will appear asking what you want to do next.

Record	If the paycheck printed correctly, click the **Record** button to record the paycheck into Pay History and the selected check register.
Reprint	If you need to reprint the check, enter the appropriate check number, then click the **Reprint** button.
Exit	Click **Exit** if you do not want to record or reprint the check.

8   After making your selection you are returned to the **Process Payroll** tab window.

Recording checks from the Payroll Process window

There may be times when you want to record a single paycheck into Pay History without printing the paycheck (e.g., the paycheck was hand-written).

Instruction Set 5–3: Recording a check from the Process Payroll window

1 In the **Process Payroll** tab window, make sure the paysheet of the employee whose paycheck you processing is correct.

2 Click the **Record Check** button.

3 In the **Record Check Options** window that appears, setup the options as needed.

*Note: Enter the date that was written on the check and the date that represents the pay period for this payroll. If the date you enter is at least a week earlier than today's date, the program assumes you are entering prior pay history data and will display the **Record Check Options** dialog each time you click **Record Check**.*

4 Click **OK**.

The program will record the paycheck into Pay History and the selected check register.

5 After recording the check, you are returned to the **Process Payroll** tab window.

Quitting the payroll process

You can quit processing payroll at any time and finish later. To end the payroll process, either exit out of the **Process Payroll** tab window or quit the payroll program all together. Any checks that have been recorded or added to the **Check Queue** will remain there. When you return to finish processing your payroll, continue where you left off by selecting the next employee from the Employee List.

Other tasks

Besides using the Process Payroll tab window to process your payroll, there are other features it provides such as the Print as Report feature. This section details these other features.

Printing an Employee Paysheet

Click the **Print as Report** button to print an employee's paycheck information exactly as it appears in the Employee Paysheet.

Processing bonus checks

The payroll program provides different methods for calculating bonuses into the paychecks. The following instruction set covers three possible scenarios.

Instruction Set 5–4: Processing a bonus check

Bonus included in regular paycheck:

If you want to include a bonus in the regular paycheck, enter the amount of the bonus in the **Bonus** field on the employee's paysheet.

Bonus check only:

If you want to print a bonus check separate from a regular paycheck (e.g., Christmas Bonus), zero out all the values in the employee's paysheet except for the Bonus field. The changes you make in the paysheet will not alter the employee's default setup.

Bonus pay that is taxed different than regular income:

Bonus pay may be taxed differently than the regular income. Check your state and federal laws for the current rates. If you need to change the tax rate for bonus pay from the normal default tax rate, make sure the appropriate employee paysheet is open, then choose **Edit** > **Bonus Tax Rates**.

In the **Bonus Tax Rates** dialog, enter the tax rate for the Federal and/or State taxes to a different percentage than the regular withholding.

The rate you enter here will override the normal withholding rate and will only affect the Regular Pay Bonus of the selected employee.

Importing employee hours

You can use the **Import Hours** feature to import a file that contains the hours your employees have worked. The file you create must conform to the following specifications.

File Specifications:

The import file can be created in any word processor or text editor providing it is saved in **TEXT** format. However, it's best to use a program like Microsoft Excel™.

The information must be typed in sequence for each employee using all of the following information, even if it may be zero.

> Employee name <**tab**>
> Regular hours <**tab**>
> Overtime hours <**tab**>
> Double-Overtime hours <**tab**>
> Commission amount <**tab**>
> Bonus amount <**RETURN**>

The names in the text file must match the names in the Employees tab window. For example, if an employee's name is entered into the program as John E Johnson, you must enter it in the text file as John E Johnson.

Following is an example of what the text file could look like.

```
Joe T Nash→ 88→    2→    0→    0→    50.00¶
Al Paunz→   88→    0→    0→    75.00→ 0¶
```

Ignore what this might look like on your screen, the important thing is that you put a Tab between each field and a Return after each employee.

*Note: Once you have your data file ready to import, open the **Process Payroll** tab window, then select **File** > **Import Hours**. A Getfile dialog will appear allowing you to locate the file and import the data. The data is then placed into each employee's paysheet.*

Check Queue overview

The **Check Queue** (pronounced "cue") feature is the preferred method for printing/recording your payroll because it allows you to print/record all your paychecks at the same time.
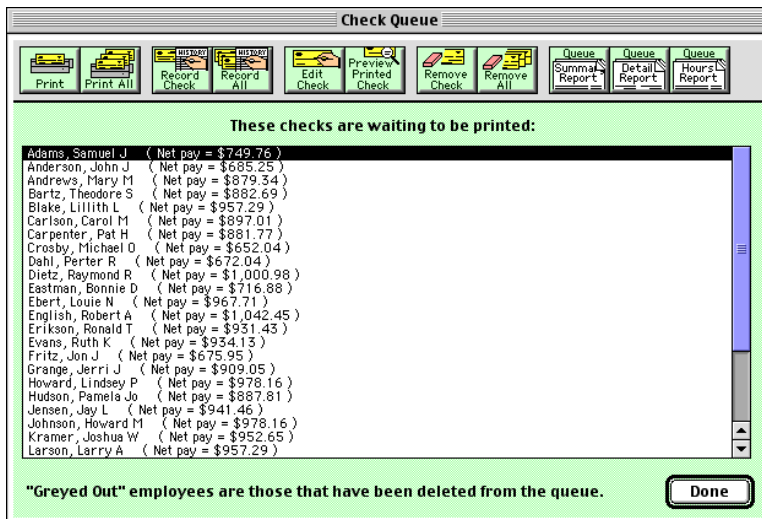
Because the **Check Queue** is a file that is saved to your hard disk, you can add your employee paychecks to the Check Queue when you process payroll, quit the program and then return at a later time to print/record the paychecks.

If you are setting up the payroll program mid-year, the "record" buttons allow you to enter your employee's prior paychecks into Pay History without having to print the paychecks.

There are two ways in which you can access the **Check Queue** window:

- In the **Process Payroll** tab window, click the **Print/View Queue** button.

- Select **File** > **Print/View Check Queue**.

Note: You cannot access the Check Queue window unless it contains at least one queued paycheck.

Previewing paychecks before printing

There are times when you may want to view a paycheck before sending it to the printer. The **Preview Printed Check** command allows you to preview your queued paychecks just as they will appear when printed.

Instruction Set 5–5: Previewing a paycheck before printing

*The **Preview Printed Check** button is grayed out if more than one employee is selected in the list.*

1   In the **Process Payroll** tab window, click the **Print/View Queue** button.

2   In the **Check Queue** window, select the name of the employee whose paycheck you want to preview.

3   Click the **Preview Printed Check** button.

	Preview Printed Check	

Samuel J Adams			343-34-2423		1/23/02		
EARNINGS/CREDITS					TAXES/DEDUCTIONS		
Description	Pay Rate	Hours	Current	Year-to-date	Description	Current	Y-T-D
Regular Pay	910.04	86.67	910.04	2,730.12	Federal Tax	71.00	371.00
Overtime	0.00	0.0	0.00	0.00	FICA Tax	56.42	213.90
Double Time	0.00	0.0	0.00	0.00	State Tax	9.94	51.94
Commission			0.00	0.00	Pension B	0.00	0.00
Bonus			0.00	0.00	Local Tax	0.00	0.00
					Miscellaneous	32.00	96.00
					Special Group 1	0.00	0.00
					Special Group 2	0.00	0.00
					Special Group 3	0.00	0.00
TOTALS		86.67	932.32	3,472.40	TOTALS	0.00	0.00

**** Seven hundred forty nine Dollars and 76/100 ****   1/23/02   ****749.76

Samuel J Adams

Print

The selected paycheck appears just as it will when printed. You cannot edit the paycheck in this window, you can only preview it.

4   Click the close box in the upper left hand corner to close the window and return to the **Check Queue** window.

Printing paychecks from the Check Queue

Printing your paychecks from the Check Queue is a convenient way of printing an entire batch of checks at one time.

Instruction Set 5–6: Printing paychecks from the Check Queue

1   In the **Process Payroll** tab window, click the **Print/View Queue** button.

2   (Optional) Print the Queue Summary, Queue Detail, or Queue Hours Report and verify the accuracy of the queued paychecks.

3   Decide if you want to print all the paychecks or only those you choose to print.

Print only selected paychecks	If you want to choose only certain paychecks to print, select the employee(s) whose paycheck(s) you want to print, then click the **Print** button.
Print all paychecks	If you want to print all the paychecks listed in the Check Queue, click the **Print All** button.

4   In the **Print Check Options** dialog that appears, setup the options as needed.

Checkform

From the Checkform pop-up menu, select the checkform you want to use for printing the paychecks.

Check Register

From the Check Register pop-up menu, select the register you want the paychecks posted to.

Starting check number

Enter the starting check number.

Dates

Enter the date you want printed on the paychecks and the pay period ending date. The program automatically fills in both fields with today's date. You can enter a date to be printed on the paycheck (usually the actual date the checks are handed out), and a date that represents the pay period for this payroll.

Direct deposit employees only

If any of the paychecks in the Check Queue are for direct deposit employees, select a form from the Direct Deposit form pop-up menu. The form that you select will be used to print a "pay stub" for any employee who is marked direct deposit. If you don't have any direct deposit employees, the program will disregard whatever form you select.

If you ever need to print regular paychecks for your direct deposit employees, select the **For this payroll, instead of direct deposit, print checks...** option.

Note: When a direct deposit check is recorded into Pay History, the letters DD are inserted in the Check Number field.

5 Click **OK**.

6 Insert your checkform sheets in the printer. Refer to, .

7 In the Print dialog that appears, click **Print**.

8 After the paychecks have printed, look to see if they were printed correctly.

9 If you chose to **Print All** the paychecks, the following dialog will appear.

I'm ready to print an "After Queue" summary...

Report to: ○ Printer ◉ Screen ○ Text file

[Cancel] [View]
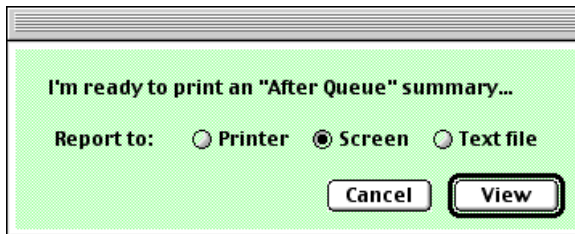
The options in the above dialog will provide you with an **After Queue Summary** report. You can print, view, or export this report in the format of a text file. If you do not want to view the report, click the Cancel button to exit the dialog.

10 The following dialog will appear asking what you want to do next.

Print Check Options

The checks have been printed. What do you want to do?

[Record then Clear] Click here to have the checks recorded in the employee's pay history records, posted in the register (if any) and removed from the queue.

[Reprint...] Click here to reprint some or all of the checks in the queue.

[Exit] Click here to do neither of the above options. It will be as if nothing has happened. Pay history records will NOT be updated, and ANY ENTRIES IN THE QUEUE WILL BE LEFT THERE!

Record then Clear	Select this option if your checks printed correctly. The program will record the paychecks into the Pay History and selected check register, then remove them from the Check Queue.

Reprint Select this option if you want to reprint some or all the paychecks you printed.
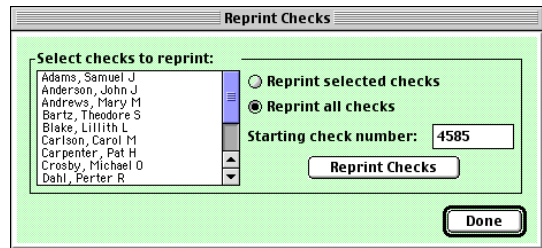
To reprint only those you need to reprint, select the **Reprint selected checks** option, select the employees whose paychecks need to be reprinted, enter the starting check number, then click the Reprint Checks button.

To reprint all the paychecks, select the **Reprint all checks** option, enter the starting check number, then click the Reprint Checks button.

After reprinting the checks, you will again be allowed to record or reprint the paychecks, or exit the Check Queue window

Exit If you decide that you do not want to record or reprint any of the paychecks, click Exit to return to the Check Queue window. The paychecks will stay in the queue - it will be as if you never printed anything.

11 Click **Done** to return to the Process Payroll tab window.

Recording queued paychecks without printing

There may be times when you need to process payroll without actually printing the paychecks, such as when you need to enter prior paychecks into the Pay History records.

Instruction Set 5–7: Recording queued paychecks without printing

1   In the **Process Payroll** tab window, click the **Print/View Queue** button.

2   (Optional) Print the Queue Summary, Queue Detail, or Queue Hours Report and verify the accuracy of the queued paychecks.

3   Decide if you want to record all the paychecks or only those you choose to record.
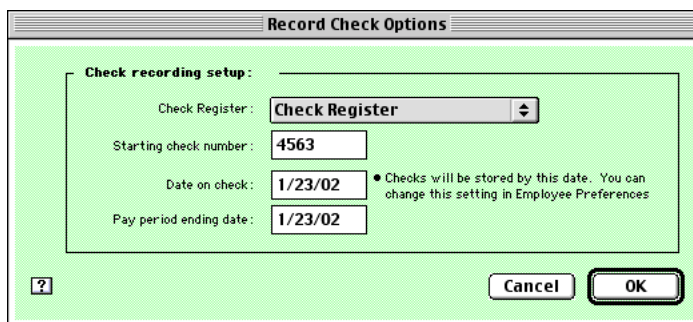
Record only selected paychecks	If you want to choose only certain paychecks to record without printing, select the employee(s) whose paycheck(s) you want to record, then click the **Record Check** button.
Record all paychecks	If you want to record all the paychecks listed in the Check Queue, click the **Record All** button.

4   In the **Record Check Options** dialog that appears, setup the options as needed.

Check Register

From the Check Register pop-up menu, select the register you want the paychecks posted to.

Starting check number

Enter the starting check number.

Dates

The program automatically fills in both fields with today's date. Enter the date that was written on the check and the date that represents the pay period for this payroll.

⚠️ *If the date you enter is at least a week earlier than today's date, the program assumes you are entering prior pay history data and will display the Record Checks Options dialog each time you click the Record Check button.*

5 Click **OK**.

6 What happens next depends on whether you chose to record all the paychecks or only the selected paychecks.

Record All

If you chose to **Record All** the paychecks, the following occurs:

• All the paychecks are recorded into Pay History.

• A dialog appears providing options to print, view or export an **After Queue Summary** report. If you do not want to view this report, click the Cancel button to exit the dialog.

• The program removes the paychecks from the Check Queue and you are returned to the Process Payroll tab window.

Record Check

If you chose to record only selected paychecks, the following occurs:

• The selected paychecks are recorded into Pay History.

• You are returned to the Check Queue where the recorded checks are now greyed out.

• When you are finished in the Check Queue window, click **Done** to return to the Process Payroll tab window.

Editing queued paychecks

There may be times when you need to edit a paycheck before it's printed and/or recorded.

Instruction Set 5–8: Editing a queued paycheck

1   In the **Check Queue** window, select the employee whose paycheck you want to edit.

2   Click the **Edit Check** button.

3   Make the changes you want.

4   Click **Done** to return to the Check Queue window.

5   If you want to print or record the paychecks, do so now; otherwise click the **Done** button.

Removing paychecks from the Check Queue

There may be times during the course of processing your payroll that you need to remove one, two, or perhaps even several checks from the Check Queue.

Instruction Set 5–9: Removing paychecks from the Check Queue

1   In the **Process Payroll** tab window, click the **Print/View Queue** button.

2   Decide if you want to remove all the paychecks from the Check Queue or only the ones you select.

Remove only selected paychecks	If you want to remove only certain paychecks, select the employee(s) whose paycheck(s) you want to remove, then click the **Remove Check** button.
Remove all paychecks	If you want to remove all the paychecks from the Check Queue, click the **Remove All** button.

3   What happens next depends on whether you chose to remove all the paychecks or only the paychecks you selected to remove.

Remove All

If you chose to **Remove All** the paychecks, the following occurs:

- A dialog appears asking if you are sure you want to remove all the entries. Click the Yes button to remove all the paychecks in the Check Queue.

- The program removes all the paychecks from the Check Queue and you are returned to the Process Payroll tab window.

Remove Check

If you chose to remove only the selected paychecks, the following occurs:

- A dialog appears asking if you are sure you want to remove those checks. Click the Yes button to the remove the selected paychecks from the Check Queue.

- You are returned to the Check Queue where the removed checks are now greyed out.

- When you are finished in the Check Queue window, click **Done** to return to the Process Payroll tab window.

Aligning checks in the printer

The following alignment instructions are for the LaserWriter printer. When using other printers, some experimentation may be necessary to find the best position to feed your checkform sheets.

Place your checkform sheets into the paper feed tray. The direction in which the top of the sheet points may be away from the printer or toward the printer—you will need to experiment with this to determine how your LaserWriter "grabs" the checkform sheets.

Depending on the type of LaserWriter printer you have, checkform sheets are placed in the printer either face up or face down. If your printer requires yo to insert your checks face down, be sure to reverse the order in which you stack your checks. That is, when you're looking at the "face down" stack of checks, the first sheet of checks must be on top of the stack.

Reports

Chapter overview

The following information is covered in this chapter:

- Generating reports
- Customizing the Reports list
- Using the Report Queue
- Processing the Form 941
- EZ Report Builder

Reports overview

Following is an illustration of the **Reports** tab window. The reports you generate can be previewed, printed, and even exported in a format that is accepted by other programs.
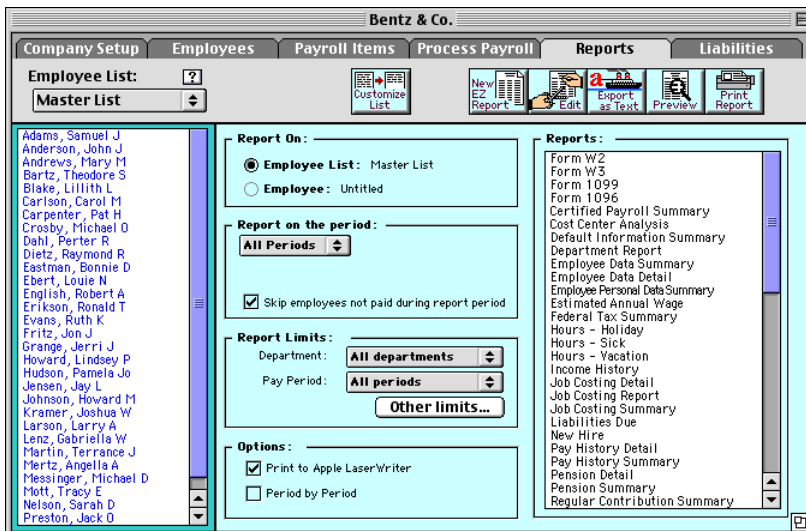
The Reports tab window provides a number of different selection criteria to help you gather the information you want. For example, you can limit your reports to specific employee lists, specific time periods, and specific departments.

The **Reports list**, on the right side of the window, displays all the pre-designed reports that are installed with the program, as well as any you create with the EZ Report Builder.

The Reports list can be modified to display only those reports that are important to you. For complete details, refer to "Customizing the Reports List" on page 6-8.

You can generate and print your state tax remittance and unemployment forms using data culled from the payroll program. For more information on which State forms are currently available, call Aatrix Software at 1-800-426-0854.

Generating reports

The basic steps for generating a report are outlined in the following instruction set. No matter what type of report you are generating (e.g., pre-designed, EZ Report), the steps are basically the same. That is, you set the report criteria in the Reports tab window, then determine whether you want to first preview the report or send it directly to the printer.

Instruction Set 6–1: Generating a report

1   In the **Reports** tab window, select the report you want from the **Reports** list on the right.

2   Set the criteria for the report.

Reports list
Select the report you want to generate from the Reports list on the right. Samples of the pre-designed reports are provided in Appendix B.

Report on
You can generate a report from an entire Employee List or an individual employee by clicking the desired radio button. The name of the currently selected Employee List and the name of the currently selected employee is displayed.

If you wish to change the name of the **Employee List**, select the one you want from the Employee List pop-up menu.

If you wish to change the name of the currently selected **employee**, select the name of the employee from the Employee list. Some reports only use an Employee List, in which case the Employee option is grayed out even when an employee is selected.

Report on the period

You can limit the report with the following options:
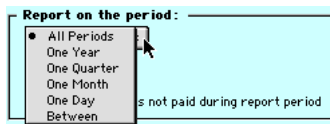
All Periods	This option accumulates data from all pay periods in the employee file.
One Year	This option uses all the information that has accumulated in the employee file for the year you enter.
One Quarter	Select this option if you want the report to reflect an entire quarter of activity. Choose the quarter you want and enter the appropriate year. The date range the program uses are:

       1st Quarter: Jan. 1 to March 31

       2nd Quarter: April 1 to June 30

       3rd Quarter: July 1 to Sept. 30

       4th Quarter: Oct. 1 to Dec. 31

One Month	This option narrows the data gathered to a specific month of a specific year. Enter the appropriate choices in the text box.
One Day	This option generates a report based on payroll information processed specifically on the date you enter in this format: DD/MM/YY.
Between	Upon selecting this option, enter a data range from DD/MM/YY to DD/MM/YY in the appropriate text boxes.
Skip employees not paid	Check this box if you do not want the report to include employees who were not paid during the selected reporting period.

Report Limits

You can further limit the report using the following options:

Select whether you want the report to display information from All Depart-ments or from a particular department you specify. For more information, refer to "Departments and Groups overview" on page 2-9.

Select whether you want the report to display information from All Pay Pe-riods or from a pay period you specify.

You can fine tune your report even more by clicking the **Other Limits** but-ton. In the dialog that appears, mark checkboxes and fill text fields as need-ed. Click **OK** when finished, or **Cancel** to exit.

Options

If you are printing your reports to an Apple LaserWriter, make sure this op-tion is selected. It will remain selected until you uncheck it.

Other options displayed here are specific and applicable only to certain types of pre-designed reports. These options are described in Appendix B for those reports that it applies to.

3   Decide whether you want to preview the report first or send it directly to the printer. For details, refer to "Preview vs. Print Report" on page 6-6.

Preview vs. Print Report

Your payroll program provides you with a wide variety of reports that you can use to view the payroll information you enter. Following is a brief description of what you can do with a report.

Print Report	Clicking the **Print Report** button sends the currently selected report to the printer. NOTE: The Print Report button changes to Process when you select a government report such as the 941. (See Process below).
Preview	Clicking the **Preview** button sends the currently selected report to the computer screen so that you can view the information prior to printing. Previewing enables you to catch errors before you print which ultimately saves you in printing time and paper. While in the Preview mode, you can use the commands in the Preview menu to print the report or send it the Report Queue. For a description of the commands, refer to "The Preview menu" on page 6-7.
Process	When you select a government form in the Reports list, the name of the **Preview** button changes to a **Process** button. When the Process button is clicked, the program displays on the screen, a form that is designed to look like the actual pre-printed form. You can then print the form.

What does the Export as Text button do?

When you click the **Export as Text** button, a Getfile dialog will appear allowing you to save the information from the current report in a text file format. The text file is then ready to bring into other programs that allow text files to be imported.

The Preview menu

While previewing a report, a **Preview** menu is available with the following commands.

Next Page/Previous Page	These commands allow you to advance forward or return to prior pages in a multi-page report.
Index	Selecting this command allows you to view thumbnail images of each page in the report. Clicking a thumbnail image will open that page in the Preview window.
Print Page/Print All	These commands allow you to print the currently displayed page or all the pages in the report.
Add to Report Queue	Selecting this command sends the report to the Report Queue whereby you can print it later along with a batch of reports. For complete details, refer to "The Report Queue" on page 6-12.
Exit Viewing	Selecting this command closes the active report window.

The Reports List overview

The Reports List in the Reports tab window initially displays all the reports that were installed with the program. You can modify this list using the instructions provided in this section.

Customizing the Reports List

After using the payroll program, you may find that you don't have a need for all the reports provided by the program. You can easily customize this list to display only those reports you want.

Instruction Set 6–2: Customizing the Reports List

1 In the **Reports** tab window, click the **Customize List** button.
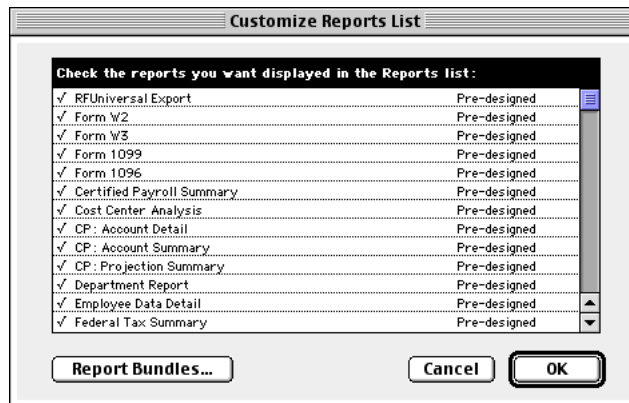
2 Select (√) the names of the reports you want to display.

Selecting a report that is already selected removes both the check mark and the report from the Reports list.

3 Click **OK**.

Your customized report list displays the next time you access the **Reports** tab window.

Report Bundles

The Report Bundle feature allows you to group several reports together in a "bundle" for printing purposes. This provides a convenient way of printing out, in a single print job, all the reports you generally print (e.g., after payroll).

Creating report bundles

The following instruction set guides you through the process of grouping together reports you specify in order to create a report bundle.

Instruction Set 6–3: Creating a report bundle

1   In the **Reports** tab window, click the **Customize List** button.

2   Click the **Report Bundles** button.
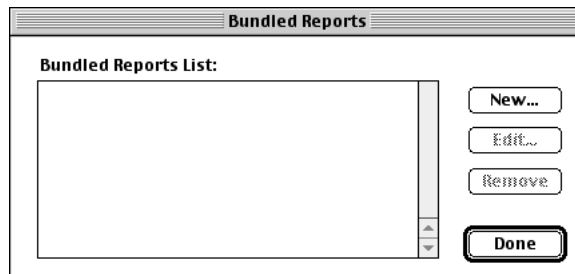
3   Click the **New** button.

```
┌─────────────────────────────────────────────────────────┐
│ ═══════════════ New Report Bundle ═══════════════        │
│                                                           │
│  Bundle title: │                                      │  │
│                                                           │
│ ┌───────────────────────────────────────────────────────┐│
│ │ Check the reports you want included in this Report Bundle:│
│ │  RFUniversal Export               Pre-designed    ▤   ││
│ │  Form W2                          Pre-designed        ││
│ │  Form W3                          Pre-designed        ││
│ │  Form 1099                        Pre-designed        ││
│ │  Form 1096                        Pre-designed        ││
│ │  Certified Payroll Summary        Pre-designed        ││
│ │  Cost Center Analysis             Pre-designed        ││
│ │  CP: Account Detail               Pre-designed        ││
│ │  CP: Account Summary              Pre-designed        ││
│ │  CP: Projection Summary           Pre-designed        ││
│ │  Department Report                Pre-designed        ││
│ │  Employee Data Detail             Pre-designed    ▲   ││
│ │  Federal Tax Summary              Pre-designed    ▼   ││
│ └───────────────────────────────────────────────────────┘│
│   ☐ Automatically print when                              │
│      quitting payroll           ┌─────────┐ ┌──────────┐ │
│                                 │ Cancel  │ │    OK    │ │
│                                 └─────────┘ └──────────┘ │
└─────────────────────────────────────────────────────────┘
```

4   In the **Bundle title** text box, enter a title for your report bundle.

5   Select the names of the reports you want included in the new report bundle. A check mark (√) appears to the left of each selected report.

Because the program generates reports using the date limits you set such as One Day, One Quarter, All periods, etc., your Bundled Reports should be comprised of reports with similar date limits. For example, you could bundle only those reports you typically generate after each payroll and not include those reports you process on a quarterly basis.

6   (Optional) If you wish to automatically print this report bundle when quitting the payroll program, select the **Automatically print when quitting payroll** option.

7   Click **OK**.

The names of your report bundles are displayed in the **Report Bundle** window and the **Reports List** in the **Reports** tab window.

Note: A Report Bundle can only be printed — you cannot preview it or export the information as text.

Editing/removing report bundles

At some point you may want to change the reports that comprise a report bundle or completely remove a report bundle from your report list.

Instruction Set 6–4: Editing/removing a report bundle

1   From the **Reports** tab window, click the **Customize List** button.

2   In the dialog that appears, click the **Report Bundles** button.

3   In the dialog that appears, select the Report Bundle you wish to edit or remove.

4   Click either the **Edit** or **Remove** button.

Edit	When you click **Edit**, a dialog will appear allowing you to make the changes you want. When you are done editing, click **OK** to save your changes.
Remove	When you click **Remove**, an alert dialog will appear asking you to confirm your choice. Click **Yes** to remove the report bundle, or **Cancel** to return to the Bundled Reports window.

5   When finished, close all open windows to return to the **Reports** tab window.

The Report Queue

The Report Queue (pronounced "cue") is similar to a print spooler. Use this feature to store a list of reports to print all at once, at the time you choose. Since the report queue file is saved to your hard disk, the reports already in it will remain even if you exit the program.
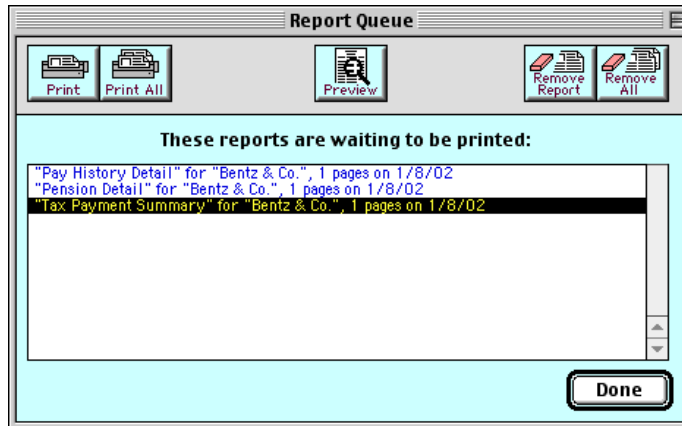
Adding reports to the Report Queue

In order to use the Report Queue feature, you must first add the reports you want to it. The following instruction set guides you through this process.

Instruction Set 6–5: Adding a report to the Report Queue

1   In the **Reports** tab window, select a report in the Reports list.

2   Click the **Preview** button.

3   Select **Preview** > **Add to Report Queue**.

A dialog appears confirming that the report was added to the Report Queue.

4   Click **OK**.

Printing/viewing the Report Queue

All reports you add to the Report Queue remain there until you are ready to print them.

Instruction Set 6–6: Printing/viewing the Report Queue

1 Select **File** > **Print/View Report Queue**.
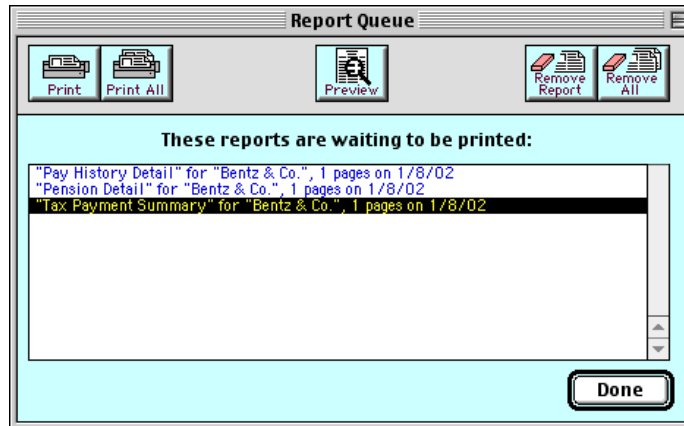
Each report that is waiting to be printed is displayed with the report name, company name, how many pages the report is, and the date the report was queued.

2 Decide whether you want to print or preview a report, or remove it from the Report Queue.

> **Print**   To print a single report, select the report and then click the **Print** button. The standard Macintosh Print dialog will appear allowing you to print the report. To print all the reports, click the **Print All** button.
>
> NOTE: After printing all your reports using the **Print All** option, a message window will appear asking if you would like to delete all of the reports from the Report Queue.

Preview   If you want to preview a report before printing it or removing it from the Print Queue, select the report and then click the **Preview** button. To exit the preview mode, select **Preview** > **Exit Viewing**.

Remove   To remove a single report from the Report Queue, select the report and then click the **Remove Report** button. A dialog will appear asking if you are sure that you want to remove the report. Click Yes to remove the selected report or Cancel to return to the Report Queue. To remove all the reports in the Report Queue, click the **Remove All** button.

3   Click **Done** when you are finished with the Report Queue.

Form 941 overview

The IRS requires every employer to submit a Form 941 - Employer's Quarterly Federal Tax Return at the end of each quarter. It reports the amount of earnings withheld from your employees paychecks against how much you actually deposited to the IRS over the course of the quarter. Categories included on a Form 941 report include Federal Income Tax, Social Security, and Medicare.

Your payroll program culls the information for the Form 941 from information already stored in your employee's Pay History files. This includes the total amount of 941 liability payments deposited to the IRS.

Processing Form 941

The following set of instructions lead you through the process of generating a 941 form. Because your payroll program has the ability to separate your payroll data by quarter and year, you can generate a 941 after a new quarter has started.

Instruction Set 6–7: Processing Form 941

Before processing Form 941, print out the **Federal Tax Summary** *report for the same quarter you are processing Form 941. Use the information from this report to assist in processing Form 941.*

1   In the **Reports** tab window, select **941 Form** from the **Reports** list.

    If the 941 Form option does not appear in the Reports list, be sure it is checked in the **Customize List** window. If necessary, refer to "Customizing the Reports List" on page 6-8.

2   From the **Employee List** pop-up menu, select an employee list that contains the names of all the employees who worked for you throughout the quarter.

3   In the **Report On** options, be sure the **Employee List** radio button is marked.

4   In the **Report on the period** options, select the appropriate **quarter** from the pop-up menu and then enter the **year** for which you are generating the 941 report.

5   Click the **Process** button.

```
╔══════════════ 941 Form Setup ══════════════╗
║ Please select the item which matches the listed item(s):       ║
║           Federal Withholding: [Federal Income Tax      ⬍]     ║
║                Social Security: [Social Security        ⬍]     ║
║                      Medicare: [Medicare                ⬍]     ║
║                   Advance EIC: [Advanced EIC            ⬍]     ║
║            Social Security Match: [Social Security Match ⬍]     ║
║    Deposits written from the register: [Check Register  ⬍]     ║
║                                                                ║
║ Page 1 of 2                          [ Cancel ] [ Next ]       ║
╚════════════════════════════════════════════╝
```

6   In Page 1 of the **941 Form Setup** window, select the proper item
names from the pop-up menus to match the required fields. For exam-
ple, your federal withholding deduction must be selected for the Fed-
eral Withholding field.

Select **None** from the pop-up menu if a specific item does not apply to your
payroll.

7   Click the **Next** button.

Page two of the **941 Form Setup** appears.

```
╔══════════════ 941 Form Setup ══════════════╗
║ Please select the item which matches the listed item(s):       ║
║              Medicare Match: [Medicare Match            ⬍]      ║
║                                                                ║
║                                                                ║
║                                                                ║
║                                                                ║
║    Deposits written from the register: [Check Register  ⬍]     ║
║ Page 2 of 2                          [ Cancel ] [ OK ]         ║
╚════════════════════════════════════════════╝
```

8   In Page two of the **941 Form Setup** window, select the proper item
name from the pop-up menu to match the required field.

9   Click **OK**.

10 The **941 Report** form will appear on the screen.

The 941 you see on the screen is designed to look like an actual pre-printed Form 941, with certain fields automatically filled in by the program. It is a *self-calculating form* - meaning that any time you change a value on the form, the fields affected by this change will be reset with the appropriate values.

If the form is not readable on the screen, you can either refer to an actual pre-printed Form 941 or print out a Form 941 using the **Print numbers and background picture** option in the **Print Options** dialog.

11 Review the information and make any necessary changes.

If needed, you can use the Get Value command to insert amounts into the form. For more information, refer to "Get Value" on page 6-20.

If you make changes to any amounts on the Form 941, be sure that you make the appropriate changes in your check register.

Manual entry of certain information may be needed in some fields, such as your name and title at the bottom of the form. To enter information in any of the non-calculating fields, click the cursor in the field and type in the needed information.

