Payroll Setup Manual

Full Contact Accounting ™
Professional Business Manager ™

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Table of Contents

Introduction

This manual has been written to help you set up a new client. Please use the **Table of Contents** as a checklist to ensure that the client is set up correctly.

Prior to setting up the first client, open the master or sample payroll company.

- Select **Setup/Contacts/Company Contacts.** Check the address(es) on tax and other payees. Correct if necessary.
- Select **Setup/System Options**. Set the options as desired. See **Appendix A** for detailed instructions.
- Select **Activities/Quick Check**. Set the options on the **Quick Check System** tab, the **Quick Check Client** tab and set the **Column Configuration**. (See **Appendix B** for detailed instructions)

NOTE: Repeat steps 2 and 3 for each username within the program.

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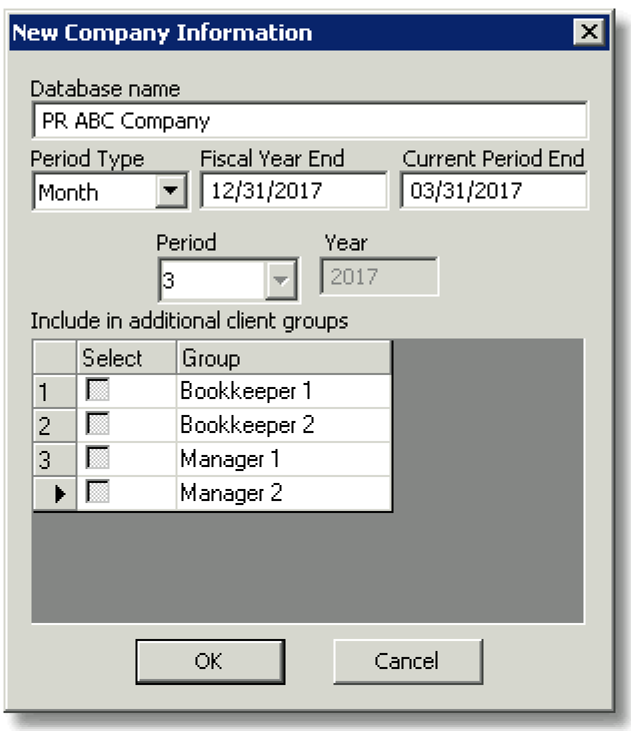
Chapter 1 - Create A New Company File

To create a new company file:

1. Select **File/New/Company** to create a new company file.
2. The **Database name** entered here is what will appear in the **Company List**.
3. The **Period Type** refers to the accounting period, **NOT** the pay period frequency.
4. If only payroll is processed in this file, **always** enter a **12/31/20xx** year end date in the **Fiscal Year End Date** field.
5. The **Current Period End Date** should be the end of the first month for which payroll opening balances will be entered or the first month payroll will be processed if this is a new business. If this is a client with existing payroll and is being set up in the middle of the year, enter the date of the last calendar quarter.
6. Enter through the **Year** field to accept the value suggested by the program.
7. Select the desired **Client Group(s)**.
8. Click **OK** to create the company file.



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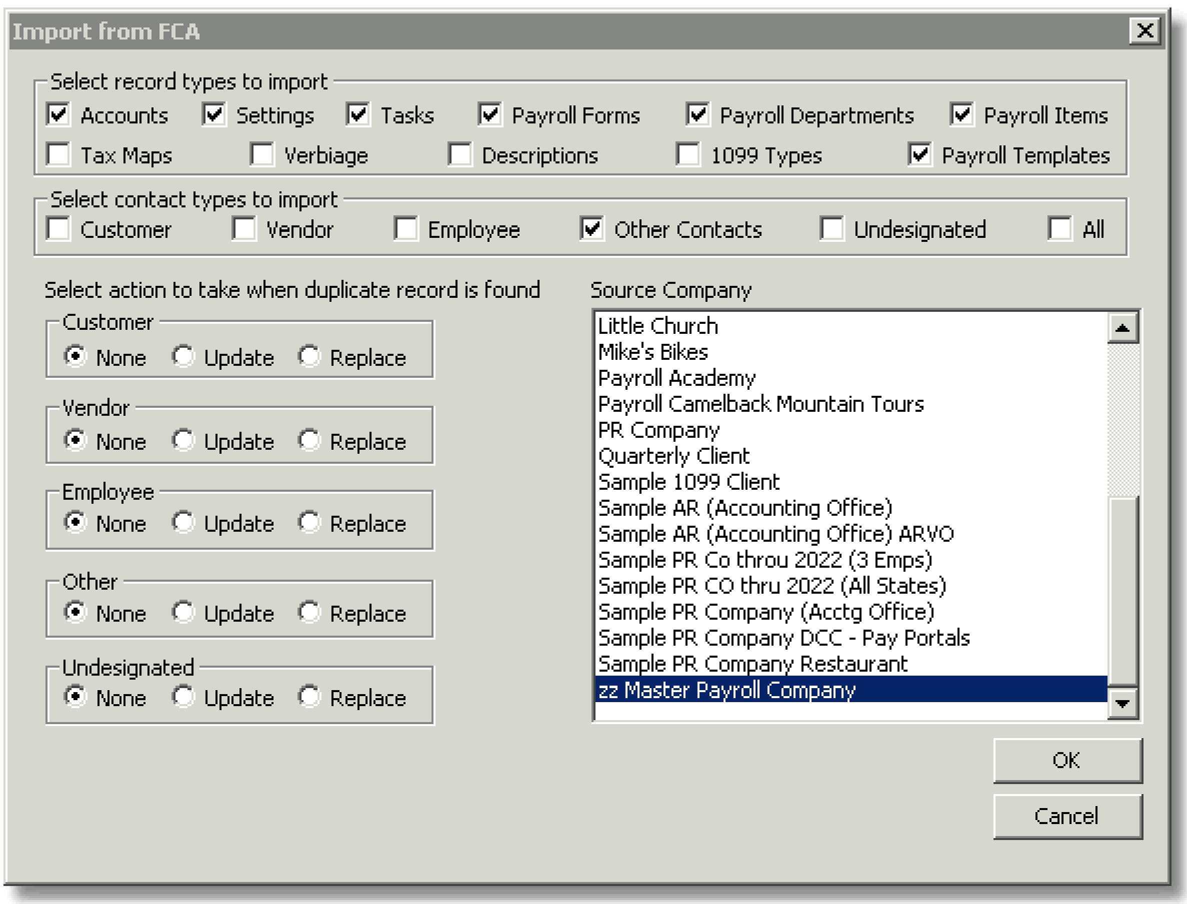
Chapter 2 - Import Accounts and Payroll Items from Sample Payroll Company

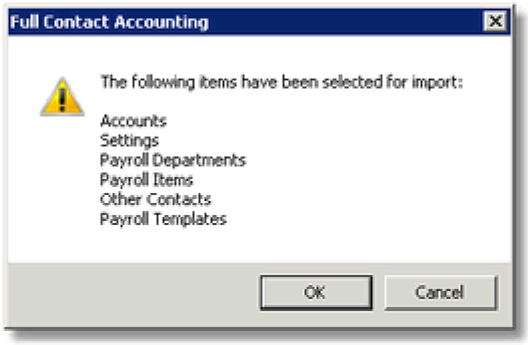
Accounts, Settings, Payroll Items and Contacts may be imported from an existing PBM or FCA client. When **Settings** is selected, the screen options and column configuration information is copied from the source company.

To import from another file:

1. Select **File/Imports/Full Contact Accounting** or **File/Imports/Professional Business Manager**.
2. Check **Account**, **Settings**, **Payroll Departments**, **Payroll Items, Payroll Templates** and **Other Contacts**. Select any other necessary record types. Leave the **Select action to take when duplicate record is found** at **None** for all contact types.
3. Select the sample payroll company from the **Source Company** list.

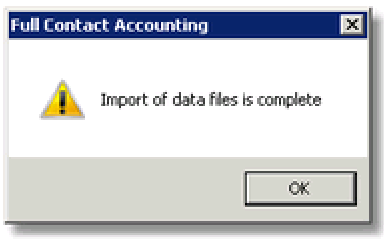


4. Verify desired record types have been selected.



5. Click **OK** to begin import.

The following dialog box will appear when the import is complete.



6. Click **OK** to close the dialog box.

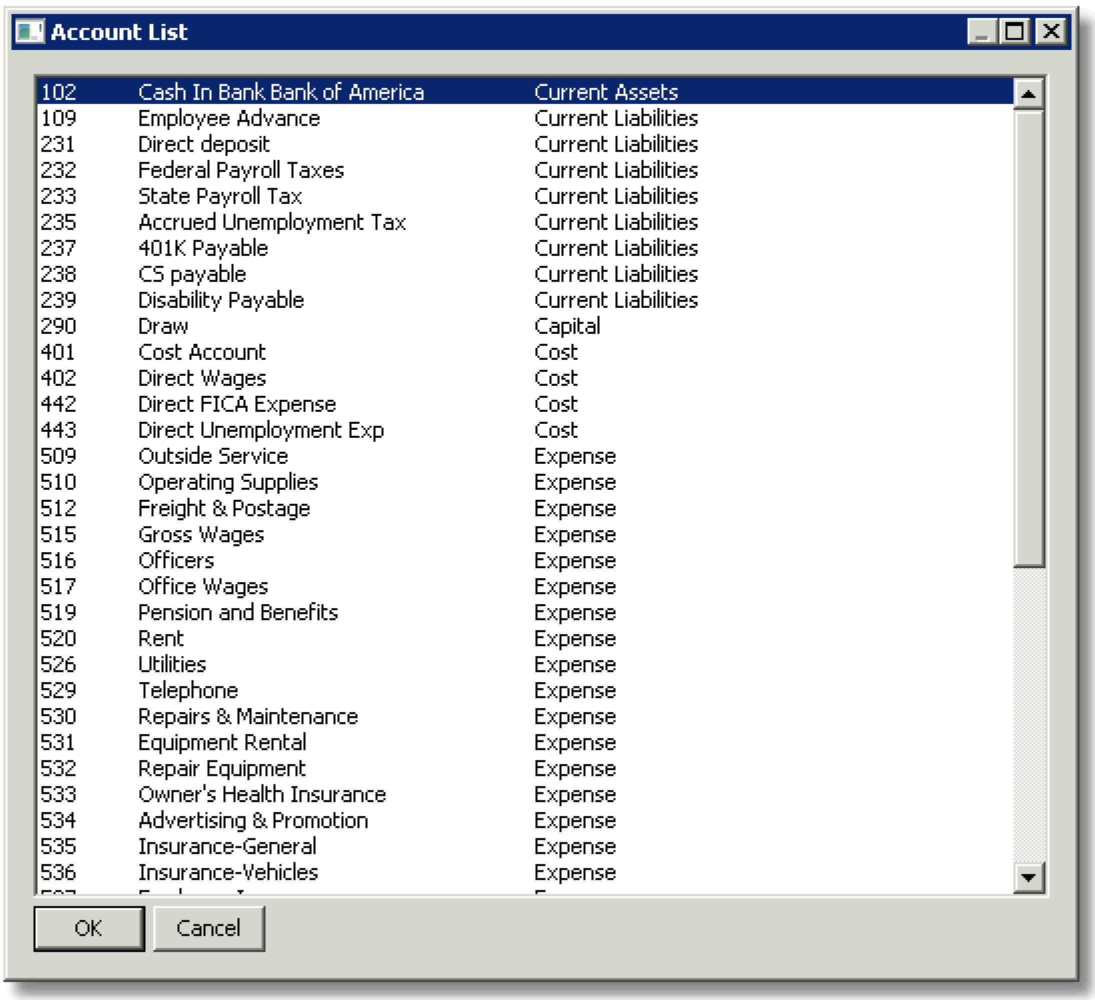
Note: If the client has a file in Advantage, QuickBooks, Check Writer, BusinessWorks, or Creative Solutions CBS (DOS), import GL accounts (except for CBS (DOS)), Vendors, Employees, etc. using the **File/Imports** menu instead of importing accounts from PBM or FCA.

Chapter 3 - General Ledger Account Maintenance

(Payroll Checkwriting and ATF Payroll)

Some of the accounts that were imported from the sample payroll company file may need modification if live payroll is being processed. Additional accounts may need to be created for some clients.

1. Select **Setup/Accounts**.
2. Click on the **List** icon or press **Ctrl + I** and verify all necessary payroll accounts are set up.
3. Set up any additional necessary accounts.



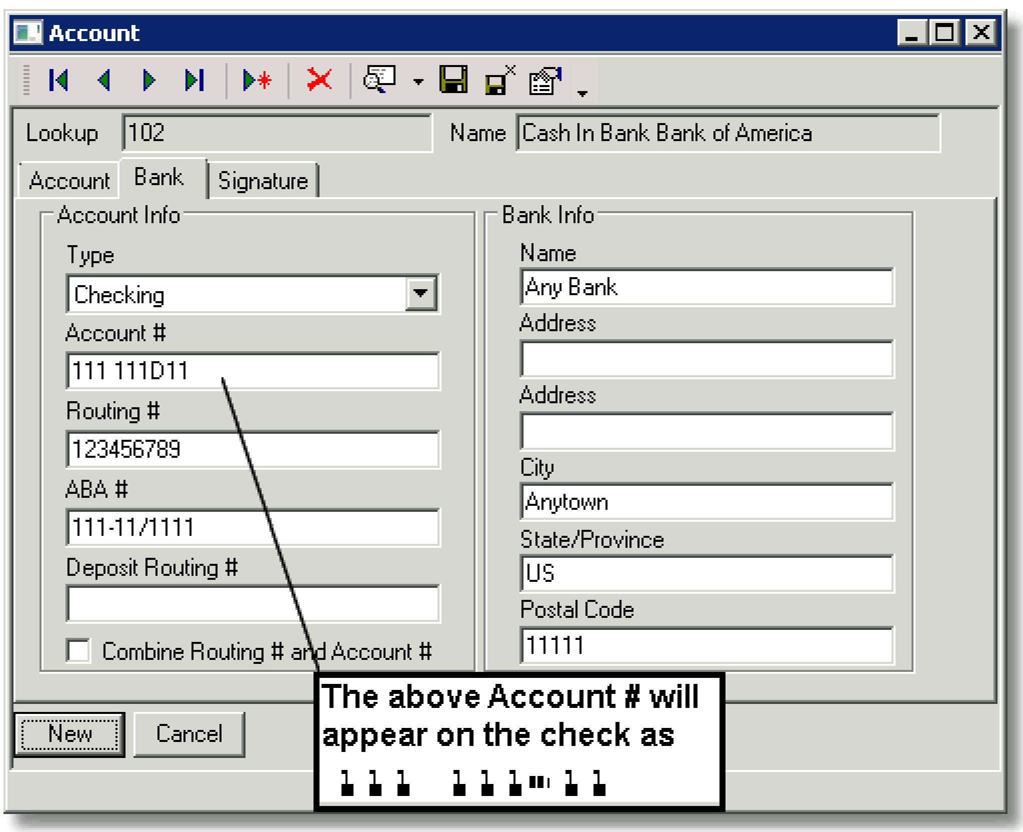
Bank Account

4. To enter account information for MICR Encoding, select the **Bank** tab of any account checks will be written from if blank check stock is being used.
5. Select **Checking** or **Savings** from the drop-down list in the **Type** field.
6. Enter the checking account number in the **Account #** field. Enter MICR symbols that are embedded in the account number as follows:

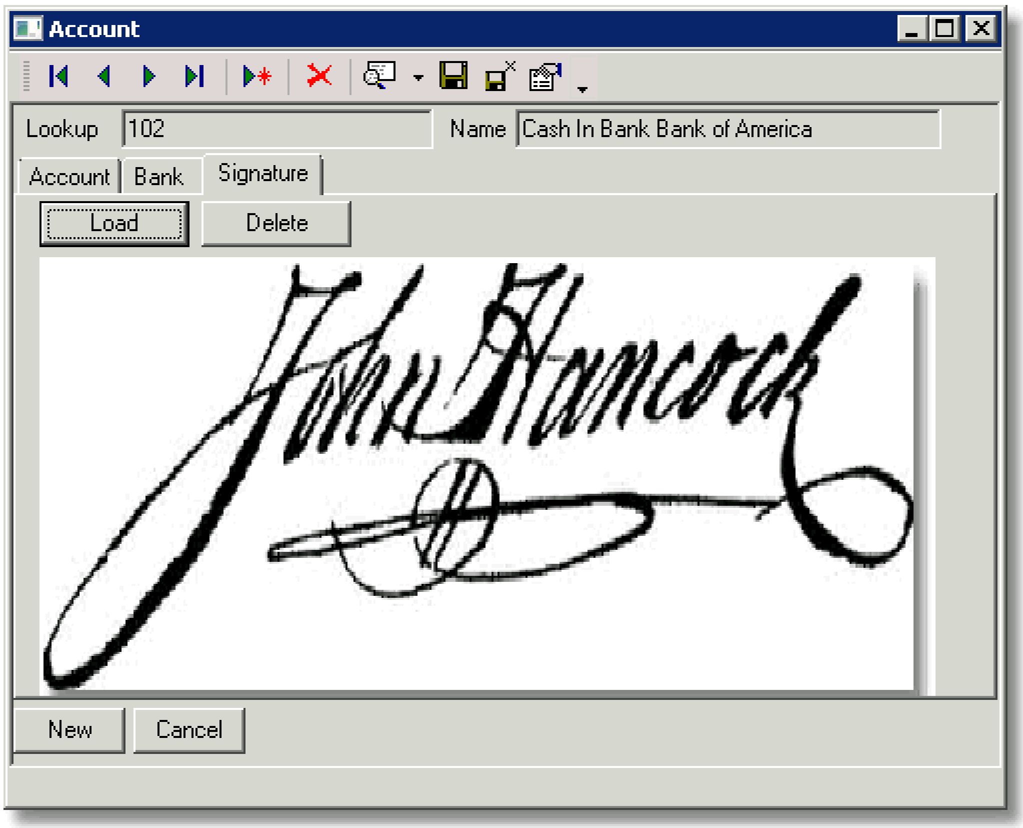
    A=⑆
    B=⑇
    C=⑈
    D=⑉

    Do NOT enter the symbol which follows the account number.

7. Enter the nine digit bank routing number in the **Routing #** field. Do NOT enter the symbol before or after the routing number.
8. Enter the ABA number in the **ABA #** field.
9. Enter the bank name, address, city, state and zip code as they need to appear on the check in the appropriate fields.



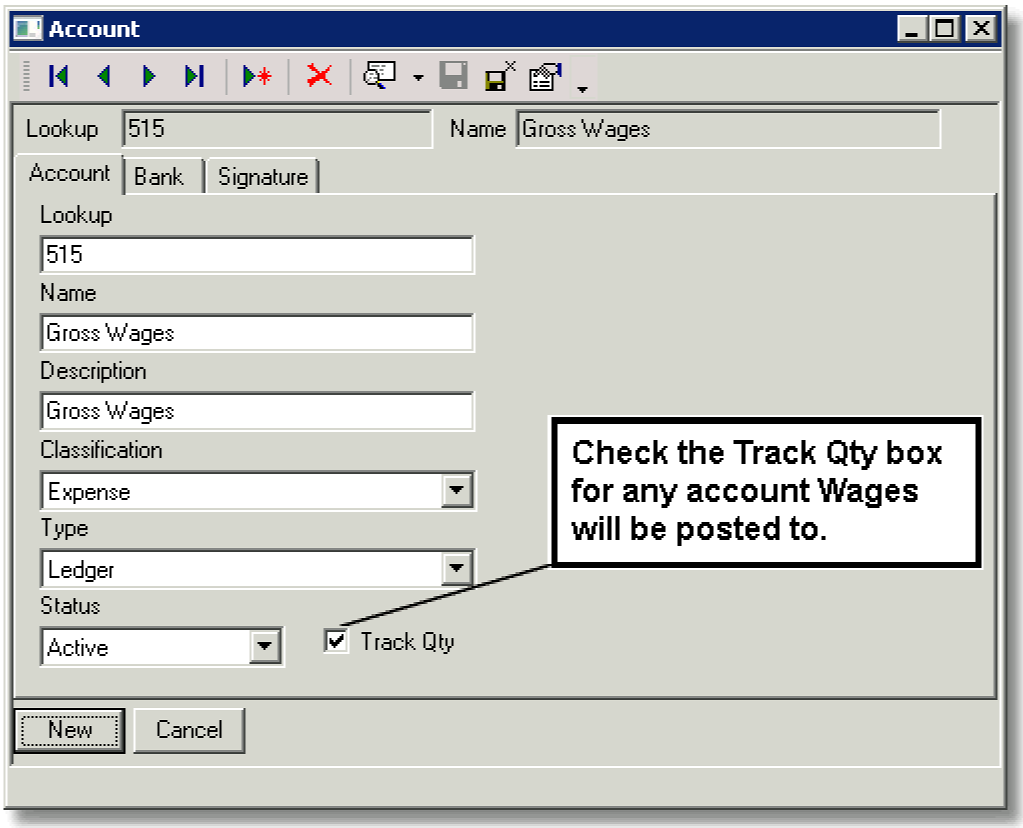
10. If a printed signature image is desired on the checks, select the **Signature** tab.
11. Click on the **Load** button.
12. Browse for the image file containing the signature, click on it and select **Open**. The program will support BMP, DIB, RLE, JPG, JEPG, JPE, JFIF, GIF, TIF, TIFF or PNG files.



13. Delete any checking accounts that will not be used.

Wage Accounts

14. Set up additional pay accounts as needed and check the **Track Qty** box. Hours may not be entered for an account that does not have the **Track Qty** box checked.

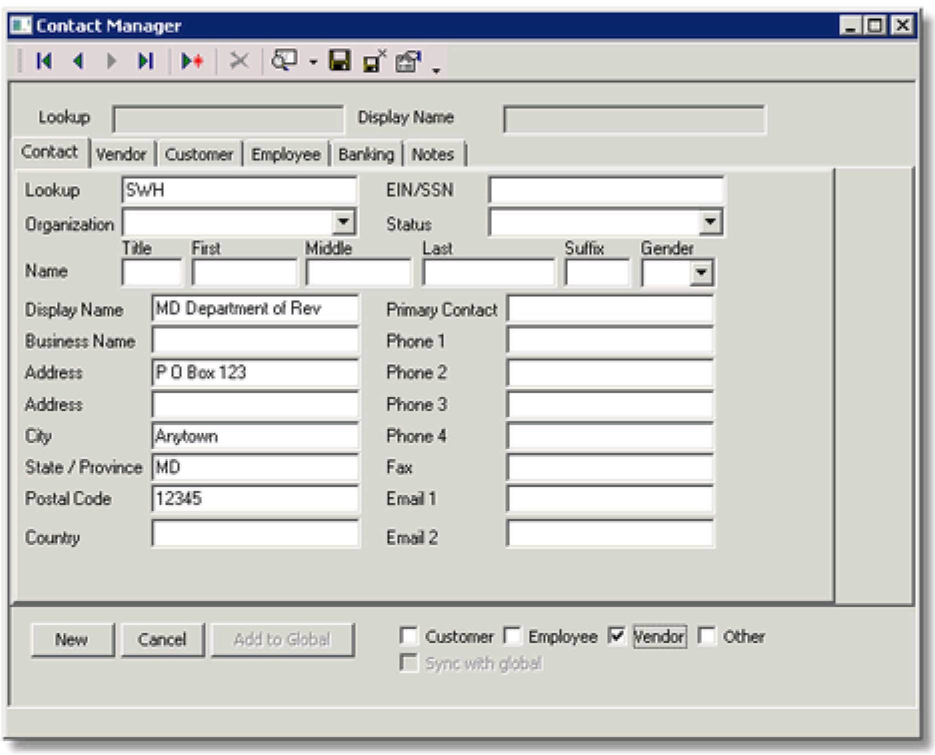


Chapter 4 - Set Up Contacts for Tax and Other Liabilities

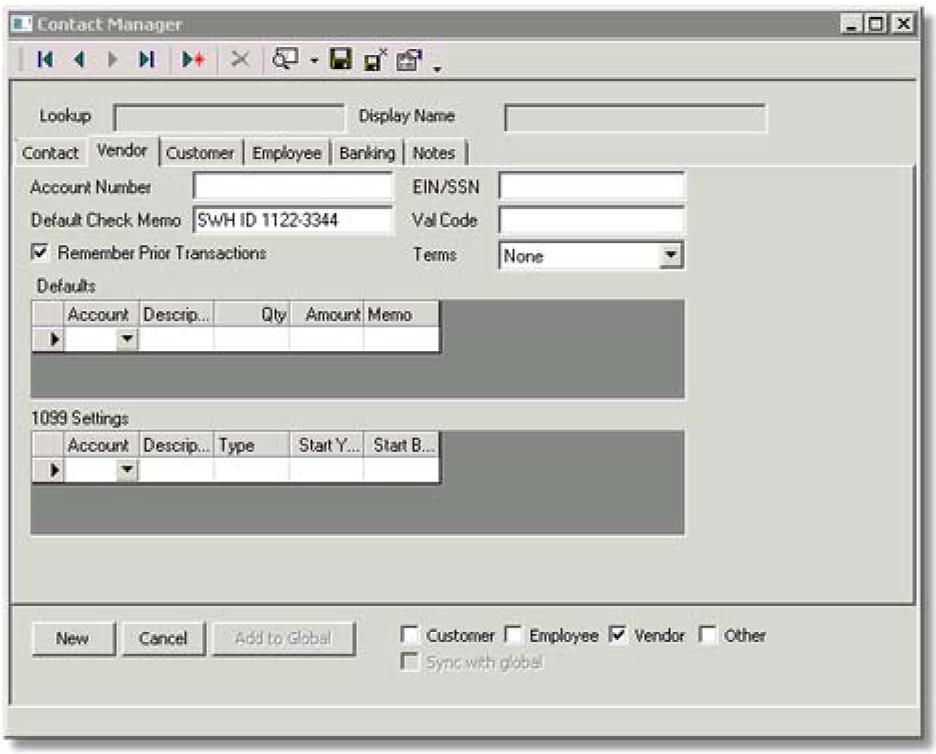
(Payroll Checkwriting Only)

The system will accrue payable amounts for tax liabilities, garnishments or 401K or Simple contributions. Set up contacts for these payees (Bank, State Unemployment, IRS, State Withholding, etc.). If contacts have been imported from another file, review the imported contacts and edit as necessary. Set up additional contacts as necessary. **Do not create employees yet.**

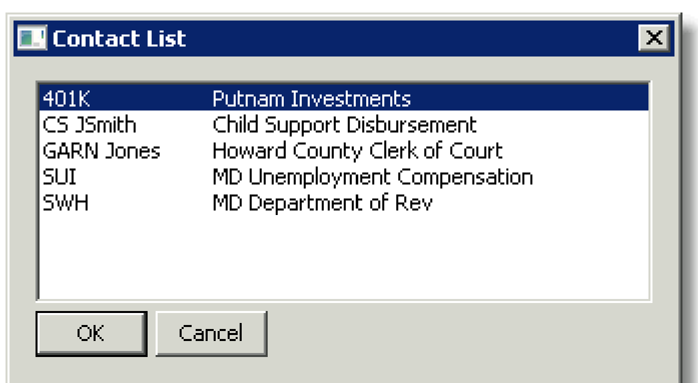
1. Select **Setup/Contacts/Company Contacts.**
2. Create desired contact. Enter necessary information on the **Contact** tab. The **Display Name** is the name that will print on checks.
3. Check the **Vendor** box for any payee receiving amounts to be included in the third party payee area of the cover letter.
4. Check the **Other** box for any payee that may be imported to other client files. (Chapter 2, Step 2)



5. Select the **Vendor** tab.
6. Enter an account number or memo in the **Default Check Memo** field. The information entered in this field will print in the **Memo** field on the face of the check.



