Chapter One — Introduction to Payroll

This chapter introduces the Red Wing Payroll, its features, system requirements, plus information on starting the system, using Red Wing resources, and Windows standards.

Contents

Introduction

Red Wing's Payroll is a standalone software package, developed for ease of use and designed to handle today's complex payroll requirements. Payroll maintains employee payroll information, calculates taxes, handles deductions, prints itemized payroll and tax liability checks and produces information for government and management reports. Payroll posts to the General Ledger component of the Red Wing Business Accounting Series, TurningPoint, and AgCHEK or to an ASCII file.

Features

Red Wing Help—Red Wing builds **extensive online help** right into the system with plenty of "how to" and reference information, glossaries, and even direct access to the Internet. **Cue cards** stay on top of your screen and guide you step-by-step through most day-to-day routines. A handy **Setup Wizard** guides you through first-time company setup.

Overview of Payroll's Capabilities

- Customize Payroll to your operation, setting it up to handle as much (or as little) detail as you want.
- Unlimited earning and deduction categories; including piecework, commissions, bonuses, tips, cafeteria plans, 401(k) s and more.
- Handles multiple payrolls.
- Automatically calculates taxes, prints quarterly tax reports, produces and prints W-2s, 1099-Interest, 1099-Misc., 941 and 943 forms. Print entire W-2 tax forms. E-file W-2s and 1099s.
- Accurately tracks employee time to different projects.
- Calculates overtime.
- Tracks and records leave days. Calculates accrued leave time and tracks used leave time. Handles up to three leave types per employee.
- Imports time clock/time entry from time clock and time entry programs.
- Aatrix allows complete state tax form printing, including new hire reports and unemployment tax forms.
- Direct Deposit special option allows for partial or full direct deposit.

- Write checks to payees (for payroll liabilities) from within Payroll.
- Updated routinely to keep up with constantly changing government regulations.
- Yearly federal, state and EIC tax tables are available on CD; and you can easily set up your own local tables.
- Network compatible.
- *Benefits* feature lets you calculate "Company paid" benefits automatically, track all company benefits and show benefits on the check stub.
- Easily set up new employees by copying from any existing employee or set up a “default” employee to copy information from.
- Past years are always available for reports and tax forms.
- Set up both company and menu security.

Additional Resources

Customer Support Programs—Red Wing’s maintenance and support plans are your key to success with Red Wing. They give you quick access to a staff of highly skilled professional technicians; toll-free telephone support, and much more. Phone 1-800-732-9464 for details.

Red Wing Training—One of the best ways to learn Payroll is through our regular training sessions. Call 1-800-732-9464 to register.

World Wide Web—Red Wing Software maintains an active web site at *www.redwingsoftware.com*. Check frequently for information on updates, training, frequently asked questions, new releases and more! Enter support calls and link to the community forum directly from Payroll (go to Help on the menu bar).

Forms—Order your paychecks with confidence by calling **1-800-458-0158**.

System Requirements

Requires Pentium computer(s) with 150 Mhz or higher, 32 MB RAM, minimum of 100 MB hard disk capacity, a VGA or better monitor and Windows 95 or higher. An HP or HP-compatible laser printer that supports the printer control language PCL-4 is required for printing forms on plain paper. However, there is an option to print W-2 forms using any sheet-feed printer (laser or inkjet).

Getting Started

How to Start Payroll

To start your Payroll system (after installation—See Chapter Two), double-click the Red Wing Payroll icon. A Logon window appears. Type the **User Name** and **Password**. (The password is case sensitive). Click **OK**.

If you have just installed the system, type Admin for the Name and password (lower case) for the Password.

If you have not registered your software, a Registration window appears. Call Red Wing and register. (You can use the system up to 10 times before registering it.) Click on **Continue**.

The Main Menu is displayed. Click on System Manager to begin setup.

Use the Sample Company

As you learn the system, or when you want to try something new, use the sample company, Mid County Supply, that comes with your system. The three-character company code is SAM.

Click **Change Company** to open the sample company. Mid County Supply has employees already set up, along with typical earnings and deduction types and many other frequently used features of Payroll. Use Mid County Supply to learn about Payroll without damaging your own company records.

When to Contact Customer Support

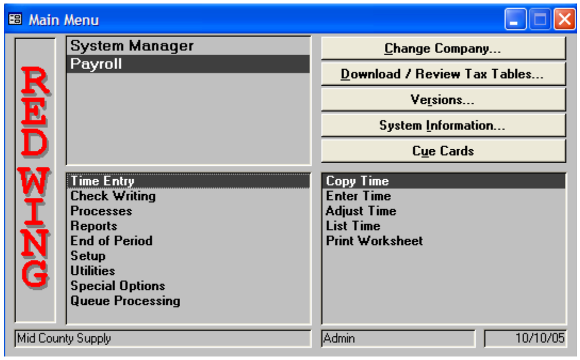
Enter support calls, access the online Payroll Community Forum and more! For online options from within Payroll, go to Help on the menu bar.

Before calling...

- Check the Cue Cards at the Main Menu.
- Press F1 (Help) on the window you are having difficulties with. This will give you a complete description of the menu item and some How To's.

Have ready...

- Version of the software installed. (The Versions button on the Main Menu will give you this information.)
- System information: PC Processor, RAM, and Operating System.
- If your computers are networked, please have the type of network available. Also, know which computer is the server.



Introduction to the Main Menu

The Main Menu is the "control center" of Red Wing Payroll. It is displayed when you start Red Wing.

Use your mouse or right, left, up and down arrow keys to move from section to section in the Main Menu. To select an item from a menu, double-click the item or use the up and down and right and left arrow keys to highlight the item and press Enter.

Press F1, use the Help Menu on the menu bar or click on the help tool for help anytime!

To exit the Main Menu, click (in the upper right corner of the menu bar) or press **Alt F X**.

The Main Menu is divided into four quadrants as follows:

- Each **installed** application is listed in the upper left section of the Main Menu.
- The menu selections for the highlighted application are shown in the lower left section of the Main Menu.
- The lower right section shows submenu selections for the highlighted menu selection (shown in the lower left section). Select a submenu and press Enter or double-click the submenu to display an entry window.
- The upper right section lists five command buttons.

  Change Company...—Change to a different company's data.

  Download / Review Tax Tables...— Review your current tax table settings and, if necessary, download new tax tables.

  Versions...—Check to see what version of Payroll you are currently using.

  System Information...—View or change system file locations.

  Cue Cards—Open online help that stays on top of your screen as you follow step-by-step procedures.

Standards

Entry windows

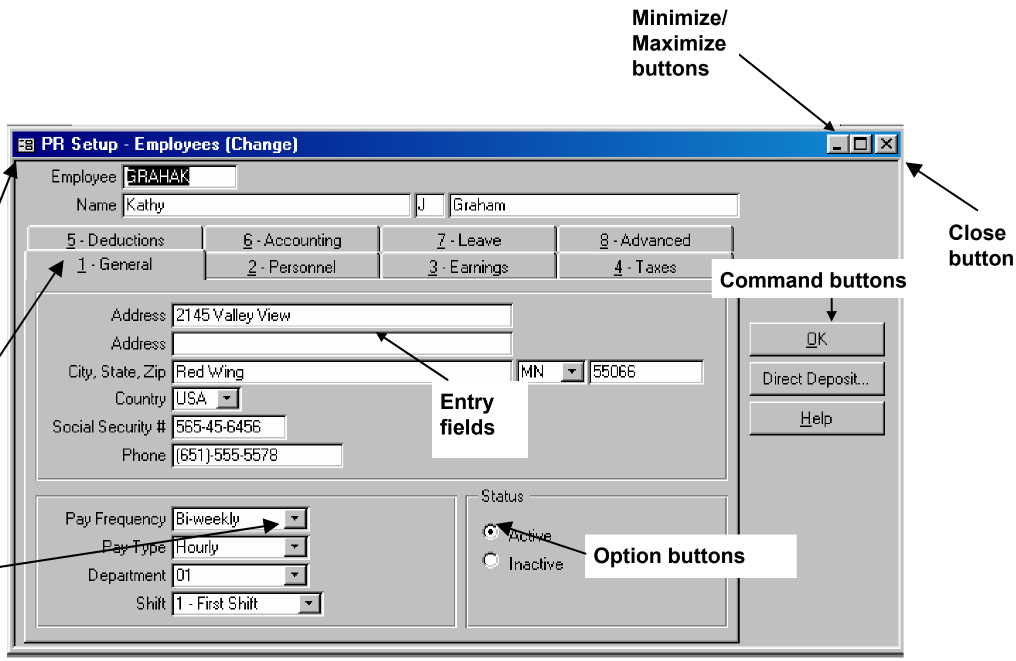
An entry window is any window through which you can communicate with (make entries into) your Red Wing system. They are usually displayed when you make a menu selection from the Main Menu.

There are many ways to close an entry window. Use the method that is most efficient for you:

- Click **Close** (or press Alt C)
- Press F7
- Click the Close Window icon
- Double-click on the Control Menu in the upper left corner of the window

To exit the window without saving your changes press Escape (**Esc**) twice to clear entries or click **Cancel**.

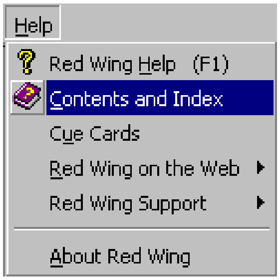
Sample entry window



Moving from one field to the next on an entry window

To move from one field to the next, press Tab or use your up and down, right and left arrow keys.

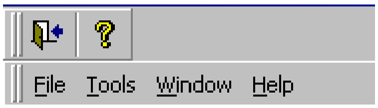
Pull-down menus



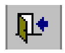
Click your left mouse button on a heading in the menu bar or type Alt + any underlined letter on the menu bar to display a pull-down menu.

- Each pull-down menu item has a command associated with it or a further list of options. When you select a pull-down menu option, an action is taken (such as Cue Cards) or an additional pull-down menu or window appears.
- Dimmed (grayed-out) text indicates options that are not available.
- To close a menu, click anywhere outside the menu, press Alt to cancel the menu and return to the desktop, or press Esc to close it and remain on the menu bar.

Menu bar / Tool bar



The menu bar lists available menu categories that control common activity in the system. To activate a menu selection, press Alt plus the underlined letter of the selection (or selections). For example to open **Cue Cards** on the **Help Menu**, press **Alt H U**.

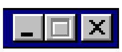
The toolbar displays buttons you can click with your mouse for quick access to specific functions. For example, click  to close the current window. Use the toolbar buttons to close files or to get help. When toolbar buttons are "dimmed," they are inactive and are not available for use.

Control menu box

The Control Menu is used to control the windows on your desktop. An alternative to using the menu is to use your mouse.

- To quickly close a window or report, double-click the Control Menu in the upper left corner of your main window.
- To open the Control Menu, click once on the control menu.
- To close the Control Menu, click on it and click the left mouse button once anywhere outside of the pull-down menu.

Minimize, Maximize and Close buttons



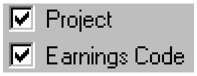
Use these buttons, located in the upper right corner of your window, to shrink the window to an icon, to fill the entire desktop or screen , or to close the application.

Entry fields

Type information into entry fields on a window or accept the default information shown.

The calendar icon appears whenever there is a date entry. Click the icon or press Shift F10 to display a calendar from which you can select any date.

Check boxes

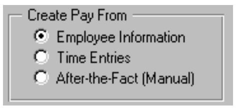


Click a check box to select (place a check mark in the box) or unselect (clear the check mark from the box). A check mark indicates yes / true / include. An empty check box indicates no / false / exclude. You can also use your Spacebar to select or clear the option when it is highlighted.

Combo boxes

A combo box displays a list of available options for a field. You can also type a new entry to be added to the list on some fields. Click the down arrow to see a list of system choices (or press **F4** or **Alt** ↓). Type the first character or highlight a selection, and then press Enter to select any of the available choices.

Option buttons



Select only one option button in an option group at a time. Click to select an option or type Alt +(underlined letter), and then press the Spacebar.

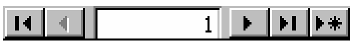
Command buttons

Click on a command button to cause an immediate action, indicated by the name of the button. Frequently used command buttons include **Close** and **OK**.

