

Lakeshore's Payroll System

OVERVIEW

The Payroll System allows you to calculate and print employee paychecks as well as all supporting reports. Unemployment reports and W-2's are printed as requested. If you use the General Accounting System, accounting information is accumulated and posted automatically.

Setting your Payroll System Options

To set your Payroll System Options, go to Reference Information → System Options → Payroll (Image 1).

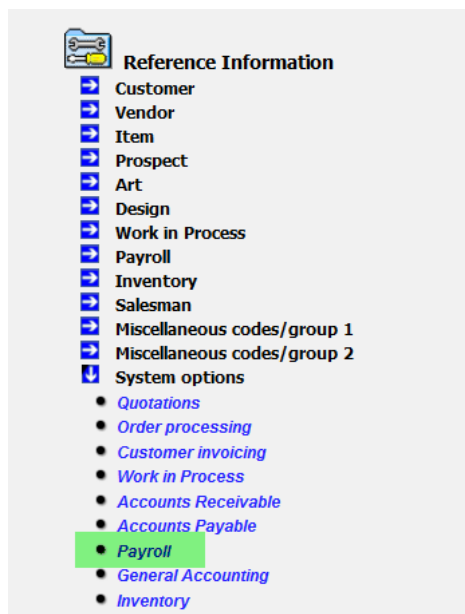





Image 1

This will open the Payroll System Options Screen. (Image 2).

Lakeshore's Payroll System




V12

Payroll System Options

Federal tax ID:

Special Payments:

Payment name	Tax status
COMMISSION	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
BONUS	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
AUTO ALW	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
EXPENSES	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
5th	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
6th	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
7th	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
8th	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
9th	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report
10th	<input type="radio"/> Withhold taxes <input type="radio"/> Don't withhold but report on W-2 <input type="radio"/> Don't withhold or report

Special Deductions:

Deduction name	Deduct from taxable wages before computing related tax	Calculation type
INSURANCE	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
IRA %	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
A/R	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
Roth-Net	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes
	<input type="checkbox"/> Federal <input type="checkbox"/> FICA S/S <input type="checkbox"/> FICA Medicare <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/> Unemployment	<input type="radio"/> Fixed amount <input type="radio"/> % of gross <input type="radio"/> % of net after taxes

Leave Policy:

Track vacation? Method: Accumulated based on hours worked

Track sick leave? Method: Accumulated based on hours worked

Track holiday pay?

Track other leave?

Waiting period: before leave starts accumulating

Standard G/L accounts: (Enter first 3 digits only; leave blank if not used)

Payroll cash:	<input type="text" value="101"/>	Cash in Bank
Federal income tax W/H:	<input type="text" value="215"/>	W/H & FICA TAXES PAYABLE
FICA S/S W/H:	<input type="text" value="216"/>	FICA WITHHELD
FICA Medicare W/H:	<input type="text" value="216"/>	FICA WITHHELD
State income tax W/H:	<input type="text" value="217"/>	STATE INCOME TAX WITHHELD
County income tax W/H:	<input type="text"/>	
City income tax W/H:	<input type="text" value="218"/>	CITY INCOME TAX WITHHELD
Other income tax W/H:	<input type="text"/>	
Unemployment tax W/H:	<input type="text" value="238"/>	UNEMPLOYMENT TAX WITHHELD
Accrued salaries:	<input type="text" value="180"/>	OTHER ASSETS
Earned income:	<input type="text" value="246"/>	ACCRUED PAYROLL TAXES
FICA S/S liability:	<input type="text" value="235"/>	EMPLOYER FICA LIABILITY
FICA S/S expense:	<input type="text" value="610"/>	PAYROLL TAXES
FICA Medicare liability:	<input type="text" value="235"/>	EMPLOYER FICA LIABILITY
FICA Medicare expense:	<input type="text" value="610"/>	PAYROLL TAXES
FUTA liability:	<input type="text" value="236"/>	FUTA LIABILITY
FUTA expense:	<input type="text" value="611"/>	FUTA TAXES
State unemployment liability:	<input type="text" value="237"/>	STATE UNEMPLOYMENT LIABILITY
State unemployment expense:	<input type="text" value="612"/>	UNEMPLOYMENT TAXES

Direct deposit information

Receiving bank: Name:

Sender's information: Name: ACH #:

Sender's bank information: Transit #: IRS number:

Account number:

Other information

Get time from WIP time clock?

Report time in multiples of minutes Leave blank for no adjustment

Image 2

Lakeshore's Payroll System

Here are descriptions of the various fields on the Payroll System Option screen.

FEDERAL TAX ID - Enter the Federal ID number assigned by the government. This will print on W-2's and similar documents.

SPECIAL PAYMENTS - You may define up to 10 special payments in addition to salary. For example, besides salary you may occasionally pay commissions, bonuses, automobile allowances, or expenses. For each type of special payment you must enter the following information:

- **PAYMENT NAME** - Enter a short description of the special payment. Ten characters are allowed. This description will be displayed on screens and reports. Leave the payment name blank if you do not need to define it.
- **TAX STATUS** - Enter a tax status code to indicate whether the special payment being defined is taxable or nontaxable. These codes are defined as follows:
 - Withhold Taxes. FICA and income tax will be withheld for wages related to this type payment.
 - **EXAMPLES:** Bonuses, vacation pay, commissions
 - Don't Withhold, but Report. FICA and income tax will not be withheld. Payments are designated as "compensation" and reported on the W-2 as part of "wages, tips and other compensation" They will not be included in "Social Security wages" portion of the W-2.
 - **EXAMPLES:** Meal allowances, auto allowances
 - Don't Withhold or Report. FICA and income tax will not be withheld and payments will not appear on the W-2.
 - **EXAMPLES:** Loans, reimbursed expenses

SPECIAL DEDUCTIONS - Up to ten deductions other than taxes can be defined. For example, you may want to deduct the cost of health insurance or accounts receivable from the employee's check. For each deduction you must define the following:

- **DEDUCTION NAME** - Enter a short description of the deduction. Ten characters are allowed. This description will be used on screens and reports to identify the deduction. Leave the ones blank you don't need.
- **DEDUCT FROM TAXABLE WAGES BEFORE COMPUTING RELATED TAX** - Some deductions such as 401K can be deducted from your gross wages before taxes are calculated. If a deduction is one of these types, check which types of taxes are affected by the deduction. The following categories of taxes are available:

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- Federal income tax
 - FICA S/S
 - FICA Medicare
 - State income tax
 - County income tax
 - City income tax
 - Other income tax
 - Unemployment tax
- **CALCULATION TYPE** - Deductions may be calculated in three ways:
 - Fixed dollar amount - Deduct the fixed dollar amount specified in employee set up. An example would be a deduction for health insurance.
 - Fixed percentage of gross - Deduct an amount calculated as a fixed percentage times the employee's gross taxable wages (salary and special payments subject to taxes). The percentage is defined on the employee set up. An example would be a 401K deduction.
 - Fixed percentage of net after taxes - Deduct an amount calculated as a fixed percentage times the employee's net wages (salary plus special payments subject to tax less taxes). The percentage is defined on the employee's set up. An example would be a garnishment.

LEAVE POLICY - You may accumulate and track vacation and sick pay hours. You may also track holiday and other types of hours such as "comp" time.

IMPORTANT! Note that this is only a "ledger" of hours allocated to the various categories. It does not post any entries to the general ledger for vacation or sick leave.

- **TRACK VACATION?** - Check if you want to track vacation time.
 - **TRACK VACATION: METHOD** - If you are tracking vacation time, you may accumulate vacation hours by several methods:
 - **Per hours worked** - Vacation hours are accumulated based on the number of hours worked during a pay period. The ratio of vacation hours to actual hours worked is defined separately for each employee.
 - **Per pay period** - Vacation hours are accumulated based on the fixed number of hours for each pay period. The number of hours to be accumulated is defined separately for each employee.
 - **Per month** - Vacation hours are accumulated once a month on the first pay period of the month. The number of hours to be accumulated is defined separately for each employee.

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- Per year - Vacation hours are entered manually once a year. This would be appropriate if you want to generate vacation hours once a year on a specific date or on each employee's anniversary.
- If you choose one of first 3 methods, vacation hours will be accumulated automatically each time you generate a payroll check. When generating a check, you may also enter the amount of vacation hours "used" which will reduce the amount of hours available.
- TRACK SICK LEAVE? - Check if you want to track sick leave.
 - TRACK SICK LEAVE: METHOD - Sick pay hours can be accumulated using the same four methods available for the vacation hours. However, you can use one method and/or formula for vacation and another for sick pay.
- TRACK HOLIDAY PAY? - Check if you want to track holiday hours. Holiday hours are not assigned automatically. You may allocate hours to holiday pay during a check run.
- TRACK OTHER LEAVE? - Check if you want to track any other type of leave. These hours are not assigned automatically. You may allocate hours to other pay during a check run.
- WAITING PERIOD - If you select one of the first 3 methods of accumulating either vacation or sick pay, enter the number of days the employee must work before beginning to accumulate vacation or sick pay. Leave blank if there is no waiting period.

STANDARD G/L ACCOUNTS: - You may define the accounts used for automatic journal entries from the Payroll System. Enter the first three digits of the accounts you will be using. The last two digits of each of the following accounts are always zero.

- PAYROLL CASH - - The first three digits of the account usually used for cash transactions in the Payroll System. This may be the same as the account used for regular cash transactions or it may be a separate account. You may override this number on a specific check run.
- FEDERAL INCOME TAX W/H - The first three digits of the account used to accumulate federal income tax withheld from payroll checks.
- FICA S/S W/H - The first three digits of the account used to accumulate the Social Security portion of FICA tax withheld from payroll checks.
- FICA MEDICARE W/H - The first three digits of the account used to accumulate the Medicare portion of FICA tax withheld from payroll checks.
 - You may use the same account for both the Social Security and Medicare portions of your FICA tax.

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- STATE INCOME TAX W/H - The first three digits of the account used to accumulate state income tax withheld from payroll checks. If you do not deduct state income tax, leave the account blank.
- COUNTY INCOME TAX W/H - The first three digits of the account used to accumulate county income tax withheld from payroll checks. If you do not deduct county income tax, leave the account blank.
- CITY INCOME TAX W/H - The first three digits of the account used to accumulate city income tax withheld from payroll checks. If you do not deduct city income tax, leave the account blank.
- OTHER INCOME TAX W/H - The first three digits of the account used to accumulate any other income tax withheld from payroll checks. If you do not deduct other income tax, leave the account blank.
- UNEMPLOYMENT TAX W/H - The first three digits of the account used to accumulate unemployment tax withheld from payroll checks. If you do not deduct unemployment tax, leave the account blank.
- ACCRUED SALARIES - The first three digits of the account used to post accrued salaries when a paycheck covers two accounting periods. Leave blank if you do not use this feature.
- EARNED INCOME - The first three digits of the account used to accumulate earned income added to payroll checks. If you do not use this feature, leave the account blank.
- FICA S/S LIABILITY - The first three digits of the account used to accumulate the employer liability for the Social Security portion of FICA tax. If you do not use this feature, leave the account blank.
- FICA S/S EXPENSE - The first three digits of the account used to accumulate the employer expense for the Social Security portion of FICA tax. If you do not use this feature, leave the account blank.
- FICA MEDICARE LIABILITY - The first three digits of the account used to accumulate the employer liability for the Medicare portion of FICA tax. If you do not use this feature, leave the account blank.
- FICA MEDICARE EXPENSE - The first three digits of the account used to accumulate the employer expense for the Medicare portion of FICA tax. If you do not use this feature, leave the account blank.
- FUTA LIABILITY - The first three digits of the account used to accumulate the employer liability for the FUTA (Federal unemployment) tax. If you do not use this feature, leave the account blank.

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- FUTA EXPENSE - The first three digits of the account used to accumulate the employer expense for the FUTA tax. If you do not use this feature, leave the account blank.
- STATE UNEMPLOYMENT LIABILITY - The first three digits of the account used to accumulate the employer liability for the state unemployment tax. If you do not use this feature, leave the account blank.
- STATE UNEMPLOYMENT EXPENSE - The first three digits of the account used to accumulate the employer expense for the state unemployment tax. If you do not use this feature, leave the account blank.

DIRECT DEPOSIT INFORMATION - If you use the direct deposit feature for any of your employees, you must enter information about your company's bank account number and other related information. The system requires special programming specific to your bank to transmit direct deposit information. These fields will only be for reference otherwise. If you wish to have your system be able to communicate with your bank, contact Lakeshore Technical Support.

- RECEIVING BANK: NAME - - Enter the name of the receiving bank. Since this must uniquely describe your bank, it must be supplied by the bank.
- RECEIVING BANK: ACH # - Enter the bank's "ACH" number. This number will be supplied by your bank.
- SENDER'S INFORMATION: NAME - Enter your company name. This may need to meet certain specifications required by your bank so you should verify what your bank wants you to use.
- SENDER'S INFORMATION: IRS NUMBER - Enter your IRS tax number. This is usually the same as your Federal ID number.
- SENDER'S BANK INFORMATION: TRANSIT # - Enter the bank's routing number. This number is printed on your checks. This identifies the bank to the Federal Reserve system.
- SENDER'S BANK INFORMATION: ACCOUNT NUMBER - Enter your bank account number.
- The system requires special programming specific to your bank to transmit direct deposit information. These fields will only be for reference otherwise. If you wish to have your system be able to communicate with your bank, contact Lakeshore Technical Support.