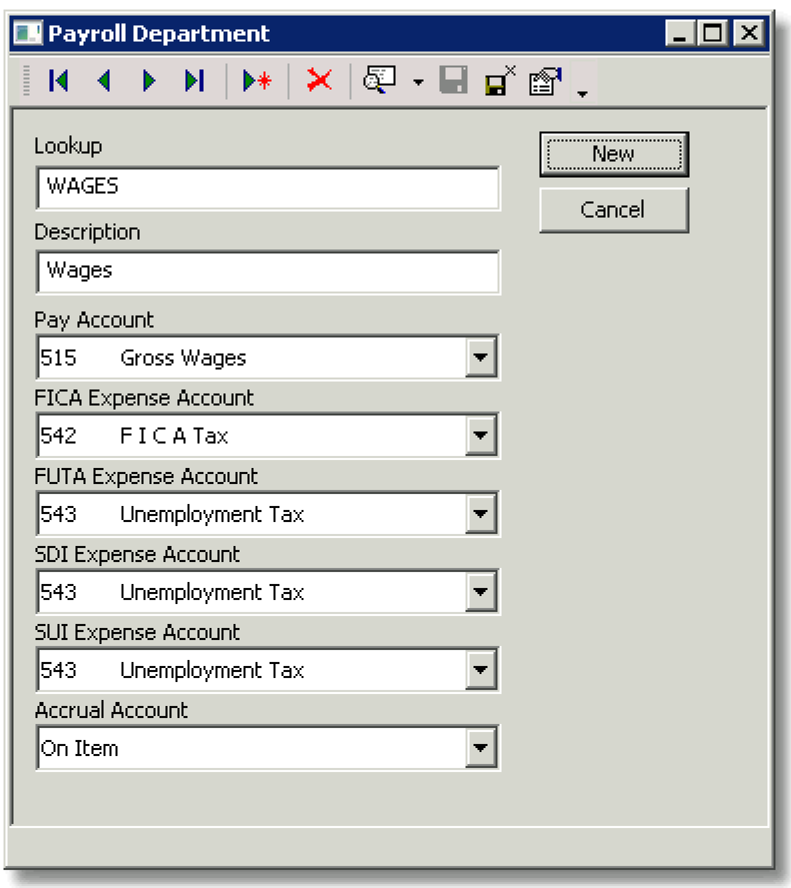
The **Contact List** should look something like this after all tax and third party payees have been set up. **Do NOT set up employees yet.**

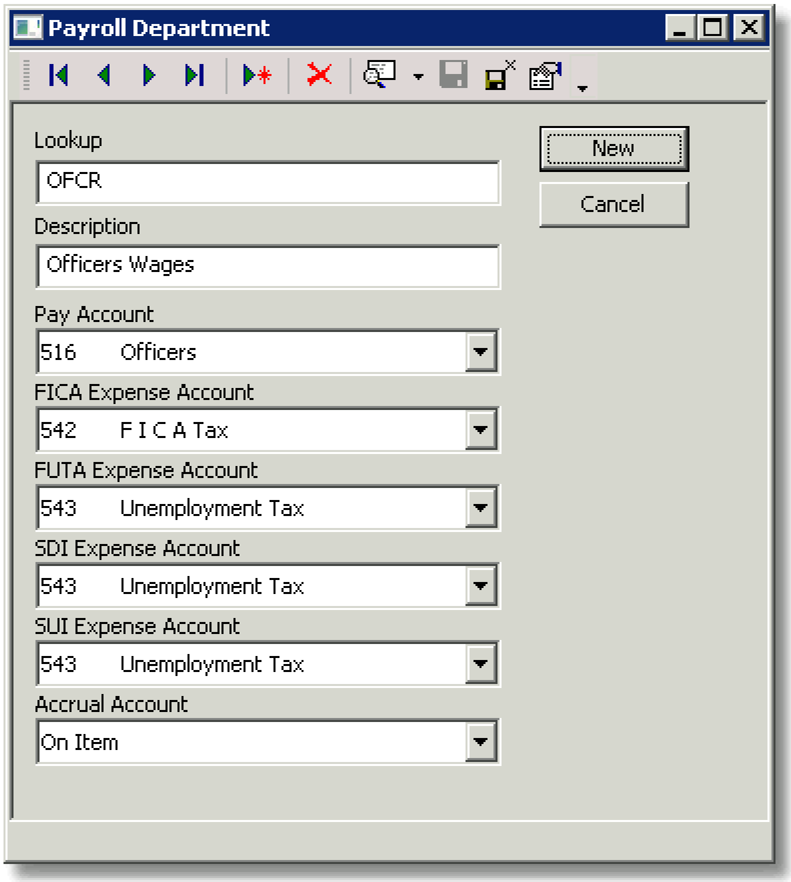


Chapter 5 - Set Up Payroll Departments
(Payroll Checkwriting and ATF Payroll)

Payroll departments are used for both payroll checkwriting and ATF payroll. Each Company MUST have at least one payroll department. Payroll departments are used to control the posting of the wage and tax expenses for general ledger purposes. Preparation of workers' compensation reports can be simplified by setting up a department for each class of employee even if the different classes post to the same general ledger account. There is no limit to the number of departments that can be set up.

1. Select **Setup/Payroll Departments**.
2. Enter a unique **Lookup**. The **Lookup** can be any desired alphanumeric combination. A GL account number or department name may be used. (If employees are being imported from another software product, use the same department name for the Lookup. Employees will import with their original default department. If the department does not exist in PBM or FCA, the default department for each employee will have to be entered. After the employees are imported, the department Lookup may be changed and it will change the default department for all employees in that department.)
3. Select the appropriate **expense accounts** in the **Pay Account, FICA Account, FUTA Account, SDI Account** and **SUI Account** fields.
4. Leave **On Item** in the **Accrual Account** field.

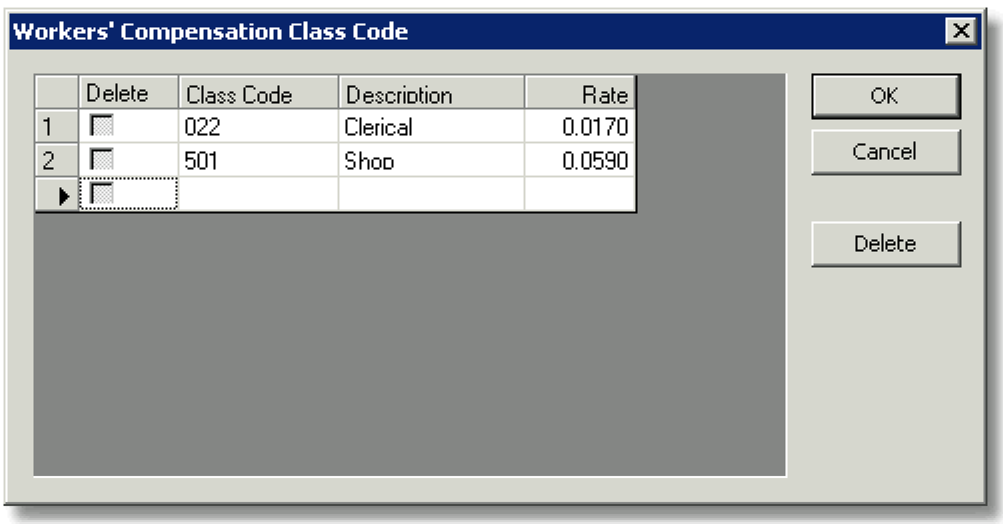



Payroll Department
Lookup
OFCR
New
Cancel
Description
Officers Wages
Pay Account
516 Officers
FICA Expense Account
542 F I C A Tax
FUTA Expense Account
543 Unemployment Tax
SDI Expense Account
543 Unemployment Tax
SUI Expense Account
543 Unemployment Tax
Accrual Account
On Item

Chapter 6 - Set Up Workers' Comp Class Codes
(Payroll Checkwriting and ATF Payroll)

Workers' Comp codes may be used for both payroll checkwriting and ATF Payroll. They are client specific. There is no limit to the number of Class Codes that can be set up. This is required for Pay As You Go workers' compensation.

1. Select **Setup/Payroll WC Class Code**.
2. Enter **Class Code, Description, and Rate** for the client. The **Rate** field is optional.
3. Click **OK** to save.



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Chapter 7 - Set Up Company Information and Defaults
(Payroll Checkwriting and ATF Payroll)

Company information and default settings need to be entered for the client.

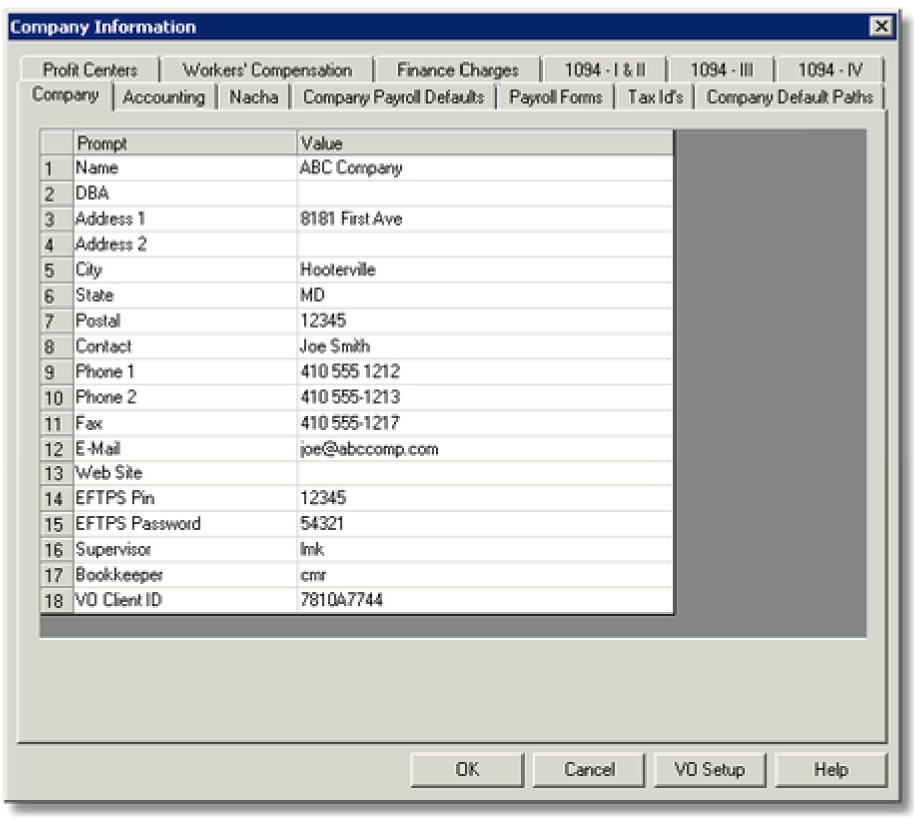
To enter company information and default settings:

1. Select **Setup/Company Information**.

Company Tab

Most fields on this tab are required for both payroll checkwriting and after the fact payroll.

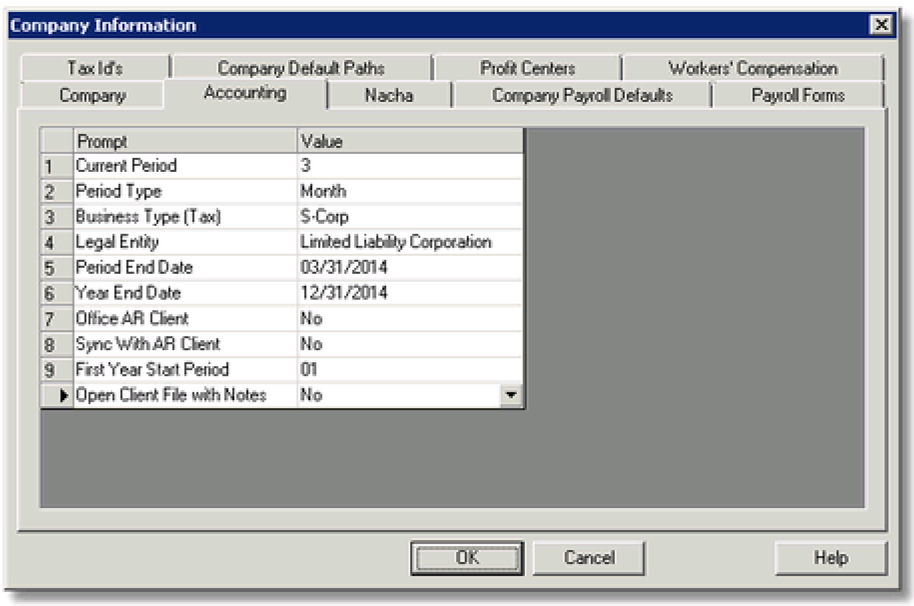
2. Complete all appropriate fields on the **Company** tab. This information will print on checks and reports. The **EFTPS Pin** and **EFTPS Password** will print on the **EFTPS Worksheet**.
3. Enter the **VO Client ID** if printing directly to the client's portal.



Accounting Tab

Most fields on this tab are for informational purposes only. Do not change any values other than **Business Type.**

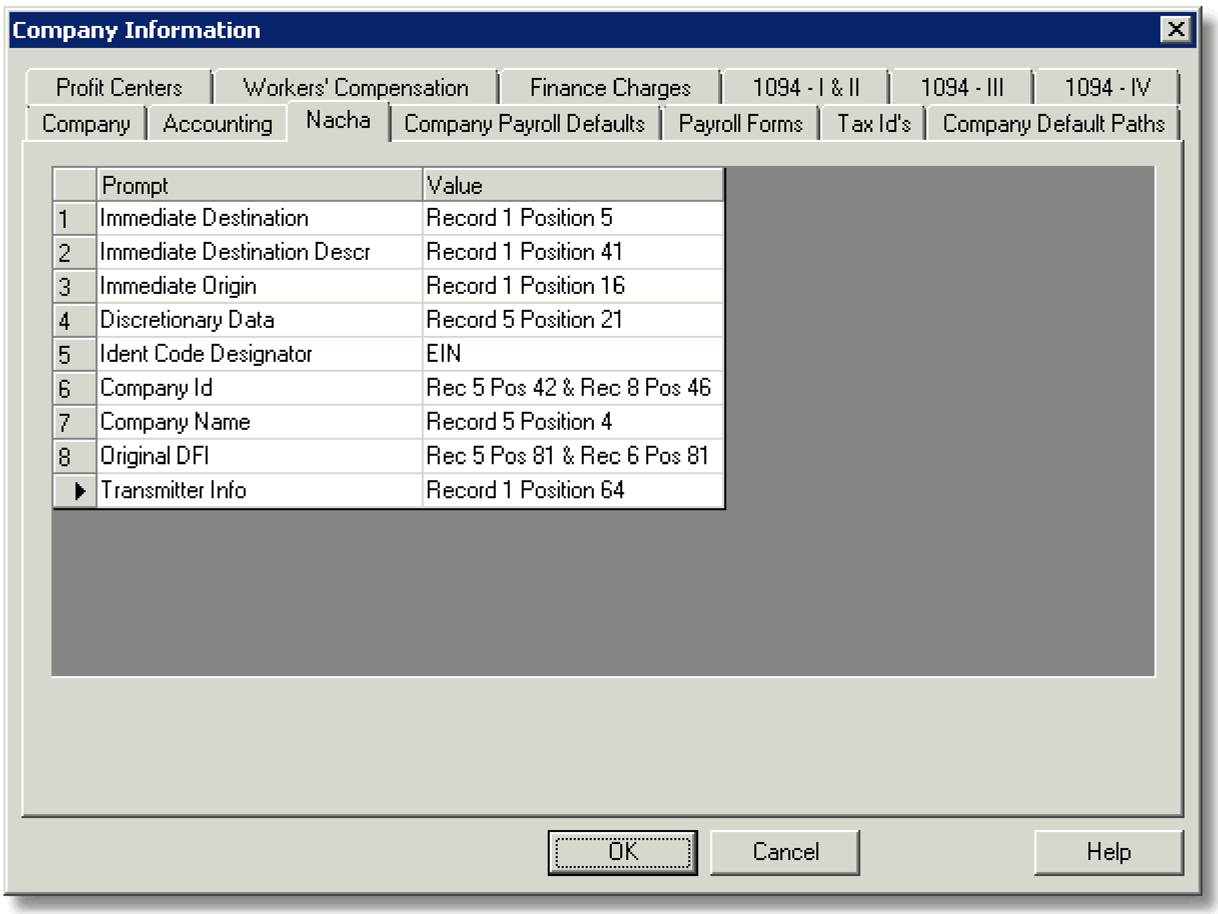
4. Select the **Accounting** tab.
5. Review the values on this screen for accuracy. Select the appropriate **Business Type** and **Legal Entity**. Change **Sync With AR Client** to **No** if appropriate. Do not change any other values on this tab.



Nacha Tab
(Payroll Checkwriting only)

FCA or PBM creates a Nacha (National Automated Clearing House Association) file for the transfer of funds from the company's bank account to the bank accounts of employees and vendors. The Nacha file must be submitted to a vendor that processes such transactions. This tab contains information necessary to create a valid Nacha file for transmission of direct deposit information.

6. Select the **Nacha** tab.
7. Enter the appropriate **Values.** Get the values for these fields from the third party Direct Deposit vendor.



Ident Code Designator - Select the appropriate value from the drop-down list.

- **EIN** - The number 1 will precede the Company Id in the Nacha file. (Record 5 Position 41 and Record 8 Position 45)
- **DUNS** - The number 2 will precede the Company Id in the Nacha file. (Record 5 Position 41 and Record 8 Position 45)
- **User Assigned #** - The value in the Company Id will start at Record 5 Position 41 and Record 8 Position 45 in the Nacha file.

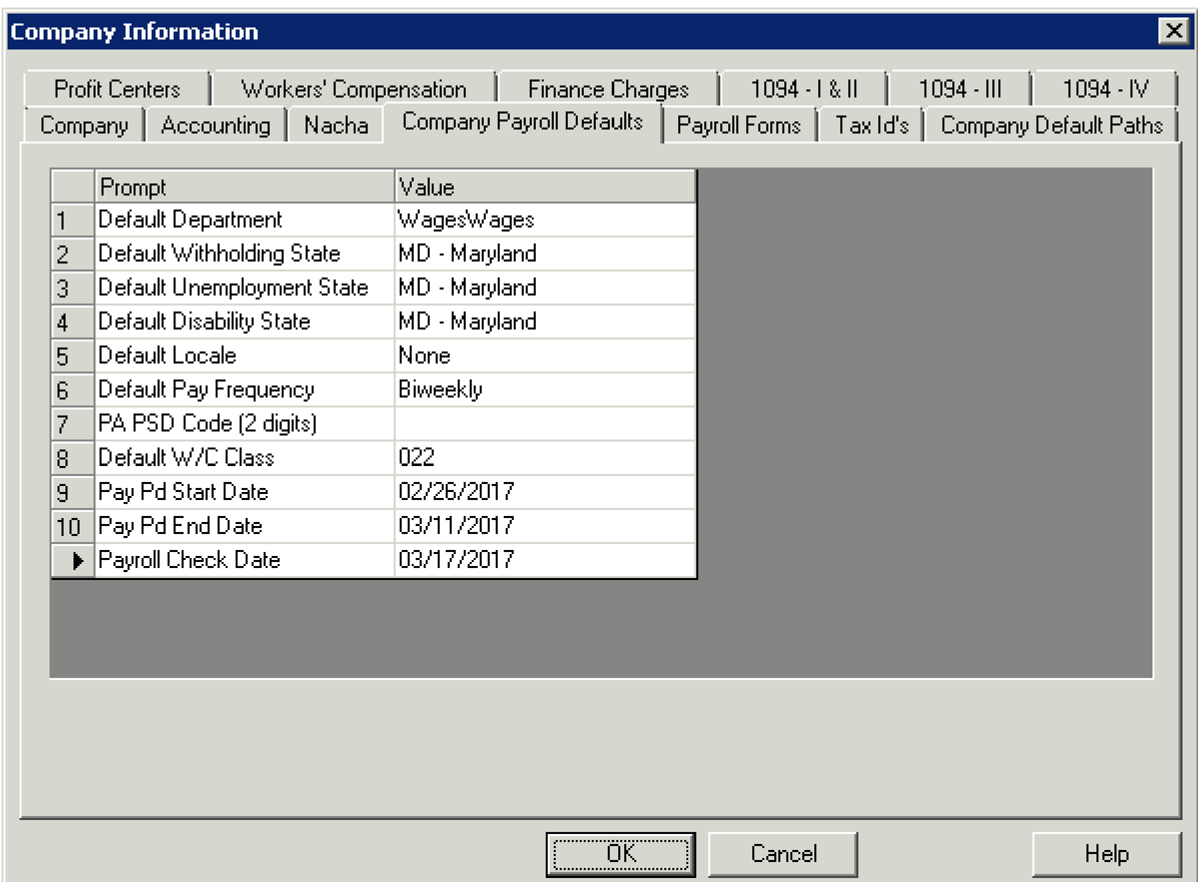
Transmitter Info - This field is required by some private banks.

```
101 immeddestimmedorigi1703240910R094101immeddestdisc          transmitter info
5200co name         discdata            1co id    PPDfd        000000170317   1orig dfi0000001
62298765432111               000009901434444          Eustace Haney           0orig dfi0000001
6229876543211112             000017577367777          Lisa Douglas            0orig dfi0000002
62298765432165498            000027026078888          Oliver Douglas          0orig dfi0000003
6271234567891111             0000545047co id          co name                 0orig dfi0000004
820000000403086419740000005450470000005450471co id                             orig dfi0000001
9000001000001000000040308641974000000545047000000545047
9999999999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
9999999999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
```

Company Payroll Defaults

Completion of this screen is mandatory to reduce the possibility of errors on State Withholding or State Unemployment tax returns.

