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Aperum™
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FACTS

Payroll

Release 7.4

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Preface

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.

Sample Reports

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.

CHAPTER 1

System Overview

The Payroll system is an optional module that provides the FACTS user all the tools necessary to generate and maintain payroll for their employees. The system maintains up to 24 periods of employee history. Payroll data can be segregated by departments and/or branches for reporting and posting. The system provides W-2 information electronically or on preprinted forms. Manual and system checks can be maintained. The system also stores every paycheck for each employee, along with monthly, quarterly and yearly summaries. Interaction with the General Ledger is automatic and great flexibility is available through the use of GL posting tables.

File maintenance programs allow the user to enter, change and delete data. Some file maintenance programs will be used often while others will be used infrequently. These infrequent file maintenances are used mainly during the initial installation of the payroll system.

There are a number of steps that must be taken to set up the Payroll module. The following fields are a sampling of the fields that must be set up: Up to 12 **earnings codes** may be used to represent regular earnings, overtime earnings, vacation earnings, etc. Earnings codes may be set up for hourly rates, such as regular overtime and double-time or for non-hourly rates, such as bonuses and commissions. Up to 6 **Deductions Codes** may be used to represent any deductions taken out of earnings, such as Federal, FICA, State, Local, and 2 additional miscellaneous tax codes. There may be up to 10 other deductions after taxes, such as insurance or 401K. The other deductions may work up to a balance, for example loans or advances. **Pay Cycles** determine how often a payroll is run, for example weekly, biweekly, semimonthly or monthly and the average number of hours worked per payroll.

Once the earnings, deductions, and pay cycles are defined, employees are set up. Employees are set up through the Employee F/M program setting parameters that determine how the system is to process transactions for each employee. Employee information is stored and available to be printed on a report or to be displayed on the screen by an inquiry. Throughout the Payroll system, whenever an employee's number must be entered, the user has the ability to search for the employee through an alpha lookup. The search capability relieves the user of having to remember employee numbers.

New Employee Checklist

1. **Employee File Maintenance** - add the employee to the system.
2. **Employee Pay Cycle File Maintenance** - add the employee to the appropriate pay cycle(s). For example, a company may have a weekly pay cycle for hourly employees, a semi-monthly pay cycle for salaried employees, a monthly pay cycle for salespeople and a bonus pay cycle. One employee may be set up in as many pay cycles as needed.
3. **Earnings Distribution File Maintenance** - (optional) distributes earnings between the appropriate General Ledger accounts entered from the Salaries G/L#
4. **Employee Deduction Balance File Maintenance** - (optional) if the employee has a loan that they are paying off through payroll, enter the amount of the loan balance. Deduction codes may be flagged as to whether they work to a balance, e.g., loan or advance. Balances are set up if an employee has an outstanding balance. The deduction code indicates the amount to deduct from each pay check and as the deduction is used, the deduction balance is reduced. Once the balance reaches zero, the deduction is no longer taken.
5. **Employee Maximum Hours File Maintenance** - enter the maximum hours allowed for the rest of the year for the employee earning codes maintained. Example: If the employee starts in the middle of the year and therefore, only has 40 hours (1 week) of vacation time (or sick time) remaining to be earned, enter 40 hours now. Prior to running the first payroll for next year, change the maximum hours to what this employee would normally earn.

When ready to process the first pay cycle, the user runs the Initialize Pay Cycle program. This program sets all the standard earnings and deductions for each employee into a working file. Changes to standard wages can be made through the Earnings Exception Entry and programs.

The Pre-Check Edit List provides a detailed printout of the hours worked, wages earned, and the gross and net amounts of the check for each employee. The user may then enter additional changes and run the Edit List as often as needed until the payroll is correct.

Printed, manual, and voided checks may be used in the Payroll system. Each type of check is updated by the Check Register program. The Check Register provides an audit trail of all checks and updates all appropriate files.

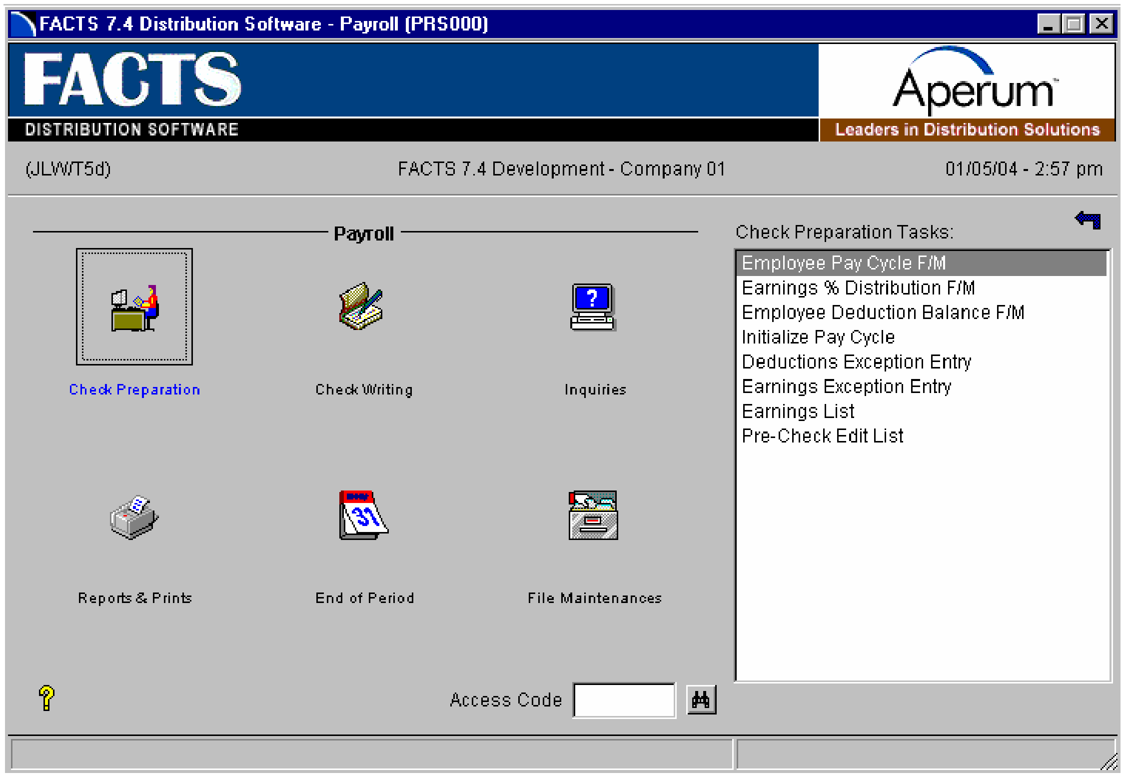
The Employee Inquiry program provides general information, past history by period, check history by check, pay cycle information, deduction balances, maximum hours tracking and period, quarter and year-to-date history for each employee. Employee notes may also be entered in the inquiry program.

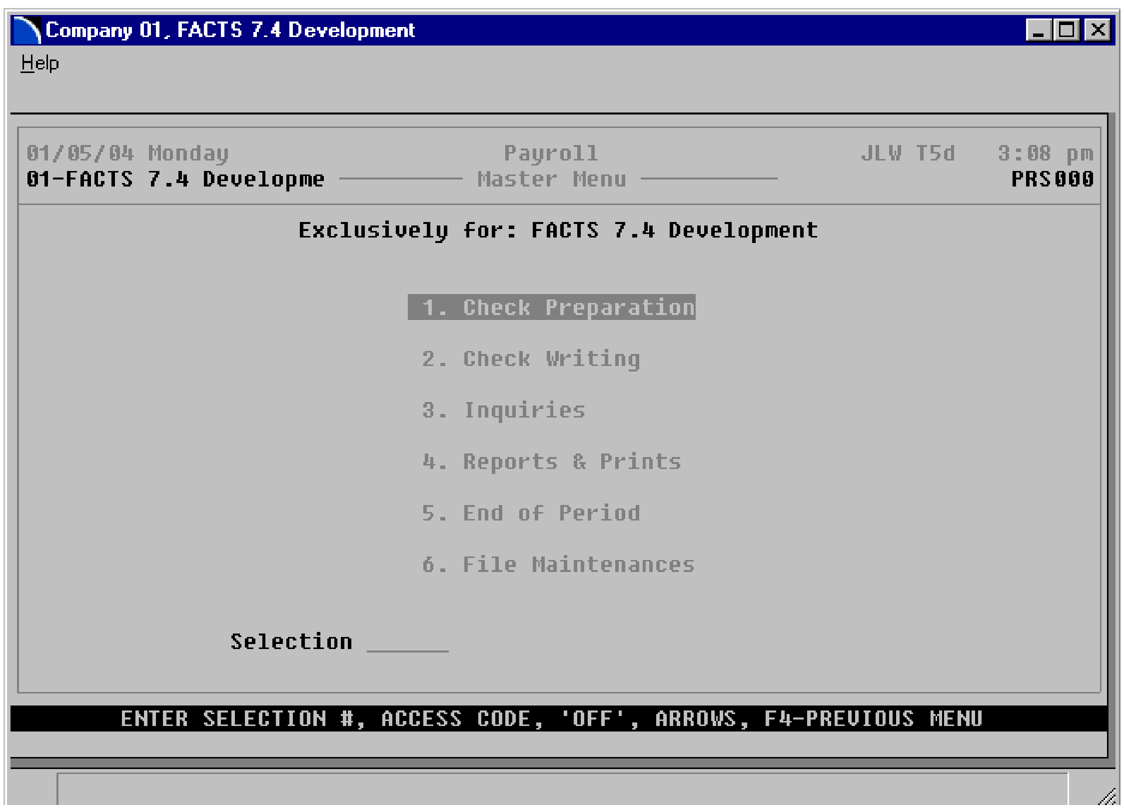
All payroll reports have the option of printing in employee number, alpha, branch or employee class order. In addition to the order, the user may choose the range to be printed. For example, the Employee Listing may be printed in alphabetical order. There is a wide variety of reports which print all available information stored in the Payroll system. The following Payroll reports are available:

- The **Employee Listing** prints a list of employees. Either general or pay cycle information may be printed in either summary or detail form. Active or terminated employees may also be selected.
- The **Check History Report** prints a report of check history within selected dates, in summary, checklist, breakdown or check detail form.
- The **Employee Maximum Hours Report** lists for each employee the maximum hours available, hours used, and hours remaining for any hourly earnings code selected to have maximum hours tracking.
- The **Earnings % Distribution Report** prints a list of the general ledger account numbers for each employee with earnings % distribution and the % of the employees earnings distributed to each account number.
- The **Employee Period History Report** prints a list of each employees hours, earnings and deductions by period in summary or detail for the periods selected.
- The **Matching Deduction Report** prints by deduction code for the period selected, the deduction amount and employer matching deduction amount.
- The **Worker's Compensation Report** prints for each tax type the rate (%) of contribution paid by the employer along with the earnings contribution, in either summary or detail form.
- The **Employee Label Print** program prints up to 99 labels to print per employee and may be sorted by zip code.
- The **Employee Notes Print** program prints the notes for any employees in the employee notes file.
- The **PR Code List** prints a list of the various PR codes: employee classes, departments, earnings, deductions, tax districts, earnings GL posting tables and deductions GL posting tables. The information stored with these codes is also printed.

Payroll is closed out at the end of each period, quarter, and year. Reports on the End-of-Period menu include a Period Earnings/Deductions Report, a Period GL Distribution, a Period Check Register, an Unemployment Report (for any tax district), a 941 Print, and a 945 Print. The End-of-Period Update zeros out the appropriate information for the period being closed so that the next period's information can be accumulated.

The Payroll system provides a W-2 capture for the end of year processing, so that new payroll year processing can take place even though W-2's may not be printed yet. The system also provides for magnetic media reporting on floppies or on tape.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:57 pm
Payroll
Check Preparation Tasks:
Employee Pay Cycle F/M
Earnings % Distribution F/M
Employee Deduction Balance F/M
Initialize Pay Cycle
Deductions Exception Entry
Earnings Exception Entry
Earnings List
Pre-Check Edit List
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code

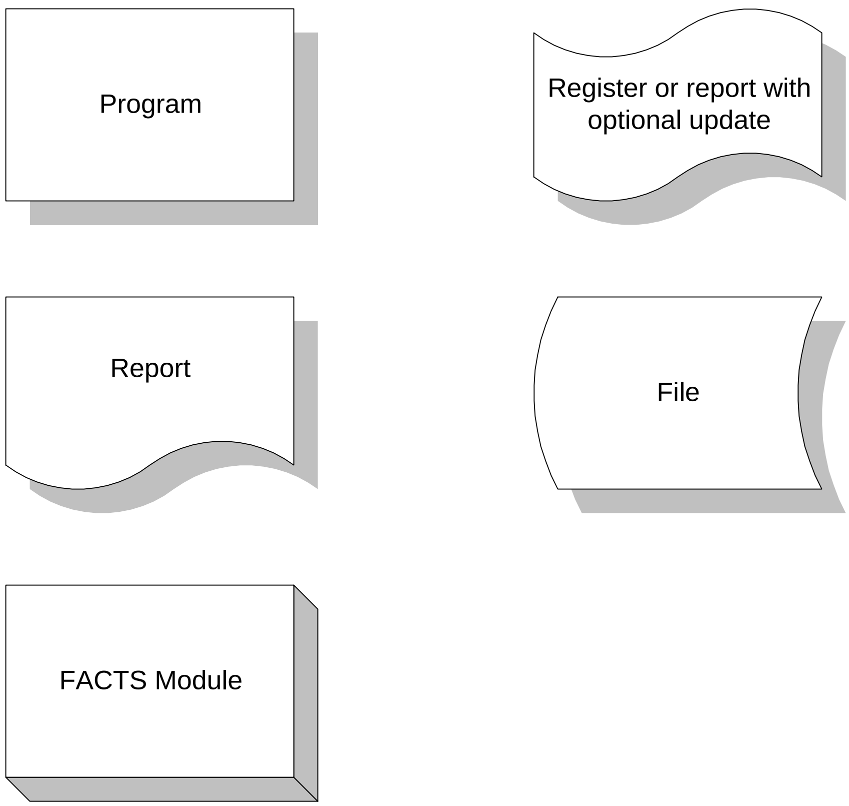

Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:08 pm
01-FACTS 7.4 Developme
Master Menu
PRS000
Exclusively for: FACTS 7.4 Development
1. Check Preparation
2. Check Writing
3. Inquiries
4. Reports & Prints
5. End of Period
6. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Payroll Flow Charts

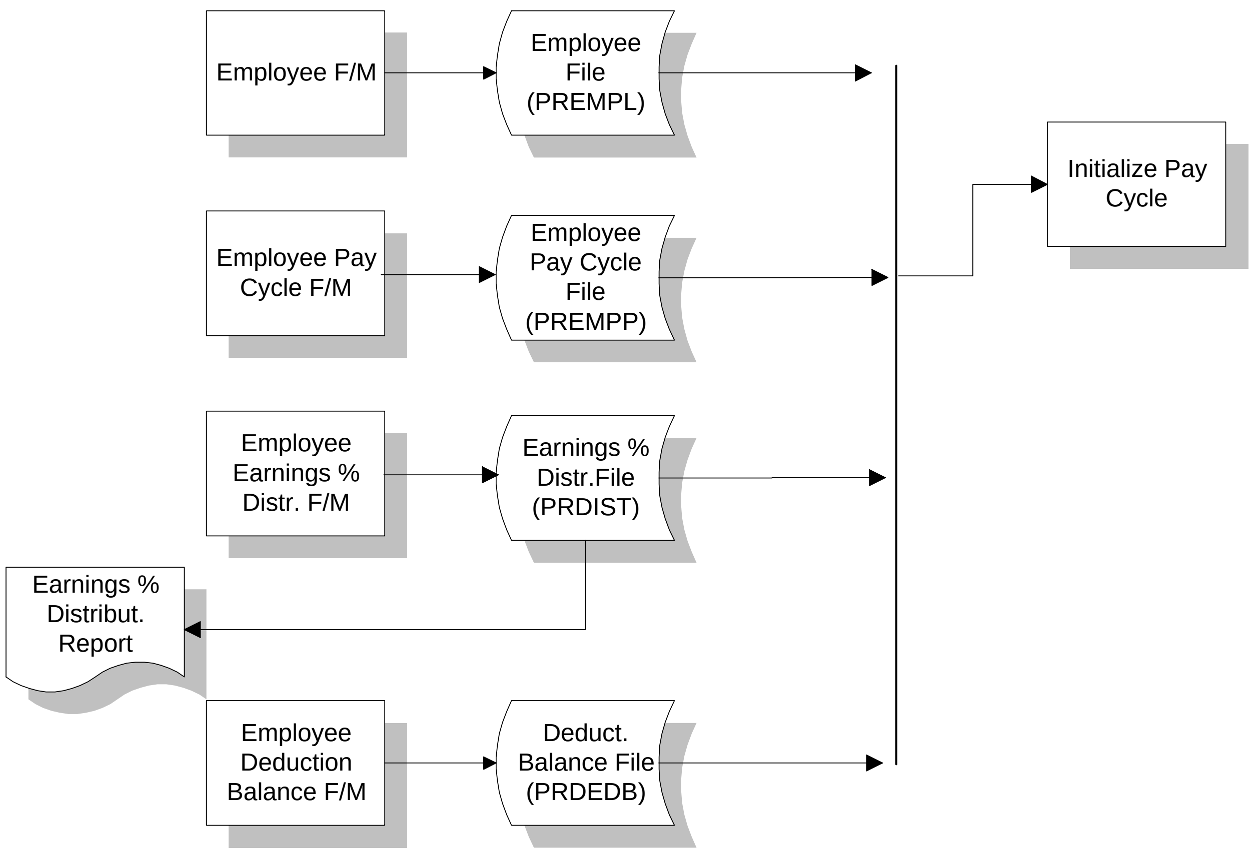
The following pages present flow charts that illustrate the flow of information from Payroll to the other modules in the FACTS System. They also illustrate the flow of information within Payroll.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

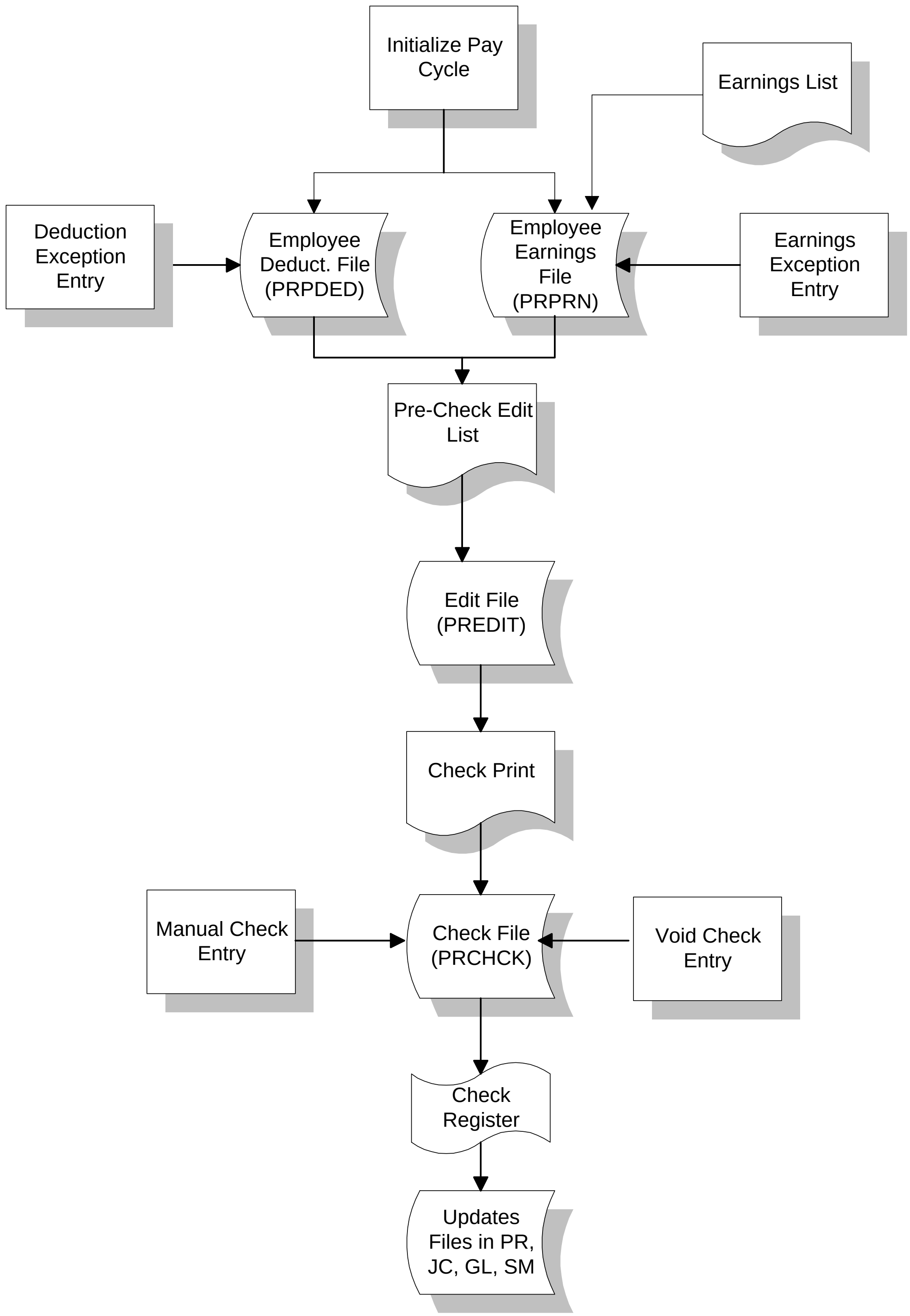
The following symbols represent the types of information shown on the flow charts.



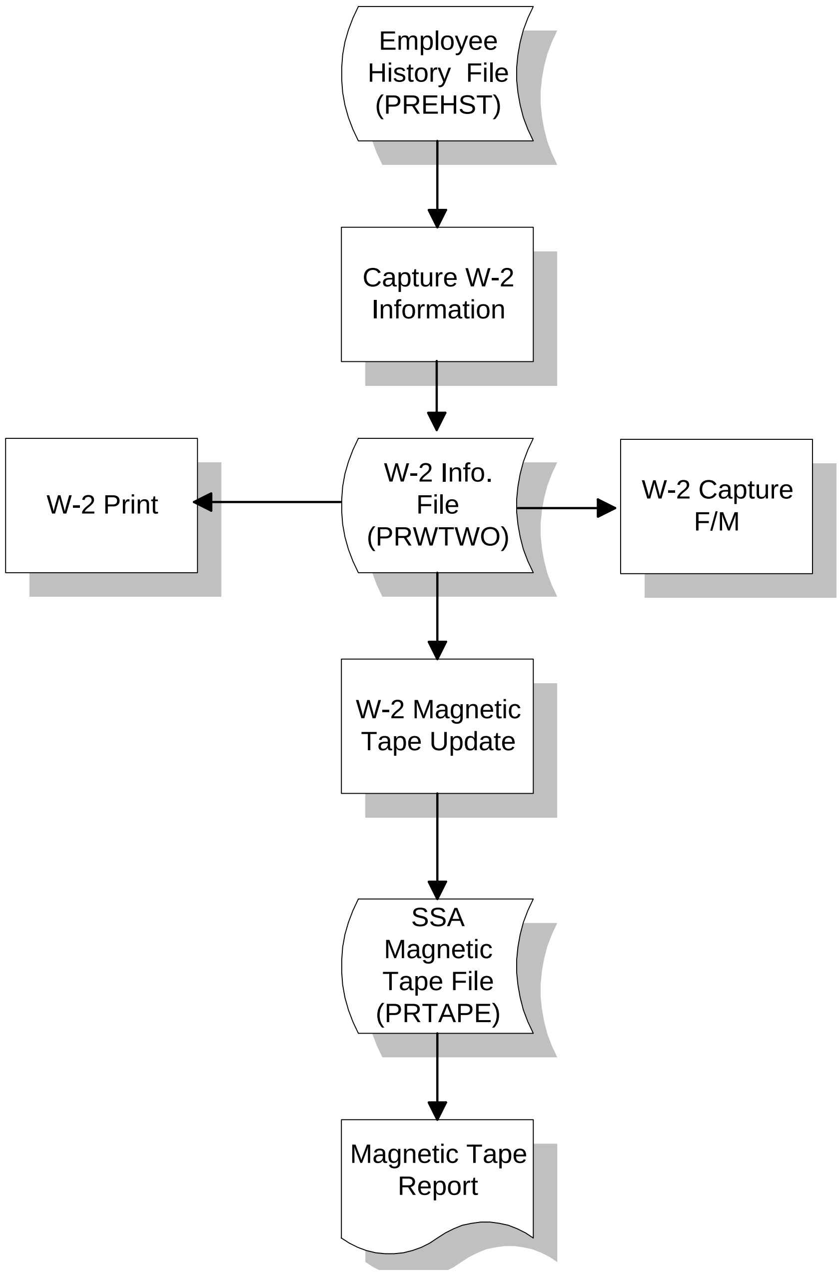
Payroll Employee Entry/Update



Pay Cycle Entry/Update



Process W-2s


Employee History File (PREHST)
Capture W-2 Information
W-2 Print
W-2 Info. File (PRWTWO)
W-2 Capture F/M
W-2 Magnetic Tape Update
SSA Magnetic Tape File (PRTAPE)
Magnetic Tape Report

Posting to General Ledger

Transactions from Payroll may automatically post to General Ledger. The PR Static Control F/M contains flags which determine how to post PR transactions to General Ledger.

Through the GL distribution flag the user determines the detail of the journal entries posted. The flag may be set to one of the following: 0-indicating no GL distribution is printed or posted; 1-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; 2-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or 3-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Through the posting journal the user determines which GL journal (where in the general ledger journal file) to post transactions.

There are standard entries made to general ledger when posting payroll. For example when an employee is written a payroll check, one debits salaries and credits cash. The user must set up where these standard GL account numbers used are and where they will come from.

The Payroll transactions are posted to General Ledger by the Payroll Check Register update. The standard account numbers posted are determined by the earnings and deductions GL posting tables. Users establish their own set of valid earnings and deductions GL posting tables. Each employee by pay cycle is assigned to an earnings and deductions GL posting table which determines the correct GL account numbers to post to when posting earnings and deductions to general ledger for that employee/pay cycle.

Earnings GL Posting Tables

Payroll earnings can post to the GL according to the type of payroll employee. Separate posting tables would be set up for each type of employee.

Example 1 - Multiple Earning GL Posting Tables

ADM - Administrative Salaries

Reg	570-01-00	Adm Salaries-Reg
Sick	571-01-00	Adm Salaries-Sck
Vac	572-01-00	Adm Salaries-Vac
Ovt	573-01-00	Adm Salaries-Ovt
Hol1	574-01-00	Adm Salaries-Reg

SLS - Sales Salaries

Reg	580-01-00	Sls Salaries-Regr
Sick	581-01-00	Sls Salaries-Sick
Vac	582-01-00	Sls Salaries-Vac
Ovt	583-01-00	Sls Salaries-Ovt
Hol1	584-01-00	Sls Salaries-Reg

Hol2	575-01-00	Adm Salaries-Reg	Hol2	585-01-00	Sls Salaries-Reg
Com	576-01-00	Adm Salaries-Comm	Com	586-01-00	Sls Salaries-Comm

The administrative employee earns:

Regular	$1000.00
Sick	$ 500.00
Overtime	$ 250.00

The sales employee earns:

Regular	$ 500.00
Sick	$ 100.00
Commission	$1500.00

The system uses the GL table to distribute the earnings as follows:

		DEBIT
570-01-00	Adm Salaries - Regular	$1000.00
580-01-00	Sls Salaries - Regular	500.00
571-01-00	Adm Salaries - Sick	500.00
581-01-00	Sls Salaries - Sick	100.00
573-01-00	Adm Salaries - Overtime	250.00
586-01-00	Sls Salaries - Commission	1500.00

Example 2 - Earning and Deduction GL Tables

Employee earnings consists of:

Regular	$2000.00
Sick	$ 500.00
Overtime	$ 250.00

Employee deductions consists of:

Federal	$100
FICA	$ 50
State	$ 25
Insurance	$ 10
401K	$ 30
Net Check	$2535

The GL distribution posts as follows:

		DEBIT	CREDIT
*	Cash		$2535.00
**	Salaries	$2000.00	
**	Salaries – Sick Pay	500.00	
**	Salaries – Overtime	250.00	
**	Federal Taxes		100.00
**	FICA Employee		50.00
**	FICA Employer Expense	50.00	
**	FICA Employer Payable		50.00
**	State Taxes		25.00
**	Insurance		10.00
**	401K Employee		30.00
**	401K Employer Expense	15.00	
**	401K Employer Payable		15.00
		$2815.00	$2815.00

* = G/L # assigned to bank printing checks.

** = G/L # assigned to employee GL deductions posting table, =.

Deductions GL Posting Tables

Example 3 - Deduction GL Posting Tables

In our example, all employees, regardless of department, are assigned to the same deductions GL posting table.

STD - Standard Table			Matching Expense GL#		
FICA	333-00-00	FICA Taxes Employee	Fica	340-00-00	FICA Taxes Employer
Fedl	331-00-00	Federal Taxes	401K	341-00-00	401K Employer
Stat	332-00-00	State Taxes			
Locl	333-00-00	Local Taxes			
Ins	335-00-00	Insurance			
Dntl	336-00-00	Dental			
401K	337-00-00	401K Employee			
Advc	338-00-00	Advance			

Employee earnings consists of:

Regular	$2000.00
Sick	$ 500.00
Overtime	$ 250.00

Employee deductions consists of:

Federal	$100
FICA	$ 50
State	$ 25
Insurance	$ 10
401K	$ 30
Net Check	$2535

The GL distribution posts as follows:

		DEBIT	CREDIT
*	Cash		$2535.00
**	Salaries	$2000.00	
**	Salaries – Sick Pay	500.00	
**	Salaries – Overtime	250.00	
**	Federal Taxes		100.00
**	FICA Employee		50.00

**	FICA Employer Expense	50.00	
**	FICA Employer Payable		50.00
**	State Taxes		25.00
**	Insurance		10.00
**	401K Employee		30.00
**	401K Employer Expense	15.00	
**	401K Employer Payable		15.00
		$2815.00	$2815.00

* = G/L # assigned to bank printing checks.

** = G/L # assigned to employee GL deductions posting table, =.

Earnings Distribution

Through the PR Static Control F/M, the user sets the **Use Earnings Distribution** flag to indicate if the earnings % distribution feature is used. If set to Y, the earnings percent distribution file is active and the Earnings % Distribution F/M program is available. If the system uses earnings distribution by %, and employees have earnings % distribution records, then it takes precedence over their earnings GL posting table during posting.

Example 4 - Earnings Distribution

An employee is assigned to the following earnings GL posting table:

ADM - Administrative Salaries

Reg	570-01-00	Adm Salaries-Regular
Sick	571-01-00	Adm Salaries-Sick
Vac	572-01-00	Adm Salaries-Vacation
Ovt	573-01-00	Adm Salaries-Overtime
Hol1	574-01-00	Adm Salaries-Regular
Hol2	575-01-00	Adm Salaries-Regular
Com	576-01-00	Adm Salaries-Commisions

The employee earns the following:

Regular	$1000.00
	$1000.00

If the **Use Earnings Distribution** flag is set to N, the system uses the GL table to distribute the earnings as follows:

		Debit
570-00-00	Salaries-Regular	1000.00

If the **Use Earnings Distribution** flag is set to Y, the system uses the earnings % distribution from the Earnings % Distribution F/M program.

The employee earns 50% from Branch 1 and 50% from Branch 2.

The system distributes the earnings as follows:

		Debit
575-00-01	Salaries-Reg Br 1	500.00
575-00-02	Salaries-Reg Br 2	500.00

Post Unemployment

Through the PR Static Control F/M the user sets the post unemployment flag to indicate if the unemployment insurance (or tax) is to post to general ledger. If Y is entered, the system posts the unemployment debit and credit amounts to general ledger based on the tax districts. The Check Register GL distribution prints the unemployment GL information before posting occurs.

NOTE: If you are posting unemployment to GL, the system does not automatically post taxes payable to the accounts payable system. Therefore, the unemployment debit may be set up as the AP expense account (example, payroll tax expense) and the unemployment credit may be set up as the liability which becomes a zero-balance account when the taxes are entered in AP.

Example 5 - Posting Taxes Payable

		DEBIT	CREDIT
PR posting:			
	Payroll Tax Expense	100.00	
	Payroll Tax Liability		100.00
AR posting:			
	Payroll Tax Liability	100.00	
	Accounts Payable		100.00

Post Worker's Compensation

Through the PR Static Control F/M the user sets the **Post Worker's Comp** flag to indicate whether to post worker's compensation to general ledger. If Y is entered, the system posts the worker's compensation accrual and expense amounts to general ledger based on the employees' worker's compensation code (Worker's Comp F/M). The Check Register GL distribution prints the worker's compensation GL information before posting occurs.

NOTE: Each employee may be assigned to a branch through the Employee F/M however, the branch may not automatically post to General Ledger.

Earnings and deductions GL posting tables must be set up with branch already inserted (if applicable) to post to General Ledger.

If Posting To Job Cost From Payroll

During the Earnings Exception Entry program the user may post the earnings to a job number to post to Job Cost. If job cost information is entered the debit (expense) account number comes from one of two places. If the **Post Work-in-Process** flag is set to Y in the JC to GL Posting F/M program, the debit account number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in-process account number is assigned to the cost type for the GL posting table assigned to the job. If the post **Work-in-Process** flag is set to N in the JC to GL Posting F/M program, the expense account number is the standard earnings G/L # posted (same as if Job Cost is not used).

The Check Register GL distribution posts to GL as follows:

DEBIT	CREDIT
Work in Process	Cash
or	
Adjustment	

The work-in-process or expense GL number also posts into the Job Cost Job Posting Entry file. The Job Posting Register is then run which updates the WIP or expense GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

DEBIT	CREDIT
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	WIP or Expense

The WIP or expense GL number was originally debited in Payroll and in Job Cost is credited. This means the WIP or Expense number is a wash account with the amount posting to the Cost of Sales GL account number.

Standard Procedures

This section covers standard procedures to be followed for payroll. These procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

2) End-Of-Period Checklist

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the payroll module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

3) End-Of-Period Checklist Explanation

A detailed account is provided of the purpose of each program on the checklist.

Recommended Operating Procedures

Daily Procedures (or as needed)

1. Print any employee listings or reports
2. Enter / change employee or pay cycle data

Pay Cycle Procedures

*1. Initialize pay cycle
*2. Enter exceptions to standards
*3. Proof with edit list
4. Enter manual and void checks
5. Print checks
*6. Print / update Check Register

Monthly Procedures (Jan, Feb, Apr, May, Jul, Aug, Oct, Nov only)

*1. Print Period Earnings / Deductions Report
*2. Print Period GL Distribution
*3. Print Period Check Register
4. Print Period Unemployment Reports (if needed)
*5. Run End-of-Period Update

Quarterly Procedures (Mar, Jun, Sep only)

*1. Print Period Earnings / Deductions Report
*2. Print Period GL Distribution
*3. Print Period Check Register
4. Print Period Unemployment Reports (if needed)
*5. Print Quarterly Earnings / Deductions Report
6. Print 941 / 945 forms
7. Run Clear Check History program
*8. Print Quarterly Unemployment Reports (if needed)
*9. Run End-of-Quarter Update

Yearly Procedures

*1. Print Period Earnings / Deductions Report
*2. Print Period GL Distribution
*3. Print Period Check Register
4. Print Period Unemployment Reports (if needed)
*5. Print Quarterly / Earnings Deductions Report
*6. Print 941 / 945 forms
*7. Run Clear Check History program
8. Print Quarterly Unemployment Reports (if needed)
*9. Run Yearly Earnings / Deductions Report
10. Print Yearly Unemployment Reports (if needed)
*11. Capture W-2 information
*12. Run End-of-Period Update
*13. Print W-2s
*14. Run W-2 Magnetic Tape Update (if used)
*15. Print W-2 Magnetic Tape Report (if used)

* indicates the procedure is required and must be performed in the time period designated.

Monthly Closeout Checklist - Payroll

Period ____ Year _____ (Jan, Feb, Apr, May, Jul, Aug, Oct, Nov)

User	Date	Menu		Description
_________	_________	EOP	1.	Print Period Earnings/Deductions Report
_________	_________	EOP	2.	Print Period GL Distribution
_________	_________	EOP	3.	Print Period Check Register
_________	_________	EOP	4.	Print Period Unemployment Reports
_________	_________	EOP	5.	Run End-of-Period Update

Quarterly Closeout Checklist - Payroll

Quarter ____ Year _____ (Mar, Jun, Sep)

User	Date	Menu		Description
__________	__________	EOP	1.	Print Period Earnings / Deductions Report
__________	__________	EOP	2.	Print Period GL Distribution
__________	__________	EOP	3.	Print Period Check Register
__________	__________	EOP	4.	Print Period Unemployment Reports
__________	__________	EOP	5.	Print Quarterly Earnings / Deductions Report
__________	__________	EOP	6.	Print 941 / 945 forms
__________	__________	EOP	7.	Run the Clear Check History program
__________	__________	EOP	8.	Print Quarterly Unemployment Reports
__________	__________	EOP	9.	Run End-of-Period Update

Yearly Closeout Checklist - Payroll

Year _____ (Dec)

User	Date	Menu		Description
_________	_________	EOP	1.	Print Period Earnings / Deductions Report
_________	_________	EOP	2.	Print Period GL Distribution
_________	_________	EOP	3.	Print Period Check Register
_________	_________	EOP	4.	Print Period Unemployment Reports
_________	_________	EOP	5.	Print Quarterly Earnings / Deductions Report
_________	_________	EOP	6.	Print 941 / 945 forms
_________	_________	EOP	7.	Run the Clear Check History Program
_________	_________	EOP	8.	Print Quarterly Unemployment Reports
_________	_________	EOP	9.	Print Yearly Earnings / Deductions Report
_________	_________	F / M	10.	Print Yearly Unemployment Reports
			11.	Capture W-2 information
			12.	Run End-of-Period Update
			13.	Print W-2 forms
			14.	Run W-2 Magnetic Tape Update
_________	_________	EOP	15.	Print W-2 Magnetic Tape Report

End-Of-Period Checklist Explanation

Payroll is a module that only interacts with the general ledger and no other modules. Therefore, payroll may be closed for the period, quarter and year, whenever it is convenient for the user. However, it is important to note that until a period is closed, no payroll procedures may be executed for the following period. Also, until a quarter is closed no payroll procedures may be executed for the following quarter and until a year is closed no payroll procedures may be executed for the following year.

Payroll Monthly Procedures

1. **Print Period Earnings/Deductions Report.** This report must be run before the user can run the End-of-Period Update. It allows the user to obtain a report of wages paid in each earnings category and deductions withheld from payroll in each deduction category for all employees. Because this report can be run at any time or any number of times, the user is warned if all payrolls for the period have not been completed and/or if the report has already been printed. All Period Earnings Reports should be kept as an audit trail.
2. **Print Period GL Distribution.** This report should be run and updated before the user runs the End-of-period Update. It allows the user to obtain a report of the earnings distributions for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period’s register. All GL Distribution Reports should be kept as an audit trail.
3. **Print Period Check Register.** This register needs to be run for the user to obtain a listing, grouped by bank, of all regular, manual and void checks for the period. This register is a summary of the Check Registers printed for the period. After the register prints, the user should remove the records just printed in order to clear the file. If records are not removed, they will appear on next period’s register. All Period Check Registers should be kept as an audit trail.
4. **Print Period Unemployment Reports.** These reports must be run before the user runs the End-of-Period Update or the figures are not available. It allows the user to obtain a report for each employee based on the tax district information of gross wages, taxable wages and nontaxable wages. All Unemployment Reports should be kept as an audit trail.
5. **Run End-of-Period Update.** This is the last step to closing payroll for the period. This program allows the user to close the current payroll period. It resets employee and department period figures to zero and advances the current period.

Payroll Quarterly Procedures

1. **Perform Payroll Monthly Procedures.** At the end of a quarter all monthly procedures must be followed except the End-of-Period Update. **CAUTION**: Do not run the End-of-Period Update until **ALL** quarterly reports have been run.
2. **Print Quarterly Earnings/Deductions Report.** This report must be run before the user can run the End-of-Period Update. It allows the user to obtain a report of wages paid in each earnings category and deductions withheld from payroll in each deduction category for all employees. Because this report can be run at any time or any number of times, the user is warned if all payrolls for the quarter have not been completed and or if the report has already been printed. All Quarterly Earnings / Deductions Reports should be kept as an audit trail.
3. **Print 941/945 forms.** The 941 / 945s must be printed before the user can run the End-of-Period Update. These forms are printed on paper by the system and no actual preprinted form is needed. The information on these forms is identical to the Period Earnings / Deductions Report for each employee.
4. **Run Clear Check History Program.** This program should be run in order to remove records from the check history file to prevent a full file. It is suggested that historical records over three months old be removed.
5. **Print Quarterly Unemployment Reports.** These reports must be run before the user runs the End-of-Period Update or the figures are not available. It allows the user to obtain a report for each employee based on the tax district information of gross wages, taxable wages and nontaxable wages. All Unemployment Reports should be kept as an audit trail.
6. **Run End-of-Period Update.** This is the last step of closing payroll for the quarter and should only be run if the Quarterly Earnings / Deductions Report and 941 forms have been printed. This program allows the user to close the current payroll month and quarter. It resets the employee and department monthly and quarterly figures to zero and advances the current month and quarter.

Payroll Yearly Procedures

1. **Perform Payroll Monthly and Quarterly Procedures.** At the end of a year all monthly and quarterly procedures must be followed except the End-of-Period Update. **CAUTION:** Do not run the End-of-Period Update until **ALL** yearly reports have been run.
2. **Print Yearly Earnings/Deductions Report.** This report must be run before the user can run the End-of-Period Update. It allows the user to obtain a report of wages paid in each earnings category and deductions withheld from payroll in each deduction category for all employees. Because this report can be run at any time, or any number of times, the user is warned if all payrolls for the year have not been complete and / or if the report has already been printed. All Yearly Earnings Reports should be kept as an audit trail.
3. **Print Yearly Unemployment Reports.** These reports must be run before the user runs the End-of-Period Update or the figures are not available. It allows the user to obtain a report for each employee based on the tax district information of gross wages, taxable wages and nontaxable wages. All Unemployment Reports should be kept as an audit trail.
4. **Capture W-2 information.** This report MUST be run before running the End-of-Year Update so that W-2's may be run. It captures all W-2 information so that W-2 Magnetic Media Updates can be run after the close of the payroll year.
5. **Run End-of-Period Update.** This is the last step to closing payroll for the year and can only be run if the above steps have been completed. This program allows the user to close the current payroll month, quarter and year. It resets employee and department monthly, quarterly and yearly figures to zero and advances the current year.
6. **Print W-2 forms.** The forms used for this program are the standard W-2 forms issued by the Department of Treasury. The information printed on these forms is identical to Yearly Earnings and Deductions Reports for each employee.
7. **Run W-2 Magnetic Tape Update.** This update transfers the W-2 information to a magnetic tape to submit to the Social Security Administration.
8. **Print W-2 Magnetic Tape Report.** This report records information dealing with the W-2 magnetic tape.

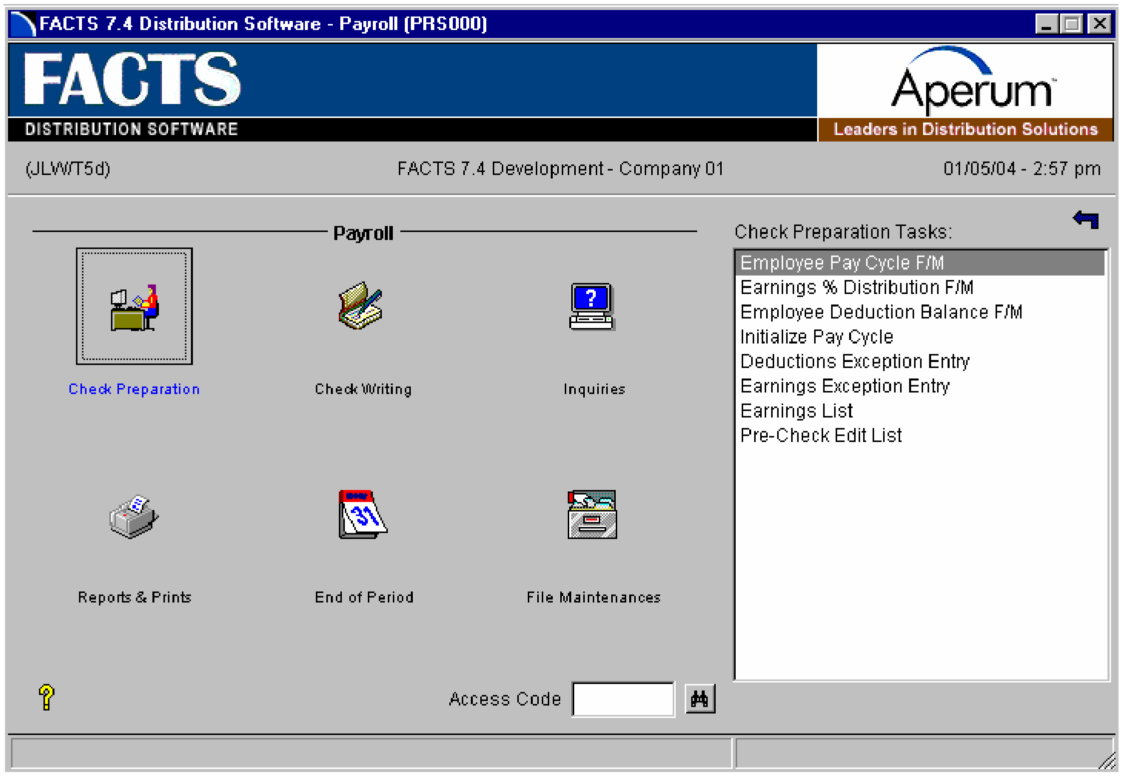
Check Preparation

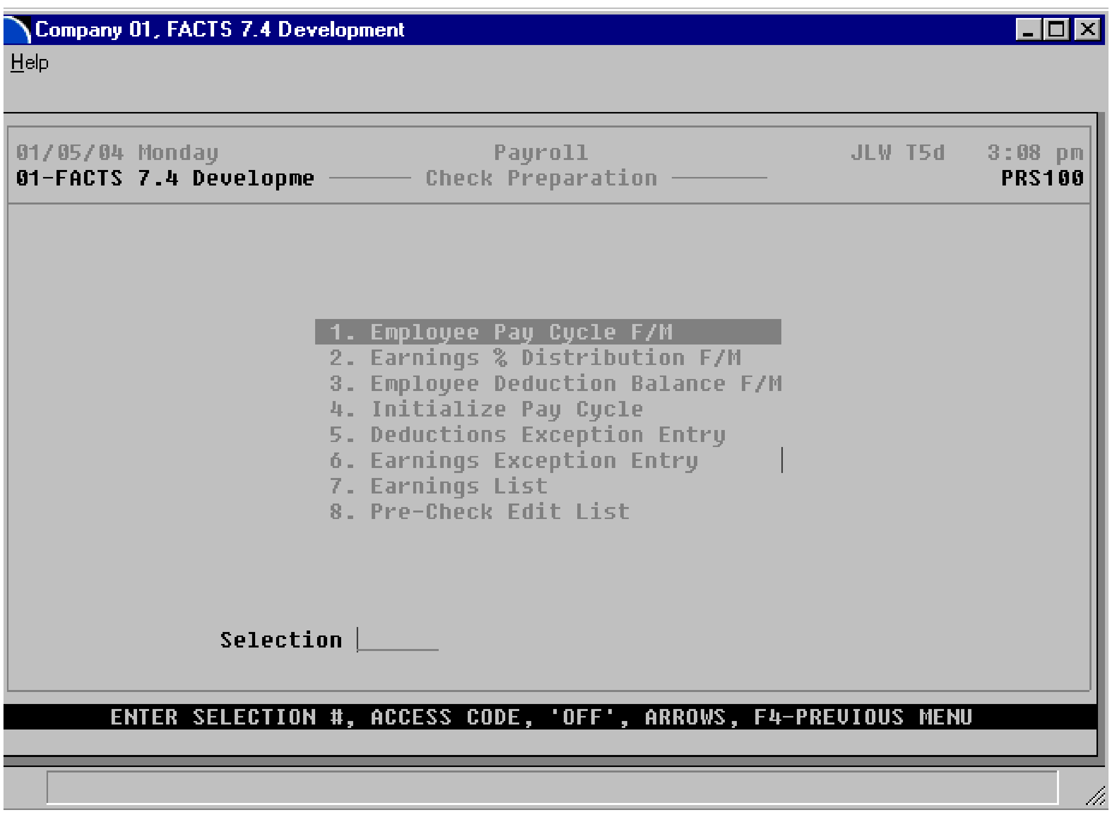
Here employees are assigned to pay cycles (weekly, monthly, etc.), where their earnings distribution may be set up (GL purposes) and their deduction balances (loan balances) are entered. Once this is done a payroll may be run by setting the standard hours and earnings for the pay cycle, making exceptions to those standards and then checking the final list before printing checks.

The three file maintenance programs are the final procedures before running a payroll. The Employee Pay Cycle F/M is used to assign employees to their pay cycles. For example, John Smith might be a weekly salaried employee (base) as well as a commissioned salesperson (commission). Therefore, he will be set up in the weekly pay cycle where he has standard earnings and standard taxes and deductions are taken out as well as the commission pay cycle where only taxes are deducted. If his earnings are to be distributed to various GL account numbers (other than by department) they will be set up in the Earnings % Distribution F/M. If he has any deduction balances (i.e., loan balances) they are to be set up in the Employee Deduction Balance F/M. Once these three steps are taken a payroll may be run.

The first step to running a payroll is to initialize a pay cycle. The initialization will set up each employee's standard earnings, taxes and deductions in a work file (i.e., the hours and earnings/deductions entry file). Then you may use the Exception Entry program to make exceptions (changes) to any employee's standard earnings and use the Deductions Exception Entry program to make exceptions to taxes and deductions.

The Earnings List prints employee earnings information for a specific pay cycle. The Pre-check Edit List is used to print a listing (edit list) of what each employee's check will look like. Users can make corrections in the Exception Entry and/or Deductions Exception Entry programs and reprint the Edit List as often as needed until the list is finalized. Once checks have been printed, no more changes may be made.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:57 pm
Payroll
Check Preparation Tasks:
Employee Pay Cycle F/M
Earnings % Distribution F/M
Employee Deduction Balance F/M
Initialize Pay Cycle
Deductions Exception Entry
Earnings Exception Entry
Earnings List
Pre-Check Edit List
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:08 pm
01-FACTS 7.4 Developme
Check Preparation
PRS100
1. Employee Pay Cycle F/M
2. Earnings % Distribution F/M
3. Employee Deduction Balance F/M
4. Initialize Pay Cycle
5. Deductions Exception Entry
6. Earnings Exception Entry
7. Earnings List
8. Pre-Check Edit List
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Employee Pay Cycle F/M (PRF110)

Function

This program allows the user of the FACTS system to enter employees into pay cycles. Users set up general employee information (name, address, social security number, etc.) through the Employee F/M. Users also set up as many pay cycles as needed through the Pay Cycle F/M.

For example, a company may have a weekly pay cycle for hourly employees, a semi-monthly for salaried employees, a monthly (commission) for salespeople and a bonus pay cycle. Employees are then set up in appropriate pay cycles in this program. One employee may be set up in as many pay cycles as needed. For example, if an employee's compensation plan is salary plus commission, that employee may be set up in the semi-monthly pay cycle and the monthly pay cycle. The same employee might also perhaps be set up in the bonus pay cycle.

Through this program, users enter standard pay cycle information for an employee including standard pay rates, number of hours and deductions' amounts.

Once employees are set up in the appropriate pay cycles, a payroll may be run for a pay cycle. The information in this file is used to Initialize Pay Cycles (set all earnings to standards).

Before entering employee pay cycle data, pay cycles and employees must be set up in their respective file maintenance programs.

Hours, earnings and deductions category names appear on the screen as they were entered in the Codes Sequence F/M program.

User Inputs

The following inputs are involved in creating an employee pay cycle record:

1. Employee

Enter a valid employee number (ref. 4).

2. Pay Cycle

Enter the pay cycle code for this employee (up to 2 characters). The entry must be a valid pay cycle code. F2 allows a search (ref. 8).

3. Department

Enter the employee's normal department when working in this pay cycle (up to 3 characters). The entry must be a valid department code. CR defaults to the department assigned in the Employee F/M. F2 allows a search (ref. 8).

4. Earnings Table

Enter the GL earnings posting table for this employee in this pay cycle. The entry must be a valid earnings GL posting table. This table is used to print the GL distribution of wages in the Check Register if the employee has no earnings

% distribution record or % distribution is not used on the system. F2 allows a search (ref. 8).

5. Deductions Table

Enter the GL deductions posting table for this employee. The entry must be a valid deductions GL posting table. This table is used to print the GL distribution of taxes and deductions in the Check Register. F2 allows a search (ref. 8).

6. Gross Pay

Enter the employee's standard total gross pay for this pay cycle i.e., if entering a weekly pay cycle, enter the gross pay for one week of work (0-999999.99). CR initially defaults to 0.

7. Unemployment District

Enter the employee's tax district code in which to post unemployment.

8-19. Hours & Earnings

All hourly earnings codes entered through the Code Sequence F/M are displayed on the screen. Only earnings codes that are valid for the pay cycle are available for input. For each code, enter the standard number of hours worked by the employee per pay cycle, and the pay rate for that category and the job cost bill rate. For regular hours, CR initially defaults to the standard hours set in the pay cycle's record. If number of hours is entered, then a pay rate must be entered.

If there are no standard hours, as in the case of sick or vacation hours, skip the entry. Compute standard hours for regular pay as follows: (hours per week times 52) / number of pay periods per year. If the number of hours per week is 40 and there are 12 pay periods per year, then this produces standard monthly hours of 173.33 and semi-monthly hours of 86.67.

20-25. Tax Deductions

All tax deductions codes are displayed on the screen. If the tax deductions category is not used in this pay cycle, it is skipped. For each code, the following inputs are available:

Tax

Enter whether taxes are calculated from a **T**-table, are a **F**-fixed amount or percent, or if an **A**-additional amount of percent is to be added to the calculated tax table amount. CR initially defaults to T.

TBL (table)

Enter the tax table code to use. The entry must be a valid tax table entered through the Tax Table F/M and must be appropriate for the tax category (i.e., a federal tax code must be entered for the federal tax category). F2 allows a search (ref. 8).

Exemptions

Enter the number of exemptions claimed by the employee (up to 99). CR initially defaults to 0.

Frequency

Enter whether to withhold the tax on **A**-all payrolls, **O**-odd payrolls, **E**-even payrolls, **1-5**-1st, 2nd, 3rd, 4th or 5-th payroll of the month, or **N**-not used. CR initially defaults to A.

Amount

If the tax is calculated from a table or the frequency to withhold is not used, then this input is skipped. An amount is only entered when the tax is a fixed amount or additional amount as set in the tax input. Enter amount in dollars (0-999999.99) or as a percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**. CR initially defaults to 0.

Matching

If the tax is calculated from a table, the frequency to withhold is not used or if the employer does not match the deduction (as set through the Deductions Code F/M), this input is skipped. Enter the employer matching amount in dollars (0-999999.99) or percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**.

26-35. Other deductions.

All other deductions entered through the Codes Sequence F/M are displayed. Only deductions codes that are valid for this pay cycle are available for input. For each code, the following flag inputs are available:

Frequency

Enter whether to withhold the deduction on **A**-all payrolls, **O**-odd payrolls, **E**-even payrolls, **1-5**-1st, 2nd, 3rd, 4th or 5th payroll of the month, or **N**-not used. CR initially defaults to the frequency set in the Pay Cycle F/M for the pay cycle.

Amount

If the frequency to withhold is not used, then this input is skipped. Enter an amount in dollars (0-999999.99) or as a percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**. CR initially defaults to 0.

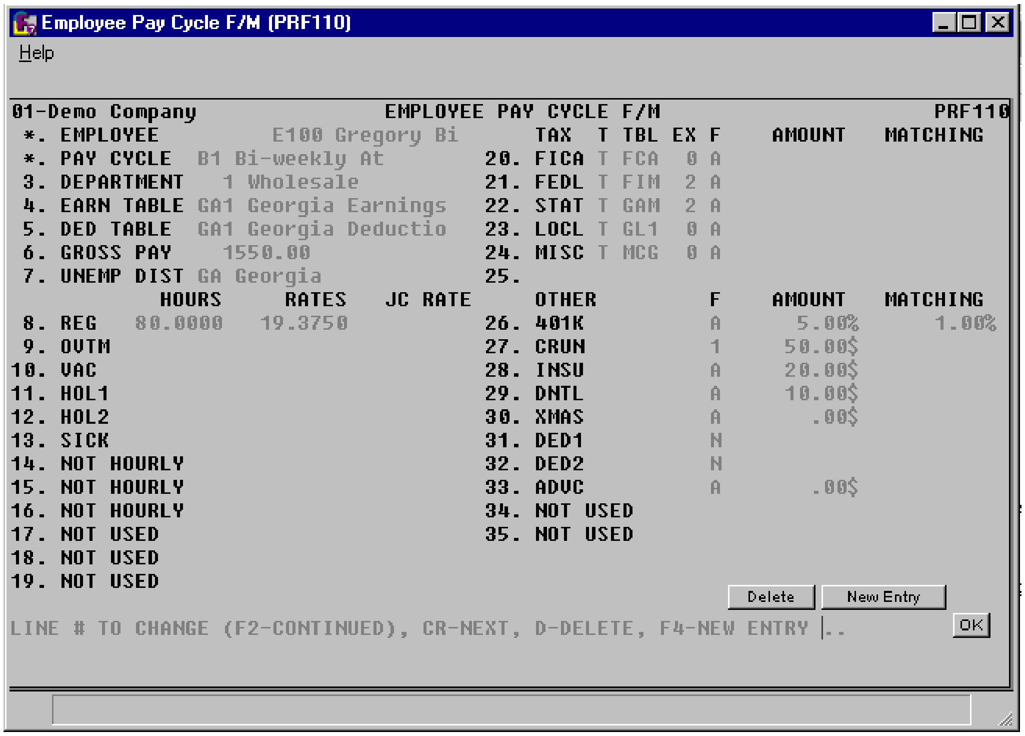
Matching

If the frequency to withhold is not used or the employer does not match the deduction, then this input is skipped. Enter the employee matching amount in dollars (0-999999.99) or as a percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**. CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX, PRTAXT, PRPDED

FILES UPDATED - PREMPP, PREPCX



Earnings % Distribution F/M (PRF120)

Function

This program allows the user of the FACTS system to create and maintain records in the earnings % distribution file.

In some cases, an employee may divide his working hours between departments, thereby requiring more than one general ledger account number for earnings distribution. In those and other appropriate cases, this program is used to record the average percent of earnings (or time) to be distributed to each account number. During the GL distribution report of the Check Register, total earnings are distributed according to the percentages in this file.

The user determines if the GL Distribution Report and/or earnings % distribution features are utilized through flags set through the PR static control record.

Example: An employee is assigned to the following earnings GL posting table:

*.	GL Table 100		
2.	Desc. Administrative		
3.	Reg	**570-00-00**	**Salaries-Regular**
4.	Sick	**571-00-00**	**Salaries-Sick**
5.	Vac	**572-00-00**	**Salaries-Vacation**
6.	Hol	**573-00-00**	**Salaries-Holiday**
7.	Dum1	**570-00-00**	**Salaries-Regular**
8.	Dum2	**570-00-00**	**Salaries-Regular**
9.	Comm	**574-00-00**	**Salaries-Consulting**
10.	Comm	**575-00-00**	**Salaries-Commission**
11.	Not used		
12.	Not used		
13.	Not used		
14.	Not used		

The employee earns the following:

Regular	$1000.00
Vacation	1000.00
Commission	500.00
	$2500.00

If the **Use Earnings Distributio**n flag is set to N, the system uses the GL table to distribute the earnings as follows:

	Debit
570-00-00 Salaries-Regular	1000.00
572-00-00 Salaries-Vacation	1000.00
575-00-00 Salaries-Commission	500.00

If the **Use Earnings Distribution** flag is set to Y, and there is an earning % distribution record set up for the employee in the pay cycle, the system uses the earnings % distribution from the Earnings % Distribution F/M program. If the earnings % distribution is set up as follows:

*.	Employee	**E100 Steven S. Invencent**	
*.	Pay Cycle		**02 Biweekly**
	G/L #	Description	Percent
3.	581-00-01	Salaries-Branch 1	**50.00%**
4.	581-00-02	Salaries-Branch 2	**50.00%**
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
			100.00%

The system distributes the earnings as follows:

	Debit
581-00 -02Salaries-Branch 1	1250.00
581-00-02 Salaries-Branch 2	1250.00

User Inputs

The following inputs are involved in creating an earnings % distribution record:

1. Employee

Enter a valid employee number (ref. 4).

2. Pay Cycle

Enter the pay cycle (up to 2 characters). The entry must be a valid pay cycle code. F2 allows a search (ref. 8).

3. GL Account Number

Enter general ledger account number to be used for earnings distribution. The entry must be a valid GL account number. Up to 10 general ledger account numbers may be entered along with their percentages. F2 allows a search (ref. 8).

4. Percent of Total

For each GL account number entered, input the % of total earnings to be distributed to that account (up to 99.99). F3 ends inputs. CR initially defaults to 0.

The sum of percents must equal 100% to exit the program.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX, GLMSTR, GLALPX

FILES UPDATED - PRDIST


Earnings % Distribution F/M (PRF120)
Help
01-Demo Company
EARNINGS % DISTRIBUTION F/M
PRF120
*. EMPLOYEE E100 Gregory Billings
*. PAY CYCLE B1 Bi-weekly Atlanta
G/L#
DESCRIPTION
PERCENT
3. 570-01-1 Employee Expenses 25.00%
4. 550-01-1 Salaries 75.00%
5.
6.
7.
8.
9.
10.
11.
12.

100.00%
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Employee Deduction Balance F/M (PRF130)

Function

This program allows the user of the payroll system to create and maintain deduction balances for deductions to be taken from an employee until the deductions balance equals 0. This feature is useful to handle employee loans, advances, etc.

Deductions codes are input through the Deductions Code F/M program. The **Work to Balance** flag set by the user through that program determines if there is a balance associated with the deduction. The Employee Deduction Balance F/M allows the user to input the balance for each employee for each deductions code with the **Work to Balance** flag set to Y. During the Check Register update, the deductions amount withheld is subtracted from the balance that is on file (i.e., the balance is updated by the system).

User Inputs

The following inputs are involved in creating a deduction balance record:

1. Employee

Enter the employee number (ref. 4).

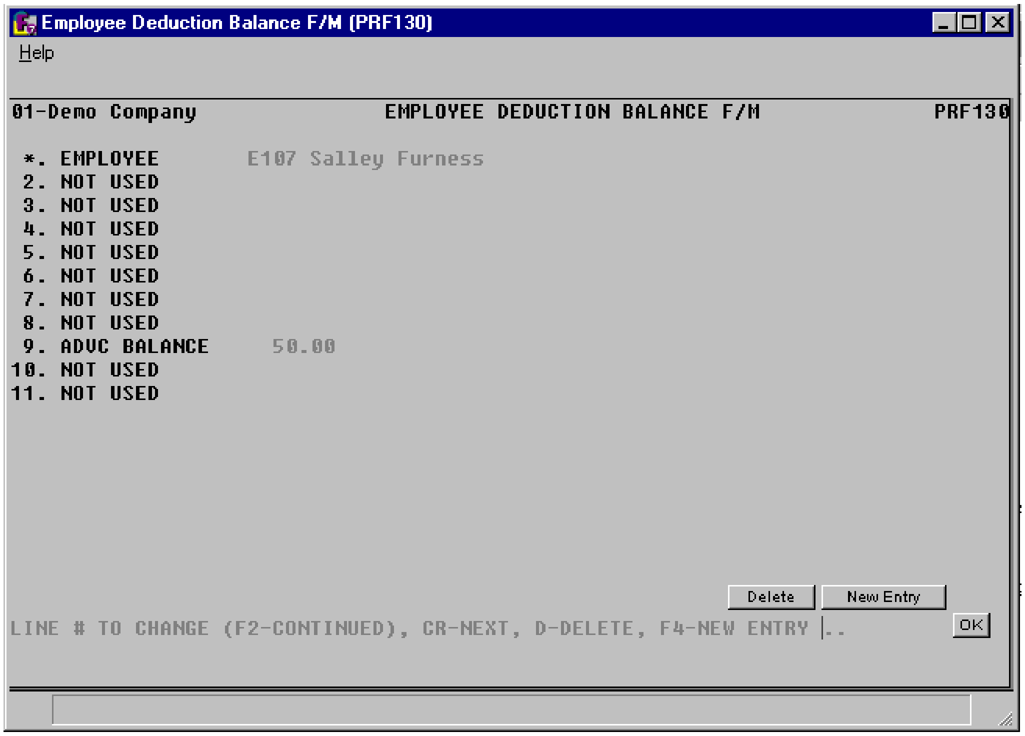
2. Balance

For each deductions category whose **Work to Balance** flag is set to Y in the Deduction Code F/M, enter the employee's current balance (0-999999.99). CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX

FILES UPDATED - PRDEDB


Employee Deduction Balance F/M (PRF130)

Help

01-Demo Company EMPLOYEE DEDUCTION BALANCE F/M PRF130

*. EMPLOYEE E107 Salley Furness
2. NOT USED
3. NOT USED
4. NOT USED
5. NOT USED
6. NOT USED
7. NOT USED
8. NOT USED
9. ADVC BALANCE 50.00
10. NOT USED
11. NOT USED

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..