OTHER INFORMATION - There a few other options you may want to use.

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GET TIME FROM WIP TIME CLOCK? - If you use the time clock feature in the Work In Process system, you can have the time transferred from the WIP file to Payroll without rekeying the data. You will still be able to review and modify it. Check the box if you use the time clock feature and want to transfer the data to payroll.

- **REPORT TIME IN MULTIPLES OF** - If you use the time clock transfer feature described above, you may choose to round off time. For example, you may want to round time to the nearest quarter hour. Enter the multiple you want to use. For the quarter-hour example, you would enter "15". Leave blank if you want to use the exact time from the WIP time clock.
- The time is rounded off to the nearest quarter hour. If the employee worked 8 hours and 2 minutes, the time would be rounded to 8 hours even. If he worked 8 hours and 10 minutes, the time would be rounded up to 8.25 hours (8 hours, 15 minutes)

UPDATE PAYROLL REFERENCE DATA

Certain reference information pertains only to the Payroll System (Image 3).

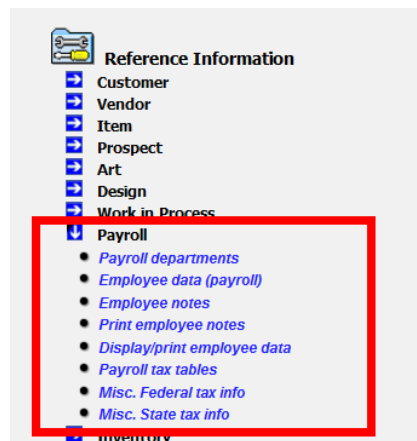


Image 3

DEPARTMENT CODES

Payroll departments and descriptions can be entered and used to print on various reports. This information is optional.

Add or Edit a Payroll Department

To add a new or edit an existing payroll department, go to *Reference Information* → *Payroll* → *Payroll Departments* (see Image 3). The Payroll Department screen will open (Image 4).

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From this screen, you can perform several functions:

1. Edit an existing department description. Enter a number for an existing department, hit the "Tab" key and the description for the chosen department will populate the "Description" field. If you wish to change the description, make your change and then click "Save".



Image 4

2. You can see the list of existing departments by clicking the magnifying glass icon to the right of the "Department Code" field (see Image 5). To select the department from the list, just click on the department number.
 - a) Department Codes - Assign a two-digit code to each payroll department within your company. The code must contain only numbers from "01" to "99".
 - b) Description - Enter a short description of the department as you will want it to print on reports.

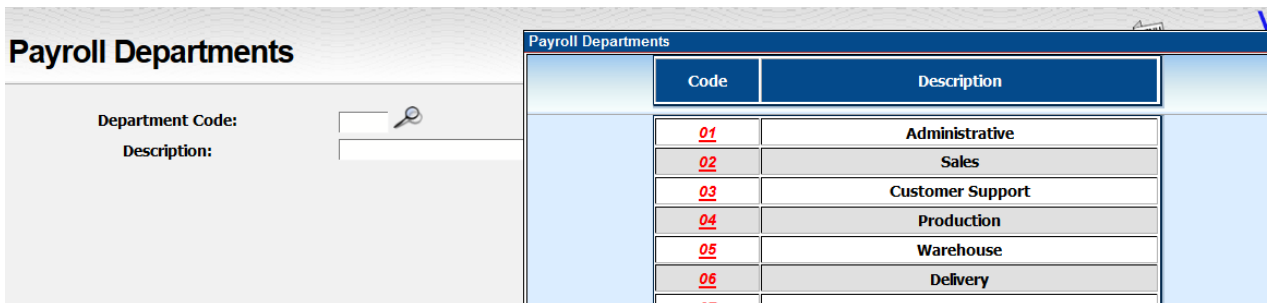


Image 5

Lakeshore's Payroll System

3. Print or Email a list of departments. By clicking the "Print Plus" button, you will open a window that will allow you the option of "Print Preview" or "E-mail Document". Select the option you want, then click the "Submit" button.
 - a) Print Preview – opens a PDF file with a list for you to print.
 - b) E-mail Document – opens fields that will allow you to email the PDF as an attachment.
4. Export the Department List to Excel. Clicking the "Excel" button will generate an Excel spreadsheet that contains the department codes and descriptions.

Delete Payroll Department

To delete a Payroll Department, you will need to go to Utility Functions → Delete Codes (Image 6).

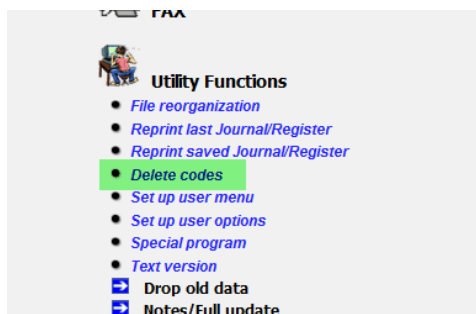


Image 6

Here you will select Payroll Department from the drop-down list, then for the Code/Document Number field, enter the Payroll Department number that you wish to delete. The description will fill in. You can click on the magnifying glass icon to open a list of all payroll departments. Just click on the number of the department you wish to delete. Once the description is filled in, click the "Delete" button (Image 7).

Lakeshore's Payroll System

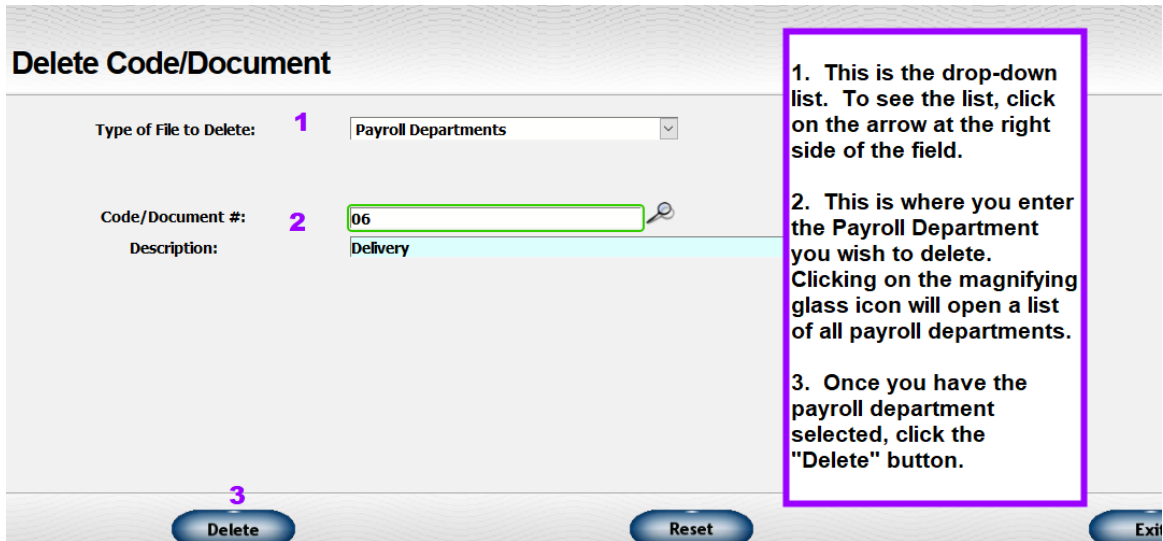


Image 7

UPDATE TAX TABLES

The Payroll System calculates the amount of withholding based on tables supplied by the Internal Revenue Service and by the various state revenue departments. These tables will need to be changed as the tax laws change.

To get to the Payroll Tax Tables screen, go to *Reference Information* → *Payroll* → *Payroll Tax Tables* (Image 8)

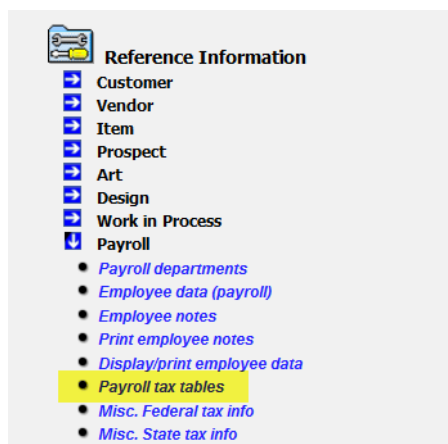


Image 8

This action will open the Update Tax Table screen (Image 9).

Lakeshore's Payroll System

Update Tax Tables MENU V12

Type table: Federal Income Tax Federal Earned Income State/County/City/Other

Payroll period: Weekly Biweekly Semi-monthly Monthly

Marital status: Married

Withholding table:

Salary Range		Withholding	
From	To	Base Amount	Percentages
	222 Max		
222	588 Max		10.0000
588	1711 Max	36.60	12.0000
1711	3395 Max	171.36	22.0000
3395	6280 Max	541.84	24.0000
6280	7914 Max	1234.24	32.0000
7914	11761 Max	1757.12	35.0000
11761	999999 Max	3103.67	37.0000

Image 9

TYPE TABLE: - Indicate the type of table you want to update:

- Federal income tax
- Federal earned income
- State/County/City/Other

PAYROLL PERIOD - Indicate the payroll period whose table you want to update:

- Weekly
- Biweekly
- Semi-monthly
- Monthly

Some state and other codes only have one table. For example, they may just have a percentage to be used. In those cases, pick the "weekly" option.

MARITAL STATUS - Enter a number between 1 and 9 for the appropriate marital status code. Most states only use 1 (single) and 2 (married) and sometimes 3 (head of household) that coincide with the federal marital statuses. If the state does not differentiate between single or married, select Single. However, a few states have some other codes.

STATE/COUNTY/CITY/OTHER - If you are updating a non-federal code, enter the state or other taxing body. This should be a 2-digit alphanumeric code. For states, use the standard Postal Service abbreviation for the state.

Any existing data will then be displayed. Update the following fields as necessary:

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- MINIMUM - The minimum amount of wages allowed for this tax bracket.
- MAXIMUM - The maximum amount of wages allowed for this tax bracket.
 - The maximum for one tax bracket becomes the minimum for the next tax bracket. The maximum for the last bracket should be 999999. You may use the "Max" icon to set this. All income above the minimum for this last tax bracket will be taxed at the same rate.
- BASE AMOUNT - The minimum dollar amount of tax to be withheld if the employee's wages fall between the minimum and maximum for the tax bracket.
- PERCENTAGE - The percentage to be multiplied by the amount of the employee's wages that exceeds the minimum for the tax bracket.

Updating Miscellaneous Federal Tax Information

To update Federal Tax information such as Annual Withholding Allowance, FICA Taxes, FUTA, and Medicare taxes, you will need to go to Reference Information → Payroll → Misc. Federal Tax Info (Image 10).

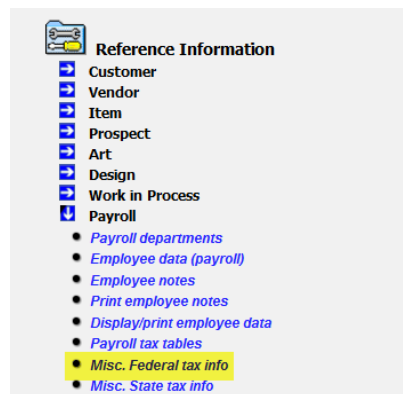


Image 10

Besides income tax withholding and EIC payments, there are a few other pieces of data required for computing taxes. You will make these changes on the Miscellaneous Federal Tax Information screen (Image 11).

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Miscellaneous Federal Tax Information MENU ? V12

Annual withholding allowance:

FICA tax - Social Security portion

Maximum salary subject to FICA: *Leave blank if no maximum*

FICA Percentage - Employee:

FICA Percentage - Employer:

FICA tax - Medicare portion

Maximum salary subject to FICA: *Leave blank if no maximum*

FICA Percentage - Employee:

FICA Percentage - Employer:

Unemployment (FUTA)

Maximum salary subject to unemployment tax:

Unemployment tax percentage:

Additional Medicare tax

Minimum salary subject to add'l Medicare tax:

Add'l Medicare tax percentage:

Image 11

ANNUAL WITHHOLDING ALLOWANCE - Enter the amount of one withholding allowance for an annual payroll period. This information is published with the tax tables.

FICA TAX – SOCIAL SECURITY PORTION

- **MAXIMUM SALARY SUBJECT TO FICA** - Enter the maximum amount of salary subject to withholding for the Social Security portion of the FICA tax during the current year. If there is no maximum amount, leave the field blank.
- **FICA PERCENTAGE - EMPLOYEE PORTION** - Enter the percentage of Social Security tax to be withheld from an employee's wages.
- **FICA PERCENTAGE - EMPLOYER PORTION** - Enter the percentage of Social Security tax to be paid by the employer.

FICA TAX – MEDICARE PORTION

- **MAXIMUM SALARY SUBJECT TO FICA** - Enter the maximum amount of salary subject to withholding for the Medicare portion of the FICA tax during the current year. If there is no maximum amount, leave the field blank.
- **FICA PERCENTAGE - EMPLOYEE PORTION** - Enter the percentage of Medicare tax to be withheld from an employee's wages.
- **FICA PERCENTAGE - EMPLOYER PORTION** - Enter the percentage of Medicare tax to be paid by the employer.