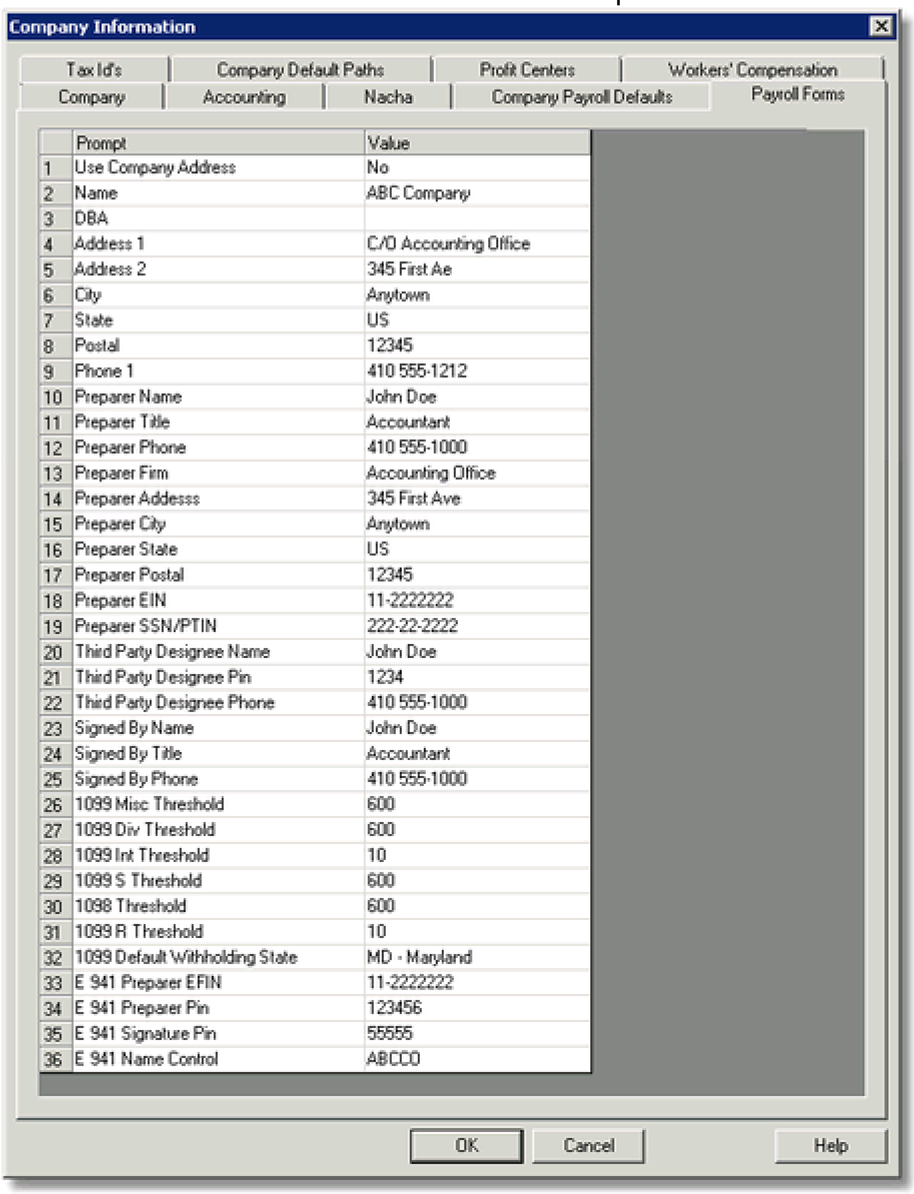
8. Select the **Company Payroll Defaults** tab.
9. Select the department for most employees for **Default Department**.
10. Select the state that most employees will have taxable wages in for **Default Withholding State**.
11. Select the state in which the company is located for **Default Unemployment State.**
12. Select the state in which the company is located for **Default Disability State**
13. Select a **Default Locale ONLY** if **ALL** employees for this company will always have local withholding tax. If local withholding tax only applies to some employees, enter the default locale ONLY on the employees with taxable wages.
14. Select the appropriate **Default Pay Frequency**. If an employee is paid on a different frequency, the company default can be overridden at the employee level.
15. Enter the 2 digit **PA PSD Code** if applicable. This will print on the W2s.
16. Select the desired **W/C Class**.
17. Enter the desired **Pay Pd Start Date, Pay Pd End Date, and Payroll Check Date** for a Weekly or Biweekly payroll. Dates entered in this field will populate the corresponding fields on the check entry screen.



Revision Date: 11/9/2020

Payroll Forms Tab

18. Select the **Payroll Forms** tab.
19. If **No** is selected in the **Use Company Address** field, the name, DBA and address entered on this tab is what will print on the payroll tax returns. If **Yes** is selected in the **Use Company Address** field, the name, DBA and address on the **Company Tab** will print on the payroll tax returns.
20. Enter the **Preparer Name** and additional preparer information as necessary to print on the payroll tax returns.
21. Enter **Third Party Designee Name** and additional information as necessary to print on the Federal 941 and Federal 940.
22. Enter amounts in the various **1099 Threshold** fields. The amounts entered in these fields are the MINIMUM amount for which a 1099 will print.

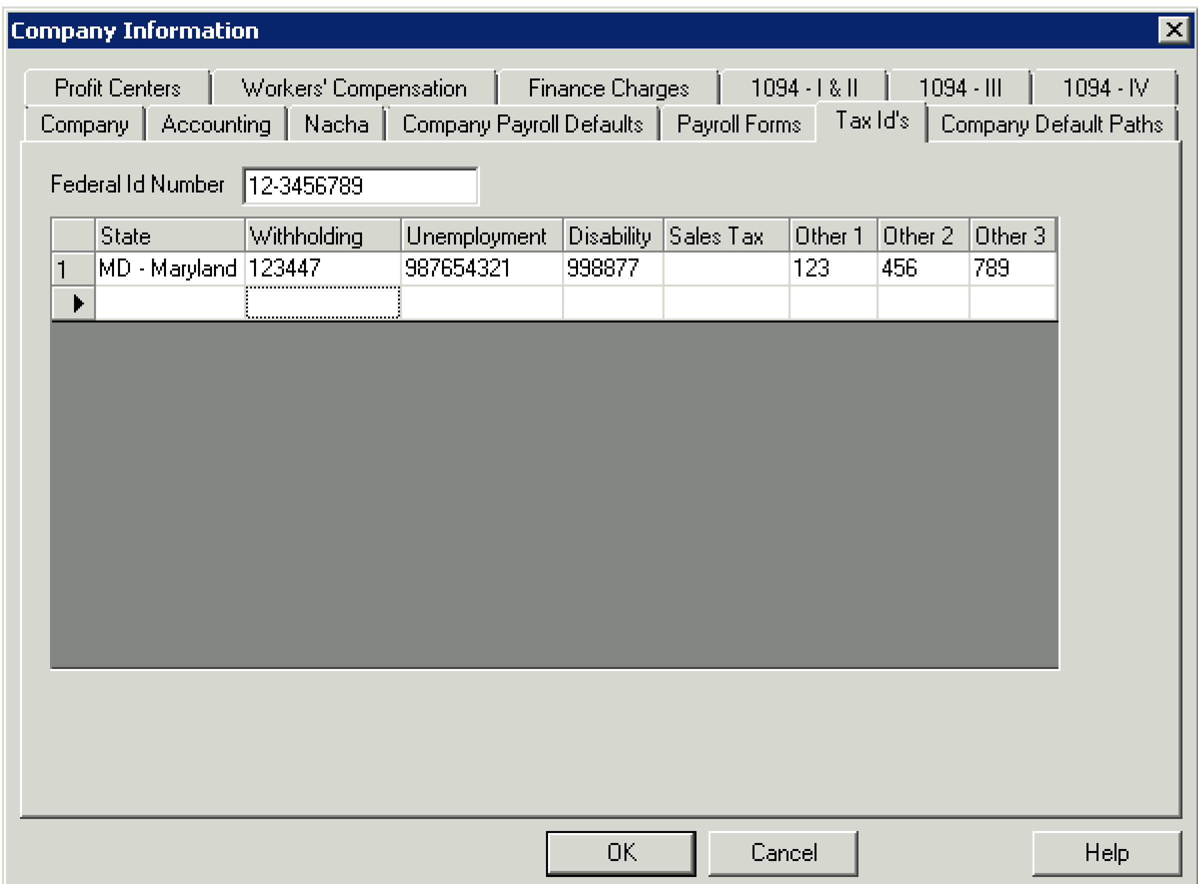


	Prompt	Value
1	Use Company Address	No
2	Name	ABC Company
3	DBA	
4	Address 1	C/O Accounting Office
5	Address 2	345 First Ae
6	City	Anytown
7	State	US
8	Postal	12345
9	Phone 1	410 555-1212
10	Preparer Name	John Doe
11	Preparer Title	Accountant
12	Preparer Phone	410 555-1000
13	Preparer Firm	Accounting Office
14	Preparer Addesss	345 First Ave
15	Preparer City	Anytown
16	Preparer State	US
17	Preparer Postal	12345
18	Preparer EIN	11-2222222
19	Preparer SSN/PTIN	222-22-2222
20	Third Party Designee Name	John Doe
21	Third Party Designee Pin	1234
22	Third Party Designee Phone	410 555-1000
23	Signed By Name	John Doe
24	Signed By Title	Accountant
25	Signed By Phone	410 555-1000
26	1099 Misc Threshold	600
27	1099 Div Threshold	600
28	1099 Int Threshold	10
29	1099 S Threshold	600
30	1098 Threshold	600
31	1099 R Threshold	10
32	1099 Default Withholding State	MD - Maryland
33	E 941 Preparer EFIN	11-2222222
34	E 941 Preparer Pin	123456
35	E 941 Signature Pin	55555
36	E 941 Name Control	ABCCO

Tax Id's Tab

Identification numbers entered here will print on the appropriate payroll tax returns.

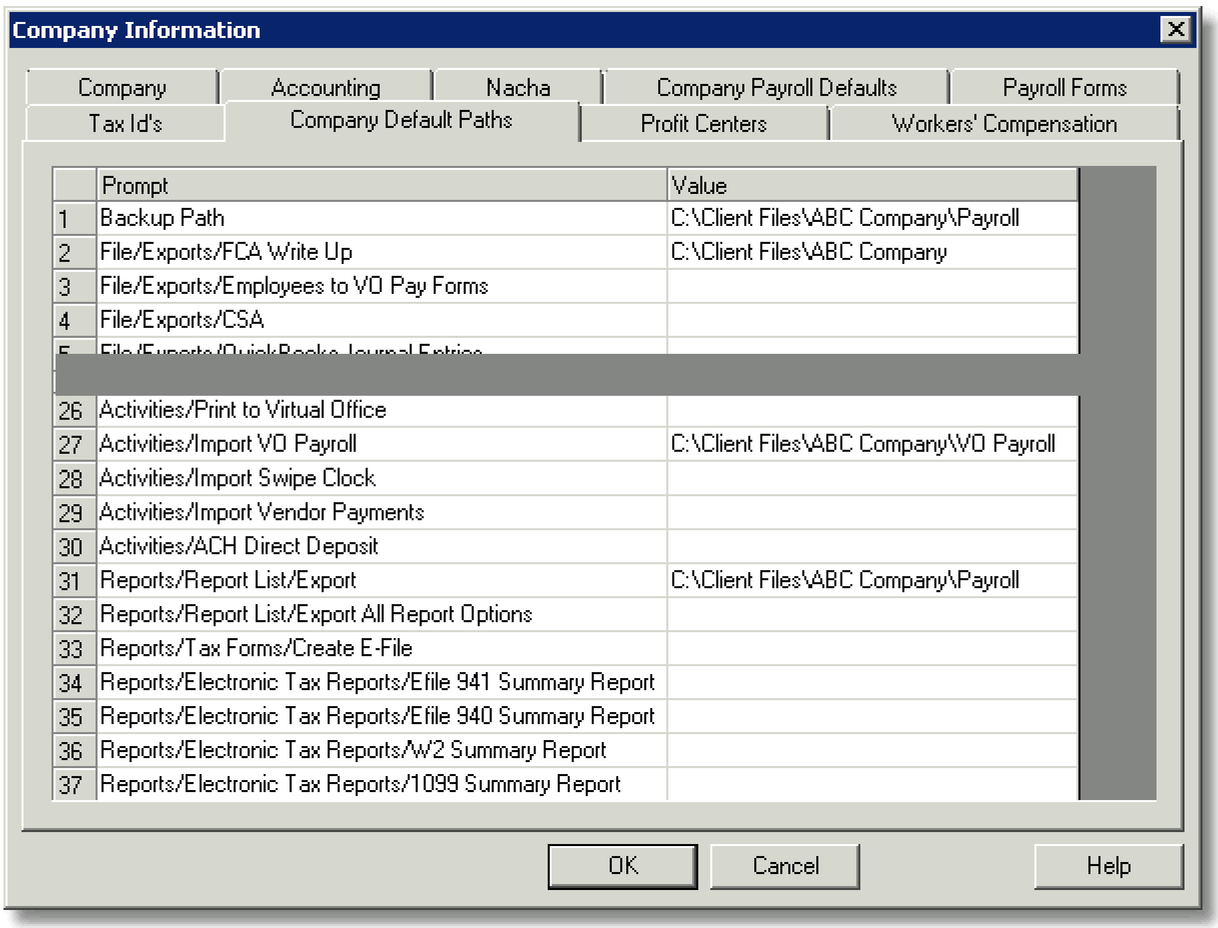
23. Select the **Tax Id's** tab.
24. Select the appropriate state in the **State** field.
25. Enter the necessary tax identification numbers in the **Withholding, Unemployment,** and **Disability** fields.
26. Enter the Sales Tax ID number in the **Sales Tax** field, if desired. The program does NOT produce sales tax returns at this time.
27. The **Other 1, Other 2** and **Other 3** fields are for additional ID numbers on various state unemployment returns.



Company Default Paths Tab

The **Company Default Paths** tab is used to set client specific default paths. Setting up default paths will eliminate the need to browse to the correct directory when creating backup, export and Nacha files.

28. Select the **Company Default Paths** tab.
29. Enter a valid drive and directory name in the value column for any task that will be used for this client.

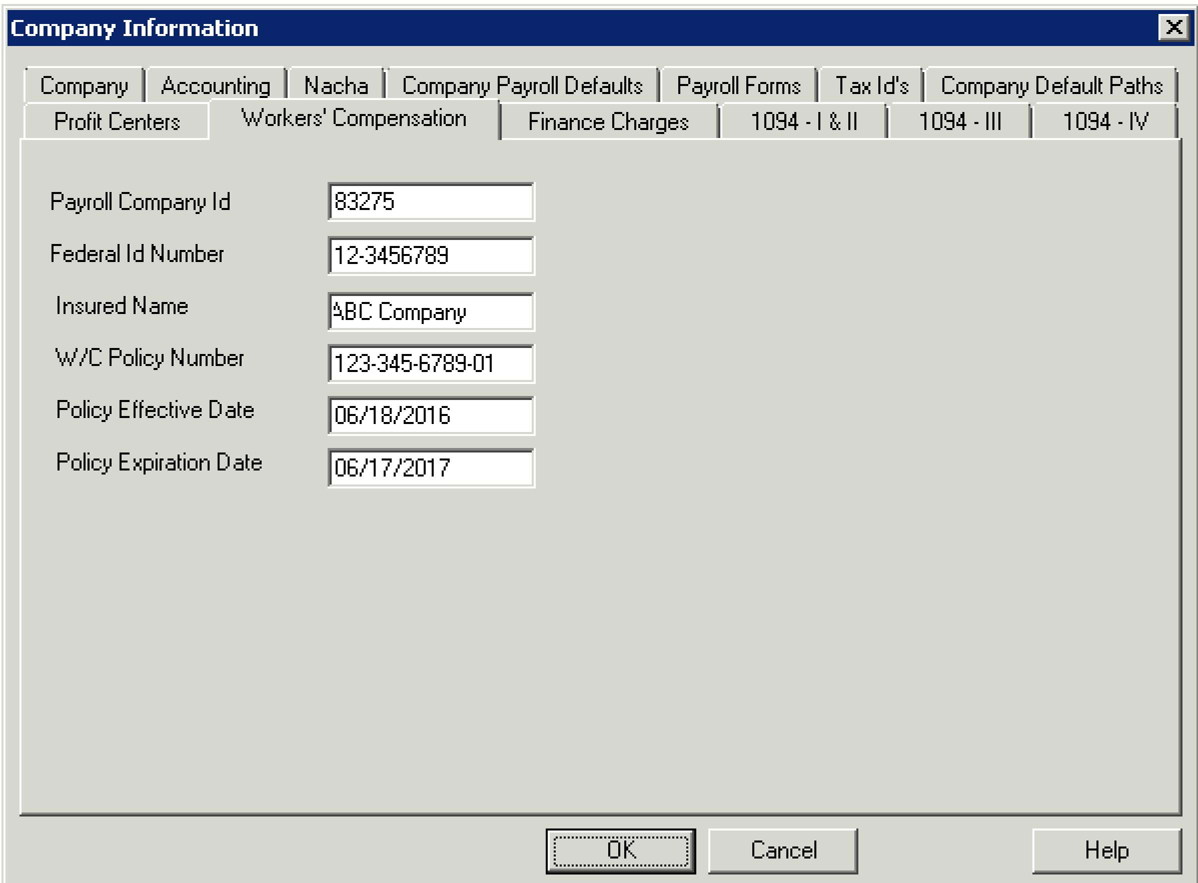


Profit Centers Tab

Does not apply to **Payroll.**

Workers' Compensation Tab

The **Workers' Compensation** tab is used to set up information for the **Pay As You Go Workers' Compensation** file.

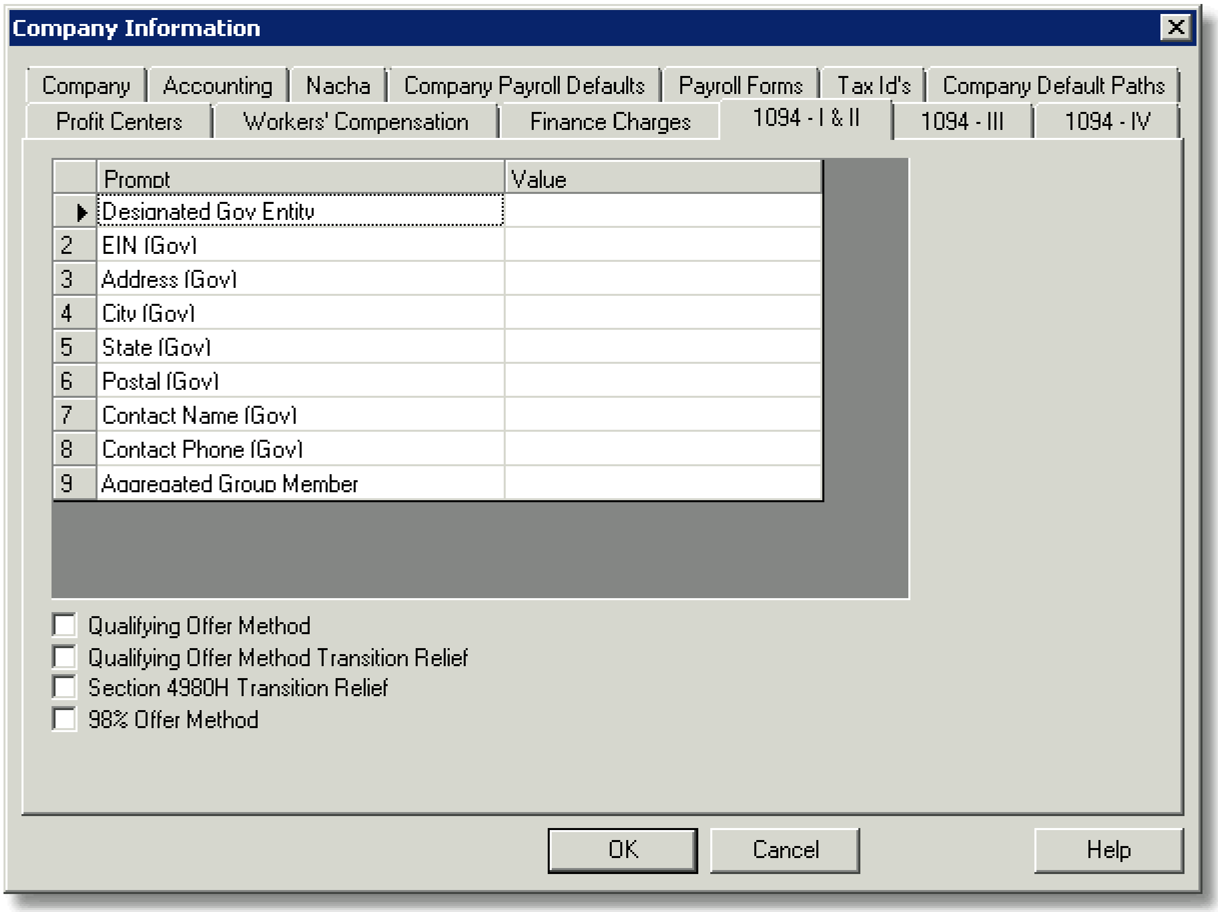


Finance Charges Tab

Does not apply to **Payroll.**

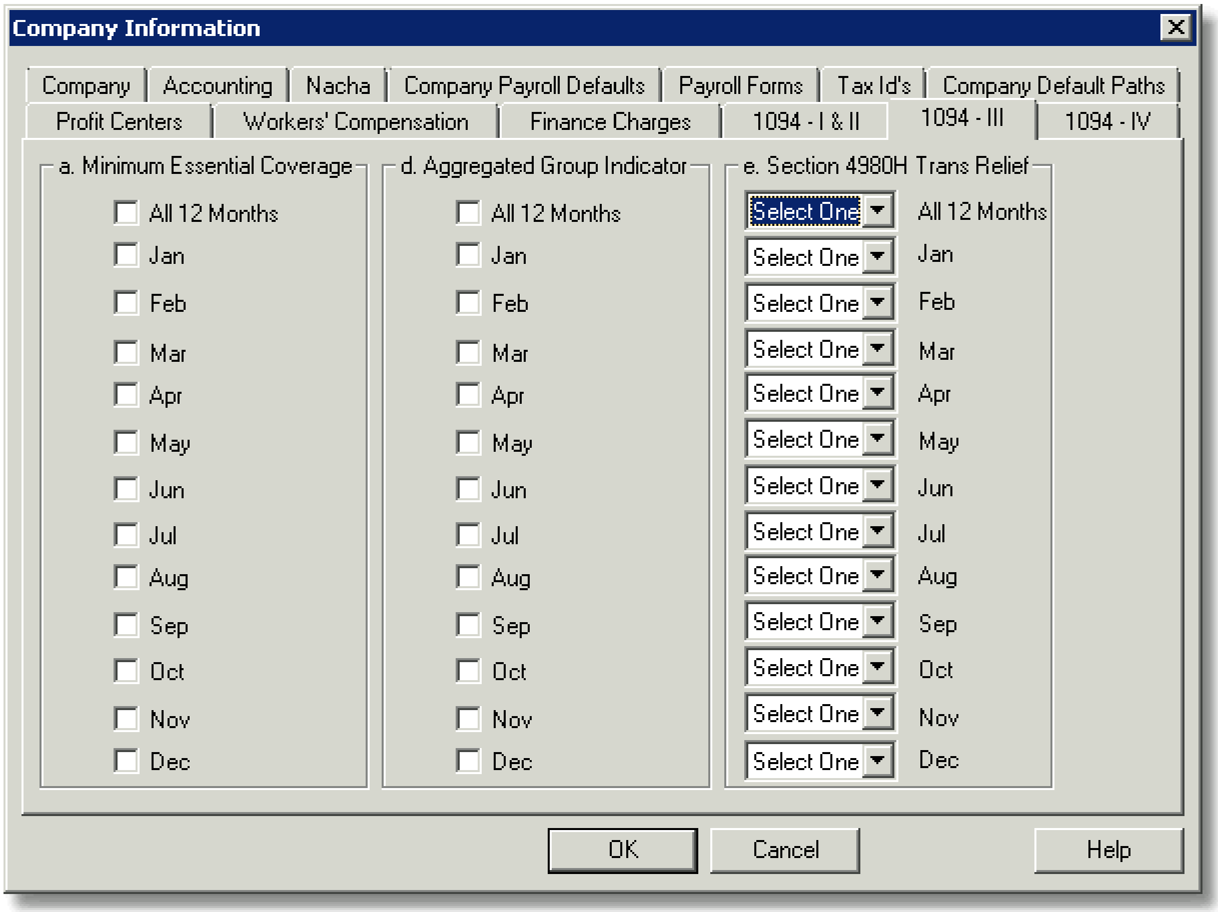
1094 – I & II Tab

The information on this screen is used to populate Parts I & II of Form 1094-C. Refer to the IRS instructions for specific instructions.



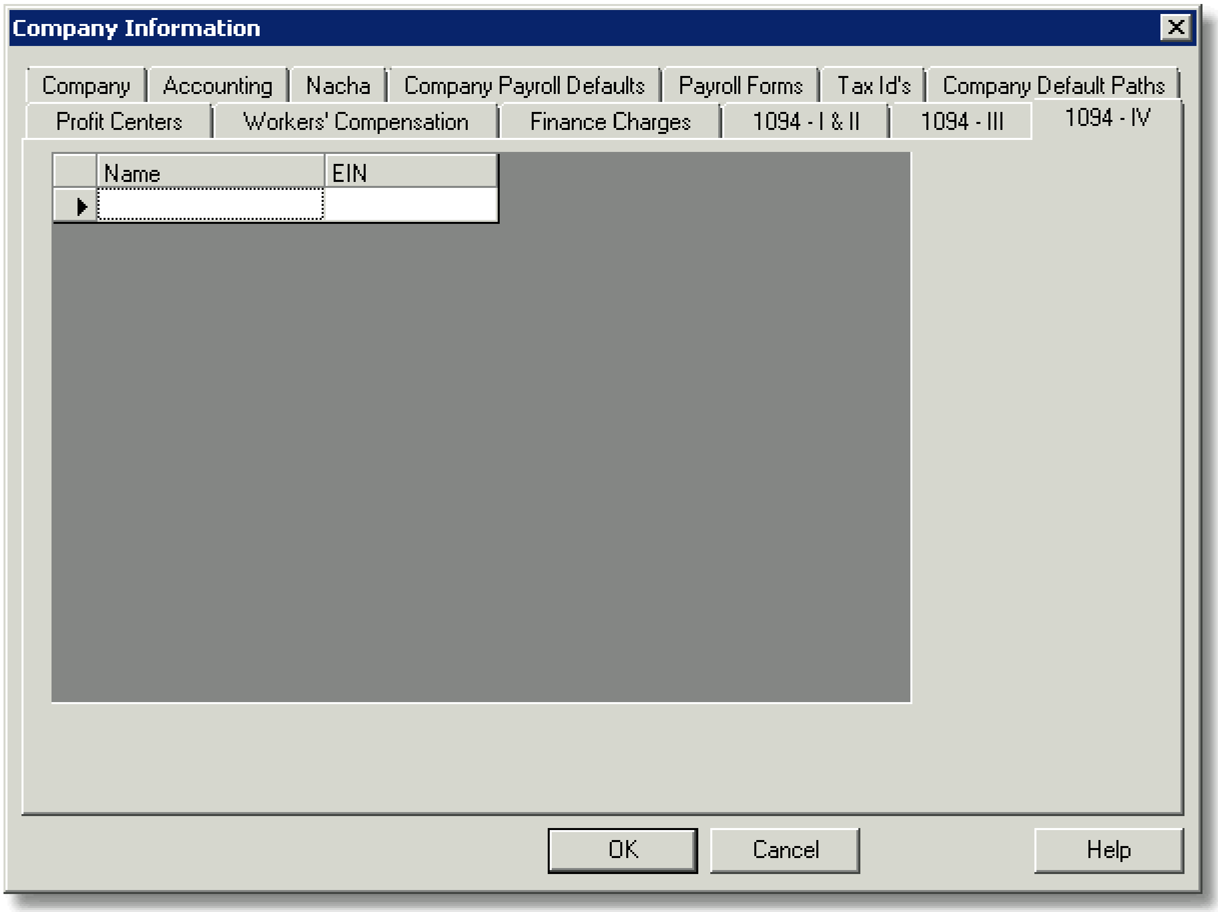
1094 – III Tab

The information on this screen is used to populate Part III of Form 1094-C. Check the appropriate box(es) for Minimum Essential Coverage and Aggregated Group Indicator and make the appropriate selection for Section 4980H Trans Relief. Refer to the IRS instructions for specific instructions.



