



# **Payroll Processing Manual**

**Full Contact Accounting <sup>TM</sup>  
Professional Business Manager <sup>TM</sup>**

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# Chapter 1 Payroll Checkwriting


## Payroll Maintenance

Review the time sheet or payroll information received from the client. Add any GL accounts, departments or payroll items needed. Add new employees or payees. Edit existing employees or payees, if needed.




### Set up GL accounts

1. Select **Setup>Accounts**.
2. Add new accounts as necessary. Check the **Track Qty** box for any wage accounts for hourly wages.
3. Click **Save and Close**  or press **Alt-X** to close the window.




### Set up payroll items

1. Select **Setup>Payroll items**.
2. Add new items as necessary. Verify **Type** selected is correct before saving as the **Type** cannot be changed.
3. Click **Save and Close**  or press **Alt-X** to close the window.

### Add new items to payroll templates

1. Select **Setup>Payroll Templates**.
2. Click the **List** icon  or **Ctrl I**.
3. Select the template to be edited from the list and click **OK**.
4. Insert rows as necessary.
5. Click the **Save** icon  or press **Ctrl-S** to save the changes.
6. Repeat for additional items as necessary.
7. Click **Save and Close**  or press **Alt-X** to close the window.

### Edit payee records or set up new payees

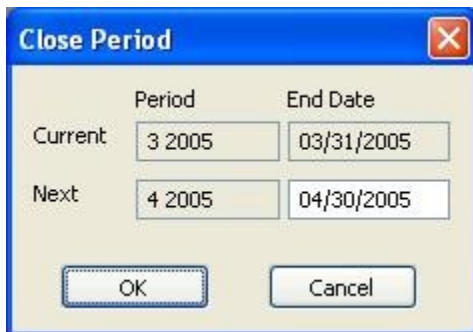
1. Select **Setup>Contacts>Company contact**.
2. Click the **List** icon  or **Ctrl I**.
3. Select the employee to be edited from the list and click **OK**.
4. Edit information on the **Contact** tab or **Employee** Tab as necessary.
5. Click the **Add New** icon  or press **Alt-n** to add a new payee.
6. Complete the **Contact**, **Vendor**, **Employee**, **Exemptions**, **Item(s)/Limits**, **Dept Pay Rates**, **Taxes**, and/or **Banking** tab as needed.
7. Click **Save and Close**  or press **Alt-X** to close the window.

## Close Period

Check the period the client is in. If the check date is going to be in the next month, close the period.

To close the period:

1. Select **Activities>Close Period** or **WriteUp>Close Period**.
2. Save a backup file before you close the period.
3. Verify the **Next End Date**.
4. Click **OK** to close the period.

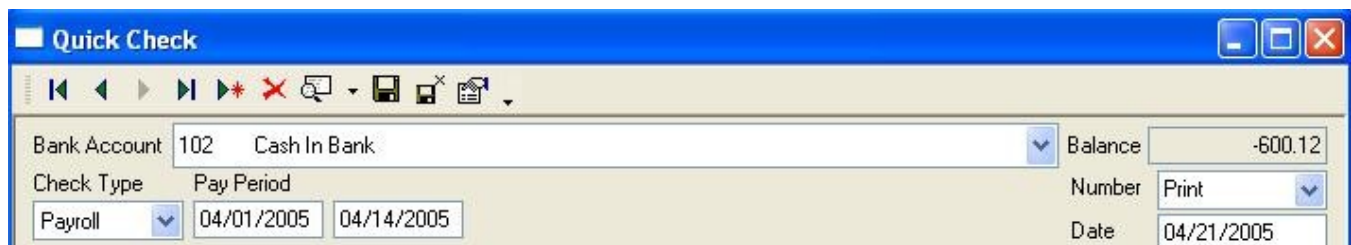


The image shows a dialog box titled "Close Period" with a blue header and a close button (X) in the top right corner. The dialog contains two rows of input fields. The first row is labeled "Current" and has two fields: "Period" with the value "3 2005" and "End Date" with the value "03/31/2005". The second row is labeled "Next" and has two fields: "Period" with the value "4 2005" and "End Date" with the value "04/30/2005". At the bottom of the dialog are two buttons: "OK" and "Cancel".

	Period	End Date
Current	3 2005	03/31/2005
Next	4 2005	04/30/2005

## Enter Payroll Information

1. Select **Activities>Quick Check**.
2. Verify that the **Bank Account** field is set to the correct bank account. If necessary, select the appropriate bank account from the drop down list.
3. Select **Payroll** from the drop down list in the **Check Type** field.
4. Enter the pay period start date and end date in the **Pay Period** fields.
5. Select **Print** from the drop down list in the **Number** field. Any entry other than **Print** in this field will cause the system to treat the check as a handwritten check.
6. Enter the pay date in the **Date** field.