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UNEMPLOYMENT (FUTA)

- MAXIMUM SALARY SUBJECT TO UNEMPLOYMENT TAX - Enter the maximum amount of salary subject to federal unemployment tax. This information is published along with the tax tables.
- UNEMPLOYMENT TAX PERCENTAGE - Enter the unemployment tax percentage to be used in computing federal unemployment tax.

ADDITIONAL MEDICARE TAX

- MINIMUM SALARY SUBJECT TO ADDITIONAL MEDICARE TAX - Some taxpayers may be required to pay an Additional Medicare Tax if their income is over a certain limit. Enter the minimum salary that is subject to the additional tax.
- ADDITIONAL MEDICARE TAX PERCENTAGE – Enter the percentage for the additional medicare tax rate.

Update State Withholding Table

States and other taxing bodies will often require special withholding allowances or unemployment taxes. To enter this information, go to [Reference Information → Payroll → Misc. State Tax Info](#) (Image 12).

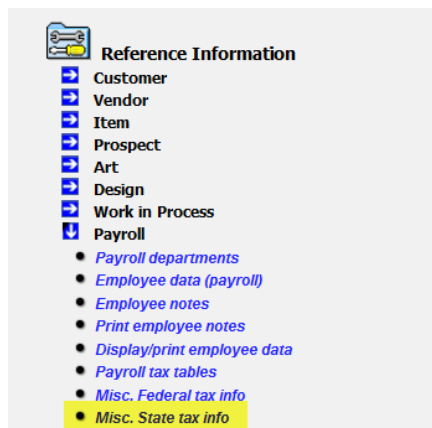




Image 12

This function can be used to enter any special withholding allowances or unemployment information for a particular state or other taxing body (Image 13).

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State/City/Other tax Data MENU   V12


State/County/City/Other Code:	LA  Louisiana
ID number:	123-456
Annual withholding allowance:	
Maximum salary subject to unemployment tax:	7700.00
Unemployment tax percentage:	.1000 %
Unemployment withholding percentage:	%

Image 13

STATE/COUNTY/CITY/OTHER CODE - Enter the official Post Office abbreviation used for the state whose tax information you want to enter or the code assigned by Lakeshore Technical Support to another taxing body such as a city.

ID NUMBER - Enter the identification number assigned to your company by the state or other taxing body.

ANNUAL WITHHOLDING ALLOWANCE - Enter the amount of one withholding allowance for an annual payroll period. This information is published along with the tax tables. Some states do not need this information.

MAXIMUM SALARY SUBJECT TO UNEMPLOYMENT TAX - Enter the maximum amount of salary subject to state unemployment tax. This information is published along with the tax tables.

UNEMPLOYMENT TAX PERCENTAGE - Enter the unemployment tax percentage to be used in computing state unemployment tax.

UNEMPLOYMENT WITHHOLDING PERCENTAGE - If your state requires you to withhold a portion of the employee's salary for unemployment tax, enter the percentage to be used. Otherwise, leave this amount blank.

Lakeshore's Payroll System

UPDATE EMPLOYEE DATA

In running your business, you will probably at some point need to have employees. You will need to be able to maintain information on them such as address, pay, withholding, etc. This is handled by going to *Reference Information* → *Payroll* → *Employee Data (payroll)* (Image 14).

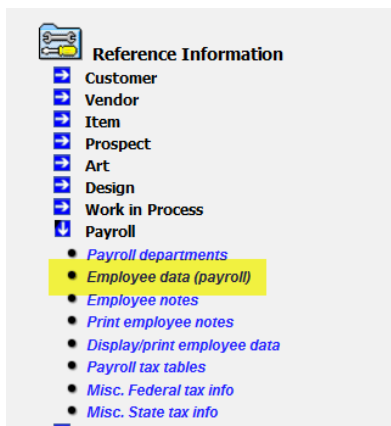




Image 14

Lakeshore's Payroll System


V12

Update Payroll Employee Data

Employee ID: 

Name:

Current status: Active Inactive

Mailing Address:

Street Line 1:

Street Line 2:

City:

State: Postal Code:

Contact Information:

Telephone Number: () - Ext.

E-mail address:

Social Security number: (Do not enter spaces or dashes)

Title/Position:

Sort code:

WIP Employee code:

Department:

Division:

Sex: Male Female

Date of birth: (Please enter all 4 digits of year)

Date of employment: (Please enter all 4 digits of year)

Date of last review:

Date of last raise:

Amount of last raise: \$ %

Salary Information:

Salary type: Based on hours worked Fixed salary per pay period

Salary frequency: Weekly Bi-weekly Semi-monthly Monthly

Salary amount: / hour

(If checked, you will be prompted for number of hours worked on each payroll run for this employee)

Overtime begins after: 40 hours Multiplier: 1.50

Doubletime begins after: 80 hours Multiplier: 2.00

G/L Account distribution:

Percentages must add up to 100%

1: %

2: %

3: %

Other Payments:

Description	Amount	Pay in period?					G/L Account
		1	2	3	4	5	
COMMISSION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BONUS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AUTO ALW		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EXPENSES		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5th		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6th		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7th		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8th		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9th		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10th		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Federal Income Tax Deductions:

Gets the following: FICA? W-2? Earned Income Credit? Earned Income Credit for Spouse?

Marital Status: Single

Calculation method: Use table

Exemptions:

State Income Tax Deductions:

State:

Marital Status: Single Codes vary by state. Consult your state tax instructions.

Calculation method: Use table

Exemptions: 1: 2:

Other taxing bodies:

County code: City code: Other (such as Ward):

Other Deductions:

Description	Amount	Deduct in period?					G/L Account	Expiration Amount
		1	2	3	4	5		
INSURANCE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IRA %		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
A/R		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Roth-Net		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other Benefits:

Vacation: Earn: / hours worked Annual maximum: Overall maximum:

Sick leave: Earn: / hours worked Annual maximum: Overall maximum:

Direct deposit

Does this employee have his/her check deposited directly into the bank?

You may split the deposit among to up to 3 accounts. Enter the amount you want to be deposited in each of the secondary accounts. Leave the amount of the primary account blank to indicate 'and all of the remaining dollars'.

Transit # Account # Amount \$

Transit # Account # Amount \$

Transit # Account # Amount \$

Image 15

This screen allows you to enter new employees, or edit the information for existing employees

Lakeshore's Payroll System

(Image 15). The fields are described below.

EMPLOYEE ID - Enter a unique identification code for each employee.

- Click on the "New" icon to add a new employee.
- The employee ID may be last name, social security number or any other type of identification you want to use. Note that each employee's ID must be unique. If you are using last names and have two employees named "Smith", you must add some type of additional information to distinguish between the two. You might use "SMITH J" for one and "SMITH M" for the other. The employee ID will be the code you will enter whenever you are dealing with this employee. It should therefore be simple and easy to remember.

NAME - Enter the name of the employee as you will want it printed on checks and reports.

CURRENT STATUS - Check whether the employee is active or inactive.

MAILING ADDRESS - Enter the mailing address of the employee.

TELEPHONE NUMBER - Enter the employee's telephone number. This information is optional.

E-MAIL ADDRESS - Enter the employee's e-mail address. This information is optional.

SOCIAL SECURITY NUMBER - Enter the employee's social security number with no spaces or dashes.

TITLE/POSITION - Enter a short description of the employee's duties such as "SECRETARY".

SORT CODE - For listings of employees, you may want to sort the employees by a way other than their employee ID. For example, if you use Social Security number as the ID, you might want the reports sorted by the employee's name. You may enter up to 20 alphanumeric characters in the sort code. You may leave it blank if you do not need to use this feature.

WIP EMPLOYEE CODE - If you use the Work in Process system (WIP) and use the time clock feature, you may choose to transfer the data from the time clock to the Payroll system to pick up the number of hours worked. The WIP employee code is assigned separately. Enter it here to get a crossreference between the employee ID used by payroll and the one used by WIP.

If you want to use this option, you will need to indicate this in the system options for payroll.

DEPARTMENT - Enter the employee's department. This must be a valid department code. It is used to sort reports. You may omit it if you wish.

Lakeshore's Payroll System

DIVISION - If you use multiple accounting divisions, enter the employee's division. This must be a valid division code.

SEX - Choose male or female.

DATE OF BIRTH - Enter the employee's date of birth. If the information is unavailable, you may leave this field blank.

DATE OF EMPLOYMENT - Enter the date that the employee started to work. If the information is unavailable, you may leave this field blank.

DATE OF LAST REVIEW - Enter the date that the employee's salary was last reviewed. You may omit this information.

DATE OF LAST RAISE - Enter the date that the employee was last given a raise. This information is optional.

AMOUNT OF LAST RAISE - Enter the amount of the employee's last raise. This may be stated in terms of the employee's hourly wage or his annual salary. You may omit this information.

SALARY TYPE - Select how the employee's salary is computed, either based on the number of hours worked within the payroll period or a fixed salary.

SALARY FREQUENCY - Select the frequency with which you pay the employee. The options are:

- Weekly
- Biweekly
- Semi-monthly
- Monthly

SALARY AMOUNT - Enter the amount you pay the employee each pay period. If salary is based on the number of hours worked, enter the hourly wage. If salary is a specific salary, enter the salary for each pay period. For example, if the employee is paid \$5.00 per hour, enter "5.00". If paid \$1000 per month and paid semi-monthly, enter "500" as the salary.

TIME CARD? Check this box if the employee must turn in a time card or if you must enter the exact number of hours each time you run payroll. You should check this field if the employee's salary is based on the number of hours worked. If the employee is paid a salary, you may check the box and collect the number of hours worked during the pay period but it will not affect the salary.

OVERTIME BEGINS AFTER - Enter the number of hours that the employee is expected to work each pay period. Any hours over this amount will be considered overtime.

OVERTIME MULTIPLIER - Enter the multiplier to be used to compute the employee's overtime

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pay. If the employee is paid time-and-a-half for overtime, enter "1.5".

DOUBLETIME BEGINS AFTER - Enter the number of hours after which the employee will receive doubletime pay.

DOUBLETIME MULTIPLIER - Enter the multiplier to be used to compute the employee's doubletime pay. If the employee is paid doubletime, enter "2.0". If the employee is paid his standard rate, enter "1.0".

G/L ACCOUNT DISTRIBUTION - If you use the General Accounting System, you must specify one or more accounts to which this employee's salary is to be charged. Enter all five digits of each account number including division if appropriate. You may divide the employee's expense among up to three different general ledger accounts. For example, you may charge half of his time to supervision and half to administration. For each portion, enter a valid account number and the percentage to be charged. The percentages for all three accounts must add up to 100%.

OTHER PAYMENTS - Enter any special payments that you want to pay this employee on a regular basis. The payment need not appear on every paycheck but the payment should be made at least once a month. For example, if you want to pay an auto allowance on the first pay period of each month, schedule that payment as a regular payment on the employee's file. If you pay a bonus once a quarter or on an irregular basis, do not enter that type of payment on the employee's file. It can be entered as a special payment when checks are produced.

- All the special payments you specified as part of the company data will be displayed. You should enter the following information about each payment made on a regular basis:
- **Amount** - Enter the amount of the payment. If you pay a special payment such as commission where the payment amount is variable, set up a special payment of \$1. This allows you to enter the other information such as the account number. Then when you actually produce the check you can override the \$1 with the correct amount.
- **Pay Period** - Check in which pay periods you want to make the payments.
- **Account** - Enter the general ledger account to which the payment is to be charged. This information is optional if you do not use the General Accounting System.

FEDERAL INCOME TAX DEDUCTIONS

- **Gets FICA?** - Check whether the employee should have FICA deducted. This is usually checked except under very special circumstances.
- **Gets W-2?** - Check whether the employee should get a Form W-2 at the end of the year. This is usually checked.

Lakeshore's Payroll System

- **Marital Status** - Indicate the employee's marital status for federal withholding purposes.
- **Calculation Method** - Indicate the formula to use to calculate the employee's withholding. The following options are available:
 - Use table
 - Use table, add a percentage
 - Use table, add a fixed dollar amount
 - Calculate using a fixed percentage
 - Use a fixed dollar amount
- Depending on which method you selected above, one or more of the following fields will appear.
 - **Exemptions** - If you entered any of the three calculation methods that use the table, you will be prompted to enter the number of exemptions requested on the W-4 form for this employee. Leave blank if zero.
 - **Percentage** - If you picked either of the two calculation methods that require a percentage, you will be prompted for the percentage.
 - **Amount** - If you picked either of the two calculation methods that require a fixed amount, you will be prompted for that amount.

STATE INCOME TAX DEDUCTIONS

- **State Code** - Select your state.
- **Marital Status** - Enter the appropriate marital status for this employee. Three common values are listed plus several other generic values. Marital status definitions vary by state so consult your state tax guide for additional information.
- **Calculation Method** - The calculation methods for the state are the same as for the federal. You may, however, calculate the federal withholding amount one way and the state another way.
 - Depending on which method you selected above, one or more of the following fields will appear.
 - **Exemptions** - If you entered any of the three calculation methods that use the table, you will be prompted for two exemption numbers. Some states have personal and dependent exemptions or other calculations requiring two types of exemptions. Consult your state tax guide for further information. Leave blank if zero.
 - **Percentage** - If you picked either of the two calculation methods that require a percentage, you will be prompted for the percentage.

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- **Amount** - If you picked either of the two calculation methods that require a fixed amount, you will be prompted for that amount.