1094 – IV Tab

The information on this screen is used to populate Part IV of Form 1094-C. Enter the Company Name and EIN for other ALE members of an Aggregated ALE Group. Refer to the IRS instructions for specific instructions.



Chapter 8 - Set Up Payroll Items

The Sample Payroll Company file contains many of the payroll items that will be needed to process payroll. If Payroll Items have been imported from a PBM or FCA source company, review the items that were imported and create any items unique to this company. (See **Chapter 2**.)

Each company must have a minimum of nine payroll items. The table below shows the mandatory items with suggested Lookups and Types. Any alphanumeric combination may be used as a Lookup.

	Lookup	**Description**	**Type**
1	RP	Regular Pay	Pay
2	FWH	Federal Withholding	Federal Withholding
3	SSC	Social Security Company	Social Security Company
4	SSW	Social Security Withholding	Social Security Employee
5	MEC	Medicare Company	Medicare Company
6	MEW	Medicare Withholding	Medicare Employee
7	FUTA	Federal Unemployment	Federal Unemployment
8	SUI	State Unemployment	State Unemployment Company
9	EE	Employer Expense	Employer Expense

Items for **State Withholding**, **State Unemployment Employee**, **SDI Company**, **SDI Employee**, **Local Withholding and School District Withholding** may need to be set up. The table below shows these additional items.

	Lookup	**Description**	**Type**
1	SWH	State Withholding	State Withholding
2	SUI EMP	State Unemployment Withholding	State Unemployment Employee
3	SDI	State Disability	State Disability Company
4	SDI EMP	State Disability Withholding	State Disability Employee
5	ST LOUIS	St Louis Withholding	Local Withholding
6	SD123	School District 123	School District Withholding

If the client has State Withholding, State Unemployment or State Disability for **multiple states**, separate items for each state must be set up as shown below.

	Lookup	**Description**	**Type**	**State**
1	SUI DC	DC State Unemployment	State Unemployment Company	DC
2	SUI MD	MD State Unemployment	State Unemployment Company	MD
3	SUI VA	VA State Unemployment	State Unemployment Company	VA
4	SWH DC	DC State Withholding	State Withholding	DC
5	SWH MD	MD State Withholding	State Withholding	MD
6	SWH VA	VA State Withholding	State Withholding	VA

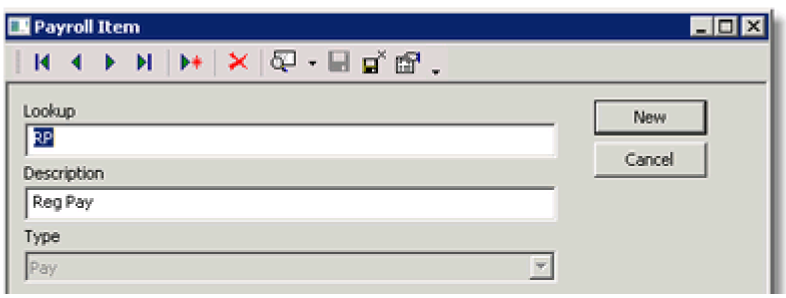
Additional **Pay** or **Other Income** items may need to be set up.

	Lookup	Description	Type
1	OT	Overtime Pay	Pay
2	SAL	Salary Pay	Pay
3	BONUS	Bonus	Other Income
4	COMM	Commission	Other Income
5	VP	Vacation Pay	Pay
6	SP	Sick Pay	Pay
7	HOL	Holiday Pay	Pay

For All Payroll Items:

Lookup – The **Lookup** should be a brief identifier for the payroll item. It can be any desired alphanumeric combination. Each **Lookup** must be unique.

Description – Enter a meaningful description in the **Description** field.



Type - Select the **Type** from the drop-down list. **Once a Type has been selected, it cannot be changed; but all other information can be changed as needed**. The Payroll Item Types are: Deduction, Employer Accrual, Employer Expense, Federal Unemployment, Federal Withholding, Local Tax, Local Withholding, Medicare Company, Medicare Employee, Other Income, Pay, Social Security Company, Social Security Employee, State Disability Company, State Disability Employee, State Unemployment Company, State Unemployment Employee, State Withholding and Statistic.

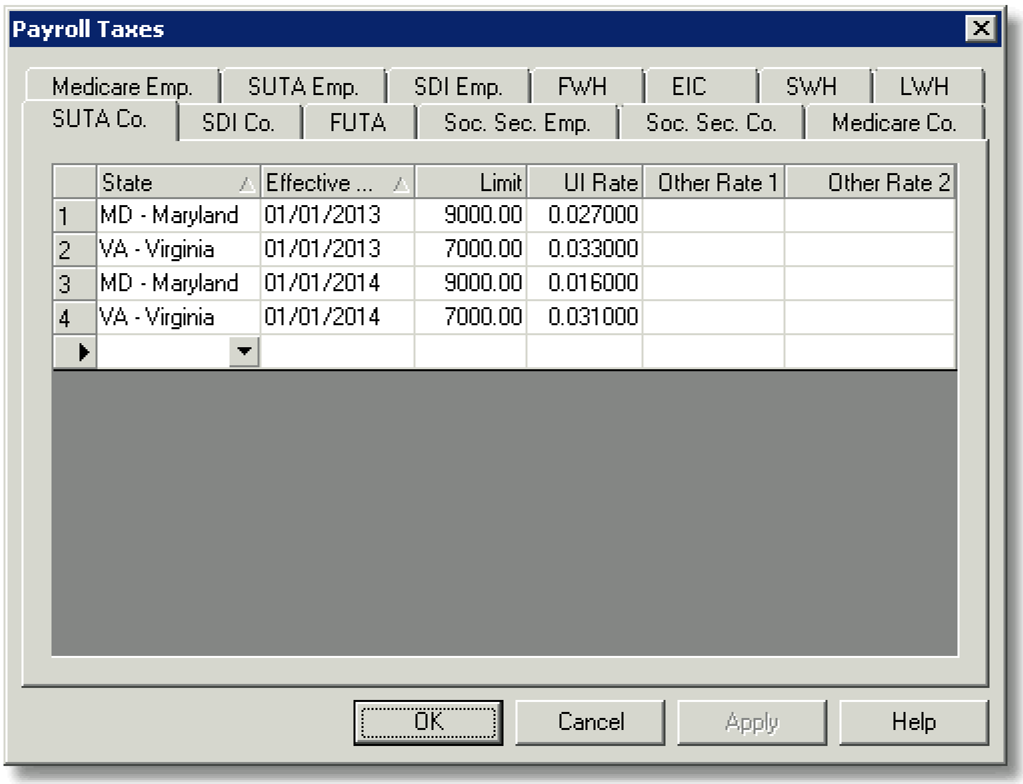
There are nineteen different **Types** of Payroll Items. The fields for different item types will vary. They are illustrated and described in the online help.

To set up payroll items:

1. Select **Setup/Payroll Items**.
2. Click on the **List** icon  or press **Ctrl + I** and verify that all necessary payroll items are set up.
3. Verify that the correct payee is in the **Payable To** field on liability items for which checks will be issued. Edit as necessary.
4. Set up any items unique to this client.

Chapter 9 - Set Up Unemployment and SDI Rates

The unemployment rate is based on the payroll check date. Enter new effective date, limit and rate on a new line.



1. Select **Setup/Payroll Taxes**.
2. Select the **SUTA Co.** tab.
3. Select the **State** from the drop-down list.
4. Enter the **Effective Date**.
5. Enter the **Limit**.
6. Enter the variable unemployment rate in the **UI Rate** field.
7. Enter other rates as necessary in the **Other Rate 1** and **Other Rate 2** fields. Examples of these rates are CA ETT, Job Training Tax, etc.
8. Select the **SDI Co.** tab.
9. Select the **State** from the drop-down list.
10. Enter the **Effective Date**.
11. Enter the variable SDI rate in the **SDI Rate** field.
12. Enter other rates as necessary in the **Other Rate 1** and **Other Rate 2** fields. One example of this rate is New Jersey HI.
13. Click **OK** to save the changes.

Note: Do NOT enter company SUI or SDI rates on the SUTA Emp. or SDI Emp. tabs. These tabs are for employee withholding and are global.

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Chapter 10 - Set Up Payroll Templates

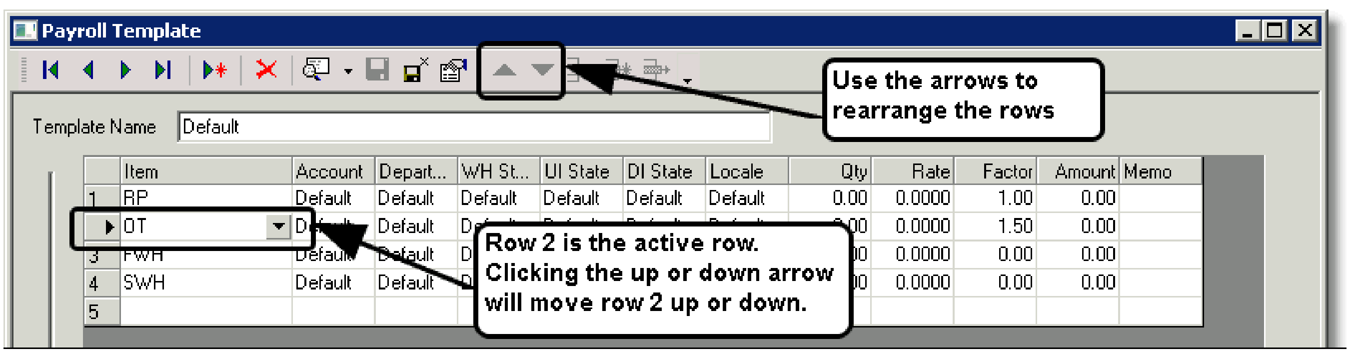
The payroll entry screen may be customized for each client in FCA or PBM based on the information received from the client. This is done by setting up payroll templates. Payroll templates include frequently used payroll items. It is NOT necessary to include all items that exist for a company, nor is it necessary to include infrequently used items. Infrequently used payroll items can be added to a payroll check at run time.

As few or as many templates may be set up to make data entry as heads down as possible. Each client should have at least one template. It should be named **Default** as the system will place the word **Default** in the **Pay Template** field on the **Employee** tab of the contact when a new employee is set up. Multiple templates may be set up. Select the appropriate template for an employee who does not match the criteria for the **Default** template. **Taking the time to set up templates will decrease processing time on a monthly basis.**

Type the **Lookup** for the payroll item in the **Item** field or select the **Item** from the drop-down list. Allow the system to populate the remaining columns. The system will use 'default' or 0.00 or 1.00 where appropriate. Typing a value in any of the remaining fields will cause the system defaults to be overridden by the value that is in the template when payroll checks are entered.

Important note:

If an item in a row needs to be changed on a payroll template, **DO NOT** just type a new item lookup in the **Item** field. Remove the bad row and insert a new row with the new item. The order of the rows may be rearranged by using the up or down arrow in the toolbar to move the selected row. The selected row can be easily identified because there is an arrow instead of a row number. The active cell has a darker gray outline.



After the Fact Payroll

When entering After the Fact Payroll, it is necessary to enter the taxes withheld as well as Pay and Miscellaneous Deduction Items. There are two grids available in the **Payroll Template** screen. For After the Fact Payroll, it is recommended that only the top grid be used to minimize the number of keystrokes used during data entry.

To set up a default template for After the Fact Payroll:

1. Select **Setup/Payroll Templates.**
2. Type **Default** in the **Template Name** field.
3. Create a row for each desired item by entering the appropriate **Payroll Item** in the **Item** field.
4. Move to the next row and enter the next payroll item.

Examples:

This is an example of a template for a client who reports a single amount for pay and separates Federal Withholding, Social Security Withholding and Medicare Withholding. Common deductions such as insurance may also be included.

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
1	RP	Default	Default	Default	Default	Default	Default			1.00		
2	FWH	Default										
3	SSW	Default										
4	MEW	Default										
5	SWH	Default										
▶	INS	Def...		Default	Default	Default	Default					

Some clients will report FICA Tax in total instead of separating Social Security and Medicare. If the **Fed Default ATF Tax Mode** is set to **Auto Correct** on the **General** tab in **Setup/Options**, Combined FICA Tax can be entered as either Social Security or Medicare and the system will make the necessary adjustments. The following example represents this type of situation.

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
1	RP	Default	Default	Default	Default	Default	Default			1.00		
2	FWH	Default										
3	SSW	Default										
4	SWH	Default										
▶	INS	Def...										

Enter Total FICA Tax in Social Security Item

After the Fact Payroll (Cont'd)

Some clients will combine Federal, Social Security, and Medicare Withholding as a single number. If the **Fed Default ATF Tax Mode** is set to **Auto Correct** on the **General** tab in **Setup/Options**, enter the Combined Federal Tax as Federal Withholding and the system will make the necessary adjustments to move Social Security and Medicare from Federal Withholding.

	Item	Account	Depart...	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo
1	RP	Default	Default	0.00	0.0000	1.00	0.00	Default	Default	Default	Default	
2	FWH	Default	Default						ult	Default	Default	
3	SWH	Default	Default						ult	Default	Default	
4	INS	Default	Default						ult	Default	Default	
5	MISC	Default	Default						ult	Default	Default	

Enter Combined Federal Withholding here.

If the client uses more than one pay on a regular basis and it is necessary to show separate pay items, see the following example.

	Item	Account	Depart...	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo
1	RP	Default	Default			1.00		Default	Default	Default	Default	
2	OT	Default	Default			1.50		Default	Default	Default	Default	
3	TIPS	Default	Default					Default	Default	Default	Default	
4	BONUS	Default	Default					Default	Default	Default	Default	
5	FWH	Default										
6	SSW	Default										
7	MEW	Default										
8	SWH	Default										
9	INS	Default						Default	Default	Default	Default	
10	ADV	Default						Default	Default	Default	Default	
11	MISC	Default						Default	Default	Default	Default	

If the client has some employees who always have tips and some who do not have tips, two templates should be created. Name one "Default" and the other "Wages with Tips". Be sure to assign the appropriate template to each employee.

After the Fact Payroll (Cont'd)

If individual payroll checks are entered for each employee and one or some of the employees are salaried, create a unique template for each salaried employee. Enter the amount for each pay item in the template. This will save much data entry time because when entering checks, the amount will be filled in after the employee is selected. If the employee receives a check for a different amount for a bonus or something similar, overwrite the amounts on the Payroll Check screen during data entry. This will not affect the amounts on the template. The following example demonstrates this type of template.

Template Name: Judy

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo
	RP	Def...	Default	0.00	1000.0...	1.00	1000.00	Default	Default	Default	Default	
2	FWH	Default	Default	0.00	250.0000	0.00	250.00	Default	Default	Default	Default	
3	SSW	Default	Default	0.00	76.5000	0.00	76.50	Default	Default	Default	Default	
4	SWH	Default	Default	0.00	51.0000	0.00	51.00	Default	Default	Default	Default	
5												

	Item	Account	Depart...	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo

Set up a unique template for an employee if he or she is the only one in the company who has a certain deduction such as child support. If the employee with child support is not a salaried employee, but the support deduction is always the same amount, leave all amounts except child support at 0.00.

Template Name: J Smith

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo
	RP	Default	Default	0.00	0.0000	1.00	0.00	Default	Default	Default	Default	
2	FWH	Default	Default	0.00	0.0000	0.00	0.00	Default	Default	Default	Default	
3	SWH	Default	Default	0.00	0.0000	0.00	0.00	Default	Default	Default	Default	
4	SUPP - J Smith	Default	Default	0.00	75.8900	0.00	75.89	Default	Default	Default	Default	
5												

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH State	UI State	DI State	Locale	EFT Bank

Payroll Checkwriting

When setting up a Payroll Template for Payroll Checkwriting, **DO NOT** enter payroll taxes. The system will calculate all payroll taxes. There are two grids in the **Payroll Template** screen. Pay items and deductions can be entered in either grid. For payroll checkwriting, create a row for each "pay item" (Regular Pay, Overtime, Tips, etc) that is used most pay periods. Also create a row for any deduction that is used frequently and has a different amount for each employee each payroll run (such as employee advances). Enter standard deductions that may be used by any employee in the bottom grid.

To set up a **Payroll Template** for Payroll Checkwriting:

1. Select **Setup/Payroll Templates**.
2. Type **Default** in the **Template Name** field.
3. Create a row for each desired item by entering the appropriate **Payroll Item** in the **Item** field.

Examples:

Hourly employees are paid for regular hours. Many employees receive overtime pay most pay periods. Many employees have a standard deduction for insurance.

Template Name: Default

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo
1	RP	Default	Default	0.00	0.0000	1.00	0.00	Default	Default	Default	Default	
2	OT	Default	Default	0.00	0.0000	1.50	0.00	Default	Default	Default	Default	

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH State	UI State	DI State	Locale	EFT Bank
1	INS		Default					Default	Default	Default	Default	

Some employees in a company are salaried. They may also have a deduction for insurance.

Template Name: Salary

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH St...	UI State	DI State	Locale	Memo
	SAL	Default	Default	0.00	0.0000	1.00	0.00	Default	Default	Default	Default	
2												

	Item	Depart...	Account	Qty	Rate	Factor	Amount	WH State	UI State	DI State	Locale	EFT Bank
1	INS	Default	Default	0.00	0.0000	0.00	0.00	Default	Default	Default	Default	

Payroll Checkwriting (Cont'd)

Some employers give employees cash advances between payroll periods. These amounts vary from employee to employee from week to week. If they happen frequently, include them in the top grid of the template.

Template Name: Default

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
1	RP	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.00	0.00	
2	OT	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.50	0.00	
	ADV	Def...	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00	

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo	EFT Ba...
1	INS	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		

A company may offer a 401K or simple plan for employees to make tax deferred contributions to a retirement account. The company may match some or all of the employee's contribution. By entering all possible deductions and employer accruals in the bottom grid of the template, an amount or rate entered in the **Item/Limit** screen of the contact will be calculated at run time.

Template Name: Default

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
1	RP	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.00	0.00	
2	OT	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.50	0.00	
	ADV	Def...	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00	

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo	EFT Ba...
1	PRE TAX INS	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
2	401K $	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
3	401K%	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
4	401K CO	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		

Payroll Checkwriting (Cont'd)

When a company offers direct deposit, most employees elect to have 100% of their net pay deposited to their checking account.

Template Name: Default

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
▶	RP	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.00	0.00	
2	OT	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.50	0.00	
3	ADV	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00	
4												

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo	EFT Bank
1	401K Deduction	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
2	401K% Deduction	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
3	401K CO	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
4	PRE TAX INS	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
5	DD	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		BK
▶													

Some employees may elect to deposit a portion of their net pay to savings or to a second bank account. When setting up the template, the direct deposit which is to be 100% of the remaining net MUST be the last item in the bottom grid.

Template Name: Angie

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
▶	SAL	Def...	Default	Default	Default	Default	Default	0.00	0.0000	1.00	0.00	
2												

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo	EFT Bank
▶	INS	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
2	401K%	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
3	DD$	Default	Default	Default	Default	Default	Default	0.00	50.0000	0.00	50.00		BK1
4	DD$	Default	Default	Default	Default	Default	Default	0.00	25.0000	0.00	25.00		BK2
5	DD$	Default	Default	Default	Default	Default	Default	0.00	25.0000	0.00	25.00		BK3
6	DD$	Default	Default	Default	Default	Default	Default	0.00	25.0000	0.00	25.00		BK4
7	DD	Default	Default	Default	Default	Default	Default	0.00	1.0000	0.00	0.00		BK
8													

Payroll Checkwriting (Cont'd)

If a payroll item is unique to an employee (such as child support), set up a template for that employee and use only the payroll items that apply to the employee.

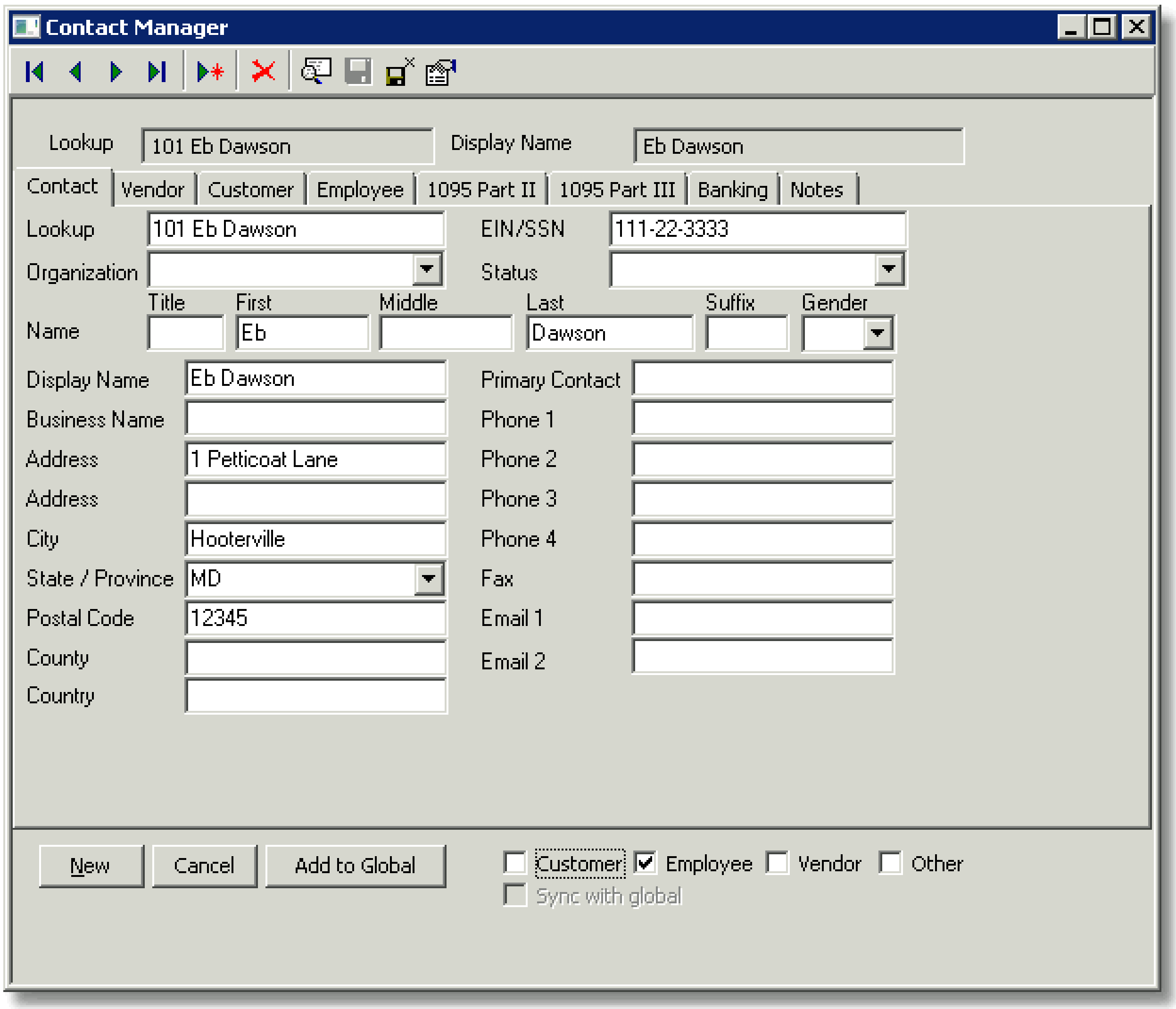
Template Name: John Smith

	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo
1	RP	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.00	0.00	
2	OT	Default	Default	Default	Default	Default	Default	0.00	0.0000	1.50	0.00	
▶	ADV	Def...	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00	

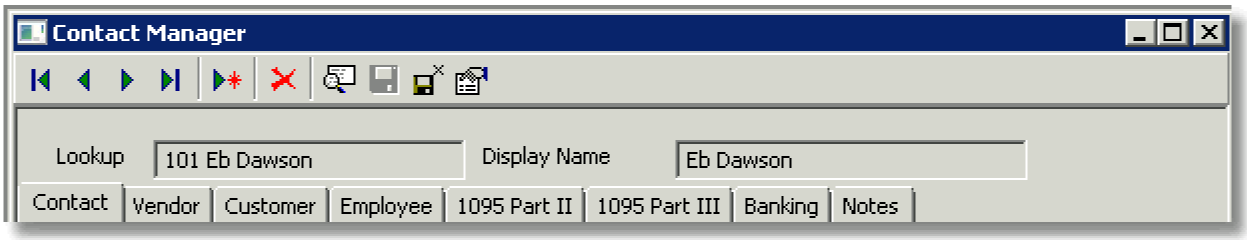
	Item	Account	Depart...	WH St...	UI State	DI State	Locale	Qty	Rate	Factor	Amount	Memo	EFT Ba...
1	SUPP - J Smith	Default		Default	Default	Default	Default						
2	INS	Default	Default	Default	Default	Default	Default	0.00	0.0000	0.00	0.00		
3	401K%	Default		Default	Default	Default	Default						
4	401K CO	Default											
▶													

Chapter 11 - Set Up Employees

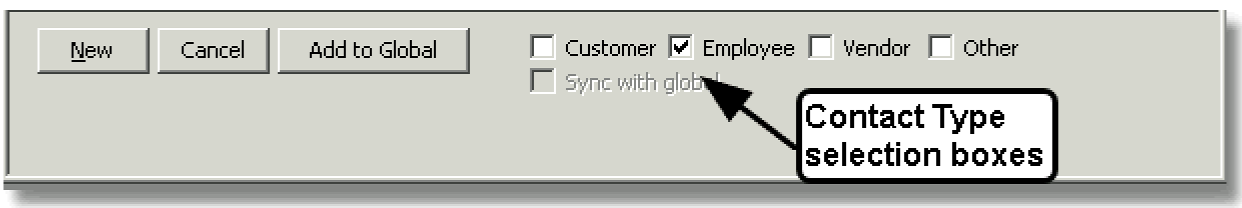
1. Select **Setup/Contacts/Company Contacts**.
2. Enter all necessary information on the **Contact** tab.
3. Check the appropriate box for an **Employee**, **Vendor** or **Other** contact.
4. Enter all necessary information on the **Employee** tab. Click on the **Dept. Pay Rates**, **Item Limits** and **Taxes** buttons as appropriate and enter all necessary information.
5. Complete the **1095 Part II** and **1095 Part III** tabs as needed for Form 1095-C.
6. Set up bank information on the **Banking** tab if the employee is using direct deposit.