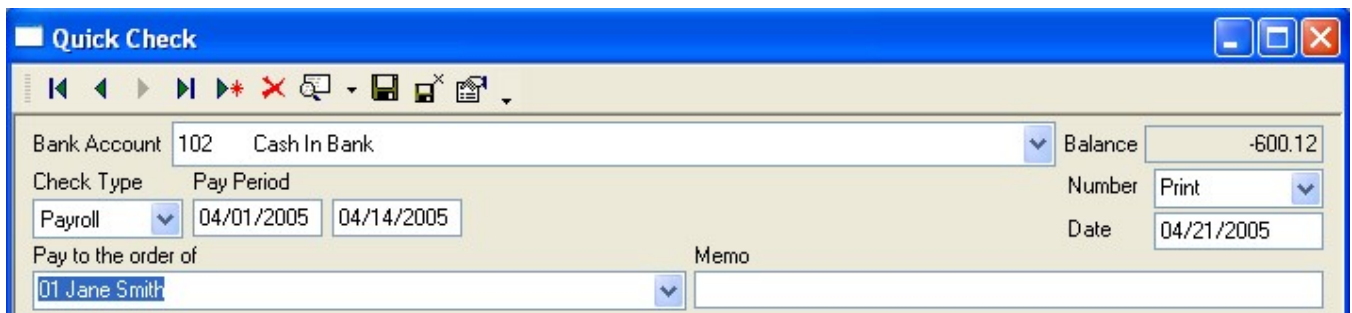


The screenshot shows the 'Quick Check' window with the following fields filled out: Bank Account: 102 Cash In Bank; Check Type: Payroll; Pay Period: 04/01/2005 to 04/14/2005; Number: Print; Date: 04/21/2005; Balance: -600.12.

7. Select the first employee to be paid from the drop down list in the **Pay to the Order of** field.

Note: Active employees are the only contacts available in the Payroll check screen. An employee is no longer active when the **Inactive** box is checked on the **Employee** tab of the contact. There are three ways to select the first employee in the **Pay to the Order of** field.

- 1 – Use the mouse to click on the drop down arrow and click on the employee.
- 2 – Type the employee's lookup.
- 3 – Press the down arrow key on your keyboard when your cursor is in this field.



The screenshot shows the 'Quick Check' window with the 'Pay to the order of' field populated with '01 Jane Smith'. The other fields from the previous screenshot remain the same.

8. Press **Enter** or **Tab** to start check for this employee.

The top and center input grids will be populated by items entered in the **Pay Template** selected for this employee. The bottom grid will be populated by tax and employer expense items after the check is calculated.

**Quick Check**

Bank Account: 102 Cash In Bank Balance: -569.44

Check Type: Payroll Pay Period: 04/01/2005 - 04/14/2005 Number: Print Date: 04/21/2005

Pay to the order of: 01 Jane Smith Memo:

Item	Departm...	Account	Qty	Rate	Factor	Amount	WH State	UI State	DI State	Locale
▶ RP	HRLY	515	0.0000	10.0000	1.00	0.00	MD - Mar...	MD - Mar...	MD - Mar...	
2 OT	HRLY	515	0.0000	10.0000	1.50	0.00	MD - Mar...	MD - Mar...	MD - Mar...	
3 ADV		109	0.0000	0.0000	0.00	0.00	MD - Mar...	MD - Mar...	MD - Mar...	
4										

Item	Department	Account	Qty	Rate	Amount	EFT Bank	WH State	UI State	DI State	Locale
▶ SEC 125		537	0.0000	25.0000	25.00		MD - Mary...	MD - M...	MD - M...	
2 401K \$		239	0.0000	20.0000	20.00		MD - Mary...	MD - M...	MD - M...	
3 401K %		239	0.0000	0.0000	0.00		MD - Mary...	MD - M...	MD - M...	
4 401K CO \$		239	0.0000	10.0000	10.00					

Item	Account	Amount	Memo	WH St...	UI State	DI State

New Cancel

Check Total: -55.00

9. Enter regular and overtime hours in the **Qty** fields for an hourly employee. Enter hours for a salaried employee if you are required to report hours worked by salaried employees on the unemployment tax return.
10. Enter amounts for flat amount items in the **Amount** field.

Note: Deduction or accrual amounts that are calculated based on a value will not calculate until the system is prompted to calculate the check.

The screenshot shows the 'Quick Check' window with the following details:

- Bank Account:** 102 Cash In Bank
- Balance:** -569.44
- Check Type:** Payroll
- Pay Period:** 04/01/2005 to 04/14/2005
- Number:** Print
- Date:** 04/21/2005
- Pay to the order of:** 01 Jane Smith
- Memo:** (empty)

There are three data grids:

Item	Departm...	Account	Qty	Rate	Factor	Amount	WH State	UI State	DI State	Locale
1	RP	HRLY 515	80.0000	10.0000	1.00	800.00	MD - Mar...	MD - Mar...	MD - Mar...	
2	OT	HRLY 515	4.5000	10.0000	1.50	67.50	MD - Mar...	MD - Mar...	MD - Mar...	
3	ADV	109	0.0000	25.0000	0.00	25.00	MD - Mar...	MD - Mar...	MD - Mar...	