OK

Initialize Pay Cycle (PRU110)

Function

This program allows the user of the FACTS System to run the first program which starts the payroll process by pay cycle. This program creates the standard earnings and deductions (in two work files) for each employee set up in a pay cycle.

Each employee’s standard pay is determined by several factors including information in the employee pay cycle data file and information in the deduction balance file. The Initialize Pay Cycle program builds the hours and earnings/deductions entry file based on information in the employee pay cycle data and deduction balance files. Once this program has been run, a standard payroll has been created. Any changes to the standard payroll may be entered through the Deductions Exception or Earnings Exception Entry programs. A payroll is reviewed before checks are printed by running the Pre-Check Edit List. Pay cycles may be reinitialized up until checks are printed.

If records for the chosen pay cycle already exist in the payroll check file, i.e., checks have been printed, the program is inaccessible. In those cases, checks must be printed for the current information and the Check Register must be updated. When a pay cycle is reinitialized, all changes made to deductions through the Deductions Exception Entry program and all changes made to earnings through the Earnings Exception Entry program are lost. Each time a pay cycle is (re)initialized, only the standard earnings and deductions from the employee’s pay cycle file are created (in the two work files).

User Inputs

The following inputs are involved in using the Initialize Pay Cycle program:

1. Pay Cycle

Enter the pay cycle code to initialize (up to 2 characters). The entry must be a valid pay cycle. A message is displayed showing the last run date.

If the pay cycle has already been initialized, the prompt comes up to reinitialize?. CR defaults to N. If reinitializing, any changes entered to a standard payroll are lost.

2. Period Ending Date

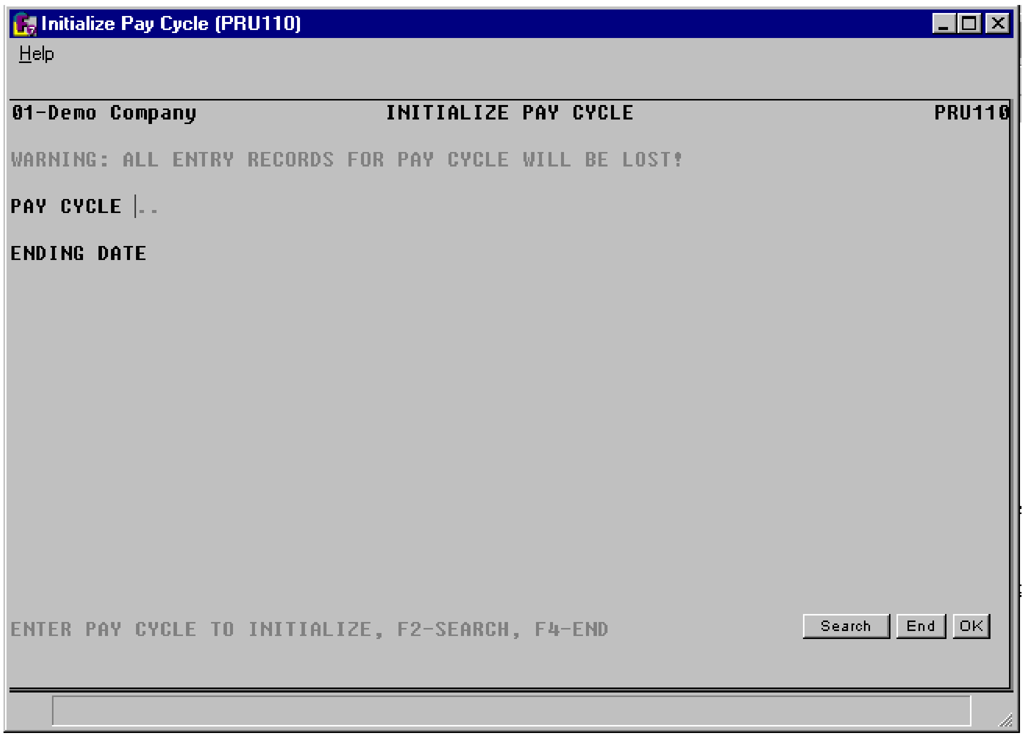
Enter the ending date of the time period for which employees are to be paid (ref. 3). The date is checked to be sure it falls within the acceptable range between periods (as determined in the pay cycle record). CR defaults to the system date.

Technical Notes

The program proceeds by reading through the employee pay cycle sort file (PREPCX) checking for employee in the pay cycle being initialized. The program then proceeds by reading through the employee pay cycle data file (PREMPP) to gather earnings and deductions information. The employee file (PREMPL) is checked to be sure the employee is active. The deduction balance file (PRDEDB) is referenced to determine the correct deduction amount for deductions with a balance. Records are created in the pay cycle deductions file (PRPDED) and the pay cycle earnings file (PRPERN) for each employee - one for earnings and one for deductions. The check file (PRCHCK) is referenced to be sure there are no checks on file for the pay cycle. If a pay cycle is being reinitialized, the records in the edit file (PREDIT) are removed. Finally, the pay cycle control record (SMCNTL) is updated as to the current payroll ending date.

FILES USED - PREMPL, PREPCX, PREMPP, PRCHCK, PRDEDB

FILES UPDATED - SMCNTL, PRPDED, PRPERN, PREDIT



Deductions Exception Entry (PRE110)

Function

This program allows the user of the FACTS system to enter exceptions to an employee's pay cycle deduction information for the current payroll.

Employees are paid based on the information created by the Initialize Pay Cycle program. If a pay check should differ from the standard amount, an exception entry must be made. Exceptions to earnings are entered through the Earnings Exception Entry program. Exceptions to deductions are entered through the Deductions Exception Entry (this program). These exceptions override the standard for current payroll only. For example, if a deduction is requested for one pay cycle, an entry must be made in this program.

The user may change taxes and / or other deduction information in this program. An inquiry is provided to show hours, earnings, deductions, and net pay (check amount)

Once all exceptions (earnings and deductions) are entered, the Pre-Check Edit List program should be run to calculate check amounts and provide the user with a tool for reviewing checks prior to actually printing them.

User Inputs

The following inputs are involved in making exception entries for deductions:

1. Pay Cycle

Enter the pay cycle code of the employee for which an exception is to be made. The entry must be a valid pay cycle. CR defaults to the first initialized pay cycle on file.

2. Employee Number

Enter the number of the employee for whom an exception is to be made. The employee entered must have an employee pay cycle data record for the pay cycle entered above. CR initially defaults to the first employee on file in this pay cycle (ref. 4).

3. Screen

Enter **D**-to make a deductions exception, **T**-to make a tax exception or **I**-to perform an inquiry. CR defaults to D.

Deductions Screen

The current payroll deductions are displayed beside the standard amounts stored in the employee pay cycle data file. The user has the option to:

T - Goes to the taxes screen

I - Goes to the inquiry screen

- Changes a line number

GL - Changes the GL posting table

F3 - Brings up next employee in pay cycle

F4 - Enters a new employee to display

Taxes

Enter **T** to display the taxes screen where changes can be made.

Inquiry

Enter **I** to display earnings, deductions and taxes for inquiry purposes.

Change a line

Enter the line number of the deductions code to be changed. Enter the deductions amount and matching amount (if applicable) as a dollar figure or percent of total earnings. If entering as a percent, enter the amount and the percent (%) symbol and press **CR**.

GL-GL table

Enter GL to enter the GL posting table to use when posting deductions to GL. Enter a valid 3-character GL deductions posting table. CR defaults to the employees standard deductions GL posting table for this pay cycle. F2 allows a search (ref. 8).

Next employee

Press **F3** to display the next employee in the pay cycle.

New employee

Press **F4** to enter a new employee to display.

Taxes Exception

The current payroll tax deductions are displayed beside the standard amounts from the employee pay cycle data file. The user has the option to:

D - Goes to the deductions screen

I - Goes to the inquiry screen

- Changes a line number

F3 - Brings up next employee in pay cycle

F4 - Enters a new employee to display

Deductions

Enter **D** to display the deductions screen where changes can be made.

Inquiry

Enter **I** to display earnings, deductions and taxes for inquiry purposes.

Change a line

Enter the line number of the tax code to be changed. Enter whether the tax is **T**-calculated from a table, **F**-a fixed amount, or **A**-an amount in addition to the calculated amount from the table. CR defaults to the currently displayed value. Enter the tax deductions amount and matching amount (if applicable) either as a dollar figure or a percentage of earnings. If entering as a percent, enter the amount and the percent (%) symbol and press **CR**. The amount is only entered when the tax is a fixed amount or additional amount as set in the flag input.

Next employee

Press **F3** to display the next employee in the pay cycle.

New employee

Press **F4** to enter a new employee to display.

Inquiry

The inquiry screen is provided to display hours, earnings, deductions, and tax deductions amounts in each category. The check amount is also displayed. The user has the option to:

D - Goes to the deductions screen

T - Goes to the taxes screen

F3 - Brings up next employee in pay cycle

F4 - Enters a new employee to display

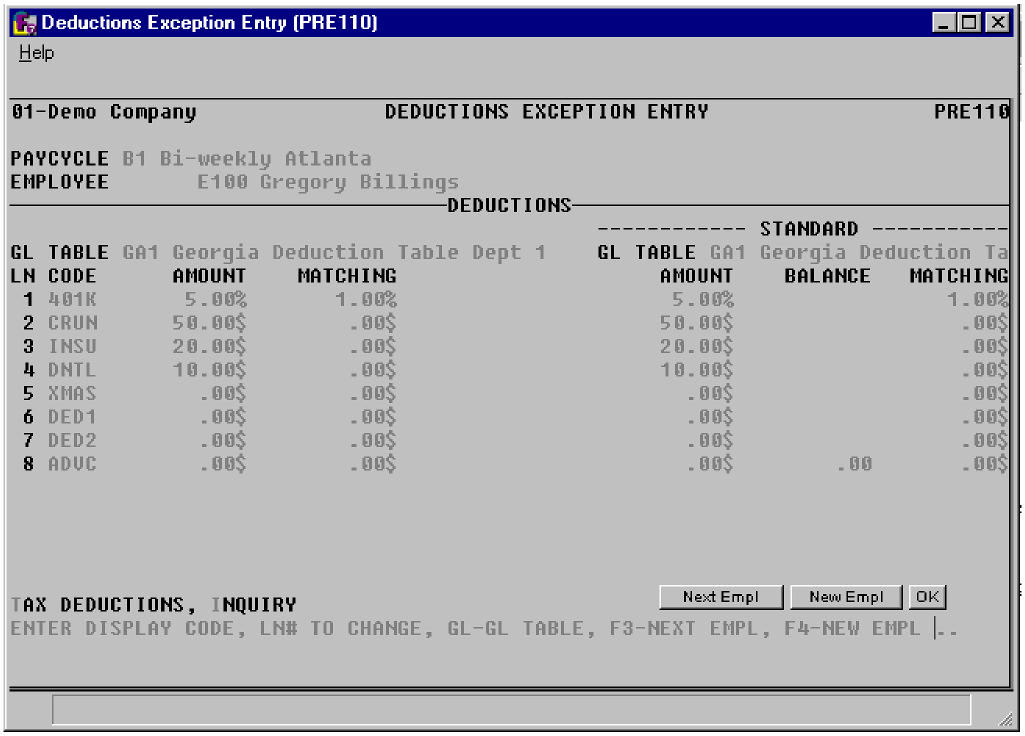
When exiting the program, the following message is displayed: **If changes were made, edit list must be run and recalculated. CR-continue.** This message warns the user to run the Pre-Check Edit List to update changes made so that the changes are reflected on the checks.

Technical Notes

Any exceptions entered through this program are recorded in the pay cycle deductions file (PRPDED). The employee pay cycle data (PREMPP), tax tables (PRTAXT), QTD and YTD employee data (PREHST) and deduction balance (PRDEDB) files are all referenced by the inquiry program to obtain information to calculate tax and deductions amounts.

FILES USED - SMCNTL, PREMPL, PREMPP, PREPCX, PRDEDB, PREHST, PRTAXT, PRCHCK, PREALX, PRMAXH, PRPERN, PREDIT

FILES UPDATED - PRPDED


Deductions Exception Entry (PRE110)
Help
01-Demo Company DEDUCTIONS EXCEPTION ENTRY PRE110
PAYCYCLE B1 Bi-weekly Atlanta
EMPLOYEE E100 Gregory Billings
DEDUCTIONS
STANDARD
GL TABLE GA1 Georgia Deduction Table Dept 1
GL TABLE GA1 Georgia Deduction Ta
LN CODE AMOUNT MATCHING
AMOUNT BALANCE MATCHING
1 401K 5.00% 1.00% 5.00% 1.00%
2 CRUN 50.00$ .00$ 50.00$ .00$
3 INSU 20.00$ .00$ 20.00$ .00$
4 DNTL 10.00$ .00$ 10.00$ .00$
5 XMAS .00$ .00$ .00$ .00$
6 DED1 .00$ .00$ .00$ .00$
7 DED2 .00$ .00$ .00$ .00$
8 ADVC .00$ .00$ .00$ .00 .00$
Next Empl
New Empl
OK
TAX DEDUCTIONS, INQUIRY
ENTER DISPLAY CODE, LN# TO CHANGE, GL-GL TABLE, F3-NEXT EMPL, F4-NEW EMPL ..

Earnings Exception Entry (PRE120)

Function

This program allows the user of the FACTS system to enter exceptions to an employee's pay cycle earnings information for the current payroll.

Employees are paid based on the information created by the Initialize Pay Cycle program. If a pay check should differ from the standard amount, an exception entry must be made. Exceptions to deductions are entered through the Deductions Exception Entry program. Exceptions to earnings are entered through the Earnings Exception Entry (this program).

These exceptions override the standard for the current payroll only. For example, if time is to be posted to sick or vacation time, an exception entry must be made for that time AND to reduce the number of regular hours worked.

The user may change earnings information in this program. To review the earnings entered, the user may run the Earnings List.

Once all exceptions (earnings and deductions) are entered, the Pre-Check Edit List program should be run to calculate check amounts and provide the user with a tool for reviewing prior to printing checks.

User Inputs

The following steps are involved in making exception entries for earnings:

1. Pay Cycle

Enter the pay cycle of the employee for which an exception is to be made. The entry must be a valid pay cycle. CR defaults to the first initialized pay cycle on file.

2. Employee

Enter the number of the employee for whom an exception is to be made. The employee entered must have an employee pay cycle data record for the pay cycle entered above. CR initially defaults to the first employee on file in this pay cycle (ref. 4).

The current (initially standard) payroll hours and earnings are displayed on line numbers. The user has the option to:

- Changes a line number

A - Adds a line number

D - Deletes all earnings for the employee for the pay cycle

L - Lists all earnings

N - Brings up next employee in the pay cycle

F3 - Exits the program

F4 - Backs up to enter a new employee to display

As lines are entered, deleted or changed, the total hours and earnings are calculated and displayed in the right header portion of the screen.

Change a line

Enter the line number of the earnings to be changed. Enter whether to **C**-change the line or **D**-delete the line. CR defaults to C. During the change routine, CR allows the currently displayed value to remain the same.

Add a line

Press **A** to add a line.

3. Date

Enter the earnings date (ref. 3). F3 ends entries. CR defaults to the system date. The entry must fall within the acceptable range between payrolls (set in the Pay Cycle F/M).

4. Sequence Number

The sequence number is assigned automatically by the system.

5. Department

Enter the department earnings are to post to. The entry must be a valid department. CR defaults to the employee's standard department for this pay cycle. F2 allows a search (ref. 8).

6. TBL (Table)

Enter the GL posting table to use to post the earnings entered on this line. The entry must be a valid earnings GL posting table. F2 allows a search (ref. 8).

7. Earnings Code

Enter the type of earnings (regular, vacation, etc.). The entry must be a valid earnings code (as set up in the Earnings Code F/M) and must be valid for this pay cycle (as set up in the Pay Cycle F/M). F2 allows a search (ref.8).

8. Hours

If the earnings code is not an hourly earnings code (set in the Earnings Code F/M), this input is skipped. Enter the number of hours worked for the earnings code (0-999.9999). If the number of hours entered exceeds the maximum hours entered for this employee and earnings code, a message is displayed as a warning. CR to continue.

9. Rate

If the earnings code is not an hourly earnings code, this input is skipped. Enter the pay rate for the earnings code (0-999.9999). F2 defaults to the regular rate times (x) the earnings code multiplier (example overtime might be 1.5 times the rate) (set in the Earnings Code F/M).

10. Earnings

If the earnings code is an hourly earnings code, these earnings are automatically calculated, displayed, and this input is skipped. If the earnings code is not an hourly earnings code, enter the earnings amount (0-9999999.99).

11. CR-Accept Line, J-Job #, F4-Backup.

If the use job cost flag is set to N in the static control record, this input is skipped. Press CR to accept the line and bypass the job costing information. Enter J to enter Job Costing information. F4 backs up to the rate input (#9). If J is entered, inputs #12-19 must be entered.

12. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. CR defaults to the job number assigned to the employee in the Employee F/M (if any). F2 allows a search (ref. 8).

13. Price Message

If the job is a fixed contract or time and materials contract, this input is skipped. If the job is a cost plus (+) contract or a no charge contract, a message is displayed indicating the price which must be billed for the job. Press CR to continue.

14. Cost Code

Enter a valid cost code (up to four characters). Entering a valid cost code displays the cost code description and the cost type. The cost code sets the defaults for markup method (for all jobs that are not cost plus) and billing rate (for jobs that are fixed contracts or time and material). The cost code also determines whether the user is able to override the defaults. F2 allows a search (ref. 8).

The earnings entry determines the units, unit of measure and cost rate/extension.

15. Markup

This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow Override of Billing** flag is set to Y in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. The user has the following options:

- Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% - Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M - Enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input (#16).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

CR initially defaults to the markup method (amount/percentage) from the cost code record.

16. Bill Rate

This input is unavailable if the **Allow Billing Override** flag in the cost code record is set to N. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. CR initially defaults to 0.

17. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). CR initially defaults to blanks.

18. Print memo on job cost invoice?

This input is initially skipped and set to N. Enter N or Y to indicate whether to print the memo (entered in the previous input) on the job cost invoice. The input may only be set to Y if the **Billing Detail** for the cost type (that the cost code is assigned to) is set to A for all transaction in the Job Entry program. CR initially defaults to N.

19. CR-Continue, F4-Backup

Press CR to continue, accept the line and return to input #3.

Delete a line

Enter **D** to delete the record. All earnings records for the employee for this current pay cycle are deleted. Enter **N** or **YES** to delete. CR defaults to N.

List line-items

Enter **L** to list line-items. Enter the beginning date to list (ref. 3). CR to continue.

N-next employee

Enter **N** to display the earnings for the next employee in the pay cycle displayed on the screen.

F3-end

Press **F3** to exit the program.

F4-back up

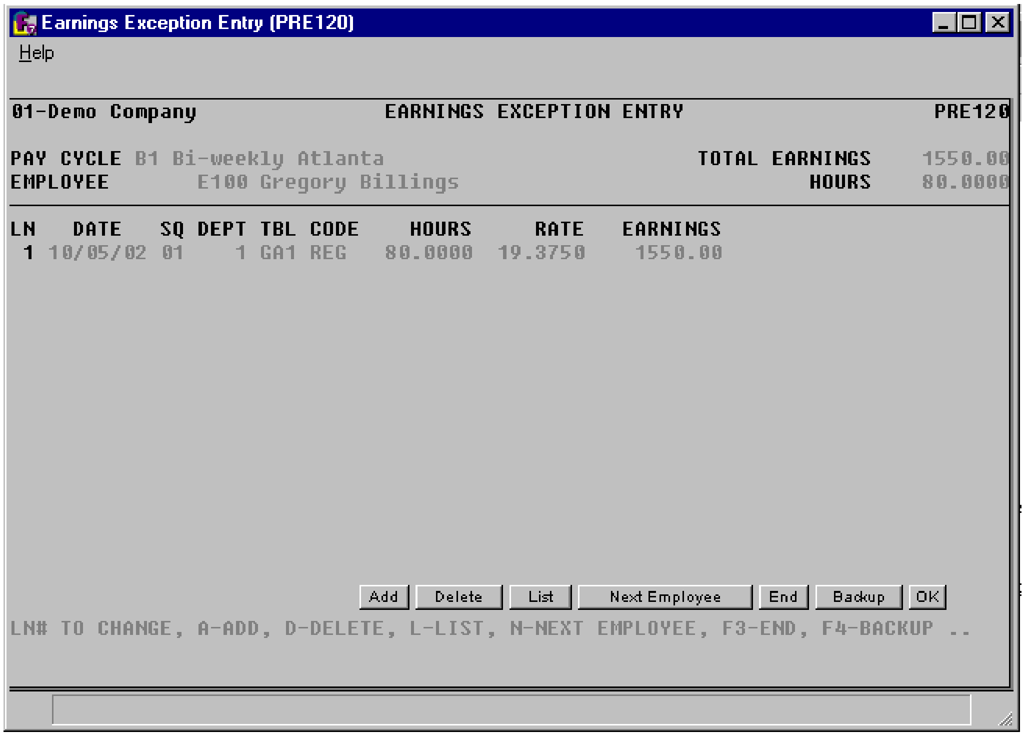
Press **F4** to back up to input #2.

Technical Notes

All changes, additions or deletions are updated in the pay cycle earnings file (PRPERN). All job cost information is also updated in the pay cycle earnings file.

FILES USED - SMCNTL, PREMPL, PREMPP, PRMAXH, PREALX, PRCHCK, PREHST, JCJOBS, JCCODE, JCJOCX, ARCUST

FILES UPDATED - PRPERN



Earnings List (PRR120)

Function

This program allows the user of the FACTS system to print the earnings of employees for a specific pay cycle. Earnings are initially set by the Initialize Pay Cycle program that sets earnings to the standard entered in the Employee Pay Cycle F/M program. Changes to the standard earnings are entered through the Earnings Exception Entry program.

The user has the option to:

- Select the print order - employee, alpha, branch or employee class.
- Select beginning and ending order choice.
- Select department to print
- Select pay cycle to print.
- Select earnings code(s) to print.
- Select job # to print.

Report information includes the following: employee number and name, date, sequence number, department, earnings code, hours pay rate, total earnings and job number. Employee and report totals are printed. The total number of employees listed is also included.

User Inputs

The following steps are involved in printing the Earnings List:

1. Order

Select the order the report is to print (ref. 7).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 2).

3. Ending Order Choice

Select the ending order choice to print (ref. 6).

4. Department

Enter the earnings code department. The entry must be a valid department. CR defaults to ALL.

5. Pay Cycle

Enter the pay cycle to print. The entry must be a valid pay cycle.

6. Earnings Code

Enter up to six 4-character earnings codes side by side to print. CR defaults to all.

7. Job #

If the **Use Job Cost** flag in the PR Static Control Record is set to N, this input is skipped. Enter the job number to print. CR defaults to ALL.

Technical Notes

Printing proceeds by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The pay cycle earnings file (PRPERN) is then checked for records meeting criteria entered.

FILES USED - SMCNTL, PREMPL, PRPERN, PREMPP, PREALX, PRBRCX, PRCLSX

FILES UPDATED - NONE

Pre-Check Edit List (PRR110)

Function

This program allows the user of the FACTS System to print a report showing hours, earnings and deductions amounts for each employee. From this report, the user may verify that check amounts are correct prior to actually printing checks.

The Pre-Check Edit List Program should be run after the pay cycle has been initialized and any necessary exceptions have been entered (through the Deductions Exception Entry and Earnings Exception Entry Programs). The Check Print program calculates check amounts based on information created through the Pre-Check Edit List. Therefore, if additional exception entries are made after printing the edit list, the Pre-Check Edit List must be reprinted to reflect those changes.

The user has the option to:

- Select the pay cycle to print.
- Include department totals.
- Print summary or detail information.

The first part of this program calculates check amounts based on information created through the Initialize Pay Cycle and exception entry programs. The tax tables, deductions balances and employee history files are also used to calculate deductions amounts.

Reports information includes the following:

- Summary: For each employee, employee number, name, regular and premium hours and earnings, tax and other deductions and net pay amount.
- Detail: For each employee, hours and earnings amounts for each category by department, tax and other deductions amounts and net pay. Department Recap: total hours and earnings for each category by department, total tax and other deductions report totals and total net pay.

Employee and report totals are printed. The total number of employees listed is also included.

User Inputs

The following inputs are involved in printing the Pre-Check Edit List:

1. Pay Cycle

Enter a pay cycle code for which the edit list should print. The entry must be a valid pay cycle. If there are entries in the check file for this cycle (created through the Check Print program), the program does not continue. In this case, the Check Register must be printed and updated.

2. Department Recap

Enter **Y** or **N** to indicate if the department recap report is to print. CR defaults to Y.

3. Scope

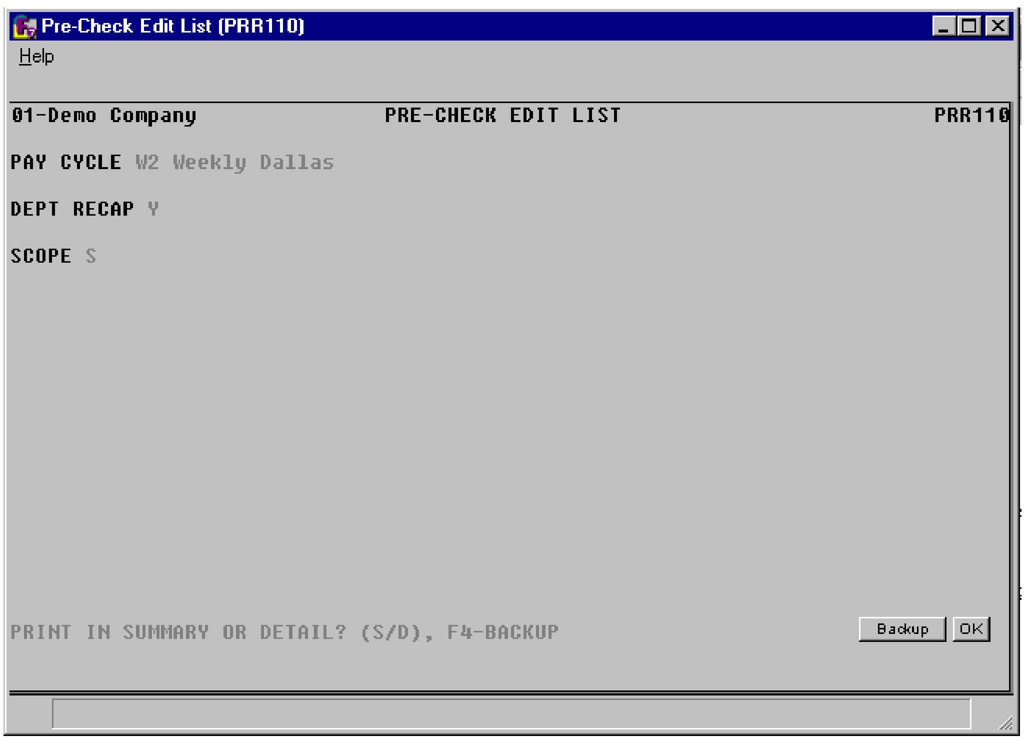
Enter whether to print **S**-summary or **D**-detail information. CR defaults to S.

Technical Notes

The program calculates check amounts based on information in the pay cycle earnings file (PRPERN) and pay cycle deductions file (PRPDED), employee pay cycle data (PREMPP), QTD and YTD employee data (PREHST), deduction balance (PRDEDB), and tax tables (PRTAXT) files. The calculated information is stored in the edit file (PREDIT). The department and tax accumulation file (PRACCM) is cleared, built and used to print the department recap.

FILES USED - SMCNTL, PREMPP, PRPERN, PRPDED, PRTAXT, PREHST, PRCHCK, PRDEDB, PREMPL

FILES UPDATED - PREDIT



Check Writing

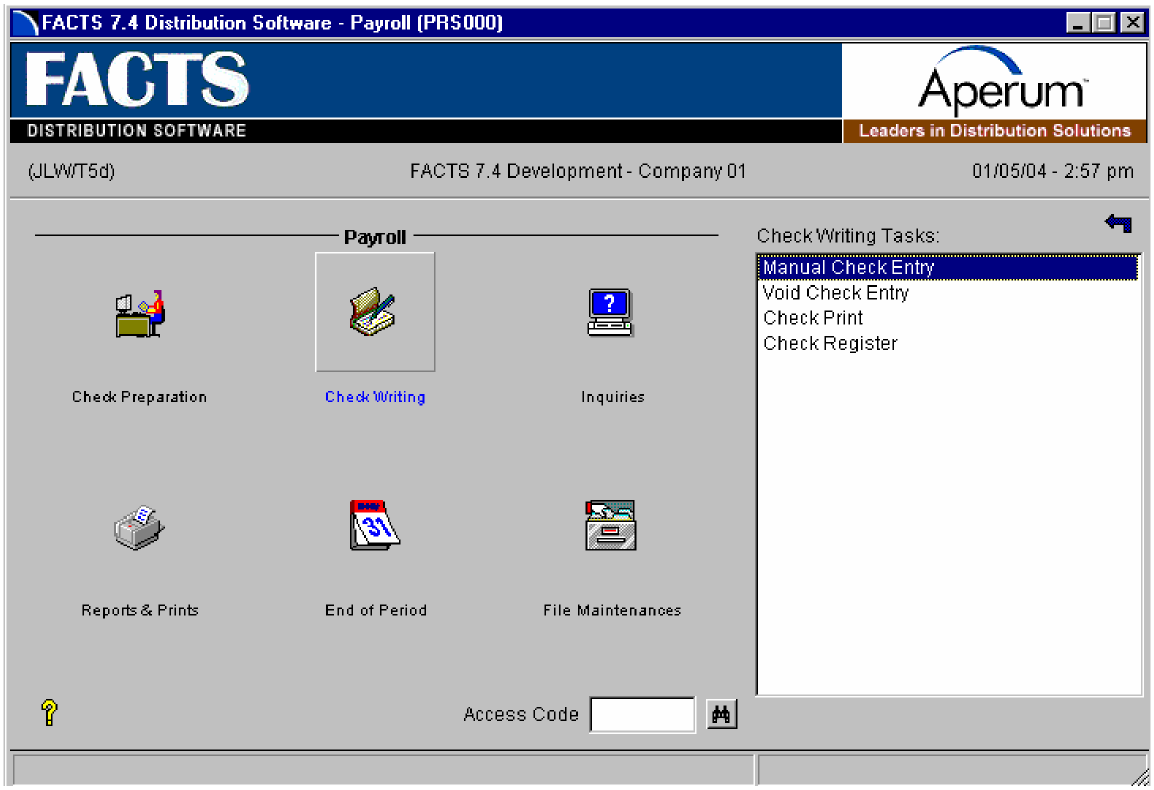
There are three types of checks in the payroll system: printed (regular) checks, manual checks and void checks.

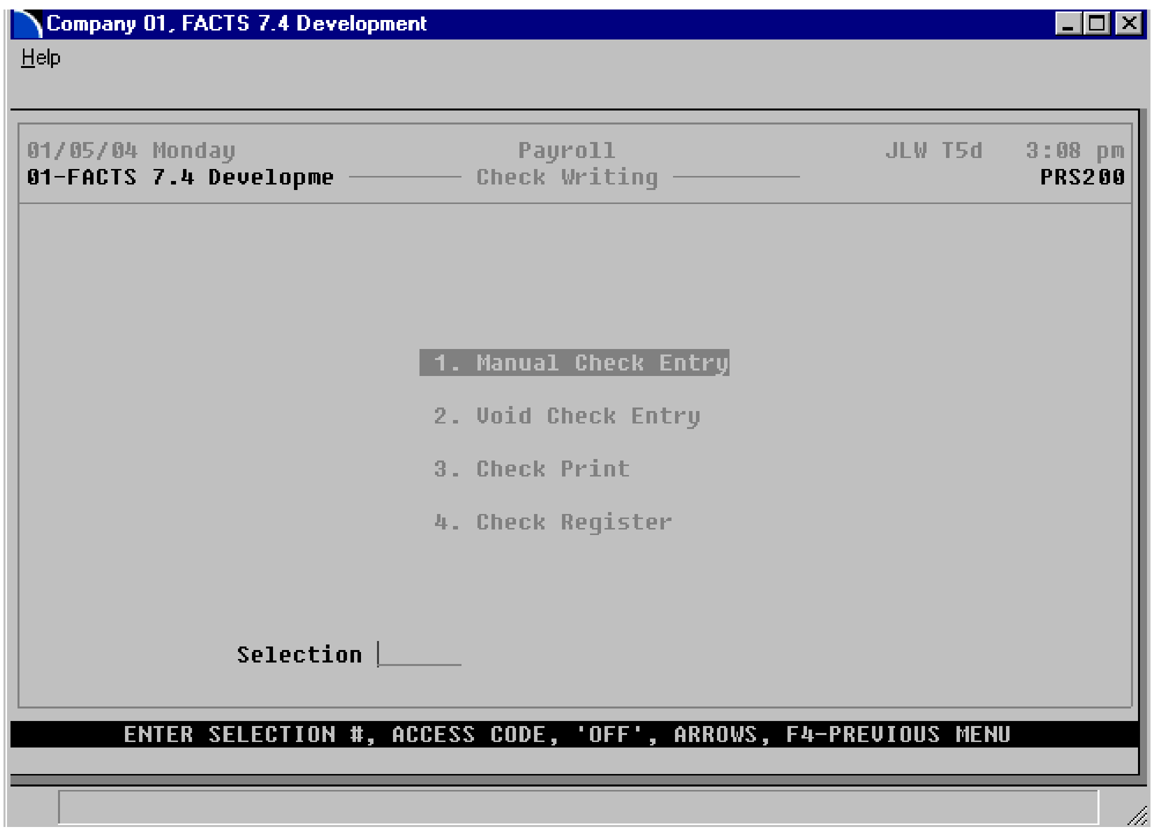
The Check Print program is used to print checks which are generated from the Pre-Check Edit list program. When the user is satisfied with the list and is ready to have checks printed, the user will use the Check Print program. One check will print for each employee in the pay cycle and checks may only be printed for one pay cycle at a time.

The Manual Check Entry is used to enter and record manual checks (written manually by the user) paying an individual employee separately from a standard payroll run. Manual checks are usually entered after the check has been written. The user enters the employee, pay cycle, earnings and deductions. The taxes may be calculated automatically.

System generated (printed) and manual checks will not be updated until the Check Register has been run and updated. Checks may be reprinted and manual checks may be deleted or corrected until the time when the register is updated. If the register is incorrect the user may choose not to update it and may then print it again and update after corrections have been made.

The Void Check Entry program is used to void out printed or manual checks which have already been updated by the Check Register. The user enters the check number, pay cycle, employee, etc. Void checks are not updated until the Check Register is updated at which point the earnings, taxes and deductions will be subtracted from the employees' history files.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:57 pm
Payroll
Check Writing Tasks:
Manual Check Entry
Void Check Entry
Check Print
Check Register
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:08 pm
01-FACTS 7.4 Developme
Check Writing
PRS200
1. Manual Check Entry
2. Void Check Entry
3. Check Print
4. Check Register
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Manual Check Entry (PRE210)

Function

This program allows the user of the FACTS system to enter manual payroll checks that will not be printed by the system.

A manual check is a payroll check that is handwritten or typed but not calculated and printed by the payroll system. The user must enter complete check information including check number, date, amount, department and hours, earnings, deductions, and taxes.

Manual check information appears on the next Check Register. Information from manual checks is posted to all applicable files during the optional Check Register update. Information about a manual check may be modified at any time prior to the Check Register update.

User Inputs

The following inputs are involved in entering a manual check:

1. Pay Cycle

Enter a pay cycle in which the employee belongs for this manual check. The entry must be a valid pay cycle. F2 allows a search (ref. 8).

2. Check Type

The check type is set to **M**anual by the system and is displayed.

3. Check Number

Enter the check number of the manual check (1-999999). If there is a manual check with this number in this pay cycle, all screen information is displayed.

4. Employee Number

Enter a valid employee number for this check (ref. 4).

5. Check Date

Enter the date the manual check was issued (ref. 3). This date must be in the current or next GL period and cannot be prior to the current PR period. CR defaults to the system date.

6. Bank Code

Enter the ID code of the bank on which this check was written (2 characters). The entry must be a valid bank. CR defaults to the bank assigned to the pay cycle. F2 allows a search (ref. 8).

7. Earnings Gl Table

Enter the earnings GL posting table for this check. The entry must be a valid GL posting table. CR defaults to the employee’s standard earnings GL posting table. F2 allows a search (ref. 8).

8. Deductions GL Table

Enter the deductions GL posting table for this check. The entry must be a valid GL posting table. CR defaults to the employee's standard deductions GL posting table. F2 allows a search (ref. 8).

9. Department

Enter the department in which the employee worked for this check. The entry must be a valid department. CR defaults to the employee's standard department. F2 allows a search (ref. 8).

10-21. Hours

For each hourly earnings code, enter the number of hours worked (0-999.99). If an entry is made for hours, a earnings amount must be entered. CR initially defaults to 0.

Earnings

For each earnings code, enter the amount earned (0-999999.99). CR defaults to 0 if no hours were entered. If hours were entered, an earnings amount is required.

Automatic calculation of deductions?

Enter **N** or **Y** to indicate if deductions should be calculated by the system according to the employee pay cycle record. CR defaults to N and the user must proceed to enter deductions. If Y is entered, all deductions are calculated and displayed.

22-37. Deductions

If automatic calculation is not selected, enter the amount of deductions (0-999999.99). CR initially defaults to 0. If the employer is to match the deduction (as set through the Deductions Code F/M), enter the employer matching amount (0-999999.99). CR initially defaults to 0.

Automatic recalculation of taxes based on deductions?

Enter **N** or **Y** to indicate if taxes should be calculated by the system according to the employee pay cycle record and appropriate tax files. CR defaults to N and the user must proceed to enter taxes. If Y is entered, taxes are calculated and displayed.

Check amount

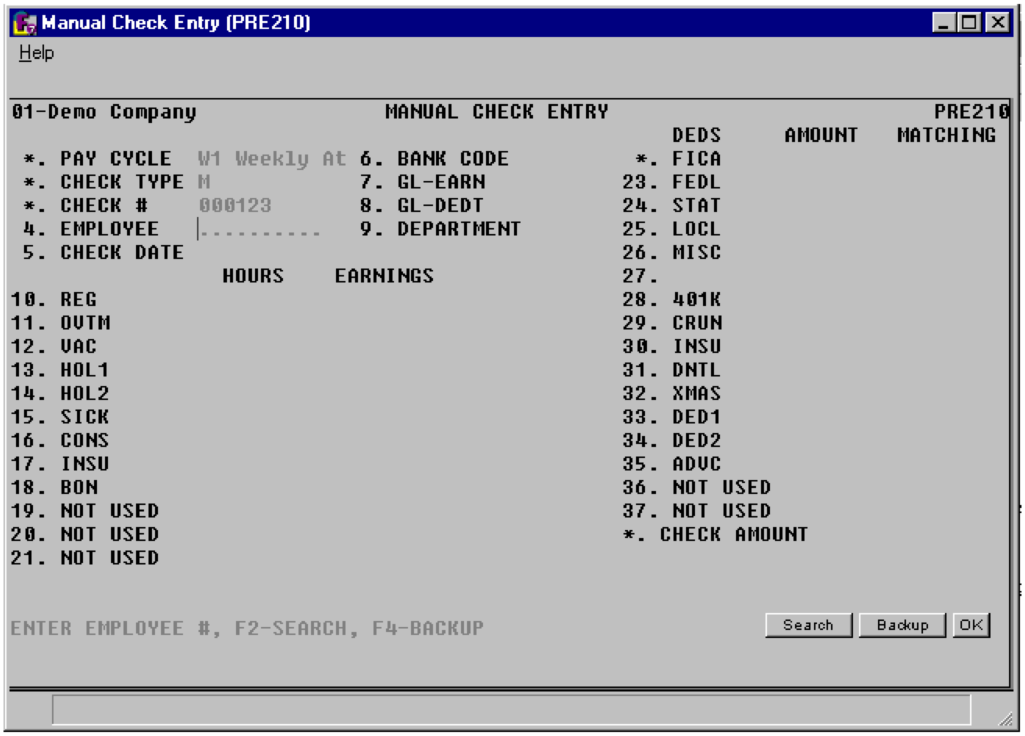
The system calculates and displays the check amount based on the above information. This amount cannot be changed. Only earnings and deductions amounts may be changed.

Technical Notes

All entries made through this program are written to the check file (PRCHCK) where they are later updated through the optional update of the Check Register. After an entry is written to the check file through this program, the last manual check number is updated in the bank control record (accessed through the SM Bank F/M).

FILES USED - PREMPL, PREMPP, PREHST, PREALX, PRTAXT, PRDEDB, PRCHST, SMCHKR

FILES UPDATED - SMCNTL, PRCHCK



Void Check Entry (PRE220)

Function

This program allows the user of the FACTS system to void any system or manual checks previously updated by the Check Register. In order to void a check, it must be in the check reconciliation file.

The Void Check Entry program is very similar to the Manual Check Entry. However, when entering a void check, all hours, earnings and deductions are displayed as negative numbers. Void check information appears on the next Check Register. Information from void checks are posted to all applicable files during the optional Check Register update. Void check information may be modified at any time prior to the Check Register update.

User Inputs

The following inputs are involved in entering a void check:

1. Pay Cycle

Enter a pay cycle in which the employee belongs for this void check. The entry must be a valid pay cycle. F2 allows a search (ref. 8).

2. Check Type

The check type is set to **V**oid by the system and is displayed.

3. Check Number

Enter the check number of the void check (1-999999). If there is a void check with this number in this pay cycle, all screen information is displayed.

4. Employee

Enter the valid employee number for this check (ref. 4).

5. Check date.

Enter the date this check was voided (ref. 3).

6. Bank ID

Enter the valid bank ID on which this check was written (2 characters). F2 allows a search (ref. 8).

At this point, if the check entered is on file in the check history file, all hours, earnings and deductions information from that record are displayed. Amounts are displayed as negative numbers.

Void this check

Enter **Y** or **N** to indicate if this is the correct check to void. If N is input, the screen is cleared and the program returns to the pay cycle input #1. If Y is entered the check is voided. Once a check is voided, only inputs #6 and #9 may be changed.

NOTE: If you are using automatic calculation and a void check causes an employee's total earnings to fall below one of the tax cutoff limits (unlimited for Medicare and $60,600 for Social Security), then that check **must** be run through the Check Register **before** any other checks are entered for that employee.

If the check entered is not on file in the check history file, the following inputs are available:

Add anyway?

Enter **N** or **YES** to determine if entry of this void check should continue. CR defaults to N and returns to the pay cycle input. If YES is entered, the following inputs are available:

NOTE: All hours, earnings and deductions, and matching amounts should be displayed as a negative (i.e., -10). The system assigns a negative symbol automatically.

7. Earnings GL Posting Table

This input is skipped unless the void check is manually entered. Enter a valid earnings GL posting table for this check. The entry must be a valid GL posting table. CR defaults to the employee's standard earnings GL posting table. F2 allows a search (ref. 8).

8. Deductions GL Posting Table

This input is skipped unless the void check is manually entered. Enter a valid deductions GL posting table for this check. The entry must be a valid GL posting table. CR defaults to the employee's standard deductions GL posting table. F2 allows a search (ref. 8).

9. Department

This input is skipped unless the void check is manually entered. Enter the department in which the employee worked for this check. The entry must be a valid department. CR defaults to the employee's standard department. F2 allows a search (ref. 8).

10-15. Hours

For each hours code, enter the number of hours worked (+/-999.99). CR initially defaults to 0.

Earnings

For each earnings code, enter the amount earned (+/-999999.99). CR initially defaults to 0, if no hours were entered. If hours were entered, an earnings amount is required.

Automatic calculation of deductions?

Enter **N** or **Y** to indicate if tax and other deductions should be calculated by the system according to the employee pay cycle record and appropriate tax files. CR defaults to N and the user must enter deductions.

22-37. Deductions

If automatic calculation is not selected, enter the amount of deductions (+/- 999999.99). CR initially defaults to 0.

Check amount

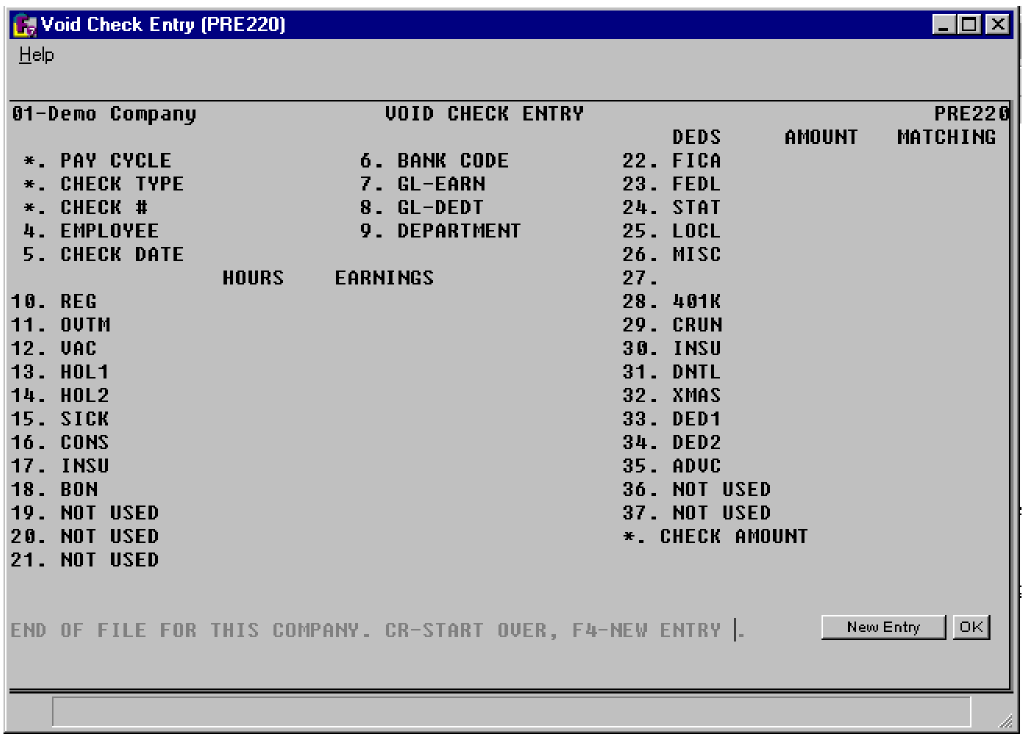
The system calculates and displays the check amount based on the above information. This amount cannot be changed. Only earnings and deductions amounts can be changed.

Technical Notes

All entries made through this program are written to the check file (PRCHCK) where they are later updated through the optional update of the Check Register.

FILES USED - SMCNTL, PREMPL, PREALX, PREMPP, PRTAXT, PRCHST, PRDEDB, PREHST, PRCHKR

FILES UPDATED - PRCHCK



Check Print (PRP210)

Function

This program allows the user of the FACTS system to build the check print file and print payroll checks.

This program builds the check print file according to information in the edit file. The edit file is created by the Pre-Check Edit List. The edit file includes all exception entries to standard earnings and deductions entered through the Deductions Exception Entry and Earnings Exception Entry programs. Checks are printed for one pay cycle at a time and may be reprinted as many times (if necessary) prior to the Check Register update. The Check Register must be updated for a pay cycle before the Initialize Pay Cycle program may be run for a new payroll.

The user has to option to:

- Select the pay cycle to print.
- Select the bank on which checks are written.
- Print a form alignment check.
- Enter the check date.
- Enter beginning check number.
- Void any unused check numbers.
- Reprint selected checks.

User Inputs

The following inputs are involved in printing payroll checks:

1. Pay Cycle

Enter the pay cycle for which checks are to print. The entry must be a valid pay cycle and one in which the Pre-Check Edit List has been run.

2. Bank

Enter a bank ID code for this pay cycle (2 characters). The entry must be a valid bank. CR defaults to the standard bank for this pay cycle. Entry of a valid code displays the bank name and the number of the last check printed for this bank.

3. Alignment

Indicate whether an alignment pattern should print. If Y is entered, the alignment pattern prints immediately and the program returns to this input.

4. Check Date

Enter the date to print on the checks (ref. 3). The entry must be a valid date in the current or next GL period and the current payroll period. CR defaults to the system date.

5. Beginning Check

Enter the check number of the first check to be printed (0-999999). The check number must be greater than the displayed last check printed. Look at your checks!!

6. Void?

If there are any unused check numbers, the user is given the option to void the checks between the last check printed on the previous Check Register and the check number entered in input #5. Enter **Y** or **N** to indicate if the displayed check numbers should be voided. CR defaults to Y. Manual checks and checks in the payroll check reconciliation file may not be voided. If there are no unused check numbers, the system displays an N automatically and the input is skipped. If checks are being printed for the first time for the pay cycle, skip to input #10.

7. Reprint Checks

This input is only used if checks for this pay cycle have been printed and the Check Register has not been updated. The first and last check numbers used on the previous checks are displayed. Enter **N** or **Y** to indicate if any of those checks should be reprinted. CR defaults to N and the next two inputs are skipped.

8. First Reprint

Enter the number of the first check to reprint (0-999999). Only checks within the displayed range are accepted. CR defaults to the first check previously printed. Look at your checks!!

9. Last Reprint

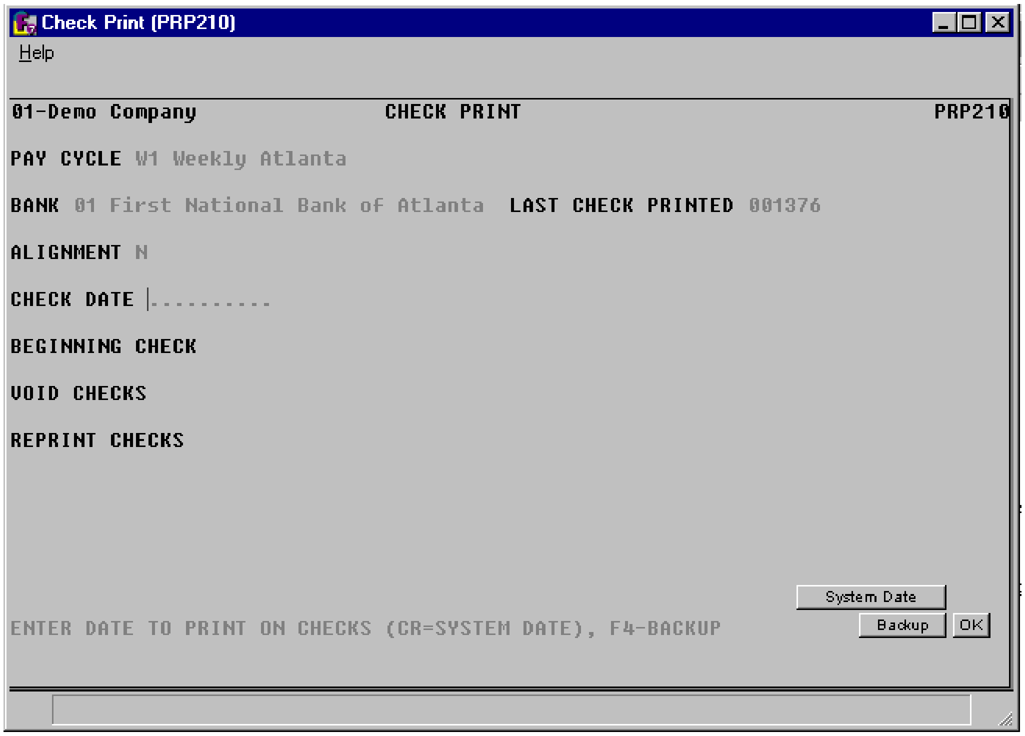
Enter the number of the last check to reprint (0-999999). Only checks within the displayed range are accepted. CR defaults to the last check previously printed.

Technical Notes

The program builds the check file (PRCHCK) based on information in the edit file (PREDIT). The pay cycle earnings (PRPERN) and deductions(PRPDED) and edit (PREDIT) files are updated as to check number as the numbers are assigned. As checks are printed, the check and edit files are updated as to the checks printed and the bank control record, accessed through the Bank F/M in the banking and checks menu in the System Management System, is updated as to the last regular check number used.

FILES USED - PREHST, SMCHKR, PREMPL

FILES UPDATED - SMCNTL, PREDIT, PRPERN, PRPDED, PRCHCK


Check Print (PRP210)
Help
01-Demo Company
CHECK PRINT
PRP210
PAY CYCLE W1 Weekly Atlanta
BANK 01 First National Bank of Atlanta
LAST CHECK PRINTED 001376
ALIGNMENT N
CHECK DATE
BEGINNING CHECK
VOID CHECKS
REPRINT CHECKS
System Date
ENTER DATE TO PRINT ON CHECKS (CR=SYSTEM DATE), F4-BACKUP
Backup
OK

Check Register (PRR210)

Function

This program allows the user of the FACTS system to obtain a report of all regular, manual, and void check information since the last Check Register was updated. The optional update following the register updates all necessary files.

This register is an audit trail of all hours, earnings, taxes and other deductions and should be printed, verified and updated each time a pay cycle is run. It may also be printed after input of manual or void checks. If the register is not printed directly after input of manual or void checks, the information appears on the next register with regular checks.

Information for the register comes from three programs - Check Print, Manual Check Entry and Void Check Entry.

The user has the option to:

- Print a listing of all checks.
- Select check types (regular and / or manual and void).
- Build and print a general ledger distribution, if needed.
- Post to general ledger, if a general ledger distribution is built.
- Update the check history, employee history, department history, employee past history earnings and deductions files.
- Update the monthly GL distribution and check file.
- Update the maximum hours, deduction balances check reconciliation files and the appropriate control records.

Register information includes the following:

- Register: For each employee, employee number, name, check number, department, regular and premium hours and earnings, taxes and other deductions and net pay. Regular, manual, void and register totals are printed. The total number of checks listed are also included.
- Detail recap: For each employee, hours and earnings amounts for each category, tax and other deductions amounts for each category and net pay. Employee and report hours, earnings, taxes and other deductions totals are printed.
- Tax recap: For each tax type, tax code and description, amount, matching, total, unemployment earnings, taxable and tax and tax type totals.
- Deduction recap: For each deduction, deduction code, description, amount, matching and total. Deduction totals are also included.

User Inputs

The following inputs are involved in printing the Check Register:

1. Pay Cycle

Enter the pay cycle for which the register should print. The entry must be a valid pay cycle.

2. Check register date

Enter the date on which the Check Register is being printed (ref. 3). CR defaults to the system date. Any valid date in the current payroll period is accepted.

NOTE: Payroll can only be run in the current period due to government reporting requirements.

3. Regular Checks

Enter **Y** or **N** to indicate whether information regarding regular checks (checks generated through the Check Print program) should print. CR defaults to N automatically if there are no regular checks to print. CR defaults to Y automatically if there are no manual and void checks to print.

4. Manual/Void Checks

Enter **Y** or **N** to indicate whether information regarding manual and void checks should print. CR defaults to N automatically if there are no manual or void checks to print. CR defaults to Y automatically if there are no regular checks to print.

5. Scope

Enter **N** or **Y** to indicate whether to print detail recap (prints same information as Pre-Check Edit List). CR defaults to N.

6a. Check Register. OK To Print GL distribution?

After printing the Check Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #8.

For users not printing the GL distribution, the following input is displayed:

6b. Check Register. OK To Update?

After printing the Check Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following input (#8) is skipped and the program proceeds with the update.

8. Check GL distribution. OK To Update?

After printing the GL distribution, **verify the printout**. If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the entire register process begins again.

Technical Notes

Printing of the Check Register proceeds by reading through the payroll check file (PRCHCK). All regular, manual and void check information is printed as selected.

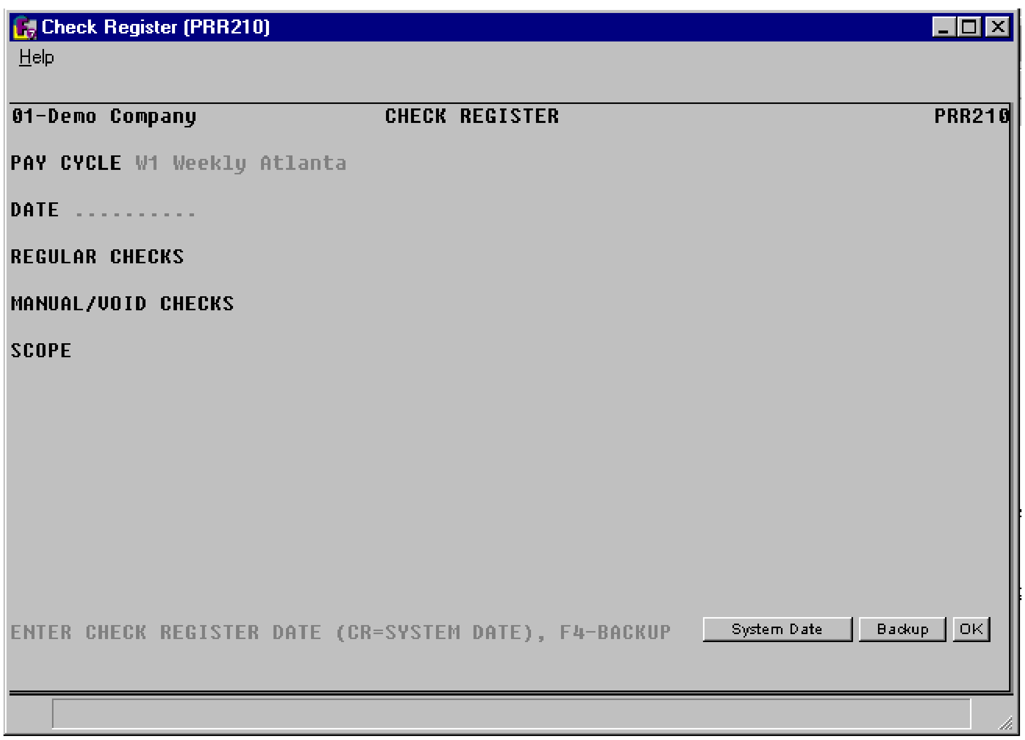
The GL distribution is built during the printing of the Check Register according to parameters set by the user through the PR static control record. Information for the distribution is retrieved from the earnings % distribution file (PRDIST) and the earnings and deductions GL posting tables. The deduction accumulation is built (PRACCM). Finally, the tax summary (PRDIR2) file is built and the tax summary is printed.

The GL distribution is printed from the file (PRGLD?) built earlier in the program. Upon completion of the distribution report, the update begins.

The update portion of the program writes records to the employee history - QTD, YTD (PREHST), employee past history file (PRPHST), department (PRDEPT), check history (PRCHST) (PRCHSX) and unemployment (PRPERN, PRPDED). Records are removed from the hours and earnings/deductions entry (PRPERN, PRPDED), edit (PREDIT) and check (PRCHCK) files. The employee deductions balance file (PRDEDB) is updated. If the period check register (PRCHKP), check reconciliation (SMCHKR), bank ledgercards (SMLEDG), worker's comp (PRCOMP) and period expense distribution (PRDISP) and period GL distribution report features are utilized, the appropriate files are updated. Finally, a posting is made to the general ledger journal file (GLJRNL) (GLJRNX).

FILES USED - PREMPL, PRDIST, PRTAXT, GLMSTR, JCCODE

FILES UPDATED - SMCNTL, PREHST, PRDEPT, PRCHST, PRDEDB, PRCHKP, PREDIT, PRCHCK, SMCHKR, PRGLD?, GLJRNL, GLJRNX, PRCOMP, PRUNEM, PRDISP, PREMPP, PRCOMP, PRDIR1, PRDIR2, PRPHST, PRPERN, PRPDED, PRCHSX, SMLEDG, JCJOBS, JCPOST

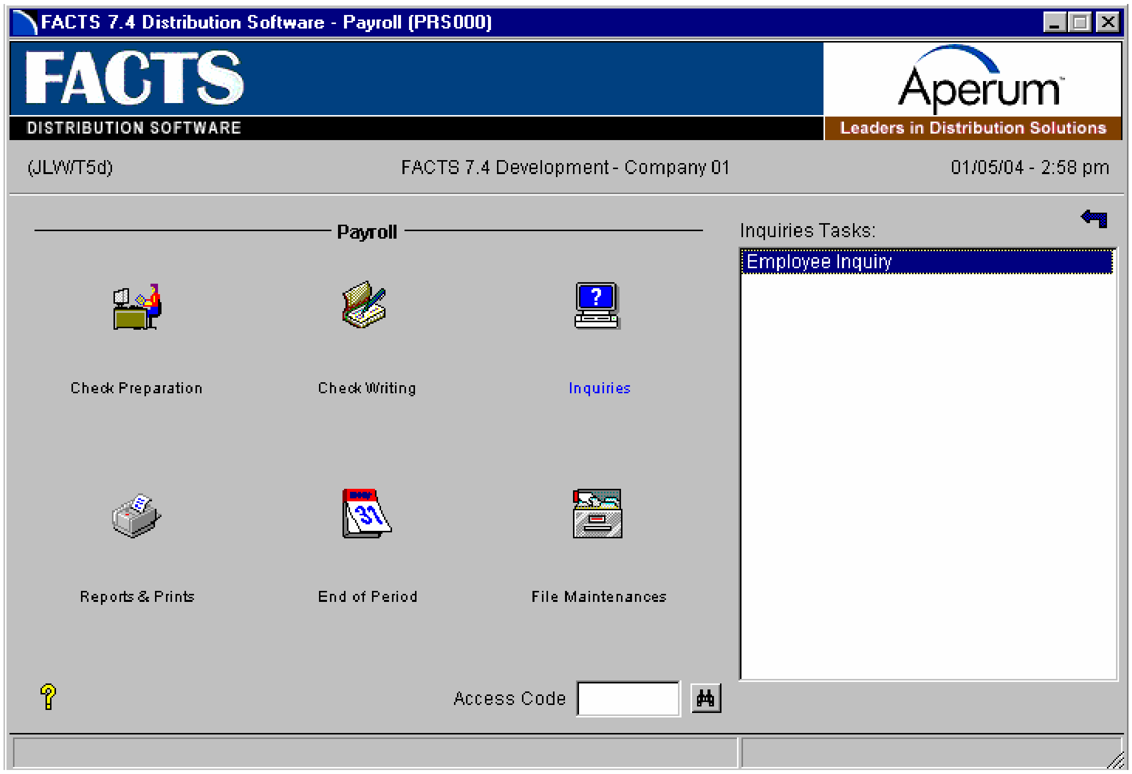


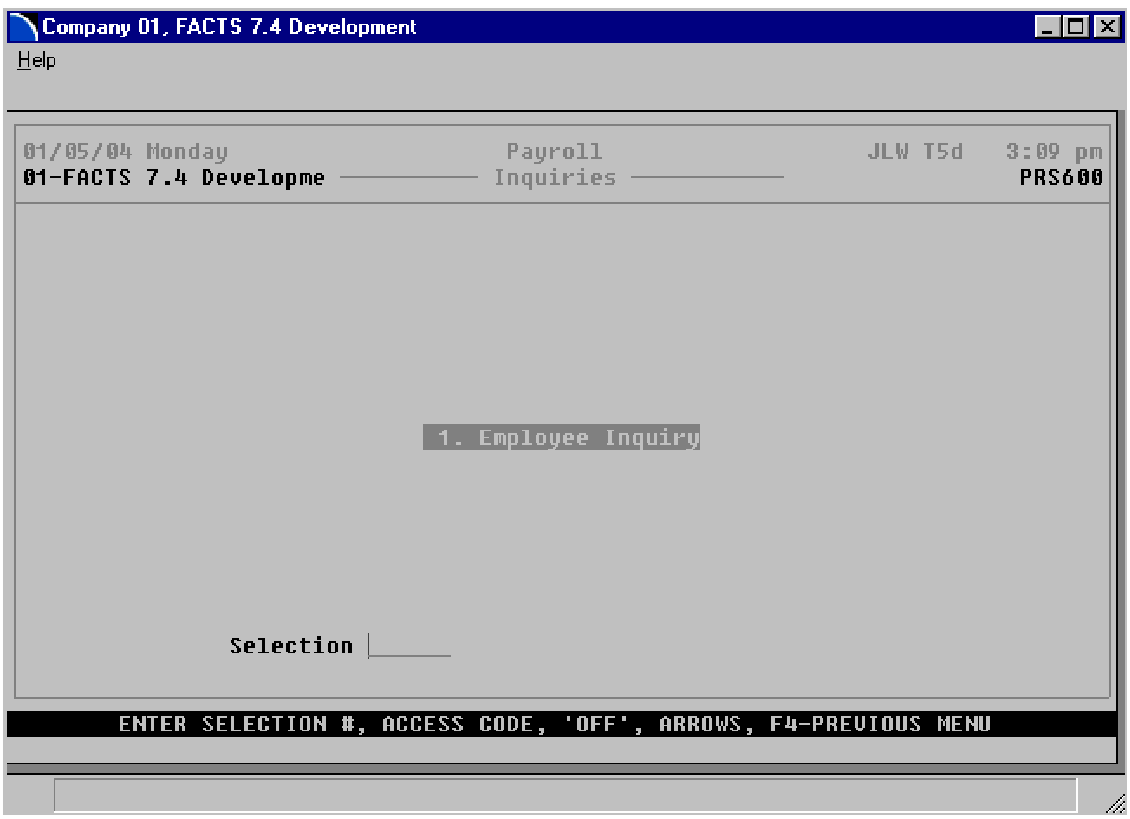
CHAPTER 4

Inquiries

The inquiry menu allows users to display specific employee information by employee number of perform a search. General or detail information may be displayed for each employee.