The **Lookup** and **Display Name** fields that appear above the tabs are for informational purposes. They will show the information for the selected contact. These fields are displayed when any tab for this contact is selected and cannot be edited. To change the **Lookup** or **Display Name**, edit the fields within the body of the **Contact** tab.

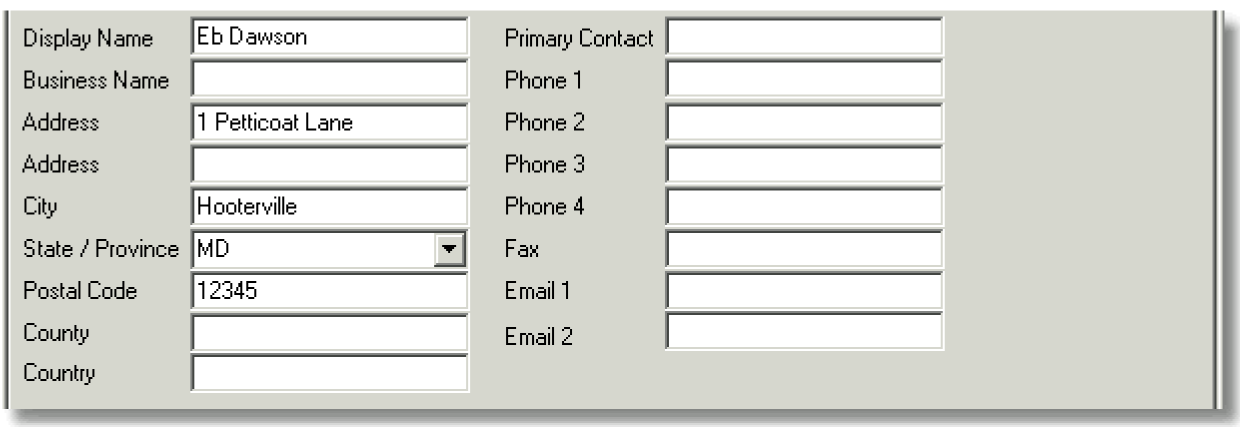


The contact type selection boxes will appear at the bottom of the screen when any tab for this contact is selected. The **Employee** box MUST be checked for employees. Check the **Vendor** box for contacts whose payments are to be included in the **Tax and Other Third Party Checks** total on the **Payroll Cover Letter**.



Contact Tab

Lookup – This can be any desired alphanumeric combination. It is recommended that the employee's name is included in the **Lookup** field to minimize the possibility of selecting the wrong contact during data entry. A numeric value is recommended if the **VO Payroll Forms** will be used.
EIN/SSN – Enter the employee's social security number. Dashes MUST be entered.
Organization – Does not usually apply to employees.
Status – Does not usually apply to employees.
Name – Information entered in the **Title, First, Middle, Last** and **Suffix** fields prints on payroll tax returns such as state unemployment and W2s.
Gender – This field is optional unless the state requires gender on the state unemployment return.



Display Name – Information entered in this field will print as the payee name on the check. This will also be the employee name on the payroll registers.
Business Name – Does not usually apply to employees.
Address – Enter the employee's address here. Use the second address field as necessary for two line addresses.
City – Enter the employee's city here. This field is part of the address.
State – Enter the employee's state here. This field is part of the address.
Postal Code - Enter the employee's zip code here. This field is part of the address.
Country – Enter a country here only if the employee's address is outside of the US.
Primary Contact – Does not usually apply to employees.
Phone 1 – Phone 4 – Enter phone numbers here, if desired.
Fax – Enter fax number here, if desired.
Email 1 and Email 2 – Enter email addresses here, if desired.

Vendor Tab

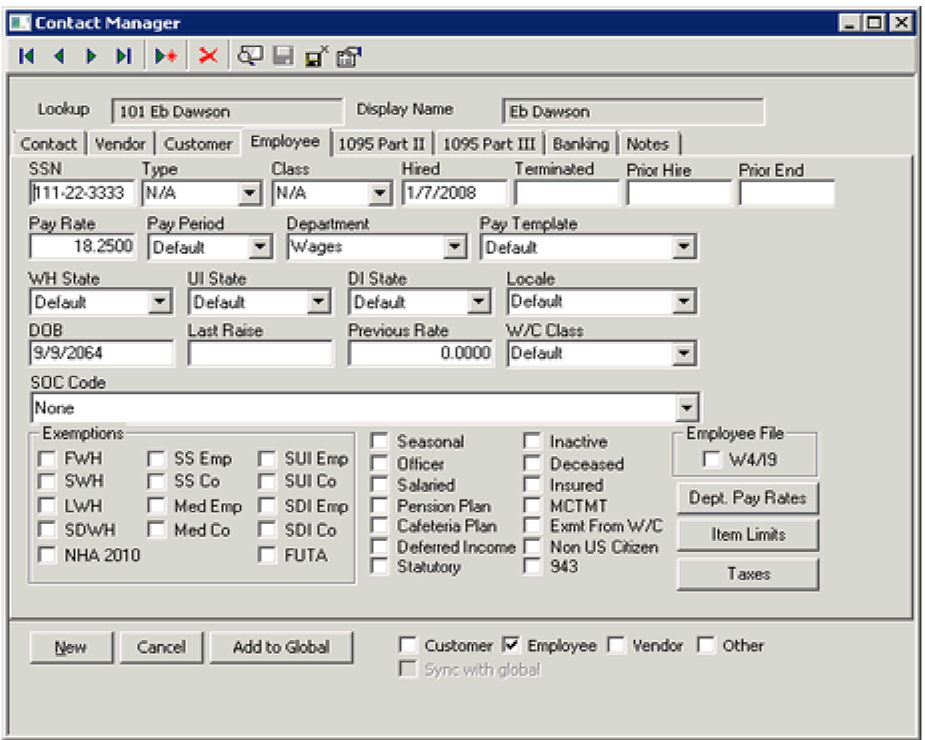
The **Vendor** tab does not contain any information necessary for contacts who are employees.

Customer Tab

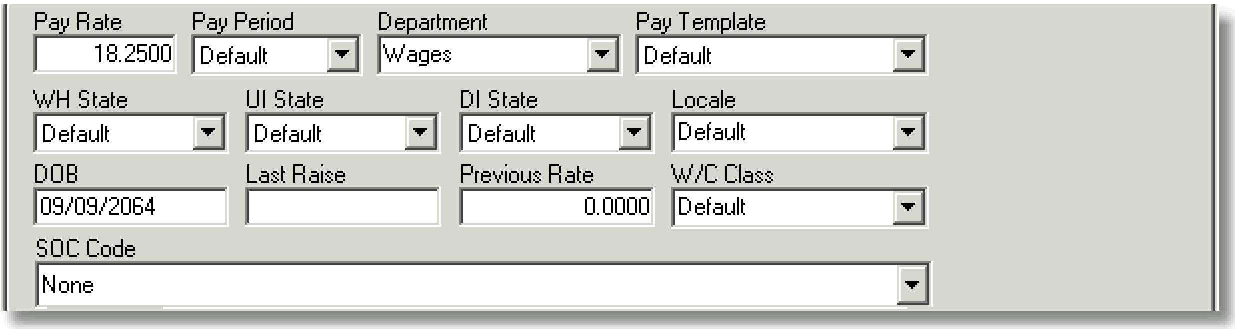
The **Customer** tab does not contain any information necessary for contacts who are employees.

Employee Tab

The **Employee** tab contains employee information. Some fields are required for after the fact payroll and payroll checkwriting. Other fields are required for payroll checkwriting only.



- **SSN** – Enter the employee's social security number. Dashes MUST be entered.
- **Type** – This is a user defined field that can be used to separate one type of employee from another. Enter any alphanumeric combination in this field.
- **Class** – This is a user defined field that can be used to further identify employees. It may be used to separate employees for workman's compensation purposes. Enter any alphanumeric combination in this field.
- **Hired** – Enter the employee's hire date in this field.
- **Terminated** – Enter the employee's termination date in this field. Entering a termination date will suppress the employee on the **Payroll Time Sheet**.
- **Prior Hire** – Enter employee's prior hire date in this field if applicable.
- **Prior End –** Enter employee's prior termination date in the field if applicable.



Pay Rate – Enter the employee's hourly pay rate or salary for the pay period in this field for payroll checkwriting clients only.

Pay Period – Select the appropriate pay period from the drop-down list for payroll checkwriting clients only. Select **Annua**l, **Biweekly**, **Daily**, **Default**, **Monthly**, **Quarterly**, **Semiannual**, **Semimonthly** or **Weekly**. The system will withhold federal and some state income tax based on the pay period selected. If **Default** is selected, the system will use the pay period defined on the **Company Payroll Defaults** tab in the **Setup/Company Information** screen.

Department – Select the employee's default department from the drop-down list.

Pay Template – Select the appropriate pay template from the drop-down list.

WH State – If this employee's withholding tax state is the default withholding state that was entered on the **Company Payroll Defaults** tab, leave **Default** in this field. If this employee's withholding state is different from the default state, select the appropriate state from the drop-down list.

UI State – If this employee's unemployment tax state is the default unemployment state that was entered on the **Company Payroll Defaults** tab, leave **Default** in this field. If this employee's unemployment state is different from the default state, select the appropriate state from the drop-down list.

DI State – If this employee's disability tax state is the default disability state that was entered on the **Company Payroll Defaults** tab, leave **Default** in this field. If this employee's disability state is different from the default state, select the appropriate state from the drop-down list.

Locale – Select the appropriate default tax area for this employee from the drop-down list.

DOB – Enter Employee's Date of Birth.

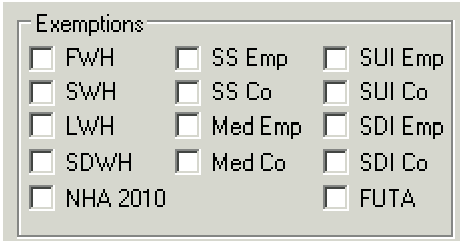
Last Raise – Enter date of last raise.

Previous Rate – Enter the previous rate of pay.

W/C Class – Select the desired **Class** from the drop-down list.

SOC Code – Select the appropriate **SOC Code** from the drop-down list. The state of Louisiana requires an SOC Code for each employee on the quarterly unemployment return.

Note: All employees MUST be assigned to a department. There are some reports which will be incorrect if no department is selected.



Exemptions

FWH – Do **NOT** check this box if the employee is claiming to be exempt from withholding because he had no tax liability in the previous year. A check mark in this box will cause the employee's wages to be excluded from federal withholding taxable wages on the 941, W2s and W3.

SWH - Do **NOT** check this box if the employee is claiming to be exempt from withholding because he had no tax liability in the previous year. A check mark in this box will cause the employee's wages to be excluded from state withholding taxable wages on the state withholding return, W2s and W3.

LWH - Do **NOT** check this box if the employee is claiming to be exempt from withholding because he had no tax liability in the previous year. A check mark in this box will cause the employee's wages to be excluded from local withholding taxable wages on the local withholding return, W2s and W3.

SDWH - Do **NOT** check this box if the employee is claiming to be exempt from withholding because he had no tax liability in the previous year. A check mark in this box will cause the employee's wages to be excluded from local withholding taxable wages on the local withholding return, W2s and W3.

NHA2010 – Check this box **ONLY** if this employee is eligible for the NHA2010 credit. A check mark in this box will cause the wages for this employee to be included in the credit on the 2010 941.

SS Emp – Check this box if the employee is exempt from Social Security withholding. (See Chapter 1 of the Payroll Reference Manual for rules regarding Social Security exempt employees.)

SS Co – Check this box if the employee is exempt from the company portion of Social Security Tax. (See Chapter 1 of the Payroll Reference Manual for rules regarding Social Security exempt employees.)

Med Emp – Check this box if the employee is exempt from Medicare withholding. (See Chapter 1 of the Payroll Reference Manual for rules regarding Medicare exempt employees.)

Med Co – Check this box if the employee is exempt from the company portion of Medicare Tax. (See Chapter 1 of the Payroll Reference Manual for rules regarding Medicare exempt employees.)

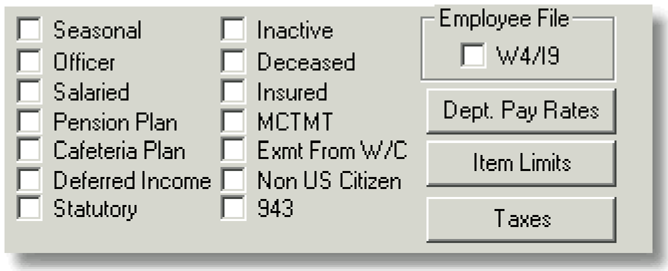
SUI Emp – Check this box if the employee is exempt from State Unemployment withholding. (Check with the state tax authority for rules regarding exempt employees.)

SUI Co - Check this box if the employee is exempt from State Unemployment tax. (Check with the state tax authority for rules regarding exempt employees.)

SDI Emp - Check this box if the employee is exempt from State Disability withholding. (Check with the state tax authority for rules regarding exempt employees.)

SDI Co - Check this box if the employee is exempt from State Disability tax. (Check with the state tax authority for rules regarding exempt employees.)

FUTA – Check this box if the employee is exempt from Federal Unemployment Tax. (See Chapter 1 of the Payroll Reference Manual for rules regarding FUTA exempt employees.)



Seasonal – Checking this box will cause the employee to be noted as a seasonal employee on the appropriate state unemployment return. This field may also be used for internal informational purposes.

Officer – Checking this box will include this employee's wages in the **Total Exempt Officers' Wages** box on the appropriate state unemployment returns. This field may also be used for informational purposes.

Salaried – Checking this box will cause this employee to be noted as a salaried employee on the appropriate state unemployment return. Any employees without a check will be noted as hourly. This field may also be used for informational purposes.

Pension Plan – Checking this box will cause an X to print in the Retirement Plan box on the W2. This field may also be used for informational purposes.

Cafeteria Plan – This field may be used for informational purposes.

Deferred Income – Checking this box will cause an X to print in the Retirement Plan box on the W2. This field may also be used for informational purposes.

Statutory – Checking this box will cause an X to print in the Statutory Employee box on the W2. This field may also be used for informational purposes.

Inactive – Checking this box will remove the employee from the drop-down list in the payroll check entry screen. This field may also be used for informational purposes.

Deceased – This field may be used for informational purposes.

Insured – This field is used for the VT unemployment and may also be used for informational purposes.

MCTMT – This field is used for the NY MCTMT tax return and may also be used for informational purposes.

Exmt From W/C – This field is used for the **Pay As You Go Workers' Comp** file and may also be used for informational purposes.

Non US Citizen – This field is used for information purposes for some Pay as You Go Worker's Comp files.

943 – Checking this box will cause this employee wages and taxes to be reported on **Form 943** instead of Form 941.

Employee File

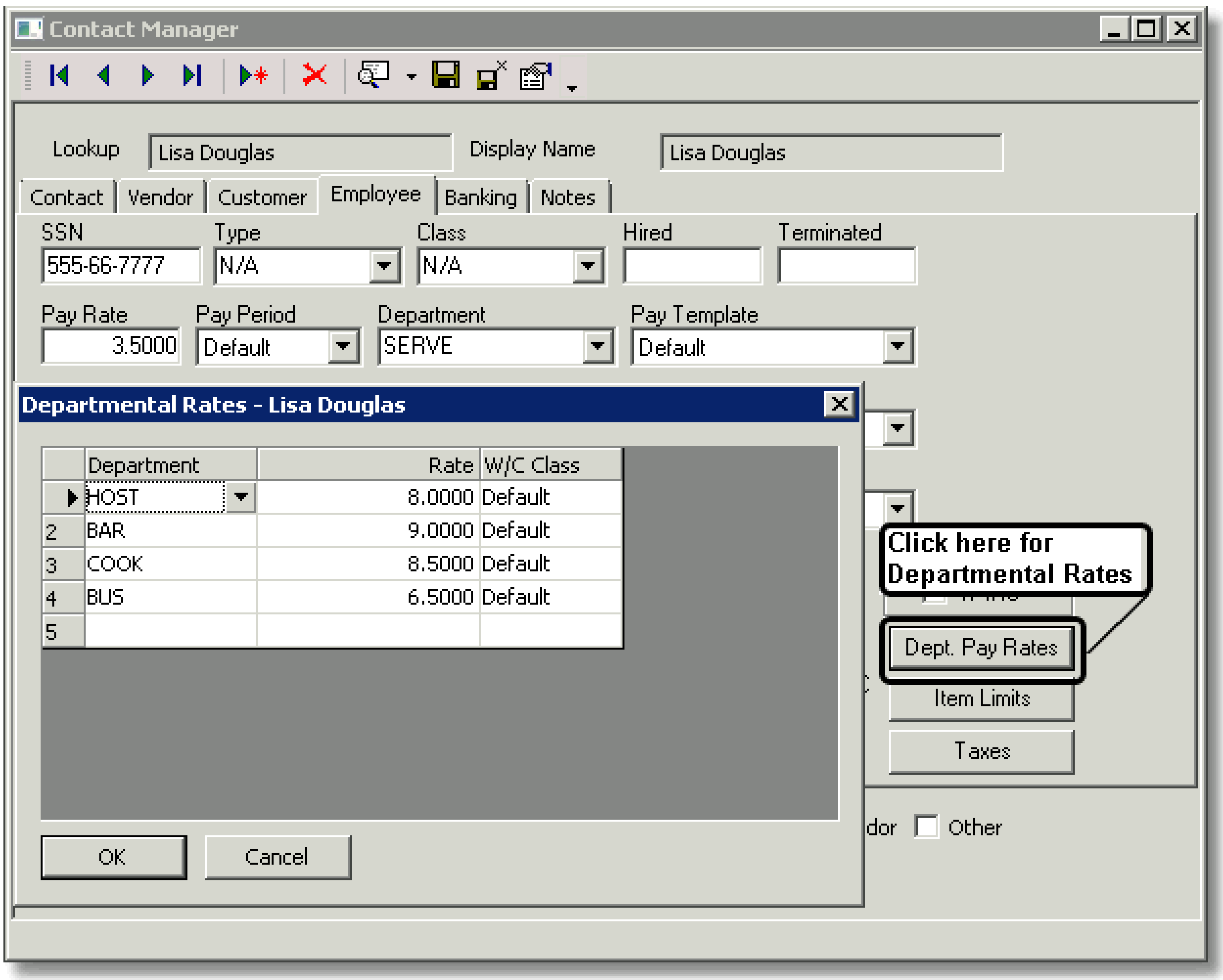
W4/I9 – This field may be used for informational purposes.

Departmental Pay Rates

The program will remember multiple pay rates for one employee who works in different departments within a company.

1. Click on the **Dept. Pay Rates** button to open the **Departmental Rates** window.
2. Select the appropriate department from the drop-down list in the **Department** field.
3. Enter the appropriate rate for the selected department in the **Rate** field.

Do NOT enter the employee's default department and pay rate in the **Departmental Rates** screen.

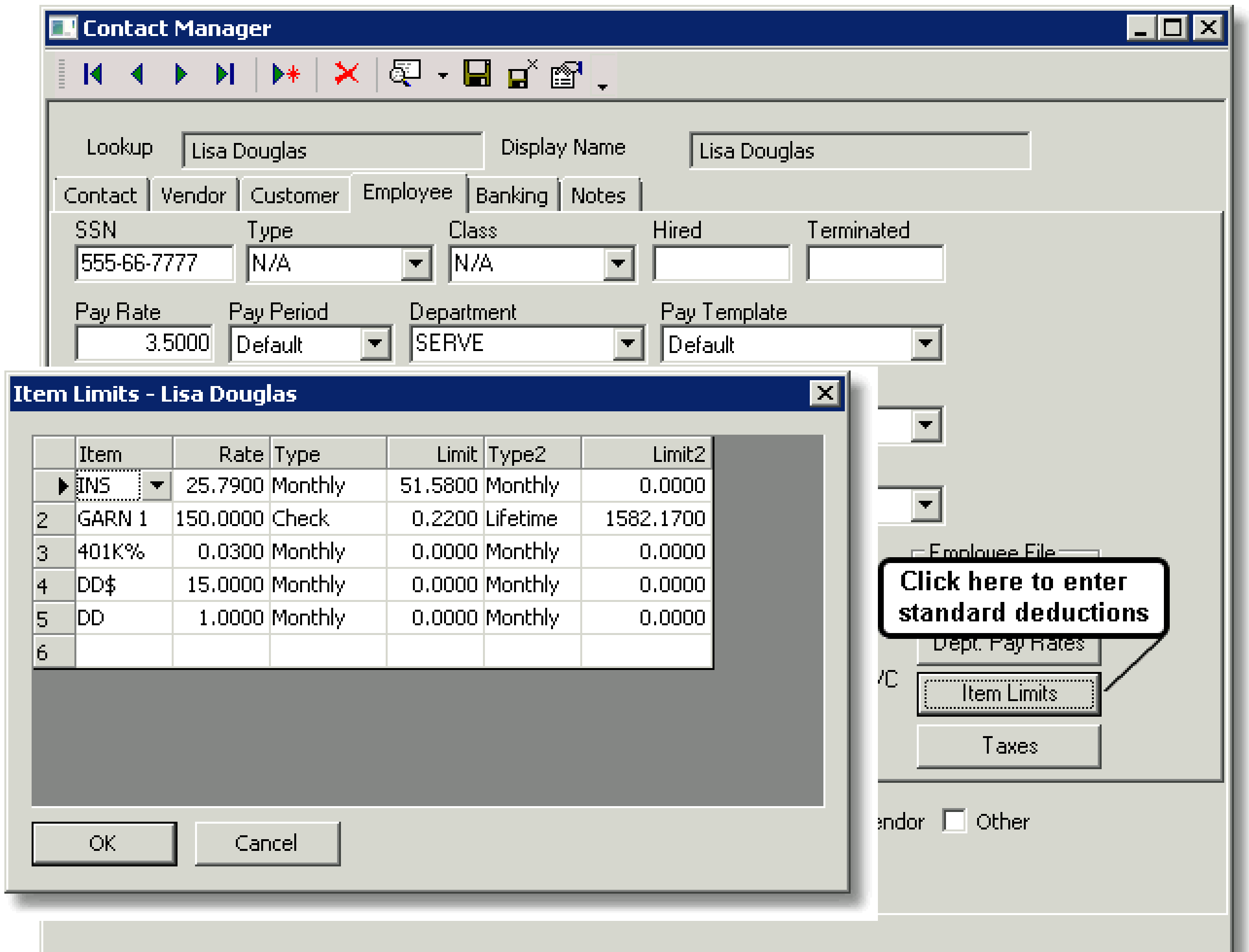


In the example above, Lisa Douglas usually works as a waitress for $3.50 per hour. She sometimes works in other departments at different rates per hour. If the department in the check entry screen is changed from the default department, the rate will change according to the **Departmental Rates** table above.

Item Limits

Enter standard deduction or accrual items, amounts or rates, limit types and limits on the **Item Limits** screen.

1. Click on the **Item Limits** button.
2. Select the desired **Item** from the drop-down list.
3. Enter the rate or amount in the **Rate** field.
4. Select the appropriate limit **Type** from the drop-down list, if necessary.
5. Enter the limit amount in the **Limit** field, if necessary.



In the above example, the following deductions will be taken.

1. $25.79 will be deducted from each paycheck until the limit of $51.58 has been reached each month.
2. The smaller of $150.00 or 22% of the disposable net pay will be deducted from each paycheck until the lifetime limit of $1582.17 has been reached.
3. 3% of the employee's gross pay will be taken for the 401K deduction.
4. $15.00 will be deducted from each paycheck as a direct deposit into her savings account.
5. 100% of the remaining net pay will be direct deposited into her checking account.