Use the **Tab** key to move from field to field. Use the **Next Page** and **Previous Page** commands in the **File** menu to move from page to page.

If the values on your 941 report are not accurate, refer to "Trouble-shooting Form 941" on page 6-19.

12 When you are sure that all the information on both pages of your Form 941 is accurate, you can print it using one of the three possible printing options. For details, refer to "Printing Form 941" on page 6-18.

Printing Form 941

When you print your Form 941, the numbers and background picture are printed on plain paper. This printing format has been approved by the federal government.

Instruction Set 6–8: Printing Form 941

1   Insert blank paper into the printer.

2   When you are ready to print, select **File** > **Print Report**.

Important Notice!

Before you print this form, Aatrix highly recommends that you go back and recheck all figures which are included in this report. If there are any numbers which are incorrect, now is the time to fix them.

By clicking on the "Agree" button below, you agree that you have double checked the figures generated by this report, and do not hold Aatrix legally responsible for the information printed on the form.

Click "Double Check" to go back and check the figures.

Double Check   **Agree**

3   In the Important Notice window, click **Double Check** to go back and check your figures, or click **Agree** to print.

4   After printing, select **File** > **Close Window**.

If your 941 information did not print correctly, refer to "Trouble-shooting Form 941" on page 6-19.

Troubleshooting Form 941

Before calling Technical Support, use the following information to troubleshoot your 941 problem.

- Make sure the correct payroll items are selected in the **941 Form Setup** window.

- Preview the **Pay History Detail** report for the quarter (**Totals only**). Verify and double-check the following for accuracy:

  * General deduction amounts and wages.
  * That amounts and wages for the Social Security deduction and Social Security contribution match.
  * That amounts and wages for the Medicare deduction and Medicare contribution match.

- Be aware that adjustments are made to Form 941 for employees that receive advance Earned Income Credit (EIC).

- Verify that none of your employees have duplicate deductions.

- If, after printing the form, you realize that it needs to be better aligned, select **File** > **Print Options**. In the dialog that appears (see below), use the scroll bars to move the form up/down and left/right.
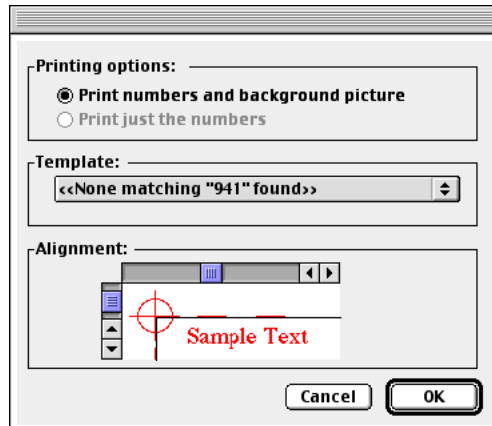
File menu commands

Outlined below are two commands provided in the **File** menu you may not have encountered before.

Auto Calculation

Auto Calculation is the default selection for government forms. Any time you change a value on the form, the totals on the form are updated automatically.

Get Value

On government forms such as the 941, the program automatically inserts the amounts for many variables. Depending on the form and your payroll circumstances, you may want other variables on the form. You can use the **Get Value** command to assign a payroll variable to a certain field. In order for this command to be active, the cursor must be in the desired field.
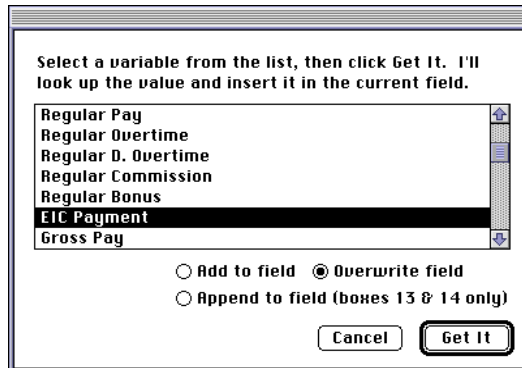
The Get Value dialog lists all your payroll variables. When you select a variable and click **Get It**, the program searches the pay history records. It extracts the amount of the selected variable and inserts it on the form.

- **Add to field**

  If selected, the amount extracted from pay history will be added to the amount already in the report field.

- **Overwrite field**

  If selected, the program will replace whatever is in the report field with the amount it extracts from pay history.

- **Append to field**

  This option is reserved for W2 processing.

EZ Report Builder overview

The EZ Report Builder is a utility built into most payroll programs. It can be used to quickly put together payroll information in a report format. You simply select the items you want on the report, in the order your want them to appear and the program "builds" the report for you.

To open the EZ Report Builder, click the **New EZ Report** button in the **Reports** tab window.

The **New EZ Report** window contains the all the variables you need to create your own reports. Note the scrolling list on the left. It displays all the variables that are available for your deductions, employee data, contributions, and extra income. The variables in the list change depending on which report item is selected.

*Note: When you select **Extra Income**, all income variables including Regular Pay and any additional extra income you have created appear in the list. Remember that Regular Pay refers to hourly rates and/or salary that you designated in the Employees tab window. When Employee Data is selected, the Total deductions, Total Contributions and Gross Pay variables allow you to combine all applicable variables into one item on the report.*

Creating new EZ reports

The following instruction set guides you through the process of creating your own EZ report.

Instruction Set 6–9: Creating a new EZ report

1   In the **Reports** tab window, click the **New EZ Report** button.
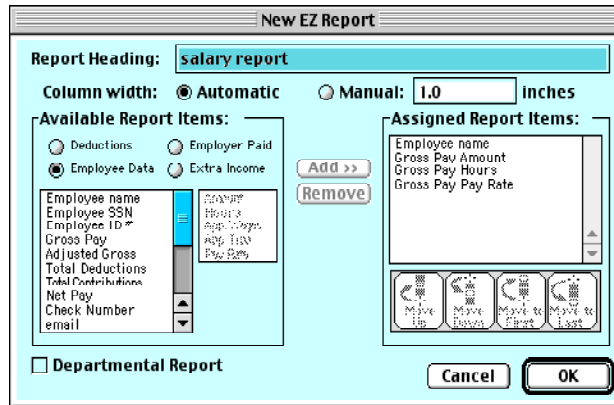
2   In the **Report Heading** field, enter a title for your report.

The title you enter will be printed at the top and center of your report and displayed in the **Reports** list of the **Reports** tab window.

3   Set the **Column Width**.

You have the option of letting the program automatically set the column widths for you, or you can determine these widths yourself. If you decide to set your own column widths, click the **Manual** radio button and enter the width you want (in inches) in the text box. The program will print your report using the column width you entered (except for the employee name column, which is automatically set at approximately 25 characters by the program).

4   Depending on the order you want the items to print, select either **Employee Data**, **Deductions**, **Employer Paid**, or **Extra Income**.

The order is very important. The program prints the items in the order that you add them to the **Assigned Report Items** list, starting from the top. You will probably want to add the Employee Data first, so that items such as employee name, social security number, etc. are listed first.

5   Select a report item (e.g., Employee name) from the list on the left.

6   If applicable, select what type the report item is.

A type is active when it applies to a report item and grayed out when it doesn't. For example, the only types that are available for deductions and contributions are the Amount, App. Wages, and App. Tips.

Amount	The **Amount** option prints the amount of the selected item for the period you defined in the **Reports** tab window (monthly, quarterly, etc.).
Hours	This option prints the total hours worked for the item you selected.
App. Wages and Tips	Certain deductions and employer paid contributions such as Social Security and Federal Unemployment need to report the wages that are used to calculate the deduction or contribution. For most employers, applicable wages will be the same as gross wages. If you have a travel reimbursement, pension plan, or similar non-taxed income, the applicable wages will not be the same. For these cases, use the App. Wages option. The App. Tips option is used for reporting tip income.
Pay Rate	This option prints the pay rate for the income item you selected.

7 Click the **Add** button.

The item is added to the **Assigned Report Items** list.

8 Continue adding items to the **Assigned Report Items** list by repeating Steps 4-7, until you've added all the items you want on your report.

9 (Optional) Change the position of the assigned items using the **Move** buttons.
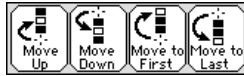
Move Up	Moves the selected report item one position up.
Move Down	Moves the selected report item one position down.
Move to First	Moves the selected report item to the beginning of the list.
Move to Last	Moves the selected report item to the end of the list.

Note: Remember, the order that the report items are listed in Assigned Report Items field (from top to bottom), is the order that the report items will appear in your printed report (from left to right).

10 (Optional) Selecting the **Departmental Report** option prints the name of each department along with the totals of each report item.

11 Click **OK** to save.

12 In the dialog that appears, select where you want to save the report.

Saving the report to the **Reports ƒ** folder makes it available only to this company. Saving the report to the **Shared Reports ƒ** folder makes it available to all companies.

Other EZ tasks

Editing EZ reports

If you wish to make any changes to a report created with the EZ Report Builder, select the report in the Reports list in the **Reports** tab window, then click the **Edit** button. The EZ Report Builder window appears allowing you to make changes to the selected report.

Exporting EZ reports

Reports created with the EZ Report Builder can be saved as a text file or in HTML format for easy posting on the internet. To do so, select an EZ report in the Reports list, then click the Export as Text button. A Putfile dialog appears allowing you to name and save the report file in either text or HTML format.

Period by period EZ reports

An option called **Period by Period** is available for all reports created with the EZ Report Builder. Selecting this option allows you to generate an EZ report for a designated time period (e.g., 2nd Quarter). After selecting an EZ report, mark the **Period by Period** checkbox, located in the **Option** portion of the **Reports** tab window.

Notes:

Liabilities

Chapter overview

The following information is covered in this chapter:

- Using the Liabilities tab window to create payments and write/print liability checks

- Using the Print Liability Checks dialog to print checks

- Using a check register

- Viewing your liability payment history

- Using liability registers

Liabilities overview

The options in the **Liabilities** tab window allow you to setup your liability payments as well as write and print/record them.

The Payment portion of the Liabilities tab window is where you create, edit and delete those liabilities you pay on a regularly (e.g., 941 deposit). For details, refer to "Creating liability payments" on page 7-4.

When you use a payment to write a check, the program, if applicable, calculates the amount of the check using data extracted from your pay history records. The total amount of the check is inserted into the Total field and the amounts of the payroll items are allocated to the appropriate liability registers. The program then tracks the amount of the payment for reports, such as the 941. For details, refer to "Writing/printing liability checks" on page 7-7.

Finally, another benefit of the Payment feature is that when you write a check using a payment, the recorded payment is maintained in the **Payment History** window for quick viewing. For details, refer to "Viewing your liability payment history" on page 7-11.

Note: You can use the "check" portion of the window to write/record miscellaneous checks that don't need to be calculated or tracked for reports.

If you want the program to track your liability payments for a report such as the 941, you need to decide at what point you want to begin tracking the payments. You also need to know how many prior checks you need to enter into the system.

For example, if you begin using the payroll program sometime during the second quarter and you want to track your 941 deposits for the 941 report, you need to enter all prior second quarter 941'liability pay-ments into your check register. If there are only a few days left in the quarter, you may want to wait until the next quarter to begin tracking your liability payments. <u>The point is that if any 941 payment is missing from the check register for the quarter you are processing the 941 report, the deposit amount on your 941 report will not be accurate.</u>

Automatically printing liability checks:

If the option **Automatically print liability checks** is selected in the **Printing Preferences** and you process payroll for at least one employee, a dialog appears when you quit the program that allows you to print your liability payment(s). For details, refer to "Printing liability checks" on page 7-9. (This feature is available only for Aatrix Top Pay and Ultimate Payroll users.)

Using check registers:

The name of the check register you created during the installation routine is displayed in two separate locations:

- • In the **Defaults** portion of the **Company Setup** tab window

- • In the **Register** pop-up menu of the **Liabilities** tab window

*You do not have to maintain a separate check register in payroll. The program however, does require you to select a default register for recording purposes. So even if you choose not to maintain a check reg-ister, you must have one selected in the **Defaults** portion of the **Com-pany Setup** tab window.*

Liability payments

The advantage of using the liability payment feature is twofold:

- The program can calculate the amount of the check for you and track the data for particular reports, such as the 941 report.

- Your recorded "liability payment" checks are displayed in the Payment History window. This allows you to see which payments you have already made. For details, refer to "Viewing your liability payment history" on page 7-11.

Creating liability payments

For payments that occurs on a regular basis (e.g., 941 liability payment, 401K deposit), we recommend that you create a payment to use whenever you write a check for the payment.

Instruction Set 7–1: Creating a liability payment

1   In the **Liabilities** tab window, click the **New** button located below the Payments list

2   Enter the general information for this payment.

Title
Enter a descriptive name for your payment.

Pay to and Address
Enter the name and address of the payee.

In order for the address to print on the check, the checkform template you use must have an address field on it.

Memo
What you enter in the optional Memo field is recorded with your transaction in the check register, it does not print on the check.

Remind
Click the Remind button if you want to create a reminder for this payment. For details, refer to "Setting up reminders" on page 11-4.

3   Select (√) the payroll items you want included in the payment.

This step is very important because the program calculates the amount of the payment based on what payroll items you select. To select an item, click the name of the payroll item and a √ will appear next to the item name. To unselect a payroll item, click the item again.

4   From the **Report type** pop-up menu, select the type of report the payment is associated with.

The Report type option allows you to track the amounts of your payments (e.g., 941 tax deposit) for specific reports (e.g., Form 941).

Select the **None** option if you are setting up a payment that does not appear in the pop-up menu (e.g., 401K Plan). The title of the payment will be used in the Payment History window.

5   From the **Frequency** pop-up menu, select how often you make this payment.

6 Click **OK**.

7 A dialog will appear that displays the payment settings. Click **Continue** if the settings are correct or **Cancel** to go back and correct them.

The title of the payment is added to the Payments list. For details on using payments when writing checks, refer to "Writing/printing liability checks" on page 7-7.

Editing liability payments

There may be times when you need to edit the setup of an existing payment. For example, the payment schedule for your 401K deposits changed, so you need to correct the frequency of payment.

Instruction Set 7–2: Editing a liability payment

1 In the **Liabilities** tab window, select the payment you wish to edit from the Payments list.

2 Click the **Edit** button.

3 In the dialog that appears, make the changes you want, then click **OK**.

Deleting liability payments

At some point, you may find that you want to delete an existing payment because it is no longer needed.

Instruction Set 7–3: Deleting a liability payment

1 In the **Liabilities** tab window, select the payment you wish to delete from the Payments list.

2 Click the **Delete** button.

3 A dialog will appear asking if you are sure you want to delete the selected payment. Click **Yes** to delete the payment, or click **No** if you decide not to delete this payment.

Writing/printing liability checks

You are not required to use payments to write liability checks, however, the following instruction set assumes you have already set up a payment for the check you are writing. If you have not yet set up a payment, refer to "Creating liability payments" on page 7-4 for details.

Instruction Set 7–4: Writing/printing a liability check

1 In the **Liabilities** tab window, select the payment you are writing a check for from the **Payments** list.

2 Select which **Employee List** the program should use when calculating the payment amount.

*Note: If you are writing a "miscellaneous" check in which the amount does not need to be calculated from your pay history data, or if it's not a payment you want to track via the **Payment History** window, you can fill in the check fields (e.g., Check #, Pay To, Total, Memo, etc.). After entering the check information, go ahead and print and/or record the check.*

3   Select the **Period** the program should use when calculating the payment amount.

4   Click the **Calculate Amounts** button.

The program fills in the check fields using information gathered from the pay history records of all employees on the selected Employee List for the period you designate.

5   (Optional) To confirm that the amount of the payment is correct, click the **Verify** button and print the **Verification Report**.

Based on the period setup and selected Employee List, the Verification Report lists the following: total amount of payroll items allocated for each Pay Period, amounts of the payments already recorded, amount of the current payment, and the difference between these amounts.

The difference amount should be zero. If it is not, examine all the payroll and liability checks recorded during the selected period and determine where the error is. Then you need to make the appropriate corrections.

6   Click either the **Print Check**, **Record Check** or **Send EFTPS** button.

Print Check
Align a checkform in your printer, then click the **Print Check** button. In standard print dialog that appears, click the **Print** button. Once the check has been printed, it will be recorded into the selected check register.

Record Check
If you would like to enter the check directly into your register without actually printing it, fill in the necessary fields. Then click the **Record Check** button. The check is recorded in the currently selected register.

Send EFTPS
Click the **Send EFTPS** button if you are transmitting a federal liability payment to the Aatrix EFTPS Service. For complete details, refer to Chapter 14, *Aatrix EFTPS*.

Printing liability checks

In addition to printing your liability checks from the **Liabilities** tab window, you can also print them from the **Print Liability Checks** dialog. (This feature is available only for Aatrix Top Pay and Ultimate Payroll users.)

Instruction Set 7–5: Printing liability checks

*In order for the Print Liability Checks dialog to appear, the option labeled **Automatically print liability checks** must be selected in Printing Preferences.*

1   Process payroll for at least one employee.

2   When you are done using the payroll program, select **File** > **Quit**.

The Print Liability Checks dialog displays the names of your liability payments, the amount due for each payment, a field to enter the amount you want to pay towards the liability amount, and a Pay column where you select which liabilities you want to pay.

If you don't want to print your liability checks now, click **Cancel**. You can pay them later using the options in the Liabilities tab window.

3   In the **Pay** column, select (√) the liabilities you want to pay.

4   If you don't want to pay the entire amount of a liability at this time, click on the amount you want to change in the **Amount to pay** column, enter the amount you want to pay, then press tab. The following dialog may appear in which you need to allocate an amount to each item.

5   Setup the printing options, then click the **Print** button.

Checkform
Select the checkform you want to use to print your liability check(s).

Register
Select the check register you want the liability check(s) posted to.

Starting check #
Enter the starting check number you want printed on the check.

Record checks without printing
Select this option if you want to record the check(s) directly into the selected check register without printing.

Date on checks
Enter the date you want printed on the check(s).

6   If you chose to record the liability checks without printing, the program enters the checks into the selected check register, otherwise the standard Print dialog appears allowing you to print the checks.

Viewing your liability payment history

To view the Payment History window, click the **Payment History** button in the **Liabilities** tab window, or select **Utilities** > **Payment History**.

For each liability payment you have set up in the Liabilities tab window, the **Payment History** window displays the dates of your recorded liability checks, as well as the amount due for the year-to-date.

About the Payment History window:

• The brackets ({.......}) indicate the number of remaining payments. You can designate the "Frequency" (e.g. quarterly, annually) of your payments when you setup your payments. When you make a payment, the next bracket is replaced with the date of the payment. Brackets are not used for payments setup with a frequency of "Undefined or Irregular".

• The Payment History window defaults to automatically open every time you launch your payroll program. If you want, this option can be disabled in **Program Preferences**.

• In order for your payments to appear in the **Payment History** window, you must use a "payment" when writing checks in the **Liabilities** tab window.

The Check Register window

The **Check Register** window displays both your payroll and liability check information in much the same format as your regular checkbook register.

To open a check register, click the **Liabilities** tab. From the **Register** pop-up menu, select the register you want to open, then click the **View Register** button.

The Check Register window displays the transactions in the same format as your regular checkbook register. You can use the scroll bar at the right to scroll through your transactions.

About the Check Register window:

• The program automatically opens the register to the last transaction in the register.

• The Display and Limit by Options at the top part of this window allow you to display your transactions based on the criteria you select.

• To mark a transaction as cleared (√), you must balance your check register with your bank statement in the Reconcile dialog.

• If Direct Deposit was used to deposit employee paychecks, the letters DD will appear in the Number field.

• To close the register, click the close box in the upper left corner.

Viewing options

Note the viewing options (**Display** and **Limit by**) in the top portion of the Check Register window. These options allow you to view your registers based on criteria you select. For example, you can set the register to display only uncleared checks. The **Display** and **Limit by** options are detailed in this section.

Display options

The Display options can be used to display entries based on the criteria you select. You can choose more than one option, giving you many possible combinations. Marking a checkbox means that any entry that fits the selected category will be displayed.

Cleared	Cleared transactions are those transactions that have appeared on your bank statement. The program will mark (√) a transaction in the register when you mark a transaction as cleared in the **Reconcile** screen.
Uncleared	Uncleared transactions are those entries that have not appeared on a bank statement and that you have not marked as cleared in the **Reconcile** screen.
Checks	Check this box to display checks you have entered into the register.
Deposits	Check this box to display deposits you have entered into the register.
Withdrawals	Check this box to display withdrawals you have entered into the register.
Show Memos	Check this box to display the memo fields in the register.

Limit by options

Use the **Limit by** options to further define and specify the types of transactions displayed in the register. You are allowed to choose more than one option, giving you many possible combinations.

Amount	Limits transactions that are displayed in the register according to a specific amount. Allows you to view transactions that match, is less than, is more than, or is between the amount you select.
Date	Limits transactions that are displayed in the register according to a specific date. Allows you to view transactions that match, is before, is after, or is between the date you select.
Number	Limit transactions that are displayed in the register according to a specific check number. Allows you to view transactions that match, is before, is after, or is between the check number you select.
Description	Limit transactions that are displayed in the register according to a specific description. Allows you to view transactions that contains, starts with, ends with, or matches the description you select.
Memo	Limits transactions that are displayed in the register according to a specific memo. Allows you to view transactions that contains, starts with, ends with, or matches the memo you select.
Voided	Displays only the voided transactions in your check register.

*Note: To return to the original register display, click the **Stop limiting** button*

Managing check registers

Managing a check register can involve many different actions. For example, you will need to record deposits and withdrawals if you want to keep an accurate balance. Also, you may find there are times when you need to void a check. This section describes those actions that are involved in managing a check register.

Entering deposits

In order to maintain an accurate check register balance, you need to record all deposits that you make into the checking account.

Instruction Set 7–6: Entering a deposit

1   In the **Liabilities** tab window, select the register you want from the **Register** pop-up menu.

2   Click the **Deposit** button.

3   Fill in the following deposit information:

Date
Enter the date of the deposit. The program defaults to today's date.

Description

Enter a brief description of your deposit. This description will appear in the register.

Amount

Enter the amount of the deposit in the **$** field.

Memo

Enter an optional brief memo to your deposit entry.

4   Click **OK**.

The deposit is entered into the selected check register.

Entering withdrawals

In order to maintain an accurate check register balance, you need to record all withdrawals that you make from the checking account.

Instruction Set 7–7: Entering a withdrawal

1   In the **Liabilities** tab window, select the register you want from the **Register** pop-up menu.

2   Click the **Withdraw** button.

3   Fill in the following withdrawal information

Date

Enter the date of the withdrawal. The program defaults to today's date.

Description

Enter a brief description of your withdrawal (e.g., Service Charge). This description will appear in the register.

Amount

Enter the amount of the withdrawal in the **$** field.

Memo

Enter an optional brief memo to your withdrawal entry.

4   Click **OK**.

The withdrawal is entered into the selected check register

Finding entries

The **Find** feature allows you to locate a specific entry in your register by using the description, memo, check number, amount, and date of the entry as criteria for the search.

Instruction Set 7−8: Finding an entry

1 In the **Check Register** window, click the **Find** button.

2 Select the categories you are searching (e.g., Description, Date).

3 Use the pop-up menus next to each category to define the parameters of your search.

4 Type your search criteria in the text boxes.

Description	Use this option to find entries that match or contain the description you enter. The program also finds partial matches. For example typing in "pay" will find "paycheck" and "payroll".
Memo	Use this option to find entries that match or contain the memo you enter.

Check number	Use this option to find entries that match, come before, come after, or is between a specific check number you enter.
Amount	Use this option to find entries that are equal to, less than, more than, or between an amount you specify.
Date	Use this option to find entries that occur on, before, after, or between a specific date.

5   Mark the **Beginning of Register** checkbox if you want to start the search from the very beginning of the register.

To start your search from a particular entry in the register, select that entry, then click the **Find** button.

6   Click **Find**.

The program will locate and highlight the first entry in the register that matches your criteria. If the search is unsuccessful, you will hear a system beep and the program will highlight the first entry on the screen at the time of the search.

*When you click Find, the program brings up the first entry in the register that matches your find criteria. If that entry is not the particular one you are searching for, press **Command-G** and the program will find the next entry that matches your criteria. Note that for the **Command-G** feature to work, the **Search from beginning of register** option must be turned off.*

Editing entries

From time to time you may find that you need to go into your check register and edit an existing entry.

Instruction Set 7–9: Editing a check register entry

1   In the **Check Register** window, select the entry you want to edit.

2   Click the **Edit Entry** button.

3   Make the changes you want.

4   Click **OK**.

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*Note: When you click the **Reprint** button, a dialog will appear allowing you to select the checkform you want to use for reprinting. The program prints only the date, check number, address, description, and the amount of the check. If you need to reprint a paycheck, do so from the **Pay History** window. If you change any information in the Edit Entry window before clicking the Reprint button, you must exit the Edit Entry window, then return to the Edit Entry window in order for your changes to print using the Reprint option.*

Voiding entries

If you have recorded a transaction in error and it is no longer valid, you can use the void option to void that entry.

Instruction Set 7–10: Voiding a check register entry

1 In the **Check Register** window, select the entry you want to void.

2 Click the **Void** button.

The program inserts the term **VOID** in the entry line of the selected transaction and recalculates the register balance. The voided entry remains in the register to serve as an audit trail.

To "undo" a voided transaction, select the voided entry and click the **Void** button again. The term **VOID** will be removed from the entry line of the selected transaction and the register balance will be re-calculated.

> *Note that voiding a paycheck from the check register does not void the check in **Pay History**. Also, voiding an allocated liability check will not void the corresponding transaction in your liability registers.*

Deleting entries

You should not delete entries that have actually taken place. Instead use the **Void** command in order to maintain a proper audit trail of your entries.

Instruction Set 7–11: Deleting an entry

1 In the **Check Register** window, select the entry you want to delete.

2 Click the **Delete Entry** button.

3 In the warning dialog that appears, click **OK** to delete the entry.

> *Deleting a paycheck from the check register will not delete the check from the **Pay History** records. Also, deleting an allocated liability check will not delete the corresponding transaction in your **Liability** registers. You will need to manually delete those checks.*

Printing check registers

After you have entered a number of transactions in the register, you may want to print the register to review the transactions or to keep a hard copy for your records.

Instruction Set 7–12: Printing a check register

1   Open the **Check Register** that contains the entries you want to print.

2   If you want, use the **Display options** and **Limit by** options to limit the printout to a specific range of transactions.

   The program will print all the transactions in the register if the register is not limited by some criteria such as the date.

3   Click the **Print Register** button.

4   In the standard Print dialog that appears, click the **Print** button.

*Holding down the **OPTION** key while clicking the **Print Register** button will export the current register as an Excel file.*

Reconciling check registers

Perhaps the most tedious and complicated aspect of keeping a check register is reconciling it with your monthly bank statement. Fortunately, your payroll program has taken much of the work out of this important task and allows you to reconcile your check register in just minutes!

Instruction Set 7–13: Reconciling a check register

1   Open the **Check Register** that you want to reconcile.

2   Click the **Reconcile** button.

3   Review your Bank Statement for any deposits, withdrawals, bank charges or interest that do not appear in your check register.

4   From your Bank Statement, enter the following information:

Statement Ending Balance
This is the balance the bank had for your register on the day the statement was issued. This balance does not include any transactions that have occurred since this date. To balance the register, the program will compare this amount with the cleared balance amount for this register.

Interest Earned

If your Bank Statement lists any earned interest and you have not yet entered it into your check register, enter the amount and the date in the Interest Earned fields. When you click OK, the program will enter a cleared transaction for the interest earned in the register.

Service Charge

If your Bank Statement lists a service charge and you have not yet entered it into your check register, enter the amount and the date in the Service Charge fields. When you click OK, the program will enter a cleared transaction for the service charge in the register.

5   Mark (√) all cleared transactions.

A cleared transaction is one that the bank has processed and appears on your bank statement. The Reconcile dialog displays all the transactions from your register that have not been marked as cleared. To mark a transaction, click the transaction and a √ will appear to the left of the transaction description. To unmark a transaction, click the transaction again. If you Cancel in the middle of reconciling, the program not forget what was marked up to that point.

Make sure that the amounts for these transactions match each other exactly. If there is a discrepancy, you should keep track of what the difference is and after reconciling the register, edit the transaction in your check register to match that of the bank statement using the Edit Entry button. You may wish to make a note of these changes and check them against the actual check to make sure the bank has not made a mistake.

If, after reconciling the register, you find that you need to unclear a transaction that has already been cleared, select the transaction in the Register window, then click the Edit Entry button. Click the Cleared checkbox, then click OK. The transaction will appear in the register as an uncleared transaction.

6   Check the amount you entered for the Ending Balance against the amount the program now has for the Cleared Balance.

   • If the amounts are the same, your check register is balanced.

   • If the Statement Ending Balance does not equal the Cleared Balance and there is an amount in the Difference field, then your check register is not balanced and you need to find the error. Suggestions for finding the error are listed below:

7   When the register is reconciled, click the **OK** button.

Finding reconciliation errors

Following are some suggestions for finding a reconciliation error:

• Determine the difference between the two amounts. Once you know this number, you can search for amounts that equal this number or possibly end with this amount. For example, if the difference is $4.57, search for a transaction that equals $4.57 or an amount that ends in 57¢.

• Check all of your transactions to make sure the amount listed on the bank statement equals the amount entered in your check register.

• Make sure you have entered all service charges that appear on your bank statement.

• Check to see if your Cleared Balance was correct to begin with. If you start with an unbalanced check register, the amounts will most likely not match up.

Creating new check registers

There may be times in which you want to create a new check register, either because you are using a different checking account now or you just want to start a new register for tracking your checks.

Instruction Set 7–14: Creating a new check register

1   In the **Liabilities** tab window, select the **New Register** command from the **Register** pop-up menu.

The New Register Name dialog appears.
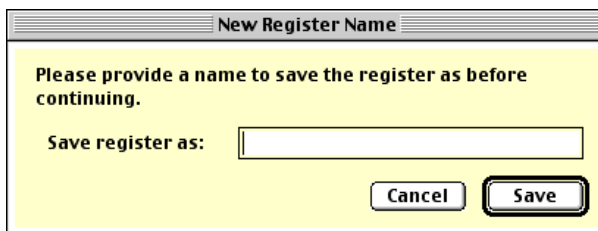
2   Type in a descriptive name for your new register.

3   Click **Save**.
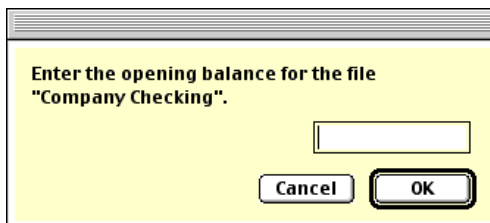
4   Enter the current balance for your new register.

If you are setting up a check register that is already in use, you may not know the exact current balance of the check register at the time you it set up. If this is the case, enter the ending balance from the last time you balanced your checkbook. Then enter all the transactions since then into the register. For details, refer to and .

5   Click **OK**.

The program automatically saves the new check register file in the **Registers** ∫ folder of the currently open company.

The name of your new check register will appear in the **Register** pop-up menu in both the **Liabilities** and **Company Setup** tab windows.

The Liability Register window

Liability registers allow you to track the amount of payroll taxes you owe, such as federal and state withholdings. They can also be used to track other liabilities such as business loans. Using Liability registers is an optional feature.

Whether you decide to use liability registers or not is completely up to you. (Note that Liability Registers is not a feature of Aatrix PayCheck.)

To access your Liability registers, select **File** > **Liability Registers**.

Liability Registers					
Register: Medicare ⬍	New Register	Edit Entry	Delete Entry	Enter a Payment	Done

Number:	Date:	Description:	Increase:	Decrease:	Balance:
4543	1/15/02	Jerri J Grange	16.89		447.16
4544	1/15/02	Lindsey P Howard	18.57		465.73
4545	1/15/02	Pamela Jo Hudson	17.04		482.77
4546	1/15/02	Jay L Jensen	18.08		500.85
4547	1/15/02	Howard M Johnson	19.44		520.29
4548	1/15/02	Joshua W Kramer	18.29		538.58
4549	1/15/02	Larry A Larson	18.11		556.69
4550	1/15/02	Gabriella W Lenz	18.51		575.20
4551	1/15/02	Angella A Mertz	18.84		594.04
4552	1/15/02	Michael D Messinger	18.42		612.46
4553	1/15/02	Tracy E Mott	18.52		630.98
4554	1/15/02	Sarah D Nelson	18.48		649.46
4555	1/15/02	Jack O Preston	18.40		667.86
4556	1/15/02	Terry R Primrose	19.01		686.87

The **Register** pop-up menu lists all Liability registers that were created during the installation process.

A Liability register contains an **Increase** and **Decrease** column.

- Each time you record your payroll, the amounts of the payroll taxes and liabilities are automatically entered in the **Increase** column of the appropriate Liability register.

- When you **Enter a Payment**, record the amount of your payment in the **Decrease** column of the appropriate Liability register.

Managing liability registers

Managing a liability register can involve many different actions. For example, you may need to manually enter a liability payment in order to keep an accurate balance. This section describes those actions that are involved in managing your liability registers.

Creating liability registers

Whenever you incur a new liability, either payroll related or for general business purposes, you may want to set up a new liability register to track the amount of that liability.

Instruction Set 7–15: Creating a liability register

1   In the **Employees** tab window, select **File** > **Liability Register**.

2   Click the **New Register** button.
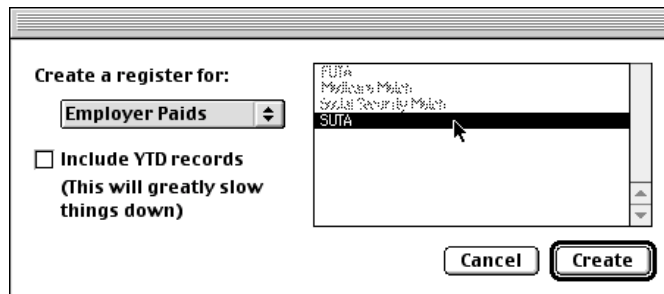
3   From the pop-up menu, select either **Withholdings** or **Employer Paids**, depending on the type of liability register you are creating,

4   From the scrolling list, select the payroll item you are creating the register for.

5   (Optional) Select the **Include YTD records** checkbox if you want the register created with data already recorded in Pay History.

6 Click the **Create** button.

The program adds the name of the new liability register to the Register pop-up menu in the Liability Registers window.

7 Click **Done** when you have finished creating your registers.
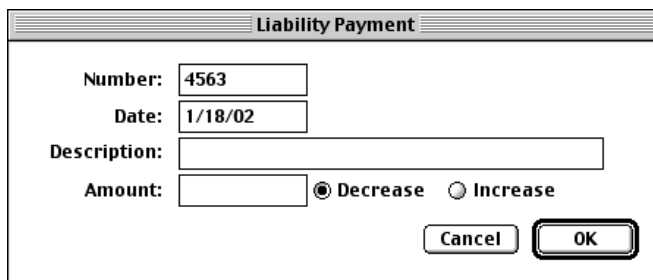
Entering liability register payments

In order to maintain an accurate balance in your Liability Registers, you must enter any liability payments you make.

Instruction Set 7–16: Entering a liability register payment

Note that you can manually enter a liability payment as outlined here, or via the Liabilities tab window where it is automatically entered for you.

1 In the **Employees** tab window, select **File** > **Liability Register**.

2 From the **Register** pop-up menu, select the register you want.

3 Click the **Enter a Payment** button.

Liability Payment	
Number:	4563
Date:	1/18/02
Description:	
Amount:	◉ Decrease ○ Increase
	Cancel OK

4 Enter the payment information, then click **OK**.

The balance of the liability register will be decreased by the amount of the payment.
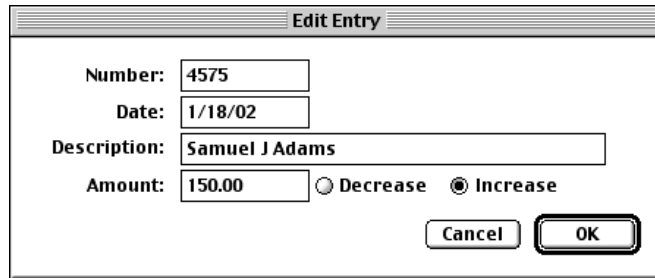
5 Click **Done** to return to the Employees tab window.