Scroll bar

Use scroll bars to move to unseen parts of a selection list or entry window. Click the up or down arrows or click on the slider bar to move the list on the window up and down.

Record selector buttons



Use the record selector buttons to move from one record to the next. Click ▸* to add new records.

Chapter Two—Installing Red Wing Payroll

This chapter provides general installation information, including networking requirements.

Contents

Introduction

Install Red Wing Payroll on a stand-alone computer or on a network server for downloading to workstations.

Red Wing Payroll requires Microsoft Access 97, Microsoft Access 8.0 or Microsoft Access Runtime 8.0 (included with the system). If you already have Microsoft Access 8.0, the runtime version that comes with the system is not installed.

Microsoft Access 8.0 is one component of Microsoft Office 97 Professional. See page 2-10 for help on installing Payroll on a computer with Office 2000.

Hardware (Recommended)

RAM	32 MB or greater (Red Wing requires a 32 bit Microsoft Windows operating system.)
CPU	Pentium 150 MHz or greater (266 MHz or greater is recommended!)
Video Card	SVGA or greater (800 x600)
Disk Space	100 MB or greater

Software

- Windows 95 , Windows 98, Windows 2000, Windows ME, or Windows XP
- Microsoft Windows NT Workstation 3.51 /w Service Pack 5 or greater
- Microsoft Windows NT Server 3.51 /w Service Pack 5 or greater

Printers

Laser printer(s) that support the printer control language PCL-4, PCL-5 or PCL-6 (if you wish to print W-2 forms on plain paper and/or any 1099, 943 or 941 forms on plain paper). Otherwise, there is an option to print W-2s on W-2 forms using any sheet feed printer.

Single User / Demo Installation

1. Start Microsoft Windows.
2. Close all other applications, including mail and the Microsoft Office Shortcut Bar.
3. Insert the Red Wing CD-ROM in the CD-ROM drive. The installation starts automatically. **Note:** If Red Wing does not start automatically, follow Steps a and b:
   a. From the Windows desktop, click **Start**, click **Run**. (For Windows NT 3.51, from the Program Manager, click **File**, click **Run**.)
   b. Enter **d:\autorun.exe** (where **d** is the drive letter of your CD-ROM) and click **OK**.
4. Click **Payroll**.
5. Follow the step-by-step instructions on page 2-5.

Network Installation

All network installations MUST be installed from a workstation to the server (do not install directly on the server). DO NOT run the installation process while sitting at your server (the main computer that will serve as your network "hub").

Windows NT Specifications

1. Use TCP/IP protocol, if possible.
2. Make sure you have NetBios enabled if using IPX/SPX.
3. Make sure you have at least service pack 3 installed on the server if you are using Windows NT 4.xx.
4. Make sure you have at least service pack 5 installed on the server if you are using Windows NT 3.51.
5. Check the date and version of VREDIR.VXD on Windows 95 workstations.

!

6. Any VREDIR dated 08/24/96 or 07/25/97 have problems and should be updated.
7. Replacement drivers can be found at ftp://ftp.microsoft.com/softlib/mslfiles/vrdrupd.exe
8. The Shared volume should be left with EVERYONE = FULL ACCESS.
9. The Red Wing directories (RWBS2 and RWBS2S) should be set so the users have Change/Change rights.
10. An NTFS partition is recommended.

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Novell Netware Parameters

File and record lock parameters may have to be raised to successfully use Red Wing Payroll products with Netware. These parameters should be included in Netware's AUTOEXEC.NCF file and entered manually from a console prompt. Suggested settings are:

Maximum record locks = 200000

Maximum record locks per connection = 10000

Maximum file locks = 10000

Maximum file locks per connection = 1000

Peer-to-Peer Installation using Windows 95 or higher

Follow the same instructions as for a standard network install.

This installation MUST be installed from a workstation to the server (do not install directly on the server). DO NOT run the installation process while sitting at your server (the main computer that will serve as your network "hub").

Installation from CD-ROM

Step 1 -- Install to the server from a workstation

1. Start Microsoft Windows on the workstation. (You must have Network Administrative privileges.)
2. Close all applications, including mail and the Microsoft Office Shortcut Bar.
3. Insert the Red Wing CD-ROM into the CD-ROM drive.

4. The installation will start automatically. **Note:** If Red Wing does not start up automatically follow Steps a and b:
    a. From the Windows desktop, click **Start**, click **Run.** (For Windows NT 3.51 from the Program Manager, click **File**, click **Run**.)
    b. Enter **d:\autorun.exe** (where **d** is the drive letter of your CD-ROM) and click **OK**.
5. Click **Payroll**.

Follow the remaining step-by-step instructions starting at the bottom of this page.

Be sure to select **Server** on the Setup Type window.

Step 2 --Download to each workstation that uses Red Wing Payroll.

1. Start Microsoft Windows on the workstation.
2. From the Windows desktop, click **Start**, click **Run**. (For Windows NT 3.51, from the Program Manager, click **Start**, click **Run**.)
3. Enter **f:\Rwbs2S\Setup.Exe** (where **f:\Rwbs2S** is the drive letter and path for the server installation) and click **OK**.
4. Follow the instructions for each window, accept the default at each prompt.

Be sure to select **Workstation** on the Setup Type window.

Installation – Step-by-Step

Overview

After completing the preliminary steps for either single-user/demo or network installations (page 2-3), the following windows appear as you proceed through the Installation process.

Welcome

- Click **Next** if all other applications are closed.

License Agreement window

- After reviewing the license agreement, click **Yes** to accept it.

Activation Key window

- Click **Demo** to install a 30-day trial version of the Red Wing Payroll. No activation key is required.
- Click **Purchased** and enter your activation code to install the system. **Keep the activation key in a safe place**. You will need it to install future updates.
- Click **Back** to return to the previous window.
- Click **Next** to continue to the Setup Type window.
- Click **Cancel** to exit the Installation Setup Wizard.

Setup Type window

Select a setup type and destination path. Options are:

Single User -Use in single user or demo installations (full install default directory=c:\rwbs2; demo default directory=c:\rwbs2D)

Server - Use in Network Installation Step 1 - Install to the server from a workstation (default directory=c:\Rwbs2S)

Workstation - Use in Network Installation Step 2 - Download to each workstation that uses Red Wing Payroll (default directory=c:\Rwbs2)

- Click **Browse** to select a different destination path.
- Click **Back** to return to the previous window.
- Click **Next** to continue.
- Click **Cancel** to exit the Installation Setup Wizard.

Select Program Folder window

The Installation Setup Wizard creates icons (page 2-9) under the Program Folder name entered on this window.

- Click **Back** to return to the previous window.
- Click **Next** to continue.
- Click **Cancel** to exit the Installation Setup Wizard.

Start Copying Files window

Review the list of modules to be installed.

- Click **Back** to make changes.
- Click **Next** to continue. The system will copy files and create registry entries (page 2-8) and create icons (page 2-9).
- Click **Cancel** to exit the Installation Setup Wizard.

Information window

- At the *Components needed to complete the installation are about to be installed. Installation may take a few minutes.* message, click **OK**.
- At the *Installation complete.* message, click **OK**.

Setup Complete window

- When setup is complete, the *Setup Complete* message will display.
  Click **Finish**.

If you are doing a network installation, continue with workstation downloads.

Federal/State Tax Forms (Aatrix) window

- On the Red Wing Software, Inc. window, click *Federal/State Tax Forms (Aatrix).*
- On the Aatrix State and Federal Reports – Red Wing window, click **Next**.

License Agreement window

- Review the License Agreement. If you agree with the license agreement, click **Accept**.

Choose Destination Location window

- On the Choose Destination Location window, click **Next**.

Select Program Folder window

- On the Select Program Folder window, click **Next**.

InstallShield Wizard Complete window

- On the InstallShield Wizard Complete window, click **Finish**.

Congratulations! Your single user install of Red Wing Payroll is complete.

To log into Red Wing Payroll:

Click on the Red Wing Payroll icon on your Desktop and enter the following information:

Name: Admin
Password: password

Uninstall

1. From the Windows Desktop, click **Start**, click **Settings**, and click **Control Panel**.
2. From the Control Panel window, click **Add/Remove** programs.
3. Click on one of the following entries in the order shown below:
    - Microsoft Access Runtime 8.0
    - Red Wing Windows (Server)
    - Red Wing Windows (Demo)
    - Red Wing Windows
4. Click **Add/Remove** once the entry is selected.
5. When Windows asks if you want to Remove Shared Files, click on the **No to All** button.
6. Repeat Step 3 to remove each of the programs you have installed.

If you are using Windows NT 3.51

1. From the Program Manager, locate the common program group which contains Red Wing Payroll and click the Uninstall icon. Uninstall the applications in the following order.
    - Microsoft Access Runtime 8.0
    - Red Wing Windows (Server)
    - Red Wing Windows (Demo)
    - Red Wing Windows
2. Repeat Step 1 to remove each of the programs you have installed.

Registry Entries

Introduction

Registry entries created by the Installation Setup Wizard are created under the [HKey_Local_Machine\Software] key. Red Wing Payroll creates additional values under the [HKey_Local_Machine\Software\Red Wing Business Systems, Inc.\Red Wing Payroll\2.00.000] key for each installed module.

[HKey_Local_Machine]		
[Software]		
[Red Wing Business Systems, Inc.]		
[Red Wing Windows]		*See note #1*
[2.01.000]		
ActivationKey	"User's activation key"	

Note #1: The [Red Wing Windows] key will vary based on setup type.

Single User: Red Wing Windows
Demo: Red Wing Windows (Demo)
Server: Red Wing Windows (Server)
Workstation: Red Wing Windows

Red Wing Icons

Overview

The Installation Setup Wizard creates several icons using the following properties:

Red Wing Payroll
Target: C:\WsMSA8\Office\Msaccess.exe C:\Rwbs2\Rwbs2P.Mdb /excl
/profile Rwbs2 /cmd Ver:2.01.000

Red Wing Payroll Utility
Target: C:\WsMSA8\Office\Msaccess.exe C:\Rwbs2\RwUtil2P.Mde
/excl /profile Rwbs2 /cmd Ver:2.01.000

Red Wing Payroll (Demo)
Target: C:\WsMSA8\Office\Msaccess.exe C:\Rwbs2D\Rwbs2P.Mdb
/excl /profile Rwbs2 /cmd Ver:Demo2.01.000

Red Wing Payroll Utility (Demo)
Target: C:\WsMSA8\Office\Msaccess.exe C:\Rwbs2d\RwUtil2P.Mde
/excl /profile Rwbs2 /cmd Ver:Demo2.01.000

1. "C:\WsMSA8\ Office\Msaccess.exe is based on the location of Microsoft Access or Microsoft Access Runtime.
2. "C:\Rwbs2\Rwbs2p.Mdb" is the executable file name.
3. /excl opens the MDB exclusively.
4. /runtime is used when Microsoft Access Runtime is installed.
5. /profile tells Access which run-time options to use.
6. /cmd tells Red Wing which sub key to access from the registry.

Installing the Documentation (PDF Files)

Introduction

You can install the complete *User Guide, Quick Start Guide,* and *Practice System* PDF files from the CD-ROM. Be sure to go through the Practice System before entering your own data into Payroll. The Practice System uses a sample company to introduce you to many of the features of the Payroll system.

If you are using Windows 95 or higher

1. Start Microsoft Windows on the workstation.
2. Close all other applications, including mail and the Microsoft Office Shortcut Bar.
3. Insert the Red Wing CD-ROM into the CD-ROM drive. The installation will start automatically. **Note:** If the installation does not start up automatically , follow Steps a and b:

   a. From the Windows desktop, click **Start**, click **Run**.
   b. Enter **d**:\autorun.exe (where **d** is the drive letter of your CD-ROM) and click **OK**.

4. Click **Practice System and User Guides**.
5. On the Red Wing Practice System - Installation Directory window, click

   Finish.
6. At the The specified output directory does not exist. Create It? message, click **Yes**.
7. Click **OK**.

If you are using Windows NT 3.51

1. Start Microsoft Windows.
2. Close all other applications, including mail and the Microsoft Office Shortcut Bar.
3. Insert the Red Wing CD-ROM into the CD-ROM drive.
4. From the Program Manager, click **File**, click **Run**.
5. Enter **d**:\autorun.exe (where **d** is the drive letter of your CD-ROM) and click **OK**.