Taxes

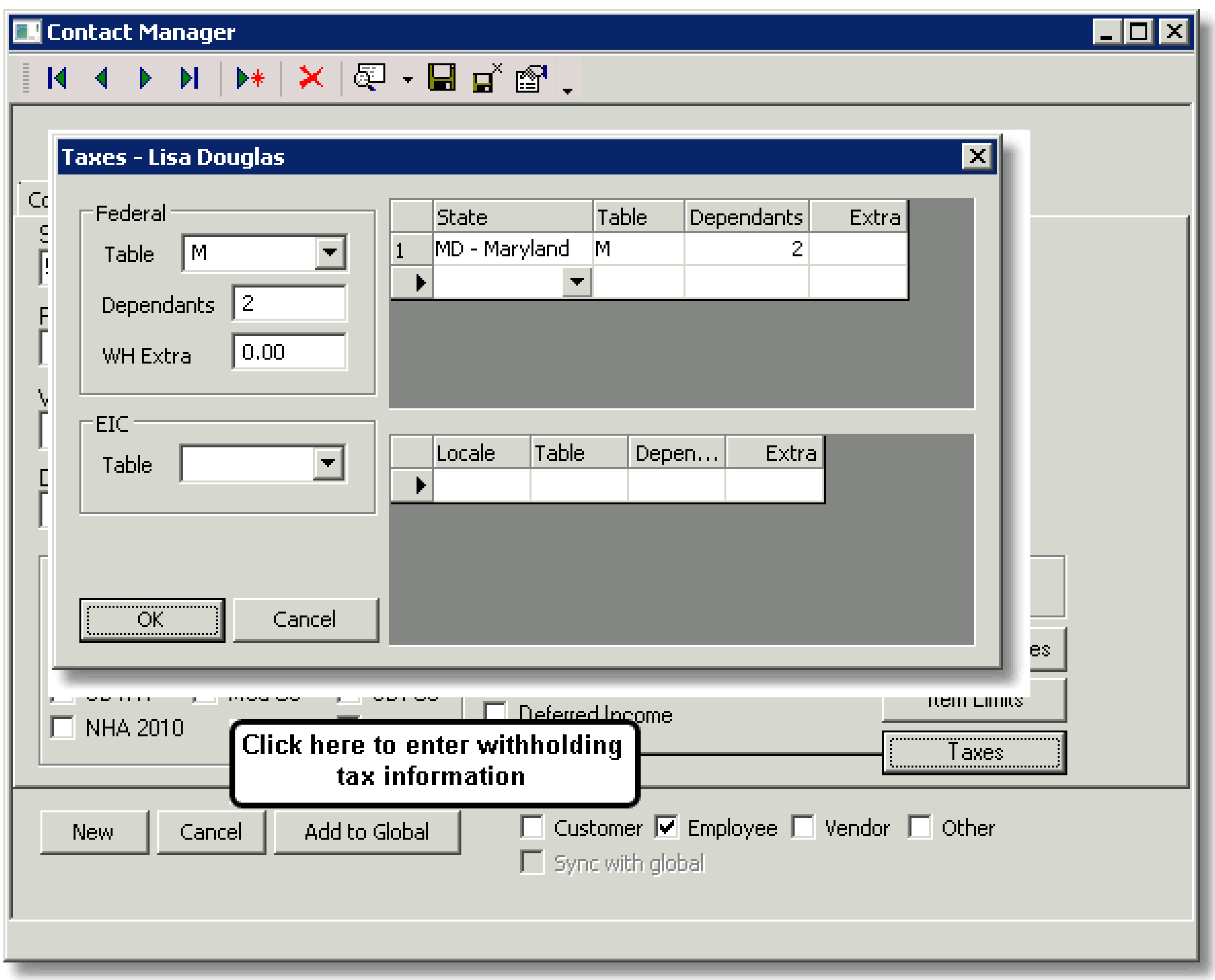
Enter withholding tax information on the **Taxes** screen.

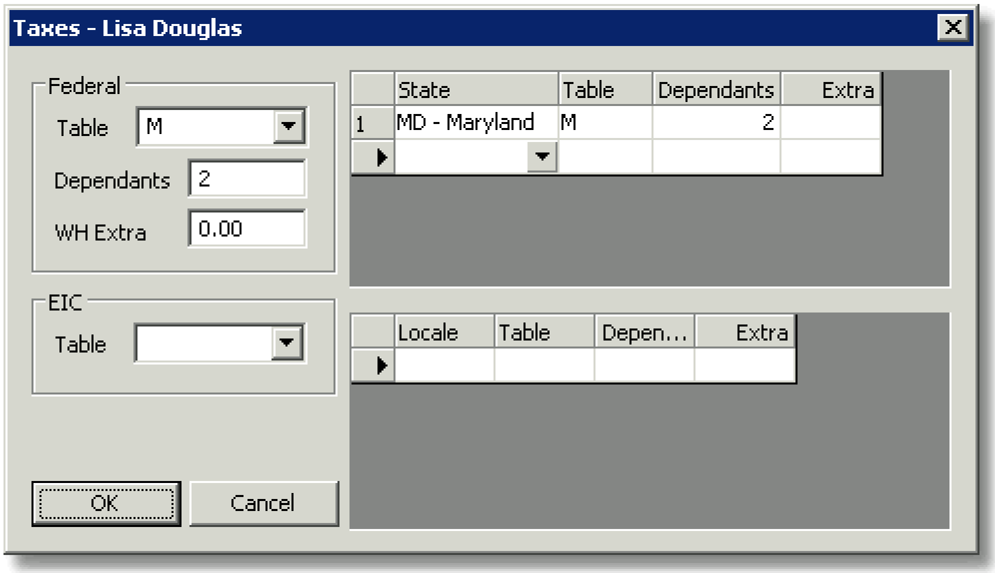
1. Click on the **Taxes** button.

Federal

2. Select **M** or **S** from the drop-down list in the **Table** field.
3. Enter the number of **Dependents** shown on the W4.
4. Enter an additional amount or % in the **WH Extra** field if desired. If the employee wants an extra $10.00 withheld from each paycheck, enter 10.00. If the employee wants an extra 2% withheld from each paycheck, enter 2.00%.

   Note: If an employee is claiming to be exempt from withholding because he had no tax liability last year, select the **Exempt** Table. If an employee wants a flat amount withheld from each check, set him up as Married with 9999 dependents and enter 250.00 in the **WH Extra** field. If an employee wants 29% withheld from each check, set him up as Married with 9999 dependents and enter 29.00% in the **WH Extra** field.





EIC
5. Select the appropriate **Table** from the drop-down list.

State Withholding
6. Select the state the employee resides in from the drop-down list in the **State** field.
7. Select the appropriate **Table** from the drop-down list.
8. Enter the number of dependents, if applicable, in the **Dependent** field.
9. Enter an amount or percent for extra withholding in the **Extra** field.

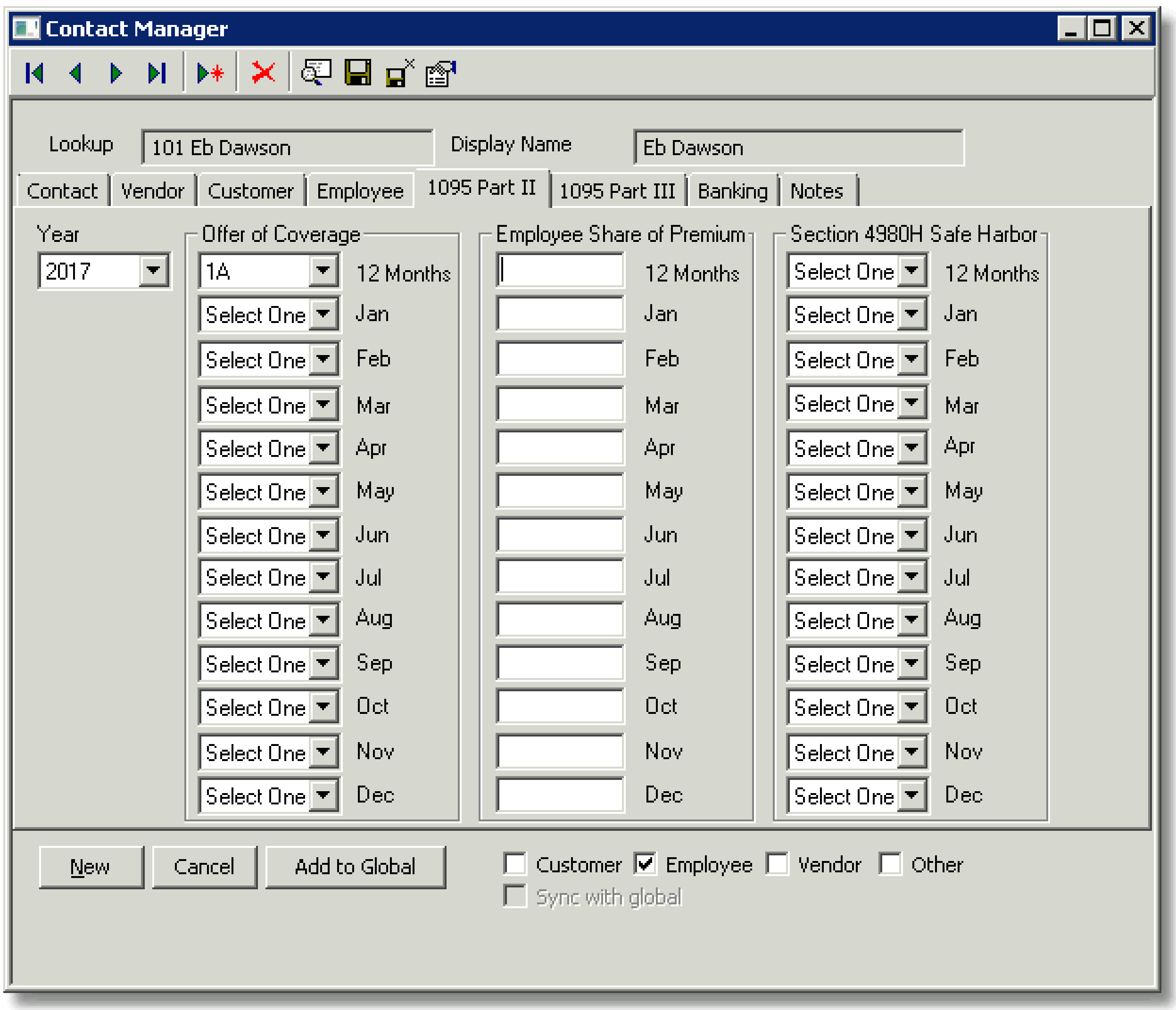
Local Withholding
10. Select the **Tax Entity** from the drop-down list in the **Locale** field. (Local Withholding Tax Tables MUST be set up first. See Appendix A.)
11. Enter the appropriate table name in the **Name** field.
12. Enter an extra amount or percent in the **Extra** field, if desired.

13. Click **OK** to save the changes.

1095 Part II

Use the **1095 Part II** tab to enter information for **Form 1095-C.** Refer to the IRS instructions for specific instructions.

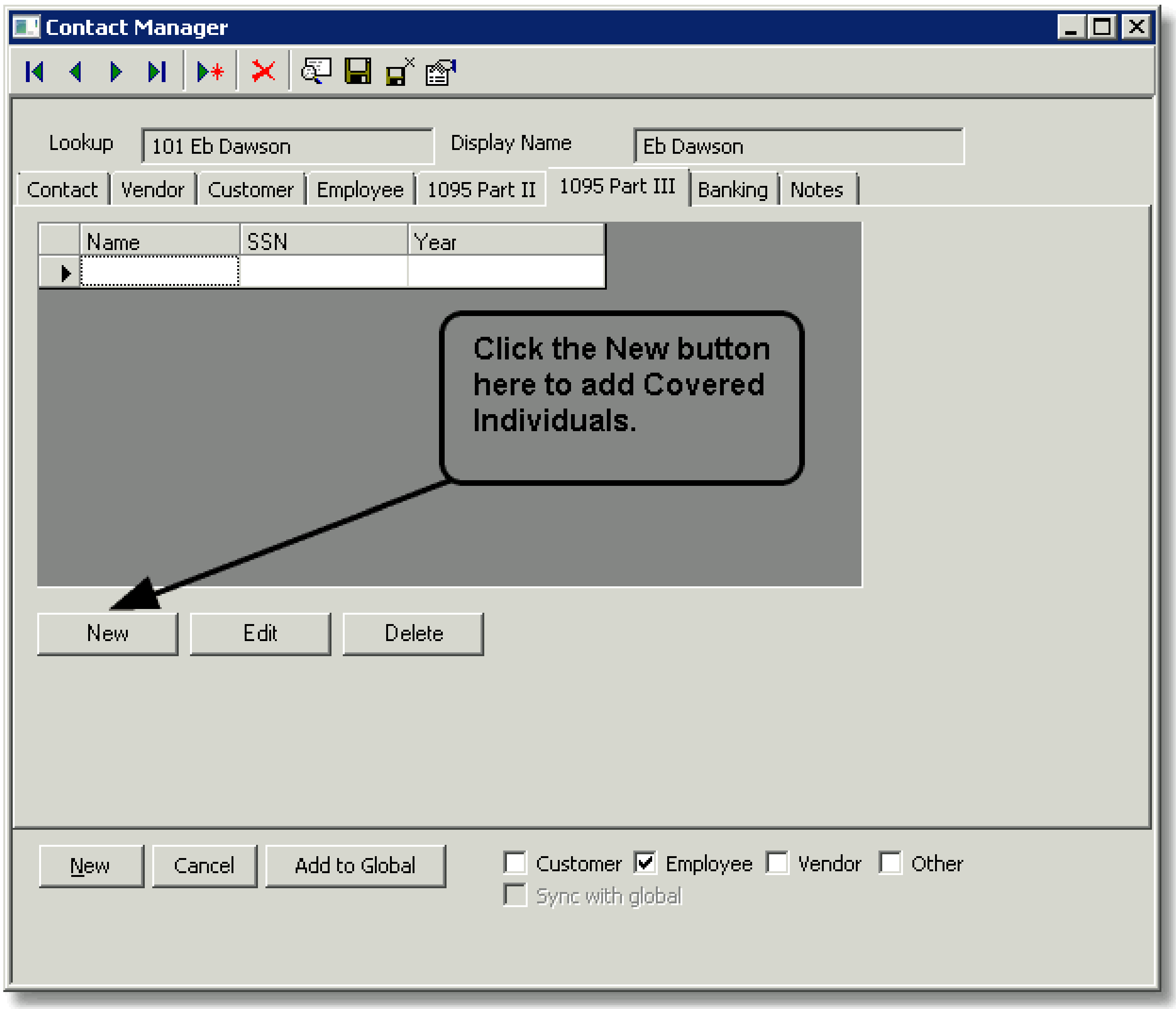
1. Select the desired **Year** if necessary.
2. Select the appropriate value in the **Offer of Coverage** section.
3. Enter the **Employee Share of Premium** in the appropriate fields.
4. Select the appropriate value in the **Section 4980H Safe Harbor** section.



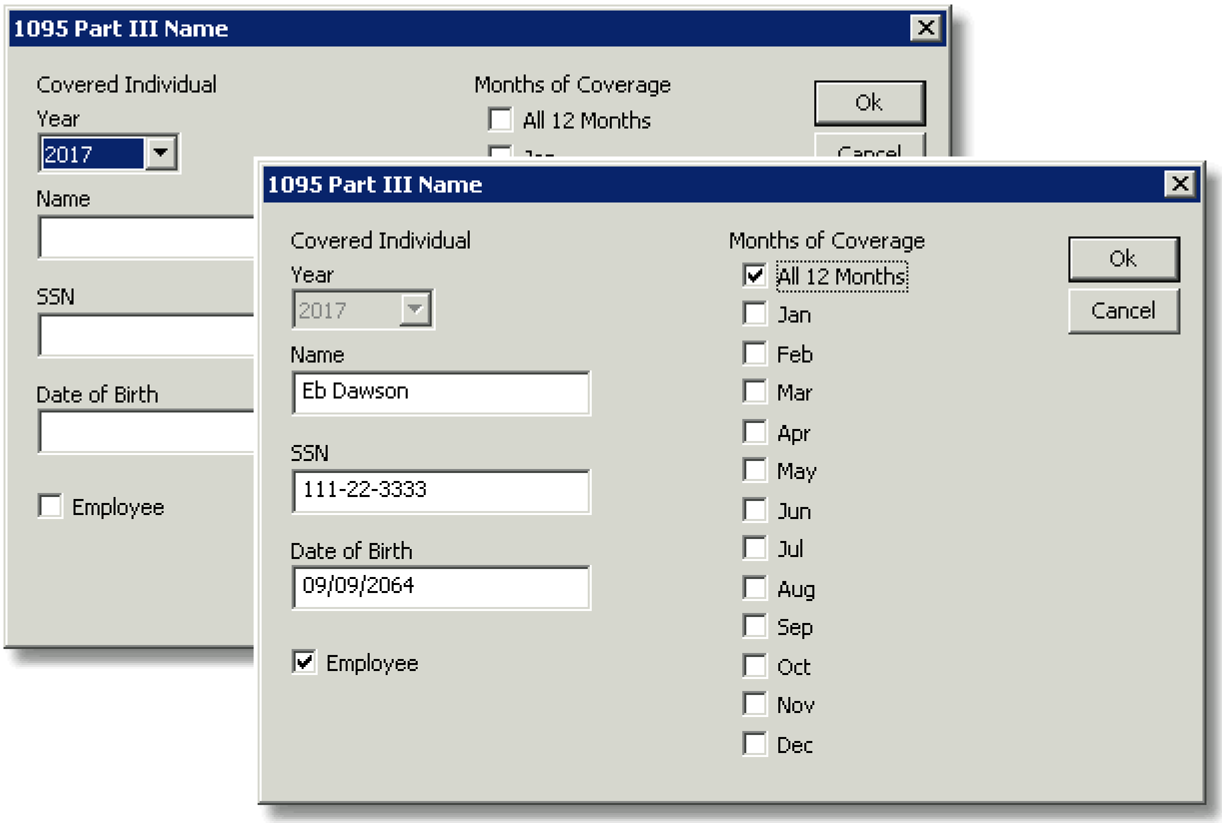
1095 Part III

Use the **1095 Part III** tab to enter information about covered individuals for **Form 1095-C** for self insured companies**.** Refer to the IRS instructions for specific instructions.

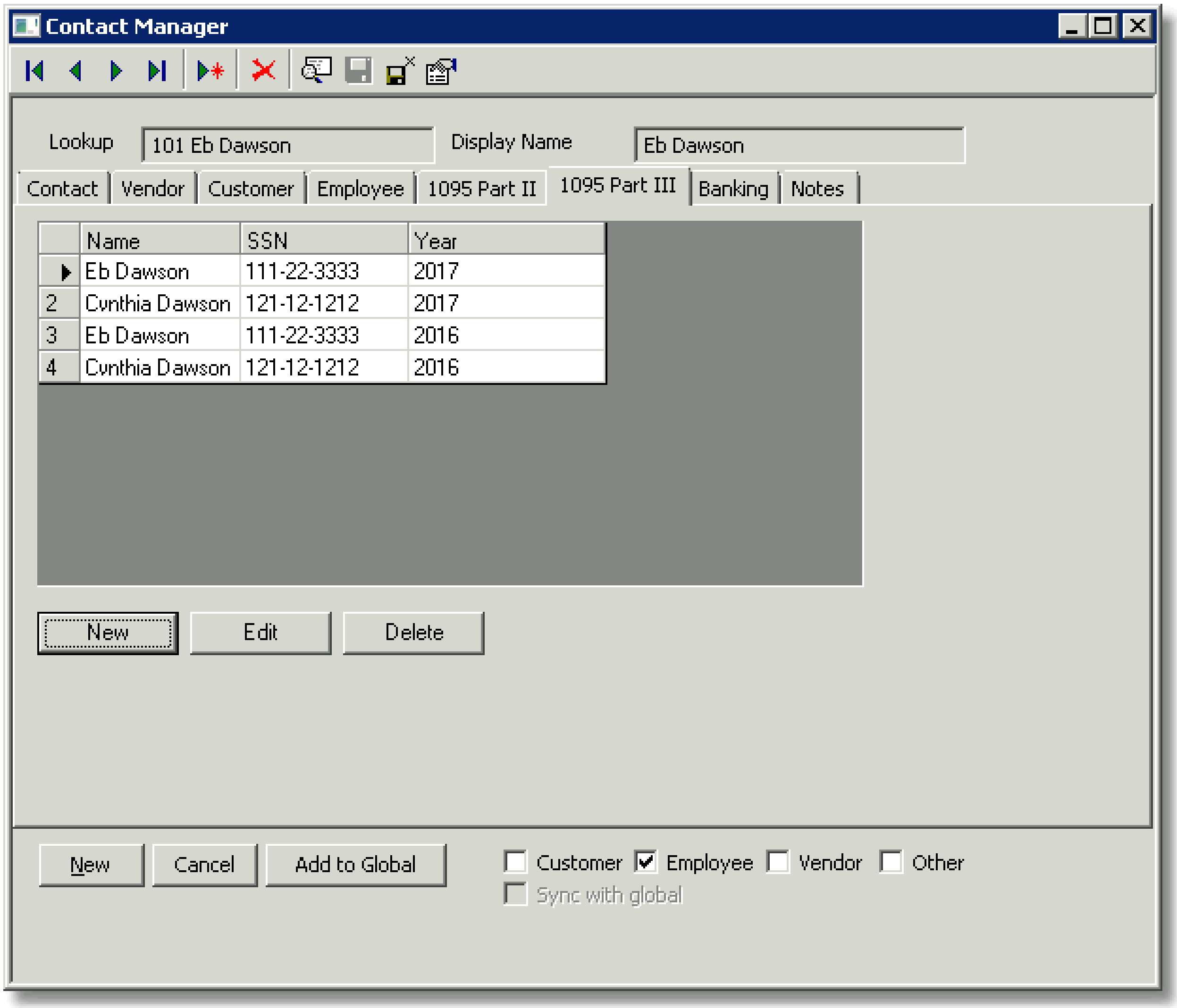
1. Click the **New** button to add a covered individual.



2. Check the **Employee** box at the bottom of the screen to populate the **Name, SSN,** and **Date of Birth** fields **if** the employee is the covered individual. Select **All 12 Months** or the appropriate months as needed.
3. Click **OK** to save this individual.



4. Add **New** covered individuals as needed

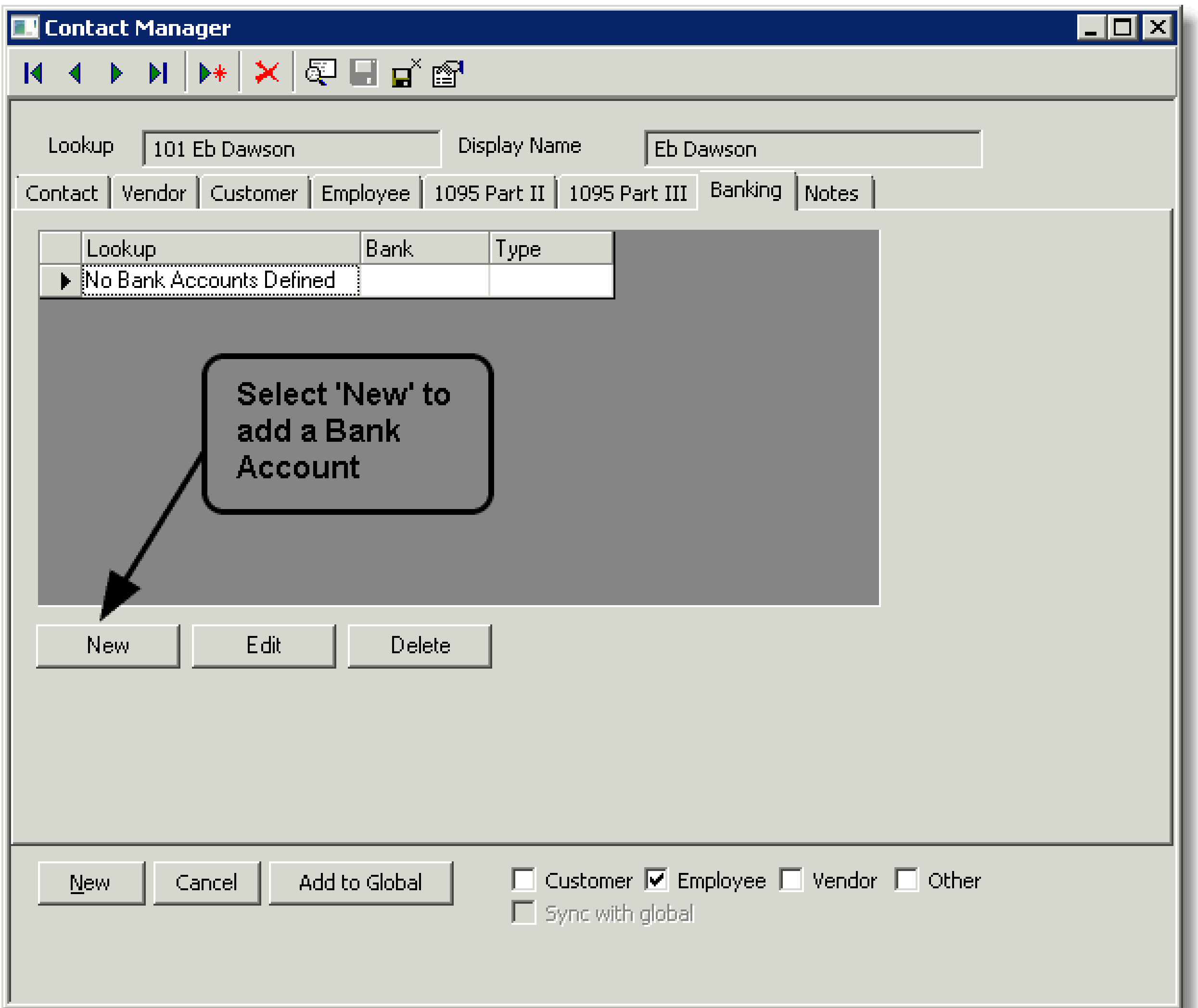


Click the **Edit** button to edit information for a covered individual.