OTHER TAXING BODIES

- **County Code** - If you live in a county that has an income tax, enter a two-digit alphanumeric code to designate the county. You may use any designation except one that is also used for a state. If you don't have a county income tax, you can leave it blank.
- **City Code** - If you work in a city that requires city income tax to be withheld, enter the city code. You may use any designation except one that is also used for a state. If you do not have a city income tax, you may leave this entry blank.
- **Other Such As Ward** - If you have another taxing body such as a ward that requires income tax deductions, enter a two-digit alphanumeric code to designate this body. You may use any designation except one that is also used for a state. If you do not need this tax deducted, leave the entry blank.
- Contact Lakeshore technical support if you need to set up a calculation formula for county, city, or other taxing body.

OTHER DEDUCTIONS - Enter any deductions that are to be made from the employee's check in addition to taxes. The deduction need not be made every paycheck but the deduction should be made at least once a month. For example, if you want to deduct health insurance on the first pay period of each month, schedule that payment as a regular deduction on the employee's file. If you want to deduct an accounts receivable balance from a single paycheck, do not enter that type of deduction on the employee's file. It should be entered as a special deduction when checks are produced.

- All the special deductions you specified as part of the company data will be displayed. You should enter the following information about each deduction made on a regular basis:
- **Amount** - Enter the amount of the deduction.
- **Pay Period** - Check in which pay periods you want to make the deductions.
- **Account** - Enter the general ledger account to which the deduction is to be charged. This information is optional if you do not use the General Accounting System.
- **Expiration Amount** - If you have a deduction that you want to stop once a certain amount is reached, enter the total amount to be deducted. This value will be reduced each time the deduction is made. An example would be a repayment of a loan to the employee.

OTHER BENEFITS

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- **Vacation** – If you wish to track employee vacation use this section.
 - **Earn** - If you track vacation hours, you will be prompted for the number of vacation hours "earned" during the specified time period. If the formula is based on the number of hours worked, enter the number of work hours required to earn one vacation hour.
 - **Annual Maximum** - Enter the maximum number of hours the employee can accumulate each year. Once this value is reached, no further vacation hours are accumulated during that calendar year. You may leave the value as zero if you do not want to set a maximum.
 - **Overall Maximum** - Enter the maximum number of hours the employee can accumulate overall. Once this value is reached, no further vacation hours are accumulated until that value is reduced. You may leave the value as zero if you do not want to set a maximum.

- **Sick Leave** – If you track sick leave use this section.
 - **Earn** - If you track sick leave hours, you will be prompted for the number of sick leave hours "earned" during the specified time period. If the formula is based on the number of hours worked, enter the number of work hours required to earn one sick leave hour.
 - **Annual Maximum** - Enter the maximum number of hours the employee can accumulate each year. Once this value is reached, no further hours are accumulated for sick pay during that calendar year. You may leave the value as zero if you do not want to set a maximum.
 - **Overall Maximum** - Enter the maximum number of hours the employee can accumulate overall. Once this value is reached, no further hours are accumulated for sick pay until that value is reduced. You may leave the value as zero if you do not want to set a maximum.

Direct Deposit - Check the box if the employee will participate in direct deposit.

- If you check the "direct deposit" prompt, you will also be prompted for information on up to three accounts to which the check should be deposited. You must enter information on at least one account.
- **Transit #** - Enter the number that identifies the bank. This is usually printed on the employee's check.
- **Account #** - Enter the number that identifies the employee's account at the bank.
- **Amount** - Enter the amount to be deposited in this particular account. For the primary

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account, leave the amount blank to indicate that any remaining portion of the check should be placed in that account.

- For example, if Mary Smith wants \$50 placed in a savings account and the remainder placed in her checking account, you would set up information on two accounts. One would have the savings account information with an amount of "50" and the other with the checking account information and a blank amount. If the check was for \$200, \$50 would go to the savings account and \$150 to the checking account. If the check should be only \$40, the \$40 would go to the savings account and nothing to the checking account.
- The system requires special programming specific to your bank to transmit direct deposit information. These fields will only be for reference otherwise. If you wish to have your system be able to communicate with your bank, contact Lakeshore Technical Support.

Delete Employee Record

To delete a Payroll Employee Record, you will need to go to Utility Functions → Delete Codes (Image16).

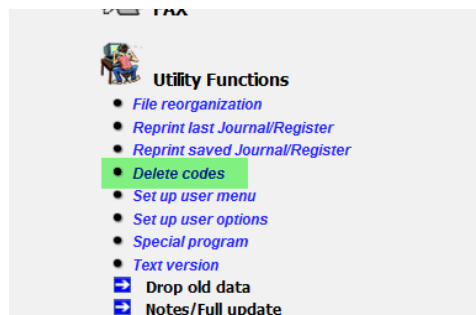


Image 16

Here you will select Payroll Employee from the drop-down list, then for the Code/Document Number field, enter the Payroll Employee Code that you wish to delete. The description will fill in. You can click on the magnifying glass icon to open a list of all payroll employees. Just click on the code of the employee you wish to delete. Once the description is filled in, click the "Delete" button (Image 17).

Lakeshore's Payroll System

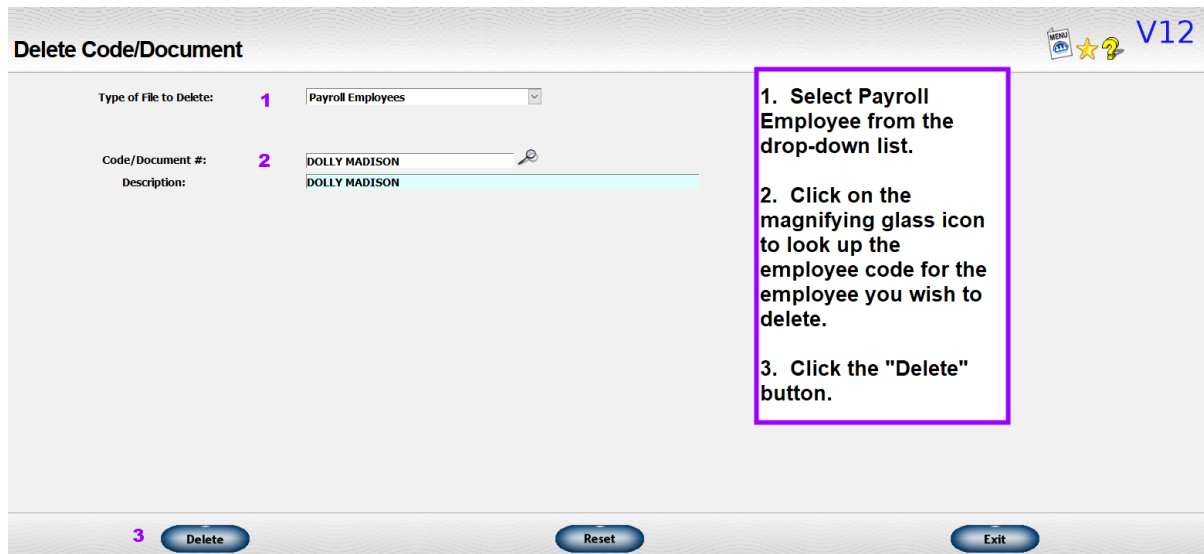


Image 17

Updating Employee Notes

You may enter notes for specific employees by going to Reference Information → Payroll → Employee Notes (Image 18 – yellow highlight).

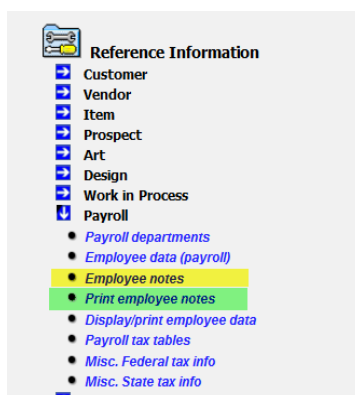


Image 18

This will open the "Employee Notes" screen (Image 19). You will need to enter the Employee Id and hit the "Tab" key or use the magnifying glass lookup icon and click on the employee id of the employee to whom you wish to add a note. This will populate any existing notes for the employee in the yellow text box.

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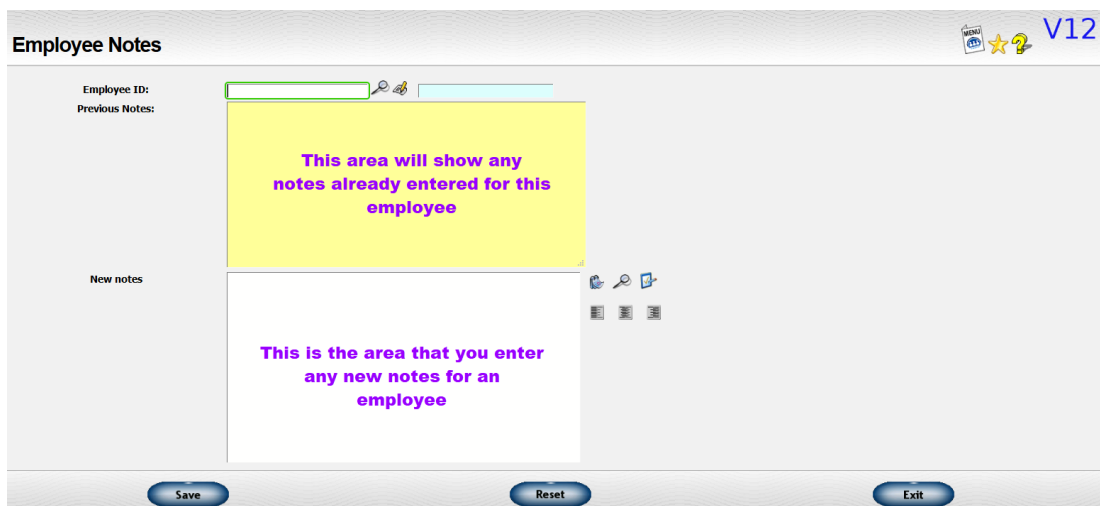






Image 19

To add notes, click in the white text box and start typing. When you are finished entering the note, click the “Save” button. The icons to the right of the box have the following functions:

- Calendar  – This will put a “Date/Time” stamp with the user’s typist code at the location of the cursor
- Magnifying Glass  – This will open a “Standard Comments” list. Clicking on the number for the standard comment that you wish to use will enter it at the cursor’s current location.
- Tablet & Pencil  - This will check the spelling of the note.
- Page Icons  - These three icons will justify (left, center or right) the text of the note.

Printing Employee Notes

To print the notes for specific employees go to Reference Information → Payroll → Print Employee Notes (Image 18 – green highlight). This will open the “Print Employee Notes” screen.

- Enter the Employee Id of the employee.
- Click “Display/Print” to open a PDF of the notes.
- Click “Print Plus” to have the option of emailing the notes.

Lakeshore's Payroll System

Displaying or Printing Employee Data

You may select and print a report with employee data. To get to this function, go to Reference Information → Payroll → Display/Print Employee Data (Image 20).

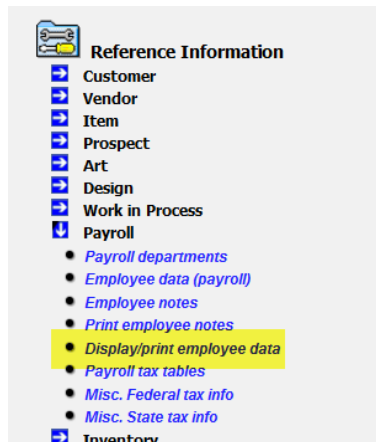


Image 20

The Display/Print Employee Data screen will open (Image 21) and give you several options for displaying or printing the information.

Image 21

Report Format - You may print a list of employees with employee ID and name and selected data such as telephone numbers OR you may print a report showing full data on each employee. The HTML display is only available with the "list" option.

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Employee Id Range - Enter a beginning and ending employee ID. Leave the beginning value blank to start with the very first employee on file. Leave the ending value blank to continue through the very last employee on file. This will be the default.

How Sould Report be Sorted? - You may choose up to three levels of sorting or none at all. The following options are available for sorting:

- None - no sort at this level
- Employee ID
- Sort code - this is the sort code defined on the employee data
- Department
- Division
- Hire date (MM/DD) - Hire date using month and day only
- Hire date (MM/DD/YY) - Hire date using full month, day and year
- Wage/hour or /period

Include Inactive Employees? - Check the box if you want to include both active and inactive employees.

Page Break When Sort Key Changes? - This option will appear if you selected sort options. Check the box if you want a new page each time the first, major sort key changes.

For Printed Reports - If you selected the "List" option, next on the screen is a series of check boxes to let you indicate what information you want to include on the list.

- **Include Telephone?** - Check the box if you want to include the employee's telephone number on the list.
- **Include Hire/Termination Date?** - Check the box if you want to include the employee's hire date and termination date (if they are no longer working for you).
- **Include Birthday?** - Check the box if you want to include the employee's birthday on the list. Only the month and day will be included.
- **Include Wages?** - Check the box if you want to include the employee's current wage on the list.

Action Buttons – The action buttons at the bottom of the screen give you a few options:

- **Display/Print** – Opens a PDF of the report you requested.
- **Print Plus** – Gives you two options:
 - Print Preview – Opens a PDF of the reported
 - E-mail document – allows you to email the report from the system.