Editing liability register entries

From time to time you may need to edit the information already recorded into a liability register.

Instruction Set 7–17: Editing a liability register entry

1   In the **Employees** tab window, select **File** > **Liability Register**.

2   From the **Register** pop-up menu, select the register you want.

3   Select the entry you want to edit.

4   Click the **Edit Entry** button.

Edit Entry	
Number:	4575
Date:	1/18/02
Description:	Samuel J Adams
Amount:	150.00 ○ Decrease ● Increase
	Cancel OK

5   Make the changes you want, then click **OK**.

Any changes you make to the register entry are automatically saved.

6   Click **Done** to return to the Employees tab window.

Deleting liability register entries

Once an entry has been deleted, the program cannot recover it. Be sure you really want to delete an entry before doing so.

Instruction Set 7–18: Deleting a liability register entry

1 In the **Employees** tab window, select **File** > **Liability Register**.

2 From the **Register** pop-up menu, select the register you want.

3 Select the entry you want to delete.

4 Click the **Delete Entry** button.
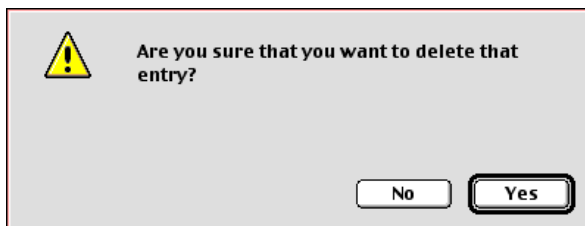
5 Click **Yes** to delete the selected entry.

The program removes the entry from the register and recalculates the balance.

6 Click **Done** to return to the Employees tab window.

C H A P T E R   **8**

Posting Payroll Data

Chapter overview

The following information is covered in this chapter:

- • Linking QuickBooks accounts to payroll items
- • Posting paychecks to QuickBooks
- • Posting liability checks to QuickBooks

Posting overview

This chapter contains the following information:

- The QuickBooks menu

- Linking QuickBooks accounts to payroll items

- Sending/posting paychecks to QuickBooks

- Sending/posting liability checks to QuickBooks

Before you can send/post any payroll data, you must import your QuickBooks Chart of Accounts and then establish links between your Aatrix payroll items and the appropriate QuickBooks accounts. Once these links are set up, you can send/post your paycheck data, as well as your liability check information to QuickBooks.

If you wish, you can have your "Gross Pay" expensed by departments. This allows you to post to multiple G/L accounts in QuickBooks. Refer to "Gross pay expensing by department" on page 2-11.

If you process payroll for more than one company, you will need to designate account links for each company you want to post payroll data for.

The QuickBooks menu

The following menu will appear in the menu bar at the top of the screen when the Intuit QuickBooks option is selected in Accounting Preferences. You will use the commands in this menu to post your payroll data to your QuickBooks accounting software.

QuickBooks®
Send/Post Payroll...
Open QuickBooks

*Note: If the **QuickBooks** menu is not displayed in the menu bar, select **Edit** > **Preferences**. In the dialog that appears, click the **Accounting Options** button. From the **Menu Link to** pop-up menu, select **Intuit QuickBooks**, then click **OK**.*

Linking QuickBooks accounts to payroll items

Select **QuickBooks** > **Send/Post Payroll** (or click the Send/Post Payroll button in the Process Payroll tab window).

The **Send/Post Payroll** window has two distinct functions:

Send/Post	The top portion (**Send/Post**) of the window is used to post paychecks and liability checks to QuickBooks.
Designate Account Links	The bottom portion of the window is used to create, view, and edit the links between your payroll items and QuickBooks accounts. If you don't see this portion of the window, click the arrow button located on the lower left corner. This chapter provides instructions for creating links in this window.
	The required links are listed on .
	You can also create links while setting up new payroll items.

Importing a QuickBooks Chart of Accounts

Before you can establish any links between your payroll items and QuickBooks accounts you must create an export file that contains your QuickBooks Chart of Accounts. Once it is created, you'll import it into your payroll program.

You only need to export your Chart of Accounts once, unless you create a new account that is payroll related (e.g., you change banks and now have a new checking account). In which case, you will need to export the new Chart of Accounts and link the appropriate payroll item(s) to the new account.

Instruction Set 8–1: Importing a QuickBooks Chart of Accounts

1   Open your QuickBooks company.

2   Select **File** > **Export**.

3   Choose the **Chart of Accounts** option, then click **OK**.

4   In the dialog that appears, click the **Desktop** button, enter **Chart of Accounts** in the text box, then click the **Save** button.

5   Open your payroll program.

6   Select **QuickBooks** > **Send/Post Payroll**.

7   In the dialog that appears, use the disclosure triangle (located on the lower left of the dialog) to open the **Designate Account Links** portion of the window. (Disregard this step if it is already open.)

8   Click the **Import Chart of Accounts** button.

9   In the dialog that appears, click the **Desktop** button, select the **Chart of Accounts** file you saved in step 4, then click **Open**.

Your Chart of Accounts should now be displayed in the Chart of Accounts scrolling list in the Designate Account Links portion of the Send/Post Payroll window. You can now establish the links between your payroll items and QuickBooks Chart of Accounts (refer to the next section).

Linking payroll items to accounts

The options in the Designate Account Links portion of the Send/Post Payroll window are used to link your payroll items to QuickBooks accounts.

If you want, you can have your "Gross Pay" expensed by departments. This allows you to post to multiple G/L accounts in QuickBooks. Refer to "Gross pay expensing by department" on page 2-11.

Instruction Set 8–2: Linking payroll items to accounts

The following instructions assume you've already imported your Chart of Accounts. If you have not, refer to "Importing a QuickBooks Chart of Accounts" on page 8-4.

1 Select **QuickBooks** > **Send Post Payroll**. (Disregard this step if it's already open.)
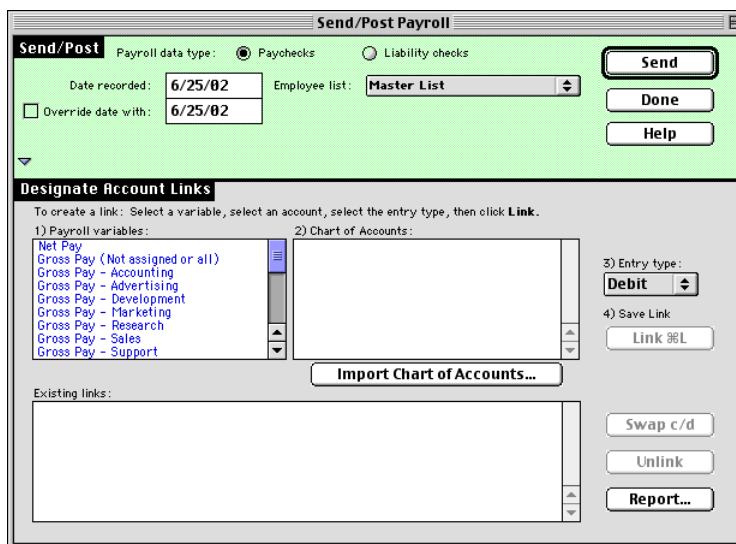
2 Open the **Designate Account Links** portion (lower part) of the window by clicking the arrow button located on the left the window. (Disregard this step if it's already open.)

3   Before linking your payroll items, click the **Report** button.

This allows you to view, on screen, a report that lists any links and helpful linking tips. If you want to print this report, select **Preview** > **Print All**. Select **Preview** > **Exit Viewing** to return to the **Send/Post** window.

4   Establish the links between your payroll items and QuickBooks accounts. The required links and additional notes are provided on the next page.

To link an individual payroll item to a QuickBooks account:

a   Select a payroll item from the **Payroll Variables** list.

b   Select the account it should post to from the **Chart of Accounts** list on the right.

c   From the **Entry Type** pop-up menu, choose **Debit** or **Credit**.

d   Click the **Link** button.

When you click **Link**, a description of the link will appear in the **Existing links** list. To remove or change a link, select the link in the list and click **Unlink**. To change the entry type (debit or credit) click **Swap c/d**.

The following illustration provides an example of the links you could setup between your payroll items and the QuickBooks accounts.
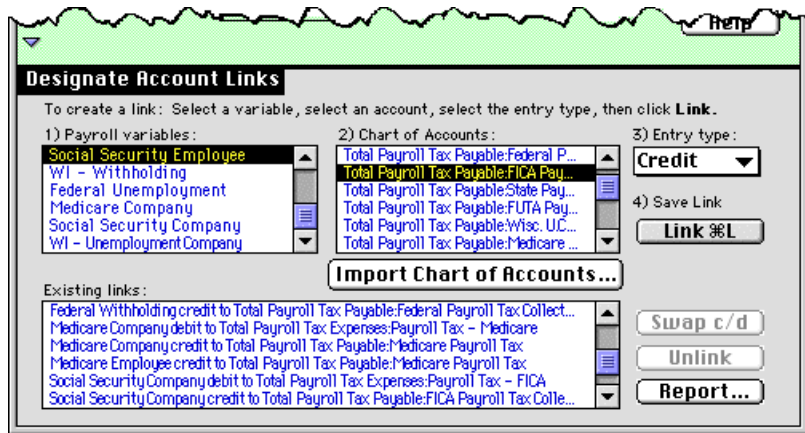
Required links

(I) Net Pay to a Cash Account CR (usually the checking account)

(I) Gross Pay (Not assigned or all) to an Expense DR

(D) Federal Withholding to a Liability CR

(D) State Withholding to a Liability CR (if required)

(D) Social Security to a Liability CR

(D) Medicare to a Liability CR

(E) Social Security Employer Match to an Expense DR

(E) Social Security Employer Match to a Liability CR

(E) Medicare Employer Match to an Expense DR

(E) Medicare Employer Match to a Liability CR

Additional Notes

- When creating employer paid items that match the deductions it reduces confusion when linking by giving the item a different name from the deduction.

- If you have more than one expense account that you need individual income items linked to, you must link each income item (i.e., Regular Pay, Regular Overtime, etc.). Otherwise, simply link "Gross Pay (Not assigned or all)" and not link individual income items.

- Generally, you will link Income variables as Debits to Expense accounts, Deductions as Credits to Liability accounts, and Employer Paid Contributions to both Liability accounts as Credits and to Expense accounts as Debits.

- For posting to be successful, Net Pay + Deductions must equal all combined Gross Pay expenses, and any Employer Paid contribution Expense debit must be offset with an Employer Liability credit.

5 Click the **Report** button.

6 Select **Preview** > **Print All**.

Refer to the printout and verify that all links are set up correctly. The report provides helpful troubleshooting information. If you ever have problems sending/posting payroll data, print your current **Existing links** list and follow any troubleshooting suggestions the report may provide before calling Technical Support.

7 When you are sure that all your links are set up correctly, click **Done**.

A QBLinks file is saved to this company's Employee Files ƒ folder. The payroll program uses the links you designated in this file every time you post your payroll or liability data for this company.

 Don't trash the QuickBooks Chart of Accounts export file until you successfully send/post payroll to QuickBooks at least once.

8 You can now send/post your paycheck data, as well as your liability check information to QuickBooks when needed. For detailed instructions, refer to "Sending/posting paychecks to QuickBooks" on page 8-10 and "Sending/posting liability checks to QuickBooks" on page 8-12.

Editing existing links

This section describes how to modify existing links for the currently open company.

Removing links

To remove a link from the **Existing links** list, select the link you want to re-move, then click the **Unlink** button.

Swaping links

To swap the type (credit or debit) of an existing link, select the link you want to swap, then click the **Swap c/d** button.

Adding new links

You can choose from two methods for adding new links:

- If you are creating a new deduction or employer paid contribution, you can create the link in the **New Deduction** or **New Contribution** window.

- Create the link in the Designate Account Links portion of the **Send/ Post Payroll** window. If needed, click the arrow button to open the Designate Account Links portion of the window.

Note: If your QuickBooks Chart of Accounts has any payroll related changes (e.g., you change banks and change your checking account name), you will need to export the new Chart of Accounts information out of QuickBooks, then import it into your payroll program. For detailed instructions, refer to "Importing a QuickBooks Chart of Accounts" on page 8-4.

Sending/posting paychecks to QuickBooks

Once the links have been set up for each of your companies, you can send your payroll to QuickBooks whenever you process payroll. To post your payroll data into QuickBooks, however, you must have recorded payroll at least once for the company you are posting to.

Instruction Set 8–3: Sending/posting paychecks to Quickbooks

1 Process/record at least one payroll.

2 Select **QuickBooks** > **Send/Post Payroll**.
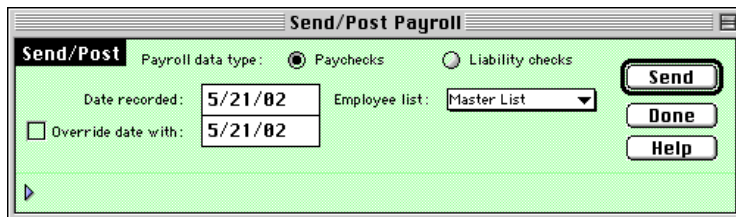
3 In the **Send/Post** portion of the window, enter information as needed.

Payroll data type
Click the **Paychecks** button.

Employee list
From the **Employee List** pop-up menu, select the employee list whose payroll you want to post.

Date recorded
Enter the payroll date you wish to post. The date must exist in your Pay History records and be entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not by employee.

Override date
(Optional) If you want to post payroll using a different payroll date, click the **Override date with** checkbox and enter the date you wish the checks to appear within the accounting program.

4 Click the **Send** button.

The payroll program will create a paycheck data file called **Aatrix Top Pay Export** and save it in your **Aatrix Payroll ƒ** folder.

5 If QuickBooks is not open, select **QuickBooks** > **Open QuickBooks**. When you do so, a Getfile dialog will appear allowing you to locate and open the **QuickBooks** application.

If the RAM memory on your computer is running low, QuickBooks will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open QuickBooks at the minimum memory setup, the payroll program will quit and QuickBooks will open.

6 In QuickBooks, open the company you want, then select **File** > **Import**.

7 A Getfile dialog will appear allowing you to open the Aatrix Top Pay Export file that was saved in the Aatrix Payroll ƒ folder. To do so, click the **Desktop** button, open your hard drive, open the **Aatrix Payroll ƒ** folder, and select **Aatrix Top Pay Export**.

The steps provided for finding the export file will be different if you moved the Aatrix Payroll ƒ folder after installing.

8 Once your paycheck data is posted, trash the **Aatrix Top Pay Export** file so that you don't accidentally post the data again.

Note: The employee names and liability payee names may appear in your Other Names list in QuickBooks.

Sending/posting liability checks to QuickBooks

After you've created and recorded a liability check(s), you can send/post it to QuickBooks.

Instruction Set 8–4: Sending/posting liability checks to QuickBooks

1   Process/record at least one liability check.

2   Select **QuickBooks** > **Send/Post Payroll**.
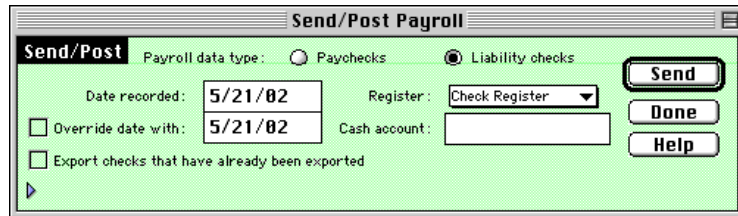
3   In the **Send/Post** portion of the window, enter information as needed.

Payroll data type
Click the **Liability checks** button.

Register
From the **Register** pop-up menu, select the register containing the check(s) you want to post to QuickBooks.

Date recorded
Enter the date of the liability check(s) you wish to post to QuickBooks. The date must exist in the selected check register and entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not specific check.

Override date
(Optional) If you want to post your liability check(s) using a different date, click the **Override date with** checkbox and enter the date you wish the checks to appear within the accounting program.

Cash Account
Enter the name of the QuickBooks cash account you want the liability check(s) posted to, if different than the account used for payroll checks.

Export checks already exported
Select this option to make sure that all checks you have previously export-ed actually do get exported.

4   Click the **Send** button.

Your payroll program creates a liability check data file called **Aatrix Top Pay Liabs Export** and saves it in your **Aatrix Payroll ƒ** folder.

5   If QuickBooks is not open, select **QuickBooks** > **Open QuickBooks**. When you do so, a Getfile dialog will appear allowing you to locate and open the QuickBooks application.

If the RAM memory on your computer is running low, QuickBooks will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open QuickBooks at the minimum memory setup, the payroll program will quit and QuickBooks will open.

6   In QuickBooks, open the company you want, then select **File > Import**.

7   A Getfile dialog will appear allowing you to open the Aatrix Top Pay Liabs Export file that was saved in the Aatrix Payroll ƒ folder. to do so, click the **Desktop** button, open your hard drive, select the **Aatrix Payroll ƒ** folder and select **Aatrix Top Pay Liabs Export**.

The steps provided for finding the export file will be different if you moved the Aatrix Payroll ƒ folder after installing.

8   Once your liability check data is posted, trash the **Aatrix Top Pay Li-abs Export** file so that you don't accidentally post the data again.

Note: The employee names and liability payee names may appear in your Other Names list in QuickBooks.

Notes:

Check Designer

Chapter overview

The following information is covered in this chapter:

- Check Designer overview
- Modifying pre-designed checkforms
- Creating checkforms from scratch
- Test printing checkforms

Check Designer overview

One of the most powerful features of the payroll program is the Check Designer. While other computer programs require you to use specific pre-printed checks, the Check Designer allows you to create your own customized checkform templates that include graphics and your choice of fonts or you can modify any of the sample templates that come with the program to fit your needs.

Note: The Check Designer includes templates that print paychecks identical to those that are printed out of QuickBooks.

What are fields?

The term *field* identifies any item that is placed on a checkform template. Examples of some fields you may want to place on a template include check amount, payee name, check date, memo, and stub information (e.g., tax and deduction amounts). The position in which the fields are placed on a template is where they will print on your checks.

There are three different types of fields you can place on a checkform template:

Text   These fields are simply text. They are used primarily for headers or identifying other types of fields. Text fields are generally located right above or next to each data field so that data can be identified by you or your employees. For details, refer to "Adding Text fields" on page 9-20.

Picture   These are fields that contain graphic art such as your logo or signature. For details, refer to "Adding Picture fields" on page 9-21.

New   These are fields that represent your payroll calculations and data. For details, refer to "Adding New fields" on page 9-22.

Before printing any checks, you will need to modify one of the sample templates to fit your needs or create a new checkform from scratch. You may find it easier to modify one of the sample templates than to create an entirely new one.

For more information on the sample templates, refer to "Sample checkform templates" on page 9-4.

Following is an illustration of a checkform template that includes several fields, borders, lines, and a picture. This style of check can be printed on blank check stock using the MICR font and toner kit.
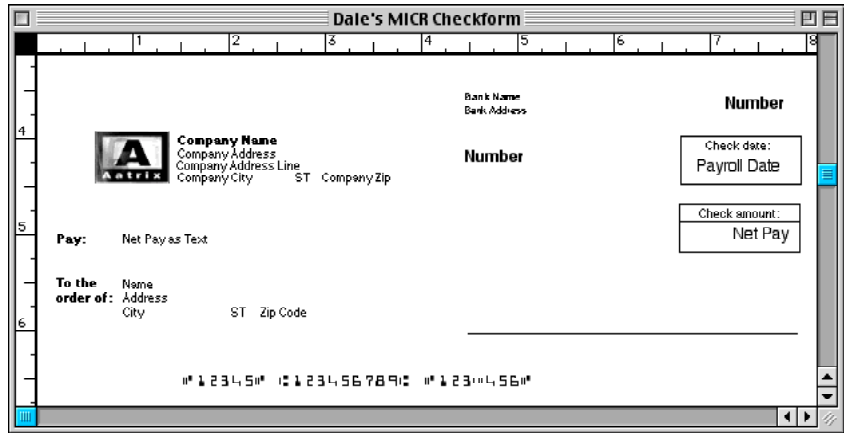
Both text fields and new fields may contain data in text or numeric format. Text and numeric formats are designed to align differently.

For example, text fields are aligned so they are *left justified*. That is, they are aligned according to the first letter of the field as shown below, where the *F* in Federal and the *N* in ND Tax are properly aligned.

Federal Tax:

ND Tax:

Numeric fields are aligned so they are *right justified*. That is, they are aligned according to the last number of the field as shown below, where the *4* and the *7* are properly aligned.

329.94

13.97

Note: Text representing a field will often appear to override text for another field. This happens because the actual string used to identify a field, such as Social Security (15 characters) which is longer than the actual dollar amount that prints on the check, such as 145.46 (6 characters).

Sample checkform templates

Several sample checkform templates have been included with the program. Their names indicate the style of check (e.g., Aatrix AML-2, Quicken) and the type of printer it was created for (e.g., Laser). Any template that includes the name *Aatrix* has been designed specifically for the pre-printed check stock you can order through Aatrix Software.

Illustrated below are some examples of Laser Printer and Continuous Feed checks. Under each illustration are the names of the templates that were created for that particular style of check.

Laser Printer Checks (8.5 X 11 Page):

Standard Business Check	Multi-Purpose Check	Payroll Detail Check
3 checks per page Aatrix ALCC-7 Laser	Stub/Check/Stub Aatrix AML-2 Laser	Detail Stub/Check/Stub Aatrix ALP-5 Laser

Continuous Feed Checks:

Standard Business Check	Multi-Purpose Check	Payroll Detail Check
Continuous Checks Aatrix ACC-4 Imgwrtr	Stub and Check Aatrix AMC-1 Imgwrtr	Detailed Stub and Check Aatrix ACP-6 Imgwrtr
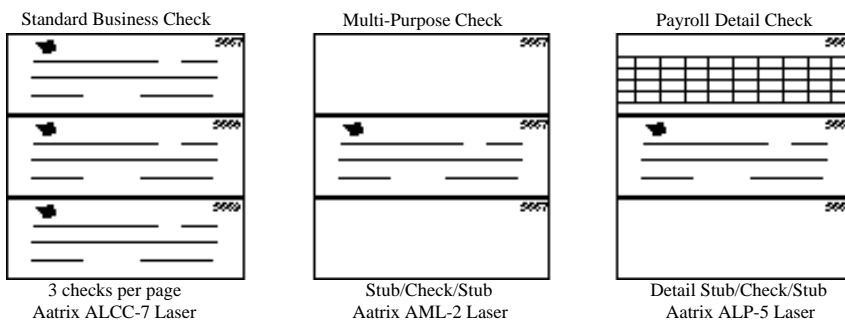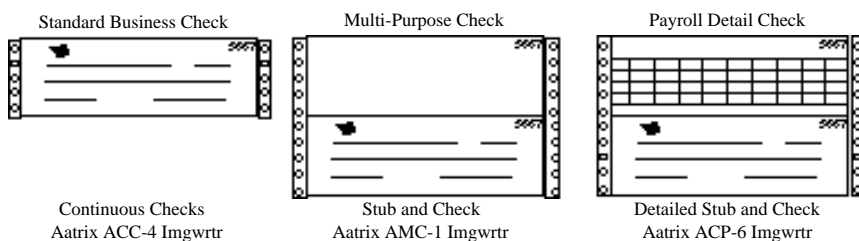
To become familiar with the features in the Check Designer, you may wish to edit one of the sample checkform templates. Use the sample templates to practice adding, moving, aligning fields, etc. After experimenting, you can close the template without saving changes and the fields will return to their original positions.

The Check Designer window

To access the Check Designer, select **Utilities** > **Check Designer**. Use the commands in the menu bar at the top of the window and the graphic tools to either create your custom checkform templates or edit existing ones.
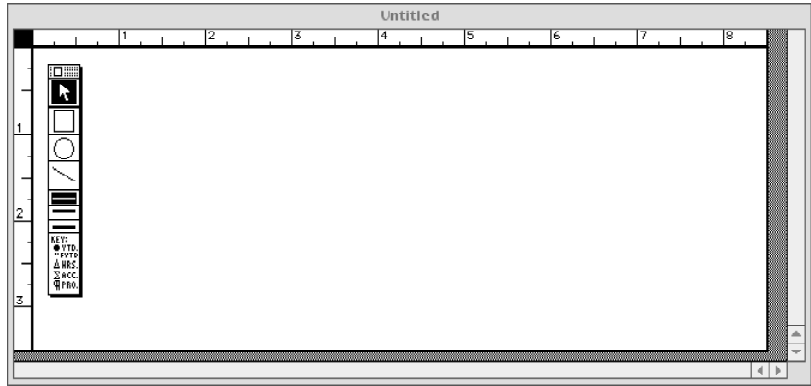
Graphic tools

On the left of the **Check Designer** window is a palette containing tools for drawing lines, boxes, or circles. These tools are similar to the tools you would find in any paint or draw program on your Macintosh.

By moving the mouse pointer onto the gray bar at the top of the palette, you can drag and drop it to any location on the screen.
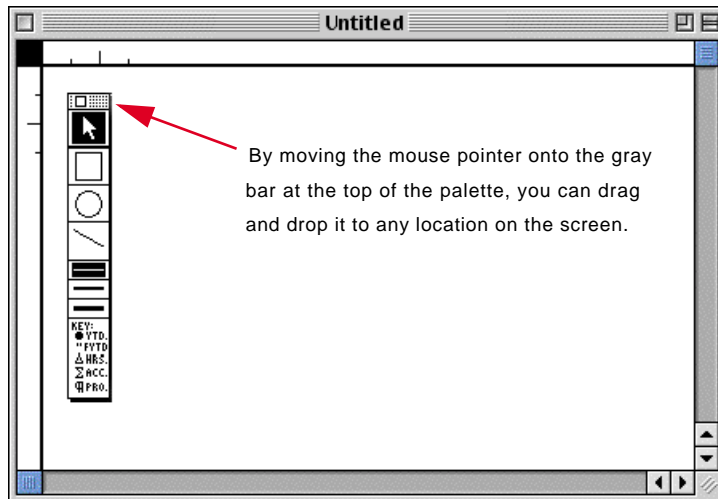
Shaped like an arrow, this tool is used to select and drag fields that already appear on the check template. It is automatically selected when you enter the Check Designer.

The Rectangle tool is used to make rectangles (boxes) which display selected data. To make a rectangle, click the Rectangle tool (the pointer changes to a cross), mouse over to the approximate spot on the checkform you want to place the rectangle. Then click and hold the mouse button down to draw and shape the rectangle. After obtaining the proper size and shape for the rectangle, release the mouse button. To move the rectangle around on the form, use the pointer tool.

The Circle tool is used the same way as the Rectangle tool. See above.

The Diagonal line tool is used to draw lines. One such use is to separate fields and columns on the pay stub. Use it the same way the Rectangle and Circle tools are used.

The symbols on the Key represent the various types of New fields you can add to a checkform.

• This symbol signifies a YTD field.

" This symbol signifies a **Fiscal YTD** field.

Δ This symbol signifies an **Hours** field.

Σ This symbol signifies an **Accumulated** field.

¶ This symbol signifies a **Prompted** field.

*Note: The **Fiscal YTD** field (") is not available in Aatrix PayCheck.*

Viewing checkform templates

When a checkform template is too large to fit completely on the screen, select **File** > **View** and slide the cursor to the desired size to reduce the checkform to 75%, 66%, or 33% of its actual size. To return to the form's regular size, click the close box in the upper left corner of the screen.

Note: *You cannot edit the form while you are in **view mode**.*

Display Options

The Check Designer utility comes with many built-in display options. To access them, select **Edit** > **Display Options**.
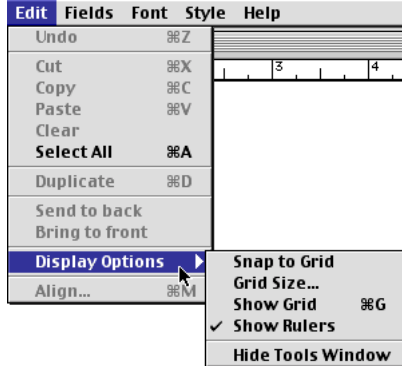
Use these options to save time and effort in designing or editing your checkform template. As you make your choices, a check mark (√) will appear next to each selection.

Snap to Grid

This feature lines up the print fields on the checkform by automatically snapping the field into an exact grid location. This is useful when lining up a number of fields in a row or column. The grid is invisible and does not show up on the screen.

Show Grid

This option actually shows the checkform grid on the screen, allowing more accurate drawing and positioning of fields. The grid will not print on your checks.

Grid Size

This feature allows you to change the size of the grid squares appearing on your screen. When selecting this option, a dialog window opens in which you can adjust both the vertical and horizontal lines of the grid by entering the number of spaces, in pixels, desired. Certain lines on the grid can be darkened, giving a more detailed reference point and making the alignment of different fields easier.

Note that the **Grid Size** option affects fields differently depending on whether the fields were created using the **Snap to Grid** option.

Show Rulers

This option displays rulers at the top and the left hand side of the Check Designer window. Use the rulers to line up fields with the mouse. To turn the rulers off, select the **Show Rulers** option again. The rulers will not print on your checks.
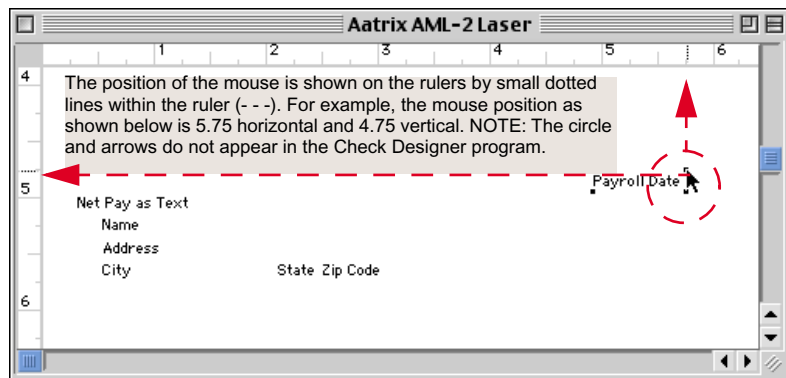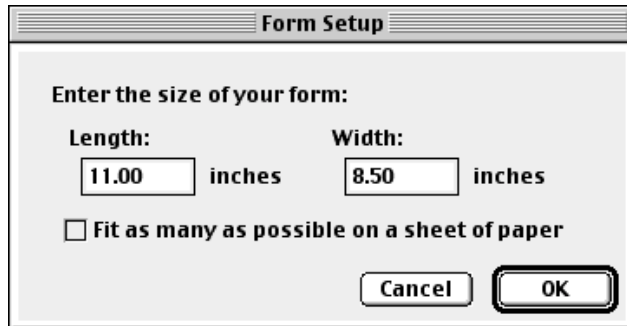
Hide Tools / Show Tools

The **Hide Tools** option removes the tool palette from the window display. To re-display the tool palette, select **Show Tools**.

Form Setup options

The first thing to do when setting up a checkform template is to establish the size of the checkform you will be printing.

To access the Form Setup dialog, select **File** > **Form Setup**.

Enter the size of your form

Carefully measure the size (in inches) of the form from top to bottom and side to side. Be as precise as possible, using decimals to express your form length and width (e.g., 8.5, 3.8). The size of the form includes both the check and any accompanying stub(s).

Fit as many as possible on a sheet of paper

Select this option only if your checkstock contains more than one check per page. This option is primarily designed for checkstock that contains two, three, or four checks on a sheet of paper.

If you need to use this option, enter a page size that represents the amount of space each paycheck will use. This way, the program will fit as many employee paychecks as it can on one page. Unless you designate it here, the program will print only one paycheck per page.

Do NOT select this option if you are using continuous feed checks.

*If you are using checkstock that contains more than one check per sheet, the size of your checkform must be setup appropriately in order to print multiple checks per sheet. Also, if you plan to print these checks from the Check Queue you must setup the **When printing queue, print ____checks per page** option in Printing preferences.*

Modifying existing checkform templates

If you decide to use one of the sample checkform templates to print your checks instead of creating a new one from scratch, you may find that the template needs some modification so that it prints your checks the way you want, For example, you may want to add additional fields or you may want to move a field so that it prints in a different location.

Instruction Set 9–1: Modifying an existing checkform template

1   From the menu bar, select **Utilities** > **Check Designer**.

2   If the checkform you wish to modify appears in the Check Designer window, continue to the next step.

If an Untitled checkform or a checkform you don't want to modify appears, select **File > Close**, select **File** > **Open**, in the window that appears select the checkform you want, then click **Open**.

3   Modify the checkform template to fit your specific needs.

Instructions for moving, adding and deleting fields are provided in the section called "Managing Check Designer fields" on page 9-34. If you want to add graphics such as lines or boxes, refer to the section called "Graphic tools" on page 9-5.

*Note: To delete a field on a checkform template, select the field to delete with the pointer tool, then hit the **Delete** key.*

4   (Optional) Add a MICR line to the bottom of the checkform.

If you want your checks to print with a MICR line, refer to the document called "MICR Check Printing" located in the Documentation folder on the CD-ROM disk. This document outlines the different fields you need to add to your checkform template and how to enable the MICR check printing feature in the payroll program.

5   Select **File** > **Save As** to save the modified checkform.
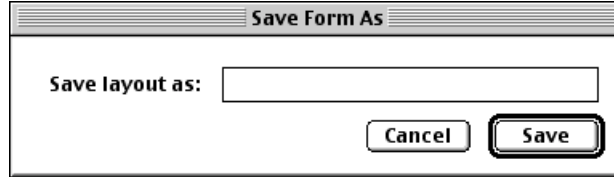
By using the **Save As** option, you maintain a copy of the original template. Once you name and save your template, you should use the **Save** command to save any further changes you may make.

6   Enter a descriptive name for your checkform. Use a name that will be recognizable to others (just in case you get sick).

7   Click the **Save** button.

The program automatically saves the checkform template to the **Check-forms ƒ** folder of the currently open company.

8   Select **File** > **Return to Payroll**.

9   Test print your checkform. For details, refer to "Test printing checkforms" on page 9-37.

*When you've completed the checkform you want to use, select it in the **Defaults** section of the **Company Setup** tab window. The program will default to the designated checkform when you print checks.*

Creating new checkforms from scratch

The following instruction set is meant as a lesson to guide you through the process of designing a checkform template from scratch. The template will print one check per page in the center with some stub information at the top. To create an entirely new check layout, you need to determine which fields the check needs and where they will be placed on the template. When you are ready to design your own customized checkform template, simply use the information you learn from this lesson.
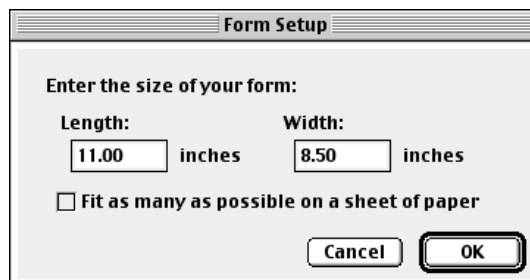
Instruction Set 9–2: Creating a new check design form

This instruction set will produce a template for pre-printed checkstock. Because most pre-printed checks come with certain text already printed on them (e.g., *Company information*, *Check #*, *Pay to the order of*) as well as graphics like the signature line, the template won't include those type of fields.

1   Choose **Utilities** > **Check Designer**.

2   If an **Untitled** checkform window appears in the Check Designer window, continue to the next step.

   If a completed checkform appears, select **File** > **Close**, then select **File** > **New** to bring up a blank **Untitled** checkform window.

3   Select **File** > **Save As**.

4   In the dialog that appears, enter a title (e.g., My Test Checkform) for the checkform, then click **Save**.

5   Select **File** > **Form Setup**.

Form Setup

Enter the size of your form:

Length: 11.00 inches   Width: 8.50 inches

☐ Fit as many as possible on a sheet of paper

Cancel   OK

6 In the Form Setup dialog that appears, setup the form as illustrated. If needed, refer to "Form Setup options" on page 9-9.

7 (Optional) Select **Edit** > **Display Options**. Decide if you want to activate any of the available options. Refer to "Display Options" on page 9-7.