The Employee Inquiry provides the following: general information (address, hire date, etc.), code information (employee class, etc.), period-to-date, quarter-to-date and year-to-date information (earnings, taxes, deductions), check history (check number, date, etc.), pay cycle information (pay cycle, department, gross pay, etc.), earnings distribution information (%), deduction balances, maximum hour information (available, etc.), and employee notes (created through this program).


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:58 pm
Payroll
Inquiries Tasks:
Employee Inquiry
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:09 pm
01-FACTS 7.4 Developme
Inquiries
PRS600
1. Employee Inquiry
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Employee Inquiry (PRI610)

Function

This program allows the user of the FACTS system to display the following information about any employee:

- General information
- Code information
- PTD, QTD, or YTD information
- Employee history by period
- Check history
- Pay cycle information
- Earnings % distribution
- Deductions balances
- Maximum hours tracking information
- Employee notes (entered through this program)

User Inputs

The following inputs are involved in displaying employee information:

1. Employee

Enter the number of the employee to be displayed. Input of a valid number displays the employee name, alpha sort key, class, and branch. If the employee is inactive, (set in the Employee F/M) *INACTIVE* is displayed in the upper left of the header portion of the screen. CR defaults to the next employee on file (ref.4).

2. Information

Enter the following information type to display for this employee. When a type is selected, the entire information display is highlighted. CR displays the next employee on file and information based on the information type previously selected.

NOTE: On some implementations of Business Basic the system allows, and prompts for, the use of arrow and function keys for special features. Please refer to SM Appendix C.

G - Displays general information including reverse name, address, phone number, social security number, birth date, hire date, termination date, rehire date, last pay change date and last pay change amount. Also included is the statutory employee and eligible for pension flags along with the normal job number and normal job cost code (if applicable).

C - Displays code information including employee class, department, worker's compensation code and branch.

PT - Displays period-to-date information including for each state and local designation, the earnings amount in each category, number of hours worked in each category, tax deductions and matching amounts and other deductions and matching amounts. The beginning state designation is asked for. CR defaults to the next state/local designation. Totals are also included.

Q - Displays quarter-to-date information in the same format as the period-to-date information. Totals are also included.

Y - Displays year-to-date information in the same format as the period-to-date information. Totals are also included.

PA - Displays past history information by period in the same format as the period-to-date information. The beginning period is asked for. CR defaults to the next period. Totals are also included.

CH - Displays check history information in the same format as the period-to-date information. Also included are totals for each check, check date, number, amount, type and pay cycle.

P - Displays pay cycle information including pay cycle, department, whether the employee is on a salary or paid hourly, earnings and deductions GL posting tables, gross pay, each hours code, standard number of hours, and standard rates, tax and deductions codes, flags, number of exemptions, amounts and matching.

E - Displays earnings % distribution information including the pay cycle, each GL account number used and the % of earnings distributed to that account.

D - Displays deductions codes and balances.

HO - Displays information for each hours code tracking maximum hours used, the yearly available, used and remaining hours.

N - Displays all notes recorded for this employee. If no notes exist for the employee displayed, the system will ask **Enter notes for this employee**. Enter **N** or **Y** to indicate whether to enter notes for this employee. CR defaults to N and returns to the main input. If the user enters a Y, line numbers are assigned beginning with 010 and will automatically increment by 10. Enter text (up to 70 characters per line). F3 ends entry of lines. F4 backs up to the line number; enter the beginning line number. F3 allows the user to set the line number increments (1-10). If the increment is set to one, a maximum of 999 lines may be entered. F4 (from line number) will back up and delete the previous line.

Once notes have been added, the following options are available:

 # - Changes a line number. Notes may be changed or deleted by entering the line number. Enter whether to **C**-change or **D**-delete. If D is entered, the line is deleted. If C is entered, enter text (up to 70 characters). During this change routine, F1 defaults to the currently displayed value of the input. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. If a new line number is added, the old line number is deleted. F2 allows the user to set the line number increment (1-10). F4 backs up to the main input.

L - Lists line numbers. A limited number of line numbers appear on the screen at any time. The list function allows line numbers to be redisplayed. The user selects the beginning line number to list.

A - Adds a line number. New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. F2 allows the user to set the line number increment (1-10). F4 (from line number) will back up and delete the previous line.

M - Moves a line number. Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced) one line at a time, or blocks of lines may be moved.

D - Deletes a line number. One line or several lines of notes can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter **N** or **YES** to delete. CR defaults to N.

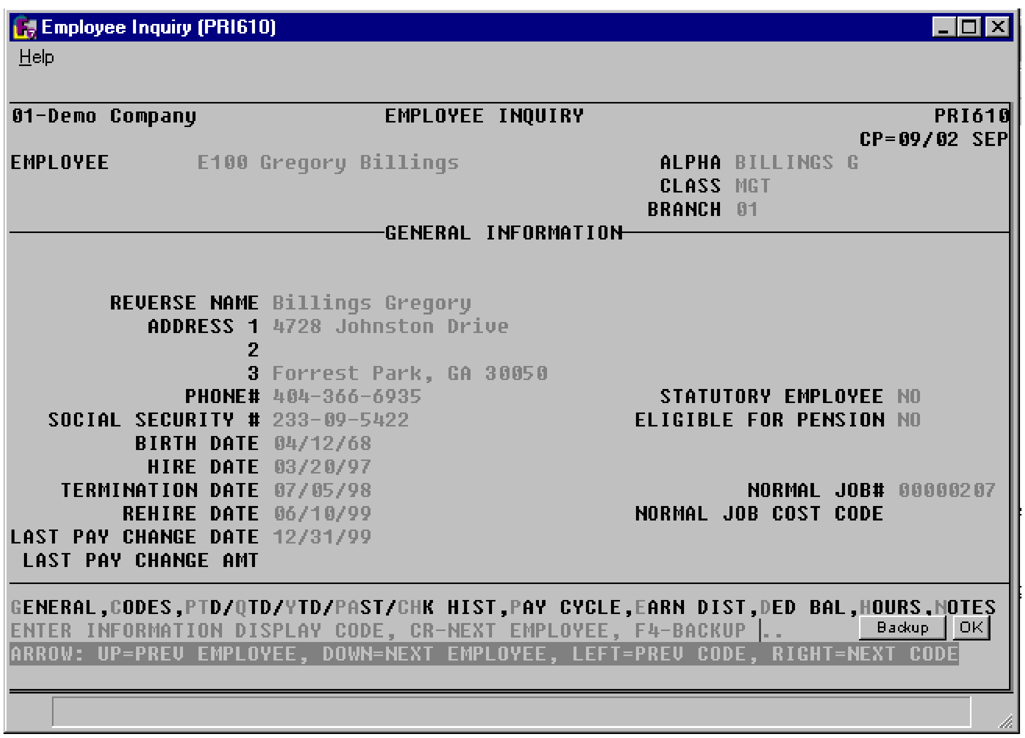
Technical Notes

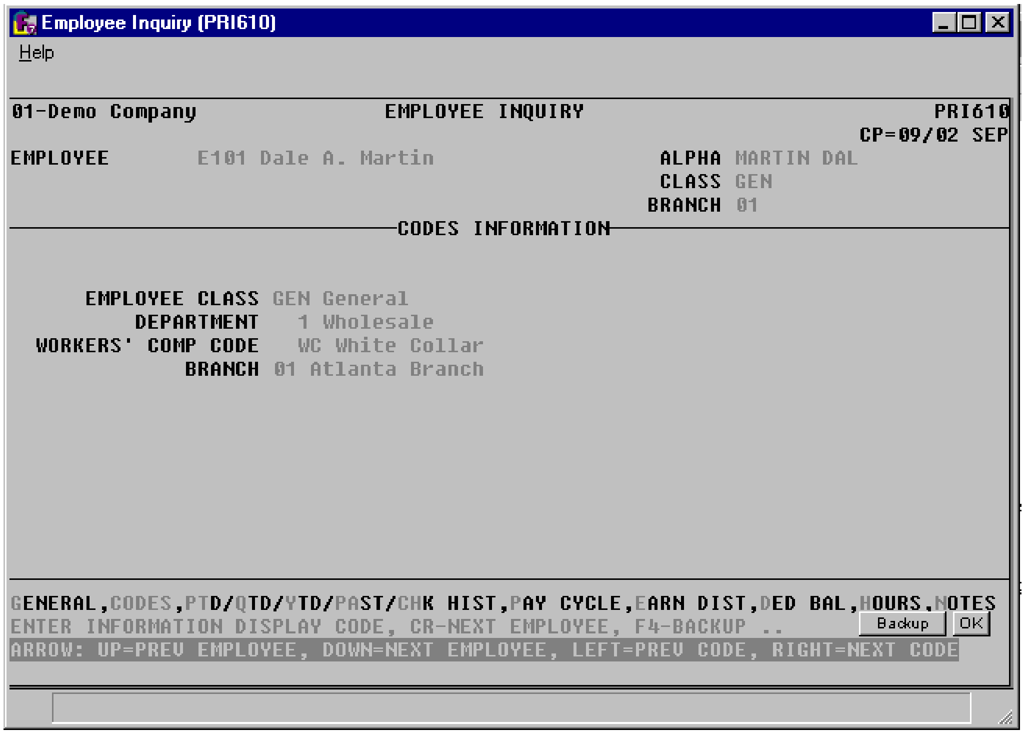
Information displayed is accessed from the following files:

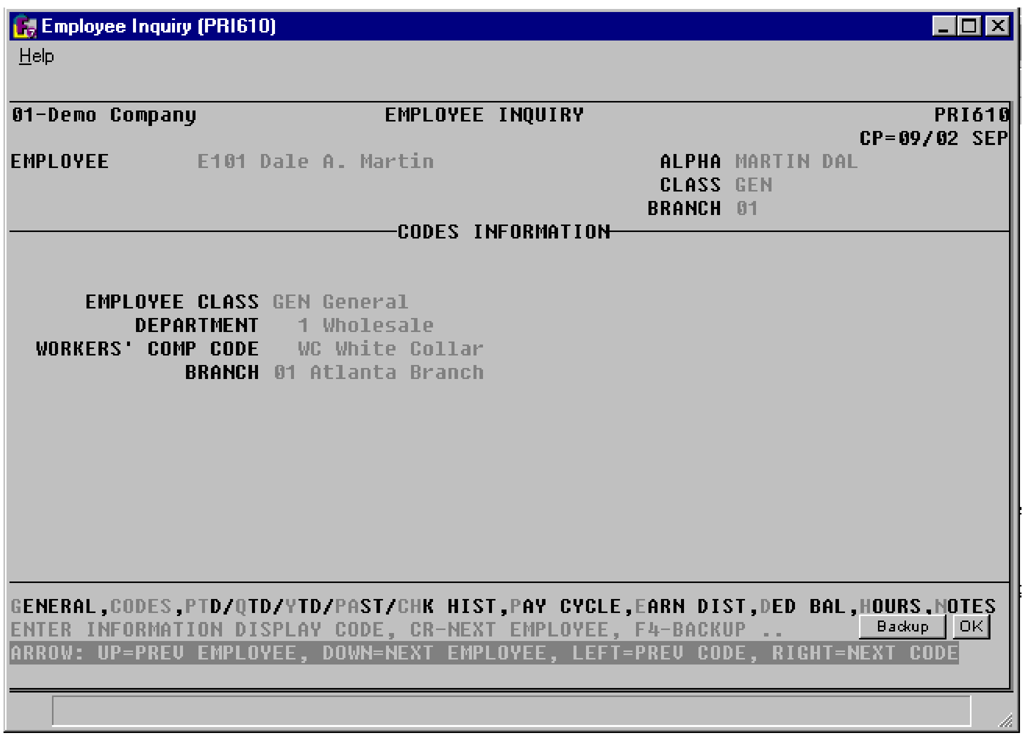
- General (PREMPL)
- Code (SMCNTL)
- PTD, QTD, YTD (PREHST)
- Past history (PRPHST)
- Check history (PRCHST)
- Pay cycle information (PREMPP)
- Earnings % distribution (PRDIST)
- Deduction balances (PRDEDB)
- Maximum hours (PRMAXH)
- Employee notes (PRNOTE)

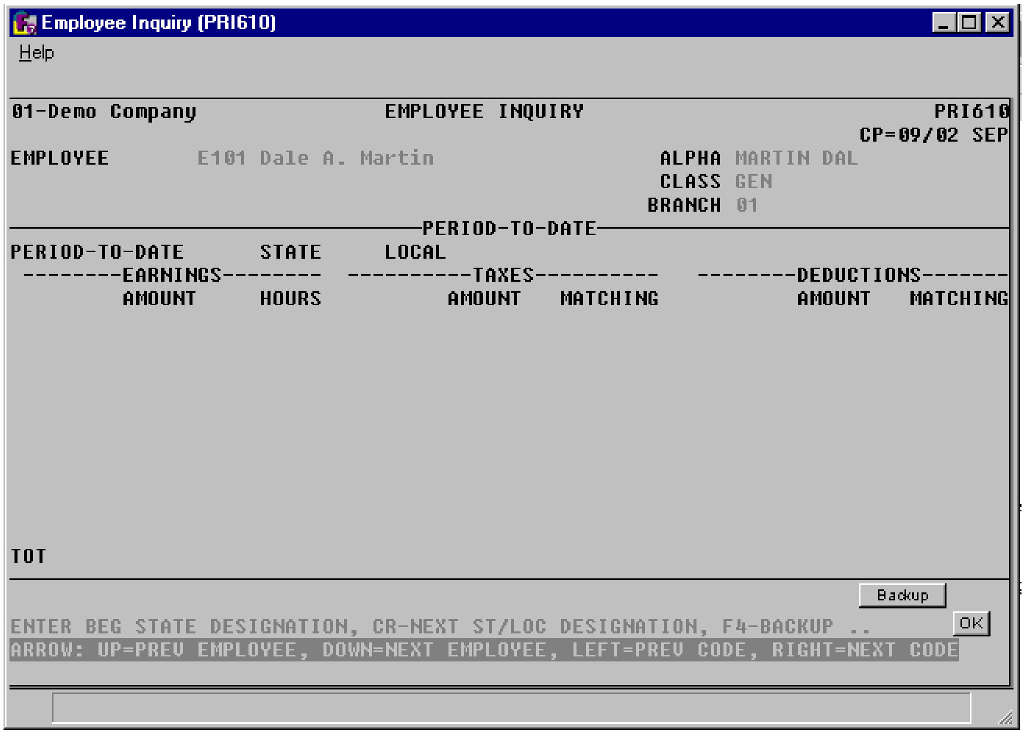
FILES USED - SMCNTL, PREMPL, PREHST, PRCHST, PREMPP, PRDIST, PRDEDB, PRMAXH, PRNOTE, GLMSTR, PREALX, PRPHST, PRCOMP

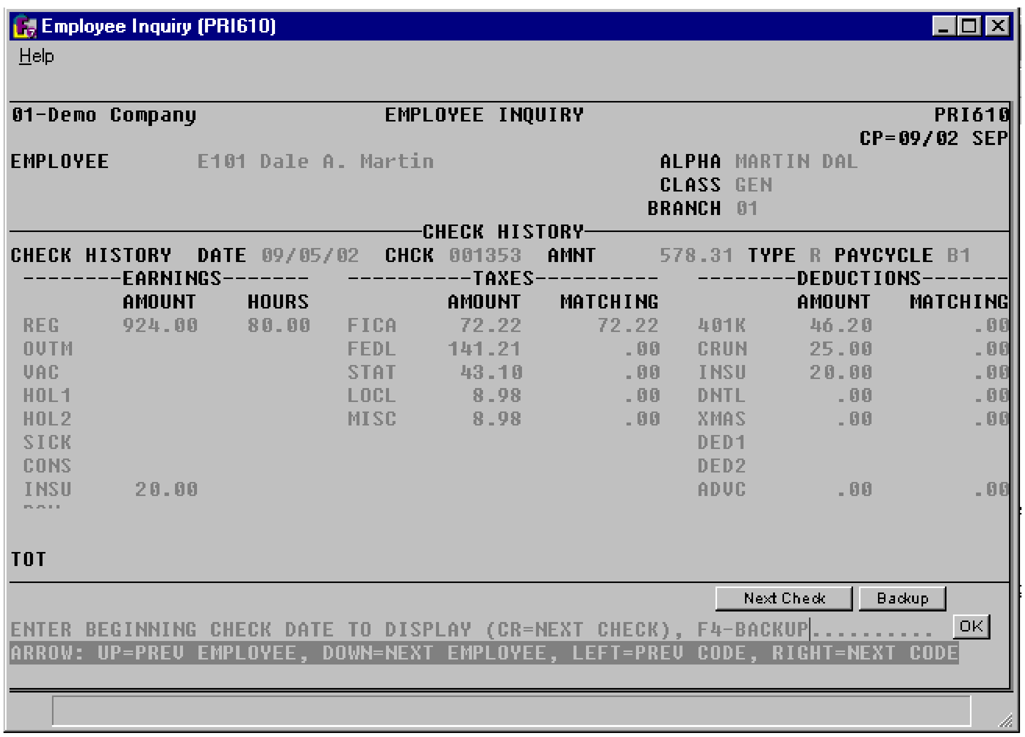
FILES UPDATED - NONE

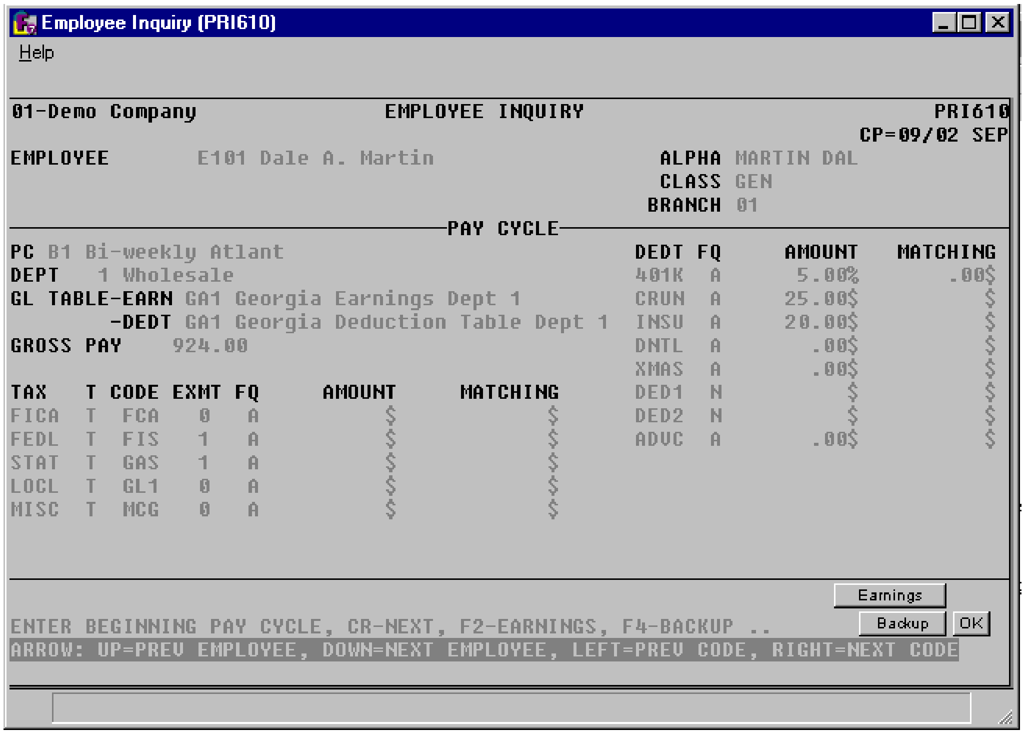


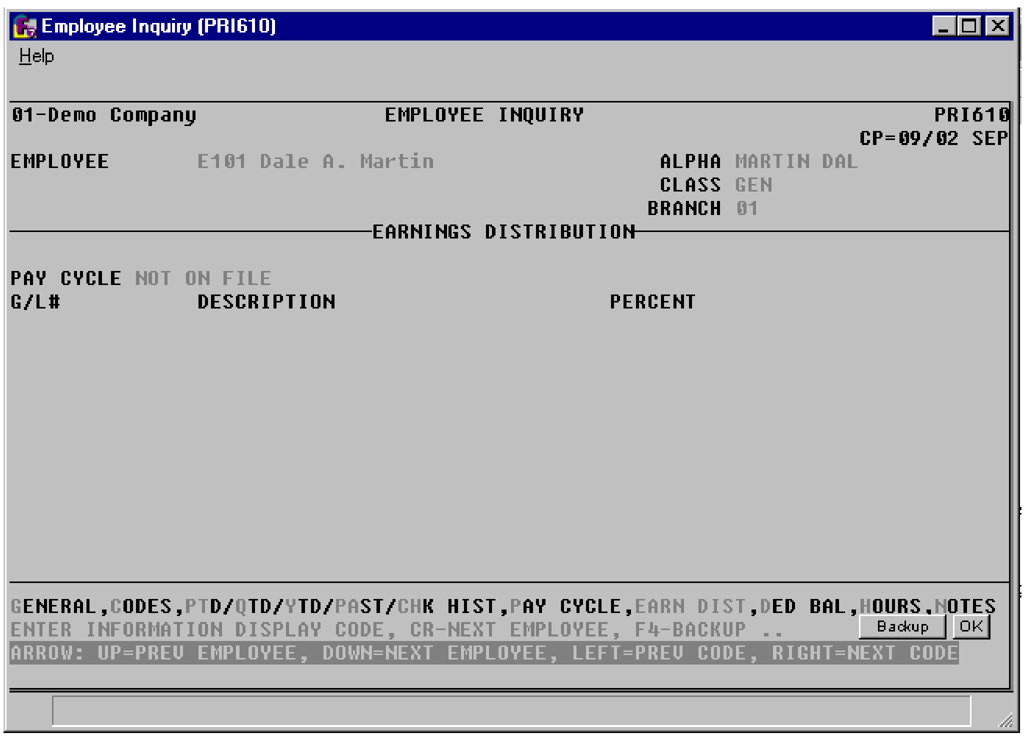

Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
CODES INFORMATION
EMPLOYEE CLASS GEN General
DEPARTMENT 1 Wholesale
WORKERS' COMP CODE WC White Collar
BRANCH 01 Atlanta Branch
GENERAL,CODES,PTD/QTD/YTD/PAST/CHK HIST,PAY CYCLE,EARN DIST,DED BAL,HOURS,NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

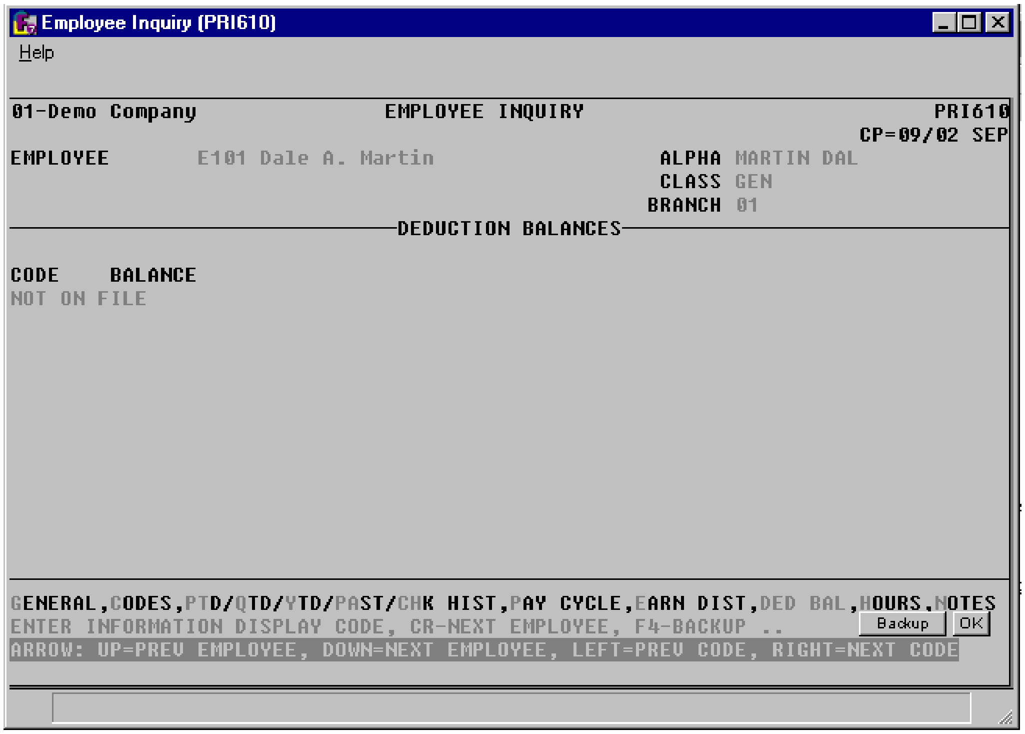

Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
CODES INFORMATION
EMPLOYEE CLASS GEN General
DEPARTMENT 1 Wholesale
WORKERS' COMP CODE WC White Collar
BRANCH 01 Atlanta Branch
GENERAL,CODES,PTD/QTD/YTD/PAST/CHK HIST,PAY CYCLE,EARN DIST,DED BAL,HOURS,NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

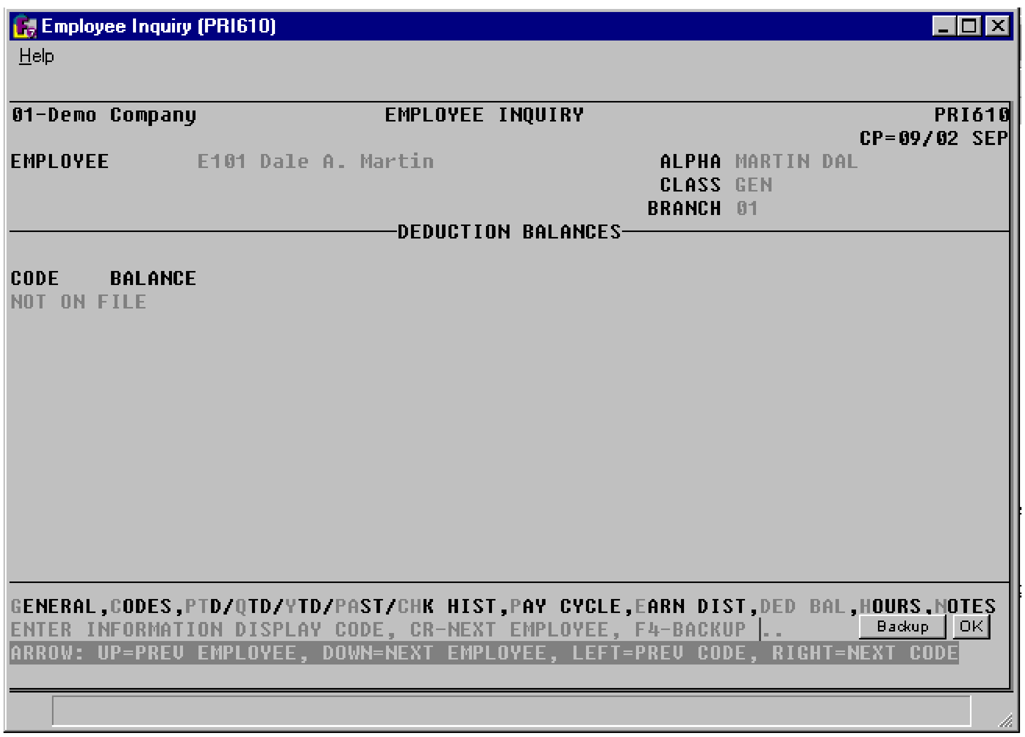

Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
PERIOD-TO-DATE
PERIOD-TO-DATE STATE LOCAL
--------EARNINGS-------- ----------TAXES---------- --------DEDUCTIONS-------
AMOUNT HOURS AMOUNT MATCHING AMOUNT MATCHING
TOT
Backup
ENTER BEG STATE DESIGNATION, CR-NEXT ST/LOC DESIGNATION, F4-BACKUP ..
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

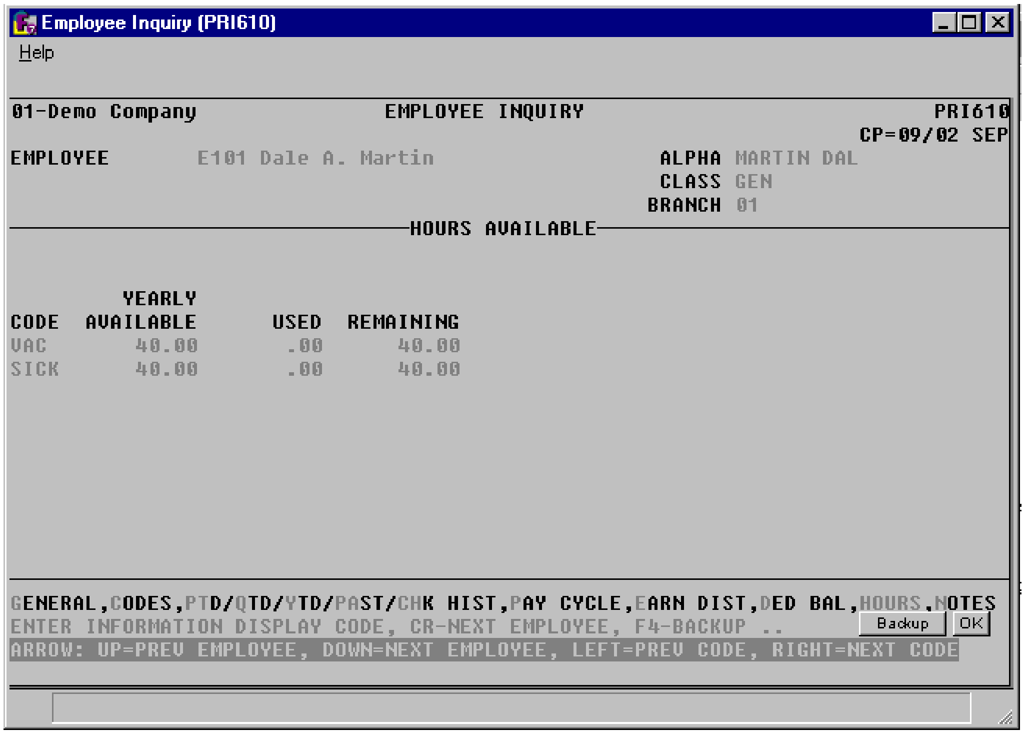

Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
CHECK HISTORY
CHECK HISTORY DATE 09/05/02 CHCK 001353 AMNT 578.31 TYPE R PAYCYCLE B1
--------EARNINGS------- ----------TAXES---------- --------DEDUCTIONS-------
AMOUNT HOURS AMOUNT MATCHING AMOUNT MATCHING
REG 924.00 80.00 FICA 72.22 72.22 401K 46.20 .00
OVTM FEDL 141.21 .00 CRUN 25.00 .00
VAC STAT 43.10 .00 INSU 20.00 .00
HOL1 LOCL 8.98 .00 DNTL .00 .00
HOL2 MISC 8.98 .00 XMAS .00 .00
SICK DED1
CONS DED2
INSU 20.00 ADVC .00 .00
TOT
Next Check Backup
ENTER BEGINNING CHECK DATE TO DISPLAY (CR=NEXT CHECK), F4-BACKUP..........
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

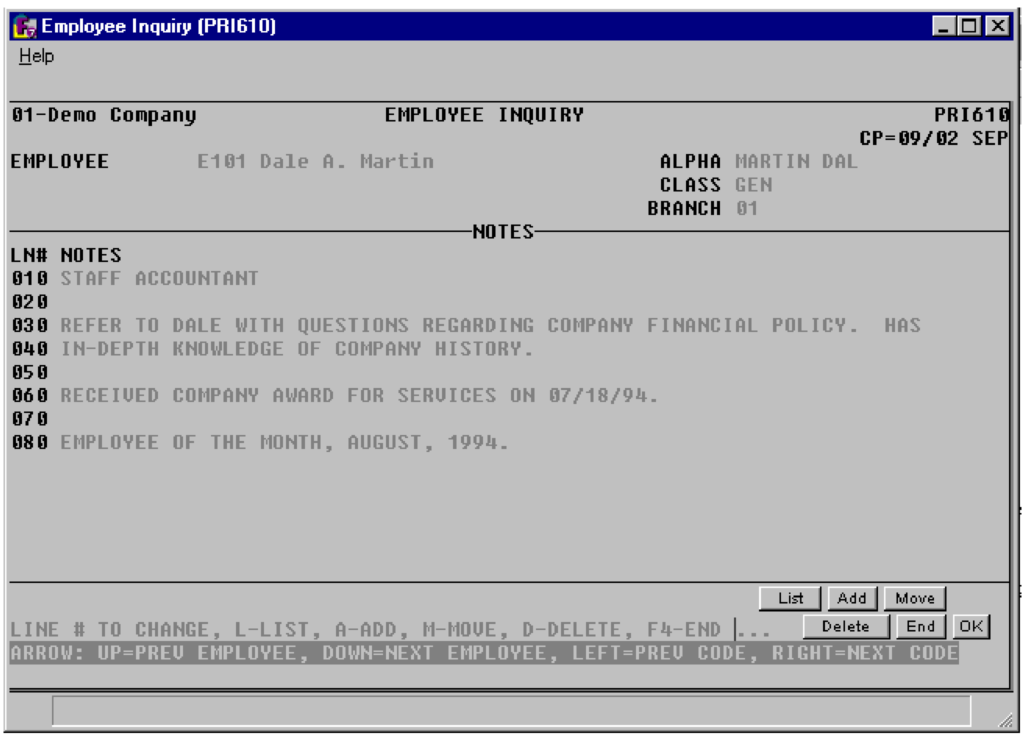

Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
PAY CYCLE
PC B1 Bi-weekly Atlant
DEPT 1 Wholesale
GL TABLE-EARN GA1 Georgia Earnings Dept 1
-DEDT GA1 Georgia Deduction Table Dept 1
GROSS PAY 924.00
DEDT FQ AMOUNT MATCHING
401K A 5.00% .00$
CRUN A 25.00$ $
INSU A 20.00$ $
DNTL A .00$ $
XMAS A .00$ $
DED1 N $ $
DED2 N $ $
ADVC A .00$ $
TAX T CODE EXMT FQ AMOUNT MATCHING
FICA T FCA 0 A $ $
FEDL T FIS 1 A $ $
STAT T GAS 1 A $ $
LOCL T GL1 0 A $ $
MISC T MCG 0 A $ $
Earnings
ENTER BEGINNING PAY CYCLE, CR-NEXT, F2-EARNINGS, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE


Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
EARNINGS DISTRIBUTION
PAY CYCLE NOT ON FILE
G/L# DESCRIPTION PERCENT
GENERAL,CODES,PTD/QTD/YTD/PAST/CHK HIST,PAY CYCLE,EARN DIST,DED BAL,HOURS,NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE


Employee Inquiry (PRI610)
Help
01-Demo Company
EMPLOYEE INQUIRY
PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin
ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
DEDUCTION BALANCES
CODE BALANCE
NOT ON FILE
GENERAL,CODES,PTD/QTD/YTD/PAST/CHK HIST,PAY CYCLE,EARN DIST,DED BAL,HOURS,NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE


Employee Inquiry (PRI610)
Help
01-Demo Company
EMPLOYEE INQUIRY
PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin
ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
DEDUCTION BALANCES
CODE BALANCE
NOT ON FILE
GENERAL,CODES,PTD/QTD/YTD/PAST/CHK HIST,PAY CYCLE,EARN DIST,DED BAL,HOURS,NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE


Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
HOURS AVAILABLE
YEARLY
CODE AVAILABLE USED REMAINING
VAC 40.00 .00 40.00
SICK 40.00 .00 40.00
GENERAL,CODES,PTD/QTD/YTD/PAST/CHK HIST,PAY CYCLE,EARN DIST,DED BAL,HOURS,NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP ..
Backup
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE


Employee Inquiry (PRI610)
Help
01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP
EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01
NOTES
LN# NOTES
010 STAFF ACCOUNTANT
020
030 REFER TO DALE WITH QUESTIONS REGARDING COMPANY FINANCIAL POLICY. HAS
040 IN-DEPTH KNOWLEDGE OF COMPANY HISTORY.
050
060 RECEIVED COMPANY AWARD FOR SERVICES ON 07/18/94.
070
080 EMPLOYEE OF THE MONTH, AUGUST, 1994.
List
Add
Move
LINE # TO CHANGE, L-LIST, A-ADD, M-MOVE, D-DELETE, F4-END ...
Delete
End
OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

CHAPTER 5

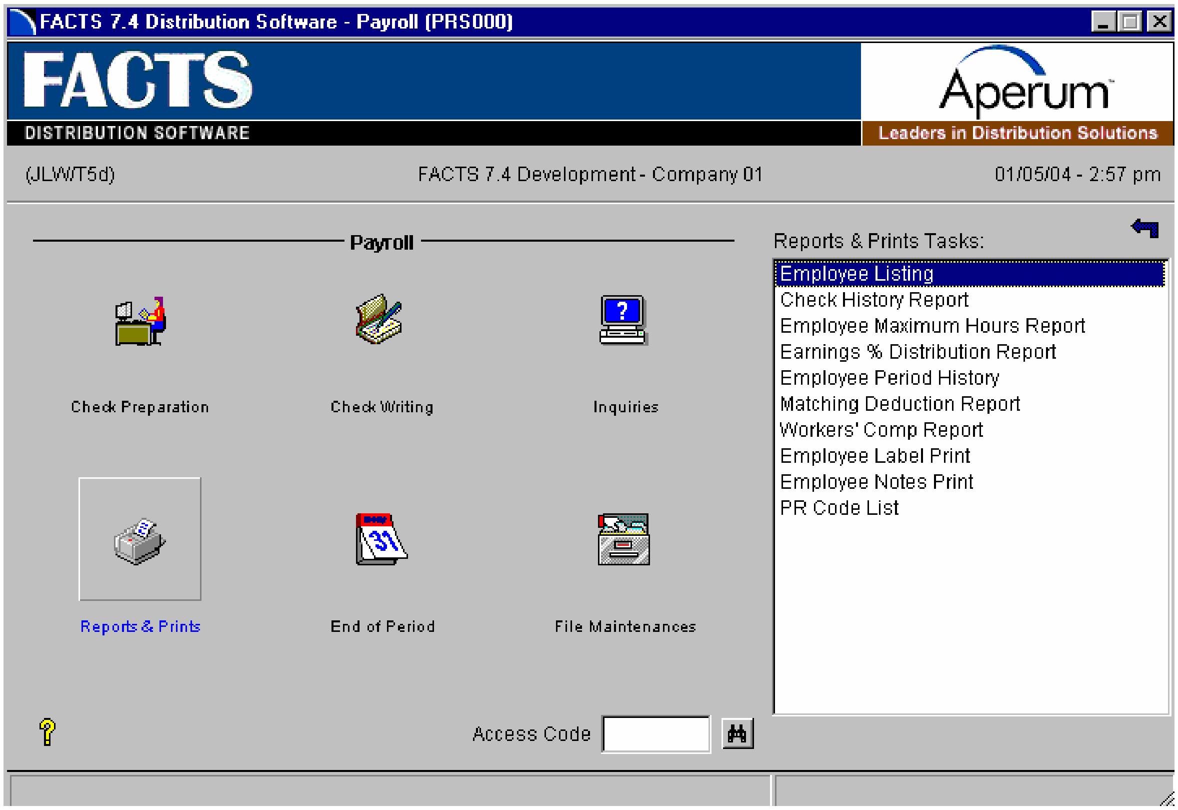
Reports & Prints

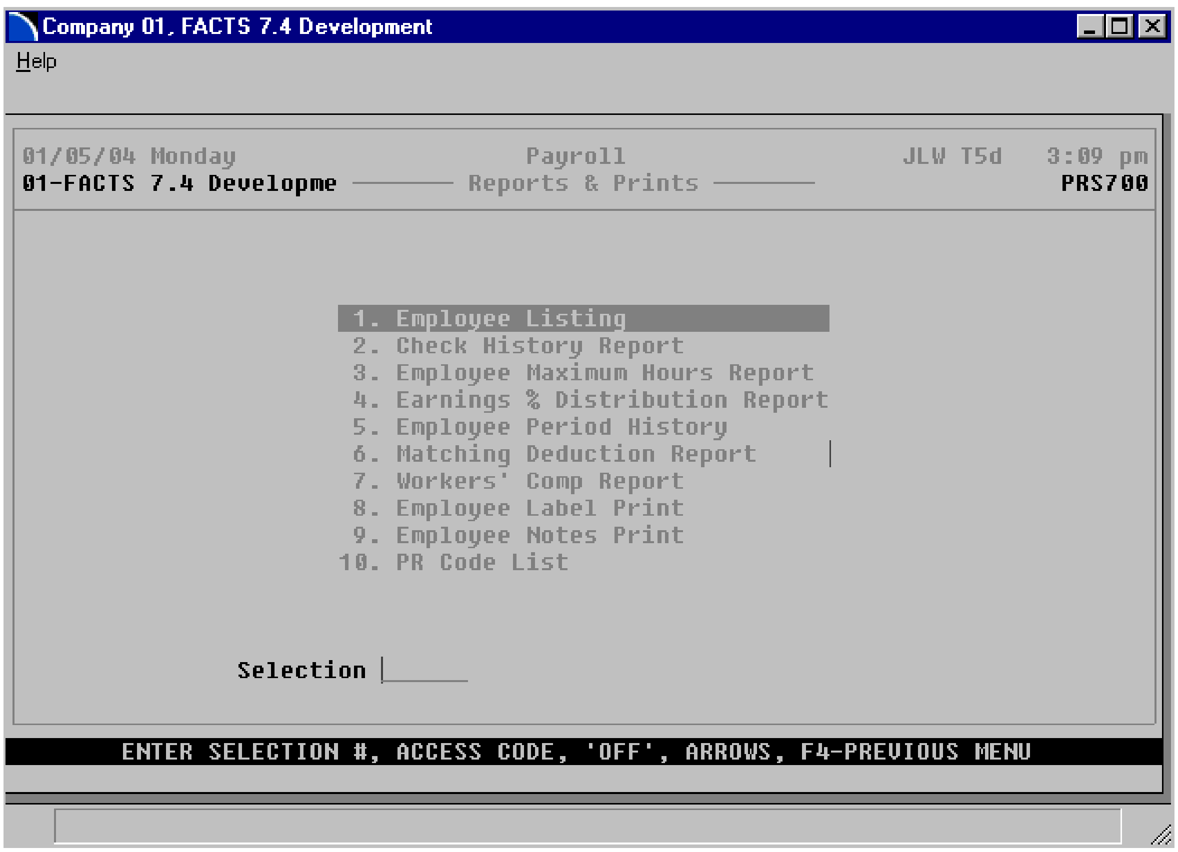
Most payroll reports have the option of printing in employee number, alphabetic, branch or employee class order. In addition to the order, you may then choose the range to be printed. For example, if the order chosen is branch, the beginning and ending branch is then asked for.

Most payroll reports also allow the user to select the pay cycle(s) and department to print such that only the information concerning the selected pay cycle(s) and department.

1. The Employee Listing prints a list of employees. Either general or pay cycle information may be printed in either summary or detail form. Active or terminated employees may also be selected.
2. The Check History Report prints a report of check history within selected dates, in summary, detail or check detail form.
3. The Employee Maximum Hours Report shows for each employee the maximum hours available, hours used, and hours remaining for any hourly earnings code selected to have maximum hours tracking.
4. The Earnings % Distribution Report prints a list of the general ledger account numbers for each employee with earnings % distribution and the % of the employees earnings distributed to that account number.
5. The Employee Period History Report prints a list of each employees hours, earnings and deductions by period in summary or detail for the periods selected.
6. The Matching Deduction Report prints by deduction code for the period selected, the deduction amount and employer matching deduction amount.
7. The Worker's Compensation Report prints for each state the rate (%) of contribution paid by the employer along with the earnings, in either summary or detail form.
8. The Employee Label Print program prints up to 99 labels to print per employee and may be sorted by zip code.

9. The Employee Notes Print program prints the notes for any employees in the employee notes file.
10. The PR Code List prints a list of the various PR codes: employee classes, departments, banks, earnings, deductions, tax districts, earnings GL groups and deductions GL groups. The information stored with these codes is also printed.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:57 pm
Payroll
Reports & Prints Tasks:
Employee Listing
Check History Report
Employee Maximum Hours Report
Earnings % Distribution Report
Employee Period History
Matching Deduction Report
Workers' Comp Report
Employee Label Print
Employee Notes Print
PR Code List
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:09 pm
01-FACTS 7.4 Developme
Reports & Prints
PRS700
1. Employee Listing
2. Check History Report
3. Employee Maximum Hours Report
4. Earnings % Distribution Report
5. Employee Period History
6. Matching Deduction Report
7. Workers' Comp Report
8. Employee Label Print
9. Employee Notes Print
10. PR Code List
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Employee Listing (PRR710)

Function

This program allows the user of the FACTS system to print general or pay cycle information regarding employees. Run this program before you run the Payroll Check Register.

The user has the option to:

- Select the order to print - employee, alpha, branch or class.
- Select the beginning and ending order choice.
- Select department to print.
- Select pay cycle(s) to print.
- Print general or pay cycle information.
- Print address, phone, social security number and / or pay change information if printing general information.
- Print summary or detail pay cycle information if printing pay cycle information.
- Print active, terminated, or both types of employees.
- Select the number of lines to skip between employees.

Report information includes the following:

- General: employee number, name, alpha sort key, department, employee class, worker's comp code, birth date, hire date, termination date, rehire date, active, statutory and pension flag and normal job number. The address, phone number, social security number and pay change information may also be included.

- Pay Cycle: employee number, name, pay cycle, department, GL posting tables for earnings and deductions, salary or hourly flag and gross pay. The summary report adds a summary of each employee's hours, taxes and other deductions. The detail report adds hours and pay rates in each category, tax flags, exemptions and amounts, and other deductions amounts. Gross pay, hours, deductions amounts and matching are totaled for each employee.

The total number of employees listed is also included.

User Inputs

The following inputs are involved in printing the Employee Listing:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice (ref.2).

3. Ending Order Choice

Select the ending order choice (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. CR defaults to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to print. CR defaults to ALL.

6. Information

Enter whether to print **G**eneral or **P**ay cycle information. CR defaults to G.

7. Include

If pay cycle information was entered in input #6, this input is skipped. Enter whether to print employee **A**ddress, **P**hone number, **S**ocial security number and/or pay **C**hange information. CR defaults to NONE.

8. Scope

If general information was entered in input #6, this input is skipped. Enter whether to print **S**ummary or **D**etail information. CR defaults to S.

9. Status

Enter whether to print **A**ctive or **T**erminated employees. CR defaults to ALL.

8. Skip

Enter the number of lines to skip between employees (0-9). CR defaults to 0.

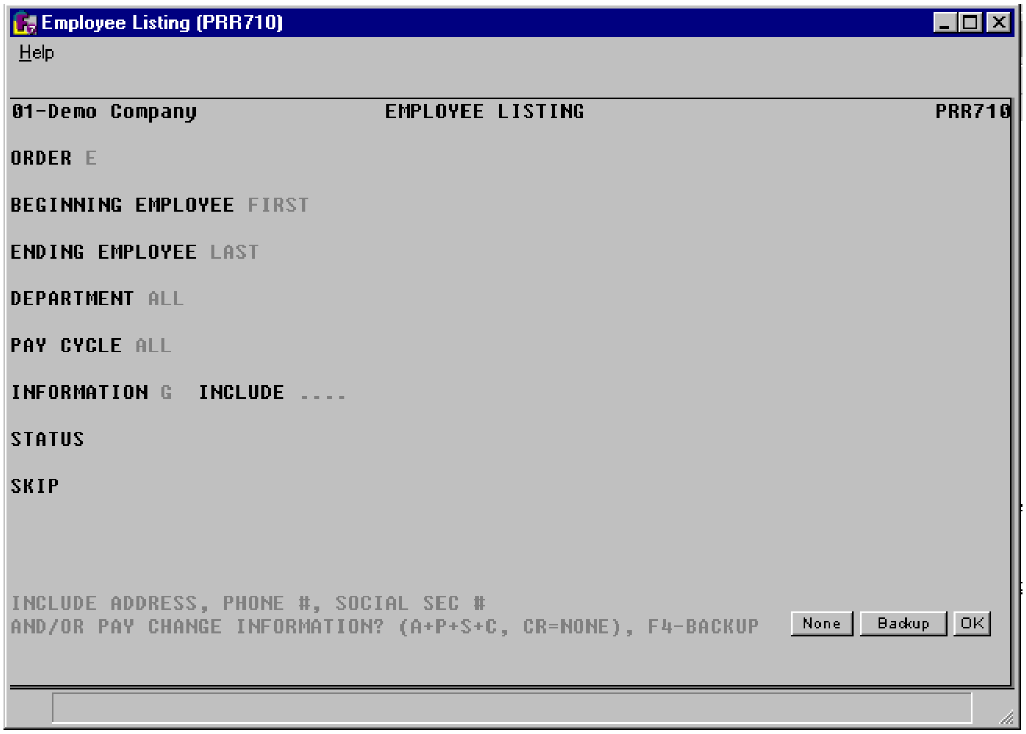
Technical Notes

The general report information comes from the employee file (PREMPL) and is input through the Employee F/M program. The pay cycle information comes from the employee pay cycle file (PREMPP) and is input through the Employee Pay Cycle F/M program.

The program prints by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or class (PRCLSX). The employee file or pay cycle file (PREMPP) is then checked for criteria entered.

FILES USED - SMCNTL, PREMPL, PREMPP, PREALX, PRBRCX, PRCLSX, PRTAXT, PREHST, PRDEDB

FILES UPDATED - NONE


Employee Listing (PRR710)
Help
01-Demo Company
EMPLOYEE LISTING
PRR710
ORDER E
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
DEPARTMENT ALL
PAY CYCLE ALL
INFORMATION G INCLUDE ....
STATUS
SKIP
INCLUDE ADDRESS, PHONE #, SOCIAL SEC #
AND/OR PAY CHANGE INFORMATION? (A+P+S+C, CR=NONE), F4-BACKUP
None
Backup
OK

Check History Report (PRR720)

Function

This program allows the user of the FACTS system to print a report of historical data related to payroll checks.

Check history is stored in detail by check and is updated by the Check Register. Check history records (checks) may be removed by the Clear Check History program at any time.

The user has the option to:

- Select the order to print - employee number, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the pay cycle(s) to print.
- Select the beginning and ending check date to print.
- Print summary, check list, breakdown, or check detail information.
- Print each employee on a new page.

Report information includes the following:

- Summary: employee number, name, total amount, total regular and premium hours, total regular and premium earnings and total taxes and other deductions.
- Check list: employee number and name. For each check of the employee, check date, number, type and amount. Employee and report totals are included.
- Breakdown: prints one line per check and includes employee number and name, check date, number, type, amount, regular and premium hours, regular and premium earnings and taxes and other deductions.
- Check history detail: For each employee, employee number and name and total. For each check listed for the employee, check number, date and type, GL earnings and deductions posting tables. Also included for each check, hours, earnings, taxes, other deductions and matching by each category. Check totals include hours, earnings, tax, other deductions, matching and net pay. In all formats, employee and report totals are included.

The total number of employees listed is also included.

User Inputs

The following inputs are involved in printing the Check History Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Pay Cycle

Enter up to twenty 2-character pay cycle codes side by side to print. CR defaults to ALL.

5. Beginning Date

Enter the first check date to be included on the report (ref.3). CR defaults to FIRST, the first date in the history file.

6. Ending Date

Enter the last check date to be included on the report (ref.3). CR defaults to LAST, the last date in the history file.

7. Scope

Enter whether to print **S**ummary, check **L**ist, **B**reakdown, **D**etail or **C**heck detail information. CR defaults to S.

8. New Page Per Employee

Enter **N** or **Y** to indicate if the report should begin a new page for each employee. CR defaults to N.

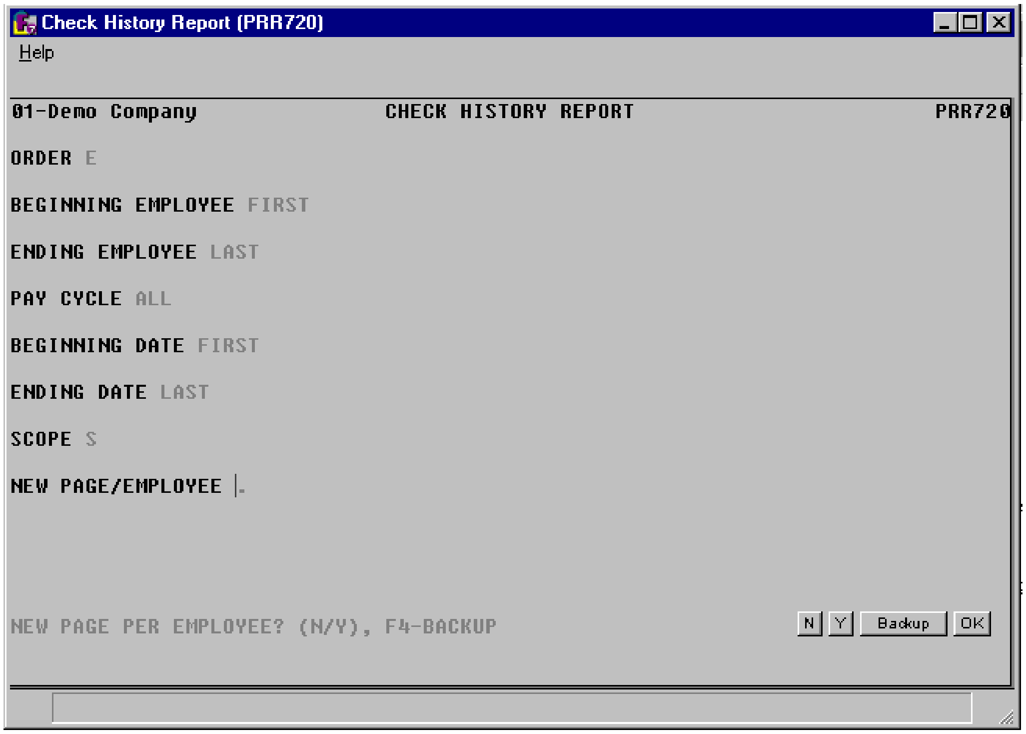
Technical Notes

Information on this report comes from the PR check history file (PRCHST) which is updated by the Check Register program update. Records are removed from the check history file through the clear check history program.

The program prints by reading through the chosen file - employee (PRCHST), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The program references the employee file (PREMPL) in order to retrieve the employee name. The check history file (PRCHST) is accessed to retrieve the data needed for the reports.

FILES USED - SMCNTL, PREALX, PRBRCX, PRCLSX, PREMPL, PRCHST

FILES UPDATED - NONE


Check History Report (PRR720)
Help
01-Demo Company
CHECK HISTORY REPORT
PRR720
ORDER E
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
PAY CYCLE ALL
BEGINNING DATE FIRST
ENDING DATE LAST
SCOPE S
NEW PAGE/EMPLOYEE
NEW PAGE PER EMPLOYEE? (N/Y), F4-BACKUP
N
Y
Backup
OK

Employee Maximum Hours Report (PRR730)

Function

This program allows the user of the FACTS system to print a report showing the maximum hours available and hours used for any hourly earnings code.

Users determine which hourly earnings codes are maximum codes (example, sick or vacation where employees can only be paid so much per year). Users also set up for each employee, at the beginning of a year, the maximum hours allowable per employee. This report prints the status of maximum hours at any time.

The user has the option to:

- Select the order to print - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the pay cycle(s) to print.
- Select the hourly earnings code(s) to print.
- Select a minimum number of hours used as a cutoff.

Report information includes the following: employee number, name and for each selected hourly earnings code, the yearly available hours, hours used and hours remaining. The total number of employees listed is also included.

User Inputs

The following inputs are involved in printing the Employee Maximum Hours Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. CR defaults to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to print. CR defaults to ALL.

6. Hours Code

Enter up to six 4-character hourly earnings codes side by side to print. CR defaults to ALL.

7. Cutoff

Enter the minimum number of hours used to be included on the report (0-999.99). Any employees who have used less than the amount entered do not print on the report. CR defaults to NO CUTOFF.

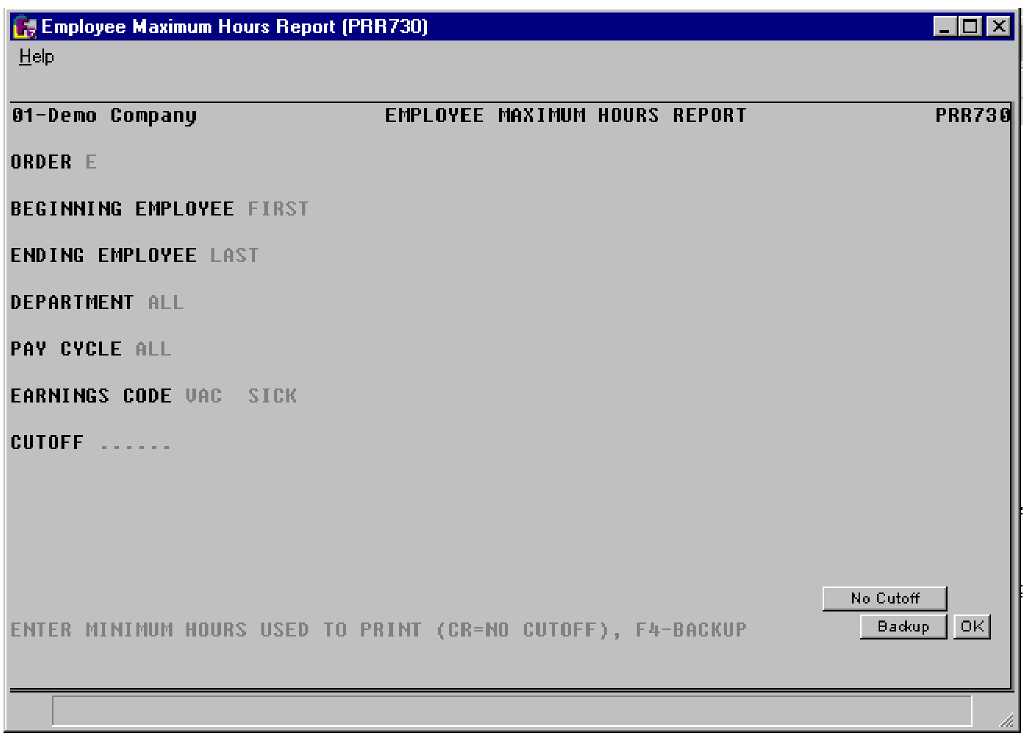
Technical Notes

Each employee's available yearly hours are entered into the employee maximum hours available file (PRMAXH) through the Employee Maximum Hours F/M. During the Check Register update, the QTD and YTD employee data file (PREHST) is updated as to the hours used in each category. The Employee Maximum Hours Report prints available and used hours from these two files to allow for comparison.

The program prints by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The employee maximum hours available file is referenced to obtain the yearly available hours, the employee pay cycle data file (PREMPP) is referenced to include only employees of the chosen pay cycle(s) and the PR employee file (PREMPL) is referenced in order to retrieve the employee name. Finally, the QTD and YTD employee data file is referenced to retrieve the hours used and to calculate the hours remaining.

FILES USED - SMCNTL, PREMPL, PREALX, PRBRCX, PRCLSX, PREHST, PRMAXH, PREMPP

FILES UPDATED - NONE



Earnings % Distribution Report (PRR740)

Function

This program allows the user of the FACTS system to print a report of the general ledger account numbers for employees with earnings % distribution records. The report is only available if the use earnings distribution flag is set to Y through the PR static control record.

The user has the option to:

- Select the order to print - employee number, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the pay cycle(s) to print.

Report information includes the following: employee number, name, pay cycle, each general ledger account number and description used by that employee and the % of the earnings distributed to that account number. The total number of employees listed is also included.

User Inputs

The following inputs are involved in printing the Earnings % Distribution Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. CR defaults to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side to side to print. CR defaults to ALL.

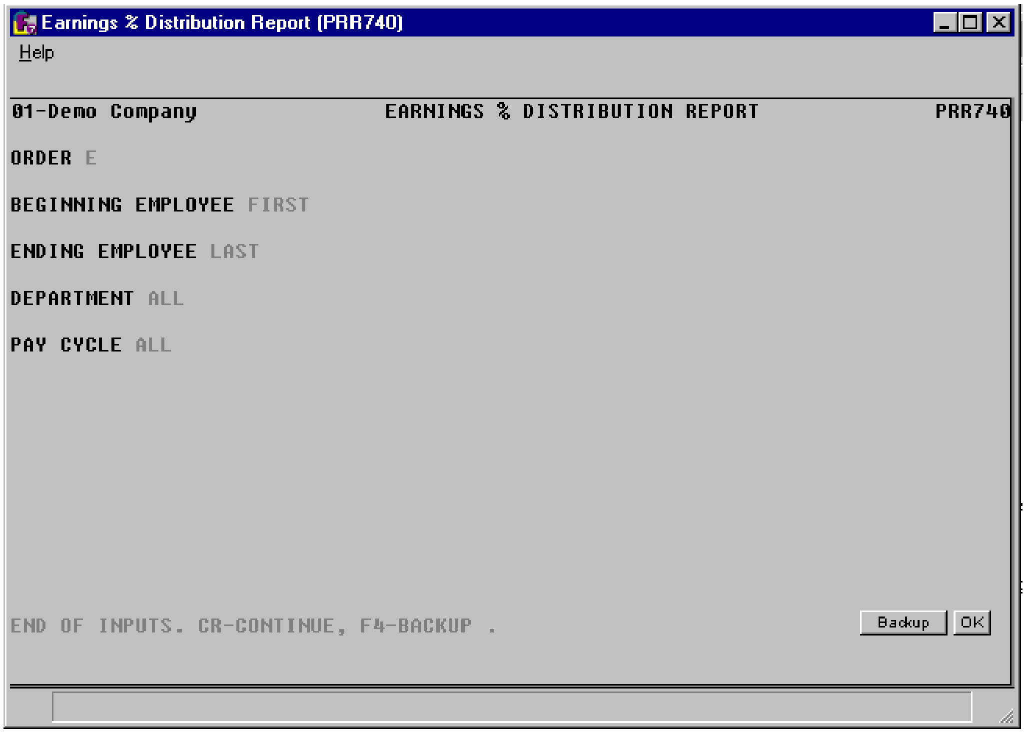
Technical Notes

Information for this report comes from the earnings % distribution file (PRDIST) which is created through the Earnings % Distribution F/M.

The program prints by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The earnings % distribution file is then referenced to obtain the needed data. The PR employee file (PREMPL) and GL account (GLMSTR) are used to obtain employee names and GL account descriptions.

FILES USED - SMCNTL, PRDIST, PREMPL, PREALX, PRBRCX, PRCLSX, GLMSTR

FILES UPDATED - NONE



Employee Period History Report (PRR750)

Function

This program allows the user of the FACTS system to print employee history information by period for up to the number of periods stored.

The user has the option to:

- Select the order to print - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the beginning and ending period to print.
- Select the state and local code to print.
- Print summary or detail information.

Report information includes the following:

- Summary: employee number, name, for each period, period, state, locality, amount, premium and regular hours and earnings, taxes and other deductions. Employee and report totals are printed.

- Detail: employee number, name, for each period, period, state, locality and hours earnings, taxes, other deductions and matching for each category (code). Period, employee and report totals are listed.

The total number of employees listed is also included.

User Inputs

The following steps are involved in printing the Employee Period History Report:

1. Order

Select the order choice to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. CR defaults to ALL.

5. Beginning Period

Enter the beginning period (PPYY) to print. CR defaults to the first period of the fiscal year.

6. Ending Period

Enter the ending period to print (PPYY). CR defaults to the current fiscal period.

7. State code

Enter the state code to print. The entry must be a valid state code. CR defaults to ALL.

8. Local Code

Enter the local code to print. The entry must be a valid local code. CR defaults to ALL.

