

AUTOPOWER PAYROLL HOW-TO WORKBOOK



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TRAINING OBJECTIVE

The purpose of this workbook is to help you the AutoPower end-user master the basic elements of Payroll. It is designed as a self-help tool, consisting of step-by-step explanations and examples. Fill-in-the-blank and multiple-choice exercises will follow each topic. This will help emphasize the knowledge that is needed to get your job done accurately and quickly.

You are encouraged to use this training book in combination with your AutoPower applications database, or by using the examples in this workbook. However, all the examples may not be hands-on. I will let you know what these examples are when we get to them.

In combination with this workbook, you will have in class a PC to follow along with the exercises in this workbook.

When you have completed the exercises in this AutoPower Payroll Workbook you will be able to complete all the modules below with 100% accuracy. You will be measured by completing short fill-in the blanks or multiple-choice questions at the end of each lesson with results provided to management upon completion of training.

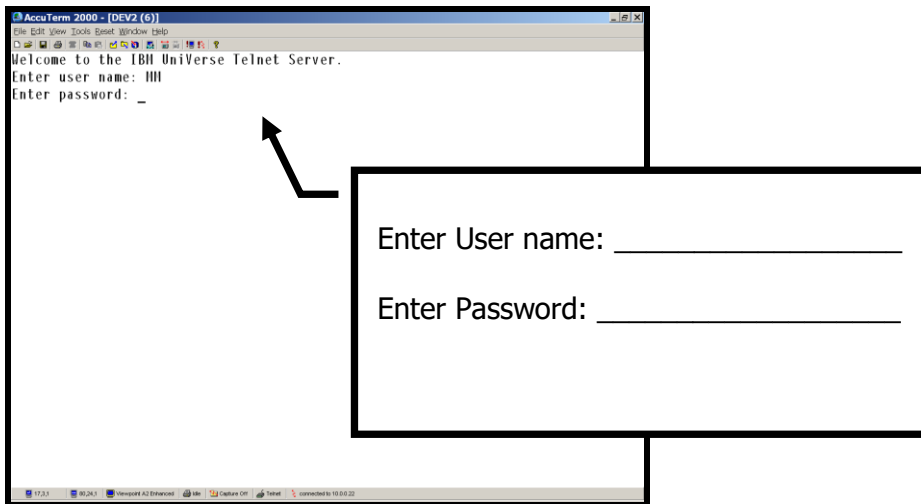
Create and Edit Company Information File Maintenance
Create and Edit G/L Interface Table
Create and Edit FICA Rate & Tax Limit
Create and Edit Federal Withholding Allowance Table
Create and Edit Federal Withholding Tax Table
Create and Edit State Withholding Tax Table
Create and Edit City Tax Withholding Tax Table
Create and Edit Department File Maintenance
Create and Edit Worker Compensation Rate Table
Create and Edit Earnings & Deductions Codes Tables
Create and Edit Employee Master File Maintenance
Create and Edit Deduction & Withholding File Maintenance
Create Vacation History files
Create Sick History Files
Create and Edit Earnings & Deductions File Maintenance
Create a Payroll Check Run & Post to General Ledger
Void a Posted Payroll Check
Void an Unposted Payroll Check

SYSTEM OVERVIEW

Before we get started there are only a few areas of the system that you can use the Escape key, Backspace key, Space Bar and the Delete key. When we get to these areas of the application, they will be pointed out to you. These keys can cause control characters in some of the data records and should not be used except where we tell you they can be used.

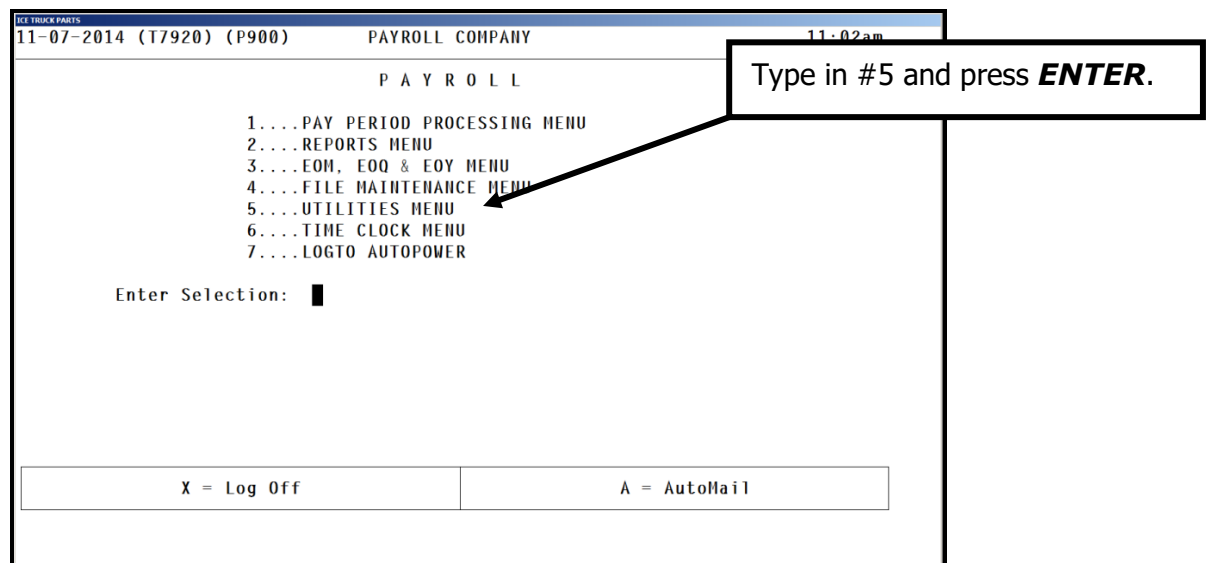
LOGGING ON

Use your user name and password to logon to the AutoPower System. This logon name and password will be assigned by your manager. If you should forget your user name and password please see him so that he can reset it for you.



MAIN MENU

You are now at the Main Menu. Your Main Menu could vary from what you see here. You may have customizations that only apply to your business. You may access the Payroll Menu off of the Main menu or you may have a menu dedicated to Payroll. The cursor will be positioned at Enter Selection.



The Payroll Utilities Menu screen will display.

PAYROLL SYSTEM SETUP MENU (REQUIRED)

We will start with the initial setup of the Payroll system. All initial setup file maintenance menu options that are required are located on the Payroll System Setup Menu. I will cover each step in this section of the workbook that will guide you thru setting up your new AutoPower Payroll Account software step-by-step.

The screenshot shows a terminal window titled "ICE TRUCK PARTS" with a header bar containing "11-07-2014 (T7920) (P900)", "PAYROLL COMPANY", and "11:04am". The main menu is titled "UTILITIES" and lists six options: "1....Void Posted Pay Check", "2....", "3....Rebuild Employee Name Soundex File", "4....Rebuild Check History XREF File", "5....", and "6....PAYROLL SYSTEM SETUP MENU". An arrow points from a callout box to option 6. The callout box contains the text "Type in #6 and press **ENTER.**". Below the menu is the prompt "Enter Selection: █". At the bottom, there are two buttons: "X = Log Off" and "A = AutoMail".

The Payroll System Setup Menu will display.

Each menu option in the Payroll System Setup Menu should be completed before moving onto the next menu option.

The screenshot shows a terminal window titled "ICE TRUCK PARTS" with a header bar containing "11-07-2014 (T7920) (P900)", "PAYROLL COMPANY", and "11:06am". The main menu is titled "PAYROLL SYSTEM SETUP MENU" and lists twelve options: "1....Company Information", "2....G/L Interface Table", "3....FICA Rate & Tax Limit", "4....Federal Withholding Allowance Table", "5....Federal Withholding Tax Table", "6....State, City, School Tax Table", "7....CALIFORNIA STATE TAX MENU", "8....Employee State Unemployment Tax Deduction Table", "9....Department Codes F/M", "10....Worker Compensation Rate Table", "11....Earning & Deduction Codes F/M", and "12....Employee Resource Management". Below the menu is the prompt "Enter Selection: █". At the bottom, there are two buttons: "X = Log Off" and "A = AutoMail".

Step #1

COMPANY INFORMATION (REQUIRED)

****The Chart of Accounts F/M in the BusinessPro General Ledger must be completed prior to setting up the Payroll file maintenance.**

The first setup will be option #1, the Company Information.

ICE TRUCK PARTS
11-07-2014 (T7920) (P900) PAYROLL COMPANY 11:00

PAYROLL SYSTEM SETUP MENU

- 1...Company Information
- 2...G/L Interface Table
- 3...FICA Rate & Tax Limit
- 4...Federal Withholding Allowance Table
- 5...Federal Withholding Tax Table
- 6...State, City, School Tax Table
- 7...CALIFORNIA STATE TAX MENU
- 8...Employee State Unemployment Tax Deduction Table
- 9...Department Codes F/M
- 10...Worker Compensation Rate Table
- 11...Earning & Deduction Codes F/M
- 12...Employee Resource Management

Enter Selection: █

X = Log Off	A = AutoMail
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The Company Information screen will display as shown.

ICE TRUCK PARTS
PAYROLL COMPANY FILE MAINTENANCE PR-COM

Enter Company Number: 1

- 1. Company Name.....: AUTOPOWER TRUCK & TRAILER
- 2. Company Address.....: 400 TECHNOLOGY PARK
- 3. Company City, State ZIP Code.....: LAKE MARY, FL 32746
- 4. Company Telephone Number.....: 407-695-7300
- 5. Company Fax Number.....: 407-695-8001
- 6. Company Contact Name.....: MICHAEL MALLORY
- 7. Company Email Address.....: mmallory@autopower.com
- 8. Federal Identification Number.....: 95-1234567
- 9. Federal Unemployment Account Number.....: 123456789
- 10. General Ledger Source.....: PR
- 11. General Ledger Description.....: PAYROLL
- 12. BusinessPro Bank Number.....: 1
- 13. Sick Benefit (A)nniversary,(C)alendar....:
- 14. Vacation Benefit (A)nniversary,(C)alendar....:

Correct? (Y,H,D,E,Item No.): █

F1=Help F2=FFwd F3=Bckup F4=Delet

Field Descriptions:

Company No: Type in the Payroll Company number. This is usually the number 1.

1.-3. Name, Address, City, State, Zip

Type in the name of the Payroll Company, address, city, state and zip in these fields and press **ENTER** after each line.

4.-7. Company Telephone, Fax, Contact, Email Address

Type in the company telephone number, fax number, contact, and email address in each of these fields and press **ENTER** after each line. **The email address will print on the IRS W-3 Transmittal of Wage and Tax statement, so the address should be the business owners email address.**

8. Federal Identification Number

Type in the Federal tax identification assigned to the employer and press **ENTER**.

9. Federal Unemployment Account Number (This # comes from the Circular E)

Type in the company's Federal Unemployment Account Number and press **ENTER**.

10. General Ledger Source

Type in G/L source. This will always be PR and press **ENTER**.

11. General Ledger Description

Type in the G/L description, this will always be PAYROLL and press **ENTER**.

12. BusinessPro Bank Number

Type in the Bank number and press **ENTER**.

13. Sick benefit (A)nniversary, (C)alendar

Type in Accrual Method for Sick benefits on Anniversary date or Calendar year and press **ENTER**.

14. Vacation benefit (A)nniversary, (C)alendar

Type in Accrual Method for Vacation benefits on Anniversary date or Calendar year and press **ENTER**.

Step #2

PAYROLL G/L FILE MAINTENANCE (REQUIRED)

The second file maintenance screen is the Payroll G/L File Maintenance screen. Each field must be completed with a general ledger account number if you do not have a general ledger account setup for one of the fields, type in the suspense account number example 9999.

05-14-2014 (T3792) (P900) PAYROLL COMPANY 10:54am

PAYROLL SYSTEM SETUP MENU

- 1....Company Information
- 2....G/L Interface Table
- 3....FICA Rate & Tax Limit
- 4....Federal Withholding Allowance Table
- 5....Federal Withholding Tax Table
- 6....State, City, School Tax Table
- 7....CALIFORNIA STATE TAX MENU
- 8....Employee State Unemployment Tax Deduction Table
- 9....Department Codes F/M
- 10....Worker Compensation Rate Table
- 11....Earning & Deduction Codes F/M
- 12....Operator/Salesperson F/M
- 13....Employee Resource Management

Enter Selection:

TC = Clock H = Help! A = AutoMail

Type in #2 and press **ENTER**.

The Payroll G/L File Maintenance as shown.

PAYROLL G/L FILE MAINTENANCE PR-GLTFM

COMPANY NO: 1 AUTOPOWER COMPANY

1) G/L Payroll Bank Account :		1000 CASH IN BANK
2) Employee SOC SEC Payable :		2400 FICA PAYABLE
3) Employer SOC SEC Payable :		2400 FICA PAYABLE
4) Employee MEDICARE Payable :		2400 FICA PAYABLE
5) Employer MEDICARE Payable :		2400 FICA PAYABLE
6) Employee F.I.T Tax Payable :		2500 ACCRUED FEDERAL TAXES PAYABLE
7) Employee State Tax Payable :		2510 ACCRUED STATE TAXES PAYABLE
8) Federal Unemployment Payable:		2540 ACCRUED FEDERAL UNEMPLOYMENT PAYAB
9) State Unemployment Payable :		2550 ACCRUED STATE UNEMPLOYMENT PAYABLE
10) Salary Expense :		6500 SALARIES
11) Employer SOC SEC Expense :		7500 EMPLOYER FICA EXPENSE
12) Employer MEDICARE Expense :		7500 EMPLOYER FICA EXPENSE
13) Federal Unemployment Expense:		7650 FEDERAL UNEMPLOYMENT EXPENSE
14) State Unemployment Expense :		7700 STATE UNEMPLOYMENT EXPENSE

Correct? (Y,N,D,E,Item No.):

F1=Help F2=FFwd F3=Bckup F4=Delet

Field Descriptions:

1. G/L Payroll Bank Account

Type in the general ledger account number for your Payroll checking or direct deposit account and press **ENTER**.

2. Employee SOC SEC Payable:

Type in the Employee Social Security Tax Payable general ledger account number and press **ENTER**.

3. Employer SOC SEC Payable

Type in the Employer Social Security Tax Payable general ledger account number and press **ENTER**.

4. Employee MEDICARE Payable

Type in the Employee Medicare Tax Payable general ledger account number and press **ENTER**.

5. Employer MEDICARE Payable

Type in the Employer Medicare Payable Tax general ledger account number and press **ENTER**.

6. Employee F.I.T. Tax Payable

Type in the Employee Federal Income Tax general ledger account number and press **ENTER**.

7. Employee State Tax Payable

Type in the Employee State Income Tax Payable general ledger account number, press **ENTER**.

8. Federal Unemployment Payable

Type in the Federal Unemployment Payable general ledger account number, press **ENTER**.

9. State Unemployment Payable

Type in the State Unemployment Tax Payable general ledger account number, press **ENTER**.

10. Salary Expense

Type in the Salary Expense general ledger account number and press **ENTER**.

11. Employer SOC SEC Expense

Type in the Social Security Expense general ledger account number and press **ENTER**.

12. Employer MEDICARE Expense

Type in the MEDICARE Expense general ledger account number and press **ENTER**.

13. Federal Unemployment Expense

Type in the Federal Unemployment Expense general ledger account number and press **ENTER**.

14. State Unemployment Expense

Type in the State Unemployment Expense general ledger account number and press **ENTER**.

Step #3

FICA RATE & TAX LIMIT (REQUIRED)

The third file maintenance screen is the FICA Rate & Tax Limit options. These are to be completed with the Federal Social security, Medicare and Tax unemployment rates and Wage limits that you, as an employer, are required to withhold and/or to pay on behalf of your employees. I have included some guidelines but you need to verify the current rates with the Circular E.

ICE TRUCK PARTS
11-07-2014 (T7920) (P900) PAYROLL COMPANY 11:06am

PAYROLL SYSTEM SETUP MENU

- 1....Company Information
- 2....G/L Interface Table
- 3....FICA Rate & Tax Limit
- 4....Federal Withholding Allowance Table
- 5....Federal Withholding Tax Table
- 6....State, City, School Tax Table
- 7....CALIFORNIA STATE TAX MENU
- 8....Employee State Unemployment Tax Deduction Table
- 9....Department Codes F/M
- 10....Worker Compensation Rate Table
- 11....Earning & Deduction Codes F/M
- 12....Employee Resource Management

Enter Selection: █

X = Log Off A = AutoMail

The Payroll Fica Rate & Tax Limit Maintenance screen will display. The rates for this screen can be located in the Circular E.

AccuTerm 7
File Edit View Tools Help 11-07-2014 11:06am PAYROLL COMPANY

PAYROLL FICA RATE & TAX LIMIT MAINTENANCE PR-TLFM

1) Social Security Tax %Rate for Employee	:	6.20
2) Social Security Tax %Rate for Employer	:	6.20
3) Social Security Maximum Wage Limit	:	117000.00
4) Medicare Tax %Rate for Employee	:	1.45
5) Medicare Tax %Rate for Employer	:	1.45
6) Medicare Maximum Wage Limit	:	99999999.99
7) Additional Medicare Tax %Rate for Employee:	:	0.90
8) Additional Medicare Wages in Excess of	:	200000.00
9) Federal Unemployment Wage Limit	:	7000.00
10) Federal Unemployment Tax %Rate	:	0.600

Correct? (Y,N,D,E,Item No.): █

F1=Help F2=FFwd F3=Bckup F4=Delet

Field Descriptions:

1. Social Security Tax % Rate for Employee

Type in the Social Security Tax % Rate for Employee and press **ENTER**. This is the rate that the Employee pays. This is presently 6.2%.

2. Social Security Tax % Rate for Employer

Type in the Social Security Tax % Rate for Employer and press **ENTER**. This is the rate that the Employer pays. This is presently 6.2%.

3. Social Security Maximum Wage Limit

Type in the Social Security Maximum Wage Limit and press **ENTER**. The Social Security % Rate is applied to taxable earnings up to the Maximum wage, which is presently \$117,000.00. Once that amount is earned, neither the employee nor the employer owes social security tax.

4. Medicare Tax % Rate for Employee

Type in the Medicare Tax %Rate for employee and press **ENTER**. Employee pays 1.45% on all taxable earnings. The employee always pays this there is no cap.

5. Medicare Tax % Rate for Employer

Type in the Medicare %Rate for Employer and press **ENTER**. Employer pays 1.45 % on all of the employee's taxable earnings. This is always paid by the employer. There is no cap.

6. Medicare Maximum Wage Limit

Type in the Medicare Maximum Wage Limit and press **ENTER**. This field will always be 99,999,999.99.

7. Additional Medicare Tax % Rate for Employee

Type in the Additional Medicare % Rate and press **ENTER**. The Additional Medicare Tax Rate % for the employee is 0.90. Employee pays the additional tax on taxable wages that exceed the Excess Wage Limit. The employer does not pay the additional tax.

8. Additional Medicare Wages in Excess of

Type in the Additional Medicare Wages in Excess of and press **ENTER**.

9. Federal Unemployment Wage Limit

Type in the Federal Unemployment and press **ENTER**. The Federal Unemployment Tax Act (FUTA) imposes a 6.2 percent wage limit tax rate on the first \$7,000 taxable wages paid annually by covered employers to each employee. The Employer pays this.

10. Federal Unemployment Tax % Rate

Type in the Federal Unemployment %Rate and press **ENTER**. 0.6 percent is the effective Federal Unemployment tax rate. The FUTA rate is 6.0%, but you can take a credit of up to 5.4% for SUTA taxes that you pay. If you are eligible for the maximum credit your FUTA rate will be 0.6%.

The next prompt will display.

Correct? (Y, N, D, E, Item No.):

Type in **Y** and press **ENTER** to accept the record.

Type in **N** and press **ENTER** to make changes to the record.

Type in **D** and press **ENTER** to delete the record.

Type in **E** and press **ENTER** to exit out of the record without saving changes.

Type in the **Item No.** and press **ENTER** to make changes to a particular line item.

Step #4

FEDERAL WITHHOLDING ALLOWANCE TABLE (REQUIRED)

The fourth file maintenance screen that needs to be completed is the Federal Withholding Allowance Table Maintenance. The information to complete this screen is located in the Circular E.

11-07-2014 (T7920) (P900) PAYROLL COMPANY 11:06am

PAYROLL SYSTEM SETUP MENU

- 1...Company Information
- 2...G/L Interface Table
- 3...FICA Rate & Tax Limit
- 4...Federal Withholding Allowance Table
- 5...Federal Withholding Tax Table
- 6...State, City, School Tax Table
- 7...CALIFORNIA STATE TAX MENU
- 8...Employee State Unemployment Tax Deduction Table
- 9...Department Codes F/M
- 10...Worker Compensation Rate Table
- 11...Earning & Deduction Codes F/M
- 12...Employee Resource Management

Enter Selection: █

X = Log Off A = AutoMail

The Federal Withholding Allowance Table screen will display as shown. This example is based on an unmarried person.

FEDERAL WITHHOLDING ALLOWANCE TABLE MAINTENANCE

CODE	PAYROLL PERIOD	ALLOWANCE
D	DAILY OR MISC.	15.20
W	WEEKLY	76.00
B	BI-WEEKLY	151.90
S	SEMI-MONTHLY	164.60
M	MONTHLY	329.20
Q	QUARTERLY	987.50
H	SEMI-ANNUAL	1,975.00
A	ANNUAL	3,950.00

Is the above correct? (Y/N) █

Field Descriptions:

Is the above correct? (Y,N) Y

Type in **Y** and press **ENTER** if the information is correct.

Type in **N** and press **ENTER** to correct the information in each field.

Step #5

FEDERAL TAX TABLE (REQUIRED)

The fifth file maintenance screen is the Federal Withholding Tax Table.

AutoPower will assist with the initial setup of the tax table but you will be required to keep all tax tables up-to-date with the new rates that change on a yearly basis.

The information for the Federal Tax Table can be located in the Federal Circular E booklet. Each one of the individual tables should be completed.

ICE TRUCK PARTS
11-07-2014 (T7920) (P900)
PAYROLL COMPANY

PAYROLL SYSTEM SETUP MENU

1....Company Information
 2....G/L Interface Table
 3....FICA Rate & Tax Limit
 4....Federal Withholding Allowance Table
 5....Federal Withholding Tax Table
 6....State, City, School Tax Table
 7....CALIFORNIA STATE TAX MENU
 8....Employee State Unemployment Tax Deduction Table
 9....Department Codes F/M
 10....Worker Compensation Rate Table
 11....Earning & Deduction Codes F/M
 12....Employee Resource Management

Enter Selection:

X = Log Off
A = AutoMail

Type in #5 and press **ENTER**.

The Federal Tax Table screen will display as shown.

FEDERAL WITHHOLDING TAX TABLE FILE MAINTENANCE

TAX TABLE ID (WS,WM,BS,BM,SS,SM,MS,MM,...) WS - Weekly Single

IF THE AMOUNT OF WAGE IS

OVER	BUT NOT OVER	WITHHOLDING TAX SHALL BE:
\$ 0.00	\$ 43.00	\$ 0.00 plus 0% of excess over 0.00
\$ 43.00	\$ 218.00	\$ 0.00 plus 10% of excess over 43.00
\$ 218.00	\$ 753.00	\$ 17.50 plus 15% of excess over 218.00
\$ 753.00	\$ 1762.00	\$ 97.75 plus 25% of excess over 753.00
\$ 1762.00	\$ 3627.00	\$ 350.00 plus 28% of excess over 1762.00
\$ 3627.00	\$ 7834.00	\$ 872.20 plus 33% of excess over 3627.00
\$ 7834.00	\$ 7865.00	\$ 2260.51 plus 35% of excess over 7834.00
\$ 7865.00	\$ 9999999.99	\$ 2271.36 plus 39.6% of excess over 7865.00
\$	\$	\$ plus % of excess over
\$	\$	\$ plus % of excess over

DO YOU WISH TO MAKE ANY CHANGES (Y,N,E)?

Field Descriptions:

Tax Table ID (WS, WM, BS, BM, SS, SM, MS, MM) WS

WS = Weekly Single

WM = Weekly Married

SS = Semi-Monthly Single

SM = Semi-Monthly Married

BS = Bi-Weekly Single

BM = Bi-Weekly Married

MS = Monthly Single

MM = Monthly Married

Do you wish to make any changes (Y, N, E)?Type in **Y** and press **ENTER** to make changes to the tax tables.Type in **N** and press **ENTER** to not make changes to the current table that is being displayed on the screen but keep you in this program.Type in **E** and press **ENTER** to exit out to the menu.

Examples of the Tables in the Federal Circular E are shown below.

Percentage Method Tables for Income Tax Withholding

(For Wages Paid in 2014)

TABLE 1—WEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$43		\$0		Not over \$163		\$0	
Over—	But not over—	of excess over—		Over—	But not over—	of excess over—	
\$43	—\$218	\$0.00 plus 10%	—\$43	\$163	—\$512	\$0.00 plus 10%	—\$163
\$218	—\$753	\$17.50 plus 15%	—\$218	\$512	—\$1,582	\$34.90 plus 15%	—\$512
\$753	—\$1,762	\$97.75 plus 25%	—\$753	\$1,582	—\$3,025	\$195.40 plus 25%	—\$1,582
\$1,762	—\$3,627	\$350.00 plus 28%	—\$1,762	\$3,025	—\$4,525	\$556.15 plus 28%	—\$3,025
\$3,627	—\$7,834	\$872.20 plus 33%	—\$3,627	\$4,525	—\$7,953	\$976.15 plus 33%	—\$4,525
\$7,834	—\$7,865	\$2,260.51 plus 35%	—\$7,834	\$7,953	—\$8,963	\$2,107.39 plus 35%	—\$7,953
\$7,865		\$2,271.36 plus 39.6%	—\$7,865	\$8,963		\$2,460.89 plus 39.6%	—\$8,963

TABLE 2—BIWEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$87		\$0		Not over \$325		\$0	
Over—	But not over—	of excess over—		Over—	But not over—	of excess over—	
\$87	—\$436	\$0.00 plus 10%	—\$87	\$325	—\$1,023	\$0.00 plus 10%	—\$325
\$436	—\$1,506	\$34.90 plus 15%	—\$436	\$1,023	—\$3,163	\$69.80 plus 15%	—\$1,023
\$1,506	—\$3,523	\$195.40 plus 25%	—\$1,506	\$3,163	—\$6,050	\$390.80 plus 25%	—\$3,163

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\$3,523	—\$7,254	\$699.65 plus 28%	—\$3,523	\$6,050	—\$9,050	\$1,112.55 plus 28%	—\$6,050
\$7,254	—\$15,667	\$1,744.33 plus 33%	—\$7,254	\$9,050	—\$15,906	\$1,952.55 plus 33%	—\$9,050
\$15,667	—\$15,731	\$4,520.62 plus 35%	—\$15,667	\$15,906	—\$17,925	\$4,215.03 plus 35%	—\$15,906
\$15,731		\$4,543.02 plus 39.6%	—\$15,731	\$17,925		\$4,921.68 plus 39.6%	—\$17,925

TABLE 3—SEMIMONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$94		\$0		Not over \$352		\$0	
Over—	But not over—	of excess over—		Over—	But not over—	of excess over—	
\$94	—\$472	\$0.00 plus 10%	—\$94	\$352	—\$1,108	\$0.00 plus 10%	—\$352
\$472	—\$1,631	\$37.80 plus 15%	—\$472	\$1,108	—\$3,427	\$75.60 plus 15%	—\$1,108
\$1,631	—\$3,817	\$211.65 plus 25%	—\$1,631	\$3,427	—\$6,554	\$423.45 plus 25%	—\$3,427
\$3,817	—\$7,858	\$758.15 plus 28%	—\$3,817	\$6,554	—\$9,804	\$1,205.20 plus 28%	—\$6,554
\$7,858	—\$16,973	\$1,889.63 plus 33%	—\$7,858	\$9,804	—\$17,231	\$2,115.20 plus 33%	—\$9,804
\$16,973	—\$17,042	\$4,897.58 plus 35%	—\$16,973	\$17,231	—\$19,419	\$4,566.11 plus 35%	—\$17,231
\$17,042		\$4,921.73 plus 39.6%	—\$17,042	\$19,419		\$5,331.91 plus 39.6%	—\$19,419

Step #6

STATE, CITY & SCHOOL TAX TABLE F/M (REQUIRED)

The sixth file maintenance screen is the State, City & School Tax Table F/M. This file maintenance information changes annually. The information to complete the State Tax Table is in the State Tax Guidelines Booklet. The City/Local Withholding Tax Table information is located in the City/Local Tax Guidelines booklet. The School Withholding Tax Table information is located in the School Tax Guidelines booklet.

State Unemployment Insurance (also called SUI, UI, UC, or unemployment) is a state governed program created to provide partial wage replacement to unemployed workers while they look for employment. Employers finance the UI program through the SUI tax. Employers are assigned a SUI rate based on their experience and are informed of their "experience" rate yearly.

Your State mails your experience rate to you each year.

There must be a setup for single and married status for each state that you are required to enter. There must be a state tax table for each employee. Example if the employee lives in the state of CA, there must be a state tax table setup for CA and you will need to update the state tax table field for that employee in the employee master with CA.

ICE TRUCK PARTS	
11-07-2014 (T7920) (P900)	PAYROLL COMPANY
<p style="text-align: center;">PAYROLL SYSTEM SETUP MENU</p> <p>1....Company Information</p> <p>2....G/L Interface Table</p> <p>3....FICA Rate & Tax Limit</p> <p>4....Federal Withholding Allowance Table</p> <p>5....Federal Withholding Tax Table</p> <p>6....State, City, School Tax Table</p> <p>7....CALIFORNIA STATE TAX MENU</p> <p>8....Employee State Unemployment Tax Deduction Table</p> <p>9....Department Codes F/M</p> <p>10....Worker Compensation Rate Table</p> <p>11....Earning & Deduction Codes F/M</p> <p>12....Employee Resource Management</p> <p>Enter Selection: █</p>	
X = Log Off	A = AutoMail

Type in #6 and press **ENTER**.

The State, City & School Tax Table screen will display as shown below.

In our example below we used Illinois. This information came from our state tax booklet. The state of Illinois does not have tax brackets. It is a 3% tax of the federal income tax liability.

ICE TRUCK PARTS		STATE, CITY, SCHOOL TAX TABLE F/H		PR-SCTFH	
STATE CODE : IL					
CNTY CODE :		H/S:S DESCRIPTION: ILLINOIS ANNUAL STATE - SINGLE			
CITY CODE :					
SCHOOL CODE:					
SUI ACCT NO:		SUI WH GL:		STATE WH GL#:	
SUI % RATE : 0.8000%		STD.DED#1:		CITY WH GL# :	
SUI LIMIT : 9,000.00		STD.DED#2:		CNTY WH GL# :	
				SCHOOL WH GL:	
Personal Exemption		T A X		T A B L E	
1.	2,000.00	1.	3.000% OF 0.00 TO 99,999.99	plus	
2.	4,000.00	2.	% OF TO	plus	
3.	6,000.00	3.	% OF TO	plus	
4.	8,000.00	4.	% OF TO	plus	
5.	10,000.00	5.	% OF TO	plus	
6.	12,000.00	6.	% OF TO	plus	
7.	14,000.00	7.	% OF TO	plus	
8.	16,000.00	8.	% OF TO	plus	
9.	18,000.00	9.	% OF TO	plus	
10.	20,000.00	10.	% OF TO	plus	
Do you wish to make any changes? (Y,N,D,E):					

The example below is the state of Georgia state, city & school tax table. It is setup for marital status of married. Georgia has a tax table that is defined as shown below. So, each state is different.

ICE TRUCK PARTS		STATE, CITY, SCHOOL TAX TABLE F/H		PR-SCTFH	
STATE CODE : GA					
CNTY CODE :		H/S:H DESCRIPTION: GEORGIA (MARRIED)			
CITY CODE :					
SCHOOL CODE:					
SUI ACCT NO:		SUI WH GL:		STATE WH GL#: 2061	
SUI % RATE : 0.1100%		STD.DED#1: 3,000.00		CITY WH GL# : 2061	
SUI LIMIT : 9,500.00		STD.DED#2: 1,500.00		CNTY WH GL# : 2061	
				SCHOOL WH GL:	
Personal Exemption		T A X		T A B L E	
1.	7,400.00	1.	1.000% OF 0.00 TO 500.00	plus 0.00	
2.	10,400.00	2.	2.000% OF 500.00 TO 1,500.00	plus 5.00	
3.	13,400.00	3.	3.000% OF 1,500.00 TO 2,500.00	plus 25.00	
4.	16,400.00	4.	4.000% OF 2,500.00 TO 3,500.00	plus 55.00	
5.	19,400.00	5.	5.000% OF 3,500.00 TO 5,000.00	plus 95.00	
6.	22,400.00	6.	6.000% OF 5,000.00 TO 99,999.99	plus 170.00	
7.	25,400.00	7.	% OF TO	plus	
8.	28,400.00	8.	% OF TO	plus	
9.	31,400.00	9.	% OF TO	plus	
10.	34,400.00	10.	% OF TO	plus	
Do you wish to make any changes? (Y,N,D,E):					

Field Descriptions:

1. State Code

Type in your state code and press **ENTER**.

2. County Code

Type in the County Code and press **ENTER**.

3. City Code

Type in the City Code and press **ENTER**.

4. School Code

Type in the School Code and press **ENTER**.

5. M/S

Type in the marital status, M for married, S for Single and press **ENTER**.

6. Description

Type in the description of the state code you are entering and press **ENTER**. Example:
Illinois Annual State – Married

7. SUI Acct No.

Type in the businesses State Unemployment Account Number and press **ENTER**.

8. SUI % Rate

Type in the State Unemployment percentage tax rate and press **ENTER**.

9. SUI Limit

Type in the State Unemployment Tax Limit and press **ENTER**.

10. SUI WH G/L

Type in the SUI withholding payable general ledger account number and press **ENTER**.

11. STD.Ded #1

Type in the Standard Deduction #1 and press **ENTER**.

12. STD.Ded #2

Type in the Standard Deduction #2 and press **ENTER**.

13. State WH G/L

Type in the State withholding payable general ledger account number and press **ENTER**.

14. City WH G/L

Type in the City withholding payable general ledger account number and press **ENTER**.

15. Cnty WH G/L

Type in the County withholding payable general ledger account number and press **ENTER**.

16. School WH G/L

Type in the School withholding payable general ledger account number and press **ENTER**.

17. Personal Exemption Table

Complete the Personal Exemption table for the state that you are entering and press **ENTER**. The Personal Exemption table represents the exemption amount that is allowed for each person as a deduction.

18. Tax Table

Complete the Tax Table for the state that you are entering and press **ENTER**. This information is located in your State Tax Booklet.

Step #7

DEPARTMENT FILE MAINTENANCE (REQUIRED)

The seventh file maintenance option is the Department Codes File Maintenance screen.

If you use more than 1 department for Payroll then you must setup all the department codes you will be using or have used since January 1st of the current year. Each department code must have a GL account number if you will be using departmental accounting methods. Otherwise, the wages will post to the default salary GL account number assigned if there is no GL number there, then the earnings will post to the Salary GL account number assigned in the G/L Interface table.

11-07-2014 (T7920) (P900) PAYROLL COMPANY 11:23am

PAYROLL SYSTEM SETUP MENU

- 1....Company Information
- 2....G/L Interface Table
- 3....FICA Rate & Tax Limit
- 4....Federal Withholding Allowance Table
- 5....Federal Withholding Tax Table
- 6....State, City, School Tax Table
- 7....CALIFORNIA STATE TAX MENU
- 8....Employee State Unemployment Tax Deduction Table
- 9....Department Codes F/M
- 10....Worker Compensation Rate Table
- 11....Earning & Deduction Codes F/M
- 12....Employee Resource Management

Enter Selection:

X = Log Off A = AutoMail

Type in #9 and press **ENTER**.

The Department Codes F/M screen will display as shown:

AUTOPOWER PAYROLL DEPARTMENT FILE MAINTENANCE PR-DFM

Payroll Department Number.: 1

- 1) BusinessPro GL Department Number.: 1
- 2) Description of Payroll Department.: PARTS
- 3) Salary / Wage Expense Account.....: 6500 SALARIES
- 4) Over Time Wage Expense Account.....: 6500 SALARIES
- 5) Employer Social Security Exp Acct.: 7500 EMPLOYER FICA EXPENSE
- 6) Employer Medicare Expense Account.: 7500 EMPLOYER FICA EXPENSE
- 7) Federal Unemployment Expense Acct.: 7650 FEDERAL UNEMPLOYMENT EXPE
- 8) State Unemployment Expense Acct....: 7700 STATE UNEMPLOYMENT EXPENS
- 9) Health Insurance Expense Account..:
- 10) Worker's Compensation Expense Acct:

Correct? (Y,N,D,E,Item No.):

F1=Help F2=FFwd F3=Bckup F4=Delet

Field Descriptions:

Payroll Department Number

Type in the payroll department number and press **ENTER**.

1. BusinessPro GL Department Number

Type in the BusinessPro GL Department Number and press **ENTER**.

2. Description of Payroll Department

Type in a Description for the Payroll Department and press **ENTER**.

3. Salary/ Wage Expense Account

Type in the Salary/Wage Expense general ledger account number and press **ENTER**.

4. Over Time Wage Expense Account

Type in the Over Time Wage Expense general ledger account number and press **ENTER**.

5. Employer Social Security Expense Account

Type in the Employer Social Security Expense general ledger account number and press **ENTER**.

6. Employer Medicare Expense Account

Type in the Employer Medicare Expense general ledger account number and press **ENTER**.

7. Federal Unemployment Expense Account

Type in the Federal Unemployment Expense general ledger account number and press **ENTER**.

8. State Unemployment Expense Account

Type in the State Unemployment Expense general ledger account number and press **ENTER**.

9. Health Insurance Expense Account

Type in the Health Insurance Expense Account general ledger account number and press **ENTER**.

10. Worker's Compensation Expense Account

Type in the Worker's Compensation Expense general ledger account number and press **ENTER**.

The next prompt will be:

Correct? (Y, N, D, E, Item No.):

Type in **Y** to accept the record and press **ENTER**.

Type in **N** to make changes to the record that is currently displaying and press **ENTER**.

Type in **DELETE** to delete the record that is currently displaying and press **ENTER**.
Type in **E** to completely exit from the screen and press **ENTER**.
Type in the line **#** to access that particular line to make changes and press **ENTER**.

Function Keys:

- F1 - Help** - Explanation for any given field.
- F2 - FFwd** – Moves the cursor to the bottom of screen.
- F3 - Bckup** - Backup the cursor to a previous field.
- F4 - Delet**- Delete a field entry.

Step #8

WORKER COMPENSATION RATE TABLE (REQUIRED)

The eighth file maintenance option will be the Worker Compensation Rate Table. The state defines a code number and a worker compensation tax rate for each job classification.

Setup the Worker Compensation Classifications Codes for each job classification that you will assign to each employee. Type in the rate in the format .nnnn.

ICE TRUCK PARTS
11-07-2014 (T7920) (P900) PAYROLL COMPANY 11:25am

PAYROLL SYSTEM SETUP MENU

- 1....Company Information
- 2....G/L Interface Table
- 3....FICA Rate & Tax Limit
- 4....Federal Withholding Allowance Table
- 5....Federal Withholding Tax Table
- 6....State, City, School Tax Table
- 7....CALIFORNIA STATE TAX MENU
- 8....Employee State Unemployment Tax Deduction Table
- 9....Department Codes F/H
- 10....Worker Compensation Rate Table
- 11....Earning & Deduction Codes F/H
- 12....Employee Resource Management

Enter Selection: █

X = Log Off A = AutoMail

Type in #10 and press **ENTER**.

The Worker Compensation Rate Table screen will display as shown:

ICE TRUCK PARTS
PAYROLL WORKER COMPENSATION TABLE MAINTENANCE PR-WCM 11-07-2014 11:25am

ENTER THE 2 LETTER STATE CODE....: FL FLORIDA

WORKER COMP CLASSIFICATION CODE #: 4321

WORKER COMP CODE DESCRIPTION.....:

WORKER COMP EMPLOYER RATE.....: 0.005600

WORKER COMP EMPLOYEE RATE.....:

F1 = HELP

Enter (U)pdate, (C)hange, (D)elete, or (E)xit:

Field Descriptions:

Enter the 2 Letter State Code

Type in the 2 letter State Code and press **ENTER**.

Workers Comp Classification Code #

Type in the Worker Compensation Classification Code and press **ENTER**.

Workers Comp Code Description

Type in the Worker Compensation Code Description and press **ENTER**.

Worker Comp Employer Rate

Type in the Worker Compensation Employer PERCENTAGE Rate and press **ENTER**.

Worker comp Employee Rate

Type in the Worker Compensation Employee PERCENTAGE Rate and press **ENTER**.

Step #9

EARNINGS & DEDUCTIONS CODE TABLE (REQUIRED)

The ninth file maintenance option is the Earnings & Deductions Code Table.

The screenshot shows a terminal window titled "PAYROLL COMPANY" with a menu titled "PAYROLL SYSTEM SETUP MENU". The menu lists 12 options. Option 11, "Earning & Deduction Codes F/H", is highlighted with an arrow. A callout box with the text "Type in #11 and press ENTER" points to the arrow. At the bottom of the menu, there are two buttons: "X = Log Off" and "A = AutoMail".

```
11-07-2014 (T7920) (P900) PAYROLL COMPANY 11
PAYROLL SYSTEM SETUP MENU
1....Company Information
2....G/L Interface Table
3....FICA Rate & Tax Limit
4....Federal Withholding Allowance Table
5....Federal Withholding Tax Table
6....State, City, School Tax Table
7....CALIFORNIA STATE TAX MENU
8....Employee State Unemployment Tax Deduction Table
9....Department Codes F/H
10....Worker Compensation Rate Table
11....Earning & Deduction Codes F/H
12....Employee Resource Management

Enter Selection: █

X = Log Off A = AutoMail
```

The Earnings & Deductions codes are additional voluntary earnings or deductions that need to be setup. There are some default and exception codes that are required and are used in tax calculations and reports. You will need to enter your general ledger account number in each of the codes you will use so that the amount is updated to the General Ledger. If you have other earning & deduction codes that you need to setup, do so in this screen.

When processing paychecks for holiday, sick or vacation time use:

HOL = Holiday

SICK = Sick

VAC = Vacation

The deduction codes for insurance deductions that are NOT under the 125 Cafeteria Plan is:

INS = Insurance – Medical

INS??? = Your customized insurance deduction code. This code must begin with INS.

The deduction codes for 401K plans, 408P Simple, or Section 125 Cafeteria Plans:

401K = 401K Plan

408P = 408P Simple Employee Salary Reduction Plan

125DEN = Cafeteria dental insurance

125DIS = Cafeteria disability insurance

125INS = Cafeteria health insurance

125LIFE = Cafeteria Life insurance

125???? = Your Customized deduction code. This code must begin with 125.

The following deduction codes do not appear in the employee's master file but are deducted based on certain criteria during the tax calculation procedures. If the deduction is taken, it will show in the employee's history file as well as on the check stub as a deduction.

PAEU = Employee State Unemployment Tax

SDI = State Disability Insurance Tax

CPLIFE = Company Paid Life Insurance. This is used if the insurance value is over \$50,000.00. It is reported as earnings on the W-2 Wage Tax Statement and check stub when the employee has an INSCP deduction.