6. Click **Practice System and User Guides**.
7. On the Red Wing Practice System -Installation Directory window, click **Finish**.
8. At the The Specified output directory does not exist. Create It? message, click **OK**.

After the Installation:

The Red Wing PDF files can be viewed with the Adobe Acrobat reader 4.0 (if you already have an earlier version of the Adobe Acrobat reader installed, it must be updated to version 4.0). To install the the Adobe Acrobat reader 4.0:

1. Click **Start**, click **Run**.
2. Enter c:\rwbs2\manuals\rs40eng.exe.
3. Click **OK**.
4. On the Acrobat Reader 4.0 Setup window, click **Next**.
5. On the software License Agreement window, click **Accept**.
6. On the Choose Destination Location, click **Next**.
7. Click **OK**.

Viewing or Printing the Documentation

The *User Guide, Quick Start Guide* and *Practice System* are installed in the c:\Rwbs2\Manuals directory. To view a guide:

1. Right-click **Start**.
2. Click **Explore**.
3. Double-click **C**:
4. Double-click **Rwbs2**.
5. Double-click **Manuals**.
6. Double-click one of the files, i.e. PR User Guide -Contents.pdf or PR Quick Start Guide #1 - Introduction.pdf.

To print a guide

1. Right-click **Start**.
2. Click **Explore**.
3. Double-click **C**:
4. Double-click **Rwbs2**.
5. Double-click **Manuals**.
6. Double-click one of the files, i.e. PR User Guide -Contents.pdf or PR Quick Start Guide #1 -Introduction.pdf.
7. Click **File**.
8. Click **Print**.
9. Select the printer you want to print the guide to, and then click **OK**.

Chapter Three—Setting Up Payroll

This chapter provides a checklist for setting up Payroll, as well as a more detailed overview of each step. As you set up your system use the online help for detailed explanations of each option. Click Help or press F1 to access online help.

Contents

Due to its specific nature, setting up Bilingual Check Stubs is not included in this write-up. However, if you have non-English speaking employees and wish to set up alternate language check stubs; use the Bilingual Check Stub option available in Payroll Setup. See online help for more information.

Setup Checklist

This checklist shows the overall payroll process, from first-time setup through day-to-day payroll processing.

*Those steps with an asterisk are handled through the **Setup Wizard**. However, after using the Setup Wizard, it is best to go into each of the menu selections to "fine tune" the system to match your payroll requirements.*

See online help (press F1 on any window) for detailed field-by-field explanations of Payroll window options.

System Manager (Payroll system only)

1. ___ Use the **Setup Wizard** to set up your Payroll system (page 3-4)

* 2. ___ **Add Company** with your client code (page 3-5)

* 3. ___ Set up **Company Information** (company name/address) (page 3-5)

4. ___ Set up **Bank Accounts** (page 3-6)

Payroll — Begin Setup, Required Information

* 5. ___ Set up **Customization**, includes General Ledger Interface (page 3-6)

* 6. ___ Set up **States** (page 3-9)

* 7. ___ Set up **Taxes** (page 3-10)

* 8. ___ Set up **Earnings** (page 3-10)

* 9. ___ Set up **Deductions** (page 3-11)

Optional Setup Information

10. ___ Set up **Departments** (page 3-12)

11. ___ Set up **Local Taxes** (page 3-12)

12. ___ Set up workers' compensation **Classes** (page 3-13)

13. ___ Set up **Projects** (page 3-13)

14. ___ Set up **Vacation/Leave** (page 3-14)

15. ___ Set up **Payees** for liability payments (page 3-14)

Add Employees and Verify Setup

16. ___ Set up **default employee(s)—**hourly and/or salary (page 3-15)

    Required fields: State, Country, Pay Frequency, Pay Type, Unique Social Security Number, Default Tax, Default Earning, Dep., Shift, Sex, Ethnic Group, Income form (W-2 or 1099) and SUTA state

    Add earnings, taxes and deductions for each employee

    Enter pay rates and deduction amounts for each earning and deduction the employee will use

17. ___ **Employee Detail** Report (page 3-16)

Enter Year-to-date Amounts — If starting mid-year

18. ___ Use **After-the-fact Checks** in Check Writing (page 3-17)

    Decide how much detail to enter for each employee—each paycheck, monthly totals, quarterly totals or year-to-date amounts After-the-fact check entries will update the employee totals and history files so information is available for any report

Verify Setup

19. ___ **Payroll Register** Report - If you entered After-the-Fact Checks (page 3-19).

20. ___ **Tax Register** Report (page 3-19).

Enter Time — For the current pay period

21a. ___ Use **Select Employees**, then **Enter Pay** if you are entering the total hours worked for each earning code (page 3-20)

OR

21b. Use **Time Entry** if you need detailed time transactions, daily time, projects, local tax, or want the system to calculate overtime automatically (page 3-21)

Check Writing

22. ___ **Select Employees to Pay** (page 3-22)

23. ___ **Modify / Enter Pay** (page 3-22)

24. ___ **Verify Leave Time** (page 3-23)

25. ___ **Preview Pay** (page 3-24)

26. ___ **Print Checks** (page 3-24)

27. ___ **Update Employee Balances** (page 3-25)

Reports

28. ___ Print a report showing tax totals for each pay run by selecting **Pay Run Totals** under Pay Data Reports in the Reports Menu (page 3-26)

29. ___ Print the **Check Register** (page 3-26)

30. ___ Print any other reports (page 3-26)

End-of-Period Processing

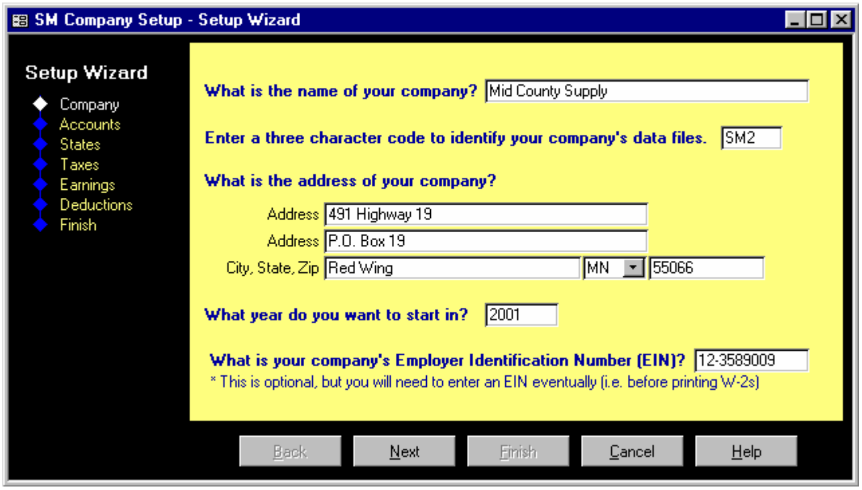
31. ___ At the end of each month, select Month-end Processing from the End of Period Menu (page 3-27)

Payroll System Manager

1. Setup Wizard

System Manager
→Company Setup
→Setup Wizard

IMPORTANT! *If you are converting from Red Wing's DOS Payroll Software, do NOT use the Setup Wizard.*



Use the Setup Wizard as your step-by-step online guide to setting up your Red Wing Payroll system. By completing the Setup Wizard you will:

- Set up a new company
- Enter basic default general ledger accounts (See the Setup Wizard online help for important information on setting up accounts correctly.)
- Select the states you withhold taxes for
- Select the taxes you and/or your employees pay
- Select the types of earnings and deductions you use

Once you have set up the data files for a company, you will automatically be "in" that company after the Setup Wizard finishes processing your information.

After completing the Setup Wizard, set up the following in System Manager:

- Bank Accounts (page 3-6)

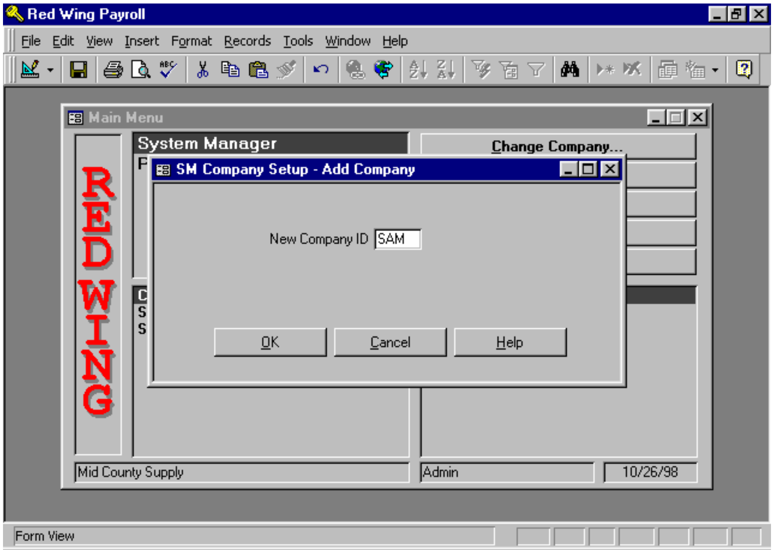
In Payroll - Setup, do the following:

- Go through customization (page 3-6)
- Review each tax, making necessary account changes (page 3-10)
- Review each of the earnings (page 3-10)
- Review each of the deductions (page 3-11)
- Add other optional setup options (pages 3-12 to 3-14)
- Set up your employees (page 3-15)

2. Add New Company

System Manager
→Company Setup
→Add New Company

***IMPORTANT:** This step is **NOT** necessary if you have gone through the Setup Wizard!*



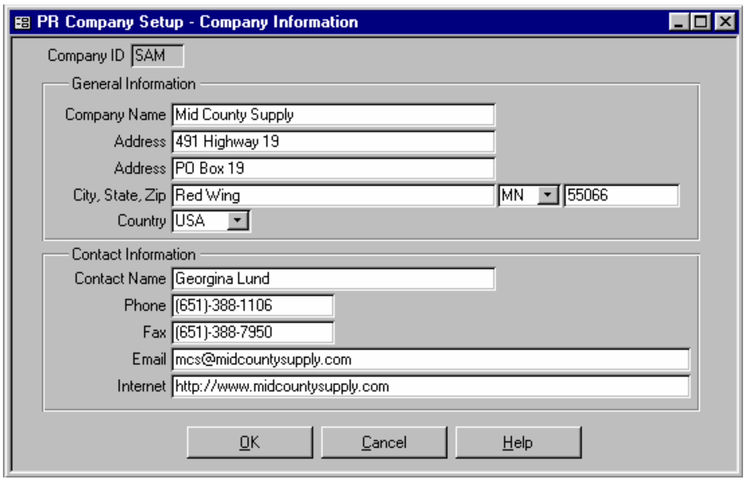
Enter a three-character company identifier. For example, if your company name is ABC Electronics, enter ABC.

To open the new company, select **Change Company** from the Main Menu.

3. Set Up Company Information

System Manager
→Company Setup
→Company Information

Basic company information is entered in the Setup Wizard.

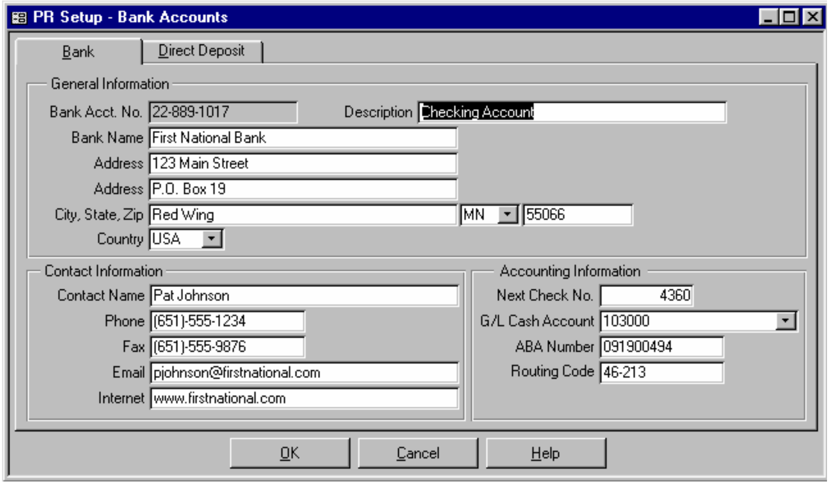


Use this selection to set up information about the company, including name, address and phone information.