9. Scope

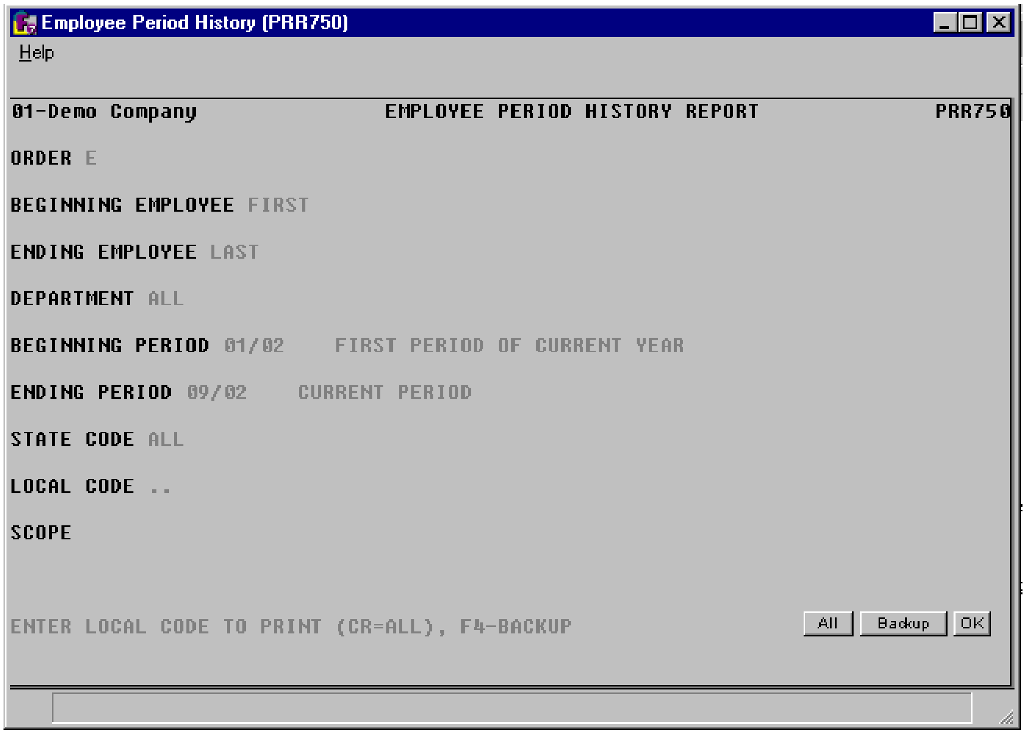
Enter whether to print **S**ummary or **D**etail information. CR defaults to S.

Technical Notes

Printing proceeds by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The program then checks the employee history file (PRPHST) for a records meeting criteria entered.

FILES USED - SMCNTL, PREMPL, PREALX, PRBRCX, PRCLSX, PRPHST

FILES UPDATED - NONE


Employee Period History (PRR750)
Help
01-Demo Company EMPLOYEE PERIOD HISTORY REPORT PRR750
ORDER E
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
DEPARTMENT ALL
BEGINNING PERIOD 01/02 FIRST PERIOD OF CURRENT YEAR
ENDING PERIOD 09/02 CURRENT PERIOD
STATE CODE ALL
LOCAL CODE ..
SCOPE
ENTER LOCAL CODE TO PRINT (CR=ALL), F4-BACKUP
All
Backup
OK

Matching Deduction Report (PRR760)

Function

This program allows the user of the FACTS system to print a report of any deduction code with employee matching information.

The user has the option to:

- Select the deduction code to print.
- Print period, quarterly, yearly or last pay check information.
- Select the branch to print.
- Select the department to print.

Report information includes the following: deduction code, description and the ending date of either the period, quarter or year. Also included are the employee number, name and social security number, the period, quarterly, or yearly employee gross earnings, the amount contributed by the employee, the percentage of gross contributed by the employee, the amount contributed by the employer, the percentage of gross contributed by the employer, the total-dollar amount contributed by both, and the percentage of gross that the total contribution by both represents. Report totals are printed. The total number of employees listed is also included.

User Inputs

The following steps are involved in printing the Matching Deduction Report:

1. Deduction Code

Enter the deduction code to print. The entry must be a valid deduction code with the matching flag set to Y in the deductions code file.

2. Period

Enter whether to print **P**eriod, **Q**uarterly, **Y**early or **L**ast pay check information. CR defaults to P.

3. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to ALL.

4. Department

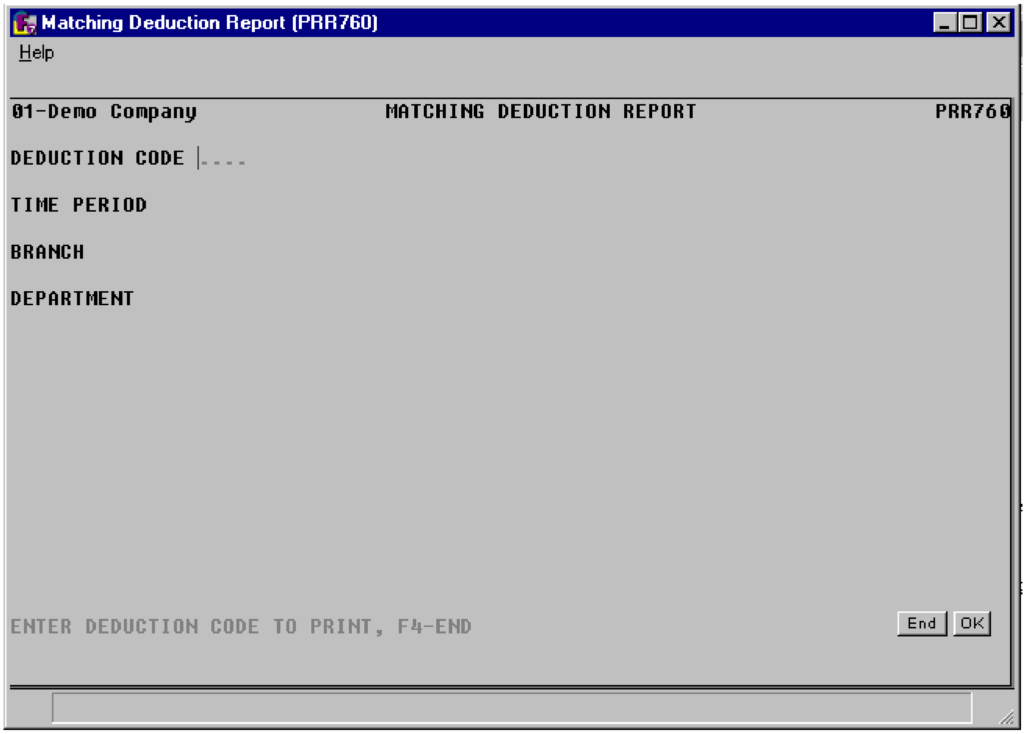
Enter the department to print. The entry must be a valid department. CR defaults to ALL.

Technical Notes

Printing proceeds by reading through the employee file (PREMPL) and the employee history file (PREHST) checking for records meeting criteria entered.

FILES USED - SMCNTL, PREHST, PREMPL

FILES UPDATED - NONE


Matching Deduction Report (PRR760)
Help
01-Demo Company
MATCHING DEDUCTION REPORT
PRR760
DEDUCTION CODE ....
TIME PERIOD
BRANCH
DEPARTMENT
ENTER DEDUCTION CODE TO PRINT, F4-END
End
OK

Worker's Compensation Report (PRR770)

Function

This program allows the user of the FACTS system to print a report of the rate (%) of contribution paid by the employer to the tax district for worker's compensation purposes.

The user has the option to:

- Select the tax type to print - FICA, federal, state, local or miscellaneous 1 or 2.
- Select the beginning and ending order choice.
- Select the beginning and ending worker's comp code to print.
- Select the period to print.
- Print summary or detail information.

Report information includes the following:

- Summary: tax district code and description, worker's compensation code and description, rate of employer, earnings contribution and the premium to be paid of the selected periods. State and report totals of the total earnings of all selected periods are also included.
- Detail: summary plus the earnings and premium of each selected period. Also included among the state and report totals are the totals of the earnings and premium of each selected period.

The total number of tax districts (state, local, etc.) are also included.

User Inputs

The following inputs are involved in printing the Worker's Compensation Report:

1. Tax Type

Enter whether to print **X**-FICA, **F**ederal, **S**tate, **L**ocal, miscellaneous **1** or miscellaneous **2** tax type. If FICA or federal were entered, inputs #2-3 are skipped.

2. Beginning Order Choice

Select the beginning order choice to print. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print. CR defaults to LAST.

4. Beginning Code

Enter the beginning worker's compensation code to print (up to 3 characters). CR defaults to FIRST, the first code on file.

5. Ending Code

Enter the ending worker's compensation code to print (up to 3 characters). CR defaults to LAST, the last code on file.

6. Beginning period

Enter the beginning period to print (PPYY). The period must be among the current or 22 previous PR periods. CR defaults to the first period of the current fiscal year.

7. Ending Period

Enter the ending period to print (PPYY). The period must be among the current or 22 previous PR periods and also be within 12 periods from the beginning period. CR defaults to the current period.

8. Scope

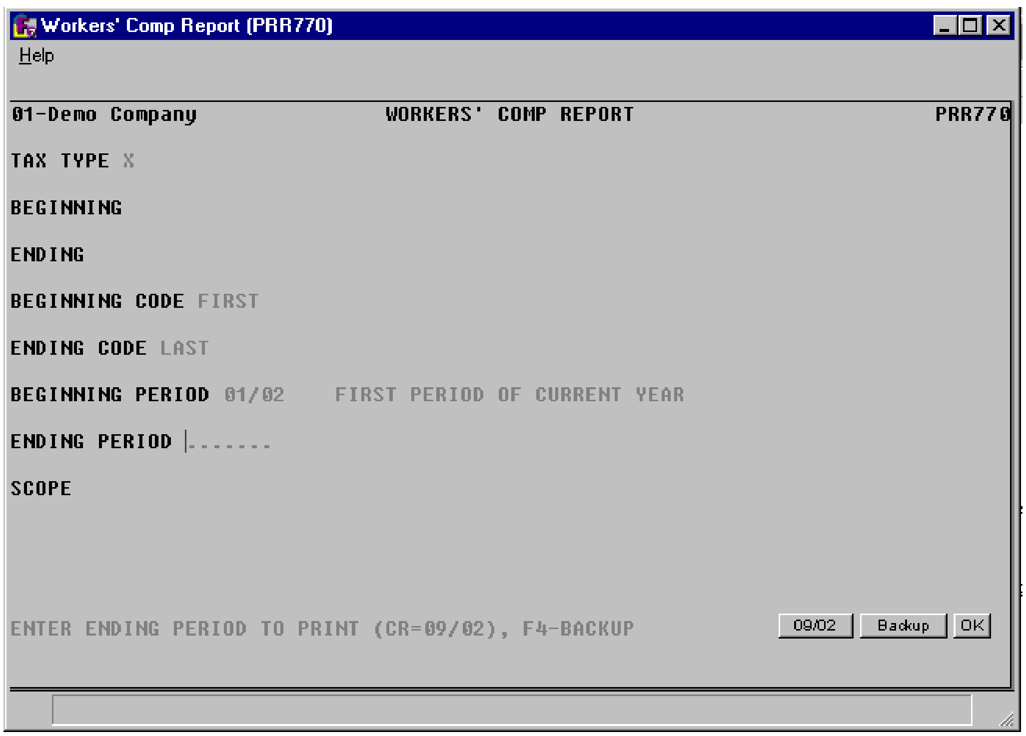
Enter whether to print **S**ummary or **D**etail information. CR defaults to S.

Technical Notes

Printing proceeds by reading through the payroll workman's compensation file and (PRCOMP) checking for all information that meets the criteria entered.

FILES USED - SMCNTL, PRCOMP

FILES UPDATED - NONE



Employee Label Print (PRP710)

Function

This program allows the user of the FACTS system to print labels by zip code from the information stored in the employee file.

The user has the option to:

- Select the print order - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Print the labels in zip code order.
- Print employee number or social security number.
- Print up to 99 labels for each employee.
- Print an alignment check.

Label information includes the following: employee name, address, city, state, zip code and either employee number or social security number or neither. The program prints on 11-1/2 x 15-inch paper and prints four (4) labels across. For more information on the size of the labels, see the forms section of the Installation Guide.

User Inputs

The following inputs are involved in printing the labels:

1. Order

Select the order the labels are to print (including **Z**ip code order) (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Zip Code Sort

Enter **N** or **Y** to indicate whether to sort the customers by zip code. CR defaults to N.

5. Employee #/Ssn

Enter whether to print on all labels **E**mployee number or **S**ocial security number. CR defaults to NONE.

6. Number Of Labels

Enter the number of labels to print per customer (1-99). CR defaults to 1.

7. Alignment

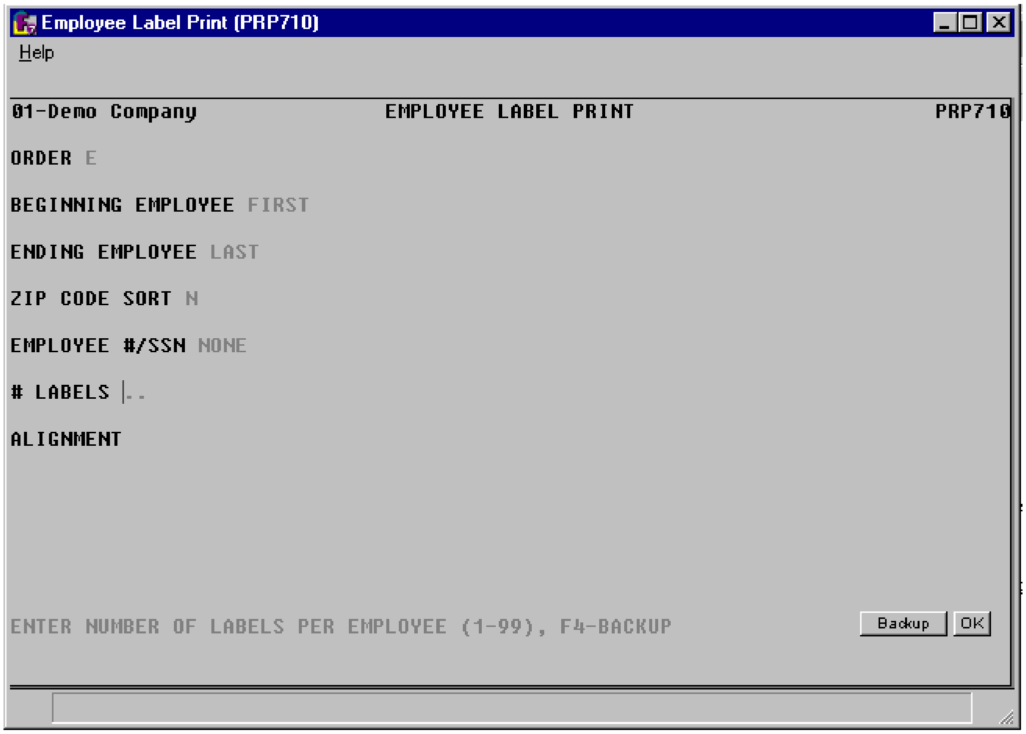
Enter **N** or **Y** to indicate whether to print an alignment (ref. 1).

Technical Notes

Printing proceeds by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX), or employee class (PRCLSX). The employee file is then checked for the information needed to print labels. If sorted by zip code, the program creates a temporary sort file (SMSRT?) which sorts the zip codes into correct order.

FILES USED - SMCNTL, PREMPL, PREALX, PRBRCX, PRCLSX

FILES UPDATED - SMSRT?



Employee Notes Print (PRR780)

Function

This program allows the user of the FACTS system to print the notes recorded for each employee. Employee notes are created and maintained through the Employee Inquiry program.

The user has the option to:

- Select the print order - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Print a new page for each employee.

Report information includes the following: employee number and name and all notes recorded for an employee. Each employee printed may begin on a new page. The total number of employees printed is also included.

User Inputs

The following inputs are involved in printing employee notes:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. New Page

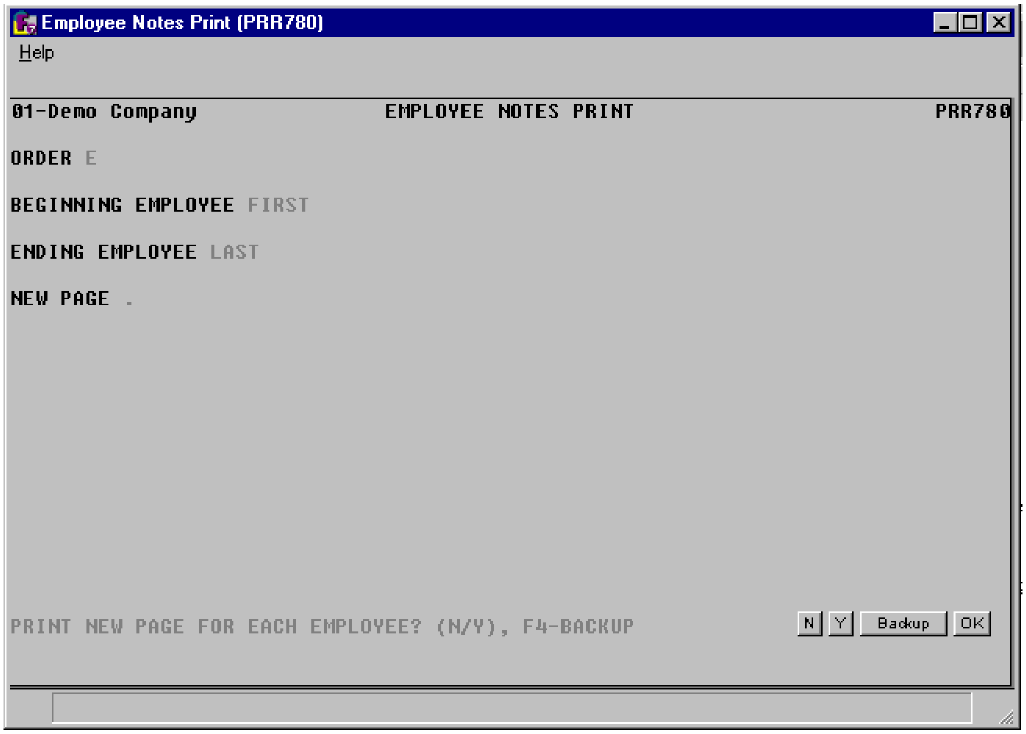
Enter **N** or **Y** to indicate whether to print a new page (start on new page) for each employee with notes. CR defaults to N.

Technical Notes

Printing proceeds by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The employee notes file (PRNOTE) is then checked for employees meeting the criteria entered.

FILES USED - SMCNTL, PREMPL, PREALX, PRNOTE, PRBRCX, PRCLSX

FILES UPDATED - NONE


Employee Notes Print (PRR780)
Help
01-Demo Company
EMPLOYEE NOTES PRINT
PRR780
ORDER E
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
NEW PAGE .
PRINT NEW PAGE FOR EACH EMPLOYEE? (N/Y), F4-BACKUP
N
Y
Backup
OK

PR Code List (PRR790)

Function

This program allows the user of the FACTS system to print a list each of the following payroll codes:

- Employee class
- Department
- Earnings code
- Deductions code
- Tax district code
- Earnings GL posting table
- Deductions GL posting table

Each code above is entered into its own file maintenance program and is used to run the payroll system.

The user has the option to:

- Select the code to print.
- Select the beginning and ending code.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

User Inputs

The following inputs are involved in printing the payroll code list:

1. Select Number

Enter the number of the field to print (1-7).

2. Beginning Order Choice

Enter the beginning order choice to print of the field selected. CR defaults to FIRST.

3. Ending Order Choice

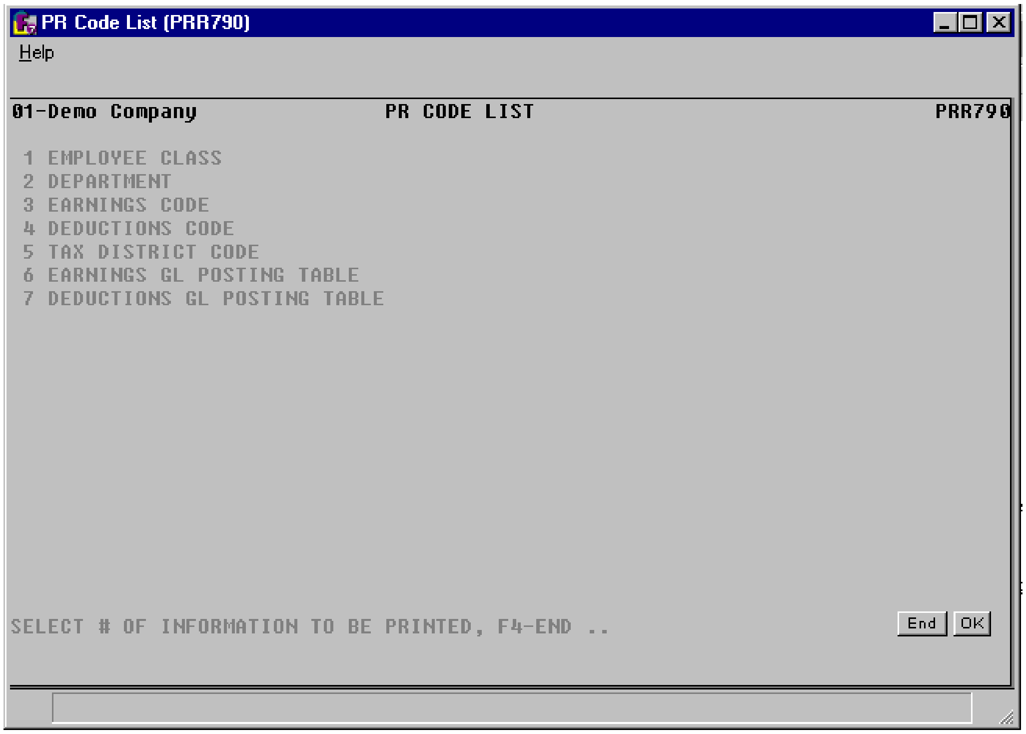
Enter the ending order choice to print of the field selected. CR defaults to LAST.

Technical Notes

The program reads through the appropriate section of the SMCNTL file and prints the requested information. The GL account file (GLMSTR) is referenced for GL account descriptions.

FILES USED - SMCNTL, GLMSTR

FILES UPDATED - NONE


PR Code List (PRR790)
Help
01-Demo Company
PR CODE LIST
PRR790
1 EMPLOYEE CLASS
2 DEPARTMENT
3 EARNINGS CODE
4 DEDUCTIONS CODE
5 TAX DISTRICT CODE
6 EARNINGS GL POSTING TABLE
7 DEDUCTIONS GL POSTING TABLE
SELECT # OF INFORMATION TO BE PRINTED, F4-END ..
End
OK

End of Period

The end-of-period menu contains programs, which should be run at the end of each month, period and year to close them correctly and acquire the information needed to report to the government. (Please refer to the normal procedures section.)

The monthly close-out procedures consist of running the following:

1. The Period Earnings/Deductions Report prints a report of all wages earned and deductions withheld in the period (month).
2. The Period GL Distribution prints a report of all general ledger expense distributions created during the Check Register for the period (month). An optional removal is included to remove the records after printing.
3. The Period Check Register prints a list grouped by bank of all regular, manual and void checks for the period (month). An optional removal is included to remove the records after printing.
4. The Unemployment Report prints a list of employee wages and state unemployment tax due for the period (month) by tax type.
5. The End-of-Period Update is run to clear out the period-to-date earnings, deductions and unemployment information.

The quarterly close-out procedures consist of running the following:

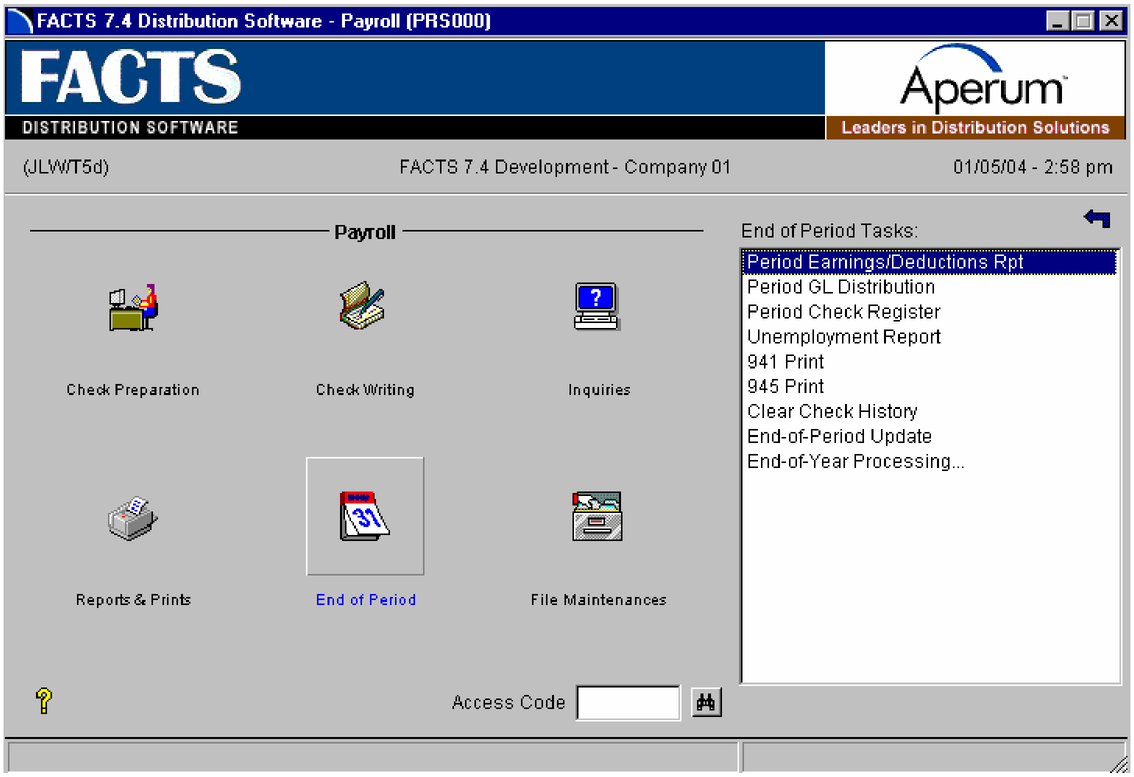
1. The Period Earnings/Deductions Report for the quarter
2. The 941 Print lists 941 information (federal tax and FICA amounts withheld) for reporting purposes.
3. The 945 Print lists 945 information (income tax withheld for nonpayroll items) for reporting purposes.
4. The Clear Check History program removes check history by date as determined by the user.
5. The Unemployment Report for the quarter

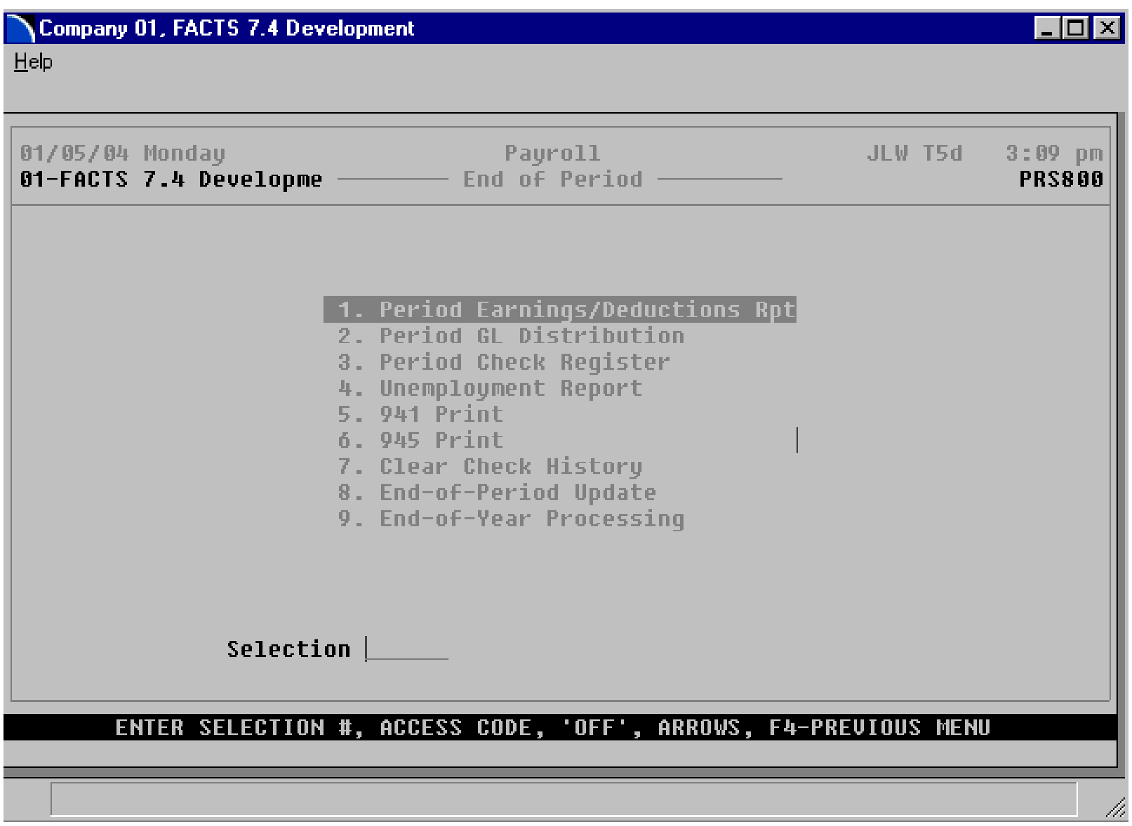
6. The End-of-Period Update is run to clear out the quarter-to-date earnings, deductions and unemployment information.

The yearly close-out procedures consist of running the following:

1. The Period Earnings / Deductions Report for the year
2. The Unemployment Report for the year
3. The W-2 Information Capture program must be run so that you can close out the year and start running payrolls before printing the W-2s. The program is found on the end-of-year procedures menu. (see next section)
4. The End-of-Period Update is run to clear out the year-to-date earnings, deductions and unemployment information.

At this point, the W-2s may be printed and / or W-2 Magnetic Tape Update may be run along with the W-2 Magnetic Tape Report to file with the Social Security Administration. The Clear Check History program should be run periodically (as set by the user) to clear out check history to keep the file from filling up.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:58 pm
Payroll
End of Period Tasks:
Period Earnings/Deductions Rpt
Period GL Distribution
Period Check Register
Unemployment Report
941 Print
945 Print
Clear Check History
End-of-Period Update
End-of-Year Processing...
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:09 pm
01-FACTS 7.4 Developme
End of Period
PRS800
1. Period Earnings/Deductions Rpt
2. Period GL Distribution
3. Period Check Register
4. Unemployment Report
5. 941 Print
6. 945 Print
7. Clear Check History
8. End-of-Period Update
9. End-of-Year Processing
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Period Earnings/Deductions Report (PRR810)

Function

This program allows the user of the FACTS system to print a report of wages earned in each earnings category and deductions withheld during the period, quarter or year. Although the report may be printed at any time, it should be printed at the end of each period, quarter and year, and permanently filed as part of the end-of-period procedures.

The user has the option to:

- Select the order to print - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the pay cycle(s) to print.
- Select the time period for reporting - period, quarter or year.
- Print a recap by department.

Report information includes the following: employee number, name and hours worked, wages earned and deductions withheld during the selected time period along with the employees total and report totals. The total number of employees listed is also included. The optional department recap prints for each department, by branch, hours worked and wages earned. Report totals are also printed in the department recap. The total number of departments listed is also included.

User Inputs

The following inputs are involved in printing the Period Earnings/Deductions Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. CR defaults to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to print. CR defaults to ALL.

6. Time Period

Enter whether to print **P**eriod-to-date, **Q**uarter-to-date or **Y**ear-to-date information. CR defaults to P.

7. Department Recap

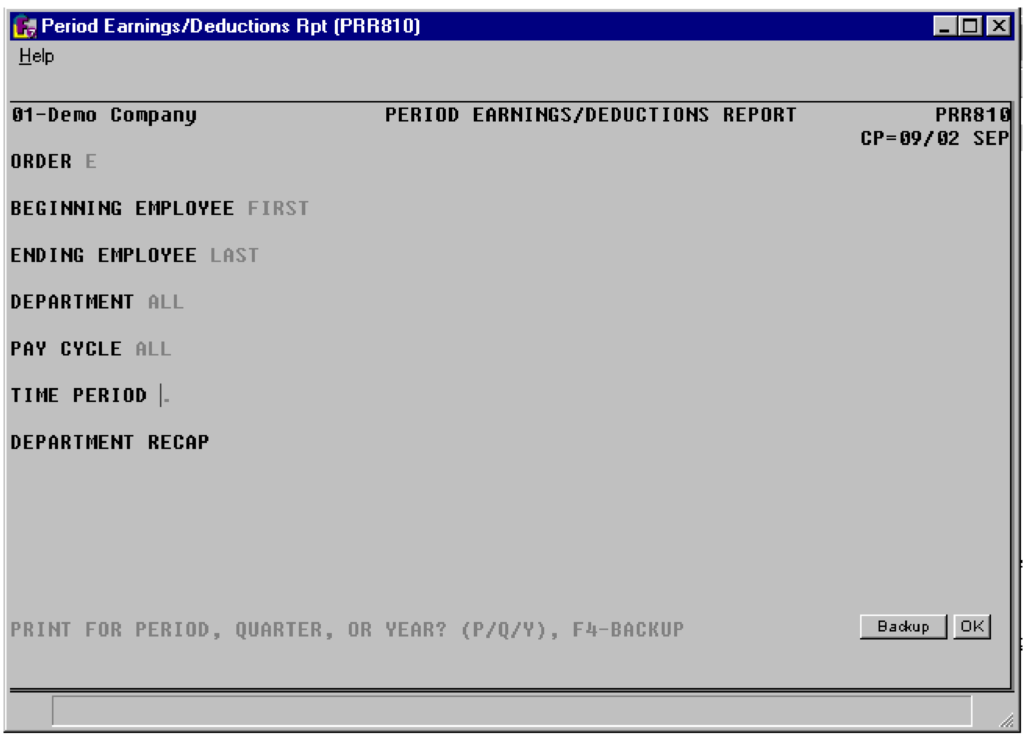
Enter **Y** or **N** to indicate if the report recap by department should be printed. CR defaults to Y.

Technical Notes

The program prints by reading through the chosen file - employee (PREMPL), alpha (PREALX), branch (PRBRCX) or class (PRCLSX). The employee pay cycle file (PREMPP) is checked to ensure that only employees from the selected pay cycles are included and the QTD and YTD employee data file (PREHST) and employee file (PREMPL) are referenced for the data meeting criteria entered. The department recap prints information stored in the department history file (PRDEPT).

FILES USED - SMCNTL, PREMPL, PREMPP, PREHST, PREALX, PRBRCX, PRDEPT, PRCLSX

FILES UPDATED - NONE



Period GL Distribution (PRR830)

Function

This program allows the user of the FACTS system to print a list of all general ledger expense distributions created during the Check Register. The report is only available if the **Use Period GL Distribution** flag in the PR Static Control Record is set to Y. Although this report may be printed at any time, it should be printed at the end of each period and permanently filed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the report is run.

The user has the option to:

- Select the period to print.
- Select the beginning and ending GL account number to print.
- Select the branch to print
- Select the department to print.
- Print summary or detail information.

Report information includes the following:

- Summary: one line per account number and includes general ledger account number and description, debit, credit and net amounts.
- Detail: general ledger number and description, employee number and name, check number, register number, debit, credit and net amounts. Totals for each account number are included.

Report totals are printed. The total number of GL account numbers listed is also included.

User Inputs

The following inputs are involved in printing the Period GL Distribution Report:

1. Period

Enter the payroll period to print (PPYY). CR defaults to CURRENT, the current payroll period as displayed in the upper right corner of the screen.

2. Beginning GL Number

Enter the first GL account number to be included. CR defaults to FIRST.

3. Ending GL Number

Enter the last GL account number to be included. CR defaults to LAST.

4. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to ALL.

5. Department

Enter the department to print. The entry must be a valid department. CR defaults to ALL.

6. Scope

Enter whether to print **S**ummary or **D**etail information. CR defaults to S.

7. Check report. OK to remove records just printed?

Enter **YES** or **N** to indicate whether to remove the if records just printed on the Period GL Distribution.

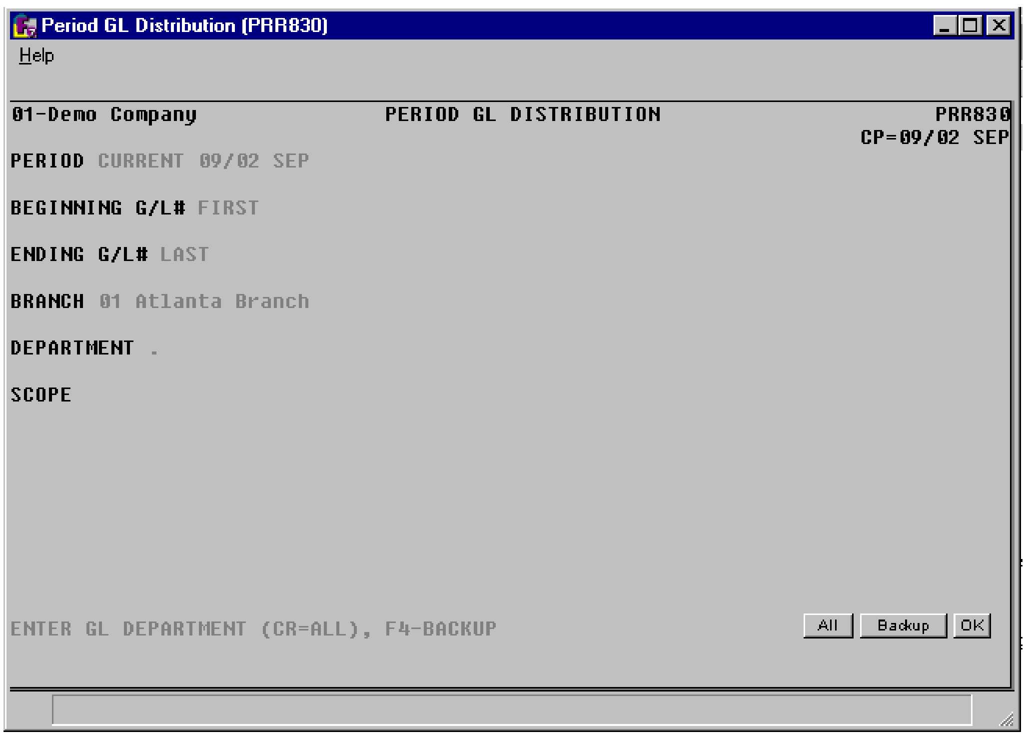
Technical Notes

Printing proceeds by reading through the PR period expense distribution file (PRDISP). The employee file (PREMPL) and general ledger account file (GLMSTR) are referenced for employee names and general ledger account descriptions.

The optional update removes the records just printed from the period expense distribution file (PRDISP).

FILES USED - SMCNTL, PREMPL, GLMSTR

FILES UPDATED - PRDISP



Period Check Register (PRR840)

Function

This program allows the user of the FACTS system to print a listing, grouped by bank, of all regular, manual and void payroll checks for the period. Records on this report are created during the update portion of the Check Register program if the **Use Period Check Register** flag in the company PR static control record is set to Y.

Report information includes the following: bank number and name, check number, branch, employee number and name, check date, register number, check amount and type (regular, manual or void). Bank and report totals are printed. The total number of checks listed is also included.

User Inputs

The following inputs are involved in printing the Period Check Register:

1. Period

Enter the payroll period to print (PPYY). The entry must be a period which cannot occur after the next GL period. CR defaults to CURRENT, the current payroll period as displayed in the upper right corner of the screen.

2. Beginning Bank

Enter the number of the first bank to print. CR defaults to FIRST.

3. Ending Bank

Enter the number of the last bank to print. CR defaults to LAST.

4. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to ALL.

5. Check register. Do you wish to remove records just printed?

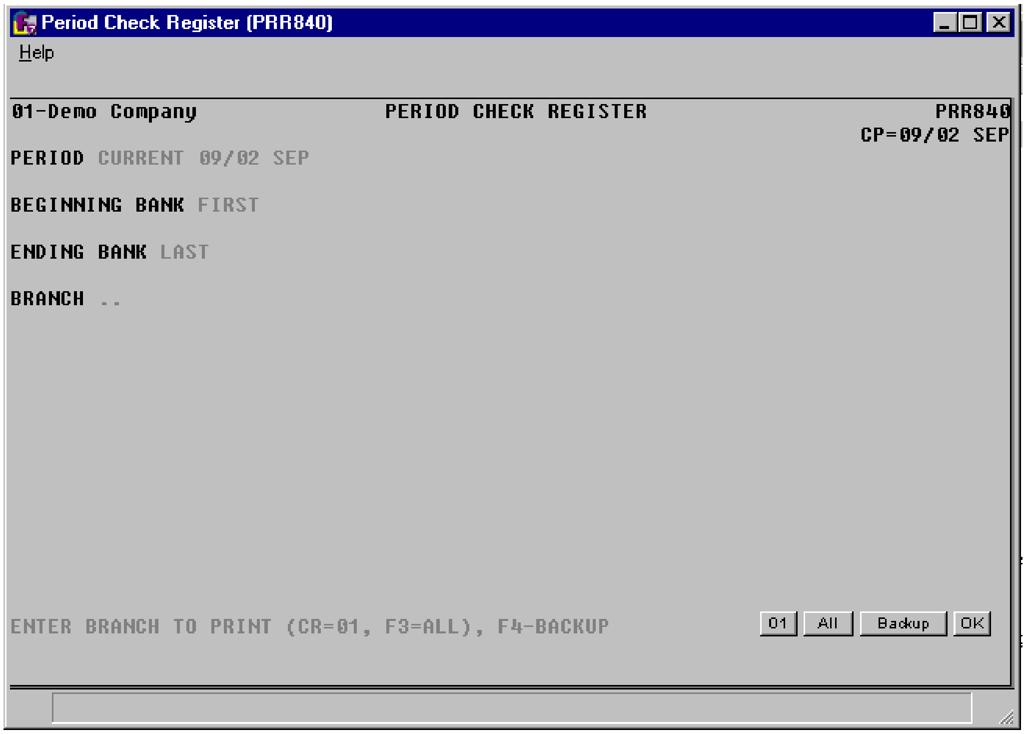
Enter **YES** or **N** to indicate whether to remove records just printed in the Period Check Register.

Technical Notes

Printing proceeds by reading through the PR period check register file (PRCHKP). The PR employee file is referenced for employee names. The optional update removes the records just printed from the period check register file.

FILES USED - SMCNTL, PREMPL

FILES UPDATED - PRCHKP


Period Check Register (PRR840)
Help
01-Demo Company
PERIOD CHECK REGISTER
PRR840
CP=09/02 SEP
PERIOD CURRENT 09/02 SEP
BEGINNING BANK FIRST
ENDING BANK LAST
BRANCH ..
ENTER BRANCH TO PRINT (CR=01, F3=ALL), F4-BACKUP
01
All
Backup
OK

Unemployment Report (PRR850)

Function

This program allows the user of the FACTS system to print an unemployment report by tax district for the period.

Although the report may be printed at any time, report information is incomplete until the last payroll is run and the Check Register updated. It should be printed PRIOR to the end-of-period update since that program zeros period-to-date figures.

Report information is grouped by tax district code and includes tax district code and description, company name and address, tax ID numbers and wage ceiling. For each employee the following is printed: social security number, name, gross wages, taxable wages and nontaxable wages. Tax district totals are included along with the amount of unemployment tax due.

User Inputs

The following inputs are involved in printing an Unemployment Report:

1. Period

Enter whether to print a **P**eriod, **Q**uarterly, or **Y**early Unemployment Report. CR defaults to P.

2. Report Type

Enter whether to print **F**ederal, **S**tate, **L**ocal, Misc**1** or Misc**2** tax type.

If Federal was selected as the report type, the beginning type and ending type are skipped.

3. Beginning Type

Enter the tax district of the first code to print. CR defaults to FIRST.

4. Ending Type

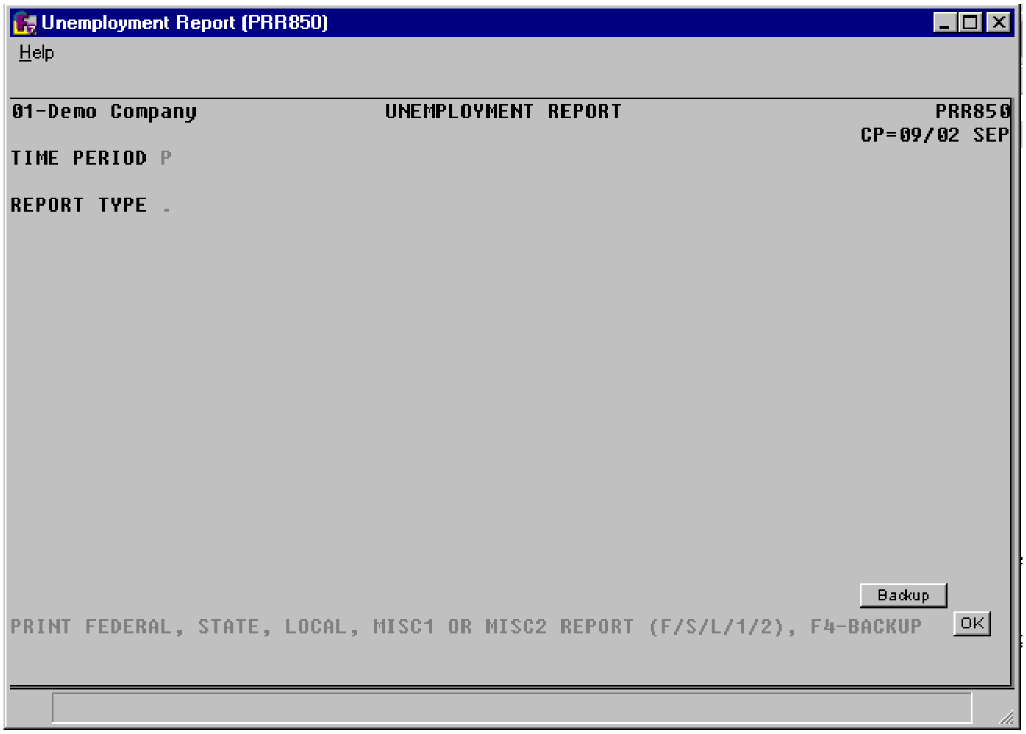
Enter the tax district of the last code to print. CR defaults to LAST.

Technical Notes

The program proceeds by reading through the unemployment information file (PRUNEM) for period-to-date figures. Calculations are based on information in the tax district information record created through the PR Tax District Information F/M program.

FILES USED - SMCNTL, PREMPL, PRUNEM

FILES UPDATED - NONE


Unemployment Report (PRR850)
Help
01-Demo Company
UNEMPLOYMENT REPORT
PRR850
CP=09/02 SEP
TIME PERIOD P
REPORT TYPE
Backup
PRINT FEDERAL, STATE, LOCAL, MISC1 OR MISC2 REPORT (F/S/L/1/2), F4-BACKUP
OK

941 Print (PRP810)

Function

This program allows the user of the FACTS system to print the 941 report for the current period for each company.

Although the report may be printed at any time, information is incomplete until the last payroll of the period is run and the Check Register updated. The report should be printed PRIOR to running the End-of-Period Update since that program zeros period-to-date figures.

Income tax withheld for **payroll** items will be reported on this form. Report information includes the following: company name and address and federal tax identification number. For each employee, the following is printed: social security number, employee name, gross wages, total wages subject to federal taxes, amount of federal tax withheld, total wages subject to FICA and FICA amount withheld, total wages subject to state tax and state tax withheld and total wages subject to local tax and local tax withheld. Report totals for gross wages, federal wages, federal tax, FICA wages, FICA tax, state wages, state tax, local wages and local tax are printed. The total number of employees listed is also included.

The Tax Liability Recaps prints date wages paid through for the three months of the quarter.

User Inputs

The following inputs are involved in printing the 941 Print:

1. Period

Enter whether to print 941's information for the **P**eriod, **Q**uarter or **Y**ear. CR defaults to P.

2. Order

Enter **N** or **Y** to indicate whether to print 941 information in state order. CR defaults to N.

3. Recap

If P or Y was entered in input #1 this input is skipped. IF Q was entered in input #1, and Y was entered in input #2, this input is skipped. If Q was entered in input #1 and N was entered in input #2, enter **N** or **Y** to indicate whether to print the detail of each month of the quarter. The detail includes a tax liability recap. CR defaults to N.

4. Earned Income

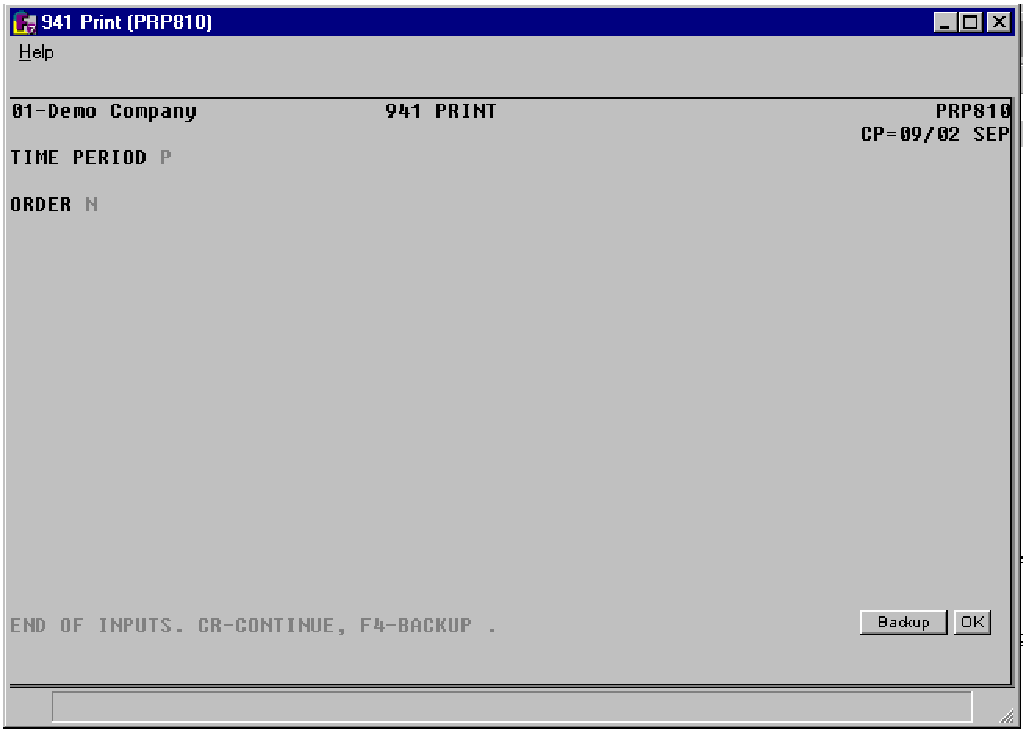
Enter **N** or **Y** to indicate whether to include earned income credit (FIEI) amounts on this report. This input is displayed only if the FIEI code is set up in the Deductions Code F/M and the Code Sequence F/M. CR defaults to N.

Technical Notes

The program proceeds to print by reading through the employee file (PREMPL) to check for the company number. The QTD and YTD employee data file (PREHST) is referenced to obtain period-to-date federal tax amount withheld, total wages subject to FICA tax, and FICA amount withheld for each employee.

FILES USED - SMCNTL, PREMPL, PREHST, PRCHST, PRTAXT

FILES UPDATED - NONE



945 Print (PRP815)

This program allows the user of the FACTS System to print the 945 form for the current period for each company.

Although the report may be printed at any time, information is incomplete until the last payroll of the period is run and the Check Register updated. The report should be printed PRIOR to running the End-of-Period Update since that program zeros period-to-date figures.

Income tax withheld for **non-payroll** items will be printed on this form. Examples of non-payroll items include pensions, annuities, IRAs and gambling winnings. Report information includes the following: company name and address and federal tax identification number. For each employee, the following is printed: social security number, employee name, gross wages, total wages subject to federal taxes, and amount of federal tax withheld. Report totals for gross wages, federal wages, and federal tax are printed. The total number of employees listed is also included.

USER INPUTS

The following inputs are involved in printing the 945 Print:

1. Time Period

Enter whether to print 945 information for the **P**eriod, **Q**uarter or **Y**ear. CR defaults to P.

2. Order

Enter **N** or **Y** to indicate whether to print 945 information in state order. CR defaults to N.

3. Recap

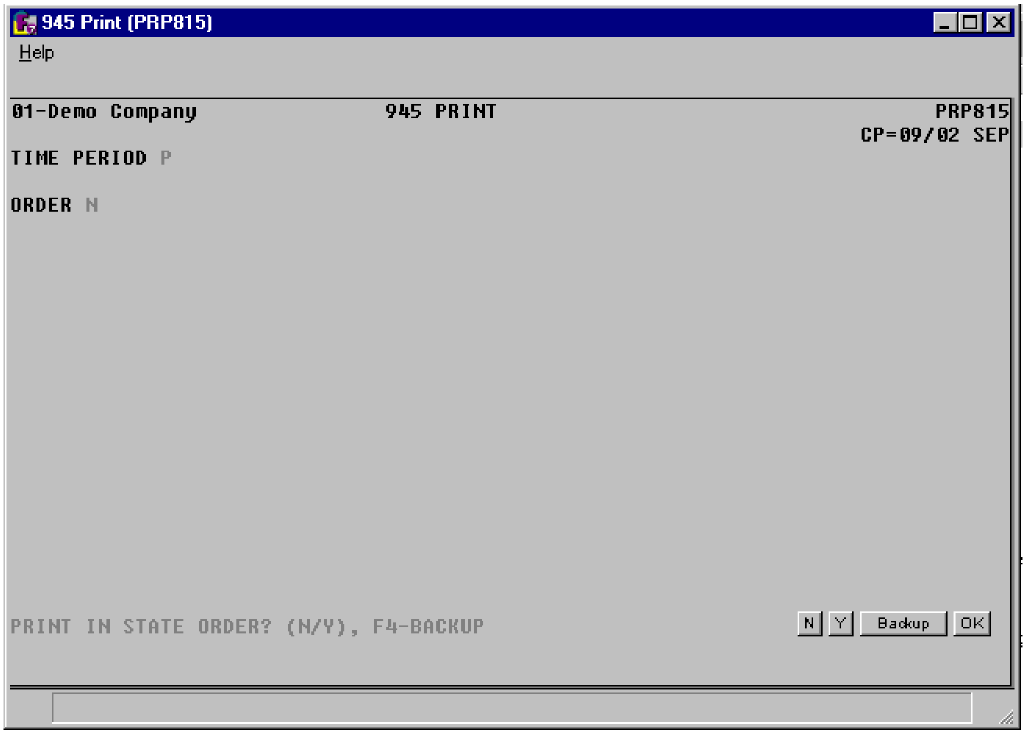
If P or Y was entered in input #1 this input is skipped. IF Q was entered in input #1, and Y was entered in input #2, this input is skipped. If Q was entered in input #1 and N was entered in input #2, enter **N** or **Y** to indicate whether to print the tax liability recap for each month of the quarter. CR defaults to N.

Technical Notes

The program proceeds to print by reading through the employee file (PREMPL) to check for the company number. The QTD and YTD employee data file (PREHST) is referenced to obtain period-to-date federal tax amount for each employee.

FILES USED - SMCNTL, PREMPL, PREHST, PRCHST

FILES UPDATED - NONE


945 Print (PRP815)
Help
01-Demo Company
945 PRINT
PRP815
CP=09/02 SEP
TIME PERIOD P
ORDER N
PRINT IN STATE ORDER? (N/Y), F4-BACKUP
N
Y
Backup
OK

Clear Check History (PRU810)

Function

This program allows the user of the FACTS system to remove groups of records from the check history file.

A regular schedule of record removal (i.e., once per month or quarter) should be established. Failure to periodically remove records may result in file overflow. The Check History Report and Period Check Register should be printed PRIOR to record removal to provide a hard copy for future reference.

The user has the option to:

Select the order to remove records - employee, alpha, branch or employee class.
Select the beginning and ending order choice.
Select the pay cycle(s) for which records are to be removed.
Remove as of a user-defined cutoff date.

By utilizing the above options, the user can effectively remove only the desired records. Removing check history records does not affect the period-to-date, quarter-to-date or year-to-date data in the employee history file. However, once checks are removed, they cannot be voided.

User Inputs

The following inputs are involved in clearing check history:

1. Order

Select the order to remove (ref.7).

2. Beginning Order Choice

Select the beginning order choice to remove (ref.2).

3. Ending Order Choice

Select the ending order choice to remove (ref.6).

4. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to remove. CR defaults to ALL.

5. Cutoff

Enter the last check date to remove through (ref.3). Checks dated on or before the date entered are removed. CR defaults to NO CUTOFF and the check date is not a factor in determining whether to remove.

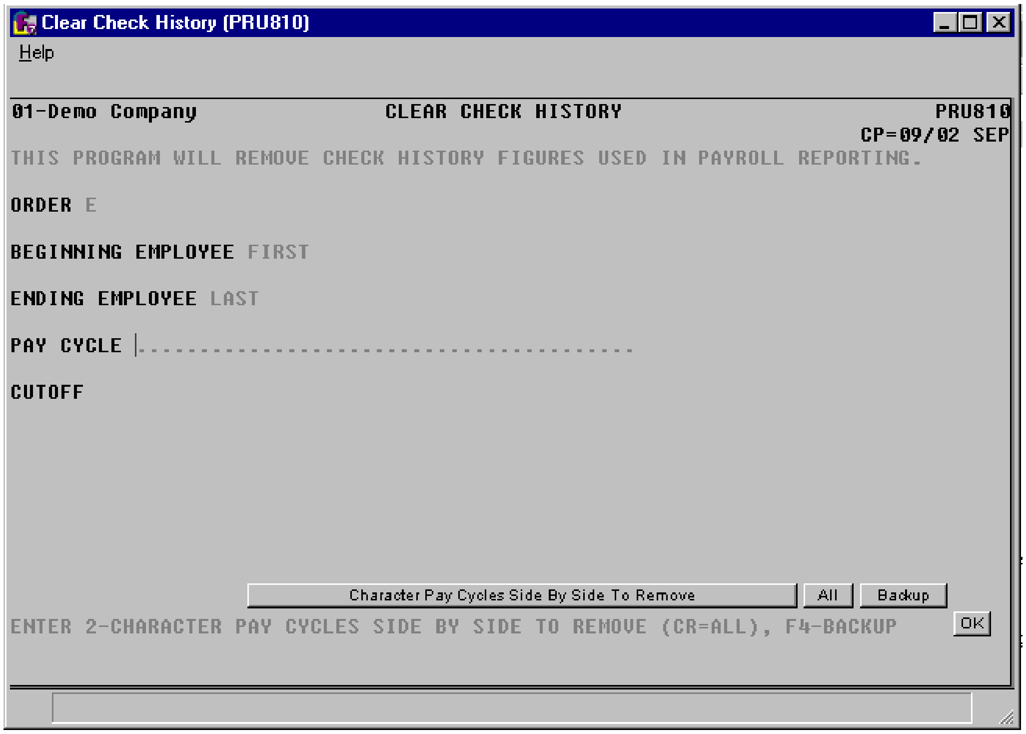
Note: When you remove check history, this information is no longer available for the Check History Report, Period Check Register, 941 Print, and other programs.

Technical Notes

Removal proceeds by reading through the selected file - employee (PRCHST), alpha (PREALX), branch (PRBRCX) or employee class (PRCLSX). The check history file (PRCHST) is checked for records meeting the criteria entered and records are removed from the check file (PRCHST) and its associated sort file (PRCHSX).

FILES USED - SMCNTL, PREALX, PRBRCX, PRCLSX, PREMPL

FILES UPDATED - PRCHST



End-Of-Period Update (PRU890)

Function

This program allows the user of the FACTS system to close the current payroll period, quarter or year.

This program closes the payroll period by:

Removing period, quarterly and/or yearly QTD and YTD employee data.
Removing period, quarterly and/or yearly unemployment information.
Removing period, quarterly and/or yearly department history.
Removing past employee history information.
Incrementing the current period, quarter and/or year.
Updating the date of the last end-of-period update.

All programs (reports) utilizing the employee history file, the workman's comp file, or the department history file should be printed prior to using the End-of-Period Update. Those programs (reports) include, but are not limited to the:

Period Earnings/Deductions Report
941 Print
W-2 Information Capture program
Unemployment Report

User Inputs

The following inputs are involved in running the End-of-Period Update program:

1. End-Of-Period Reports Run

Enter **Y** or **N** to indicate if all appropriate reports have been printed. If Y is input, the program continues to the next input. If N is input, the user is warned that the reports should be printed.

2. Capture W-2 Information

This input is skipped unless the year is being closed. Enter **Y** or **N** to indicate if W-2 information has been captured. If N is entered, the user is warned that the W-2 information should be run. If Y is entered, press **CR** to continue.

Technical Notes

The program proceeds by reading through the PTD, QTD and YTD employee data file (PREHST), unemployment information file (PRUNEM) and department history file (PRDEPT) for records of the appropriate time period. These records are then removed and the withholding periods are updated in the worker's comp file (PRCOMP), and the employee past history file (PRPHST), the current period, quarter and/or year is incremented, the date of the last End-of-Period Update and the period string is updated in the PR nonstatic control record. If it is the last period of the year and the **Zero Max Hours At Year End** is set to Y all hours in the maximum hours file (PRMAXH) are set to 0.

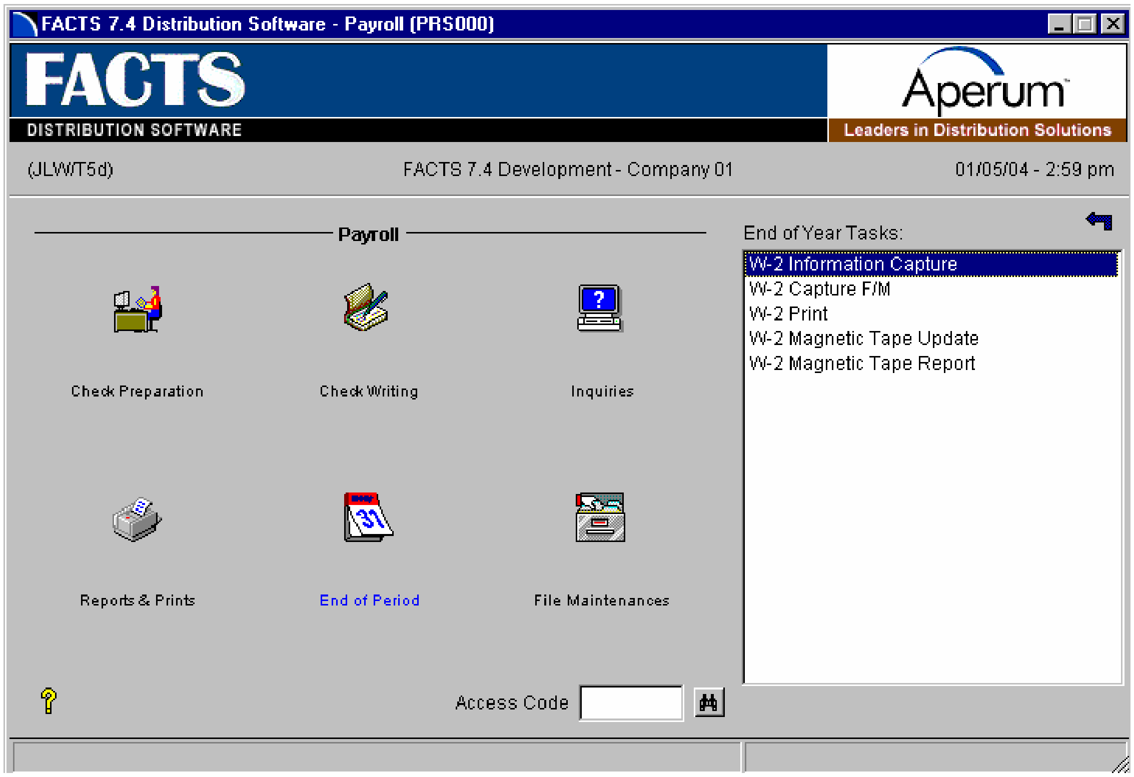
FILES UPDATED - SMCNTL, PREHST, PRDEPT, PRUNEM, PRCOMP, PRMAXH, PRPHST

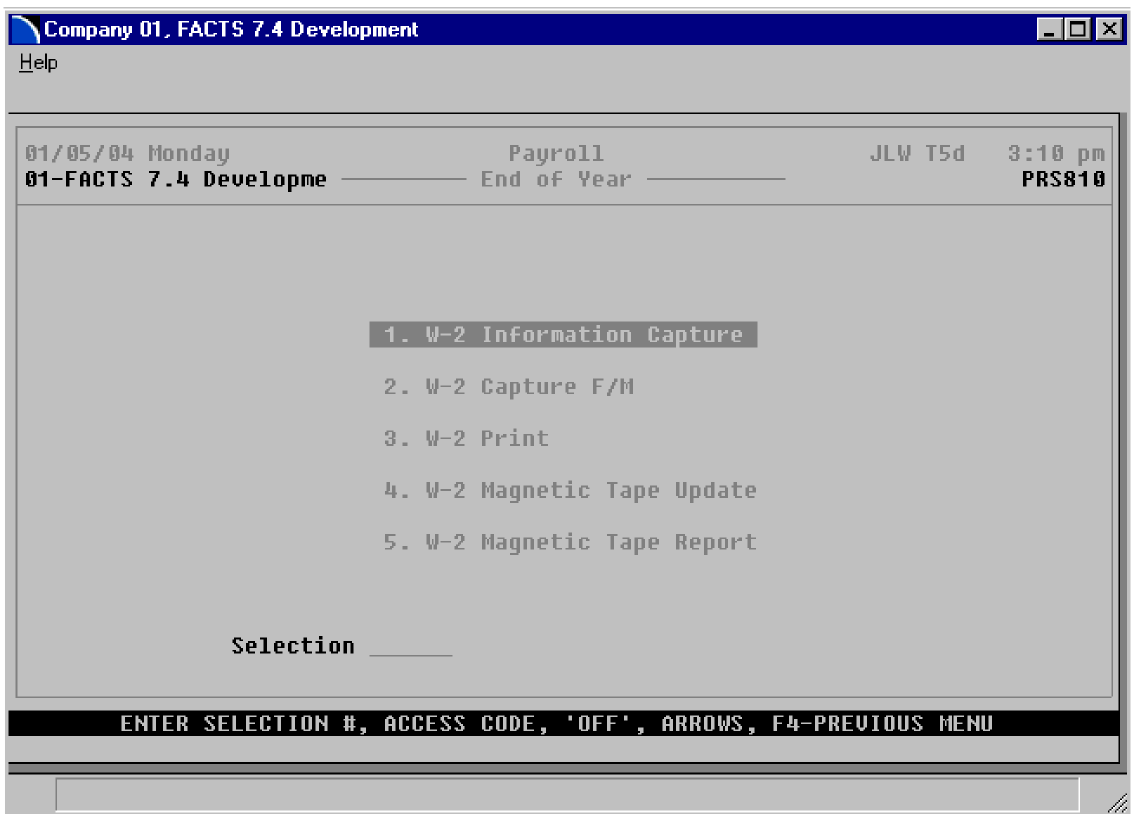
CHAPTER 7

End of Year Processing

The end-of-year processing menu provides the user with a way to save W-2 information before year-end so that W-2s may be printed after the year has been closed. This allows users to begin processing in the new year without having to print W-2s. Users may then print and verify W-2 information in January after the rush of the year-end close-out.

