Business plus Accounting™

BPA Touch Point of Sale
Payroll System

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SUMMARY

Labor costs and payroll taxes represent a large and constantly increasing portion of operating costs for most businesses. Based on the dollar expenditures and governmental regulations payroll is one of the most important accounting activities you will perform. The payroll system designed to run with BPA should make running payroll quick and relatively easy.

The basic steps to perform in running payroll are outlined below with more detail found in the help screens associated with each function. You may click on each step to find more information.

PAYROLL SETUP (ONE TIME SETUP)

1. Purchase and Install Federal Tax Tables
2. Add All Employees to the BPA software
3. Set Up City/State Tax
4. Define Employee Payroll Parameters
5. Set Up State and Federal Tax Limits
6. Define General Ledger Payroll Accounts

PRINTING PAYROLL CHECKS

1. Enter Payroll for Hourly Employees
2. Enter Payroll for Salaried Employees
3. Manually Enter State Tax (if necessary)
4. Print a Cash Requirements Report
5. Print and Post Payroll Checks

UPLOADING FEDERAL TAX TABLES

Each year, the IRS mandates how much in Federal taxes should be deducted from your employees' wages. Thus, every year, we go through the IRS' changes and make sure that our payroll system is kept up to date with current Federal regulations.

To ensure that your software has the most current Federal Tax Tables, you will need to purchase this update in January of each year. The cost for these tax tables are $75.

Once purchased, we will install the Federal Tax Table updates, and any other necessary updates, to your system.

DEFINING EMPLOYEES WITH PAYROLL PARAMETERS

Adding Employees to BPA

Setting the State/City Tax %

Setting the State Payroll Tax Thresholds

Setting State and Federal Tax Limits

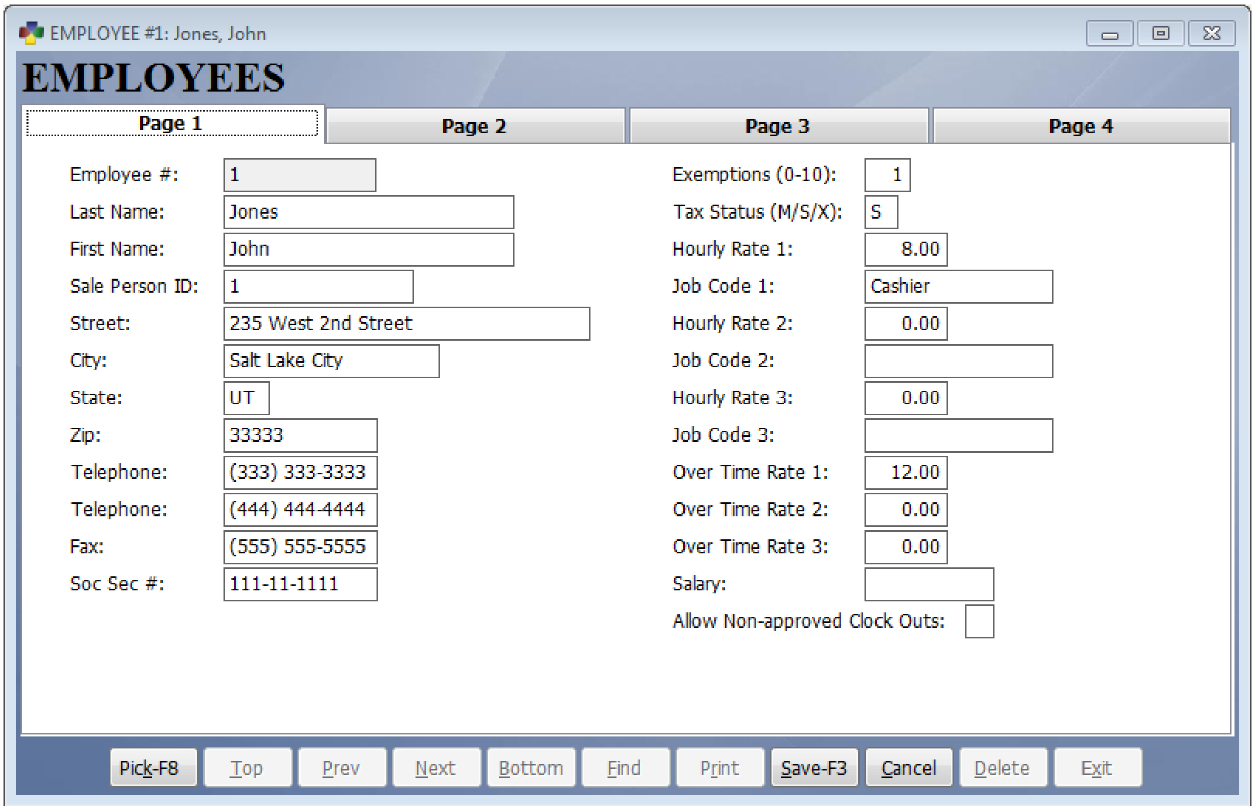
Defining Employee Payroll Parameters

Once your Federal Tax Tables have been updated you can begin entering your employee's payroll information. To update their information, perform the following steps:

ADDING EMPLOYEES TO BPA

Your employees will need to be added to the BPA software before checks can be printed for them. To do this, go to **Definitions→Employees→Add**. The following is a description of the fields on each page:

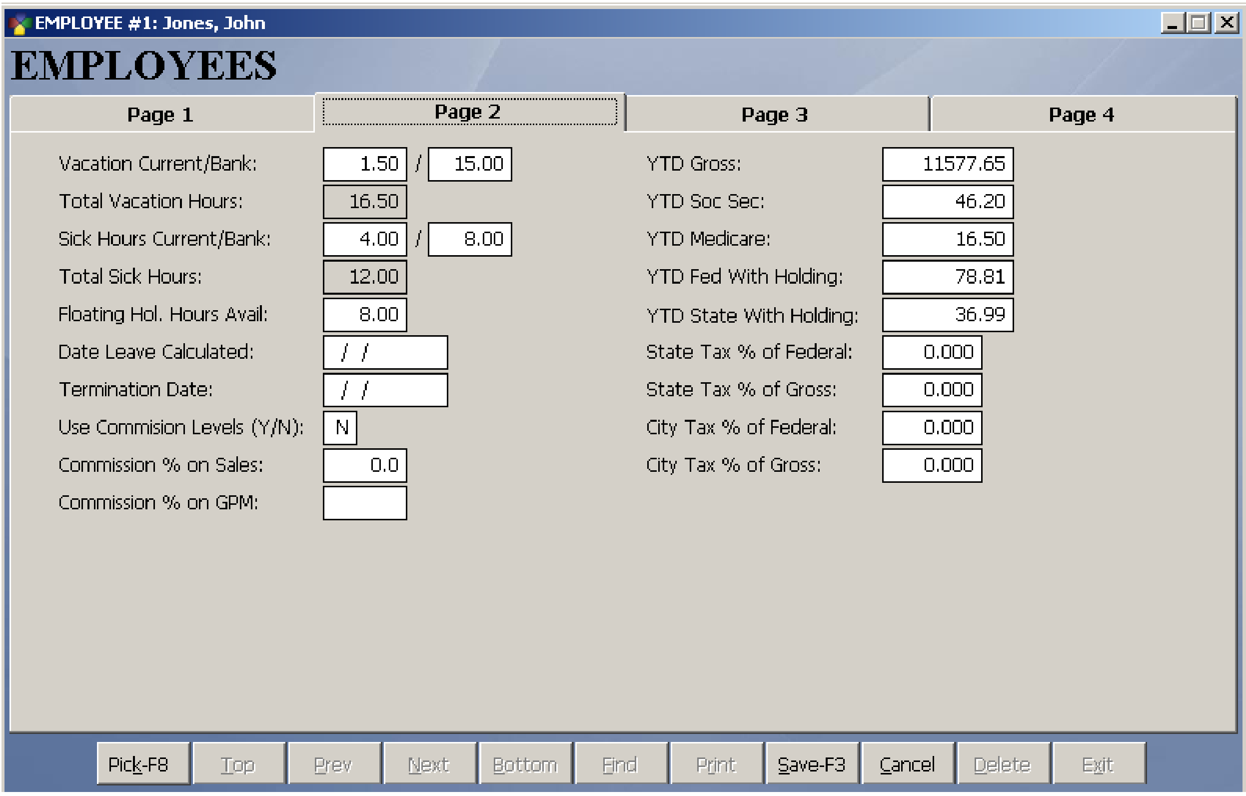
PAGE 1



Employee Nbr	Enter the employee's identification number. The employee's identification number will be used throughout the system to identify a specific employee.
Last Name	Enter the employee's last name.
First Name	Enter the employee's first name.
Salesperson ID	The Salesperson ID field allows you to specify the employee's identifying information on customer receipts. We recommend either entering the employee's identification number (Employee #) or first name.
Street	Enter the employee's mailing address (street).
City	Enter the employee's mailing address (city).
State	Enter the employee's mailing address (state).