Item	Department	Account	Qty	Rate	Amount	EFT Bank	WH State	UI State	DI State	Locale
1	SEC 125	537	0.0000	25.0000	25.00		MD - Mary...	MD - M...	MD - M...	
2	401K \$	239	0.0000	20.0000	20.00		MD - Mary...	MD - M...	MD - M...	
3	401K CO \$	239	0.0000	10.0000	10.00					



  

Item	Account	Amount	Memo	WH St...	UI State	DI State
1	FWH 232	94.34				
2	SWH MD 233	59.27				
3	SSW 232	52.23				
4	SSC 232	52.23				

Buttons: New, Cancel

Check Total: 569.44

To calculate a check:

- Press **Enter** or **Tab** until the cursor is in the first field of the second grid.
- Select **Edit>Commands>Calculate**. (Use a **Keyboard Shortcut** for this menu command. Refer to help for information on Keyboard Shortcuts.)
- Click **Save**  or press **Alt-S**.
- Click **Add New**  or press **Alt-N**.
- Select **Edit>Commands>Pay Next Employee**. (Use a **Keyboard Shortcut** for this menu command. Refer to help for information on Keyboard Shortcuts.)

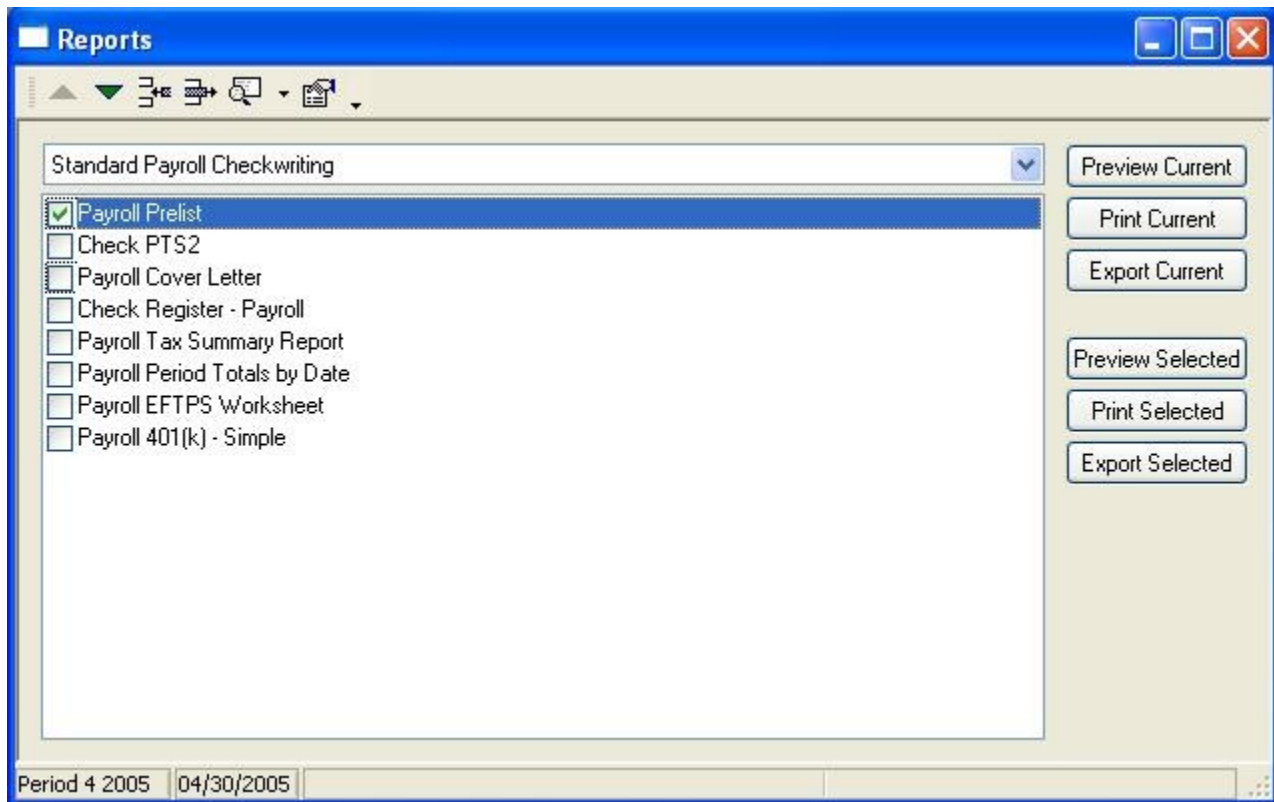
11. Click **Save and Close**  or press **Alt-X** to close the **Quick Check** screen.

## Verify Totals

You may wish to print a payroll prelist to verify that data entry is correct. (The Check Register – Payroll report can be used for a payroll prelist.)