4. Set Up Bank Accounts

System Manager
→Setup
→Bank Accounts

The G/L Cash Account is entered in the Setup Wizard.



Set up and maintain information about each checking or cash account used by the company. You MUST set up at least one bank account and enter the **GL Cash Account**. The bank account is used when you write paychecks.

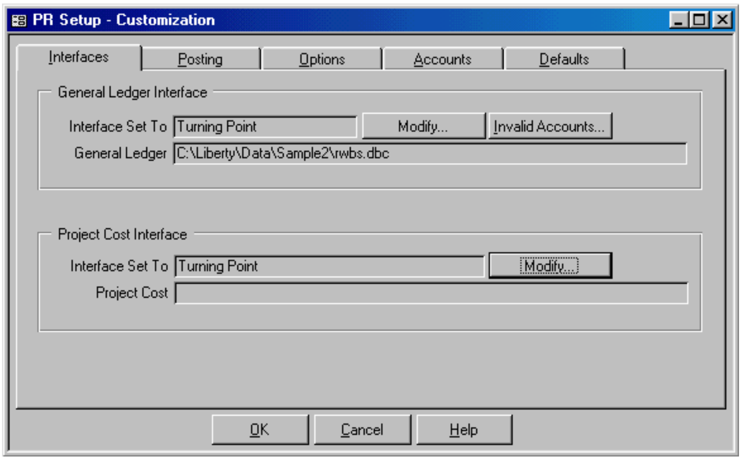
Payroll - Required Information

5. Customization

Payroll
→Setup
→Customization

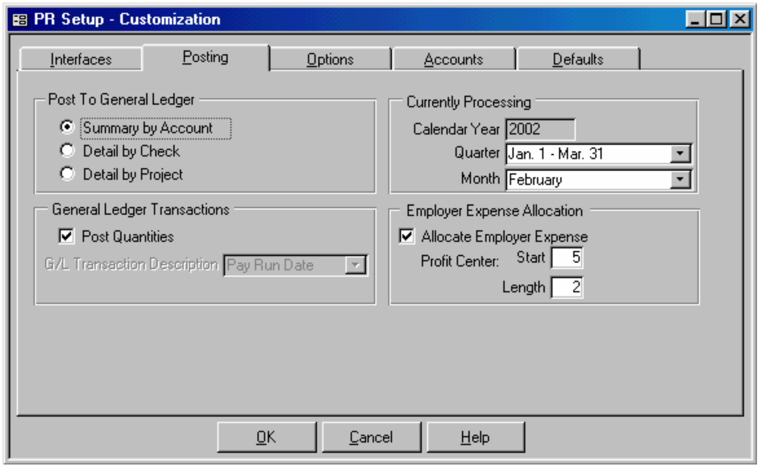
Use Customization to set up the way Payroll works.

Some of your Customization information is entered in the Setup Wizard.

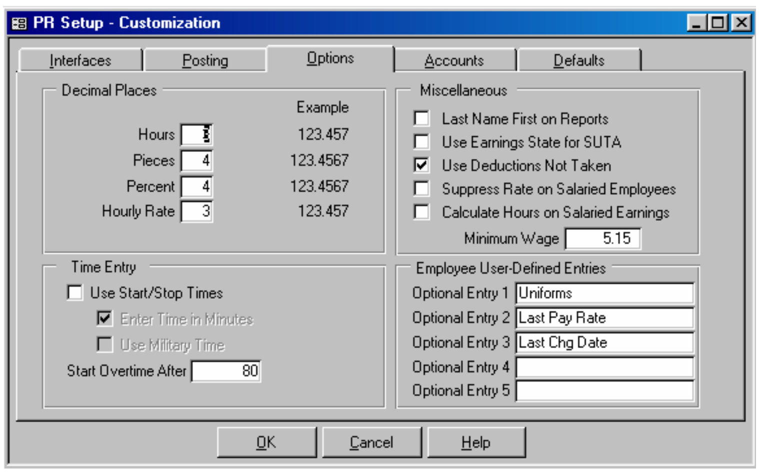


Interfaces Tab: Select whether you are interfacing Payroll with the Red Wing Accounting Series, AgCHEK or TurningPoint, or if you are NOT interfacing to one of those general ledgers. If you are interfacing, use the **Modify...** button to select the G/L data file. (See online help for the name of the file path.) Follow the same procedure for projects.
Important! If you are NOT interfacing with one of these Red Wing ledgers, but

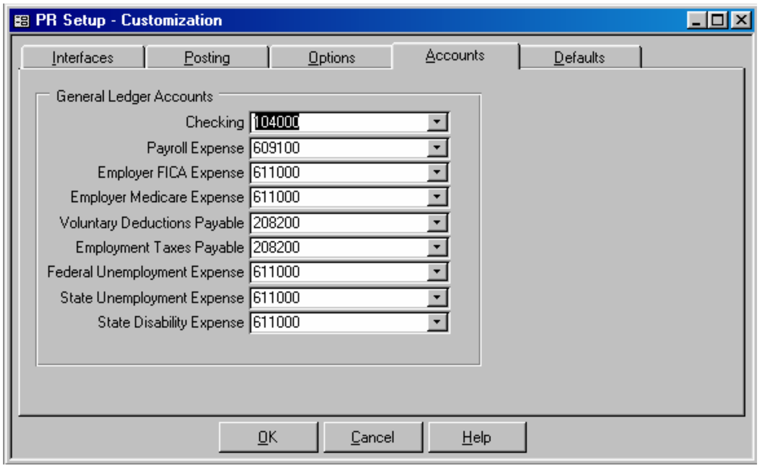
will be creating an ASCII file to export to another general ledger, you must fill in all General Ledger account fields with an account or description (even if you are not going to use them) in Payroll Customization on the Accounts tab (page 3-8).



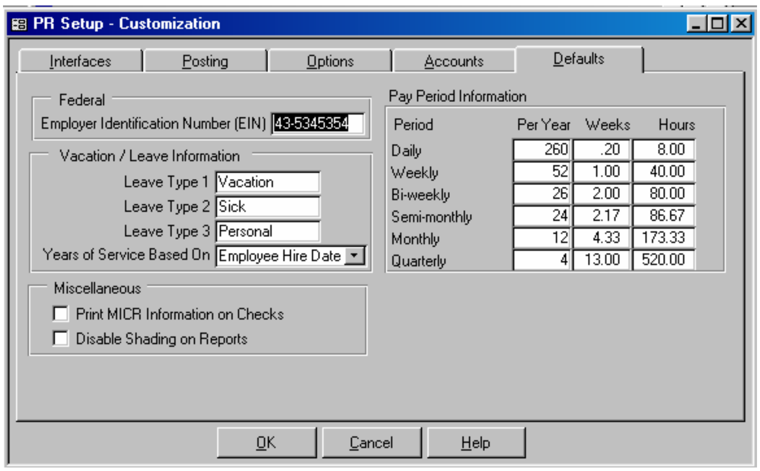
Posting Tab: Identify what information will post to your general ledger and the calendar year, quarter and month currently being processed. Use online help for more detail on what each field controls.



Options Tab — Assign decimal places, time entry standards, overtime hours and other miscellaneous options.



Accounts Tab — These accounts are necessary for reporting Payroll activity to your general ledger. They are overridden by more detailed account information entered elsewhere in Payroll and are used for setup only. If you do not interface to the Red Wing Accounting Series, TurningPoint or AgCHEK, any entry is valid.



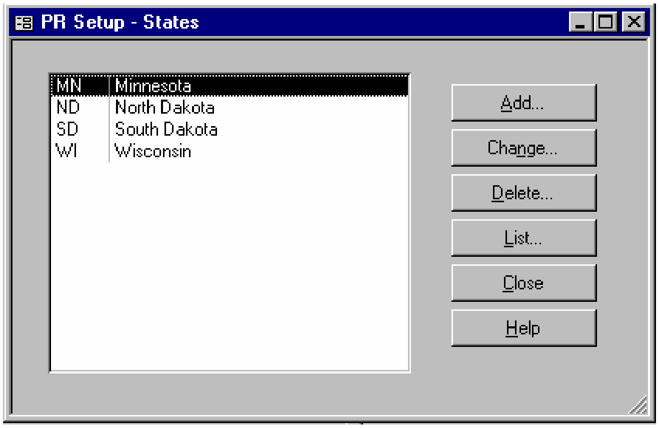
Defaults Tab — Enter your federal identification number, vacation/leave information, and set up pay periods. Also, indicate whether or not you want to print MICR encoded checks and whether or not to print reports with shading.

6. States

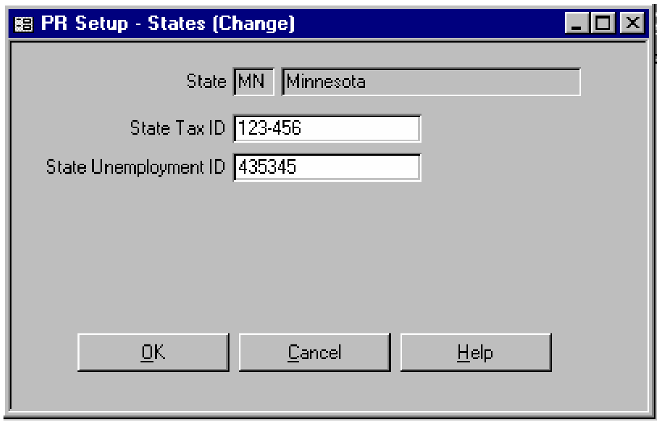
Payroll
→Setup
→States

This first list box is typical of the first window displayed for most Setup selections. It always shows all currently selected states (or earnings, deductions, etc.) and a list of command buttons to select from.

States are selected in the Setup Wizard.



Setup List Box (Example)



Select each of the states for which you will be withholding taxes, setting up payee addresses (for tax liabilities), setting up employee addresses, etc. This reduces the number of states in list boxes, making it easier to quickly choose a tax state. Enter the state tax ID and state unemployment ID (assigned by the state tax authority). When you select a state, all state taxes supplied with the system for that state are available.

You MUST include every state used in Payroll for any purpose (taxes, addresses, etc.).

You can add, change or remove states for your company anytime. However, you cannot remove any state that has been used by an employee, tax or payee.

7. Taxes

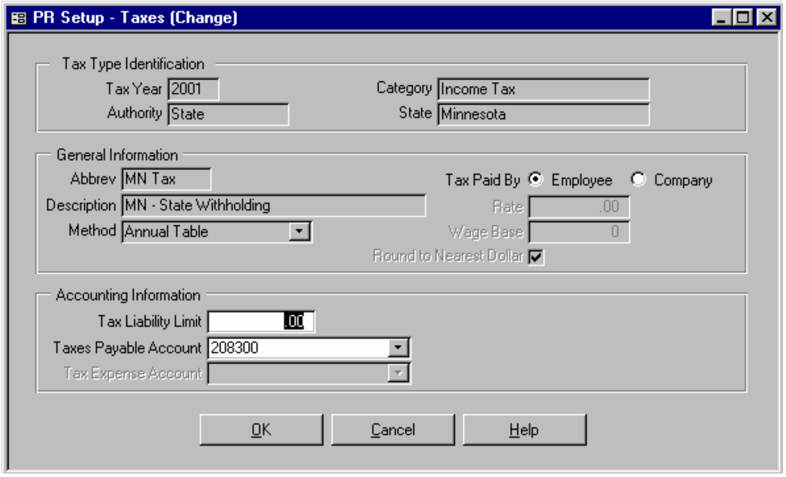
Payroll
→Setup
→Taxes

Taxes are selected in the Setup Wizard.

Before You Begin:

If necessary, modify and add New Tax Codes in Utilities → Maintain System Taxes.

Select the taxing states in Setup - States to limit the available taxes (categorized by state) for this company.