You must have the tax flag in each of these deductions set to "Y" unless the code is a 401K, 408P, or 125 type deduction code. The tax flag instructs the tax calculation program to calculate the taxes before or after the deduction.

If 401K deductions are based on a percentage of the wages, specify all earnings codes that are eligible and are included in the calculation.

You must have a GL account # assigned to all deduction codes.

The Earnings & Deductions File maintenance screen is shown below.

ICE TRUCK PARTS

EARNINGS & DEDUCTIONS FILE MAINTENANCE

PR-EARN

Earnings/Deduction Code: BONUS

1. Description of Earnings or Deduction Code...: BONUS

2. Deduction or Earnings Code (D,E).....: E Earnings Code

3. Deduction Code Taxable? (Y,N).....: Y

4. General Ledger Account Number.....**:

5. Earnings Code Eligible for 401 Plan (Y,N).*: Y

6. Earnings Code Eligible for 408 Plan (Y,N).*: Y

7. 401K Match on Wages or Deduction? (W,D)....:

8. 401K Employer Matching percentage rate.....:

9. 401K Employer Match Payable GL Account #....:

10. 401K Employer Match Expense GL Account #....:

* Used only with earnings codes

** Used only if separate G/L Account is referenced

Correct? (Y,N,D,E,Item No.):

F1=Help F2=FFwd F3=Bckup F4=Delet

Field Descriptions:

Earnings/Deduction Code:

Type in the Earnings or Deductions Code desired, i.e., VAC, SICK or "?" for listing and press **ENTER**.

1. Description of Earnings or Deduction Code

Type in the description of the earnings or deduction code and press **ENTER**.

2. Deduction or Earnings Code (D, E)

Type in if the code that you are entering is a deduction code or an earnings code.

3. Taxable?

Type in Y or N if this Earnings or Deduction Code is taxable and press **ENTER**.

4. G/L Account**

Type in a general ledger account for all deduction codes and press **ENTER**. Type in a general ledger account number for earnings codes only if it will be a different general ledger account number than the wage account number assigned in the employee's department table.

5. Earnings Code Eligible for 401 Plan?

Should this Earnings code be included in 401K wage calculation for 401K deduction?
(Y,N) Type in Y or N and press **ENTER**.

6. Earnings Code Eligible for 408 Plan?

Should this Earnings code be included in 408P wage calculation for 408P deduction?
(Y,N)

Type in Y or N and press **ENTER**.

7. 401K Match on Wages or Deduction? (W,D)

Should the Employer 401K Match be on Wages or Deduction?

8. 401K Employer Matching Percentage rate

Type in the percentage rate that the employer matches for 401K.

9. 401K Employer Match Payable GL Account Number

Type in the general ledger payable account number for the 401K employer match.

10. 401K Employer Match Expense GL Account Number

Type in the general ledger expense account number for the 401K employer match.

```

AccuTerm 7
File Edit View Tools Multitask Window Help
-----
EARNINGS & DEDUCTIONS FILE MAINTENANCE      PR-EARN

Earnings/Deduction Code: SICK

1. Description of Earnings or Deduction Code...: SICK PAY
2. Deduction or Earnings Code (D,E).....: E Earnings Code
3. Deduction Code Taxable? (Y,N).....: Y
4. General Ledger Account Number.....: **
5. Earnings Code Eligible for 401 Plan (Y,N)*: Y
6. Earnings Code Eligible for 408 Plan (Y,N)*: Y
7. 401K Match on Wages or Deduction? (W,D)....:
8. 401K Employer Matching percentage rate.....:
9. 401K Employer Match Payable GL Account #...:
10. 401K Employer Match Expense GL Account #...:

* Used only with earnings codes
** Used only if separate G/L Account is referenced

Correct? (Y,N,D,E,Item No.):

F1=Help  F2=FFwd  F3=Bckup  F4=Delet

```

Correct? (Y,N,D,E,Item No.):

Type in **Y** to accept the record and press **ENTER**.

Type in **N** to make changes to the record that is currently displaying and press **ENTER**.

Type in **DELETE** to delete the record that is currently displaying and press **ENTER**.

Type in **E** to completely exit from the screen and press **ENTER**.

Type in the line **#** to access that particular line to make changes and press **ENTER**.

Step #10

OPERATOR/MECHANIC/SALESPERSON F/M (REQUIRED/W EXCEPTIONS)

The tenth file maintenance option will be the Employee Time Clock Password F/M. This feature is located in the AutoPower Account. It is not in the Payroll Account.

Setup all employees that will be using Time clock in the Operator/Mechanic/Salesperson F/M screen in the AutoPower account. This will allow the Time Clock postings to flow into the Payroll Account. You will need a list of the employees sorted by employee number. This list should have the employees name, employee #, salesman # if different from the employee number and each employee's store location.

ICE TRUCK PARTS
11/07/2014 (P99) AUTOPOWER PARTS & SERVICE 11:50 AM

UTILITY PROGRAMS MENU

- 1....Time Clock MENU
- 2....Printer Controls
- 3....Menu Profile F/M
- 4....Operator/Salesperson/Mechanic F/M
- 5....Operator Profile F/M
- 6....Department Table F/M
- 7....Business Alert Message MENU
- 8....System Setup MENU
- 9....Export a Print Job to Excel
- 10....Export GL Trial Balance
- 11....Export GL General Ledger
- 12....Import Payroll Spreadsheet-JE
- 13....EzWriter

Enter Selection:

TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax
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Type in #4 and press **ENTER**.

The Operator/Salesperson File maintenance screen will display.

ICE TRUCK PARTS
11/07/2014 Operator/Salesperson/Mechanic File Maintenance AR-NSFM

Last F/M by JOHN SMITH on 09/24/14
Operator/Salesperson/Mechanic No.: 0

- 1) Name JOHN SMITH
- 2) Status: (A)ctive, (I)nactive A
- 3) Branch Location (W1, W2, etc) W1 - CHARLOTTE
- 4) Delivery Driver (Y,N) N
- 5) Shop Cost per Hour 0.00
- 6) Shop Billing Rate per Hour 0.00
- 7) Department No :
- 8) Employee Payroll No 0
- 9) Employee Email Address jsmith@autopower.com
- 10) Cell Phone No :
- 11) Shift Start Time :
- 12) Lunch Start Time :
- 13) Lunch Stop Time :
- 14) Shift Stop Time :
- 15) Supervisor Group IDs for Alerts ... AUTOPOWER
- 16) Able to Change Help Messages N
- 17) Driver's License Number :
- 18) Driver License Expiration Date :

Options: (U)pdate, (E)dit, (DELETE), (S2), (P)rofile, E(X)it, Item#:

Field Descriptions:

Salesman Number:

Type in a new salesperson number and press **ENTER**.

1. Name

Type in the salespersons full name and press **ENTER**.

8. Employee Payroll Number

Type in the operator/salesperson payroll number and press **ENTER**.

Step #11

EMPLOYEE MASTER F/M (REQUIRED)

The eleventh file maintenance option is the Employee Master F/M screen from the Employee Resource Management Menu.

DC TRUCK PARTS
11-07-2014 (T7920) (P900) PAYROLL COMPANY 11:25am

PAYROLL SYSTEM SETUP MENU

- 1....Company Information
- 2....G/L Interface Table
- 3....FICA Rate & Tax Limit
- 4....Federal Withholding Allowance Table
- 5....Federal Withholding Tax Table
- 6....State, City, School Tax Table
- 7....CALIFORNIA STATE TAX MENU
- 8....Employee State Unemployment Tax Deduction Table
- 9....Department Codes F/M
- 10....Worker Compensation Rate Table
- 11....Earning & Deduction Codes F/M
- 12....Employee Resource Management

Enter Selection: █

X = Log Off A = AutoMail

The Employee Resource Management Menu will display as shown.

AccuTerm 7
File Edit View Tools Multitask Window Help
New Session

EMPLOYEE RESOURCE MANAGEMENT

1. Employee Master F/M
2. Deduction & Withholding F/M
3. Wage Increase History
4. Vacation History
5. Sick History
6. Training History
7. Check History
8. Earnings/Deductions Inquiry
9. Earnings/Deductions F/M
10. Employee Notes

Enter Selection: █

The Employee Master File Maintenance screen will display as shown.

The screenshot shows a software window titled "EMPLOYEE MASTER F/M" with a menu bar (File, Edit, View, Tools, Help) and a status bar (PR-EMFM). The main area is labeled "Employee No:" and contains a list of 29 fields arranged in two columns. At the bottom, there is a text entry field with the prompt "Enter Employee Number, Name or Social Security Number".

Employee No:	
1. Employee Name.....:	17. Company No.....:
2. Address.....:	18. Branch Location..:
3. City.....:	19. Department Code..:
4. 2 Letter State Code..:	20. Status (A,T,P)...
5. Zip/Postal Code.....:	21. Worker Comp No..:
6. Telephone No.....:	22. Shift Start Time:
7. Social Security No...:	23. Shift End Time..:
8. Wage Type (H/S).....:	24. Work State.....:
9. Rate of Pay.....:	25. Race.....:
10. Marital Status (M/S)..:	26. Sex.....:
11. Birth Date.....:	27. Driver License #:
12. Hire Date.....:	28. Dr.Lic. Exp Date:
13. Termination Date.....:	29. Direct Deposit?..:
14. Pay Frequency.....:	
15. Last Pay Increase.....:	
16. Job Description.....:	

Enter Employee Number, Name or Social Security Number

Field Descriptions (All fields must be completed correctly. There are calculations that take place in several payroll programs based on the values in these fields.) Please do not use the space bar or backspace in a field to correct an error after the field has been entered. Press the F4-Function key to delete a field and then re-enter the information. This will cause control characters and possible problems in your payroll check run.

Employee No

Type in the Employee number and press **ENTER**.

1.-7. Type in the Employee name, address, city, state, zip, telephone number, social security number and press **ENTER** after each line entry. Format the Employee's name as Last name, First name.

8. Wage Type (H/S)

Type in if this employee is paid hourly or salary and press **ENTER**.

9. Rate of Pay

Type in the employee's rate of pay and press **ENTER**. Example. 17.50 for hourly or 800.00 for salary. Enter the pay period rate for salaried employees; not the annual rate.

10. Marital Status

Type in the Marital Status of the employee, M for Married, S for Single and press **ENTER**.

11. Birth date

Type in the employee's birth date and press **ENTER**. Example, 11-01-1935

12. Hire date

Type in the employee's hire date and press **ENTER**. Example, 11-01-1935

13. Termination Date

Type in the date that the employee was terminated. If there is a date in this field then the Status field must be T.

14. Pay Frequency

Type in letter for the Pay Frequency and press **ENTER**. W,B,M,S,Q,A

W – Weekly

B – Bi-Weekly

M – Monthly

S – Semi-Monthly

Q - Quarterly

A - Annually

15. Last Pay increase

Type in the date of the employee's last pay increase. mm/dd/yyyy (Not Required)

16. Job Description

Type in the employee's job description and press **ENTER**. (Not Required)

17. Company No.

Type in the company number for this employee and press **ENTER**.

18. Branch Location

Type in the Branch Location for this employee and press **ENTER**.

19. Department Code

Type in the Department Code for this employee and press **ENTER**.

20. Status

Type in the work status for this employee. (A)ctive, (P)art-Time, (T)erminated (This field is very important, it must be correct and kept up to date.) If employee status is a (T) you cannot run a payroll check for the employee. Also, the time clock module will not function properly.

21. Worker Comp No.

Type in the Worker Comp No. for this employee and press **ENTER**. (Not Required)

ICE TRUCK PARTS		EMPLOYEE MASTER F/H	PR-EMFM
Employee No: 1			
1. Employee Name.....	SAMPSON, JOSEPH		
2. Address.....	1234 ROCK ROAD		
3. City.....	DUNCAN		
4. 2 Letter State Code..	OK		
5. Zip/Postal Code.....	16866		
6. Telephone No.....	407-695-7300		
7. Social Security No...	999-99-9999		
8. Wage Type (H/S).....	H		
9. Rate of Pay.....	5.00		
10. Marital Status (M/S)..	S		
11. Birth Date.....	01-01-1935		
12. Hire Date.....	01-01-1990		
13. Termination Date.....			
14. Pay Frequency.....	W		
15. Last Pay Increase....	05-21-2012		
16. Job Description.....	MANAGER		
17. Company No.....	1		
18. Branch Location..	1		
19. Department Code..	1		
20. Status (A,T,P)...	A		
21. Worker Comp No...			
22. Shift Start Time:	08:00am		
23. Shift End Time..	05:00am		
24. Work State.....	OK1		
25. Race.....			
26. Sex.....			
27. Driver License #:	12345678901		
28. Dr.Lic. Exp Date:			
29. Direct Deposit?..	C		
f1=D&W F/H f2=Raises f3=Vacat'ns f4=Sick Hist f5=Training f6=Checks f7=Earnings f8=Notes (U)pdate, (E)xit, Field#, any f-key:			

22. Shift Start Time

Type in the hours in military format, i.e., 8:00 AM = 08:00 and press **ENTER**. (Must be completed for the time clock module to be utilized.)

23. Shift End Time

Type in the hours in military format, i.e., 5:00 PM = 17:00 and press **ENTER**. (Must be completed for the time clock module to be utilized.)

24. Work State

Type in the work state using the 2-letter abbreviation for this employee and press **ENTER**. This must be completed.

25. Race

Type in the Race code: C = Caucasian, B = black, A = Asian and press **ENTER**. (Not Required)

26. Sex

Type in the Sex Code: (M)ale or (F)emale and press **ENTER**. (Not Required)

27. Driver License #

Type in the employee's driver license # and press **ENTER**. (Not Required)

28. Dr.Lic. Exp Date

Type in the date the driver license expires and press **ENTER**. (Not Required)

29. Direct Deposit?

Type in N, C, or D. N = No direct deposit, C = Entire Check, and D = Deduction only (Example would be for a credit union deduction only) and press **ENTER**.

- N - Employee does not participate in ANY direct deposit service
- C - Employee wishes their entire paycheck amount to be direct deposited into the bank account of their choice, as well as any deductions that have been specified for direct deposit
- D - Employee does NOT want their paycheck to be direct deposited, but wishes to have any specified deduction to be direct deposited into the bank account of their choice
- Null - if this field is empty (null value) then it is assumed Not using direct deposit

(If this field contains a "C", then the paycheck printed will have special phrasing VOID printed on the face of the check preventing the check from being cashed.)

IMPORTANT (State Taxes)

If an employee moves from one state to another, a new employee record with a new number must be setup for this employee for state tax purposes. In the old employee record the status must be set to "T" for terminated. This employee will receive 2 "W2" forms at the end of the year for state tax purposes with the correct state tax calculation for each state that the employee lived in.

Step #12

DEDUCTIONS & WITHHOLDINGS F/M (REQUIRED)

The twelfth file maintenance option that needs to be completed in the Employee Resource Management Menu is the Deductions & Withholdings F/M. F1- Option

Employee No: 1

1. Employee Name.....: TEST,EMPLOYEE
 2. Address.....: 12 ANY LANE
 3. City.....: ANY CITY
 4. 2 Letter State Code...: LA
 5. Zip/Postal Code.....: 32709
 6. Telephone No.....: 407-695-7300
 7. Social Security No...: 999-99-9999
 8. Wage Type (H/S).....: H
 9. Rate of Pay.....: 5.00
 10. Marital Status (M/S)..: S
 11. Birth Date.....: 01-01-1935
 12. Hire Date.....: 01-01-1990
 13. Termination Date....: 01-20-2011
 14. Pay Frequency.....: W
 15. Last Pay Increase....: 09-01-2010
 16. Job Description.....:
 17. Company No.....: 1
 18. Branch Location...: 1
 19. Department Code...: 1
 20. Status (A,T,P)...: T
 21. Worker Comp No...: LA8810
 22. Shift Start Time: 08:00am
 23. Shift End Time...: 05:00pm
 24. Work State.....: LA
 25. Race.....:
 26. Sex.....:
 27. Driver License #:
 28. Dr.Lic. Exp Date:
 29. Direct Deposit?..: N

f1=D&W F/M f2=Raises f3=Vacat'ns f4=Sick Hist
 f5=Training f6=Checks f7=Earnings f8=Notes
 (U)pdate, (E)xit, Field#, any f-key:

Press F1 to select the Deduction & Withholdings File Maintenance.

Now, we need to complete the F1 – Deductions & Withholding F/M for the employee.

Press F1.

The Employee Deduction & Withholding F/M screen will display as shown.

You must setup the deductions and withholding information for each employee.

Empno: 1 SAMPSON, JOSEPH

Deduct Code	Amount	Start Date	Stop Date	Stop Amount	ToDate Amount
1. 408K	0.00				
2. OCCTAX	20.00			20.00	
3. CU	5.00				
4. 125INS	12.50				
5. LOAN	50.00	01-01-14	01-01-15	1,500.00	500.00
6. 401K	0.00				
7.					
8.					
9.					
10.					
11. W-4 Fed Exemptions..: 2			19. State Std Deduct No: 1		
12. Addit'l FWH Amount..:			20. State Exemptions...: 2		
13. Withhold FICA (Y,N): Y			21. Addit'l State WH...:		
14. Pension Plan (Y,N):			22. State Tax Table....: OK		
15. Annual Vacation Hrs.: 40.00			23. City Tax Table.....:		
16. Annual Sick Hours...: 16.00			24. School Tax Table...: 1234		
17. Federal Withhold Pct: 2.00			25. 401K Flat Amount...: 25.00		
18. State Withhold Pct...: 2.00			26. 408Plan Flat Amount:	0.10	

(Q)uit, (U)pdate, Item#:

Field Descriptions:

1. – 10.

Deduction Code

Type in the Deduction Code that you entered in the Earnings & Deduction Code File Maintenance and press **ENTER**. This field is only for deductions that will be taken out of the employee's paycheck every pay period.

Amount

Type in the dollar amount or the percentage rate if based on percent of wages and press **ENTER**. If the deduction code is 401K and the deduction amount is based on a flat dollar amount then this amount field must be 0.00. The dollar amount will be in the 401K Flat Amount field on the bottom of this screen.

Start Date

Type in the Start Date the amount will be deducted and press **ENTER**.

Stop Date

Type in the Stop Date the amount will no longer be deducted and press **ENTER**.

Stop Amount

Type in the Stop amount for the deduction and press **ENTER**.

To Date Amount

The To date amount field is an accumulation of the total amount that has been deducted. This is a "Life-to-Date" field, not a "Year-to-date" field.

11. W4 – Fed Exemptions

Type in the number of exemptions that the employee has entered on his W-4 and press **ENTER**.

12. Addit'l FWH Amount:

Type in an Additional Federal withholding dollar amount that is listed on the employees W-4 and press **ENTER**.

13. Withhold FICA (Y,N):

Type in **Y** if FICA is to be deducted from the employee's paycheck and press **ENTER**.

14. Pension Plan (Y,N)

Type in Y, if this employee participates in a pension plan and press **ENTER**. Type in N if he does not and press **ENTER**.

15. Annual Vacation Hrs.

Type in the Annual Vacation hours benefit for this employee and press **ENTER**.

16. Annual Sick Hours

Type in the Annual Sick hours for this employee and press **ENTER**.

17. Federal Withhold Pct (Additional)

Type in the additional federal withholding percentage and press **ENTER**.

18. State Withhold PCT (Additional)

Type in the State Withhold percentage if applicable and press **ENTER**.

19. State Std Deduct No.

Type in the State Standard Deduction Number if applicable and press **ENTER**.

20. State Exemptions

Type in the number of State Exemptions if applicable and press **ENTER**.

21. Addt'l State Withholdings

Type in the Additional State Withholdings dollar amount if applicable and press **ENTER**.

22. State Tax Table

Type in the 2-letter abbreviation for the State Tax Table for this employee and press **ENTER**. This is the table that was setup in the State and City Tax Table. This is mandatory and used for both State Income Tax and State Unemployment tax calculations and reports.

23. City Tax Table

Type in the City Tax Table abbreviation if applicable and press **ENTER**. This is the table that was setup in the State and City Tax Table.

24. School Tax Table

Type in the School Tax Table Code if applicable and press **ENTER**.

25. 401K Flat Amount

Type in 401K Flat dollar amount and press **ENTER**. If there is a dollar amount in this field, then there must be a 401K deduction code entered somewhere in lines 1-10 with the dollar amount of 0.00.

26. 408Plan Flat Amount

Type in the 408Plan Flat dollar amount and press **ENTER**. If there is a dollar amount in this field, then there must be a 408P deduction code entered somewhere in lines 1-10 with the dollar amount of 0.00.

(Q)uit, (U)pdate, Item#:

Q= Exit Screen without saving changes.

U = Update and Save Changes

Item # = Type in the line item # to change and press **ENTER**.

Step #13

VACATION (REQUIRED)

The Thirteenth file maintenance option is the F3 – Vacations file maintenance setup.

You will need to set up each employee's vacation history for the current year.

ICE TRUCK PARTS

EMPLOYEE MASTER F/H PR-EHFM

Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH	17. Company No.....: 1
2. Address.....: 1234 ROCK ROAD	18. Branch Location.: 1
3. City.....: DUNCAN	19. Department Code.: 1
4. 2 Letter State Code.: OK	20. Status (A,T,P)....: A
5. Zip/Postal Code.....: 16866	21. Worker Comp No...:
6. Telephone No.....: 407-695-7300	22. Shift Start Time.: 08:00am
7. Social Security No...: 999-99-9999	23. Shift End Time...: 05:00am
8. Wage Type (H/S).....: H	24. Work State.....: OK1
9. Rate of Pay.....: 5.00	25. Race.....:
10. Marital Status (H/S)..: S	26. Sex.....:
11. Birth Date.....: 01-01-1935	27. Driver License #: 12345678901
12. Hire Date.....: 01-01-1990	28. Dr. Lic. Exp Date:
13. Termination Date.....:	29. Direct Deposit?..: C
14. Pay Frequency.....: W	
15. Last Pay Increase....: 05-21-2012	
16. Job Description.....: MANAGER	

f1=D&W F/H f2=Raises f3=Vacat ns f4=Sick Hist
f5=Training f6=Checks f7=Earnings f8=Notes
(U)pdate, (E)xit, Field#, any f-key:

Press F3 to select the Vacation History.

From the Employee Master record press the F3 - function key for Vacations. The Vacation History screen will display.

ICE TRUCK PARTS

VACATION HISTORY PR.VH

Empno: 1 SAMPSON, JOSEPH

Previous Yr Hours Remaining.: 80.00	Hire Date....: 01-01-1990
YTD Hours Accrued.....: 0.00	Status.....: A
YTD Hours Taken.....: 0.00	Benefit Hours: 40.00
YTD Hours Remaining.....: 80.00	Eligible Date: 01-01-2013

DATE	Hours Taken	Comment

(A)dd, A(C)crual, (R)edisplay, (Q)uit, (U)pdate, Item#:

Field Descriptions:

Empno.

The employee number field will be populated with the current employee number that is being displayed.

(A)dd

Type in **A** to add the employee's vacation time that has been taken, then type in the date and hours taken and press **ENTER**.

A(C)cural

Type in **C** to add the Previous Yr. Vacation Hours remaining and press **ENTER**. You will be prompted to enter in the YTD hours accrued and the YTD hours taken. The YTD hours remaining will populate with the calculation.

The Hire Date and Employee Status will display based on the information that was entered in the Employee master.

The Annual Benefit Hours will be populated with the information that was entered in the F1-Function Key for Deductions, Withholdings and Annual Vacation hours.

You will now be prompted to enter the Eligible Date and press **ENTER**. This date will roll every 365 days and any hours remaining will be moved to the Previous Year Hours Remaining field and the number of the YTD Hours Taken will be reset to 0.00.

OPTIONS

(R)edisplay

Type in **R** to Redisplay the screen.

(Q)uit

Type in **Q** to Quit the screen without saving your changes and entries.

(U)pdate

Type in **U** to Update your changes and entries to this screen.

Item#:

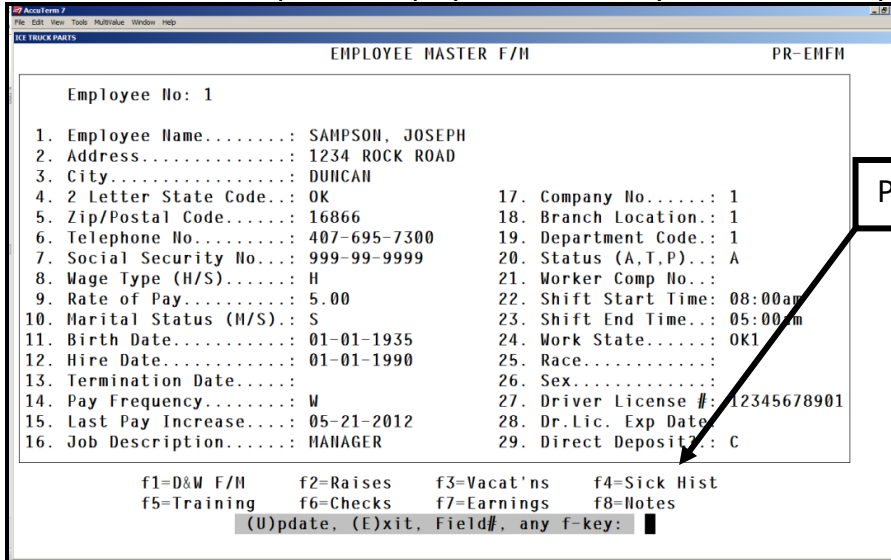
Type in the line # to make changes.

Step #14

SICK HISTORY (REQUIRED)

The Fourteenth file maintenance option is the F4 – Sick History file maintenance setup.

You will need to setup each employee's sick history for the current year.



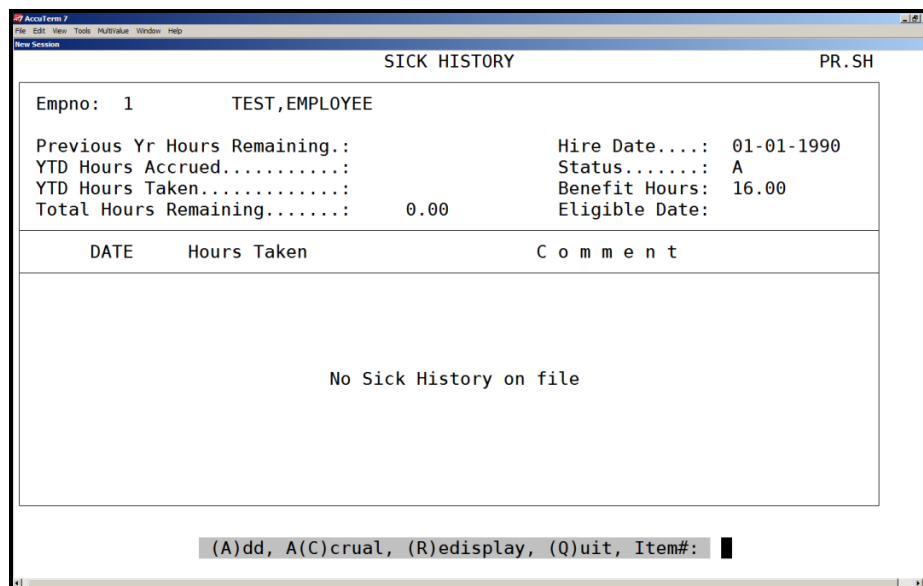
Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH	17. Company No.....: 1
2. Address.....: 1234 ROCK ROAD	18. Branch Location..: 1
3. City.....: DUNCAN	19. Department Code..: 1
4. 2 Letter State Code..: OK	20. Status (A,T,P)...: A
5. Zip/Postal Code.....: 16866	21. Worker Comp No..:
6. Telephone No.....: 407-695-7300	22. Shift Start Time: 08:00am
7. Social Security No...: 999-99-9999	23. Shift End Time...: 05:00pm
8. Wage Type (H/S).....: H	24. Work State.....: OK1
9. Rate of Pay.....: 5.00	25. Race.....:
10. Marital Status (M/S)..: S	26. Sex.....:
11. Birth Date.....: 01-01-1935	27. Driver License #: 12345678901
12. Hire Date.....: 01-01-1990	28. Dr.Lic. Exp Date:
13. Termination Date.....:	29. Direct Deposit...: C
14. Pay Frequency.....: W	
15. Last Pay Increase....: 05-21-2012	
16. Job Description.....: MANAGER	

f1=D&W F/H f2=Raises f3=Vacat'ns f4=Sick Hist
f5=Training f6=Checks f7=Earnings f8=Notes
(U)pdate, (E)xit, Field#, any f-key: █

Press F4 to select Sick History.

From the Employee Master record press the F4 - function key for Sick History. The Sick History screen will display.



SICK HISTORY PR.SH

Empno: 1 TEST,EMPLOYEE

Previous Yr Hours Remaining..:	Hire Date....: 01-01-1990
YTD Hours Accrued.....:	Status.....: A
YTD Hours Taken.....:	Benefit Hours: 16.00
Total Hours Remaining.....: 0.00	Eligible Date:

DATE	Hours Taken	Comment
No Sick History on file		

(A)dd, A(C)crual, (R)edisplay, (Q)uit, Item#: █

Field Descriptions:

Empno.

The employee number field will be populated with the employee number that was displayed.

(A)dd

Type in **A** to add sick time that has been taken. Type in the date and hours taken for sickness and press **ENTER**.

A(C)cural

Type in **C** to add the Previous Yr Hours taken and press **ENTER**. You will be prompted to enter in the YTD hours accrued and the YTD hours taken. The YTD hours remaining will populate with the calculation.

The Hire Date and Employee Status will display based on the information that was entered in the Employee master.

The Annual Benefit Hours for Sick Pay will be populated with the information entered in the F1 – Function key for Deductions and Withholdings. Annual Sick Hours.

You will now be prompted to enter the Eligible Date and press **ENTER**. This date will roll every 365 days and any hours remaining will be moved to the Previous Year Hours Remaining field and the number of the YTD Hours Taken will be reset to 0.00.

OPTIONS

(R)edisplay

Type in **R** to Redisplay the screen.

(Q)uit

Type in **Q** to Quit the screen without saving your changes and entries.

(U)pdate

Type in **U** to Update your changes and entries to this screen.

Item#:

Type in the line **#** to make changes.

Step #15

EARNINGS AND DEDUCTIONS (REQUIRED)

The fifteenth file maintenance option is the Earnings & Deductions setup for each employee. **This is critical that you complete this task prior to your 1st payroll run.**

This program is used to enter the wage history from January 1st thru the current pay period. You will need a list of all the employees (active and non-active) for this time period. You will also need YTD, QTD, MTD wages, taxes, earnings codes, deductions codes, regular hours, overtime hours. This file is used to produce all federal and state reports as well as pay period payroll checks.

From the Employee Master Screen, Press the F7 function key, Earnings.

ICE TRUCK PARTS
EMPLOYEE MASTER F/M
PR-EHFM

Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH	17. Company No.....: 1
2. Address.....: 1234 ROCK ROAD	18. Branch Location..: 1
3. City.....: DUNCAN	19. Department Code.: 1
4. 2 Letter State Code..: OK	20. Status (A,T,P)....: A
5. Zip/Postal Code.....: 16866	21. Worker Comp No...: 1
6. Telephone No.....: 407-695-7300	22. Shift Start Time: 08:00am
7. Social Security No...: 999-99-9999	23. Shift End Time...: 05:00am
8. Wage Type (H/S).....: H	24. Work State.....: OK1
9. Rate of Pay.....: 5.00	25. Race.....: 1
10. Marital Status (H/S)..: S	26. Sex.....: 1
11. Birth Date.....: 01-01-1935	27. Driver License #: 12345678901
12. Hire Date.....: 01-01-1990	28. Dr.Lic. Exp Date:
13. Termination Date.....: 1	29. Direct Deposit?..: C
14. Pay Frequency.....: W	
15. Last Pay Increase....: 05-21-2012	
16. Job Description.....: MANAGER	

f1=D&W F/M f2=Raises f3=Vacations f4=Sick Hist
f5=Training f6=Checks f7=Earnings f8=Notes

(U)pdate, (E)xit, Field#, any f-key: █

Press F7 to select Earnings & Deductions.

The Payroll History File Maintenance screen will display as shown.

ICE TRUCK PARTS
PAYROLL HISTORY FILE MAINTENANCE
PR.EH

Employee # or Name :	1	SAMPSON, JOSEPH		
	YEAR-TO-DATE	QTR-TO-DATE	MONTH-TO-DATE	
1. Regular Hours :	40.00	40.00	40.00	
2. Overtime Hours :	0.00	0.00	0.00	
3. Regular Wages :	200.00	200.00	200.00	
4. Overtime Wages :	0.00	0.00	0.00	
5. Gross Wages :	200.00	200.00	200.00	
6. Federal Txbl Wage:	200.00	200.00	200.00	
7. State Txbl Wages :	200.00	200.00	200.00	
8. School Txbl Wages:	200.00	200.00	200.00	
9. Medicare Wages :	200.00	200.00	200.00	
10. Social Sec Wages :	200.00	200.00	200.00	
11. FUTA Txbl Wages :	200.00	200.00	200.00	
12. SUTA Txbl Wages :	200.00	200.00	200.00	
13. Federal Taxes :	16.70	16.70	16.70	
14. Medicare Taxes :	2.90	2.90	2.90	
15. Social Sec Taxes :	12.40	12.40	12.40	
16. State Taxes :	2.25	2.25	2.25	
17. Local Taxes :	0.00	0.00	0.00	
18. School Taxes :	0.00	0.00	0.00	

(U)pdate, (E)xit, Line # (0)ther Earnings/Deductions █

Field Descriptions:

Complete the Year-To-Date, Quarter-To-Date and Month-To-Date for each line item. When the Payroll Period Month is closed, the Month-To-Date column will clear. When the Quarter is closed the Qtr-To-Date column is cleared. The Year-to-Date column is cleared when the Year is closed in Payroll.

1. Regular Hours

Type in the employee's Regular Hours and press **ENTER**.

2. Overtime Hours

Type in the Overtime Hours and press **ENTER**.

3. Regular Wages

Type in the Regular Wages and press **ENTER**.

4. Overtime Wages

Type in the Overtime Wages and press **ENTER**.

5. Gross Wages

Type in the Gross Wages and press **ENTER**.

6. FIT Txbl Wages

Type in the Federal Taxable Wages (Gross Wages-401K-408P-125Plan deductions) and press **ENTER**.

7. SIT Txbl Wages

Type in the State Taxable Wages and press **ENTER**.

8. School Txbl Wages

Type in the School Taxable Wages and press **ENTER**.

9. Medicare Wages

Type in the Medicare Taxable Wages and press **ENTER**. (Gross Wages-125 Plan deductions)

10. Social Security Taxable Wages

Type in the Social Security Taxable Wages and press **ENTER**. (Gross Wages-125 Plan deductions)

11. FUTA Txbl Wages

Type in the Federal Unemployment Taxable Wages and press **ENTER**. (Gross Wages-125 Plan deductions)

12. SUTA Txbl Wages

Type in the State Unemployment Taxable Wages and press **ENTER**.

13. Federal Taxes:

Type in the Federal Income Taxes withheld and press **ENTER**.

14. Medicare Taxes

Type in the Medicare Taxes withheld and press **ENTER**.

15. Social Sec. Taxes

Type in the Social Security Taxes withheld and press **ENTER**.

16. State Taxes

Type in the State Income Taxes withheld and press **ENTER**.

17. Local Taxes

Type in the Local Taxes withheld and press **ENTER**.

18. School Taxes

Type in the School Taxes withheld and press **ENTER**.

OPTIONS

(U)pdate, (E)xit, Line # (O)ther Earnings/Deductions

Type in **0** to access the Other Earnings/Deductions codes.

After entering these codes, type in **U** to Update (Save) your entries.

CHECK HISTORY (Inquiry Only)

The AutoPower Payroll will retain the check history from your payroll runs that are performed on this system.

ICE TRUCK PARTS								
EMPLOYEE CHECK HISTORY INQUIRY								PR.CH
Employee #.: 4446		BLACKSTONE, SAMANTHA						
Status.....: A								
Date	CheckNo	Type	Hours	Gross	Taxes	Deduct	Earnings	Net Pay
11-11-10	406890	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
12-24-08	362690	REG	0.00	4000.00	901.40	51.38	0.00	3047.22
12-22-10	40928	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
12-17-10	40916	REG	0.00	4000.00	1107.36	0.00	4000.00	2892.64
12-09-10	40843	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
11-24-10	40752	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
10-28-10	40582	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
10-14-10	40479	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
09-30-10	40371	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
09-16-10	40241	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
09-02-10	40167	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
08-19-10	40089	REG	0.00	4000.00	953.41	465.21	0.00	2581.38
Page # 1 of 7								
Enter Check Number, (B)ack, (E)xit								

Type in the check number to be viewed and press **ENTER**

The detail for the check number that you selected will display as shown below.

ICE TRUCK PARTS								
EMPLOYEE CHECK HISTORY INQUIRY								PR.CH
Employee #.: 4446		BLACKSTONE, SAMANTHA						
Status.....: A								
Date	CheckNo	Type	Hours	Gross	Taxes	Deduct	Earnings	Net Pay
11-11-10	406890							
Type	Hours	Earn	Amount	Ded	Amount	Check Summary		
REG	0.00	-->		401K	400.00	Gross.....	4,000.00	
				125INS	65.21	Soc Sec...	243.96	
						Medicare..	57.05	
						Federal...	492.40	
						State.....	160.00	
						City.....	0.00	
						County....	0.00	
						Net.....	2,581.38	
Depress RETURN to Continue								

Field Descriptions:

Employee #

The employee number will display.

Status

The status of the employee will display, active or terminated.

Date, Check no., Type, Hours, Gross, Taxes, Deductions, Earnings, Net Pay

The date, check number, type, hours, gross, taxes, deductions, earnings and the Net Pay. This information is coming from the check history file.

Enter Check Number:

Type in the check number to be viewed.

(B)ack

When the check history screen goes to the second page with history, you can type in **B** to go back to the first page.

RAISES (Optional)

The F2- Raises can be setup at anytime. It is not necessary to have this option setup prior to your first AutoPower Payroll run.

ICE TRUCK PARTS

EMPLOYEE MASTER F/H PR-EHFM

Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH
 2. Address.....: 1234 ROCK ROAD
 3. City.....: DUNCAN
 4. 2 Letter State Code...: OK
 5. Zip/Postal Code.....: 16866
 6. Telephone No.....: 407-695-7300
 7. Social Security No...: 999-99-9999
 8. Wage Type (H/S).....: H
 9. Rate of Pay.....: 5.00
 10. Marital Status (M/S): S
 11. Birth Date.....: 01-01-1935
 12. Hire Date.....: 01-01-1990
 13. Termination Date....:
 14. Pay Frequency.....: W
 15. Last Pay Increase....: 05-21-2012
 16. Job Description.....: MANAGER

17. Company No.....: 1
 18. Branch Location...: 1
 19. Department Code...: 1
 20. Status (A,T,P)...: A
 21. Worker Comp No...:
 22. Shift Start Time: 08:00am
 23. Shift End Time...: 05:00am
 24. Work State.....: OK1
 25. Race.....:
 26. Sex.....:
 27. Driver License #: 12345678901
 28. Dr.Lic. Exp Date:
 29. Direct Deposit?: C

f1=D&W F/H f2=Raises f3=Vacat'ns f4=Sick Hist
 f5=Training f6=Checks f7=Earnings f8=Notes
 (U)pdate, (E)xit, Field#, any f-key: █

Press F2 – to select
Raises and press

ICE TRUCK PARTS

WAGE INCREASE HISTORY PR.WH

Empno: 1 SAMPSON, JOSEPH

Hire Date.....: 01-01-1990 Current Wage.....: 5.00 (hourly)
 Status.....: A Pay Frequency.....: W
 Department.....: 1 Last Pay Increase...: 05-21-2012
 Job Description...: MANAGER

	Date	New Pay Rate	Comment
1.	10-10-2014	12.00	Rate increase from 5.50 to 12.00 since
2.	01-21-2005	5.50	Rate increase from 5.00 to 5.50

(A)dd, (R)edisplay, (Q)uit, Item#:

Field Description

Empno., Hire Date, Status, Department, Job description, current wage, pay frequency and Last Pay increase will display from the Employee master record.

(A)dd

Type in **A** and press **ENTER** to add a new pay increase to this screen.

(R)edisplay

Type in **R** and press **ENTER** to redisplay, refresh the screen.

(Q)uit

Type in **Q** and press **ENTER** to Quit out of this screen.

Item #

Type in the line # to make a change.

TRAINING HISTORY (OPTIONAL)

The F5 – Training Option is available to record the job training classes an employee has attended.

Press F5 – to select Training and press **ENTER**.

AUTOPOWER EMPLOYEE MASTER F/M PR-EH

Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH	17. Company No.....: 1
2. Address.....: 1234 ROCK ROAD	18. Branch Location.: 1
3. City.....: DUNCAN	19. Department Code.: 1
4. 2 Letter State Code.: OK	20. Status (A,T,P)....: A
5. Zip/Postal Code.....: 16866	21. Worker Comp No...:
6. Telephone No.....: 407-695-7300	22. Shift Start Time: 08:00am
7. Social Security No...: 999-99-9999	23. Shift End Time...: 05:00am
8. Wage Type (H/S).....: H	24. Work State.....: OK1
9. Rate of Pay.....: 5.00	25. Race.....:
10. Marital Status (H/S)..: S	26. Sex.....:
11. Birth Date.....: 01-01-1935	27. Driver License #: 12345678901
12. Hire Date.....: 01-01-1990	28. Dr.Lic. Exp Date:
13. Termination Date.....:	29. Direct Deposit?..: C
14. Pay Frequency.....: W	
15. Last Pay Increase.....: 05-21-2012	
16. Job Description.....: MANAGER	

f1=D&W F/M f2=Raises f3=Vacat'ns f4=Sick Hist
 f5=Training f6=Checks f7=Earnings f8=Notes
 (U)pdate, (E)xit, Field#, any f-key: █

AUTOPOWER JOB TRAINING HISTORY PR.TH

Empno: 1 SAMPSON, JOSEPH

Hire Date.....: 01-01-1990

Status.....: A

Department.....: 1

Job Description..: MANAGER

Date	Train Hours	Paid	Test Grade	C o m m e n t
1. 10-10-2014	16.00	Y	A	BRAKE INSPECTION CLASS

(A)dd, (R)edisplay, (Q)uit, Item#:

Field Descriptions:

Empno., Hire Date, Status, Department, Job description will be completed with information from the employee master.

(**A**)dd, (**R**)edisplay, (**Q**)uit, (**U**)pdate, Item#:

(A)dd – Type in **A** to add this employee's job training information. Type in the Date, Training Hours, was he paid to attend, test score, grade and a comment.

(R)edisplay – Type in **R** to redisplay the screen.

(Q)uit – Type in **Q** to quit the screen and not save the changes.

(U)pdate – Type in **U** to update (save) the information that you entered.

Item # - Type in the line # to make a correction.

EMPLOYEE NOTES (OPTIONAL)

The F8 option is an Employee Notes option.