To verify totals:

1. Select **Reports>Reports List**.
2. Print and review the **Payroll Prelist** report.



## Create Tax and Third Party Checks

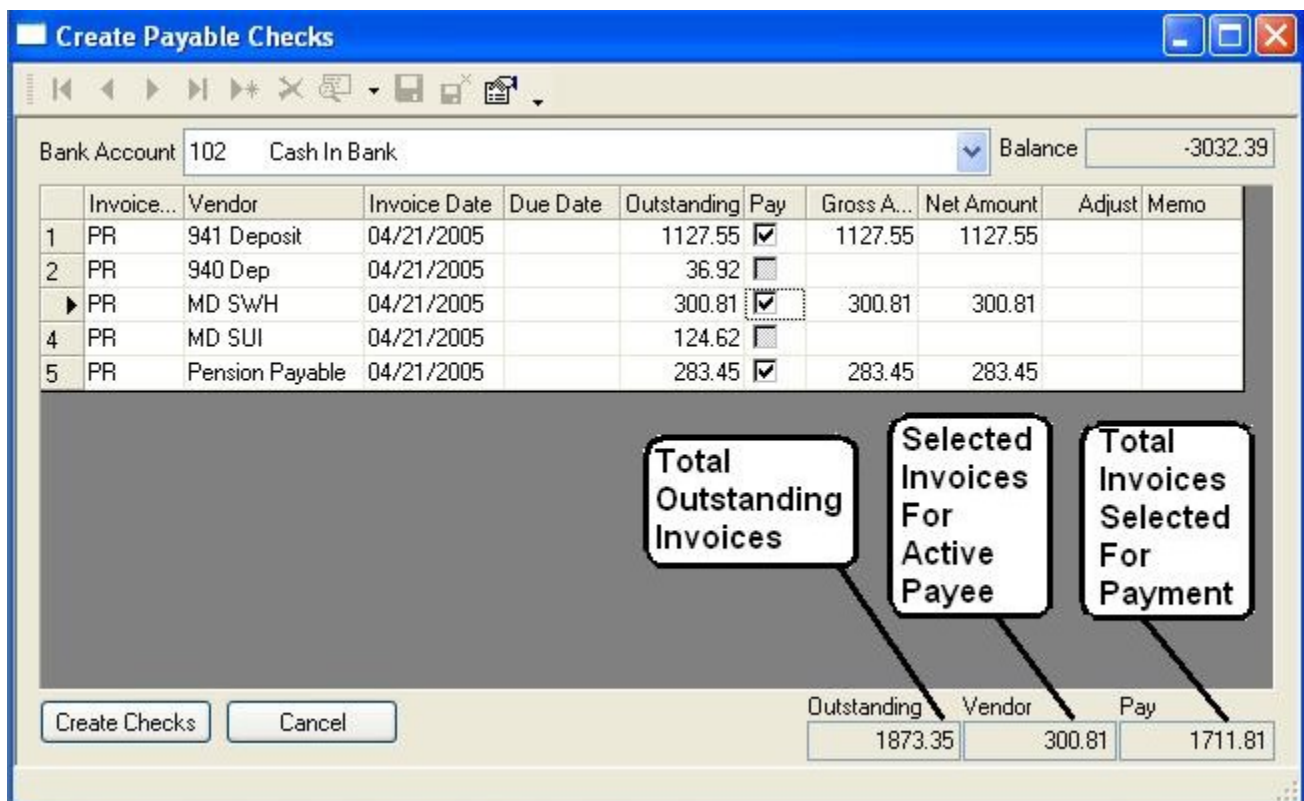
You may need to create checks for taxes and other liabilities, such as garnishments, created during the payroll process. The system will create an invoice for any item that has a payee in the **Payable To** field. The invoice date is the date of the payroll check.

To create payable checks:

1. Select **Activities>Create Payable Checks**.
2. Click in the **Pay** column on any invoice for which you need to create a check.

Note: You may select all invoices for a payee by double clicking on the payee name. You may unselect all invoices for a payee by double clicking on the payee name again.