After all year-end reports have been run (see end-of-period menu), the user may run the W-2 Information Capture program. This program saves the W-2 information for the year being closed in a separate file so that processing may begin in the new year. Any time after this program has been run (before or after year-end close-out), the user may modify what is to print on the W-2s through the W-2 Capture F/M program. The user may run the W-2 Print program to provide employees with W-2 forms for tax purposes. The W-2 Magnetic Tape Update may also be run along with the W-2 Magnetic Tape Report if magnetic tape reporting to the government is required.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:59 pm
Payroll
End of Year Tasks:
W-2 Information Capture
W-2 Capture F/M
W-2 Print
W-2 Magnetic Tape Update
W-2 Magnetic Tape Report
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d
3:10 pm
01-FACTS 7.4 Developme
End of Year
PRS810
1. W-2 Information Capture
2. W-2 Capture F/M
3. W-2 Print
4. W-2 Magnetic Tape Update
5. W-2 Magnetic Tape Report
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

W-2 Information Capture (PRU820)

Function

This program allows the user of the FACTS System to capture current earnings, taxable earnings, FICA, federal, state, and local taxes. The program will also capture additional fields necessary to print on the W-2s.

The recent passing of the Economic Growth and Tax Relief Reconciliation Act of 2001 allows for employees over the age of 50 to contribute more than the normal maximum to their 401K plans for the next 5 years. These are commonly known as “catch-up” contributions. The W-2 Information Capture program adds the dollars of both 401K Deduction Codes together and places this total in Box D in the W-2 Capture F/M.

When you run the W-2 Information Capture, the program separates the single employee name (from the Employee F/M record) into two fields – first name (15 characters) and last name (20 characters). Be sure to review these fields using the W-2 Capture F/M and correct, if necessary.

The following fields will not be captured by this program but may be entered through the W-2 Capture F/M Program:

- allocated tips
- social security tips
- non-qualified plan
- dependent care benefits
- box 13, code A
- box 13, code B
- box 13, code C
- box 13, code M
- box 13, code N
- box 13, code P
- box 13, code Q
- box 13, code R
- box 13, code S
- box 13, code T

The program should be run at the end of the year before closing the payroll year. The purpose is to capture the information so that W-2 reports, prints and magnetic media updates can be run after the close of the payroll year.

NOTE: W-2 information must be captured before W-2s are printed.

NOTE: No tax table changes should be made to in the Tax Table F/M for the new tax year until after this program is run.

User Inputs

The following inputs are involved in capturing W-2 information:

1. OK To Capture?

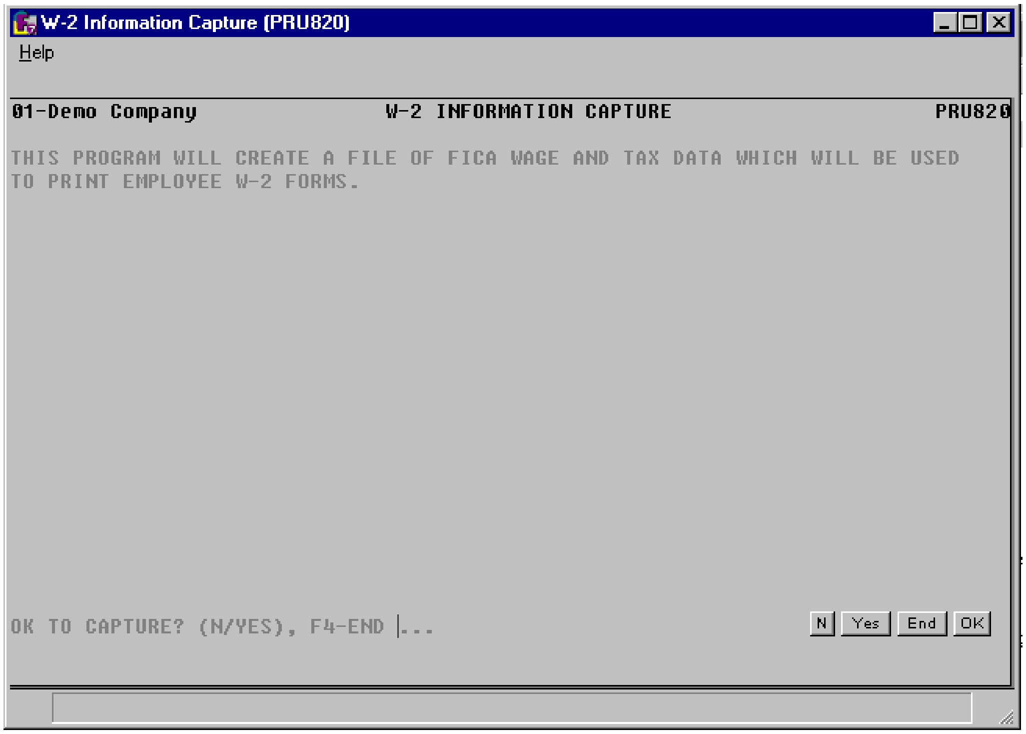
Enter **N** or **YES**. CR defaults to N and the program exits.

Technical Notes

Updating proceeds by reading through the PTD, QTD and YTD employee data file (PREHST) and writing the records to the W-2 information file (PRWTWO).

FILES USED - SMCNTL, PREHST, PRTAXT

FILES UPDATED - PRWTWO



W-2 Capture F/M (PRF810)

Function

This program allows the user to manually modify field information that is printed on the W-2s. The information in this file is captured automatically by the W-2 Information Capture program. Modification may be necessary because the W-2 Information Capture program will not capture the social security tips, allocated tips, non-qualified plans, dependent care benefits, or codes A, B, C, M, N or P of box 13. The user must manually enter these fields through this program if these fields need to be printed on the W-2.

New records may not be added to this program. The user may only modify existing records created through the W-2 Information Capture program.

User Inputs

The following steps are involved in modifying W-2 information:

1. Employee

Enter the employee for which the W-2 record needs to be modified. The entry must be a valid employee. F2 allows an alpha search (ref. #9).

2. State Desg

Enter the state designation of the employee. The entry must be a valid state local designation. F2 allows a search (ref. #8). CR defaults to no state designation.

3. Local Desg

Enter the local designation of the employee. The entry must be a valid local designation. F2 allows a search (ref. #8). CR defaults to no local designation.

If the W-2 information has been captured for the entered employee, state designation, and local designation, the W-2 record is displayed. The user may then modify any information for inputs #4-41. The amounts for input #18 (allocated tips), #25 (Social Security tips), #26 (non-qualified plan), #27 (dependent care benefit), #28 (box 13, code A), #29 (box 13, code B), #30 (box 13, code C), #39 (box 13, code M), #40 (box 13, code N) and #41 (box 13, code P) are not captured by the W-2 Information Capture program and need to be modified if applicable.

In the following inputs #4-41, CR defaults to the value initially displayed. These fields will print on the W-2.

4. Empl Name

Enter the employee name (first, middle, last) up to 30 characters.

5. Address 1

Enter the employee's address (up to 25 characters). If only one line is needed, use the first.

6. Address 2

Enter the employee's address (up to 25 characters). If only one line is needed, use the first.

7. City

Enter the city of residence (up to 15 characters).

8. State

Enter the state of residence (2 characters). F2 allows a search (#8).

9. Zip Code

Enter the employee's zip code (up to 10 characters).

10. SSN#

Enter the employee's 11-character Social Security number including dashes. Any entry over 8 characters is accepted.

11. Gross Wages

Enter the total gross wages for the employee for the year (+/- 9999999). This field does not print on the W-2.

12. Soc Sec Wages

Enter the Social Security wages amount (+/- 9999999). This amount will print in box 3 on the W-2.

13. Federal Wages

Enter the federal wages amount (+/- 9999999). This amount will print in box 1 on the W-2.

14. State Wages

Enter the state wages amount (+/- 9999999). This amount will print in box 17 on the W-2.

15. Local Wages

Enter the local wages amount (+/- 9999999). This amount will print in box 20 on the W-2.

16. Medicare Wages

Enter the Medicare wages amount (+/- 9999999). This amount will print in box 5 on the W-2.

17. Fringe Benefits

Enter the fringe benefits amount (+/- 9999999). This amount will print in box 12 on the W-2.

***18. Allocated Tips**

Enter the state wages amount (+/- 9999999). This amount will print in box 8 on the W-2.

19. EIC Amount

Enter the earned income credit amount (+/- 9999999). This amount will print in box 9 on the W-2.

20. Soc Sec Tax

Enter the Social Security tax amount withheld (+/- 9999999). This amount will print in box 4 on the W-2.

21. Soc Sec Tax

Enter the federal tax amount withheld (+/- 9999999). This amount will print in box 2 on the W-2.

22. State Tax

Enter the state tax amount withheld (+/-9999999). This amount will print in box 18 on the W-2.

23. Local Tax

Enter the local tax amount withheld (+/-9999999). This amount will print in box 21 on the W-2.

24. Medicare Tax

Enter the Medicare tax amount withheld (+/-9999999). This amount will print in box 6 on the W-2.

***25. Soc Sec Tips**

Enter the social security tips amount (+/-9999999). This amount will print in box 7 on the W-2.

***26. Non-Qlfd Plan**

Enter the non-qualified plan amount (+/-9999999). This amount will print in box 11 on the W-2.

***27. Dep Care Bnft**

Enter the dependent care benefit amount (+/-9999999). This amount will print in box 10 on the W-2.

***28. Box 13, Code A**

Enter the amount for code A, Uncollected Social Security Tax on Tips, to be printed in box 13 on the W-2 (+/-9999999).

***29. Box 13, Code B**

Enter the amount for code B, Uncollected Medicare Tax on Tips, to be printed in box 13 on the W-2 (+/-9999999).

***30. Box 13, Code C**

Enter the amount for code C, Cost of group-term life insurance, to be printed in box 13 on the W-2 (+/-9999999).

31. Box 13, Code D

Enter the amount for code D, Section 401(k) contributions, to be printed in box 13 on the W-2 (+/-9999999).

32. Box 13, Code E

Enter the amount for code E, Section 403(b) contributions, to be printed in box 13 on the W-2 (+/-9999999).

33. Box 13, Code F

Enter the amount for code F, Section 408(k)(6) contributions, to be printed in box 13 on the W-2 (+/-9999999).

34. Box 13, Code G

Enter the amount for code G, Section 457(b) contributions, to be printed in box 13 on the W-2 (+/-9999999).

35. Box 13, Code H

Enter the amount for code H, Section 501(c)(18)(D) contributions, to be printed in box 13 on the W-2 (+/-9999999).

36. Box 13, Code J

Enter the amount for code J, Sick pay, to be printed in box 13 on the W-2 (+/-9999999).

37. Box 13, Code K

Enter the amount for code K, Tax on excess golden parachute payments, to be printed in box 13 on the W-2 (+/-9999999).

38. Box 13, Code L

Enter the amount for code L, Non-taxable part of employee business expense reimbursements, to be printed in box 13 on the W-2 (+/-9999999).

***39. Box 13, Code M**

Enter the amount for code M, Uncollected social security tax on cost of group-term life insurance, to be printed in box 13 on the W-2 (+/-9999999).

***40. Box 13, Code N**

Enter the amount for code N, Uncollected Medicare tax on cost of group-term life insurance to be printed in box 13 on the W-2 (+/-9999999).

***41. Box 13, Code p**

Enter the amount for code P, Excludable moving expense reimbursements, to be printed in box 13 on the W-2 (+/-9999999).

42. Box 13, Code Q

Enter the amount for code Q, Military compensation, to be printed in box 13 on the W-2 (+/-9999999).

43. Box 13, Code R

Enter the amount for code R, Contributions to medical savings account, to be printed in box 13 on the W-2 (+/-9999999).

44. Box 13, Code S

Enter the amount for code S, Contributions to SIMPLE IRA - 408(p), to be printed in box 13 on the W-2 (+/-9999999).

45. Box 13, Code T

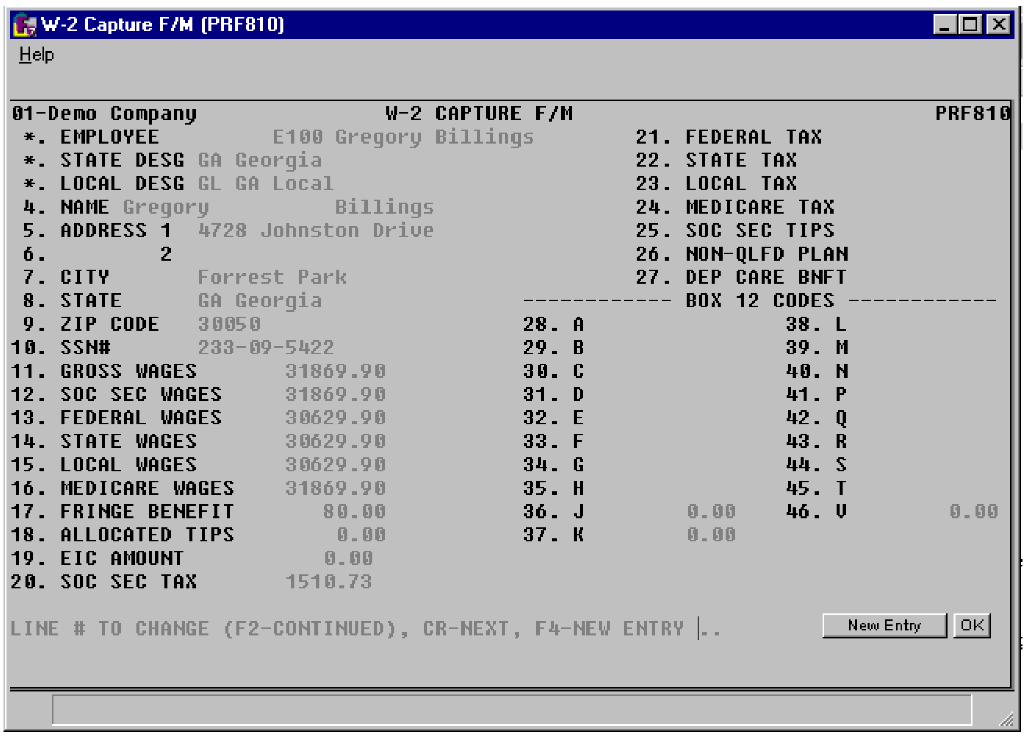
Enter the amount for code T, Adoption benefits, to be printed in box 13 on the W-2 (+/-9999999).

* indicates the amounts were not captured by the W-2 Information Capture Program and need to be modified by the user if applicable.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX

FILES UPDATED - PRWTWO



W-2 Print (PRP820)

Function

This program allows the user of the FACTS system to print yearly W-2s for all employees.

Although the report may be printed at any time (as long as the capture W-2 information program has been run, prior to printing), report information is incomplete until the last payroll of the year is run and the Check Register updated. The W-2 capture must be run before the end-of-period (year) update so that the W-2s may print.

One form is printed for each employee and each of his state and local codes.

The format of the printed W-2's has changed for the tax year 2001. When printing W-2's, align the printer with box a. Control Number.

W-2 Magnetic Tape Company F/M (PRF984) **added to overview section** due to March 2002 Monthly Update Readme.doc The entire W-2 Magnetic Tape Company F/M record must be reviewed and corrected if necessary based on the proper company information.

User Inputs

The following inputs are involved in printing W-2 forms:

1. Alignment

(Ref. 1)

2. Beginning Employee

Enter the number of the first employee to print. CR defaults to FIRST.

3. Ending Employee

Enter the number of the last employee to print. CR defaults to LAST.

4. Form Type

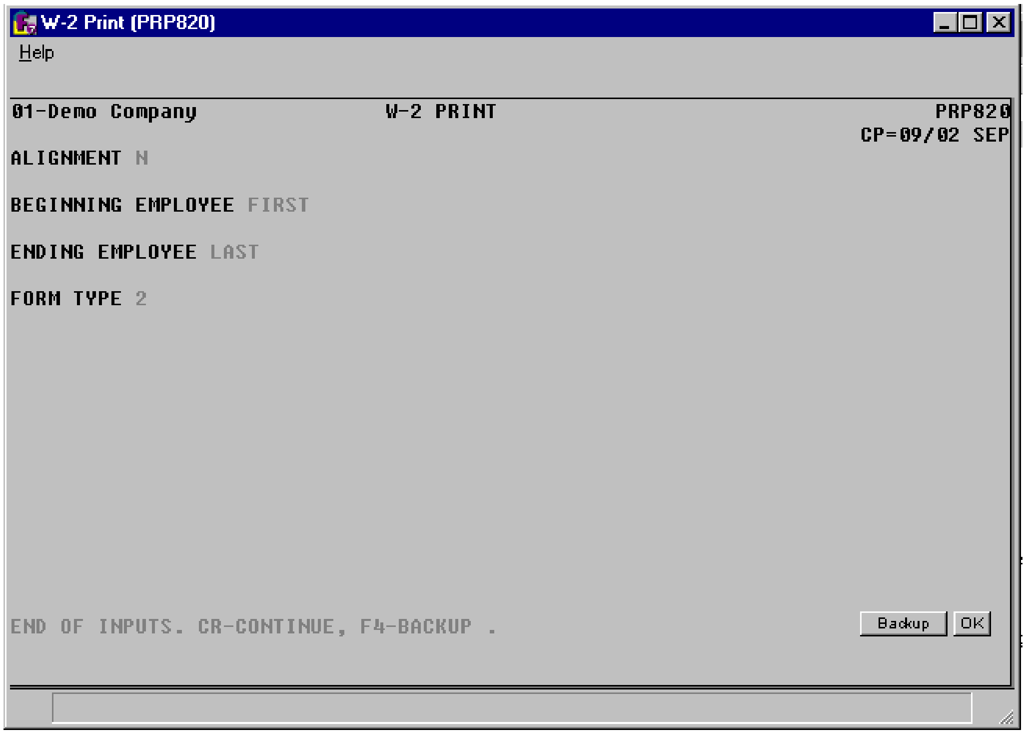
Enter whether to print on **2** - Double (2 wide) or **1** - Single (1 wide) W-2 forms. CR defaults to **2** - Double (2 wide) .

Technical Notes

Printing proceeds by reading through the W-2 information file (PRWTWO) to obtain year-to-date figures. The employee file (PREMPL) is referenced for general information.

FILES USED - SMCNTL, PRWTWO, PREMPL

FILES UPDATED - NONE


W-2 Print (PRP820)
Help
01-Demo Company
W-2 PRINT
PRP820
CP=09/02 SEP
ALIGNMENT N
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
FORM TYPE 2
END OF INPUTS. CR-CONTINUE, F4-BACKUP .
Backup
OK

W-2 Magnetic Tape Update (PRU830)

Function

This program allows the user of the FACTS system to update information for magnetic media. The Social Security Administration now requires that companies with more than 250 employees submit W-2 information on magnetic media. The magnetic tape update takes information from the W-2 control records and the W-2 information and employee files, and creates an indexed file in the format required by the SSA. The user is responsible for transferring information to magnetic media. If you have any questions on the information required, please contact your local Social Security Administration.

User Inputs

The following inputs are involved in running the W-2 Magnetic Tape Update:

1. Year To Process

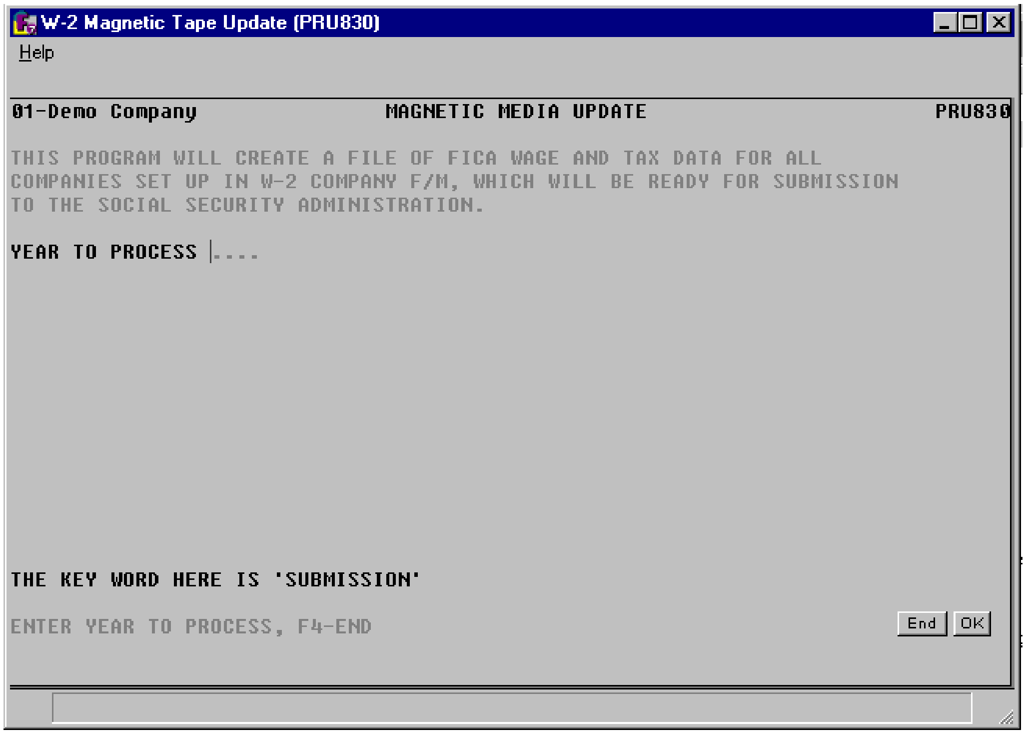
Enter the year (four digits) to process (YYYY). The update must be run for the current or previous year. If the year entered is already on file, proceeding overwrites the old records.

Technical Notes

Updating proceeds by reading the records in W-2 information file (PRWTWO) and updating the payroll magnetic tape file (PRTAPE).

FILES USED - SMCNTL, PRWTWO, PREMPL

FILES UPDATED - PRTAPE


W-2 Magnetic Tape Update (PRU830)
Help
01-Demo Company
MAGNETIC MEDIA UPDATE
PRU830
THIS PROGRAM WILL CREATE A FILE OF FICA WAGE AND TAX DATA FOR ALL
COMPANIES SET UP IN W-2 COMPANY F/M, WHICH WILL BE READY FOR SUBMISSION
TO THE SOCIAL SECURITY ADMINISTRATION.
YEAR TO PROCESS ....
THE KEY WORD HERE IS 'SUBMISSION'
ENTER YEAR TO PROCESS, F4-END
End
OK

W-2 Magnetic Tape Report (PRR870)

Function

This program allows the user of the FACTS system to record information dealing with magnetic tape, and serves two main functions: (1) serves as a programmer's dump of the formatted file (PRTAPE) to allow the checking of accuracy of the information in that file and (2) serves as a summary to allow the user to reconcile totals between printed W-2s and the data in PRTAPE. If you have any questions on the information required, please contact your local office of the Social Security Administration.

User Inputs

The following inputs are involved in printing the W-2 Magnetic Tape Report:

1. Scope

Enter whether to print **S**-summary or **D**-detail information. CR defaults to S.

Technical Notes

Printing proceeds by reading through the payroll magnetic tape file (PRTAPE).

FILES USED - SMCNTL, PRTAPE

FILES UPDATED - NONE

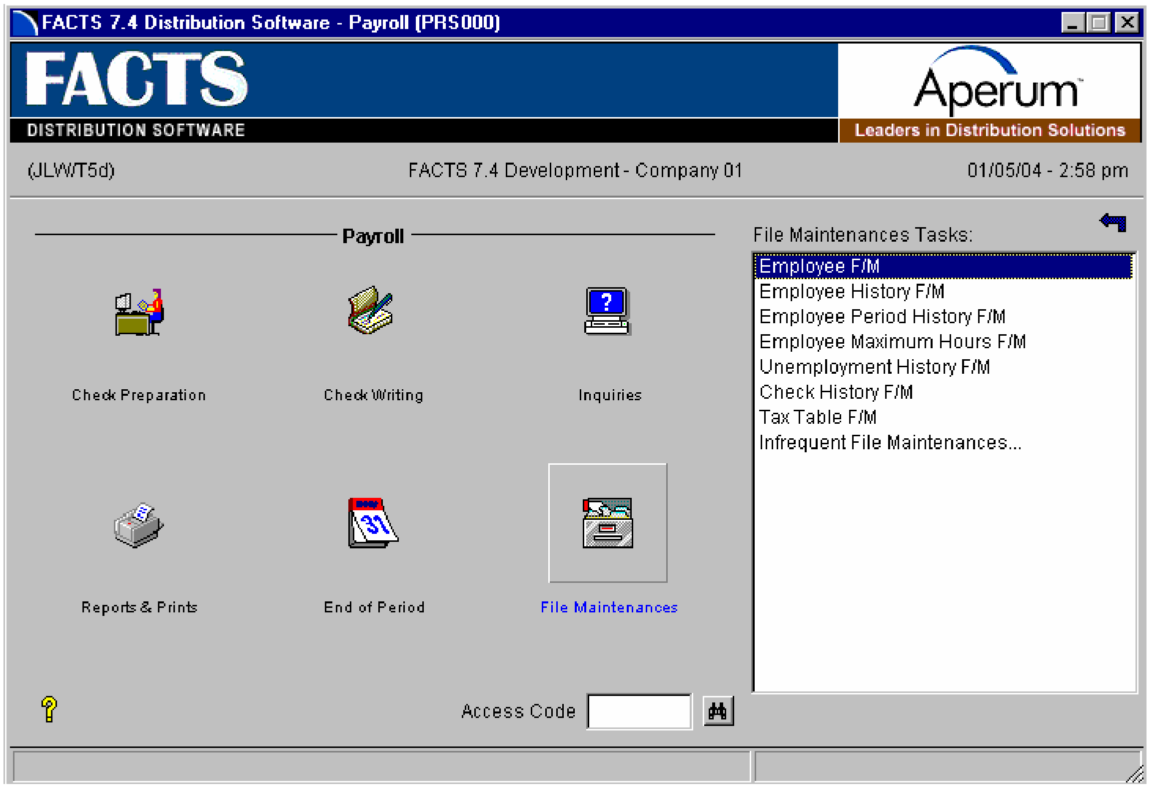
CHAPTER 8

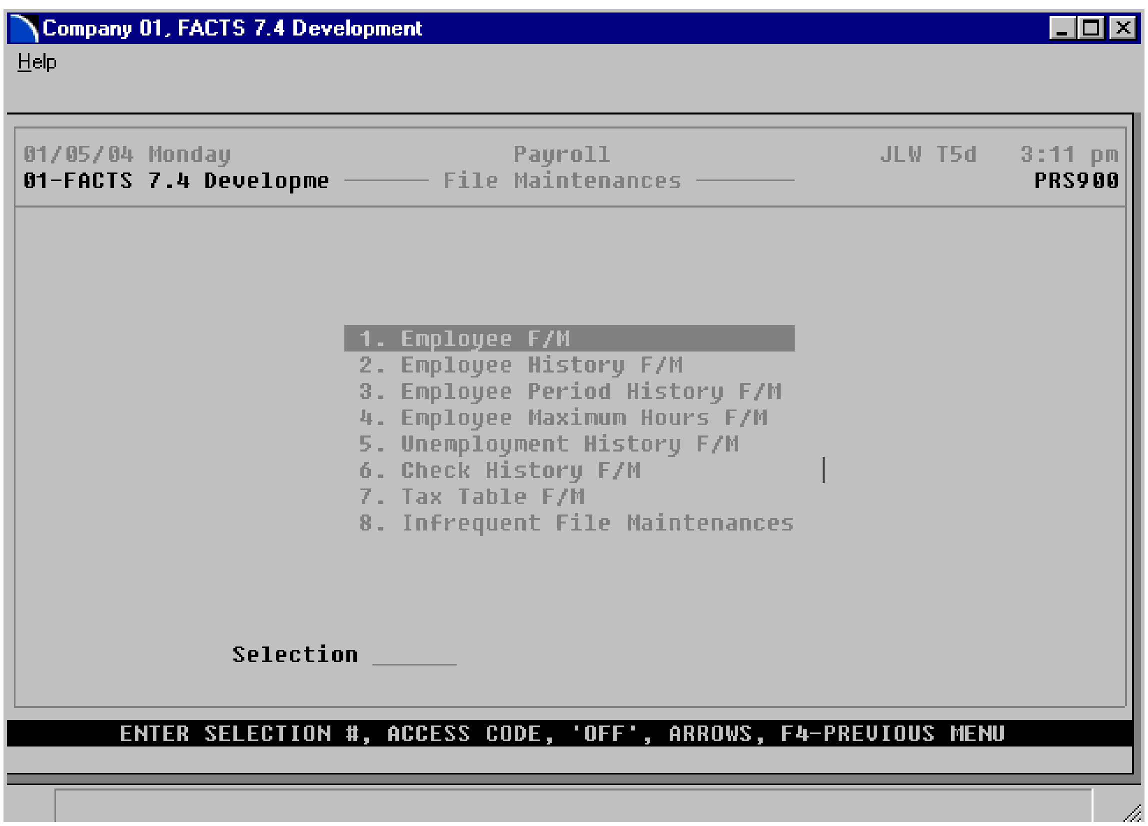
File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system. (refer to Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often (example - Employee F/M) where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the payroll period, quarter, year, check register trace number and End-of-Period Update.

All files, once set up by the system are maintained and updated by the system.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:58 pm
Payroll
File Maintenances Tasks:
Employee F/M
Employee History F/M
Employee Period History F/M
Employee Maximum Hours F/M
Unemployment History F/M
Check History F/M
Tax Table F/M
Infrequent File Maintenances...
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Payroll
JLW T5d 3:11 pm
01-FACTS 7.4 Developme
File Maintenances
PRS900
1. Employee F/M
2. Employee History F/M
3. Employee Period History F/M
4. Employee Maximum Hours F/M
5. Unemployment History F/M
6. Check History F/M
7. Tax Table F/M
8. Infrequent File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Employee F/M (PRF910)

Function

This program allows the user of the FACTS system to enter and maintain general employee information in the employee file.

Prior to entering any information in this file, employee class and department records and worker's comp codes must be defined through the appropriate file maintenance programs.

Each employee must be assigned an employee number. This number is used throughout the payroll system to identify the employee. Only employees input into this file may receive payroll checks. Only terminated employees may be deleted. An employee record may not be deleted from this file if the employee has history information (for the period, quarter or year) on file. History information must be deleted at the end of the year after W-2 information has been captured, before deleting employees.

A printout of this file information is available through the Employee Listing program. The information is also available for screen display through the Employee Inquiry program. After information is entered into this file, the user may input employee pay cycle, employee history, employee notes, employee maximum hours, employee deduction balances, and earnings % distribution information (where applicable).

User Inputs

The following inputs are involved in creating an employee record:

1. Employee

Enter the employee number (up to 10 characters). F2 allows a search (ref. 4).

2. Name

Enter the first, middle and last name of the employee (up to 30 characters) as it is to appear on printouts and inquiries.

3. Reverse Name

Enter the employee's last, first and middle name (up to 30 characters). This reverse name is used as the default in the alpha input #11. CR defaults to the reverse name from input #2.

4. Address 1

Enter the employee's address (up to 30 characters). If only one line is needed, use the first.

5. Address 2

Enter the employee's address (up to 30 characters). If only one line is needed, use the first.

6. City

Enter the city of residence (up to 15 characters).

7. State

Enter the state of residence (2 characters). The state must have been set up as a tax district in the Tax District F/M program. F2 allows a search (ref. 8).

8. Zip Code

Enter the employee's zip code (up to 10 characters).

9. Phone Number

Enter the employee's phone number including area code and dashes (up to 17 characters).

10. Social Security Number

Enter the employee's eleven-character social security number (including dashes). This input is mandatory and may not be skipped. Any entry over 8 characters is accepted.

11. Alpha

Enter the alphabetic sort key (up to 10 characters). CR initially defaults to the first ten characters of the reverse name. This sort key is used by reports and inquiries display employees in alphabetical order. In most cases, the first ten characters of the employee's last name is sufficient to achieve alphabetical lookup.

12. Employee Class

Enter the employee class (up to 3 characters). The entry must be a valid class. CR initially defaults to the first employee class on file. F2 allows a search (ref. 8).

13. Department

Enter the department (up to 3 characters). The entry must be a valid department. CR initially defaults to the first department on file. F2 allows a search (ref. 8).

14. Worker's Compensation

Enter the worker's compensation code (up to 3 characters). The entry must be a valid worker's comp code. F2 allows a search (ref. 8).

15. Status

Enter **Y** or **N** to indicate whether the employee's status is active. CR initially defaults to Y. If an employee is not active when a pay cycle is initialized, the employee is skipped.

16. Statutory

Enter **N** or **Y** to indicate if this is a statutory employee for W-2 reporting purposes, i.e., is this employee's compensation subject to social security (FICA) but not federal income tax withholding? This field is used for W-2 and magnetic media purposes only. CR initially defaults to N. If Y is entered, an **X**-prints in the **Statutory Employee** box on the W-2.

17. Pension

Enter **N** or **Y** to indicate if this employee is eligible for pension for W-2 reporting purposes. This flag determines (regardless of whether or not the employee is a member of the pension plan) whether the employee is eligible for membership in the pension plan. CR initially defaults to N. If Y is entered, an **X**-prints in the **Pension Plan** box on the W-2.

If the use job cost flag in the PR static control record is set to N, inputs #18-19 are skipped.

18. Normal Job

Enter the normal (default) job number in job cost that this employee works on (up to 8 characters). In the job cost entry information in the Earnings Entry program, this is the default job number. The entry must be a valid job number in job cost. F2 allows a search (ref. 8).

19. Job Cost Code

Enter the normal (default) cost code in job cost to post earnings to the Earnings Entry program. The entry must be a valid job cost code in job cost. F2 allows a search (ref. 8).

20. Birth Date

Enter the employee's birth date (ref. 2).

21. Hire Date

Enter the date the employee was hired (ref. 2).

The following four inputs #22-25 are skipped. Once the record has been added to the file, these four fields are accessible through the line to change routine.

22. Termination Date

Enter the date that the employee was terminated (ref. 2). Only valid dates after the hire date (or the appropriate re-hire date) are accepted. F2 allows the user to enter blanks through this field. If the terminated date is entered, then the following prompt appears: **Termination will delete employee's records in pay cycle, deductions balances, maximum hours and earnings % distribution. OK to terminate? (N/YES).** YES terminates the employee but leaves the history of the employee intact for W-2 printing at the end of the year. CR defaults to N.

23. Rehire Date

Enter the date that the employee was rehired (ref. 2). Entry must be a valid date on or after termination date. F2 allows user to enter blanks in this field.

24. Pay Change Date

Enter the date that the employee last received a pay change (ref. 2). Entry must be a valid date after hire date (or re-hire date, if applicable). F2 allows the user to enter blanks through this field.

25. Pay Change Amount

Enter the amount of employee's last pay change (+/-999999.99).

26. Branch

Enter the branch the employee works in. The entry must be a valid branch. F2 allows a search (ref. 8).

Technical Notes

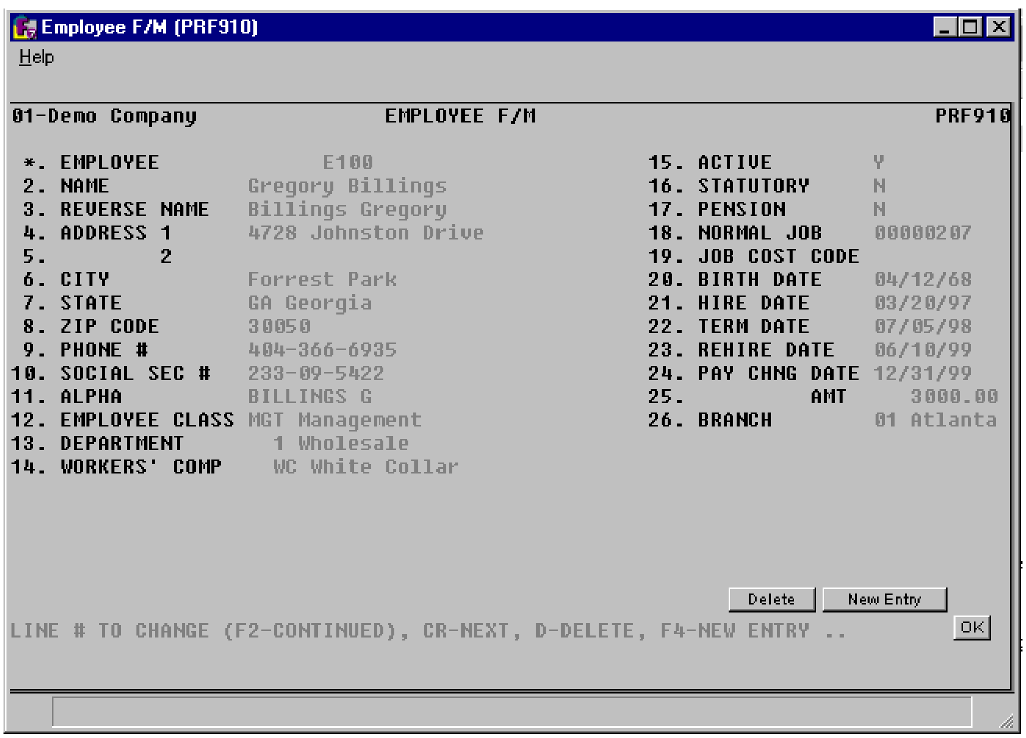
When you add an employee through this program, a record is written to the Employee Master File (PREMPL), Employee by Employee Class Sort File (PRCLSX), Employee by Branch Sort File (PRBRCX), and Employee by Alpha Key Sort File (PREALX).

When you terminate an employee, the record is removed from the following files: Employee Pay Cycle Sort File (PREPCX), Employee Maximum Hours Available File (PRMAXH), Deduction Balance File (PRDEDB), Earnings % Distribution File (PRDIST), and Employee Pay Cycle Data File (PREMPP).

When you delete an employee, the record is removed from the following files: Employee Master File (PREMPL), Employee by Employee Class Sort File (PRCLSX), Employee by Branch File (PRBRCX), Employee by Alpha Key Sort File (PREALX), Check History File (PRCHST), Employee Period History File (PRPHST), and Employee Notes File (PRNOTE).

FILES USED - ARCUST, JCCODE, JCJOBS, JCJOCX, PRCOMP, PREHST, PRPDED, PRPERN, SMCNTL

FILES UPDATED - PRBRCX, PRCHST, PRCLSX, PRDEDB, PRDIST, PREALX, PREMPL, PREMPP, PREPCX, PRMAXH, PRNOTE, PRPHST



Employee History F/M (PRF915)

Function

This program allows the user of the FACTS system to create and maintain records in the employee history file.

Hour, earning and deduction historical information is stored in each of three time periods - period-to-date, quarter-to-date and year-to-date. It is filed by employee number, state and local designations.

The user may enter information through this program during the initial set up of the payroll system. Thereafter, it is maintained by the Check Register update program.

Information from this file is used by the Period Earnings Report, Period Deductions Report, 941 Print, W-2 Print, and the Employee Inquiry programs.

User Inputs

The following inputs are involved in creating an employee history record:

1. Time Period

Enter whether the record is **P**-period-to-date, **Q**-quarter-to-date or **Y-**year-to-date information. CR initially defaults to P.

2. Employee

Enter the employee number for this record (ref. 4).

3. State Designation

Enter the state code (2 characters). Only valid state tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no state designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period and employee displayed.

4. Local Designation

Enter the local code (2 characters). Only valid local tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no local designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period, employee and state designation displayed.

At this point, if a record for the time period, employee, state and local codes just entered is on file, all screen information is displayed. If a record is not found, the following inputs are available.

5-16. Hours And Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by this employee during the selected time period (+/-9999.99). CR initially defaults to 0. Next enter the earnings (dollars paid to this employee) during the selected time period (+/-999999.99). CR initially defaults to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For nonhourly earnings codes, the hours input is skipped.

17-32. Deductions And Matching

All deductions codes entered through the Code Sequence F/M program are displayed. In addition, the FICA, federal, state and local tax codes plus any miscellaneous tax codes (entered through the Code Sequence F/M program) are displayed. For each tax code and deduction, enter the amount withheld from this employee during the selected time period (+/-999999.99). Note that the entry for FICA is split into Social Security and Medicare amounts; you are prompted to enter each of these amounts separately. CR initially defaults to 0.

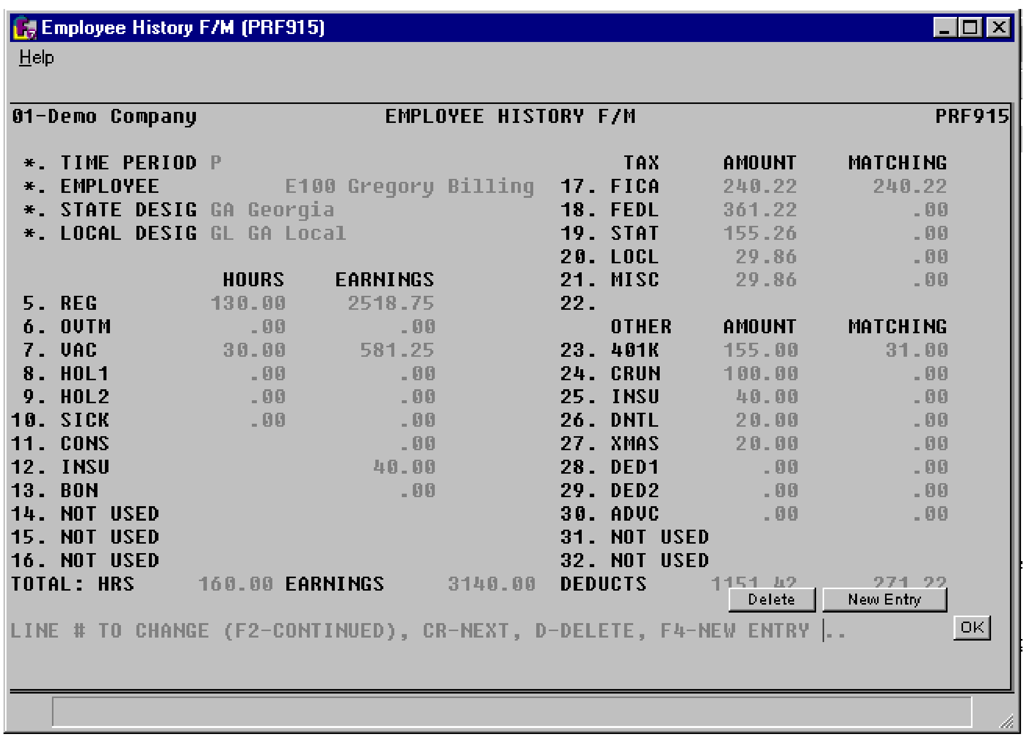
For each deduction with an employer matching amount, enter the matching amount (+/-999999.99). CR initially defaults to 0.

Technical Notes

Period-to-date employee history records are deleted when the End-of-Period Update (PRU890) is run at the end of a period. Quarter-to-date employee history records are deleted when the End-of-Period Update is run and the period is a roll period as specified in the PR static control record. Year-to-date records in this file must be kept on file until after W-2's are run. These records must then be deleted by running the End-of-Period Update at the end of the year as specified in the PR static control record. Only employees with no employee history can be deleted from the Employee F/M.

FILES USED - SMCNTL, PREMPL, PREALX

FILES UPDATED - PREHST



Employee Period History F/M (PRF935)

Function

This program allows the user of the FACTS system to create and maintain records in the employee period history file. This program is only available if the **# Of History Periods Stored** in the PR Static Control Record is set to 1-24. If the flag is set to 0, past employee history is not stored.

The file is updated by the Check Register update. The information is available for display through the Employee Inquiry program and the Employee Period History Report.

User Inputs

The following inputs are involved in creating employee history:

1. Employee

Enter the employee number for this record (ref. 4).

2. Period

Enter the period (PPYY). F3 defaults to the first record on file for the employee displayed. CR initially defaults to the current payroll period.

3. State Designation

Enter the state code (2 characters). Only valid state tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no state designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period and employee displayed.

4. Local Designation

Enter the local code (2 characters). Only valid local tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no local designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period, employee and state designation displayed.

At this point, if a record for the time period, employee, state and local codes just entered is on file, all screen information is displayed. If a record is not found, the following inputs are available.

5-16. Hours and Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by this employee during the selected time period (+/-9999.99). CR initially defaults to 0. Next enter the earnings (dollars paid to this employee) during the selected time period (+/-999999.99). CR initially defaults to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For nonhourly earnings codes, the hours input is skipped.

17-32. Deductions and Matching

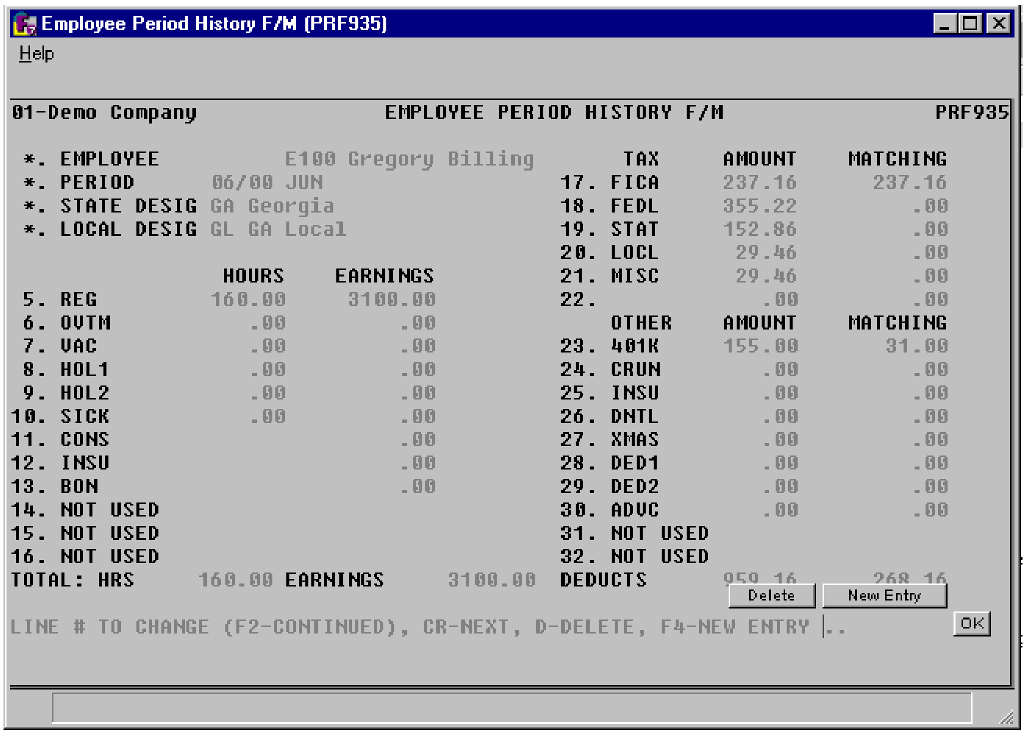
All deductions codes entered through the Code Sequence F/M program are displayed. In addition, the FICA, federal, state and local tax codes plus any miscellaneous tax codes (entered through the Code Sequence F/M program) are displayed. For each tax code and deduction, enter the amount withheld from this employee during the selected time period (+/-999999.99). CR initially defaults to 0.

For each deduction with an employer matching amount, enter the matching amount (+/-999999.99). CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX

FILES UPDATED - PRPHST



Employee Maximum Hours F/M (PRF920)

Function

This program allows the user of the FACTS system to create and maintain records in the employee maximum hours available file.

This file can be used to store employee's available yearly sick time, vacation, personal leave, etc. Through the Earnings Code F/M program, the user determines if maximum hours tracking is used for each hours codes. If the maximum hours tracking flag in the Earnings Code F/M for an earning is set to Y, the hours codes is included in the Employee Maximum Hours F/M (this program).

The user has the option to input the number of hours available per year in each category for each employee. The number of hours used or worked in each category is updated in the employee history file through the Check Register update. Information in this file may be printed through the Employee Maximum Hours Report or displayed on the screen through the Employee Inquiry.

If the **Zero Max Hours At Year End** flag is set to Y in the PR static control record, all hours are set to zero during the End-of-Period Update at the end of the year.

User Inputs

The following inputs are involved in creating an employee maximum hours record:

1. Employee

Enter any valid employee number (ref. 4).

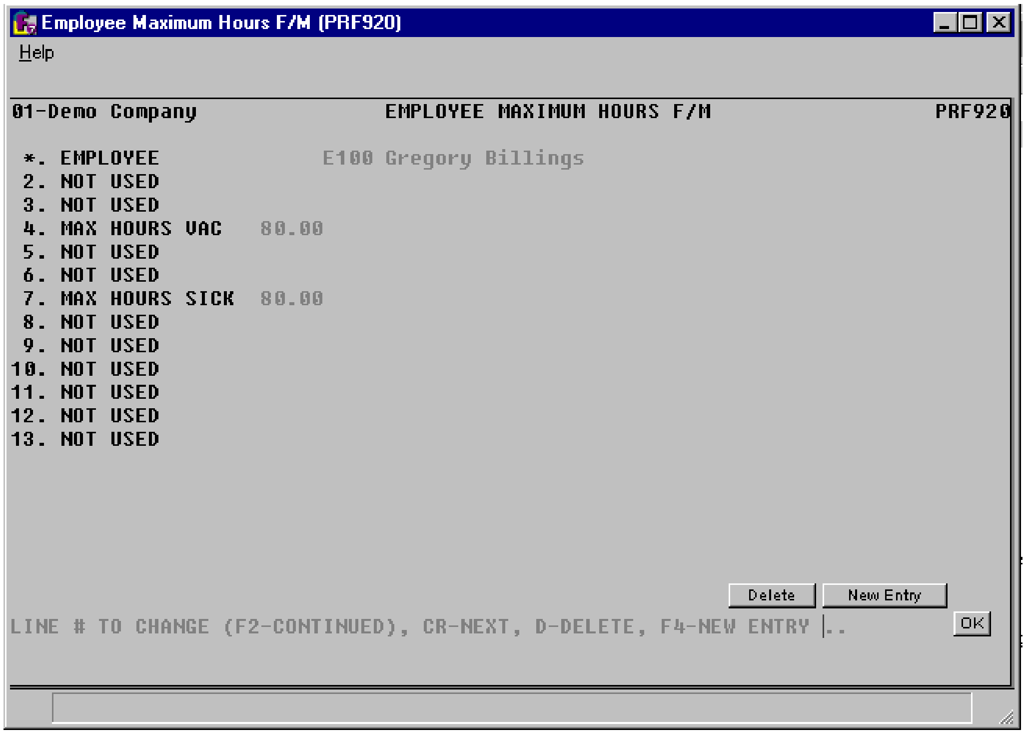
2-7. Hours Available

All earnings codes entered through the Code Sequence F/M with the maximum hours tracking input in the Earnings Codes F/M program set to Y are displayed. For each code, enter the number of hours available per year for this employee (0-999.99). CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX

FILES UPDATED - PRMAXH


Employee Maximum Hours F/M (PRF920)
Help
01-Demo Company EMPLOYEE MAXIMUM HOURS F/M PRF920
*. EMPLOYEE E100 Gregory Billings
2. NOT USED
3. NOT USED
4. MAX HOURS VAC 80.00
5. NOT USED
6. NOT USED
7. MAX HOURS SICK 80.00
8. NOT USED
9. NOT USED
10. NOT USED
11. NOT USED
12. NOT USED
13. NOT USED
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Unemployment History F/M (PRF925)

Function

This program allows the user of the FACTS system to maintain unemployment history for the period, quarter and year by tax district and employee.

Earnings are multiplied by the unemployment rate in the Tax District Information F/M for calculation of amount owed for unemployment to each tax district.

This information is used to print the Unemployment Report.

User Inputs

The following inputs are involved in creating unemployment history records:

1. Time Period

Enter whether the time period is **P**-period-to-date, **Q**-quarter-to-date, or **Y**-year-to-date. CR initially defaults to P.

2. Tax District

Enter tax district (2 characters). The entry must be a valid tax district. F2 allows a search. F3 defaults to the first record on file for the time period displayed.

3. Employee

Enter the employee for which unemployment history is to be recorded (ref. 4). F3 defaults to the first record on file for the time period and tax district displayed.

4. Earnings

Enter the total earnings of the employee (+/-9999999.99). CR initially defaults to 0.

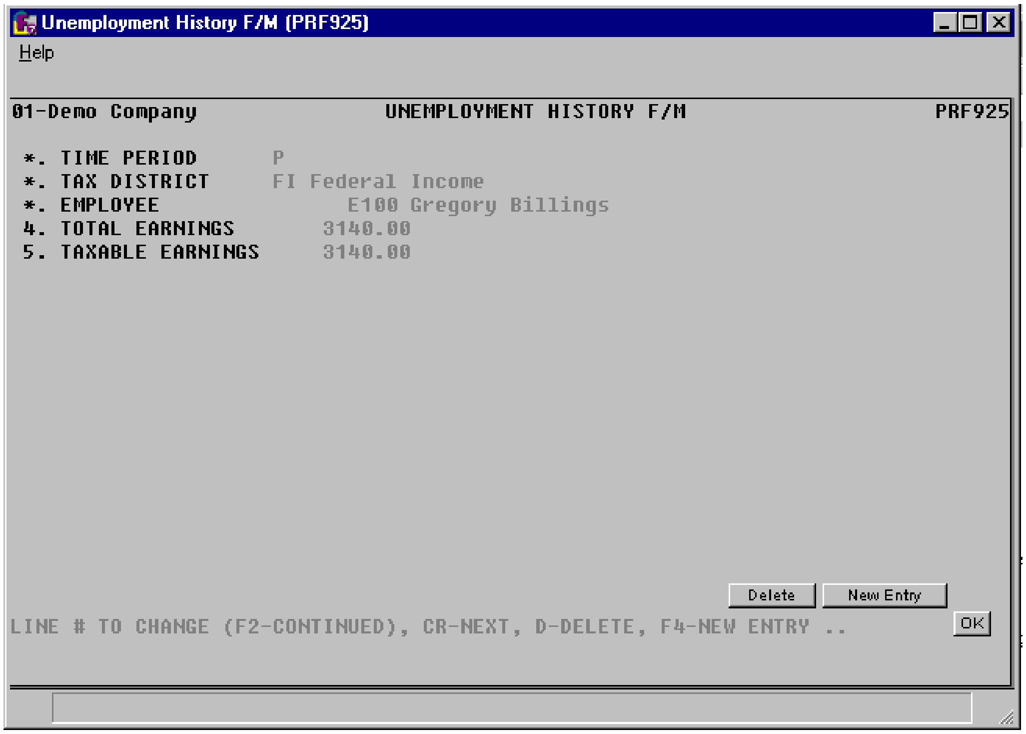
5. Taxable Earnings

Enter the taxable earnings of the employee (+/-9999999.99). CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX

FILES UPDATED - PRUNEM


Unemployment History F/M (PRF925)
Help
01-Demo Company UNEMPLOYMENT HISTORY F/M PRF925
*. TIME PERIOD P
*. TAX DISTRICT FI Federal Income
*. EMPLOYEE E100 Gregory Billings
4. TOTAL EARNINGS 3140.00
5. TAXABLE EARNINGS 3140.00
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Check History F/M (PRF930)

Function

This program allows the user of the FACTS system to create and maintain records in the check history file.

The user may enter information through this program during the initial set up of the payroll system. Thereafter, it is maintained by the Check Register update program.

After the system is operational, this program should only be used to view the detail of any check. It should not be used to change information as the file's integrity could be damaged. To view an existing record, the user must enter the employee number, check date, check number and check type.

Information in this file may be printed using the Check History Report program or viewed on the screen using the Employee Inquiry. Check history may be removed by the Clear Check History program at any time by the user.

User Inputs

The following inputs are involved in creating a check history record:

1. Employee

Enter any valid employee number (ref. 4).

2. Check Date

Enter the date printed on the check (ref. 2). CR defaults to the system date. F3 defaults to the first record on file for the employee displayed.

3. Check Number

Enter the check number (up to 6 digits). CR defaults to the first record on file for the employee, check date and check number displayed.

4. Check Type

Enter whether the check type is **R**-regular (printed by the system), **M**-manual (handwritten), or **V**-void. CR initially defaults to R. F3 defaults to the first record on file for the employee, check date and check number displayed.

At this point, if the historical record already exists, then it is displayed. For new records, the program proceeds with the following inputs:

5. Check Amount

Enter the net amount of the pay check (+/-999999.99). If check type is V, then only negative amounts are accepted. If check type is R or M, only positive amounts are accepted.

6. Pay Cycle

Enter the pay cycle that generated the check. The entry must be a valid pay cycle. F2 allows a search (ref. 8).

7-18. Hours and Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by this employee during the selected time period (+/-9999.99). CR initially defaults to 0. Next enter the earnings (dollars paid to this employee) during the selected time period (+/-999999.99). CR initially defaults to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For nonhourly earnings codes, the hours input is skipped.

19-24. Tax Code, Amount, Matching

For each tax code, enter the following:

Tax code

Enter the tax table. The entry must be a valid tax table. F2 allows a search (ref. 8).

Amount

Enter the amount of tax (+/-999999.99). CR initially defaults to 0.

Matching

If the employer matches the tax (i.e., FICA), enter the amount of employer matching (+/-999999.99). CR initially defaults to 0.

25-34. Deduction Amount, Matching

For each deduction, enter the following:

Amount

Enter the deduction amount (+/-999999.99). CR initially defaults to 0.

Matching

If the employer matches the deduction (i.e., 401K), enter the amount of employer matching (+/-999999.99). CR initially defaults to 0.

35. GL Earnings

Enter the GL earnings posting table for earnings on this check. The entry must be a valid GL earnings posting table. F2 allows a search (ref. 8).

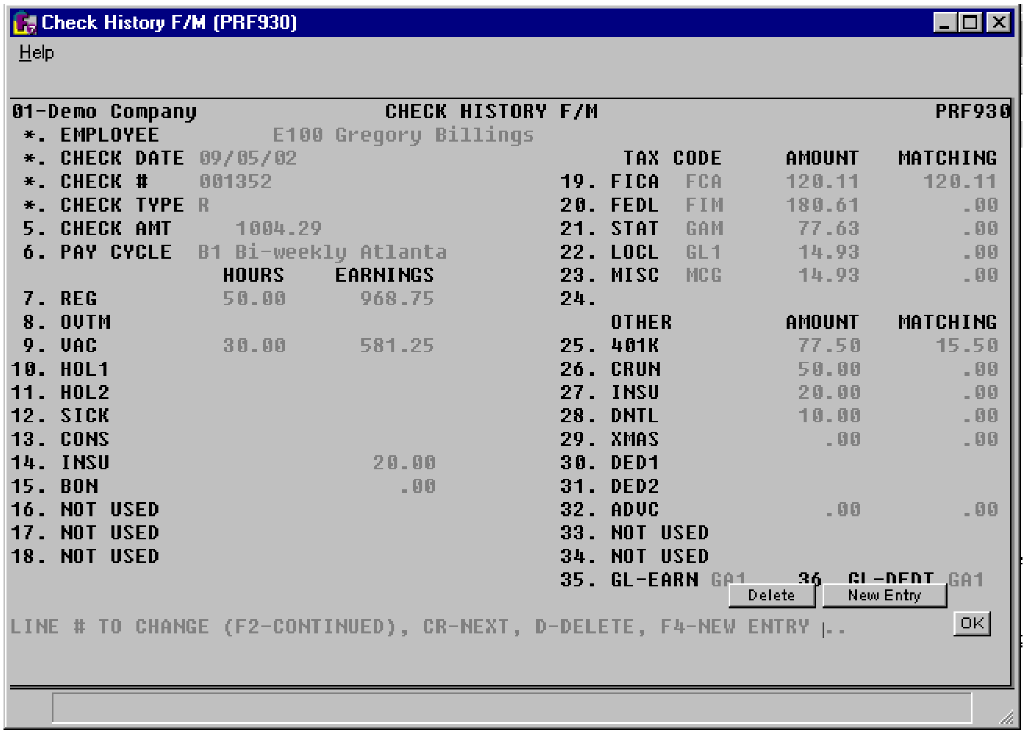
36. GL Deductions

Enter the GL deductions posting table for deductions on this check. The entry must be a valid deductions posting table. F2 allows a search (ref. 8).

Technical Notes

FILES USED - SMCNTL, PREMPL, PREALX, PRTAXT, PREMPP

FILES UPDATED - PRCHST


Check History F/M (PRF930)
Help
01-Demo Company CHECK HISTORY F/M PRF930
*. EMPLOYEE E100 Gregory Billings
*. CHECK DATE 09/05/02
*. CHECK # 001352
*. CHECK TYPE R
5. CHECK AMT 1004.29
6. PAY CYCLE B1 Bi-weekly Atlanta
HOURS EARNINGS
7. REG 50.00 968.75
8. OVTM
9. VAC 30.00 581.25
10. HOL1
11. HOL2
12. SICK
13. CONS
14. INSU 20.00
15. BON .00
16. NOT USED
17. NOT USED
18. NOT USED
TAX CODE AMOUNT MATCHING
19. FICA FCA 120.11 120.11
20. FEDL FIM 180.61 .00
21. STAT GAM 77.63 .00
22. LOCL GL1 14.93 .00
23. MISC MCG 14.93 .00
24.
OTHER AMOUNT MATCHING
25. 401K 77.50 15.50
26. CRUN 50.00 .00
27. INSU 20.00 .00
28. DNTL 10.00 .00
29. XMAS .00 .00
30. DED1
31. DED2
32. ADVC .00 .00
33. NOT USED
34. NOT USED
35. GL-EARN GA1
Delete
New Entry
GA1
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY
OK

Tax Table F/M (PRF940)

Function

This program allows the user of the FACTS System to create and maintain records in the Payroll Tax Tables File.

Payroll taxes defined in this file are used by the system to calculate tax amounts on payroll checks. The taxes in these tables, except for FICA, should represent annual tax rates. By entering annual rates, the computer may calculate taxes, using a single table, for any pay period (weekly, monthly, etc.).

Federal tax tables for married and single persons should be entered along with all applicable state, local and miscellaneous payroll tax tables.

NOTE: FICA is a special case and must be entered with certain restrictions in order to work correctly. These restrictions are:

- At the **Tax Code** input, FICA must be entered as **FCA**.
- At the **Type** input, FICA must be entered as **X**.
- At the **Annualize** input, N must be entered.

NOTE: No changes should be made to this program for the new tax year until **after** the W-2 Information Capture (PRU820) is run for the previous year.

User Inputs

The following inputs are involved in creating a tax table:

1. Tax Code

Enter any three characters to identify this tax table. The first-two characters of the code must be a valid tax district code entered through the Tax District Information F/M. F2 allows a search (ref. 8).