Next you'll add fields to the checkform template. For complete details on each field type, you can refer to the section called "Fields (Text, Picture, New)" on page 9-20. For information on what you can do with the fields once they are placed on a template (e.g., move, align), refer to the section called "Managing Check Designer fields" on page 9-34.

8 Add the fields for the "Check" portion of the paycheck.

To do so, select **Fields** > **New Field**.
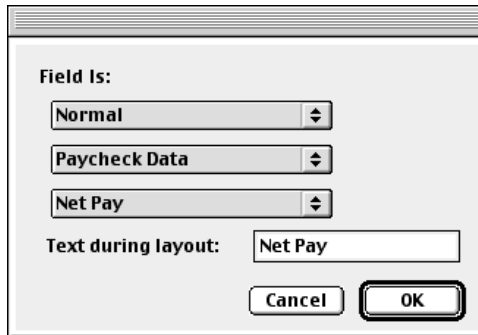
The top, middle, and bottom pop-up menus are used to create fields. For example, the above illustration shows the selections needed to create a Net Pay field. When the OK button is clicked, a Net Pay field will appear in the upper left corner of the template. The data for this field will print on the paychecks wherever it's positioned on the template.

Add the following **New** fields to your checkform template and move them to their proper locations in the center of the checkform.

Top pop-up menu	Middle pop-up menu	Bottom pop-up menu
Normal	Paycheck Data	Net Pay as Text
Normal	Paycheck Data	Payroll Date

Normal	Paycheck Data	Net Pay
Normal	Personal Data	Name
Normal	Personal Data	Address
Normal	Personal Data	City
Normal	Personal Data	State
Normal	Personal Data	Zip Code

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.
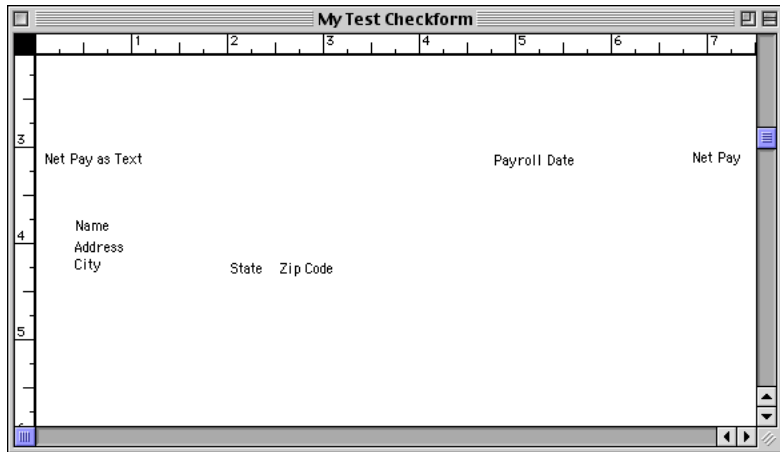
You can change the font and font style using the **Font** and **Style** menu commands. For details, refer to "Changing fonts and font styles" on page 9-35.

⚠️ *The bottom 5/8 inch of a checkform must be clear of borders, lines, or graphics of any kind. The only item that can appear on the bottom 5/8 inch of the check is your bank information, printed with the MICR font.*

9   Add fields to the "Stub" portion of the paycheck.

Because a typical stub has many fields, these instructions will have you add only a few fields to give you a general idea of how to create the stub portion of your checkform. You may find it helpful to open one of the sample checkform templates to see how their stubs are setup and positioned.

*It is recommended that you select **File** > **Save** frequently to save your changes. If you totally mess up, you can close the checkform without saving, then open the it again to continue setting up the template.*

Add the following **New** fields to the checkform template and move them to their proper locations at the top of the checkform.

Top pop-up menu	Middle pop-up menu	Bottom pop-up menu
Normal	Personal Data	Name
Normal	Personal Data	Social Sec. Number
Normal	Paycheck Data	Payroll Date
Normal	Paycheck Data	Check Number

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.
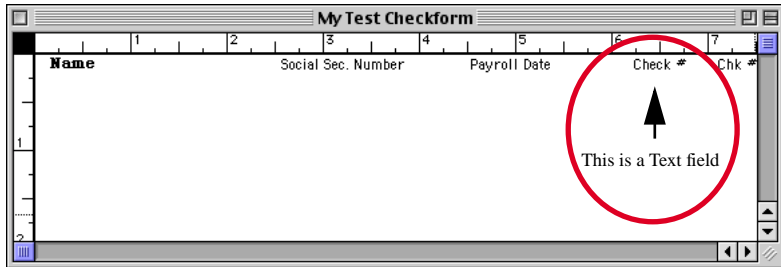
Now use the **Text Field** command in the **Fields** menu to add the Text fields that will become the headers for your columns and rows of stub data. If necessary, refer to .

Refer to the following illustration for the naming of the text fields and where they should be positioned.
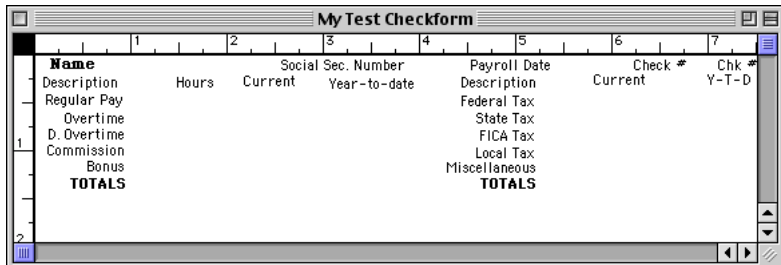
Next you will add some calculating fields to the stub. The purpose of these fields is to print paycheck data such as hours worked, regular pay amounts, and YTD amounts.

Add the following **New** fields to the checkform template and move them to their proper locations at the top of the checkform.

Top pop-up menu	Middle pop-up menu	Bottom pop-up menu
Hours	Regular Pay Types	Regular Pay
Normal	Regular Pay Types	Regular Pay
Year to Date	Regular Pay Types	Regular Pay
Normal	Deduction Groups	Federal
Year to Date	Deduction Groups	Federal

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.
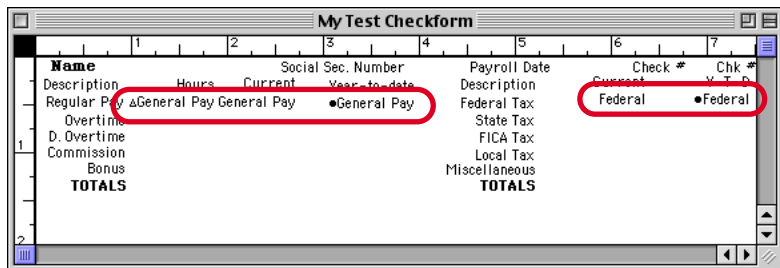
You should now have a general idea on how to create a variety of stub fields. Next you will add the fields needed to complete the deduction column and then you'll create a field that totals the data in the column.

Add the following **New** fields to the checkform template and move them to their proper locations at the top of the checkform.

Top pop-up menu	Middle pop-up menu	Bottom pop-up menu
Normal	Deduction Groups	State
Normal	Deduction Groups	Social Security
Normal	Deduction Groups	Local
Normal	Deduction Groups	Miscellaneous

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.
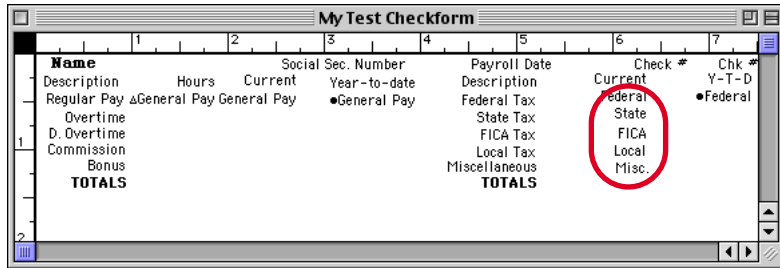
Now you are ready to create a field that will total the fields in the deduction column. To create this field, select **Fields** > **New Field**. In the dialog that appears, select the **Accumulated** option in the top pop-up menu.

The following dialog will appear. Select the State item from the left list, then click the **Assign** button. The State item will be added to the Accumulating list on the right.
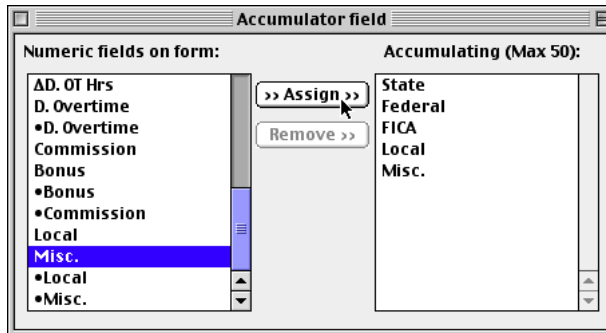
Continue assigning the deduction items to the Accumulating list until your dialog looks like the above illustration.

After assigning the appropriate items, click the close box and a dialog like the following will appear.

In the **Text during layout** textbox, enter a brief title for the field such as **tot ded**, then click **OK**.

When you click OK, the field will appear in the upper left corner of the template. The name of the field will include a Σ character to signify that it is an Accumulated field.

Move this field to its proper location. Your template should now look similar to the following illustration.

Up to this point, you have learned how to use the options in the New Fields dialog to create many different types of fields such as the Normal, Hours, Year to Date and Accumulated types.

Finish adding the fields to the stub portion of your checkform template. When you are done, your template should look similar to the following illustration.

10 (Optional) Use the tools in the tool palette to draw lines or boxes to separate the data in the columns and rows.

11 (Optional) Add a MICR line to the bottom of the checkform.

If you want your checks to print with a MICR line, refer to the document called "MICR Check Printing" located in the Documentation folder on the CD-ROM disk. This document outlines the different fields you need to add to your checkform template and how to enable the MICR check printing feature in the payroll program.

12 Select **File > Save**.

13 Select **File** > **Return to Payroll**.

14 Test print your checkform. For details, refer to "Test printing checkforms" on page 9-37.

When you've completed the checkform you want to use, select it in the Defaults section of the Company Setup tab window. The program will default to the designated checkform when you print checks.

Fields (Text, Picture, New)

This section provides instructions for the three different types of fields you can add to your checkform templates.

Adding Text fields

Text fields are fields that contain written text. They are used primarily for headers and identifying other types of fields. Text fields print on your checks exactly the way they appear on the checkform.

Some standard Text fields are Memo, Pay to the order of, and DOLLARS. If you are using pre-printed checkstock, you won't need to add them to your template.

Instruction Set 9–3: Adding a text field

1   Select **Fields** > **Text Field**.

Enter the text for this item:

Cancel   OK

2   Enter the text you want printed on your checks.

3   Click **OK**.

The text you entered appears in the upper left corner of the template

4   Move the newly created Text field to its correct position. If necessary, refer to "Moving fields" on page 9-36.

5   (Optional) Change the font and font style of the Text field using the **Font** and **Style** menu commands.

To enter multiple lines of text for such things as an address, do so one text line at a time. Enter one line of text in the text field, click OK, then choose the Text Field command again to enter the next line.

Adding Picture fields

Picture fields are fields that contain graphics, such as your corporate logo or your signature. They are a nice feature in that you can customize your checks with unique designs that identify your company. It is recommended that you add picture fields after all other fields have been added, positioned and tested.

Instruction Set 9–4: Adding a Picture field

1   While in a paint program or graphic viewer, copy your PICT Art or graphic into the Clipboard. (If needed, see your Macintosh Reference manual for instructions on using the Clipboard).

2   Open the checkform template to which the Picture field will be added.

3   Select **Fields** > **Picture Field**.

*The **Picture Field** command is grayed out if there is no picture in your Clipboard.*

4   Move the Picture field to the desired location on the checkform.

*If the Picture field is placed on top of a text field, use the **Edit** > **Send to Back** and **Edit** > **Bring to Front** commands to re-position the fields correctly.*

*To make text visible over a picture, select the Text field and change the Style to **Outline**. This will white out the center of the text and make it visible on a black background.*

Adding New fields

The **New Field** option allows you to add data fields onto your checkform. These may include such items as deductions, employer paid contributions, extra income, and any other items you have set up in your payroll program.

Instruction Set 9–5: Adding a New field

1   Open the checkform template you want to add New fields to.

2   Select **Fields** > **New Field**.
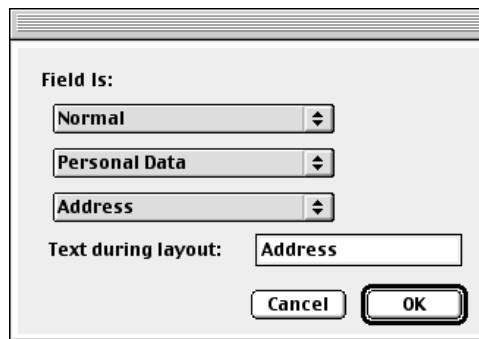
The New field dialog allows you to select any variable in the payroll program and place them on your checkform template.

When you select an option from the top pop-up menu, the middle pop-up menu displays the categories associated with the option selected in the top pop-up menu.

As you choose categories from the middle pop-up menu, the third pop-up menu will display the categories associated with your selection in the middle pop-up menu.

Note: The above illustration shows the selections needed to create an employee Address field.

What does "Text during layout" do?

The text in the "Text during layout" text box defaults to the name of the item selected in the bottom pop-up menu. This text helps you to recognize the fields on your checkform; it does not print on your checks. You can change the text by placing the cursor in the textbox and typing the text you want.

3   From the pop-up menus, select the desired combination of items. For more information, refer to "New fields described" on page 9-24.

4   Click **OK**.

The New field appears in the top left corner of the checkform template.

5   Move the field to its desired location.

6   Continue adding as many New fields as you need to complete the checkform.

New fields described

This section describes many of the options available in the New field dialog. In most cases, what you select in the top pop-up menu controls which options become available in the other two pop-up menus.
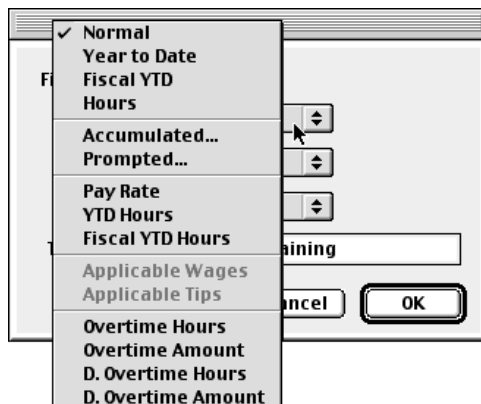
Accumulated

An Accumulated field allows you to add up other fields you have already placed on the form. You can combine up to fifty (50) different fields for your own customized calculations. When you select the Accumulated field, the following dialog will appear.
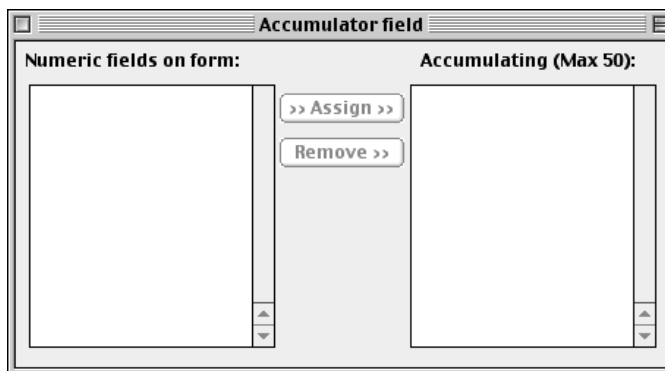
The Accumulator field dialog allows you to select items from the left list and assign them to the accumulated fields on the right side.

The items you select will be added together to produce the accumulated variable. For example, an accumulation can be used to create a total deductions field that adds up the total deductions for the pay period.

After assigning your fields to the right side, click the close box in the upper left corner. Enter a title in the **Text during layout** textbox for your "accumulator" field. Keep the title short if possible, in order not to clutter up the form template.

When you click **OK**, the field will appear on the checkform template with a "Σ" character next to it signifying that the field is an accumulated field.
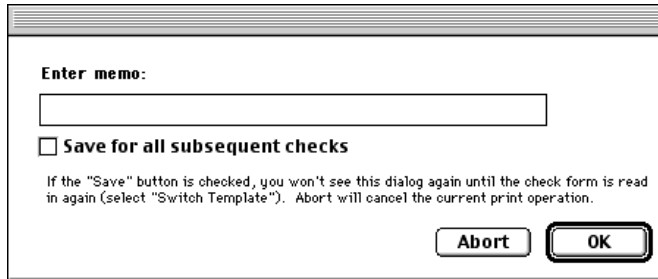
Prompted

A Prompted field allows you to enter information for paychecks (e.g., memo) just before printing them. When you select this field type, the following dialog appears.

Title to prompt with: [32 chrs]

Default to: [50 chrs]

Cancel   OK

The **Prompt** for this field is a way of reminding yourself what the field is for when you actually use the checkform to print checks. For example, the prompt could be "Enter memo". This text will appear when you actually use the checkform to print checks. The **Default** text can be something you always want to appear for this field such as "Have a Good Day!". Use the Default field if the prompted information never or rarely changes.

When you click **OK**, a "¶" (paragraph mark) character is displayed alongside the prompted field as an identification mark. Move the prompted field where you want it to print.

When you use this checkform to print checks, a dialog such as the following will appear.

Enter memo:

☐ **Save for all subsequent checks**

If the "Save" button is checked, you won't see this dialog again until the check form is read in again (select "Switch Template"). Abort will cancel the current print operation.

[Abort]   [OK]

Notice that the prompted text "Enter memo" displayed at the top of the dialog to remind you what this field is for. Enter the text you want printed on the check. If this text will be the same for all the employees, mark the **Save** check box. The program prints the text on the checks. If you don't save, different text can be entered for each paycheck.

Pay Rate

Prints the employee pay rates on the paychecks.

Hours

Prints the YTD and Fiscal YTD Hours on the paychecks.

Applicable wages and tips

Prints the amount of applicable wages or tips applied to whatever you select in the bottom pop-up menu.

Overtime

Prints the employee's OT and DOT hours and amounts for the pay period.

Note: The Pay Rate, Hours, and Applicable wages and tips options are not available in Aatrix PayCheck.

Normal (Year to Date, Fiscal YTD and Hours)

Note: Because there as so many possible combinations for the Normal, Year to Date, Fiscal YTD and Hours field types, only the Normal type will be illustrated as well as some options that need further explanation.

Normal/Paycheck Data

The following illustration shows what options are available in the bottom pop-up menu when the **Paycheck Data** option is selected in the middle pop-up menu.
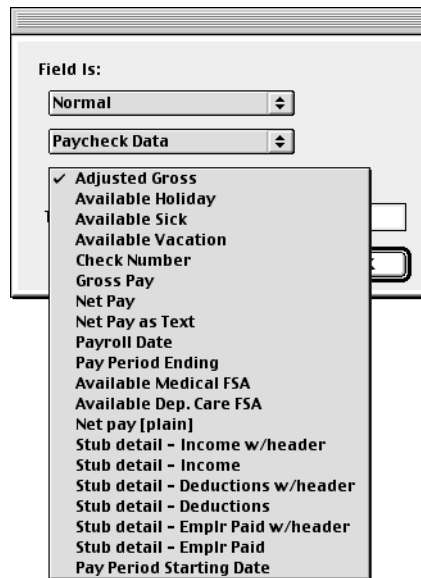
- Use the **Adjusted Gross** field only when you are sheltering deductions. It is the actual gross pay that the deductions were based on.

- The **Net Pay** field prints with the characters you set up in Preferences (such as *** asterisks), while **Net pay [plain]** prints without any characters and is generally placed on the pay stub portion of the check.

- The **Stub detail** fields, when placed on a checkform, automatically calculate employee income, deductions, and employer contributions.

Normal/(Income Sources, Deduction Types, Emplr. Cont. Types)

When you select either the **Income Sources**, **Deduction Types**, or **Emplr. Cont. Types** option from the middle pop-up menu, the bottom pop-up menu will list your "available" payroll items.

The following illustration shows an example of the options available in the bottom pop-up menu when **Income Sources** is selected from the middle pop-up menu.
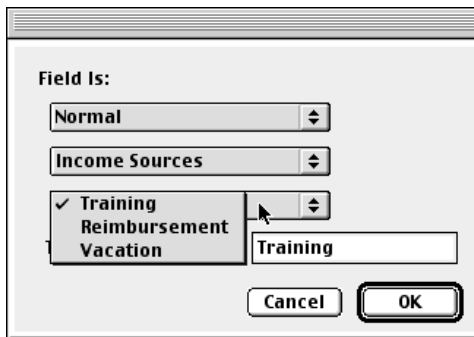
Note: The Income Sources option is not available in Aatrix Paycheck.

Normal/Regular Pay Types

When you select the **Regular Pay Types** option in the middle pop-up menu, the bottom pop-up menu will list the Income items that are built into the payroll program.
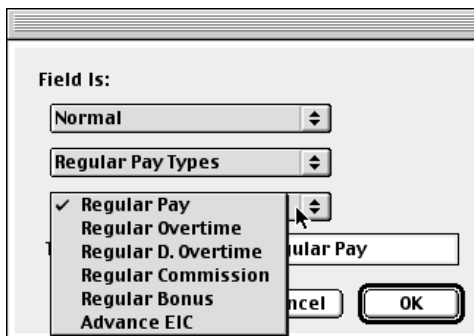
Normal/Other Types

When you select the **Other Types** option in the middle pop-up menu, the bottom pop-up menu will list a variety of miscellaneous fields.

```
Field Is:

Normal                              ⬍

Other Types                         ⬍
         Company Name
    ✓  Company Address 1
         Company Address 2
         Company Address 3       mpany Address 1
         Company Federal ID
         Company State ID #1      ncel      OK
         Current Date
         Current Time
         Employee File Name
         Employee List Name
         Report Page Number
         Report Period
         Company State ID #2
         Company State ID #3
         Company State ID #4
         Company State #1
         Company State #2
         Company State #3
         Company State #4
```

• The Report Page Number and Report Period selections are not available in Check Designer and appear in gray.

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Normal /(Deduction Groups, Empl. Paid Groups)

When you select either the **Deduction Groups** or **Empl. Paid Groups** option from the middle pop-up menu, the bottom pop-up menu will list all the "types" that a payroll item can be. Type fields, when placed on a check-form, total all the payroll items of the same type. For example, if you have two pension deductions, the Pension type field total the amounts of both pensions.

The following illustration shows an example of the options available in the bottom pop-up menu when **Deduction Groups** is selected from the middle pop-up menu.
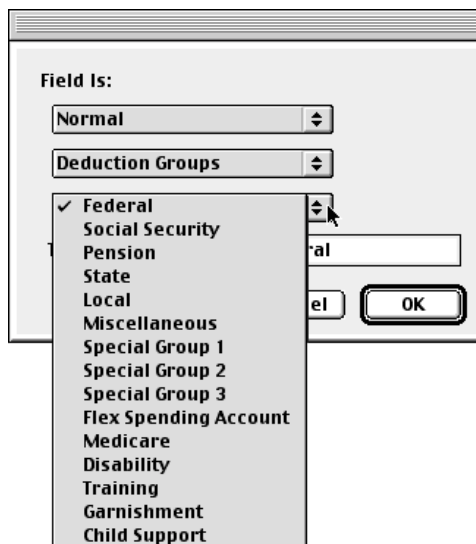
Normal/Active Income Fields

The Active Income fields will only print the extra income items that were used for this pay period. For example, if you have ten different extra income items, but only use four on a given pay period, only those four will print on the check. This way, you will not have to change your checkform each time you use different extra income items.

Note: *The Active Income Fields option is not available in Aatrix PayCheck.*

The following illustration shows an example of the options available in the bottom pop-up menu when **Active Income Fields** is selected from the middle pop-up menu.
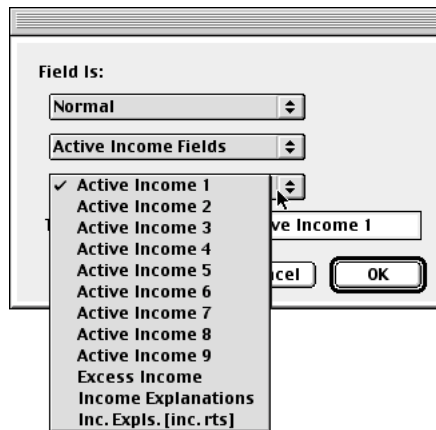
- An **Excess Income** field will subtotal all extra income items after your ninth one, in case you have more than nine.

- An **Income Explanations** field will place a legend or key on the checkform to detail what the extra income items represent. Be sure to leave adequate room for the legend at the bottom of your stub portion. The program marks each item with a small case letter. For example:

    a) 34.43 **b**) 54.78 **c**) 50.00

The Income Explanations field will then specify what each letter stands for. For example:

    a) Overtime; **b**) Training; **c**) Travel money

- The **Inc. Expls. [inc. rts]** field works the same way as the Income Explanations field, but it also provides the hourly rate for each extra income item, if applicable. In order for this field to work properly, you must have the Active Income fields on the checkform. The legend should be placed at the bottom of the check or stub and will look something like the following when it is printed out:

a) Overtime [8.75/hr];   b) Training [12.50/hr];   c) Travel money

Normal/Liability Checks

When you select the **Liability Checks** option in the middle pop-up menu, the bottom pop-up menu will list the fields that should be used specifically for liability checkform templates.
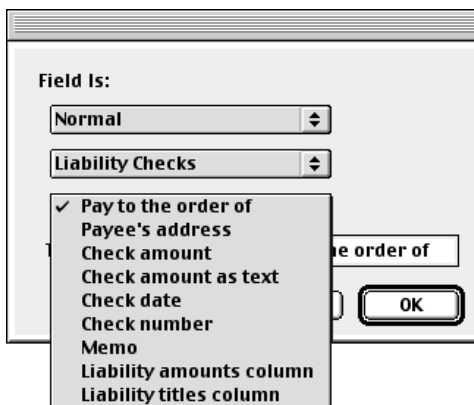
Editing fields

Throughout the process of creating or modifying a checkform template, there will be times when you need to edit or modify a Text field or New field that has already been placed on the template.

Instruction Set 9–6: Editing a field

1 Open the checkform template that has a field you want to edit.

2 Double-click the field (Text or New) you want to edit.

3 In the dialog that appears, edit the field as needed.

- If you are editing a Text field, type in the new text or edit the existing text.

- If you are editing a New field, select the appropriate options from the pop-up menus.

4 Click **OK**.

Managing Check Designer fields

Once a field has been placed on your template, there are many things you can do to get it to print the way you want. For example, you may want to change the font or you may need to use the Align feature to properly align a column of data. Feel free to experiment with the different methods described in this section.

Aligning fields

The Align feature allows you to align multiple fields to the left, right, top, or bottom of a checkform.

Instruction Set 9–7: Aligning a field on a checkform

1 On the template, select the fields you want to align.

2 Select **Edit** > **Align**.
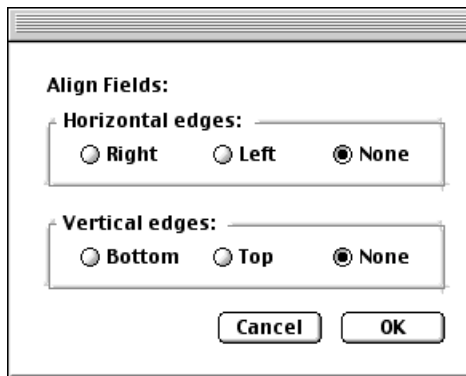
3 In the dialog window that appears, choose the direction to align the selected fields.

Note: You can align fields either by column or by row, but not by both column and row simultaneously.

4 Click **OK**.

Changing fonts and font styles

You can further customize your paychecks by choosing the individual font and size of each field on the checkform. All fields can be the same font and size, or each field can be different. However, make sure you use fonts that your printer will recognize.

To set the font or size of a field before you place it on the checkform, use the Font and Style menus to select the desired setting before defining the field. To change a font or size after a field has been placed on the form, select that field by clicking on it and use the **Font** or **Style** menus to change the setting. Use the **Other** command in the **Style** menu to set a font size that is not available from the menu. This would be used to enter a very large font size.

Deleting fields

There may be times when you need to remove a field from a template.

Instruction Set 9–8: Deleting a field

Listed below are two ways to remove a field from a template:

- Select the field(s) to remove, then select **Edit** > **Clear**.

- Select the field(s) to remove, then press the **DELETE** key.

Duplicating fields

There may be times when you want to duplicate a field. All types of fields, including Picture and Text fields, can be duplicated.

Instruction Set 9–9: Duplicating a field

Listed below are 2 ways to duplicate a field on a template:

- Select the field(s) to duplicate, then select **Edit** > **Duplicate**. The duplicated field appears on the template. Move the field where you want it to print.

- Select the field(s) to duplicate, then select **Edit** > **Copy** to copy the field to the Clipboard. Select **Edit** > **Paste**. The duplicated field appears in the top left corner of the template. Move the field where you want it to print.

Moving fields

Once a field has been placed onto a template, there are several ways to move the field into its correct position.

Instruction Set 9–10: Moving fields

There are four different ways you can move a field.

- Click the mouse pointer anywhere on the text of the field. When the handles (four squares at the corners of the field, see below) appear, click the field while holding the mouse button down. Drag the field into the new position (a show box will show you where the field will be placed), and let up on the mouse button.

- You can move any item or group of items by selecting them and using the arrow keys located at the bottom right corner of your keyboard to move the item(s). This will move the item 1/72 of an inch.

- Select the field(s) to move. Then while holding down the **command** key, use the arrow keys to move the selected field(s).

- Select the field(s) to move. Select **Edit** > **Cut** (the field will be cut to the Clipboard). Use your mouse to select the new location for the field(s). Select **Edit** > **Paste** to place the field(s) back on the form.

Selecting fields

To select a single field, click the mouse pointer anywhere on the text of the field.

To select multiple fields, hold down the SHIFT key while clicking the mouse pointer on the text of the fields. You will note that each item you select has 'handles' on the corners.

Test printing checkforms

After designing or modifying your checkform template, you will need to test print the template using real data. This allows you to verify that the finished form prints exactly how you intended.

Instruction Set 9–11: Test printing a checkform

1   If your checkform template is open, select **File** > **Return to Payroll**.

2   In the **Process Payroll** tab window, select an employee in the Employee List.

3   Click the **Print Check** button.

4   Make sure the checkform template you want is selected from the **Checkform** pop-up menu.

5   Insert blank paper into your printer.

6   Click **OK**.

7   In the Print dialog that appears, click the **Print** button.

⚠️ *Be sure that after printing, you do NOT record any of your test check printouts.*

8   Hold the paycheck printout over one of your pre-printed checkstock sheets. Verify that all the fields on the paycheck line up with the fields on the actual pre-printed check sheet.

9   If needed, make any necessary adjustments (e.g., move or align fields) to the template by opening the template in the Check Designer and making the changes you need.

10   Repeat steps 2 to 9 until the check prints out as needed.

If you cannot get your check to print out as intended, you can try the following suggestions to correct the problem.

- Adjust the size of the template by selecting **Fil**e > **Form Setup**.

- Change the checkform orientation by selecting **File** > **Page Setup**.

- If your checkform requires printing beyond the normal printer bound-aries, you may try selecting the **Larger Print Area** option in **File** > **Page Setup** to see if that corrects your problem.

⚠️ *Changing to a different printer can cause significant variations in the output.*

Time Card

Chapter overview

The following information is covered in this chapter:

- Time Card vs. Time Card Remote
- The Employee Time Sheet
- Using Time Card
- Using Time Card Remote

Time Card overview

Time Card is a feature of your payroll program that allows you to store employee work information (e.g., date worked, punch in/out times) in employee time sheets. When you process payroll, simply import the Time Card data and your payroll program will automatically insert the hours into each employee's paysheet and make all the calculations for you.

Time Card vs. Time Card Remote

You can use one of two methods for entering work information (e.g., date worked, punch in/out times) into the employee time sheets. We do not recommend one method over the other. The method you choose depends on your own particular situation. The two methods are:

Time Card
With this method you use the Time Card feature within your payroll program. It is here that you *manually* enter your employee work information into the employee time sheets. For complete details, refer to "Using Time Card" on page 10-4.

Time Card Remote
With this method you use a separate application called Time Card Remote to collect your employee work information. Time Card Remote can be run on the same computer that your payroll program is installed on or you can run it on a different (i.e., remote) computer. Before processing payroll, you need to export your employee hours out of Time Card Remote and then import it into your payroll program. For complete details, refer to "Using Time Card Remote" on page 10-11.

Note: All entries remain in the employee time sheets until you close out the year.

The Employee Time Sheet

To access the Employee Time Sheet window, open your payroll program, then select **Activities** > **Time Card**.

The payroll program stores your employee work information (e.g., date, punch in/out) in individual time sheets. How the hours get entered into the time sheets depend on which of the following methods you are using.

Time Card	If you are using Time Card from within the payroll program, manually enter the work information in each individual employee time sheet. For details, refer to "Manually entering data into time sheets" on page 10-5.
Time Card Remote	If you are using Time Card Remote, the import process automatically places your employee work information into each individual employee time sheet.

Each time sheet entry includes the following information:

- Date
- Punch In and Punch Out times.
- Number of hours and minutes worked. (The program automatically calculates the In/Out time and then displays that time in hundredths in the Hours field.)
- Name of the income item that the hours should be applied to.

Using Time Card

Time Card is a feature within your payroll program. It is here that you *manually* enter your employee work information (e.g., date worked, punch in/out times) into the employee time sheets.

Before using Time Card

Before you begin using Time Card, complete the following steps:

- Open your computer's **Date & Time** Control Panel and set the **Time Format** to the 12 Hour setting.

- Set the options in the **Time Card Preferences** to your needs. For example, hours are entered in a 12 hour (AM/PM) or 24 (0-23) format. For more information, refer to *Time Card preferences* in Chapter 2.

- Make sure the option 'Default to employee hours from previous period' in **Employee Preferences** is NOT selected if you plan to use the Time Card hours for processing payroll. For more information, refer to *Employee preferences* in Chapter 2.

Manually entering data into time sheets

The following instructions guide you through the process of manually entering your employee's work information into time sheets.

Instruction Set 10–1: Manually entering data into a time sheet

1   In your payroll program, select **Activities** > **Time Card**.

*Note: Both the **Tab** and **Enter** keys will move the cursor from field to field.*

2   From the **Employee List** on the left, select an employee.

3   Enter the employee's work information in the appropriate fields.

A description of each field and how to enter your information is provided in the section called "Time sheet data fields" on page 10-6.

4   Click the **Save** button.

5   Repeat steps 2 to 4 for each employee you need to enter data for.

6   When you are ready to process payroll, refer to "Importing Time Card hours into payroll" on page 10-27.

Time sheet data fields

Date:	In:	Out:	Hours:	Income Source:

Date

The program always assumes you are entering hours for the current month and current year. To enter hours for the current month, enter the date of the month such as 26th, or 27th, or 28th in the **Date** field. Press the Tab key (or Enter key), and the program automatically fills in the **Date** field with the appropriate date format (e.g., 9/26/02).

To enter hours for a date other than the current month, enter both the month and the date by using a "separator" of your choice. Separators can be any character (e.g., a period, star, plus sign, space, or letter) except a number. For example, enter 6*30 for June 30th, press the Tab key (or Enter key), and the program fills in the Date field with 6/30/02.

In/Out

Basic time entry

To enter straight hours such as 7:00, 10:00, or 23:00, enter the digits for the hour such as 7, 10, or 23. Press the Tab key (or Enter key), and the program fills in the field in the appropriate format. For entries which include either minutes or hundredths (e.g., 7:22, 23:92), enter the hour, followed by a "separator" of your choosing, then enter the minutes/hundredths. For example, you could enter 7*22 (for 7:22), hit Tab or Enter, and the program would fill in the field with 7:22.

Information on 24 Hour entries

If you have the 24 Hour option selected in Time Card Preferences, the program will not add the AM/PM information like it will if you select the 12 Hour option.

Information on 12 Hour (AM/PM) entries

For entries in the **In** field, the program assumes that the times entered are AM times. If the entry is a PM time, you need to place a separator after the time entry, and then type the letter "p" for PM. For example, to enter 11:15 PM in the "In" field, you could enter 11*15*p and the program would format it as 11:15 PM when you press the Tab key (or Enter key).