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CALCULATE & PRINT CHECKS

When it is time to pay your employees, you will go to the Payroll module and expand Calculate and Print Checks (Image 22). You are now ready to start a payroll check run.

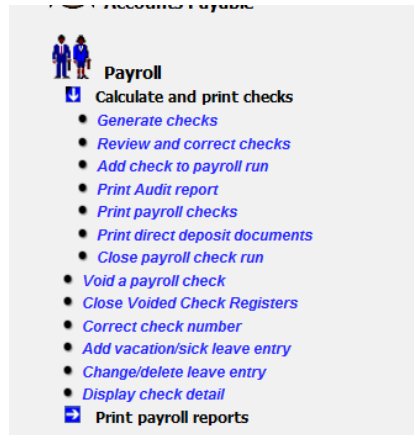


Image 22

Generate Checks

Your first step is to click on *Payroll* → *Calculate and Print Checks* → *Generate Checks*. This will open the Generate Checks screen (Image 23).

Image 23

This function starts a new payroll run. You must enter some general information about this particular payroll run. Before requesting this transaction, add any new employees and make any changes to special payments, deductions or other information for employees already on file.

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If you have a check run in progress and submit data from this window, the previous data will be deleted. If you come to this window by mistake, click on the "Exit" button to exit without clearing your current payroll run.

If you need to change the check date, book period data, or any other data requested on the screen, you will have to clear the current run and submit your new data to start a new run. Use care if you have already printed some or all of the checks from the previous run.

The following information will be requested:

- **Check Date** - Enter the date to be printed on the check.
- **Book Period Corresponding to Check Date** - Enter the book period to which you want to post the accounting entries for this payroll run. The first book period should correspond to the check date.
- **Book Period for Accrued Salaries, If Any** - If a particular pay period spans two accounting periods, you may want to charge part of the salary costs to the older book period. If so, enter that older book period here as a second book period. If you do not want to post salaries in this manner or if only a single accounting period is affected, skip the second book period.
- **Type of Payments to Include** - For each type of payroll, indicate whether or not you are going to include that type in this payroll run.
 - For each one selected, indicate which period in the month the payroll is being requested. This information is used to determine which special payments or deductions are to be made if they are not done for all pay periods.
- **Holiday Description (If Any)** - If there is a holiday in the pay period, you may enter a short description to act as the default on employees' detail.
- **Time Period** - If you use the time clock feature in Work in Process AND you have elected to transfer that data automatically to the Payroll system, you will be prompted for the begin and end dates in the range of dates you want to include on this payroll.

Once you have all the parameters set, click the "Submit" button. This starts the check run and sends you to the Payroll Run Detail.

Review and Correct Checks

The Payroll Run Detail screen (Image 24) is where you can make any adjustments necessary. You can also get to this screen by going to [Payroll → Calculate and Print Checks → Review and Correct Checks](#).

Lakeshore's Payroll System


Payroll Run Detail V12

Delete?	Employee	Hours worked	Gross pay	Special payments	Special deductions	Taxes withheld	Net Pay
<input type="checkbox"/>	Benjamin R. Williams	80.00	640.00			117.69	522.31
<input type="checkbox"/>	ADAM ANT	80.00	1000.00			129.38	870.62
<input type="checkbox"/>	MAC	80.00	2000.00	1.00		329.01	1671.99
<input type="checkbox"/>	SCOTT FRENCH	87.00	4600.00			946.20	3653.80

Image 24

A list of all the checks currently selected for the payroll run in progress will be displayed. You will see this list when you first submit your request to start a new payroll run or you can request it again by requesting the "Review" transaction.

The following columns are shown for each employee:

- Delete?** - You may delete an employee's check from this run by clicking on the box in this column. You may delete the check any time before the run is closed. However, you should use care if the check has been printed to insure it has not yet been distributed to the employee.
- Employee** - The employee's name is listed. If the employee is paid by direct deposit, a notation is entered.
- Hours Worked** - The number of hours worked for the pay period is displayed. Click on the "more detail" icon  to change the number of hours worked OR the amount of pay (Image 25).

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Change Hours/Wages MENU V12

Employee: **8W** Benjamin R. Williams

Hours worked:

Vacation:

Sick leave:

Holiday:

Other leave:

Regular hours: [Click to split hours by week](#)

Overtime hours:

Doubletime hours:

Regular wages:

Overtime wages:

Doubletime wages:

Image 25

- On this window you may separate vacation pay, sick leave, holiday pay or other pay from the regular hours worked. You may also enter overtime information.
- The following fields are available:
 - **Hours Worked** - Enter the total hours worked for the pay period. This will be split into regular, overtime and doubletime hours based on the parameters set up on the employee file. For example, if the employee is set up to go to overtime after 40 hours and the employee works 45 hours, regular hours will be set to 40 and overtime hours to 5. If the employee worked 30 hours, all 30 hours would be put into regular hours.
 - If the pay period covers multiple weeks, you can split the hours between weeks by clicking the “Click to split hours by week” link.
 - In the new window (Image 26), enter the hours that were worked for each week of the pay period. You will not be able to exceed the total hours worked.

Benjamin R. Williams

Description

Split hours by week

Hours worked:

Hours - week 1:


Hours - week 2:

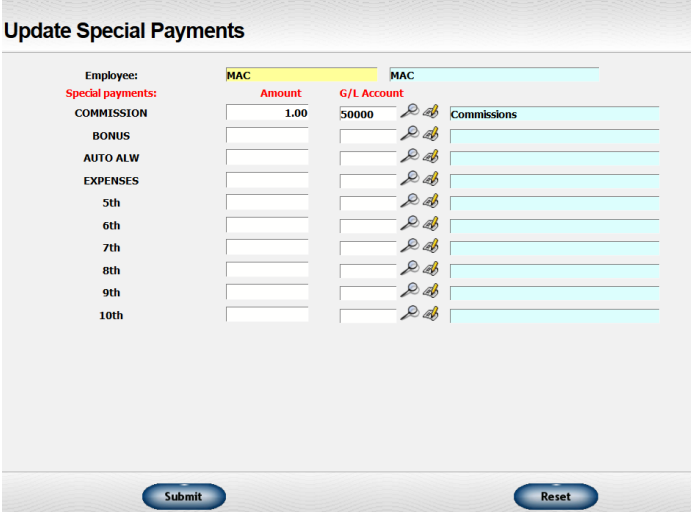
Image 26

Lakeshore's Payroll System

- Click the "Submit" button to save the changes.
- **Vacation** - If you wish to categorize part of the regular hours as Vacation, enter the number of hours to be used. This is optional. If you use this feature, you can get a recap of all the vacation hours used by the employee. You may also enter a short description of the vacation time allotted if you wish.
- **Sick Leave** - If you wish to categorize part of the regular hours as Sick Leave, enter the number of hours to be used. This is optional. If you use this feature, you can get a recap of all the sick leave hours used by the employee. You may also enter a short description of the reason for the sick leave if you wish.
- **Holiday** - If you wish to categorize part of the regular hours as Holiday, enter the number of hours to be used. This is optional. If you use this feature, you can get a recap of all the holiday hours given to the employee. You may also enter a short description of the holiday if you wish. If you entered a description for the holiday when you started the payroll run, this will be the default description.
- **Other Leave** - If you wish to categorize part of the regular hours as some other type of leave such as comp time, enter the number of hours to be used. This is optional. If you use this feature, you can get a recap of all of this type of leave used by the employee. You may also enter a short description of the reason for the leave if you wish.
- **Regular Hours** - Any remaining hours to be paid at regular pay after vacation and other special categories have been subtracted will be displayed and you may change this if appropriate.
- **Overtime Hours** - The number of overtime hours for which the employee will be paid is displayed and you may adjust it as appropriate.
- **Doubletime Hours** - The number of hours to be paid at doubletime will be displayed and you may adjust it as appropriate.
- **Regular Wages** - The amount of wages to be paid at the employee's regular rate will be displayed. You may adjust as appropriate. This would include pay for Vacation and other special categories.
- **Overtime Wages** - The amount of wages to be paid at the employee's overtime rate will be displayed. You may adjust as appropriate.
- **Doubletime Wages** - The amount of wages to be paid at the employee's doubletime rate will be displayed. You may adjust as appropriate.
- Note that the data is not saved until you click Submit on both this page and the original review window.


Lakeshore's Payroll System

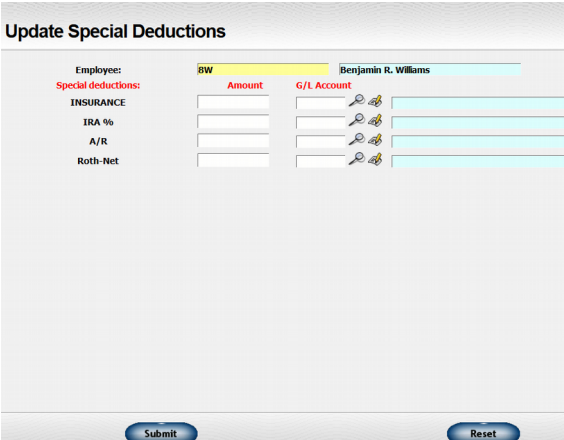
- **Gross Pay** - The gross pay before special payments are added and taxes and other special deductions are subtracted will be displayed.
- **Special Payments** - The amount of special payments the employee will receive, if any, is displayed. Typical entries would be commission or bonuses. Click on the "more detail" icon  to review or make changes to any of the special payment information (Image 27).



Employee:	MAC	MAC
Special payments:	Amount	G/L Account
COMMISSION	1.00	50000
BONUS		
AUTO ALW		
EXPENSES		
5th		
6th		
7th		
8th		
9th		
10th		

Image 27


- Only Special Payments that have been set up in the Payroll System Options will show. If you wish to add a special payment to an employee, it must be set up before starting the check run.
- **Special Deductions** - The amount of deductions other than taxes that will be subtracted from the employee's check. Typical entries would be insurance or IRA's. Click on the "more detail" icon  to review or make changes to any of the special deduction information (Image 28).

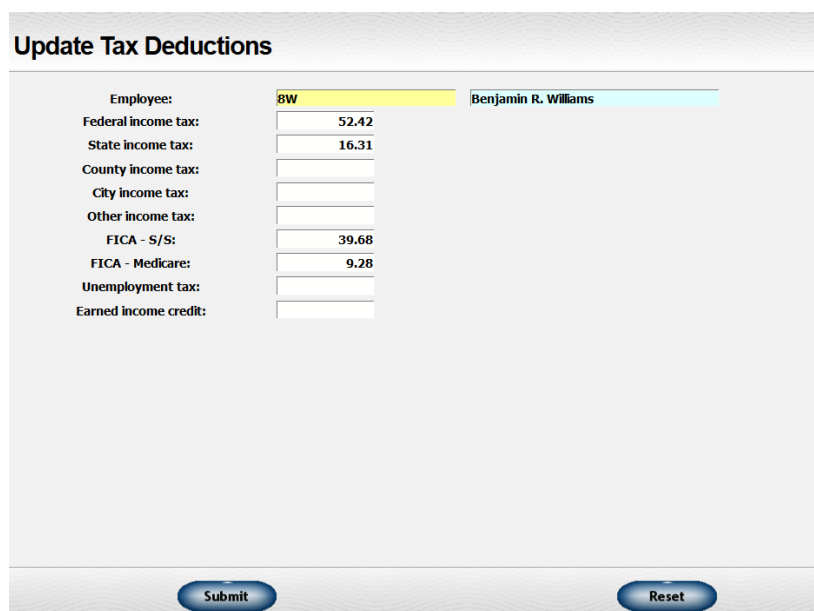


Employee:	BW	Benjamin R. Williams
Special deductions:	Amount	G/L Account
INSURANCE		
IRA %		
A/R		
Roth-Net		

Image 28

Lakeshore's Payroll System

- Only Special Deductions that have been set up in the Payroll System Options will show. If you wish to add a special deduction to an employee, it must be set up before starting the check run.
- **Taxes Withheld** - The total amount of federal, FICA, state, and other taxes withheld will be displayed. Click on the "more detail" icon  to review or make changes to any of the tax information.
 - This window lets you review and update the taxes to be deducted from the employee's check.