Type

When the tax code is entered, the tax type is displayed, **X**-stands for FICA, **F**-federal, **S**-state, **L**-local, **1**-miscellaneous 1 or **2**-miscellaneous 2. No input is necessary. The system assigns this type from the tax district information file.

2. Description

Enter the tax table description (up to 25 characters).

3. Annualize

Enter **Y** or **N** to determine if the employee’s earnings are multiplied by the number of pay cycles in a year in order to annualize taxes. CR initially defaults to Y.

4. Federal Tax Amount Exempt

Enter **Y** or **N** to indicate whether to exclude the amount paid in federal taxes. CR initially defaults to N.

5. Minimum Deductions

Enter the minimum amount that can be deducted from earnings either before or after (depending on whether B or A is entered for input #12) taxes are applied (0-99999). CR initially defaults to 0.

6. Maximum Deductions

Enter the maximum amount that can be deducted from earnings either before or after (depending on whether B or A is entered for input #12) taxes are applied (0-99999). CR initially defaults to 0.

7. Standard Deductions Subtracted Amount

Enter the amount to be subtracted from earnings either before or after (depending on whether B or A is entered for input #12) taxes are applied. CR initially defaults to 0.

This amount should not be lower than the minimum deduction (input #5) or higher than the maximum deduction (input #6).

8. Standard Deductions %

Enter the percentage of earnings (if any) to be deducted from taxable earnings (0-99.99). When calculating the standard deductions, the system never deducts less than the minimum (input #5) or more than the maximum (input #6). CR initially defaults to 0.

9. Exempt Amount 1

Enter amount for the first exemption to be subtracted from earnings before taxes are applied (0-99999). CR initially defaults to 0.

10. Exempt Amount 2

Enter amount for the second exemption to be subtracted from earnings before taxes are applied (0-99999). CR initially defaults to 0.

11. Exempt Amount 3+

Enter amount for any exemptions (over 2) to be subtracted from earnings before taxes are applied (0-99999). CR initially defaults to 0.

12. Exempt Before Or After

This feature allows for the subtraction of exempted amounts either **B**-before or **A**-after tax calculations. CR initially defaults to B.

13. Fixed Tax Rate

Enter the fixed tax rate percentage (0-99.99) if applicable. CR initially defaults to 0 and skips input #14.

14. Employer Matching

Enter the employer matching rate percentage (0-99.99) if applicable (i.e., FICA). CR initially defaults to 0.

15. Tax Calculation Program

Enter the program which performs the tax calculations. CR initially defaults to the standard program (PRC210.) If custom modifications need to be made for tax calculations, use PRC210 as the model program. Copy PRC210 to another program (example PRC220) and make modifications to the new program.

16-19. Amounts 1-4

The amount descriptions are set up in the Tax District Information F/M program. These amounts are used if customer modifications are needed (see input #15) and are built into the standard tax calculation program PRC210.

If fixed rate tax codes are used, the table is not accessible and the rest of the inputs are skipped. If fixed rate tax codes are not used, proceed to input #20.

20-34. Brackets

Tax is calculated in the standard program PRC210 as follows:

The base is tax to be paid (**not** a **taxable** amount). The system calculates the percent of the difference between the previous upper limit and the current upper limit. This total is added to the base to calculate the total tax.

Percent

Enter the percentage of taxable earnings to be taxed in this tax bracket (0-99.99). CR initially defaults to 0.

Base

Enter the amount to be taxed in addition to the percentage amount of this bracket (0-99999.99). CR initially defaults to 0.

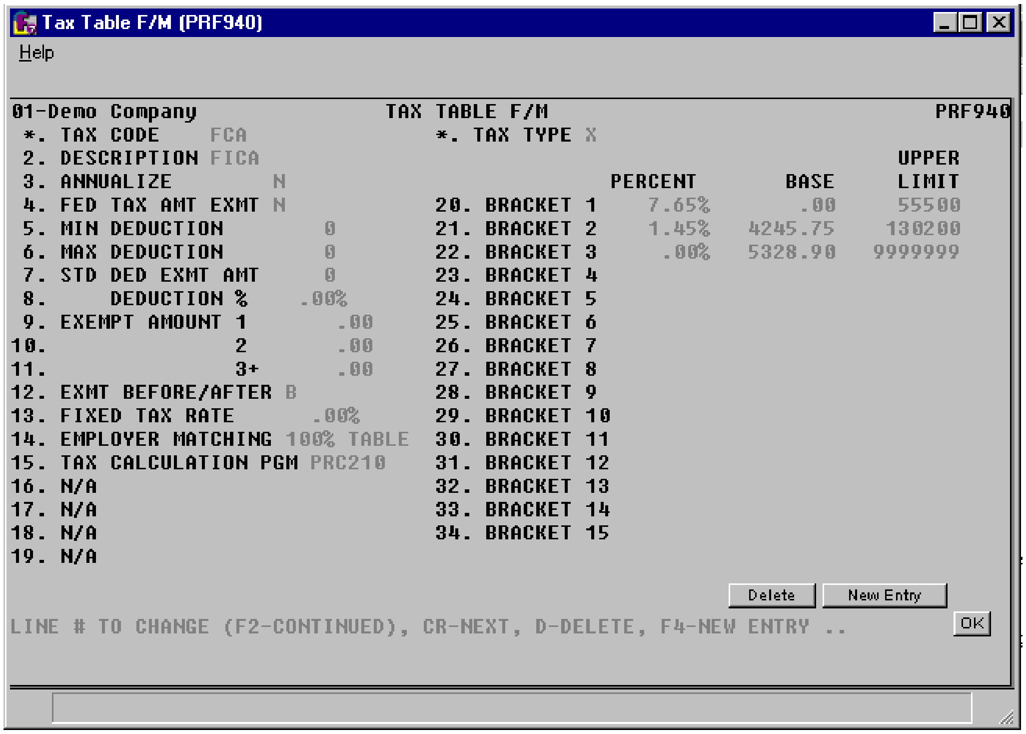
Upper limit

Enter the upper limit of this tax bracket (0-9999999). CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - PRTAXT


Tax Table F/M (PRF940)
Help
01-Demo Company TAX TABLE F/M PRF940
*. TAX CODE FCA
*. TAX TYPE X
2. DESCRIPTION FICA
3. ANNUALIZE N
4. FED TAX AMT EXMT N
5. MIN DEDUCTION 0
6. MAX DEDUCTION 0
7. STD DED EXMT AMT 0
8. DEDUCTION % .00%
9. EXEMPT AMOUNT 1 .00
10. 2 .00
11. 3+ .00
12. EXMT BEFORE/AFTER B
13. FIXED TAX RATE .00%
14. EMPLOYER MATCHING 100% TABLE
15. TAX CALCULATION PGM PRC210
16. N/A
17. N/A
18. N/A
19. N/A
PERCENT BASE UPPER LIMIT
20. BRACKET 1 7.65% .00 55500
21. BRACKET 2 1.45% 4245.75 130200
22. BRACKET 3 .00% 5328.90 9999999
23. BRACKET 4
24. BRACKET 5
25. BRACKET 6
26. BRACKET 7
27. BRACKET 8
28. BRACKET 9
29. BRACKET 10
30. BRACKET 11
31. BRACKET 12
32. BRACKET 13
33. BRACKET 14
34. BRACKET 15
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

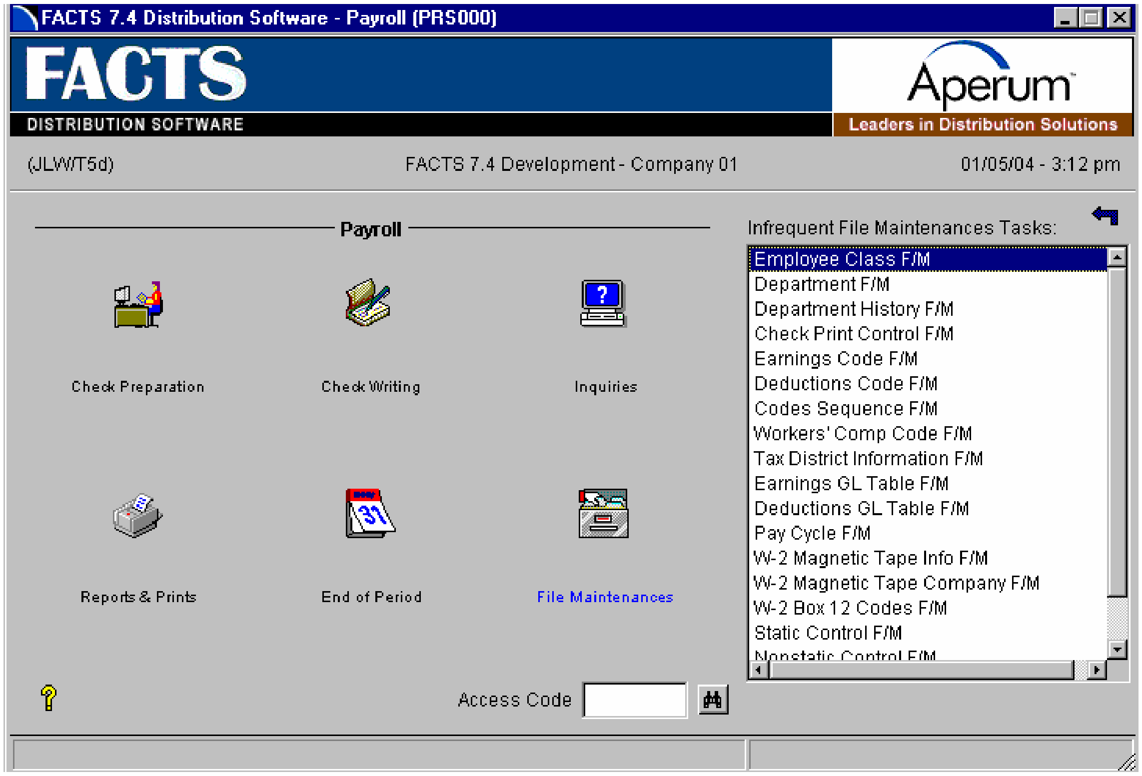
CHAPTER 9

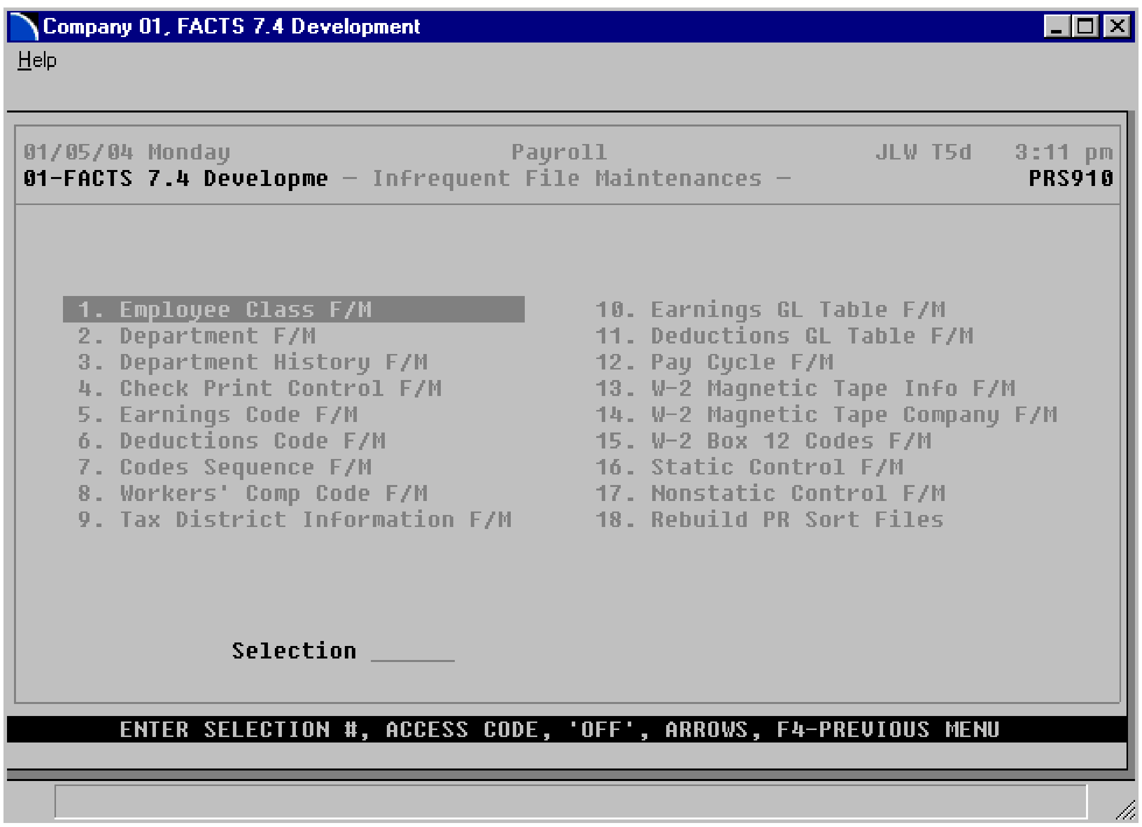
Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M, which keeps track of the payroll period and all the check register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the payroll system do not need to be maintained by the user and it is unlikely that they will be used.


FACTS 7.4 Distribution Software - Payroll (PRS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLWT5d)
FACTS 7.4 Development - Company 01
01/05/04 - 3:12 pm
Payroll
Infrequent File Maintenances Tasks:
Employee Class F/M
Department F/M
Department History F/M
Check Print Control F/M
Earnings Code F/M
Deductions Code F/M
Codes Sequence F/M
Workers' Comp Code F/M
Tax District Information F/M
Earnings GL Table F/M
Deductions GL Table F/M
Pay Cycle F/M
W-2 Magnetic Tape Info F/M
W-2 Magnetic Tape Company F/M
W-2 Box 12 Codes F/M
Static Control F/M
Check Preparation
Check Writing
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday Payroll JLW T5d 3:11 pm
01-FACTS 7.4 Developme — Infrequent File Maintenances — PRS910
1. Employee Class F/M
2. Department F/M
3. Department History F/M
4. Check Print Control F/M
5. Earnings Code F/M
6. Deductions Code F/M
7. Codes Sequence F/M
8. Workers' Comp Code F/M
9. Tax District Information F/M
10. Earnings GL Table F/M
11. Deductions GL Table F/M
12. Pay Cycle F/M
13. W-2 Magnetic Tape Info F/M
14. W-2 Magnetic Tape Company F/M
15. W-2 Box 12 Codes F/M
16. Static Control F/M
17. Nonstatic Control F/M
18. Rebuild PR Sort Files
Selection ______
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Employee Class F/M (PRF950)

Function

This program allows the user of the FACTS system to create and maintain employee class records.

Employee classes may be used to group employees by type (office, management, warehouse), by location (main office, branch 1, etc.) or by any category determined by the user. Many of the payroll reports can be printed by class. This allows for comparison of data by employee class.

If the user decides not to utilize the employee class feature, only one class must be created. During entry of employees through the Employee F/M, all employees are assigned to the one existing class.

User Inputs

The following inputs are involved in creating an employee class record:

1. Employee Class

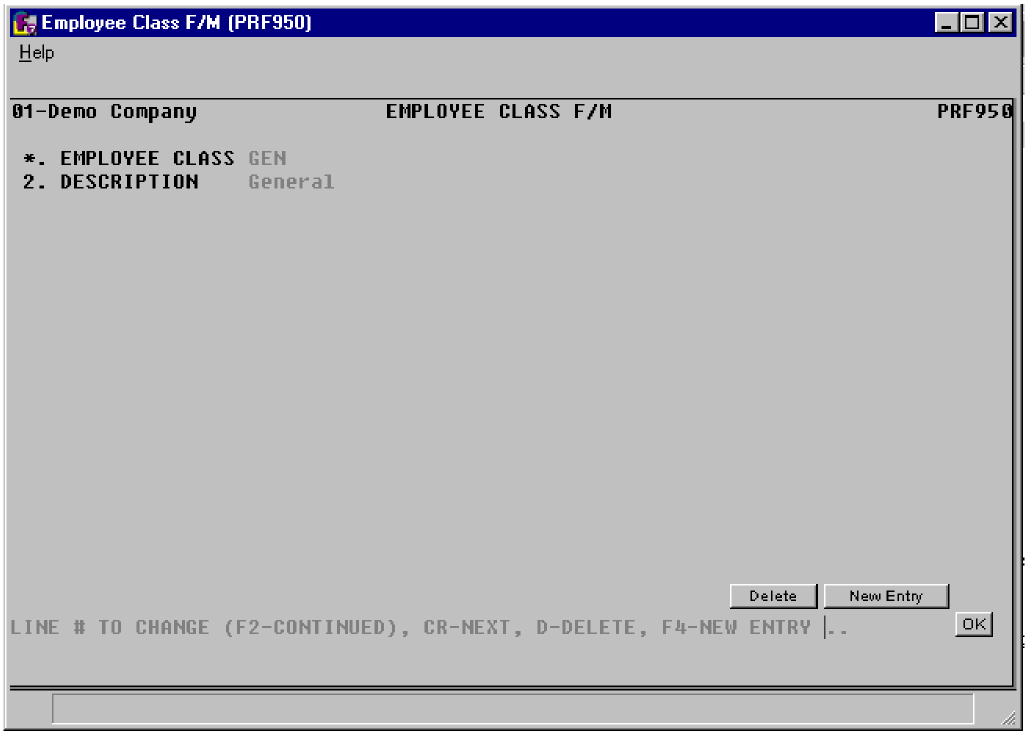
Enter the employee class (up to 3 characters). F2 allows a search (ref.8).

2. Description

Enter the class description (up to 30 characters).

Technical Notes

FILES UPDATED - SMCNTL


Employee Class F/M (PRF950)
Help
01-Demo Company
EMPLOYEE CLASS F/M
PRF950
*. EMPLOYEE CLASS GEN
2. DESCRIPTION General
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Department F/M (PRF952)

Function

This program allows the user of the FACTS system to create and maintain department records.

Each employee is assigned a department number. Department codes are used to group employees by the department in which they work (purchasing, shipping, payroll, accounts receivable, etc.) or by any other category determined by the user. During a pay cycle, an employee may earn wages for multiple departments. Each department worked in may also have an assigned GL earnings posting table to post earnings of multiple departments to various GL account numbers. Hours worked and wages earned statistics are stored by department code for each of the three time periods (period-to-date, quarter-to-date and year-to-date). This information is updated by the system and is available for maintenance through the Department History F/M program.

If the user decides not to utilize the department feature, only one department must be created. During entry of employees through the Employee F/M program, all employees are assigned to the one existing department.

User Inputs

The following inputs are involved in creating a department record:

1. Department

Enter the department (up to 3 characters). F2 allows a search (ref.8).

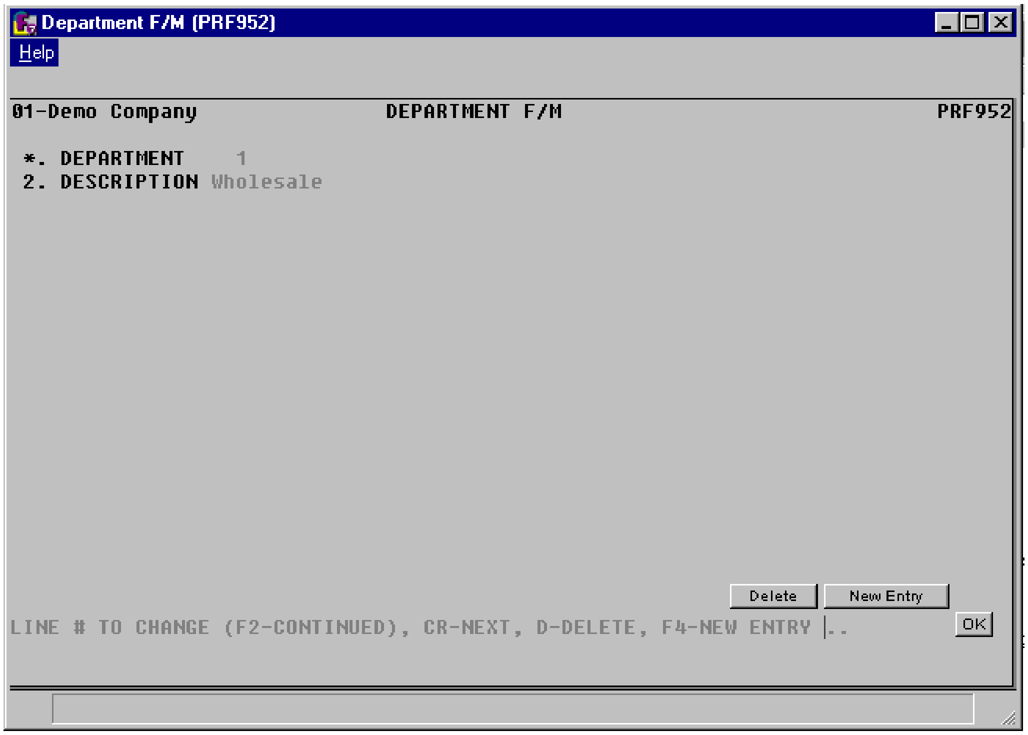
2. Description

Enter the department description (up to 30 characters).

Technical Notes

FILES USED - PRDEPT

FILES UPDATED - SMCNTL


Department F/M (PRF952)
Help
01-Demo Company
DEPARTMENT F/M
PRF952
*. DEPARTMENT 1
2. DESCRIPTION Wholesale
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Department History F/M (PRF954)

Function

This program allows the user of the FACTS system to view, create and maintain records in the department history file.

The user may enter information through this program during the initial set up of the payroll system. Thereafter, it is maintained by the Check Register update program. However, most new users allow the system to begin compiling payroll information and do not enter past data.

If entering set up information, all hours worked and earnings paid must be gathered by department. Totals are entered for any or all of the three time periods (period-to-date, quarter-to-date and year-to-date) by branch.

User Inputs

The following inputs are involved in creating a department history record:

1. Time Period

Enter whether the time period is **P**-period-to-date, **Q**-quarter-to-date or **Y**-year-to date. CR initially defaults to P.

2. Branch

Enter the branch number. The entry must be a valid branch. F2 allows a search (ref.8). F3 defaults to the first record for the time period displayed.

3. Department

Enter the department (up to 3 characters). The entry must be a valid PR department. F2 allows a search (ref.8). F3 defaults to the first record of the time period and branch displayed.

4-15. Hours And Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by all employees in this department during the selected time period (+/-9999.99). CR initially defaults to 0. Next enter the earnings (dollars paid to all employees in this department) during the selected time period (+/-999999.99). CR initially defaults to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

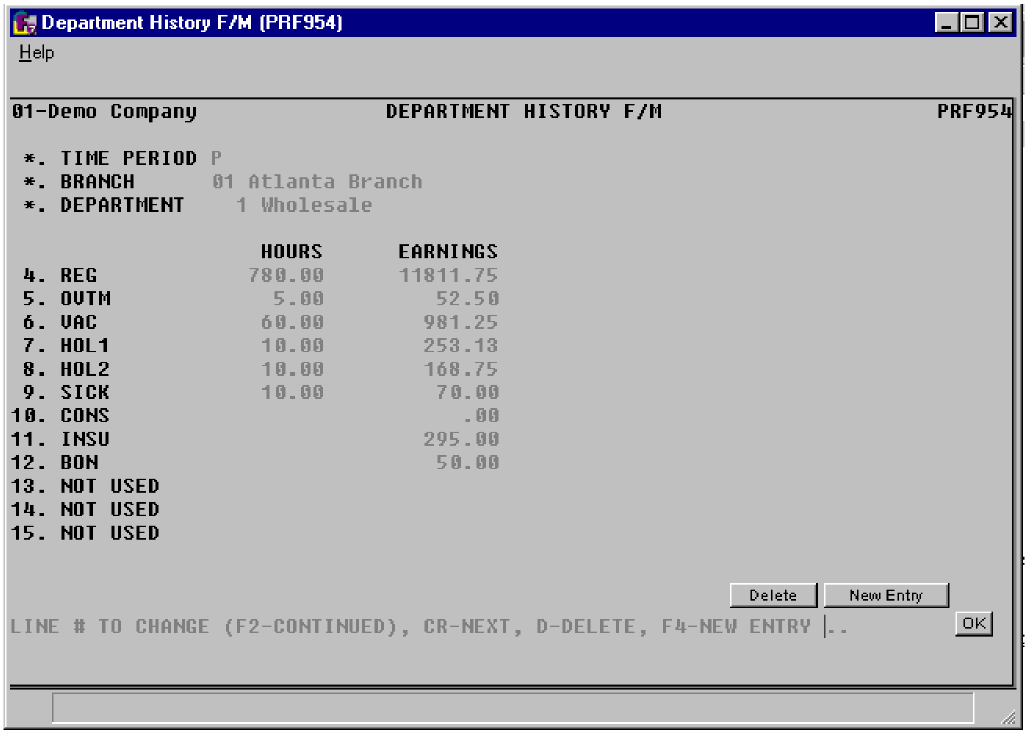
For non-hourly earnings codes, the hours input is skipped.

Technical Notes

Period-to-date department history is deleted automatically when the End-of-Period Update is run for the period. Quarter-to-date and year-to-date department history are deleted when the End-of-Period Update is run and the period is the quarter roll period or the year roll period as determined by the roll periods entered through the Static Control F/M.

FILES USED - SMCNTL

FILES UPDATED - PRDEPT



Check Print Control F/M (PRF958)

Function

This program allows the user of the FACTS system to create and maintain check parameters that determine the print positions of information on payroll checks.

The check parameter file enables the user to control, within broad limitations, the print positions of payroll check information without requiring program changes. One record is stored for each bank which allows different checks for each bank. If the standard payroll check is to be used, the user should allow each input to default to its preset value. This produces a check print that matches the standard Aperum™ check.

The check print program verifies that check print controls are on file for the chosen bank. Therefore, this record must be set up prior to printing checks.

Laser Check Driver Print Parameters

The laser driver, HPCHECK, prints to laser printers in 12 pitch. Using the correct settings in FACTS and the correct forms, this driver accommodates printing laser checks in FACTS. Contact TransForm Technologies directly to order checks or to request samples at (800) 226-2564 or email Chris Bilello at cbilello@transformtech.net or Dottie Ward at dward@transformtech.net.

To use the HPCHECK laser driver, associate a link file for the laser printer with the HPCHECK printer. You can set it up as an additional printer in FACTS if other users make use of the laser printer for normal printing tasks. Use the settings below in Check Print Control F/M for Accounts Payable and Payroll laser check forms.

Note that these settings are only for the laser check forms (Accounts Payable and Payroll) provided by Transform Technologies. Laser check forms provided by any other forms vendor may not comply with the set up parameters given below.

Payroll Check HPCHECK Laser Driver Parameters

Number Of Lines Per Voucher	42	Voucher Column - Deductions Description	54
Voucher Column - Employee #	1	Voucher Column - Current Deductions	72
Voucher Column – Name	16	Voucher Column - YTD Deductions	84
Voucher Column - Social Security #	58	Number Of Lines Per Check	18
Voucher Column - Period End Date	74	Maximum Column – Script	78
Voucher Column -	86	Check Column - Check #	73

Check Number			
Voucher Column - Earnings Description	1	Check Column – Date	73
Voucher column – hours	20	Check Column – Script	5
Voucher Column - Current Earnings	29	Check Column – Amount	76
Voucher Column - YTD Earnings	42	Check Column - Name/Address	10

User Inputs

The following inputs are involved in creating a check print control record:

1. Bank Code

Enter a valid bank code for these parameters. CR initially defaults to the bank set in the static control record. F2 allows a search (ref.8).

2. Number Of Lines Per Voucher

Enter the maximum number of horizontal lines (21-99) on the voucher (or stub) portion of the check. CR initially defaults to 21.

3. Voucher Column - Employee #

Enter the column number where the employee number prints on the voucher (0-125). CR initially defaults to 3.

4. Voucher Column - Name

Enter the column number where the employee name prints on the voucher (0-101). CR initially defaults to 16.

5. Voucher Column - Social Security #

Enter the column number where the social security number prints on the voucher (0-120). CR initially defaults to 51.

6. Voucher Column - Period End Date

Enter the column number where the period ending date prints on the voucher (0-123). CR initially defaults to 64.

7. Voucher Column - Check Number

Enter the column number where the check number prints on the voucher (0-125). CR initially defaults to 75.

8. Voucher Column - Earnings Description

Enter the column number where the earnings code description prints on the voucher (0-127). CR initially defaults to 1.

9. Voucher column - hours

Enter the column number where hours amounts prints on the voucher (0-122). CR initially defaults to 18.

10. Voucher Column - Current Earnings

Enter the column number where the current earnings prints on the voucher (0-120). CR initially defaults to 25.

11. Voucher Column - YTD Earnings

Enter the column number where the YTD earnings amounts prints on the voucher (0-120). CR initially defaults to 36.

12. Voucher Column - Deductions Description

Enter the column where the deductions code description prints on the voucher (0-127). CR initially defaults to 48.

13. Voucher Column - Current Deductions

Enter the column number where the current deductions amounts prints on the voucher (0-120). CR initially defaults to 61.

14. Voucher Column - YTD Deductions

Enter the column number where the YTD deductions amounts prints on the voucher (0-120). CR initially defaults to 72.

15. Number Of Lines Per Check

Enter the maximum number of horizontal lines on the check portion of the check (17-99). CR initially defaults to 21.

16. Maximum Column - Script

Enter the maximum number of columns to be used when printing the check amount in words. Count one column for each letter or space (0-131). CR initially defaults to 90.

17. Check Column - Check #

Enter the column number where the check number prints on the check (0-125). CR initially defaults to 66.

18. Check Column - Date

Enter the column number where the check date prints on the check (0-123). CR initially defaults to 66.

19. Check Column - Script

Enter the column number where the check amount in words prints on the check (0-131 minus the length of script). CR initially defaults to 7.

20. Check Column - Amount

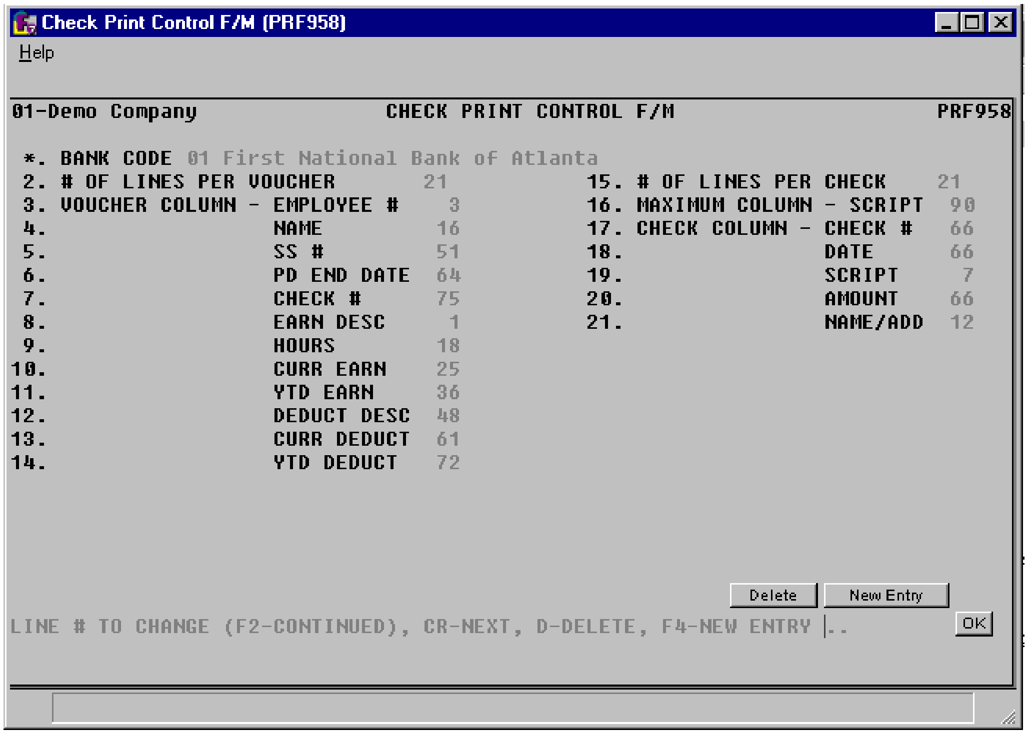
Enter the column number where the check amount in numbers prints on the check (0-120). CR initially defaults to 66.

21. Check Column - Name/Address

Enter the column number where the employee's name and address prints on the check (0-101). CR initially defaults to 12.

Technical Notes

FILES UPDATED - SMCNTL



Earnings Code F/M (PRF960)

Function

This program allows the user of the FACTS system to define all types of wages paid to and hours worked by employees.

All types of hours and wages must be defined in this program. Earnings may or may not be associated with the number of hours worked. Examples of wages paid independent of hours worked are mileage, travel reimbursements, bonuses, commissions, etc. Hourly wages may be for regular, sick, vacation, overtime, etc. hours.

The user determines if the earnings are considered premium (i.e., overtime) and if various payroll taxes are withheld. The option to use maximum hours tracking is also available.

CAUTION! Deleting an earnings code that is used in the Code Sequence F/M program may endanger the integrity of the payroll data files.

User Inputs

The following inputs are involved in creating an earnings code record:

1. Earnings Code

Enter the earnings code (up to 4 characters). F2 allows a search (ref.8).

2. Description

Enter the description of this code (up to 15 characters).

3. Hourly

Enter either **Y** or **N** to indicate if wages paid in this category depend on the number of hours worked. CR initially defaults to Y.

4. Premium Earnings

Enter **N** or **Y** to indicate if this earnings category uses earnings calculations other than straight time (for example, time-and-a-half or double time). This field is used in conjunction with the hours multiplier field. CR initially defaults to N.

5. Fringe Benefit

Enter **N** or **Y** to indicate whether the earnings for this code is included as a fringe benefit on the W-2. If Y is entered, the amount for this earnings code prints in the **Fringe Benefits** box on the W-2. CR initially defaults to N.

6. Matching Deduction

Enter **N** or **Y** to indicate whether the earnings code has a matching deduction. This is used when a deduction must also show as earnings for taxable income on the W-2. If Y is entered, users must set up the same 4-character deduction code. When setting up employee pay cycle data information, enter the deduction but leave the earnings blank. The system adds the deduction amount to the earnings code. Ultimately, the earnings and deduction amounts total zero, however, the deduction is taxable earnings.

7. Maximum Hours Tracking

This feature is only used with hourly earnings codes. Enter either **N** or **Y** to indicate if the maximum hours tracking feature is utilized for this earnings code. CR initially defaults to N. If N is entered, this feature is eliminated for the earnings code. The maximum hours tracking feature allows the user to enter the number of hours available yearly for an employee (for example, vacation time, sick time, etc.) through the Employee Maximum Hours F/M program. An Employee Maximum Hours Report prints the yearly maximum hours, hours used year-to-date and the available hours. The Earnings Entry program flashes a message if the employee exceeds the maximum hours for an earnings code.

8. Hours Multiplier

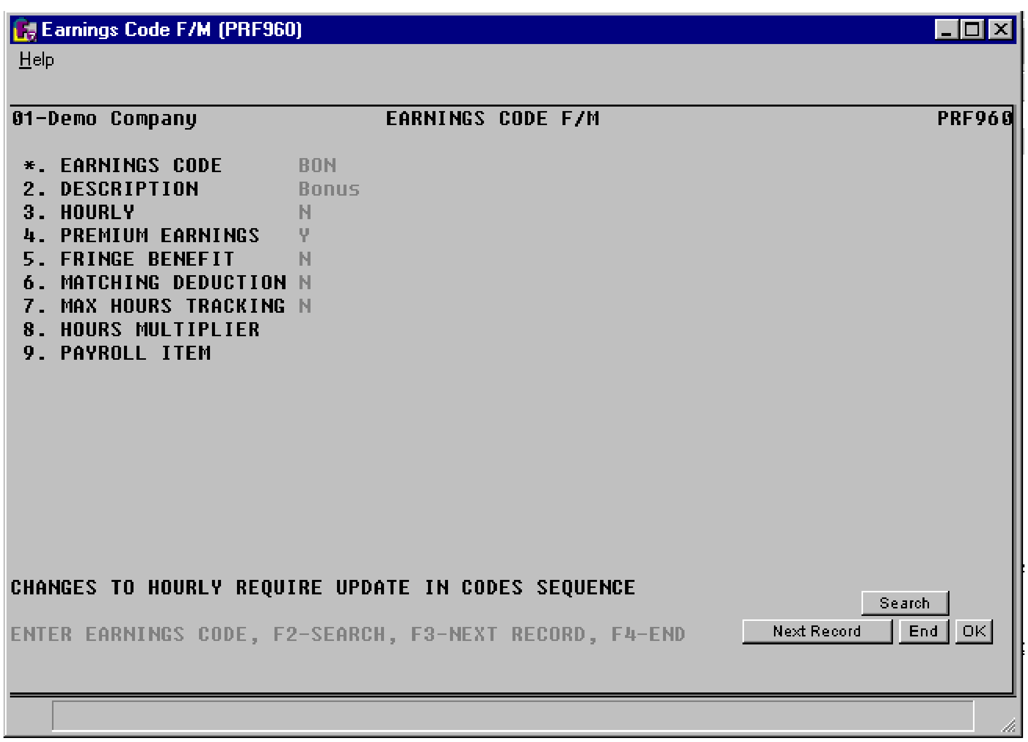
This number is used to determine wages for hours worked in this category. This entry can be any number up to 9.999. For example, double time has a multiplier of 2. Time-and-a-half has 1.5. CR initially defaults to 1.0.

9. Payroll Item

Enter Y or N to indicate whether Earnings Code is to be considered a payroll item. Payroll items are reported on form 941 and nonpayroll items are reported on form 945. CR defaults to Y.

Technical Notes

FILES UPDATED - SMCNTL



Deductions Code F/M (PRF962)

Function

This program allows the user of the FACTS system to define others taxes and other deductions withheld from payroll checks.

The system requires the entry of the following four tax codes: FICA, FEDL (federal), STAT (state) and LOCL (local). Two additional miscellaneous taxes may also be set up to fit the needs of the user.

Any voluntary deductions to be withheld from payroll must be defined. Examples include insurance, employee loans, credit union, etc. A feature of the payroll system allows the tracking of employee advances and other deductions with a running balance.

FICA must be set up here. Set up FIEI for earned income credit (if applicable).

CAUTION! Deleting a deductions code that is used in the Code Sequence F/M program may endanger the integrity of the payroll data files.

User Inputs

The following inputs are involved in creating a deductions code record:

1. Deduction Code

Enter the deduction code (up to 4 characters). F2 allows a search (ref.8).

2. Description

Enter the description of this code (up to 15 characters).

3. Deduction Type

Enter whether the deduction is a **T**-tax or **O**-other type of deduction. CR initially defaults to T.

4. Tax Type

If O was entered in input #3, this entry is skipped. Enter whether the tax type is **X**-FICA, **F**-federal, **S**-state, **L**-local, **1**-miscellaneous 1 (user-defined) or **2**-miscellaneous 2 (user-defined).

5. Work To Balance

If T was entered in input #3, this input is skipped. Enter **N** or **Y** to indicate if this deduction should be taken from an employee until it totals the balance entered through the Employee Deduction Balance F/M (i.e., for loans, advances, etc.). CR initially defaults to N.

6. Calculate On Gross/Net

If T was entered in input #3, this input is skipped and automatically set to G. Enter whether to use the **G**-gross or **N**-net as the basis for the deduction calculation. CR initially defaults to G.

7. Employer Matching

Enter **N** or **Y** to indicate if the employer matches the deduction; i.e., FICA tax requires the employer to match the deduction. Another example of employer matching is 401K. CR initially defaults to N and the remaining inputs are skipped.

8. Max Comp Contribution/Yr

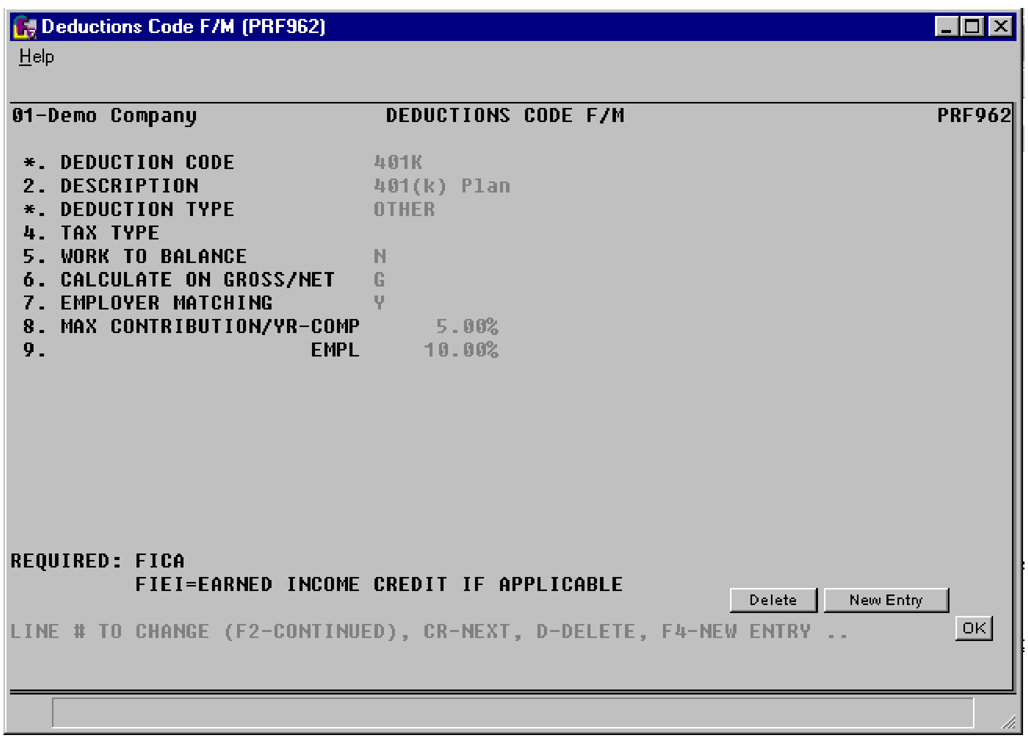
Enter the maximum amount (0-999999.99) or percent (0-99.99%) an employer may contribute per year. CR initially defaults to 0. If a percent is entered, type the amount, the percent (%) sign and press **CR**.

9. Max Empl Contribution/Yr

Enter the maximum amount (0-999999.99) or percent (0-99.99%) an employee may contribute per year. CR initially defaults to 0. If a percent is entered, type the amount, the percent (%) sign and press **C**R.

Technical Notes

FILES UPDATED - SMCNTL



Code Sequence F/M (PRF964)

Function

This program allows the user of the FACTS system to determine the order in which earnings codes, taxes and deductions codes appear on screens and reports throughout the payroll system.

When entering earnings codes the first one must be an hourly code with an hours multiplier of 1.000 as set in the Earnings Code F/M. Codes for any other wages earned may then be entered. When setting up other deductions, place the codes with a balance after non-balance deductions. Prior to using this program, earnings and deductions codes (including taxes) must be defined through the Earnings Code F/M and Deduction Code F/M programs.

CAUTION! Once processing begins, no changes should be made in this file without the supervision of your affiliate. Changes made to this file can seriously endanger the integrity of the data files! It is strongly advised that a password be used in this program.

User Inputs

The following inputs are involved in creating the code sequence record:

1-12. Earnings

Enter each earnings code as defined through the Earnings Code F/M. F2 allows a search (ref.8). The first code must be an hourly code with an hours multiplier of 1.000. F3 ends entry of earnings codes and proceeds to the tax deductions entry.

13-18. Tax Deductions

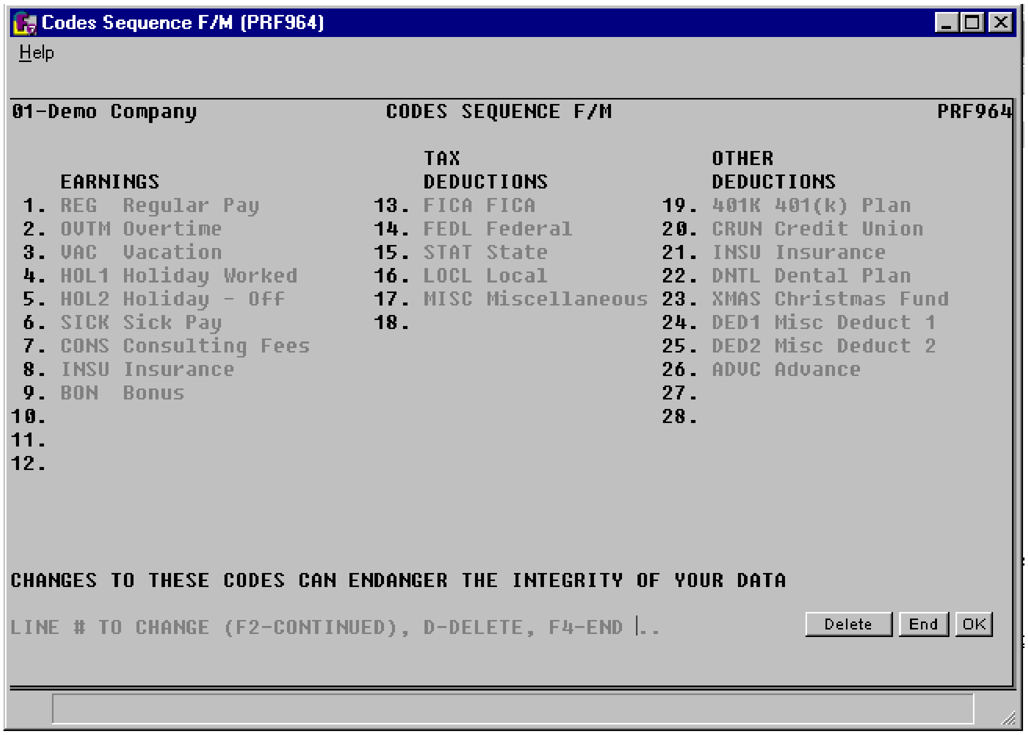
Enter the codes for FICA, federal, state, local, (required) and miscellaneous (if applicable) payroll taxes. F2 allows a search (ref.8). F3 ends entry of tax deductions and proceeds to the other deductions entry.

19-28. Other Deductions

Enter each deductions code as defined through the Deductions Code F/M. F2 allows a search (ref.8). F3 ends entry of deductions codes.

Technical Notes

FILES UPDATED - SMCNTL


Codes Sequence F/M (PRF964)
Help
01-Demo Company
CODES SEQUENCE F/M
PRF964
EARNINGS
TAX DEDUCTIONS
OTHER DEDUCTIONS
1. REG Regular Pay
2. OVTM Overtime
3. VAC Vacation
4. HOL1 Holiday Worked
5. HOL2 Holiday - Off
6. SICK Sick Pay
7. CONS Consulting Fees
8. INSU Insurance
9. BON Bonus
10.
11.
12.
13. FICA FICA
14. FEDL Federal
15. STAT State
16. LOCL Local
17. MISC Miscellaneous
18.
19. 401K 401(k) Plan
20. CRUN Credit Union
21. INSU Insurance
22. DNTL Dental Plan
23. XMAS Christmas Fund
24. DED1 Misc Deduct 1
25. DED2 Misc Deduct 2
26. ADVC Advance
27.
28.
CHANGES TO THESE CODES CAN ENDANGER THE INTEGRITY OF YOUR DATA
LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
Delete
End
OK

Worker's Compensation Code F/M (PRF968)

Function

This program allows the user of the FACTS system to set up and maintain worker's compensation codes by tax district. Employers must pay federal and state governments as required to compensate for any illness or injury which is a direct result of the worker's position. The system maintains the earnings by period of worker's compensation once processing begins.

User Inputs

The following inputs are involved in creating a worker's compensation code record:

1. State

Enter the valid 2-character tax district (usually the state designation). F2 allows a search (ref.8).

2. Worker's Compensation Code

Enter the worker's compensation code (up to 3 characters). F2 allows a search (ref.8).

3. Description

Enter the description of the compensation code (up to 25 characters).

4. Rate

Enter the percent (of gross pay) the employer is contributing to worker's compensation (0-99.99%). This rate is multiplied times (x) the earnings to calculate the premium on the Worker's Comp Report. CR initially defaults to 0.

5. Accrual G/L #

Enter the accruing general ledger number to post to worker's comp from the Check Register. The entry must be a valid GL account number. F2 allows a search (ref.8). If the **post worker's comp** flag is set to N in the PR static control record, this number is not posted to the general ledger.

6. Expense G/L #

Enter the expense account number to post to worker's comp from the Check Register. The entry must be a valid GL account number. F2 allows a search (ref.8). If The **Post Worker's Comp** flag is set to N in the PR static control record, this number is not posted to the general ledger.

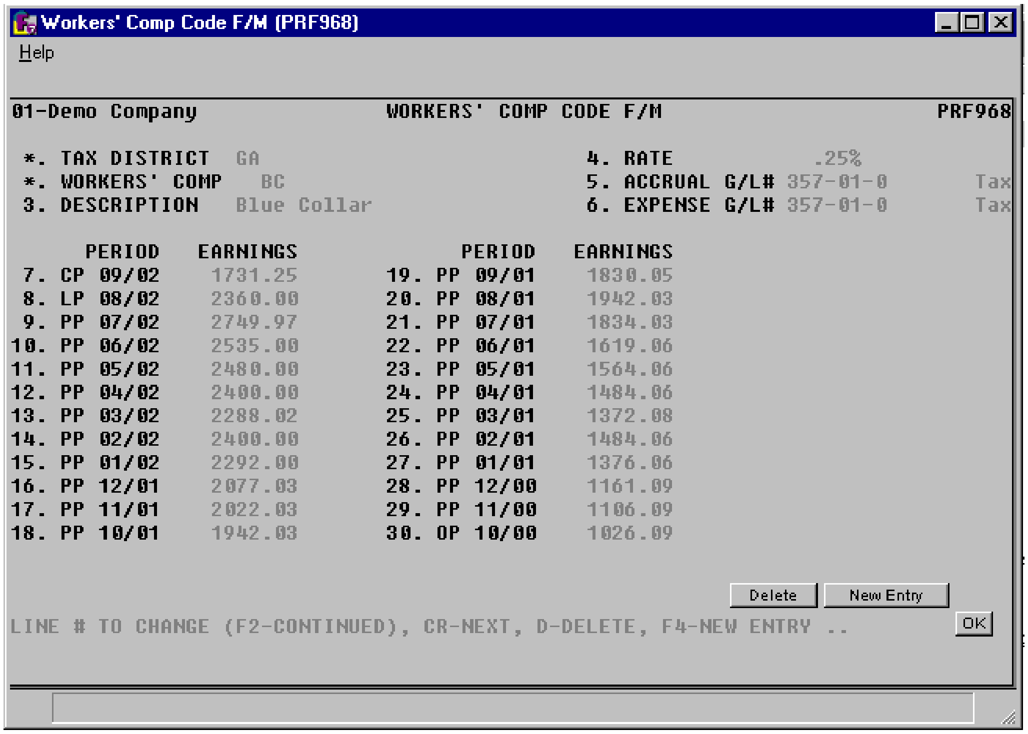
7-30. Amount

Enter the earnings for the current, last and 21 previous periods (999999.99). (The next period field is not used.) F2 sets the rest to 0.

Technical Notes

FILES USED - SMCNTL, GLMSTR, GLALPX

FILES UPDATED - PRCOMP



Tax District Information F/M (PRF970)

Function

This program allows the user of the FACTS system to enter and maintain specific information regarding tax districts.

Each federal, state, local and/or miscellaneous and FICA tax district (if applicable) must be assigned a code. There is normally one federal code, one code for each state in which your company has a payroll and one code for each local and/or miscellaneous payroll tax. The tax district codes are used as the first two characters of the tax code in the Tax Tables F/M.

The Unemployment Report calculates and prints taxes due according to the rates and ceilings in this file.

NOTE: FI must be set up for the federal unemployment tax district and FC must be set up for FICA.

User Inputs

The following inputs are involved in creating a tax district information record:

1. Tax District Code

Enter two characters as the tax district code. FI must be set up for the federal tax district and FC must be set up for FICA. F2 allows a search (ref.8).

2. Tax Type

If FI or FC was chosen above, then the tax type is assigned and this input along with input #3 are skipped. Enter whether this tax district is **X**-FICA, **F**-federal, **S**-state, **L**-local, **1**-miscellaneous tax type 1 or **2**-miscellaneous tax type 2. CR initially defaults to S.

3. Description

Enter the tax district description (up to 15 characters).

4. District Tax Id

Enter your company's tax ID number for this tax district (up to 12 characters). This tax ID number prints on the Unemployment Report and on the W-2 forms.

5. Unemployment Rate

If the tax type is X, then this input along with input #6 are skipped. Enter the percent of employee earnings to be paid to this district by your company for unemployment (0-99.999). CR initially defaults to 0. This percent is used to calculate unemployment taxes to be paid by the employer.

6. Unemployment Wage Ceiling

Enter the unemployment wage ceiling (0-9,999,999.99). Once this yearly employee earnings ceiling is reached, unemployment tax is no longer deducted. CR initially defaults to 0.

For each earnings code, enter the following three inputs:

7-18. Earnings

For each earnings code set up in the codes sequence F/M program, enter the following:

Add to taxable

Enter **Y** or **N** to indicate whether to add the amount of the earnings code to the taxable amount of the tax district (i.e., FICA, federal, state, etc.). For example, regular pay is usually taxable for federal taxes). CR initially defaults to Y.

Add to unemployment

Enter **Y** or **N** to indicate whether to add the amount of the earnings code to the unemployment amount of the tax district. For example, a cafeteria plan earnings may not be added to unemployment. Also, state laws vary on unemployment. CR initially defaults to Y.

Add to worker's comp

Enter **Y** or **N** to indicate whether to add the amount of the earnings code to the worker's compensation amount of the tax district. For example, a cafeteria plan earnings may not be added to worker's comp. Also, state laws vary on worker's comp. CR initially defaults to Y.

19-22. Amt Desc (Amount Description) 1-4

Enter the description to use on the tax table in the Tax Table F/M for amounts 1-4.

23. Unemp Debit

Enter the GL account number to debit for unemployment. This number is posted to general ledger by the Check Register if the **Post Unemployment** flag is set to Y in the PR static control record. The account number must be a valid account. F2 allows a search.

24. Unemp Credit

Enter the GL account number to credit for unemployment. This number is posted to general ledger by the Check Register if the **Post Unemployment** flag is set to Y in the PR static control record. The account number must be a valid account. F2 allows a search.

25-34. Deductions

For each deduction code set up in the Codes Sequence F/M program, enter the following:

Subtract from taxable

Enter **N** or **Y** to indicate whether to subtract the amount of the deduction code from the taxable amount of the tax district (i.e., FICA, federal, state, etc.). For example, 401K is usually subtracted from federal taxable, however, it is not subtracted from FICA taxable. CR initially defaults to N. If the net is used as the basis for the deduction calculation, as set in the Deductions Code F/M, the deduction may not be subtracted and must be set to N.

Subtract from unemployment

Enter **N** or **Y** to indicate whether to subtract the amount of the deduction code from the unemployment amount of the tax district. For example, a cafeteria plan deduction may not be subtracted from unemployment. Also, state laws vary on unemployment. CR initially defaults to N. If the net is used as the basis for the deduction calculation, as set in the Deductions Code F/M, the deduction may not be subtracted and must be set to N.

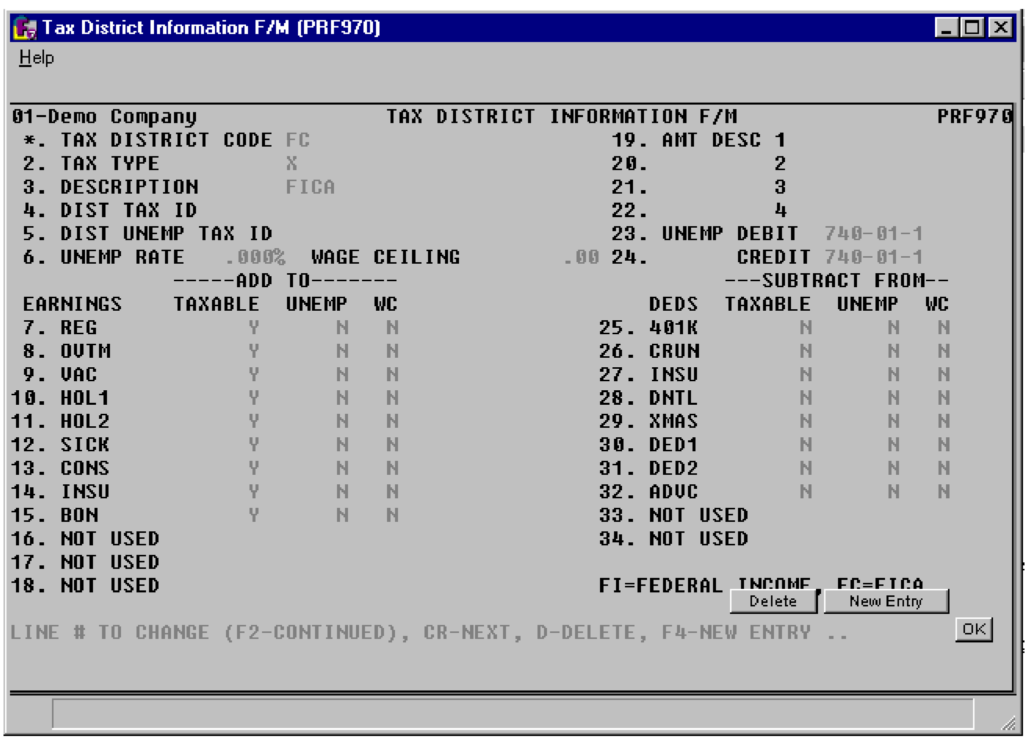
Subtract from worker's comp

Enter **N** or **Y** to indicate whether to subtract the amount of the deduction code from the worker's compensation amount of the tax district. For example, a cafeteria plan deduction may be subtracted from worker's comp. Also, state laws vary on worker's comp. CR initially defaults to N. If the net is used as the basis for the deduction calculation, as set in the Deductions Code F/M, the deduction may not be subtracted and must be set to N.

Technical Notes

FILES USED - PRTAXT

FILES UPDATED - SMCNTL



Earnings GL Posting Table F/M (PRF974)

Function

This program allows the user of the FACTS system to create and maintain the earnings GL posting tables. Users establish their own set of valid GL posting tables. Each employee by pay cycle is assigned to a GL posting table which determines the correct GL account numbers to post to when posting earnings to general ledger for that employee/pay cycle. The posting tables determine the general ledger distribution after the printing of the Check Register in payroll.

In our example there are two types of employees in payroll: administrative and sales. If administrative and sales employees are to have earnings separately post to general ledger, two GL posting tables are set up; one to assign to administrative employees and one to assign to sales employees.

*.	GL Table	**ADM**	
2.	Desc.	**Administrative**	
3.	Reg	**570-01**	**Admin Salaries-Regular**
4.	Sick	**571-01**	**Admin Salaries-Sick**
5.	Vac	**572-01**	**Admin Salaries-Vacation**
6.	Ovt	**573-01**	**Admin Salaries-Overtime**
7.	Dum1	**570-01**	**Admin Salaries-Regular**
8.	Dum2	**570-01**	**Admin Salaries-Regular**
9.	Comm	**574-01**	**Admin Salaries-Commission**
10.	Not used		
11.	Not used		
12.	Not used		
13.	Not used		
14.	Not used		

See next page.

*.	GL Table	**SLS**	
2.	Desc.	**Sales**	
3.	Reg	**570-02**	**Sales Salaries-Regular**
4.	Sick	**571-02**	**Sales Salaries-Sick**
5.	Vac	**572-02**	**Sales Salaries-Vacation**
6.	Ovt	**573-02**	**Sales Salaries-Overtime**
7.	Dum1	**570-02**	**Sales Salaries-Regular**
8.	Dum2	**570-02**	**Sales Salaries-Regular**
9.	Comm	**574-02**	**Sales Salaries-Commission**
10.	Not used		
11.	Not used		
12.	Not used		
13.	Not used		
14.	Not used		

The administrative employee earns the following:

Regular	$1000.00
Vacation	$ 500.00
Overtime	$ 250.00

The sales employee earns the following:

Regular	$ 500.00
Sick	$ 100.00
Commission	$1500.00

The system uses the GL table to distribute the earnings as follows:

		DEBIT
570-01	Admin Salaries - Regular	$1000.00
570-02	Sales Salaries – Regular	500.00
571-02	Sales Salaries - Sick	100.00
572-01	Admin Salaries - Vacation	500.00
573-01	Admin Salaries - Overtime	250.00
574-02	Sales Salaries - Commission	1500.00

The following example uses the earnings and deductions GL tables:

An employee earns $2000 with the following deductions; federal tax $100, FICA tax $50, state tax $25, insurance $10, 401K $15 with employee matching $15. The net check is $1800. The GL distribution posts as follows:

*	Cash		$1800
	Salaries	$2000	
**	Federal tax		100
**	FICA employee		100
**	FICA employer	50	
**	State tax		25
**	Insurance		10
**	401K employee		30
**	401K employer	15	
		$2065	**$2065**

* G/L # assigned to bank printing checks.

** G/L # assigned to employee GL deductions posting table (see next program).

User Inputs

The following inputs are involved in creating a GL posting table:

1. GL Table

Enter the GL posting table (up to 3 characters). F2 allows a search. (ref.8).

2. Description

Enter the GL posting table description (up to 30 characters).

3-14. Earnings Categories

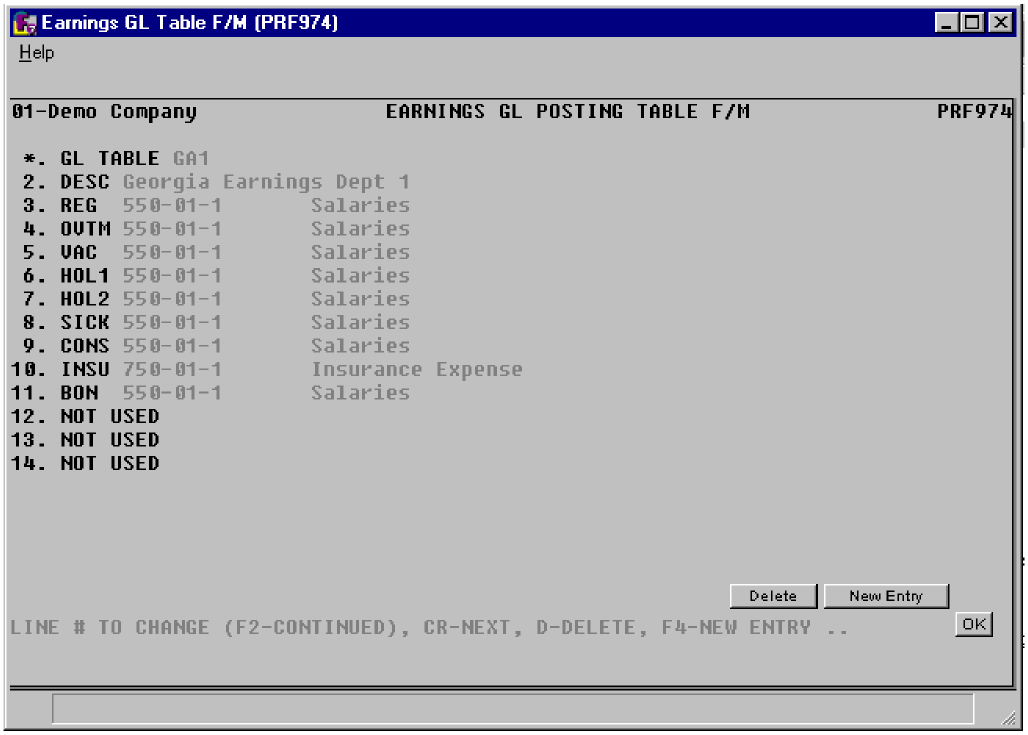
The name of each earnings category entered into the Code Sequence F/M program appears on the screen. For each one, enter the GL account number to which wages should be posted. The entry must be a valid G/L number. The user must enter an account number for each category. The same account number may be used more than once. F2 allows search. (ref.8.).

Technical Notes

If earnings % distribution records are used then, at the time of posting to general ledger, an employees' earnings % distribution record takes precedence over the earnings GL posting table to which they belong.

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL


Earnings GL Table F/M (PRF974)
Help
01-Demo Company
EARNINGS GL POSTING TABLE F/M
PRF974
*. GL TABLE GA1
2. DESC Georgia Earnings Dept 1
3. REG 550-01-1 Salaries
4. OVTM 550-01-1 Salaries
5. VAC 550-01-1 Salaries
6. HOL1 550-01-1 Salaries
7. HOL2 550-01-1 Salaries
8. SICK 550-01-1 Salaries
9. CONS 550-01-1 Salaries
10. INSU 750-01-1 Insurance Expense
11. BON 550-01-1 Salaries
12. NOT USED
13. NOT USED
14. NOT USED
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Deductions GL Posting Table F/M (PRF976)

Function

This program allows the user of the FACTS system to create and maintain the deductions GL posting tables. Users establish their own set of valid GL posting tables. Each employee by pay cycle is assigned to a GL posting table which determines the correct GL account numbers to post to when posting deductions to general ledger for that employee/ pay cycle. The posting tables determine the general ledger distribution after the printing of the Check Register in payroll.