For entries in the **Out** field, the program calculates whether the time entry is an AM or PM entry based upon the entry in the In field.

For example, if you entered 10:00 AM in the **In** field and 2*15 in the **Out** field, the program would format the **Out** entry as 2:15 PM when you press the Tab or Enter key. If you entered 8:00 AM in the **In** field and 10*45 in the **Out** field, the program would format the **Out** field entry as 10:45 AM when you press the Tab or Enter key.

Note: These last two examples illustrate how the program uses the noon hour in determining whether the time entry should be AM or PM

In/Out entries which involve Midnight

The program will calculate the In/Out time for entries which involve a midnight shift. The manner in which you enter a midnight value depends on which Time Format option (12 Hour or 24 Hour) you have selected in the Time Card Preferences.

The following example illustrates how you could enter hours which involve midnight using the **12 Hour** option. The midnight hour is entered as 12:00 AM.

Date:	In:	Out:	Hours:	Income Source:
3/2/02	10:00PM	5:00AM	8.02	Regular Pay
3/3/02	11:00PM	4:00AM	3.50	Regular Pay
3/3/02	12:00AM	6:00AM	4.50	Regular Pay

The next example illustrates how you could enter hours which involve midnight using the **24 hour** option. Midnight is entered as 0:00 not 24:00.

Date:	In:	Out:	Hours:	Income Source:
3/14/02	22:00	5:00	6.00	Regular Pay
3/14/02	23:00	4:00	5.00	Regular Pay
3/15/02	0:00	6:00	6.00	Regular Pay

Hours

The program automatically calculates each In/Out time and displays the number of hours and minutes/hundredths worked in the **Hours** field.

*If you know the number of hours and minutes the employee has worked, you can enter this value in the **Hours** field and leave the In/Out fields blank. If you choose this method of time entry, the minutes value MUST be entered in hundredths.*

Income Source

The information entered in the **Income Source** field tells the program which income item to apply specific hours to when you import hours for payroll processing.

*If you are using the **Aatrix PayCheck** payroll program, your list of available income sources will include ONLY Regular Pay, Regular OT, and Regular Dbl OT.*

What income source choices you have depend on whether or not the **Automatic Overtime Calculation** option is selected and set up in the Time Card Preferences.

• **If the Automatic Overtime Calculation option is set up in Time Card Preferences:**

When you tab to the **Income Source** field, the program fills in the field with the **Regular Pay** income type. When you import the Time Card hours for payroll processing, the program calculates the number of hours and enters these hours into the appropriate fields (regular, overtime, and double overtime) of the employee's paysheet. If you need to assign specific hours (e.g., the employee worked a holiday) to overtime or double overtime, click your mouse in the **Income Source** field. A pop-up menu will appear (see below) allowing you to select the appropriate income item.

- **If you want to assign hours to extra income items (e.g., Training) in addition to the regular income <u>AND</u> you don't have the Automatic Overtime Calculation option set up in Time Card Preferences, the program offers the following two methods for entering an income item name.**

  1) When you tab to the **Income Source** field, enter the first letter of the name of the income item you wish to apply these specific hours to. The program will search your list of available income items and automatically fill in the field with the name of the income item that it first matches. If the program selected the wrong income item, type in the next letter of the income item name and the program will search for the next closest match, and so on.

  2) Press **Command-L** when you tab to the **Income Source** field. A dialog will appear listing your available income items. Select the income item you wish to apply these specific hours to, then click the **Select** button. The income item you selected will be entered into the **Income Source** field.

Printing employee time sheets

You can, at any time, print out your employees' work hours to verify the data entries and to keep a hard copy on file.

Instruction Set 10–2: Printing an employee time sheet

1 From the **Employees** tab window, select **Activities** > **Time Card**.

2 From the **Employee List** on the left, select the employee whose time sheet you want to print.

3 Click the **Print** button.

Print time entries for the date range:

- ◉ One month: March
- ○ One quarter: 1st quarter
- ○ One day: 3/8/02
- ○ Between: 3/8/02
- and 3/8/02

[Cancel] [Print]

4 Limit the time period to only those entries you want to print.

5 Click the **Print** button.

6 In the standard Macintosh Print dialog that appears, click **Print**.

*Note: The **Hours** field of the printout displays the minutes converted into hundredths.*

Using Time Card Remote

The Time Card Remote application allows you to collect punch in/punch out times outside your payroll program. When you process your payroll, all you have to do is import the Time Card Remote data into your payroll program.

When you installed your payroll program, the Installer installed two versions of Time Card Remote. Open the **Aatrix TimeCard ƒ** folder that is located in your **Aatrix Payroll ƒ** folder.

The Aatrix TimeCard ƒ folder contains a Sample TimeCard Sheet and Time Card Remote applications for a 68K computer and a PowerPC computer. Which application you use depends on the type of computer you plan to run Time Card Remote on (i.e., 68K or PowerPC).

Before using Time Card Remote

Before you begin using Time Card Remote:

• **Open your computer's Date & Time Control Panel and set the Time Format to the 12 Hour setting.**

• **Open your payroll program and complete the following steps:**

(1) Set the options in the **Time Card Preferences** to your needs. For example, hours are entered in a 12 hour (AM/PM) or 24 (0-23) format. For more information, refer to *Time Card preferences* in Chapter 2.

(2) Make sure the option 'Default to employee hours from previous period' in **Employee Preferences** is NOT selected if you plan to use the Time Card hours for processing payroll. For more information, refer to *Employee preferences* in Chapter 2.

(3) (Optional) If you want your employees to punch in/out with a specific ID number, it will save you time if you first set up these IDs in the **Personal Info** dialog in your payroll program. These ID Numbers are imported into Time Card Remote at the same time as the employee names are.

- **Open Time Card Remote and complete the following steps:**

    (1) Import your employees into Time Card Remote. For details, refer to "Importing Employee Lists into Time Card Remote" on page 10-13.

    (2) Review the **Preferences** options and set them as needed. For details, refer to "Setting up preferences in Time Card Remote" on page 10-15.

    (3) Review the **Time Settings** options and set them as needed. For details, refer to "Using the Time Settings in Time Card Remote" on page 10-18.

- **If you will be using Time Card Remote on a remote computer (i.e., a different computer than the one you process payroll on), complete the following steps:**

    (1) Copy the **Aatrix TimeCard ƒ** folder to the remote computer.

    (2) Open the **Date & Time** Control Panel on the computer you will be running Time Card Remote on and verify that the date and time settings are correct.

Importing Employee Lists into Time Card Remote

Importing your Employee List(s) will save you time in setting up Time Card Remote because your employee names and associated Social Security numbers and ID numbers (if any) are automatically inserted into a time sheet file.

Instruction Set 10–3: Importing an Employee List into Time Card Remote

Note: You only need to import an Employee List <u>one time</u>. If you need to add or delete employees, you can do so from within Time Card Remote.

1   Open the **Aatrix TimeCard ƒ** folder, then double-click the appropriate Time Card Remote application (68K or PPC).

2   Select **File** > **New**.

3   Select **Employees** > **Import List**.

4   In the **Getfile** dialog that appears, open the Employee List you want to to import. To do so:

   a   Click the **Desktop** button.

   b   Open your hard drive.

   c   Open your **Aatrix Payroll ƒ** folder.

   d   Open the **Employee Files ƒ** folder. (If you're using a multi-company program, open the company folder then the Employee Files ƒ folder.)

    e   Select the **Employee List** you want to import.

    f   Click **Open**.

5   When you click Open, the names of your employees are imported into the time sheet window.

Name:	In/Out:	Since:
Adams, Samuel J		9:46 AM
Anderson, John J		9:46 AM
Andrews, Mary M		9:46 AM
Bartz, Theodore S		9:46 AM
Blake, Lillith L		9:46 AM
Carlson, Carol M		9:46 AM
Carpenter, Pat H		9:46 AM
Crosby, Michael O		9:46 AM
Dahl, Perter R		9:46 AM
Dietz, Raymond R		9:46 AM

6   Select **File** > **Print**.

7   Referring to the printout, verify that the information associated with each employee is correct.

*If needed, you can change or assign new employee ID Numbers by selecting **Employees** > **Edit List**.*

8   Select **File** > **Save**.

9   In the **Save** dialog that appears, name and save your time sheet information. To do so:

    a   In the text box, enter a descriptive name for the time sheet file (e.g., Company Time Sheet).

    b   Click the **Desktop** button.

    c   Locate and open the **Aatrix TimeCard ƒ** folder.

    d   Click **Save**.

Time Card Remote is now setup with a time sheet file that contains your employee information.

Setting up preferences in Time Card Remote

The preference options that are available in the Time Card Remote affect how the Time Card Remote works. You can change these options whenever you want.

Instruction Set 10–4: Setting up preferences in Time Card Remote

1 From within Time Card Remote, select **Edit** > **Preferences**.

2 A dialog will appear asking for you to enter the supervisor password.

3 Enter the "default" supervisor password, which is **7467202**.

You can set up your own supervisor password once you are in the **Preferences** dialog.

4 Click **OK**.

5   Setup the preference options the way you want, then click **OK**.

Access on Remote

These options allow you to specify which menu commands you want available when Time Card Remote is running. Note that the **Preferences** command is always active but is only accessible with the correct password.

- **Full Menus**

  All menu commands are available.

- **Limited Menus**

  The **Export Hours** and **Delete Records** commands are available.

- **Remote Only**

  The **Export Hours** menu command is available. Select this option if you don't want your employees to have the ability to edit employee files or have access to the computer's Time and Date Control Panel.

LogIn/Out Using

These options allow you to specify how your employees will be punching in and out. With the **Mouse** option, employees punch in/out by using the mouse to click the **In** or **Out** button on the time sheet. With the **Keys** option, employees punch in/out using the keyboard to enter their access ID number.

Screen Saver

You can set the screen saver to display the current time or a unique message of your own. The screen saver will activate after the amount of time you specify (e.g., 5 minutes). If you wish to disable the screen saver option in Time Card Remote, select the **Disable Screen Saver** option.

Supervisor Password

Enter a Supervisor password. This password allows you to access the **Preferences** dialog. It also gives you the ability to use the Edit Sessions command to edit the punch in/out times of your employees.

Forced length of access ID

If the access ID number of all your employees is the same number of characters, click the checkbox and enter the number of characters contained in the access number. This eliminates a step in the punch in/out process because the program will know how many characters to expect when the employee is logging in/out.

Warn on sessions over

If you want your employees to be warned when the amount of time they have been logged in exceeds a specified number of hours, click this checkbox and enter the number of hours at which you want the employee to be warned. This feature is especially useful for those employees who may occasionally forget to log out.

If the amount of time an employee has been logged in exceeds the number of hours you specified in Preferences, the following dialog will appear when the employee enters his/her access ID number. If necessary, make the appropriate corrections in this dialog.

You have been logged in since 12:14 PM [7/26/99], which is over 9 hours ago.

If you've really been working since then, click the OK button below. Otherwise, fill in the blanks below.

☐ I forgot to log out at [   ] ○ AM ◉ PM

on [7/26/99]

[OK]

Shut computer off on Quit

If this option is selected and you choose **File** > **Quit**, the computer will automatically eject your Time Card Remote disk and display a message indicating that you can turn off your computer. This option should not be selected if you are running Time Card Remote on a computer that is not dedicated exclusively to Time Card Remote.

Using the Time Settings in Time Card Remote

You can further customize the way in which Time Card Remote handles your data (e.g., rounding times up or down) with the options available in the **Time Settings** dialog.

Instruction Set 10–5: Using the Time Settings in Time Card Remote

1   From within Time Card Remote, select **Edit** > **Time Settings**.

2   In the dialog that appears, enter your **supervisor password** (the password you set up in Preferences).

3   Click **OK**.
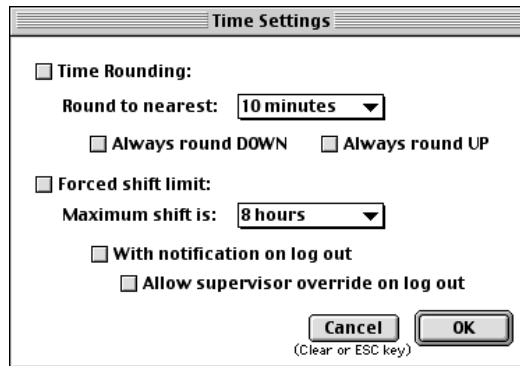
4   Setup the **Time Rounding** and **Forced shift limit** options the way you need them.

Time Rounding rounds log in times to the nearest 5,10, 15, 20, 30, or 60 minutes. You can have a forced shift limit of 30 minutes to 12 hours, which can be overridden by the supervisor.

5   Click **OK**.

Punching in/out with Time Card Remote

Time Card Remote provides alternative choices for punching in/out. Depending on how you set up the preferences, your employees can use the keyboard to punch in/out, the mouse to punch in/out, or both.
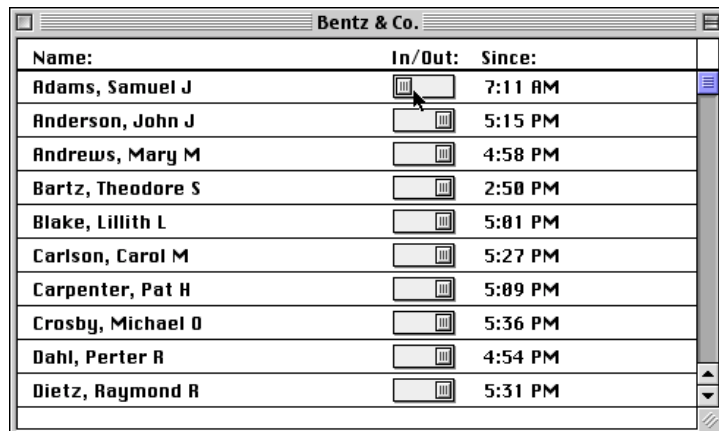
Instruction Set 10–6: Punching in/out with Time Card Remote

This instruction set is divided into two sections: Using the mouse to punch in/out and Using the keyboard to punch in/out.

<u>Using the mouse to punch in/out</u>:

1 Click the mouse on either the **In** or **Out** portion of the **In/Out** button.

Notice in the illustration below that Samuel J Adams is punching in by clicking the mouse pointer on the "**In**" portion of the **In/Out** button.

Name:	In/Out:	Since:
Adams, Samuel J	▣	7:11 AM
Anderson, John J	▣	5:15 PM
Andrews, Mary M	▣	4:58 PM
Bartz, Theodore S	▣	2:50 PM
Blake, Lillith L	▣	5:01 PM
Carlson, Carol M	▣	5:27 PM
Carpenter, Pat H	▣	5:09 PM
Crosby, Michael O	▣	5:36 PM
Dahl, Perter R	▣	4:54 PM
Dietz, Raymond R	▣	5:31 PM

Bentz & Co.

2 When the **In/Out** button is clicked, the time is recorded in the employee's time sheet records.

<u>Using the keyboard to punch in/out:</u>

1 Use the keyboard to enter the employee access ID number.

The following dialog will appear after the first number has been pressed on the keyboard.
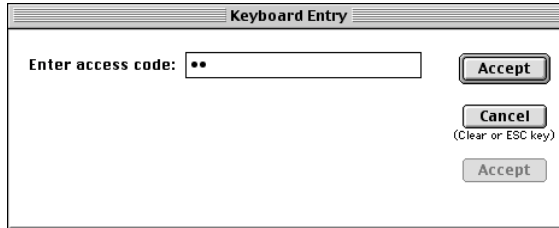
Note: The above dialog is bypassed if, in Preferences, you forced the length of the access number to a designated number of characters.

2 After the complete access code number has been entered, press the enter or return key of the keyboard (or click the **Accept** button).

To Cancel this dialog, press the ESC" key on the keyboard or click **Cancel**.

3 A dialog such as the following will appear after an access number is accepted (or the designated number of characters has been entered).
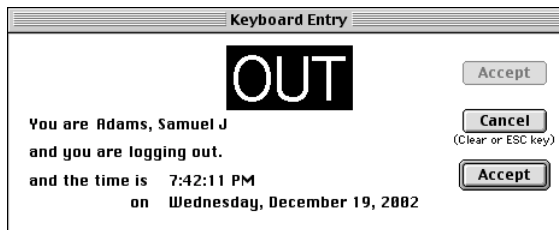
4 If the information is correct, press the enter or return key on the keyboard (or click **Accept**).

The time that this employee punched in/out will be recorded in the time sheet records.

Exporting/dumping Time Card Remote data

Before processing payroll, you will need to export your employee punch in/out times *out* of Time Card Remote, and then dump this data *into* your payroll program. The following instructions will guide you through the entire procedure of "exporting then dumping" your employee hours.

Instruction Set 10–7: Exporting/dumping Time Card Remote data

1   From within Time Card Remote, select **Employees** > **Export Hours**.
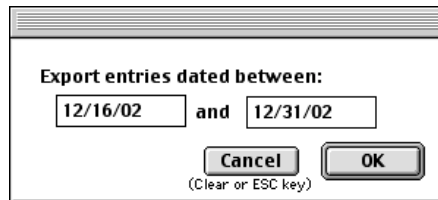
2   Enter the date range of the in/out data you want to export.

3   Click **OK**.

4   A **Save as** dialog will appear allowing you to save the time records export file.
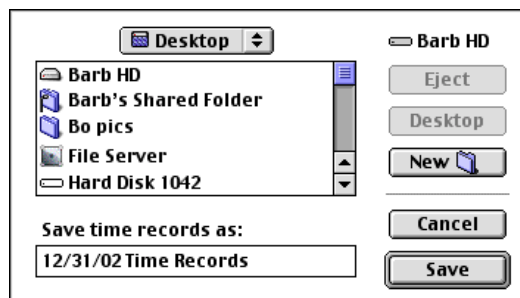
5   From the pop-up menu, select the location where you want to save the export file (e.g., floppy disk, network, Desktop).

6   In the **Save As** text box, enter a descriptive title for the time records export file (e.g., 12/31/02 Time Records).

7   Click the **Save** button.

8   If you use Time Card Remote on a remote computer, you will need to transfer the export file over to the computer containing your payroll program. Two options are described below:

- **Network**

  If your remote computer and the computer containing your payroll program are connected to a network, you can copy the export file from one computer to the other. If necessary, refer to your computer's network manual.

- **Floppy disk**

  If you saved the export file to a floppy disk, insert it into the disk drive of the computer that contains your payroll program.

9   Dump the exported time records into your payroll program. To do so:

a   Start your payroll program.

b   Select **Utilities** > **Time Card Remote**.

c   A **Getfile** dialog will appear allowing you to locate and open your time records export file.

The payroll program "grabs" the information in this file and "dumps" it into all the appropriate employee time sheets as "Regular Pay".

10   Now when are ready to process payroll, refer to "Importing Time Card hours into payroll" on page 10-27.

Editing Employee Lists in Time Card Remote

Occasionally you may find that you need to add, modify, or delete the employees on your remote Time Card employee lists.

Instruction Set 10–8: Editing an Employee List in Time Card Remote

1   Select **Employees** > **Edit List**.
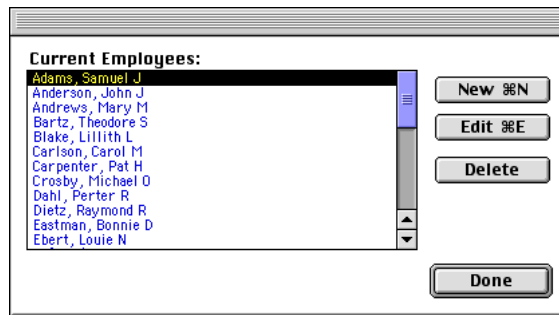
*Note: If the **Edit List** command in the **Employees** menu is not active, you can enable it by selecting the **Full Menus** option in the **Preferences** dialog.*

2   Select an employee.

3   Depending on what you need to do, click either the **New**, **Edit,** or **Delete** button.

Edit
Clicking **Edit** allows you to modify the selected employee's information.
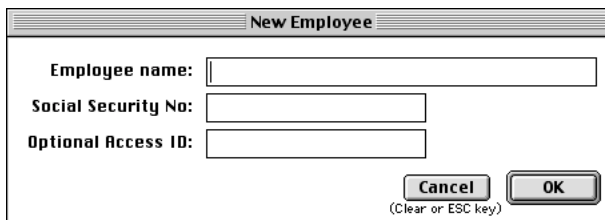
Delete

Clicking **Delete** removes the employee's name from the time sheet.

New

Clicking **New** brings up the following dialog.

```
┌─────────────────────────────────────────────────┐
│════════════════ New Employee ═══════════════════│
│                                                   │
│   Employee name: │                             │ │
│                                                   │
│  Social Security No: │                       │    │
│                                                   │
│  Optional Access ID: │                       │    │
│                                                   │
│                        ┌────────┐  ┌──────────┐  │
│                        │ Cancel │  │    OK    │  │
│                        └────────┘  └──────────┘  │
│                        (Clear or ESC key)        │
└─────────────────────────────────────────────────┘
```

Enter the new employee's information in the appropriate fields.

- **Employee Name**

  Enter the Employee Name with the last name first, followed by the first name, then middle name or initial (e.g. Smith, Ming L).

- **Social Security No.**

  The employee's **Social Security Number** must be entered *exactly* like it is entered in the payroll program. Entering the SSN correctly is very important because the program matches the SSN you enter here with what is entered in your payroll program when you dump the hours into your payroll program.

- **Optional Access ID**

  (Optional) Enter an Access ID number for this employee (i.e., the number the employee will use when punching in/out). You *must* enter an access ID number if you are requiring your employees to punch in/out only using a keyboard.

Editing employee hours in Time Card Remote

Occasionally you may find that you need to edit or delete the punch in and/or punch out times of an employee (e.g., employee forgot to punch out, or employee accidentally logged in for someone else).

Instruction Set 10–9: Editing an employee's hours in Time Card Remote

1   Select **Employees** > **Edit Sessions**.

2   In the dialog that appears, enter your Supervisor password (the one you set up in **Preferences**).

3   Click **OK** to continue.
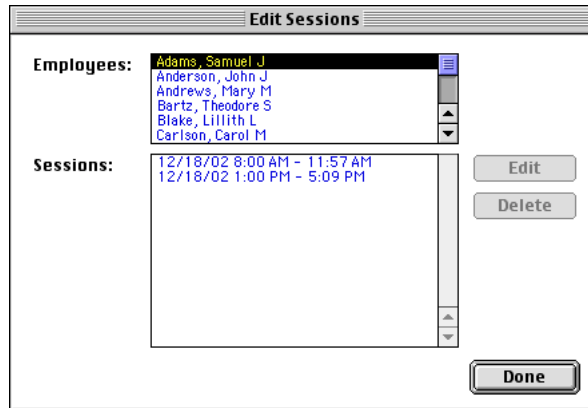
4   From the **Employees** list, select the employee whose data you need to edit or delete.

5   From the **Sessions** list, select the session you need to edit or delete.
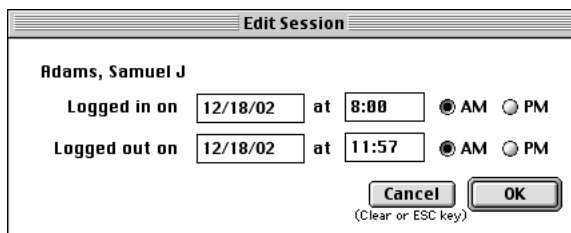
6 Depending on what you need to do, click either the Edit or Delete button.

Delete

If you click **Delete**, the session will be removed from the selected employee's time sheet.

Edit

Clicking **Edit** brings up the following dialog.

Make the changes you need, then click **OK** to return to the Edit Sessions dialog.

7 When you have finished editing the session(s), click **Done** to return to the time sheet window.

Other Tasks

This section includes the following information:

- Importing Time Card hours into payroll

- Printing time cards

- Time Card Reports

Importing Time Card hours into payroll

When you process payroll, you'll find that importing the individual employee's Time Card hours is an easy process. Please read through the following instructions *before* you begin.

Instruction Set 10–10: Importing Time Card hours into payroll

The Import Time Card feature will not work correctly if the "Default to employee hours from previous period" option is selected in Employee Preferences. Before continuing, verify that this option is not selected.

1   In the **Process Payroll** tab window, select an employee from your Employee List.

2   Select **File** > **Import Time Card Hours**.

Import time entries for the date range:
- One month: March
- One day: 3/8/02
- One quarter: 1st quarter
- Between: 3/8/02
- and 3/8/02

Cancel   Import

3   Set the date range for the hours you want to import.

4   Click the **Import** button.

The specified Time Card hours will be imported and assigned to the appropriate income items of the selected employee's paysheet. If the Time Card

entries are time formatted to Minutes, the program automatically converts the minutes to fractions of hours in hundredths. This happens because the payroll program only handles fractions of hours in hundredth.

⚠️ *If you change the number of hours in the **Process Payroll** window, the hours in the employee time sheet do not change accordingly.*

Printing time cards

A feature called the Time Card Printer can be used to print time cards. These time cards include your employee's names and identification numbers.

You have a choice of three different time card formats which can be printed on plain paper or card stock that is available from Aatrix Software. You can then use these time cards to either manually enter the times or for machine time clocks.

Instruction Set 10–11: Printing a time card

1   In your payroll program, select **Utilities** > **Time Card Printer**.

2   From the **Print time cards for** list, select the names of the employees whose time cards you wish to print.

3 From the **Printer** pop-up menu, select the type of printer on which you will be printing time cards.

If your printer type is not listed in the **Printer** pop-up menu, select the **Adjust Printing** option.

4 From the **Time Card Format** options, click the button that represents the type of time card you want to print.

5 Set up the time card **Printing Options**.

Date to print on time cards
Enter a date to print on the time cards. If you don't want a date printed on your time cards, leave the text box blank.

For employee number, use
Depending on which type of number you want printed on the time cards, click either the **Social Security Number** or **ID#** radio button. Select the **None** option if you don't want any type of employee number printed on the time cards.

6 Click the **Print** or **Test Print** button.
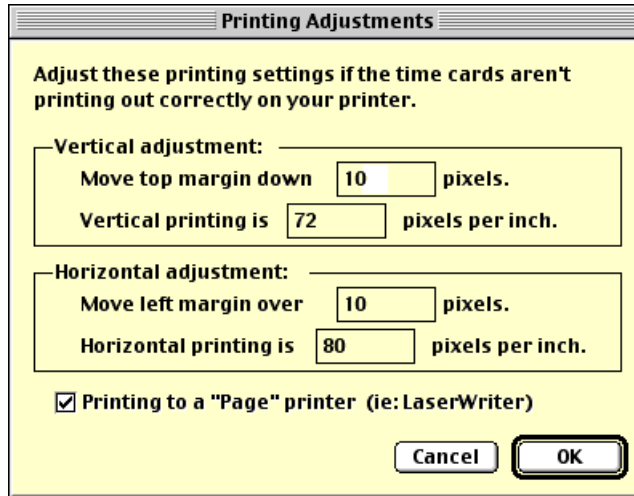
Print
Click the **Print** button if you have already tested your printing settings and your time cards print out correctly on your printer. The standard Macintosh print dialog will appear allowing you to print out your time cards.

Test Print
Test printing allows you to print a blank sample time card to determine whether any adjustments need to be made to your printing settings. If, after printing out a sample time card, you find that some printing adjustments are needed, refer to the following section. Continue test printing until your time cards looks the way you want.

Adjusting time card printing settings

If the time cards are not printing out correctly on your printer, click the **Adjust Printing** button.

```
╔═══════════════ Printing Adjustments ═══════════════╗

  Adjust these printing settings if the time cards aren't
  printing out correctly on your printer.

  ┌─Vertical adjustment: ──────────────────────────┐
  │   Move top margin down    [ 10      ]  pixels.  │
  │                                                 │
  │   Vertical printing is  [ 72     ]  pixels per inch. │
  └─────────────────────────────────────────────────┘

  ┌─Horizontal adjustment: ────────────────────────┐
  │   Move left margin over   [ 10      ]  pixels.  │
  │                                                 │
  │   Horizontal printing is  [ 80     ]  pixels per inch. │
  └─────────────────────────────────────────────────┘

  ☑ Printing to a "Page" printer  (ie: LaserWriter)

                              ( Cancel )  (( OK ))
```

Use the **Printing Adjustments** dialog to adjust the printing settings of the top and left margins of your time cards. For example, if your printer requires you to "center" feed time card stock, you could move the left margin over by the number of appropriate pixels.

If you are printing to a page feed printer, such as a LaserWriter, click the **Printing to a "Page" printer** checkbox.

*Note: If you select one of the available printers in the **Printer** pop-up menu (e.g., Style Writer, LaserWriter Pro), and you alter the settings in the **Printing Adjustments** dialog, the program will automatically change your selection in the **Printer** pop-up menu to the **Custom Settings** option.*

Time Card reports

Pre-designed reports have been created for your Time Card data. Refer to the Time Card Reports in Appendix B.

Setting Up Reminders

Chapter overview

The following information is covered in this chapter:

- The Reminders Calendar

- Creating reminders

- Printing reminder calendars

The Reminders Calendar overview

The **Reminders Calendar** feature allows you to set up important events you wish to be reminded of such as Federal Tax deposits, Health Insurance payments, State Taxes, Unemployment payments, and even employee birthdays and anniversaries. You can even print out monthly calendars listing all the things you need to remember.

Opening the Reminders Calendar

There are two ways in which you can access the Reminders Calendar:

- From the **Company Set Up** tab window, click the **Calendar** button

- From the **Employee** tab window, select **Activities** > **Calendar**.

*Note: The first time you open the Reminders Calendar, the following dialog appears. It allows you to select certain types of reminders to automatically add to your **Reminders** file. Make sure the option(s) you select are the ones you want because you will not see this dialog again.*
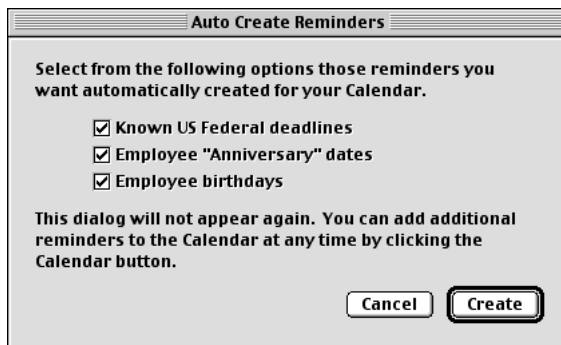
To create the calendar, select the option(s) you want, then click **Create**.

The **Reminders Calendar** displays.

Click the day buttons for the dates
you want to set up reminders.

Click the arrow buttons to advance or
go back to a previous year.
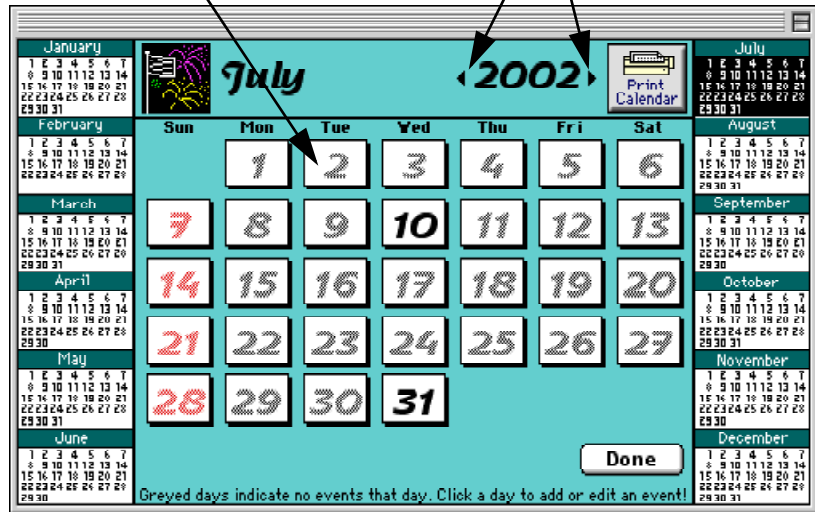
Clicking the buttons on the left and right
of the Calendar opens the month you clicked.

The Reminders Calendar buttons

Year   Clicking the arrow buttons next to the **year** allows you to
             change calendar years. The program limits the range of
             years from 1980 to 2050.

Month   Clicking the **month** buttons bordering the window brings up
             the calendar for that particular month.

Day   Clicking the **day** button causes the **Reminder Setup** dialog
             for that day to appear. Days displayed in bold indicate that
             reminders have been set up for those specific dates. For
             instructions on setting up reminders, refer to "Setting up
             reminders" on page 11-4.

Setting up reminders

Creating reminders is fast and easy. And once they are set up, you never have to worry about remembering an important event ever again.

Instruction Set 11–1: Setting up a reminder

1   Open the **Reminders Calendar**.

2   Click a **month** button (for example, April).

3   Click a **day** button (for example, 15th).
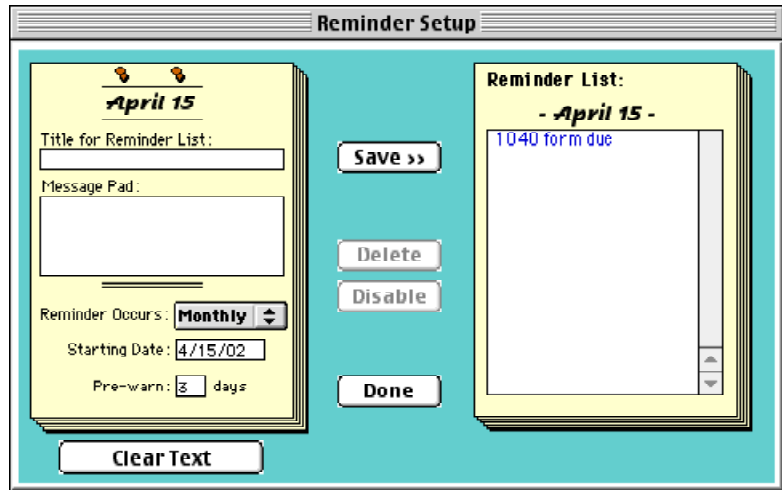
The pad on the left is used to set up a reminder, which includes a **Title** for the reminder as well as its **description**.

The scrolling list pad on the right displays the **titles** of the reminders already setup for the selected day.

> *If there is text displayed in the **Title** and **Message Pad** fields, you can click the **Clear Text** button to clear the fields for the new reminder.*

4   Enter the information for the reminder.

Title for Reminder List

Enter a name for this reminder (limited to 31 characters).

Message Pad

Enter the text for this reminder.

The text entered here is the text that will be displayed in the **Reminders Due** window and printed on a calendar printout.

*Note: If the Message Pad field is left blank, the program will use the text from the Title field for the **Reminders Due** window and calendar printout.*

Reminder Occurs

From the **Reminder Occurs** pop-up menu, select the time period for which you want to be reminded of this event such as, monthly, quarterly, annually.

Starting Date

Enter the date that the program should start reminding you of this event.

Pre-warn

Enter how many days in advance you wish to be reminded.

5   After setting up your reminder, click **Save**.

When you click **Save,** the **Title** of this reminder appears in the **Reminder List** on the right. The text you entered in the **Message Pad** field is displayed in the **Reminders Due** window when it comes due. For details refer to "The Reminders Due window" on page 11-8.

6   Click **Done**.

*You can create all your reminders from one **Reminder Setup** window. Simply enter the correct **Starting Date** for each new reminder. When you click **Save** the program automatically places the reminder in the Reminder List for the appropriate date(s).*

Editing reminders

Sometimes after you create a reminder, you may need to go back and make certain changes. You can edit reminders quickly and easily.

Instruction Set 11–2: Editing a reminder

1 Open the **Reminders Calendar**.

2 Click the buttons (e.g., month and day) for the desired reminder.

3 In the **Reminder List** on the right, select the title of the reminder you want to edit.

4 Make the changes you want in the pad on the left.

5 Click **Save**.

6 Click **Done** to return to the Reminders Calendar.

Deleting reminders

At some point, you may determine that you no longer need certain reminders. When that happens, you can easily remove the reminder by deleting it.

Instruction Set 11–3: Deleting a reminder

1 Open the **Reminders Calendar**.

2 Click the buttons (e.g., month and day) for the desired reminder.

3 From the **Reminder List** on the right, select the title of the reminder you want to delete.

4 Click **Delete**.

5 A dialog appears asking if you are sure you want to delete the reminder. Clicking **Yes** deletes the reminder from every day it is set up for.