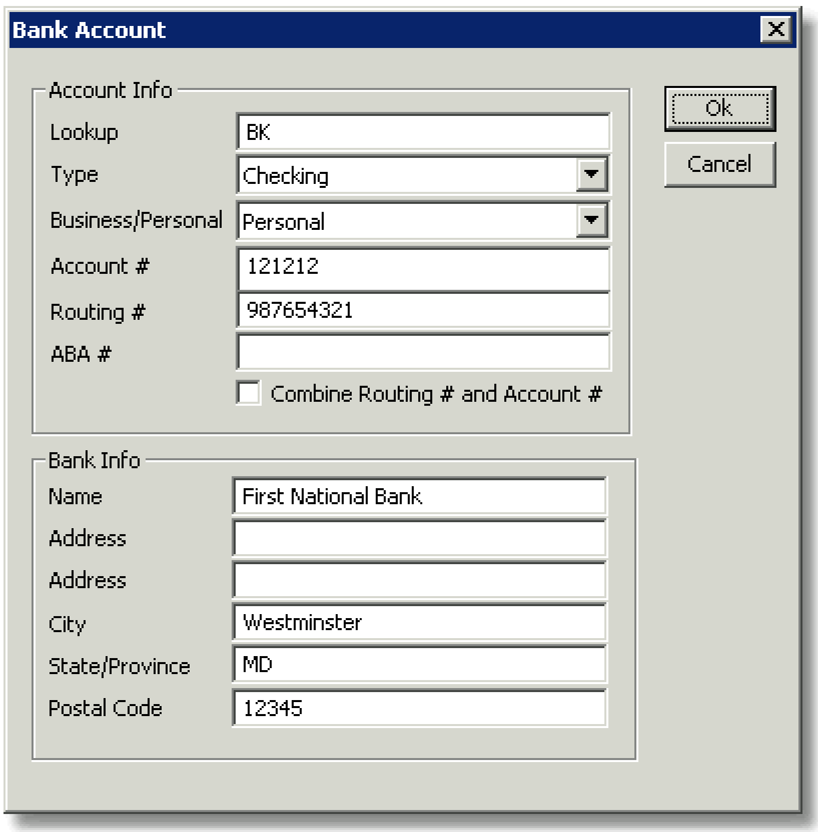
Banking Tab

Use the **Banking** tab to set up employee bank information for an employee with Direct Deposit.

1. Select **New** to add a new bank account or click on an account to edit or delete and select **Edit** or **Delete**.



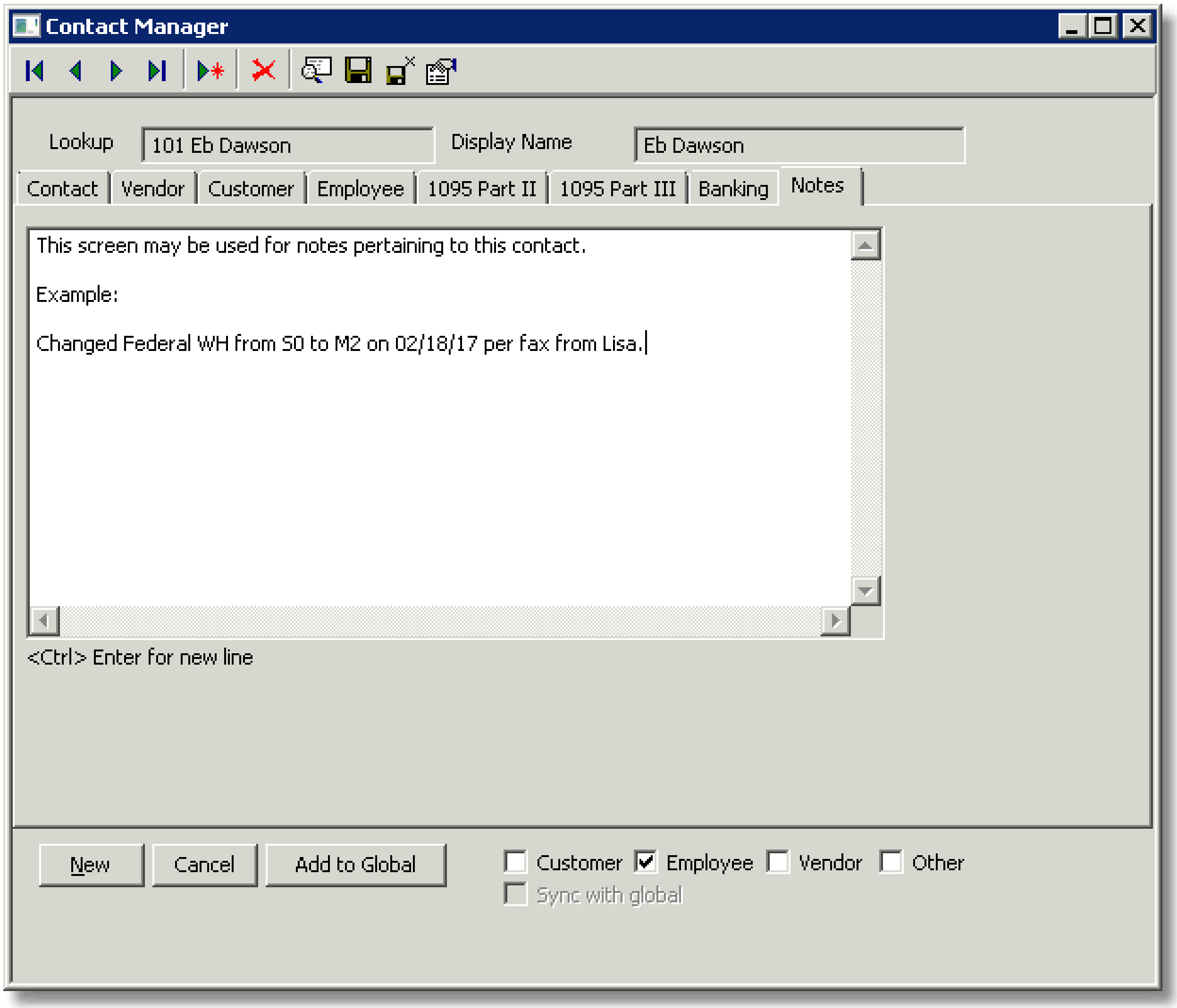
2. Type **BK** in the **Lookup** on the **Bank Account** Screen. **Important Note:** Use the same **Lookup** (BK) for all employees who have only one Direct Deposit. This will allow the use of one common template. If an employee has a Direct Deposit posting to a Savings Account in addition to the checking, use **BK2** for the Lookup. If there are multiple checking or savings accounts that need to be set up, use **BK3, BK4** etc.
3. Select **Checking** or **Savings** in the **Type** field, as appropriate.
4. Select **Business** or **Personal**.
5. Enter the Employee's **Account Number**, **Routing Number** and **ABA Number** in the appropriate fields.
6. Enter the **Bank Name, Address, City, State and Zip** in the appropriate fields.
7. Click **OK** to save and click the **Save** icon in the toolbar.



Notes Tab

Use the **Notes** tab to save employee information that does not belong in another field.

Hold the **Ctrl** key and press **Enter** to start a new line.



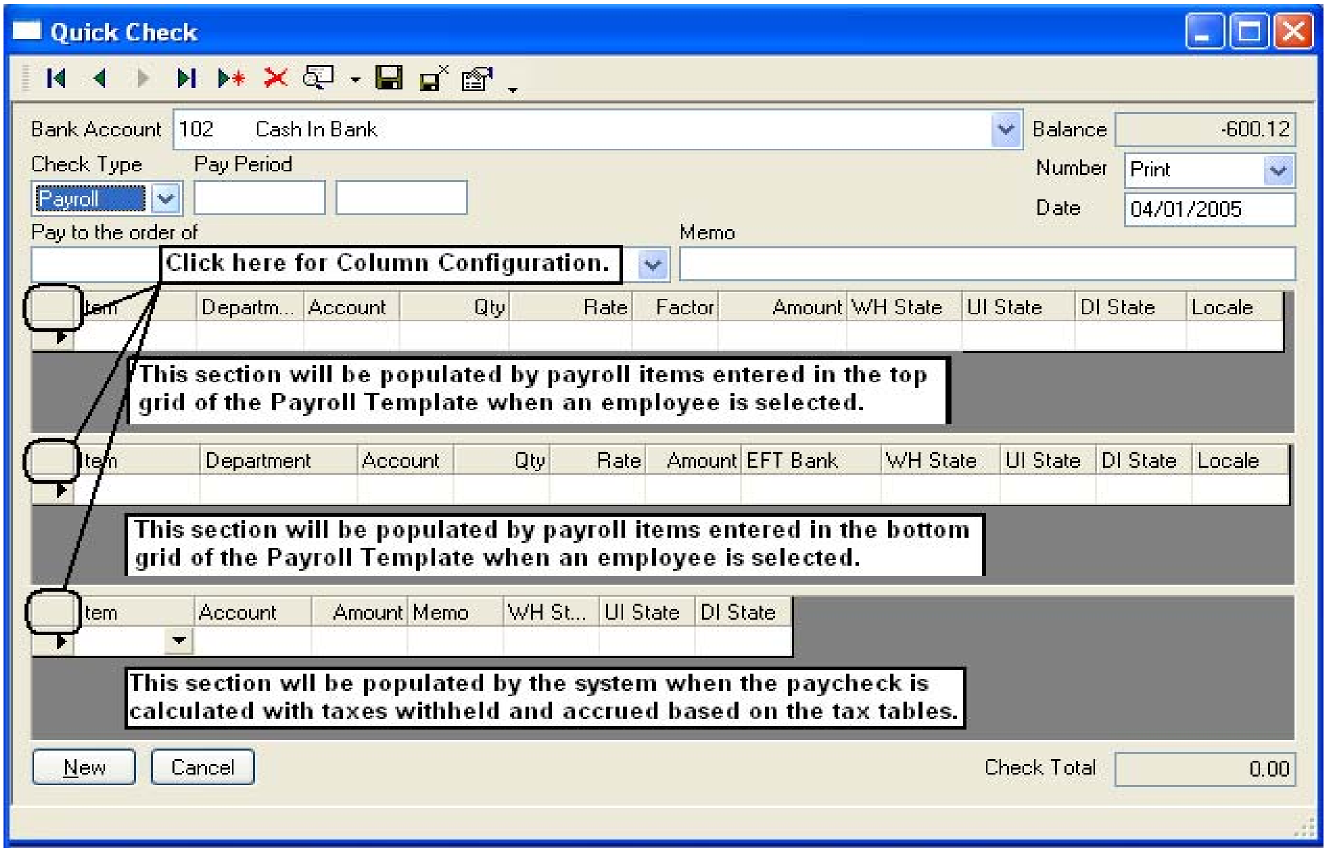
Appendix A – Options and Column Configuration

User preferences are set in **Setup>System Options.** Detailed explanations are available in **Online Help.**

Detailed instructions for Quick Check options are available in the online help. Set the Quick Check Systems as desired prior to entering payroll for the first time to optimize processing.

Column Configuration for Payroll Checkwriting

1. Select **Payroll** from the drop-down list in the **Check Type** field.



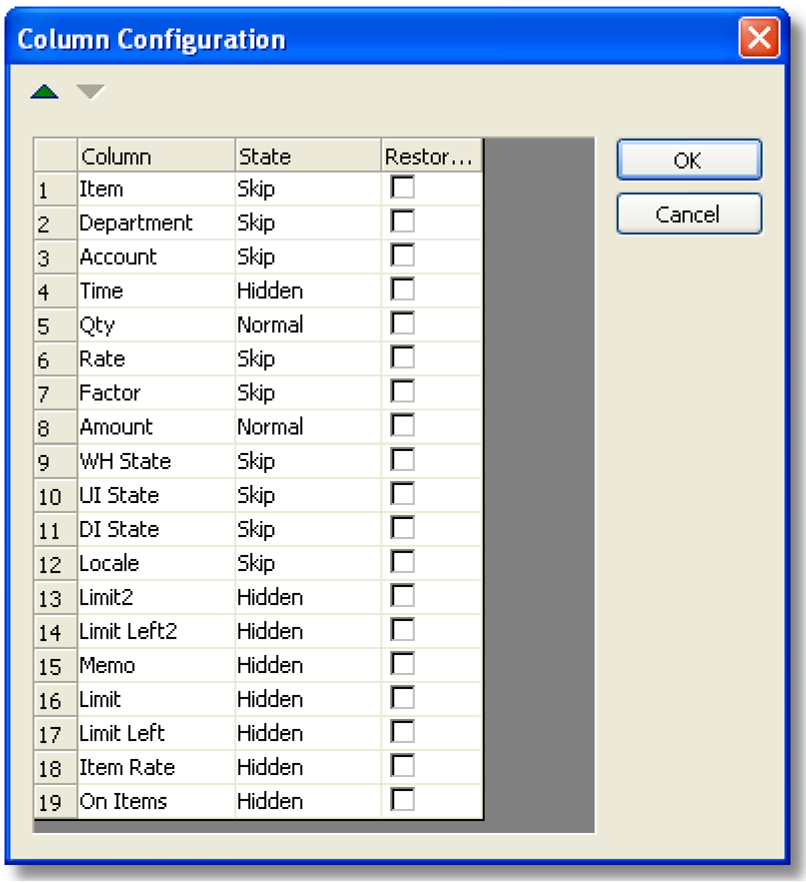
2. Click on the **Column Configuration** box in the top grid.

   There are three options in the **State** field for each column. They are used as follows:
   Normal – The cursor will stop in the column and information can be entered or edited in that column.
   Hidden – The column is removed from the grid.
   Skip – Leaves the column in the grid but the cursor will skip the column when entering (or tabbing) through the grid. Cells in the column are still accessible with the mouse.

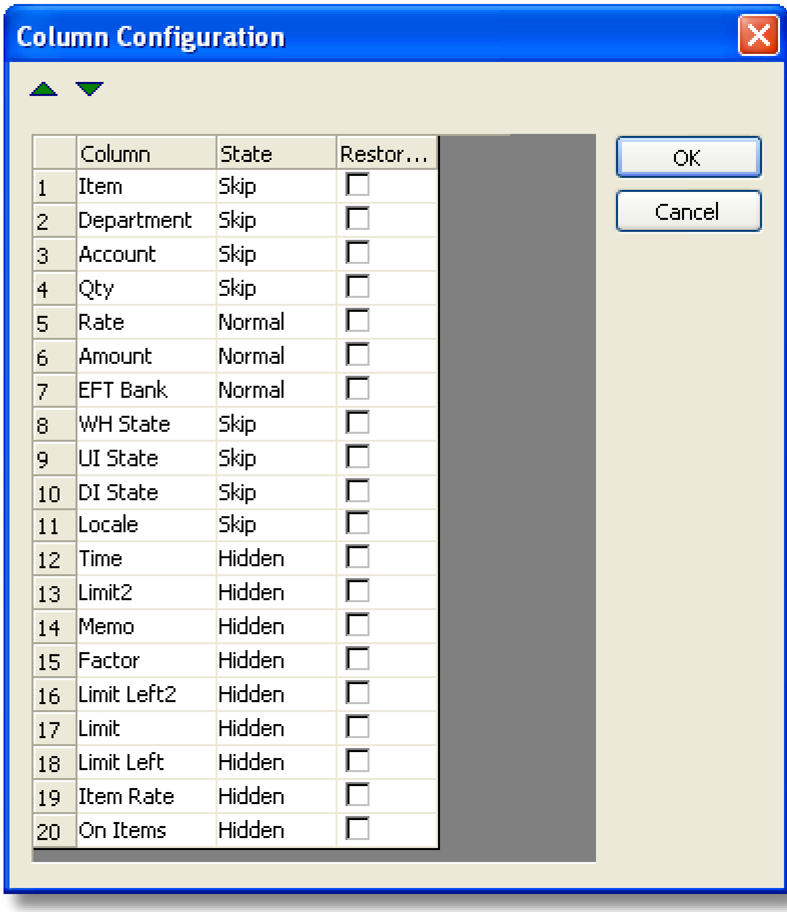
Columns appear in the grid from right to left in the order listed on this screen. To change the order, highlight an item and use the up or down arrows at the top of the screen to move the item up or down in the list. A row can also be moved by holding the Shift key and pressing the up or down arrow on the keyboard.

3. Select desired values for each column and rearrange rows as desired.
4. Click **OK** to save the changes.
5. Repeat for center and bottom grids.

Recommended configuration for the **top grid** for payroll checkwriting.

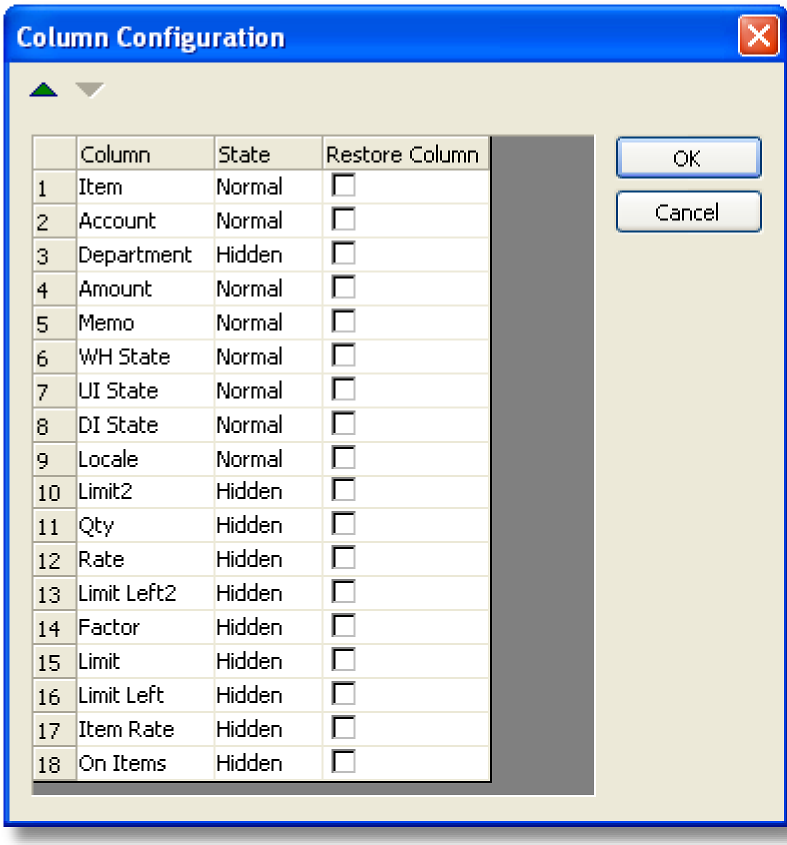


Recommended configuration for the **center grid** for payroll checkwriting.



	Column	State	Restor…
1	Item	Skip	☐
2	Department	Skip	☐
3	Account	Skip	☐
4	Qty	Skip	☐
5	Rate	Normal	☐
6	Amount	Normal	☐
7	EFT Bank	Normal	☐
8	WH State	Skip	☐
9	UI State	Skip	☐
10	DI State	Skip	☐
11	Locale	Skip	☐
12	Time	Hidden	☐
13	Limit2	Hidden	☐
14	Memo	Hidden	☐
15	Factor	Hidden	☐
16	Limit Left2	Hidden	☐
17	Limit	Hidden	☐
18	Limit Left	Hidden	☐
19	Item Rate	Hidden	☐
20	On Items	Hidden	☐

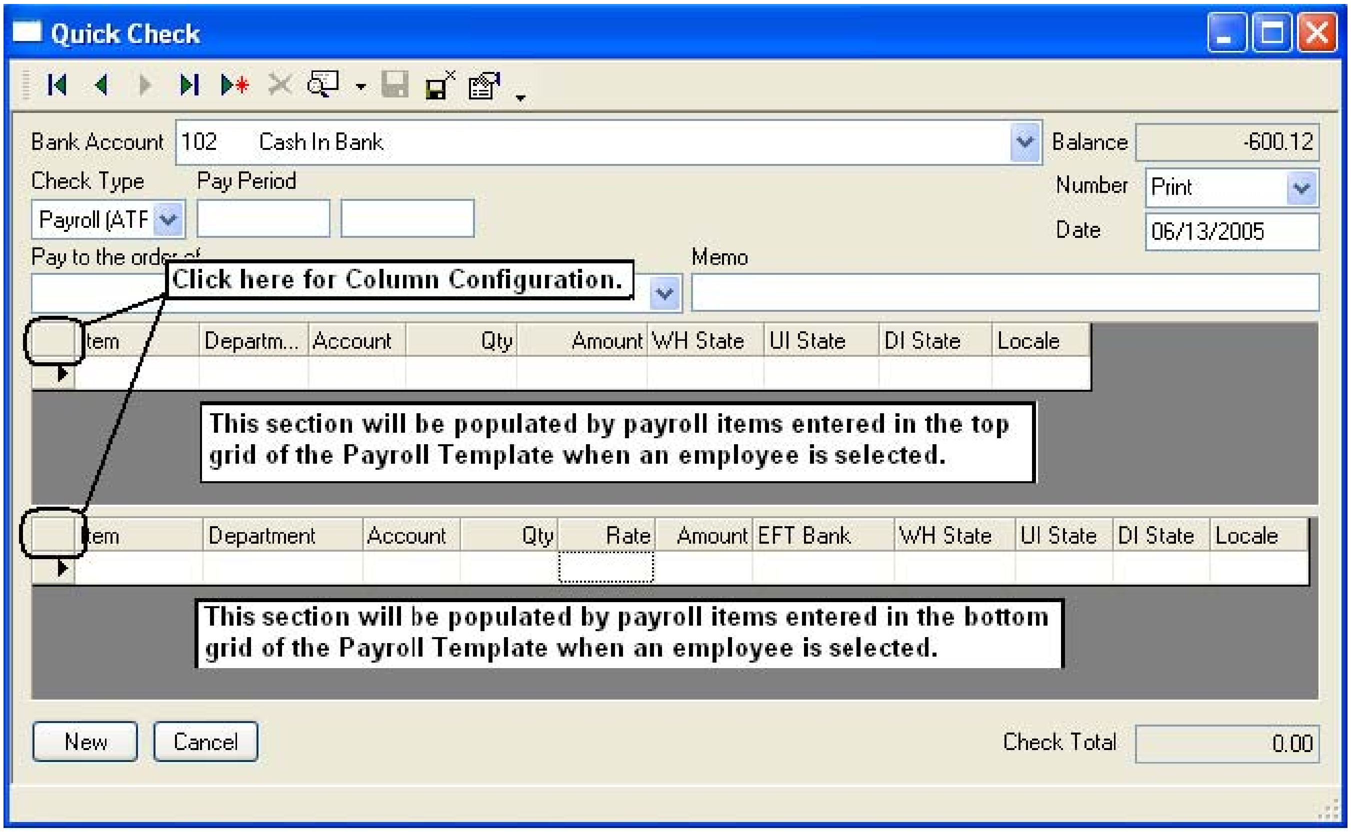
Recommended configuration for the **bottom grid** for payroll checkwriting.



	Column	State	Restore Column
1	Item	Normal	☐
2	Account	Normal	☐
3	Department	Hidden	☐
4	Amount	Normal	☐
5	Memo	Normal	☐
6	WH State	Normal	☐
7	UI State	Normal	☐
8	DI State	Normal	☐
9	Locale	Normal	☐
10	Limit2	Hidden	☐
11	Qty	Hidden	☐
12	Rate	Hidden	☐
13	Limit Left2	Hidden	☐
14	Factor	Hidden	☐
15	Limit	Hidden	☐
16	Limit Left	Hidden	☐
17	Item Rate	Hidden	☐
18	On Items	Hidden	☐

Column Configuration for After the Fact Payroll

1. Select **Payroll (ATF)** from the drop-down list in the **Check Type** field.



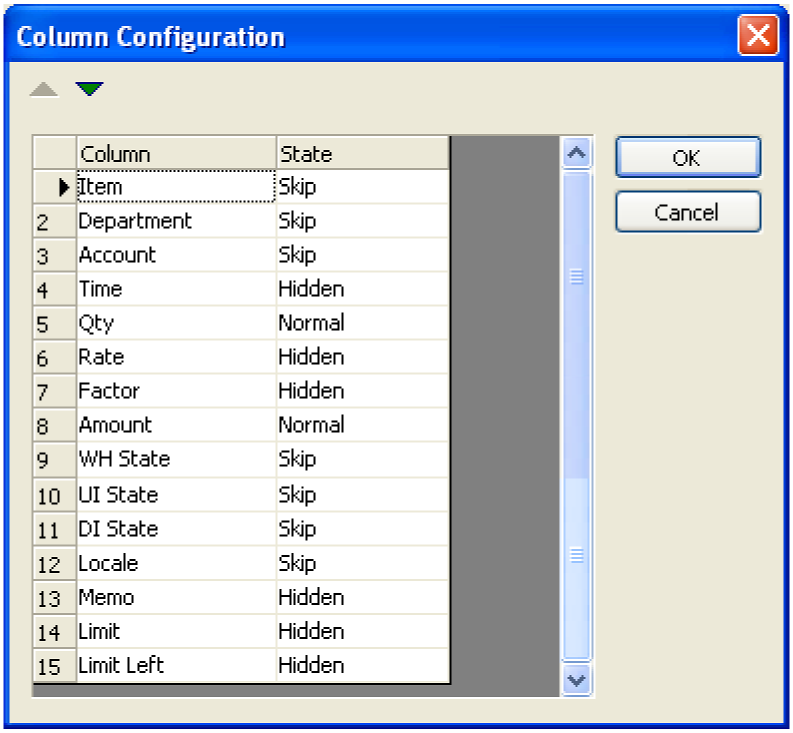
2. Click on the **Column Configuration** box in the top grid.

   There are three options in the **State** field for each column. They are used as follows:
   Normal – The cursor will stop in the column and information can be entered or edited in that column.
   Hidden – The column is removed from the grid.
   Skip – Leaves the column in the grid but the cursor will skip the column when entering (or tabbing) through the grid. Cells in the column are still accessible with the mouse.

   Columns appear in the grid from right to left in the order listed on this screen. To change the order, highlight an item and use the up or down arrow at the top of the screen to move the item up or down in the list. A row can also be moved by holding the Shift key and pressing the up or down arrow on the keyboard.