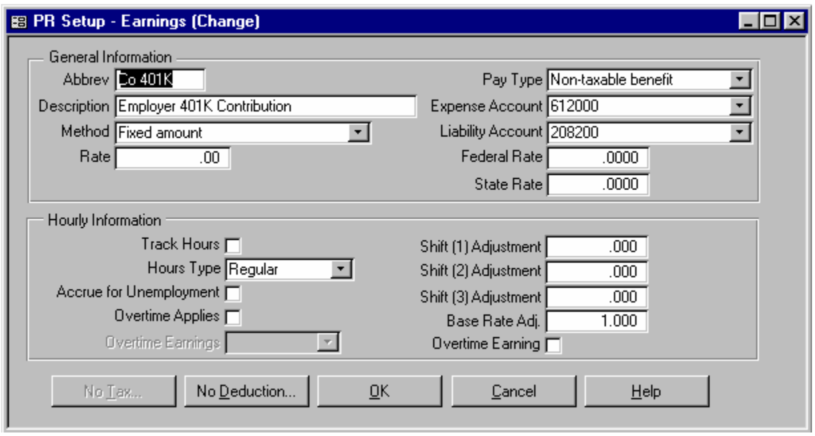
Specify and maintain the taxes for this company's payroll. All available taxes are maintained in a system-wide file [Utilities → Maintain System Taxes]. As you set up each company, select taxes from the system-wide file and add them to the company file. Be sure to enter SUTA, FUTA and Workers' Compensation rates. If you have local taxes, they MUST be placed in Local Tax Groups (see page 3-12), even if you are using only one local tax.

8. Earnings

Payroll
→Setup
→Earnings

Earnings are selected in the Setup Wizard.

Salaried earning codes are always set up with ANNUAL amounts. If you want to enter different dollar amounts each pay period, select Fixed Amount, instead of Salary for the Method.

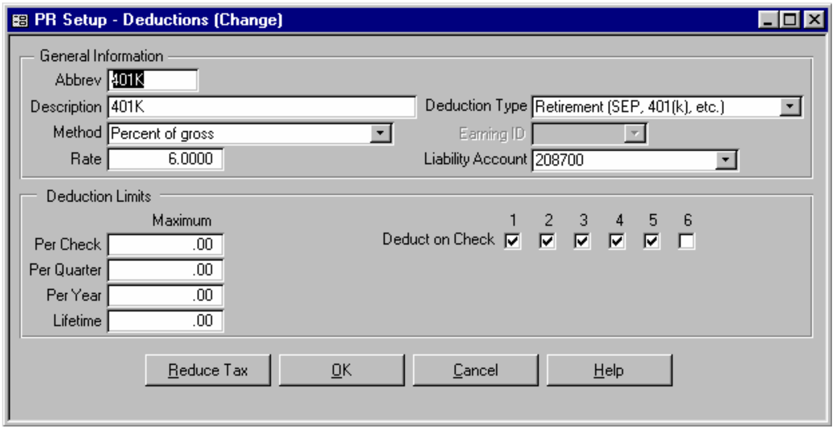


Earnings are the various pay categories available for your employees. Typical earning types are salary, hourly, piecework, and tips. They MUST be set up before you can set up your employees. You can add new earning codes anytime. The system comes with several pre-defined earning codes, including: Hourly, Salary, Overtime, Vacation, Sick and Bonus.

9. Deductions

Payroll
→Setup
→Deductions

Deductions are selected in the Setup Wizard.



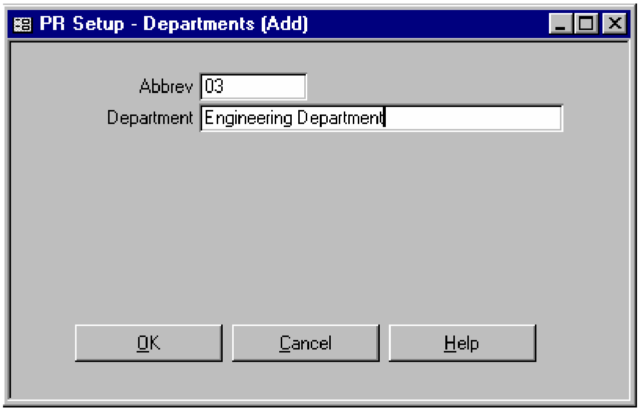
Set up the voluntary deductions available for your employees. Deductions MUST be set up before you can set up your employees. You can add new deductions anytime. However, they cannot be removed once they are used by an employee.

The system comes with many pre-defined deduction codes to help you get started (or at least to use as a template), including: Medical Insurance, Dental Insurance, Life Insurance, 401(k) Plan, Cafeteria Plan, Garnishment, Advanced Pay, Child Support, Union Dues, etc.

Payroll - Optional Information

10. Departments

Payroll
→Setup
→Departments

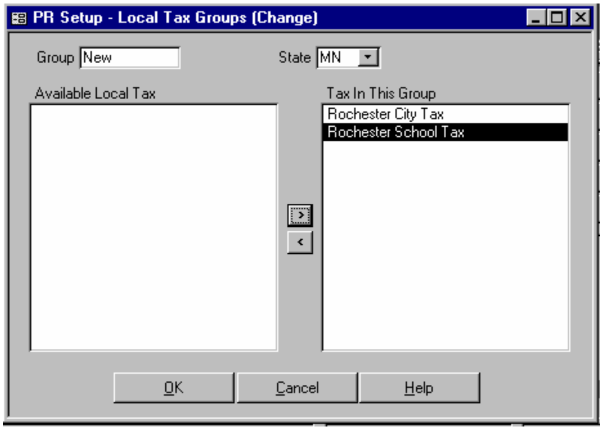


Department codes let you group your employees into different work areas. You can then run reports and print checks by department.

11. Local Taxes

Payroll
→Setup
→Local Tax Groups

Because the Payroll system looks for local tax groups rather than local tax codes, you MUST set up at least one local tax group if you have any local taxes. The "group" can contain only one local tax or many local taxes.



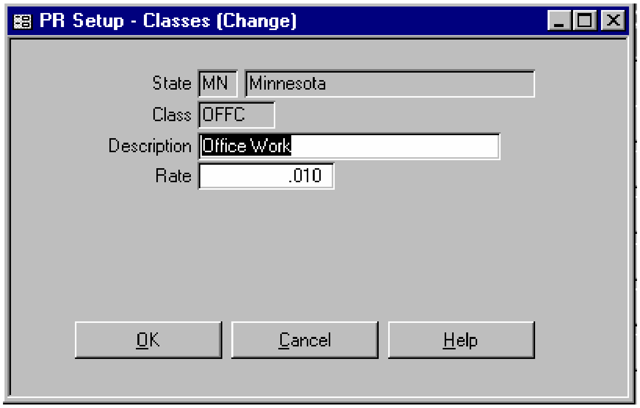
Use this selection to set up and maintain local tax groups. The group is set up to identify all the local taxes being calculated on an employee's earnings. For example, set up one local tax group for a local disability tax and a local income tax in the same city.

You cannot group local taxes from different states.

Since the system does not come with pre-defined local taxes, you must use the Utilities → Maintain System Tax selection to **add** local tax codes before setting up local tax groups. Do not change existing tax codes for your local taxes or they will be overwritten each time the system is updated.

12. Classes

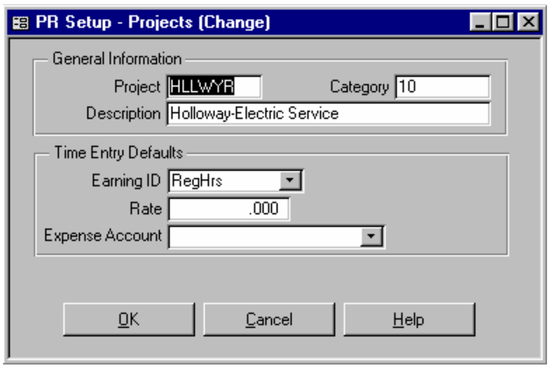
Payroll
→Setup
→Classes



Class codes indicate the job classes of your employees for different types of work and are used in conjunction with the workers’ compensation taxes set up in Taxes. Work and earnings in various classes can then be used in workers’ compensation reporting. By setting up classes you can more accurately report time for employees who work in job categories that are subject to high workers’ compensation rates.

13. Projects

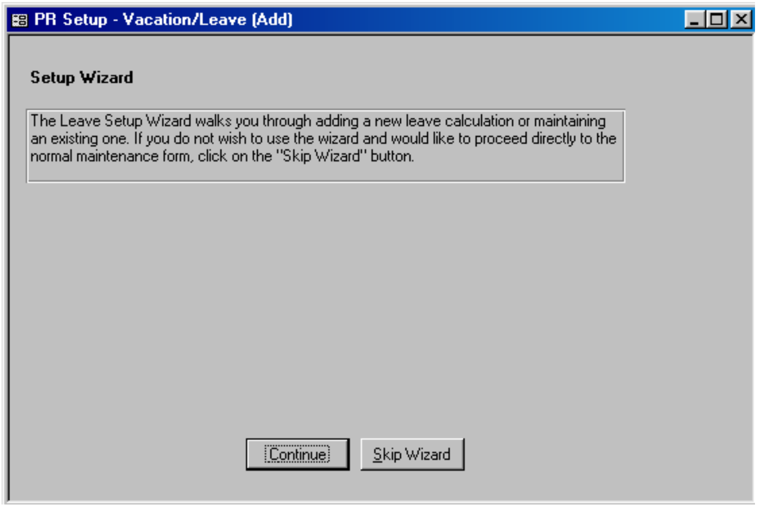
Payroll
→Setup
→Projects



Use projects to track labor hours for several different tasks. Also, if employees are paid on a piecework basis, you can track pieces produced by project. If you need information concerning how long a job took, how much the job cost, or how many pieces were produced, use projects to record employees’ work.

14. Vacation/ Leave

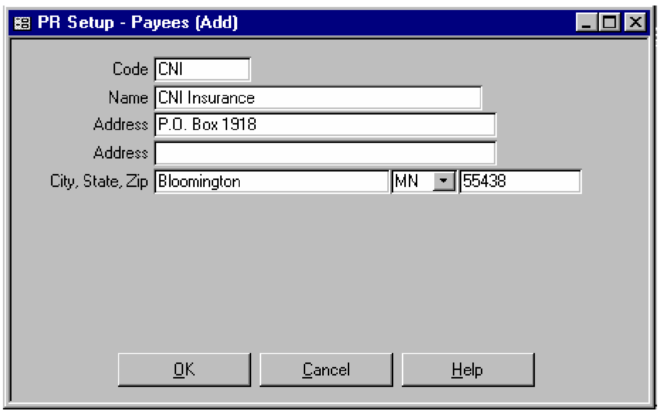
Payroll
→Setup
→Vacation/Leave



Use the Vacation/Leave Setup Wizard to define the tables used for leave time calculations. If you do not use leave time information (Employee Maintenance - Leave tab), you do not have to set up vacation/leave tables.

15. Payees

Payroll
→Setup
→Payees



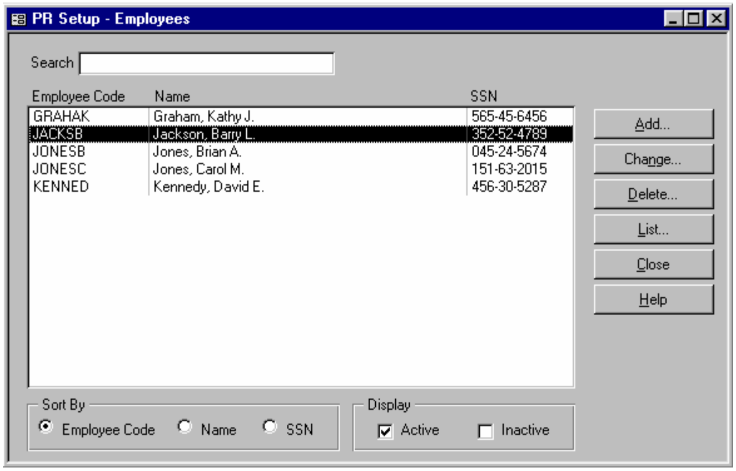
Set up payee information for companies and government agencies that will be sent checks from within Payroll. Payees are used for tax payments, employee deduction liability payments, etc. Payments are made to payees in Processes → Print Liability Checks.