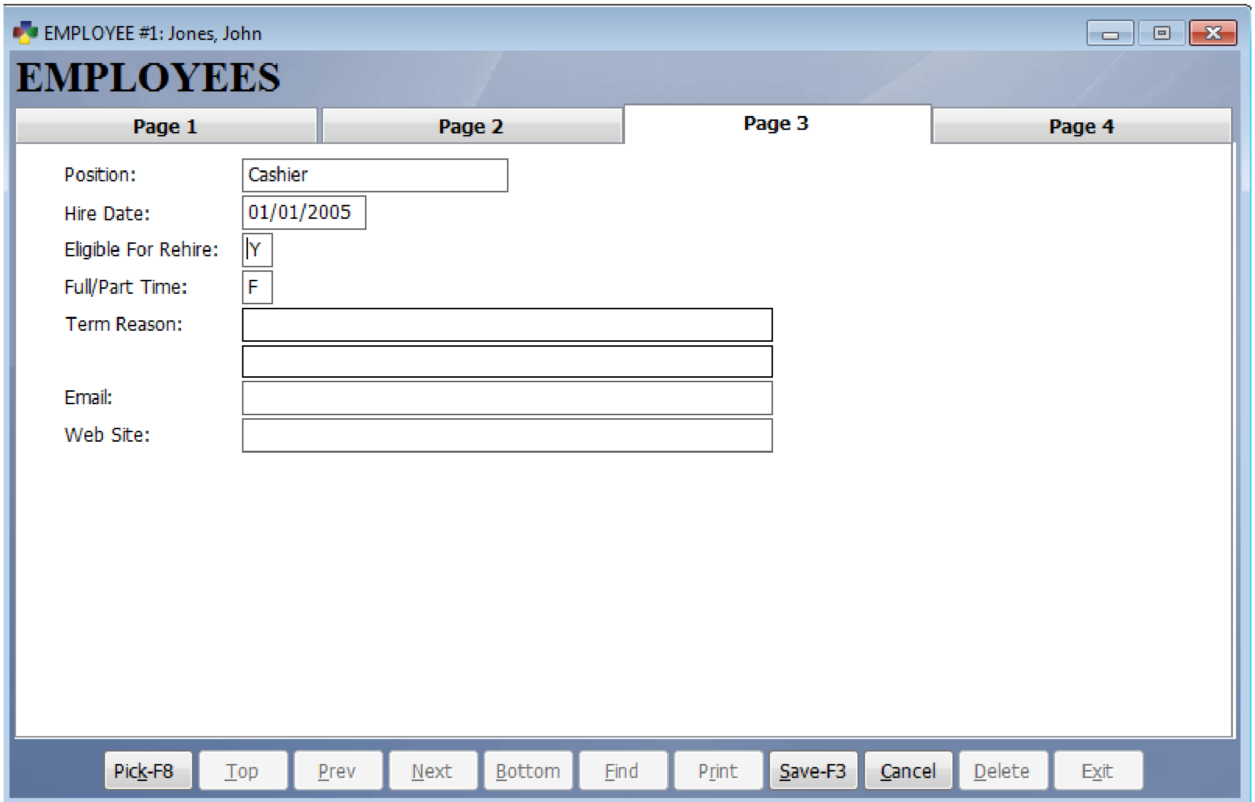
Zip	Enter the employee's mailing address (zip).
Phone	Enter the employee's phone #.
Fax	Enter the employee's fax #.
Soc Sec #	Enter the employee's social security number.
# Of Exemptions (0-10)	Enter the number of tax exemptions claimed by the employee (0-10).
Tax Status (M/S/X)	Enter the employee's tax status. M= Married, S=Single, X=Exempt Student.
Hourly Rate 1-3	Enter the employee's hourly rate, if applicable. The software allows for each employee to clock in under one of three job descriptions and allows for a different pay rate for each, i.e., Server, Busser, Cook etc.
Job Code 1-3	Enter the description or job name for each pay rate defined above (where applicable). Press the F8 Key to view a list of Job codes
O.T. Rate 1-3	Enter the overtime rate for each of the hourly rates defined above (where applicable).
Salary	Enter the employee's salary based on the pay period, weekly, biweekly, semimonthly, monthly.
Allow non-approved clock outs (Y/N)	Choose whether or not to allow servers to clock out without manager approval

PAGE 2



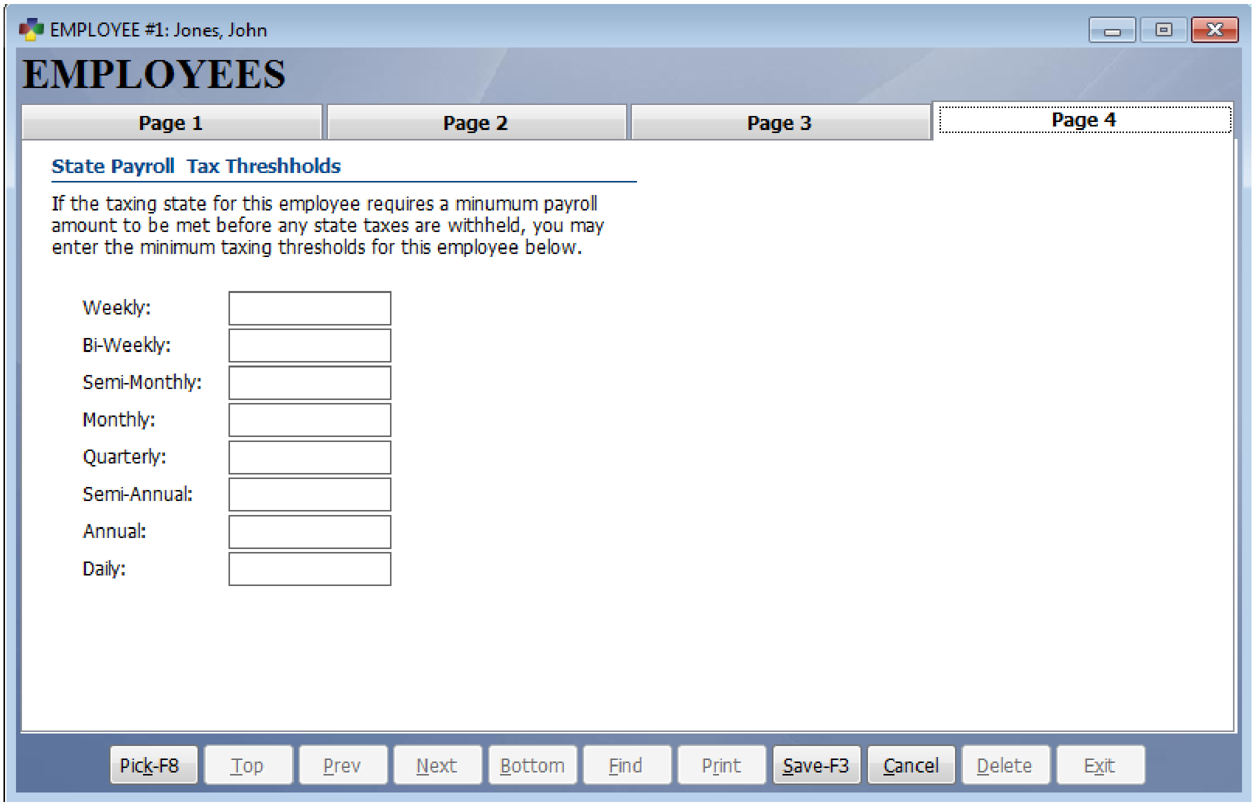
Vac Hrs Current/Bank	Enter the number of vacation hours earned by the employee
Total Vac Hours	Enter the total number of vacation hours for the employee
Sick Hrs current/Bank	Enter the number of sick hours used by the employee.
Total Sick Hours	Enter the total number of sick hours for the employee.
Floating Holiday. Hrs	Enter the total number of Floating Holiday hours.
Date Leave Calculated	Enter the date that the above totals were calculated.
Termination Date	Enter the date the employee was terminated, if applicable.
Use Commission lvls (Y/N)	Select whether or not to use defined commission levels. These levels are defined at Customer Sales→Salesperson Commissions→Commission Tiers
Commission % on Sale	If this employee has been defined as a salesperson, enter the percentage you wish to be used in calculating sales commissions. The commission is a percentage of net sales.
Commission % on G.P.M.	If this employee has been defined as a salesperson, enter the percentage you wish to use in calculating sales commissions. The commission is a percentage of Gross Profit Margin.
YTD Gross	Enter the employee's year-to-date gross earnings. If you are using BPA's Payroll module, this and the next four fields are automatically updated when the payroll is posted. If you are using a manual system, these fields will need

	to be manually updated.
YTD Soc Sec	Enter the employee's year-to-date Social Security withholdings.
YTD Medicare	Enter the employee's year-to-date Medicare withholdings.
YTD Fed Withholding	Enter the employee's year-to-date Federal Withholding Tax.
YTD State Withholding	Enter the employee's year-to-date State Withholding Tax.
State Tax% Of Federal	The state withholding tax tables for the State Of Utah are hard coded into the software. For states other than Utah the payroll deduction for State Withholding Tax can be made as a percentage of the Federal Withholding Tax. The individual State Tax Commission will know what the percentage is for the state in which you live.
State Tax % Of Gross	If the State Withholding Tax for your state is a percent of gross wages, enter the % into this field.
City Tax% Of Federal	The payroll deduction for City Withholding Tax can be made as a percentage of the Federal Withholding Tax. The individual City Tax Commission will know what percentage is for the city in which you live. the
City Tax % Of Gross	If the City Withholding Tax for your city is a percent of gross wages, enter the % into this field.



Position	Enter the employee's position in the company.
Hire Date	Enter the date the employee was hired.
Eligible For Rehire (Y/N)	Enter 'Y' or 'N' to indicate whether or not the employee is eligible for rehire in the future
Full/Part Time (F/P)	Enter 'F' for full-time, 'P' for part-time status.
Term Reason	Enter the reason for terminating the employee for future reference.
Email	Enter the employee's email address.
Website	Enter the employee's website address.

PAGE 4



Page 4 is setup for those states that require a minimum payroll amount to be met before any state taxes are withheld. The thresholds are setup as follows: **Weekly**, **Bi-Weekly**, **Semi-Monthly**, **Monthly**, **Quarterly**, **Semi-Annually**, **Annually**, and **Daily**.

SETTING THE STATE/CITY TAX %

You will need to define the amount of State/City tax that is deducted from each employee. BPA will allow you calculate your state/city tax as a percentage of the Federal Withholding Tax, or as a percentage of the employee's gross wages (see your state/city tax commission to find out what these percentages are). To setup state and city payroll tax percentages, perform the following steps:

1. Go to Definitions→Define Employees
2. Choose Modify
3. Highlight the employee you would like to adjust, and press Pick This Record
4. Go to Page 2
5. For the state tax percentage, you will have two fields…**State Tax % of Federal** and **State Tax % of Gross**. Enter the state tax percentage in the appropriate field.
    a. **Note:** You will be entering the state tax percentage in only **ONE (1)** of these fields. Again, to find your state tax percentage, contact your state tax commission
6. Just like the state tax, for city tax, you will have two fields…**City Tax % of Federal and City Tax % of Gross.** If applicable, enter the city tax percentage in the appropriate field.
7. Press Save when finished

Repeat steps 1-7 for all employees.