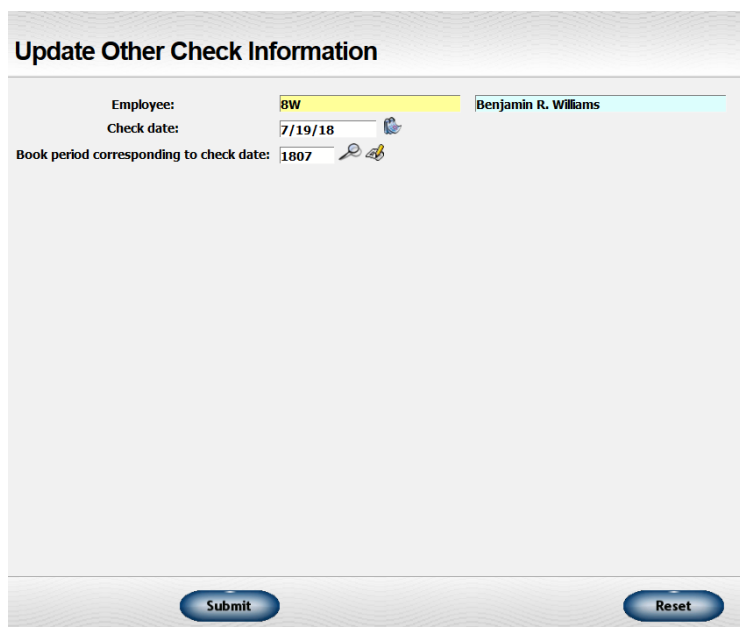
Employee:	8W	Benjamin R. Williams
Federal income tax:	52.42	
State income tax:	16.31	
County income tax:		
City income tax:		
Other income tax:		
FICA - S/S:	39.68	
FICA - Medicare:	9.28	
Unemployment tax:		
Earned income credit:		

Image 29

- The following fields may be changed in this transaction:
 - Federal income tax
 - State income tax
 - County income tax
 - City income tax
 - Other income tax - other taxing entities not already mentioned
 - FICA - S/S - The Social Security portion of FICA taxes
 - FICA - Medicare - The Medicare portion of FICA taxes
 - Unemployment tax - Any portion of unemployment taxes deducted from employee's check
 - Earned income credit
 - Basically, a negative income tax for low income employees. Enter as a positive amount but this amount will be added to the employee's check.
 - Note that your changes will not be saved until you click Submit on both this page and the original review window.

Lakeshore's Payroll System

- **Net Pay** - The net pay will be displayed. This would be the gross pay plus special payments less special deductions less taxes. If the amount is zero or negative, the value will be shown in red. You must delete or correct any negative checks before posting the data. You will be warned about zero amount checks but allowed to post them if appropriate to the situation.
 - Click on the "more detail" icon  to review or make changes to the check date and book period to be used for this check. You may also change the check number entered for a handwritten check. (Image 30).



Update Other Check Information

Employee: 8W Benjamin R. Williams

Check date: 7/19/18

Book period corresponding to check date: 1807

Submit Reset

Image 30

Print Payroll Audit Report

Now that you have generated your payroll check run and gone through the process of reviewing the checks, you will want to print an audit report. This step can save you major headaches. It is much easier to correct issues before anything gets posted, than it is after posting.

To print the audit report, go to Payroll → Calculate and Print Checks → Print Audit Report. This will open the print screen (Image 31).

Lakeshore's Payroll System

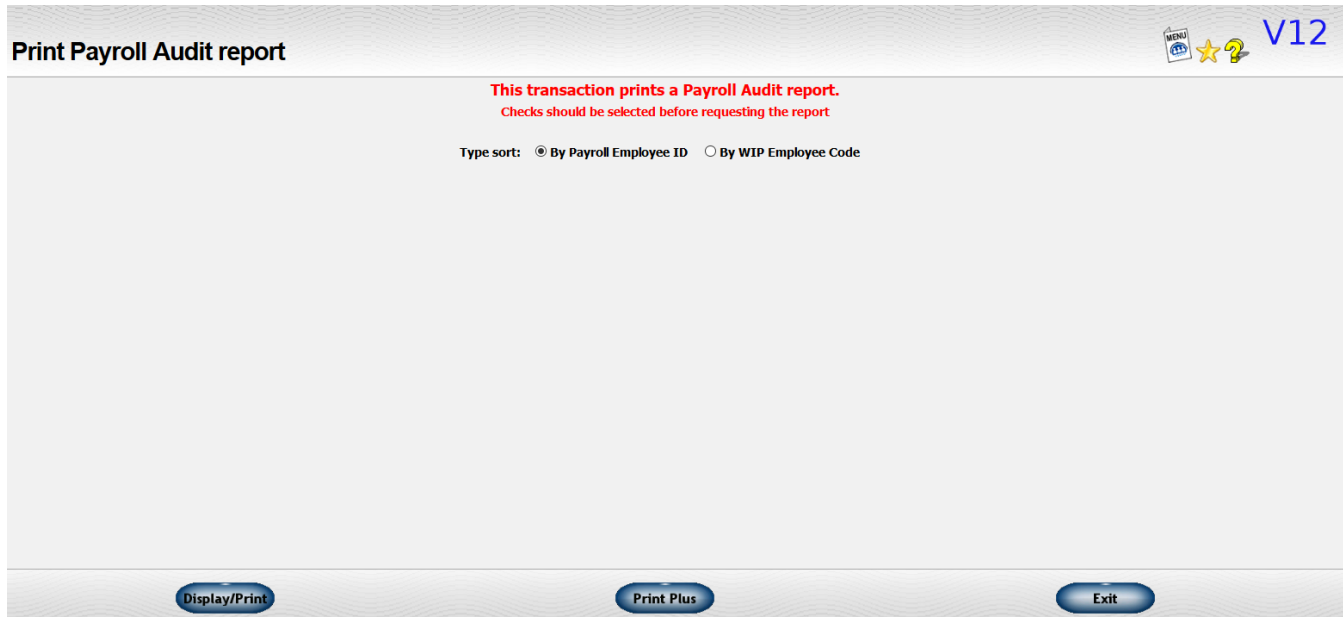


Image 31

You may print a Check Audit Report listing all checks generated on the current payroll run, including the amount of special payments and deductions and taxes to be withheld.

No data has been posted at this point so you may make additions, changes, or deletions without voiding and reentering check data.

Print Payroll Checks

When you have reviewed all the check information on the current payroll run, you can request that checks be printed.

If you use the direct deposit feature and an employee is using direct deposit, no check will be printed. A direct deposit recap can be printed under the "PRINT DIRECT DEPOSIT DOCUMENTS" function.

If all employees are using direct deposit, you do not need to use the "PRINT CHECKS" function at all.

To print the checks, go to *Payroll* → *Calculate and Print Checks* → *Print Payroll Checks*. This opens the "Print Payroll Checks" screen (Image 32).

Lakeshore's Payroll System

Print Payroll Checks MENU V12

Type request: Check for Employee ID:
 All checks currently selected

Next form number:

Document review: Print Preview (you can print from this screen)
 Print checks without review

Image 32

The following information will be requested:

- **Type Request** - You may print a check for a specific employee or all checks that have included on the current payroll run. If you request a check for a specific employee, the that employee's ID.
- **Next Form Number** - Enter the check number on the face of the first check form to be used.
- **Document Review** - If you want to create a PDF of the check data and print the checks from that screen, pick the "Print Preview" option. If you are using a laser or ink jet printer, this is usually the way you will print the checks. If you are using a dot-matrix printer, you will need to ask for the "print without review" option.
- **Printer Number** - If you ask for the "print without review" option, you will be prompted for the printer number you wish to use.
- You may reprint a check if necessary. If a check is wrong, you may write "VOID" on the face of the check form, return to the "Review" menu, correct the check data, then reprint the check. You should not enter a "void" transaction because the check has not yet been "officially" posted.

Print Direct Deposit Documents

When all check information has been reviewed, you can request that a direct deposit recap be printed for all employees using direct deposit. This report is printed on plain paper. You will be asked to enter the next "check" number since a check number is assigned for tracking

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purposes even though no actual check is printed. The check number used should be one that is not in your regular check form sequence.

To print the direct deposit documents, go to *Payroll* → *Calculate and Print Checks* → *Print Direct Deposit Documents*. This will open the "Print Payroll Direct Deposit Documents" screen (Image 33).

Print Payroll Direct Deposit Documents MENU V12

Type request: Check for Employee ID:

All checks currently selected

Next form number:

Document review: Print Preview (you can print from this screen)
 Print checks without review
 Email direct deposit forms to employees with email addresses

Image 33

The following information will be requested:

- **Type Request** - You may print a document for a specific employee or all checks that have included on the current payroll run. If you request a check for a specific employee, the that employee's ID.
- **Next Form Number** - Enter the next deposit "check number" to be assigned. The last number used plus 1 will be the default.
- **Document Review** – gives you options on how to get the documents.
 - **Print Preview** - Creates a PDF of the document and print from that display
 - **Print Checks Without Review** – Prints the documents without displaying the PDF.
 - **Printer Number** - If you ask for the "print without review" option, you will be prompted for the printer number you wish to use.
 - If you are using a dot-matrix printer, you will need to ask for the "print without review" option.

Lakeshore's Payroll System

- **Email Direct Deposit Documents to Employees with Email Addresses** – This will have the system generate an email to all employees on the check run that have an email address and send their direct deposit documents as a PDF attachment to the email.

You may reprint this information if necessary. If the data is wrong, you may change it and reprint the recap. You should not enter a "void" transaction because the check has not yet been "officially" posted.

If you request a document for an employee who is not using direct deposit, no recap will be printed. A standard check can be printed under the "PRINT CHECKS" function.

If no one is using direct deposit, you do not need to request the "PRINT DIRECT DEPOSIT DOCUMENTS" function at all.

Close Payroll Check Run

Once the checks have been printed, you should post the data to the payroll file and print the various payroll registers. The checks will be posted to the check detail at this time. All appropriate journal entries will also be made to the general ledger. To do this, go to Payroll → Calculate and Print Checks → Close Payroll Check Run. This opens the "Close Payroll Check Run" screen (Image 34) .

Close Payroll Check Run MENU V12

This transaction closes a Payroll check run.
Journal entries related to the payroll entries are posted to the G/L and the check detail is posted.
All checks should be printed before requesting this transaction.

Employees to include on Registers: Only employees on this run
 All active employees
 All employees on file

Print Special Payments Register?

Cash account: 10100 Cash in Bank

Image 34

You will be asked to select the amount of data to be included on the Payroll Registers. You may not omit printing the registers entirely.

Lakeshore's Payroll System

The following information will be requested:

- **Employees to Include on Registers** - Indicate what employees you want to have listed on your payroll registers. The choices are:
 - Only employees on this run (the default)
 - All active employees
 - All employees on file
- **Print Special Payments Register?** One of the registers printed is the Special Pay Register. For payroll runs in which you do not have any special payments, you may omit printing this register. Check the box if you want to include this register in the ones printed.
- **Cash Account** - Enter the cash account from which the net value of the checks will be subtracted.

The following registers are printed as part of payroll check close procedure:

- **Payroll Register** - A summary of the information on the checks with the total wages, special payments, special deductions, taxes and net pay for each employee included. Monthly, quarterly, and annual totals are shown in addition to the totals for each check.
- **Payroll Special Pay Register** - This register will show the amounts of each type of special payment to any employee as well as monthly, quarterly and annual totals.
- **Payroll Deduction Register** - This register will show the amounts of taxes deducted as well as each type of special deduction. Monthly, quarterly and annual totals are also included.
- **Payroll Check Register** - This register will list the checks and the net amount and show the accounting entries made to the general ledger. A final page recaps your liabilities for the various types of taxes.

Lakeshore's Payroll System

ADDING A CHECK TO THE PAYROLL RUN (Entering a Handwritten Check)

This transaction can be used to add an additional check to a regular payroll run or to enter a handwritten payroll check. To accomplish this, go to Payroll → Calculate and Print Checks → Add Check to Payroll Run. This opens the "Add Check to Payroll Run" screen (Image 35).

The screenshot shows the 'Add Check to Payroll Run' interface. At the top right, there are icons for 'MENU', a star, a question mark, and the version number 'V12'. The main area contains the following fields and options:

- Employee ID:** A text input field with a magnifying glass icon.
- Period: (if required)**: A dropdown menu with '1' selected and the text '(for special payments & deductions)' below it.
- Holiday description (if any):** A text input field.
- Check date:** A date input field with '7/19/18' entered and a calendar icon.
- Book period corresponding to check date:** A dropdown menu with '1807' selected and a magnifying glass icon.
- Book period for accrued salaries, if any:** A dropdown menu with a magnifying glass icon.
- Generate check detail:** A red text link.
- Hours worked:** A yellow input field with a magnifying glass icon.
- Gross pay:** A yellow input field with a magnifying glass icon.
- Special pay:** A yellow input field with a magnifying glass icon.
- Special deductions:** A yellow input field with a magnifying glass icon.
- Taxes:** A yellow input field with a magnifying glass icon.
- Net pay:** A yellow input field with a magnifying glass icon.
- Check number:** A text input field with the instruction '(Leave blank to include in regular check run & print a check)' below it.

At the bottom of the screen, there are three buttons: 'Submit', 'Reset', and 'Exit'.

Image 35

The following information will be requested:

- **Employee ID** - Enter the employee ID of the employee for whom the check is being generated.
- **Period** - If you pay some special payments or deductions on only some payroll periods, enter the payroll period to be used for this check. If you do not need to designate a specific payroll period, you may leave the value set to the default value of 1.
- **Holiday Description** - If any of the check will include pay that is to be designated "holiday" pay, enter a short description of the holiday such as "4th of July".
- **Check Date** - Enter the date of the check.
- **Book Period Corresponding to Check Date** - Enter the book period to be used to record the journal entries for this check.
- **Book Period for Accrued Salaries** - If the period for which the employee is being paid covers two calendar months, you may want to split the expense between the two

Lakeshore's Payroll System

months. If so, enter the book period for the other period to be used. This will generally be the book period for the previous month.