AUTOPOWER

EMPLOYEE MASTER F/H

PR-EHFM

Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH

2. Address.....: 1234 ROCK ROAD

3. City.....: DUNCAN

4. 2 Letter State Code...: OK

5. Zip/Postal Code.....: 16866

6. Telephone No.....: 407-695-7300

7. Social Security No...: 999-99-9999

8. Wage Type (H/S).....: H

9. Rate of Pay.....: 5.00

10. Marital Status (M/S)..: S

11. Birth Date.....: 01-01-1935

12. Hire Date.....: 01-01-1990

13. Termination Date.....

14. Pay Frequency.....: W

15. Last Pay Increase....: 05-21-2012

16. Job Description.....: MANAGER

17. Company No.....: 1

18. Branch Location...: 1

19. Department Code...: 1

20. Status (A,T,P)...: A

21. Worker Comp No...:

22. Shift Start Time...: 08:00am

23. Shift End Time...: 05:00am

24. Work State.....: OK

25. Race.....:

26. Sex.....:

27. Driver License #: 12345678901

28. Dr.Lic. Exp Date:

29. Direct Deposit...: C

f1=D&W F/H f2=Raises f3=Vacat'ns f4=Sick Hist

f5=Training f6=Checks f7=Earnings f8=Notes

(U)pdate, (E)xit, Field#, any f-key:

Press F8 – to select the Notes option and press **ENTER**.

AUTOPOWER

EMPLOYEE NOTES

Employee No: 1 SAMPSON, JOSEPH

Note Count: 2 Subject:

(L)ist, (A)dd

EMPLOYEE NOTES			
Employee No:	1	SAMPSON, JOSEPH	
Note Count:	2	Subject:	
Line	Date	Subject	First Line of Note
1.	11-06-14	MERIT INCREASE	EXCEPTIONAL PAY INCREASE REVIEW
2.	10-10-14	SICK LEAVE	Joseph will be taking sick leave

(S)croll, (D)delete, (E)dit, Item# █

Field Descriptions:**Employee Number**

The Employee number will default to the current employee's record that is being displayed on the screen.

Note Count:

This number represents the number of notes that are currently on file.

(L)ist, (A)dd Options:

Type in **A** to add a new note to the employee's record.

Type in **L** to List all of the notes that are retained on the employee's record.

Type in **S** to Scroll thru the list of notes if there is more than one screen of notes.

Type in **D** to Delete a note.

Type in **E** to Edit a note.

Type in **I** to view the line item.

We have now completed the Payroll File Maintenance.

PAYROLL INSTALLATION CHECK-OFF LIST FOR THE INITIAL SETUP

PAYROLL SYSTEM SETUP MENU

- ☐ General Ledger Chart of Accounts must be completed in Business Pro prior to setting up the Payroll File Maintenance.
- ☐ Complete Company Information
- ☐ Complete Payroll G/L File Maintenance (No Blank Fields)
- ☐ Complete Fica Rate & Tax Limit Options (Need Circular E to Complete)
- ☐ Complete Federal Withholding Allowance Table (Need Circular E to Complete)
- ☐ Complete Federal Withholding Tax Table (Need Circular E to Complete)
- ☐ Complete State, City & School Tax Table
- ☐ Complete Department Codes F/M
- ☐ Complete Worker Compensation Rate Table
- ☐ Complete Earnings & Deductions Code Table
- ☐ Complete Operator/ Salesperson F/M for each employee in AutoPower
- ☐ Complete Employee Resource Management Menu
- ☐ Complete Employee Master F/M for each Employee
- ☐ Complete Employee Master F/M Function Key Options for each employee

Mandatory

F1 – Function Key – Deduction & Withholdings F/M

F3 – Function Key – Vacation History (Vacation time accrued and taken)

F4 – Function Key – Sick History (Sick time accrued and taken)

F7 – Function Key – Earnings & Deductions (YTD-QTD-MTD wages, taxes, earnings codes, deduction codes, regular hours, overtime for active and non-active employees) these must be loaded prior to first Payroll run.

Optional

F2 – Raises – Optional – Can be entered at a later date.

F5 – Training – Optional – Can be entered at a later date.

F8 – Notes – Optional – Can be entered at a later date.

Payroll Processing Menu

In this part of the workbook, we will discuss how to do an actual Payroll check run.

The screenshot shows the 'PAYROLL' menu. At the top, it says 'AUTOPOWER' and '11-10-2014 (T3696) (P99)'. Below that is 'PAYROLL COMPANY' and '10:30'. The menu options are:

- 1....PAY PERIOD PROCESSING MENU
- 2....REPORTS MENU
- 3....EOM, EOQ & EOY MENU
- 4....FILE MAINTENANCE MENU
- 5....UTILITIES MENU
- 6....TIME CLOCK MENU
- 7....LOGTO AUTOPOWER

Enter Selection: █

At the bottom, there are two buttons: 'X = Log Off' and 'A = AutoMail'.

A callout box on the right says: 'Type in #1 and press **ENTER.**' with an arrow pointing to option 1.

The Pay Period Processing Menu will display as shown.

The screenshot shows the 'PAY PERIOD PROCESSING MENU'. At the top, it says 'AUTOPOWER' and '11-10-2014 (T3696) (P99)'. Below that is 'PAYROLL COMPANY'. The menu options are:

- 1. Print Payroll Worksheet (optional)
- 2. Reset Pay Processing Files
- 3. TIME CLOCK PAY PROCESSING MENU
- 4. Employee Payroll Selection
- 5. Enter Hours, Earnings, Deductions
- 6. Preliminary Wage & Hours Review
- 7. Tax Calculation & P/R Register
- 8. Print Payroll Checks - Laser
- 9. Payroll Check Register
- 10. Void Unposted Pay Check
- 11. Payroll Departmental Summary
- 12. Update P/R History & G/L
- 13. DIRECT DEPOSIT PROCESSING MENU
- 14. POSITIVE PAY MENU
- 15. Federal Tax Deposit Report
- 16. State Tax Deposit Report
- 17. City Tax Deposit Report
- 18. School District Tax Deposit Report

Enter Selection:

At the bottom, there are two buttons: 'X = Log Off' and 'A = AutoMail'.

A callout box on the right says: 'Type in #1 and press **ENTER.**' with an arrow pointing to option 1.

The Employee Payroll Worksheet screen will display.

The first step, which is optional, will be to print the Payroll Worksheet.

This procedure will print the Payroll Worksheet Report of the active employees for use in preparing the current pay cycle. The worksheet prints blank spaces where you can enter the regular and overtime hours and any special deductions and earnings. This report will print the employees that are setup with the status of **(A)**ctive in the employee master. If the employee has a status of **(T)**erminated in the employee master, he will not show on this report.

AUTOPOWER		
11/10/2014	PAYROLL WORKSHEET	PR21
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will generate a Payroll Worksheet of employees to be used in preparing the current pay cycle.</div> <p>Company Number.....:</p> <p>Pay Period Ending Date (MM/DD/YY):</p> <p>Do you wish to proceed? (Y,N)....:</p>		

Field Descriptions:**Company Number:**

Type in the Company No. and press **ENTER**.

Pay Period Ending Date:

Type in the Pay Period Ending Date and press **ENTER**.

The screenshot shows a terminal window titled 'PAYROLL WORKSHEET' with a date '11/10/2014' in the top left and 'PR21' in the top right. A message box states: 'This procedure will generate a Payroll Worksheet of employees to be used in preparing the current pay cycle.' Below this, the following fields are displayed: 'Company Number.....: 1', 'Pay Period Ending Date (MM/DD/YY): 07/30/14', and 'Do you wish to proceed? (Y,N)....: Y' with a cursor at the end of the last line.

Scenario:

Joan called and said that the Payroll Worksheet is not printing. When she enters the Pay Period Ending Date, the cursor remains at the Pay Period Ending Date.

What happened?

Joan was entering the date as mm/dd/yyyy, it needs to be entered as mm/dd/yy.

When she entered the date in the correct format the report printed.

The Payroll worksheet can be printed or displayed to the screen.

Do you wish to proceed? (Y,N):

Type in **D** to display the worksheet to the screen

Type in **P** to print the worksheet to your printer. You will be prompted to select your printer for output.

The screenshot shows a terminal window titled "AUTOPOWER" with a header bar containing "11/10/2014", "PAYROLL WORKSHEET", and "PR21". The main area displays a message box: "This procedure will generate a Payroll Worksheet of employees to be used in preparing the current pay cycle." Below this, the following information is shown: "Company Number.....: 1", "Pay Period Ending Date (MM/DD/YY): 07/30/14", and "Do you wish to proceed". A "Document Options" dialog box is open, showing "(D)isplay", "(P)rint", and "Output Choice:". At the bottom of the screen, a black bar with white text reads "Select Document Output Choice, or (C)ancel".

Below is an example of the payroll worksheet. It will list the company number, employee number, employee name, department number, hourly/salary, pay rate, regular hours, overtime hours, deduction codes and amounts for each employee and the earnings codes and amounts.

AUTOPOWER												
PAYROLL WORKSHEET												
For the Pay Period Ending on 07/30/14												
Page: 1												
CO	Emp#	Employee Name	Dept	H/S	Rate	Regular Hours	Overtime Hours	Deduction Code	Amount	Earnings Code	Amount	
1	1	SAHPSON, JOSEPH 999-99-9999 2 Exemptions, single	1	H	5.00	(-)	(-)	408P	\$ 0.10	OCCTAX	20.00	
						(-)	(-)	CU	5.00	125INS	12.50	
						(-)	(-)	LOAH	50.00	401K	\$ 25.00	
1	50	SAHPSON, ROBERT 999-99-9999 0 Exemptions, married	1	H	9.50	(-)	(-)					
						(-)	(-)					
						(-)	(-)					
1	4446	BLACKSTONE, SAHANHA 999-99-9999 0 Exemptions, married	1	S	4000.00	(-)	(-)	401K	\$ 10.00	125INS	65.21	
						(-)	(-)	INS	5.00			
						(-)	(-)					
1	5016	GRANITE, HARY 999-99-9999 0 Exemptions, married	1	S	4000.00	(-)	(-)	401K	\$ 10.00	125INS	65.21	
						(-)	(-)					
						(-)	(-)					
1	5019	PEHDELTON, MICHAEL 999-99-9999 0 Exemptions, married	1	S	4000.00	(-)	(-)	401K	\$ 10.00	125INS	65.21	
						(-)	(-)					
						(-)	(-)					
1	5020	BLACK, ARTHUR 999-99-9999 0 Exemptions, married	1	S	4000.00	(-)	(-)	401K	\$ 10.00	125INS	65.21	
						(-)	(-)					
						(-)	(-)					
1	5021	SHELTON, BRAD 999-99-9999 0 Exemptions, married	1	S	4000.00	(-)	(-)	401K	\$ 10.00	125INS	65.21	
						(-)	(-)					
						(-)	(-)					
1	6002	BELL, CLARA 999-99-9999	1	H	18.00	(-)	(-)	401K	\$ 6.00	125AFL	12.50	
						(-)	(-)					
						(-)	(-)					
Options: Page (F)orward, (L)ast, (S)earchText, (O)ut: <input type="text"/>												

Don't get yourself in a sticky situation by skipping a step in the Payroll process.

RESET PAY PROCESSING PERIOD FILES (Required)

This procedure will perform the required resetting and clearing of the Payroll processing work files. It will insure that the payroll transactions of the previous pay period were posted to the various history and accounting files prior to the file clearing. If you do not run this program, the monthly, quarterly and year to date figures in the history file will be short by the amount of unposted payroll check run.

AUTOPOWER
11-10-2014 (T3696) (P99)
PAYROLL COMPANY

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)
- 2.
3. Reset Pay Processing Files
4. TIME CLOCK PAY PROCESSING MENU
5. Employee Payroll Selection
6. Enter Hours, Earnings, Deductions
7. Preliminary Wage & Hours Review
- 8.
9. Tax Calculation & P/R Register
- 10.
11. Print Payroll Checks - Laser
12. Payroll Check Register

13. Void Unposted Pay Check
14. Payroll Departmental Summary
15. Update P/R History & G/L
- 16.
17. DIRECT DEPOSIT PROCESSING MENU
18. POSITIVE PAY MENU
- 19.
- 20.
21. Federal Tax Deposit Report
22. State Tax Deposit Report
23. City Tax Deposit Report
24. School District Tax Deposit Report

Enter Selection:

X = Log Off
A = AutoMail

Type in #3 and press **ENTER**.

The Reset Pay Processing Files screen will display as shown.

AUTOPOWER
11/10/2014
RESET PAY PERIOD PROCESSING FILES
PR-CLF

This procedure will perform the required resetting and clearing of the Payroll pay period processing files. It will insure the transactions of the previous pay period were posted to several History and Accounting files prior to the file clearing.

Company Number (1,2,3).....:

Do you wish to reset the transaction files? (Y,N):

Field Descriptions:**Company Number (1,2,3):**

Type in the company number and press **ENTER**.

Do you wish to reset the transaction files? (Y,N):

Type in **Y** and press **ENTER** if the payroll history has been updated and you want to reset.

Type in **N** and press **ENTER** to return to the main menu.

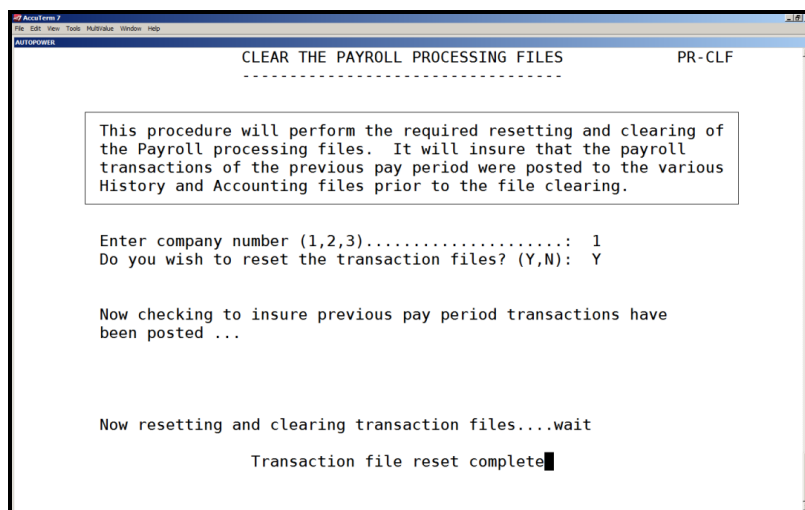
Are you sure that the payroll history has been updated?

If you are sure the last pay period check run has been updated to the general ledger type in the letter **Y** and press **ENTER**.

Type in **N** and press **ENTER** if the payroll history has not been updated.

If you are not sure the last pay period check run has been updated to the general ledger, type in the letter **N** and press **ENTER**. Then check the general ledger for the last payroll run update.

After typing in **Y** and pressing **ENTER** to start the resetting of the payroll work files, you will see on your screen, Now checking to insure previous pay period transactions have been posted ...



Now resetting and clearing transaction files.... wait ...Transaction file reset complete

Time Clock Pay Processing Menu

The time clock pay processing menu will allow you to print a time clock report. This report will list all time punches for the pay period that you designate. (If you do not use Time Clock you can skip this section and go to Employee Payroll selection.) If you need to edit time clock punches this must be done in AutoPower time clock module.

AUTOPOWER		11-10-2014 (T3696) (P99)	PAYROLL COMPANY	10:50am
PAY PERIOD PROCESSING MENU				
1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check			
2. Reset Pay Processing Files	14. Payroll Departmental Summary			
4. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L			
5. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU			
6. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU			
7. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report			
8. Tax Calculation & P/R Register	19. State Tax Deposit Report			
9. Print Payroll Checks - Laser	20. City Tax Deposit Report			
10. Payroll Check Register	21. School District Tax Deposit Report			
11. Enter Selection:				
X = Log Off		A = AutoMail		

The Time Clock Pay Period Processing Menu screen will display.

AUTOPOWER		11-10-2014 (T3696) (P99)	PAYROLL COMPANY	10:53am
TIME CLOCK PAY PERIOD PROCESSING MENU				
1....Time Clock Holiday, Sick, Vacation Hours Entry				
2....Time Clock Transaction Inquiry				
3....Time Clock Report by Employee #				
4....Time Clock Report by Location				
5....Time Clock Report by Employee Department				
6....				
7....Move Time Clock Records to Pay & History Files				
8....Post Time Clock Records to Payroll Work File				
9....LOGTO AUTOPOWER				
Enter Selection:				
X = Log Off		A = AutoMail		

Time Clock Holiday, Sick, Vacation Hours Entry

The **Time Clock Holiday, Sick, Vacation Hours Entry** screen enables you to enter an employee's benefit time. This program is used to enter the benefit hours for holiday, sick, and vacation days taken. Each day will default to 8 hours with the option of overriding the number of hours to be applied to the employee's time clock record. Holiday hours will be applied to full time employees. There are no restrictions on sick and vacation hours. The sick and vacation hours will be applied to the salesperson number specified.

When this program is used, the letter **MF** will display in the **MF** column on the **Time Clock Inquiry Screen** and any reports.

From the **Time Clock Pay Period Processing Menu**.

Type in #1 and press **ENTER**.

```

AUTOPOWER
11-10-2014 (T3696) (P99)      PAYROLL COMPANY      10:56am

TIME CLOCK PAY PERIOD PROCESSING MENU

1....Time Clock Holiday, Sick, Vacation Hours Entry
2....Time Clock Transaction Inquiry
3....Time Clock Report by Employee #
4....Time Clock Report by Location
5....Time Clock Report by Employee Department
6....
7....Move Time Clock Records to Pay & History Files
8....Post Time Clock Records to Payroll Work File
9....LOGTO AUTOPOWER

Enter Selection:

X = Log Off      A = AutoMail
  
```

A prompt to **Enter Password** will display on the screen. Enter the same sequence of passwords used for the Time Clock Transaction Edit function. **(Both passwords are provided by AutoPower. It is a time clock edit password and then the supreme password.)** The Time Clock Benefit Hours Entry Screen will display as illustrated below.

AUTOPOWER **TIME CLOCK BENEFIT HOURS ENTRY** **PR-TCBHU**

This screen is used to enter the benefit hours for holiday, sick, and vacation days taken. Each day will default to 8 hours with the option of overriding the number of hours to be applied to the employee's time clock record. Holiday hours will be applied to full time employees. There are no restrictions on sick and vacation hours. The sick and vacation hours will be applied to the employee's operator # specified.

Type of Benefit (H)oliday, (S)ick, (V)acation:
Location (W1, W2, W3, etc.).....:
Employee Operator Number.....:
Date of Benefit (MM/DD/YY).....:
Number of Hours to Apply (8:00).....:
Okay to Update? (Y,N,X).....:

Enter the type of benefit (H)oliday, (S)ick, (V)acation: Enter the type of benefit. Valid entries for this field are:

- = Vacation
- = Sick
- = Holiday

Enter the location (W1, W2, W3, etc.): Type in the location for this employee. The system will skip this field if you selected for Sick Time, or for Vacation Time. The following message will display if you select sick or vacation.

"Not Applicable"

Enter the salesperson number: Type in the salesperson number for whom you are recording benefit hours. If you selected for Holiday Time, the cursor will skip this field and following message will display.

"Not Applicable"

Enter the date of the benefit (mm/dd/yy)....: Type in the date the benefit is taken.

Enter the new hours or press return to accept 8 hours ...: Type in the number of hours of benefit time. You may press **ENTER** to accept eight (8) hours.

Okay to update employee's record? (Y,N,X) ...: This option will update the employee's time clock record. Valid entries for this field are:

- Y=** If you select yes, the employee's record will be updated.
- N=** If you select no, the cursor will return to the Type of Benefit field.
- X=** If you select exit, you will return to the Time Clock Pay Period

Processing Menu without updating the employee's record.

Select the **Time Clock Pay Processing** Menu from the Pay Period Processing Menu to display all Time Clock options. The procedures below illustrate the steps involved in processing Time Clock from this menu.

AUTOPOWER	
11-10-2014 (T3696) (P99)	PAYROLL COMPANY 10:56am
TIME CLOCK PAY PERIOD PROCESSING MENU	
1....Time Clock Holiday, Sick, Vacation Hours Entry	
2....Time Clock Transaction Inquiry	
3....Time Clock Report by Employee #	
4....Time Clock Report by Location	
5....Time Clock Report by Employee Department	
6....	
7....Move Time Clock Records to Pay & History Files	
8....Post Time Clock Records to Payroll Work File	
9....LOGTO AUTOPOWER	
Enter Selection:	
X = Log Off	A = AutoMail

- a. Select **Time Clock Report** to print the Time Clock Report by Location. The purpose of this report is to verify the accuracy of all Time Clock punches. If there are any changes, proceed to step **b**, if not, proceed to step **d**.
- b. Select **Time Clock Edit from the AutoPower Utility Menu** if there are any changes to be made.
- c. Reprint the **Time Clock Report by Location** to verify any corrections made in the previous step. Keep the original report as a backup to answer employee questions. Keep the corrected report for your files.
- d. Select **Move Time Clock Records to Pay & History Files**.
- e. Select **Post Time Clock Records to the Payroll Work File**. This will copy the Time Clock punches to the Payroll Work File so employees can be paid.
- f. Press **ENTER** to return to the Payroll Processing Menu.
- p It is very important that above steps are done in the order indicated.

Select **Employee Payroll Selection**. This procedure will select all other active employees who do not have time clock punches in the current pay period. This will include salary and hourly employees. (i.e.: truck drivers or salesperson). The user can have the option to display the employees processed on the screen.

AUTOPOWER
11-10-2014 (T3696) (P99)
PAYROLL COMPANY
11:13am

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)
- 2.
3. Reset Pay Processing Files
4. TIME CLOCK PAY PROCESSING MENU
5. Employee Payroll Selection
6. Enter Hours, Earnings, Deductions
7. Preliminary Wage & Hours Review
- 8.
9. Tax Calculation & P/R Register
- 10.
11. Print Payroll Checks - Laser
12. Payroll Check Register

13. Void Unposted Pay Check
14. Payroll Departmental Summary
15. Update P/R History & G/L
- 16.
17. DIRECT DEPOSIT PROCESSING MENU
- 18.
19. POSITIVE PAY MENU
- 20.
21. Federal Tax Deposit Report
22. State Tax Deposit Report
23. City Tax Deposit Report
24. School District Tax Deposit Report

Enter Selection:

X = Log Off

A = AutoMail

Type in #5 and press *ENTER*.

The Create Regular Checks for Pay Period screen will display.

AUTOPOWER
12/15/2014
EMPLOYEE PAYROLL SELECTION
PR1

Code	Pay Period Cycle
W	Weekly
B	Bi-weekly
S	Semi-monthly
M	Monthly
Q	Quarterly
H	Semi-annual
A	Annual

Pay Period Cycle Selection..... █
 Company Number.....
 Period Ending Date (MM/DD/YY).....
 Standard number of hours in pay period:
 Do you wish to proceed? (Y,N).....

Field Descriptions:**Pay Period Selection:**

Type in one of the codes shown for the type of pay cycle that you want to process and press **ENTER**. The cycle can be Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly, Semi-annual or Annual.

Company Number:

Type in the Payroll company number and press **ENTER**.

Period Ending Date:

Type in the pay period ending date and press **ENTER**.

Standard Number of Hours in a Pay Period:

Type in the number of hours that was in the pay period and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		EMPLOYEE PAYROLL SELECTION		PR1																
12/15/2014																				
<table border="1"> <thead> <tr> <th>Code</th> <th>Pay Period Cycle</th> </tr> </thead> <tbody> <tr> <td>W</td> <td>Weekly</td> </tr> <tr> <td>B</td> <td>Bi-weekly</td> </tr> <tr> <td>S</td> <td>Semi-monthly</td> </tr> <tr> <td>M</td> <td>Monthly</td> </tr> <tr> <td>Q</td> <td>Quarterly</td> </tr> <tr> <td>H</td> <td>Semi-annual</td> </tr> <tr> <td>A</td> <td>Annual</td> </tr> </tbody> </table>					Code	Pay Period Cycle	W	Weekly	B	Bi-weekly	S	Semi-monthly	M	Monthly	Q	Quarterly	H	Semi-annual	A	Annual
Code	Pay Period Cycle																			
W	Weekly																			
B	Bi-weekly																			
S	Semi-monthly																			
M	Monthly																			
Q	Quarterly																			
H	Semi-annual																			
A	Annual																			
Pay Period Cycle Selection.....: W Company Number.....: 1 Period Ending Date (MM/DD/YY).....: 07/30/14 Standard number of hours in pay period: 40 Do you wish to proceed? (Y,N).....: Y																				

Enter Hours, Earnings, Deductions

11-10-2014 (T3696) (P99) PAYROLL COMPANY 11

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. TIME CLOCK PAY PROCESSING MENU	14. Payroll Departmental Summary
3. Reset Pay Processing Files	15. Update P/R History & G/L
4. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU
5. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU
6. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report
7. Tax Calculation & P/R Register	19. State Tax Deposit Report
8. Print Payroll Checks - Laser	20. City Tax Deposit Report
9. Payroll Check Register	21. School District Tax Deposit Report
	22. Federal Tax Deposit Report
	23. State Tax Deposit Report
	24. City Tax Deposit Report
	25. School District Tax Deposit Report

Enter Selection: █

X = Log Off A = AutoMail

Access this screen to make any changes to the employee wages, such as; vacation pay, sick pay, loan deductions, or any other non-standard deductions. Standard deductions are set up in the Employee Master File. All earning codes other than 'R' that were entered in the Time Clock Edit screen need to be entered on this screen as well. If the check type should be Vacation or Sick Pay, you will need to change type to VAC for Vacation or SICK for sick pay. You may enter deductions or other earnings that are applicable to only this paycheck on this screen.

p If the deduction is already on the Employee's Master File, do not put it here because the system will then take the deduction twice.

AutoTerm 7

HOURS-EARNINGS-DEDUCTIONS ENTRY PR003

Employee No.: █
 Department: █
 Check Type: █

REG.:Regular Check
 VAC.:Vacation Pay
 SICK.:Sick Pay
 MISC.:Misc Pay
 LOAN.:Loan Advance
 BONUS:Bonus Check
 COMM.:Mo.Commission

Hours ____ Rate ____ Ext.Wages

Regular Hrs:
 Overtime Hrs:
 Double Time Hrs:

E A R N I N G S			D E D U C T I O N S		
CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT

Type in the Employee number and press **ENTER**.

The Department and the Check Type of REG, which is regular check type, will automatically display.

Type in the number of Regular hours, if applicable and press **ENTER**.

Type in the number of Overtime Hours or Double-time hours if applicable and press **ENTER**.

Type in the Earnings or Deductions. Use the codes that are setup in the Earnings and Deductions Table. Record the vacation, holiday and sick hours in the earnings section of the screen.

HOURS-EARNINGS-DEDUCTIONS ENTRY				PR003																								
Employee No. . . .	1	SAMPSON, JOSEPH		Check Types																								
Department	1	PARTS		REG.:Regular Check																								
Check Type	REG			VAC.:Vacation Pay																								
				SICK.:Sick Pay																								
				MISC.:Misc Pay																								
				LOAN.:Loan Advance																								
				BONUS:Bonus Check																								
				COMM.:Mo.Commission																								
Regular Hrs:	40.00	5.00	200.00																									
Overtime Hrs:	4.00	7.50	30.00																									
Double Time Hrs:		10.00	0.00																									
			290.00 TOTAL																									
<table border="1"> <thead> <tr> <th colspan="3">E A R N I N G S</th> <th colspan="3">D E D U C T I O N S</th> </tr> <tr> <th>CODE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> <th>CODE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>VAC</td> <td>VACATION</td> <td>40.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SICK</td> <td>SICK PAY</td> <td>20.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					E A R N I N G S			D E D U C T I O N S			CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT	VAC	VACATION	40.00				SICK	SICK PAY	20.00			
E A R N I N G S			D E D U C T I O N S																									
CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT																							
VAC	VACATION	40.00																										
SICK	SICK PAY	20.00																										
Any changes to Earnings or Deductions? (Y,N,X): <input type="checkbox"/>																												

Scenario:

Jane was in the middle of processing a Payroll Run for the current pay period. She noticed that a terminated employee was selected for payment.

Jane accessed the Employee Master F/M and flagged the employee as "T" for terminated.

She then tried to edit the employee's Hours-Earnings-Deductions Entry but received a message advising her that the employee had been terminated.

Jane had completed all the Payroll Processing steps (including printing the register) she had not printed the checks.

To correct this scenario, Jane had to go back into the Employee Master File and change the employee back to an "A"ctive status. This will clear the termination date field.

She had to go back into the Pay Period Processing Menu and select the “Enter Earnings/Deductions option” and delete the employee’s check record.

Then she had to go back into the Employee Master File and change her status back to “T”erminated and enter the termination date.

Then she had to access the Pay Period Processing Menu and re-run the Payroll Tax Calculation and Payroll Register to rebuild the check work file and continue with normal payroll check run processing.

If she wanted, she could have reprinted the Payroll worksheets, but they are not necessary.

Preliminary Wage & Hours Review

This Report is just as it name states. It is a preliminary wage and hour review report. Print this report to proof that the information thus far has been entered correctly.

AUTOPOWER
11-10-2014 (T3696) (P99) PAYROLL COMPANY

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. Reset Pay Processing Files	14. Payroll Departmental Summary
3. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L
4. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU
5. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU
6. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report
7. Tax Calculation & P/R Register	19. State Tax Deposit Report
8. Print Payroll Checks - Laser	20. City Tax Deposit Report
9. Payroll Check Register	21. School District Tax Deposit Report
10. Void Unposted Pay Check	
11. Payroll Departmental Summary	
12. Update P/R History & G/L	
13. DIRECT DEPOSIT PROCESSING MENU	
14. POSITIVE PAY MENU	
15. Federal Tax Deposit Report	
16. State Tax Deposit Report	
17. City Tax Deposit Report	
18. School District Tax Deposit Report	

Enter Selection: █

X = Log Off A = AutoMail

Type in #7 and press **ENTER**.

The Review Regular Hourly Employees screen will display as shown.

AUTOPOWER
11/10/2014 PRELIMINARY WAGE & HOURS REVIEW PR20

This procedure will generate a report of employees to be paid during this pay cycle. The report will show hours and gross wages to be verified with the payroll worksheets.

Company Number.....:

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number:

Type in the Company Number and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER
11/10/2014 PRELIMINARY WAGE & HOURS REVIEW PR20

This procedure will generate a report of employees to be paid during this pay cycle. The report will show hours and gross wages to be verified with the payroll worksheets.

Company Number.....: 1

Do you wish to proceed? (Y,N): Y

Document Options

(D)isplay
(P)rint
Output Choice:

Select Document Output Choice, or (C)ancel

AutoPower									
10 Nov 2014				PRELIMINARY WAGE & HOURS REVIEW					PAGE 1
CO	DEPT	EMPNO	EMPLOYEE NAME	HS	GROSS	REG-HRS	OVR-HRS	EARN-HRS	EARN.CD
1	1	1	SAMPSON, JOSEPH	H	290.00	40.00	4.00	8.00	VAC
1	1	22360	ROBERTSON, TRACY L.	H	1,720.00	80.00		4.00	SICK
1	3	18190	GOMERY, JERRY L.	H	1,920.00	80.00			
1	3	49220	PERRY, JEFF D.	H	1,920.00	80.00			
1	3	58090	WEAVER, EMERSON L.	H	1,920.00	80.00			
1	4	10490	DAVIDSON, ANN M.	H	1,520.00	80.00			
1	4	42160	ACKERMAN, ROGER L.	S	3,461.54	0.00			
**					12,751.54	440.00	4.00	12.00	
*					12,751.54	440.00	4.00	12.00	
					12,751.54	440.00	4.00	12.00	
7 records listed.									
Last Page... Press ENTER									

The report will list:

Company	Hourly/Salary
Department	Gross Earnings
Employee number	Regular Hours
Employee name	Over-time Hours
Earning Hours	Earning Code

Tax Calculation & P/R Register

This procedure will calculate the payroll taxes, build the check work files, and then print a Payroll Register Report. This register will enable you to review the earnings and deductions taken out of each paycheck for each employee. If this is incorrect, you may make adjustments.

The screenshot shows the 'PAY PERIOD PROCESSING MENU' with a list of 24 options. Option 9, 'Tax Calculation & P/R Register', is highlighted with an arrow. A callout box on the right contains the text: 'Type in #9 and press **ENTER**.'

PAY PERIOD PROCESSING MENU	
1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. Reset Pay Processing Files	14. Payroll Departmental Summary
3. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L
4. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU
5. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU
6. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report
7. Tax Calculation & P/R Register	19. State Tax Deposit Report
8. Print Payroll Checks - Laser	20. City Tax Deposit Report
9. Payroll Check Register	21. School District Tax Deposit Report
10. Enter Selection:	
11. X = Log Off	12. A = AutoMail

The Payroll Register will display as shown.

The screenshot shows the 'TAX CALCULATION & PAYROLL REGISTER' screen. It includes a procedure description box and a series of input prompts for company and payroll information.

This procedure will calculate the payroll taxes, build the check work file and generate the Payroll Register Report.

Company Number.....:
 Pay Period Ending Date (MM/DD/YY).....:
 Check Date (MM/DD/YY).....:
 Starting Check Number.....:
 Deduct Insurance this Pay Period? (Y,N)...:
 Deduct 401K from regular checks? (Y,N)...:
 Deduct 408Plan from regular checks? (Y,N):
 Deduct all other deductions? (Y,N).....:
 Do you wish to proceed? (Y,N).....:

Field Descriptions:

Company Number:

Type in the Company Number and press **ENTER**.

Pay Period Ending Date:

Type in the Pay Period Ending Date and press **ENTER**.

Check Date:

Type in the check date and press **ENTER**.

Starting Check Number:

Type in the starting check number and press **ENTER**.

Deduct Insurance this Pay Period? (Y, N):

Type in **Y** and press **ENTER** to deduct insurance this pay period. Type in **N** and press **ENTER** if insurance should not be deducted.

Deduct 401K from regular checks? (Y,N):

Type in **Y** and press **ENTER** to deduct 401K from the regular checks. Type in **N** and press **ENTER** if 401K deductions are not to be taken out from the Regular checks.

Deduct 408Plan from regular checks? (Y,N):

Type in **Y** and press **ENTER** to deduct 408P from regular checks. Type in **N** and press **ENTER** if 408P deductions are not to be taken out from the Regular checks.

Deduct all other deductions? (Y,N):

Type in **Y** and press **ENTER** if all other deductions are valid in this check run. Type in **N** and press **ENTER** if other deductions should not be taking during this check run.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

Example of the Tax Calculation & Payroll Register displayed to the screen.

AUTOPOWER										
AUTOPOWER TRUCK & TRAILER										
17 Aug 2015		PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015						PAGE: 1		
CHECK DATE: 08/06/2015										
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS			CURRENT PERIOD	YEAR TO DATE	
BLACKSTONE, SAMANTHA	REG		4,000.00	COMM	200.00	HHWCF	2.00	GROSS	154,200.00	108,000.00
RATE (4,000.00/S)	OVR			BONUS	150,000.00	401K	15,420.00	FEDERAL WH	52,719.86	13,445.34
DEPT 1	DBL					125INS	65.21	SOCIAL SEC	749.48	6,597.52
EMPLOYEE #4446						INS	5.00	MEDICARE	2,779.86	1,542.86
CHECK TYPE REG								STATE TAX	6,766.07	4,345.00
								LOCAL TAX		
								COUNTY TAX		
								SCHOOL TAX		
DIR.DEPOSIT CHECK #123456			4,000.00		150,200.00		15,492.21	NET AMOUNT	75,692.52	70,080.34
DIRECT DEPOSIT ENTIRE CHECK										
EMPLOYER MATCH 771.00										
ANDREWS, MARYANNE	REG	40.00	720.00		PAEU			GROSS	720.00	43,098.39
RATE (18.00/H)	OVR				401K		43.20	FEDERAL WH	57.50	4,780.19
DEPT 1	DBL							SOCIAL SEC	44.64	2,672.10
EMPLOYEE #7697								MEDICARE	10.44	624.90
CHECK TYPE REG								STATE TAX	30.16	1,967.00
								LOCAL TAX	7.20	
								COUNTY TAX		
								SCHOOL TAX		
DIR.DEPOSIT CHECK #123457		40.00	720.00				43.20	NET AMOUNT	526.86	30,468.30
DIRECT DEPOSIT ENTIRE CHECK										
EMPLOYER MATCH 2.16										
SHELTON, CHRISTINE	REG		900.00		401K		60.00	GROSS	1,000.00	21,800.00
RATE (1,000.00/S)	OVR				125AFLAC		12.50	FEDERAL WH	105.70	1,657.85
DEPT 1	DBL				125DEN		6.00	SOCIAL SEC	60.20	1,342.60
EMPLOYEE #9002	HOL	8.00	100.00		125LIFE		8.00	MEDICARE	14.08	314.00
CHECK TYPE REG					125DIS		2.50	STATE TAX	38.00	669.64
					LOAN		50.00	LOCAL TAX		
					CHILD		15.00	COUNTY TAX		
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:										

17 Aug 2015			PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015					PAGE: 2	
CHECK DATE: 08/06/2015									
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS		CURRENT PERIOD	YEAR TO DATE	
					CAR	10.00	SCHOOL TAX		
					OCCTAX	2.00			
					UNI	7.00			
DIR.DEPOSIT CHECK #123458		8.00	1,000.00		173.00	NET AMOUNT	609.02	15,860.91	
DIRECT DEPOSIT ENTIRE CHECK									
EMPLOYER MATCH 3.00									
ROBERTSON, TRACY L.	REG	80.00	1,720.00	125INS	90.00	GROSS	1,720.00		
RATE (21.50/H)	OVR			125DEN	10.00	FEDERAL WH	134.83		
DEPT 1	DBL			SAVING2	175.00	SOCIAL SEC	100.44		
EMPLOYEE #22360						MEDICARE	23.49		
CHECK TYPE REG						STATE TAX	77.00		
						LOCAL TAX			
						COUNTY TAX			
						SCHOOL TAX			
DIR.DEPOSIT CHECK #123459		80.00	1,720.00		275.00	NET AMOUNT	1,109.24		
DIRECT DEPOSIT ENTIRE CHECK									
TOTAL FOR DEPARTMENT: 1 - PARTS									
TOTAL HOURS -	REG	120.00							
	OVR								
	DBL								
	HOL	8.00							
	SICK								
	VAC								
TOTAL AMOUNT -	REG	2,440.00							
	OVR								
	DBL								
	HOL	100.00							
Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:									

AUTOPOWER							
17 Aug 2015		PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015					PAGE: 3
CHECK DATE: 08/06/2015							
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE
SICK							
VAC							
TOTAL SALARIED			4,900.00				
OTHER EARNINGS			150,200.00				
COMM	200.00						
BONUS	150,000.00						
OTHER DEDUCTIONS			15,983.41				
HMWCF	2.00						
401K	15,523.20						
125INS	155.21						
INS	5.00						
PAEU							
125AFLAC	12.50						
125DEN	16.00						
125LIFE	8.00						
125DIS	2.50						
LOAN	50.00						
CHILD	15.00						
CAR	10.00						
OCCTAX	2.00						
UHI	7.00						
SAVING2	175.00						
CAFETERIA PLAN			194.21				
GROSS			157,640.00				
FEDERAL WITHHOLDING			53,017.89				
EMPLOYEE SOCIAL SECURITY			954.76				
EMPLOYEE MEDICARE			2,827.87				
STATE TAX			6,911.23				
LOCAL TAX			7.20				
COUNTY TAX							
SCHOOL TAX							
TOTAL NET			77,937.64				
EMPLOYER MATCH			776.16				
Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:							

AUTOPOWER							
17 Aug 2015		PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015					PAGE: 4
CHECK DATE: 08/06/2015							
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE
EMPLOYER SOCIAL SECURITY							
			954.79				
EMPLOYER MEDICARE							
			2,282.96				
Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:							

How To – Payroll Workbook

AUTOPOWER									
17 Aug 2015			PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015					PAGE: 5	
CHECK DATE: 08/06/2015									
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS	CURRENT PERIOD		YEAR TO DATE	

GOMERY, JERRY L.	REG	80.00	1,920.00		125INS	70.00	GROSS	1,920.00	
RATE (24.00/H)	OVR				125DEN	5.00	FEDERAL WH	191.65	
DEPT 3	DBL						SOCIAL SEC	114.39	
EMPLOYEE #18190							MEDICARE	26.75	
CHECK TYPE REG							STATE TAX	94.00	
							LOCAL TAX		
							COUNTY TAX		
							SCHOOL TAX		
DIR.DEPOSIT CHECK #123460		80.00	1,920.00			75.00	NET AMOUNT	1,418.21	
DIRECT DEPOSIT ENTIRE CHECK									

PERRY, JEFF D.	REG	80.00	1,920.00		125INS	98.00	GROSS	1,920.00	
RATE (24.00/H)	OVR				125DEN	10.00	FEDERAL WH	94.42	
DEPT 3	DBL						SOCIAL SEC	112.34	
EMPLOYEE #49220							MEDICARE	26.27	
CHECK TYPE REG							STATE TAX	75.00	
							LOCAL TAX		
							COUNTY TAX		
							SCHOOL TAX		
DIR.DEPOSIT CHECK #123461		80.00	1,920.00			108.00	NET AMOUNT	1,503.97	
DIRECT DEPOSIT ENTIRE CHECK									

WEAVER, EMERSON L.	REG	80.00	1,920.00		125INS	32.00	GROSS	1,920.00	
RATE (24.00/H)	OVR				125DEN	3.00	FEDERAL WH	197.65	
DEPT 3	DBL				SAVING2	200.00	SOCIAL SEC	116.87	
EMPLOYEE #58090							MEDICARE	27.33	
CHECK TYPE REG							STATE TAX	97.00	
							LOCAL TAX		
							COUNTY TAX		
							SCHOOL TAX		
Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:									

AUTOPOWER									
17 Aug 2015			PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015					PAGE: 6	
CHECK DATE: 08/06/2015									
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE		

DIR.DEPOSIT CHECK #123462		80.00	1,920.00		235.00	NET AMOUNT	1,246.15		
DIRECT DEPOSIT ENTIRE CHECK									

TOTAL FOR DEPARTMENT: 3 - SHOP									

TOTAL HOURS -	REG	240.00							
	OVR								
	DBL								
	HOL								
	SICK								
	VAC								
TOTAL AMOUNT -	REG	5,760.00							
	OVR								
	DBL								
	HOL								
	SICK								
	VAC								
TOTAL SALARIED									
OTHER EARNINGS									
COMM									
BONUS									
OTHER DEDUCTIONS		418.00							
INWCF									
401K									
125INS	200.00								
INS									
PAEU									
125AFLAC									
125DEN	18.00								
125LIFE									
125DIS									
LOAN									
Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit: █									

AUTOPOWER							
17 Aug 2015		PAYROLL REGISTER FOR THE PERIOD ENDING 08/05/2015				PAGE: 7	
CHECK DATE: 08/06/2015							
EMPLOYEE NAME	TYPE	HOURS	EARNINGS	OTHER EARNINGS	OTHER DEDUCTIONS	CURRENT PERIOD	YEAR TO DATE
CHILD							
CAR							
OCCTAX							
UNI							
SAVING2	200.00						
CAFETERIA PLAN			218.00				
GROSS			5,760.00				
FEDERAL WITHHOLDING			483.72				
EMPLOYEE SOCIAL SECURITY			343.60				
EMPLOYEE MEDICARE			80.35				
STATE TAX			266.00				
LOCAL TAX							
COUNTY TAX							
SCHOOL TAX							
TOTAL NET			4,168.33				
EMPLOYER MATCH							
EMPLOYER SOCIAL SECURITY			343.60				
EMPLOYER MEDICARE			80.35				

Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit: █							

Print Payroll Checks

This procedure will print a payroll check run on Laser Checks.