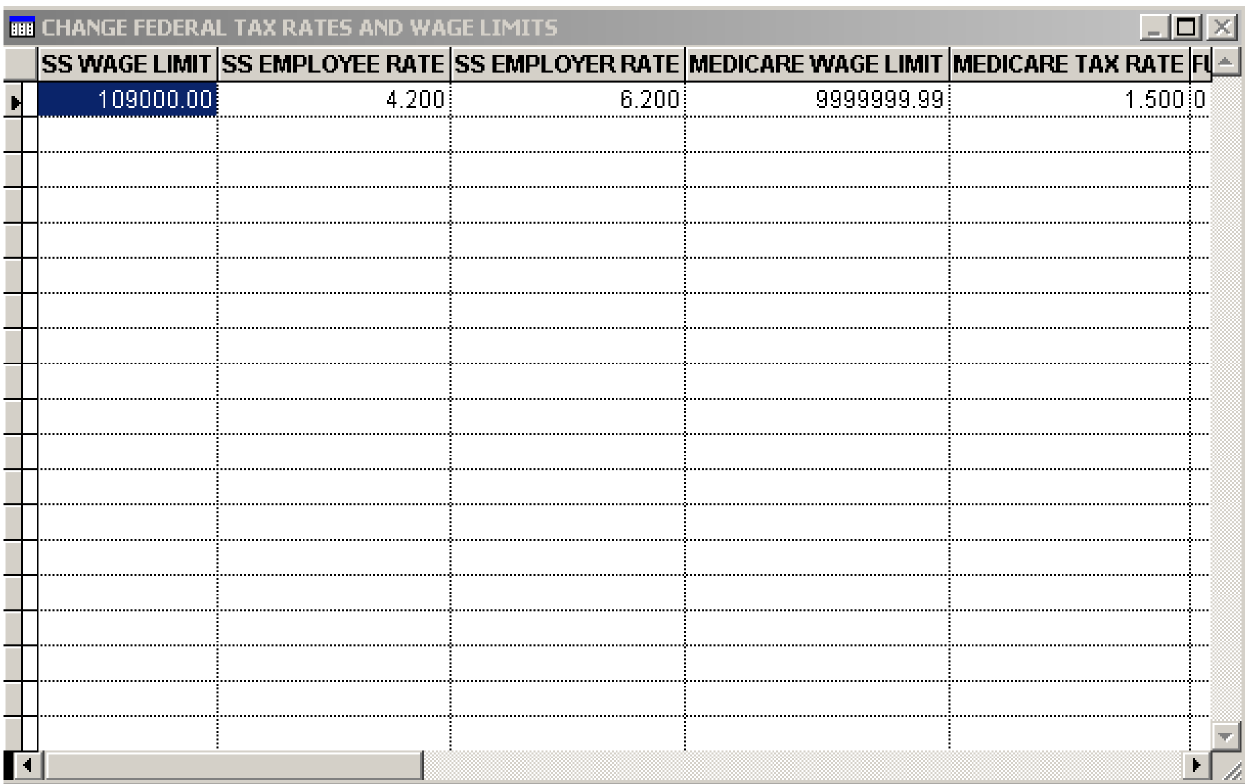
SETTING STATE AND FEDERAL TAX LIMITS

Depending on your location, or on the type of business you have, you may have to adjust Federal and State tax limits manually. The following information will walk you through this.

CHANGE FEDERAL TAX LIMITS

Here is where the Federal Payroll Rates and Limits are entered for social security, Medicare and unemployment taxes. Social security and Medicare are deducted from the employee's wages and matched by the employer. Unemployment taxes are paid only by the employer. No deductions are taken after the wage limits are reached.

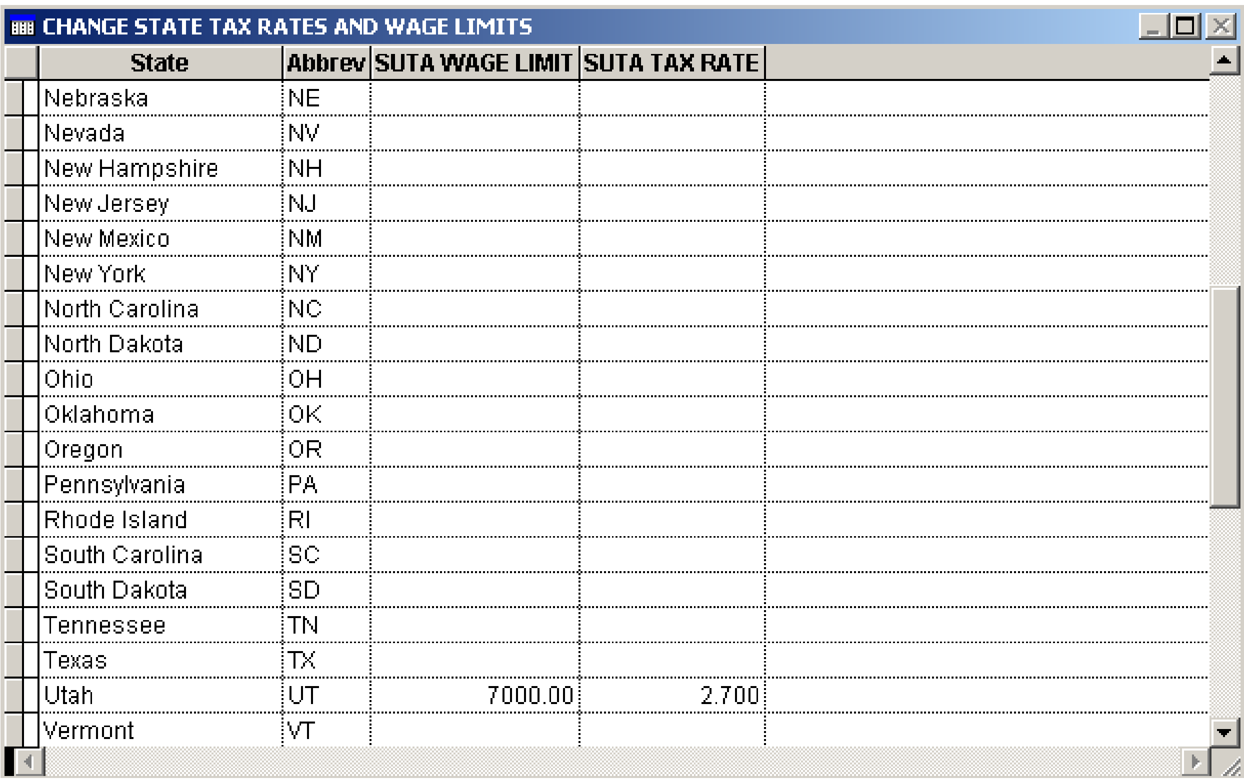
To change Federal Tax Limits, go to **Payroll→Change Federal Tax Limits**. Make the necessary adjustments, and then press F3 to save.



CHANGE STATE TAX LIMITS

Here is where the Tax Rates and Limits for state unemployment taxes are set. The State rates and limits are user entered into a table provided for each state. Enter the necessary information for each state you are required to pay taxes to. The unemployment taxes are paid only by the employer until the wage tax limit is reached.

To change State Tax Limits, go to **Payroll→Change State Tax Limits**. Make the necessary adjustments, and then press F3 to save.


CHANGE STATE TAX RATES AND WAGE LIMITS

State	Abbrev	SUTA WAGE LIMIT	SUTA TAX RATE
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		
Oklahoma	OK		
Oregon	OR		
Pennsylvania	PA		
Rhode Island	RI		
South Carolina	SC		
South Dakota	SD		
Tennessee	TN		
Texas	TX		
Utah	UT	7000.00	2.700
Vermont	VT		

DEFINING EMPLOYEE PAYROLL PARAMETERS

Parameters consist of such things as number of exemptions, married or single, taxing state, taxing city, medical deductions, disability deductions, retirement deductions, extra taxes, tax period (WEEKLY, BIWEEKLY etc.) and garnishments.

Once they are defined they will remain and be used for all subsequent payrolls until they are changed. The last name and first name needs to be defined in the Define Employees screen prior to getting to this point. Employees not yet defined will not appear on this screen and you will not be able to run their payroll until you go to the definition screen and define them. The social security number, the number of withholding allowances 0-10, and the withholding status M=Married S=Single X=Exempt will be displayed in the proper fields if they were entered in the Employee Definition screen.

Employee payroll parameters can be defined by going to the **Payroll→Enter Payroll Parameters.** All employees listed in this function must have their employee parameters completed. The following is a description of the options defined here:

Employee Parameter Field	Description
Employee #	The system displays their Employee #, as defined in the employee setup.
Name	The system displays the Employee's name as defined in the employee setup.
Soc Sec Nbr	The system displays the employee's social security number.
S/M/X/	The employee's withholding status M=Married S=Single X=Exempt will be displayed. This field is modifiable from the parameters screen.
Exemptions	The number of withholding allowances 0-10 will appear here and is modifiable.
Pay Period	Enter the pay period for which you usually pay wages, i.e. Weekly, Biweekly, Semimonthly, Monthly, Quarterly, Semiannually, Annually, Daily.
Taxing State	Enter the two digit State abbreviation for the taxing State.
Taxing City	This is a ten character field.
Medical Ins	Enter the amount to be deducted from the employee's wages for Medical Insurance. Once the amount is entered each time the system does a payroll check for amount entered here will automatically be deducted.
Supplemental Ins	Enter the amount to be deducted from the employee's wages for any Supplemental Insurance.
Long Term Dis	Enter the amount to be deducted from the employee's wages for Long Term Disability Insurance.
Retirement %	Enter the percentage to be deducted from the employee's wages for a Retirement Program.
Tax Retirement?	Enter 'Y' if the retirement is taxable, enter 'N' if the retirement is taxable.