3. Select the **Create Checks** button to create the payable checks.



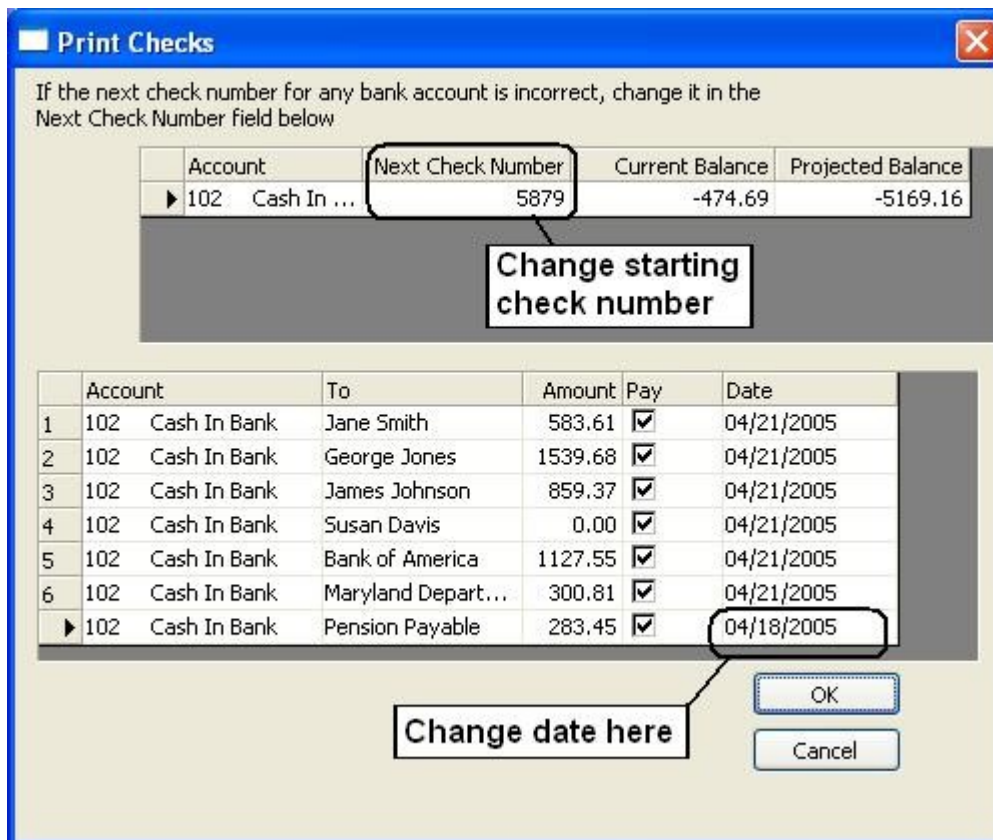
Note: The program will create one check for a payee for whom you have selected multiple invoices. Check amounts can be edited in the **Activities>Quick Check** screen, if necessary.

## Print Checks and Reports

You will need to print checks and reports to give to your client.

To print checks and reports:

1. Select **Reports>Reports List**.
2. Select the desired report group.
3. Select the appropriate **Check** report.
4. Click **Print Selected**.
5. Right click in the check area of the dialog box and click **select all** on the pop up menu.
6. Change beginning check number, if necessary.
7. Change any dates, as desired.
8. Click **OK** to print checks.



9. Verify that checks printed correctly. Click **No** if you need to reprint checks. Click **Yes** if checks printed correctly.



## Create Nacha File

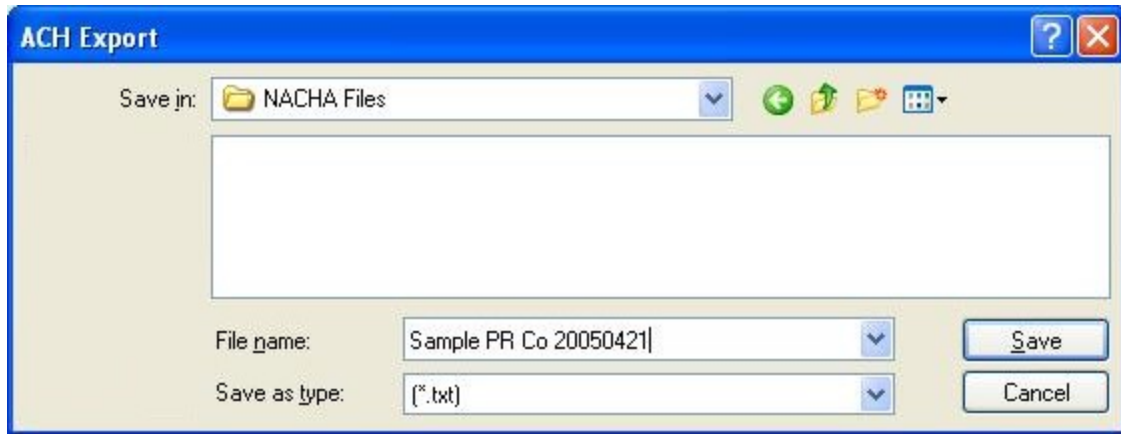
If there are employees using direct deposit, you will need to create a Nacha file for direct deposit. The Nacha file will be uploaded to your direct deposit provider.

To create the Nacha file:

1. Select **Activities>ACH>Direct Deposit**.
2. Right click on **EFT Export** screen to **Select All** payees.
3. Change **Effective Date**, if necessary.

Account	To	Amount	Pay	Bank Selected
▶ 102 ...	Susan Davis	49.73	<input checked="" type="checkbox"/>	CK-Bank of ...

4. Click **OK**.
5. Enter file name.
6. Click **Save**.
7. Send the file to your provider, using the instructions provided by them.