Add Employees

16. Set Up New Employees

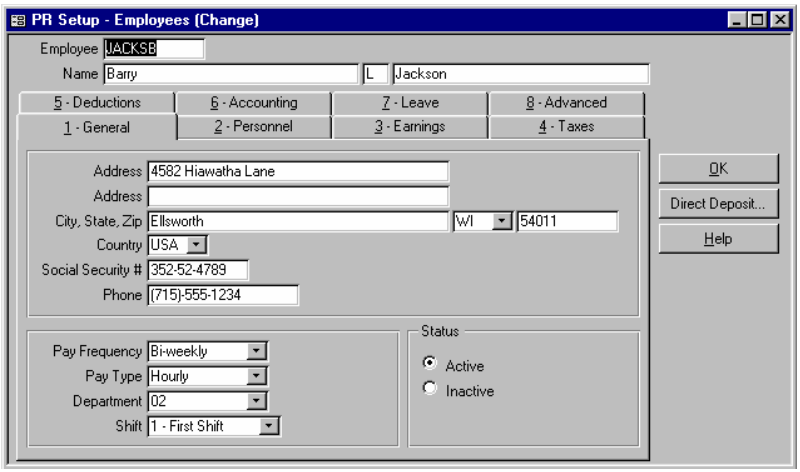
Payroll
→Setup
→Employees

As you set up employees (and use Payroll), make frequent backups to protect your valuable information. Use the Backup feature in Red Wing Utilities.



To add a new employee, click **Add**. Click Add (Copy) to copy earnings and deductions, and other basic information (dollar amounts are not copied) to the new employee from an existing employee or click Add (No Copy) to add an employee without copying existing employee information.

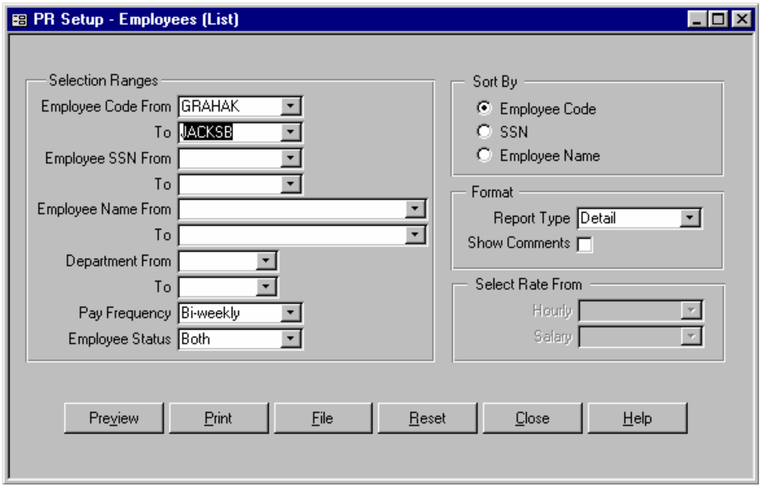
All of the information on this window is from the "copied" employee records, except the employee code, social security number and name. Only a few entries need to be made for the new employee.



Be accurate and thorough when setting up employees. Enter information on each of the tabs. Earnings, Taxes, Deductions and Leave (optional) must be set up before they can be added to employees. Remember to add company paid taxes to the Taxes tab.

17. Employee Detail Report

Payroll
→Setup
→Employees



Print any of six different employee reports to verify the employee information entered in Setup → Employee by changing the Report Type. The **Detail List** shows detailed information on each selected employee, including the information set up on the General, Personnel, and Accounting tabs.

11/10/00 Page 1 of 1
12:49 PM

Mid County Supply
Employee List - Detail
Sorted by Employee Code

Employee	Kathy J. Graham	**Sex**	Female	**Born**	04/13/56
Address	2145 Valley View	**Ethnic Group**	White	**Hire**	01/01/90
		Job Class	Office	**Last Review**	06/01/98
	Red Wing MN 55066	**Title**	Counter Sales	**Next Review**	01/01/99
Phone	(651)-555-5578	**I-9 on File**	Yes 01/01/90	**Retire**	
SSN	565-45-6456	**Contact**	Tony Graham	**Income Form**	W-2
Emp Code	GRAHAK	**Work Phone**	(651)-555-8624	**Ag Emp**	No
Pay Freq	Bi-weekly	**Home Phone**	(651)-555-5578	**SUTA State**	MN
Pay Type	Hourly	**Relationship**	Husband	**Default Tax State**	MN
Dept	01 Supply Department	**Status**	Active	**Default Tax Group**	
Shift	1 - First Shift	**Term Date**			
Default Hr Rate	.00 **Default Salary** .00				
Employee	Barry L. Jackson	**Sex**	Male	**Born**	10/15/64
Address	4582 Hiawatha Lane	**Ethnic Group**	White	**Hire**	04/23/84
		Job Class	Office	**Last Review**	10/23/98
	Ellsworth WI 54011	**Title**	Nursery Manager	**Next Review**	04/23/99
Phone	(715)-555-1234	**I-9 on File**	Yes 04/23/84	**Retire**	
SSN	352-52-4789	**Contact**	Pam Jackson	**Income Form**	W-2
Emp Code	JACKSB	**Work Phone**	(651)-555-1379	**Ag Emp**	No
Pay Freq	Bi-weekly	**Home Phone**	(715)-555-1234	**SUTA State**	MN
Pay Type	Hourly	**Relationship**	Wife	**Default Tax State**	WI
Dept	02 Tree/Nursery Department	**Status**	Active	**Default Tax Group**	
Shift	1 - First Shift	**Term Date**			
Default Hr Rate	.00 **Default Salary** .00				

18. Use After-the fact Checks

Enter Year-to-date Amounts (if starting mid-year)

Payroll
→Check Writing
→Select Employees to Pay

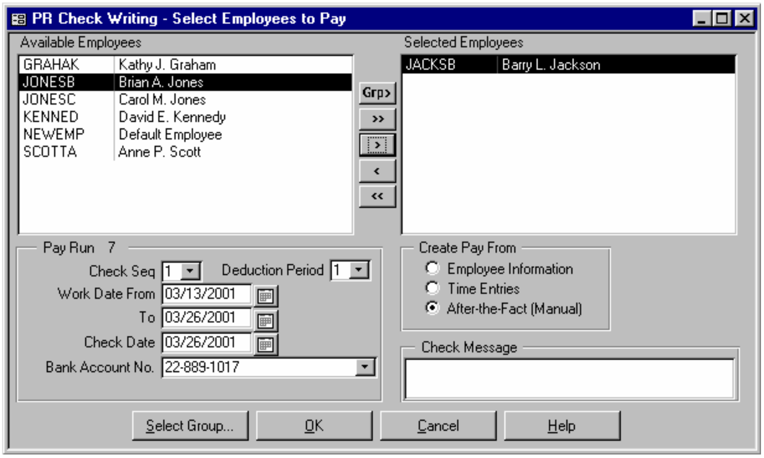
To enter accurate year-to-date information, you can enter an after-the-fact check for each pay period, each quarter or year-to-date only.

This procedure will not work if you need to track project or piecework information. In that case, you need to use Time Entry →Enter Time

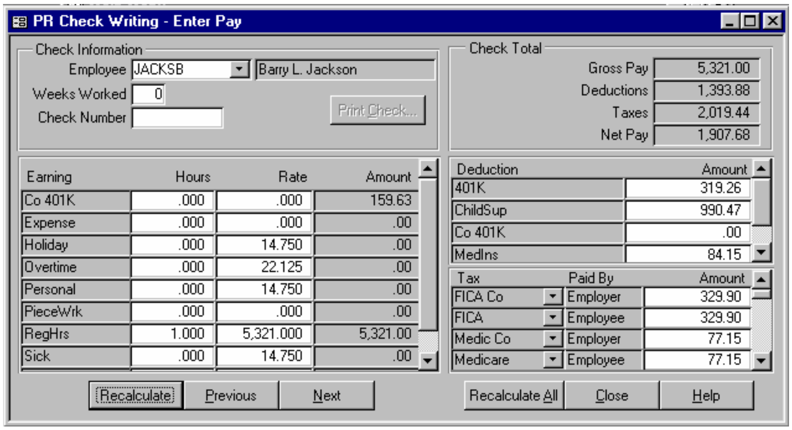
Payroll
→Check Writing
→Enter Pay

Use Cue Cards and regular online help for hints and for the specific process to follow.

1. Make sure your system is completely set up (taxes, earnings, etc.).



2. Select **Check Writing → Select Employees to Pay** and select the employees for whom you are adding totals. Enter the work dates and MOST IMPORTANT, under Create Pay From, select After-the-Fact (Manual), and then click OK.



3. Select **Check Writing → Enter Pay**. You can leave the check number blank if you are entering information for multiple pay periods. Enter the hours and rates, if available. If you do not have the actual hours, but have totals for each earnings type, enter the total amount for the Rate and 1 for the Hours (must be an Hourly earnings type). (For example, 1 hour and $5,321 for the rate.)

After you verify that gross earnings are correct, click Recalculate All to calculate the default taxes and taxable wages for history. You can then manually override calculated tax amounts to match the amount actually deducted to this point.

Close Enter Pay when you are finished entering employee totals.

Payroll
→Check Writing
→Preview Pay

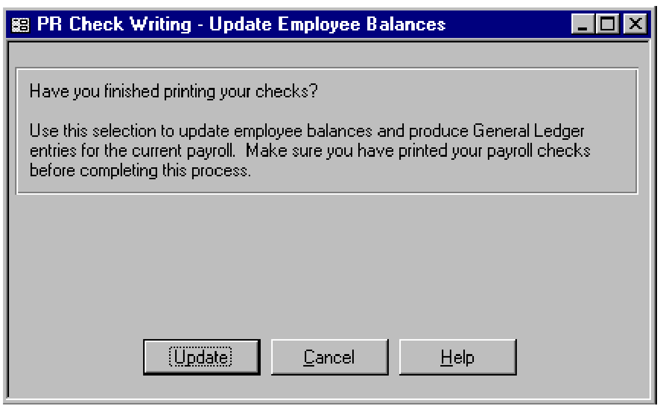
11/10/00 12:06 PM — **Mid County Supply** — **Preview Pay - (Detail)** — Page 1 of 1

Earning				Deduction		Tax		Benefit	
Code	**Hours**	**Rate**	**Amount**	**Code**	**Amount**	**Code**	**Amount**	**Code**	**Amount**
Employee: JACKSB		Barry L. Jackson			**Check No:**				
RegHrs	1.000	5,321.000	5,321.00	401K	319.26	FICA	329.90	Co 401K	159.63
Overtime	.000	22.125	.00	ChildSup	990.47	Medicare	77.15		
Vac	.000	14.750	.00	MedIns	84.15	Fed Tax	1,293.50		
PieceWrk	.000	.000	.00			MN Tax	.00		
Holiday	.000	14.750	.00			WI Tax	318.89		
Sick	.000	14.750	.00						
Expense	.000	.000	.00						
Personal	.000	14.750	.00						
Emp Total	1.000		5,321.00		1,393.88		2,019.44		159.63
Net Pay		1,907.68							
Report Total	1.000		5,321.00		1,393.88		2,019.44		159.63

Earning			Deduction		Tax		Benefit	
Code	**Hours**	**Amount**	**Code**	**Amount**	**Code**	**Amount**	**Code**	**Amount**
Expense	.000	.00	401K	319.26	Fed Tax	1,293.50	Co 401K	159.63
Holiday	.000	.00	ChildSup	990.47	FICA	329.90		
Overtime	.000	.00	MedIns	84.15	Medicare	77.15		
Personal	.000	.00			MN Tax	.00		
PieceWrk	.000	.00			WI Tax	318.89		
RegHrs	1.000	5,321.00						
Sick	.000	.00						
Vac	.000	.00						
Total	1.000	5,321.00		1,393.88		2,019.44		159.63

4. Select Check **Writing** > **Preview Pay** to print a Detail report showing all your entries. When you are certain the entries are correct, go to Check Writing > Update Employee Balances and update the employee totals.