Cafeteria Amount	Enter the dollar amount to be deducted from the employee's wages each period for a Cafeteria Program. This deduction will automatically be made each payroll.
Cafeteria By %	Enter the percentage of gross to be deducted from the employee's wages for a Cafeteria Program. If you are deducting a dollar amount for Cafeteria do not enter a percent here.
Extra Fed Tax	Enter the dollar amount of Extra Federal Withholding Tax to be deducted from each payroll check.
Garish	If the Employee has any garnishments ,such as child support, enter this dollar amount here.
Misc Deduct 1-3	Enter the dollar amount to be deducted from the employee's wages for a miscellaneous expense which the employee needs to reimburse the company, or repay the company for. There can be three of these deductions. Once entered, this amount will be deducted each payroll.
Misc Text 1-3	Enter a short description (ten characters) of the reason for the Miscellaneous.
Std G/L Acct	Within the payroll system, you are able to define default General Ledger accounts for payroll expenses (Payroll-Defin Payroll G/L Accounts). With this Std G/L field, you can override your default settings. For example, if you would like payroll expenses for your managers to post to a different account, you would set this account here.

Modifying General Ledger Payroll Accounts

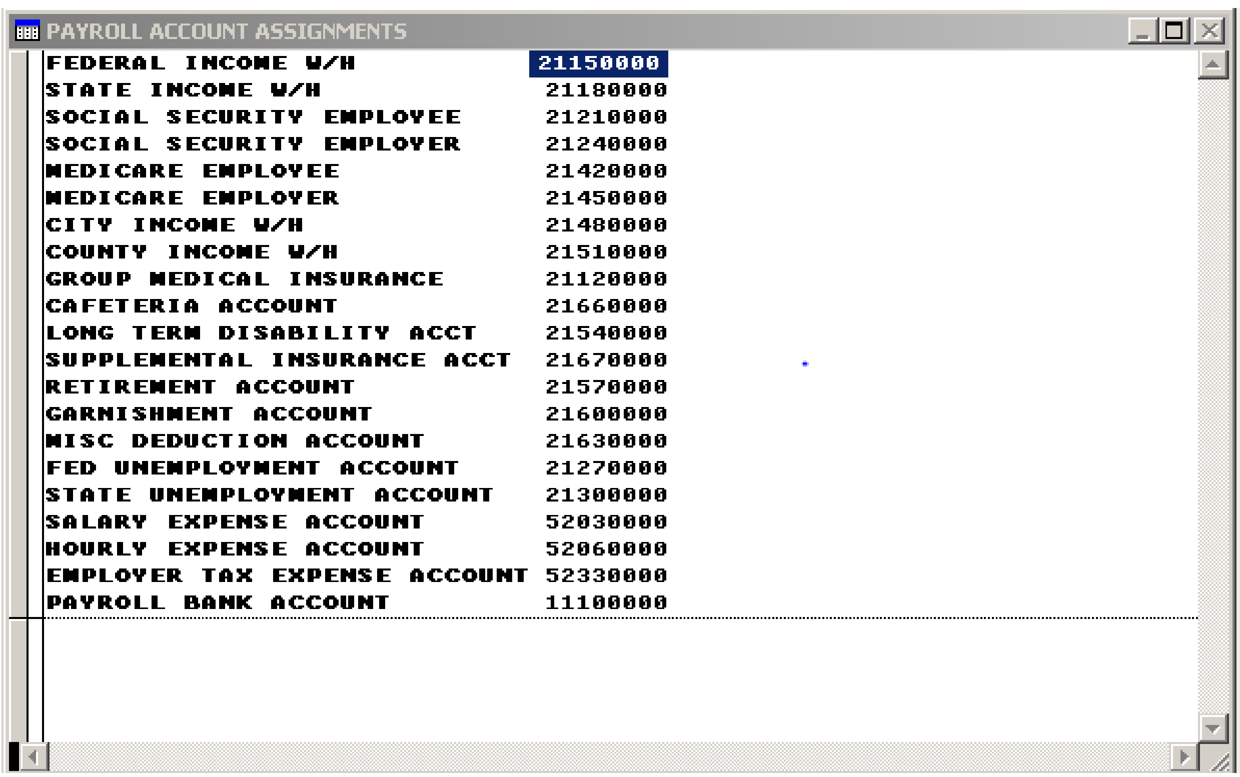
The Payroll Module of BPA automatically posts to the accounts listed below when a payroll is posted. It is important these accounts remain in the Chart of Accounts. If you are using the default General Ledger Chart of Accounts or any of the standard charts found in the Initialize Area of BPA, these accounts will be loaded into this table for you.

If you create your own Chart of Accounts or make modifications by changing any accounts listed here the changed accounts must be enter here also. If you desire to post to only one Social Security and Medicare account for both the employee and employer portions, then enter the same G/L Account number into both fields.

To adjust the Payroll General Ledger Accounts, perform the following steps:

1. Go to Payroll→Define Payroll G/L Accounts
2. For each posting, enter the appropriate G/L account
3. Press the F3 key to save

There must be a valid General Ledger account entered into all of these fields before payroll can be posted.


PAYROLL ACCOUNT ASSIGNMENTS

FEDERAL INCOME W/H	21150000
STATE INCOME W/H	21180000
SOCIAL SECURITY EMPLOYEE	21210000
SOCIAL SECURITY EMPLOYER	21240000
MEDICARE EMPLOYEE	21420000
MEDICARE EMPLOYER	21450000
CITY INCOME W/H	21480000
COUNTY INCOME W/H	21510000
GROUP MEDICAL INSURANCE	21120000
CAFETERIA ACCOUNT	21660000
LONG TERM DISABILITY ACCT	21540000
SUPPLEMENTAL INSURANCE ACCT	21670000
RETIREMENT ACCOUNT	21570000
GARNISHMENT ACCOUNT	21600000
MISC DEDUCTION ACCOUNT	21630000
FED UNEMPLOYMENT ACCOUNT	21270000
STATE UNEMPLOYMENT ACCOUNT	21300000
SALARY EXPENSE ACCOUNT	52030000
HOURLY EXPENSE ACCOUNT	52060000
EMPLOYER TAX EXPENSE ACCOUNT	52330000
PAYROLL BANK ACCOUNT	11100000

ENTERING PAYROLL AND PRINTING PAYROLL CHECKS

Printing Payroll Checks

Once payroll parameters have been defined for each employee, you can begin entering payroll and printing checks.

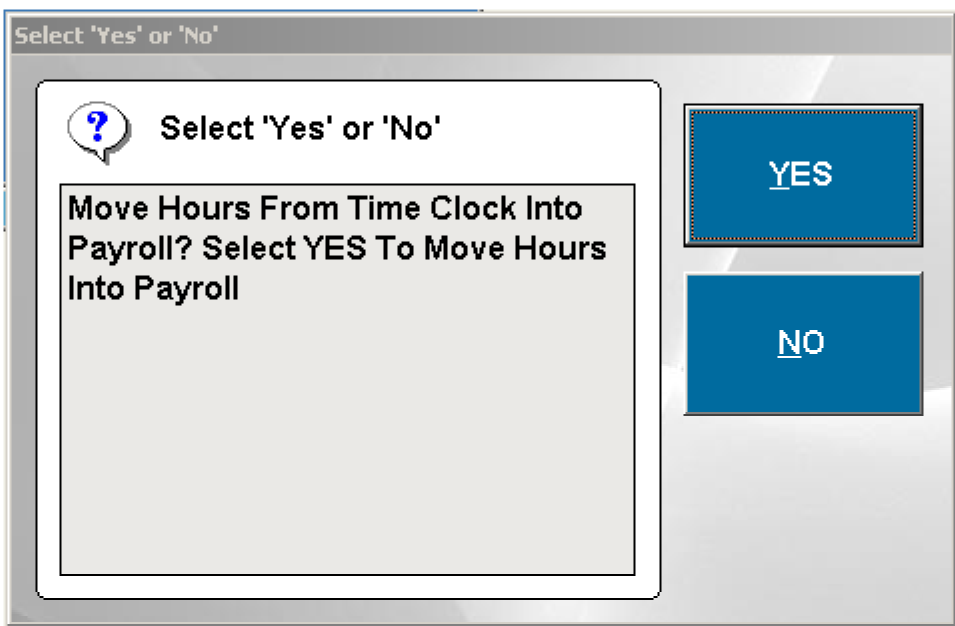
ENTERING PAYROLL FOR HOURLY EMPLOYEES

Employee hours can automatically be moved from the time clock into the payroll module. This transfer can be enabled when you enter payroll hours in the payroll module. You can also enter any pay advance given to the employee. Make sure the advance entered will not make the employees check go negative. The system will not process the employee's check if it is negative.

You can enter up to 3 different rates and the hours worked associated with each rate. Each Rate 1-3 can be used for different jobs performed by the employee. You cannot define an employee as both a hourly worker and a salaried worker. If you assign a hourly rate to an employee the employee will be treated as a hourly worker.