3. Select desired values for each column and rearrange rows as desired.
4. Click **OK** to save the changes.
5. Repeat for bottom grid.

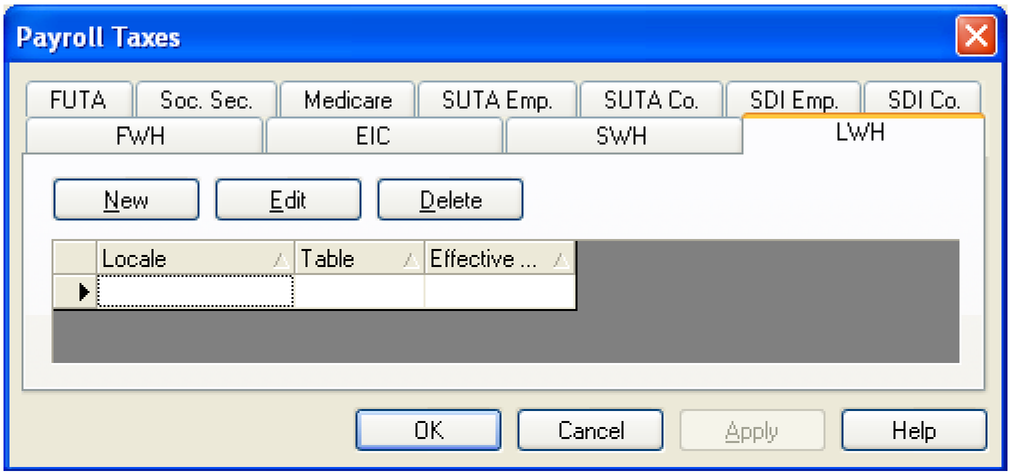
Recommended configuration for the **top grid** for After the Fact Payroll.



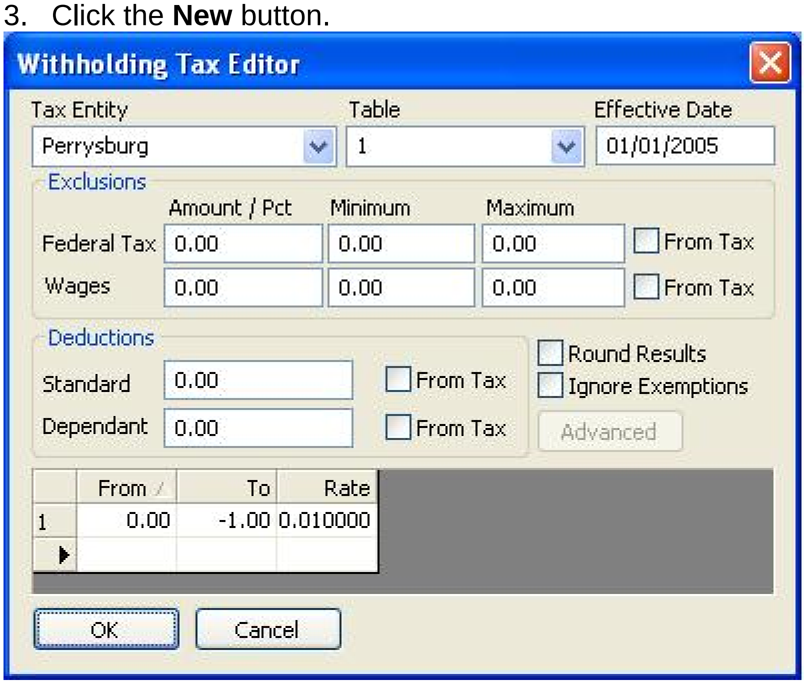
Appendix B – Set Up Local Withholding Tax Tables

Withholding tables for local taxes must be set up. Local withholding tables are NOT client specific. Set up tables before adding payroll items or employees.

1. Select **Setup/Payroll Taxes**.
2. Select the **LWH** tab.

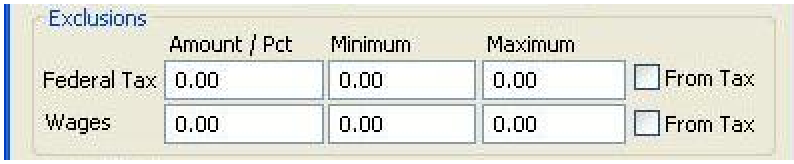


3. Click the **New** button.



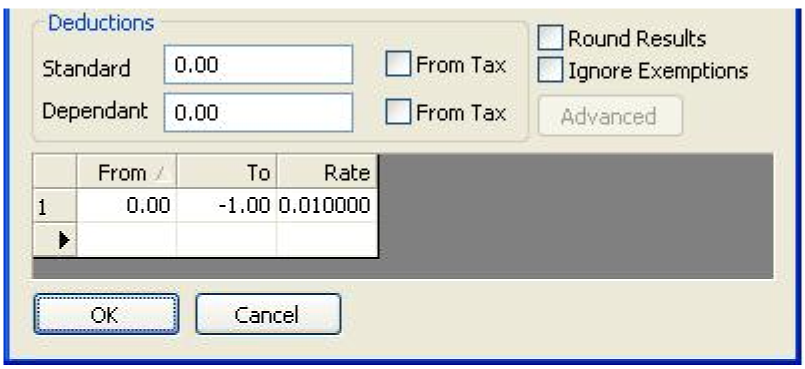
4. Enter the city, county or school district name in the **Tax Entity** field or select it from the drop-down list.
5. Enter a table name or number in the **Table** field. (Enter 1 if there is only 1 table, NR for Non Resident rates.)
6. Enter the **Effective Date.**

Exclusions



7. Enter any amount or percent of Federal Tax that is to be excluded from the local withholding computation in the **Amount/Pct** field.
8. Enter **Minimum** and/or **Maximum** excluded amounts in the appropriate fields.
9. Check the **From Tax** box ONLY if the amount of tax is to be reduced by the excluded amount or percent.
10. Enter any flat amount or percent of wages that is to be excluded from the local withholding computation in the **Amount/Pct** field.
11. Enter **Minimum** and/or **Maximum** excluded amounts in the appropriate fields.
12. Check the **From Tax** box ONLY if the amount of tax is to be reduced by the excluded amount or percent.

Deductions



13. Enter the amount of the annual standard deduction in the **Standard** field.
14. Check the **From Tax** box if the standard deduction is to be deducted from the taxes instead of wages.
15. Enter the annual dependent deduction amount in the **Dependent** field.
16. Check the **From Tax** box if the dependent deduction is to be deducted from the taxes instead of wages.
17. Check the **Round Results** box to round the tax to the nearest whole dollar.
18. Check the **Ignore Exemptions** box if this tax authority does not recognize 401K or Section 125 type deductions as exempt.

Withholding Table

19. Enter the maximum annual wages to include for withholding at the first rate level in the **To** field. Enter -1.00 to indicate no limit.
20. Enter the withholding rate as a decimal in the **Rate** field.
21. Repeat steps 19 and 20 as necessary for graduated withholding.
22. Click **OK** to save the changes.

Appendix F – Maryland Cities

Maryland state withholding rates vary by the employee's county of residence. State withholding tables for Maryland have been set up with the county name as the **Table Name**. To generate the correct state withholding tax for an employee, the correct table needs to be selected. Following is a list of all Maryland cities. The county for each city is listed to the right.

Abell	St. Mary's
Aberdeen	Harford
Aberdeen Proving Ground	Harford
Abingdon	Harford
Accident	Garrett
Accokeek	Prince George's
Adamstown	Frederick
Adelphi	Prince George's
Allen	Wicomico
Andrews Air Force Base	Prince George's
Annapolis	Anne Arundel
Annapolis Junction	Howard
Apg	Harford
Aquasco	Prince George's
Arbutus	Baltimore
Ardmore	Prince George's
Arlington	Baltimore City
Arnold	Anne Arundel
Ashton	Montgomery
Aspen Hill	Montgomery
Avenue	St. Mary's
Avondale	Prince George's
Bainbridge	Cecil
Baldwin	Baltimore
Baltimore	Anne Arundel
Baltimore	Baltimore
Baltimore	Howard
Baltimore	Baltimore City
Barclay	Queen Anne's
Barnesville	Montgomery
Barstow	Calvert
Barton	Allegany
Beachville	St. Mary's
Beallsville	Montgomery
Bel Air	Harford
Bel Alton	Charles
Belcamp	Harford
Beltsville	Prince George's
Benedict	Charles
Benson	Harford
Bentley Springs	Baltimore

Berlin	Worcester
Berwyn	Prince George's
Berwyn Heights	Prince George's
Bethesda	Montgomery
Bethlehem	Caroline
Betterton	Kent
Beverley Beach	Anne Arundel
Big Pool	Washington
Big Spring	Washington
Bishop	Worcester
Bishophead	Dorchester
Bishops Head	Dorchester
Bishopville	Worcester
Bittinger	Garrett
Bivalve	Wicomico
Bladensburg	Prince George's
Bloomington	Garrett
Boonsboro	Washington
Boring	Baltimore
Bowie	Prince George's
Boyds	Montgomery
Bozman	Talbot
Braddock Heights	Frederick
Bradshaw	Baltimore
Brandywine	Prince George's
Brentwood	Prince George's
Brinklow	Montgomery
Brookeville	Montgomery
Brooklandville	Baltimore
Brooklyn	Anne Arundel
Brooklyn	Baltimore City
Brooklyn Park	Anne Arundel
Broomes Island	Calvert
Brownsville	Washington
Brunswick	Frederick
Bryans Rd	Charles
Bryans Road	Charles
Bryantown	Charles
Buckeystown	Frederick
Burkittsville	Frederick
Burtonsville	Montgomery

Bushwood	St. Mary's
Butler	Baltimore
Bwi Airport	Anne Arundel
Cabin John	Montgomery
California	St. Mary's
Callaway	St. Mary's
Cambridge	Dorchester
Cape Saint Claire	Anne Arundel
Capitol Heights	Prince George's
Cardiff	Harford
Carroll	Baltimore City
Carrollton	Carroll
Carrolltowne	Carroll
Cascade	Washington
Catonsville	Baltimore
Cavetown	Washington
Cecilton	Cecil
Centreville	Queen Anne's
Chance	Somerset
Chaptico	St. Mary's
Charlestown	Cecil
Charlotte Hall	St. Mary's
Chase	Baltimore
Cheltenham	Prince George's
Chesapeake Beach	Calvert
Chesapeake City	Cecil
Chester	Queen Anne's
Chestertown	Kent
Chestertown	Queen Anne's
Cheverly	Prince George's
Chevy Chase	Montgomery
Chewsville	Washington
Childs	Cecil
Chillum	Prince George's
Church Creek	Dorchester
Church Hill	Queen Anne's
Churchton	Anne Arundel
Churchville	Harford
Citicorp	Washington
Claiborne	Talbot
Clarksburg	Montgomery
Clarksville	Howard
Clear Spring	Washington
Clements	St. Mary's
Clifton	Baltimore City
Clifton East End	Baltimore City
Clinton	Prince George's
Cloverly	Montgomery
Cobb Island	Charles
Cockeysville	Baltimore

Cockeysville Hunt Valley	Baltimore
Colesville	Montgomery
College Estates	Frederick
College Park	Prince George's
Colmar Manor	Prince George's
Colora	Cecil
Coltons Point	St. Mary's
Columbia	Howard
Compton	St. Mary's
Comus	Montgomery
Conowingo	Cecil
Cooksville	Howard
Cordova	Talbot
Corriganville	Allegany
Cottage City	Prince George's
Crapo	Dorchester
Crellin	Garrett
Cresaptown	Allegany
Crestar Bank	Baltimore City
Crisfield	Somerset
Crocheron	Dorchester
Crofton	Anne Arundel
Crownsville	Anne Arundel
Crumpton	Queen Anne's
Cumberland	Allegany
Curtis Bay	Anne Arundel
Damascus	Montgomery
Dameron	St. Mary's
Dames Quarter	Somerset
Daniels	Howard
Dares Beach	Calvert
Darlington	Harford
Darnestown	Montgomery
Davidsonville	Anne Arundel
Dayton	Howard
Deal Island	Somerset
Deale	Anne Arundel
Deer Park	Garrett
Delmar	Wicomico
Denton	Caroline
Derwood	Montgomery
Detour	Carroll
Dickerson	Montgomery
District Heights	Prince George's
Doubs	Frederick
Dowell	Calvert
Drayden	St. Mary's
Druid	Baltimore City
Dundalk	Baltimore
Dundalk Sparrows Point	Baltimore

Dunkirk	Calvert
Earleville	Cecil
East Case	Baltimore City
East End	Baltimore City
East New Market	Dorchester
Easton	Talbot
Easton Correctional Inst	Somerset
Eastport	Anne Arundel
Eckhart Mines	Allegany
Eden	Worcester
Edgewater	Anne Arundel
Edgewater Beach	Anne Arundel
Edgewood	Harford
Edgewood Arsenal	Harford
Edmonston	Prince George's
Eldersburg	Carroll
Elk Mills	Cecil
Elkridge	Howard
Elkton	Cecil
Ellerslie	Allegany
Ellicott	Howard
Ellicott City	Howard
Elliott	Dorchester
Emmitsburg	Frederick
Essex	Baltimore
Eudowood	Baltimore
Ewell	Somerset
Fahrney Keedy Mem Home	Washington
Fairmont Heights	Prince George's
Fairplay	Washington
Fallston	Harford
Faulkner	Charles
Federalsburg	Caroline
Finksburg	Carroll
Firms-Courtesy Reply	Baltimore City
Fishing Creek	Dorchester
Flintstone	Allegany
Forest Heights	Prince George's
Forest Hill	Harford
Forestville	Prince George's
Fork	Baltimore
Fort Detrick	Frederick
Fort George G Meade	Anne Arundel
Fort George Meade	Anne Arundel
Fort Howard	Baltimore
Fort Meade	Anne Arundel
Fort Ritchie	Washington
Fort Washington	Prince George's
Fowbelsburg	Baltimore
Foxridge	Baltimore

Franklin	Baltimore City
Frederick	Frederick
Freeland	Baltimore
Friendship	Anne Arundel
Friendsville	Garrett
Frostburg	Allegany
Fruitland	Wicomico
Fulton	Howard
Funkstown	Washington
Gaither	Carroll
Gaithersburg	Montgomery
Galena	Kent
Galesville	Anne Arundel
Gambrills	Anne Arundel
Gapland	Washington
Garrett Park	Montgomery
Garrison	Baltimore
Georgetown	Cecil
Germantown	Montgomery
Gibson Island	Anne Arundel
Girdletree	Worcester
Glen Arm	Baltimore
Glen Burnie	Anne Arundel
Glen Echo	Montgomery
Glenarden	Prince George's
Glenburnie	Anne Arundel
Glencoe	Baltimore
Glenelg	Howard
Glenmont	Montgomery
Glenn Dale	Prince George's
Glenwood	Howard
Glyndon	Baltimore
Goldsboro	Caroline
Golts	Kent
Govans	Baltimore City
Graceham	Frederick
Granite	Baltimore
Grantsville	Garrett
Grasonville	Queen Anne's
Great Mills	St. Mary's
Green Meadow	Prince George's
Greenbelt	Prince George's
Greenmount	Carroll
Greensboro	Caroline
Gunpowder	Harford
Gwynn Oak	Baltimore
Hagerstown	Washington
Halethorpe	Baltimore
Halethorpe	Howard
Hamilton	Baltimore City

Hampden	Baltimore City
Hampstead	Carroll
Hancock	Washington
Hanover	Anne Arundel
Harmans	Anne Arundel
Harwood	Anne Arundel
Havre de Grace	Harford
Hebron	Wicomico
Helen	St. Mary's
Henderson	Caroline
Henryton	Carroll
Hereford	Baltimore
Highfield	Washington
Highland	Howard
Highlandtown	Baltimore City
Hillandale	Montgomery
Hillsboro	Caroline
Hollywood	St. Mary's
Hood College	Frederick
Hoopersville	Dorchester
Hughesville	Charles
Hunt Valley	Baltimore
Huntingtown	Calvert
Hurlock	Dorchester
Hutton	Garrett
Hyattstown	Montgomery
Hyattsville	Prince George's
Hydes	Baltimore
Ijamsville	Frederick
Ilchester	Howard
Indian Head	Charles
Ingleside	Queen Anne's
Ironsides	Charles
Issue	Charles
Jacksonville	Baltimore
Jarrettsville	Harford
Jefferson	Frederick
Jennings	Garrett
Jessup	Howard
Joppa	Harford
Keedysville	Washington
Kennedyville	Kent
Kensington	Montgomery
Kettering	Prince George's
Keymar	Carroll
Kingston	Somerset
Kingsville	Baltimore
Kitzmiller	Garrett
Knoxville	Frederick
La Plata	Charles

Ladiesburg	Frederick
Lake Linganore	Frederick
Lake Shore	Anne Arundel
Landover	Prince George's
Landover Hills	Prince George's
Langley Park	Prince George's
Lanham	Prince George's
Lanham Seabrook	Prince George's
Lansdowne	Baltimore
Laplata	Charles
Largo	Prince George's
Laurel	Anne Arundel
Laurel	Howard
Laurel	Prince George's
Lavale	Allegany
Laytonsville	Montgomery
Leisure World	Montgomery
Leonardtown	St. Mary's
Lewisdale	Prince George's
Lewistown	Frederick
Lexington Park	St. Mary's
Libertytown	Frederick
Lineboro	Carroll
Linkwood	Dorchester
Linthicum	Anne Arundel
Linthicum Heights	Anne Arundel
Linwood	Carroll
Lisbon	Howard
Little Orleans	Allegany
Loch Raven	Baltimore
Loch Raven Village	Baltimore
Lonaconing	Allegany
Long Green	Baltimore
Lothian	Anne Arundel
Loveville	St. Mary's
Luke	Allegany
Lusby	Calvert
Lutherville	Baltimore
Lutherville Timonium	Baltimore
Lynch	Kent
Maddox	St. Mary's
Madison	Dorchester
Manchester	Carroll
Manokin	Somerset
Marbury	Charles
Mardela Springs	Wicomico
Marion	Somerset
Marion Station	Somerset
Marlboro	Prince George's
Marlow Heights	Prince George's

Marriottsville	Carroll
Marshall Hall	Charles
Marydel	Caroline
Maryland City	Anne Arundel
Maryland Line	Baltimore
Massey	Kent
Maugansville	Washington
Mayo	Anne Arundel
Mc Henry	Garrett
McCoole	Allegany
McDaniel	Talbot
McDonogh Run	Baltimore
Mechanicsville	St. Mary's
Middle River	Baltimore
Middleburg	Carroll
Middletown	Frederick
Midland	Allegany
Midlothian	Allegany
Millers	Carroll
Millersville	Anne Arundel
Millington	Kent
Mitchellville	Prince George's
Monkton	Baltimore
Monrovia	Frederick
Montgomery Village	Montgomery
Montpelier	Prince George's
Morganza	St. Mary's
Morningside	Prince George's
Morrell Park	Baltimore City
Mount Airy	Frederick
Mount Rainier	Prince George's
Mount Savage	Allegany
Mount Victoria	Charles
Mount Washington	Baltimore City
Mountain Lake Park	Garrett
Myersville	Frederick
Nanjemoy	Charles
Nanticoke	Wicomico
Naval Academy	Anne Arundel
Neavitt	Talbot
New Carrollton	Prince George's
New Market	Frederick
New Midway	Frederick
New Windsor	Carroll
Newark	Worcester
Newburg	Charles
Newcomb	Talbot
Norbeck	Montgomery
North Beach	Calvert
North Bethesda	Montgomery

North College Park	Prince George's
North East	Cecil
North Ocean City	Worcester
North Potomac	Montgomery
Northeast	Cecil
Northern	Washington
Northwood	Baltimore City
Nottingham	Baltimore
Oakland	Garrett
Ocean City	Worcester
Ocean Pines	Worcester
Odenton	Anne Arundel
Oella	Howard
Oldtown	Allegany
Olney	Montgomery
Oriole	Somerset
Owings	Calvert
Owings Mills	Baltimore
Oxford	Talbot
Oxon Hill	Prince George's
Palmer Park	Prince George's
Park Hall	St. Mary's
Parkton	Baltimore
Parkville	Baltimore
Parsonsburg	Wicomico
Pasadena	Anne Arundel
Patapsco	Carroll
Patterson	Baltimore City
Patuxent River	St. Mary's
Patuxent River Naval Air Sta	St. Mary's
Perry Hall	Baltimore
Perry Point	Cecil
Perryhall	Baltimore
Perryman	Harford
Perryville	Cecil
Phoenix	Baltimore
Pikesville	Baltimore
Pikesville Finance	Baltimore
Piney Point	St. Mary's
Pinto	Allegany
Pisgah	Charles
Pittsville	Wicomico
Pocomoke	Worcester
Pocomoke City	Worcester
Point of Rocks	Frederick
Pomfret	Charles
Poolesville	Montgomery
Port Deposit	Cecil
Port Republic	Calvert
Port Tobacco	Charles

Postmaster-Official	Baltimore City
Potomac	Montgomery
Powellville	Wicomico
Pr Frederick	Calvert
Preston	Caroline
Price	Queen Anne's
Prince Frederick	Calvert
Prince George Plaza	Prince George's
Princess Anne	Somerset
Pylesville	Harford
Quantico	Wicomico
Queen Anne	Queen Anne's
Queenstown	Queen Anne's
Raljon	Prince George's
Randallstown	Baltimore
Raspeburg	Baltimore City
Rawlings	Allegany
Rehobeth	Somerset
Reisterstown	Baltimore
Reisterstown Rd Plaza	Baltimore City
Rhodes Point	Somerset
Rhodesdale	Dorchester
Riderwood	Baltimore
Ridge	St. Mary's
Ridgely	Caroline
Rising Sun	Cecil
Rison	Charles
Riva	Anne Arundel
Riverdale	Prince George's
Riverside	Harford
Riviera Beach	Anne Arundel
Rock Hall	Kent
Rock Point	Charles
Rocks	Harford
Rockville	Montgomery
Rocky Ridge	Frederick
Rogers Heights	Prince George's
Rohrersville	Washington
Roland Park	Baltimore City
Rosedale	Baltimore
Royal Oak	Talbot
Rumbley	Somerset
Ruxton	Baltimore
Sabillasville	Frederick
Saint Charles	Charles
Saint Inigoes	St. Mary's
Saint James	Washington
Saint Leonard	Calvert
Saint Marys City	St. Mary's
Saint Michaels	Talbot

Salem	Dorchester
Salisbury	Wicomico
Sandy Spring	Montgomery
Sang Run	Garrett
Savage	Howard
Scaggsville	Howard
Scotland	St. Mary's
Seabrook	Prince George's
Seat Pleasant	Prince George's
Secretary	Dorchester
Severn	Anne Arundel
Severna Park	Anne Arundel
Shady Side	Anne Arundel
Shallmar	Garrett
Sharpsburg	Washington
Sharptown	Wicomico
Sherwood	Talbot
Sherwood Forest	Anne Arundel
Showell	Worcester
Silver Hill	Prince George's
Silver Spring	Montgomery
Silver Spring	Prince George's
Simpsonville	Howard
Smithsburg	Washington
Snow Hill	Worcester
Solomons	Calvert
Somerset	Montgomery
South	Baltimore City
South Bowie	Prince George's
Southeast Finance	Baltimore City
Southern MD Facility	Prince George's
Sparks	Baltimore
Sparks Glencoe	Baltimore
Sparrows Point	Baltimore
Spencerville	Montgomery
Spring Gap	Allegany
Springdale	Prince George's
Springfield State Hosp	Carroll
Stevenson	Baltimore
Stevensville	Queen Anne's
Still Pond	Kent
Stockton	Worcester
Street	Harford
Suburb Maryland Fac	Montgomery
Sudlersville	Queen Anne's
Suitland	Prince George's
Sunderland	Calvert
Sunshine	Montgomery
Swanton	Garrett
Sykesville	Carroll

Takoma Park	Montgomery
Takoma Park	Prince George's
Tall Timbers	St. Mary's
Taneytown	Carroll
Taylors Island	Dorchester
Temple Hills	Prince George's
Templeville	Caroline
Thurmont	Frederick
Tilghman	Talbot
Timonium	Baltimore
Toddville	Dorchester
Towson	Baltimore
Towson Finance	Baltimore
Tracys Landing	Anne Arundel
Trappe	Talbot
Tuscarora	Frederick
Tuxedo	Prince George's
Tyaskin	Wicomico
Tylerton	Somerset
Union Bridge	Carroll
Uniontown	Carroll
Unionville	Frederick
Unity	Montgomery
University Park	Prince George's
Upper Fairmount	Somerset
Upper Falls	Baltimore
Upper Marlboro	Prince George's
Upperco	Baltimore
Valley Lee	St. Mary's
Vienna	Dorchester
Walbrook	Baltimore City
Waldorf	Charles
Walkersville	Frederick
Warwick	Cecil
Washington BMC	Prince George's
Washington Grove	Montgomery
Waverly	Baltimore City
Welcome	Charles
Wenona	Somerset
West Bethesda	Montgomery
West Case	Baltimore City
West Friendship	Howard
West Hyattsville	Prince George's
West Ocean City	Worcester
West River	Anne Arundel
Westernport	Allegany
Westminster	Carroll
Westover	Somerset
Whaleyville	Worcester
Wheaton	Montgomery

White Hall	Harford
White Marsh	Baltimore
White Plains	Charles
Whiteford	Harford
Whitehaven	Wicomico
Willards	Wicomico
Williamsport	Washington
Windsor Mill	Baltimore
Wingate	Dorchester
Wittman	Talbot
Woodbine	Carroll
Woodbine	Howard
Woodlawn	Baltimore
Woodsboro	Frederick
Woodstock	Baltimore
Woodstock	Carroll
Woodstock	Howard
Woolford	Dorchester
Worton	Kent
Wye Mills	Talbot

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