In our example, all employees, regardless of department, are assigned to the same deductions GL posting table.

*.	GL Table	**STD**	
2.	Desc.	**Standard Table**	**Matching Expense GL #**
3.	FICA	**330-00 FICA Taxes Employee**	**340-00 FICA Taxes Employer**
4.	Fedl	**331-00 Federal Taxes**	
5.	Stat	**332-00 State Taxes**	
6.	Locl	**333-00 Local Taxes**	
7.	Not used		
8.	Not used		
9.	Insu	**335-00 Insurance**	
10.	Dntl	**336-00 Dental**	
11.	401K	**337-00 401K Employee**	**341-00 401K Employer**
12.	Advc	**338-00 Advance**	
13.	Not used		
14.	Not used		
15.	Not used		
16.	Not used		
17.	Not used		
18.	Not used		

An employee earns $2000 with the following deductions; federal tax $100, FICA tax $50, state tax $25, insurance $10, 401K $15 with employee matching $15. The net check is $1800. The GL distribution posts as follows:

		DEBIT	CREDIT
*	Cash		$1800
**	Salaries	$2000	
	330-00 FICA employee		100
	340-00 FICA employer	50	
	331-00 Federal tax		100
	332-00 State tax		25
	335-00 Insurance		10
	337-00 401K employee		30
	341-00 401K employer	15	
		$2065	**$2065**

* G/L number assigned to bank printing checks.

** G/L number assigned to employee GL deductions posting table (see next program).

User Inputs

The following inputs are involved in creating a deductions Gl posting table:

1. GL Table

Enter the GL posting table (up to 3 characters). F2 allows a search (ref.8).

2. Description

Enter the GL posting table description for deductions (up to 30 characters).

3-18. Deductions Categories

The name of each deductions category entered into the Code Sequence F/M program appears on the screen. For each category, enter the following:

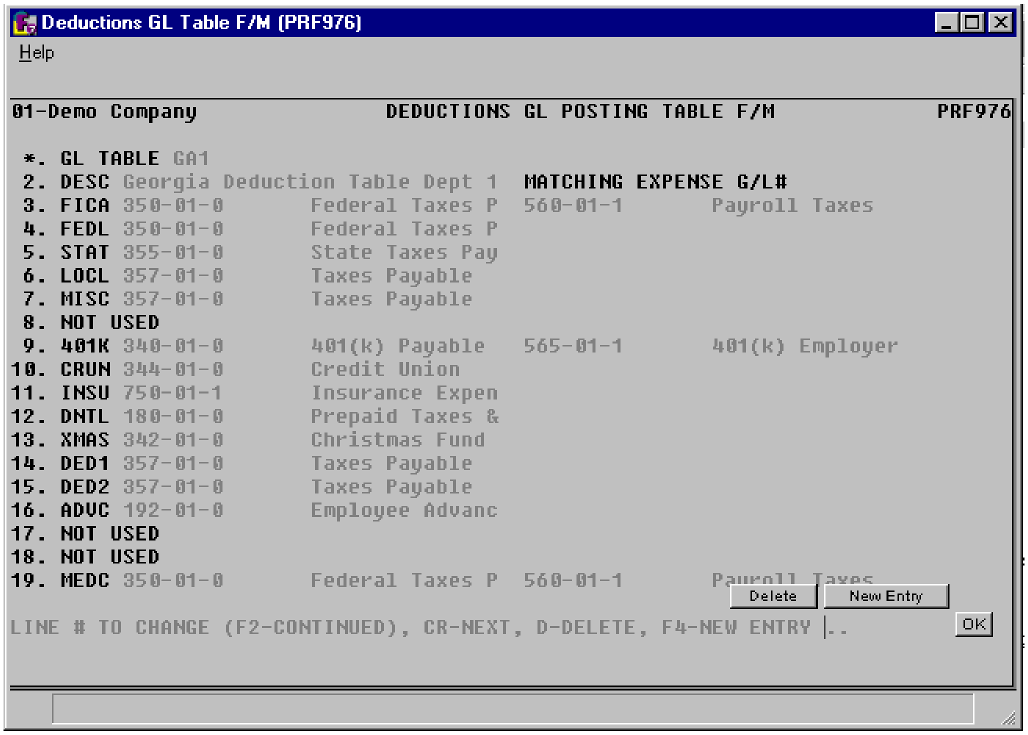
Enter the GL account number to which deductions should be posted. The entry must be a valid G/L number. The user must enter an account number on each line. The same account number may be used more than once. F2 allows a search (ref. 8).

If the **Employer Matching** flag is set to N in the deduction code record, this input is skipped. If the flag is set to Y, enter the GL account number to which the matching expense should be posted. The entry must be a valid G/L number. F2 allows a search (ref. 8).

Technical Notes

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL


Deductions GL Table F/M (PRF976)
Help
01-Demo Company DEDUCTIONS GL POSTING TABLE F/M PRF976
*. GL TABLE GA1
2. DESC Georgia Deduction Table Dept 1 MATCHING EXPENSE G/L#
3. FICA 350-01-0 Federal Taxes P 560-01-1 Payroll Taxes
4. FEDL 350-01-0 Federal Taxes P
5. STAT 355-01-0 State Taxes Pay
6. LOCL 357-01-0 Taxes Payable
7. MISC 357-01-0 Taxes Payable
8. NOT USED
9. 401K 340-01-0 401(k) Payable 565-01-1 401(k) Employer
10. CRUN 344-01-0 Credit Union
11. INSU 750-01-1 Insurance Expen
12. DNTL 180-01-0 Prepaid Taxes &
13. XMAS 342-01-0 Christmas Fund
14. DED1 357-01-0 Taxes Payable
15. DED2 357-01-0 Taxes Payable
16. ADVC 192-01-0 Employee Advanc
17. NOT USED
18. NOT USED
19. MEDC 350-01-0 Federal Taxes P 560-01-1
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Pay Cycle F/M (PRF978)

Function

This program allows the user of the FACTS system to enter and maintain information regarding pay cycles. Users may set up as many pay cycles as needed. For example, a company may have a weekly pay cycle for hourly employees, a semimonthly for salaried employees, a monthly (commission) for salespeople and a bonus pay cycle. Employees are set up in the appropriate pay cycles in the Employee Pay Cycle F/M program. One employee may be set up in as many pay cycles as needed. For example, if an employee's compensation plan is salary plus commission, that employee may be set up in the semimonthly pay cycle and the monthly pay cycle. The same employee might also perhaps be set up in the bonus pay cycle.

Information in this file is used by the system to ensure that all payrolls are handled in the proper time period. Usage flags for earnings and deductions determine which categories are used in each pay cycle. For example, if commission is an earnings code, it might only be applicable to the monthly pay cycles where commissions are paid. Weekly and semimonthly employees are not eligible to receive commission during those pay cycles.

User Inputs

The following inputs are involved in creating a pay cycle:

1. Pay Cycle

Enter the pay cycle (up to 2 characters). F2 allows a search (ref.8).

2. Description

Enter the pay cycle description (up to 30 characters).

3. Number Payrolls/Year

Enter the number of times per year this payroll is run (1-366). Examples include 12 monthly, 52 weekly, etc. CR initially defaults to 52.

4. Minimum Days

Enter the minimum number of days required to pass before the next payroll of this pay cycle may be run. For example, in a monthly pay cycle at least 25 days must pass before the next monthly payroll. Be sure to take holidays and months of different lengths into account when entering this number. Any entry from 1 to 366 and less than or equal to maximum days between payrolls is accepted. CR initially defaults to 5.

5. Maximum Days

Enter the maximum number of days allowed to pass before the next payroll of this pay cycle type may be run. Any entry from 1 to 366 and greater than or equal to minimum days between payrolls is accepted. CR initially defaults to 10.

NOTE: When the Initialize Pay Cycle program is run, the system checks the date of the previous payroll and the dates of the current payroll to be sure this payroll will fall within the required minimum and maximum number of days.

6. Average Hours

Enter the average number of hours worked by an employee per pay period in this pay cycle (1-999.99). CR initially defaults to 40.

7. Last Payroll Ending Date

Enter the ending date of the time period for which employees were paid in the most recent payroll of this pay cycle (ref.3). If being set up for the first time, press **CR** to default to NO DATE, see input #8.

8. Current Payroll Ending Date

Enter the ending date of the time period for which employees will be paid by the current payroll of this cycle (ref.3). Any valid date greater than or equal to the current payroll beginning date is accepted. If being set up for the first time, press **CR** to default to NO DATE.

The system updates the current payroll ending date at the time when the Initialize Pay Cycle program is run. When the Check Register is updated, the system rolls the current payroll ending date to the last payroll ending date and leaves the current payroll ending date blank.

9. Current Payroll Number This Year

Enter the current payroll number this year (1-366). CR initially defaults to 1. The payroll number is by the system to determine when deductions are used. If a deduction is set to be used on all odd payrolls, the system checks this flag to determine if the payroll is odd. If the flag is an odd number, the deduction is used. This flag is used to determine if odd or even deductions are used.

10. Current Payroll Number This Month

Enter the current payroll number for this month (1-31). CR initially defaults to 1. The payroll number is used by the system to determine when deductions are used. If a deduction is set to be used on the 2nd payroll of the month, the system checks this flag to determine if the payroll is the 2nd of the month. If the flag is set to 2, the deduction is used. This flag is used to determine if deductions are used for the 1st, 2nd, 3rd, 4th or 5th payroll of the month.

11. Bank Code

Enter the bank on which pay checks for this pay cycle are drawn. The entry must be a valid bank in the banking and check system in system management. F2 allows a search (ref.8). When printing checks for this pay cycle, this is the default bank. CR initially defaults to the first bank on file.

12. Post Unemployment

Post unemployment by **E**-state of employment or by **R**-state of residence; i.e., post unemployment based on the tax district the employee lives in (from the Employee F/M) or where the employee works (from the Employee pay Cycle F/M). CR initially defaults to E.

13. Job Cost

Enter **N** or **Y** to indicate whether the job cost bill rate is to be entered when setting up employees in their appropriate pay cycles in the Employee Pay Cycle F/M program. CR initially defaults to N.

14-25. Earnings Usage Flags

For each earnings code, enter **Y** or **N** to determine whether it is used in this pay cycle. For example, a commission earnings code may not be applicable to a weekly pay cycle where only hourly employees are paid. Only earnings with a Y appear in the Employee Pay Cycle F/M. CR initially defaults to Y.

26-41. Deduction Usage Flags

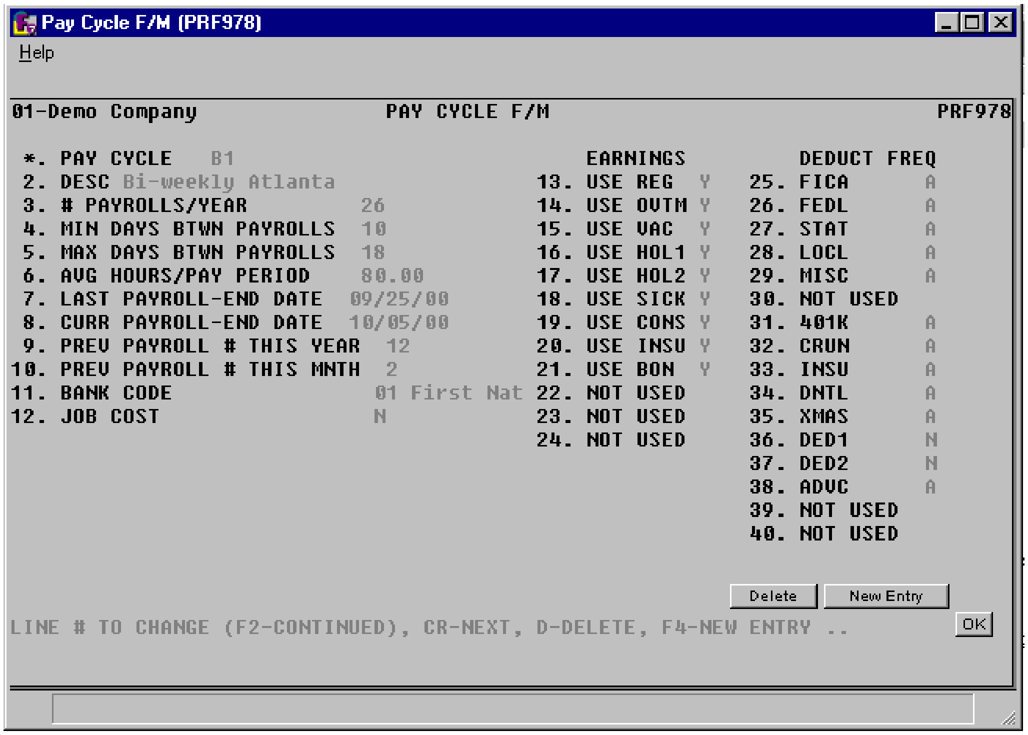
For each deduction code, enter the frequency to withhold each deduction as **A**-all, **O**-odd, **E**-even, **1**-1st, **2**-2nd, **3**-3rd, **4**-4th or **5**-5th payroll of the month, or **N**-not used. CR initially defaults to A. If E is entered, the deduction is only used for even payrolls; i.e., the 2nd, 4th, etc. payroll of the year. If 1-5 is entered, the deduction is only used for the 1st, 2nd, etc. payroll of the month. For example, insurance may only be taken out once a month. Entering an N indicates the deduction is never used for the pay cycle. For example, weekly employees may not be eligible for advances, therefore, the deduction code for advance is set to N.

Technical Notes

A pay cycle may not be deleted from this file if it is being used in the check file (PRCHCK), the edit file (PREDIT) or the hours and earnings entry file (PRENTR).

FILES USED - PRCHCK, PREPCX, PRPDED, PRPERN

FILES UPDATED - SMCNTL


Pay Cycle F/M (PRF978)
Help
01-Demo Company
PAY CYCLE F/M
PRF978
*. PAY CYCLE B1
2. DESC Bi-weekly Atlanta
3. # PAYROLLS/YEAR 26
4. MIN DAYS BTWN PAYROLLS 10
5. MAX DAYS BTWN PAYROLLS 18
6. AVG HOURS/PAY PERIOD 80.00
7. LAST PAYROLL-END DATE 09/25/00
8. CURR PAYROLL-END DATE 10/05/00
9. PREV PAYROLL # THIS YEAR 12
10. PREV PAYROLL # THIS MNTH 2
11. BANK CODE 01 First Nat
12. JOB COST N
EARNINGS
13. USE REG Y
14. USE OVTM Y
15. USE VAC Y
16. USE HOL1 Y
17. USE HOL2 Y
18. USE SICK Y
19. USE CONS Y
20. USE INSU Y
21. USE BON Y
22. NOT USED
23. NOT USED
24. NOT USED
DEDUCT FREQ
25. FICA A
26. FEDL A
27. STAT A
28. LOCL A
29. MISC A
30. NOT USED
31. 401K A
32. CRUN A
33. INSU A
34. DNTL A
35. XMAS A
36. DED1 N
37. DED2 N
38. ADVC A
39. NOT USED
40. NOT USED
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

W-2 Magnetic Tape Info F/M (PRF982)

Function

This program allows the user of the FACTS system to input data that is appropriate for all companies transmitting W-2 information via magnetic media. This record must be set up in order to run the W-2 magnetic tape update. The transmitter company indicated by this F/M should be the company who sends the magnetic source file to the Social Security Administration. The information required by this file maintenance is delineated by the SSA. If you have any questions on the information required in this file maintenance, please contact your local office of the Social Security Administration.

User Inputs

The following inputs are involved in creating the W-2 magnetic tape information record:

1. Transmitting Co

Enter the company number for the company that is transmitting this information to the Social Security Administration (SSA).

2. PIN Number

Enter the PIN assigned to the employee who is authorized to submit the Magnetic Media file.

3. Contact Name

Enter the name of the employee to be contacted by the SSA concerning processing problems.

4. Phone

Enter the Contact's telephone number.

5. Extension

Enter the Contact's telephone extension.

6. E-mail

Enter the Contact's email address.

7. Fax

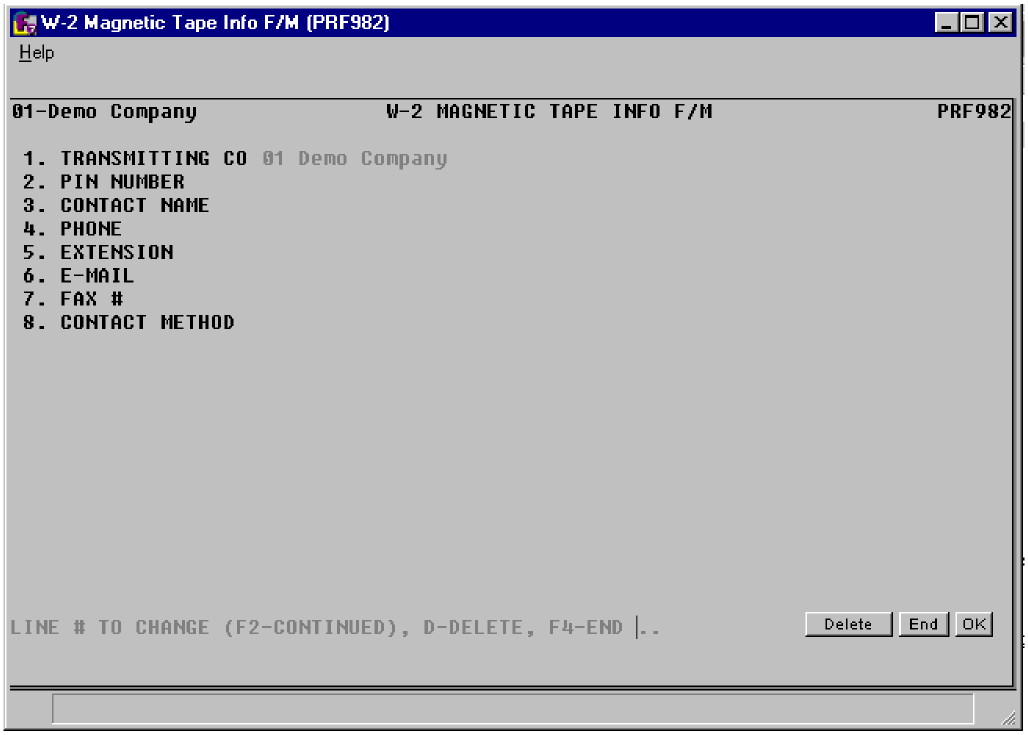
Enter the Contact's fax number.

8. Contact Method

Enter the preferable method of problem notification (1 – e-mail/internet, 2 – Fax, 3 – Postal Service).

Technical Notes

FILES UPDATED - SMCNTL


W-2 Magnetic Tape Info F/M (PRF982)
Help
01-Demo Company W-2 MAGNETIC TAPE INFO F/M PRF982
1. TRANSMITTING CO 01 Demo Company
2. PIN NUMBER
3. CONTACT NAME
4. PHONE
5. EXTENSION
6. E-MAIL
7. FAX #
8. CONTACT METHOD
LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
Delete
End
OK

W-2 Magnetic Tape Company F/M (PRF984)

Function

This program allows the user of the FACTS system to set up the transmitter company information. The program contains information pertaining to each company reporting W-2 information on magnetic media. The transmitter company must be set up in order to run the W-2 magnetic tape update. The information required by this file maintenance is delineated by the Social Security Administration (SSA). If you have questions on the information required in this file maintenance, please contact your local office of the SSA.

User Inputs

The following inputs are involved in creating the W-2 magnetic tape company record:

1. Company Name

Enter the company name (up to 50 characters). CR initially defaults to the company name entered through the Company F/M program.

2. Address

Enter the company address (up to 40 characters).

3. Address 2

(Optional) Enter any additional company address (up to 40 characters) information. Note that the system uses only the first 22 characters of Address 1 and City on the magnetic media.

4. City

Enter the company city (up to 25 characters).

5. State

Enter the 2-character abbreviation for the company state.

6. Zip

Enter the 5-digit zip code for the company.

7. ID #

Enter the company federal ID number (up to 9 digits).

8. Employment Type

Enter whether the employment type is **A**-agriculture**,** **H**-household, **M**-military, **Q**-Medicare qualified federal, **X**-railroad, or **R**-other. CR initially defaults to R.

9. Blocking Factor

The blocking factor entry must be between 1 and 25.

10. 218 State/Local

Enter **N** or **Y** to indicate if the company is a section 218 state/local government entity. CR initially defaults to N. If Y is entered, inputs for #11-14 must be entered.

11. Establishment # For Erp

Enter the establishment number for the Establishment Reporting Plan (if applicable).

12. 69#

If N was entered in input #9, this input is skipped. If the company is a 218 state/local government entity, enter the company's 69 number (690000000-699999999).

13. Coverage Group

If N was entered in input #9, this input is skipped. If the company is a 218 state/local government entity, enter the 1 character coverage group for the company. CR skips this input.

14. Pr Record Unit

If N was entered in input #9, this inputs is skipped. If the company is a 218 state/local government entity, enter the payroll record unit number up to 999. CR skips this input.

15. Liability

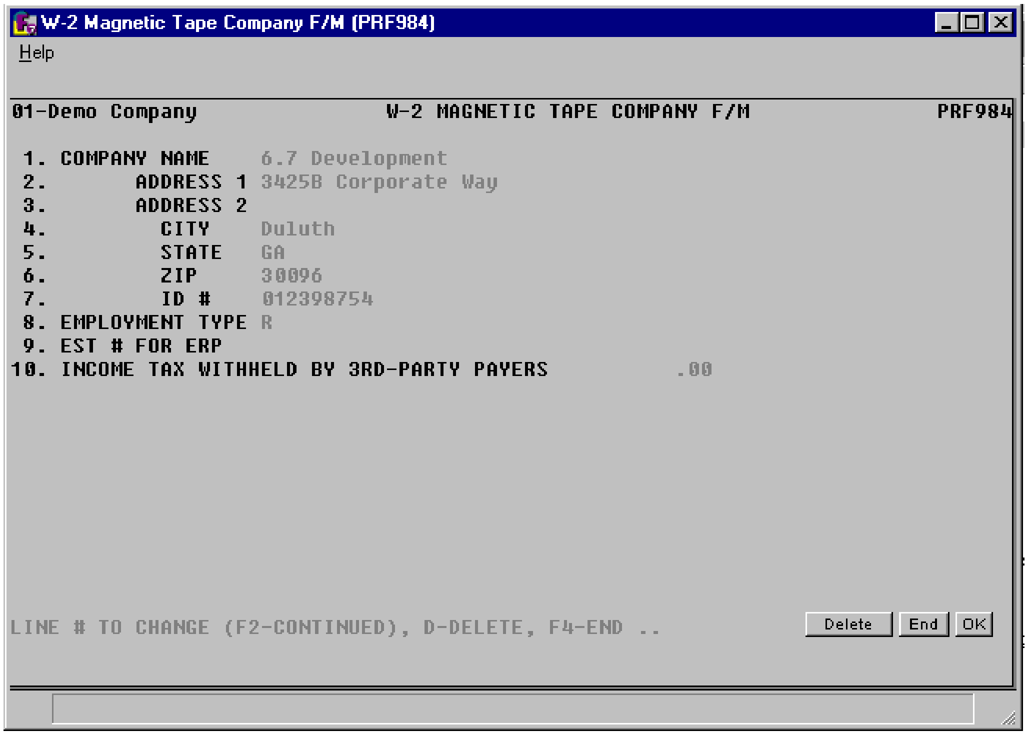
If N was entered in input #9, this input is skipped. If the company is a 218 state/local government entity, enter **N** or **Y** to indicate if the company is reporting under section 218(c)(2) limitation of liability, a covered entity that limits its social security withholding for each employee to the annual maximum for the employee's combined income from the state. CR defaults to N.

16. Income Tax Withheld By 3rd-Party Payers

Enter the total amount of income tax withheld by third-party payers (insurance companies, etc.) from payments (sick or disability payments, etc.) made to employees.

Technical Notes

FILES UPDATED - SMCNTL


W-2 Magnetic Tape Company F/M (PRF984)
Help
01-Demo Company W-2 MAGNETIC TAPE COMPANY F/M PRF984
1. COMPANY NAME 6.7 Development
2. ADDRESS 1 3425B Corporate Way
3. ADDRESS 2
4. CITY Duluth
5. STATE GA
6. ZIP 30096
7. ID # 012398754
8. EMPLOYMENT TYPE R
9. EST # FOR ERP
10. INCOME TAX WITHHELD BY 3RD-PARTY PAYERS .00
LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
Delete
End
OK

W-2 Box 13 Codes F/M (PRF986)

Function

This program allows the user to set up codes for amounts in box 13 to be captured and printed on the W-2. Box 13 on the W-2 consists of a number of fields defined here in this program. You may set up codes D - H and J - L. Each code may then be assigned an earnings or deductions code. The amount for this earnings or deductions code will then be captured by the W-2 Information Capture program in order for the W-2 to print in box 13 on the W-2.

Earnings and deductions codes must be set up in their respective file maintenance programs prior to entering here. These codes must also be set up before running the W-2 Information Capture program in order for the W-2 to print the correct amounts in box 13.

Please refer to the IRS instructions for proper use of box 13 on the W-2.

User Inputs

The following inputs are involved in creating box 13 codes:

1. Box 13 Code

Enter a code for box 13 on the W-2 (D-H, J-L, Q-T). If codes A, B, C, M, N or P are used, the amounts must be entered manually after the W-2's are captured through the W-2 Capture F/M program.

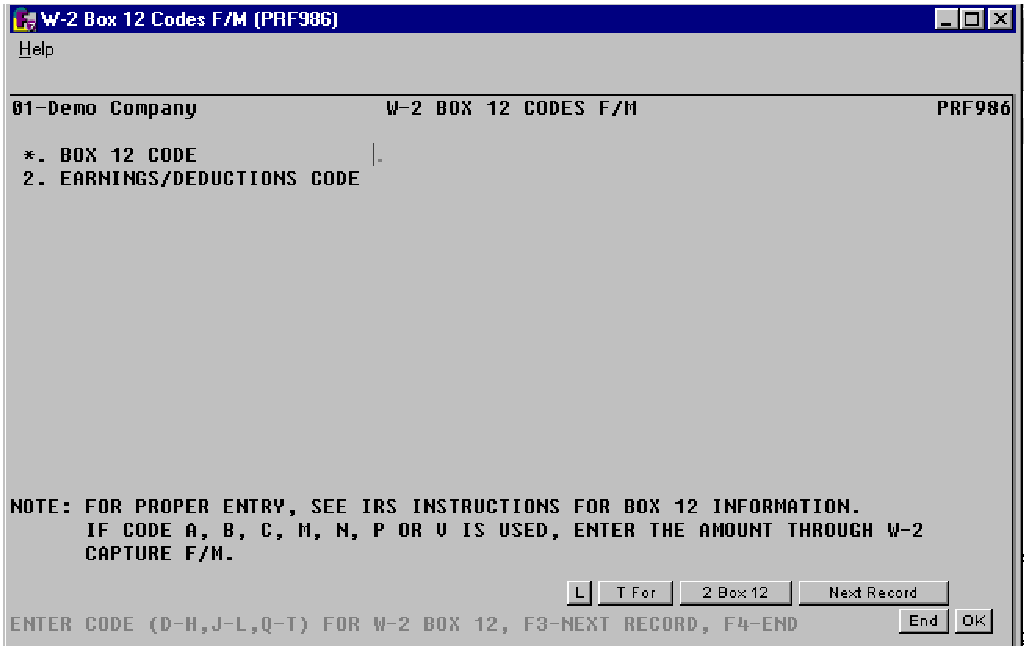
TIP: The Economic Growth and Tax Relief Reconciliation Act of 2001 allows for employees over the age of 50 to contribute more than the normal maximum to their 401K plan for the next 5 years. These are commonly known as "catch-up" contributions. To accommodate this type of deduction, an additional Deduction Code field is available for Box D.

2. Earnings/Deductions Code

Enter an earnings or deductions code for the box 13 code. The entry must be a valid earnings or deductions code. F2 allows an earnings code search (ref. 10). F3 allows a deductions code search (ref. 10)

Technical Notes

FILES UPDATED - SMCNTL


W-2 Box 12 Codes F/M (PRF986)
Help
01-Demo Company W-2 BOX 12 CODES F/M PRF986
*. BOX 12 CODE
2. EARNINGS/DEDUCTIONS CODE
NOTE: FOR PROPER ENTRY, SEE IRS INSTRUCTIONS FOR BOX 12 INFORMATION.
IF CODE A, B, C, M, N, P OR V IS USED, ENTER THE AMOUNT THROUGH W-2
CAPTURE F/M.
L
T For
2 Box 12
Next Record
ENTER CODE (D-H,J-L,Q-T) FOR W-2 BOX 12, F3-NEXT RECORD, F4-END
End
OK

Static Control F/M (PRF980)

Function

This program allows the user of the FACTS system to create and maintain the company payroll static control record. The static control record is critical to the proper functioning of the PR system. The record contains information which the PR system references in performing various functions.

CAUTION! It is strongly advised that a password be used on this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

User Inputs

The following inputs are involved in creating the company payroll static control record:

1. Bank

Enter the bank code of the standard PR bank. The entry must be a valid bank code. CR initially defaults to the first bank on file.

2. Use Check Reconciliation

Enter **Y** or **N** to indicate if the check reconciliation programs are used for PR checks in the Banking and Check System in System Management. If N is entered, Check Reconciliation is not available for PR Checks (Reconcile Checks, Check Listing and Check Reconciliation F/M programs are not available for PR checks). CR initially defaults to Y.

3. Use Period GL Distribution

Enter **Y** or **N** to indicate if the Period GL Distribution is used. CR initially defaults to Y indicating the period GL distribution file is active and the Period GL Distribution Report is available.

4. Use Period Check Register

Enter **Y** or **N** to indicate if the Period Check Register is used. CR initially defaults to Y indicating the period check file is active and the Period Check Register is available.

5. Use Earnings Distribution

Enter **Y** or **N** to indicate if the earnings % distribution feature is used. CR initially defaults to Y indicating the earnings percent distribution file is active and the Earnings % Distribution F/M program is available. If the system uses earnings distribution by %, and employees have earnings % distribution records, then it takes precedence over their earnings GL posting table during posting.

Example: An employee is assigned to the following earnings GL posting table:

The employee earns the following:

Regular	$1000.00
Vacation	1000.00
Commission	500.00
	$2500.00

If the **Use Earnings Distribution** flag is set to N, the system uses the GL table to distribute the earnings as follows:

		Debit
570-00	Salaries-Regular	1000.00
572-00	Salaries-Vacation	1000.00
575-00	Salaries-Commission	500.00

If the **Use Earnings Distribution** flag is set to Y, the system uses the earnings % distribution from the Earnings % Distribution F/M program. If the earnings % distribution is set up as follows:

The system distributes the earnings as follows:

		Debit
581-00	Salaries-Branch 1	1250.00
582-00	Salaries-Branch 2	1250.00

6. Use Job Cost

Enter **Y** or **N** to indicate whether Job Cost is to be used and tied into Payroll. CR initially defaults to Y.

7. Default Job Cost Bill Rate

Enter whether to use the job cost bill rate from the **E**-employee pay cycle file or **C**-cost code in employee file as the default for entering job cost information in the Earnings Entry program.

8. Zero Max Hours at Year End

Enter **N** or **Y** to indicate whether to zero out the maximum hours at year end. If Y is entered, all maximum hours entered by users through the Employee Maximum Hours F/M are set to zero by the End-of-Period Update at the end of the year.

9. # Of History Periods Stored

Enter the number of periods (months) of employee period history to store (0-24). The system automatically stores month-to-date, quarter-to-date and year-to-date history which is rolled to zero at the end of each month, quarter and year respectively. This flag refers to a separate file storing earnings, taxes and deductions for each employee by period. The system may store up to 24 periods of history which is available for printing on the Employee Period History Report and inquiry in the Employee Inquiry.

10. GL Distribution

The payroll system may post to General Ledger automatically. The Check Register may print a general ledger distribution and make a journal posting to

GL during the update. Enter **0**, **1**, **2** or **3** to indicate how PR is tied in with general ledger. CR initially defaults to 0.

0 - no GL distribution is printed or posted.

1 - the GL distribution is printed (printing is in detail format) but not posted to GL.

2 - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).

3 - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

11. GL Posting Journal

Enter the journal number to post to when posting from the Payroll Check Register. The entry must be a valid journal number. F2 allows a search (ref.8).

12. Post Unemployment

Enter **N** or **Y** to indicate whether to post the unemployment insurance (or tax) to general ledger. CR initially defaults to N. If Y is entered, the system posts the unemployment debit and credit amounts to general ledger based on the tax districts. The Check Register GL distribution prints the unemployment GL information before posting occurs.

NOTE: If you are posting unemployment to GL, the system does not automatically post taxes payable to the accounts payable system. Therefore, the unemployment debit may be set up as the AP expense account (example, payroll tax expense) and the unemployment credit may be set up as the liability which becomes a zero-balance account when the taxes are entered in AP.

Example:

		Debit	Credit
PR posting:			
	Payroll Tax Expense	100.00	
	Payroll Tax Liability		100.00
AP posting:			
	Payroll Tax Liability	100.00	
	Accounts Payable		100.00

13. Post Worker's Comp

Enter **N** or **Y** to indicate whether to post worker's compensation to general ledger. CR initially defaults to N. If Y is entered, the system posts the worker's compensation accrual and expense amounts to general ledger based on the employees' worker's compensation code. The Check Register GL distribution prints the worker's compensation GL information before posting occurs.

14. Qtd Roll Period

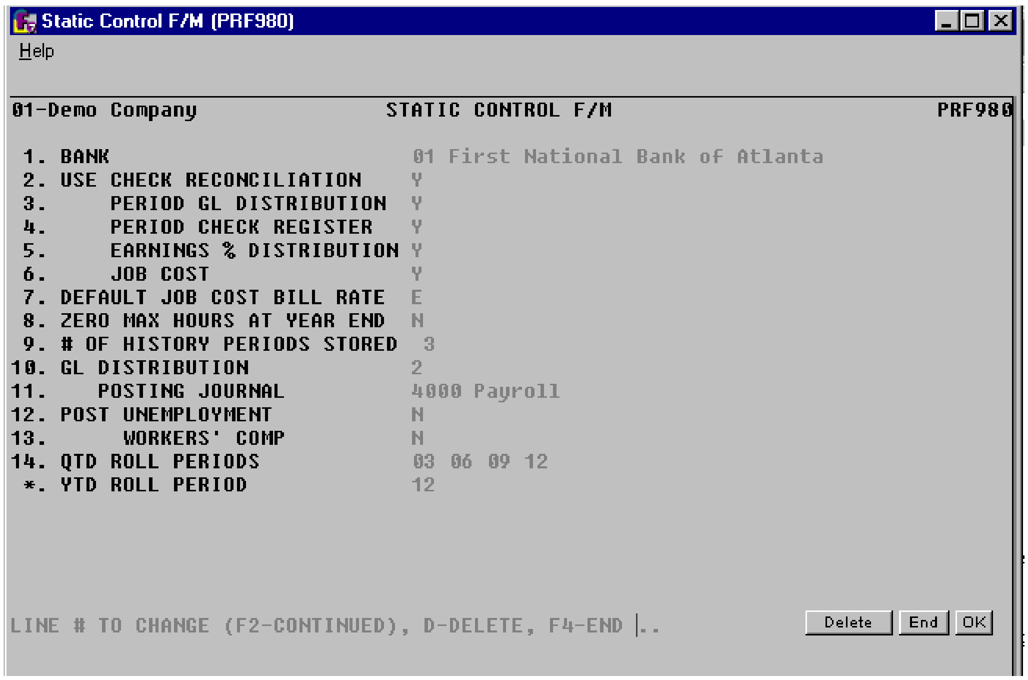
Enter the four payroll periods in which quarter-to-date history figures are to be rolled to zero when the periods are closed. Payroll always runs on the calendar year, therefore, enter the fiscal periods for March, June, September and December. For example, if the company's fiscal year runs on the calendar year, enter 03060912. If the company's fiscal year starts in March, enter 01040710; i.e., the first fiscal period ends in March which is when the first quarter is closed.

15. YTD Roll Period

The payroll period in which year-to-date history figures are to be rolled into prior year. The system automatically determines this input based on the QTD roll periods.

Technical Notes

FILES UPDATED - SMCNTL



Nonstatic Control File Maintenance (PRF990)

Function

This program allows the user of the FACTS system to create and maintain the company payroll nonstatic control record. The nonstatic control record is critical to the proper functioning of the PR system. The record contains information which the PR system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

User Inputs

The following inputs are involved in creating the PR nonstatic control record:

1. Current PR Period

Enter the current payroll period (PPYY) or period when actual PR processing will begin. This period must be equal to the current or next general ledger period. CR initially defaults to the current GL period.

2. Current Quarter

Enter the number of the current payroll quarter 1, 2, 3 or 4.

3. Current year

Enter the current year (YY). CR initially defaults to the year in the current period.

4. Date Of Last Eop Update

Enter the date of the last End-of-Period Update in payroll (ref.3). CR initially defaults to 010100.

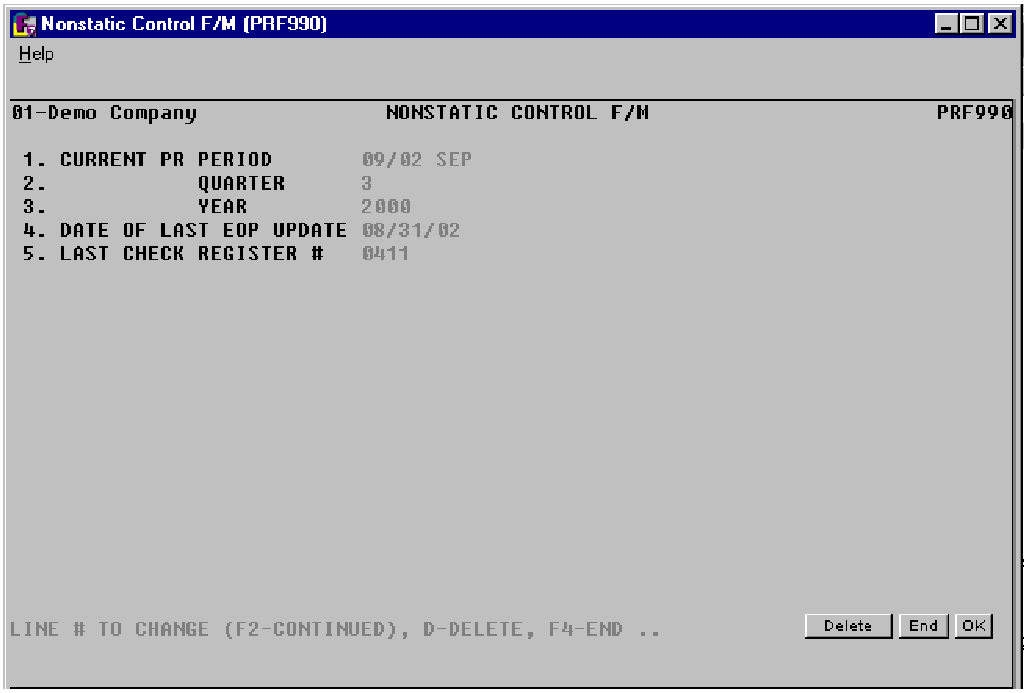
***5. Last Check Register Number**

This number keeps track of the last Check Register number used. As a Check Register is updated, the last number used is incremented by one. Upon installation, these fields should be set to 0. The field is automatically updated through normal processing. CR initially defaults to 0.

* indicates that changing the field after initial installation may have serious repercussions. Please refer to your affiliate before any changes are made.

Technical Notes

FILES UPDATED - SMCNTL


Nonstatic Control F/M (PRF990)
Help
01-Demo Company NONSTATIC CONTROL F/M PRF990
1. CURRENT PR PERIOD 09/02 SEP
2. QUARTER 3
3. YEAR 2000
4. DATE OF LAST EOP UPDATE 08/31/02
5. LAST CHECK REGISTER # 0411
LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
Delete
End
OK

Rebuild Payroll Sort Files (PRU990)

Function

This program allows the user of the FACTS system to rebuild payroll sort files which for any reason (power outage, hardware malfunction, etc.) are not in correspondence with their appropriate direct files. This program should be run only if a problem exists and only under the supervision of your affiliate or programmer.

Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order the main file is stored. For example, the records of the employee file are stored in employee number order. To access this file in alphabetical order requires a sort file which is stored by alpha lookup by employee number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild PR Sort Files program should only be run under the supervision of your affiliate.

User Inputs

The following inputs are involved in rebuilding payroll sort files:

1. PRCLSX

Enter **N** or **Y** to indicate whether to rebuild **PRCLSX**. This file is the employee by employee class sort file to the employee file. The file is used in the various PR reports which can be printed in employee class order. CR defaults to N.

2. PRBRCX

Enter **N** or **Y** to indicate whether to rebuild **PRBRCX**. This file is the employee by branch sort file to the employee file. This file is used in the various PR reports which can be printed in branch order. CR defaults to N.

3. PREALX

Enter **N** or **Y** to indicate whether to rebuild **PREALX**. This file is the employee by alpha sort file to the employee file. This file is used in the various PR reports which can be printed alphabetically. CR defaults to N.

4. PREPCX

Enter **N** or **Y** to indicate whether to rebuild **PREPCX**. This file is the employee by pay cycle sort file to the employee pay cycle data file. It is used in the various PR reports which can print information for selected pay cycles. CR defaults to N.

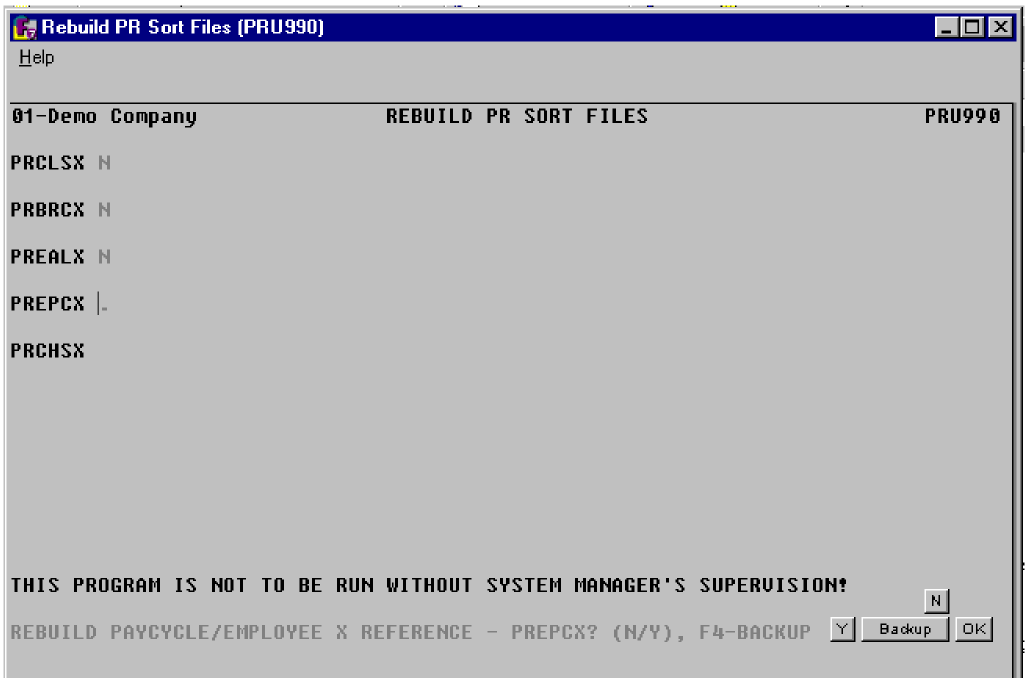
Files will be rebuilt for all companies (ref.5).

Technical Notes

The program proceeds by initializing (or clearing) the selected sort files. It then reads through the appropriate direct files and writes records to the sort files.

FILES USED - SMCNTL, PREMPL, PREMPP

FILES UPDATED - PRCLSX, PRBRCX, PREALX, PREPCX



APPENDIX A: References

1. **ALIGNMENT** An alignment check can be performed to ensure that forms paper is correctly aligned in the printer. If Y is entered, the alignment check prints immediately and the program returns to this input.

2. **DATE** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two-digit year. For editing purposes, all dates will allow the entry and display of a four-digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

   Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner.   Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of 'generic' dates.   These tag names will also be accepted as the valid input dates in some data entry prompts.

   If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates previously stored in your system are converted for you behind the scenes. Dates that display as **/**/** indicate that data is present for the field but the system does not know how to interpret the date. Contact your Affiliate for support.

   The Rule of 50: FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

   During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

   FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	**10-Character Date Field**
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	**ORDERED** 01/02/96<	**ORDERED** 01/02/96 <
Use the right arrow key or the END key to display the	**ORDERED**	**ORDERED**

full 4-digit year:	/02/1996<	01/02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	**ORDERED** 01/02/96+	**ORDERED** 01/02/2096<

3. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered for accuracy. If something needs to be changed, enter F4 to back up and change. Once everything is correct, press CR or type YES and the program continues.

4. **ORDER** In various reports and the Clear Check History program, the order choice may be selected. The options are by **E**-employee number, **A**-alpha sort, **B**-branch, or **C**-employee class. For example, the user may want to print in employee name order. CR defaults to E.

5. **BEGINNING ORDER CHOICE** Enter the beginning order choice to be selected, e.g., if branch was selected above, the user selects the beginning branch to process. CR defaults to FIRST (the first branch on file).

6. **ENDING ORDER CHOICE** Enter the ending order choice to be selected, e.g., if branch was selected above, the user selects the last branch to process. CR defaults to LAST (the last branch on file).

7. **SEARCH** The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays at the bottom of the screen, a number of fields at a time. The user may enter a search key, continue to view the search fields select the line number of one of the fields displayed, or return to the program input.

8. **SEARCH ON EMPLOYEE**

   This feature is useful in finding the vendor number when only the name is known. This displays employee numbers at the bottom of the screen, at least one at a time along with each employee's alpha sort key, number, name, and phone number. The user may enter the beginning alpha to search, continue, select the employee displayed (type line number listed on) or return to the entry program. F2 allows a keyword search. The user selects an employee class to search (CR defaults to ALL), then enters a keyword of up to 10 characters. All employees containing those characters in the employee name and belonging to the selected employee class will be displayed.

APPENDIX B: Glossary of Terms

Branch Branches are subdivisions of a company; e.g., stores or profit centers. Valid branches are set up through the System Management Branch F/M program. A branch that exists on file is valid. The length of the branch is two digits (01-99 user-defined). Within Payroll, each employee may be assigned to a branch. Most Payroll reports may print by branch. For more information, refer to the Branch F/M in system Management.

Deduction Balance A deduction balance is the total amount to be reduced from an employees pay check(s) through a specific deduction code. Once set up the deduction balance is maintained by the system as the deduction reduces the employees check amount. Deduction balances are entered through the Deduction Balance F/M program.

Deductions Code A deductions code is a field used to store a specific type of reduction which may include taxes, e.g., federal, FICA, insurance, etc. Deductions codes are assigned to pay cycles. Employees are then assigned to pay cycles with a standard reduction amount entered for each deductions code. Deductions codes that exist on file are valid. Valid Deductions codes are set up through the Deductions Code F/M program. Deductions codes are up to four alphanumeric characters and are user-defined. For more information, refer to the Deductions Code F/M program.

Deductions GL Posting Table A deductions GL posting table is a set of GL account numbers used to post deductions of an employee to the proper GL account numbers in General Ledger. A deductions GL posting table that exists on file is valid. Valid deductions GL posting tables are set up through the Deductions GL Posting Table F/M program. Deductions GL posting tables are up to three alphanumeric characters and are user-defined. Each employee set up in a pay cycle is assigned to a deductions GL posting table for purposes of posting deductions to General Ledger. For more information, refer to the Deductions GL Posting Table F/M.

Department A department is used as a way of grouping employees, e.g., sales & marketing, accounting, warehouse, etc. A department that exists on file is valid. Valid departments are set up through the Department F/M program. Departments are up to three alphanumeric characters and are user-defined. Each employee is assigned to a department for reporting purposes. For more information, refer to the PR Department F/M.

Earnings Code An earnings code is a field used to store a specific type of wage, e.g., regular, sick, vacation, overtime, etc. Earnings codes are assigned to pay cycles. Employees are then assigned to pay cycles with a standard wage amount or hour and wage amount entered for each earnings code. Earnings codes that exist on file are valid. Valid earnings codes are set up through the Earnings Code

F/M program. Earnings codes are up to four alphanumeric characters and are user-defined. For more information, refer to the Earnings Code F/M program.

Earnings Distribution A method of distributing an employee's earnings to general ledger by a percentage rather than by using the earnings GL posting table. For more information, refer to the Posting to General Ledger section.

Earnings GL Posting Table An earnings GL posting table is a set of GL account numbers used to post earnings of an employee to the proper GL account numbers in General Ledger. An earnings GL posting table that exists on file is valid. Valid earnings GL posting tables are set up through the Earnings GL Posting Table F/M program. Earnings GL posting tables are up to three alphanumeric characters and are user-defined. Each employee set up in a pay cycle is assigned to an earnings GL posting table for purposes of posting wages to General Ledger. For more information, refer to the Earnings GL Posting Table F/M program.

Employee Class An employee class is used as a way of grouping employees, e.g., general, management, etc. An employee class that exists on file is valid. Valid employee classes are set up through the Employee Class F/M program. Employee classes are up to three alphanumeric characters and are user-defined. Each employee is assigned to an employee class for reporting purposes. For more information, refer to the Employee Class F/M. Employee notes Employee notes are any miscellaneous remarks, records or commentary to be filed on the system. Up to 999 user-maintained employee notes are entered through the Employee Inquiry program.

GL # (General Ledger Account Number) A General Ledger account number that exists on file is valid. Valid GL numbers are set up through the general ledger Account F/M program. The system uses the numbers to organize specific accounts in order to post amounts. For example, the GL number 1000000000 may be the account for salaries; all salaries would then be added up and stored under account number 1000000000. The length of the GL number (minimum = 4, maximum = 10) is determined in the company control record. The system will allow the GL number to contain a branch number (2 digits) and/or a department number (maximum 4 digits). The position of these numbers are stored in the company control record.

Matching Deduction A matching deduction is a method of storing an employer's reduction which coincides with the employee's reduction, e.g., FICA, 401K, etc. Each deductions code set up is flagged as to whether it provides a matching employer deduction. Deduction codes are assigned to pay cycles. Employees are then assigned to pay cycles with a standard reduction amount entered for each deductions code and it's matching employer deduction amount.

Maximum Hours Tracking Maximum hours tracking is the process of the system maintaining the number of hours worked for an earnings code. Each earnings code set up is flagged as to whether the system should track the number of hours worked. For example, employers may want to set up a maximum number of hours employees may earn wages for sick time and vacation time.

Pay Cycle A record set up by the user for a specific period of time which determines when employees are paid, e.g., weekly, monthly, etc. A pay cycle that exists on file is valid. Valid pay cycles are set up through the Pay Cycle F/M program. Each employee may be set up to be paid by as many pay cycles as needed. For more information, refer to the Pay Cycle F/M program.

Premium Earnings Premium earnings are earnings generated for earnings codes signifying the earnings are additional, e.g. bonus, overtime. Each earnings code set up is flagged as to whether the earnings generated are premium earnings.

Worker's Compensation Code A worker's compensation code is a field used to store worker's compensation amounts for insurance purposes. Each employee is assigned a worker's compensation code for calculating the compensation amounts per code. A worker's compensation code which exists on file is valid. Valid worker's compensation codes are set up through the Worker's Compensation Code F/M program. For more information, refer to the Worker's Compensation Code F/M.

APPENDIX C: SAMPLE REPORTS

PROGRAM	NAME	PAGE
PRR110	PRE-CHECK EDIT LIST - SUMMARY	C-3
PRR110	EDIT LIST RECAP - SUMMARY	C-4
PRR110	PRE-CHECK EDIT LIST - DETAIL	C-5
PRR110	PRE-CHECK EDIT LIST RECAP - DETAIL	C-10
PRR120	EARNINGS LIST	C-11
PRP210	SAMPLE PAYROLL CHECK	C-12
PRR210	CHECK REGISTER	C-13
PRR210	CHECK REGISTER DETAIL RECAP	C-14
PRR210	CHECK REGISTER - TAX RECAP	C-15
PRR210	CHECK REGISTER - DEDUCTION RECAP	C-16
PRR212	CHECK REGISTER GL DISTRIBUTION	C-17
PRR710	EMPLOYEE LIST - GENERAL INFORMATION	C-20
PRR710	EMPLOYEE LIST - PAY CYCLE INFO. - SUMMARY	C-21
PRR710	EMPLOYEE LIST - PAY CYCLE INFO. - DETAIL	C-22
PRR720	CHECK HISTORY LIST	C-23
PRR720	CHECK HISTORY - SUMMARY	C-24
PRR720	CHECK HISTORY - BREAKDOWN	C-25
PRR720	CHECK HISTORY - DETAIL	C-26
PRR730	EMPLOYEE MAXIMUM HOURS REPORT	C-27
PRR740	EARNINGS % DISTRIBUTION REPORT	C-28
PRR750	EMPLOYEE PERIOD HISTORY SUMMARY	C-29
PRR750	EMPLOYEE PERIOD HISTORY DETAIL	C-30
PRR760	MATCHING DEDUCTION REPORT	C-31
PRR770	WORKER'S COMP REPORT	C-32
PRP710	EMPLOYEE LABEL PRINT	C-33
PRR780	EMPLOYEE NOTES PRINT	C-34
PRR810	PERIOD / EARNINGS DEDUCTIONS REPORT	C-35
PRR810	PERIOD EARNINGS REPORT - DEPARTMENT RECAP	C-37
PRR830	PERIOD GL DISTRIBUTION	C-38
PRR840	PERIOD CHECK REGISTER	C-39
PRR850	UNEMPLOYMENT REPORT	C-40
PRP810	941 INFORMATION	C-41
PRP815	945 INFORMATION	C-43
PRP820	SAMPLE W-2 PRINT	C-44

DATE: 09/28/02 DEMO COMPANY PRR110 PAGE: 1

USER: SSI T1b PRE-CHECK EDIT LIST TIME: 9:08 AM

PAY CYCLE W1 WEEKLY ATLANTA

PERIOD 10/02

	HOURS		EARNINGS		DEDUCTIONS		
EMPLOYEE NAME	REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER	NET PAY
E102 MARY ELIZABETH JONES	40.00	.00	280.00	.00	47.55	20.00	212.45
E106 RONALD PATTEN	40.00	.00	240.00	.00	66.16	.00	173.84
E107 SALLEY FURNESS	40.00	.00	305.00	.00	71.59	74.00	159.41
E109 NEIL J. ERICKSON	40.00	.00	280.00	.00	78.42	.00	201.58
E110 TAMMY A. FOSTER	40.00	.00	320.00	.00	59.81	.00	260.19
REPORT TOTAL	200.00	.00	1425.00	.00	323.53	94.00	1007.47

EMPLOYEES: 5 END OF REPORT

```
DATE: 09/28/02       DEMO COMPANY       PRR110 PAGE: 2

USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME:  9:09 AM


                             ---------EARNINGS---------

DEPT DESCRIPTION                      HOURS      AMOUNT

======================================================

   1 WHOLESALE               REG      80.00      540.00

                             OVTM

                             VAC

                             HOL1

                             HOL2

                             SICK

                             CONS

                             INSU                 45.00

                             BON

                                 ----------  ----------

               DEPARTMENT TOTAL       80.00      585.00


   2 RETAIL                  REG     120.00      840.00

                             OVTM

                             VAC

                             HOL1

                             HOL2
```

```
                SICK

                CONS

                INSU                     .00

                BON

                    ----------  ----------

  DEPARTMENT TOTAL      120.00      840.00

                    ----------  ----------

      REPORT TOTAL      200.00     1425.00


                    END OF EARNINGS RECAP
```



```
DATE: 09/28/02       DEMO COMPANY       PRR110 PAGE: 3
USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME:  9:09 AM

                              -------DEDUCTIONS-------
                                   AMOUNT     MATCHING
======================================================
FICA                               109.01       109.01
FEDL                               132.61          .00
STAT                                56.60          .00
LOCL                                11.20          .00
MISC                                14.11          .00
401K                                14.00         2.80
CRUN                                25.00          .00
INSU                                45.00          .00
DNTL                                10.00          .00
XMAS                                  .00          .00
DED1                                  .00          .00
DED2                                  .00          .00
ADVC                                  .00          .00
                             ------------ ------------
                REPORT TOTAL       417.53       111.81

                                         END OF RECAP
```

```
DATE: 09/28/02                                       DEMO COMPANY                                PRR110 PAGE: 1
USER: SSI T1b                                     PRE-CHECK EDIT LIST                            TIME:  9:09 AM

                                        -GL TBL--              -------EARNINGS-------- --------DEDUCTIONS--------
  EMPLOYEE NAME                     PC DEPT EARN  DED  NET AMOUNT        HOURS     AMOUNT          AMOUNT   MATCHING
=======================================================================================================================
      E102 MARY ELIZABETH JONES     W1    1  GA1  GA1              REG    40.00     260.00 FICA      21.42      21.42
                                                                   OVTM     .00        .00 FEDL      11.42        .00
                                                                   VAC      .00        .00 STAT       9.11        .00
                                                                   HOL1     .00        .00 LOCL       2.80        .00
                                                                   HOL2     .00        .00 MISC       2.80        .00
                                                                   SICK     .00        .00 401K        .00        .00
                                                                   CONS     .00        .00 CRUN        .00        .00
                                                                   INSU     .00      20.00 INSU      20.00        .00
                                                                   BON      .00        .00 DNTL        .00        .00
                                                                                           XMAS        .00        .00
                                                                                           DED1
                                                                                           DED2
                                                                                           ADVC        .00        .00
                                                   -----------    ---------- ---------     ----------- ----------
                              DEPARTMENT TOTAL     212.45         40.00     280.00           67.55      21.42
                                                   -----------    ---------- ---------     ----------- ----------
                                EMPLOYEE TOTAL     212.45         40.00     280.00           67.55      21.42
```



```
E106 RONALD PATTEN          W1    2  GA2  GA2             REG    40.00     240.00 FICA      18.36      18.36
                                                          OVTM     .00        .00 FEDL      32.25        .00
                                                          VAC      .00        .00 STAT      10.75        .00
                                                          HOL1     .00        .00 LOCL       2.40        .00
                                                          HOL2     .00        .00 MISC       2.40        .00
                                                          SICK     .00        .00 401K        .00        .00
                                                          CONS     .00        .00 CRUN        .00        .00
                                                          INSU     .00        .00 INSU        .00        .00
                                                          BON      .00        .00 DNTL        .00        .00
                                                                                  XMAS        .00        .00
                                                                                  DED1
                                                                                  DED2
                                                                                  ADVC        .00        .00
                                   -----------    ----------  ---------     ----------- ----------
                 DEPARTMENT TOTAL     173.84           40.00     240.00           66.16      18.36
                                   -----------    ----------  ---------     ----------- ----------
                   EMPLOYEE TOTAL     173.84           40.00     240.00           66.16      18.36
```

```
DATE: 09/28/02                                     DEMO COMPANY                                     PRR110 PAGE: 2
USER: SSI T1b                                   PRE-CHECK EDIT LIST                                 TIME:  9:09 AM

                                                    -GL TBL--             -------EARNINGS-------- --------DEDUCTIONS--------
  EMPLOYEE NAME                             PC DEPT EARN  DED  NET AMOUNT        HOURS     AMOUNT          AMOUNT   MATCHING
=======================================================================================================================
      E107 SALLEY FURNESS                   W1    1  GA1  GA1             REG    40.00     280.00 FICA      23.33      23.33
                                                                          OVTM     .00        .00 FEDL      33.27        .00
                                                                          VAC      .00        .00 STAT      12.08        .00
                                                                          HOL1     .00        .00 LOCL        .00        .00
                                                                          HOL2     .00        .00 MISC       2.91        .00
                                                                          SICK     .00        .00 401K      14.00       2.80
                                                                          CONS     .00        .00 CRUN      25.00        .00
                                                                          INSU     .00      25.00 INSU      25.00        .00
                                                                          BON      .00        .00 DNTL      10.00        .00
                                                                                                  XMAS        .00        .00
                                                                                                  DED1
                                                                                                  DED2
                                                                                                  ADVC        .00        .00
                                                          -----------    ----------  ---------     ----------- ----------
                                          DEPARTMENT TOTAL     159.41         40.00     305.00          145.59      26.13
                                                          -----------    ----------  ---------     ----------- ----------
                                            EMPLOYEE TOTAL     159.41         40.00     305.00          145.59      26.13
```



```
E109 NEIL J. ERICKSON          W1    2  GA2  GA2              REG    40.00     280.00 FICA      21.42      21.42
                                                              OVTM     .00        .00 FEDL      38.25        .00
                                                              VAC      .00        .00 STAT      13.15        .00
                                                              HOL1     .00        .00 LOCL       2.80        .00
                                                              HOL2     .00        .00 MISC       2.80        .00
                                                              SICK     .00        .00 401K        .00        .00
                                                              CONS     .00        .00 CRUN        .00        .00
                                                              INSU     .00        .00 INSU        .00        .00
                                                              BON      .00        .00 DNTL        .00        .00
                                                                                      XMAS        .00        .00
                                                                                      DED1
                                                                                      DED2
                                                                                      ADVC        .00        .00
                                           -----------    ----------  ---------     ----------- ----------
                          DEPARTMENT TOTAL     201.58          40.00     280.00           78.42      21.42
                                           -----------    ----------  ---------     ----------- ----------
                            EMPLOYEE TOTAL     201.58          40.00     280.00           78.42      21.42
```

```
DATE: 09/28/02                               DEMO COMPANY                                PRR110 PAGE: 3
USER: SSI T1b                              PRE-CHECK EDIT LIST                           TIME:  9:09 AM

                                          -GL TBL--             -------EARNINGS-------- --------DEDUCTIONS--------
  EMPLOYEE NAME                      PC DEPT EARN  DED  NET AMOUNT        HOURS     AMOUNT          AMOUNT   MATCHING
=======================================================================================================================
      E110 TAMMY A. FOSTER           W1    2  GA2  GA2              REG    40.00     320.00 FICA      24.48      24.48
                                                                    OVTM     .00        .00 FEDL      17.42        .00
                                                                    VAC      .00        .00 STAT      11.51        .00
                                                                    HOL1     .00        .00 LOCL       3.20        .00
                                                                    HOL2     .00        .00 MISC       3.20        .00
                                                                    SICK     .00        .00 401K        .00        .00
                                                                    CONS     .00        .00 CRUN        .00        .00
                                                                    INSU     .00        .00 INSU        .00        .00
                                                                    BON      .00        .00 DNTL        .00        .00
                                                                                            XMAS        .00        .00
                                                                                            DED1
                                                                                            DED2
                                                                                            ADVC        .00        .00
                                                  -----------    ----------  ---------     ----------- ----------
                               DEPARTMENT TOTAL     260.19          40.00     320.00           59.81      24.48
                                                  -----------    ----------  ---------     ----------- ----------
                                 EMPLOYEE TOTAL     260.19          40.00     320.00           59.81      24.48
```

```
                                          -----------    ----------  ---------     ----------- ----------
                            REPORT TOTAL    1007.47        200.00    1425.00          417.53     111.81


PC=PAY CYCLE, DEPT=DEPARTMENT, GL TBL=GL TABLE


EMPLOYEES: 5                                                                              END OF REPORT
```

```
DATE: 09/28/02       DEMO COMPANY       PRR110 PAGE: 4
USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME:  9:09 AM

                             ---------EARNINGS---------
DEPT DESCRIPTION                      HOURS      AMOUNT
======================================================
   1 WHOLESALE               REG      80.00      540.00
                             OVTM
                             VAC
                             HOL1
                             HOL2
                             SICK
                             CONS
                             INSU                 45.00
                             BON
                                 ----------  ----------
               DEPARTMENT TOTAL       80.00      585.00

   2 RETAIL                  REG     120.00      840.00
                             OVTM
                             VAC
                             HOL1
                             HOL2
```

```
                    SICK

                    CONS

                    INSU                  .00

                    BON

                        ----------  ----------

      DEPARTMENT TOTAL      120.00      840.00

                        ----------  ----------

          REPORT TOTAL      200.00     1425.00


                        END OF EARNINGS RECAP
```

```
DATE: 09/28/02       DEMO COMPANY       PRR110 PAGE: 5
USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME:  9:09 AM

                              -------DEDUCTIONS-------
                                   AMOUNT     MATCHING
======================================================
FICA                               109.01       109.01
FEDL                               132.61          .00
STAT                                56.60          .00
LOCL                                11.20          .00
MISC                                14.11          .00
401K                                14.00         2.80
CRUN                                25.00          .00
INSU                                45.00          .00
DNTL                                10.00          .00
XMAS                                  .00          .00
DED1                                  .00          .00
DED2                                  .00          .00
ADVC                                  .00          .00
                             ------------ ------------
                REPORT TOTAL       417.53       111.81

                                         END OF RECAP
```

```
DATE: 09/28/02                               DEMO COMPANY                                 PRR120 PAGE: 1
USER: SSI T2E                                EARNINGS LIST                                TIME:  4:03 PM

EMPLOYEE FIRST TO LAST
PAY CYCLE W1
DEPARTMENT ALL
                                                          EARNINGS
  EMPLOYEE NAME                            DATE    SQ DEPT     CODE    HOURS     RATE   EARNINGS     JOB#
=========================================================================================================
Pay Cycle W1 WEEKLY ATLANTA

      E102 MARY ELIZABETH JONES          09/28/02 01    1      REG   40.0000   6.5000     260.00
                                                                    --------          ----------
                                                  EMPLOYEE TOTAL    40.0000               260.00

      E106 RONALD PATTEN                 09/28/02 01    2      REG   40.0000   6.0000     240.00
                                                                    --------          ----------
                                                  EMPLOYEE TOTAL    40.0000               240.00

      E107 SALLEY FURNESS                09/28/02 01    1      REG   40.0000   7.0000     280.00
                                                                    --------          ----------
                                                  EMPLOYEE TOTAL    40.0000               280.00
```

```
      E109 NEIL J. ERICKSON                09/28/02 01    2     REG   40.0000   7.0000     280.00
                                                                     --------          ----------
                                                    EMPLOYEE TOTAL    40.0000              280.00


      E110 TAMMY A. FOSTER                 09/28/02 01    2     REG   40.0000   8.0000     320.00
                                                                     --------          ----------
                                                    EMPLOYEE TOTAL    40.0000              320.00
                                                                     --------          ----------
                                                   PAY CYCLE TOTAL   200.0000             1380.00
                                                                     --------          ----------
                                                      REPORT TOTAL   200.0000             1380.00


SQ=SEQUENCE NUMBER, DEPT=DEPARTMENT


EMPLOYEES: 5                                                                     END OF REPORT
```