6 Click **Done** to return to the **Reminders Calendar**.

Disabling reminders

Disabling a reminder will make a reminder inactive without deleting it.

Instruction Set 11–4: Disabling a reminder

1   Open the **Reminders Calendar**.

2   Click the buttons (e.g., month and day) for the desired reminder.

3   From the **Reminder List** on the right, select the title of the reminder you want to disable.

4   Click **Disable**.

5   Click **Done** to return to the Reminders Calendar.

Enabling reminders

Enabling a reminder allows you to select a reminder that you have previously disabled, and make it active again.

Instruction Set 11–5: Enabling a reminder

1   Open the **Reminders Calendar**.

2   Click the buttons (e.g., month and day) for the desired reminder.

3   From the **Reminder List** on the right, select the title of the disabled reminder.

4   Click **Enable**.

5   Click **Done** to return to the Reminders Calendar.

The Reminders Due window

If you have any reminders that have come due, the following **Reminders Due** window will appear when you start up the program.
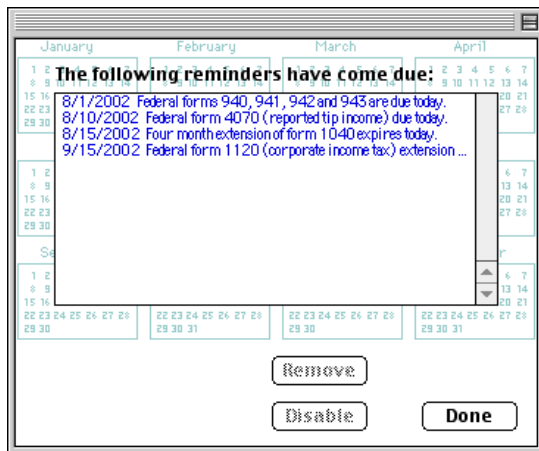
Once the program is open, you can access this window by opening the Employees tab window, then choosing **Activities** > **Show Reminder Due**.

Removing reminders

Once you have been reminded of an event and no longer need the reminder until the next time period, you can remove it from the **Reminders Due** window.

Instruction Set 11–6: Removing a reminder

1   From the **Reminders Due** window, select the reminder you want to remove from the list.

2   Click **Remove**.
   The reminder is removed from the Reminders Due window and is moved to the next appropriate date.

3   Click **Done**.

Disabling reminders

You can easily disable a reminder in the Reminders Due window.

Instruction Set 11–7: Disabling a reminder

1   From the **Reminders Due** window, select the reminder you want to disable.

2   Click **Disable**.

3   Click **Done**.

The reminder will not appear as long as it is disabled.

To activate a disabled reminder, go to the Reminder Setup window and enable it.

Reminders at startup

When you install the payroll program onto your hard disk, a Payroll Reminders application is installed in the **Startup Items** folder of your **System** folder. When you start up your computer the Payroll Reminders program will display the **Reminders Due** window if any reminders have come due. If you don't want this window to appear when you start up your computer, drag the **Payroll Reminders** application out of the **Startup Items** folder of your **System** folder.

Printing reminder calendars

You may also want to have a printout of your reminders either for yourself or to pass around the office. You can very quickly and easily get an entire printout of all your reminders and choose from several different formats.

Instruction Set 11–8: Printing a reminders calendar

1   Open the **Reminders Calendar**.

2   Click the **Print Calendar** button.

```
╔═══════════════ Print options ═══════════════╗
║ What would you like to print?                 ║
║   ◉ Current month, calendar format            ║
║   ○ Current month, line listing format        ║
║   ○ Current year, calendar format             ║
║   ○ Current year, line listing format         ║
║   ○ Next 12 months, calendar format           ║
║   ○ Next 12 months, line listing format       ║
║                                               ║
║              [ Cancel ]  [[ Print ]]          ║
╚═══════════════════════════════════════════════╝
```
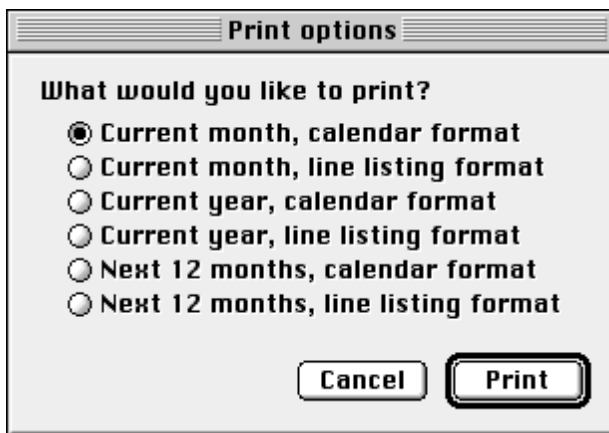
3   Select the type of calendar you want to print.

Date   The **Current month** option prints the reminders for the month that is currently selected in the Reminders Calendar. The **Current year** option, prints the reminders for all 12 months (January to December) of the current year, with each month printed on a separate page. The **Next 12 months** option prints out 12 months of reminder calendars, on separate pages, starting with the current month. For example, if the current month is May 2002, the program prints calendars for May 2002 through May 2003.

Calendar format	The **Calendar** format prints your reminders on a standard grid calendar.
Line Listing format	The **Line Listing** format prints a list of only those days in which reminders occur.

4   Click **Print**.

5   In the print dialog that appears, click **OK**.

*Calendars can be printed in landscape (sideways) orientation by selecting **File** > **Page Setup** and choosing **Landscape**. Page Setup also allows you to reduce or enlarge the size of the calendar printout.*

Notes:

Maintenance

Chapter overview

The following information is covered in this chapter:

- Backing up
- Restoring
- Moving files to a new computer
- Purging payroll data

Backing up and restoring

Maintenance of your company payroll files is important in order to maintain current as well as historical data of your payroll records. Payroll records are the most complex and costly aspect of operating a business. Federal and state law is very stringent in regards to complying with payroll reporting and payroll tax payments. For all these reasons, it is very prudent to maintain your payroll files.

Maintenance of your payroll files involves backing up payroll files on a regular basis, so that you can restore data that is lost or move files to a new computer system. Also, it is important to back up all payroll records just prior to performing the Year End Procedures.

Backing up payroll data

As in any computer program, the data contained in your company and employee files should be backed up every time you process payroll. Performing regular backups to removable media or external drives protects important payroll information from loss or corruption due to hard disk problems or crashes.

When using removable media, such as zip drives, we recommend using at least two separate disks, alternating between them each time you back up. In the event one of the backup disks ever becomes corrupted.

Consider keeping a backup disk or backup file in a location remote from your place of business. In the event of a catastrophe such as fire or theft, having a recent backup safe and available is like having an extra insurance policy.

*If you have **SAM** (Symantec AntiVirus for Macintosh) installed on your computer, the SAM Intercept Suspicious Activity Alert dialog will appear when you use Automatic or Program Backup. After selecting Allow, Deny, or Remember in the Alert dialog, the Backup dialog will not be redrawn.*

Instruction Set 12–1: Backing up payroll data

1   In your payroll program, open the company you want to backup.

2   Select **File** > **Backup**.

*Note: If the option **Automatic backup if checks are printed or edited** is select-ed in **Program Preferences**, the above dialog will appear when you quit the payroll program.*

3   Select the backup option you want.

Hard disk, network disk, tape drive, or other
This option places your backup files on external disk drives, network serv-ers, or removable media. Selecting this option spawns a Getfile dialog in which you specify the backup destination.

Aatrix Payroll backup folder (on this computer)
With this option, a folder containing your company backup files is created and placed within the Aatrix Payroll ƒ folder.
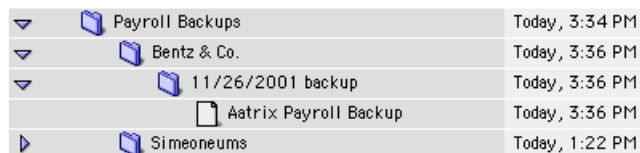
4   Click the **Backup** button.

The amount of time the backup takes to complete depends on the size of your company payroll files.

Restoring from a backup

The program offers a broad array of choices for file restoration. From an individual file, to a category (e.g., Register Files, Employee Evaluations), to a full install, you can tailor the restoration process to fit for your needs.

Instruction Set 12–2: Restoring from a backup

1   Select **File > Restore**.
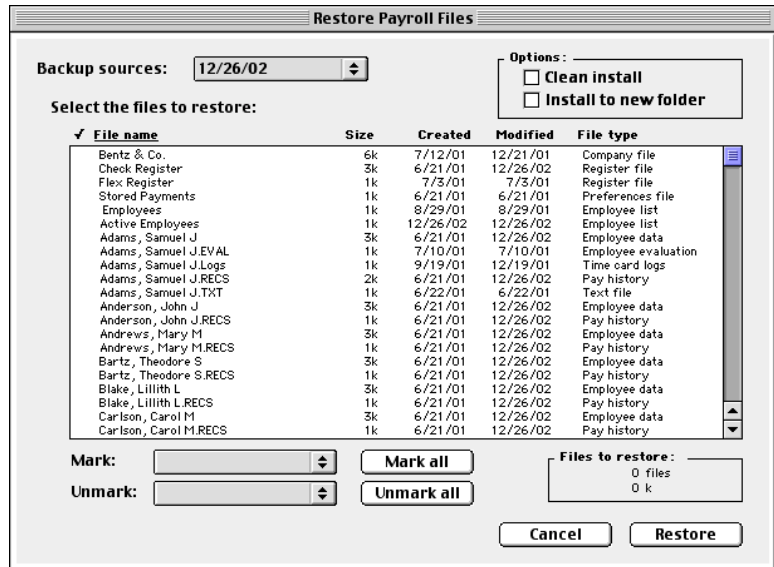
2   From the **Backup Sources** pop-up menu, select the source of the backup files from which the data will be restored.

Restore from other...
This option opens a Getfile dialog in which you specify the location of the backup files.

DD/MM/YYYY
By default, the program will automatically display the most recent backup it made (if available to the system or on a local drive).

3 (Optional) Under **Options** in the upper right corner of the window, select an install option.

For detailed information, refer to "Install options" on page 12-6.

4 Mark the files you want to restore. Checkmarks (√) appear next to the file names of marked files.

Individual Files
To restore an individual file or group of files, mark your choices by moving the mouse pointer over the filename you want and then clicking.

All Files
To restore all the files, click the **Mark All** button.

Mark by category
Use the pop-up menu to select (or de-select) a specific category of files to restore (e.g., pay history files, time card logs).

```
Employee data files
Pay history files
Time card logs
Misc. employee data
Employee evaluations
Text files
Encrypted text files
Income source files
Deduction files
Employer paid item files
Company files
Employee lists
Preferences
Default information
Queue files
Register files
```
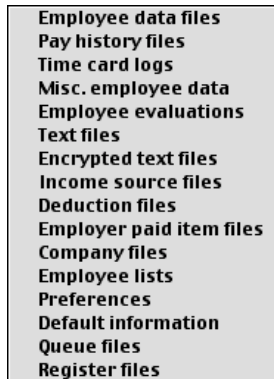
The number of files and the total file size of your selections display in the **Files to restore** box in the lower right corner.

```
Files to restore:
     84 files
     166 k
```

5 When selections are made, click **Restore**.

Install options

Again, the **Restore** feature offers a fully customizable array of choices for you to make, from the most basic, as described in the instructions above, to the more exact and customized, we cover next.

```
┌ Options: ──────────────
│  ☐ Clean install
│  ☐ Install to new folder
```

Clean install
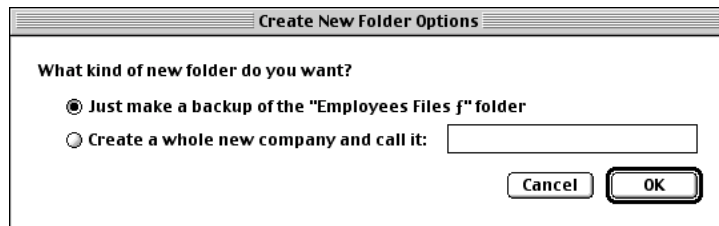
This is an excellent choice to make if you're not certain which files were corrupted, damaged, or accidentally deleted and emptied from the Trash.

When this option is marked and you click Restore, an alert message will appear informing you that a clean install will delete everything in the existing Employees ƒ folder. If you have data in this folder that is up to date and you know for sure is not damaged or lost, do **NOT** perform a clean install.

⚠ Warning! If you do a clean install, everything in the "Employee Files ƒ" folder will be deleted before restoration. Are you sure you want to do that?

[Yes] [No]
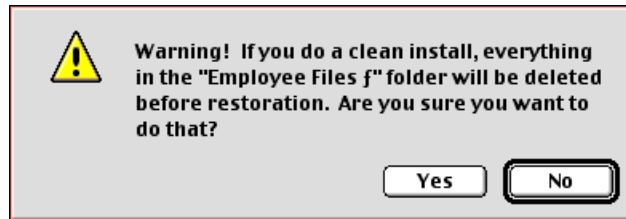
Install to a new folder

When you mark this option, the following dialog appears allowing you to restore your data to a new folder.

═══════ Create New Folder Options ═══════

What kind of new folder do you want?

◉ Just make a backup of the "Employees Files ƒ" folder
○ Create a whole new company and call it: [   ]

[Cancel] [OK]

Just make a backup of the "Employee Files ƒ" folder

Selecting this option creates a duplicate/backup Employee Files ƒ folder, called Employee Files ƒ.1, using the most recent data. The program places this new folder in the company folder of the currently open company.

Create a whole new company and call it ...

If you select this radio button, fill in the name of your new company in the text box, then click **OK**. In the Restore Payroll Files window, make sure all the files are selected before clicking **Restore**.

A message similar to the following will appear when the process completes. In the Company tab window, note that the original company information is intact. Edit fields as needed to match the new company name. Likewise, in the Liabilities tab window, the check register and pay history records are also intact as of the last backup date.

I have created a new company, called "Gilbert&Sullivan". Go to the Company tab to switch to the restored data.

OK
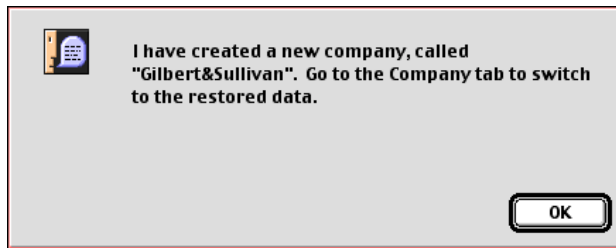
Moving files to a different computer

A frequently asked question from users who have upgraded to a new computer is, "How do I copy my payroll data onto my new computer?" The following sets of instructions outline how to use large capacity disks, networks, or floppy diskettes to move payroll files from one computer to another.

Using large capacity disks to move files

This option allows you to move your files from one computer to another using large disks, such as Imation (120MB) or Iomega (100MB-250MB). These instructions can also be used if you have the capability to burn your data to a CD-ROM.

Instruction Set 12–3: Using large capacity disks to move files

1   Copy the entire **Aatrix Payroll ƒ** folder to the disk (or burn it onto a CD-ROM).

2   Copy the **Aatrix Payroll ƒ** folder from the disk (or CD-ROM) to the hard drive of your new computer.

3   When you open your payroll program on the new computer, you will be prompted for a password. Enter the default password, which is: **password** (one word, all lower case letters).

4   Reset your password protection by selecting: **Edit** > **Preferences** > **Security Options**.

Using a network to move files

This option allows you to move your files from one computer to another using your network.

Instruction Set 12–4: Using a network to move files

1 Copy the entire **Aatrix Payroll ƒ** folder from the old computer to the new computer over the network. If necessary, refer to your computer's network manual.

2 On the new computer, open your payroll program.

3 When you open your payroll program on the new computer, you will be prompted for a password. Enter the default password, which is: **password** (one word, all lower case letters).

4 Reset your password protection by selecting: **Edit** > **Preferences** > **Security Options**.

Using floppy disks to move files

This feature allows you to move your files from one computer to another using 3.5 inch diskettes.

Instruction Set 12–5: Using floppy disks to move files

1 Copy each folder in your **Aatrix Payroll ƒ** folder to the diskette(s).

2 On the hard drive of your new computer, create a folder called **Aatrix Payroll ƒ**. (Note: The "f" character is created by pressing the Option-f keys on your keyboard.)

3 Copy the folders on each diskette into the newly created **Aatrix Payroll ƒ** folder.

4   Install your latest payroll program update. To do so:

    a   Insert the CD-ROM disc that contains your latest payroll program update into the computer's CD-ROM drive.

    b   Install the payroll program to the new **Aatrix Payroll ƒ** folder. If necessary, refer to the installation instructions that came with your payroll update package.

    c   Eject the CD-ROM from the CD-ROM drive.

5   Open the **Aatrix Payroll ƒ** folder on your new computer.

6   View the contents of the **Aatrix Payroll ƒ** folder. Verify that it is set up exactly like it was on the old computer by checking to make sure it contains the same folders.

7   On the new computer, open your payroll program.

8   When you open your payroll program on the new computer, you will be prompted for a password. Enter the default password, which is: **password** (one word, all lower case letters).

9   Reset your password protection by selecting: **Edit** > **Preferences** > **Security Options**.

Purge Data

There may be times in which you want to purge (i.e., delete) particular records from your payroll program, such as your Time Card records. For example, you may find that your records are getting very large and you want to clear up some hard disk space.

Purging payroll data

You are not required to purge your payroll data. In fact, you can maintain your payroll data indefinitely within the payroll program. We recommend that you maintain your payroll data for at least three years.

Instruction Set 12–6: Purging payroll data

1   Select **Utilities** > **Purge Data**.

2   Read the information in the dialog that appears, then click **Continue**.

Depending on which Aatrix payroll program you are using, some options are grayed out. For example, the FSA Register option is grayed out for all payroll programs except Ultimate Payroll.

3   Select the types of records you want to delete by clicking the desired checkboxes. If applicable, select the appropriate options from the pop-up menus.

If you are deleting pay history records, only the employee .RECS files will be deleted. If you are deleting Time Card records, only the .LOGS files will be deleted. Employee information such as name, address and tax status will remain intact.

The .RECS files contain the employee payroll records and .LOGS files contain Time Card information.

4   Choose whether you want to delete the records before a date you specify or all of the records.

If you've processed payroll into the new year, be sure to enter the appropriate date so as not to delete records you need to keep.

5   Choose whether you want the records deleted from an employee list or from an individual employee (the one currently open).

If you are deleting from an employee list, it is recommended that you use the Master List for this process.

6   Click **Continue**.

7   A dialog will appear asking if you wish to delete the selected items. Click **Yes** to delete the records you specified, or **No** to return to the Purge Data window.

Direct Deposit

Chapter overview

The following information is covered in this chapter:

- Setting up a company for direct deposit

- Setting up employees for direct deposit

- Sending a prenotification file

- Processing payroll and creating an ACH transmission file

Direct Deposit overview

Direct Deposit is the electronic transfer of a payment from a company's bank account into the checking or savings account of certain individuals or businesses. Because of its convenience and time saving ability, Direct Deposit is widely used by employers who process their own payroll.

With Direct Deposit, the employer does not need to sign paychecks, re-issue paychecks damaged from printing, separate and stuff paychecks into envelopes, or mail paychecks. This is a cost savings to the employer because no money is spent on such things as check stock, envelopes, postage or stop payment fees.

Direct Deposit also provides advantages to the employee. For example, paychecks are always deposited on payday regardless of vacation or sickness. There are no trips to their bank or the risk of lost or stolen checks.

How does it work?
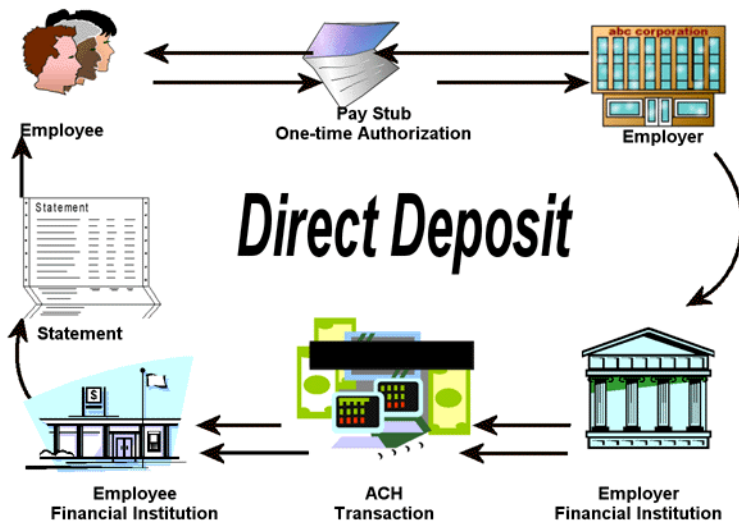
Note: You can print payment stubs in your payroll program that are similar to the paychecks you provide to employees who want paper checks.

Setting up for direct deposit

Setting up for direct deposit consists of three steps:

- Setting up your company
- Setting up employees for direct deposit
- Sending a pre-notification file

Setting up companies for direct deposit

Use the following instructions for each company that has employees who want to be paid through direct deposit.

Instruction Set 13–1: Setting up a company for direct deposit

1 In the **Company Setup** tab window, click the **Direct Deposit** button.

2 Enter the bank account information for this company.

Bank routing number

Enter the bank's routing number. This number is sometimes referred to as the transit number.

Account number

Enter the number of the bank account from which the payroll funds are to be withdrawn from.

Savings account

Click this checkbox if the account is a savings account.

Processing window

Your bank will provide you with this information.

3   Enter any **Supplemental data**.

Description

The text you enter here will appear on your employee's bank statements. You are limited to 10 characters, so you may want to enter something such as DIRECT PAY.

Discretionary data (Optional)

This optional text field, which is limited to 20 characters, allows Originators and/or Originating Depository Financial Institutions to include codes (one or more), of significance only to them, to enable specialized handling of all subsequent entries in the transmission file. There is no standardized interpretation for the value of the field.

4   Enter the **ACH Routing Information**.

Immediate Destination/Name

The information you enter here is used to identify the party to which the transmission file is being delivered. In the **Destination Routing #** field, enter the Routing Number of the party receiving the ACH file. If you wish, you can enter the name of this party in the Name field (limited to 23 characters).

Immediate Origin/Name

The information you enter here is used to identify the sender of the transmission file. In the **Origin Routing #** field, your bank's Routing Number. If you wish, you can enter your company name in the Name field (limited to 23 characters).

5   Click **OK**.

Setting up employees for direct deposit

Before you can pay your employees through direct deposit, you must first set them up so the program knows which employees get paid via direct deposit and those employees who are paid with a regular paycheck.

You will need to gather the banking information of those employees who want direct deposit. A convenient way to get this information is to have your employees provide you with a voided check from the bank they want their paychecks deposited into.

Instruction Set 13–2: Setting up an employee for direct deposit

1　Open the **Employees** tab window.

2　In the Employee List, select an employee who wants to be paid via direct deposit.

3　Select the **Direct Deposit** checkbox.

4   Click the **Direct Deposit Settings** button.

Employee Direct Deposit Setup

This information is required to allow the employee to use Direct Deposit. This information is about the EMPLOYEE'S bank, not yours!

Bank routing number: [   ] (9 digits)

Account number: [   ]

☐ This is a savings account

☐ **This employee has been "pre-noted"**

Banks require that you "pre-notify" them before sending live transactions through the system. This protects you, the employee and the bank from errors.

If this box is NOT checked, the first time you do Direct Deposit for this employee, a "zero value" transaction will be sent, a normal paycheck will be printed, and this box will be checked.

DO NOT change this box, unless:
- The employee has already been pre-noted by another means
- The bank does not require a pre-note (highly unlikely)
- The employee switches banks and needs to be pre-noted again
- The pre-note was rejected due to an error and needs to be sent again

[Cancel]   [OK]

5   Enter the employee's bank information.

Bank routing number
Enter the employee's bank routing number.

Account number
Enter the employee's bank account number.

This is a savings account
If the account is a savings account, indicate this by selecting the checkbox.

This employee has been "pre-noted"
Read the instructions in the window to determine if you need to check this box.

6   Click **OK**.

The program returns you to the **Employees** tab window.

7   Click the **Save** button.

8   Continue setting up your direct deposit employees following the instructions in steps 2 to 7.

Creating prenotification files

Once your company and employees are setup for direct deposit but before you actually use the Direct Deposit feature, you must create a prenotification (prenote) file and have it verified as to the accuracy of your setup information.

A Prenotification is a non-dollar transmission file that is sent through the ACH (Automated Clearing House) Network to a Receiving Depository Financial Institution. It contains the same information (with the exception of the dollar amount and transaction code) that will be used in subsequent ACH transmission files. It allows the Receiving Depository Financial Institution to verify your company and employee information.

Instruction Set 13–3: Creating a prenotification file

You may issue a prenotification at any time. However, you may not initiate your first "live" transmission with dollar entries until 10 calendar days after the date of the prenote.

1   In the **Company Setup** tab window, click the **Direct Deposit** button (or select Edit > ACH Direct Deposit).

2   Click the **Create Prenotification File** button.

3   Read the information in the window that appears, then click **Continue**.

4   The following dialog will appear telling you where you can find the prenotification file.

Your pre-note file is called "ACH Transmit File.txt" and may be found in the "Employee Files ƒ" folder of the current company folder.

OK
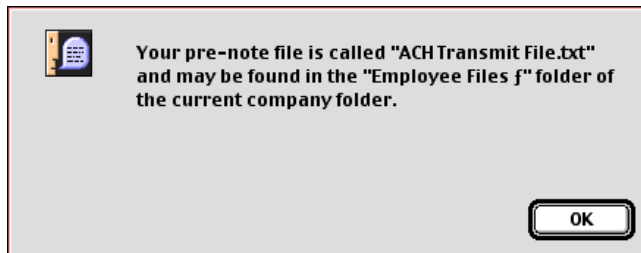
5   Click **OK**.

6   In the Direct Deposit window, click **OK** to return to the Company Set-up tab window.

7   On your hard drive, open the Aatrix Payroll ƒ, open the appropriate company folder, then open Employee Files ƒ folder.

8   Locate the file called **ACH Transmit File.txt** and take it to your bank or other ACH provider.

Your bank or other ACH provider will tell you how they want you to deliver this file (e.g., floppy diskette, modem, ftp).

9   Once your prenote has been verified as to its accuracy, you can use the payroll program to pay your direct deposit employees. Each time you process payroll, the program will create an ACH transmission file for you. Refer to the next section for details.

Processing direct deposit payroll

Once your company and direct deposit employees are set up and you have verified the setup with an ACH Prenotification file, you can use the Direct Deposit feature to pay your direct deposit employees.

Instruction Set 13–4: Processing direct deposit payroll

1   Process and queue paychecks for all your employees (i.e., both regular and direct deposit employees).

2   Click the **Print/View Queue** button.

3   Click the **Print All** button.

4   In the **Print Check Options** dialog, setup the options as needed.
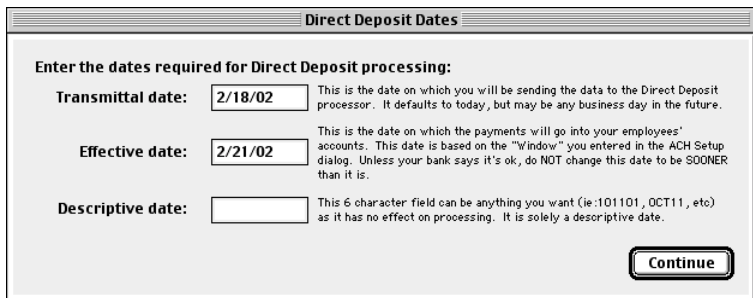
Notes about direct deposit checks:

Selecting a form from the **Direct Deposit form** pop-up menu allows you to print a "pay stub" for any employee who is marked for direct deposit.

When you record a direct deposit check, the letters DD are inserted in the Check Number field of the Pay History window.

If you ever need to print regular paychecks for your direct deposit employees, select the **For this payroll, instead of direct deposit, print checks...** option.

5   Click **OK**.

6   When the paychecks are recorded, the following dialog will appear.

7   Enter the dates required to process your direct deposit file, then click **Continue**.

8   When you quit the program or switch to a different company, the program will create a file called **ACH Transmit File.txt** in the **Employee Files ƒ** folder for this company.

9   Deliver the file to your financial institution in the format they require (e.g., ftp, floppy diskette, modem).

Your financial institution will take the file and credit the deposits of employees who bank there and then forward the remainder of the paychecks to the ACH network. The ACH will sort the records and immediately distribute them to the appropriate financial institutions designated by your employees, crediting employee accounts with their payroll amounts on pay day.

Aatrix EFTPS

Chapter overview

The following information is covered in this chapter:

- Overview of Aatrix EFTPS

- Setting up and using Aatrix EFTPS

- Connecting to the Aatrix EFTPS Server

Aatrix EFTPS overview

Questions and Answers

Following is a brief question and answer section that is meant to provide helpful information concerning EFTPS.

Q   **What is EFTPS?**

A   Electronic Federal Tax Payment System (EFTPS) is a system whereby federal tax payments are transmitted electronically to the Internal Revenue Service. It is managed by two financial agents First National Bank of Chicago and NationsBank, on behalf of the Department of Treasury. EFTPS is meant to replace all paper deposit coupons.

Q   **Who has to use EFTPS?**

A   Under the proposed EFTPS requirements that took effect on January 1, 2000. Taxpayers with aggregate Federal tax deposits exceeding $200,000 during calendar year 1999 will become subject to the requirement to deposit by EFTPS beginning January 1, 2001.

Taxpayers with aggregate Federal tax deposits exceeding $200,000 during calendar year 2000 will become subject to the requirement to deposit by EFTPS beginning January 1, 2002.

Q   **How do I get enrolled with the Aatrix EFTPS Service?**

A   Before you can use the Aatrix EFTPS Server to transmit your EFTPS Federal tax payments, you must enroll with the Aatrix EFTPS Service.

To do so, click the **Enroll EFTPS** button in the **Company Setup** tab window. Fill out and print the Aatrix EFTPS Enrollment Form which appears. Fax or mail the enrollment form and all other required information to Aatrix Software. Your enrollment information is entered into the Aatrix EFTPS system. Within approximately 2 weeks, Aatrix will email your P.I.N. and Acceptance Form indicating that you can begin using Aatrix EFTPS to transmit your EFTPS federal tax payments.

Q   **What happens when I transmit my tax payments via Aatrix EFTPS?**

A   You will use your payroll program and your modem to transmit the federal tax payment information to the Aatrix EFTPS Server. The Aatrix EFTPS Server will validate your tax payment information and forward it to a Financial Agent using the ACH Debit option. Once the IRS verifies/accepts your tax payment information, an ACH debit transaction will be initiated against your bank account (i.e., the bank account you designated in your enrollment information). In addition, for each transaction the Aatrix EFTPS Server transmits for you, a monthly fee will be billed to the credit card you have provided to Aatrix Software for EFTPS.

Requirements

To use Aatrix EFTPS, you need a 100% Hayes compatible modem. If you are not sure if your modem is Hayes compatible, refer to the user manual that came with your modem.

Opening Aatrix EFTPS

Use the following instructions to launch (i.e., open) the Aatrix EFTPS program.

Instruction Set 14–1: Opening Aatrix EFTPS

1   Open the **Aatrix Payroll ƒ** folder, then open the **Aatrix EFTPS ƒ** folder.
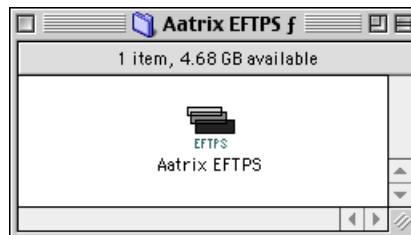
2   Double-click the **Aatrix EFTPS** icon.
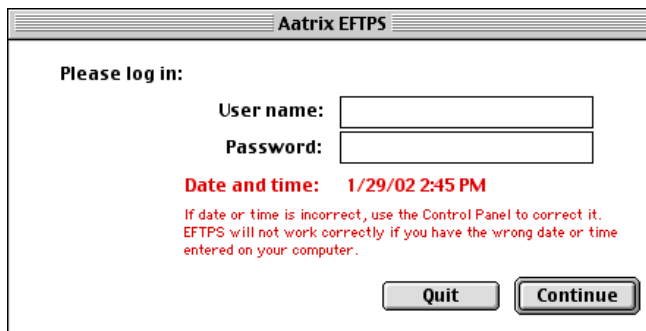
3   Enter the default user name (**admin**) and password (**eftps**).

For more information on security, refer to "Setting up security" on page 14-13.

4   Click **Continue**.

The Aatrix EFTPS program opens to the following window.
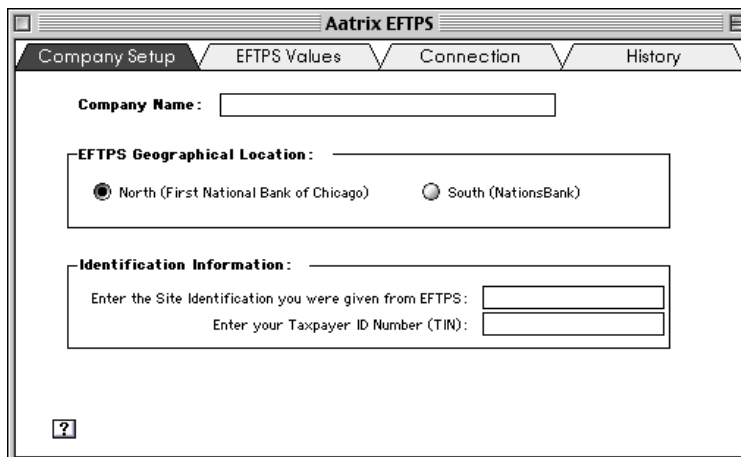
The Aatrix EFTPS tab windows

Before you begin using the Aatrix EFTPS program for the electronic transmission of your federal tax payments, you should familiarize yourself with the four main windows in the Aatrix EFTPS program.

- Company Setup
- EFTPS Values
- Connection
- History
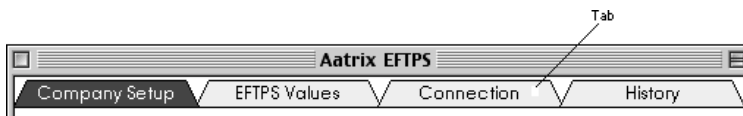
To access any of the four main windows, click the tab associated with the window you want to open. When you click a tab, the window associated with the tab is displayed.

Company Setup window

When you open the Aatrix EFTPS program, the following **Company Set-up** window displays. It is in this window that you enter the company information required in an EFTPS transmission file.

EFTPS Values window

Click the **EFTPS Values** tab to indicate the type and amount of tax pay-
ment you are transmitting plus any additional information the program
needs to complete the EFTPS transmission file, such as the Effective date.

The above illustration displays the **EFTPS Values** window setup to trans-
mit a 941 tax deposit.

*The values for your EFTPS federal tax payments can be automatically
filled in for when you use the payment feature in the **Liabilities** tab win-
dow of your payroll program.*

Connection window

Clicking the **Connection** tab allows you to transmit your EFTPS data.

History window

Clicking the **History** tab allows you to view relevant information about each EFTPS transaction you have transmitted to the Aatrix EFTPS Service.

*Note: We recommend you print your **History** after sending each transmission.*

Setting up Aatrix EFTPS

Before you can use Aatrix EFTPS to electronically transmit your EFTPS tax payments, you need to complete a three step process. Once all the relevant information is entered and saved in your **EFTPS** company setup file, you can use Aatrix EFTPS to transmit your tax payments. The three steps are:

Step 1: Creating an EFTPS company file.

Step 2: Setting the EFTPS Preferences.

Step 3: (Optional) Securing the program with password protection.

If at any time during the setup process you have to quit, simply select **File** > **Save** to save what you've already entered. When you return to Aatrix EFTPS, continue setting up where you left off.

Note: The multi-company requirement is that each company be set up separately following the steps outlined on the next pages.

Before you begin

The setup process requires that you have certain information organized and readily available. The following information will be required for setup.

- Your 9 digit Taxpayer Identification Number (T.I.N.).