To enter payroll for hourly employees, perform the following steps:

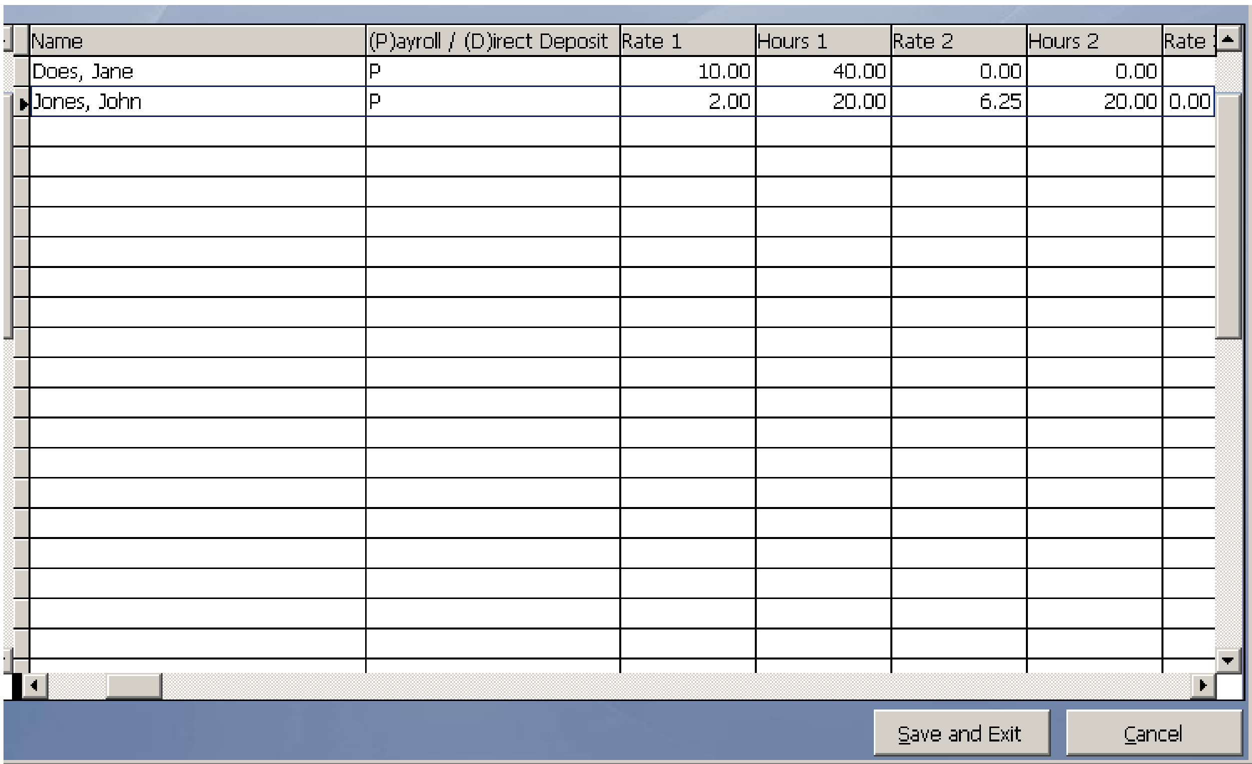
1. Go to Payroll→Enter Payroll Hourly
2. You will first be asked if you would like to move employee hours from your time clock into payroll. If your employees have been clocking in and out of the time clock each day, then you may select Yes for this option. If you are tracking time cards outside the BPA software, select No.



   a. If you select Yes, you will be then asked to enter the date range that you would like to move hours from. Enter the appropriate dates, then press Enter
3. You will then see a screen with all of your hourly employees.
   a. If you have selected the option to move hours automatically from the time clock, scroll through each employee and ensure hours and rates are accurate.
   b. If you did not move hours from the time clock, for each employee that needs to be issued a paycheck, enter the hours and pay rates for those employees.

c. This screen will allow you to specify vacation/sick/holiday hours, bonuses/commissions, and pay advances. Scroll to the right of this screen to edit the rest of these fields.

4. When all appropriate fields have been completed, press Save and Exit to finish entering hours.



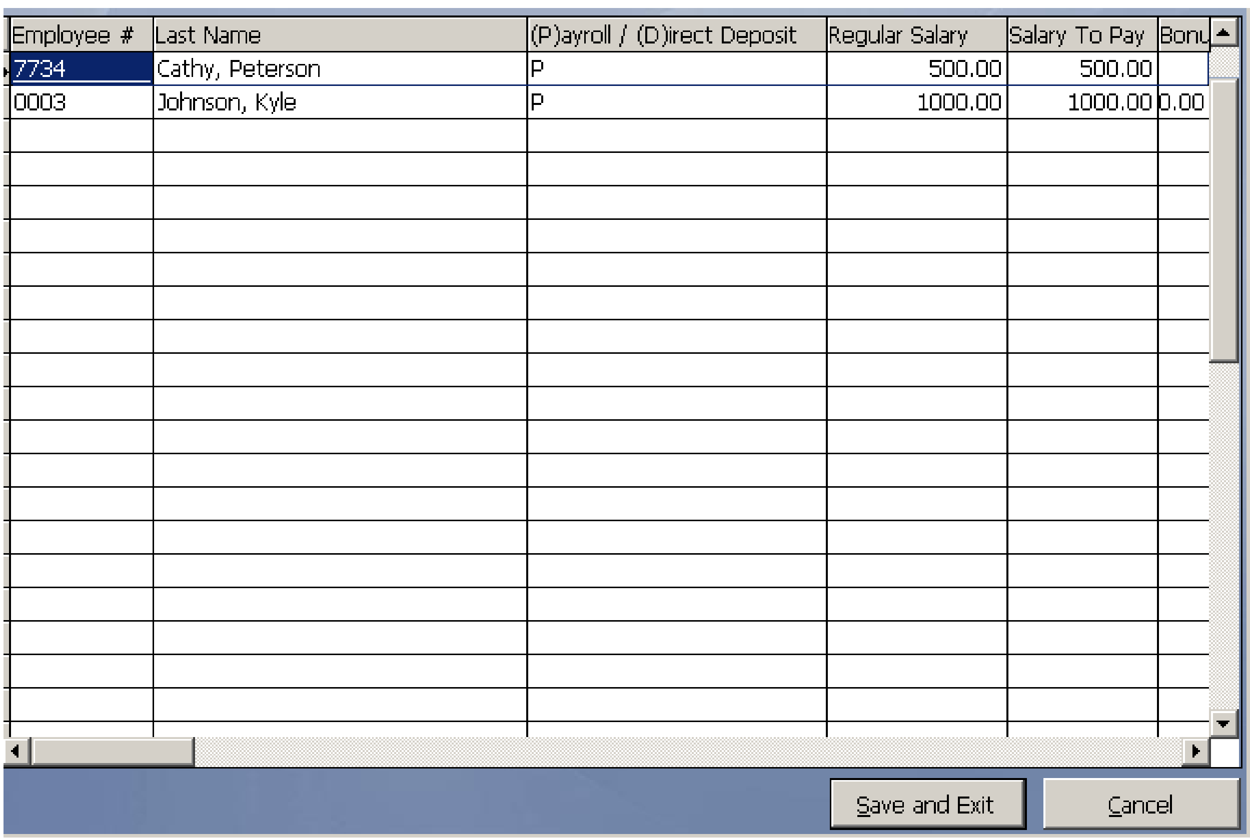
ENTERING PAYROLL FOR SALARIED EMPLOYEES

You need to enter the actual salary for this pay period in the provided field. The normal salary for salaried employees is displayed here. You can also enter any pay advance given to the employee making sure it does not exceed the employee's net pay.

You can not define an employee as both a hourly worker and a salaried worker. If you assign a salary to an employee the employee will be treated as a salaried worker.

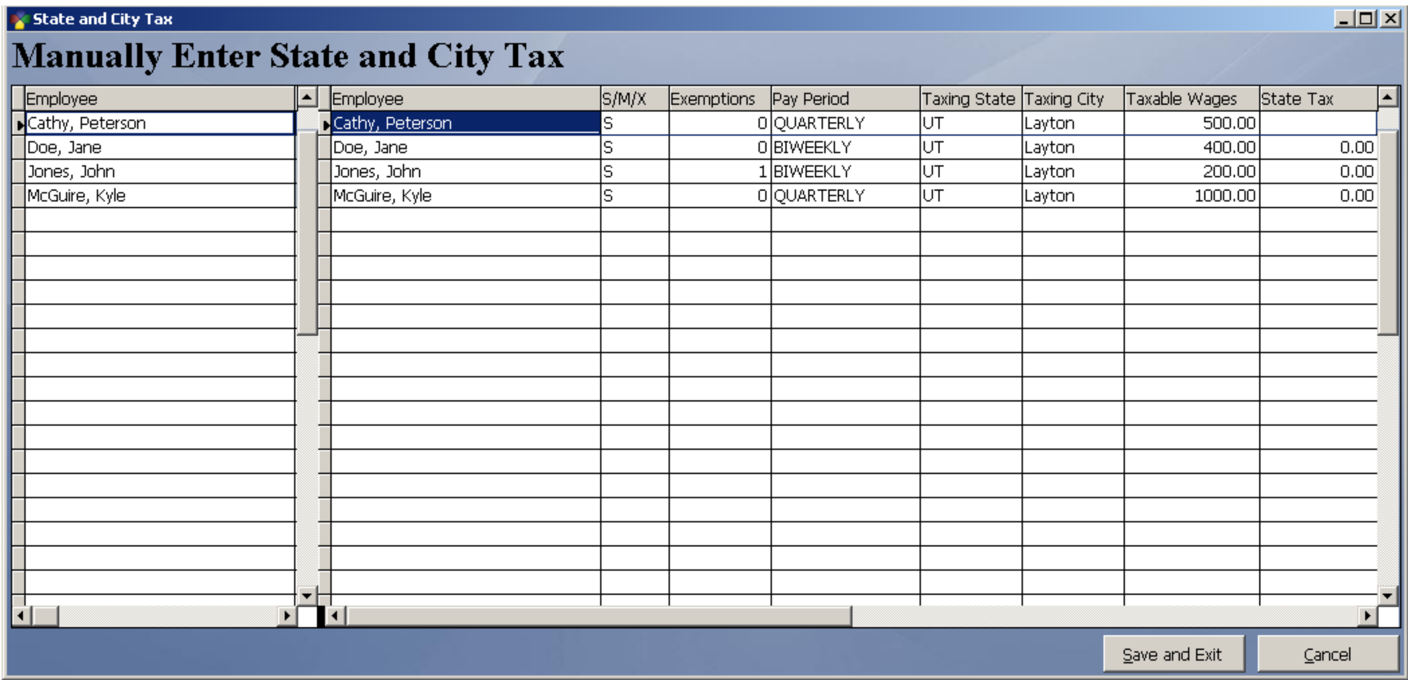
To enter payroll for salaried employees, perform the following steps:

1. Go to Payroll→Enter Payroll Salary
2. You will then see a screen with all of your salary employees.
    a. This screen will allow you to specify the salary to pay for each employee, vacation/sick/holiday hours, bonuses/commissions, and pay advances. Scroll to the right of this screen to edit the rest of these fields.
3. When all appropriate fields have been completed, press Save and Exit to finish entering salaries.