Payroll
→Check Writing
→Update Employee Balances



Verify Setup

19. Payroll Register

Payroll
→Reports
→Pay Data Reports
→Payroll Register

11/10/00 12:50 PM — **Mid County Supply** — **Payroll Register (Detail)** — Page 1 of 1

Earning Code	Hours	Rate	Amount	Deduction Code	Amount	Tax Code	Amount	Benefit Code	Amount
Employee: JACKSB	Barry L. Jackson			**Check No:**		**Check Date:** 03/26/01		**Dept:** 02	
RegHrs	1.000	5,321.000	5,321.00	401K	319.26	FICA	329.90	Co 401K	159.63
				ChildSup	990.47	Medicare	77.15		
				MedIns	84.15	Fed Tax	1,293.50		
						WI Tax	318.89		
Check Total	1.000		5,321.00		1,393.88		2,019.44		159.63
Net Pay			1,907.68						

Report Totals:

Earning Code	Hours	Amount	Deduction Code	Amount	Tax Code	Amount	Benefit Code	Amount
RegHrs	1.000	5,321.00	401K	319.26	FICA	329.90	Co 401K	159.63
Total :	1.000	5,321.00	ChildSup	990.47	Medicare	77.15	**Total :**	159.63
			MedIns	84.15	Fed Tax	1,293.50		
			Total :	1,393.88	WI Tax	318.89		
					Total :	2,019.44		

Use the Payroll Register to list the detail information on each employee check for one or more pay runs. If you entered After-the-Fact checks to set up Payroll mid-year, use it to verify your setup information. The report is sorted in employee code and check date order. (For example, if Marty Jones has been paid in two successive payroll periods, his payroll information for the first period will be listed under the first check date and second period payroll information will be listed under the second check date.) When you use the department range, it restricts the report by looking at the department(s) the employee was in at the time the pay run was completed, rather than looking at the current department the employee is assigned to.

20. Tax Register

Payroll
→Reports
→Pay Data Reports
→Tax Register

10/13/03 7:58 AM — **Mid County Supply** — **Tax Register** — Page 1 of 3

				Dept	Check Date	Tax Amount	Taxable Earnings	Earnings Over Limit
Tax:	FICA Co	FICA Company Share		**Paid By:** Company				
Employee:	GRAHAK	Kathy J. Graham	**SSN:** 565-45-6456					
				01	02/26/03	26.04	420.00	.00
			Employee Total:	GRAHAK		26.04	420.00	.00
Employee:	JACKSB	Barry L. Jackson	**SSN:** 352-52-4789					
				02	02/26/03	49.38	796.50	.00
			Employee Total:	JACKSB		49.38	796.50	.00
Employee:	JONESB	Brian A. Jones	**SSN:** 045-24-5674					
				01	02/26/03	248.00	4,000.00	.00
			Employee Total:	JONESB		248.00	4,000.00	.00
			Tax Total:			323.42	5,216.50	.00

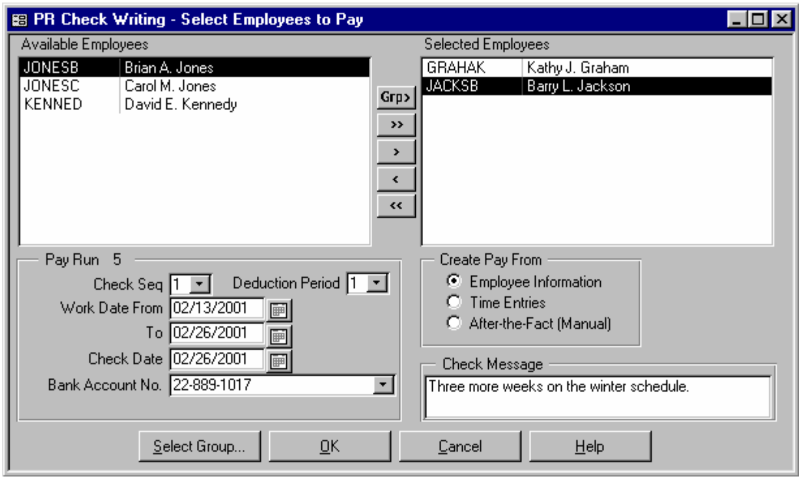
Use the Tax Register to list the taxes withheld from one or more pay runs. Both employee withheld and company paid taxes are shown. The taxable earnings that are subject to each tax are also shown on this report.

Pay Employees (Select One Method - 21a or 21b)

21a. Pay Employees Based on Employee Information

Payroll
→Check Writing
→Select Employees to Pay

Pay employees based on their employee information (skipping Time Entry). This is the BEST option for basic payrolls when you do not need to track projects, pieces, daily time, split to multiple accounts, etc.

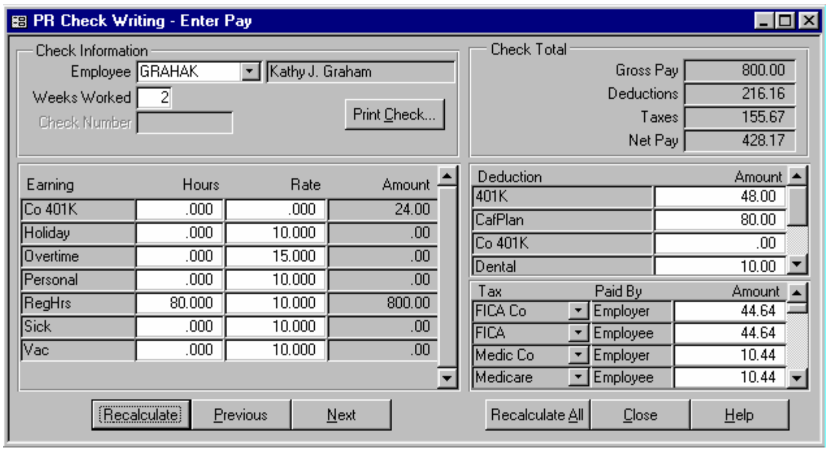


Step 1. Select **Check Writing > Select Employees to Pay**—Select employees who are to receive a check during a pay run. One pay run normally spans a time period of one or more weeks. Only selected employees are eligible to receive a paycheck.

Payroll
→Check Writing
→Enter Pay

Be sure to check online help and Cue Cards for help with Enter Pay.

*Enter pay for an individual employee and click on **Recalculate** to calculate deductions and taxes or enter pay for all employees and click on **Recalculate All** to calculate deductions and taxes for all employees at once.*



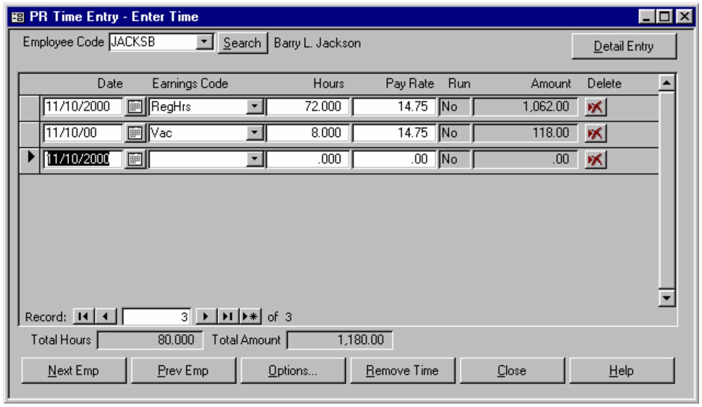
Step 2. Select **Check Writing > Enter Pay** —Depending on how you are using Enter Pay, you can enter new pay information, adjust pay information calculated from time entries, enter after-the-fact pay information, or print a single paycheck. In this example, employees are paid based on Employee Information. The **Recalculate** button has already been used to calculate all taxes and deductions, based on the earnings entry.

21b. Pay Employees Based on Time Entry

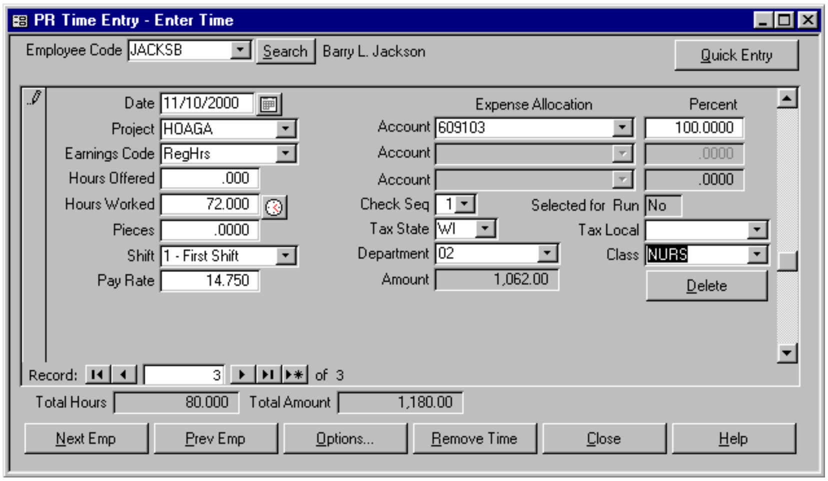
Payroll
→Time Entry
→Enter Time

Use Enter Time when you need to track projects, pieces, daily time, split to multiple account numbers, etc.

Use the Options button to set up entry options, including tab stops; whether or not you wish to default to Quick Entry (single-line) or Detail Entry; and a default local tax group.



Summary ("Quick") Entry Window



Detail Entry Window

Step 1. Select **Time Entry > Enter Time**— Use this selection to enter, change or remove time entries. These entries are used in check writing where they are summarized and grouped for each employee by earnings code.

Recommendation: Select Time Entry > **List Time** to print the List Time report to verify your time entries.

Continue through Check Writing. (See Step 22)

22. Select Employees to Pay

Payroll
→Check Writing
→Select Employees to Pay

If you are paying employees based on Employee Information, you will have already completed these first two steps in check writing.

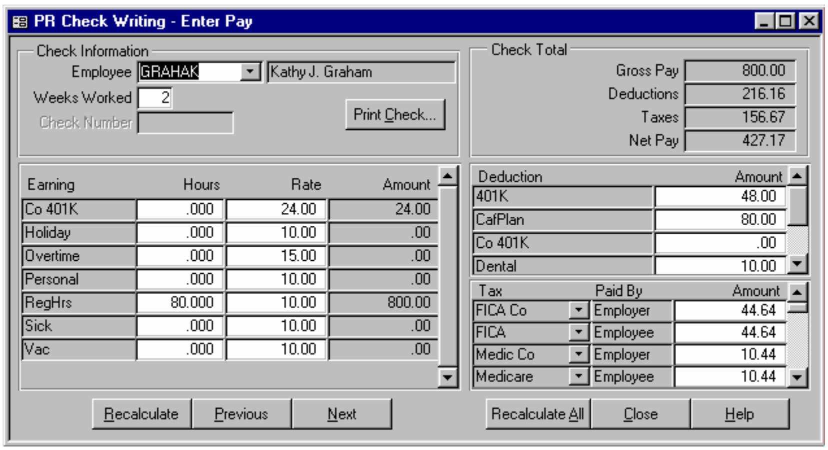
Step 1. Select **Check Writing** > **Select Employees to Pay** —Select employees who are to receive a check during a pay run. One pay run normally spans a time period of one or more weeks. Only selected employees are eligible to receive a paycheck.

Depending on your method of paying employees (see steps 21a and 21b), select to pay based on Employee Information or Time Entries.

Be sure to include the time entry dates in your “Work Date” range.

23. Enter Pay

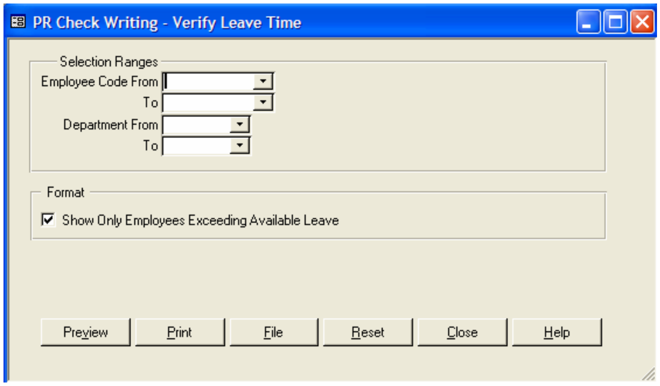
Payroll
→Check Writing
→Enter Pay



If paying by using Time Entries, you do not need to use this step, other than to review pay information or recalculate totals.

24. Verify Leave Time Report

Payroll
→Reports
→Check Writing
→Verify Leave Time



Produce a report that shows available leave time and leave time being used in the current payroll. The report will identify any employee that exceeds their available leave time for the current payroll.