AUTOPOWER
11-10-2014 (T3696) (P99) PAYROLL COMPANY 11:38am

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. TIME CLOCK PAY PROCESSING MENU	14. Payroll Departmental Summa
3. Reset Pay Processing Files	15. Update P/R History & G/L
4. Enter Hours, Earnings, Deductions	16. DIRECT DEPOSIT PROCESSING MENU
5. Preliminary Wage & Hours Review	17. POSITIVE PAY MENU
6. Tax Calculation & P/R Register	18. Federal Tax Deposit Report
7. Print Payroll Checks - Laser	19. State Tax Deposit Report
8. Payroll Check Register	20. City Tax Deposit Report
	21. School District Tax Deposit Report

Enter Selection: █

X = Log Off A = AutoMail

The Payroll Check Print screen will display.

AUTOPOWER
11/10/2014 PRINT PAYROLL LASER CHECKS PR6-LASER

This procedure will print the employee payroll checks on the designated laser check printer.

Company Number.....:

Pay Period Ending Date (MM/DD/YY):

Check Date (MM/DD/YY).....:

Starting Check Number.....:

Field Descriptions:

Company Number.:

Type in the Company Number and press **ENTER**.

Pay Period ending date:

Type in the date the pay period ended for the check run and press **ENTER**.

Check Date:

Type in the date of the paycheck and press **ENTER**.

Starting Check Number:

Type in the starting check number for this check run and press **ENTER**.

The Payroll checks will start printing.

You will not be prompted for a printer number.

Payroll Check Register

The Payroll Check Register option will generate a report that will list all of the checks that were processed during this pay cycle and have not been posted to check history. Verify that the printed checks and the check register match. The checks that are on the Check Register are the amounts that will post to the General Ledger and to the Employee's Pay History files.

AUTOPOWER
11-10-2014 (T3696) (P99) PAYROLL COMPANY

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. Reset Pay Processing Files	14. Payroll Departmental Summary
3. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L
4. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU
5. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU
6. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report
7. Tax Calculation & P/R Register	19. State Tax Deposit Report
8. Print Payroll Checks - Laser	20. City Tax Deposit Report
9. Payroll Check Register	21. School District Tax Deposit Report
10. Enter Selection: █	

X = Log Off A = AutoMail

The Payroll Check Register screen will display.

AUTOPOWER
11/10/2014 PAYROLL CHECK REGISTER PRCR

This procedure will generate a check register showing checks created during this pay cycle.

Report Sorting Options: 1. By Check Number
2. By Employee Number
3. By Department by Employee Number

Sorting Option (1,2 or 3)....: █

Do you wish to proceed? (Y,N):

The Payroll Check Register can be sorted by check number, employee number, and department by employee number.

Sorting Option (1,2, or 3)

Type in 1, 2, or 3 to sort the Payroll Check Register by Check Number, Employee Number or by Department by Employee Number.

AUTOPOWER	PAYROLL CHECK REGISTER	PRCR
11/10/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> This procedure will generate a check register showing checks created during this pay cycle. </div>		
Report Sorting Options: 1. By Check Number 2. By Employee Number 3. By Department by Employee Number		
Sorting Option (1,2 or 3)....: 1		
Do you wish to proceed? (Y,N): Y		

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	PAYROLL CHECK REGISTER	PRCR
11/10/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> This procedure will generate a check register showing checks created during this pay cycle. </div>		
Report Sorting Options: 1. By Check Number 2. By Employee Number 3. By Department by Employee Number		
Sorting Option (1,2		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Document Options (D)isplay (P)rint Output Choice: </div>		
Do you wish to proce		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of a Payroll Check Register.

This report will list the company number, state, department, check number, direct deposit, check type, employee number, name, gross earnings, federal withholding deductions, Social Security, Medicare, state withholding, city withholding, school district withholding, additional deduction amounts and the total net check amount.

Each column will be totaled at the bottom of the report.

AUTOPOWER																
10 Nov 2014																
PAYROLL CHECK REGISTER																
PAGE: 1																
CO	ST	DEPT	CHKNO	DIR.	DEP	TYPE	EMPNO	NAME	GROSS	FIT	SS + MED	STATE-WH	CITY-WH	SCHOOL DIST WH	DED.AMT	NET
1	HT	1	32541	C		REG	22360	ROBERTSON, TRACY L.	1720.00	136.57	123.93	77.00	0.00	0.00	90.00 10.00 175.00 208.22	899.28
1	HT	3	32542	C		REG	18190	GONERY, JERRY L.	1920.00	193.10	141.14	94.00	0.00	0.00	70.00 5.00	1,416.76
1	HT	3	32543	C		REG	49220	PERRY, JEFF D.	1920.00	97.01	138.61	75.00	0.00	0.00	98.00 10.00	1,501.38
1	HT	3	32544	C		REG	58090	WEAVER, ENEERSON L.	1920.00	199.10	144.20	97.00	0.00	0.00	32.00 3.00 200.00	1,244.70
1	HT	4	32545	C		REG	10490	DAVIDSON, ANN H.	1520.00	104.55	107.60	64.00	0.00	0.00	38.46 3.78 70.00 5.00	1,126.61
1	HT	4	32546	C		REG	42160	ACKERMAN, ROGER L.	3461.54	490.29	259.07	187.00	0.00	0.00	70.00 5.00 350.00	2,100.18
**									12461.54	1220.62	914.55	594.00	0.00	0.00	1443.46	8,288.91
*																
**									12461.54	1220.62	914.55	594.00	0.00	0.00	1443.46	8,288.91
*																
									12461.54	1220.62	914.55	594.00	0.00	0.00	1443.46	8,288.91
6 records listed.																
Last Page... Press ENTER																

Void Unposted Pay Check

AUTOPAYERS		11-10-2014 (T3696) (P99)		PAYROLL COMPANY	12:
PAY PERIOD PROCESSING MENU					
1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check	<div style="border: 2px solid black; padding: 5px; display: inline-block;"> Type in #13 and press ENTER. </div>			
2.	14. Payroll Departmental Summary				
3. Reset Pay Processing Files	15. Update P/R History & G/L				
4. TIME CLOCK PAY PROCESSING MENU	16.				
5. Employee Payroll Selection	17. DIRECT DEPOSIT PROCESSING MENU				
6. Enter Hours, Earnings, Deductions	18.				
7. Preliminary Wage & Hours Review	19. POSITIVE PAY MENU				
8.	20.				
9. Tax Calculation & P/R Register	21. Federal Tax Deposit Report				
10.	22. State Tax Deposit Report				
11. Print Payroll Checks - Laser	23. City Tax Deposit Report				
12. Payroll Check Register	24. School District Tax Deposit Report				
Enter Selection: █					
<div style="display: flex; justify-content: space-around;"> X = Log Off A = AutoMail </div>					

Prior to updating a check to history, you can void a payroll check in this option. If you need to void a paycheck from a previous pay period go to the Utilities menu from the Main Menu and select Void Posted Pay Check.

Scenario:

John ran his payroll and realized he needed to void only one check in the check run (not the whole check run). He had printed the checks and the check register but he had not posted the checks.

What should he do?

John should Void the Unposted Pay Checks and then re-select payroll with the correct date. John can only do this because he did not Updated Payroll to the General Ledger.

Another Scenario:

John ran the complete payroll run with the wrong check date. He realized this after he ran his checks and the payroll check register. He has not posted the payroll checks to the General Ledger. John can go back and re-run the Tax Calculation & P/R Register. This will clear the check file and rebuild it with the new check numbers and check dates. Then he can reprint the checks and continue on with pay period processing. John will still need to go back and Void the Unposted Checks that he printed with the wrong check date in the first check run.

AUTOPOWER

VOID CHECKS IN CURRENT PAY PERIOD

PR018

Empno: Dept: Check Type:

Gross.....
F.I.T.....
Social Sec..
Medicare....

Are you SURE you wish to VOID this check? (Y,N):

Field Descriptions:

Empno:

Type in the Employee number and press **ENTER**.

Dept:

Type in the Department number and press **ENTER**.

Check Type:

Type in the Check Type and press **ENTER**.

The check information will display.

Are you sure you wish to void this check?

Type in **Y** and press **ENTER** to void the check.

Type in **N** and press **ENTER** to return to the menu.

Payroll Departmental Summary

This procedure will generate a summary of the payroll by Department with regular and overtime wages, employee's gross wages, deductions and other earnings.

AUTOPOWER		11-10-2014 (T3696) (P99)	PAYROLL COMPANY	12:09
PAY PERIOD PROCESSING MENU				
1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check	<div style="border: 2px solid black; padding: 5px; display: inline-block;"> Type in #14 and press ENTER. </div>		
2. Reset Pay Processing Files	14. Payroll Departmental Summary			
4. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L			
5. Employee Payroll Selection	16.			
6. Enter Hours, Earnings, Deductions	17. DIRECT DEPOSIT PROCESSING MENU			
7. Preliminary Wage & Hours Review	18.			
8.	19. POSITIVE PAY MENU			
9. Tax Calculation & P/R Register	20.			
10.	21. Federal Tax Deposit Report			
11. Print Payroll Checks - Laser	22. State Tax Deposit Report			
12. Payroll Check Register	23. City Tax Deposit Report			
	24. School District Tax Deposit Report			
Enter Selection:				
<div style="display: flex; justify-content: space-around;"> X = Log Off A = AutoMail </div>				

The Payroll Departmental Summary screen will display as shown.

AUTOPOWER		11/10/2014	PAYROLL DEPARTMENTAL SUMMARY	PR14
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> This procedure will generate a Payroll Departmental Summary report of employee regular, overtime and gross wages as well as other earnings and deductions. </div>				
Do you wish to proceed? (Y,N): Y				
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> Document Options (D)isplay (P)rint Output Choice: </div>				
Select Document Output Choice, or (C)ancel				

Field Descriptions:**Do you wish to proceed? (Y,N):**

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

An example of the Payroll Summary Report is shown below.

The report will list the company, state, employee number, employee name, regular hours, overtime hours, overtime dollar amount, earning code, earning amount, gross check amount, deduction code, deduction amount, and the net check amount.

A total amount will be listed for each column listed on the report.

AUTOPOWER														
10 Nov 2014														
PAYROLL DEPARTMENTAL SUMMARY														
PAGE: 1														
CO	ST	DEPT	EMPHO	NAME	REG-HRS	REG\$	OVR-HRS	OVR\$	EARN.CD	EARN.AMT	GROSS	DED.CD	DED.AMT	NET
1	HT	1	22360	ROBERTSON,TRACY L.	80.00	1720.00		0.00			1720.00	125INS 125DEN SAVING 2 GARN	90.00 10.00 175.00 208.22	899.28
***					80.00	1720.00	0.00	0.00		0.00	1720.00		483.22	899.28
1	HT	3	18190	GOMERY,JERRY L.	80.00	1920.00		0.00			1920.00	125INS 125DEN	70.00 5.00	1,416.76
1	HT	3	49220	PERRY,JEFF D.	80.00	1920.00		0.00			1920.00	125INS 125DEN	98.00 10.00	1,501.38
1	HT	3	58090	WEAVER,EMERSON L.	80.00	1920.00		0.00			1920.00	125INS 125DEN SAVING 2	32.00 3.00 200.00	1,244.70
***					240.00	5760.00	0.00	0.00		0.00	5760.00		418.00	4,162.84
1	HT	4	10490	DAVIDSON,ANN H.	80.00	1520.00		0.00			1520.00	125AFL AC AFLAC 125INS 125DEN	38.46 3.78 70.00 5.00	1,126.61
1	HT	4	42160	ACKERMAN,ROGER L.	0.00						3461.54	125INS 125DEN SAVING 2	70.00 5.00 350.00	2,100.18
***					80.00	1520.00	0.00	0.00		0.00	4981.54		542.24	3,226.79
**					400.00	9000.00	0.00	0.00		0.00	12461.54		1443.46	8,288.91
*														
**					400.00	9000.00	0.00	0.00		0.00	12461.54		1443.46	8,288.91
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:														

Update Payroll History and G/L

This program will post the transactions prepared in this pay cycle to the Payroll History Files, update the accounting transactions to the general ledger transaction file and generate a Payroll Summary G/L Update Report. If you do not run this option, the general ledger, and payroll wage history files will not be updated.

11-10-2014 (T3696) (P99) PAYROLL COMPANY 12:17

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. Reset Pay Processing Files	14. Payroll Departmental Summary
3. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L
4. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU
5. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU
6. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report
7. Tax Calculation & P/R Register	19. State Tax Deposit Report
8. Print Payroll Checks - Laser	20. City Tax Deposit Report
9. Payroll Check Register	21. School District Tax Deposit Report
10. Enter Selection: █	

X = Log Off A = AutoMail

The Update Employee History File screen will display.

11/10/2014 UPDATE P/R & G/L PR8

This procedure will post the payroll transactions prepared in this pay cycle to the Payroll History files, generate a Payroll Summary G/L Update Report and update the transactions to the General Ledger Transaction file.

Company Number.....: 1

General Ledger Period Number (1-12)...: 7

General Ledger 4 Digit Accounting Year: 2014

Check Date (MM/DD/YY).....: 07-14-14

Pay Period Starting Date (MM/DD/YY)...: 06-15-14

Pay Period Ending Date (MM/DD/YY)....: 06-28-14

Do you wish to proceed? (Y,N).....: Y

Field Descriptions:

Company Number.

Type in the company number and press **ENTER**.

General Ledger Period Number.

Type in the period number and press **ENTER**.

General Ledger 4 Digit Accounting Year.

Type in the 4 digit accounting year and press **ENTER**.

Check Date:

Type in the check date and press **ENTER**.

Pay Period Starting Date:

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date:

Type in the Pay Period Ending date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER (2)

This procedure will post the payroll transactions prepared in this pay cycle to the Payroll History files, generate a Payroll Summary G/L Update Report and update the transactions to the General Ledger Transaction file.

Company Number.....: 1

General Ledger Period Number (1-12)...: 7

General Ledger 4 Dig Document Options 014

Check Date (MM/DD/YY) (D)isplay 7-04-14
(P)rint

Pay Period Starting Output Choice: 6-15-14

Pay Period Ending Date (MM/DD/YY)....: 06-28-14

Do you

Select Document Output Choice, or (C)ancel

An example of the Payroll Summary G/L update report is shown below. There will be totals for each column on the report.

AUTOPOWER (2)						PAYROLL SUMMARY G/L UPDATE			PAGE 1	
10 Nov 2014										
CO	BR	DEPT	P/R	DATE	G/L ACCT	G/L DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	NET AMOUNT	
1	1	1		08/01/14	1110	CHECKING ACCOUNT - PAYROL	0.00	5,542.83	-5,542.83	
1	1	1		08/01/14	1200	SAVINGS ACCOUNT	0.00	175.00	-175.00	
1	1	1		08/01/14	2014		0.00	334.78	-334.78	
1	1	1		08/01/14	2030		0.00	64.00	-64.00	
1	1	1		08/01/14	2110	ACCRUED IRS WAGE GARNISHM	0.00	208.22	-208.22	
1	1	1		08/01/14	2400	FICA PAYABLE	0.00	1,263.48	-1,263.48	
1	1	1		08/01/14	2500	ACCRUED FEDERAL TAXES PAY	0.00	924.51	-924.51	
1	1	1		08/01/14	2530	ACCRUED EMPLOYEE INSURANC	0.00	58.46	-58.46	
1	1	1		08/01/14	2540	ACCRUED FEDERAL UNEMPLOYM	0.00	49.55	-49.55	
1	1	1		08/01/14	2550	ACCRUED STATE UNEMPLOYMEN	0.00	187.96	-187.96	
1	1	1		08/01/14	6500	SALARIES	8,621.54	0.00	8,621.54	
1	1	1		08/01/14	7500	EMPLOYER FICA EXPENSE	822.03	0.00	822.03	
1	1	1		08/01/14	7650	FEDERAL UNEMPLOYMENT EXPE	9.72	0.00	9.72	
1	1	1		08/01/14	7700	STATE UNEMPLOYMENT EXPENS	37.50	0.00	37.50	

Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:										

Direct Deposit Processing

Companies often offer their employees a service that will deposit their paycheck earnings directly to the employee's bank checking or savings account. Using the NACHA format specifications from the Employer's bank a Direct Deposit function can take place at the completion of running the payroll processes for the pay period.

This program will allow you to create or edit the employee's direct deposit source record.

It contains the employee's deposit source code, bank type, bank name, bank account number, bank routing number.

Having the "Direct Deposit" indicator set to a "C" in the employee's payroll master file, the direct deposit function would transmit the employee's wages to the Employer's bank for subsequent transmittal to the employee's specified bank checking and/or savings account.

AUTOPOWER (2)

EMPLOYEE MASTER F/M PR-E

Employee No: 1

1. Employee Name.....: SAMPSON, JOSEPH	17. Company No.....: 1
2. Address.....: 1234 ROCK ROAD	18. Branch Location..: 1
3. City.....: DUNCAN	19. Department Code..: 1
4. 2 Letter State Code..: OK	20. Status (A,T,P)..: A
5. Zip/Postal Code.....: 16866	21. Worker Comp No..:
6. Telephone No.....: 407-695-7300	22. Shift Start Time: 08:00am
7. Social Security No...: 999-99-9999	23. Shift End Time..: 05:00am
8. Wage Type (H/S).....: H	24. Work State.....: OK1
9. Rate of Pay.....: 5.00	25. Race.....:
10. Marital Status (M/S)..: S	26. Sex.....:
11. Birth Date.....: 01-01-1935	27. Driver License #: 12345678901
12. Hire Date.....: 01-01-1990	28. Dr.Lic. Exp Date:
13. Termination Date.....:	29. Direct Deposit?..: C
14. Pay Frequency.....: W	
15. Last Pay Increase....: 05-21-2012	
16. Job Description.....: MANAGER	

f1=D&W F/M f2=Raises f3=Vacat'ns f4=Sick Hist
f5=Training f6=Checks f7=Earnings f8=Notes
(U)pdate, (E)xit, Field#, any f-key:

Type in "C" and press
ENTER.

Direct Deposit Company Setup

The Direct Deposit Company & Employee Setup F/M must be setup before you can process a Direct Deposit. These menu options must be maintained to support the direct deposit functions.

AUTOPOWER (G)
11-10-2014 (T5060) (P99) PAYROLL COMPANY 12:48pm

DIRECT DEPOSIT PROCESSING MENU

- 1....Create Direct Deposit Batch
- 2....Print Direct Deposit Batch Report
- 3....Move Direct Deposit Batch to PC File for Upload
- 4....Copy Direct Deposit Batch to History File
- 5....
- 6....Direct Deposit Company Setup
- 7....Direct Deposit Employee Setup

Enter Selection: █

X = Log Off A = AutoMail

Type in #6 and press **ENTER**

AUTOPOWER (G)
11-10-2014 DIRECT DEPOSIT COMPANY SETUP PR-DDCOMPFM

Company No: 1

1. Company Name.....: AUTOPOWER TRUCK & TRAILER
2. Company FEIN.....: 462997720
3. Bank Name.....: SUN BANK
4. Bank Routing Number.....: 092905249
5. Company Bank Account No.: 4010035242
6. Company Acct Routing No.: 092905249
7. Next Batch Number.....: 15
8. Next Trace Number.....: 137
9. ACH File Type (B,C).....: B

Update? (Y)es, (C)hange, (D)elete, (E)xit, #: █

Field Descriptions:

Company Number.

Type in the company number and press **ENTER**.

Company FEIN

Type in the Company Federal Employer Identification number and press **ENTER**.

Company Bank Name.

Type in the Company Bank Name and press **ENTER**.

Company Bank Account Number:

Type in the Company Bank Account Number and press **ENTER**.

Company Acct Routing Number:

Type in the Company Acct Routing Number and press **ENTER**.

Next Batch Number:

Type in the Next Batch Number and press **ENTER**.

Next Trace Number:

Type in the Next Trace Number, and press **ENTER**

ACH File Type (B,C):

This is the required bank ACH file type.

Type in **B** and press **ENTER** if the file is to contain balanced debit and credit amounts.

Type in **C** and press **ENTER** if the file is to contain credit only amounts.

Update? (Y)es, (C)hange, (D)elele, (E)xit, #:

Direct Deposit Employee Setup

The Direct Deposit Employee Setup F/M must be setup before you can process a Direct Deposit. These menu options must be maintained to support the direct deposit functions.

AUTOPOWER (2)
11-10-2014 (T5060) (P99) PAYROLL COMPANY 12:58pm

DIRECT DEPOSIT PROCESSING MENU

- 1....Create Direct Deposit Batch
- 2....Print Direct Deposit Batch Report
- 3....Move Direct Deposit Batch to PC File for Upload
- 4....Copy Direct Deposit Batch to History File
- 5....
- 6....Direct Deposit Company Setup
- 7....Direct Deposit Employee Setup

Enter Selection:

X = Log Off A = AutoMail

Type in #7 and press

In the example below this employee will have his check deposited into two different banks. You must have first setup a deduction code in the Earnings & Deductions File Maintenance and assign a GL account number to this code. In this example we wanted a portion of the check to go into the credit union savings account so we setup the code as CU. Then we assigned this deduction code of (CU) in the Employee Master record with the deduction amount. Then added this deduction code to the Employee's direct deposit setup as shown.

AUTOPOWER (2)
11-10-2014 DIRECT DEPOSIT EMPLOYEE SETUP PR-DDENPFH

Employee No: 1
SAMPSON, JOSEPH
Status: A Direct Deposit: C

	Deposit Source	Type	Bank Name	Account No	Routing No
1.	NETCHECK	CHK	SUN BANK	10892523523355252	080102030
2.	CU	SAV	CREDIT UNION	12525265658565655	082523230
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(U)pdate, (C)hange, (D)elele, (E)xit, #: █

Create Direct Deposit Batch

The **PR_DIRECT_DEPOSIT** folder must reside on the **c:/ drive** of your PC in order for the program to build the ACH file and write it to your PC so you can upload the file to your bank's website.

Now that the company and employee direct deposit tables have been setup, we can create a Direct Deposit Batch. This menu option will select the "direct deposit" employees and their pay check data from the check work file.

11-10-2014 (T5060) (P99) PAYROLL COMPANY 12:58pm

DIRECT DEPOSIT PROCESSING MENU

- 1...Create Direct Deposit Batch
- 2...Print Direct Deposit Batch Report
- 3...Move Direct Deposit Batch to PC File for Upload
- 4...Copy Direct Deposit Batch to History File
- 5...
- 6...Direct Deposit Company Setup
- 7...Direct Deposit Employee Setup

Enter Selection: █

X = Log Off A = AutoMail

05-29-2014 CREATE DIRECT DEPOSIT BATCH PR-DDCB

Company Number.....: 1
Company FEIN.....: 593015891
Company T/R Number.: 252525252
Bank Name.....: YOUR COMPANY'S BANK
Bank T/R Number....: 123455655
DDeposit Batch No.: 0000020

Settlement Date....: 05-30-14

Create Batch? (Y,N): Y █

Field Descriptions:**Company Number:**

Type in the Company Number and press **ENTER**.

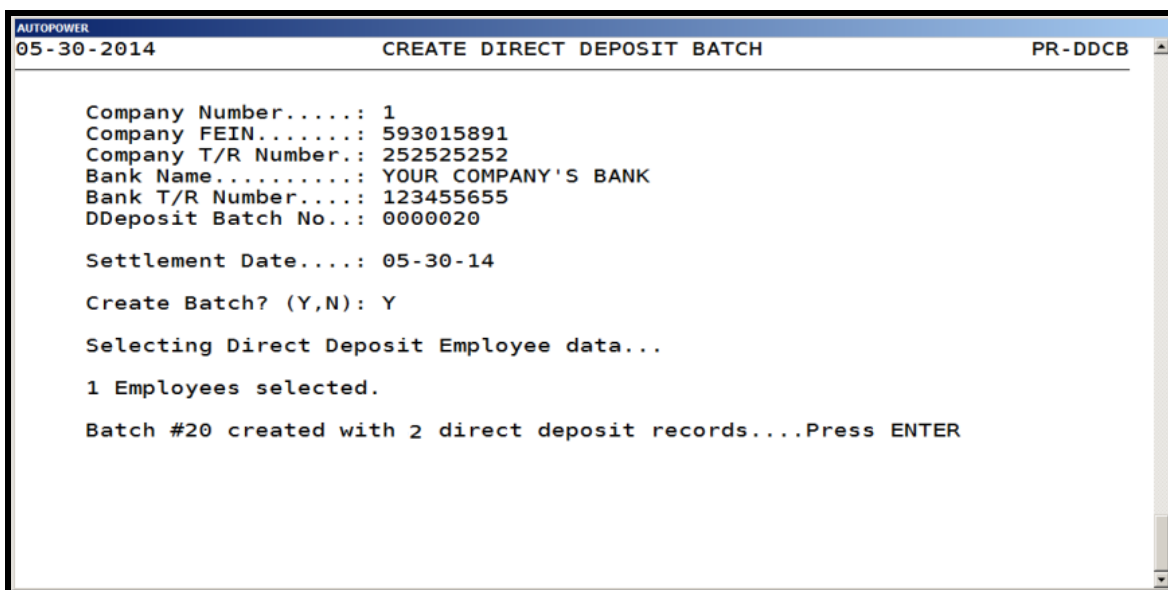
The remaining fields will be completed based on your Company's Direct Deposit setup with the exception of the settlement date and Create Batch fields.

Settlement Date:

Type in the date that the checks are to be deposited into the employees account and press **ENTER**.

Create Batch? (Y,N)

Type in **Y** and press **ENTER** to create direct deposit check batch.



```
AUTOPOWER
05-30-2014          CREATE DIRECT DEPOSIT BATCH          PR-DDCB

Company Number.....: 1
Company FEIN.....: 593015891
Company T/R Number.: 252525252
Bank Name.....: YOUR COMPANY'S BANK
Bank T/R Number....: 123455655
DDeposit Batch No..: 0000020

Settlement Date....: 05-30-14

Create Batch? (Y,N): Y

Selecting Direct Deposit Employee data...

1 Employees selected.

Batch #20 created with 2 direct deposit records....Press ENTER
```

The Create Direct Deposit Batch shows Batch #20 was created with 2 direct deposit records. I had one employee in this payroll batch for direct deposit but he was making a deposit into two banking institutions that made up the 2 direct deposit records.

Print Direct Deposit Batch Report

The Direct Deposit Batch Report will list all information that is in the Direct Deposit Batch that is being transferred to the banks. This procedure will generate a Direct Deposit Batch Report for employees that are setup for direct deposit. The report can be generated for the current pay period or a previous pay period.

AUTOPOWER (2)	
11-10-2014 (T5060) (P99)	PAYROLL COMPANY 12:58pm
DIRECT DEPOSIT PROCESSING MENU	
1....Create Direct Deposit Batch	
2....Print Direct Deposit Batch Report	
3....Move Direct Deposit Batch to PC File for Upload	
4....Copy Direct Deposit Batch to History File	
5....	
6....Direct Deposit Company Setup	
7....Direct Deposit Employee Setup	
Enter Selection: █	
X = Log Off	A = AutoMail

AUTOPOWER (2)	
11/10/2014	DIRECT DEPOSIT BATCH REPORT PR-DDBR
This procedure will generate a Direct Deposit Batch Report for employees that are set up for direct deposit. The report can be generated for the current pay period or a previous pay period.	
Company Number (1,2,3).....: 1	
(C)urrent Batch or (H)istorical Batch: C	
Historical Batch Number.....:	
Do you wish to proceed? (Y,N).....: Y █	

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

(C)urrent Batch, (H)istorical Batch

Type in "**C**" and press **ENTER** to print the current Pay Period Direct Deposit Batch Report.

Type in "**H**" and press **ENTER** to print a historical Direct Deposit Batch Report. You will then advance to the Historical Batch Number field to enter in the batch number.

Historical Batch Number

Type in the History Batch Number and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

Please review this report before moving the Direct Deposit Batch to the PC File for upload.

The Direct Deposit Batch Report will list the Employee number, Employee name, transaction type, check date, check number, deposit amount, Bank name, employee's bank account # for each banking institution, routing number for the bank and the trace number for each transaction.

AUTOPOWER (2)									
AUTOPOWER TRUCK & TRAILER DIRECT DEPOSIT BATCH #14 REPORT Bank Acct# 4010035242 R/T# 092905249 Settlement Date: 10/24/14 SUN BANK - T/R# 092905249									
								PAGE:	1
EmplNo	EmployeeName	Type	ChkDate	Check#	DD.Amt	Bank Name	AcctNo	RoutingNo	TraceNo
42160	ACKERMAN, ROGER L.	CHK	07/31/14	32456	2,100.18	TD BANK	4030013011	09290527	128
42160	ACKERMAN, ROGER L.	SAV1	07/31/14	32456	350.00	JACKSON FEDERAL C	24604000	29297686	129
10490	DAVIDSON, ANN H.	CHK	07/31/14	32455	1,126.61	SUN BANK	0289572695	09290527	130
18190	GOMERY, JERRY L.	CHK	07/31/14	32452	1,416.76	REGIONS BANK	4030012836	09290527	131
49220	PERRY, JEFF D.	SAV1	07/31/14	32453	1,501.38	ATLANTA FEDERAL C	217764	29297766	132
22360	ROBERTSON, TRACY L.	CHK	07/31/14	32451	899.28	FIFTH THIRD BANK	4320033329	09290524	133
22360	ROBERTSON, TRACY L.	SAV1	07/31/14	32451	175.00	COAST FEDERAL CRE	183297	29297676	134
58090	WEAVER, EMERSON L.	CHK	07/31/14	32454	1,244.70	FLAGSHIP BANK	4020529	09290514	135
58090	WEAVER, EMERSON L.	SAV1	07/31/14	32454	200.00	HONROE FEDERAL CR	475586	29297686	136
Direct Deposit Batch Total:					9,013.91				
9 Transaction Records									
Summary by Transaction Type									
CHK		6,787.53							
SAV1		2,226.38							
Last Page... Press ENTER									

Move Direct Deposit Batch to PC File for Upload

The Move Direct Deposit Batch to PC File for Upload menu option will copy the direct deposit transactions in the batch file to the PR_DIRECT_DEPOSIT folder stored on the user's PC. Once this file has been copied to the PC, it can then be uploaded to the employer's bank account using the file upload procedure on the Bank's website.

A screenshot of a terminal window titled "AUTOPOWER (2)". The header bar shows the date "11-10-2014 (T5060) (P99)", the company name "PAYROLL COMPANY", and the time "01:08pm". The main menu is titled "DIRECT DEPOSIT PROCESSING MENU" and lists seven options: 1...Create Direct Deposit Batch, 2...Print Direct Deposit Batch Report, 3...Move Direct Deposit Batch to PC File for Upload, 4...Copy Direct Deposit Batch to History File, 5..., 6...Direct Deposit Company Setup, and 7...Direct Deposit Employee Setup. Below the menu, it says "Enter Selection: " followed by a cursor. At the bottom, there are two buttons: "X = Log Off" and "A = AutoMail".

```
AUTOPOWER (2)
11-10-2014 (T5060) (P99)      PAYROLL COMPANY      01:08pm
-----
                        DIRECT DEPOSIT PROCESSING MENU
1...Create Direct Deposit Batch
2...Print Direct Deposit Batch Report
3...Move Direct Deposit Batch to PC File for Upload
4...Copy Direct Deposit Batch to History File
5...
6...Direct Deposit Company Setup
7...Direct Deposit Employee Setup

Enter Selection: █

X = Log Off      A = AutoMail
```

A screenshot of a terminal window titled "AUTOPOWER (2)". The header bar shows the date "11/10/14", the title "TRANSFER DIRECT DEPOSIT BATCH TO PC FILE", and the code "PR-DDPC". The main screen displays the prompt "Begin Transfer of Direct Deposit Batch? (Y,N): " followed by a cursor.

```
AUTOPOWER (2)
11/10/14      TRANSFER DIRECT DEPOSIT BATCH TO PC FILE      PR-DDPC
-----
Begin Transfer of Direct Deposit Batch? (Y,N): █
```

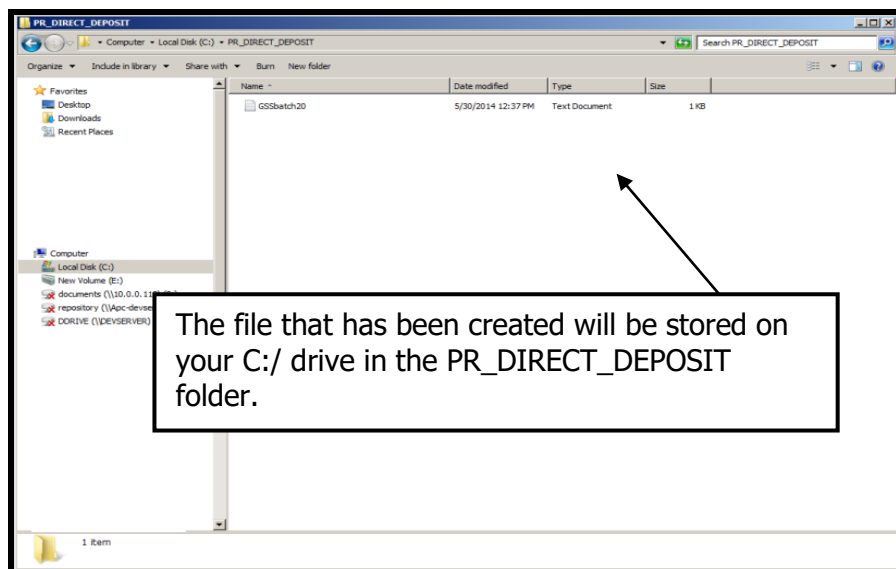
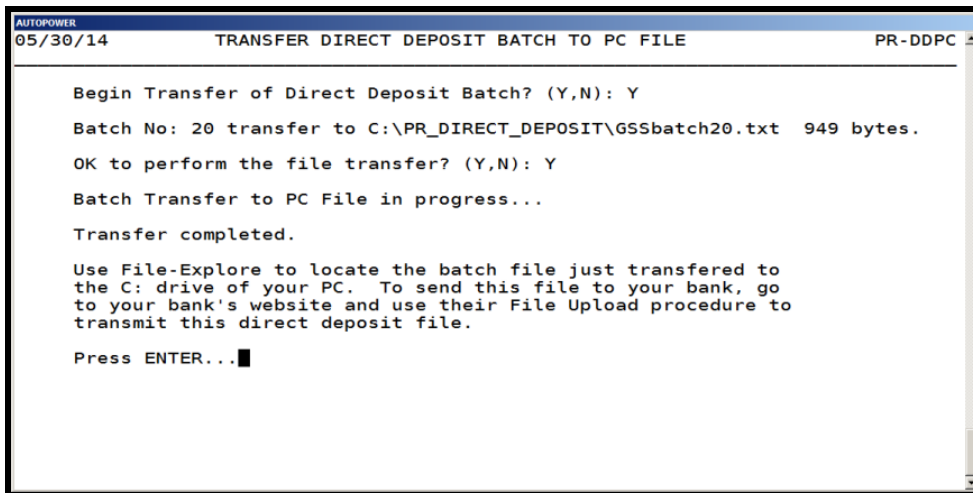
Field Descriptions

Begin Transfer of Direct Deposit Batch (Y,N)

Type in **Y** and press enter to transfer the Direct Deposit Batch to the PC File.

OK to perform the file transfer? (Y,N)

Type in **Y** and press enter to perform the transfer. Confirm that the batch number is correct prior to entering the Y. The transfer will begin.



Copy Direct Deposit Batch to History File

The last step is Copy the Direct Deposit Batch to the History File for long term archive.

This step will copy the batch file into several direct deposit transaction history files. The direct deposit batch will be deleted from the current transaction work files.

AUTOPOWER (1)
11-12-2014 (T14100) (P99) PAYROLL COMPANY 09:45am

DIRECT DEPOSIT PROCESSING MENU

- 1...Create Direct Deposit Batch
- 2...Print Direct Deposit Batch Report
- 3...Move Direct Deposit Batch to PC File for Upload
- 4...Copy Direct Deposit Batch to History File
- 5...
- 6...Direct Deposit Company Setup
- 7...Direct Deposit Employee Setup

Enter Selection: █

X = Log Off A = AutoMail

AccuTerm 7
File Edit View Tools Multitask Window Help
AUTOPOWER
05/30/14 COPY DIRECT DEPOSIT BATCH TO HISTORY FILE PR-DDCOPY

Begin Copy of Direct Deposit Batch? (Y,N): Y

Batch Copy in progress...

2 Transactions copied to History File

Batch #1*20 copied to History File.

Copy completed... Press ENTER

Field Descriptions

Begin Copy of Direct Deposit Batch? (Y,N)

Type in **Y** and press **ENTER** to begin copying the transaction batch to history.

As the direct deposit batch information is being copied to the history files you will see a message that the batch is being copied. Then you will see another message that the copying has been completed.

Press ENTER to clear the screen.

Void Posted Check From Previous Pay Periods

The Void Payroll Check from Previous Pay Period will move the check from the check history file to the void check history file; back the check out of the employee wage history file and posts the amounts to the General Ledger with the date the check was voided. A Payroll Summary for General Ledger Update after Voiding Report will print showing the check number, general ledger account number and amounts posted to the general ledger. There are no other steps need to be performed.

11-12-2014 (T14100) (P99) PAYROLL COMPANY 0

PAYROLL

- 1....PAY PERIOD PROCESSING MENU
- 2....REPORTS MENU
- 3....EOM, EOQ & EOY MENU
- 4....FILE MAINTENANCE MENU
- 5....UTILITIES MENU
- 6....TIME CLOCK MENU
- 7....LOGTO AUTOPOWER

Enter Selection: █

X = Log Off A = AutoMail

Type in #5 Utilities from the Payroll Menu and press **ENTER**.

11-12-2014 (T14100) (P99) PAYROLL COMPANY

UTILITIES

- 1....Void Posted Pay Check
- 2....
- 3....Rebuild Employee Name Soundex File
- 4....Rebuild Check History XREF File
- 5....
- 6....PAYROLL SYSTEM SETUP MENU

Enter Selection: █

X = Log Off A = AutoMail

Type in #1 Void Posted Pay Check and press **ENTER**.

The Void Posted Check From Previous Pay Period screen will display as shown.

AccuTerm 2K2 - [DEV2.CFG (1)]

File Edit View Tools Reset Window Help

VOID POSTED CHECK FROM PREVIOUS PAY PERIOD PR8.VOID.CHECK

This program will allow you to void a posted payroll check from a previous payroll period. The posted history information will be reversed in the various payroll history files. The program will update the General Ledger with reversing journal entries and print a report.

Enter the employee #...: 1 SMITH, JOE

Enter the Check Type...: REG

Enter the Check Number: 3222

Gross Amount.....	400.00
Federal Tax Withheld...	5.00
Social Security Tax...	52.00
Medicare Tax.....	15.00
Net check amount.....	255.50

Enter General Ledger Accounting Period (1-12)...: -

Are you SURE you wish to VOID this check? (Y,N): -

Field Descriptions:

Enter the Employee number:

Type in the employee number the payroll check was issued to and press **ENTER**.

Enter the Check Type:

Type in the check type, example REG, VAC and press **ENTER**.

Enter the Check Number:

Type in the payroll check number you wish to void and press **ENTER**.

The fields Gross Amount, Federal Tax Withheld, Social Security Tax, Medicare Tax, Net check amount will complete display.

Enter General Ledger Accounting Period (1-12)

Type in the General Ledger Accounting Period you wish to void this check in and press **ENTER**.

Are you sure that you wish to void this check?

Type in Y or N and press **ENTER**. If you type in Y, this will void the check and N will return you to the menu.

Positive Pay Menu

The Positive Pay procedure will build a file on your PC in the C:\PR_POSPAY directory. The file will then be used to upload to your bank. The Positive Pay module will allow a file containing check information to be downloaded to an end-user's PC so that it may be uploaded to the banking institution. This flat file will contain all Payroll checks that have not been previously transmitted to the bank. This file will be stored on the end-user's PC until it can be uploaded using the bank's software.

The bank will then use this file for verification against cashed or deposited checks and also voided checks. If the bank should encounter a check that is not in their Positive Pay database, the bank will refuse payment of that incoming check.

AUTOPOWER (1)
11-12-2014 (T14100) (P99) PAYROLL COMPANY 09:51am

PAY PERIOD PROCESSING MENU

1. Print Payroll Worksheet (optional)	13. Void Unposted Pay Check
2. Reset Pay Processing Files	14. Payroll Departmental Summary
3. TIME CLOCK PAY PROCESSING MENU	15. Update P/R History & G/L
4. Employee Payroll Selection	16. DIRECT DEPOSIT PROCESSING MENU
5. Enter Hours, Earnings, Deductions	17. POSITIVE PAY MENU
6. Preliminary Wage & Hours Review	18. Federal Tax Deposit Report
7. Tax Calculation & P/R Register	19. State Tax Deposit Report
8. Print Payroll Checks - Laser	20. City Tax Deposit Report
9. Payroll Check Register	21. School District Tax Deposit Report
10. Void Unposted Pay Check	
11. Payroll Departmental Summary	
12. Update P/R History & G/L	
13. DIRECT DEPOSIT PROCESSING MENU	
14. POSITIVE PAY MENU	
15. Federal Tax Deposit Report	
16. State Tax Deposit Report	
17. City Tax Deposit Report	
18. School District Tax Deposit Report	

Enter Selection: █

X = Log Off A = AutoMail

AUTOPOWER (1)
11-12-2014 (T14100) (P99) PAYROLL COMPANY 09:51am

PAYROLL POSITIVE PAY MENU

1...Upload Payroll Checks to PC
2...Payroll Positive Pay Historical Report

Enter Selection:

X = Log Off A = AutoMail

AUTOPOWER (1)

PAYROLL POSITIVE PAY UPLOAD PR.POSPAY.UPLOAD

This procedure will build a file on your PC in the C:\PR_POSPAY directory. Be sure this directory exists before running this process. The file can then be used to upload to your bank.

Enter Company Number:

Enter Bank Number...:

Directory.....:

File Name.....:

Batch Number.....:

Batch Status.....:

Field Descriptions:**Company Number:**

Type in the Company Number associated with checks being selected.

Bank Number:

Type in the Bank Number the checks information will be sent to.

Directory:

The directory where the text file containing the check information will display. The default directory will be C:\PR_POSPAY. This can be changed.

File Name:

A text file name and extension will be automatically assigned by the software.

Batch Number:

A batch number will be automatically assigned by the software.

Batch Status:

The batch status will be displayed. The status will be either:

- There are no checks to be processed
- File is ready to transfer to your bank.

There are no checks to be processed

This advisory message will display when the check selection procedure did not find any checks eligible for uploading.

Press the **ENTER** key to return to the menu.

Below is an example of the Payroll Positive Pay Upload screen after the checks have been uploaded to the file on your PC.