Certain states do not calculate tax based on a percentage. Usually these states provide a table for the dollar amount of taxes to be deducted depending on the amount of the paycheck. If this is the case in your state you can use this function to manually enter the state tax deduction for each check. To do this, perform the following steps:

1. Go to Payroll→Manually Enter State Tax
2. For each employee, enter the amount of state and city tax to be deducted.
3. Press Save when finished.



PRINT A PAYROLL CASH REQUIREMENTS REPORT

Each time you make a change to payroll you should print this report before printing or posting checks. Print the Payroll Cash Requirements report to determine if you have the funds necessary for this payroll. The Payroll Cash Requirements report can be used to audit employee hours if questions should arise after payroll.

To print a Payroll Cash Requirements report, perform the following steps:

1. Go to Payroll→Print Cash Requirements
2. Enter the dates of the payroll period, and then press Enter

Page: 1

CASH REQUIREMENTS REPORT

09/22/11

Business Software Solutions

Pay Period: 08/01/11 - 08/16/11
Pay Date: 08/31/11

GROSS PAY	TAXES	DEDUCT	NET PAY	PAY TYPE	RATE	HOURS	TOTAL	OT RATE	OT HRS	OT TOT
7734: Cathy, Peterson										
500.00	28.50	0.00	471.50							
4: Doe, Jane										
400.00	64.70	0.00	335.30	Cashier	10.00	40.00	400.00	5.23	0.00	0.00
0003: Johnson, Kyle										
1000.00	104.50	0.00	895.50							
1: Jones, John										
200.00	11.40	0.00	188.60	server	10.00	20.00	200.00	3.00	0.00	0.00

GROSS PAY	TAXES	DEDUCT	NET PAY		Total Hours	Total Pay
2100.00	**209.10**	**0.00**	**1890.90**	**Hours 1**	60.00	600.00

NUMBER OF CHECKS: 4

PRINTING PAYROLL CHECKS

After you have printed a Cash Requirements report, and you have confirmed all employee hours/salaries, you can now print payroll checks.

When printing payroll checks, the system will ask for a beginning and ending date for the pay period. The pay period must be at least one day long.

The system will also ask for a starting check number and will use this number as the starting number for printing on the checks. The system prints checks in alphabetical order.

To obtain payroll checks, contact Reliable 2 Go at 801-546-1882 (Ask for Blaine). Or, you can visit their website at http://reliable2go.com (Click on "BPA Checks"). Checks may also be printed to white paper and then hand written.

However, whether you print to actual checks, or on white paper, the payroll checks must be printed each pay period.

Before printing payroll checks, you should make sure that the default printer on your computer is a full size document printer. The following are instructions to set the default printer:

FOR WINDOWS XP USERS

Go to your **Start Menu**, click **Control Panel**, click **Printers and Other Hardware**, and then click **Printers and Faxes**.

Right-click the full size document printer you want to use as the default printer, and then click **Set as Default Printer.** A check mark is displayed on the printer icon to mark it as your default printer.

FOR WINDOWS VISTA USERS

Open Printers by clicking the **Start** button, clicking **Control Panel**, clicking **Hardware and Sound**, and then clicking **Printers**.

Right-click on the full size document printer you want to use, and then click **Set as Default Printer**. A check mark is displayed on the printer icon to mark it as your default printer.

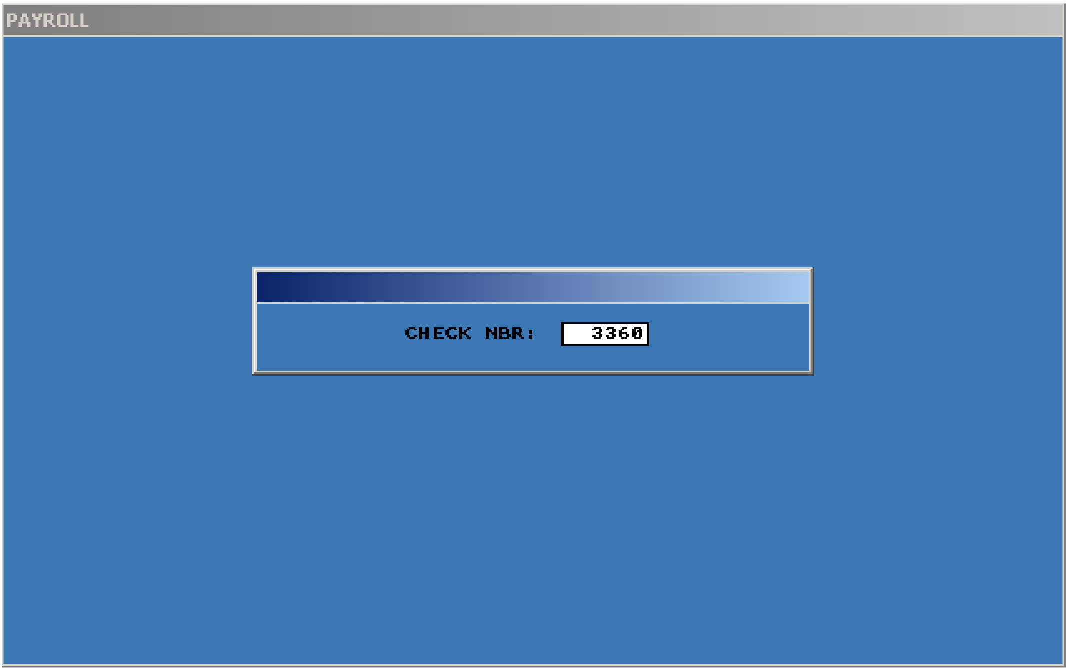
FOR WINDOWS 7 USERS

Open Devices and Printers by clicking the **Start** button, and then, on the Start menu, clicking **Devices and Printers.**

Right-click the full size document printer you want to use, and then click Set **as default printer**. You'll see a check mark on the printer's icon signifying that it's now your default printer.

To print payroll checks, perform the following steps:

1. Go to Definitions→Print Payroll Checks
2. You will see a prompt reminding you to print a Payroll Cash Requirements report. If you have already printed this report, press Yes to continue
3. Enter the pay period dates, and press Enter
4. Enter the first check number that should be printed. Again, the system prints checks in alphabetical order.



5. At this point, payroll will be printed to your default printer.
6. Finally, you will be asked if you want to post the payroll into the General Ledger. If you are satisfied with the payroll checks, then go ahead and click Post Now. Otherwise, click Post Later.

RESOLVING INCORRECT PAYROLL CHECKS

Reprinting Payroll Checks

Reversing a Posted Check

REPRINTING PAYROLL CHECKS

If a mistake was made on a payroll check(s), and **payroll for that period has not been posted**, you can re-run payroll and use the Reprint Payroll Checks option.

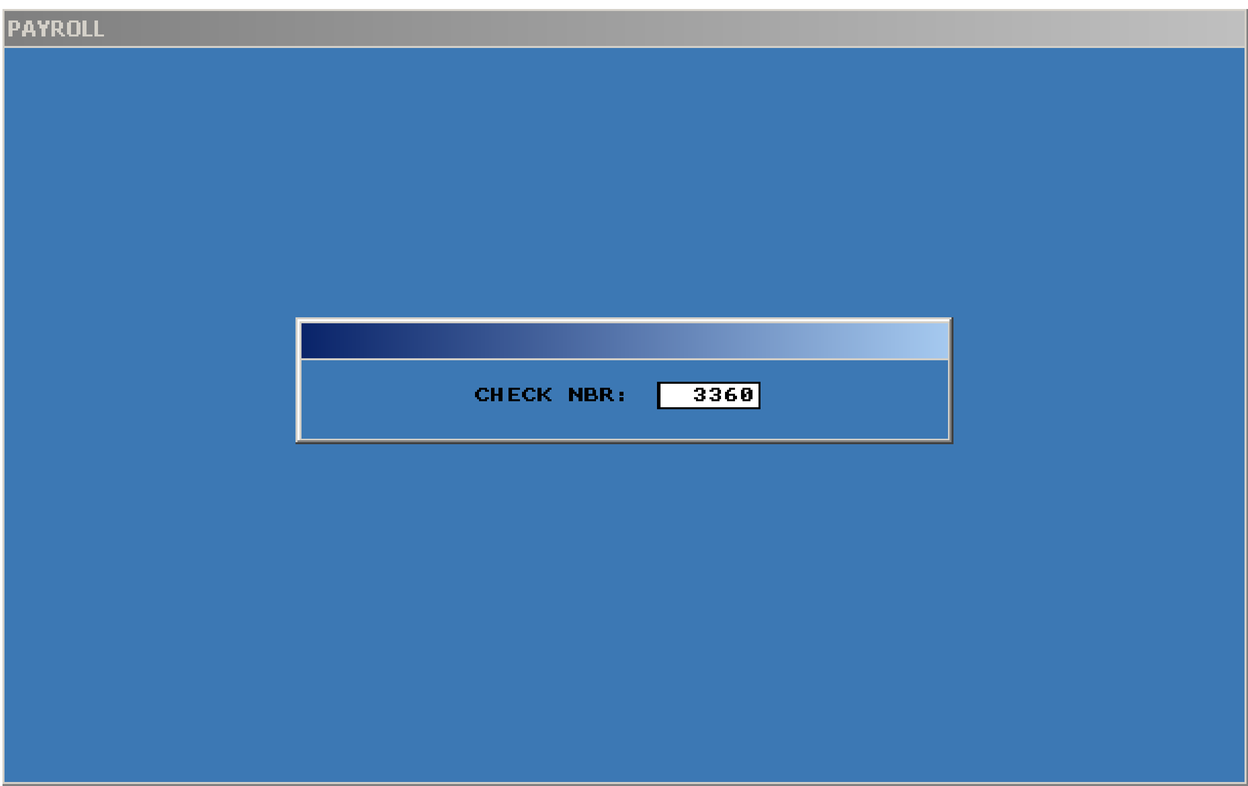
For example, if an employee did not have enough hours on their paycheck, you can go back to Enter Payroll Hourly, adjust the employee's hours, reprint the Cash Requirements Report, and then perform Reprint Payroll Checks.

With the Reprint Payroll Checks function, there is no option to reprint a single check…all checks for the pay period will be reprinted. Also, the previous check numbers that were used cannot be used again.