- **IMPORTANT!** Once you have entered the data discussed above, click on the Generate check detail link to calculate the payments and deductions to be included on the check.
- **Hours Worked** - Enter the number of hours the employee worked in the time period. If you need to enter vacation, sick pay, holiday information, or other leave information OR if you want to change the amount paid for some reason, click on the "more detail" icon beside the "hours worked" field to enter this additional information.
- **Gross Pay** - The gross pay will be displayed. This will be the total of regular pay (which includes vacation and other types of leave) plus overtime pay plus doubletime pay. It does not include special pay.
- **Special Pay** - Any special payments that are already set up for the employee will be displayed. Click on the "more detail" icon to enter additional special pay amounts or to make any changes needed.
- **Special Deductions** - Any special deductions that are already set up for the employee will be displayed. Click on the "more detail" icon to enter additional special deductions or to make any changes needed.
- **Taxes** - Taxes to be withheld will be calculated and displayed. Click on the "more detail" icon to review these amounts in detail and make any changes needed.
- **Net Pay** - The net amount of the check will be calculated and displayed. The net pay will be the gross pay plus the special pay less the special deductions less taxes.
- **Check Number** - If you are entering a handwritten check, enter the check number that was used. If you are adding the check to an existing payroll check run, leave the check number blank and it will be assigned when it is printed along with any other checks.

Once the check has been added, go to the regular "review" screen to make any changes or to delete it.

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VOID CHECKS

If you find that a payroll check is in error after it has already been printed and the information posted to payroll and accounting files, you will need to void the check. You can then reissue it if appropriate. Go to Payroll → Void a Payroll Check (Image 36 – yellow highlight). This opens the “Void a Payroll Check” screen (Image 37).

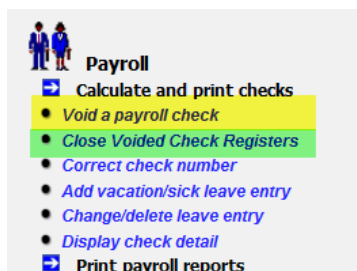


Image 36

Image 37

The following information will be requested:

- **Employee** - Enter the employee ID of the employee to whom the check was written.
- **Check Number** - Enter the check number.

When you submit your request, the totals on the check will be subtracted from the totals accumulated for each employee on the payroll summary file. The check will be deleted from the check detail file. An entry will be made to a work file. The accounting entries will be made from this work file for all payroll checks voided.

Closing the Voided Check Registers

You may occasionally need to void one or more payroll checks. Enter the checks to be voided and then come to this transaction to close out the void process and post the data to the general ledger. Go to Payroll → Close Voided Check Registers (Image 36 – green highlight). This will open the Close Voided Check Registers screen (Image 38).

Lakeshore's Payroll System

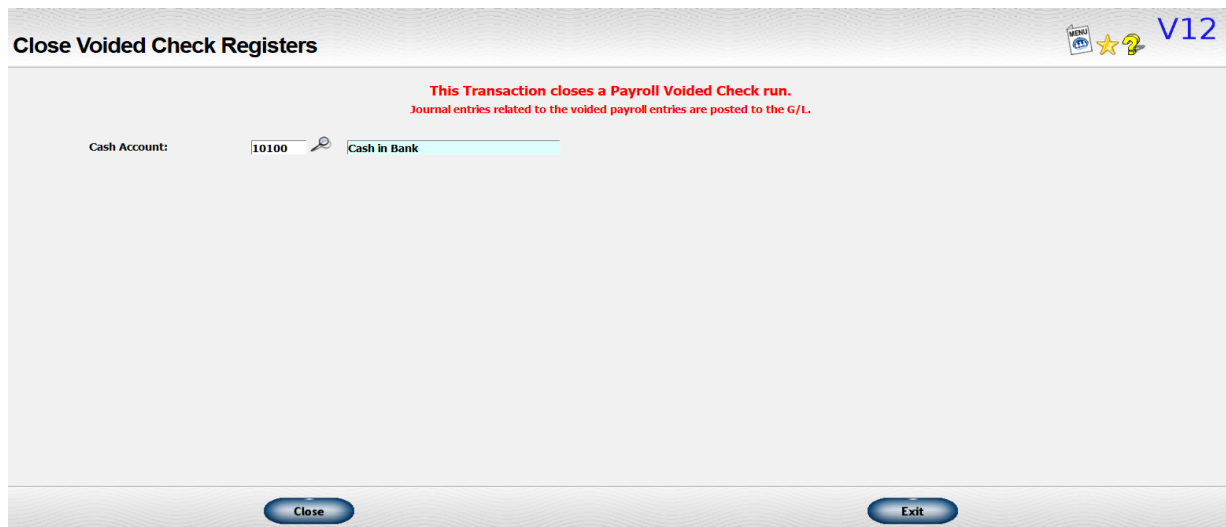


Image 38

You will need to verify the cash account to be used for the journal entry.

ADDITIONAL PAYROLL FUNCTIONS

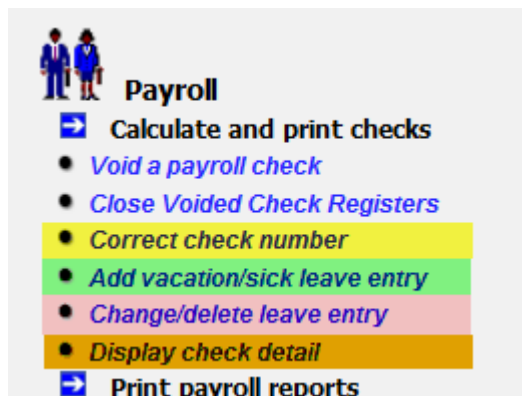


Image 39

Correct Check Number on Payroll Check

You may occasionally realize after you have closed the payroll run that you have assigned the wrong check number in the system to a check. If everything else is correct about the check, you can use this transaction to change the check number in the system. Go to Payroll → Correct Check Number (Image 39 – yellow highlight). This will open the “Correct Check Number” screen (Image 40).

Lakeshore's Payroll System

Correct Check Number

Employee:

Old Check Number:

New Check Number:

Submit Reset Exit

Image 40

The following information will be requested:

- **Employee** - Enter the employee whose check number you need to change.
- **Old Check Number** - Enter the old, incorrect check number that was assigned.
- **New Check Number** - Enter the new, correct check number.

After entering the requested information, click “Submit” to make the change in Lakeshore.

Add Vacation/Sick Leave

You may need to load data about vacation or sick pay at the beginning of the year or make occasional manual entries to the "ledger" maintained for each type of pay.

Go to *Payroll* → *Add Vacation/Sick Leave Entry* (Image 39 – green highlight). This will open the “Add Vacation/Sick Leave Entry” screen (Image 41).

Note that changes and deletions are done through a separate transaction. This transaction is only for NEW entries.

Lakeshore's Payroll System

Add Vacation/Sick Leave Entry MENU V12

Employee ID:

Begin Date:

End Date:

Description:

Vacation Hours: * Negative if Vacation Hours used

Sick Leave Hours: * Negative if Sick Leave Hours used

Holiday Hours: * Always Positive

Other Leave Hours: * Positive when accumulated; Negative when used

Image 41

The following information is requested for each entry:

- **Employee ID** - Enter the employee ID whose leave you want to update.
- **Begin Date** - Enter the begin date of the leave period.
- **End Date** - Enter the end date of the leave period. It can be the same as the begin date.
- **Description** - Enter a short description of the reason for the entry.
- **Vacation Hours** - Enter the number of vacation hours affected by this entry. The number may be positive or negative. Positive numbers represent hours accumulated and negative numbers represent hours used.
- **Sick Leave Hours** - Enter the number of sick pay hours affected by this entry. The number may be positive or negative. Positive numbers represent hours accumulated and negative numbers represent hours used.
- **Holiday Hours** - Enter the number of holiday hours affected by this entry. Enter only positive numbers since holiday hours are neither accumulated nor used but simply recorded.
- **Other Leave Hours** - Enter the number of hours of other types of leave affected by this entry. The number may be positive or negative. Positive numbers represent hours accumulated and negative numbers represent hours used.

The leave information for each employee can be printed on detailed report.

Lakeshore's Payroll System

Change or Delete Vacation or Sick Leave Entries

You will want to review vacation and sick pay accumulated occasionally. You may sometimes need to change or delete an entry that has been made.

Go to *Payroll* → *Change/Delete Leave Entry* (Image 39 – red highlight). This will open the Change/Delete Leave Entry” screen (Image 42).

Change/Delete Leave Entry

Employee ID: [input field] [search icon] [dropdown arrow]

Begin Date: [yellow dropdown] [search icon]

End Date: [yellow dropdown]

Description: [input field]

Vacation Hours: [input field] * Negative if Vacation Hours used

Sick Leave Hours: [input field] * Negative if Sick Leave Hours used

Holiday Hours: [input field] * Always Positive

Other Leave Hours: [input field] * Positive when accumulated; Negative when used

Save Delete Reset Exit

Image 42

The following information will be requested:

- **Employee ID** - Enter the employee ID whose leave you want to update.
- **Begin Date / End Date** - Select the begin and end date from the entries available by clicking on the look up icon. You cannot change these dates. If they are wrong, you will need to delete the entry and reenter it.
- **Description** - Enter a short description of the reason for the entry. Automatic entries posted from a payroll check will have the description "PAYROLL CHECK".
- **Vacation Hours** - Enter the number of vacation hours affected by this entry. The number may be positive or negative. Positive numbers represent hours accumulated and negative numbers represent hours used.
- **Sick Leave Hours** - Enter the number of sick pay hours affected by this entry. The number may be positive or negative. Positive numbers represent hours accumulated and negative numbers represent hours used.

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- **Holiday Hours** - Enter the number of holiday hours affected by this entry. Enter only positive numbers since holiday hours are neither accumulated nor used but simply recorded.
- **Other Leave Hours** - Enter the number of hours of other types of leave affected by this entry. The number may be positive or negative. Positive numbers represent hours accumulated and negative numbers represent hours used.

After making the change, click the “Save” button on the bottom of the screen. If you need to delete the entry, click the “Delete” button on the bottom of the screen.

The detail of data accumulated for an employee can be printed a report.

DISPLAY CHECK DETAIL

As each check, computer-generated or handwritten, is entered into the system, it is posted to a check detail file. When a check is voided, it is deleted from the check detail file. The data on this file can be displayed for a particular employee between specified dates.

Go to *Payroll* → *Display Check Detail* (Image 39 – orange highlight). This will open the “Change/Delete Leave Entry” screen (Image 43).

Display Check Detail

Employee ID:

Begin Date: * Leave blank to start at lowest possible Date

End Date: * Leave blank to go through latest possible Date

Submit Reset Exit

Image 43


The following information will be requested:

- **Employee ID** - Enter the employee whose check detail you want to review.




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- **Begin Date** - Enter the begin date of the date range you want to review.
- **End Date** - Enter the end date of the date range you want to review.

This will generate an on-screen display similar to Image 44.

Employee: **GHF** Gary French 

Dates: **low** through **high**

   V12

Payroll check detail

Date	Check #	Hours	Wages	Other payments	Federal W/H	FICA W/H	State/Other W/H	Deductions	Net pay
3/17/14	000622	80.00	2,500.00		362.76	191.25	LA 90.15	INSURANCE 102.00 IRA % 100.00 A/R 70.00	1,583.84
3/30/14	000623	80.00	2,500.00		362.76	191.25	LA 90.15	INSURANCE 102.00 IRA % 100.00 A/R 70.00	1,583.84
3/30/14	000624	80.00	2,500.00		362.76	191.25	LA 90.15	INSURANCE 102.00 IRA % 100.00 A/R 60.00	1,593.84
1/21/16	000628	40.00	1,250.00		36.23	95.63	LA 10.59	INSURANCE 102.00 IRA % 625.00	380.55
2/28/14	001258	80.00	2,500.00		325.26	191.25	LA 82.96	INSURANCE 102.00 IRA % 250.00	1,548.53
Total		360.00	11,250.00		1,449.77	860.63	364.00	1,885.00	6,690.60




Image 44

Lakeshore's Payroll System

Printing Payroll Reports

To print any of the payroll reports, go to *Payroll* → *Print Payroll Reports*. This will expand the list of reports that can be printed (Image 45). Just click on the name of the report you wish to print.

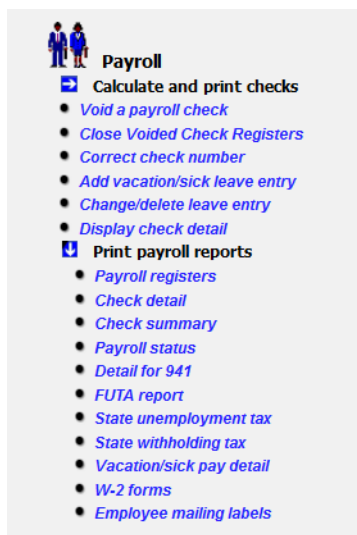


Image 45

Payroll Registers

You may print the payroll registers at a time other than after a payroll run. The monthly, quarterly, and annual totals will be included.

The following registers will be printed:

- Payroll Register
- Special Pay Register (if requested)
- Deduction Register

Two special notes:

- You cannot use this transaction to print registers while a payroll run is in progress.
- If you want to see the exact data from a payroll run close, use the reprint last register or reprint saved register.

The following information will be requested:

- **Employees to Include on Registers** - You may include all employees or only active employees.

Lakeshore's Payroll System

- **Print Special Payments Register?** - You may omit the Special Payments register if you do not have any special payments or do not need to see this information.
- **Month / Year** - Enter the effective month and year for the registers.

Note that the check data shown on the sample reports will not be included on this type of request.