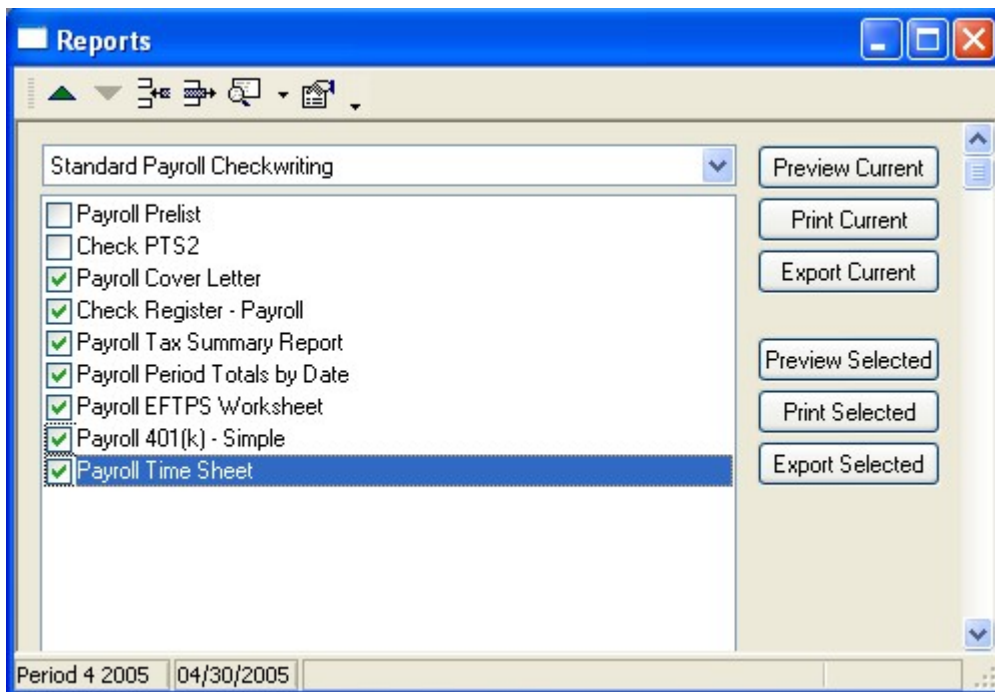


## Print Reports

After you have printed the checks and created the Nacha file, you will need to print the remaining reports.

To print reports:

1. Select **Reports>Reports List**.
2. Select the desired report group.
3. Select the appropriate reports.
4. Click **Print Selected**.



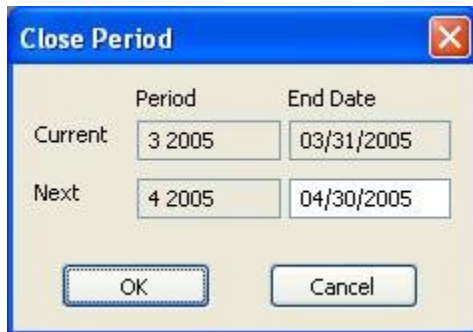
## Chapter 2 After the Fact Payroll or Handwritten Checks

### Close Period

Check the period the client is in. If the check date is in the next month, close the period.

To close the period:

1. Select **Activities>Close Period** or **WriteUp>Close Period**.
2. Save a backup file before you close the period.
3. Verify the **Next End Date**.
4. Click **OK** to close the period.



The image shows a Windows-style dialog box titled "Close Period". It contains two rows of input fields. The first row is labeled "Current" and has two fields: "Period" with the value "3 2005" and "End Date" with the value "03/31/2005". The second row is labeled "Next" and has two fields: "Period" with the value "4 2005" and "End Date" with the value "04/30/2005". At the bottom of the dialog are two buttons: "OK" and "Cancel".

	Period	End Date
Current	3 2005	03/31/2005
Next	4 2005	04/30/2005

## Enter Payroll Checks

1. Select **Activities>Quick Check** or **Writeup>Checks**.
2. Verify that the **Bank Account** field is set to the correct bank account. If necessary, select the appropriate bank account from the drop down list.
3. Select **Payroll(ATF)** from the drop down list in the **Check Type** field.
4. Enter the pay period start date and end date in the **Pay Period** fields, if necessary.
5. Enter the **Check Number** in the **Number** field. (If you don't have a check number, use a dummy check number. If you leave the number field blank, you will not be able to use the scroll buttons in the tool bar to move from check to check.)
6. Enter the pay date in the **Date** field. The check date will determine the payroll tax liability period.

The screenshot shows the 'Quick Check' window with the following fields and values:

Bank Account	102 Cash In Bank	Balance	-5154.04
Check Type	Payroll (ATF)	Number	1
Pay Period	[ ] [ ]	Date	04/21/2005
Pay to the order of	04 Susan Davis	Memo	[ ]

7. Select the employee from the drop down list in the **Pay to the Order of** field.

Note: Active employees are the only contacts available in the Payroll check screen. An employee is no longer active when the **Inactive** box is checked on the **Employee** tab of the contact. There are three ways to select an employee in the **Pay to the Order of** field.

- 1 – Type the employee's lookup.
- 2 – Use the mouse to click on the drop down arrow and click on the employee.
- 3 – Press the down arrow key on your keyboard when your cursor is in this field.

8. Enter **Hours** in the **Qty** field, if necessary.
9. Enter amounts for gross pay, taxes and deductions in the **Amount** field. You can enter additional items by selecting the **Item** from the drop down list.