11/14/05
3:20 PM

Mid County Supply
Verify Leave Time

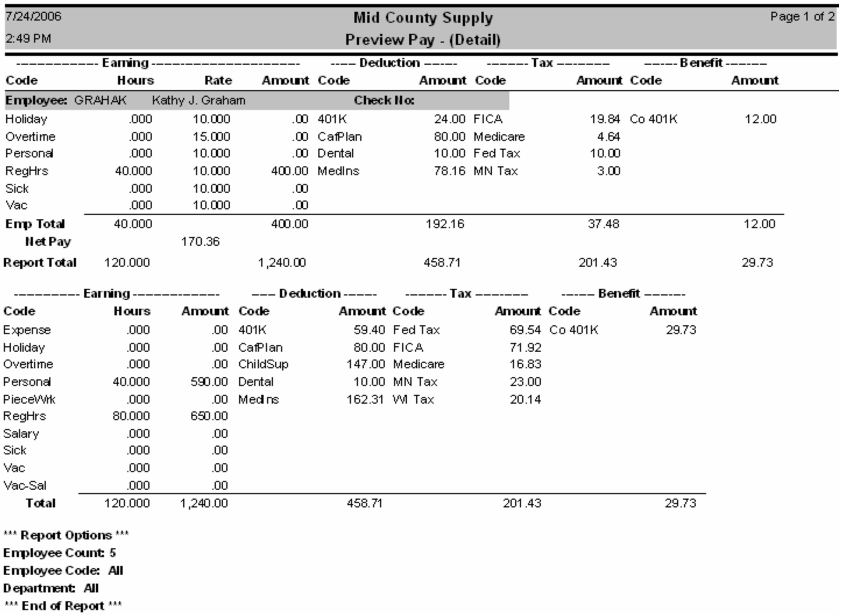
Page 1 of 1

Employee Code	Name	Leave Type	Available Hours	Hours Used	Hours Over Limit
GRAHAK	Kathy J. Graham	Personal	32.000	.000	.000
		Sick	32.000	.000	.000
		Vacation	30.000	40.000	10.000
JACKSB	Barry L. Jackson	Personal	48.000	.000	.000
		Sick	40.000	24.000	.000
		Vacation	26.333	.000	.000
JONESC	Carol M. Jones	Personal	40.000	.000	.000
		Vacation	26.333	.000	.000
			274.666	64.000	10.000

*** Report Options ***
Employee Code: All
Department: All
Show Only Employees Exceeding Available Leave: No
*** End of Report ***

25. Preview Pay

Payroll
→Check Writing
→Preview Pay



7/24/2006 2:49 PM — Mid County Supply — Preview Pay - (Detail) — Page 1 of 2

Earning Code	Hours	Rate	Amount	Deduction Code	Amount	Tax Code	Amount	Benefit Code	Amount
Employee: GRAHAK	Kathy J. Graham			**Check No:**					
Holiday	.000	10.000	.00	401K	24.00	FICA	19.84	Co 401K	12.00
Overtime	.000	15.000	.00	CafPlan	80.00	Medicare	4.64		
Personal	.000	10.000	.00	Dental	10.00	Fed Tax	10.00		
RegHrs	40.000	10.000	400.00	MedIns	78.16	MN Tax	3.00		
Sick	.000	10.000	.00						
Vac	.000	10.000	.00						
Emp Total	40.000		400.00		192.16		37.48		12.00
Net Pay		170.36							
Report Total	120.000		1,240.00		458.71		201.43		29.73

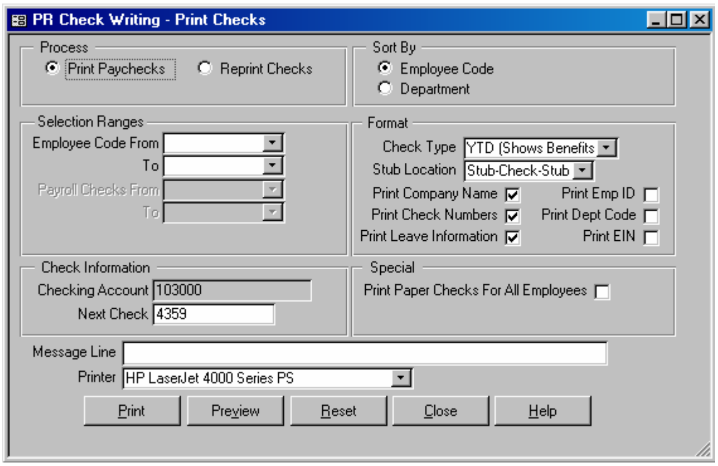
Earning Code	Hours	Amount	Deduction Code	Amount	Tax Code	Amount	Benefit Code	Amount
Expense	.000	.00	401K	59.40	Fed Tax	69.54	Co 401K	29.73
Holiday	.000	.00	CafPlan	80.00	FICA	71.92		
Overtime	.000	.00	ChildSup	147.00	Medicare	16.83		
Personal	40.000	590.00	Dental	10.00	MN Tax	23.00		
PieceWrk	.000	.00	MedIns	162.31	WI Tax	20.14		
RegHrs	80.000	650.00						
Salary	.000	.00						
Sick	.000	.00						
Vac	.000	.00						
Vac-Sal	.000	.00						
Total	120.000	1,240.00		458.71		201.43		29.73

***** Report Options *****
Employee Count: 5
Employee Code: All
Department: All
***** End of Report *****

Produce a report showing the employees that have been selected to receive checks and the dollar amounts that will be used. The Preview Pay Report lets you verify paycheck information before printing checks.

26. Print Checks

Payroll
→Check Writing
→Print Checks



Payroll treats the Preview as a "check printing." After previewing checks, you must select "Reprint Checks" to print checks. Also, you may need to enter a different check number.

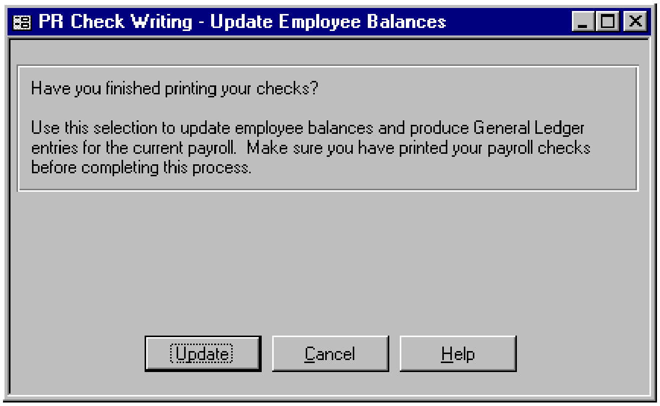
Use this selection to print (or reprint) payroll checks after selecting employees to pay. (Laser printers recommended.)

On check stubs the maximum number of lines is 12 detail lines plus a 13th "Totals" line. If the number of deductions exceeds 11, the summary line (which appears on the list alphabetically) shows a total of all remaining deductions listed as "Summary."

If you use continuous form checks (for a dot matrix printer), you must use 11" long checks (with two stub sections). Printing will be much slower.

27. Update Employee Balances

Payroll
→Check Writing
→Update Employee Balances



After completing the check writing process, review the checks for accuracy. Errors can easily be corrected before updating employee balances.

If all information is correct, use this selection to update employee balances. This selection also generates general ledger entries for later posting (to Red Wing Windows software - Business, TurningPoint or AgCHEK) and creates liability entries for later payment to vendors and/or government entities (using Processes > Print Liability Checks).

What happens when I press the **Update** button?

- ✓ Pay information for the current payroll is saved in the history files.
- ✓ Employee balances are updated.
- ✓ Used employee leave time is updated with any time that was used in the current check processing run.
- ✓ Liability totals are saved so that payments can be made when due.
- ✓ General Ledger entries are created, including allocation of employer-paid benefit and tax expenses to profit centers.

✓ Current time entry/pay information is removed.
✓ Direct deposit information is generated for output to file.

Reports

28. Pay Run Totals Report

Payroll
→Reports
→Pay Data Reports
→Pay Run Totals

11/10/00 | **Mid County Supply** | Page 1 of 1
1:25 PM | **Pay Run Liability Totals**
Pay Run Date: 02/26/01

Pay Information		**Amount**	**Liability Total**
Gross Pay		800.00	
Taxes		155.67	
Deductions		216.16	
Net Pay			428.17
Taxes	**Paid By**	**Amount**	
FICA Company Share	Company	44.64	
FICA Employee Share	Employee	44.64	
Medicare Company Share	Company	10.44	
Medicare Employee Share	Employee	10.44	
Federal Withholding	Employee	73.59	
Federal Unemployment	Company	5.38	
Total Federal Taxes			189.13
MN - State Withholding	Employee	27.00	
MN - State Unemployment Tax	Company	3.36	
MN - Workers' Compensation	Company	.67	
Total MN Tax			31.03
Deductions		**Amount**	
401K		48.00	
Cafeteria Plan		80.00	
Dental Insurance		10.00	
Medical Insurance		78.16	
Total Deductions			216.16
Total Company Liability			864.49

The Pay Run Liability Totals report shows totals for earnings, deductions, employee taxes and employer taxes. The report shows your deposit requirement for the pay run (net pay, money withheld for deductions or taxes, and employer tax liabilities).

29. Check Register

Payroll
→Reports
→Pay Data Reports
→Check Register

11/10/00 | **Mid County Supply** | Page 1 of 1
1:26 PM | **Payroll Check Register**

----Check---- Number	**Date**	**Employee / Payee Code**	**Name**	**Department**	**Check Amount**
	02/26/01	GRAHAK	Kathy J. Graham	01	428.17
			Company Total		428.17

***** Report Options *****
Check Date: 02/26/01 to 02/26/01
Department: All
Include Liability Checks: No
Liability Check Date Range: 02/01/01 To 02/28/01
***** End of Report *****

The Payroll Check Register report lists all of the checks printed for one or more pay periods.

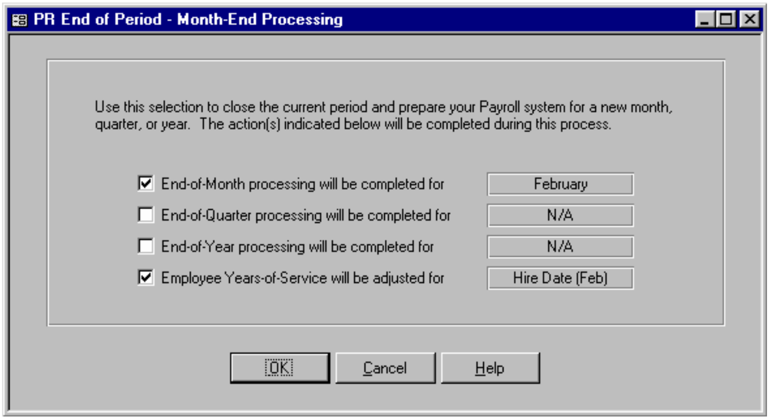
30. List Other Reports

Print other reports to provide useful payroll information. You can print all historical reports anytime, unless history is specifically deleted.

End-of-Period

31. Month-end Processing

Payroll
→End of Period
→Month-End Processing



Use this selection at the end of each month, after the last paycheck run is completed for the month, to prepare Payroll for the next month (and quarter and year when applicable). When the last month of the year is closed, the end-of-year process is automatically completed, preparing the system for the next tax year.

The quarter and year-end processes restrict check dates to the current quarter. For example, when you close June (2nd Quarter), your **check date** when running a payroll needs to be between July 1 to September 30th. However, the **work date** is not affected by the end of the period.

What Happens During Month-end Processing:

- ✓ Calculates leave that should be accrued for the month.
- ✓ Handles leave “carryover” to the next year.
- ✓ Makes years of service adjustments, if applicable.
- ✓ If it is the year-end, the following additional steps are taken:
  1. All system tax tables that do not already exist are copied for the new year.
  2. Copies company tax tables to the new year (for non-existent records).
  3. Copies employee leave information to the new year.
  4. Copies employee earnings information to the new year.
  5. Copies employee deduction information to the new year.
  6. Copies employee tax information to the new year.
  7. Updates the month, quarter and year as necessary.