AccuTerm 7
File Edit View Tools Multitask Window Help
AUTOPOWER

PAYROLL POSITIVE PAY UPLOAD PR.POSPAY.UPLOAD

This procedure will build a file on your PC in the C:\PR_POSPAY directory. Be sure this directory exists before running this process. The file can then be used to upload to your bank.

Enter Company Number: 1 PAYROLL COMPANY
Enter Bank Number...: 1 FIRST NATIONAL BANK

Directory.....: C:\PR_POSPAY
File Name.....: 0037289241_060214_1145.csv
Batch Number.....: 19
Batch Status.....: File is ready to transfer to your bank.

2 Checks have been processed.

Press Enter to go to the Menu. ?

Payroll Positive Pay Historical Report

The Payroll Positive Pay Historical Report will list the checks that were posted to the Payroll Positive Pay History File. The report will list the batch number, company number, check date, transmit date, employee name, check amount along with a grand total. The report can be displayed to the screen or printed.

AUTOPOWER (1)
11-12-2014 (T14100) (P99) PAYROLL COMPANY 09:56am

PAYROLL POSITIVE PAY MENU

1....Upload Payroll Checks to PC
2....Payroll Positive Pay Historical Report

Enter Selection: █

X = Log Off A = AutoMail

Type in #2 and press **ENTER.**

AUTOPOWER (1)
11/12/2014 PAYROLL POSITIVE PAY HISTORICAL REPORT PR.POSPAY.HIST.RPT

This procedure will produce a Payroll Positive Pay Historical Report of posted payroll checks. The report will be sorted by check number and will show the transmitted information for each check.

Batch Number...(optional)....:
Company Number...(optional)....:
Transmit Date...(optional)....:
Check Date (MM/DD/YY).....:
Do you wish to proceed? (Y,N):

Field Descriptions:

Batch Number:

Type in the Batch Number. If you do not know the batch number, leave this field blank.

Company:

The Company that was used for a specific batch file will display. If you leave the batch number blank, this field will also be blank.

Transmit Date:

The Transmit Date for the batch that was uploaded will display. You can also leave the transmit date blank.

Check Date

Type in the Check Date and press **ENTER** key.

Do you wish to proceed? (Y,N): Y

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER (1) 11/12/2014 PAYROLL POSITIVE PAY HISTORICAL REPORT PR.POSPAY.HIST.RPT

This procedure will produce a Payroll Positive Pay Historical Report of posted payroll checks. The report will be sorted by check number and will show the transmitted information for each check.

Batch Number...(optional)....:

Company Number.(opti Document Options

Transmit Date..(opti (D)isplay

Check Date (MM/DD/YY (P)rint

Output Choice:

Do you wish to proceed? (Y,N): Y

Select Document Output Choice, or (C)ancel

Below is an example of the Payroll Positive Pay Historical Report.

AccuTerm 7

File Edit View Tools Multivalue Window Help

AUTOPOWER

02 Jun 2014 PAYROLL POSITIVE PAY HISTORICAL REPORT PAGE: 1

CO	BATCH #	CHECK #	CHECK DATE	TRANSMIT DATE	TRANSMIT TIME	TYPE	EMP #	PAYEE	CHECK AMOUNT	VOID
1	19	1000	05/30/14	06/02/14	11:45:05	REG	1		67.31	
									67.31	***
1	19	120000	05/30/14	06/02/14	11:45:05	REG	1	DIRECT DEPOSIT - EMPLOYEE TEST	77.08	V
									77.08	***
		***							144.39	
**									144.39	
*									144.39	

2 records listed.

Press Return To Go Back To The Menu.

The first check #1000 was an actual check written to an employee. The second check #120000 was a direct deposit check and was voided.

OPTIONAL PAYROLL REPORTS

These reports can be displayed to the screen or printed. They cannot be exported (this function is not available in Payroll for security purposes.)

AUTOPOWER		PAYROLL COMPANY		01:11pm
04-27-2016 (T3836) (P900)				
PAYROLL REPORTS MENU				
1. Earnings and Deductions Report	15. Void Check History Register			
2. Payroll Department Report	16. Positive Pay Historical Report			
3. Employee Address Labels	17. 125 Cafeteria Plan Report			
4. Employee Master Report	18. 125 Cafeteria Child Care Report			
5. Employee Wage Review Report	19. 125 Unreimbursed Medical Report			
6. Employee Report by Department	20. 401K Deduction Report			
7. Employee Sick/Vac Check History	21. 408 Plan Deduction Report			
8. YTD Sick Accrual Report	22. Pension Deduction Report			
9. YTD Vacation Accrual Report	23. Child Support Deduction Report			
10. Paid Hours Report	24. State Disability Deduction Report			
11. Pay Period Check Recon Report	25. Federal Tax Deposit Report			
12. Check History Register	26. State Tax Deposit Report			
13. Check History Detail Report	27. City Tax Deposit Report			
14. Check History Deduction Report	28. School District Tax Deposit Report			
Enter Selection: █				
X = Log Off		A = AutoMail		

Earnings and Deductions Listing

This report will list Earnings and Deduction codes sorted by the Earning and Deduction code. The sorting options to select will be by the Earning and Deduction Code or by the type of code.

AUTOPOWER (3)		PAYROLL EARNINGS AND DEDUCTIONS REPORT		PR-EDL
11/12/2014				
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> This procedure will generate an Earnings and Deductions Report and is sorted by the Earning or Deduction Code. </div>				
Sort Options: 1. By Earnings/Deduction Code				
2. By Type of Code (Earnings or Deduction)				
Sort Selection (1 or 2).....: 1				
Type of Code (E)arnings, (D)eduction, or (ALL): ALL				
Do you wish to proceed? (Y,N).....: Y█				

Field Descriptions:**Sort Options:**

This report can be sorted by the Earnings and Deductions Code or by the type of Code (if it is an Earnings Code or a Deduction Code).

Sort Selection (1 or 2):

Type in the Sort selection and press the **ENTER** key.

Type of code (E)arnings, (D)eduction or (ALL):

Type in E if the only Earnings should be printed on the report. Type in D if only the deduction codes should print on the report. If both Earnings and Deductions codes should be printed on the report, then type in the word ALL>

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AutoPower (1) 11/12/2014 PAYROLL EARNINGS AND DEDUCTIONS REPORT PR-EDL

This procedure will generate an Earnings and Deductions Report and is sorted by the Earning or Deduction Code.

Sort Options: 1. By Earnings/Deduction Code
2. By Type of Code (Earnings or Deduction)

Sort Selection (1 or 2).....: 1

Type of Code (E)arnings, (D)eduction or (ALL): ALL

Do you wish to proceed? (Y,N): Y

Document Options:

(D)isplay
(P)rint
Output Choice:

Select Document Output Choice, or (C)ancel

Below is an example of the Earnings and Deductions Report displayed to the screen.

12 Nov 2014		EARNINGS AND DEDUCTIONS REPORT							Page: 1	
CODE	TYPE	DESCRIPTION	TAXABLE	G/L ACCOUNT	401K ELIGIBLE	408P ELIGIBLE	MATCH ON WAGE/DEDUCTION	MATCH RATE	MATCH PAY GL#	MATCH EXP GL#
125AFLAC	D	AFLAC INSURANCE	N	2530						
125DEN	D	DENTAL INS-CAFE	N	2530						
125DIS	D	DISABILITY-125	N	2530						
125INS	D	HEALTH INS-CAFE	N							
125LIFE	D	LIFE INS - CAFE	N	2530						
401K	D	401K	N	2520						
401KNN	D	401K NO MATCH	N							
401KW	D	401K DEDUCTION-WAGES	N	2520						
408K	D	408K SARSEP	N							
408P	D	408P SIMPLE IRA	N							
AFLAC	D	AFLAC INSURANCE - OT	Y							
BONUS	E	BONUS	Y		Y	Y				
CAR	D	CAR EXPENSE	Y							
CHILD	D	CHILD SUPPORT	Y	2010	Y	Y				
COMH	E	COMMISSION	Y							
CPLIFE	E	CO PAID LIFE EARN	N							
CU	D	CREDIT UNION DEPOSIT	Y	1200						
GARN	D	IRS GARNISHMENT	Y	2110	Y	Y				
HOL	E	HOLIDAY PAY	Y							
INS	D	INSURANCE	Y							
INSCP	D	CP INSURANCE DED	Y							
LOAN	D	LOAN	Y	9999						
MEDCON	D	MEDICAL CONTRIB	Y							
MISC	D	MISCELLANEOUS	Y							
OCCTAX	D	OCCUPATIONAL TX	Y							
OT	E	OVERTIME WAGES	Y		Y	Y				
PAEU	D	EMPLOYEE SUI	N							
PENH	D	MANDATORY PENSH	Y							
PENV	D	VOLUNTARY PENSH	Y							
POF	E	PAY OFF	Y		Y	Y				
REG	E	REGULAR WAGES	Y		Y	Y				
SAVING	D	SAVING ACCT DEPOSIT	Y	1200						
SAVING2	D	SAVING ACCT DEPOSIT2	Y	1200						

Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:

Payroll Department Report

This report will generate a Payroll Department Report showing the General Ledger account numbers for regular wages, overtime wages and expense accounts.

10/26/2015 PAYROLL DEPARTMENT REPORT PR-DEPTR

This procedure will generate a Payroll Department Report showing the General Ledger account numbers for regular wages, overtime wages and expense accounts.

Do you wish to proceed? (Y,N): Y

Document Options

(D)isplay
(P)rint
Output Choice: █

Select Document Output Choice

Field Descriptions:

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

Below is an example of the Payroll Department Report displayed to the screen.

26 Oct 2015

PAYROLL DEPARTMENT REPORT

PAGE: 1

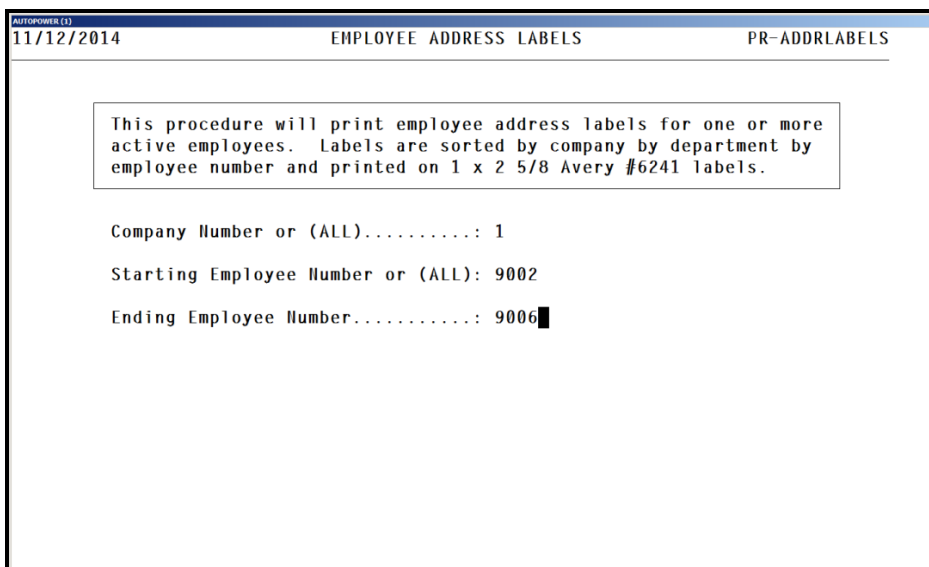
DEPT	DEPT NAME	BPRO DEPT	WAGE EXP GL ACCT	OVER-TIME EXP GL NO	SOC SEC EXP GL NO	MEDICARE EXP GL NO	FUI EXP GL ACCT	SUI EXP GL ACCT
1	PARTS	1	6500	6500	7500	7500	7500	7500
2	TRAILER SALES	2	6500	6500	7500	7500	7500	7500
3	SHOP	1	6500	6500	7500	7500	7500	7500
4	ADMIN	1	6500	6500	7500	7500	7500	7500
5	OWNERS	1	6500	6500	7500	7500	7500	7500

5 records listed.

Last Page... Press ENTER

Employee Address Labels

This procedure will print employee address labels for one or more active employee. Labels are sorted by company by department by employee number and printed on 1 X 2 5/8 Avery #6241 labels.



The screenshot shows a terminal window titled "EMPLOYEE ADDRESS LABELS" with a date of 11/12/2014 and a program name of PR-ADDRLABELS. A text box contains the following procedure description:

This procedure will print employee address labels for one or more active employees. Labels are sorted by company by department by employee number and printed on 1 x 2 5/8 Avery #6241 labels.

Below the text box, the following input fields are displayed:

Company Number or (ALL).....: 1
Starting Employee Number or (ALL): 9002
Ending Employee Number.....: 9006

Field Descriptions:

Company Number or (ALL):

Type in the company number for the employee address labels and press **ENTER** key or Type in the word ALL to print all employee address labels regardless of what company branch location they work in and the **ENTER** key.

Starting Employee Number or (ALL):

Type in the Starting Employee Number or the word ALL for all employees and press **ENTER** key.

Ending Employee Number:

Type in the Ending Employee Number and press **ENTER** key.

Employee Master Report

The Employee Master Report will generate a sorted listing of the employees with various information fields. The sorting options to select for producing this report are by employee name, department and employee number. This report can be printed or displayed to the screen.

AUTOPOWER (1)
11/12/2014 EMPLOYEE MASTER REPORT PR26

This procedure will generate an Employee Master Report showing information based on your sorting selection.

Sorting Options: 1. By Employee Name
2. By Department by Name
3. By Employee Number

Sorting Method (1,2 or 3):
Company Number, or (ALL):
Department Code, or (ALL):
Include Terminated Employees (Y,N):
Include Salaried Employees (Y,N):
Do you wish to proceed? (Y,N):

Field Descriptions:

Sorting Options:

1. By Employee Name, 2. By Department by Name, 3. By Employee Number.

Sorting Method (1,2 or 3): Type in **1** and press enter if the report should be sorted by employee name. Type in **2** and press **ENTER** if the report should be sorted by Department by employee name. Type in **3** and press **ENTER** if the report should be sorted by employee number.

Company Number, or (ALL):

Type in the Company Number for the employees who should be printed on the report and press **ENTER**.

Or type in the word **ALL** for all employees regardless of what company branch location they are employed and press **ENTER**.

Department Code, or (ALL):

Type in the Department Code for the employees that you wish to print on the report and press **ENTER** or if you would like all department codes to print on the report type in the word **ALL** and press **ENTER**.

Include Terminated Employees (Y,N):

Type in **Y** and press **ENTER** if the terminated employees should print out on the employee master report.

Type in **N** **ENTER** to print only active employees on the employee master report.

Include Salaried Employees (Y,N):

Type in **Y** and press **ENTER** if Salaried Employees should print on the employee master report.

Type in **N** and press **ENTER** to only print the hourly employees on the employee master report.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

The screenshot shows a terminal window titled 'EMPLOYEE MASTER REPORT' with a date of 11/12/2014 and a page number of PR26. A message box states: 'This procedure will generate an Employee Master Report showing information based on your sorting selection.' Below this, 'Sorting Options' are listed: 1. By Employee Name, 2. By Department by Name, and 3. By Employee Number. 'Sorting Method (1,2 Company Number, or (Department Code, or Include Terminated E Include Salaried Emp Do you wish to proce' is partially visible. A 'Document Options' box contains '(D)isplay', '(P)rint', and 'Output Choice: █'. At the bottom, a prompt reads 'Select Document Output Choice, or (C)ancel'.

Example of the Employee Master Report is shown below.

AUTOPOWER (1)											
12 Nov 2014											
EMPLOYEE MASTER REPORT											PAGE: 1
CO	DEPT	EMPNO	DEPT	EMPLOYEE NAME	PHONE NUMBER	SOC. SEC. #	DATE BORN	DATE HIRED	A/T	RATE	DED. CODE DED. AMOUNT
1	4	42160	4	ACKERMAN, ROGER L.	407-407-7777	999-99-9999	09/26/52	08/21/13	A	3,461.54	125INS 70.00 125DEN 5.00 SAVING2 350.00
1	1	7697	1	ANDREWS, MARYANNE	904-580-2590	999-99-9999	05/12/54	05/01/96	A	18.00	401K 6.00
1	1	6002	1	BELL, CLARA	580-580-2590	999-99-9999	05/12/54	05/01/96	A	18.00	401K 6.00 125AFLAC 12.50 125DEN 6.00 125LIFE 8.00 125DIS 2.50 LOAN 50.00
1	1	5020	1	BLACK, ARTHUR	813-580-5800	999-99-9999	01/15/45	01/01/78	A	4,000.00	401K 10.00 125INS 65.21
1	1	4446	1	BLACKSTONE, SAMANTHA	580-580-5800	999-99-9999	01/15/45	01/01/78	A	4,000.00	401K 10.00 125INS 65.21 INS 5.00
1	4	10490	4	DAVIDSON, ANN M.	407-407-7777	999-99-9999	06/28/55	08/21/13	A	19.00	125AFLAC 38.46 AFLAC 3.78 125INS 70.00 125DEN 5.00
1	3	18190	3	GOMERY, JERRY L.	407-407-7777	999-99-9999	09/30/54	08/21/13	A	24.00	125INS 70.00 125DEN 5.00
1	1	5016	1	GRANITE, MARY	580-580-5800	999-99-9999	01/15/45	01/01/78	A	4,000.00	401K 10.00 125INS 65.21
1	1	8002	1	JOHNSON, MIKIA	580-580-2590	999-99-9999	05/12/54	05/01/96	A	16.00	401K 0.00 125AFLAC 37.00 125DEN 3.00 LOAN 50.00
1	1	8006	1	MILLER, FRANCINE	580-580-2590	999-99-9999	05/12/54	05/01/96	A	1,100.00	401K 6.00 125AFLAC 15.00 CHILD 75.00
1	1	6506	1	MILLER, FRANK	580-580-2590	999-99-9999	05/12/54	05/01/96	A	18.00	401K 6.00 125AFLAC 15.00 CHILD 75.00
1	1	9006	1	MILTON, LEONA	580-580-2590	999-99-9999	05/12/54	05/01/96	A	800.00	401K 6.00 125AFLAC 15.00
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:											

Employee Wage Review Report

This report will generate a list of the employees who have not received a pay increase within a specified number of days. This report can be printed or displayed to the screen.

11/12/2014 EMPLOYEE WAGE REVIEW REPORT PR-EWR

This procedure will generate an Employee Wage Review Report for employees who have not received a pay increase within a specified number of days.

Company Number or (ALL):

Sort by (N)ame, (E)mptyee Number:

Number of Days Since Last Pay Increase:

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in a specific Company Number or the word **ALL** and press **ENTER**.

Sort by (N)ame, (E)mptyee Number:

This report can be sorted using the Employee name or Employee number.

Number of Days Since Last Pay Increase:

Type in the number of days since last pay increase so that the program will select the employees that have not had a wage increase and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER (1)	
11/12/2014	EMPLOYEE WAGE REVIEW REPORT PR-EWR
<div>This procedure will generate an Employee Wage Review Report for employees who have not received a pay increase within a specified number of days.</div>	
Company Number or (ALL).....: 1	
Sort by (N)ame, (E)mployee Number.....: N	
Number of Days Since Last Pay Increase: 365	
Do you wish to proceed? (Y,N).....: Y	

AUTOPOWER (1)	
11/12/2014	EMPLOYEE WAGE REVIEW REPORT PR-EWR
<div>This procedure will generate an Employee Wage Review Report for employees who have not received a pay increase within a specified number of days.</div>	
Company Number or (ALL).....: 1	
Sort by (N)ame, (E)mployee Number.....: N	
Number of Days Since	<div>Document Options</div> 5
Do you wish to proceed	<div>(D)isplay (P)rint Output Choice:</div>
<div>Select Document Output Choice, or (C)ancel</div>	

Below is an example of the Employee Wage Review Report.

This report will list the company number, department number, employee number, date hired, rehire date, A/T, active or terminated, H/S, hourly or salary, rate of pay, last increase date, days since last raise, last pay increase date, last pay increase amount, last pay increase comment.

AUTOPOWER (1)													
12 Nov 2014													
EMPLOYEE WAGE REVIEW REPORT													
Page: 1													
CO	DEPT	EMPNO	EMPLOYEE NAME	DATE HIRED	REHIRE DATE	A/T	H/S	RATE	LSTINCR.	DAYS SINCE RAISE	LAST PAY INC DATE	365 + LAST PAY INC. AMT	LAST PAY INCR COMMENTS
1	1	7697	ANDREWS, MARYANNE	05/01/96		A	H	18.00	01/14/08	2494			
1	1	6002	BELL, CLARA	05/01/96		A	H	18.00	01/14/08	2494			
1	1	5020	BLACK, ARTHUR	01/01/78		A	S	4,000.00	08/21/08	2274			
1	1	4446	BLACKSTONE, SAMANTHA	01/01/78		A	S	4,000.00	08/21/08	2274			
1	1	5016	GRANITE, MARY	01/01/78		A	S	4,000.00	08/21/08	2274			
1	1	8002	JOHNSON, MIKIA	05/01/96		A	H	16.00	01/14/08	2494			
1	1	8006	MILLER, FRANCINE	05/01/96		A	S	1,100.00	01/14/08	2494			
1	1	6506	MILLER, FRANK	05/01/96		A	H	18.00	01/14/08	2494			
1	1	9006	MILTON, LEONA	05/01/96		A	S	800.00	01/14/08	2494			
1	1	6510	MOORE, ROGER	05/01/96		A	H	18.00	01/14/08	2494			
1	1	8010	MOORE, ROSE	05/01/96		A	H	14.00	01/14/08	2494			
1	1	5019	PENDELTON, MICHAEL	01/01/78		A	S	4,000.00	08/21/08	2274			
1	1	6512	PETRE, ROBERT	05/01/96		A	H	18.00	01/14/08	2494			
1	1	9010	REDCOAT, MICHAEL	05/01/96		A	H	16.00	01/14/08	2494			
1	1	1	SAMPSON, JOSEPH	01/01/90		A	H	5.00	05/21/12	905	10/10/14	12.00	Rate increase f
1	1	5021	SHELTON, BRAD	01/01/78		A	S	4,000.00	08/21/08	2274			
1	1	9002	SHELTON, CHRISTINE	05/01/96		A	S	1,000.00	01/14/08	2494			

**													
*													
17 records listed.													
Last Page... Press ENTER													

Employee Report by department

This procedure will generate a list of the employees by their department number. This report can be sorted by employee number or employee name. This report can be printed or displayed to the screen.

Autopower (1) 11/12/2014 EMPLOYEE REPORT BY DEPARTMENT PR-DEL

This procedure will generate an Employee Report by Department.

Sort Options: 1. By Employee Name
2. By Employee Number

Sort Selection (1 or 2):

Company Number, or (ALL):

Department Code or (ALL):

Do you wish to proceed? (Y,N):

Field Descriptions:

Sort Options:

1. By Employee Name
2. By Employee Number

Sort Selection (1 or 2):

Type in 1 and press **ENTER** to sort the printed report by employee name.

Type in 2 and press **ENTER** to print the report by employee number.

Company Number, or (ALL):

To select only employees who have specific number type in the company number and press enter. If you would like to print all employees regardless of their company number type in the word **ALL** and press **ENTER**.

Department Code or ALL:

To select employees who have specific department code, type in the department code and press **ENTER**. If you would like to print all employees regardless of their department code type in the word **ALL** and press **ENTER**.

Below is an example of the Employee Report by Department.

This report will list the company number, branch number, department number, department name, employee number, employee name, date hired, H/S, hourly, salary and job description.

AUTOPOWER (1)									
12 Nov 2014				EMPLOYEE REPORT BY DEPARTMENT				Page: 1	
CO	BR	DEPT	DEPT NAME	EMPNO	EMPLOYEE NAME	DATE HIRED	H/S	JOB DESC	
1	1	1	PARTS	7697	ANDREWS, MARYANNE	05/01/96	H	CLERICAL	
1	1	1	PARTS	6002	BELL, CLARA	05/01/96	H	CLERICAL	
1	1	1	PARTS	5020	BLACK, ARTHUR	01/01/78	S	OPERATIONS MGR	
1	1	1	PARTS	4446	BLACKSTONE, SAMANTHA	01/01/78	S	OPERATIONS MGR	
1	1	1	PARTS	5016	GRANITE, MARY	01/01/78	S	OPERATIONS MGR	
1	1	1	PARTS	8002	JOHNSON, MIKIA	05/01/96	H	CLERICAL	
1	1	1	PARTS	8006	MILLER, FRANCINE	05/01/96	S	CLERICAL	
1	1	1	PARTS	6506	MILLER, FRANK	05/01/96	H	CLERICAL	
1	1	1	PARTS	9006	HILTON, LEONA	05/01/96	S	CLERICAL	
1	1	1	PARTS	6510	MOORE, ROGER	05/01/96	H	CLERICAL	
1	1	1	PARTS	8010	MOORE, ROSE	05/01/96	H	CLERICAL	
1	1	1	PARTS	5019	PENDELTON, MICHAEL	01/01/78	S	OPERATIONS MGR	
1	1	1	PARTS	6512	PETRE, ROBERT	05/01/96	H	CLERICAL	
1	1	1	PARTS	9010	REDCOAT, MICHAEL	05/01/96	H	COUNTERMAN	
1	1	1	PARTS	22360	ROBERTSON, TRACY L.	08/21/13	H		
1	1	1	PARTS	1	SAMPSON, JOSEPH	01/01/90	H	MANAGER	
1	1	1	PARTS	50	SAMPSON, ROBERT	10/15/13	H	WAREHOUSE	
1	1	1	PARTS	5021	SHELTON, BRAD	01/01/78	S	OPERATIONS MGR	
1	1	1	PARTS	9002	SHELTON, CHRISTINE	05/01/96	S	CLERICAL	

1	1	3	SHOP	18190	GOMERY, JERRY L.	08/21/13	H		
1	1	3	SHOP	49220	PERRY, JEFF D.	10/07/13	H		
1	1	3	SHOP	58090	WEAVER, EMERSON L.	08/21/13	H		

1	1	4	ADMIN	42160	ACKERMAN, ROGER L.	08/21/13	S		
1	1	4	ADMIN	10490	DAVIDSON, ANN M.	08/21/13	H	OFFICE MGR.	

**									
*									
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █									

Employee Sick/Vacation Check History Report

This procedure will generate an Employee Sick and Vacation Check History Report for all employees or for just one employee. The report is based on check date range and will show the name, check date, check number and the hours taken.

AUTOPOWER (1)	11/12/2014	EMPLOYEE SICK/VACATION CHECK HISTORY REPORT	PR-CKSVHRPT
<p>This procedure will generate an Employee Sick and Vacation Check History Report for all employees or just one employee. The report is based on a check date range and will show the name, check date, check number and the hours taken.</p>			
<p>Company Number, or (ALL) █</p>			
<p>Employee Number, or (ALL)</p>			
<p>Report Type, (S)ick, (V)acation, (B)oth:</p>			
<p>Starting Check Date (MM/DD/YY).....</p>			
<p>Ending Check Date (MM/DD/YY).....</p>			
<p>Do you wish to proceed? (Y,N).....</p>			

AUTOPOWER (1)	11/12/2014	EMPLOYEE SICK/VACATION CHECK HISTORY REPORT	PR-CKSVHRPT
<p>This procedure will generate an Employee Sick and Vacation Check History Report for all employees or just one employee. The report is based on a check date range and will show the name, check date, check number and the hours taken.</p>			
<p>Company Number, or (ALL) 1</p>			
<p>Employee Number, or (ALL) ALL</p>			
<p>Report Type, (S)ick, (V)acation, (B)oth: B</p>			
<p>Starting Check Date (MM/DD/YY)..... 01-01-09</p>			
<p>Ending Check Date (MM/DD/YY)..... 12-31-10</p>			
<p>Do you wish to proceed? (Y,N)..... Y █</p>			

Field Descriptions:

Company Number, or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Employee Number, or (ALL):

Type in the Employee Number or the word **ALL** and press **ENTER**.

Report Type, (S)ick, (V)acation, (B)oth:

Type in **S** to print only the sick pay and **ENTER**, Type in **V** to print only the vacation pay or type in **B** to print both the sick pay and the vacation pay and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date Range and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date Range and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

Below is an example of the Employee Sick/Vacation Check History Report.

This report will list all vacation and sick hours taken within the specified date range for a specific employee or for all employees. This report will list the employee name, check date and check number.

AUTOPower (1)										
CO	NAME	EMPNO	CHECK DATE	CHKNO	REG	SICK	HRS	REG	VAC	HRS
1	ANDREWS, MARYANNE	7697	03/06/08	34303						8.00
1	ANDREWS, MARYANNE	7697	05/01/08	34702						8.00
1	ANDREWS, MARYANNE	7697	05/29/08	34900						4.00
1	ANDREWS, MARYANNE	7697	08/21/08	35431						8.00
1	ANDREWS, MARYANNE	7697	12/11/08	36195						8.00
1	ANDREWS, MARYANNE	7697	12/23/08	36266						36.00
1	ANDREWS, MARYANNE	7697	12/24/08	362691						8.00
1	ANDREWS, MARYANNE	7697	08/20/09	37873						4.00
1	ANDREWS, MARYANNE	7697	12/03/09	38459						72.00
1	ANDREWS, MARYANNE	7697	12/10/09	38487						16.00
1	ANDREWS, MARYANNE	7697	01/07/10	38639						8.00
1	ANDREWS, MARYANNE	7697	01/21/10	38713						8.00
1	ANDREWS, MARYANNE	7697	02/04/10	38805			8.00			
1	ANDREWS, MARYANNE	7697	07/08/10	39774						16.00
1	ANDREWS, MARYANNE	7697	08/19/10	40090						8.00
1	ANDREWS, MARYANNE	7697	09/02/10	40168						8.00
1	ANDREWS, MARYANNE	7697	09/16/10	40242						8.00
1	ANDREWS, MARYANNE	7697	10/28/10	40583						12.00
1	ANDREWS, MARYANNE	7697	12/09/10	40844			8.00			
***							16.00		240.00	
1	BLACKSTONE, SAMANTHA	4446	12/10/08	36166						40.00
1	BLACKSTONE, SAMANTHA	4446	01/02/09	36319						40.00
1	BLACKSTONE, SAMANTHA	4446	12/10/09	38485						40.00
1	BLACKSTONE, SAMANTHA	4446	12/17/10	40916						80.00
***							0.00		200.00	
**							16.00		440.00	
*							16.00		440.00	
							16.00		440.00	
23 records listed.										
Last Page... Press ENTER										

YTD Sick Accrual Report

This procedure will generate a Year to Date Sick Hours Accrual Report showing the number of sick hours taken and the number of sick hours remaining for each employee.

AUTOPOWER (L)	YTD SICK ACCRUAL REPORT	PR-SICK-RPT
11/12/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will generate a Year To Date Sick Hours Accrual Report showing the number of sick hours taken and the number of sick hours remaining for each employee.</div> <p>Company Number or (ALL).....: █</p> <p>Employee Number or (ALL).....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Employee Number or (ALL):

Type in the Employee Number or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

How To – Payroll Workbook

AUTOPOWER (1)	YTD SICK ACCRUAL REPORT	PR-SICK-RPT
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Year To Date Sick Hours Accrual Report showing the number of sick hours taken and the number of sick hours remaining for each employee.</p> </div> <p>Company Number or (ALL).....: 1</p> <p>Employee Number or (ALL).....: ALL</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Do you wish to proceed</div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Document Options</p> <p style="text-align: center;">(D)isplay (P)rint Output Choice: █</p> </div> </div> <div style="text-align: center; margin-top: 20px; background-color: black; color: white; padding: 2px 10px;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Employee Year to Date Sick Accrual Report.

AUTOPOWER (1)

12 Nov 2014

EMPLOYEE YEAR TO DATE SICK ACCRUAL REPORT

PAGE: 1

CO	EMPNO	EMPLOYEE NAME	DATE HIRED	DATE SICK BENEFITS ELIGIBLE	SICK ACCR HOURS BEN	PREV YR SICK HRS REM	SICK HRS ACCRUED	SICK HRS TAKEN	SICK HRS REMAIN
1	42160	ACKERMAN, ROGER L.	08/21/13						0.00
1	7697	ANDREWS, MARYANNE	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	6002	BELL, CLARA	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	5020	BLACK, ARTHUR	01/01/78	01/01/12	40.00	0.00	0.00	0.00	0.00
1	4446	BLACKSTONE, SAMANTHA	01/01/78	01/01/12	40.00	0.00	0.00	0.00	0.00
1	10490	DAVIDSON, ANN M.	08/21/13	01/01/14	16.00		16.00		16.00
1	18190	GOMERY, JERRY L.	08/21/13	01/01/14	16.00		16.00		16.00
1	5016	GRANITE, MARY	01/01/78	01/01/12	40.00	0.00	0.00	0.00	0.00
1	8002	JOHNSON, MIKIA	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	8006	MILLER, FRANCINE	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	6506	MILLER, FRANK	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	9006	HILTON, LEONA	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	6510	MOORE, ROGER	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	8010	MOORE, ROSE	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	5019	PENDELTON, MICHAEL	01/01/78	01/01/12	40.00	0.00	0.00	0.00	0.00
1	49220	PERRY, JEFF D.	10/07/13	01/01/14	16.00		16.00	8.00	8.00
1	6512	PETRE, ROBERT	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	9010	REDCOAT, MICHAEL	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	22360	ROBERTSON, TRACY L.	08/21/13	01/01/14	16.00		16.00	8.00	8.00
1	1	SAMPSON, JOSEPH	01/01/90	01/01/12	16.00				0.00
1	50	SAMPSON, ROBERT	10/15/13	01/01/12	40.00	0.00	80.00	0.00	80.00
1	5021	SHELTON, BRAD	01/01/78	01/01/12	40.00	0.00	0.00	0.00	0.00
1	9002	SHELTON, CHRISTINE	05/01/96	01/01/12		0.00	0.00	0.00	0.00
1	58090	WEAVER, EMERSON L.	08/21/13	01/01/14	16.00		16.00		16.00

**

*

24 records listed.

YTD Vacation Accrual Report

This procedure will generate a Year to Date Vacation Hours Accrual Report showing the number of vacation hours taken and the number of vacation hours remaining for each employee.

11/12/2014 YTD VACATION ACCRUAL REPORT PR28

This procedure will generate a Year To Date Vacation Hours Accrual Report showing the number of vacation hours taken and the number of vacation hours remaining for each employee.

Company Number or (ALL).....: █

Employee Number or (ALL).....:

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Employee Number or (ALL):

Type in the Employee Number or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER (1)	YTD VACATION ACCRUAL REPORT	PR28
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Year To Date Vacation Hours Accrual Report showing the number of vacation hours taken and the number of vacation hours remaining for each employee.</p> </div> <p style="margin-top: 20px;">Company Number or (ALL).....: 1</p> <p>Employee Number or (ALL).....: ALL</p> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Do you wish to proceed</p> </div> <div style="border: 1px solid black; padding: 5px; margin-left: 10px;"> <p style="text-align: center;">Document Options</p> <p style="text-align: center;">(D)isplay (P)rint Output Choice:</p> </div> </div> <div style="text-align: center; margin-top: 20px; background-color: black; color: white; padding: 5px;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Employee Year to Date Vacation Accrual Report.

AUTOPOWER (1)										
12 Nov 2014			EMPLOYEE YEAR TO DATE VACATION ACCRUAL REPORT						PAGE: 1	
CO	EMPNO	EMPLOYEE NAME	DATE HIRED	DATE VAC BENEFITS ELIGIBLE	VACAT ACCR HOURS BENE	PREV YEAR VAC HRS REM	VAC HRS ACCRUED	VAC HRS TAKEN	VAC HRS REMAIN	
1	42160	ACKERMAN, ROGER L.	08/21/13	01/01/14	80.00		80.00	16.00	64.00	
1	7697	ANDREWS, MARYANNE	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	6002	BELL, CLARA	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	5020	BLACK, ARTHUR	01/01/78	01/01/13	80.00	80.00	80.00	120.00	40.00	
1	4446	BLACKSTONE, SAMANTHA	01/01/78	01/01/13	80.00	80.00	80.00	120.00	40.00	
1	10490	DAVIDSON, ANN M.	08/21/13	01/01/14	80.00		80.00	48.00	32.00	
1	18190	GOMERY, JERRY L.	08/21/13	01/01/14	80.00		80.00	16.00	64.00	
1	5016	GRANITE, MARY	01/01/78	01/01/13	40.00	80.00	80.00	120.00	40.00	
1	8002	JOHNSON, MIKIA	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	8006	MILLER, FRANCINE	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	6506	MILLER, FRANK	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	9006	HILTON, LEONA	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	6510	MOORE, ROGER	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	8010	MOORE, ROSE	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	5019	PENDELTON, MICHAEL	01/01/78	01/01/13	40.00	80.00	80.00	120.00	40.00	
1	49220	PERRY, JEFF D.	10/07/13	01/01/14	80.00		80.00	40.00	40.00	
1	6512	PETRE, ROBERT	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	9010	REDCOAT, MICHAEL	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	22360	ROBERTSON, TRACY L.	08/21/13	01/01/14	80.00		80.00	19.75	60.25	
1	1	SAMPSON, JOSEPH	01/01/90	01/01/13	40.00	80.00	0.00	0.00	80.00	
1	50	SAMPSON, ROBERT	10/15/13	01/01/13	40.00	80.00	40.00	20.00	100.00	
1	5021	SHELTON, BRAD	01/01/78	01/01/13	80.00	80.00	80.00	120.00	40.00	
1	9002	SHELTON, CHRISTINE	05/01/96	01/01/13	80.00	80.00	80.00	84.00	76.00	
1	58090	WEAVER, EMERSON L.	08/21/13	01/01/16	80.00		80.00	40.00	40.00	
**										
*										
24 records listed.										

Paid Hours Report

This procedure will generate a Paid Hours and Gross Wage Report. The report will show the social security number, name, hours and gross wages. The hours consist of regular, overtime, holiday, sick and vacation hours. The Gross wages consist of regular, overtime, holiday, sick, vacation, salary, bonus, commission and any other type of wages.

AUTOPOWER	PAID HOURS REPORT	PR.PAID.HOURS.RPT
04/27/2016		
<p>This procedure will generate a Paid Hours and Gross Wage Report. The report will show the social security number, name, hours and gross wages. The hours consist of regular, overtime, holiday, sick, and vacation hours. The Gross wages consist of regular, overtime, holiday, sick, vacation, salary, bonus, commission and any other type of wages.</p>		
<p>Company Number (1,2,3).....:</p>		
<p>Sort by (N)ame, (E)mployee Number..:</p>		
<p>Starting Check Date (MM/DD/YY).....:</p>		
<p>Ending Check Date (MM/DD/YY).....:</p>		
<p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Sort by (N)ame, (E)mployee Number :

Type in N to sort by Employee Name or Type in E to sort the report by Employee Number press **ENTER**.

Starting Pay Period Ending Date (MM/DD/YY):

Type in the Starting Pay Period Ending Date and press **ENTER**.

Ending Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER
04/27/2016
PAID HOURS REPORT
PR.PAID.HOURS.RPT

This procedure will generate a Paid Hours and Gross Wage Report. The report will show the social security number, name, hours and gross wages. The hours consist of regular, overtime, holiday, sick, and vacation hours. The Gross wages consist of regular, overtime, holiday, sick, vacation, salary, bonus, commission and any other type of wages.

Company Number (1,2,)

Sort by (N)ame, (E)m

Starting Check Date

Ending Check Date (MM/DD/YY).....: 12-31-15

Do you

Document Options

(D)isplay
(P)rint

Output Choice: D 1-01

Select Document Output Choice

Below is an example of the Paid Hours Report.

<small>AUTOPOWER</small> AUTOPOWER TRUCK & TRAILER PAID HOURS AND GROSS WAGES REPORT FOR COMPANY #1 FOR CHECKS DATED 01/01/01 THRU 12/31/15			
			PAGE: 1
SOCIAL SECURITY #	EMPLOYEE NAME	HOURS	GROSS WAGES
999-99-9999	ANDREWS, HARYANNE	6884	128,592.05
199-99-9999	BLACKSTONE, SAMANTHA	200	322,095.00
999-99-9999	HILTON, LEONA	0	4,000.00
999-99-9999	REDCOAT, MICHAEL	400	6,400.00
999-99-9999	SHELTON, CHRISTINE	0	5,000.00
		7484	466,087.05
*** NOTE *** HOURS CONSIST OF REGULAR, OVERTIME, HOLIDAY, SICK AND VACATION. GROSS WAGES CONSISTS OF ALL TYPES OF EARNINGS.			
Last Page... Press ENTER			

Pay Period Check Reconciliation Report

The information that will be generated on this report will be a check listing of the employees' payroll checks between a specific starting and ending pay period date.

AUTOPOWER (1) 11/12/2014 PAY PERIOD CHECK RECONCILIATION REPORT PR-PCR

This procedure will generate a Pay Period Check Reconciliation Report based on a pay period ending date range.

Company Number or (ALL):

Starting Pay Period Ending Date (MM/DD/YY):

Ending Pay Period Ending Date (MM/DD/YY):

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Starting Pay Period Ending Date (MM/DD/YY):

Type in the Starting Pay Period Ending Date and press **ENTER**.

Ending Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

How To – Payroll Workbook

AUTOPOWER (1)		11/12/2014		PAY PERIOD CHECK RECONCILIATION REPORT		PR-PCR	
<p>This procedure will generate a Pay Period Check Reconciliation Report based on a pay period ending date range.</p>							
Company Number or (ALL).....:				1			
Starting Pay Period Ending Date (MM/DD/YY):				01/01/10			
Ending Pay Period En				Document Options		: 03/31/10	
Do you wish to proce				(D)isplay (P)rint Output Choice:		: Y	
<p>Select Document Output Choice, or (C)ancel</p>							

Below is an example of the Pay Period Check Reconciliation Report.

AUTOPOWER (1)		12 Nov 2014					PAY PERIOD CHECK RECONCILIATION REPORT		PAGE 1	
							FROM 01/01/10 TO 03/31/10			
CO	TYPE	DDEP	CHKNO	END. DATE	NAME	GROSS	NET			
1	REG	N	38638	01/07/10	BLACKSTONE, SAMANTHA	4000.00	2585.52			
1	REG	N	38639	01/07/10	ANDREWS, MARYANNE	1573.92	1105.77			
1	REG	N	38712	01/21/10	BLACKSTONE, SAMANTHA	4000.00	2585.52			
1	REG	N	38713	01/21/10	ANDREWS, MARYANNE	1688.94	1175.77			
1	REG	N	38804	02/04/10	BLACKSTONE, SAMANTHA	4000.00	2585.52			
1	REG	N	38805	02/04/10	ANDREWS, MARYANNE	1515.33	1067.00			
1	REG	N	38883	02/18/10	BLACKSTONE, SAMANTHA	4000.00	2585.52			
1	REG	N	38884	02/18/10	ANDREWS, MARYANNE	1714.05	1189.32			
1	REG	N	38966	03/04/10	BLACKSTONE, SAMANTHA	4000.00	2585.52			
1	REG	N	38967	03/04/10	ANDREWS, MARYANNE	1629.00	1141.66			
1	REG	N	39057	03/18/10	BLACKSTONE, SAMANTHA	4000.00	2585.52			
1	REG	N	39058	03/18/10	ANDREWS, MARYANNE	1635.75	1160.20			
***						33756.99	22352.84			
***						33756.99	22352.84			
**						33756.99	22352.84			
*						33756.99	22352.84			
						33756.99	22352.84			
12 records listed.										
Last Page... Press ENTER										

Check History Register

This procedure will generate a payroll check history register for a range of starting and ending check dates from the check history file.