- Your 4 digit Personal Identification Number (P.I.N.).

*Before the Aatrix EFTPS Server can process your EFTPS tax payments, you must be enrolled with the **Aatrix EFTPS Service**. To do so, fill out the **Aatrix EFTPS Enrollment Form** and fax or mail it (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible. The Enrollment Form can be accessed by clicking the **Enroll EFTPS** button in the **Company Setup** tab window.*

If more than one person is going to be using Aatrix EFTPS, you may want to determine a user name and password for each user. Only those users with a valid password will then be allowed access to Aatrix EFTPS. For details, refer to "Setting up security" on page 14-13.

Creating EFTPS company files

For each new company you set up, Aatrix EFTPS requires certain company information to be included in your EFTPS transmission files.

Instruction Set 14–2: Creating an EFTPS company file

1 Open the **Aatrix EFTPS** program.

2 Select **File** > **New**.

3 Click the **Company Setup** tab.

4 Enter all the required information for this company.

Company Name
Enter the name of your company (limited to 32 characters). You can abbreviate the company name if it is more than 32 characters long

EFTPS Geographical Location
Select the **Treasury Financial Agent** that serves your geographical location.

- **North (First National Bank of Chicago)**

  Alaska, California (all other counties not listed under NationsBank), Colorado, Connecticut, Hawaii, Illinois, Idaho, Indiana, Iowa, Kansas, Maine, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Oregon, Rhode Island, South Dakota, Utah, Vermont, Washington, Wisconsin, Wyoming, Other International.

- **South (NationsBank)**

  Alabama, Arizona, Arkansas, California (Los Angeles, Orange, San Bernadino, Riverside, San Diego, and Imperial Counties), Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Nevada, New Mexico, North Carolina, Ohio, Oklahoma, Pennsylvania, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, West Virginia, Other US Territories.

Identification Information

If your geographical location is North (First National Bank of Chicago), enter the Site Identification they provided you. Enter the number zero if you don't know what your Site Identification is.

Enter your **Taxpayer Identification Number** (T.I.N.). If the number includes a dash, be sure to enter it here.

5   Select **File** > **Save**.

6   The first time you select the **Save** command, a **Putfile** dialog will appear allowing you to name and save the company setup file.

7   Name your EFTPS company setup file with a descriptive name (e.g., your company name) and save it in the **Aatrix EFTPS ƒ** folder.

Setting the preferences in Aatrix EFTPS

It is necessary to enter in **Preferences**, the information that is unique to your company (e.g., time zone, communication settings).

Instruction Set 14–3: Setting the preferences in Aatrix EFTPS

1   From within Aatrix EFTPS, select **Edit** > **Preferences**.
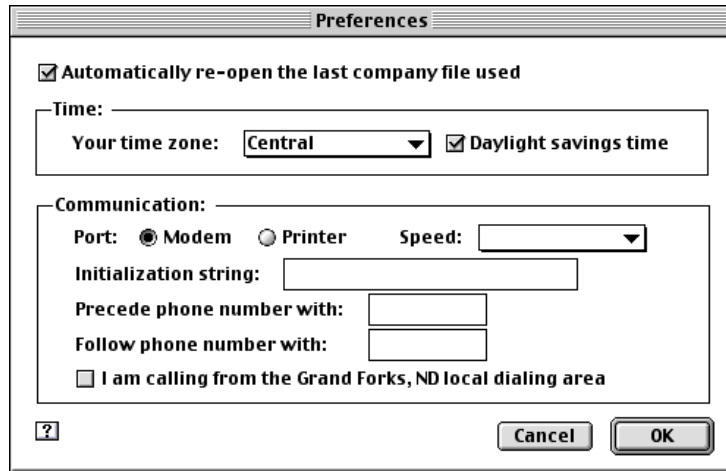
2   Setup the re-open and time settings options as needed.

Automatically re-open the last company file used
Check this box, if you want the last company you were in <u>before</u> quitting the program to automatically open the next time you launch Aatrix EFTPS.

Time information
Select the appropriate time zone for your geographical region from the pop-up menu. Click the Daylight savings time checkbox, if applicable.

3   Select the communication options for your modem.

Port type

> **Modem**: Select this option, unless the printer option applies.

> **Printer**: Select the Printer option if your modem is connected to the printer port on your computer.

> **Speed**: From the Speed pop-up menu, select the modem speed (should not exceed 2400 baud).

Initialization string
Enter ATM1. If this string doesn't work, refer to your modem user manual for the one that is specific to your modem.

Precede phone number with
Enter the long distance access number or sequence, if any. Also, enter the number that allows access an outside line (e.g., 9).

> *Adding a comma to the string will pause the dialing process for a brief moment. You may find that you need to add more than one comma in order for a successful dial out.*

Follow phone number with
Enter the number required after you dial the long distance telephone number, if any. For example, a long distance dialing code (preceded by commas, if necessary).

I am calling from the Grand Forks, ND local dialing area
Click the **Calling from Grand Forks** checkbox if you are calling from the Grand Forks local dialing area. This tells the Aatrix EFTPS that your transmission to the EFTPS Server is not a long distance call.

4   Click **OK**.

5   Select **File** > **Save**.

Setting up security

If security is an issue in your company, you will want to assign a user name and password to each person who will be using the Aatrix EFTPS program. You have the options adding, editing and deleting users from the list

Instruction Set 14–4: Setting up security

1 From within Aatrix EFTPS, Select **Edit** > **User List**.

The **EFTPS User List** window appears displaying all users who currently have access to the EFTPS Program.

```
┌───────────────────────────────────────┐
│ ▤▤▤▤▤▤   EFTPS User List   ▤▤▤▤▤▤ │
│  ┌──────────────────────────────────┐ │
│  │ Current EFTPS Users:             │ │
│  │ ┌────────────────────────────┬─┐ │ │
│  │ │ Administrator              │⇧│ │ │
│  │ │                            │ │ │ │
│  │ │                            │ │ │ │
│  │ │                            │ │ │ │
│  │ │                            │⇩│ │ │
│  │ └────────────────────────────┴─┘ │ │
│  │ User:  Administrator             │ │
│  │ Password                         │ │
│  │ ┌────────┐ ┌──────┐ ┌──────┐     │ │
│  │ │ Delete │ │ New  │ │ Add  │     │ │
│  │ └────────┘ └──────┘ └──────┘     │ │
│  │                    ┌────────┐    │ │
│  │                    │ Done   │    │ │
│  │                    └────────┘    │ │
│  └──────────────────────────────────┘ │
└───────────────────────────────────────┘
```
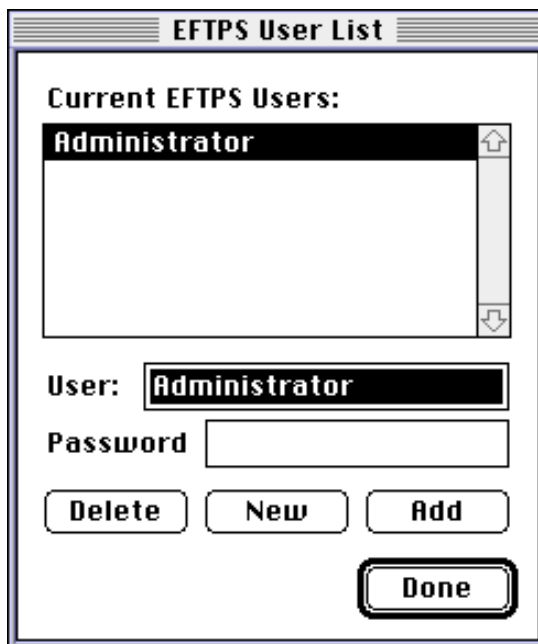
*Note: The **User List** command is available in the **Edit** menu only when the default user name and password (**admin** and **eftps**, respectively) is entered in the log in window at start up.*

2 Click the **New** button.

3   Enter the new **User's** name and **Password** in the text boxes. (Must use at least 5 characters for both User Name and Password).

4   Click the **Add** button. The new "user" is added to the user list.

5   Click **Done**, when you are finished adding all your users.

*Note: Use the **Edit** and **Delete** buttons to modify or remove users from the list.*

Opening EFTPS company files

Company files can be opened by using the following instructions.

Instruction Set 14–5: Opening an EFTPS company file

1   Open the **Aatrix EFTPS** program.

2   Select **File** > **Open**.

3   A **Getfile** dialog will appear displaying the names of your companies.

4   Select the company you want.

5   Click **Open**.

*Note: Select **File** > **Close** to close the currently open company.*

Quitting Aatrix EFTPS

To quit out of the Aatrix EFTPS program, select **File** > **Quit**.

Connecting to the Aatrix EFTPS Server

The information is this section is relevant only after you've set up and saved your EFTPS company file. It includes three topics:

- Transmitting an EFTPS Tax Payment

- EFTPS Tax Payment History

- Troubleshooting

Transmitting EFTPS tax payments

Instruction Set 14–6: Transmitting an EFTPS tax payment

1   Open the **Aatrix EFTPS** program to the company you are transmitting a tax payment for.

2   Open your payroll program, then click the **Liabilities** tab.

3   Calculate the tax payment (e.g., 941 Tax Deposit) for your payroll.

Refer to "Creating liability payments" on page 7-4 for details on creating payments and using them to write/calculate liability checks.

Note: *The **Pay to** and **Address** fields are not used by Aatrix EFTPS.*

---

4   Click the **Send EFTPS** button.

> ⚠️ *The EFTPS program must be open when you select **Send ETPS**. If the appropriate payroll company is not open in **Aatrix EFTPS**, a **Getfile** dialog will appear allowing you to locate and open it.*

5   Click the **EFTPS Values** tab.

6   Set up your tax payment.

Deposit Type
Select the type of federal tax deposit you are making.

EFTPS Effective Date
Enter the date you want your federal tax payment transfer to occur. This is the date on which your designated bank account will be debited. For most users, this will be the tax due date. Your tax payment must be reported **at least one business day prior** to the Effective date.

> ⚠️ ***The Aatrix EFTPS daily tax payment deadline is 3:00 p.m. Central Time.** All tax payments received by the Aatrix EFTPS Server after 4:00 p.m. will be sent the next day, which ultimately adds an additional day to the effective date of payment.*

Tax Period

Enter the liability period for which the tax payment is being made.

Tax Reason

Select the reason for this tax payment.

EFTPS Values

If you used the Payment and Send EFTPS features in the **Liabilities** tab window of your payroll program, the values are automatically filled in for you. Otherwise, fill in the correct values.

7   Click the **Connection** tab.

8   Setup and transmit your tax payment.

*Note: The **EFTPS Message** portion of the **Connection** window indicates the status of the tax payment setup. If the tax payment setup is complete, the message **"Ready for EFTPS connection"** will appear.*

EFTPS PIN

Enter your four-digit **Personal Identification Number** (PIN) in the text box.

Test Transmission (Optional)

If you wish to check the information in your tax payment setup (such as whether the payment will put you over the threshold amount, or if the effective date is valid), check the **Test transmission** checkbox, then click the **Connect Now** button to do a **Test Transmission** of your payment.

Your tax payment information is transmitted to the **Aatrix EFTPS Server** for verification. While online, the Server will respond with a message as to whether the tax payment setup is valid or not.

If the setup is invalid, make the necessary corrections and test the transmission again. If the setup is valid, deselect the **Test transmission** checkbox and continue to the next step.

Note: *The information in your transmission test does not go any further than the Aatrix EFTPS Server.*

Message to Aatrix (Optional)

The **Message to Aatrix** option can be used to communicate with the Aatrix EFTPS operator. When you click the **Message to Aatrix** check box, the following dialog appears allowing you to enter a brief message (up to 32 characters).

14 – 18

9 Click the **Connect Now** button to send your tax payment. (Make sure the Test Transmission checkbox is not checked.)

When you click the **Connect Now** button, the Aatrix EFTPS program transmits your tax payment to the **Aatrix EFTPS Server** and verifies the following information:

- The Aatrix EFTPS Server looks up your account and verifies that your **T.I.N.** and **P.I.N**. are valid. If there is a message relative to your account, it is sent at this time. If the **T.I.N**. and **P.I.N.** do not match, you will be given this information and logged off.

- The Effective date is verified that it is not an EFTPS Holiday Date or weekend date. If the Aatrix EFTPS Server determines that your Holiday file is invalid, the Server will automatically update it for you.

- If applicable, the amount is checked that it does not exceed your designated threshold. If it does, you have 30 seconds to decide (while online) if you want to override the limit. If not, the transmission is rejected and you will be logged off.

Once the Aatrix EFTPS Server accepts your tax payment, it is sent to the Financial Agent. An **ACH debit** transaction is then initiated against your bank account based on your designated effective date and specified amount.

In addition, for each transaction the Aatrix EFTPS Server transmits for you, a monthly fee is automatically charged to the credit card you have provided Aatrix Software for EFTPS.

If you provide Aatrix Software with your email address, we can email you the details of the payment sent and a confirmation number indicating that the payment was accepted by the institution.

10 Click the **History** tab.
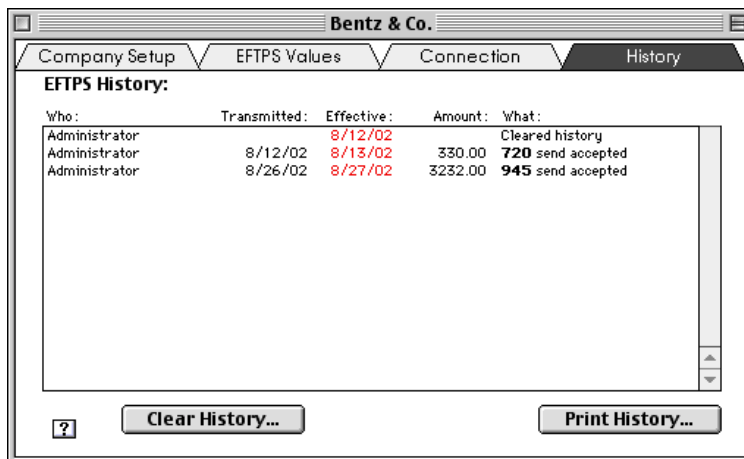
The **EFTPS History** window displays detailed information for each EFTPS transaction that has been transmitted to the **Aatrix EFTPS Server**.

11 Click the **Print History** button.

12 The standard Macintosh dialog appears allowing you to print all the information in the History window.

*Note: Clicking the **Clear History** button allows you remove all the transactions displayed in the scrolling list or only those transactions recorded before a date you designate.*

13 When you are done transmitting tax payments, select **File** > **Quit**.

Troubleshooting

Q **I try to send payments but nothing happens.**

A Make sure that your modem is turned on and properly connected to your computer. Verify that you have the proper initialization string and modem speed assigned in the **Preferences** window (refer to your Modem manual, if necessary).

Q **When I attempt to transmit a tax payment to the Aatrix EFTPS Server, I get a message that my Taxpayer ID Number (TIN) is not registered with Aatrix Software.**

A If you are already registered with the Aatrix EFTPS Service, make sure your Taxpayer ID Number (TIN) is entered correctly in the Company Setup window.

If you have not yet registered with the Aatrix EFTPS Service, you can do so by filling out the Aatrix EFTPS Enrollment Form. To do so, click Enroll EFTPS in the Company Setup tab window of your payroll program. Fax or mail this form (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible. If you need an enrollment form, call Aatrix Software at 1-800-426-0854

Q **I get the message, "You can't connect because I can't open the port for the modem connection." How do I correct this?**

A Check that there are no other program (e.g., American Online) currently using the modem. Also, check that the correct port option is selected in Preferences.

Q **I'm using my PowerBook with Aatrix EFTPS and my modem won't dial out. How do I correct this?**

A Change the modem setting in the **Teleport** control panel to "compatible".

Notes:

States Requiring Special Attention

Appendix overview

The following information is covered in this appendix:

- Making adjustments for unique state tax deductions

Overview

Some states require a special employee tax status setup. These particular states are listed below along with instructions for setting up the special requirements.

Alabama

To set the withholding status of your Alabama employees, select an Alabama employee from your Employee List. Choose the **Alabama** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select the withholding status (Single, Married, Other, Head of Family) for the selected employee. Repeat this procedure for all Alabama employees.

Arizona

To set the tax rate for each of your Arizona employees, select an Arizona employee from your Employee List. Choose the **Arizona** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select the appropriate tax rate for the selected employee. Repeat this procedure for all Arizona employees.

Arkansas

To set the withholding status of your Arkansas employees, select an Arkansas employee from your Employee List. Choose the **Arkansas** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to set the tax status of the selected employee. Repeat this procedure for all Arkansas employees.

California

To enter the number of additional allowances claimed on the DE-4 or W-4 Form by your California employees, select (highlight) a California employee from your Employee List. Choose the **California** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the number of additional allowances the selected employee claimed on the DE-4 or W-4 Form. Repeat these steps until the number of additional allowances for each of your California employees has been entered.

Connecticut

To set the withholding status of your Connecticut employees, select a Connecticut employee from your Employee List. Choose the **Connecticut** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select the standard withholding table declared on form CT-W4 Line 1 for the selected employee. Repeat these steps for all Connecticut employees.

Georgia

If a Georgia employee is married and filing jointly, select the employee from the Employee List. Choose the **Georgia** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select whether the employee's taxes are based on only one income or two incomes. Repeat these steps until all Georgia employees that are married and filing jointly have been set up.

Illinois

To enter the number of withholding allowances claimed on Line 1 of the IL-W-4 form, select (highlight) an Illinois employee from the Employee List. Choose **Illinois** from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the number of withholding allowances claimed for the selected employee. Repeat these steps for all Illinois employees.

Indiana County

Note: The Indiana county withholding amount is included in the Indiana state withholding.

To set the Indiana county tax rate, select an Indiana employee from the Employee List. Choose **Indiana County** from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the tax rate for the selected employee. Enter the rate as a decimal equivelant (e.g., .01 = 1%). Repeat this step for each Indiana employee.

If the tax does not calculate correctly, verify that the number of local exemptions and tax rate is entered correctly for each employee.

Iowa

To set up the bonus configuration of your Iowa employees, select an Iowa employee from your Employee List. Choose the **Iowa** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to set up the bonus type of the selected employee as regular income or infrequent bonuses (Monthly, Quarterly, SemiAnnually, or Annually). Repeat these steps until the bonus configuration has been set for all Iowa employees.

Louisiana

To set the number of personal exemptions of your Louisiana employees, select a Louisiana employee from your Employee List. Choose the **Louisiana** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the number of personal exemptions (two, one, or zero) for the selected employee. Repeat these steps until the personal exemption has been set for all Louisiana employees.

Maryland

To set the tax status of your Maryland employees, select a Maryland employee from your Employee List. Choose the **Maryland** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select from a pop-up menu the local % rate of the selected employee. Repeat these steps until the tax status has been set for all Maryland employees.

Massachusetts

To set the special status deduction (employee or spouse is blind, employee and spouse is blind, no blindness) of your Massachusetts employees, select (highlight) a Massachusetts employee from your Employee List. Choose the **Massachusetts** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select the deduction status of the selected employee. Repeat these steps until the status has been set for all Massachusetts employees.

Mississippi

To enter the amount of line 6 from the Mississippi Withholding Exemption Certificate Form 89-350, select a Mississippi employee from your Employee List. Choose the **Mississippi** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the amount for the selected employee. Repeat these steps until all amounts of line 6 from the Mississippi Withholding Exemption Certificate Form 89-350 have been entered for each Mississippi employee.

Montana

To set up a married employee who wants to use the single rate, select the employee from your Employee List. Choose the **Montana** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select the **Married, but use single rate** checkbox.

New Jersey

To set the withholding status of your New Jersey employees, select a New Jersey employee from your Employee List. Choose the **New Jersey** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to select the standard withholding table declared on form NJ-W4 for the selected employee. Repeat these steps for all New Jersey employees.

New York Local

To set the tax status of your New York City and Yonkers employees, select a New York City or Yonkers employee from your Employee List. Choose the **New York Local** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to set the local tax option for the selected employee. Repeat these steps for each of your New York City and Yonkers employees.

Ohio Schools

Create an Ohio Schools deduction. The deduction Type is **Local**; the Calculation Method is **Tax Calculation** and then choose **Ohio Schools** from the pop-up menu.

To set the Ohio School Tax Rate, select an Ohio employee from the Employee List. Choose **Ohio** from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the percent rate for the selected employee. Repeat this step for each of your Ohio employees.

If the tax does not calculate correctly, verify that the number of local exemptions and percent rate is entered correctly for each employee.

Puerto Rico

To set the exemption status of your Puerto Rico employees, select a Puerto Rico employee from your Employee List. Choose the **Puerto Rico** module from the **Modules** sub-menu in the **File** menu. A dialog will appear allowing you to enter the number of allowances claimed based on deductions (not dependents), and if married, the amount of personal exemptions the selected employee is claiming. Repeat these steps for all Puerto Rico employees.

Sample Reports

Appendix overview

The following information is covered in this appendix:

- Payroll reports
- Time Card reports
- Miscellaneous reports

Overview

There are several reports already built into your payroll program. These pre-designed reports are listed in the **Reports** scrolling list of the Reports Main Dialog. This appendix describes and provides samples of many of these reports.

Some reports (e.g., Regular Deduction, Regular Contribution) have been designed to print in *landscape* mode: printing across the longer side of an 8.5 x 11 inch sheet of paper. In order to view all the report information, you will need to select the Page Setup command from the File menu before printing the report.
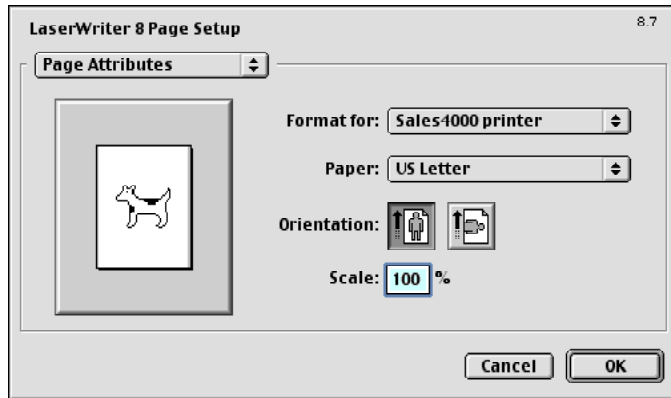
In the Page Setup dialog, select the landscape mode option (see below).

Payroll Reports

New Employee Settings Summary

The information displayed in the **New Employee Settings Summary** report is the current setup of your Default Information File. This setup is what the program will automatically assign to each new employee file created.

It is recommended that the information in this report is reviewed for accuracy before employee files are created. Another verification should take place whenever information is changed in the Default Information File.

An example of the New Employee Settings Summary report is illustrated below.

Employee Data Summary Report

The **Employee Data Summary report** details all income sources, assigned deductions and employer paid contributions for a single employee or an entire Employee List. The report lists an employee's pay, as well as all limit amounts and percentages on all pay items. Use this report to check the correctness of your employee files after they have been created or at any time that an employee's pay items are in question. Check the report for properly assigned and personalized payroll items.

An example of the information contained in an Employee Data Summary report is illustrated below.

Employee Personal Data Summary Report

The **Personal Data Summary report details** all the personal data you have entered in your employee's files.

If the Line Summary option is selected, all employee personal data is displayed across the width of the screen. Due to the width of the report when setup as a line summary, you may want to print it in **landscape** (sideways) mode. If the Line Summary option is not selected, the personal data of each employee will be displayed one employee per page (see below).
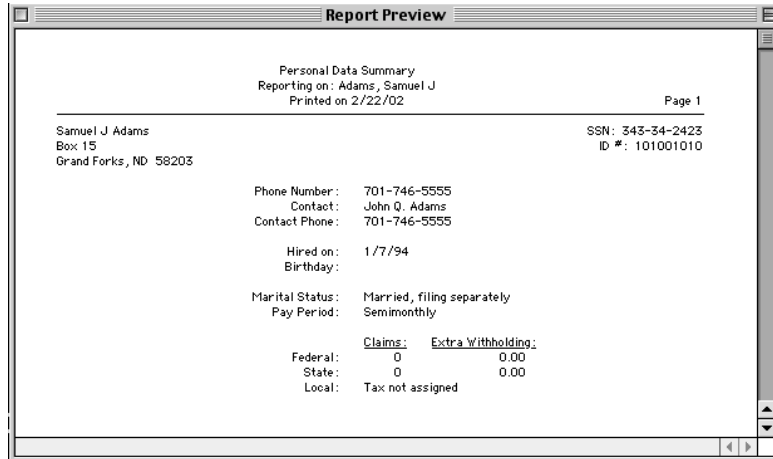
An example of the Personal Data Summary report is illustrated above. Below, the same report using the Line Summary option.
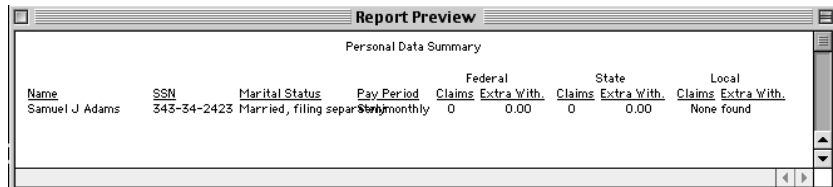
Note: Using this method doesn't list employees' phone numbers, contacts, contact phone numbers, hired dates, or birth dates.

Estimated Annual Wage Report

The **Estimated Annual Wage report** displays the estimated annual income of your employees.

The method of calculation is:

Salary employees annual wage = ((# pay periods in year) * rate)

Full-time hourly employees annual wage = ((# hours in year, which is 2080) * rate)

An example of the Estimated Annual Wage report, based on the status of full time employees, is illustrated below.


```
                              Report Preview:

                        Estimated Annual Wage Report
                            Printed on : 2/22/02
                               Bentz & Co.

                              Salary/
  Employee Name          SSN          Hourly     Pay Period       Pay Rate    Annual Wage
  Samuel J Adams         343-34-2423  Hourly     Semimonthly         10.50      21,840.00
  John J Anderson        501-99-9199  Hourly     Semimonthly         10.00      20,800.00
  Mary M Andrews         501-99-9299  Salary     Semimonthly      1,125.00      27,000.00
  Theodore S Bartz       501-99-9399  Salary     Semimonthly      1,104.16      26,499.84
  Lillith L Blake        501-99-9959  Salary     Semimonthly      1,229.16      29,499.84
  Carol M Carlson        501-99-9699  Salary     Semimonthly      1,122.91      26,949.84
  Pat H Carpenter        501-00-9899  Salary     Semimonthly      1,102.08      26,449.92
  Michael O Crosby       501-00-9999  Salary     Semimonthly        823.33      19,759.92
  Perter R Dahl          501-00-9099  Salary     Semimonthly        831.66      19,959.84
  Raymond R Dietz        501-00-9919  Salary     Semimonthly      1,260.41      30,249.84
  Bonnie D Eastman       501-99-0000  Salary     Semimonthly        909.58      21,829.92
  Louie N Ebert          501-00-9909  Salary     Semimonthly      1,242.91      29,829.84
  Robert A English       501-99-0099  Salary     Semimonthly      1,364.58      32,749.92
  Ronald T Erikson       501-99-9900  Salary     Semimonthly      1,193.75      28,650.00
  Ruth K Evans           501-99-0000  Salary     Semimonthly      1,197.91      28,749.84
  Jon J Fritz            501-00-0002  Salary     Semimonthly        854.16      20,499.84
  Jerri J Grange         501-00-0004  Salary     Semimonthly      1,164.58      27,949.92
  Lindsey P Howard       501-99-0005  Salary     Semimonthly      1,260.41      30,249.84
  Pamela Jo Hudson       501-99-9902  Salary     Semimonthly      1,135.41      27,249.84
  Jay L Jensen           501-00-0010  Salary     Semimonthly      1,207.08      28,969.92
  Howard M Johnson       502-99-0010  Salary     Semimonthly      1,260.41      30,249.84
  Joshua W Kramer        501-99-8999  Salary     Semimonthly      1,221.66      29,319.84
  Larry A Larson         502-00-9991  Salary     Semimonthly      1,229.16      29,499.84
  Gabriella W Lenz       501-99-9989  Salary     Semimonthly      1,236.66      29,679.84
  Terrance J Martin      502-99-0012  Salary     Semimonthly      1,232.91      29,589.84
  Angella A Mertz        502-00-9909  Salary     Semimonthly      1,239.58      29,749.92
  Michael D Messinger    502-99-9907  Salary     Semimonthly      1,260.41      30,249.84
  Tracy E Mott           502-99-9927  Salary     Semimonthly      1,247.50      29,940.00
  Sarah D Nelson         502-99-9979  Salary     Semimonthly      1,254.16      30,099.84
  Jack O Preston         502-00-9996  Salary     Semimonthly      1,229.16      29,499.84
  Terry R Primrose       502-99-8899  Salary     Semimonthly      1,270.83      30,499.92

                                                          Total  854,116.48


  Estimated Annual Wage Report                                          Page : 1
```

Pay History Summary Report

The **Pay History Summary report** can be used to show the amounts deducted (e.g., Federal, State, etc.) in the Pay History records of an individual employee or an entire Employee List.

The following dialog appears when you click the **Preview** or **Print Report** buttons.

The above dialog allows you to select which values you want displayed on the report (individual employee Pay History amounts, monthly subtotals, quarterly subtotals, and/or annual totals). To print one employee per page, click the **Separate pages** checkbox. To display the totals only, select the **Totals of all employees only** (the **Separate pages** and **Individual Pay History** records options will become inactive). Use **Print Options** to display report values in the format of your choosing (plain, bold, italic, or underlined).

An example of a **Pay History Summary** report is illustrated below.

Pay History Detail Report

The **Pay History Detail repor**t can be used for a comprehensive look at the Pay History records of a single employee or an entire Employee List. The report will list each pay period and detail all the payroll information for that pay period. Use this report to review your past paychecks for proper income, deductions, or employer paid contribution assignment and calculation.

If the Preview option is selected, a **Yes/No** dialog asks if you want to skip employee reports and only view totals. This is applicable only if printing or viewing the entire Employee List. The report combines all payroll check information from the selected period.

An example of the information contained in a Pay History Detail report is illustrated below.

Report Preview:

```
                              Pay History Detail
All Periods                   Printed on 2/26/02                    Page 1
                  For the Employee List: "Modified Master List"


Final totals:
    Income:                              Hours/Units/s:        Amount:
        Regular Pay                         10,660.41       141,123.88
        Regular Overtime                         16.0          320.03
        EIC Payment                               0.0           93.58
        Vacation                                  1.0           10.00
                                            10,677.41       141,547.49

    Deductions:                App. Tips:     App. Wages:        Amount:
        Federal Income Tax                    141,453.91       17,698.00
        Social Security              0.00     141,453.91        8,770.23
        Medicare                              141,453.91        2,051.15
        ND 2002 North Dakota                  141,453.91        2,477.72
        Health Insurance                      141,453.91        2,829.04
                                                               33,826.14

    Employer Paid:                            App. Wages:        Amount:
        FUTA                                  141,453.91        1,131.49
        Medicare Match                        141,453.91        2,051.15
        Social Security Match                 141,453.91        8,770.23
        SUTA                                  141,453.91          424.30
                                                               12,377.17

    Net Pay                                                    107,721.35
```

Regular Contribution Summary Report

The **Regular Contribution Summary report** will display each employee on the selected Employee List and detail all the employer paid contributions as well as the contribution totals.

This report can be used to check the correctness of an employer paid contribution or whenever the totals of a contribution are in question. Due to the width of this report, you may wish to print it in **landscape** (sideways) mode.

An example of a Regular Contribution Summary report is illustrated below.

Report Preview

Employer Paid Report
Reporting on: Modified Master List
All Periods

Name:	SSN:	FUTA:	Medicare ...	Social Sec...	SUTA:	Total:
Samuel J Adams	343-34-2423	29.37	53.25	227.64	11.01	321.27
John J Anderson	501-99-9199	27.72	50.28	214.96	10.40	303.36
Mary M Andrews	501-99-9299	36.00	65.24	279.00	13.52	393.76
Theodore S Bartz	501-99-9399	35.63	64.59	276.21	13.36	389.79
Lillith L Blake	501-99-9559	29.66	53.77	229.95	11.13	324.51
Carol M Carlson	501-99-9699	35.92	65.12	278.48	13.48	393.00
Pat H Carpenter	501-00-9899	35.73	64.75	276.87	13.41	390.76
Michael O Crosby	501-00-9999	26.36	47.76	204.20	9.88	288.20
Perter R Dahl	501-00-9099	26.60	48.24	206.24	9.96	291.04
Raymond R Dietz	501-00-9919	40.32	73.12	312.60	15.12	441.16
Bonnie D Eastman	501-99-0000	29.12	52.76	225.56	10.92	318.36
Louie N Ebert	501-00-9909	39.84	72.23	308.86	14.95	435.88
Robert A English	501-99-0099	43.68	79.16	338.40	16.36	477.60
Ronald T Erikson	501-99-9900	38.20	69.24	296.04	14.32	417.80
Ruth K Evans	501-99-0000	38.32	69.48	297.08	14.36	419.24
Jon J Fritz	501-00-0002	27.32	49.56	211.84	10.24	298.96
Jerri J Grange	501-00-0004	37.28	67.56	288.80	13.96	407.60
Lindsey P Howard	501-99-0005	40.32	73.12	312.60	15.12	441.16
Pamela Jo Hudson	501-99-9902	36.32	65.84	281.60	13.64	397.40
Jay L Jensen	501-00-0010	38.64	70.00	299.36	14.48	422.48
Howard M Johnson	502-99-0010	40.32	73.12	312.60	15.12	441.16
Joshua W Kramer	501-99-8999	39.08	70.84	302.96	14.64	427.52
Larry A Larson	502-00-9991	39.32	71.28	304.84	14.76	430.20
Gabriella W Lenz	501-99-9989	39.56	71.72	306.68	14.84	432.80
Terrance J Martin	502-99-0012	40.30	73.06	312.38	15.12	440.86
Angella A Mertz	502-00-9909	39.68	71.88	307.40	14.88	433.84
Michael D Messinger	502-99-9907	40.32	73.12	312.60	15.12	441.16
Tracy E Mott	502-00-9927	39.92	72.36	309.40	14.96	436.64
Sarah D Nelson	502-99-9979	40.64	73.70	315.08	15.24	444.66
Jack O Preston	502-00-9996	39.32	71.28	304.84	14.76	430.20
Terry R Primrose	502-99-8899	40.68	73.72	315.16	15.24	444.80
Totals:		1,131.49	2,051.15	8,770.23	424.30	12,377.17

Regular Deduction Summary Report

The **Regular Deduction Summary repor**t will show each employee on the selected Employee List and detail all their deductions as well as the deduction totals.

This report can be used to check the correctness of an employee deduction or whenever the totals of a deduction type are in question. Due to the width of this report, you may wish to print it in **landscape** (sideways) mode.

An example of a Regular Deduction Summary report is illustrated below.

Deductions Report
Reporting on: Master List
Limited to the month Jan 2002

Name:	SSN:	Federal:	FICA:	Pension:	State:	Local:	Misc:	Total:
Samuel J Adams	343-34-2423	120.49	119.78	100.00	16.86	0.00	0.00	357.13
John J Anderson	231-23-1113	84.02	76.96	100.00	11.76	0.00	0.00	272.74
Mary M Andrews	849-43-2433	69.32	69.47	100.00	9.71	0.00	0.00	248.50
Theodore S Bartz	323-43-2243	211.47	166.18	100.00	29.61	0.00	0.00	507.26
Lillith L Blake	342-43-2435	32.84	45.91	50.00	4.60	0.00	0.00	133.35
Carol M Carlson	322-34-2243	65.31	84.63	100.00	9.14	0.00	0.00	259.08
Pat H Carpenter	342-34-2543	78.22	98.23	100.00	10.95	0.00	0.00	287.40
Michael O Crosby	343-53-3333	85.91	102.15	100.00	12.03	0.00	0.00	300.09
Peter R Dahl	473-46-8998	25.45	88.53	100.00	3.56	0.00	0.00	217.54
Raymond R Dietz	272-12-1121	52.37	60.82	100.00	7.33	0.00	0.00	220.52
Bonnie D Eastman	121-23-1323	78.64	98.44	100.00	11.00	0.00	0.00	288.08
Louie N Ebert	121-12-1212	220.98	82.55	100.00	30.93	0.00	0.00	434.46
Robert A English	142-12-3424	21.55	86.54	100.00	3.02	0.00	0.00	211.11
Ronald T Erikson	121-24-1131	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ruth K Evans	121-23-1423	78.64	98.44	100.00	11.00	0.00	0.00	288.08
Jon J Fritz	121-25-1243	89.04	79.51	100.00	12.47	0.00	0.00	281.02
Jerri J Grange	121-42-1123	33.30	75.32	100.00	4.66	0.00	0.00	213.28
Totals:		1,347.55	1,433.46	1,550.00	188.63	0.00	0.00	4,519.64

Regular Income Summary

The **Regular Income Summary** report displays each employee on the selected Employee List and details all the regular income types, as well as the income totals.