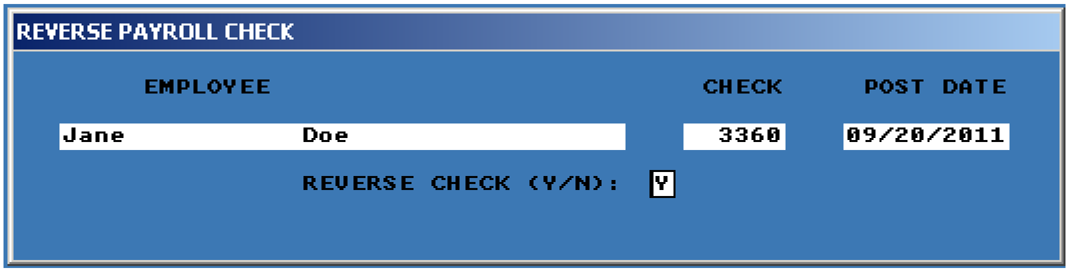
REVERSING A POSTED CHECK

If you have paid an employee and posted his/her, check you can reverse the check using the Reverse Posted Check function.

When choosing this option, you will be asked to enter the check number you want to reverse. If you do not know the check number, you can press the F8 key on your keyboard to view a list of payroll checks. Highlight the check you want to reverse, then click Pick this Record.



You will then be asked to confirm the reversal. The system will then display the employee name, check #, and date the check was posted.



Finally, you will also be asked if you want to print a reversal posting report.

Payroll checks are reversed individually.   If this employee is going to be paid you will have to re-run the payroll for that employee.

REPORTING

Payroll History Report

Payroll Register Report

Payroll Tax Reports

Payroll Summary Report

Printing W-2s

The payroll system has numerous reports to keep track of employee wages, taxes, etc. The following is a list of those reports.

PAYROLL HISTORY REPORT

Use the payroll history report to view past payrolls. The histories may be printed for one employee or all employees and they are date delimited.

Page: 1

PAYROLL HISTORY REPORT

09/22/11

Business Software Solutions

08/01/11 TO 08/31/11

	GROSS	NET	FED	SSEC	MDCR	STATE	CITY	EIC	TIPS/DED
7734: Cathy, Peterson	**Pay Period:** 08/01/11 - 08/16/11		**Post date:** 08/31/11						
Current Totals:	500.00	471.50	0.00	21.00	7.50	0.00	0.00	0.00	0.00
YTD Totals:	500.00	471.50	0.00	21.00	7.50	0.00	0.00	0.00	0.00
4: Doe, Jane	**Pay Period:** 08/01/11 - 08/16/11		**Post date:** 08/31/11						
Current Totals:	400.00	335.30	31.90	16.80	6.00	10.00	0.00	0.00	0.00
YTD Totals:	1500.00	1202.21	155.30	63.00	22.50	56.99	0.00	0.00	0.00
0003: Johnson, Kyle	**Pay Period:** 08/01/11 - 08/16/11		**Post date:** 08/31/11						
Current Totals:	1000.00	895.50	47.50	42.00	15.00	0.00	0.00	0.00	0.00
YTD Totals:	1000.00	895.50	47.50	42.00	15.00	0.00	0.00	0.00	0.00
1: Jones, John	**Pay Period:** 08/01/11 - 08/16/11		**Post date:** 08/31/11						
Current Totals:	200.00	188.60	0.00	8.40	3.00	0.00	0.00	0.00	0.00
YTD Totals:	11777.65	1110.10	78.81	54.60	19.50	36.99	0.00	0.00	10477.65

PAYROLL REGISTER REPORT

To see each employee's deductions and totals for a pay period(s) you can print the payroll register report. You can also see the regular, overtime, other, vacation and sick hours.

Page: 1

PAYROLL REGISTER
BY DATE
Business Software Solutions
08/01/11 TO 08/31/11

09/22/11

Check	Post Date	Net Pay	Gross Pay	Federal W/H	Medi-care	Social Security	State W/H	City W/H	Total Tips/Ded	Hrs 1 OT	Hrs 2 OT	Hrs 3 OT	Vac Hours	Sick Hours
Cathy, Peterson										0.00	0.00	0.00		
3352	08/31/11	471.50	500.00	0.00	7.50	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Doe, Jane										400.00	0.00	0.00		
3353	08/31/11	335.30	400.00	31.90	6.00	16.80	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Johnson, Kyle										0.00	0.00	0.00		
3354	08/31/11	895.50	1000.00	47.50	15.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jones, John										200.00	0.00	0.00		
3355	08/31/11	188.60	200.00	0.00	3.00	8.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS:		1890.90	2100.00	79.40	31.50	88.20	10.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00
									OT Totals	0.00	0.00	0.00		

EMPLOYER MEDICARE CONTRIBUTION:	31.50
EMPLOYEE MEDICARE CONTRIBUTION:	31.50
EMPLOYER SSEC CONTRIBUTION:	130.20
EMPLOYEE SSEC CONTRIBUTION:	88.20
FEDERAL TAXES WITHHELD:	79.40
TOTAL FEDERAL DEPOSIT:	360.80
EARNED INCOME CREDITS PAID:	0.00

Page: 1

PAYROLL DEDUCTIONS
BY DATE
Business Software Solutions
08/01/11 TO 08/31/11

09/22/11

Check	Tips	Medical	LT Dis	Retire	Advances	Garnish	Cafeteria	Misc 1	Misc 2	Misc 3
Cathy, Peterson										
3352	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Doe, Jane										
3353	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Johnson, Kyle										
3354	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jones, John										
3355	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

PAYROLL TAX REPORT

This report can be printed for each quarter of a year as well as for the entire year. The report contains the quarterly and year-to-date totals for every employee's Gross Wages, Federal Withholding Taxes, Social Security and Medicare Taxes, and State Withholding Taxes.

The report is useful in preparing the Employer's Quarterly Federal Tax Return.

The Federal and State Unemployment Taxes are also calculated. The Tax Rates and Limits entered in the Payroll selection by that name are used to calculate taxes for this report.

Page 1 **PAYROLL TAX REPORT** 09/22/11

Business Software Solutions

07/01/11 TO 09/30/11

	(GROSSWAGES-NONTAXABLE)		FEDERAL W/H		MEDICARE		SOCIAL SECURITY		STATE W/H		EIC	
	QTR	Y.T.D.	QTR	Y.T.D.	QTR	Y.T.D.	QTR	Y.T.D.	QTR	Y.T.D.	QTR	Y.T.D.
7734: Cathy, Peterson												
	500.00	500.00	0.00	0.00	7.50	7.50	21.00	21.00	0.00	0.00	0.00	0.00
4: Doe, Jane												
	400.00	1500.00	31.90	155.30	6.00	22.50	16.80	63.00	10.00	56.99	0.00	0.00
0003: Johnson, Kyle												
	1000.00	1000.00	47.50	47.50	15.00	15.00	42.00	42.00	0.00	0.00	0.00	0.00
1: Jones, John												
	200.00	11777.65	0.00	78.81	3.00	19.50	8.40	54.60	0.00	36.99	0.00	0.00
TOTALS:	2100.00	14777.65	79.40	281.61	31.50	64.50	88.20	180.60	10.00	93.98	0.00	0.00

Form 941 Information

	Wages	Tax	
Number of employees:			4
Total taxable wages:			2100.00
Federal income tax withheld:			79.40
Social security wages:	2100.00 x .104 =	218.40	
Social security tips:	0.00 x .104 =	0.00	
Medicare wages:	2100.00 x .030 =	63.00	
Total social security and medicare taxes:			281.40
Total taxes before adjustments:			360.80
ADJUSTMENTS:			
Fractions of cents:		0.00	
Soc. sec. & med not collected on tips:		0.00	
TOTAL ADJUSTMENTS:			0.00
Total taxes after adjustment:			360.80

Form 940 & Other Information

Total payments to employees:		2100.00
Non-taxable wages:	0.00	
Taxable over FUTA limit:	200.00	
Total NON-FUTA wages:		200.00
Total FUTA wages:		1900.00
FUTA Tax (at 0.800%):		15.20
Total SUTA wages:		0.00
SUTA Tax (at 0%):		0.00
Total tip sales:		0.00
Tips as a % of sales:		0.00%

PAYROLL SUMMARY REPORT

The Payroll Summary Report lists each employee with gross wages, taxes, deductions, and garnishments for a given date range.

Page 1

PAYROLL SUMMARY REPORT

09/22/11

Business Software Solutions

08/01/11 TO 08/31/11

	GROSS	NET	FED	SSEC	MDCR	STATE	CITY	GARNISH	DEDUCT
0003: Johnson, Kyle									
	1000.00	895.50	47.50	42.00	15.00	0.00	0.00	0.00	0.00
1: Jones, John									
	200.00	188.60	0.00	8.40	3.00	0.00	0.00	0.00	0.00
4: Doe, Jane									
	400.00	335.30	31.90	16.80	6.00	10.00	0.00	0.00	0.00
7734: Cathy, Peterson									
	500.00	471.50	0.00	21.00	7.50	0.00	0.00	0.00	0.00
TOTALS:	**2100.00**	**1890.90**	**79.40**	**88.20**	**31.50**	**10.00**	**0.00**	**0.00**	**0.00**

PRINTING W-2S

W-2's are printed using the Year to Date totals from the employee's data file. If these totals are not correct the W-2's will not be correct. Check your employee files and correct them if necessary before printing W-2's.

Employee fields used to print W-2's are federal income tax, state income tax, gross wages, social security tax, and Medicare tax.

BPA does not print the W-2 form, we print only the data. W-2's can be printed on a "2-Up" W-2 form purchased at your local office supply store.

OTHER PAYROLL FUNCTIONS

After The Fact Payroll

Direct Deposit

AFTER THE FACT PAYROLL

This feature allows the entry of manually written or third party generated payroll checks. The employee must be defined to the system to use this function.