AUTOPOWER 11/13/2014 CHECK HISTORY REGISTER PRMCR

This procedure will generate a Check History Register based on a starting and ending check date range.

Company Number or (ALL):

Starting Check Date (MM/DD/YY):

Ending Check Date (MM/DD/YY):

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	CHECK HISTORY REGISTER	PRMCR
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Check History Register based on a starting and ending check date range.</p> </div> <p>Company Number or (ALL).....: 1</p> <p>Starting Check Date (MM/DD/YY): 01-01-10</p> <p>Ending Check Date (M</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p>Do you wish to proce</p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Document Options</p> <p>(D)isplay</p> <p>(P)rint</p> <p>Output Choice: █</p> </div> </div>		
<div style="background-color: black; color: white; padding: 2px 10px; display: inline-block;">Select Document Output Choice, or (C)ancel</div>		

Below is an example of the Check History Register Report.

AUTOPOWER		CHECK HISTORY REGISTER			Page: 1
13 Nov 2014		FROM 01-01-10 TO 03-31-10			
CO	CHKNO	DDEP	CHECK DATE	NAME	NET
1	38638	N	01/07/10	BLACKSTONE, SAMANTHA	2585.52
1	38639	N	01/07/10	ANDREWS, MARYANNE	1105.77
1	38712	N	01/21/10	BLACKSTONE, SAMANTHA	2585.52
1	38713	N	01/21/10	ANDREWS, MARYANNE	1175.77
1	38804	N	02/04/10	BLACKSTONE, SAMANTHA	2585.52
1	38805	N	02/04/10	ANDREWS, MARYANNE	1067.00
1	38883	N	02/18/10	BLACKSTONE, SAMANTHA	2585.52
1	38884	N	02/18/10	ANDREWS, MARYANNE	1189.32
1	38966	N	03/04/10	BLACKSTONE, SAMANTHA	2585.52
1	38967	N	03/04/10	ANDREWS, MARYANNE	1141.66
1	39057	N	03/18/10	BLACKSTONE, SAMANTHA	2585.52
1	39058	N	03/18/10	ANDREWS, MARYANNE	1160.20

					22352.84
					22352.84
12 records listed.					
Last Page... Press ENTER					

Check History Detail Report

This procedure will generate a detailed check history report based on a range of check dates. The report can be displayed on the screen or printed at any time for 1 or all employees.

10/11/2016	CHECK HISTORY DETAIL REPORT	PR-CHKHIST-RPT
<div style="border: 1px solid black; padding: 5px; margin: 10px;"> <p>This procedure will generate a Check History Detail Report based on a range of check dates. The report has several sort options and can be generated at any time.</p> </div>		
<ol style="list-style-type: none"> 1. By Check Number 2. By Check Date by Check Number 3. By Check Date by Branch 4. By Branch by Check Date 5. By Employee Name by Check Date 6. By Employee Number by Check Number 7. By Dept by Check Number 8. By Dept by Check Date by Check Number 9. By Dept by Employee Name by Check Date 10. By Dept by Employee Number by Check Number 		
Sorting Option (1-10).....: <input type="text"/>		
Company Number or (ALL).....:		
Employee Number or (ALL).....:		
Starting Check Date (MM/DD/YY):		
Ending Check Date (MM/DD/YY)..:		
Do you wish to proceed? (Y,N)..:		

Field Descriptions:

Sorting Options:

1. By Check Number
2. By Check Date by Check Number
3. By Employee Name by Check Date
4. By Employee Number by Check Number
5. By Dept by Check Number
6. By Dept by Check Date by Check Number
7. By Dept by Employee Name by Check Date
8. By Dept by Employee Number by Check Number
9. By Dept by Employee Name by Check Date
10. By Dept by employee Number by Check Number

Sorting Option (1-10)

Type in the sorting option number and press **ENTER**.

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Employee Number or (ALL):

Type in the Employee Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

This procedure will generate a Check History Detail Report based on a range of check dates. The report has several sort options and can be generated at any time.	
1. By Check Number	
2. By Check Date by Check Number	
3. By Check Date by Branch	
4. By Branch by Check Date	
5. By Employee Name by Check Date	
6. By Empl	Document Options
7. By Dept	
8. By Dept	(D)isplay
9. By Dept	(P)rint
10. By Dept	Output Choice: D
Sorting Option (1-10)	Check Number
Company Number or (ALL).....	Check Date
Employee Number or (ALL).....	Check Number
Starti	
Ending Check Date (MM/DD/YY)...	
Do you wish to proceed? (Y,N)...	
Select Document Output Choice	

Below is an example of the Check History Detail Report.

11 Oct 2016			CHECK HISTORY DETAIL REPORT FROM 01/01/10 TO 03/31/10										PAGE 1	
CO	BRANCH	EMPNO	NAME	CHECK DATE	CHKNO	DDEP	NET AMOUNT	GROSS WAGES	REG WAGES	OVER TIME	OTHER EARN	EMPLOYEE TAX	OTHER DED	
1	1	4446	BLACKSTONE, SAMANTHA	01/07/10	38638	II	2,585.52	4,000.00			0.00	955.41	459.07	
1	1	7697	ANDREWS, MARYANNE	01/07/10	38639	II	1,105.77	1,573.92	1,296.00	133.92	144.00	373.71	94.44	
1	1	4446	BLACKSTONE, SAMANTHA	01/21/10	38712	II	2,585.52	4,000.00			0.00	955.41	459.07	
1	1	7697	ANDREWS, MARYANNE	01/21/10	38713	II	1,175.77	1,688.94	1,296.00	248.94	144.00	411.83	101.34	
1	1	4446	BLACKSTONE, SAMANTHA	02/04/10	38804	II	2,585.52	4,000.00			0.00	955.41	459.07	
1	1	7697	ANDREWS, MARYANNE	02/04/10	38805	II	1,067.00	1,515.33	1,296.00	75.33	144.00	357.41	90.92	
1	1	4446	BLACKSTONE, SAMANTHA	02/18/10	38883	II	2,585.52	4,000.00			0.00	955.41	459.07	
1	1	7697	ANDREWS, MARYANNE	02/18/10	38884	II	1,189.32	1,714.05	1,440.00	274.05	0.00	421.89	102.84	
1	1	4446	BLACKSTONE, SAMANTHA	03/04/10	38966	II	2,585.52	4,000.00			0.00	955.41	459.07	
1	1	7697	ANDREWS, MARYANNE	03/04/10	38967	II	1,141.66	1,629.00	1,440.00	189.00	0.00	389.60	97.74	
1	1	4446	BLACKSTONE, SAMANTHA	03/18/10	39057	II	2,585.52	4,000.00			0.00	955.41	459.07	
1	1	7697	ANDREWS, MARYANNE	03/18/10	39058	II	1,160.20	1,635.75	1,440.00	195.75	0.00	377.40	98.15	
**							22,352.84	33,756.99	8,208.00	1,116.99	432.00	8,064.30	3,339.85	
*														
							22,352.84	33,756.99	8,208.00	1,116.99	432.00	8,064.30	3,339.85	
12 records listed.														
Last Page... Press ENTER														

Check History Deduction Report

This procedure will generate a detailed check history deduction report based on a range of starting and ending check dates. The report can be displayed on the screen or printed at any time for 1 or all employees.

AUTOPWRK 11/13/2014 CHECK HISTORY DEDUCTION REPORT PR-DEDUCTION-RPT

This procedure will generate a Check History Deduction Report based on a range of check dates. The report has several sort options and can be printed at any time.

Sorting Options:

1. By Check Number
2. By Check Date by Check Number
3. By Employee Name by Check Date
4. By Employee Number by Check Number
5. By Dept by Check Number
6. By Dept by Check Date by Check Number
7. By Dept by Employee Name by Check Date
8. By Dept by Employee Number by Check Number

Sorting Option (1-8).....: █
Company Number or (ALL).....:
Employee Number or (ALL).....:
Starting Check Date (MM/DD/YY):
Ending Check Date (MM/DD/YY):
Do you wish to proceed? (Y,N):

Field Descriptions:

Sorting Options:

1. By Check Number
2. By Check Date by Check Number
3. By Employee Name by Check Date
4. By Employee Number by Check Number
5. By Dept by Check Number
6. By Dept by Check Date by Check Number
7. By Dept by Employee Name by Check Date
8. By Dept by Employee Number by Check Number

Sorting Option (1-8)

Type in the sorting option number and press **ENTER**.

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Employee Number or (ALL):

Type in the Employee Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER

This procedure will generate a Check History Deduction Report based on a range of check dates. The report has several sort options and can be printed at any time.

Sorting Options:

1. By Check Number
2. By Check Date by Check Number
3. By Employee Name by Check Date
4. By Employee Number by Check Number
5. Document Options
6. (D)isplay
7. (P)rint
8. Output Choice:

Sorting Option (1-8)

Company Number or (ALL).....: 1

Employee Number or (ALL).....: ALL

Starti

Ending Check Date (MM/DD/YY)..: 03-31-10

Do you wish to proceed? (Y,N): Y

Select Document Output Choice, or (C)ancel

How To – Payroll Workbook

Below is an example of the Check History Deduction Report.

CHECK HISTORY DEDUCTION REPORT												
FROM 01-01-10 TO 03-31-10												
PAGE 1												
CO	EMPNO	NAME	CHK DATE	CHKNO	NET AMOUNT	GROSS WAGES	FIT	SOC-MED	SCS TAXES	OTHER DED	DED.AMT	DED.CO
1	4446	BLACKSTONE, SAM	01/07/10	38638	2,585.52	4,000.00	493.93	301.48	160.00	459.07	400.00	401K
1	7697	ANDREWS, MARYAN	01/07/10	38639	1,105.77	1,573.92	167.52	120.40	85.79	94.44	94.44	401K
1	4446	BLACKSTONE, SAM	01/21/10	38712	2,585.52	4,000.00	493.93	301.48	160.00	459.07	400.00	401K
1	7697	ANDREWS, MARYAN	01/21/10	38713	1,175.77	1,688.94	189.76	129.20	92.87	101.34	101.34	401K
1	4446	BLACKSTONE, SAM	02/04/10	38804	2,585.52	4,000.00	493.93	301.48	160.00	459.07	400.00	401K
1	7697	ANDREWS, MARYAN	02/04/10	38805	1,067.00	1,515.33	159.25	115.92	82.24	90.92	90.92	401K
1	4446	BLACKSTONE, SAM	02/18/10	38883	2,585.52	4,000.00	493.93	301.48	160.00	459.07	400.00	401K
1	7697	ANDREWS, MARYAN	02/18/10	38884	1,189.32	1,714.05	195.66	131.12	95.11	102.84	102.84	401K
1	4446	BLACKSTONE, SAM	03/04/10	38966	2,585.52	4,000.00	493.93	301.48	160.00	459.07	400.00	401K
1	7697	ANDREWS, MARYAN	03/04/10	38967	1,141.66	1,629.00	175.67	124.62	89.31	97.74	97.74	401K
1	4446	BLACKSTONE, SAM	03/18/10	39057	2,585.52	4,000.00	493.93	301.48	160.00	459.07	400.00	401K
1	7697	ANDREWS, MARYAN	03/18/10	39058	1,160.20	1,635.75	177.26	125.14	75.00	98.15	98.15	401K
**					22,352.84	33,756.99	4,028.70	2,555.28	1,480.32	3,339.85	3,339.85	
*												
					22,352.84	33,756.99	4,028.70	2,555.28	1,480.32	3,339.85	3,339.85	
12 records listed.												
Last Page... Press ENTER												

Void Check History Register

This procedure will generate a payroll void check history register for a range of starting and ending check dates from the void check history file.

AUTOPOWER 11/13/2014 VOID CHECK HISTORY REGISTER PR.VCR

This procedure will generate a Void Check History Register based on a starting and ending check date range.

Company Number or (ALL):

Starting Check Date (MM/DD/YY):

Ending Check Date (MM/DD/YY):

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		
11/13/2014	VOID CHECK HISTORY REGISTER	PR.VCR
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Void Check History Register based on a starting and ending check date range.</p> </div> <p style="margin-top: 20px;">Company Number or (ALL).....: 1</p> <p>Starting Check Date (MM/DD/YY): 01-01-10</p> <p>Ending Check Date (M Document Options</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;"> <p>(D)isplay (P)rint Output Choice: █</p> </div> <p>Do you wish to proce</p> <div style="text-align: center; margin-top: 20px; background-color: black; color: white; padding: 2px 10px;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Void Check History Register Report.

AUTOPOWER						
13 Nov 2014		VOID CHECK HISTORY REGISTER			Page: 1	
FROM 01-01-10 TO 12-31-13						
CO	CHKNO	DIR.DEP	CHECK DATE	VOID DATE	NAME	NET
1	10153	N	04/25/13	04/25/13	MOORE, ROSE	356.65
1	11121	C	09/18/13	09/20/13	SHELTON, CHRISTINE	461.52
1	11644	C	12/04/13	12/05/13	ANDREWS, MARYANNE	478.61
1	11645	C	12/04/13	12/05/13	BELL, CLARA	654.54
**						1951.32
*						1951.32
4 records listed.						
Last Page... Press ENTER						

Positive Pay Historical Report

This procedure will generate a report of checks posted to the Payroll Positive Pay History file. The listing will show the batch number, company number, check number, check date, transmit date, employee number, employee name, check amount along with a grand total.

AUTOPOWER(1) 11/12/2014 PAYROLL POSITIVE PAY HISTORICAL REPORT PR.POSPAY.HIST.RPT

This procedure will produce a Payroll Positive Pay Historical Report of posted payroll checks. The report will be sorted by check number and will show the transmitted information for each check.

Batch Number...(optional)....:

Company Number...(optional)....:

Transmit Date...(optional)....:

Check Date (MM/DD/YY).....:

Do you wish to proceed? (Y,N):

Field Descriptions:

Batch Number:

Type in the Batch Number. If you do not know the batch number, leave this field blank.

Company Number:

The Company Number that was used for a specific batch file will display. If you leave the batch number blank, this field will also be blank.

Transmit Date:

The Transmit Date for the batch that was uploaded will display. You can also leave the transmit date blank also.

Check Date

Type in the Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

How To – Payroll Workbook

AUTOPOWER (1)
11/12/2014 PAYROLL POSITIVE PAY HISTORICAL REPORT PR.POSPAY.HIST.RPT

This procedure will produce a Payroll Positive Pay Historical Report of posted payroll checks. The report will be sorted by check number and will show the transmitted information for each check.

Batch Number...(optional)....:

Company Number.(opti Document Options

Transmit Date...(opti (D)isplay
(P)rint

Check Date (MM/DD/YY Output Choice:

Do you wish to proceed? (Y,N): Y

Select Document Output Choice, or (C)ancel

Below is an example of the Payroll Positive Pay Historical Report.

AccuTerm 7

AUTOPOWER 02 Jun 2014 PAYROLL POSITIVE PAY HISTORICAL REPORT PAGE: 1

CO	BATCH #	CHECK #	CHECK DATE	TRANSMIT DATE	TRANSMIT TIME	TYPE	EMP #	PAYEE	CHECK AMOUNT	VOID
1	19	1000	05/30/14	06/02/14	11:45:05	REG	1		67.31	
									67.31	***
1	19	120000	05/30/14	06/02/14	11:45:05	REG	1	DIRECT DEPOSIT - EMPLOYEE TEST	77.08	V
									77.08	***
									144.39	
									144.39	
									144.39	

2 records listed.

Press Return To Go Back To The Menu.

The first check #1000 was an actual check written to an employee. The second check #120000 was a voided direct deposit check.

125 Cafeteria Plan Deduction Report

The Employee 125 Cafeteria Plan Deduction procedure will generate a report of the employees that had a 125 Cafeteria Plan deduction taken from their pay. The report will list the date, employee name, deduction code, and the amount that was deducted along with a grand total. This Report can be displayed to the screen or printed.

AUTOPOWER	125 CAFETERIA PLAN REPORT	PR-125PLAN
11/13/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> This procedure will generate a 125 Cafeteria Plan Deduction Report showing employees that have had 125 Cafeteria Plan deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount. </div>		
Company Number (1,2,3).....:		
Sort by (N)ame, (E)mployee Number..:		
Pay Period Starting Date (MM/DD/YY):		
Pay Period Ending Date (MM/DD/YY)..:		
Do you wish to proceed? (Y,N).....:		

Field Descriptions:

Company Number (1,2,3):

Type in the **Company Number** and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Starting Period Starting Date (MM/DD/YY):

Type in the Period Starting Date and press **ENTER**.

Ending Period Ending Date (MM/DD/YY):

Type in the Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		125 CAFETERIA PLAN REPORT	PR-125PLAN
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> This procedure will generate a 125 Cafeteria Plan Deduction Report showing employees that have had 125 Cafeteria Plan deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount. </div>			
Company Number (1,2,3).....: 1			
Sort by (N)ame, (E)m		<div style="border: 1px solid black; padding: 2px;"> Document Options </div>	
Pay Period Starting	<div style="border: 1px solid black; padding: 2px;"> (D)isplay </div>	1-10	
Pay Period Ending Da	<div style="border: 1px solid black; padding: 2px;"> (P)rint </div>	1-10	
Do you wish to proceed? (Y,N).....: Y		<div style="border: 1px solid black; padding: 2px;"> Output Choice: D </div>	
<div style="background-color: black; color: white; padding: 5px; display: inline-block;"> Select Document Output Choice, or (C)ancel </div>			

Below is an example of the 125 Cafeteria Plan Report.

AUTOPOWER TRUCK & TRAILER 125 CAFETERIA PLAN REPORT FOR COMPANY #1 FOR THE PERIOD 01/01/10 THRU 01/31/10							PAGE: 1
CHECK DATE	PERIOD ENDING	EMP #	EMPLOYEE NAME	DEDUCT CODE	AMOUNT	CHECK TOTAL	GRAND TOTAL
01/07/10	01/07/10	4446	BLACKSTONE, SAMA	125INS	59.07	59.07	
01/21/10	01/21/10	4446	BLACKSTONE, SAMA	125INS	59.07	59.07	
						-----	118.14
TOTAL							118.14
Last Page... Press ENTER							

Employee 125 Child Care Cafeteria Plan Deduction Report

This procedure will generate the employees that had 125 Child Care Cafeteria Plan deductions taken from their pay. The report will show the date, employee name, deduction code, and amount deducted along with a grand total. This Report can be displayed to the screen or printed.

AUTOPOWER	125 CAFETERIA CHILD CARE REPORT	PR-125CHDCARE
11/26/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>This procedure will generate a 125 Cafeteria Child Care Deduction Report showing employees that have had 125 Cafeteria Child Care deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.</p> </div> <p>Company Number (1,2,3).....: █</p> <p>Sort by (N)ame, (E)mployee Number...:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)...:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER
11/26/2014
125 CAFETERIA CHILD CARE REPORT
PR-125CHDCARE

This procedure will generate a 125 Cafeteria Child Care Deduction Report showing employees that have had 125 Cafeteria Child Care deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.

Company Number (1,2,3).....: 1

Sort by (H)ame, (E)m — Document Options —

Pay Period Starting

Pay Period Ending Da

(D)isplay 1-10

(P)rint 1-10

Output Choice: ☒

Do you wish to proceed? (Y,N).....: Y

Select Document Output Choice, or (C)ancel

Below is an example of the 125 Cafeteria Child Care Report.

<div style="display: flex; justify-content: space-between;"> AUTOPOWER <div> <p>AUTOPOWER TRUCK & TRAILER</p> <p>125 CAFETERIA CHILD CARE REPORT</p> <p>FOR COMPANY #1 FOR THE PERIOD</p> <p>01/01/10 THRU 12/31/10</p> </div> PAGE: 1 </div>						
CHECK DATE	PERIOD ENDING	EMP #	EMPLOYEE NAME	DEDUCTION CODE	DEDUCTION AMOUNT	GRAND TOTAL
TOTAL CHILD CARE DEDUCTIONS						0.00
Last Page... Press ENTER						

125 Unreimbursed Medical Report

The Employee 125 Unreimbursed Medical Cafeteria Plan deduction report will generate a list of the employees that had 125 Unreimbursed Medical Cafeteria Plan deductions taken from their pay. The report will list the date, employee name, deduction code, and amount deducted with a grand total. This Report can be displayed to the screen or printed.

AUTOPOWER	125 UNREIMBURSED MEDICAL REPORT	PR-125UNREMED
12/01/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>This procedure will generate a 125 Cafeteria Plan Unreimbursed Medical Deduction Report for employees that had 125 Cafeteria Plan Unreimbursed Medical deductions taken from their pay. The report will show employee name, check date, wages, and deduction amount.</p> </div> <p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number..:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)..:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER
125 UNREIMBURSED MEDICAL REPORT
PR-125UNREMED

This procedure will generate a 125 Cafeteria Plan Unreimbursed Medical Deduction Report for employees that had 125 Cafeteria Plan Unreimbursed Medical deductions taken from their pay. The report will show employee name, check date, wages, and deduction amount.

Company Number (1,2,3).....: 1

Sort by (N)ame, (E)m Document Options

Pay Period Starting

Pay Period Ending Da

(D)isplay

(P)rint

Output Choice:

1/10

1/10

Do you wish to proceed? (Y,N).....: Y

Select Document Output Choice, or (C)ancel

Below is an example of the 125 Unreimbursed Medical Report.

AUTOPOWER

AUTOPOWER TRUCK & TRAILER
125 UNREIMBURSED MEDICAL CAFETERIA PLAN REPORT
FOR COMPANY #1 FOR THE PERIOD
01/01/10 THRU 12/31/10

PAGE: 1

CHECK DATE	PERIOD ENDING	EMP #	EMPLOYEE NAME	DEDUCTION CODE	DEDUCTION AMOUNT	GRAND TOTAL
---------------	------------------	-------	---------------	-------------------	---------------------	----------------

TOTAL UNREIMBURSED MEDICAL DEDUCTIONS

0.00

Last Page... Press ENTER

401K Employee Deduction Report

This report will generate a list of the employees that had 401K deductions taken from their pay. The report will list the date, employee name and amount deducted along with a grand total. This Report can be displayed to the screen or printed.

AUTOPOWER	401K DEDUCTION REPORT	PR-401K-REPORT
12/01/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>This procedure will generate a 401K Deduction Report showing employees that have had 401K deductions taken from their pay. The report will show the employee name, check date, wages, deduction amount and company's matched amount.</p> </div> <p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number..:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)..:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/01/2014	401K DEDUCTION REPORT
PR-401K-REPORT	
<p>This procedure will generate a 401K Deduction Report showing employees that have had 401K deductions taken from their pay. The report will show the employee name, check date, wages, deduction amount and company's matched amount.</p>	
Company Number (1,2,3).....: 1	
Sort by (H)ame, (E)m	Document Options
Pay Period Starting	(D)isplay 1-10
Pay Period Ending Da	(P)rint
	Output Choice: █ 1-10
Do you wish to proceed? (Y,N).....: Y	
Select Document Output Choice, or (C)ancel	

Below is an example of the 401K Deduction Report.

AUTOPOWER											
AUTOPOWER TRUCK & TRAILER 401K REPORT FOR COMPANY #1 FOR THE PERIOD 01/01/10 THRU 01/31/10											
PAGE: 1											
CHECK NUMBER	CHECK DATE	PERIOD ENDING	EMP#	EMPLOYEE NAME	SOCIAL SECURITY #	401K DEDUCT WAGES CODE	EMP %	401K MATCH DED.AMT TYPE	MATCH %	MATCH AMOUNT	
38639	01/07/10	01/07/10	7697	ANDREWS, MARYANNE	999-99-9999	1573.92 401K	6.00	94.44 W	4.00	62.96	
38713	01/21/10	01/21/10				1688.94 401K	6.00	101.34 W	4.00	67.56	
** TOTALS FOR ANDREWS, MARYANNE						3,262.86		195.78		130.52	
38638	01/07/10	01/07/10	4446	BLACKSTONE, SAMANTHA	999-99-9999	4000.00 401K	10.00	400.00 W	4.00	160.00	
38712	01/21/10	01/21/10				4000.00 401K	10.00	400.00 W	4.00	160.00	
** TOTALS FOR BLACKSTONE, SAMANTHA						8,000.00		800.00		320.00	
*** GRAND TOTALS ***						11,262.86		995.78		450.52	
Last Page... Press ENTER█											

408 Plan Deduction Report

This procedure will generate a list of the employees that had 408K or 408P deductions taken from their pay. The report will list the date, employee name, deduction code, and the amount deducted along with a grand total.

AUTOPOWER	408 PLAN DEDUCTION REPORT	PR-408PPLAN
12/01/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>This procedure will generate a 408 Plan Deduction Report showing employees that have had 408 Plan deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.</p> </div>		
<p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number...:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)...:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.

You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/01/2014	408 PLAN DEDUCTION REPORT PR-408PPLAN
<div>This procedure will generate a 408 Plan Deduction Report showing employees that have had 408 Plan deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.</div>	
Company Number (1,2,3).....: 1	
Sort by (N)ame, (E)m	Document Options
Pay Period Starting	(D)isplay 1-10
Pay Period Ending Da	(P)rint 1-10
	Output Choice:
Do you wish to proceed? (Y,N).....: Y	
Select Document Output Choice, or (C)ancel	

Pension Deduction Report

This report will generate a list of the employees that had a taxable pension deduction taken from their pay. The report will list the date, employee name and amount deducted with a grand total.

AUTOPOWER	PENSION DEDUCTION REPORT	PR-PENSION-REPORT
12/01/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>This procedure will generate a Pension Deduction Report showing employees that have had taxable Pension deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.</p> </div> <p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number...:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)...:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.

You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/01/2014	PENSION DEDUCTION REPORT
PR-PENSION-REPORT	
<div>This procedure will generate a Pension Deduction Report showing employees that have had taxable Pension deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.</div>	
Company Number (1,2,3).....	1
Sort by (N)ame, (E)m	Document Options
Pay Period Starting	(D)isplay 1-10
Pay Period Ending Da	(P)rint 1-10
	Output Choice: <input checked="" type="checkbox"/>
Do you wish to proceed? (Y,N)..... Y	
<div>Select Document Output Choice, or (C)ancel</div>	

Child Support Deduction Report

This procedure will produce a report of employees that have child support deductions taken from their paycheck. The report will show employee number, employee name, social security number, deduction code, deduction amount, gross check amount and grand total. This report can be displayed to the screen or printed.

AUTOPOWER	CHILD SUPPORT DEDUCTION REPORT	PR-CHILD
12/01/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>This procedure will generate a Child Support Deduction Report for employees that had child support deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.</p> </div> <p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number...:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)...:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.

You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		CHILD SUPPORT DEDUCTION REPORT		PR-CHILD	
12/01/2014					
This procedure will generate a Child Support Deduction Report for employees that had child support deductions taken from their pay. The report will show the employee name, check date, wages, and deduction amount.					
Company Number (1,2,3).....: 1					
Sort by (N)ame, (E)m					
Pay Period Starting		Document Options			
Pay Period Ending Da		(D)isplay		1-10	
		(P)rint			
		Output Choice:		1-10	
Do you wish to proceed? (Y,N).....: Y					
Select Document Output Choice, or (C)ancel					

State Disability Deduction Report

This procedure will generate a report for employees that had state disability insurance deductions taken from their pay. This listing will show the date, employee name, gross wages, deduction code, and amount deducted along with grand totals.

AUTOPOWER	STATE DISABILITY DEDUCTION REPORT	PR.SDI
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>This procedure will generate a State Disability Deduction Report for employees that had state disability insurance deductions taken from their pay. The report will show the date, employee name, gross wages, deduction code, and deduction amount.</p> </div> <p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number...:</p> <p>Pay Period Starting Date (MM/DD/YY):</p> <p>Pay Period Ending Date (MM/DD/YY)...:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Sort by (N)ame, (E)mployee Number:

Type in the **N** to sort the report by the employee name or Type in **E** to sort by employee number and press **ENTER**.

Pay Period Starting Date (MM/DD/YY):

Type in the Pay Period Starting Date and press **ENTER**.

Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		STATE DISABILITY DEDUCTION REPORT	PR.SDI
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a State Disability Deduction Report for employees that had state disability insurance deductions taken from their pay. The report will show the date, employee name, gross wages, deduction code, and deduction amount.</p> </div>			
<p>Company Number (1,2,3).....: 1</p>			
<p>Sort by (N)ame, (E)m Document Options</p>			
Pay Period Starting	(D)isplay	1-10	
Pay Period Ending Da	(P)rint	1-10	
Output Choice: █			
<p>Do you wish to proceed? (Y,N).....: Y</p>			
<p style="background-color: black; color: white; display: inline-block; padding: 5px 20px;">Select Document Output Choice, or (C)ancel</p>			

Below is an example of the State Disability Insurance Deduction Report.

AUTOPOWER							
AUTOPOWER TRUCK & TRAILER STATE DISABILITY INSURANCE DEDUCTION REPORT FOR COMPANY #1 FOR THE PERIOD 01/01/10 THRU 12/31/10							
						PAGE:	1
CHECK DATE	PERIOD ENDING	EMP #	EMPLOYEE NAME	GROSS WAGES	DED CODE	DEDUCT AMOUNT	GRAND TOTAL
Last Page... Press ENTER							

Federal Tax Deposit Report

This procedure will generate a Federal Tax Deposit Report for a specific range of dates. The report will show a listing of employees, federal income taxes, social security taxes, Medicare taxes withheld along with the employer's portion of FICA taxes. This Report can be displayed to the screen or printed.

10/11/2016	FEDERAL TAX DEPOSIT REPORT	PR-FEDERALTAX
<div style="border: 1px solid black; padding: 10px; margin-bottom: 20px;"> <p>This procedure will generate a Federal Tax Deposit Report based on a specific range of check dates. The report will show taxes withheld for federal, social security, and medicare for each employee as well as the employer's matched fica taxes.</p> </div> <p>Sorting Options: 1. By Check Number 2. By Check Date by Check Number 3. By Check Date by Branch 4. By Branch by Check Date</p> <p>Sorting Option (1-4).....: Company Number or (ALL).....: Branch Number or (ALL).....: Starting Check Date (MM/DD/YY): Ending Check Date (MM/DD/YY):.. Do you wish to proceed? (Y,N):.</p>		

Field Descriptions:

Sorting Options:

1. By Check Number
2. By Check Date by Check Number
3. By Check Date by Branch
4. By Branch by Check Date

Sorting Option (1-4)

Type in the sorting option number and press **ENTER**.

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Branch Number or (ALL):

Type in the Branch Number or the word **ALL** and press **ENTER**.

Below is an example of the Federal Tax Deposit Report.

11 Oct 2016				FEDERAL TAX DEPOSIT REPORT						PAGE 1	
				FROM 01/01/10 TO 03/31/10							
CO	BRANCH	EMPNO	NAME	CHECK DATE	CHKNO	FIT	SOC SEC	MED TAX	EMPLOYER SOC SEC	EMPLOYER MEDICARE	FEDERAL TAXES
1		1 4446	BLACKSTONE, SAMANTHA	01/07/10	38638	493.93	244.34	57.14			795.41
1		1 7697	ANDREWS, MARYANNE	01/07/10	38639	167.52	97.58	22.82			287.92
				***		661.45	341.92	79.96	0.00	0.00	1083.33
1		1 4446	BLACKSTONE, SAMANTHA	01/21/10	38712	493.93	244.34	57.14			795.41
1		1 7697	ANDREWS, MARYANNE	01/21/10	38713	189.76	104.71	24.49			318.96
				***		683.69	349.05	81.63	0.00	0.00	1114.37
1		1 4446	BLACKSTONE, SAMANTHA	02/04/10	38804	493.93	244.34	57.14			795.41
1		1 7697	ANDREWS, MARYANNE	02/04/10	38805	159.25	93.95	21.97			275.17
				***		653.18	338.29	79.11	0.00	0.00	1070.58
1		1 4446	BLACKSTONE, SAMANTHA	02/18/10	38883	493.93	244.34	57.14			795.41
1		1 7697	ANDREWS, MARYANNE	02/18/10	38884	195.66	106.27	24.85			326.78
				***		689.59	350.61	81.99	0.00	0.00	1122.19
1		1 4446	BLACKSTONE, SAMANTHA	03/04/10	38966	493.93	244.34	57.14			795.41
1		1 7697	ANDREWS, MARYANNE	03/04/10	38967	175.67	101.00	23.62			300.29
				***		669.60	345.34	80.76	0.00	0.00	1095.70
1		1 4446	BLACKSTONE, SAMANTHA	03/18/10	39057	493.93	244.34	57.14			795.41
1		1 7697	ANDREWS, MARYANNE	03/18/10	39058	177.26	101.42	23.72			302.40
				***		671.19	345.76	80.86	0.00	0.00	1097.81
**						4,028.70	2070.97	484.31	0.00	0.00	6583.98
*											
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █											

State Tax Deposit Report

The State Tax Deposit Report will show a list of employees and states taxes withheld for a specific date range. This Report can be displayed to the screen or printed.

AUTOPOWER	STATE TAX DEPOSIT REPORT	PR-STATETAX
12/02/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a State Tax Deposit Report based on a specific range of check dates. The report will show state taxes withheld for each employee.</p></div> <p>Company Number or (ALL).....:</p> <p>Starting Check Date (MM/DD/YY):</p> <p>Ending Check Date (MM/DD/YY)..:</p> <p>Do you wish to proceed? (Y,N)..:</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/02/2014	STATE TAX DEPOSIT REPORT PR-STATETAX

This procedure will generate a State Tax Deposit Report based on a specific range of check dates. The report will show state taxes withheld for each employee.

Company Number or (ALL).....: 1

Starting Check Date (MM/DD/YY): 01-01-10

Ending Check Date (M

Do you wish to proce

Document Options

(D)isplay
(P)rint
Output Choice: █

Select Document Output Choice, or (C)ancel

Below is an example of the State Tax Deposit Report.

02 Dec 2014			STATE TAX DEPOSIT REPORT FROM 01-01-10 TO 03-31-10			PAGE 1
CO	STATE	CHECK DATE	CHKNO	NAME	STATE-WH	
1	NH	01/07/10	38638	BLACKSTONE, SAMANTHA	160.00	
		***			160.00	
1	NH	01/21/10	38712	BLACKSTONE, SAMANTHA	160.00	
		***			160.00	
1	NH	02/04/10	38804	BLACKSTONE, SAMANTHA	160.00	
		***			160.00	
1	NH	02/18/10	38883	BLACKSTONE, SAMANTHA	160.00	
		***			160.00	
1	NH	03/04/10	38966	BLACKSTONE, SAMANTHA	160.00	
		***			160.00	
1	NH	03/18/10	39057	BLACKSTONE, SAMANTHA	160.00	
		***			160.00	
	***				960.00	
1	PA	01/07/10	38639	ANDREWS, MARYANNE	71.00	
		***			71.00	
1	PA	01/21/10	38713	ANDREWS, MARYANNE	77.00	
		***			77.00	
		Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:				
1	PA	02/04/10	38805	ANDREWS, MARYANNE	68.00	
		***			68.00	
1	PA	02/18/10	38884	ANDREWS, MARYANNE	79.00	
		***			79.00	
1	PA	03/04/10	38967	ANDREWS, MARYANNE	74.00	
		***			74.00	
1	PA	03/18/10	39058	ANDREWS, MARYANNE	75.00	
		***			75.00	
	***				444.00	
	**				1404.00	
	*				-----	
					1404.00	
12 records listed.						
Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit:						

City Tax Deposit Report

This procedure will produce a City Tax Deposit Report for a specific range of dates. The report will show a list of employees and city taxes withheld.

AUTOPOWER	CITY TAX DEPOSIT REPORT	PR-CITYTAX
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will generate a City Tax Deposit Report based on a specific range of check dates. The report will show city taxes withheld for each employee.</div> <p>Company Number or (ALL).....: █</p> <p>Starting Check Date (MM/DD/YY):</p> <p>Ending Check Date (MM/DD/YY)..:</p> <p>Do you wish to proceed? (Y,N)..:</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	CITY TAX DEPOSIT REPORT	PR-CITYTAX
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a City Tax Deposit Report based on a specific range of check dates. The report will show city taxes withheld for each employee.</p> </div> <p style="margin-top: 20px;">Company Number or (ALL).....: 1</p> <p>Starting Check Date (MM/DD/YY): 01/01/10</p> <p>Ending Check Date (MM/DD/YY): 03/31/10</p> <p>Do you wish to proceed? (Y/N):</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 30%;"> <p style="text-align: center;">Document Options</p> <p style="text-align: center;">(D)isplay</p> <p style="text-align: center;">(P)rint</p> <p style="text-align: center;">Output Choice: █</p> </div>		
<div style="background-color: black; color: white; padding: 5px; margin: 10px auto; width: 60%;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the City Tax Deposit Report.

AUTOPOWER	CITY TAX DEPOSIT REPORT				PAGE 1
02 Dec 2014	FROM 01/01/10 TO 03/31/10				
CO	CITY CODE	CHECK DATE	CHKNO	NAME	CITY-WH
1	ADAMS	01/07/10	38639	ANDREWS, MARYANNE	14.79
		***			14.79
1	ADAMS	01/21/10	38713	ANDREWS, MARYANNE	15.87
		***			15.87
1	ADAMS	02/04/10	38805	ANDREWS, MARYANNE	14.24
		***			14.24
1	ADAMS	02/18/10	38884	ANDREWS, MARYANNE	16.11
		***			16.11
1	ADAMS	03/04/10	38967	ANDREWS, MARYANNE	15.31
		***			15.31
	***				76.32
**					76.32
*					76.32

					76.32
5 records listed.					
Last Page... Press ENTER █					

School District Tax Deposit Report

This procedure will generate a School Tax Deposit Report for a specific range of dates. The report will show a list of employees and school district taxes withheld.

AUTOPOWER 12/02/2014 SCHOOL DISTRICT TAX DEPOSIT REPORT PR-LSDTAX

This procedure will generate a School District Tax Deposit Report based on a specific range of check dates. The report will show a school district taxes withheld for each employee.

Company Number or (ALL):

Starting Check Date (MM/DD/YY):

Ending Check Date (MM/DD/YY):

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Starting Check Date (MM/DD/YY):

Type in the Starting Check Date and press **ENTER**.

Ending Check Date (MM/DD/YY):

Type in the Ending Check Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	SCHOOL DISTRICT TAX DEPOSIT REPORT	PR-LSDTAX
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a School District Tax Deposit Report based on a specific range of check dates. The report will show a school district taxes withheld for each employee.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Starting Check Date (MM/DD/YY): 01/01/10</p> <p>Ending Check Date (MM/DD/YY): 03/31/10</p> <p>Do you wish to proceed (Y/N): Y</p>		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 30%;"> <p style="text-align: center;">Document Options</p> <p>(D)isplay</p> <p>(P)rint</p> <p>Output Choice: █</p> </div>		
<div style="background-color: black; color: white; padding: 2px; margin: 10px auto; width: 60%;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the School District Tax Deposit Report.

AUTOPOWER	SCHOOL DISTRICT TAX DEPOSIT REPORT				PAGE 1
02 Dec 2014	FROM 01/01/10 TO 03/31/10				
CO	LOCAL SCHOOL DISTRICT NAME	CHECK DATE	CHKNO	NAME	LOCAL SCHOOL DISTRICT WH
1	OH 3202	01/07/10	38639	ANDREWS, MARYANNE	0.00
		***			0.00
1	OH 3202	01/21/10	38713	ANDREWS, MARYANNE	0.00
		***			0.00
1	OH 3202	02/04/10	38805	ANDREWS, MARYANNE	0.00
		***			0.00
1	OH 3202	02/18/10	38884	ANDREWS, MARYANNE	0.00
		***			0.00
	***				0.00
	**				0.00
	*				0.00

					0.00
4 records listed.					
Last Page... Press ENTER █					

EOM, EOQ, EOY MENU

The EOM, EOQ and EOY menu will provide the period processing steps required to prepare the wage history files for the next month, quarter or year.

To access the EOM, EOQ,& EOY Menu:

The screenshot shows the AUTOPOWER payroll menu. At the top, it displays '12-02-2014 (T9356) (P99)' and 'PAYROLL COMPANY'. The menu options are listed as follows:

- 1....PAY PERIOD PROCESSING MENU
- 2....REPORTS MENU
- 3....EOM, EOQ & EOY MENU
- 4....FILE MAINTENANCE MENU
- 5....UTILITIES MENU
- 6....TIME CLOCK MENU
- 7....LOGTO AUTOPOWER

Below the menu options, it says 'Enter Selection: █'. At the bottom, there are two buttons: 'X = Log Off' and 'A = AutoMail'. A callout box with an arrow pointing to option 3 contains the text: 'Type in # 3 and press **ENTER.**'

The End of Month, End of Quarter, End of Year menu will display.

This menu is sorted according to how these events will occur in the year. You process your monthly reports and close the month, quarterly reports and close the quarter, Semi-Annual reports and close Semi-Annual, Annual reports and close the year.

The screenshot shows the AUTOPOWER payroll menu. At the top, it displays '04-27-2016 (T3836) (P900)' and 'PAYROLL COMPANY'. The menu options are listed as follows:

- 1. Monthly Gross Earnings Report
- 2. Monthly School District Tax Report
- 3. Monthly City Income Tax Report
- 4. Monthly State Income Tax Report
- 5. Monthly Worker Comp Hours Report
- 6. Monthly Worker Comp Wage Report
- 7. Monthly Close
- 8.
- 9. Quarterly Gross Earnings Report
- 10. Quarterly 940 and 941 Tax Accrual
- 11. Quarterly 941 Tax Report
- 12. Quarterly School District Tax Rep
- 13. Quarterly City Income Tax Report
- 14. Quarterly State Income Tax Report
- 15. Quarterly State Unempl Gross Wage
- 16. Quarterly SUTA Taxable Report
- 17. Quarterly Worker Comp Hours Report
- 18. Quarterly Worker Comp Wage Report
- 19. Quarterly Close
- 20.
- 21. Semi-Annual Worker Comp Wage Rep
- 22. Semi-Annual Close
- 23. Annual 940 and 941 Tax Accrual
- 24. Annual Worker Comp Hours Report
- 25. Annual Worker Comp Wage Report
- 26. YTD Gross Earnings Report
- 27. Paid Hours Report
- 28. END OF YEAR MENU

Below the menu options, it says 'Enter Selection: █'. At the bottom, there are two buttons: 'X = Log Off' and 'A = AutoMail'.

All monthly reports are to be printed prior to the monthly payroll close.

Monthly Gross Earnings Report

The Monthly Gross Earnings Report will print the month-to-date employee gross wages for the current month by department with department subtotals. It will help you determine the impact of payroll on each department in the company. You can also use this as a tool to correct errors before your month end close.

This report will list the company, department, employee number, name, the month-to-date gross pay, and the month to date regular and overtime wages.