Use this report to check the correctness of an employee's income or whenever the income totals are in question. Due to the width of this report, you may wish to print it in **landscape** (sideways) mode. An example of a Regular Income Summary report is illustrated below.

Report Preview

Regular Income Report
Reporting on: Master List
Limited to the month Jan, 2002

Name:	SSN:	Reg P...	Overti...	Dbl OT:	Comm:	Bonus:	EIC:	Total:
Samuel J Adams	343-34-2423	1,820.08	31.50	0.00	0.00	0.00	41.54	1,893.12
John J Anderson	501-99-9199	1,733.40	0.00	0.00	0.00	0.00	0.00	1,733.40
Mary M Andrews	501-99-9299	2,250.00	0.00	0.00	0.00	0.00	0.00	2,250.00
Theodore S Bartz	501-99-9399	2,208.32	0.00	0.00	0.00	0.00	0.00	2,208.32
Lillith L Blake	501-99-9959	1,229.16	0.00	0.00	0.00	0.00	0.00	1,229.16
Carol M Carlson	501-99-9699	2,245.82	0.00	0.00	0.00	0.00	3.74	2,249.56
Pat H Carpenter	501-00-9899	2,204.16	0.00	0.00	0.00	0.00	0.00	2,204.16
Michael O Crosby	501-00-9999	1,646.66	0.00	0.00	0.00	0.00	0.00	1,646.66
Perter R Dahl	501-00-9099	1,663.32	0.00	0.00	0.00	0.00	0.00	1,663.32
Raymond R Dietz	501-00-9919	2,520.82	0.00	0.00	0.00	0.00	0.00	2,520.82
Bonnie D Eastman	501-99-0000	1,819.16	0.00	0.00	0.00	0.00	0.00	1,819.16
Louie N Ebert	501-00-9909	2,485.82	0.00	0.00	0.00	0.00	0.00	2,485.82
Robert A English	501-99-0099	2,729.16	0.00	0.00	0.00	0.00	0.00	2,729.16
Ronald T Erikson	501-99-9900	2,387.50	0.00	0.00	0.00	0.00	0.00	2,387.50
Ruth K Evans	501-99-0000	2,395.82	0.00	0.00	0.00	0.00	0.00	2,395.82
Jon J Fritz	501-00-0002	1,708.32	0.00	0.00	0.00	0.00	0.00	1,708.32
Jerri J Grange	501-00-0004	2,329.16	0.00	0.00	0.00	0.00	0.00	2,329.16
Lindsey P Howard	501-99-0005	2,520.82	0.00	0.00	0.00	0.00	0.00	2,520.82
Pamela Jo Hudson	501-99-9902	2,270.82	0.00	0.00	0.00	0.00	0.00	2,270.82
Jay L Jensen	501-00-0010	2,414.16	0.00	0.00	0.00	0.00	0.00	2,414.16
Howard M Johnson	502-99-0010	2,520.82	0.00	0.00	0.00	0.00	0.00	2,520.82
Joshua W Kramer	501-99-8999	2,443.32	0.00	0.00	0.00	0.00	0.00	2,443.32
Larry A Larson	502-00-9991	2,458.32	0.00	0.00	0.00	0.00	0.00	2,458.32
Gabriella W Lenz	501-99-9989	2,473.32	0.00	0.00	0.00	0.00	0.00	2,473.32
Terrance J Martin	502-99-0012	2,465.82	0.00	0.00	0.00	0.00	0.00	2,465.82
Angella A Mertz	502-00-9909	2,479.16	0.00	0.00	0.00	0.00	0.00	2,479.16
Michael D Messinger	502-99-9907	2,520.82	0.00	0.00	0.00	0.00	0.00	2,520.82
Tracy E Mott	502-00-9927	2,495.00	0.00	0.00	0.00	0.00	0.00	2,495.00
Sarah D Nelson	502-99-9979	2,508.32	0.00	0.00	0.00	0.00	0.00	2,508.32
Jack O Preston	502-00-9996	2,458.32	0.00	0.00	0.00	0.00	0.00	2,458.32
Terry R Primrose	502-99-8899	2,541.66	0.00	0.00	0.00	0.00	0.00	2,541.66
Totals:		69,947.36	31.50	0.00	0.00	0.00	45.28	70,024.14

Note: Regular incomes lists only income built into the program. It does not include extra income sources.

Pension reports

Pension reports such as the following can be generated if you use the Pension deduction type to group employee pension funds together, and the Pension Match employer paid type to group your employer contribution matches to the employee pension funds.

An example of the Pension Summary Report is illustrated below.

An example of the Pension Detail Report is illustrated next.

Federal Tax Summary Report

The **Federal Tax Summary report** is a two page report that lists the wages (Federal, EIC, SS, SS Tips, Medicare) and taxes (Federal, SS, SS Match, Medicare, Medicare Match) of each employee on the Employee List and provides the Total Wage and Total Tax amounts.

When selected, a dialog will appear prompting you to select the proper item names from the pop-up menus to match the required fields. For example, the Social Security withholding deduction must be selected for the Social Security (FICA) withholding field.

An example of Page 2 of the Federal Tax Summary report is illustrated below.

	Report Preview					
	Federal Tax Summary Report					Page 2
	Bentz & Co.					
	2/26/02					
	All Periods					
			TAXES			
			SS		Medicare	
Name	**Federal**	**SS**	**Match**	**Medicare**	**Match**	**Total Taxes**
Samuel J Adams	289.00	227.64	227.64	53.25	53.25	850.78
John J Anderson	404.00	214.96	214.96	50.28	50.28	934.48
Mary M Andrews	560.00	279.00	279.00	65.24	65.24	1,248.48
Theodore S Bartz	554.00	276.21	276.21	64.59	64.59	1,235.60
Lillith L Blake	473.00	229.95	229.95	53.77	53.77	1,040.44
Carol M Carlson	560.00	278.48	278.48	65.12	65.12	1,247.20
Pat H Carpenter	553.00	276.87	276.87	64.75	64.75	1,236.24
Michael O Crosby	380.00	204.20	204.20	47.76	47.76	883.92
Perter R Dahl	384.00	206.24	206.24	48.24	48.24	892.96
Raymond R Dietz	652.00	312.60	312.60	73.12	73.12	1,423.44
Bonnie D Eastman	432.00	225.56	225.56	52.76	52.76	988.64
Louie N Ebert	635.00	308.86	308.86	72.23	72.23	1,397.18
Robert A English	764.00	338.40	338.40	79.16	79.16	1,599.12
Ronald T Erikson	600.00	296.04	296.04	69.24	69.24	1,330.56
Ruth K Evans	604.00	297.08	297.08	69.48	69.48	1,337.12
Jon J Fritz	396.00	211.84	211.84	49.56	49.56	918.80
Jerri J Grange	584.00	288.80	288.80	67.56	67.56	1,296.72
Lindsey P Howard	652.00	312.60	312.60	73.12	73.12	1,423.44
Pamela Jo Hudson	564.00	281.60	281.60	65.84	65.84	1,258.88
Jay L Jensen	608.00	299.36	299.36	70.00	70.00	1,346.72
Howard M Johnson	652.00	312.60	312.60	73.12	73.12	1,423.44
Joshua W Kramer	616.00	302.96	302.96	70.84	70.84	1,363.60
Larry A Larson	624.00	304.84	304.84	71.28	71.28	1,376.24
Gabriella W Lenz	628.00	306.68	306.68	71.72	71.72	1,384.80
Terrance J Martin	653.00	312.38	312.38	73.06	73.06	1,423.88
Angella A Mertz	632.00	307.40	307.40	71.88	71.88	1,390.56
Michael D Messinger	652.00	312.60	312.60	73.12	73.12	1,423.44
Tracy E Mott	640.00	309.40	309.40	72.36	72.36	1,403.52
Sarah D Nelson	665.00	315.08	315.08	73.70	73.70	1,442.56
Jack O Preston	624.00	304.84	304.84	71.28	71.28	1,376.24
Terry R Primrose	664.00	315.16	315.16	73.72	73.72	1,441.76
TOTAL TAXES	17,698.00	8,770.23	8,770.23	2,051.15	2,051.15	39,340.76

Unemployment Summary Report

The **Unemployment Summary report** lists the amount of wages (FUTA and SUTA) and taxes (FUTA and SUTA) of each employee on the Employee List and provides Total Wage and Total Tax amounts.

When selected, a dialog will appear prompting you to select the proper item names from the pop-up menus to match the required fields. For example, FUTA should be selected for the Federal Unemployment field.

An example of an Unemployment Summary report is illustrated below.

Report Preview

Unemployment Summary Report
Bentz & Co.
2/26/02
All Periods

Page 1

| | WAGES | | TAXES | | |
Name	FUTA	SUTA	FUTA	SUTA	Total Taxes
Samuel J Adams	3,671.66	3,671.66	29.37	11.01	40.38
John J Anderson	3,466.80	3,466.80	27.72	10.40	38.12
Mary M Andrews	4,500.00	4,500.00	36.00	13.52	49.52
Theodore S Bartz	4,454.86	4,454.86	35.63	13.36	48.99
Lillith L Blake	3,708.75	3,708.75	29.66	11.13	40.79
Carol M Carlson	4,491.64	4,491.64	35.92	13.48	49.40
Pat H Carpenter	4,465.53	4,465.53	35.73	13.41	49.14
Michael O Crosby	3,293.32	3,293.32	26.36	9.88	36.24
Perter R Dahl	3,326.64	3,326.64	26.60	9.96	36.56
Raymond R Dietz	5,041.64	5,041.64	40.32	15.12	55.44
Bonnie D Eastman	3,638.32	3,638.32	29.12	10.92	40.04
Louie N Ebert	4,981.64	4,981.64	39.84	14.95	54.79
Robert A English	5,458.32	5,458.32	43.68	16.36	60.04
Ronald T Erikson	4,775.00	4,775.00	38.20	14.32	52.52
Ruth K Evans	4,791.64	4,791.64	38.32	14.36	52.68
Jon J Fritz	3,416.64	3,416.64	27.32	10.24	37.56
Jerri J Grange	4,658.32	4,658.32	37.28	13.96	51.24
Lindsey P Howard	5,041.64	5,041.64	40.32	15.12	55.44
Pamela Jo Hudson	4,541.64	4,541.64	36.32	13.64	49.96
Jay L Jensen	4,828.32	4,828.32	38.64	14.48	53.12
Howard M Johnson	5,041.64	5,041.64	40.32	15.12	55.44
Joshua W Kramer	4,886.64	4,886.64	39.08	14.64	53.72
Larry A Larson	4,916.64	4,916.64	39.32	14.76	54.08
Gabriella W Lenz	4,946.64	4,946.64	39.56	14.84	54.40
Terrance J Martin	5,038.34	5,038.34	40.30	15.12	55.42
Angella A Mertz	4,958.32	4,958.32	39.68	14.88	54.56
Michael D Messinger	5,041.64	5,041.64	40.32	15.12	55.44
Tracy E Mott	4,990.00	4,990.00	39.92	14.96	54.88
Sarah D Nelson	5,081.77	5,081.77	40.64	15.24	55.88
Jack O Preston	4,916.64	4,916.64	39.32	14.76	54.08
Terry R Primrose	5,083.32	5,083.32	40.68	15.24	55.92
TOTAL WAGES	141,453.91	141,453.91			
TOTAL TAXES			1,131.49	424.30	1,555.79

Income History Report

The **Income History report** provides the amounts of all income sources for each employee on the Employee List.

Salary amounts are all salaries including those extra income sources that are of a Salaried type. Per Hour amounts include anything that is on a per hour basis including overtime and double overtime. Commission amounts include both regular commission and those extra income sources that are of a Commission type. Bonus amounts include both regular bonus and those extra income sources that are of a Bonus type. Minimum Pay includes the salaried minimum pay amount and/or hourly minimum pay amount.

An example of an Income History report is illustrated below.

Report Preview:

Income History Report
Bentz & Co.
2/26/02
All Periods

Page 1

Name	Salary	Per Hour	Per Unit	Per Other	Comm.	Bonus	Min. Pay	Tips	Total
Samuel J Adams	86.10	3,671.66	0.00	0.00	0.00	0.00	0.00	0.00	3,757.76
John J Anderson	0.00	3,466.80	0.00	0.00	0.00	0.00	0.00	0.00	3,466.80
Mary M Andrews	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00
Theodore S Bartz	4,416.64	38.22	0.00	0.00	0.00	0.00	0.00	0.00	4,454.86
Lillith L Blake	3,687.48	21.27	0.00	0.00	0.00	0.00	0.00	0.00	3,708.75
Carol M Carlson	4,499.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,499.12
Pat H Carpenter	4,408.32	57.21	0.00	0.00	0.00	0.00	0.00	0.00	4,465.53
Michael O Crosby	3,293.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,293.32
Perter R Dahl	3,326.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,326.64
Raymond R Dietz	5,041.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,041.64
Bonnie D Eastman	3,638.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,638.32
Louie N Ebert	4,981.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,981.64
Robert A English	5,458.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,458.32
Ronald T Erikson	4,775.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,775.00
Ruth K Evans	4,791.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,791.64
Jon J Fritz	3,416.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,416.64
Jerri J Grange	4,658.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,658.32
Lindsey P Howard	5,041.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,041.64
Pamela Jo Hudson	4,541.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,541.64
Jay L Jensen	4,828.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,828.32
Howard M Johnson	5,041.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,041.64
Joshua W Kramer	4,886.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,886.64
Larry A Larson	4,916.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,916.64
Gabriella W Lenz	4,946.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,946.64
Terrance J Martin	4,931.64	106.70	0.00	0.00	0.00	0.00	0.00	0.00	5,038.34
Angella A Mertz	4,958.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,958.32
Michael D Messinger	5,041.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,041.64
Tracy E Mott	4,990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,990.00
Sarah D Nelson	5,016.64	65.13	0.00	0.00	0.00	0.00	0.00	0.00	5,081.77
Jack O Preston	4,916.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,916.64
Terry R Primrose	5,083.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,083.32
TOTALS:	134,120.50	7,426.99	0.00	0.00	0.00	0.00	0.00	0.00	141,547.49

Certified Payroll Summary Report

The following dialog will appear when you select the **Certified Payroll Summary Report** option in the Reports list.

```
═══════════ Customize Certified Payroll Report ═══════════

Select items to include on the report:

┌─────────────────────────────────────────────────────────┐
│ Your state may only require certain items.  Select them here:│
├─────────────────────────────────────────────────────────┤
│ √ Regular Pay                                          ▲ │
│   Regular Overtime                                     ▤ │
│   Regular Double Overtime                                │
│   Regular Commission                                     │
│   Regular Bonus                                          │
│   EIC Payment                                            │
│   Training                                               │
│   Meals                                                  │
│   Medical Reimbursement                                  │
│   Dep. Care Reimbursement                                │
│   Reimburse                                              │
│   Differential                                         ▼ │
└─────────────────────────────────────────────────────────┘

   ☐ Include employees whose Gross Pay = 0.00

                                    ( Cancel )   (  OK  )
```

1   Select (√) all the items you want to include in your certified payroll report.

2   (Optional) Select the **Include employees whose Gross Pay = 0.00** if you want the report to include employees who have no gross pay.

3   Click **OK**.

The Certified Payroll Summary report will display all information for all payroll items selected in the above window.

If applicable, it will include the pay rate, hours, and amounts for each selected payroll item for each employee. You can use the values in this report to enter into your own state certified payroll report.

An example of a Certified Payroll report is illustrated below.

```
┌──────────────────────── Report Preview ────────────────────────┐
│                                                                  │
│                    Certified Payroll Report                      │
│                          All Periods                             │
│                          Bentz & Co.                             │
│                         12-12234121                              │
│                      1127 N. Columbia Rd.                        │
│                     Grand Forks, ND 58201                        │
│  Printed on 2/26/02                                     Page 1   │
│                                                                  │
│  Samuel J Adams        343-34-2423  Gross Pay: 3,757.76   Net Pay: 3,073.98 │
│  Income Sources                                                  │
│    Regular Pay          Payrate: 10.50  Hours:    346.68  Amount:   3,640.16 │
│    Regular Overtime     Payrate: 15.75  Hours:      2.0   Amount:      31.50 │
│    EIC Payment          Payrate:  N/A   Hours:            Amount:      86.10 │
│  Deductions                                                      │
│    Federal Income Tax      289.00    Medicare                53.25 │
│    Social Security         227.64    ND 2002 North Dakota    40.46 │
│    Health Insurance         73.43                                │
│                                                                  │
│  John J Anderson       501-99-9199  Gross Pay: 3,466.80   Net Pay: 2,671.68 │
│  Income Sources                                                  │
│    Regular Pay          Payrate: 10.00  Hours:    346.68  Amount:   3,466.80 │
│  Deductions                                                      │
│    Federal Income Tax      404.00    Medicare                50.28 │
│    Social Security         214.96    ND 2002 North Dakota    56.56 │
│    Health Insurance         69.32                                │
│                                                                  │
│  Mary M Andrews        501-99-9299  Gross Pay: 4,500.00   Net Pay: 3,427.36 │
│  Income Sources                                                  │
│    Regular Pay          Payrate: 12.98  Hours:    346.68  Amount:   4,500.00 │
│  Deductions                                                      │
│    Federal Income Tax      560.00    Medicare                65.24 │
│    Social Security         279.00    ND 2002 North Dakota    78.40 │
│    Health Insurance         90.00                                │
│                                                                  │
│  Theodore S Bartz      501-99-9399  Gross Pay: 4,454.86   Net Pay: 3,393.41 │
│  Income Sources                                                  │
│    Regular Pay          Payrate: 12.73  Hours:    346.68  Amount:   4,416.64 │
│    Regular Overtime     Payrate: 19.11  Hours:      2.0   Amount:      38.22 │
│  Deductions                                                      │
│    Federal Income Tax      554.00    Medicare                64.59 │
│    Social Security         276.21    ND 2002 North Dakota    77.56 │
│    Health Insurance         89.09                                │
│                                                                  │
└──────────────────────────────────────────────────────────────────┘
```

Vacation, Sick, and Holiday Hours Reports

The Reports list includes an Hours - Vacation Report, Hours - Sick Report, and an Hours- Holiday Report. Each report displays earned, taken, and available hours for each employee for the time period you designate.

An example of a Vacation Hours Report is illustrated below.

Report Preview:

Vacation Hours Report
All Periods

Printed on 12/10/02   Page 1

Employee Name	SSN	Hrs Earned	Hrs Taken	Hrs Available
Samuel J Adams	343-34-2423	10.00	0.00	10.00
John J Anderson	502-38-1932	8.00	0.00	8.00
Mary M Andrews	849-43-2453	10.00	0.00	10.00
Theodore S Bartz	323-43-2243	12.00	5.00	7.00
Lillith L Blake	342-43-2435	10.00	0.00	10.00
Carol M Carlson	322-34-2243	8.00	0.00	8.00
Pat H Carpenter	342-34-2543	10.00	10.00	0.00
Michael O Crosby	343-53-3333	20.00	10.00	10.00
Peter R Dahl	473-46-8998	0.00	0.00	0.00
Raymond R Dietz	272-12-1121	0.00	0.00	0.00
Bonnie D Eastman	121-23-1323	0.00	0.00	0.00
Louie N Ebert	121-12-1212	0.00	0.00	0.00
Robert A English	142-12-3424	10.00	0.00	10.00
Ronald T Erikson	121-24-1131	0.00	0.00	0.00
Ruth K Evans	121-23-1423	0.00	0.00	0.00
Jon J Fritz	121-25-1243	0.00	0.00	0.00
Jerri J Grange	121-42-1123	10.00	0.00	10.00
Totals		**108.00**	**25.00**	**83.00**

Note: Report will display all zeroes until the first Payroll is recorded after set-up.

Miscellaneous Reports

Cost Center Analysis Report

The **Cost Center Analysis Repor**t in Ultimate Payroll (Single and Multi-Company) lists the amounts and percentages of Regular Pay, Regular Overtime, and Regular Double Overtime pay paid by the company to its employees. It also lists the deductions withheld for Federal Income Tax, Medicare, and Social Security. Additionally, employer paid contributions (FUTA, Medicare Match, and Social Security Match) are detailed.

An example of a Cost Center Analysis Report is illustrated below.

					Report Preview		

Cost Center Analysis   Page 1
Reporting on : "Master List"   All Periods

	Reg. pay	Reg. OT	Reg. dbl OT	Adv. EIC	Vacation	Totals
Amount :	141,123.88	320.03	0.00	93.58	10.00	141,547.49
Percents :	99.70%	0.23%	0.00%	0.07%	0.01%	100.00%
Deductions :						
Federal Income Tax	17,645.04	40.01	0.00	11.70	1.25	17,698.00
Social Security	8,743.98	19.83	0.00	5.80	0.62	8,770.23
Medicare	2,045.01	4.64	0.00	1.36	0.14	2,051.15
ND 2002 North Dakota	2,470.30	5.60	0.00	1.64	0.18	2,477.72
Health Insurance	2,820.57	6.40	0.00	1.87	0.20	2,829.04
Employer paid :						
FUTA	1,128.10	2.56	0.00	0.75	0.08	1,131.49
Medicare Match	2,045.01	4.64	0.00	1.36	0.14	2,051.15
Social Security Match	8,743.98	19.83	0.00	5.80	0.62	8,770.23
SUTA	423.03	0.96	0.00	0.28	0.03	424.30

Tax Payment Summary

The Tax Payment Summary report shows all payments made on all tax items for any given period you choose.

```
┌─────────────────────────────────────────────────────────────────┐
│ ▢ ══════════════════════ Report Preview: ═══════════════════ ▤  │
│ ┌─────────────────────────────────────────────────────────────┐ │
│ │                      Tax Payment Report                     │ │
│ │                      Printed on 2/26/02                      │ │
│ │                         All Periods                          │ │
│ │                                                             │ │
│ │  Federal 941                                                │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │   4561    1/31/02  First National Bank  10,484.11  First quarter, 2002 │ │
│ │                                                             │ │
│ │  TOTALS                                10,484.11             │ │
│ │                                                             │ │
│ │  Federal Unemployment                                       │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │   4559    1/15/02  Internal Revenue     288.73    First quarter, 2002 │ │
│ │                                                             │ │
│ │  TOTALS                                 288.73              │ │
│ │                                                             │ │
│ │  State Unemployment                                         │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │   4560    1/15/02  State Unemployment Agency  18.05  First quarter, 2002 │ │
│ │   5191    2/18/02  State Unemployment Agency  85.13  Whole year, 2002 │ │
│ │                                                             │ │
│ │  TOTALS                                 103.18             │ │
│ │                                                             │ │
│ │  State Income Tax                                           │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │                                                             │ │
│ │  TOTALS                                  0.00              │ │
│ │                                                             │ │
│ │  State Disability Insurance                                 │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │                                                             │ │
│ │  TOTALS                                  0.00              │ │
│ │                                                             │ │
│ │  Employment Training Tax                                    │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │                                                             │ │
│ │  TOTALS                                  0.00              │ │
│ │                                                             │ │
│ │  Local Income Tax                                           │ │
│ │  Check #  Check Date  Paid To          Amount    Deposit For │ │
│ │                                                             │ │
│ │  TOTALS                                  0.00              │ │
│ │                                                             │ │
│ │  GRAND TOTAL OF ALL DEPOSITS           10,876.02           │ │
│ │                                                             │ │
│ └─────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

Job Costing Detail Report

The **Job Costing Detail report** breaks out income (i.e., job) by the state withholding, other deductions, and employer paids that are assigned to the employee.

Following is an example of the Job Costing Detail report for one job—the Cedar Rapids Complex job. Job reports can, however, be generated for all jobs which would include rates not assigned to any job.

Job Costing Detail Report
All Periods

Printed on 12/8/02   Page 1

Employee Name	Income	Deductions	Employer Paid
Fred Anderson			
Ceder Rapids Complex (64.51%)	120.00		
Social Security		130.71	
Medicare		30.57	
US Federal Sample		179.27	
State Sample		231.19	
Local Sample		31.63	
SDI		10.55	
Social Security Match			130.71
Medicare Match			30.57
Federal Unemployment			16.86
SUTA			31.63
SDI Match			10.55
ETT			21.08
Overtime (9.67%)	18.00		
Social Security		19.59	
Medicare		4.58	
US Federal Sample		26.87	
State Sample		34.65	
Local Sample		4.74	
SDI		1.58	
Social Security Match			19.59

Job Costing Summary Report

The **Job Costing Summary report** breaks out income (i.e., job) by the state withholding, other deductions, and any other employer paid items that are assigned to the employee.

Following is an example of the Job Costing Summary report for one job—the Cedar Rapids Complex job. Job reports can, however, be generated for all jobs which would include rates not assigned to any job.
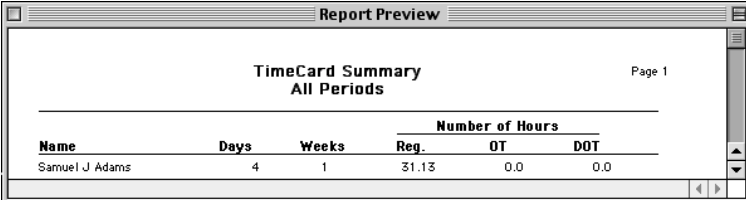
Report Preview

Job Costing Summary Report
All Periods

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Employee Name	Income	Deductions	Employer Paid
Fred Anderson			
Ceder Rapids Complex (64.51%)	120.00		
Overtime (9.67%)	18.00		
Dbl. Overtime (25.80%)	48.00		
Social Security		202.62	
Medicare		47.39	
US Federal Sample		277.91	
State Sample		358.38	
Local Sample		49.04	
SDI		16.36	
Social Security Match			202.62
Medicare Match			47.39
Federal Unemployment			26.14
SUTA			49.04
SDI Match			16.36
ETT			32.68
Approximate Job Totals	**186.00**	**951.70**	**374.23**

Time Card Reports

Pre-designed reports have been created for your Time Card data. They are located in the Reports Main Dialog and include General reports (detail and summary) and Income reports (detail and summary).

Note: The Hours fields of the Time Card Reports will display the minutes converted into hundredths.

Illustrated below is an example of the Time Card General Summary report.

Note: The Time Card General Summary Report is only available when automatic overtime calculation is selected in Time Card preferences.

The Queue Reports

When you have checks waiting to be printed in the Check Queue, the following reports can be generated. If necessary, refer to Chapter 5, *Process Payroll.*

Queue Hours Report

For each employee in the queue, the Queue Hours report displays the hours for Regular Pay, Overtime, Double Overtime, Vacation, Sick, and Holiday. Any other extra income hours are combined under the heading **Other**.

Queue Detail Report

The Queue Detail report lists all paychecks currently waiting to be printed from the Check Queue. It itemizes all the payroll items on each employee's paycheck. Use this report for checking your payroll before actually printing the checks. If you find any mistakes, you can edit the check in the queue before printing.

Queue Summary Report

This report lists all the employee paychecks currently waiting in the Check Queue for printing. Listed in this report are the amounts deducted (Federal, State, Local, etc.) from the paycheck of each employee. Use this report for checking your payroll before actually printing the checks. If a mistake is found, the check can be removed from the queue, corrected, and added back.

New Hire Report

Federal and state laws require that every employer must report each employee hired on or after October 1, 1997. The report must be made no later than 20 days after the date the employee is hired. If you have any questions about reporting new hire information, call your State Child Enforcement agency.

To generate a New Hire Report, select the **New Hire Report** option in the Reports list, then click either **Preview** or **Print**. In the New Hire Report Options window which appears (see below), enter the appropriate information, then click OK.

Help Fax Report

The Help Fax feature allows you to print out a **Technical Support Fax Report** that you can fax to the Aatrix Support Staff.

To access Help Fax, select the **Help Fax** option under the **Apple** menu. In the dialog that appears, enter the question, comment, or enhancement request you want printed on the fax. The Help Fax report is pictured below.

You can also have the program automatically include, on your Help Fax, detailed information about your system (e.g., computer type, memory, extensions, etc.). If you are faxing Aatrix about a particular problem, it can be helpful for the technical support staff to have this information when trying to assess the problem.

Troubleshooting

Appendix overview

This appendix describes and provides solutions for some of the most common problems. The Q and As are organized by the following topics:

- Error messages
- Program incompatibilities
- Printing
- General

Troubleshooting overview

This appendix provides answers to some common questions we receive from our payroll users. If you do not find an answer to your problem in this section or in the related section of the user manual, please contact Technical Support.

Error Messages

Error Type # 1, 2, or 3

These three types of error messages are System error messages. Any number of things can cause the problem (e.g., extensions, bad system). You should first determine if extensions are causing the problem by disabling your extensions and then trying to run the program again.

Error Type # 25

This message is related to the amount of memory you have allocated to the payroll program. To set the application memory so you don't receive the error message, quit out of the payroll program, then select the program application icon by clicking on it once. Select the **Get Info** command from the **File** menu. In the dialog that appears, increase the application memory size as needed. Close the **Get Info** window and try to run the program again.

Error Type -39

This error message may occur when opening the payroll program. It means that your icon is bad and that you need to extract a new icon. To fix the problem,

1 Insert the Aatrix CD-ROM, then double-click on the **Payroll Products Installer** icon.

2 Select **Extract**.

3 Enter the **Code** that came with the payroll program CD.

4 Select the existing payroll application.

5 Eject the payroll CD-ROM.

Error # 43

In order to avoid this error message when recording checks, make sure your register file(s) are in the Registers ƒ folder; and the Registers ƒ folder is in your Aatrix Payroll ƒ folder. To link a register to your company, open the program, then select a register from the Check Registers sub-menu in the File menu (a check mark will appear next to its name). If you don't have any registers, you will have to create one using the New Check Register command in the Check Registers sub-menu and selecting it from the Check Registers sub-menu in the File menu.

Error # 48

This error means that the program could not install completely because of duplicated items found on the hard drive. The duplicated items are the result of quitting in the middle of the installation, and then trying to re-install the program. You will need to trash the Aatrix Payroll ƒ folder from the hard drive before you install the program.

Bad F-Line

A Bad F-Line generally results from a deduction being linked to the wrong table. Check each of your deductions making sure the calculation method is set up correctly for each deduction. Don't forget to **Update** your Master Employee List after correcting the deduction and correct your Default Information file by deleting the deduction from the assigned side and re-assigning the deduction.

Can't find the default...

The message Can't find the default income sources, deduction types, or employer types file means that you have moved these files out of the Employee Files ƒ folder of the company that is currently open. Make sure these 3 files are in your Employee Files ƒ folder of that company and that the Employee Files ƒ folder is in the appropriate company folder in your Aatrix Payroll ƒ folder.

Program incompatibilities

The following programs are known to cause problems with our payroll programs:

Adobe Type Manager and Adobe Type Reunion

Turn off the extension/control panel for these utilities when installing and running your payroll program.

Auto Doubler

If you have Auto Doubler installed on your computer, you will need to set it up so that it does not compact your payroll folder and any files within the payroll folder.

Norton Utilities File Saver

If you have the Norton Utilities File Saver installed on your computer, you will need to set it to **update at shutdown**.

QuickTime

When installing or updating this application, turn off QuickTime in the Apple Control Panel and Extensions.

Printing

Q　I'm using 8.5x11 checkform sheets with 3 checks per page. Why does my laser printer print one check then skip the next two when I print from the Check Queue?

A　Make sure you enter the appropriate number of checks you want printed per page in the **Printing Preferences** dialog. To access this dialog, select the **Preferences** command from the **Edit** menu. If you still have this problem, open the checkform and select the **Form Setup** command in the **File** menu. Make sure the size of your form is set up correctly (e.g., each check is 2.75x8.5), and the **Fit as many as possible on a sheet of paper** option is selected.

Q **Why does the information from some reports get cut off when I print them?**

A Some reports (e.g., General Deduction, General Contribution) have been designed to print in landscape mode. In order to view all the report information, you will need to select the **Page Setup** command from the **File** menu before printing the report. In the Page Setup dialog, select the **landscape** mode option (see below).

General

Q **Why can't I access my Help screens?**

A The Help file may have been moved out of the Defaults ƒ folder or has been trashed. If you locate the Help file on your hard disk, move it back into the Defaults ƒ folder. If you can't locate the Help file, you can drag the Help file into your Defaults ƒ folder from your original installation disk.

Q **When sending (exporting) Payroll data to an accounting program, I get this message:** *Warning - no records were exported. Please check the date in the export window.* **What does this mean?**

A The program sends checks by date. The date you enter in the export window must match a date in the employee's pay history records. Go to Pay History of an employee paid and check the date in the pop-up menu.

Q   **I made a liability payment and the amount of the check is wrong.**

A   First, make sure the Master List is selected. This ensures all employees are included. Run the Pay History Detail Report (totals only) for the same period as the liability check. If the reports match the amount on the check, examine the individual's pay history records for errors. If they do not match, compare the totals to find the error.

Q   **When I process payroll, my deduction/employer paid item is still calculating for a particular employee when they have reached their limit. How can I fix this?**

A   First, make sure the upper limits are set properly. To do so, click on the Payroll Items tab window and double click the deduction/employer paid item in question. If the upper limits are correct, go through each check from Pay History records, making sure the correct amount is listed in the wages column for this deduction/employer paid item.

Q   **My Federal/State tax tables are not calculating correctly!**

A   In the Employees tab window, confirm the settings for Pay Period, Filing Status, and Exemptions are correct. Also, verify that any tax-exempt income items or deductions in the Payroll Items tab window are correct.

Q   **Why do I only get three out of four copies when printing the Employee/Employer copies of Form W-2?**

A   You may have clicked the **Print Sample** button instead of the **Print W2s** button. **Print Sample** prints only one copy of the form for proofing purposes.

Q   **When I process my Form 941, I get a fraction of cents that is unacceptably large.**

A   Bring up a Pay History Detail Report (totals only) for the same period. Compare wages and amounts for Federal, SS Employee, SS Match, Medicare Employee and Medicare match. Make adjustments as needed.

Q **I updated my system (or transferred my Aatrix folder) and tried to open the program. Now it wants a password!**

A When the computer system is updated, it places Pay Defaults in your System Preferences folder in the *old* system folder. In moving the Aatrix program to the new computer, you might forget to move this folder from the old system folder into the new System Preferences folder. Simply enter the default password (which is the word **password** in lower case letters) and then change it to the one you want; or locate the old Pay Defaults folder and move it to the new system.

Q **I tried to open the payroll program and got a message saying that it couldn't continue because the Defaults ƒ folder and the application are not in the same folder. What should I do?**

A An Aatrix Payroll ƒ folder was created when you installed the payroll program. The Defaults ƒ folder and the application must be stored in this folder. To solve this problem, locate the Defaults ƒ folder and the program application and move them back into the Aatrix Payroll ƒ folder.

Q **How come I get zeroes in my 941 report's line 14 (deposits made) when I have checks in the program for that payment?**

A This can be fixed by going to the **Liabilities** tab window, selecting Federal 941 and clicking the Edit button. Make sure the Report Type is selected as Federal 941. If needed, refer to Chapter 7, *Liabilities* for more information. Or you can edit the payment in the Check Register. In the Edit Entry window, make sure to mark the checkbox next to the pop-up menu stating that it is a 941 payment.

Q **When I view my check register there is nothing in there. It was fine last time I viewed it...**

A Check your **Display** and **Limit by** options at the top of the window. You may have a box that is incorrectly checked/unchecked.

Notes:

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