The screenshot shows the 'Quick Check' window with the following details:

- Bank Account:** 102 Cash In Bank
- Balance:** -5154.04
- Check Type:** Payroll (ATF)
- Pay Period:** (empty)
- Number:** 1
- Date:** 04/21/2005
- Pay to the order of:** 04 Susan Davis
- Memo:** (empty)


	Item	Departm...	Account	Qty	Amount	WH State	UI State	DI State	Locale
1	RP	WAIT	515	40.0000	525.00	MD - Mar...	MD - Mar...	MD - Mar...	
	▶ FWH		232	0.0000	60.00				
3	SSW		232	0.0000	32.55				
4	MEW		232	0.0000	7.61				
5	SWH MD		233	0.0000	15.00				
6									

	Item	Department	Account	Qty	Rate	Amount	EFT Bank	WH State	UI State	DI State	Lo
	▶										

Buttons: New, Cancel

Check Total: 409.84

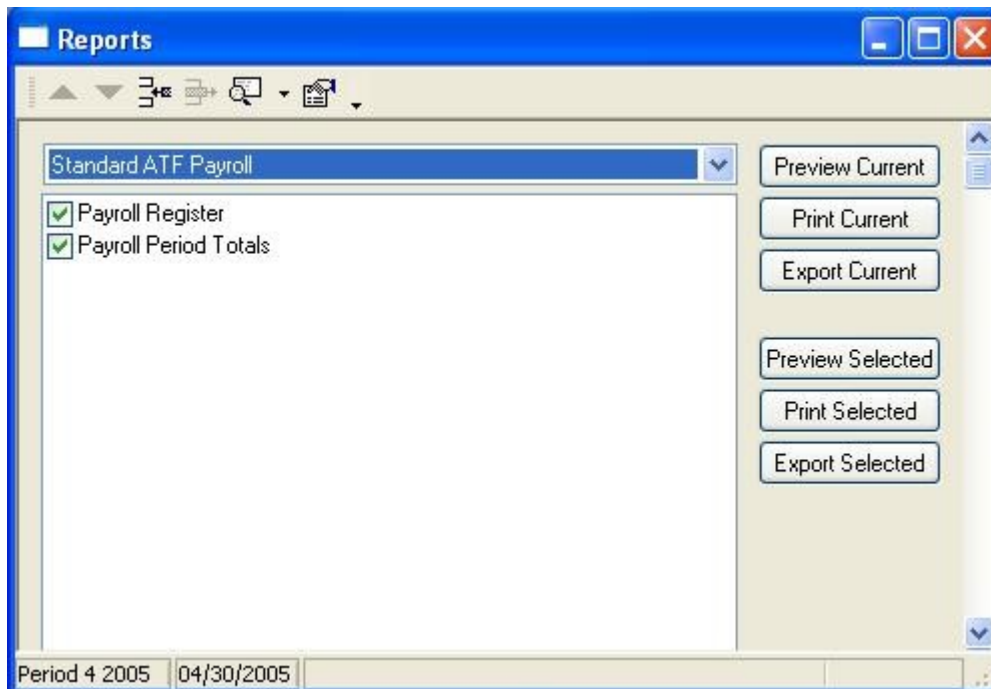
10. Enter through the **Item** field in the bottom grid or press **Alt-N** to start a new check.
11. Click **Save and Close**  or press **Alt-X** to close the window after all checks have been entered.

## Print Reports

After you have entered the payroll checks, you will need to print the remaining reports.

To print reports:


1. Select **Reports>Reports List**.
2. Select the desired report group.
3. Select the appropriate reports.
4. Click **Print Selected**.