Check Detail

As each computer-generated or handwritten check is entered into the system, it is added to the check detail file. When a check is voided, it is deleted from this file. This transaction lets you print a list of checks on the detail file for a specific time period.

The following information is requested:

- **Type of Report** - Indicate whether you want to print the report for a single employee or for all employees. If you want data for a single employee, enter the employee's ID.
- **Date Range** - Enter the range of check dates you want included on the report.

Check Summary

This report lists specified checks. The following information is requested:

- **Type Request** - You may specify either a range of check numbers or a range of check dates.
- **Amount of Detail** - You may list the total amount of the check, one line per check, OR you may show the detail of the invoices on the check.
- **Date Range** - If you requested the report for a range of check dates, enter the beginning and ending check dates.
- **Check Number Range** - If you requested the report for a range of check numbers, enter the beginning and ending check numbers.
- **Cash Account** - Enter the cash account on which the checks were written.
- **Show Void and Spoiled?** - Check the box if you want check numbers that were voided or spoiled in the date or check number range. Leave unchecked if you only want to see actual checks written.

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Payroll Status

The Payroll Status Report allows management to compare the salary levels of all employees. This report is useful when reviewing salaries.

The following information is requested:

- **How Do You Want the Report Sorted?** - The report can be printed in employee ID order or grouped by either department or division.
- **Use Sort Code for Sorting Employees Instead of Employee ID?** - You may want the employees to be sorted a different way that just by employee ID. For example, you use Social Security number as the ID but you would like the list sorted by employee name. Or, you use initials as the ID but would like the list sorted with last name first. There is a sort code field on the employee data that you can use to put the information to be used for sorting reports such as this. If you have defined those sort codes and want to use those to sort the employees on the report, check the box. Otherwise the data will be sorted by employee ID, by department/employee ID, or by division/employee ID, depending on your answer to the first prompt.
- **Include Terminated Employees?** - Check the box if you want to include terminated employees on the report. Terminated employees should have their current status marked as "inactive" on the employee data file.

Detail for 941

This report lists all information necessary for the preparation of the Form-941 required quarterly by the federal government. You may also print the report monthly if you wish. You will be asked to indicate the period you want covered.

- **Type Period** - Choose a monthly or quarterly report.
- **Month or Quarter** - If you are asking for a monthly report, enter the month for which you want the report. If you are asking for a quarterly report, enter the quarter for which you want the report. Use "1" for the quarter ending March 31, "2" for the quarter ending June 30, "3" for the quarter ending September 30, and "4" for the quarter ending December 31.
- **Year** - Enter all four digits of the year for which you want the report.

The FICA data for the requested year should be displayed. Please check closely to verify that the correct data has been displayed. You may make changes if appropriate (See Miscellaneous Federal Tax Information starting on page 13).

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FUTA Report

The Federal Unemployment Tax (FUTA) report shows all information required for calculating quarterly federal unemployment taxes.

- **Quarter** - Enter the quarter for which you want the report. Use "1" for the quarter ending March 31, "2" for the quarter ending June 30, "3" for the quarter ending September 30, and "4" for the quarter ending December 31.
- **Year** - Enter all four digits of the year for which you want the report.
 - Changes in the unemployment rules frequently become effective on the first of January. Since you may not print your final report until sometime in the new year, there may be a difference in the maximum wages for the previous year and the maximum wages for the new year. Change the maximum wages to the new amount on January 1 (see the section on updating the tax tables). When you run the FUTA report, enter the maximum wages and percentages for the year being reported. The data currently on file is displayed and contains the correct figures except in the situation described above.
- **Maximum Salary** - Enter the maximum salary subject to employment tax.
- **Employee Percentage** - Enter the percentage required to compute the federal unemployment tax.

State Unemployment Tax

The Unemployment Tax Report shows all information required for calculating quarterly unemployment taxes. For companies having employees in more than one state, the report can also show the amount of wages earned in other states during the quarter.

- **State** - Enter the official two-digit post office abbreviation.
- **Quarter** - Enter the quarter for which you want the report. Use "1" for the quarter ending March 31, "2" for the quarter ending June 30, "3" for the quarter ending September 30, and "4" for the quarter ending December 31.
- **Year** - Enter all four digits of the year. The values for computing unemployment tax (maximums and percentages) that are currently in effect are shown. If you are printing a report for data in previous year, you may need to adjust these numbers.
- **Maximum Salary Subject to Unemployment Tax** - Enter the maximum salary subject to unemployment tax.
- **Unemployment Tax Percentage** - The percentage of salary used to compute the unemployment tax.

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- **Show Wages for Other States?** - Select this option if you want to show wage in other states. Your choice may depend on laws in your state or personal preference.

State Withholding Tax

The State/City Withholding Report lists the amount of tax withheld for each employee who worked in the specified state or city.

The following information is requested:

- **Tax Code** - Enter the official Post Office abbreviation used for the state for which you want the report. You can use the look up icon to select the state.
- **Type Period** - Indicate whether you want to report data for a month or a quarter.
- **Month or Quarter** - Enter the month or quarter depending on how you answer the previous prompt.
- **Year** - Enter the year for the report.

Vacation/Sick Pay Detail

You may print a copy of each employee's vacation and sick pay activity for the year.

The following information will be requested:

- **Begin w/ Employee ID** - Enter the first employee ID in the range of employee IDs to be included on the report. Leave blank to start with the first employee on file.
- **End w/ Employee ID** - Enter the last employee ID in the range or employee IDs to be included on the report. Leave blank to end with the last employee on file.
- **Year** - Enter the year whose data you want listed.
- **Page Break Between Each Employee?** - If you are running the report to give to your employees, you would want each employee's data on a separate page so you can give each a separate piece of paper. Check the box if you want each employee's data on a separate page. Leave unchecked to omit the page breaks between each employee.

If you enter a range of employee IDs and an employee does not have any data on file, the employee will be skipped.

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W-2 Forms

The W-2 reporting forms required by federal and state government can be printed for distribution to employees.

Changes in the maximum wage subject to FICA tax frequently become effective on the first of January. Since W-2's may not be printed until the latter part of January, there may be a difference in the maximum wages for the previous year and the maximum wages for the new year. Double check the maximum wage and percentage information displayed to make sure they are the correct values for the previous year.

The following information will be requested:

- **Year** - Enter all four digits of the year for which you want to print W-2's.
- **FICA – Social Security Portion**
 - **Maximum Salary** - Enter the maximum salary for the Social Security portion of the FICA calculations.
 - **Employee Percentage** - Enter the percentage used for the Social Security portion of the FICA calculations.
- **FICA – Medicare Portion**
 - **Maximum Salary** - Enter the maximum salary for the Medicare portion of the FICA calculations.
 - **Employee Percentage** - Enter the percentage for the Medicare portion of the FICA calculations.
- **Print Employer Name & Address?** - If you are using stock W-2 forms, the Payroll System will print the company name and ID numbers on the W-2 for you. You may, however, choose to get forms with this information already printed. Check the box if you want the system to print the information.
- **Document Format**
 - **Print Preview** – Opens a PDF of the W2's in your PDF viewer. You can print from this screen.
 - **Print Without Review** – This option will send the print job directly to the printer you indicate using the **Printer Number** field.
- ***IMPORANT!*** To minimize the number of forms wasted, it is suggested you print to plain paper first. Verify your numbers and check that the form prints correctly on the printer you have selected. When you are satisfied with your numbers and with the printing

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process, then request your W-2's and print them on the actual forms. You can print the forms as many times as you need to.

Employee Mailing Labels

Clicking on this option will automatically generate a PDF of mailing labels of your employees.

YEAR END – NEW YEAR PAYROLL FUNCTIONS

After you have closed the year and are setting up for the new year, there are some payroll functions that need to be done. These can be found in the Year End module (Image 46).

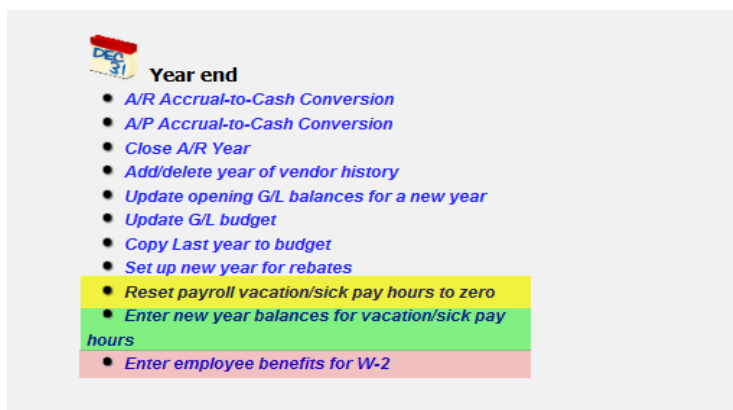


Image 46

Resetting Payroll Vacation and Sick Pay Hours to Zero

If you have a policy that vacation and/or sick pay hours do not roll over to the next year if left unused, then you will need to reset the data to zero at the end of each "year". A year can be a calendar year if you reset everyone at the end of the calendar year. Or, it can be on the anniversary of the employment date if you reset a specific employee's data at that time each year.

Go to Year End → Reset Payroll Vacation/Sick Pay Hours to Zero (Image 46 – yellow highlight).

The following information is requested:

- **Employee ID** - If you want to reset the data for a specific employee, enter that employee's ID. Or, leave the employee ID blank to reset data for ALL employees.
- **Cut Off Date** - Enter the cutoff date by which the employee must use the accumulated hours or lose them.

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- **Reset Vacation?** - Check the box if you want to reset the vacation hours. Leave unchecked if you do not want to reset vacation.
- **Reset Sick Pay?** - Check the box if you want to reset the sick pay hours. Leave unchecked if you do not want to reset sick pay hours.
- **Description** - An entry will be made on the list of transactions that log updates to vacation and sick pay hours. The default description for the entry is "CLEAR BALANCES" but you may change this if you wish.

If you are resetting data for all employees and an employee does not have any time left, no action will be taken.

Enter New Year Balances for Vacation and Sick Pay Hours

There are basically two ways to accumulate vacation or sick leave time. You can have the leave accumulate each pay period based on the number of hours worked. Or, you can assign a specific amount periodically, usually once a year.

This transaction is used to assign a specific amount on a specific date.

The amount to accumulate is set up on each employee's file. Your system option should be set to be "assigned once per year".

Go to *Year End* → *Enter New Year Balances for Vacation and Sick Pay Hours* (Image 46 – green highlight).

The following information is requested:

- **Employee ID** - If you want to post data for a specific employee, enter that employee's ID. Or, leave the employee ID blank to post data for ALL employees.
- **Posting Date** - Enter the effective date of the transaction.
- **Post Vacation?** - Check the box if you want to post the vacation hours. Leave unchecked if you do not want to post vacation.
- **Post Sick Pay?** - Check the box if you want to post the sick pay hours. Leave unchecked if you do not want to post sick pay hours.
- **Description** - An entry will be made on the list of transactions that log updates to vacation and sick pay hours. The default description for the entry is "LOAD BALANCES" but you may change this if you wish.

If you are resetting data for all employees and an employee does not have any time specified,

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no action will be taken.

ENTER EMPLOYEE BENEFITS FOR W-2

Under current rules, some special types of compensation or other items may need to be reported on the W-2 that did not appear on a payroll check. Examples include personal use of a company car, dependent care benefits, and group life insurance over a certain dollar amount. There are also a set of boxes that may need to be checked. This transaction allows you to record this information without making a journal entry or running a "dummy" check.

Go to Year End → Enter Employee Benefits for W-2 (Image 46 – red highlight).

The following information will be requested:

- **Year** - Enter the year for which you are generating the W-2 form.
- **Employee ID** - Enter the employee ID of the employee whose data you want to update.
- **Box Number on W-2** - Indicate the type of information you want to update.
 - **Amount** - If you enter anything for the "Box No." response except "14" or "99", you will be prompted for the amount of the benefit involved.
 - You will also be prompted as to whether this amount should be included in the following:
 - Wages
 - FICA
 - Medicare
 - If you are updating box 13 (a miscellaneous category), you must also enter a character indicating the type of benefit you are reporting. The following categories were defined at the time this help file was written:
 - A - Uncollected social security tax on tips
 - B - Uncollected Medicare tax on tips
 - C - Group-term life insurance over \$50,000
 - D - Elective deferrals to a section 401(k) cash or deferred arrangement
 - E - Elective deferrals to a section 403(b) salary reduction agreement
 - F - Elective deferrals to a section 408*(k) (6) salary reduction SEP
 - G - Elective and nonelective deferrals to a section 457(b) deferred compensation plan (state and local government and tax-exempt employers)
 - H - Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan
 - I - Not defined

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- J - Nontaxable sick pay
- K - 20% excise tax on excess golden parachute payments
- L - Substantiated Employee Business Expense (Federal rate)
- M - Uncollected social security tax on group-term life insurance coverage
- N - Uncollected Medicare tax on group-term life insurance coverage

- These categories may change and new categories may be added. Check your tax regulations for the year for which you are generating the W-2.

- BOX 14 INFORMATION - If you are updating box 14, you will be able to enter up to 4 lines of additional text. Indicate the line and the text you want to enter. Ten characters are allowed for each line.

- CHECK BOXES - Ask to update box 99 if you need to check any of the special boxes on the form. The following boxes can be checked:
 - Statutory employee
 - Retirement plan
 - 3rd party sick pay