E102 MARY ELIZABETH JONES 288-26-9874 09/28/02 001377

REGULAR PAY	40.00	260.00	9094.64	FICA	21.42	665.62
VACATION			130.00	FEDERAL	11.42	392.97
HOLIDAY WORKED			117.00	STATE	9.11	268.29
HOLIDAY - OFF			84.50	LOCAL	2.80	87.01
SICK PAY			52.00	MISCELLANEOU	2.80	87.01
CONSULTING FEES			148.18	INSURANCE	20.00	100.00
INSURANCE		20.00	170.00			
BONUS			578.81			
		280.00	10375.13			
		212.45	8774.23		67.55	1600.90

001377

10/15/02

TW0 HUNDRED TWELVE AND 45/100 DOLLARS *****212.45

MARY ELIZABETH JONES

251 CLAIRMONT ROAD

#21

ATLANTA, GA 30345

```
DATE: 09/28/02                                  DEMO COMPANY                                  PRR210 PAGE: 1
USER: SSI T2E                              CHECK REGISTER #0413                               TIME:  4:08 PM

PAY CYCLE W1 WEEKLY ATLANTA
REGISTER DATE 10/15/02
PERIOD 10/02
                                                --------HOURS-------- --------EARNINGS--------- ------DEDUCTIONS-------
 CHECK   EMPLOYEE NAME                      DEPT    REGULAR    PREMIUM      REGULAR      PREMIUM        TAXES       OTHER      NET PAY
==================================================================================================================================
REGULAR CHECKS

001377       E102 MARY ELIZABETH JONES         1      40.00        .00       280.00          .00        47.55       20.00       212.45

001378       E106 RONALD PATTEN                2      40.00        .00       240.00          .00        66.16         .00       173.84

001379       E107 SALLEY FURNESS               1      40.00        .00       305.00          .00        71.59       74.00       159.41

001380       E109 NEIL J. ERICKSON             2      40.00        .00       280.00          .00        78.42         .00       201.58

001381       E110 TAMMY A. FOSTER              2      40.00        .00       320.00          .00        59.81         .00       260.19
                                                ---------- ----------   ----------   ----------   ----------  ----------  ----------
                          REGULAR CHECKS TOTAL     200.00        .00      1425.00          .00       323.53       94.00      1007.47
                                                ---------- ----------   ----------   ----------   ----------  ----------  ----------
```

REGISTER TOTAL	200.00	.00	1425.00	.00	323.53	94.00	1007.47

CHECKS: 5 END OF REGISTER

```
DATE: 09/28/02                  DEMO COMPANY                      PRR210 PAGE: 1
USER: SSI T2E           CHECK REGISTER #0413 - DETAIL RECAP       TIME:  4:08 PM

PAY CYCLE W1 WEEKLY ATLANTA
REGISTER DATE 10/15/02
PERIOD 10/02
                                          -------EARNINGS-------- --------DEDUCTIONS--------
 CHECK   EMPLOYEE NAME                 CHECK AMT       HOURS   EARNINGS         AMOUNT   MATCHING
==============================================================================================
REGULAR CHECKS
001377      E102 MARY ELIZABETH JONES      212.45 REG    40.00     260.00 FICA      21.42      21.42
                                                  OVTM                     FEDL      11.42        .00
                                                  VAC                      STAT       9.11        .00
                                                  HOL1                     LOCL       2.80        .00
                                                  HOL2                     MISC       2.80        .00
                                                  SICK                     401K        .00        .00
                                                  CONS                     CRUN        .00        .00
                                                  INSU              20.00 INSU      20.00        .00
                                                  BON                      DNTL        .00        .00
                                                                           XMAS        .00        .00
                                                                           DED1
                                                                           DED2
                                                                           ADVC        .00        .00
```

			---------		----------	----------		-----------	----------
		CHECK TOTAL	212.45		40.00	280.00		67.55	21.42
001378	E106 RONALD PATTEN		173.84	REG	40.00	240.00	FICA	18.36	18.36
				OVTM			FEDL	32.25	.00
				VAC			STAT	10.75	.00
				HOL1			LOCL	2.40	.00
				HOL2			MISC	2.40	.00
				SICK			401K	.00	.00
				CONS			CRUN	.00	.00
				INSU		.00	INSU	.00	.00
				BON			DNTL	.00	.00
							XMAS	.00	.00
							DED1		
							DED2		
							ADVC	.00	.00
			---------		----------	----------		-----------	----------
		CHECK TOTAL	173.84		40.00	240.00		66.16	18.36
			---------		----------	----------		-----------	----------
		REGULAR CHECKS	386.29		80.00	520.00		133.71	39.78
			---------		----------	----------		-----------	----------
		REPORT TOTAL	386.29		80.00	520.00		133.71	39.78

END OF RECAP

DATE: 09/28/02 DEMO COMPANY PRR210 PAGE: 4

USER: SSI T2E CHECK REGISTER #0413 - TAX RECAP TIME: 4:08 PM

TAX TYPE	TAX CODE	DESCRIPTION	AMOUNT	MATCHING	TOTAL	UNEMPLOYMENT EARNINGS	UNEMPLOYMENT TAXABLE	UNEMPLOYMENT TAX
FICA	FCA	FICA	109.01	109.01	218.02	1425.00	.00	.00
		FICA TOTAL	109.01	109.01	218.02	1425.00	.00	.00
FEDL	FIM	FEDERAL MARRIED	28.84	.00	28.84	600.00	600.00	37.20
	FIS	FEDERAL SINGLE	103.77	.00	103.77	825.00	825.00	51.15
		FEDL TOTAL	132.61	.00	132.61	1425.00	1425.00	88.35
		FEDERAL TAXES TOTAL	241.62	109.01	350.63	1425.00	1425.00	88.35
STAT	GAM	GEORGIA MARRIED	20.62	.00	20.62	600.00	560.00	17.92
	GAS	GEORGIA SINGLE	35.98	.00	35.98	825.00	775.00	24.80
		STAT TOTAL	56.60	.00	56.60	1425.00	1335.00	42.72

LOCL	GL1	GEORGIA LOCAL		11.20	.00	11.20	1425.00	.00	.00
				-----------	----------	----------	----------	----------	----------
			LOCL TOTAL	11.20	.00	11.20	1425.00	.00	.00
MISC	MCG	MISCELLANEOUS GEORGIA		14.11	.00	14.11	1425.00	.00	.00
				-----------	----------	----------	----------	----------	----------
			MISC TOTAL	14.11	.00	14.11	1425.00	.00	.00

END OF TAX RECAP

DATE: 09/28/02 DEMO COMPANY PRR210 PAGE: 1

USER: SSI T2E CHECK REGISTER #0413 - DEDUCTION RECAP TIME: 4:08 PM

DED DESCRIPTION	AMOUNT	MATCHING	TOTAL
401K 401-K PLAN	14.00	2.80	16.80
ADVC ADVANCE	.00	.00	.00
CRUN CREDIT UNION	25.00	.00	25.00
DED1 MISC DEDUCT 1	.00	.00	.00
DED2 MISC DEDUCT 2	.00	.00	.00
DNTL DENTAL PLAN	10.00	.00	10.00
INSU INSURANCE	45.00	.00	45.00
XMAS CHRISTMAS FUND	.00	.00	.00
DEDUCTION TOTAL	94.00	2.80	96.80

END OF RECAP

```
DATE: 09/28/02                         DEMO COMPANY                                  PRR210 PAGE: 1
USER: SSI T2E             CHECK REGISTER #0413 - GL DISTRIBUTION                     TIME:  4:10 PM


REGISTER DATE 10/15/02
GL PERIOD 10/02 OCT

GL#      DESCRIPTION                        EMPLOYEE NAME                    CHECK TYPE             DEBIT        CREDIT           NET
=====================================================================================================================================
100-01-0 CASH                                   E102 MARY ELIZABETH JONES   001377 REGULAR                           212.45
                                                E106 RONALD PATTEN          001378 REGULAR                           173.84
                                                E107 SALLEY FURNESS         001379 REGULAR                           159.41
                                                E109 NEIL J. ERICKSON       001380 REGULAR                           201.58
                                                E110 TAMMY A. FOSTER        001381 REGULAR                           260.19
                                                                                             -----------  -----------  -----------
                                                                              ACCOUNT TOTAL          .00      1007.47     (1007.47)



180-01-0 PREPAID TAXES & INSURANCE              E107 SALLEY FURNESS         001379 REGULAR                            10.00
                                                                                             -----------  -----------  -----------
                                                                              ACCOUNT TOTAL          .00        10.00       (10.00)



340-01-0 401-K PAYABLE                          E107 SALLEY FURNESS         001379 REGULAR                            16.80
```

			-----------	-----------	-----------
		ACCOUNT TOTAL	.00	16.80	(16.80)
344-01-0 CREDIT UNION	E107 SALLEY FURNESS	001379 REGULAR		25.00	
			-----------	-----------	-----------
		ACCOUNT TOTAL	.00	25.00	(25.00)
350-01-0 FEDERAL TAXES PAYABLE	E102 MARY ELIZABETH JONES	001377 REGULAR		54.26	
	E106 RONALD PATTEN	001378 REGULAR		68.97	
	E107 SALLEY FURNESS	001379 REGULAR		79.93	
	E109 NEIL J. ERICKSON	001380 REGULAR		81.09	
	E110 TAMMY A. FOSTER	001381 REGULAR		66.38	
			-----------	-----------	-----------
		ACCOUNT TOTAL	.00	350.63	(350.63)
355-01-0 STATE TAXES PAYABLE	E102 MARY ELIZABETH JONES	001377 REGULAR		9.11	
	E106 RONALD PATTEN	001378 REGULAR		10.75	
	E107 SALLEY FURNESS	001379 REGULAR		12.08	
	E109 NEIL J. ERICKSON	001380 REGULAR		13.15	
	E110 TAMMY A. FOSTER	001381 REGULAR		11.51	

```
                                   -----------  -----------  -----------
                   ACCOUNT TOTAL           .00        56.60      (56.60)
```

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DATE: 09/28/02                                   DEMO COMPANY                                        PRR210 PAGE: 2
USER: SSI T2E                     CHECK REGISTER #0413 - GL DISTRIBUTION                             TIME:  4:10 PM

GL#      DESCRIPTION                         EMPLOYEE NAME                  CHECK TYPE            DEBIT        CREDIT           NET
==================================================================================================================================
357-01-0 TAXES PAYABLE                           E102 MARY ELIZABETH JONES   001377 REGULAR                          5.60
                                                 E106 RONALD PATTEN          001378 REGULAR                          4.80
                                                 E107 SALLEY FURNESS         001379 REGULAR                          2.91
                                                 E109 NEIL J. ERICKSON       001380 REGULAR                          5.60
                                                 E110 TAMMY A. FOSTER        001381 REGULAR                          6.40
                                                                                          -----------  -----------  -----------
                                                                              ACCOUNT TOTAL        .00        25.31      (25.31)



550-01-1 SALARIES                                E102 MARY ELIZABETH JONES   001377 REGULAR        260.00
                                                 E107 SALLEY FURNESS         001379 REGULAR        280.00
                                                                                          -----------  -----------  -----------
                                                                              ACCOUNT TOTAL     540.00          .00       540.00



550-01-2 SALARIES                                E106 RONALD PATTEN          001378 REGULAR        240.00
                                                 E109 NEIL J. ERICKSON       001380 REGULAR        280.00
                                                 E110 TAMMY A. FOSTER        001381 REGULAR        320.00
```

			-----------	-----------	-----------
		ACCOUNT TOTAL	840.00	.00	840.00
560-01-1 PAYROLL TAXES	E102 MARY ELIZABETH JONES	001377 REGULAR	21.42		
	E107 SALLEY FURNESS	001379 REGULAR	23.33		
			-----------	-----------	-----------
		ACCOUNT TOTAL	44.75	.00	44.75
560-01-2 PAYROLL TAXES	E106 RONALD PATTEN	001378 REGULAR	18.36		
	E109 NEIL J. ERICKSON	001380 REGULAR	21.42		
	E110 TAMMY A. FOSTER	001381 REGULAR	24.48		
			-----------	-----------	-----------
		ACCOUNT TOTAL	64.26	.00	64.26
565-01-1 401-K EMPLOYER EXPENSE	E107 SALLEY FURNESS	001379 REGULAR	2.80		
			-----------	-----------	-----------
		ACCOUNT TOTAL	2.80	.00	2.80

```
DATE: 09/28/02                                          DEMO COMPANY                                                        PRR210 PAGE: 3
USER: SSI T2E                               CHECK REGISTER #0413 - GL DISTRIBUTION                                          TIME:  4:10 PM

GL#      DESCRIPTION                                 EMPLOYEE NAME                    CHECK TYPE              DEBIT        CREDIT            NET
====================================================================================================================================
750-01-1 INSURANCE EXPENSE                               E102 MARY ELIZABETH JONES   001377 REGULAR                              .00
                                                         E107 SALLEY FURNESS         001379 REGULAR                              .00
                                                                                                         -----------  -----------  -----------
                                                                                      ACCOUNT TOTAL             .00          .00          .00
                                                                                                         -----------  -----------  -----------
                                                                                       REPORT TOTAL         1491.81      1491.81          .00

ACCOUNTS: 14                                                                                                        END OF GL DISTRIBUTION
```



```
DATE: 09/28/02                                  DEMO COMPANY                                  PRR710 PAGE: 1
USER: SSI T24                        EMPLOYEE LIST - GENERAL INFORMATION                      TIME:  2:14 PM

CLASS FIRST TO LAST
PAY CYCLE ALL
ACTIVE EMPLOYEES
                                                                                              A S P
                                                                                              C T E
                                                               ---------------DATE---------------- T A N
  EMPLOYEE NAME                            ALPHA DEPT CLS   WC    BIRTH     HIRE TRMINATE   REHIRE V T S     JOB#
==================================================================================================================
Class GEN GENERAL

      E101 DALE A. MARTIN             MARTIN DAL    1 GEN   WC 10/02/60 05/28/90   /  /     /  /   Y N N 00000213
      E105 DANIEL SIMMONS             SIMMONS DA    2 GEN   WC 08/25/63 04/21/02   /  /     /  /   Y N N
      E106 RONALD PATTEN              PATTEN RON    2 GEN   WC 03/24/61 02/07/90   /  /     /  /   Y N N 00000207
      E107 SALLEY FURNESS             FURNESS SA    1 GEN   WC 04/01/62 07/13/99   /  /     /  /   Y N N 00000213
      E108 ANNE M. FRANKLIN           FRANKLIN A    1 GEN   WC 03/09/65 08/15/91   /  /     /  /   Y N N
      E109 NEIL J. ERICKSON           ERICKSON N    2 GEN   BC 07/13/61 11/15/91   /  /     /  /   Y N N
      E110 TAMMY A. FOSTER            FOSTER TAM    2 GEN   BC 02/06/66 12/18/01   /  /     /  /   Y N N
      E111 TONY B. WARE               WARE TONY     1 GEN   BC 06/17/62 08/01/02   /  /     /  /   Y N N
```

```
Class MGT MANAGEMENT


      E100 GREGORY BILLINGS           BILLINGS G    1 MGT   WC 04/12/62 03/20/91 07/05/92 06/10/93 Y N N 00000207

      E102 MARY ELIZABETH JONES       JONES MARY    1 MGT   WC 01/19/64 02/05/89   /  /     /  /   Y N N

      E103 ROBERT JOHNSON             JOHNSON RO    1 MGT   WC 09/05/58 06/12/90   /  /     /  /   Y N N

      E104 STEPHEN S. INVINCENT       INVINCENT     1 MGT   WC 05/18/47 12/17/99   /  /     /  /   Y N Y


CLS=EMPLOYEE CLASS, WC=WORKERS' COMPENSATION CODE, ACTV=ACTIVE, STAT=STATUTORY, PENS=PENSION


EMPLOYEES: 12                                                                                    END OF REPORT
```


DATE: 09/28/02 DEMO COMPANY PRR710 PAGE: 1

USER: SSI T24 EMPLOYEE LIST - PAY CYCLE INFORMATION TIME: 2:15 PM

BRANCH 00 TO 99

PAY CYCLE ALL

ACTIVE EMPLOYEES

		-GL TBL--					-------------DEDUCTIONS-----------		
EMPLOYEE NAME	PC	DEPT	EARN	DED	GROSS PAY	HOURS	TAX	OTHER	MATCHING
Branch 01 ATLANTA BRANCH									
E100 GREGORY BILLINGS	B1	1	GA1	GA	1550.00	80.0000	403.59	157.50	135.61
E101 DALE A. MARTIN	B1	1	GA1	GA	924.00	80.0000	247.18	91.20	72.22
E102 MARY ELIZABETH JONES	W1	1	GA1	GA	260.00	40.0000	47.55	20.00	21.42
E103 ROBERT JOHNSON	B1	1	GA1	GA	1350.00	80.0000	312.33	220.00	138.56
E104 STEPHEN S. INVINCENT	B1	1	GA1	GA	2000.00	80.0000	656.40	290.00	194.53
E106 RONALD PATTEN	W1	2	GA2	GA	240.00	40.0000	66.16	.00	18.36

E107	SALLEY FURNESS	W1	1	GA1	GA	280.00	40.0000	68.68	74.00	26.13
E109	NEIL J. ERICKSON	W1	2	GA2	GA	280.00	40.0000	78.42	.00	21.42
E110	TAMMY A. FOSTER	W1	2	GA2	GA	320.00	40.0000	59.81	.00	24.48
						----------	----------	----------	----------	----------
					BRANCH TOTAL	7204.00	520.0000	1940.12	852.70	652.73

Branch 02 DALLAS BRANCH

E105	DANIEL SIMMONS	W2	2	TX2	TX	225.00	40.0000	27.50	.00	17.21
E108	ANNE M. FRANKLIN	W2	1	TX1	TX	300.00	40.0000	77.22	120.00	22.95
E111	TONY B. WARE	W2	1	TX1	TX	400.00	40.0000	87.40	45.00	32.90
						----------	----------	----------	----------	----------
					BRANCH TOTAL	925.00	120.0000	192.12	165.00	73.06
						----------	----------	----------	----------	----------
					REPORT TOTAL	8129.00	640.0000	2132.24	1017.70	725.79

PC=PAY CYCLE, DEPT=DEPARTMENT, GL TBL=GL POSTING TABLE (EARN=EARNINGS, DED=DEDUCTIONS)

EMPLOYEES: 12 END OF REPORT

```
DATE: 09/28/02                                         DEMO COMPANY                                          PRR710 PAGE: 1
USER: SSI T24                             EMPLOYEE LIST - PAY CYCLE INFORMATION                              TIME:  2:17 PM


EMPLOYEE       E100 TO       E106
PAY CYCLE W1
ACTIVE EMPLOYEES
                                                     -GL TBL--                                  -------------DEDUCTIONS----------------
  EMPLOYEE NAME                                   PC DEPT EARN  DED GROSS PAY EARN    HOURS    RATES      T TBL EX F     AMOUNT     MATCHING
=================================================================================================================================
      E102 MARY ELIZABETH JONES       W1    1  GA1  GA1    260.00 REG   40.0000   6.5000 FICA T FCA  0 A      21.42        21.42
                                                                  OVTM    .0000   9.7500 FEDL T FIM  3 A      11.42          .00
                                                                  VAC     .0000   6.5000 STAT T GAM  3 A       9.11          .00
                                                                  HOL1    .0000   9.7500 LOCL T GL1  0 A       2.80          .00
                                                                  HOL2    .0000   6.5000 MISC T MCG  0 A       2.80          .00
                                                                  SICK    .0000   6.5000 401K          A        .00          .00
                                                                  CONS                   CRUN          A        .00          .00
                                                                  INSU                   INSU          A      20.00          .00
                                                                  BON                    DNTL          A        .00          .00
                                                                                         XMAS          A        .00          .00
                                                                                         DED1          A
                                                                                         DED2          A
                                                                                         ADVC          A        .00          .00
                                                       ----------     ---------                      ----------- ------------
```

```
                    EMPLOYEE - PAY CYCLE TOTAL     260.00       40.0000                                  67.55        21.42


 E106 RONALD PATTEN              W1    2  GA2  GA2    240.00 REG   40.0000   6.0000 FICA T FCA  0 A      18.36        18.36
                                                             OVTM    .0000   9.0000 FEDL T FIS  0 A      32.25          .00
                                                             VAC     .0000   6.0000 STAT T GAS  0 A      10.75          .00
                                                             HOL1    .0000   9.0000 LOCL T GL1  0 A       2.40          .00
                                                             HOL2    .0000   6.0000 MISC T MCG  0 A       2.40          .00
                                                             SICK    .0000   6.0000 401K          A        .00          .00
                                                             CONS                   CRUN          A        .00          .00
                                                             INSU                   INSU          N        .00          .00
                                                             BON                    DNTL          N        .00          .00
                                                                                    XMAS          A        .00          .00
                                                                                    DED1          A
                                                                                    DED2          A
                                                                                    ADVC          A        .00          .00
                                                   ----------     ---------                  ----------- ------------
                    EMPLOYEE - PAY CYCLE TOTAL     240.00       40.0000                                  66.16        18.36
                                                   ----------     ---------                  ----------- ------------
                                  REPORT TOTAL     500.00       80.0000                                 133.71        39.78


PC=PAY CYCLE, DEPT=DEPARTMENT, GL TBL=GL POSTING TABLE (EARN=EARNINGS, DED=DEDUCTIONS),
T=TYPE (T=TABLE, F=FIXED, A=ADDITIONAL), TBL=TAX TABLE, EX=# OF EXEMPTIONS,
F=FREQUENCY TO WITHHOLD (A=ALL, O=ODD, E=EVEN, 1-5=1ST/2ND/3RD/4TH/5TH PAYROLL OF MONTH, N=NOT USED)
```

EMPLOYEES: 2 END OF REPORT


```
DATE: 09/28/02            DEMO COMPANY             PRR720 PAGE: 1
USER: SSI T24          CHECK HISTORY LIST          TIME:  2:19 PM

BRANCH 01 TO 01
PAY CYCLE W1
DATE FIRST TO LAST

  EMPLOYEE NAME                         DATE    CHECK T    AMOUNT
=================================================================
Branch 01 ATLANTA BRANCH

      E102 MARY ELIZABETH JONES       09/05/02 001346 R    199.02
                                      09/14/02 001357 R    209.42
                                      09/21/02 001362 R    209.42
                                      09/30/02 001372 R    234.39
                                                ----------- 
                                        EMPLOYEE TOTAL     852.25

      E106 RONALD PATTEN              09/05/02 001347 R    190.19
                                      09/14/02 001358 R    173.55
                                      09/21/02 001363 R    173.55
                                      09/30/02 001373 R    311.19
                                                -----------
```

```
                                        EMPLOYEE TOTAL     848.48


         E107 SALLEY FURNESS            09/05/02 001348 R    140.78
                                        09/14/02 001359 R    105.40
                                        09/21/02 001364 R    105.40
                                        09/30/02 001374 R    142.47
                                                         -----------
                                          EMPLOYEE TOTAL     494.05


         E109 NEIL J. ERICKSON          09/05/02 001349 R    201.29
                                        09/14/02 001360 R    201.29
                                        09/21/02 001365 R    201.29
                                        09/28/02 000111 M    346.02
                                        09/30/02 001375 R    235.96
                                                         -----------
                                          EMPLOYEE TOTAL    1185.85
                                                         -----------
                                            BRANCH TOTAL    3380.63
                                                         -----------
                                            REPORT TOTAL    3380.63


   T=CHECK TYPE (R=REGULAR, M=MANUAL, V=VOID)
```


EMPLOYEES: 4 END OF REPORT

DATE: 09/28/02 DEMO COMPANY PRR720 PAGE: 1

USER: SSI T24 CHECK HISTORY SUMMARY TIME: 2:20 PM

EMPLOYEE FIRST TO LAST

PAY CYCLE ALL

DATE FIRST TO LAST

		HOURS		EARNINGS		DEDUCTIONS	
EMPLOYEE NAME	AMOUNT	REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER
E100 GREGORY BILLINGS	1988.58	160.00	.00	3140.00	.00	816.42	335.00
E101 DALE A. MARTIN	1156.62	160.00	.00	1888.00	.00	548.98	182.40
E102 MARY ELIZABETH JONES	852.25	138.00	4.00	1052.00	89.00	208.75	80.00
E103 ROBERT JOHNSON	1713.71	140.00	20.00	2400.00	421.88	659.98	448.19
E104 STEPHEN S. INVINCENT	2075.50	160.00	.00	4040.00	.00	1384.50	580.00
E105 DANIEL SIMMONS	852.75	160.00	8.00	900.00	92.50	139.75	.00
E106 RONALD PATTEN	848.48	144.00	28.00	864.00	328.00	343.52	.00
E107 SALLEY FURNESS	494.05	150.00	5.00	1275.00	52.50	332.07	501.38
E108 ANNE M. FRANKLIN	383.44	160.00	.00	1200.00	.00	336.56	480.00
E109 NEIL J. ERICKSON	1185.85	200.00	.00	1620.00	50.00	484.15	.00
E110 TAMMY A. FOSTER	1081.34	155.00	5.50	1240.00	116.00	274.66	.00
E111 TONY B. WARE	1175.40	160.00	.00	1720.00	.00	364.60	180.00
REPORT TOTAL	13807.97	1887.00	70.50	21339.00	1149.88	5893.94	2786.97


```
EMPLOYEES: 12                                                                  END OF REPORT
```

DATE: 09/28/02 DEMO COMPANY PRR720 PAGE: 1

USER: SSI T24 CHECK HISTORY BREAKDOWN TIME: 2:20 PM

EMPLOYEE E100 TO E106

PAY CYCLE ALL

DATE FIRST TO LAST

				HOURS		EARNINGS		DEDUCTIONS	
EMPLOYEE NAME	DATE	CHECK T	AMOUNT	REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER
E100 GREGORY BILLINGS	09/05/02	001352 R	1004.29	80.00	.00	1570.00	.00	408.21	157.50
	09/21/02	001368 R	984.29	80.00	.00	1570.00	.00	408.21	177.50
	EMPLOYEE TOTAL		1988.58	160.00	.00	3140.00	.00	816.42	335.00
E101 DALE A. MARTIN	09/05/02	001353 R	578.31	80.00	.00	944.00	.00	274.49	91.20
	09/21/02	001369 R	578.31	80.00	.00	944.00	.00	274.49	91.20
	EMPLOYEE TOTAL		1156.62	160.00	.00	1888.00	.00	548.98	182.40
E102 MARY ELIZABETH JONES	09/05/02	001346 R	199.02	30.00	.00	215.00	50.00	45.98	20.00
	09/14/02	001357 R	209.42	40.00	.00	280.00	.00	50.58	20.00
	09/21/02	001362 R	209.42	40.00	.00	280.00	.00	50.58	20.00
	09/30/02	001372 R	234.39	28.00	4.00	277.00	39.00	61.61	20.00

		----------	---------	-------	----------	----------	----------	----------
	EMPLOYEE TOTAL	852.25	138.00	4.00	1052.00	89.00	208.75	80.00
E103 ROBERT JOHNSON	09/05/02 001354 R	882.09	60.00	20.00	1030.00	421.88	341.60	228.19
	09/21/02 001370 R	831.62	80.00	.00	1370.00	.00	318.38	220.00
		----------	---------	-------	----------	----------	----------	----------
	EMPLOYEE TOTAL	1713.71	140.00	20.00	2400.00	421.88	659.98	448.19
E104 STEPHEN S. INVINCENT	09/05/02 001355 R	1037.75	80.00	.00	2020.00	.00	692.25	290.00
	09/21/02 001371 R	1037.75	80.00	.00	2020.00	.00	692.25	290.00
		----------	---------	-------	----------	----------	----------	----------
	EMPLOYEE TOTAL	2075.50	160.00	.00	4040.00	.00	1384.50	580.00
		----------	---------	-------	----------	----------	----------	----------
	REPORT TOTAL	7786.66	758.00	24.00	12520.00	510.88	3618.63	1625.59

T=CHECK TYPE (R=REGULAR, M=MANUAL, V=VOID)

EMPLOYEES: 7 END OF REPORT

```
DATE: 09/28/02                              DEMO COMPANY                              PRR720 PAGE: 1
USER: SSI T24                          CHECK HISTORY DETAIL                           TIME:  2:21 PM

EMPLOYEE      E100 TO      E100
PAY CYCLE ALL
DATE FIRST TO LAST

                            -GL TBL--       CHECK  -------EARNINGS-------- --------DEDUCTIONS--------
  CHECK    DATE    TYPE     EARN  DED      AMOUNT         HOURS   EARNINGS          AMOUNT   MATCHING
====================================================================================================
Employee      E100 GREGORY BILLINGS

 001352  09/05/02  REGULAR   GA1  GA1     1004.29  REG    50.00     968.75 FICA     120.11     120.11
                                                   OVTM                    FEDL     180.61        .00
                                                   VAC    30.00     581.25 STAT      77.63        .00
                                                   HOL1                    LOCL      14.93        .00
                                                   HOL2                    MISC      14.93        .00
                                                   SICK                    401K      77.50      15.50
                                                   CONS                    CRUN      50.00        .00
                                                   INSU              20.00 INSU      20.00        .00
                                                   BON                 .00 DNTL      10.00        .00
                                                                           XMAS        .00        .00
                                                                           DED1
```

```
                                                          DED2
                                                          ADVC        .00        .00
                                 -----------    ---------- ----------     ----------- ----------
                     CHECK TOTAL     1004.29        80.00    1570.00         565.71     135.61

001368  09/21/02  REGULAR   GA1  GA1      984.29 REG    80.00    1550.00 FICA     120.11     120.11
                                                 OVTM                    FEDL     180.61        .00
                                                 VAC                     STAT      77.63        .00
                                                 HOL1                    LOCL      14.93        .00
                                                 HOL2                    MISC      14.93        .00
                                                 SICK                    401K      77.50      15.50
                                                 CONS                    CRUN      50.00        .00
                                                 INSU              20.00 INSU      20.00        .00
                                                 BON                     DNTL      10.00        .00
                                                                         XMAS      20.00        .00
                                                                         DED1
                                                                         DED2
                                                                         ADVC        .00        .00
                                 -----------    ---------- ----------     ----------- ----------
                     CHECK TOTAL      984.29        80.00    1570.00         585.71     135.61
                                 -----------    ---------- ----------     ----------- ----------
                  EMPLOYEE TOTAL     1988.58       160.00    3140.00        1151.42     271.22
                                 -----------    ---------- ----------     ----------- ----------
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REPORT TOTAL    1988.58        160.00    3140.00         1151.42     271.22

EMPLOYEES: 1                                                  END OF REPORT
```

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DATE: 09/28/02                  DEMO COMPANY                  PRR730 PAGE: 1
USER: SSI T24           EMPLOYEE MAXIMUM HOURS REPORT           TIME:  2:22 PM

ALPHA FIRST TO LAST
HOURS USED >=    .00

                                               YEARLY
  EMPLOYEE NAME                           CODE AVAILABLE      USED    REMAINING
===============================================================================
      E100 GREGORY BILLINGS               VAC      80.00     62.00        18.00
                                          SICK     80.00       .00        80.00

      E109 NEIL J. ERICKSON               VAC      80.00     71.00         9.00
                                          SICK     60.00      8.00        52.00

      E110 TAMMY A. FOSTER                VAC      80.00       .00        80.00
                                          SICK     40.00      8.00        32.00

      E108 ANNE M. FRANKLIN               VAC      40.00     10.00        30.00
                                          SICK     60.00     25.00        35.00

      E107 SALLEY FURNESS                 VAC      40.00       .00        40.00
                                          SICK     40.00     18.00        22.00
```

E104 STEPHEN S. INVINCENT	VAC	60.00	.00	60.00
	SICK	40.00	.00	40.00
E103 ROBERT JOHNSON	VAC	60.00	60.00	.00
	SICK	30.00	.00	30.00
E102 MARY ELIZABETH JONES	VAC	60.00	20.00	40.00
	SICK	40.00	8.00	32.00
E101 DALE A. MARTIN	VAC	40.00	.00	40.00
	SICK	40.00	.00	40.00
E106 RONALD PATTEN	VAC	60.00	44.00	16.00
	SICK	60.00	16.00	44.00
E105 DANIEL SIMMONS	VAC	40.00	.00	40.00
	SICK	40.00	20.00	20.00
E111 TONY B. WARE	VAC	80.00	.00	80.00
	SICK	40.00	30.00	10.00

EMPLOYEES: 12 END OF REPORT

```
DATE: 09/28/02                        DEMO COMPANY                         PRR740 PAGE: 1
USER: SSI T24                EARNINGS % DISTRIBUTION REPORT                TIME:  2:37 PM

CLASS FIRST TO LAST
PAY CYCLE ALL

  EMPLOYEE NAME                           PC G/L#     DESCRIPTION                    PERCENT
============================================================================================
Class MGT MANAGEMENT

      E100 GREGORY BILLINGS               B1 570-01-1 EMPLOYEE EXPENSES               25.00%
                                             550-01-1 SALARIES                        75.00%

PC=PAY CYCLE

EMPLOYEES: 1                                                                  END OF REPORT
```

```
DATE: 09/28/02                                   DEMO COMPANY                              PRR750 PAGE: 1
USER: SSI T24                           EMPLOYEE PERIOD HISTORY SUMMARY                    TIME:  2:38 PM

EMPLOYEE       E100 TO       E104
PERIOD 01/02 TO 10/02
STATE CODE ALL
LOCAL CODE ALL
```

EMPLOYEE NAME	PERIOD	STATE	LOCAL	AMOUNT	HOURS REGULAR	HOURS PREMIUM	EARNINGS REGULAR	EARNINGS PREMIUM	DEDUCTIONS TAXES	DEDUCTIONS OTHER
E100 GREGORY BILLINGS	07/02	GA	GL	1940.35	160.00	.00	2899.51	.00	804.16	155.00
	08/02	GA	GL	2206.99	140.00	.00	3002.50	500.00	962.38	333.13
	09/02	GA	GL	1988.58	160.00	.00	3140.00	.00	816.42	335.00
	EMPLOYEE TOTAL			6135.92	460.00	.00	9042.01	500.00	2582.96	823.13
E101 DALE A. MARTIN	07/02	GA	GL	1083.22	160.00	.00	1648.00	.00	564.78	.00
	08/02	GA	GL	1215.40	160.00	8.00	1888.00	120.00	599.20	193.40
	09/02	GA	GL	1156.62	160.00	.00	1888.00	.00	548.98	182.40
	EMPLOYEE TOTAL			3455.24	480.00	8.00	5424.00	120.00	1712.96	375.80
E102 MARY ELIZABETH JONES	07/02	GA	GL	862.20	160.00	.00	1040.00	.00	177.80	.00

	08/02	GA	GL	1062.82	190.00	13.00	1305.00	110.50	254.68	98.00
	09/02	GA	GL	852.25	138.00	4.00	1052.00	89.00	208.75	80.00
				----------	--------	--------	----------	----------	----------	----------
	EMPLOYEE TOTAL			2777.27	488.00	17.00	3397.00	199.50	641.23	178.00
E103 ROBERT JOHNSON	07/02	GA	GL	1663.24	160.00	.00	2740.00	.00	636.76	440.00
	08/02	GA	GL	1726.96	160.00	.00	2740.00	.00	655.80	357.24
	09/02	GA	GL	1713.71	140.00	20.00	2400.00	421.88	659.98	448.19
				----------	--------	--------	----------	----------	----------	----------
	EMPLOYEE TOTAL			5103.91	460.00	20.00	7880.00	421.88	1952.54	1245.43
E104 STEPHEN S. INVINCENT	07/02	GA	GL	2018.79	160.00	.00	3983.29	.00	1384.50	580.00
	08/02	GA	GL	2214.65	160.00	.00	4040.00	.00	1475.59	349.76
	09/02	GA	GL	2075.50	160.00	.00	4040.00	.00	1384.50	580.00
				----------	--------	--------	----------	----------	----------	----------
	EMPLOYEE TOTAL			6308.94	480.00	.00	12063.29	.00	4244.59	1509.76
				----------	--------	--------	----------	----------	----------	----------
	REPORT TOTAL			23781.28	2368.00	45.00	37806.30	1241.38	11134.28	4132.12

EMPLOYEES: 5

END OF REPORT

```
DATE: 09/28/02                           DEMO COMPANY                           PRR750 PAGE: 1
USER: SSI T24                   EMPLOYEE PERIOD HISTORY DETAIL                  TIME:  2:38 PM

EMPLOYEE       E100 TO       E100
PERIOD 09/02 TO 10/02
STATE CODE ALL
LOCAL CODE ALL

                                                                 --------EARNINGS--------- ---------DEDUCTIONS--------
PERIOD  STATE DESC          LOCAL DESC                NET AMOUNT         HOURS    EARNINGS         AMOUNT     MATCHING
======================================================================================================================
Employee       E100 GREGORY BILLINGS

 09/02     GA GEORGIA          GL GA LOCAL                          REG    130.00     2518.75 FICA     240.22      240.22
                                                                    OVTM      .00         .00 FEDL     361.22         .00
                                                                    VAC     30.00      581.25 STAT     155.26         .00
                                                                    HOL1      .00         .00 LOCL      29.86         .00
                                                                    HOL2      .00         .00 MISC      29.86         .00
                                                                    SICK      .00         .00 401K     155.00       31.00
                                                                    CONS                  .00 CRUN     100.00         .00
                                                                    INSU                40.00 INSU      40.00         .00
                                                                    BON                   .00 DNTL      20.00         .00
                                                                                              XMAS      20.00         .00
```


				DED1	.00	.00
				DED2	.00	.00
				ADVC	.00	.00
	-----------	----------	-----------		-----------	-----------
PERIOD TOTAL	1988.58	160.00	3140.00		1151.42	271.22
	-----------	----------	-----------		-----------	-----------
EMPLOYEE TOTAL	1988.58	160.00	3140.00		1151.42	271.22
	-----------	----------	-----------		-----------	-----------
REPORT TOTAL	1988.58	160.00	3140.00		1151.42	271.22

EMPLOYEES: 1 END OF REPORT

```
DATE: 09/28/02                          DEMO COMPANY                                        PRR760 PAGE: 1
USER: SSI T24                       MATCHING DEDUCTION REPORT                               TIME:  2:39 PM

DEDUCTION CODE 401K 401-K PLAN FOR YEAR ENDING 12/31/90
BRANCH ALL
DEPARTMENT ALL
                                                                     ---------------------CONTRIBUTIONS---------------------
                                                            GROSS                  % OF                  % OF                  % OF
 EMPLOYEE NAME                              SOC SEC#      EARNINGS   EMPLOYEE     GROSS   EMPLOYER     GROSS       TOTAL     GROSS
=============================================================================================================================
      E100 GREGORY BILLINGS                 233-09-5422   26869.90    1240.00     4.61%     248.00      .92%     1488.00     5.54%
      E101 DALE A. MARTIN                   457-98-6544   16141.69      92.40      .57%        .00      .00%       92.40      .57%
      E102 MARY ELIZABETH JONES             288-26-9874   10095.13        .00      .00%        .00      .00%         .00      .00%
      E103 ROBERT JOHNSON                   344-09-9321   23634.26    2168.19     9.17%     542.05     2.29%     2710.24    11.47%
      E104 STEPHEN S. INVINCENT             344-09-3320   31757.61    3000.00     9.45%     600.00     1.89%     3600.00    11.34%
      E105 DANIEL SIMMONS                   412-65-9874   10665.83        .00      .00%        .00      .00%         .00      .00%
      E106 RONALD PATTEN                    244-98-8745    9493.33        .00      .00%        .00      .00%         .00      .00%
      E107 SALLEY FURNESS                   355-65-9998   11298.50     453.38     4.01%      90.68      .80%      544.06     4.82%
      E108 ANNE M. FRANKLIN                 155-62-3221   15231.25        .00      .00%        .00      .00%         .00      .00%
      E109 NEIL J. ERICKSON                 277-89-3624   11280.99        .00      .00%        .00      .00%         .00      .00%
      E110 TAMMY A. FOSTER                  299-45-9632   11900.00        .00      .00%        .00      .00%         .00      .00%
      E111 TONY B. WARE                     455-85-9874   17543.82        .00      .00%        .00      .00%         .00      .00%
                                                        ---------- ---------- ------- ---------- ------- ---------- -------
```

```
                    REPORT TOTAL  195912.31    6953.97   3.55%    1480.73    .76%    8434.70   4.31%


EMPLOYEES: 12                                                                           END OF REPORT
```

```
DATE: 09/28/02                    DEMO COMPANY                    PRR770 PAGE: 1
USER: SSI T24                 WORKERS' COMP REPORT                TIME:  2:40 PM

STATE FIRST TO LAST
CODE FIRST TO LAST
PERIOD 01/02 TO 10/02

                          WC
TD DESCRIPTION          CODE DESCRIPTION               RATE     EARNINGS     PREMIUM
=====================================================================================
GA GEORGIA                BC BLUE COLLAR               .25%     22430.24       56.08
                          WC WHITE COLLAR              .75%    118904.09      891.78
                                                               ----------  ----------
                                                 STATE TOTAL   141334.33      947.86

TX TEXAS                  BC BLUE COLLAR               .25%     17303.82       43.26
                          WC WHITE COLLAR              .75%     25841.38      193.81
                                                               ----------  ----------
                                                 STATE TOTAL    43145.20      237.07
                                                               ----------  ----------
                                                REPORT TOTAL   184479.53     1184.93
TD=TAX DISTRICT, WC=WORKERS' COMPENSATION
```

```
STATES: 2                                                 END OF REPORT
```


GREGORY BILLINGS 4728 JOHNSTON DRIVE FORREST PARK, GA 30050	DALE A. MARTIN 75 N. BUFORD HWY #B ATLANTA, GA 30321	MARY ELIZABETH JONES 251 CLAIRMONT ROAD #21 ATLANTA, GA 30345	ROBERT JOHNSON 4378 SOUTH LAKE DRIVE MORROW, GA 30351
STEPHEN S. INVINCENT 3319 OAKLAND DRIVE ATLANTA, GA 30345	DANIEL SIMMONS 12409 FARMDALE LANE APT# 26B DALLAS, TX 75233	RONALD PATTEN 1975 WEST PINE STREET HAPEVILLE, GA 30049	SALLEY FURNESS 15 CLOVER STREET APT. #3 ATLANTA, GA 30345
ANNE M. FRANKLIN 567 W. MONTANA STREET DALLAS, TX 75332	NEIL J. ERICKSON 29 NORTH DRUID HILLS ATLANTA, GA 30340	TAMMY A. FOSTER 2322 HAMMOND DRIVE ATLANTA, GA 30328	TONY B. WARE 41 PLAINVIEW STREET DALLAS, TX 75321

```
DATE: 09/28/02                    DEMO COMPANY                    PRR780 PAGE: 1
USER: SSI T24                 EMPLOYEE NOTES PRINT                TIME:  2:41 PM


EMPLOYEE       E100 TO       E100


NOTES
================================================================================
Employee       E100 GREGORY BILLINGS


VP IN CHARGE OF SALES


KEEP GREG INFORMED OF ALL EMPLOYEE ABSENCES.  GREG WILL GIVE THE FINAL
OK ON ALL SICK PAY AND HOLIDAY ALLOWANCES.


TAKING A VACATION ON 09/01/02.  WILL RETURN ON 09/15/02.  ANY
QUESTIONS SHOULD BE TAKEN TO STEPHEN INVINCENT.


09/17/02 -->  -------------------- IMPORTANT --------------------
********      Greg will be spending Mondays and Tuesdays for the
              two months at the Dallas branch.  PLEASE ALTER ANY
              PLANS APPROPRIATELY.  See him if you have any ques-
              tions.
              ---------------------------------------------------
```

EMPLOYEES: 1 END OF REPORT


```
DATE: 09/28/02                          DEMO COMPANY                          PRR810 PAGE: 1
USER: SSI T2E                  PERIOD EARNINGS/DEDUCTIONS REPORT              TIME:  4:12 PM

EMPLOYEE FIRST TO LAST
PAY CYCLE ALL
PERIOD 10/02

                                                   ---------EARNINGS---------- ---------DEDUCTIONS--------
  EMPLOYEE NAME                          NET AMOUNT           HOURS    EARNINGS          AMOUNT    MATCHING
=============================================================================================================
      E102 MARY ELIZABETH JONES                    REG        40.00      260.00 FICA      21.42       21.42
                                                   OVTM         .00         .00 FEDL      11.42         .00
                                                   VAC          .00         .00 STAT       9.11         .00
                                                   HOL1         .00         .00 LOCL       2.80         .00
                                                   HOL2         .00         .00 MISC       2.80         .00
                                                   SICK         .00         .00 401K        .00         .00
                                                   CONS         .00         .00 CRUN        .00         .00
                                                   INSU         .00       20.00 INSU      20.00         .00
                                                   BON          .00         .00 DNTL        .00         .00
                                                                                XMAS        .00         .00
                                                                                DED1        .00         .00
                                                                                DED2        .00         .00
                                                                                ADVC        .00         .00
```

		-----------		----------	-----------		-----------	-----------
	EMPLOYEE TOTAL	212.45		40.00	280.00		67.55	21.42
E106 RONALD PATTEN			REG	40.00	240.00	FICA	18.36	18.36
			OVTM	.00	.00	FEDL	32.25	.00
			VAC	.00	.00	STAT	10.75	.00
			HOL1	.00	.00	LOCL	2.40	.00
			HOL2	.00	.00	MISC	2.40	.00
			SICK	.00	.00	401K	.00	.00
			CONS	.00	.00	CRUN	.00	.00
			INSU	.00	.00	INSU	.00	.00
			BON	.00	.00	DNTL	.00	.00
						XMAS	.00	.00
						DED1	.00	.00
						DED2	.00	.00
						ADVC	.00	.00
		-----------		----------	-----------		-----------	-----------
	EMPLOYEE TOTAL	173.84		40.00	240.00		66.16	18.36

```
DATE: 09/28/02                    DEMO COMPANY                     PRR810 PAGE: 3
USER: SSI T2E          PERIOD EARNINGS/DEDUCTIONS REPORT           TIME:  4:12 PM

                                            ---------EARNINGS---------- ---------DEDUCTIONS--------
  EMPLOYEE NAME                   NET AMOUNT           HOURS    EARNINGS          AMOUNT    MATCHING
==============================================================================================================
      E110 TAMMY A. FOSTER                  REG        40.00      320.00 FICA      24.48       24.48
                                            OVTM         .00         .00 FEDL      17.42         .00
                                            VAC          .00         .00 STAT      11.51         .00
                                            HOL1         .00         .00 LOCL       3.20         .00
                                            HOL2         .00         .00 MISC       3.20         .00
                                            SICK         .00         .00 401K        .00         .00
                                            CONS         .00         .00 CRUN        .00         .00
                                            INSU         .00         .00 INSU        .00         .00
                                            BON          .00         .00 DNTL        .00         .00
                                                                         XMAS        .00         .00
                                                                         DED1        .00         .00
                                                                         DED2        .00         .00
                                                                         ADVC        .00         .00
                                 -----------      ---------- -----------     ----------- -----------
                  EMPLOYEE TOTAL      260.19           40.00      320.00           59.81       24.48
                                 -----------      ---------- -----------     ----------- -----------
                    REPORT TOTAL      646.48          120.00      840.00          193.52       64.26
```


EMPLOYEES: 3 END OF REPORT

```
DATE: 09/28/02            DEMO COMPANY            PRR810 PAGE: 1

USER: SSI T2E           DEPARTMENT RECAP          TIME:  4:12 PM


EMPLOYEE FIRST TO LAST

PAY CYCLE ALL

PERIOD 10/02

                                    ----------EARNINGS----------

DEPT DESCRIPTION                              HOURS       AMOUNT

================================================================

Branch 01 ATLANTA BRANCH


   1 WHOLESALE                      REG       80.00       540.00

                                    OVTM        .00          .00

                                    VAC         .00          .00

                                    HOL1        .00          .00

                                    HOL2        .00          .00

                                    SICK        .00          .00

                                    CONS                     .00

                                    INSU                   45.00

                                    BON                      .00

                                        -----------  -----------

                       DEPARTMENT TOTAL       80.00       585.00
```

```
  2 RETAIL                        REG      120.00       840.00

                                  OVTM        .00          .00

                                  VAC         .00          .00

                                  HOL1        .00          .00

                                  HOL2        .00          .00

                                  SICK        .00          .00

                                  CONS                     .00

                                  INSU                     .00

                                  BON                      .00

                                      -----------  -----------

                    DEPARTMENT TOTAL     120.00       840.00

                                      -----------  -----------

                        BRANCH TOTAL     200.00      1425.00

                                      -----------  -----------

                        REPORT TOTAL     200.00      1425.00


 DEPARTMENTS: 2                                 END OF REPORT
```

```
DATE: 09/28/02                DEMO COMPANY               PRR830 PAGE: 1
USER: SSI T2E            PERIOD GL DISTRIBUTION          TIME:  4:13 PM

PERIOD 10/02
G/L# FIRST TO LAST

G/L#     DESCRIPTION                           DEBIT       CREDIT          NET
============================================================================
100-01-0 CASH                                    .00      5538.91    (5538.91)
100-02-0 CASH                                    .00       586.92     (586.92)
180-01-0 PREPAID TAXES & INSURANCE               .00        10.00      (10.00)
192-01-0 EMPLOYEE ADVANCES                       .00       170.00     (170.00)
332-01-0 INSURANCE PAYABLE                       .00        30.00      (30.00)
332-02-0 INSURANCE PAYABLE                       .00        45.00      (45.00)
340-01-0 401-K PAYABLE                           .00       535.35     (535.35)
342-01-0 CHRISTMAS FUND                          .00        15.00      (15.00)
344-01-0 CREDIT UNION                            .00       150.00     (150.00)
350-01-0 FEDERAL TAXES PAYABLE                   .00      2461.72    (2461.72)
350-02-0 FEDERAL TAXES PAYABLE                   .00       218.99     (218.99)
355-01-0 STATE TAXES PAYABLE                     .00       393.71     (393.71)
355-02-0 STATE TAXES PAYABLE                     .00        35.66      (35.66)
357-01-0 TAXES PAYABLE                           .00       159.26     (159.26)
357-02-0 TAXES PAYABLE                           .00        21.49      (21.49)
```

550-01-1 SALARIES	6904.00	.00	6904.00
550-01-2 SALARIES	1680.00	.00	1680.00
550-02-1 SALARIES	700.00	.00	700.00
550-02-2 SALARIES	225.00	.00	225.00
560-01-1 PAYROLL TAXES	44.75	.00	44.75
560-01-2 PAYROLL TAXES	64.26	.00	64.26
565-01-1 401-K EMPLOYER EXPENSE	94.85	.00	94.85
570-01-1 EMPLOYEE EXPENSES	491.83	.00	491.83
570-01-2 EMPLOYEE EXPENSES	64.26	.00	64.26
570-02-1 EMPLOYEE EXPENSES	55.85	.00	55.85
570-02-2 EMPLOYEE EXPENSES	17.21	.00	17.21
750-01-1 INSURANCE EXPENSE	.00	.00	.00
750-02-1 INSURANCE EXPENSE	30.00	.00	30.00
	-----------	-----------	----------
REPORT TOTAL	10372.01	10372.01	.00

ACCOUNTS: 28 END OF REPORT

```
DATE: 09/28/02                    DEMO COMPANY                    PRR840 PAGE: 1
USER: SSI T2E             PERIOD CHECK REGISTER 10/02             TIME:  4:14 PM

BANK FIRST TO LAST

 CHECK BR    EMPLOYEE NAME                           DATE   REG#      AMOUNT    TYPE
==================================================================================
Bank 01 FIRST NATIONAL BANK OF ATLANTA

001025 01        E102 MARY ELIZABETH JONES         01/04/02 0036      215.55
001026 01        E106 RONALD PATTEN                01/04/02 0036      173.55
001027 01        E107 SALLEY FURNESS               01/04/02 0036      102.49
001028 01        E109 NEIL J. ERICKSON             01/04/02 0036      201.29
001029 01        E110 TAMMY A. FOSTER              01/04/02 0036      257.16
001030 01        E100 GREGORY BILLINGS             01/04/02 0038     1070.42
001031 01        E101 DALE A. MARTIN               01/04/02 0038      641.61
001032 01        E103 ROBERT JOHNSON               01/04/02 0038      831.62
001033 01        E104 STEPHEN S. INVINCENT         01/04/02 0038     1037.75
001377 01        E102 MARY ELIZABETH JONES         10/15/02 0413      212.45
001378 01        E106 RONALD PATTEN                10/15/02 0413      173.84
001379 01        E107 SALLEY FURNESS               10/15/02 0413      159.41
001380 01        E109 NEIL J. ERICKSON             10/15/02 0413      201.58
001381 01        E110 TAMMY A. FOSTER              10/15/02 0413      260.19
```

```
                                                    -----------
                                        BANK TOTAL      5538.91


Bank 02 DALLAS FEDERAL BANK


000985 02        E105 DANIEL SIMMONS              01/04/02 0037      197.21
000986 02        E108 ANNE M. FRANKLIN            01/04/02 0037       95.86
000987 02        E111 TONY B. WARE                01/04/02 0037      293.85
                                                                -----------
                                                   BANK TOTAL      586.92
                                                                -----------
                                                 REPORT TOTAL     6125.83


BR=BRANCH


CHECKS: 17                                                      END OF REPORT
```

```
DATE: 09/28/02                  DEMO COMPANY                  PRR850 PAGE: 1
USER: SSI T2E                UNEMPLOYMENT REPORT              TIME:  4:15 PM

                                GA GEORGIA            PERIOD ENDING 10/31/02
DEMO COMPANY
69 SOUTH PEACHTREE STREET
ATLANTA, GA 30030

STATE TAX ID
WAGE CEILING   50000.00
                                            --------------WAGES---------------
SOC SEC#    NAME                                 GROSS     TAXABLE NON-TAXABLE
===============================================================================
288-26-9874 MARY ELIZABETH JONES                280.00      240.00       40.00
244-98-8745 RONALD PATTEN                       240.00      240.00         .00
355-65-9998 SALLEY FURNESS                      305.00      255.00       50.00
277-89-3624 NEIL J. ERICKSON                    280.00      280.00         .00
299-45-9632 TAMMY A. FOSTER                     320.00      320.00         .00
                                            ----------  ----------  ----------
                                STATE TOTAL    1425.00     1335.00       90.00

                       STATE TAX AT  3.200%      42.72
```

```
                                       ----------  ----------  ----------
                        REPORT TOTAL    1425.00     1335.00       90.00


STATES: 1                                                 END OF REPORT
```

DATE: 09/01/02 DEMO COMPANY PRP810 PAGE: 1

USER: GUI TC 941 INFORMATION TIME: 3:14 PM

QUARTER ENDING 06/30/02

DEMO COMPANY

69 South Peachtree Street

Atlanta, GA 30030

FEDERAL TAX ID

		FEDERAL		SOCIAL SECURITY		MEDICARE		STATE		LOCAL	
	GROSS	WAGES	TAX	WAGES	TAX	WAGES	TAX	WAGES	TAX	WAGES	TAX
233-09-5422 Gregory Billings	8992.65	8682.65	716.44	8992.65	304.96	8992.65	172.42	8682.65	308.12	8682.65	59.32
457-98-6544 Dale A. Martin	5544.00	5451.60	579.52	5544.00	205.43	5544.00	80.39	5451.60	175.54	5451.60	36.44
288-26-9874 Mary Elizabeth Jones	3876.50	3876.50	118.17	3876.50	132.05	3876.50	56.21	3876.50	78.45	3876.50	24.61
344-09-9321 Robert Johnson	8301.88	7753.69	531.66	8301.88	305.12	8301.88	120.38	7753.69	239.30	7753.69	50.14
344-09-3320 Stephen S. Invincent	12063.29	11263.29	1597.72	12063.29	443.20	12063.29	174.92	11263.29	407.56	11263.29	72.80

412-65-9874 Daniel Simmons											
	2892.88	2892.88	15.90	2892.88	85.60	2892.88	41.95	2892.88	42.16	2892.88	16.68
244-98-8745 Ronald Patten											
	3397.00	3397.00	301.73	3397.00	115.38	3397.00	49.25	3397.00	99.92	3397.00	21.52
355-65-9998 Salley Furness											
	4058.50	3941.12	336.84	4058.50	136.02	4058.50	58.85	3941.12	102.76	3941.12	.00
155-62-3221 Anne M. Franklin											
	3576.51	3576.51	290.78	3576.51	108.79	3576.51	51.86	3576.51	90.30	3576.51	21.00
277-89-3624 Neil J. Erickson											
	4039.97	4039.97	315.82	4039.97	116.61	4039.97	58.58	4039.97	108.20	4039.97	22.90
299-45-9632 Tammy A. Foster											
	4246.00	4246.00	175.00	4246.00	140.09	4246.00	61.57	4246.00	96.64	4246.00	26.36
455-85-9874 Tony B. Ware											
	4730.00	4730.00	186.24	4730.00	128.81	4730.00	68.59	4730.00	105.18	4730.00	25.80
	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------
TOTAL	65719.18	63851.21	5165.82	65719.18	2222.06	65719.18	994.97	63851.21	1854.13	63851.21	377.57

* PLEASE REFER TO THE APPROPRIATE WAGE FIGURES IN THIS REPORT WHEN FILLING OUT FORM 941.

EMPLOYEES: 12 END OF REPORT


```
DATE: 09/01/02                DEMO COMPANY                 PRP810 PAGE: 2
USER: GUI TC               TAX LIABILITY RECAP             TIME:  3:14 PM

DATE WAGES PAID       FIRST MONTH          SECOND MONTH           THIRD MONTH
==============================================================================
      01                      .00                   .00                   .00
      02                      .00                   .00                   .00
      03                      .00                   .00                   .00
      04                      .00                   .00                   .00
      05                      .00                   .00               2410.82
      06                      .00                   .00                   .00
      07                      .00                   .00                   .00
      08                      .00                   .00                   .00
      09                      .00                   .00                   .00
      10                      .00                   .00                   .00
      11                      .00                   .00                   .00
      12                      .00                   .00                   .00
      13                      .00                218.99                   .00
      14                      .00                   .00                583.18
      15                      .00                   .00                   .00
      16                      .00                   .00                   .00
      17                      .00                   .00                   .00
      18                      .00                   .00                   .00
```

19	.00	.00	.00
20	.00	.00	.00
21	.00	.00	2337.92
22	.00	.00	.00
23	.00	.00	.00
24	.00	.00	.00
25	.00	.00	.00
26	.00	.00	.00
27	.00	.00	.00
28	.00	.00	.00
29	.00	.00	54.26
30	.00	.00	496.14
31	.00	.00	.00
	----------	----------	----------
MONTHLY TOTAL	.00	218.99	5882.32

* THESE FIGURES INCLUDE FEDERAL INCOME TAX WITHHELD FOR PAYROLL ITEMS REPORTED ON FORM 941, NONPAYROLL ITEMS REPORTED ON FORM 945, AND EMPLOYER CONTRIBUTIONS FOR FICA AND FEDERAL INCOME TAX WITHHELD.

END OF RECAP

```
DATE: 11/21/02                  DEMO COMPANY                  PRP815 PAGE: 1
 USER: TAP T0n                 945 INFORMATION                TIME:  1:41 PM

QUARTER ENDING 09/30/02

DMO COMPANY
69 SOUTH PEACHTREE STREET
ATLANTA, GA 30030

FEDERAL TAX ID

                                                       -------FEDERAL-------
SOC SEC#    NAME                                GROSS      WAGES        TAX
============================================================================

233-09-5422 GREGORY BILLINGS                  9542.01      80.00       6.21

457-98-6544 DALE A. MARTIN                    5544.00      80.00       8.50

288-26-9874 MARY ELIZABETH JONES              3280.50     130.00       3.44

344-09-9321 ROBERT JOHNSON                    8301.88     120.00       8.23
```

344-09-3320	STEPHEN S. INVINCENT	12063.29	120.00	17.02
412-65-9874	DANIEL SIMMONS	2892.88	.00	.00
244-98-8745	RONALD PATTEN	2949.00	.00	.00
355-65-9998	SALLEY FURNESS	3698.50	300.00	24.08
155-62-3221	ANNE M. FRANKLIN	3576.51	.00	.00
277-89-3624	NEIL J. ERICKSON	3709.97	.00	.00
299-45-9632	TAMMY A. FOSTER	3860.00	10.00	.37
455-85-9874	TONY B. WARE	4730.00	330.00	12.99
		----------	----------	----------
	TOTAL	64148.54	1170.00	80.84

EMPLOYEES: 12 END OF REPORT

```
DATE: 11/21/02                  DEMO COMPANY               PRP815 PAGE: 2
USER: TAP T0n               TAX LIABILITY RECAP            TIME:  1:41 PM



DATE WAGES PAID       FIRST MONTH          SECOND MONTH           THIRD MONTH
==============================================================================

  01  THRU   03               .00                   .00                   .00

  04  THRU   07               .00                   .00               2410.82

  08  THRU   11               .00                   .00                   .00

  12  THRU   15               .00                218.99                583.18

  16  THRU   19               .00                   .00                   .00

  20  THRU   22               .00                   .00               2337.92

  23  THRU   25               .00                   .00                   .00

  26  THRU  LAST              .00                   .00                   .00
                       ----------            ----------            ----------
```

MONTHLY TOTAL	.00	218.99	5331.92

* THESE FIGURES INCLUDE FEDERAL INCOME TAX WITHHELD FOR PAYROLL ITEMS REPORTED ON FORM 941, NONPAYROLL ITEMS REPORTED ON FORM 945, AND EMPLOYER CONTRIBUTIONS FOR FICA AND FEDERAL INCOME TAX WITHHELD.

END OF RECAP

SAMPLE W-2 PRINT

			25629.90		2847.76				25629.90		2847.76
DEMO COMPANY			26869.90		1510.73	DEMO COMPANY			26869.90		1510.73
69 SOUTH PEACHTREE STREET						69 SOUTH PEACHTREE STREET					
ATLANTA, GA 30030			26869.90		389.61	ATLANTA, GA 30030			26869.90		389.61
			0.00		0.00				0.00		0.00
233095422			0.00		0.00	233095422			0.00		0.00
GREGORY BILLINGS			0.00		0.00	GREGORY BILLINGS			0.00		0.00
4728 JOHNSTON DRIVE		D	1240.00			4728 JOHNSTON DRIVE		D	1240.00		
FORREST PARK, GA 30050						FORREST PARK, GA 30050					
				x						x	

GA	25629.90	1225.28	GL	25629.90	236.08	GA	25629.90	1225.28	GL	25629.90	236.08

				16049.29		2362.12
DEMO COMPANY				16141.69		900.05
69 SOUTH PEACHTREE STREET						
ATLANTA, GA 30030				16141.69		234.05
				0.00		0.00
457986544				0.00		0.00
DALE A. MARTIN				0.00		0.00
75 N. BUFORD HWY			D	92.40		
#B						
ATLANTA, GA 30321						
					x	
GA	16049.29	711.58	GL	16049.29		147.32
				25629.90		2847.76

				16049.29		2362.12
DEMO COMPANY				16141.69		900.05
69 SOUTH PEACHTREE STREET						
ATLANTA, GA 30030				16141.69		234.05
				0.00		0.00
457986544				0.00		0.00
DALE A. MARTIN				0.00		0.00
75 N. BUFORD HWY			D	92.40		
#B						
ATLANTA, GA 30321						
					x	
GA	16049.29	711.58	GL	16049.29		147.32
				25629.90		2847.76