AUTOPOWER	MONTHLY GROSS EARNINGS REPORT	PR19-MONTHLY
12/02/2014		
<div style="border: 1px solid black; padding: 5px; text-align: center;">This procedure will generate an Employee Monthly Gross Earnings Report for the current month. The report is sorted by company by department by employee name.</div>		
Company Number or (ALL).....: ■		
Department Code, or (ALL)....:		
Do you wish to proceed? (Y,N):		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Department Code, or (ALL):

Type in the Department Code or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		MONTHLY GROSS EARNINGS REPORT		PR19-MONTHLY	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate an Employee Monthly Gross Earnings Report for the current month. The report is sorted by company by department by employee name.</p> </div>					
Company Number or (ALL).....: 1					
Department Code, or (ALL)....: ALL					
Do you wish to proceed					
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> <p>Document Options</p> <p>(D)isplay</p> <p>(P)rint</p> <p>Output Choice: █</p> </div>					
Select Document Output Choice, or (C)ancel					

Below is an example of the Monthly Gross Earnings Report.

AUTOPOWER		MONTHLY GROSS EARNINGS REPORT										PAGE: 1	
02 Dec 2014													
CO	DEPT	CO	DEPT	EMP-NO	Employee Name	MTD GROSS	MTD SALARY	MTD REG AMT	MTD OVR AMT	N-T-D SOC SEC	N-T-D MEDICARE	FIT FOR MONTH	MTD EARN AMT
1	1	1	1	7697	ANDREWS, MARYANNE	3217.23	0.00	2736.00	337.23	199.47	46.65	346.81	144.00
1	1	1	1	6002	BELL, CLARA	1200.00	1200.00	0.00	0.00	74.40	17.40	80.35	
1	1	1	1	5020	BLACK, ARTHUR	385.79	0.00	360.00	25.79	22.90	5.36	40.50	
1	1	1	1	4446	BLACKSTONE, SAMANTHA	12000.00	8000.00	0.00	0.00	735.92	172.10	1601.16	4000.00
1	1	1	1	5016	GRANITE, MARY	138.96	0.00	138.96	0.00	8.62	2.01	9.70	
1	1	1	1	8002	JOHNSON, HIAKIA	1200.00	1200.00	0.00	0.00	74.40	17.40	80.35	
1	1	1	1	8006	HILLER, FRANCINE	680.00	680.00	0.00	0.00	42.16	9.86	49.60	
1	1	1	1	6506	HILLER, FRANK	680.00	680.00	0.00	0.00	42.16	9.86	49.60	
1	1	1	1	9006	HILTON, LEONA	4680.00	4680.00	0.00	0.00	285.51	66.76	335.95	
1	1	1	1	6510	MOORE, ROGER	518.99	0.00	510.00	8.99	31.16	7.29	58.98	
1	1	1	1	8010	MOORE, ROSE	518.99	0.00	510.00	8.99	31.16	7.29	58.98	
1	1	1	1	6512	PETRE, ROBERT	396.36	0.00	370.00	26.36	24.57	5.75	51.58	
1	1	1	1	9010	REDCOAT, MICHAEL	6910.99	0.00	6910.00	8.99	427.96	100.09	752.53	
1	1	1	1	22360	ROBERTSON, TRACY L.	1720.00	0.00	1720.00	0.00	100.44	23.49	136.57	
1	1	1	1	1	SANFSON, JOSEPH	200.00	0.00	200.00	0.00	12.40	2.90	16.70	
1	1	1	1	5021	SHELTON, BRAD	306.82	0.00	306.82	0.00	19.02	4.45	31.12	
1	1	1	1	9002	SHELTON, CHRISTINE	6200.00	6200.00	0.00	0.00	375.40	87.80	611.10	
***						40962.13	22640.00	13761.78	416.35	2507.65	586.46	4311.58	4144.00
1	3	1	3	18190	GONERY, JERRY L.	1920.00	0.00	1920.00	0.00	114.39	26.75	193.10	
1	3	1	3	49220	PERRY, JEFF D.	1920.00	0.00	1920.00	0.00	112.34	26.27	97.01	
1	3	1	3	58090	WEAVER, EHERSON L.	1920.00	0.00	1920.00	0.00	116.87	27.33	199.10	
***						5760.00	0.00	5760.00	0.00	343.60	80.35	489.21	0.00
1	4	1	4	42160	ACKERMAN, ROGER L.	3461.54	3461.54	0.00	0.00	209.97	49.10	490.29	
1	4	1	4	10490	DAVIDSON, ANN H.	1520.00	0.00	1520.00	0.00	87.21	20.39	104.55	
***						4981.54	3461.54	1520.00	0.00	297.18	69.49	594.84	0.00
**						51703.67	26101.54	21041.78	416.35	3148.43	736.30	5395.63	4144.00

Options: Page (F)orward, (L)ast, (S)earchText, (O)uit:													

Monthly School District Tax Report

This procedure will produce a monthly school district tax detail report. The report will be sorted by state code and employee number.

AUTOPOWER		MONTHLY SCHOOL DISTRICT TAX REPORT		PR-HTDLSO	
12/02/2014					
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will generate a Monthly School District Tax report for employees that had local school district taxes deducted from their pay. The report will be sorted by state code and employee number.</div>					
Company Number (1,2,3).....: █					
2 Letter State Code (OH).....:					
4 Digit School District Code (3202):					
Do you wish to proceed? (Y,N).....:					

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code (OH):

Type in the 2 Letter State Code (OH) and press **ENTER**.

4 Digit School District Code (3202):

Type in the 4 Digit School District Code and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/02/2014	MONTHLY SCHOOL DISTRICT TAX REPORT PR-HTDLSD
<div>This procedure will generate a Monthly School District Tax report for employees that had local school district taxes deducted from their pay. The report will be sorted by state code and employee number.</div>	
Company Number (1,2,3).....:	1
2 Letter State Code	Document Options
4 Digit School Distr	(D)isplay (P)rint
Do you wish to proce	Output Choice: █
Select Document Output Choice, or (C)ancel	

Monthly City Income Tax Report

This procedure will produce a monthly city income tax detail report. The report will be sorted by the state code and employee number.

AUTOPOWER	MONTHLY CITY INCOME TAX REPORT	PR-HTDCITY
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will generate a Monthly City Income Tax report for employees that had city taxes deducted from their pay. The report will be sorted by state code and employee number.</div> <p>Company Number (1,2,3).....:</p> <p>2 Letter State Code (OH).....:</p> <p>City Tax Code.....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code (OH):

Type in the 2 Letter State Code (OH) and press **ENTER**

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	MONTHLY CITY INCOME TAX REPORT	PR-HTDCITY
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Monthly City Income Tax report for employees that had city taxes deducted from their pay. The report will be sorted by state code and employee number.</p> </div>		
<p>Company Number (1,2,3).....: 1</p> <p>2 Letter State Code (OH).....: PA</p> <p>City Tax Code.....</p> <p>Do you wish to proceed</p>		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 40%;"> <p style="text-align: center;">Document Options</p> <p style="text-align: center;">(D)isplay (P)rint Output Choice: D <input checked="" type="checkbox"/></p> </div>		
<div style="background-color: black; color: white; padding: 2px; margin: 10px auto; width: 60%;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Monthly City Income Tax Report.

AUTOPOWER		ADAMS, PA MONTHLY CITY INCOME TAX REPORT				Page: 1
02 Dec 2014						
STATE CODE	SOC-SEC-NUH	EMPLOYEE NAME	CITY YTD TAXBL WAGES	CITY YTD TAXES WITHHELD	CITY HTD TAXBL WAGES	CITY HTD TAXES WITHHELD
PA	999-99-9999	BELL, CLARA	15,540.00	0.00	1,110.00	0.00
PA	999-99-9999	HILLER, FRANK	6,020.00	0.00	430.00	0.00
PA	999-99-9999	MOORE, ROGER	6,863.59	0.00	492.52	0.00
PA	999-99-9999	PETRE, ROBERT	5,245.15	0.00	376.54	0.00
PA	999-99-9999	ANDREWS, MARYANNE	40,512.49	0.00	3,024.20	0.00
CITY TOTALS:			74,181.23	0.00	5,433.26	0.00
REPORT TOTALS:			74,181.23	0.00	5,433.26	0.00
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:						

Monthly State Income Tax Report

This procedure will produce a report containing the current month to date totals for state taxable wages and state taxes withheld. The report is sorted by company, department, and employee number.

AUTOPOWER	MONTHLY STATE TAX REPORT	PR-MTDSTATE
12/02/2014		
<div style="border: 1px solid black; padding: 5px; text-align: center;">This procedure will generate a Monthly State Tax Report showing the state taxable wages and state taxes withheld for the month. The report is sorted by company by state by employee.</div> <p>Company Number, or (ALL).....:</p> <p>State Code, or (ALL).....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

State Code or (ALL):

Type in the 2 Letter State Code (OH) or the word **ALL** and press **ENTER**

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	MONTHLY STATE TAX REPORT	PR-MTDSTATE
12/02/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Monthly State Tax Report showing the state taxable wages and state taxes withheld for the month. The report is sorted by company by state by employee.</p> </div>		
<p>Company Number, or (ALL).....: 1</p> <p>State Code, or (ALL).....: ALL</p> <p>Do you wish to proceed? Document Options</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 200px;"> <p>(D)isplay (P)rint Output Choice: D</p> </div>		
<div style="background-color: black; color: white; padding: 2px 10px; display: inline-block;">Select Document Output Choice, or (C)ancel</div>		

Below is an example of the Monthly State Tax Report.

02 Dec 2014		MONTHLY STATE TAX REPORT			PAGE: 1	
CO	STATE	EMP-NO	Employee Name	SOC-SEC-NUM	MTD-SIT-TXBL	MTD-ST-WH
1	FL	50	SAMPSON, ROBERT	999-99-9999		
	***				0.00	0.00
1	MT	42160	ACKERMAN, ROGER L.	999-99-9999	3386.54	187.00
1	MT	10490	DAVIDSON, ANN M.	999-99-9999	1406.54	64.00
1	MT	18190	GOMERY, JERRY L.	999-99-9999	1845.00	94.00
1	MT	9006	MILTON, LEONA	999-99-9999	4115.00	138.28
1	MT	49220	PERRY, JEFF D.	999-99-9999	1812.00	75.00
1	MT	9010	REDCOAT, MICHAEL	999-99-9999	6892.47	300.93
1	MT	22360	ROBERTSON, TRACY L.	999-99-9999	1620.00	77.00
1	MT	9002	SHELTON, CHRISTINE	999-99-9999	5665.00	224.26
1	MT	58090	WEAVER, EMERSON L.	999-99-9999	1885.00	97.00
	***				28627.55	1257.47
1	NH	5020	BLACK, ARTHUR	999-99-9999	369.32	15.70
1	NH	4446	BLACKSTONE, SAMANTHA	999-99-9999	11069.58	505.00
1	NH	5016	GRANITE, MARY	999-99-9999	138.96	5.91
1	NH	5019	PENDELTON, MICHAEL	999-99-9999		
1	NH	5021	SHELTON, BRAD	999-99-9999	306.82	13.04
	***				11884.68	539.65
1	OK	1	SAMPSON, JOSEPH	999-99-9999	200.00	2.25
	***				200.00	2.25
1	PA	7697	ANDREWS, MARYANNE	999-99-9999	3024.20	146.00
1	PA	6002	BELL, CLARA	999-99-9999	1110.00	34.26
1	PA	6506	MILLER, FRANK	999-99-9999	430.00	18.28
1	PA	6510	MOORE, ROGER	999-99-9999	492.52	20.93
1	PA	6512	PETRE, ROBERT	999-99-9999	376.54	31.00
	***				5433.26	250.47
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:						

Monthly Worker Comp Report

This procedure will generate a Worker Compensation report. This report will calculate the worker compensation amount due to the state.

AUTOPOWER	MONTHLY WORKER COMP REPORT	PRWC
12/02/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Monthly Worker Compensation Report for the current month and is sorted by the worker compensation code and employee name.</p></div> <p>Company Number or (ALL).....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	MONTHLY WORKER COMP REPORT	PRWC
12/02/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Monthly Worker Compensation Report for the current month and is sorted by the worker compensation code and employee name.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Do you wish to proceed? (Y,N): Y</p>		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> <p>Document Options</p> <p>(D)isplay (P)rint Output Choice: D</p> </div>		
<div style="background-color: black; color: white; padding: 5px; margin: 10px auto; width: 80%;"> <p>Select Document Output Choice, or (C)ancel</p> </div>		

Below is an example of the Monthly Worker Compensation Report.

02 Dec 2014		MONTHLY WORKER COMPENSATION REPORT					PAGE: 1	
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	MONTHLY WCOMP WAGES	W/C %-RATE	W/COMP AMOUNT	
1	MT8380	4	42160	ACKERMAN, ROGER L.	3,461.54		0.00	
1	MT8380	3	18190	GOMERY, JERRY L.	1,920.00		0.00	
1	MT8380	3	49220	PERRY, JEFF D.	1,920.00		0.00	
1	MT8380	3	58090	WEAVER, EMERSON L.	1,920.00		0.00	
***					9,221.54		0.00	
1	MT8810	4	10490	DAVIDSON, ANN M.	1,520.00	0.0071	0.10	
1	MT8810	1	9006	MILTON, LEONA	4,680.00	0.0071	0.33	
1	MT8810	1	9010	REDCOAT, MICHAEL	6,915.99	0.0071	0.49	
1	MT8810	1	22360	ROBERTSON, TRACY L.	1,720.00	0.0071	0.12	
1	MT8810	1	9002	SHELTON, CHRISTINE	6,200.00	0.0071	0.44	
***					21,035.99		1.48	
1	NM8810	1	5020	BLACK, ARTHUR	377.19		0.00	
1	NM8810	1	4446	BLACKSTONE, SAMANTHA	12,000.00		0.00	
1	NM8810	1	5016	GRANITE, MARY	138.96		0.00	
1	NM8810	1	5021	SHELTON, BRAD	306.82		0.00	
***					12,822.97		0.00	
1	PA8810	1	7697	ANDREWS, MARYANNE	3,217.23		0.00	
1	PA8810	1	6002	BELL, CLARA	1,200.00		0.00	
1	PA8810	1	6506	MILLER, FRANK	680.00		0.00	
1	PA8810	1	6510	MOORE, ROGER	515.99		0.00	
1	PA8810	1	6512	PETRE, ROBERT	387.57		0.00	
***					6,000.79		0.00	
1	UT8810	1	8002	JOHNSON, MIKIA	1,200.00	0.0071	0.08	
1	UT8810	1	8006	MILLER, FRANCINE	680.00	0.0071	0.04	
1	UT8810	1	8010	MOORE, ROSE	515.99	0.0071	0.03	
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:								

Monthly/Quarterly/Semi-Annual Close

This procedure can perform the Month Ending, Quarter Ending, or Semi-annual closing update. Specific monthly, quarterly or semi-annual employee wage history fields will be erased.

- You must close the month BEFORE starting payroll in the next month.
 - If it is a new quarter you must close the quarter BEFORE starting payroll in the new quarter.
 - If this is a new semi-annual you must close the semi-annual BEFORE starting payroll in the new semi-annual.

 - If this is a new year you must close the year BEFORE starting payroll in the new year.
-
1. Print all monthly payroll reports and verify the totals are correct.
 2. Close the month. When you close the month, all the month to date fields in the wage history file are cleared.
 3. If it is the end of the quarter, you need to print all quarterly reports and verify the totals are correct.
 4. Close the quarter. When you close the quarter, only the quarter to date fields are cleared in the wage history file.
 5. If it is the Semi-annual, you will need to print all Semi-annual reports and verify the totals are correct.
 6. Close the Semi-annual. When you close the Semi-annual only the semi-annual fields are cleared in the wage history file.

AUTOPOWER		
12/02/2014	MONTHLY/QUARTERLY/SEMI-ANNUAL CLOSE	PR9

This procedure will perform the Monthly, Quarterly or Semi-Annual closing process. Specific monthly, quarterly, or semi-annual employee history fields will be erased.

Do you wish to Close? (Y,N).....: █

Company Number.....:

Closing type (M)onth, (Q)uarter, (S)emi-annual):

Field Descriptions

Do you wish to Close? (**Y**, **N**): To continue type in and **Y** and press **ENTER**. Otherwise, enter **N** to return to the menu.

Company Number:

Type in the payroll company number and press **ENTER**.

Closing type (M)onth, (Q)uarter, (S)emi-annual):

Type in **M** to close the month in payroll OR type in **Q** to close the quarter in payroll OR type in **S** to do a semi-annual close in payroll.

Quarterly Gross Earnings Report

This procedure will print the quarter to date employee gross wages for the current quarter by department with department subtotals.

AUTOPOWER	QUARTERLY GROSS EARNINGS REPORT	PR19-QTRLY
12/03/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>This procedure will generate an Employee Quarterly Gross Earnings Report for the current quarter. The report is sorted by company by department by employee name.</p></div> <p>Company Number or (ALL).....: █</p> <p>Department Code, or (ALL)....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Department Code or (ALL):

Type in the Department Code or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	QUARTERLY GROSS EARNINGS REPORT	PR19-QTRLY
12/03/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate an Employee Quarterly Gross Earnings Report for the current quarter. The report is sorted by company by department by employee name.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Department Code, or (ALL)....: ALL</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Do you wish to process</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Document Options</p> <p>(D)isplay</p> <p>(P)rint</p> <p>Output Choice: █</p> </div> </div>		
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Select Document Output Choice, or (C)ancel</div>		

Below is an example of the Quarterly Gross Earnings Report.

AUTOPOWER				QUARTERLY GROSS EARNINGS REPORT								PAGE: 1	
03 Dec 2014													
CO	DEPT	CO	DEPT	EMP-ID	Employee Name	Q-T-D GROSS	QTD SALARY	QTD-REG\$	QTD-OVR\$	Q-T-D SOC SEC	Q-T-D MEDICARE	Q-T-D FIT	QTD EARN AMT
1	1	1	1	7697	ANDREWS, MARYANNE	9812.88	0.00	8280.00	1172.88	608.40	142.28	1071.76	360.00
1	1	1	1	6002	BELL, CLARA	1200.00	1200.00	0.00	0.00	74.40	17.40	80.35	
1	1	1	1	5020	BLACK, ARTHUR	385.79	0.00	360.00	25.79	22.90	5.36	40.50	
1	1	1	1	4446	BLACKSTONE, SAMANTHA	28000.00	24000.00	0.00	0.00	1711.76	400.30	3570.76	4000.00
1	1	1	1	5016	GRANITE, MARY	138.96	0.00	138.96	0.00	8.62	2.01	9.70	
1	1	1	1	8002	JOHNSON, MIKIA	1200.00	1200.00	0.00	0.00	74.40	17.40	80.35	
1	1	1	1	8006	HILLER, FRANCINE	680.00	680.00	0.00	0.00	42.16	9.86	49.60	
1	1	1	1	6506	HILLER, FRANK	680.00	680.00	0.00	0.00	42.16	9.86	49.60	
1	1	1	1	9006	HILTON, LEONA	4680.00	4680.00	0.00	0.00	285.51	66.76	335.95	
1	1	1	1	6510	MOORE, ROGER	518.99	0.00	510.00	8.99	31.16	7.29	58.98	
1	1	1	1	8010	MOORE, ROSE	518.99	0.00	510.00	8.99	31.16	7.29	58.98	
1	1	1	1	6512	PETRE, ROBERT	396.36	0.00	370.00	26.36	24.57	5.75	51.58	
1	1	1	1	9010	REDCOAT, MICHAEL	6918.99	0.00	6910.00	8.99	427.96	100.09	752.53	
1	1	1	1	22360	ROBERTSON, TRACY L.	1720.00	0.00	1720.00	0.00	100.44	23.49	136.57	
1	1	1	1	1	SAMPSON, JOSEPH	200.00	0.00	200.00	0.00	12.40	2.90	16.70	
1	1	1	1	5021	SHELTON, BRAD	306.82	0.00	306.82	0.00	19.02	4.45	31.12	
1	1	1	1	9002	SHELTON, CHRISTINE	6200.00	6200.00	0.00	0.00	375.40	87.80	611.10	
***						63557.78	38640.00	19305.78	1252.00	3892.42	910.29	7006.13	4360.00
1	3	1	3	18190	GONERY, JERRY L.	1920.00	0.00	1920.00	0.00	114.39	26.75	193.10	
1	3	1	3	49220	PERRY, JEFF D.	1920.00	0.00	1920.00	0.00	112.34	26.27	97.01	
1	3	1	3	58090	WEAVER, EMERSON L.	1920.00	0.00	1920.00	0.00	116.87	27.33	199.10	
***						5760.00	0.00	5760.00	0.00	343.60	80.35	489.21	0.00
1	4	1	4	42160	ACKERMAN, ROGER L.	3461.54	3461.54	0.00	0.00	209.97	49.10	490.29	
1	4	1	4	10490	DAVIDSON, ANN H.	1520.00	0.00	1520.00	0.00	87.21	20.39	104.55	
***						4981.54	3461.54	1520.00	0.00	297.18	69.49	594.84	0.00
**						74299.32	42101.54	26585.78	1252.00	4533.20	1060.13	8090.18	4360.00
*													
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █													

Quarterly 940 and 941 Tax Accrual

This procedure will generate a payroll history report of accrued taxable wages. The report is sorted by employee number.

AUTOPOWER	12/03/2014	QUARTERLY 940 AND 941 TAX ACCRUAL	PRI0
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Quarterly 940 and 941 Tax Accrual report for employees that had federal taxes deducted from their pay. The report will also show the employer's portion of the social security and medicare taxes.</p></div> <p>Company Number (1,2,3).....:</p> <p>2 Letter State Code or (ALL)..:</p> <p>Quarter Ending Date (MM/DD/YY):</p> <p>Do you wish to proceed? (Y,N)..:</p>			

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code or (ALL):

Type in the 2 Letter State Code (OH) or the word **ALL** and press **ENTER**.

Quarter Ending Date (MM/DD/YY):

Type in the Quarter Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		QUARTERLY 940 AND 941 TAX ACCRUAL	PR10
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Quarterly 940 and 941 Tax Accrual report for employees that had federal taxes deducted from their pay. The report will also show the employer's portion of the social security and medicare taxes.</p> </div>			
<p>Company Number (1,2,3).....: 1</p>			
<p>2 Letter State Code</p>		<p>Document Options</p>	
<p>Quarter Ending Date</p>		<p>(D)isplay (P)rint</p>	
<p>Do you wish to proce</p>		<p>Output Choice:</p>	
<p>Select Document Output Choice, or (C)ancel</p>			

Below is an example of the Quarterly 940 and 941 Tax Accrual Report.

AUTOPOWER										
REPORT OF ACCRUED FEDERAL TAXABLE WAGES FOR QUARTER ENDING 09/30/14										
AUTOPOWER TRUCK & TRAILER										
PAGE: 1										
RUII DATE: 12/03/14										
FEDERAL ID NO: 95-1234567										
ENPHO	EMPLOYEE	QTD GROSS WAGES	QTD FIT WAGES	QTD FICA WAGES	MEDICARE WAGES	QTD FIT TAXES	QTD FICA TAXES	MEDICARE TAXES	FED. UNEMPL WAGES	QTD EXCESS FUTA WAGES
1	SAMPSON, JOSEPH	200.00	200.00	200.00	200.00	16.70	12.40	2.90	200.00	0.00
4446	BLACKSTONE, SAMAN	28,000.00	25,208.74	27,608.74	27,608.74	3,570.76	1,711.76	400.30	0.00	27,608.74
5016	GRANITE, MARY	138.96	138.96	138.96	138.96	9.70	8.62	2.01	138.96	0.00
5020	BLACK, ARTHUR	385.79	369.32	369.32	369.32	40.50	22.90	5.36	369.32	0.00
5021	SHELTON, BRAD	306.82	306.82	306.82	306.82	31.12	19.02	4.45	306.82	0.00
6002	BELL, CLARA	1,200.00	1,110.00	1,200.00	1,200.00	80.35	74.40	17.40	0.00	1,200.00
6506	HILLER, FRAIK	680.00	430.00	680.00	680.00	49.60	42.16	9.86	0.00	680.00
6510	MOORE, ROGER	518.99	492.52	502.52	502.52	58.98	31.16	7.29	498.93	3.59
6512	PETRE, ROBERT	396.36	376.54	396.36	396.36	51.58	24.57	5.75	396.36	0.00
7697	ANDREWS, MARYANNE	9,812.88	9,224.11	9,812.88	9,812.88	1,071.76	608.40	142.28	0.00	9,812.88
8002	JOHNSON, MIKIA	1,200.00	1,110.00	1,200.00	1,200.00	80.35	74.40	17.40	0.00	1,200.00
8006	HILLER, FRANCINE	680.00	430.00	680.00	680.00	49.60	42.16	9.86	0.00	680.00
8010	MOORE, ROSE	518.99	492.52	502.52	502.52	58.98	31.16	7.29	498.93	3.59
9002	SHELTON, CHRISTIN	6,200.00	5,665.00	6,055.00	6,055.00	611.10	375.40	87.80	0.00	6,055.00
9006	NILTON, LEONA	4,680.00	4,115.00	4,605.00	4,605.00	335.95	285.51	66.76	0.00	4,605.00
9010	REDCOAT, MICHAEL	6,918.99	6,892.47	6,902.52	6,902.52	752.53	427.96	100.09	498.93	6,403.59
10490	DAVIDSON, ANN M.	1,520.00	1,406.54	1,406.54	1,406.54	104.55	87.21	20.39	1,406.54	0.00
18190	GOMERY, JERRY L.	1,920.00	1,845.00	1,845.00	1,845.00	193.10	114.39	26.75	1,845.00	0.00
22360	ROBERTSON, TRACY L	1,720.00	1,620.00	1,620.00	1,620.00	136.57	100.44	23.49	1,620.00	0.00
42160	ACKERTMAN, ROGER L.	3,461.54	3,386.54	3,386.54	3,386.54	490.29	209.97	49.10	3,386.54	0.00
49220	PERRY, JEFF D.	1,920.00	1,812.00	1,812.00	1,812.00	97.01	112.34	26.27	1,812.00	0.00
58090	WEAVER, EMERSON L.	1,920.00	1,885.00	1,885.00	1,885.00	199.10	116.87	27.33	1,885.00	0.00
TOTALS:		74,299.32	68,517.08	73,115.72	73,115.72	8,090.18	4,533.20	1,060.13	14,863.33	58,252.39
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █										

AUTOPOWER		AUTOPOWER TRUCK & TRAILER		PAGE: 2
RUN DATE: 12/03/14				
FEDERAL ID NO: 95-1234567				
SOCIAL SECURITY AND MEDICARE TAX CALCULATION				

TOTAL GROSS WAGES FOR QUARTER	\$	74,299.32		
TAXABLE SOCIAL SECURITY WAGES	\$	73,115.72		
EMPLOYEE SOCIAL SECURITY TAX RATE	%	6.20		
EMPLOYER SOCIAL SECURITY TAX RATE	%	6.20		
EMPLOYEE SOCIAL SECURITY TAXES	\$	4,533.20		
EMPLOYER SOCIAL SECURITY TAXES	\$	2,200.64		
TOTAL SOCIAL SECURITY TAXES FOR QUARTER	\$	6,733.84		
TAXABLE MEDICARE WAGES	\$	73,115.72		
EMP WAGES SUBJECT TO ADDL MEDICARE TAXES	\$	0.00		
EMPLOYEE MEDICARE TAX RATE	%	1.45		
EMPLOYEE ADDITIONAL MEDICARE TAX RATE	%	0.90		
EMPLOYER MEDICARE TAX RATE	%	1.45		
EMPLOYEE MEDICARE TAXES	\$	1,060.13		
EMPLOYER MEDICARE TAXES	\$	514.65		
TOTAL MEDICARE TAXES FOR THE QUARTER	\$	1,574.78		
WAGES SUBJECT TO FEDERAL WITHHOLDING	\$	68,517.08		
FEDERAL INCOME TAX WITHHELD	\$	8,090.18		
TOTAL FEDERAL TAXES DUE	\$	16,398.80		
FEDERAL UNEMPLOYMENT TAX CALCULATION				

GROSS WAGES FOR THE QUARTER	\$	74,299.32		
FUTA EXEMPT DEDUCTIONS FOR THE QUARTER	\$	1,183.60		
GROSS FUTA TAXABLE WAGES FOR THE QUARTER	\$	73,115.72		
FUTA TAXABLE WAGES IN EXCESS OF \$7,000	\$	58,252.39		
NET FUTA TAXABLE WAGES SUBJECT TO FUTA TAX	\$	14,863.33		
FEDERAL UNEMPLOYMENT TAX RATE	%	0.600		
FEDERAL UNEMPLOYMENT TAX FOR THE QUARTER	\$	89.17		
Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit:				

Quarterly 941 Tax Report

This procedure will produce a payroll history report of employees QTD gross wages, taxable wages and federal taxes withheld. The report is sorted by the employee number.

AUTOPOWER	12/03/2014	QUARTERLY 941 TAX REPORT	PR11
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Quarterly 941 Tax report for employees that had federal taxes deducted from their pay. The report will show gross and taxable wages as well as the federal income, social security and medicare taxes due for the quarter.</p></div> <p>Company Number (1,2,3).....: █</p> <p>2 Letter State Code or ALL....:</p> <p>Quarter Ending Date (MM/DD/YY):</p> <p>State Identification Number..:</p> <p>Do you wish to proceed? (Y,N)..:</p>			

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code or ALL:

Type in the 2 Letter State Code or the word **ALL** and press **ENTER**.

Quarter Ending Date (MM/DD/YY):

Type in the Quarter Ending Date and press **ENTER**.

State Identification Number:

Type in the State Identification Number and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.

You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/03/2014	QUARTERLY 941 TAX REPORT PR11
<div>This procedure will generate a Quarterly 941 Tax report for employees that had federal taxes deducted from their pay. The report will show gross and taxable wages as well as the federal income, social security and medicare taxes due for the quarter.</div>	
Company Number (1,2,3).....:	1
2 Letter State Code	Document Options
Quarter Ending Date	(D)isplay
State Identification	(P)rint
	Output Choice: <input checked="" type="checkbox"/> 1
Do you wish to proceed? (Y,N).: Y	
Select Document Output Choice, or (C)ancel	

Below is an example of the Quarterly 941 Tax Report.

QUARTERLY 941 TAX REPORT				PAGE 1
FEDERAL ID 95-1234567	STATE ID 1234567891	QUARTER END DATE 12/31/14		
AUTOPOWER TRUCK & TRAILER 400 TECHNOLOGY PARK LAKE MARY, FL 32746				
SOCIAL SECURITY	EMPLOYEE NAME	Q-T-D GROSS	WKS	
999-99-9999	ACKERMAN, ROGER L.	3,461.54	1	
999-99-9999	ANDREWS, MARYANNE	9,812.88	12	
999-99-9999	BELL, CLARA	1,200.00	1	
999-99-9999	BLACK, ARTHUR	385.79	1	
999-99-9999	BLACKSTONE, SAMANTHA	28,000.00	1	
999-99-9999	DAVIDSON, ANN M.	1,520.00	1	
999-99-9999	GOMERY, JERRY L.	1,920.00	1	
999-99-9999	GRANITE, MARY	138.96	1	
999-99-9999	JOHNSON, MIAKIA	1,200.00	1	
999-99-9999	MILLER, FRANCINE	680.00	1	
999-99-9999	MILLER, FRANK	680.00	1	
999-99-9999	MILTON, LEONA	4,680.00	11	
999-99-9999	MOORE, ROGER	518.99	1	
999-99-9999	MOORE, ROSE	518.99	1	
999-99-9999	PERRY, JEFF D.	1,920.00	1	
999-99-9999	PETRE, ROBERT	396.36	1	
999-99-9999	REDCOAT, MICHAEL	6,918.99	11	
999-99-9999	ROBERTSON, TRACY L.	1,720.00	1	
999-99-9999	SAMPSON, JOSEPH	200.00	1	
999-99-9999	SHELTON, BRAD	306.82	1	
999-99-9999	SHELTON, CHRISTINE	6,200.00	11	
999-99-9999	WEAVER, EMERSON L.	1,920.00	1	
NUMBER OF EMPLOYEES 22	SOCIAL SECURITY WITHHELD 4,533.20	MEDICARE WITHHELD 1,060.13	GROSS FOR QTR 74,299.32	
999-99-9999	GRANITE, MARY	138.96	1	
999-99-9999	JOHNSON, MIAKIA	1,200.00	1	
999-99-9999	MILLER, FRANCINE	680.00	1	
999-99-9999	MILLER, FRANK	680.00	1	
999-99-9999	MILTON, LEONA	4,680.00	11	
999-99-9999	MOORE, ROGER	518.99	1	
999-99-9999	MOORE, ROSE	518.99	1	
999-99-9999	PERRY, JEFF D.	1,920.00	1	
999-99-9999	PETRE, ROBERT	396.36	1	
999-99-9999	REDCOAT, MICHAEL	6,918.99	11	
999-99-9999	ROBERTSON, TRACY L.	1,720.00	1	
999-99-9999	SAMPSON, JOSEPH	200.00	1	
999-99-9999	SHELTON, BRAD	306.82	1	
999-99-9999	SHELTON, CHRISTINE	6,200.00	11	
999-99-9999	WEAVER, EMERSON L.	1,920.00	1	
NUMBER OF EMPLOYEES 22	SOCIAL SECURITY WITHHELD 4,533.20	MEDICARE WITHHELD 1,060.13	GROSS FOR QTR 74,299.32	
FEDERAL TAX CALCULATION				

TOTAL GROSS WAGES FOR THE QUARTER		\$	74,299.32	
TAXABLE SOCIAL SECURITY WAGES		\$	73,115.72	
EMPLOYEE SOCIAL SECURITY TAX RATE		%	6.20	
EMPLOYER SOCIAL SECURITY TAX RATE		%	6.20	
EMPLOYEE SOCIAL SECURITY TAXES		\$	4,533.17	
EMPLOYER SOCIAL SECURITY TAXES		\$	4,533.17	
TOTAL SOCIAL SECURITY TAXES FOR QUARTER		\$	9,066.34	
TAXABLE MEDICARE WAGES		\$	73,115.72	
EMP WAGES SUBJECT TO ADDL MEDICARE TAXES		\$	0.00	
EMPLOYEE MEDICARE TAX RATE		%	1.45	
EMPLOYEE ADDITIONAL MEDICARE TAX RATE		%	0.90	
EMPLOYER MEDICARE TAX RATE		%	1.45	
EMPLOYEE MEDICARE TAXES		\$	1,060.18	
EMPLOYER MEDICARE TAXES		\$	1,060.18	
TOTAL MEDICARE TAXES FOR THE QUARTER		\$	2,120.36	
WAGES SUBJECT TO FEDERAL WITHHOLDING		\$	68,517.08	
FEDERAL INCOME TAX WITHHELD		\$	8,090.18	
TOTAL FEDERAL TAXES DUE		\$	19,276.88	
Last Page... Press ENTER				

Quarterly School District Tax Report

This procedure will generate a quarterly school district tax detail report. The report will be sorted by state code and employee number.

AUTOPOWER	12/03/2014	QUARTERLY SCHOOL DISTRICT TAX REPORT	PR-QTDLSD
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Quarterly School District Tax report for employees that had local school district taxes deducted from their pay. The report will be sorted by state code and employee number.</p></div> <p>Company Number (1,2,3).....:</p> <p>2 Letter State Code (OH).....:</p> <p>4 Digit School District Code (3202):</p> <p>Do you wish to proceed? (Y,N).....:</p>			

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code (OH):

Type in the 2 Letter State Code (OH) and press **ENTER**.

4 Digit School District Code (3202):

Type in the 4 Digit School District Code and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/03/2014	QUARTERLY SCHOOL DISTRICT TAX REPORT
PR-QTDLS	
<div>This procedure will generate a Quarterly School District Tax report for employees that had local school district taxes deducted from their pay. The report will be sorted by state code and employee number.</div>	
Company Number (1,2,3).....:	1
2 Letter State Code	Document Options
4 Digit School Distr	(D)isplay (P)rint
Do you wish to proce	Output Choice:
<div>Select Document Output Choice, or (C)ancel</div>	

Quarterly City Income Tax Report

This procedure will produce a Quarterly City Income Tax Report. The report will be sorted by the state code and employee number.

AUTOPOWER	
12/03/2014	PR.QCITY
QUARTERLY CITY INCOME TAX REPORT	
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Quarterly City Income Tax report for employees that had city taxes deducted from their pay. The report will be sorted by state code and employee number.</p></div>	
Company Number (1,2,3).....: █	
2 Letter State Code (OH).....:	
City Tax Code.....:	
Do you wish to proceed? (Y,N):	

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code (OH):

Type in the 2 Letter State Code (OH) and press **ENTER**.

City Tax Code:

Type in the City Tax Code and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/03/2014	QUARTERLY CITY INCOME TAX REPORT PR.QCITY
<div>This procedure will generate a Quarterly City Income Tax report for employees that had city taxes deducted from their pay. The report will be sorted by state code and employee number.</div>	
Company Number (1,2,3).....:	1
2 Letter State Code (OH).....:	OH
City Tax Code.....:	Document Options
Do you wish to proceed:	(D)isplay (P)rint Output Choice:
Select Document Output Choice, or (C)ancel	

Quarterly State Income Tax Report

This procedure will produce a quarterly state income tax detail report. The report will be sorted by state code and employee number.

AUTOPOWER		
12/03/2014	QUARTERLY STATE INCOME TAX REPORT	PR24
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will generate a Quarterly State Income Tax report sorted by state code and employee name.</div> <p>Company Number.....:</p> <p>State Code or (ALL).....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number:

Type in the Company Number press **ENTER**.

State Code or (ALL):

Type in the 2 Letter State Code (OH) or the word **ALL** and press **ENTER**

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	QUARTERLY STATE INCOME TAX REPORT	PR24
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Quarterly State Income Tax report sorted by state code and employee name.</p> </div> <p>Company Number.....: 1</p> <p>State Code or (ALL).....: PA</p> <p>Do you wish to process Document Options</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 30%;"> <p>(D)isplay (P)rint Output Choice:</p> </div> <div style="text-align: center; margin-top: 20px;"> <div style="background-color: black; color: white; padding: 2px 10px; display: inline-block;">Select Document Output Choice, or (C)ancel</div> </div>		

Below is an example of the Quarterly State Income Tax Report.

AUTOPOWER		AUTOPOWER TRUCK & TRAILER QUARTERLY STATE INCOME TAX REPORT				Page: 1
03 Dec 2014						
STATE CODE	SOC-SEC-NUM	EMPLOYEE NAME	YTD TAXBL WAGES	YTD TAXES WITHHELD	QTD TAXBL WAGES	QTD TAXES WITHHELD
PA	999-99-9999	ANDREWS, MARYANNE	40,512.49	1,967.00	9,224.11	447.00
PA	999-99-9999	BELL, CLARA	15,540.00	479.64	1,110.00	34.26
PA	999-99-9999	MILLER, FRANK	6,020.00	255.92	430.00	18.28
PA	999-99-9999	MOORE, ROGER	6,863.59	291.70	492.52	20.93
PA	999-99-9999	PETRE, ROBERT	5,245.15	432.92	376.54	31.00
STATE TOTALS:			74,181.23	3,427.18	11,633.17	551.47
REPORT TOTALS:			74,181.23	3,427.18	11,633.17	551.47
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:						

Quarterly State Unemployment Gross Wage

This procedure will generate a quarterly state unemployment gross wage detail report. This report will be sorted by state code and employee number.

AUTOPOWER		
12/03/2014	QUARTERLY STATE UNEMPLOYMENT GROSS WAGE REPORT	PR-QSUTA-GW
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Quarterly State Unemployment Gross Wage report based on the state the employee works. The report will show employee gross wages and state unemployment taxes.</p></div> <p>Company Number.....:</p> <p>Work State Code.....:</p> <p>Quarter Ending Date (MM/DD/YY):</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number:

Type in the Company Number press **ENTER**.

Work State Code:

Type in the Work State Code and press **ENTER**.

Quarter Ending Date (MM/DD/YY):

Type in the Quarter Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	
12/03/2014	QUARTERLY STATE UNEMPLOYMENT GROSS WAGE REPORT PR-QSUTA-GW
<p>This procedure will generate a Quarterly State Unemployment Gross Wage report based on the state the employee works. The report will show employee gross wages and state unemployment taxes.</p>	
Company Number.....:	1
Work State Code.....:	NM
Quarter Ending Date	Document Options
Do you wish to proceed	(D)isplay (P)rint Output Choice: █
<p>Select Document Output Choice, or (C)ancel</p>	

Below is an example of the Quarterly State Unemployment Gross Wage Report.
This is a two page report.

AUTOPOWER		QUARTERLY STATE UNEMPLOYMENT GROSS WAGE REPORT		Page	1
03 Dec 2014		AUTOPOWER TRUCK & TRAILER			
		400 TECHNOLOGY PARK			
		LAKE MARY, FL 32746			
State of New Mexico				Account Number	
Quarter number 3 ending 09/30/14				Tax Rate	3.0000
Soc-Sec-Num	Employee's Name	Weeks Worked	Total Wages This Quarter		
999-99-9999	Black, Arthur	1	385.79		
999-99-9999	Blackstone, Samantha		28000.00		
999-99-9999	Granite, Mary	1	138.96		
999-99-9999	Shelton, Brad	1	306.82		

Number of covered workers this quarter			28831.57		
			4		
Gross wages paid for the quarter			28831.57		
Less : Wages paid this quarter in excess of \$22400.00 per worker this year			28000.00		
Net taxable wages			831.57		
Tax due this quarter			24.95		
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:					

How To – Payroll Workbook

AUTOPOWER						
AUTOPOWER TRUCK & TRAILER 400 TECHNOLOGY PARK LAKE MARY, FL 32746						
State of New Mexico Quarter number 3 ending 09/30/14				Account Number Tax Rate 3.0000		
Soc-Sec-Num	Employee Name	WEEKS	QTD	Excess	Taxable	
999-99-9999	Black, Arthur	1	385.79	0.00	385.79	
999-99-9999	Blackstone, Samantha		28000.00	28000.00	0.00	
999-99-9999	Granite, Mary	1	138.96	0.00	138.96	
999-99-9999	Shelton, Brad	1	306.82	0.00	306.82	
			28831.57	28000.00	831.57	
Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit: █						

Quarterly SUTA Taxable Report

This procedure will print the Quarterly State Unemployment Tax Report for a specific state. All employees who worked during this quarter will be considered for this report.

AUTOPOWER	12/03/2014	QUARTERLY STATE UNEMPLOYMENT TAX REPORT	PR-QSUTA
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Quarterly State Unemployment Tax report based on the state the employee works. The report will show employee state taxable wages and unemployment taxes.</p></div> <p>Company Number.....:</p> <p>Work State Code.....:</p> <p>Do you wish to proceed? (Y,N):</p>			

Field Descriptions:

Company Number:

Type in the Company Number press **ENTER**.

Work State Code:

Type in the Work State Code and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		
12/03/2014	QUARTERLY STATE UNEMPLOYMENT TAX REPORT	PR-QSUTA
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Quarterly State Unemployment Tax report based on the state the employee works. The report will show employee state taxable wages and unemployment taxes.</p> </div> <p style="margin-top: 20px;">Company Number.....: 1</p> <p>Work State Code.....: NM</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Do you wish to proce</div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Document Options</p> <p style="text-align: center; margin: 5px 0;">(D)isplay</p> <p style="text-align: center; margin: 5px 0;">(P)rint</p> <p style="text-align: center; margin: 0;">Output Choice: D</p> </div> </div> <div style="text-align: center; margin-top: 20px; background-color: black; color: white; padding: 5px;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Quarterly State Unemployment Tax Report.