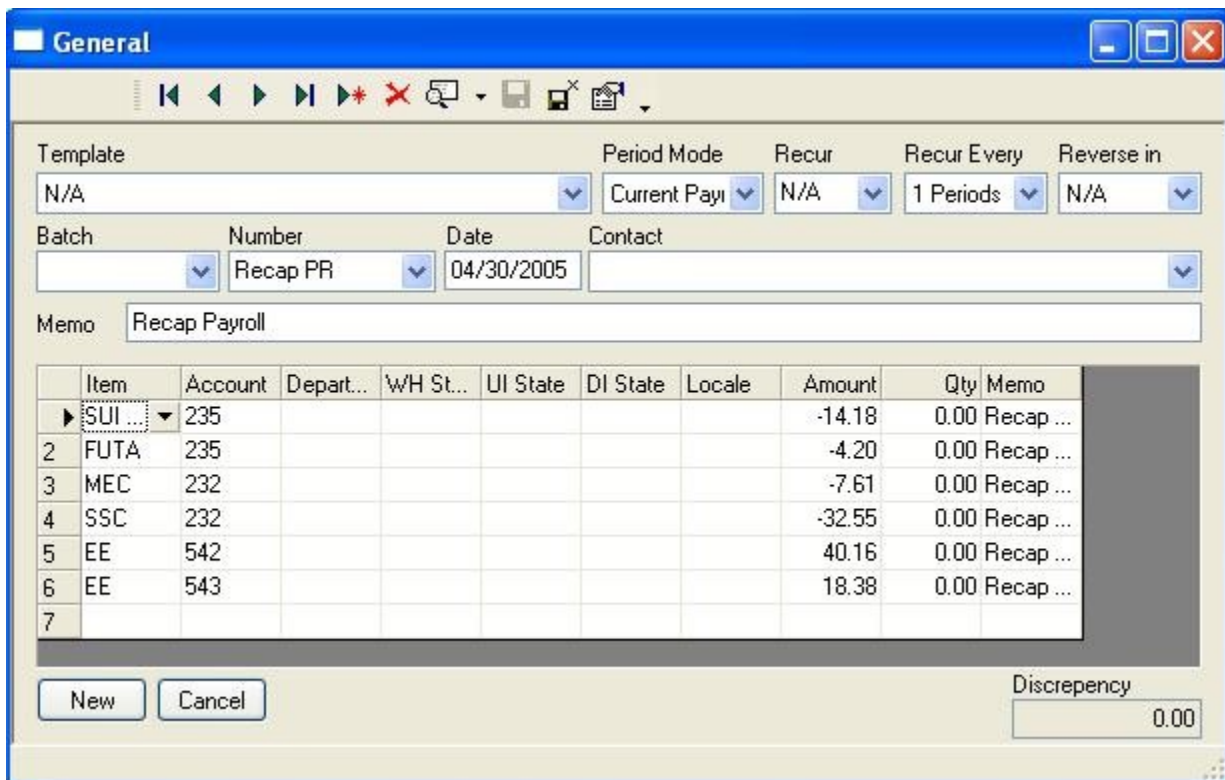


## Recap Payroll

After you have entered the payroll checks, you will need to run a payroll recap to post the payroll tax expenses to the general ledger.

To recap payroll:

1. Select **Activities>Payroll Recap** or **WriteUp>Payroll Recap**.  
The system will recap the payroll checks, if necessary, and create a general entry.
2. Click **Save and Close**  or press **Alt-X** to close the general screen.



Item	Account	Depart...	WH St...	UI State	DI State	Locale	Amount	Qty	Memo
1 SUI	235						-14.18	0.00	Recap ...
2 FUTA	235						-4.20	0.00	Recap ...
3 MEC	232						-7.61	0.00	Recap ...
4 SSC	232						-32.55	0.00	Recap ...
5 EE	542						40.16	0.00	Recap ...
6 EE	543						18.38	0.00	Recap ...
7									

## Chapter 3 Import to Write Up

### Export to FCAS

If the payroll file and write up files are not in the same instance of the program you will need to create a file that can be imported into the FCAS Write up file. You can either export by **Period>Year** or by **Date Range**.

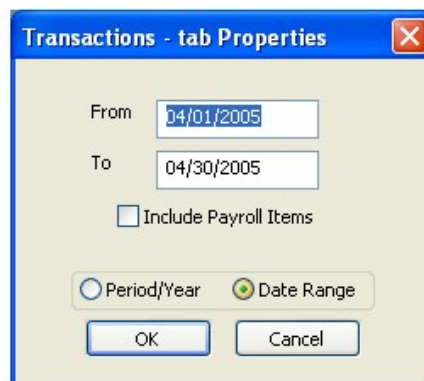
If you use **Period>Year**, the following transactions will be imported.

- All transactions from prior periods that have a date that falls within the date range of the period selected. If the client is on a calendar year basis and the selected Period/Year is 04/2005, then all transactions from prior periods with a date between 04/01/2005 and 04/30/2005 will be exported.
- All transactions made in the period selected will be exported except those with a date that is future to the date range of the selected period. Using the above example, all transactions made in period 4 of 2005 that do not have a date future to 04/30/2005 will be exported.

If you use **Date Range**, all transactions that fall within the selected date range regardless of the period or year in which they were created will be exported.

To create an export file for FCAS:

1. Select **File>Exports>FCAS Write Up**.
2. Browse to the directory you wish to save the export file in.
3. Enter the desired file name and click **Save**.
4. Select **Period>Year** or **Date Range**.
5. Enter the **Period** and **Year** or the **From** and **To** dates.
6. Check options for exporting **Payroll Items** and/or **Quantity** as desired.  
Note: If you are printing payroll tax reports from the payroll file, do **not** check the **Payroll Items** box.
7. Click **Ok** to create the file.



Use **Write Up>Import Transactions>FCA Payroll** if the Write Up and Payroll files are in the same instance of the program. This import eliminates the need to open the payroll file to create the export and then open the write up file to import. Select this option in the Write Up client file while processing the bookkeeping for the month.

## **Export To Other Write Up Software**

You may need to create an export file to import into write up software other than FCAS.

**File>Export>Transactions - Tab** creates a tab delimited text file in the same format as the QuickBooks® Custom Transactions Detail report and can be used to export transaction data for import into accounting software that supports this format.

For specific instructions on these exports, see the relevant help topics.