AUTOPOWER										
03 Dec 2014		AUTOPOWER TRUCK & TRAILER QUARTERLY STATE UNEMPLOYMENT TAX REPORT							PAGE: 1	
ST	Empno	Soc-Sec-Num	Employee Name	State Limit	SUI-%	YTD-Suta	QTD-Weeks	QTD-Suta	SUI-Wages	SUI-Amount
NM	5020	999-99-9999	BLACK, ARTHUR	22,400.00	3.0000%	5,264.54	1	385.79	385.79	11.57
NM	4446	999-99-9999	BLACKSTONE, SANANTH	22,400.00	3.0000%	108,000.00		28,000.00		
NM	5016	999-99-9999	GRANITE, MARY	22,400.00	3.0000%	1,976.48	1	138.96	138.96	4.17
NM	5021	999-99-9999	SHELTON, BRAD	22,400.00	3.0000%	3,843.13	1	306.82	306.82	9.20
Report Totals:						119,084.15		28,831.57	831.57	24.94
						Last Page... Press ENTER				

Quarterly Worker Comp Report

This procedure will generate a Quarterly Worker Compensation report for the current quarter.

AUTOPOWER	12/03/2014	QUARTERLY WORKER COMP REPORT	PRWC-QTD
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p>This procedure will generate a Quarterly Worker Compensation Report for the current quarter and is sorted by the worker compensation code and employee name.</p></div> <p>Company Number or (ALL).....:</p> <p>Do you wish to proceed? (Y,N):</p>			

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	QUARTERLY WORKER COMP REPORT	PRWC-QTD
12/03/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Quarterly Worker Compensation Report for the current quarter and is sorted by the worker compensation code and employee name.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Do you wish to proceed? (Y,N): Y</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 40%; text-align: center;"> <p>Document Options</p> <p>(D)isplay</p> <p>(P)rint</p> <p>Output Choice: D</p> </div>		
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Select Document Output Choice, or (C)ancel</div>		

Below is an example of the Quarterly Worker Compensation Report.

AUTOPOWER		QUARTERLY WORKER COMPENSATION REPORT				PAGE: 1	
03 Dec 2014							
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	QUARTERLY WCOMP WAGES	W/C RATE	W/COMP AMOUNT
1	MT8380	4	42160	ACKERMAN, ROGER L.	3,461.54		0.00
1	MT8380	3	18190	GOMERY, JERRY L.	1,920.00		0.00
1	MT8380	3	49220	PERRY, JEFF D.	1,920.00		0.00
1	MT8380	3	58090	WEAVER, EMERSON L.	1,920.00		0.00
***					9,221.54		0.00
1	MT8810	4	10490	DAVIDSON, ANN H.	1,520.00	0.0071	0.10
1	MT8810	1	9006	MILTON, LEONA	4,680.00	0.0071	0.33
1	MT8810	1	9010	REDCOAT, MICHAEL	6,915.99	0.0071	0.49
1	MT8810	1	22360	ROBERTSON, TRACY L.	1,720.00	0.0071	0.12
1	MT8810	1	9002	SHELTON, CHRISTINE	6,200.00	0.0071	0.44
***					21,035.99		1.48
1	NM8810	1	5020	BLACK, ARTHUR	377.19		0.00
1	NM8810	1	4446	BLACKSTONE, SAMANTHA	28,000.00		0.00
1	NM8810	1	5016	GRANITE, MARY	138.96		0.00
1	NM8810	1	5021	SHELTON, BRAD	306.82		0.00
***					28,822.97		0.00
1	PA8810	1	7697	ANDREWS, MARYANNE	9,812.88		0.00
1	PA8810	1	6002	BELL, CLARA	1,200.00		0.00
1	PA8810	1	6506	MILLER, FRANK	680.00		0.00
1	PA8810	1	6510	MOORE, ROGER	515.99		0.00
1	PA8810	1	6512	PETRE, ROBERT	387.57		0.00
***					12,596.44		0.00
1	UT8810	1	8002	JOHNSON, MIKIA	1,200.00	0.0071	0.08
1	UT8810	1	8006	MILLER, FRANCINE	680.00	0.0071	0.04
1	UT8810	1	8010	MOORE, ROSE	515.99	0.0071	0.03
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:							

AUTOPOWER							
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	QUARTERLY WCOMP WAGES	W/C %-RATE	W/COMP AMOUNT
	***				2,395.99		0.15
**					74,072.93		1.63
*					74,072.93		1.63
21 records listed.							
Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit:							

Quarterly Close

This procedure will perform either of the Month Ending, Quarter Ending, or Semi-annual closing update. Specific monthly, quarterly or semi-annual employee wage history fields will be erased.

Monthly/Quarterly/Semi-Annual Close

This procedure can perform the Month Ending, Quarter Ending, or Semi-annual closing update. Specific monthly, quarterly or semi-annual employee history fields will be erased.

- You must close the month BEFORE starting payroll in the next month.
 - If it is a new quarter you must close the quarter BEFORE starting payroll in the new quarter.
 - If this is a new semi-annual you must close the semi-annual BEFORE starting payroll in the new semi-annual.
 - If this is a new year you must close the year BEFORE starting payroll in the new year.
1. Print all monthly payroll reports and verify the totals are correct.
 2. Close the month. When you close the month, all the month to date fields in the wage file are cleared.
 3. If it is the end of the quarter, you need to print all quarterly reports and verify the totals are correct.
 4. Close the quarter. When you close the quarter, only the quarter to date fields are cleared in the wage file.
 5. If it is the Semi-annual, you will need to print all Semi-Annual reports and verify the totals are correct.
 6. Close the Semi-annual. When you close the Semi-annual only the semi-annual fields are cleared in the wage file.

AUTOPOWER		
12/02/2014	MONTHLY/QUARTERLY/SEMI-ANNUAL CLOSE	PR9
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will perform the Monthly, Quarterly or Semi-Annual closing process. Specific monthly, quarterly, or semi-annual employee history fields will be erased.</div> <p>Do you wish to Close? (Y,N).....: █</p> <p>Company Number.....:</p> <p>Closing type (M)onth, (Q)uarter, (S)emi-annual):</p>		

Field Descriptions

Do you wish to Close? (**Y**, **N**): To continue type in and **Y** and press **ENTER**. Otherwise, enter **N** to return to the menu.

Company Number:

Type in the payroll company number and press **ENTER**.

Closing type (M)onth, (Q)uarter, (S)emi-annual):

Type in **M** to close the month in payroll OR type in **Q** to close the quarter in payroll OR type in **S** to do a semi-annual close in payroll.

Semi-Annual Worker Comp Report

This procedure will generate a Semi-Annual Worker Compensation Report. The Semi-Annual report is for the current semi-annual period and is sorted by the worker compensation code and employee name.

AUTOPOWER	SEMI-ANNUAL WORKER COMP REPORT	PRWC-SEMI
12/03/2014		

This procedure will generate a Semi-Annual Worker Compensation Report for the current semi-annual period and is sorted by the worker compensation code and employee name.

Company Number or (ALL).....: █

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	SEMI-ANNUAL WORKER COMP REPORT	PRWC-SEMI
12/03/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Semi-Annual Worker Compensation Report for the current semi-annual period and is sorted by the worker compensation code and employee name.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Do you wish to proceed? (Y,N): Y</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 40%;"> <p style="text-align: center;">Document Options</p> <p style="text-align: center;">(D)isplay (P)rint</p> <p style="text-align: center;">Output Choice: D</p> </div>		
<div style="background-color: black; color: white; padding: 5px; margin: 10px auto; width: 60%;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Semi-Annual Worker Comp Report.

AUTOPOWER		SEMI-ANNUAL WORKER COMPENSATION REPORT						PAGE: 1	
03 Dec 2014									
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	SEMI-ANNUAL WCOMP WAGES	W/C %-RATE	W/COMP AMOUNT		
1	MT8380	4	42160	ACKERMAN, ROGER L.	3,461.54		0.00		
1	MT8380	3	18190	GOMERY, JERRY L.	1,920.00		0.00		
1	MT8380	3	49220	PERRY, JEFF D.	1,920.00		0.00		
1	MT8380	3	58090	WEAVER, EMERSON L.	1,920.00		0.00		
***					9,221.54		0.00		
1	MT8810	4	10490	DAVIDSON, ANN M.	1,520.00	0.0071	0.10		
1	MT8810	1	9006	MILTON, LEONA	13,520.00	0.0071	0.33		
1	MT8810	1	9010	REDCOAT, MICHAEL	13,529.42	0.0071	0.49		
1	MT8810	1	22360	ROBERTSON, TRACY L.	1,720.00	0.0071	0.12		
1	MT8810	1	9002	SHELTON, CHRISTINE	21,800.00	0.0071	0.44		
***					52,089.42		1.48		
1	NH8810	1	5020	BLACK, ARTHUR	5,176.35		0.00		
1	NH8810	1	4446	BLACKSTONE, SAMANTHA	108,000.00		0.00		
1	NH8810	1	5016	GRANITE, MARY	1,976.48		0.00		
1	NH8810	1	5019	PENDELTON, MICHAEL	347.84		0.00		
1	NH8810	1	5021	SHELTON, BRAD	3,843.13		0.00		
***					119,343.80		0.00		
1	PA8810	1	7697	ANDREWS, MARYANNE	43,098.39		0.00		
1	PA8810	1	6002	BELL, CLARA	16,800.00		0.00		
1	PA8810	1	6506	MILLER, FRANK	9,520.00		0.00		
1	PA8810	1	6510	MOORE, ROGER	7,129.42		0.00		
1	PA8810	1	6512	PETRE, ROBERT	5,412.63		0.00		
***					81,960.44		0.00		
1	UT8810	1	8002	JOHNSON, MIKIA	16,800.00	0.0071	0.08		
1	UT8810	1	8006	MILLER, FRANCINE	9,520.00	0.0071	0.04		
1	UT8810	1	8010	MOORE, ROSE	7,129.42	0.0071	0.03		
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █									

AUTOPOWER								
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	SEMI-ANNUAL WCOMP WAGES	W/C %-RATE	W/COMP AMOUNT	
	***				33,449.42		0.15	
**					296,064.62		1.63	
*					296,064.62		1.63	
22 records listed.								
Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit: ■								

Semi-Annual Close

This procedure will perform the Month Ending, Quarter Ending, or Semi-annual closing update. Specific monthly, quarterly or semi-annual employee wage history fields will be erased.

AUTOPOWER	12/02/2014	MONTHLY/QUARTERLY/SEMI-ANNUAL CLOSE	PR9
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> This procedure will perform the Monthly, Quarterly or Semi-Annual closing process. Specific monthly, quarterly, or semi-annual employee history fields will be erased. </div>			
Do you wish to Close? (Y,N).....: █			
Company Number.....:			
Closing type (M)onth, (Q)uarter, (S)emi-annual):			

Field Descriptions

Do you wish to Close? (**Y**, **N**): To continue type in and **Y** and press **ENTER**. Otherwise, enter **N** to return to the menu.

Company Number:

Type in the payroll company number and press **ENTER**.

Closing type (M)onth, (Q)uarter, (S)emi-annual):

Type in **M** to close the month in payroll OR type in **Q** to close the quarter in payroll OR type in **S** to do a semi-annual close in payroll.

Annual 940 and 941 Tax Accrual

This procedure will generate a payroll history report of accrued federal tax withheld. The report is sorted by employee number.

AUTOPOWER	12/03/2014	ANNUAL 940 AND 941 TAX ACCRUAL	PR10-ANNUAL
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Annual 940 and 941 Tax Accrual report for employees that had federal taxes deducted from their pay. The report will also show the employer's portion of the social security and medicare taxes.</p></div> <p>Company Number (1,2,3).....:</p> <p>2 Letter State Code or (ALL)..:</p> <p>Year Ending Date (MM/DD/YY)..:</p> <p>Do you wish to proceed? (Y,N):</p>			

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

2 Letter State Code or (ALL):

Type in the 2 Letter State Code (OH) or the word **ALL** and press **ENTER**.

Year Ending Date (MM/DD/YY):

Type in the Year Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		12/03/2014		ANNUAL 940 AND 941 TAX ACCRUAL		PR10-ANNUAL	
<p>This procedure will generate a Annual 940 and 941 Tax Accrual report for employees that had federal taxes deducted from their pay. The report will also show the employer's portion of the social security and medicare taxes.</p>							
Company Number (1,2,3).....:				1			
2 Letter State Code				Document Options			
Year Ending Date (MM				(D)isplay (P)rint			
Do you wish to proce				Output Choice:			
<p>Select Document Output Choice, or (C)ancel</p>							

Below is an example of the Annual 940 and 941 Tax Accrual report.

AUTOPOWER										
ANNUAL REPORT OF ACCRUED FEDERAL TAXABLE WAGES FOR YEAR ENDING 12/31/14										
AUTOPOWER TRUCK & TRAILER										
RUN DATE: 12/03/14										PAGE: 1
FEDERAL ID NO: 95-1234567										
ENPHO	EMPLOYEE	YTD GROSS WAGES	YTD FIT WAGES	YTD FICA WAGES	MEDICARE WAGES	YTD FIT TAXES	YTD FICA TAXES	MEDICARE TAXES	FED. UNEMPL WAGES	YTD EXCESS FUTA WAGES
1	SAMPSON, JOSEPH	200.00	200.00	200.00	200.00	16.70	12.40	2.90	200.00	0.00
4446	BLACKSTONE, SAMAN	108,000.00	96,011.06	106,411.06	106,411.06	13,445.34	6,597.52	1,542.86	7,000.00	99,411.06
5016	GRANITE, MARY	1,976.48	1,976.48	1,976.48	1,976.48	138.95	122.55	28.66	1,976.48	0.00
5019	PENDELTON, MICHAEL	347.84	347.84	347.84	347.84	6.11	21.56	5.05	347.84	0.00
5020	BLACK, ARTHUR	5,264.54	5,033.96	5,033.96	5,033.96	437.71	312.12	73.00	5,033.96	0.00
5021	SHELTON, BRAD	3,843.13	3,843.13	3,843.13	3,843.13	373.21	238.28	55.72	3,843.13	0.00
6002	BELL, CLARA	16,800.00	15,540.00	16,800.00	16,800.00	1,127.10	1,041.60	243.60	7,000.00	9,800.00
6506	HILLER, FRANK	9,520.00	6,020.00	9,520.00	9,520.00	694.75	590.24	138.04	7,000.00	2,520.00
6510	MOORE, ROGER	7,234.17	6,863.59	7,003.59	7,003.59	821.31	434.22	101.55	7,000.00	3.59
6512	PETRE, ROBERT	5,521.23	5,245.15	5,521.23	5,521.23	718.54	342.31	80.08	5,521.23	0.00
7697	ANDREWS, MARYANNE	43,098.39	40,512.49	43,098.39	43,098.39	4,780.19	2,672.10	624.90	7,000.00	36,098.39
8002	JOHNSON, MIKIA	16,800.00	15,540.00	16,800.00	16,800.00	1,127.10	1,041.60	243.60	7,000.00	9,800.00
8006	HILLER, FRANCINE	9,520.00	6,020.00	9,520.00	9,520.00	694.75	590.24	138.04	7,000.00	2,520.00
8010	MOORE, ROSE	7,234.17	6,863.59	7,003.59	7,003.59	821.31	434.22	101.55	7,000.00	3.59
9002	SHELTON, CHRISTIN	21,800.00	20,095.00	21,655.00	21,655.00	1,657.85	1,342.60	314.00	7,000.00	14,655.00
9006	HILTON, LEONA	13,520.00	9,705.00	13,445.00	13,445.00	981.10	833.59	194.94	7,000.00	6,445.00
9010	REDCOAT, MICHAEL	13,634.17	13,263.54	13,403.59	13,403.59	1,514.86	831.02	194.35	7,000.00	6,403.59
10490	DAVIDSON, ANN M.	1,520.00	1,406.54	1,406.54	1,406.54	104.55	87.21	20.39	1,406.54	0.00
10190	GOHRY, JERRY L.	1,920.00	1,845.00	1,845.00	1,845.00	193.10	114.39	26.75	1,845.00	0.00
22360	ROBERTSON, TRACY L.	1,720.00	1,620.00	1,620.00	1,620.00	136.57	100.44	23.49	1,620.00	0.00
42160	ACKERMAN, ROGER L.	3,461.54	3,386.54	3,386.54	3,386.54	490.29	209.97	49.10	3,386.54	0.00
49220	PERRY, JEFF D.	1,920.00	1,812.00	1,812.00	1,812.00	97.01	112.34	26.27	1,812.00	0.00
58090	WEAVER, EHERSON L.	1,920.00	1,885.00	1,885.00	1,885.00	199.10	116.87	27.33	1,885.00	0.00
TOTALS:		296,775.66	265,035.91	293,537.94	293,537.94	30,577.50	18,199.39	4,256.17	105,877.72	187,660.22
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:										

AUTOPOWER

RUN DATE: 12/03/14

AUTOPOWER TRUCK & TRAILER

PAGE: 2

FEDERAL ID NO: 95-1234567

SOCIAL SECURITY AND MEDICARE TAX CALCULATION

TOTAL GROSS WAGES FOR YEAR	\$	296,775.66
TAXABLE SOCIAL SECURITY WAGES	\$	293,537.94
EMPLOYEE SOCIAL SECURITY TAX RATE	%	6.20
EMPLOYER SOCIAL SECURITY TAX RATE	%	6.20
EMPLOYEE SOCIAL SECURITY TAXES	\$	18,199.39
EMPLOYER SOCIAL SECURITY TAXES	\$	8,917.37
TOTAL SOCIAL SECURITY TAXES FOR YEAR	\$	27,116.76
TAXABLE MEDICARE WAGES	\$	293,537.94
EMP WAGES SUBJECT TO ADDL MEDICARE TAXES	\$	0.00
EMPLOYEE MEDICARE TAX RATE	%	1.45
EMPLOYEE ADDITIONAL MEDICARE TAX RATE	%	0.90
EMPLOYER MEDICARE TAX RATE	%	1.45
EMPLOYEE MEDICARE TAXES	\$	4,256.17
EMPLOYER MEDICARE TAXES	\$	2,085.51
TOTAL MEDICARE TAXES FOR THE YEAR	\$	6,341.68
WAGES SUBJECT TO FEDERAL WITHHOLDING	\$	265,035.91
FEDERAL INCOME TAX WITHHELD	\$	30,577.50
TOTAL FEDERAL TAXES DUE	\$	64,035.94

FEDERAL UNEMPLOYMENT TAX CALCULATION

GROSS WAGES FOR THE YEAR	\$	296,775.66
FUTA EXEMPT DEDUCTIONS FOR THE YEAR	\$	3,237.72
GROSS FUTA TAXABLE WAGES FOR THE YEAR	\$	293,537.94
FUTA TAXABLE WAGES IN EXCESS OF \$7,000	\$	187,660.22
NET FUTA TAXABLE WAGES SUBJECT TO FUTA TAX	\$	105,877.72
FEDERAL UNEMPLOYMENT TAX RATE	%	0.600
FEDERAL UNEMPLOYMENT TAX FOR THE YEAR	\$	635.26

Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit: █

Annual Worker Comp Report

This procedure will produce an Annual Worker Compensation report for the current year.

AUTOPOWER	ANNUAL WORKER COMP REPORT	PRWC-YTD
12/03/2014		

This procedure will generate an Annual Worker Compensation Report for the current year and is sorted by the worker compensation code and employee name.

Company Number or (ALL).....: █

Do you wish to proceed? (Y,N):

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.

You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	ANNUAL WORKER COMP REPORT	PRWC-YTD
12/03/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate an Annual Worker Compensation Report for the current year and is sorted by the worker compensation code and employee name.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Do you wish to proceed? (Y,N): Y</p>		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> <p style="text-align: center;">Document Options</p> <p style="text-align: center;">(D)isplay (P)rint Output Choice: D</p> </div>		
<div style="background-color: black; color: white; padding: 5px; margin: 10px auto; width: 60%;"> Select Document Output Choice, or (C)ancel </div>		

Below is an example of the Annual Worker Compensation Report.

AUTOPOWER		ANNUAL WORKER COMPENSATION REPORT				PAGE: 1	
03 Dec 2014							
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	ANNUAL WCOMP WAGES	W/C %-RATE	W/COMP AMOUNT
1	MT8380	4	42160	ACKERMAN, ROGER L.	3,461.54		0.00
1	MT8380	3	18190	GOMERY, JERRY L.	1,920.00		0.00
1	MT8380	3	49220	PERRY, JEFF D.	1,920.00		0.00
1	MT8380	3	58090	WEAVER, EMERSON L.	1,920.00		0.00
***					9,221.54		0.00
1	MT8810	4	10490	DAVIDSON, ANN M.	1,520.00	0.0071	0.10
1	MT8810	1	9006	MILTON, LEONA	13,520.00	0.0071	0.33
1	MT8810	1	9010	REDCOAT, MICHAEL	13,529.42	0.0071	0.49
1	MT8810	1	22360	ROBERTSON, TRACY L.	1,720.00	0.0071	0.12
1	MT8810	1	9002	SHELTON, CHRISTINE	21,800.00	0.0071	0.44
***					52,089.42		1.48
1	NH8810	1	5020	BLACK, ARTHUR	5,176.35		0.00
1	NH8810	1	4446	BLACKSTONE, SAMANTHA	108,000.00		0.00
1	NH8810	1	5016	GRANITE, MARY	1,976.48		0.00
1	NH8810	1	5019	PENDELTON, MICHAEL	347.84		0.00
1	NH8810	1	5021	SHELTON, BRAD	3,843.13		0.00
***					119,343.80		0.00
1	PA8810	1	7697	ANDREWS, MARYANNE	43,098.39		0.00
1	PA8810	1	6002	BELL, CLARA	16,800.00		0.00
1	PA8810	1	6506	MILLER, FRANK	9,520.00		0.00
1	PA8810	1	6510	MOORE, ROGER	7,129.42		0.00
1	PA8810	1	6512	PETRE, ROBERT	5,412.63		0.00
***					81,960.44		0.00
1	UT8810	1	8002	JOHNSON, MIKIA	16,800.00	0.0071	0.08
1	UT8810	1	8006	MILLER, FRANCINE	9,520.00	0.0071	0.04
1	UT8810	1	8010	MOORE, ROSE	7,129.42	0.0071	0.03
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:							

AUTOPOWER							
CO	W-COMP CODE	DEPT	EMPNO	EMPLOYEE NAME	ANNUAL WCOMP WAGES	W/C %-RATE	W/COMP AMOUNT
	***				33,449.42		0.15
**					296,064.62		1.63
*					296,064.62		1.63
22 records listed.							
Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit: ■							

YTD Gross Earnings Report

This procedure will generate an Employee Year To Date Gross Earnings Report for the current year. This report is sorted by company by department by employee name.

AUTOPOWER	YTD GROSS EARNINGS REPORT	PR19-ANNUAL
12/03/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate an Employee Year To Date Gross Earnings Report for the current year. The report is sorted by company by department by employee name.</p></div> <p>Company Number or (ALL).....:</p> <p>Department Code, or (ALL)....:</p> <p>Do you wish to proceed? (Y,N):</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Department Code, or (ALL):

Type in the Department Code or the word **ALL** and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

AUTOPOWER	YTD GROSS EARNINGS REPORT	PR19-ANNUAL
12/03/2014		
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This procedure will generate an Employee Year To Date Gross Earnings Report for the current year. The report is sorted by company by department by employee name.</p> </div>		
<p>Company Number or (ALL).....: 1</p> <p>Department Code, or (ALL)....: 1</p> <p>Do you wish to proceed Document Options</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 60%;"> <p style="text-align: center;">(D)isplay (P)rint Output Choice: D</p> </div>		
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Select Document Output Choice, or (C)ancel</div>		

Below is an example of the Employee Year To Date Gross Earnings Report.

AUTOPOWER		YTD GROSS EARNINGS REPORT												PAGE: 1	
03 Dec 2014															
CO	DEPT	CO	DEPT	EMP-NO	Employee Name	YTD-GROSS	YTD SALARY	YTD-REG\$	YTD-OT\$	Y-T-D SOC SEC	Y-T-D MEDICARE	YTD-FIT	YTD-ERN\$		
1	1	1	1	7697	ANDREWS, MARYANNE	43098.39	0.00	35917.74	5668.65	2672.10	624.90	4780.19	1512.00		
1	1	1	1	6002	BELL, CLARA	16800.00	16800.00	0.00	0.00	1041.60	243.60	1127.10			
1	1	1	1	5020	BLACK, ARTHUR	5264.54	0.00	4424.04	264.50	312.12	73.00	437.71	216.00		
													360.00		
1	1	1	1	4446	BLACKSTONE, SAMANTHA	108000.00	104000.00	0.00	0.00	6597.52	1542.86	13445.34	4000.00		
1	1	1	1	5016	GRANITE, MARY	1976.48	0.00	1976.48	0.00	122.55	28.66	138.95			
1	1	1	1	8002	JOHNSON, MIKIA	16800.00	16800.00	0.00	0.00	1041.60	243.60	1127.10			
1	1	1	1	8006	HILLER, FRANCINE	9520.00	8704.00	0.00	0.00	590.24	138.04	694.75	408.00		
													408.00		
1	1	1	1	6506	HILLER, FRANK	9520.00	8704.00	0.00	0.00	590.24	138.04	694.75	408.00		
													408.00		
1	1	1	1	9006	HILTON, LEONA	13520.00	12704.00	0.00	0.00	833.59	194.94	981.10	408.00		
													408.00		
1	1	1	1	6510	MOORE, ROGER	7234.17	0.00	6358.94	314.23	434.22	101.55	821.31	306.00		
													255.00		
1	1	1	1	8010	MOORE, ROSE	7234.17	0.00	6358.94	314.23	434.22	101.55	821.31	306.00		
													255.00		
1	1	1	1	5019	PENDELTON, MICHAEL	347.84	0.00	347.84	0.00	21.56	5.05	6.11			
1	1	1	1	6512	PETRE, ROBERT	5521.23	0.00	4732.95	325.78	342.31	80.08	718.54	222.00		
													240.50		
1	1	1	1	9010	REDCOAT, MICHAEL	13634.17	0.00	12758.94	314.23	831.02	194.35	1514.86	306.00		
													255.00		
1	1	1	1	22360	ROBERTSON, TRACY L.	1720.00	0.00	1720.00	0.00	100.44	23.49	136.57			
1	1	1	1	1	SAMPSON, JOSEPH	200.00	-6500.00	200.00	0.00	12.40	2.90	16.70	500.00		
													6000.00		
1	1	1	1	5021	SHELTON, BRAD	3843.13	0.00	3843.13	0.00	238.28	55.72	373.21			
1	1	1	1	9002	SHELTON, CHRISTINE	21800.00	21800.00	0.00	0.00	1342.60	314.00	1657.85			
***						286034.12	183012.00	78639.00	7201.62	17558.61	4106.33	29493.45	17181.50		
**						286034.12	183012.00	78639.00	7201.62	17558.61	4106.33	29493.45	17181.50		
*						286034.12	183012.00	78639.00	7201.62	17558.61	4106.33	29493.45	17181.50		
						286034.12	183012.00	78639.00	7201.62	17558.61	4106.33	29493.45	17181.50		
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:															

Paid Hours Report

This procedure will generate a Paid Hours and Gross Wage Report. The report will show the social security number, name, hours and gross wages. The hours consist of regular, overtime, holiday, sick and vacation hours. The Gross wages consist of regular, overtime, holiday, sick, vacation, salary, bonus, commission and any other type of wages.

AUTOPOWER	PAID HOURS REPORT	PR. PAID. HOURS. RPT
04/27/2016		
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>This procedure will generate a Paid Hours and Gross Wage Report. The report will show the social security number, name, hours and gross wages. The hours consist of regular, overtime, holiday, sick, and vacation hours. The Gross wages consist of regular, overtime, holiday, sick, vacation, salary, bonus, commission and any other type of wages.</p></div> <p>Company Number (1,2,3).....:</p> <p>Sort by (N)ame, (E)mployee Number..:</p> <p>Starting Check Date (MM/DD/YY).....:</p> <p>Ending Check Date (MM/DD/YY).....:</p> <p>Do you wish to proceed? (Y,N).....:</p>		

Field Descriptions:

Company Number or (ALL):

Type in the Company Number or the word **ALL** and press **ENTER**.

Sort by (N)ame, (E)mployee Number :

Type in N to sort by Employee Name or Type in E to sort the report by Employee Number press **ENTER**.

Starting Pay Period Ending Date (MM/DD/YY):

Type in the Starting Pay Period Ending Date and press **ENTER**.

Ending Pay Period Ending Date (MM/DD/YY):

Type in the Pay Period Ending Date and press **ENTER**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **ENTER** to proceed or Type in **N** and press **ENTER** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer.
You can also type in **C** to cancel out of the report printing process.

AUTOPOWER		PAID HOURS REPORT	PR. PAID. HOURS. RPT
04/27/2016			
<p>This procedure will generate a Paid Hours and Gross Wage Report. The report will show the social security number, name, hours and gross wages. The hours consist of regular, overtime, holiday, sick, and vacation hours. The Gross wages consist of regular, overtime, holiday, sick, vacation, salary, bonus, commission and any other type of wages.</p>			
Company Number (1,2,	Document Options		
Sort by (H)ame, (E)m	(D)isplay		
Starting Check Date	(P)rint		
Ending Check Date (MM/DD/YY).....: 12-31-15	Output Choice: <input type="checkbox"/> 1-01		
Do you			
Select Document Output Choice			

Below is an example of the Paid Hours Report.

AUTOPOWER			
AUTOPOWER TRUCK & TRAILER			
PAID HOURS AND GROSS WAGES REPORT FOR COMPANY #1			
FOR CHECKS DATED			
01/01/01 THRU 12/31/15			
			PAGE: 1
SOCIAL SECURITY #	EMPLOYEE NAME	HOURS	GROSS WAGES
999-99-9999	ANDREWS, MARYANNE	6884	128,592.05
999-99-9999	BLACKSTONE, SAMANTHA	200	322,095.00
999-99-9999	HILTON, LEONA	0	4,000.00
999-99-9999	REDCOAT, MICHAEL	400	6,400.00
999-99-9999	SHELTON, CHRISTINE	0	5,000.00
		7484	466,087.05
*** NOTE *** HOURS CONSIST OF REGULAR, OVERTIME, HOLIDAY, SICK AND VACATION.			
GROSS WAGES CONSISTS OF ALL TYPES OF EARNINGS.			
Last Page... Press ENTER			

END OF YEAR MENU

The End of Year Menu will allow you to print federal taxable wages and taxes on the W2 Forms and perform an End of Year Close.

AUTOPOWER	
12-03-2014 (T13216) (P99)	PAYROLL COMPANY 11:58am
END OF YEAR	
1....W2 FORMS MENU	
2....	
3....End of Year Close	
Enter Selection: █	
X = Log Off	A = AutoMail

This procedure will print taxable wage and tax data on single wide W2 laser forms. After the W2 forms are printed you will be asked if you want to load and print the W3-transmittal form.

AUTOPOWER	PRINT W2 AND W3 TAX FORMS	PR12-LASER
12/03/2014		
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will print taxable wage and tax data on single wide W2 laser forms. After the W2 forms are printed you will be asked if you want to load and print the W3-Transmittal form.</div> <p>Company Number.....:</p> <p>Calendar Year (ie: 2014)...:</p> <p>2 Letter State Code.....:</p> <p>State Identification Number:</p>		

Field Descriptions:

Company Number (1,2,3):

Type in the Company Number and press **ENTER**.

Calendar Year (ie: 2014):

Type in the Calendar Year and press **ENTER**.

2 Letter State Code:

Type in the 2 Letter State Code and press **ENTER**.

State Identification Number:

Type in the State Identification Number and press **ENTER**.

Print an alignment test? (Y,N,E):

Type in **Y** and press **ENTER** if you would like to print an alignment test for a W2 form.
Type in **N** and press **ENTER** to proceed or Type in **E** and press **ENTER** to exit out of the program.

You will be prompted to load the printer with the W3 form and enter **P** to Print or **E** to Exit without printing the totals.

AUTOPOWER		
12:08:12pm	PRINT W2 AND W3 TAX FORMS	PR12-LASER
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;">This procedure will print taxable wage and tax data on single wide W2 laser forms. After the W2 forms are printed you will be asked if you want to load and print the W3-Transmittal form.</div> <p>Company Number.....: 1</p> <p>Calendar Year (ie: 2014)...: 2014</p> <p>2 Letter State Code.....: NM</p> <p>State Identification Number: 12345</p> <p>5 record(s) selected to SELECT list #0.</p> <p>Print an alignment test? (Y,N,E)...: N</p> <p>Load the printer with the W3 form and enter P to Print or E to Exit without printing the totals. (P/E):</p>		

Call AUTOPOWER SUPPORT before running your End of Year Closing for Payroll!

Procedures for Closing End of Year in Payroll

There are a few procedures that need to be performed before you can close the year on the PAYROLL account. **Listed below are the procedures that must be performed in the following order prior to running the 1st payroll in January of the next year.**

Prior to the end of the year you will receive an email from our Payroll Programmer. Below is an example of the letter that will be sent to our customers for the 2014 year end. Please review it and then give AutoPower Support Department a call and let us know that you have completed your last payroll for the current year and you need to close it out.



2017 Payroll End of Year Procedures

The end of the year is coming soon. There are a few procedures that need to be performed before you can close the year on the PAYROLL account. If you do not have time to complete the December monthly reports, 4th quarter reports or print the W2 forms before processing January's payroll, you will need to notify the Autopower Support Department to schedule a date for us to make a copy of your payroll account. We will create and provide access to the PAY2017 account so you can process the December monthly reports, 4th quarter reports and print the W2 forms after December 31st. We will also upload the 2017 Federal Tax Rate tables for you. If the School District, City/Local, State Withholding or State Unemployment rate has changed, you will need to notify us of the new rates so we can update those tax tables as well.

Listed below are the recommended end of year procedures that must be performed in the following order prior to running the 1st payroll in January of the next year. If you have any questions, please call the Autopower Support department at 407-695-7300 or email support@autopower.com.

1. After processing the last payroll run for the year, call Autopower or email the support department at support@autopower.com with your ticket # so we can copy the PAYROLL account to the PAY2017 account in case it is needed at a later date.

Do not close the month quarter or year on the PAYROLL account until the PAY2017 account has been setup by Autopower. Closing the month, quarter or year zeros out all MTD, QTD and YTD wage history. We will notify you when it is safe to close the month, quarter and year on the PAYROLL account (step #2).

2. After the PAYROLL account has been copied to PAY2017, you will need to close the 12th month, 4th quarter, and year on the PAYROLL account (no need to print the reports because you can print them later on the PAY2017 account).

When closing the year on the PAYROLL account, enter ‘Y’ when asked if W2’s have been printed so the year will close (you will print the W2’s from the PAY2017 account). You will need to close the year for each company. To verify the year closed successfully, look at a wage history screen for each company. The month to date, quarter to date and year to date columns should be blank; if not call Autopower immediately.

Once the year is closed on the PAYROLL account and the 2017 Federal Tax Rate tables have been uploaded, the files are ready for you to run your 1st payroll for the new year on the PAYROLL account.

3. Printing year 2017 reports can be done at any time after the PAY2017 account has been created. Log to the **PAY2017** account from the menu (Main Menu or Utilities Menu) to produce your December monthly reports, 4th quarter reports, annual payroll reports for year 2017 and print the W-2 Wage and Tax Statements. These reports can be produced at any time.

4. Print all monthly reports for December and verify correctness. You do not need to close the month on the PAY2017 account. Closing the month zeros out all month-to-date totals.

5. Print all 4th quarter reports and verify correctness. You do not need to close the quarter on the PAY2017 account. Closing the quarter zeros out all quarter-to-date totals.

6. Print all Year-to-date reports and verify correctness.

7. Print all W2 forms and verify correctness.

In order to schedule making a copy of your payroll account and uploading the Federal Tax Rates for 2017, I need the following information faxed or scanned and emailed back to the support department at support@autopower.com. A work order will be opened up and you will be notified with the ticket number.

Fax # 407-695-8001 to Autopower Support Department.

Company Name: _____

Contact Name: _____

Contact Email Address and phone number: _____

Last payroll for December 2017 will be processed on: _____

Checks dated: _____

First payroll for January 2017 will be processed on: _____

Checks dated: _____

Printer used for printing W2's will be (laser make and model)_____

Printer number (0, 1, 2, etc.): _____

Date the Payroll Account can be copied and prepared for 2017 payroll: _____

It's time for a little Quiz!!!!

1. If an employee is designated in the Employee Master F/M as (T)erminated he will not appear on the Payroll Worksheet.

True or False

2. The Payroll Processing menu is setup so that you complete menu option 1, you then go to menu option 2, menu option 3, menu option 4 and so on until you complete the process. Do not skip a menu option or perform an option out of sequence.

True or False

3. If you are using the Time clock program you must print a Time clock report and verify punches, edit if necessary, print a time clock transactions report by location to verify any corrections made, file this report, copy time clock punches to the time clock pay file and post the time clock pay file to the payroll work file so that employees can be paid. Press ENTER to return to the Payroll menu to complete payroll.

True or False

4. The Employee Payroll Selection will select all other active employees who do not have time clock punches in the current pay period. This will include salary and hourly employees. (i.e.: truck drivers or salesperson). The user can have the option to display the employees processed on the screen.

True or False

5. The Employee Earnings & Deductions screen will allow you to make any changes to the employee wages, such as; vacation pay, sick pay, loan deductions, or any other non-standard deductions.

True or False

6. The Preliminary wage and hour review report. Print this report to proof the information you previously entered was entered correctly.

True or False

7. The Tax Calculation and Payroll register option will enable you to review the deductions/earnings that are being taken out of each paycheck for each employee. If the report is incorrect, you may make adjustments at this point and then rerun the Tax Calculation & Payroll Register.

True or False

8. Print Payroll Checks option follows the Tax Calculation & Payroll register option.

True or False

9. The Payroll Check Register option will print a report that list all of the checks that were processed during this pay cycle. Verify the data on the printed checks and the check register match. The checks listed on the Check Register shows the amounts that will post to the General Ledger and to the Employee's Pay History.

True or False

10. If a Payroll check is not correct, you can use the void unposted check option at this time, prior to performing the update to history.

True or False

11. The Departmental Summary will print a summary of the payroll by Department with regular and overtime wages, employee's gross wages, deductions and other earnings.

True or False

12. The Update P/R History & G/L program will post the transactions prepared this pay cycle to the Payroll History Files update the accounting transaction to the general ledger transaction file and print a Payroll Summary G/L Update Report. If you do not run this option, the general ledger will not be updated.

True or False

13. If you need to void a Payroll check after posting the payroll run to the general ledger, you can go to the Utilities menu and access the Void Posted Paycheck to void the check.

True or False

14. You must perform a Monthly Close in Payroll before processing payroll in a new month.

True or False

15. You must perform a Quarterly Close in Payroll before processing payroll in a new quarter.

True or False

16. You must perform a Semi-Annual Close in Payroll before processing the first payroll in July even though you do not have to provide Semi-Annual reports.

True or False

17. You must perform a Yearly Close in Payroll before processing payroll in a new year.

True or False

Now, if you answered True to all of the above questions EXCEPT for #16, you were listening in class! You will breeze through doing your Payroll Check Runs

We have finished our Payroll Workbook! Whewwww!!!

TIME CLOCK MENU ADDENDUM

The Time Clock feature of the AutoPower System enables management to keep track of the hours worked by each employee. Salaried employees can also be tracked in the time clock system. The Time Clock is linked to the Payroll system to transfer the number of hours worked for paycheck calculation. Hours can be easily adjusted to accommodate overtime, paid days off, etc. The menus are designed to step the user through the entire process. There is password protection to protect the privacy of each employee's time clock punches.

AUTOPOWER	
12-12-2014 (T10600) (P99)	PAYROLL COMPANY 12:15pm
P A Y R O L L	
1....PAY PERIOD PROCESSING MENU	
2....REPORTS MENU	
3....EOM, EOQ & EOY MENU	
4....FILE MAINTENANCE MENU	
5....UTILITIES MENU	
6....TIME CLOCK MENU	
7....LOGTO AUTOPOWER	
Enter Selection: █	
X = Log Off	A = AutoMail

AUTOPOWER		12-12-2014 (T10600) (P99)	PAYROLL COMPANY	12:20pm
TIME CLOCK MENU				
1....Time Clock Holiday, Sick, Vacation Hours Entry				
2....Time Clock Transaction Inquiry				
3....Time Clock Report by Employee Number				
4....Time Clock Report by Employee Department				
5....Time Clock Report by Location				
6....Time Clock Missing Punch Report				
7....Time Clock Period to Date Summary of Hours Worked				
8....Time Clock Adjusted Punch History Report				
Enter Selection:				
X = Log Off		A = AutoMail		

Time Clock Holiday, Sick, Vacation Hours Entry

The **Time Clock Holiday, Sick, Vacation Hours Entry** screen enables you to enter an employee's benefit time. This program is used to enter the benefit hours for holidays, sick, and vacation days taken. Each day will default to 8 hours with the option of overriding the number of hours to be applied to the employee's time clock record. Holiday hours will be applied to full time employees. There are no restrictions on sick and vacation hours. The sick and vacation hours will be applied to the salesman number specified.

When this program is used, the letter **MF** will display in the **MF** column on the Time Clock Inquiry Screen and any reports.

A prompt to **Enter Password** will display on the screen. Enter the same sequence of passwords used for the **Time Clock Transaction Edit** function. (Both passwords are provided by AutoPower. It is a time clock edit password and then the supreme password.) The **Time Clock Benefit Hours Entry Screen** will display as illustrated below.

TIME CLOCK BENEFIT HOURS ENTRY		PR-TCBHU
<p>This screen is used to enter the benefit hours for holiday, sick, and vacation days taken. Each day will default to 8 hours with the option of overriding the number of hours to be applied to the employee's time clock record. Holiday hours will be applied to full time employees. There are no restrictions on sick and vacation hours. The sick and vacation hours will be applied to the employee's operator # specified.</p>		
Type of Benefit (H)oliday, (S)ick, (V)acation:	█	
Location (W1, W2, W3, etc.).....:		
Employee Operator Number.....:		
Date of Benefit (MM/DD/YY).....:		
Number of Hours to Apply (8:00).....:		
Okay to Update? (Y,N,X).....:		

Field Descriptions:

Type of benefit (H)oliday, (S)ick, (V)acation:

Type in the type of benefit and press **ENTER**.

Location (W1, W2, W3, etc.)...:

Type the location for this employee and press **ENTER**. The system will skip this field if you selected for Sick Time, or for Vacation Time.

Employee Operator Number:

Type the Operator number and press **ENTER**.

If you selected for Holiday Time, the cursor will skip this field and following message will display.

"Not Applicable"

Date of the Benefit (mm/dd/yy:

Type in the date the benefit is taken and press **ENTER**.

Number of Hours to Apply (8:00):

Type the number of hours of benefit time. You may press **ENTER** to accept eight (8) hours.

Okay to update employee's record? (Y,N,X) ...: This option will update the employee's time clock record. Valid entries for this field are:

- = If you select yes, the employee's record will be updated.
- = If you select no, the cursor will return to the Type of Benefit field.
- = If you select exit, you will return to the Time Clock Pay Period Processing Menu without updating the employee's record.