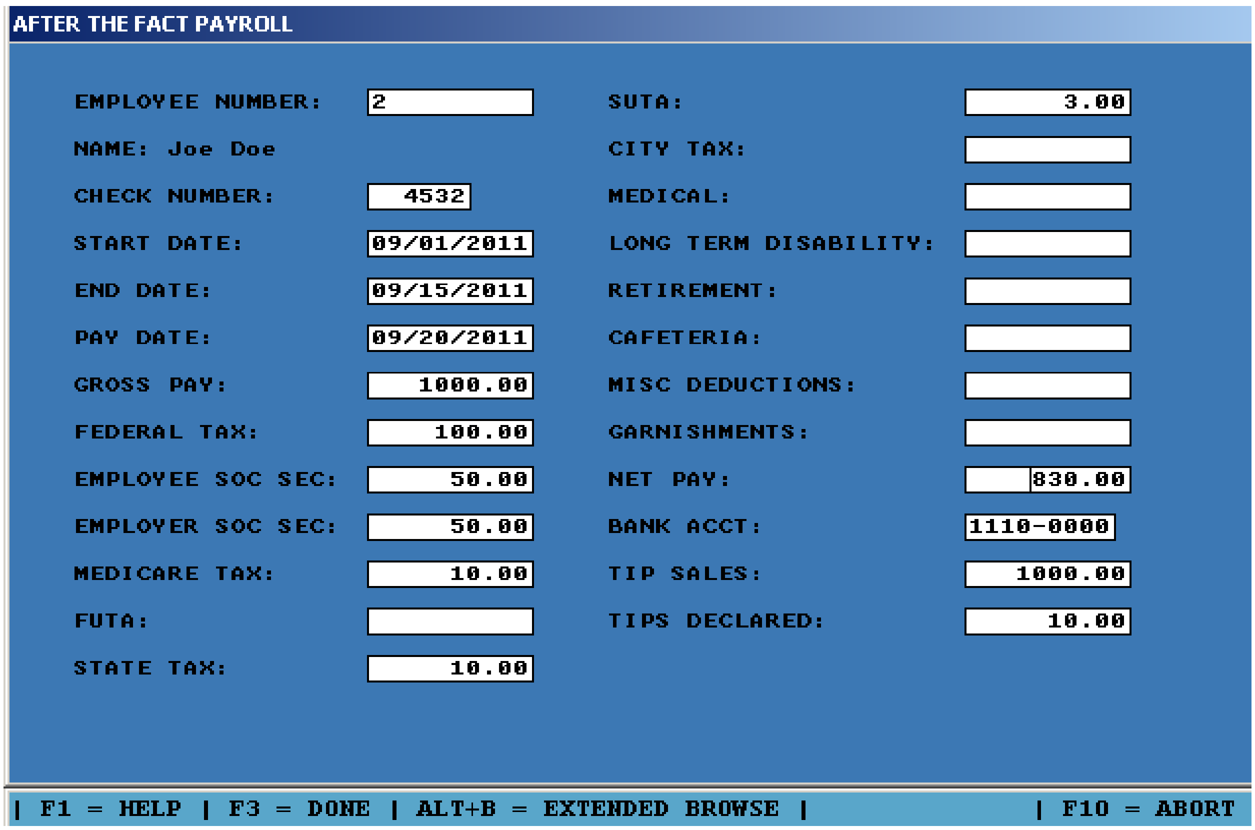
When payroll checks are entered with the After-The-Fact feature all the regular payroll reports are available to you. The Payroll History Reports, Payroll Tax Reports, Summary Quarterly Report, and W-2's will all function as if the checks had been printed by BPA.

To enter After the Fact payroll, perform the following steps

1. Go to Payroll→After The Fact Payroll
2. Click the Add button
3. The following fields need to be entered. Press F3 on your keyboard once all fields have been entered.

Field	Description
Employee Nbr	Enter the employee id number.
Name	The system displays the employees name associated with the above number.
Check number	Enter the number of the check written to the employee.
Start Date	Enter the start date for the pay period.
End Date	Enter the end date for the pay period.
Pay Date	Enter the date the employee was paid.
Gross Pay	Enter the Gross amount of the employee's earnings.
Federal Tax	Enter the Federal Withholding Tax deducted from the employee's earnings.
Employee Soc Sec	Enter the amount of Social Security Tax deducted from the employee's earnings.
Employer Soc Sec	Enter the amount of Social Security Tax paid by the employer
Medicare Tax	Enter the amount of Medicare Tax deducted from the employee's earnings.
Futa	Enter the amount of Federal Unemployment Tax paid by the Employer based on the gross wages multiplied by the Federal percentage.
State Tax	Enter the amount of State Withholding Tax deducted from the employee's earnings.
Suta	Enter the amount of State Unemployment Tax paid by the Employer based on the gross wages multiplied by the State percentage.
City Tax	Enter the amount of City Tax paid by the Employer based on the gross wages multiplied by the City Tax percentage .
Medical	Enter the amount deducted from the employee's wages for medical insurance.
Long Term Disability	Enter the amount deducted from the employee's wages for long term disability insurance.
Retirement	Enter the amount deducted from the employee's wages for a retirement program.
Cafeteria	Enter the amount deducted from the employee's wages pre-taxed for a Cafeteria Plan.

Misc Deductions	Enter the amount deducted from the employee's wages for miscellaneous deductions like pay advances , tools, supplies, etc.
Garnishments	Enter the amount deducted from the employee's wages for garnishment of wages.
Net Pay	Enter the amount of Net Wages paid the employee. **Note:** If the Net Pay + Deductions does not equal gross wages, a warning message will appear. You will not be allowed to post an unbalanced payroll check.
Bank Account	Enter the G/L Bank account number from which the wages should be deducted. Each After-The-Fact Payroll checks may be posted to a different G/L Bank account. This account must be defined to the system prior to posting.



4. To ensure all fields have been entered correctly, in the After the Fact Payroll function, you can View Pre-Post Payroll to view what will be posted. If an employee needs to be corrected, within After the Fact Payroll, select the Modify option.
5. After the checks have been entered return to the Payroll Menu and select the Post Payroll selection to post After-The-Fact Payroll.

DIRECT DEPOSIT

Business Plus Accounting has a direct deposit function that creates a file to be sent to your bank. The file is based on the Automated Clearing House (ACH) format…a standard format used by most banks.

Direct Deposit Parameters are setup in the Payroll→Direct Deposit Parameters.

Within this function, you will enter your company information, and your employee bank information. The system will then generate a direct deposit file that you can email to your bank.

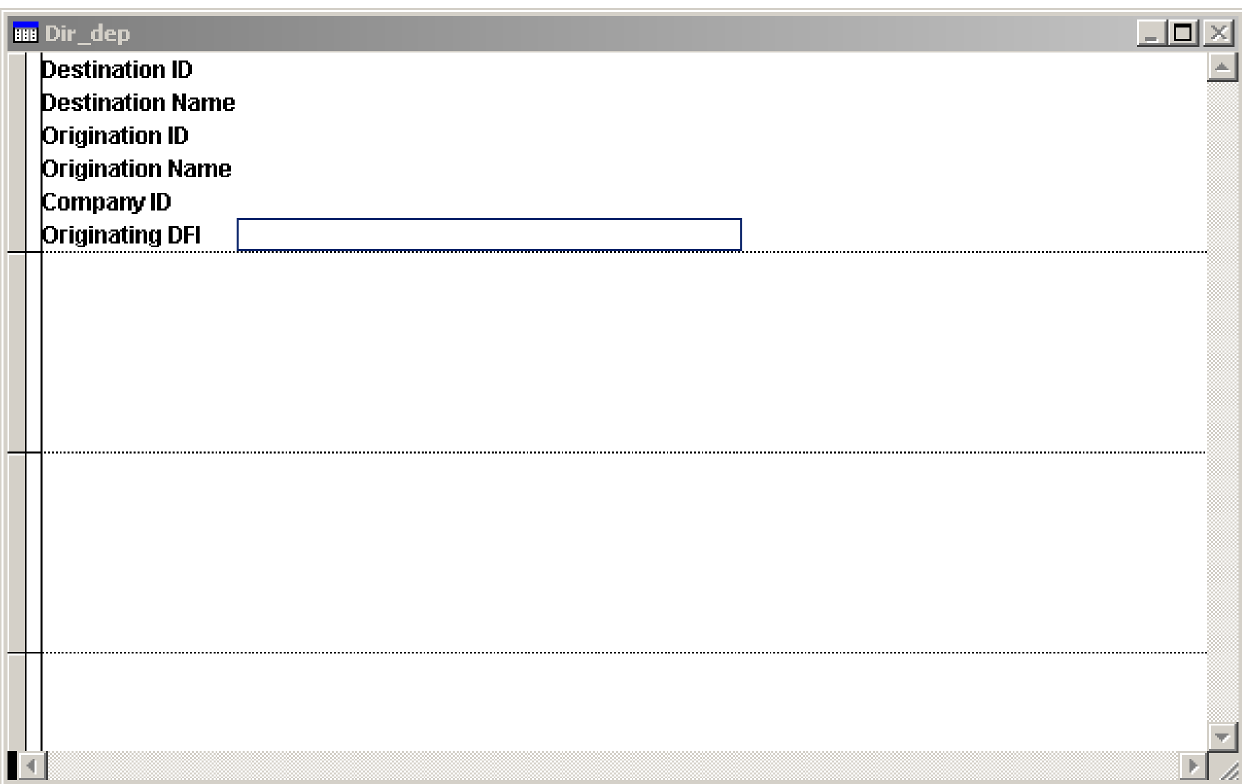
Note: When Entering Payroll Hourly/Salary, be sure to specify the employees who will be using Direct Deposit. See the Enter Payroll Hourly or Enter Payroll Salary section for more information.

ENTERING YOUR COMPANY INFORMATION

The first step in setting up a direct deposit file is to enter your company's direct deposit parameters into the system. You will do this by going to **Payroll→Direct Deposit Parameters→Company Direct Deposit Parameters**.

The information that you will enter into this screen will be given to you by the bank that processes your direct deposit. Give your bank a call, and ask for the information that should be in these fields.

Press the F3 key on the keyboard when you have finished entering this information



ENTERING EMPLOYEE INFORMATION

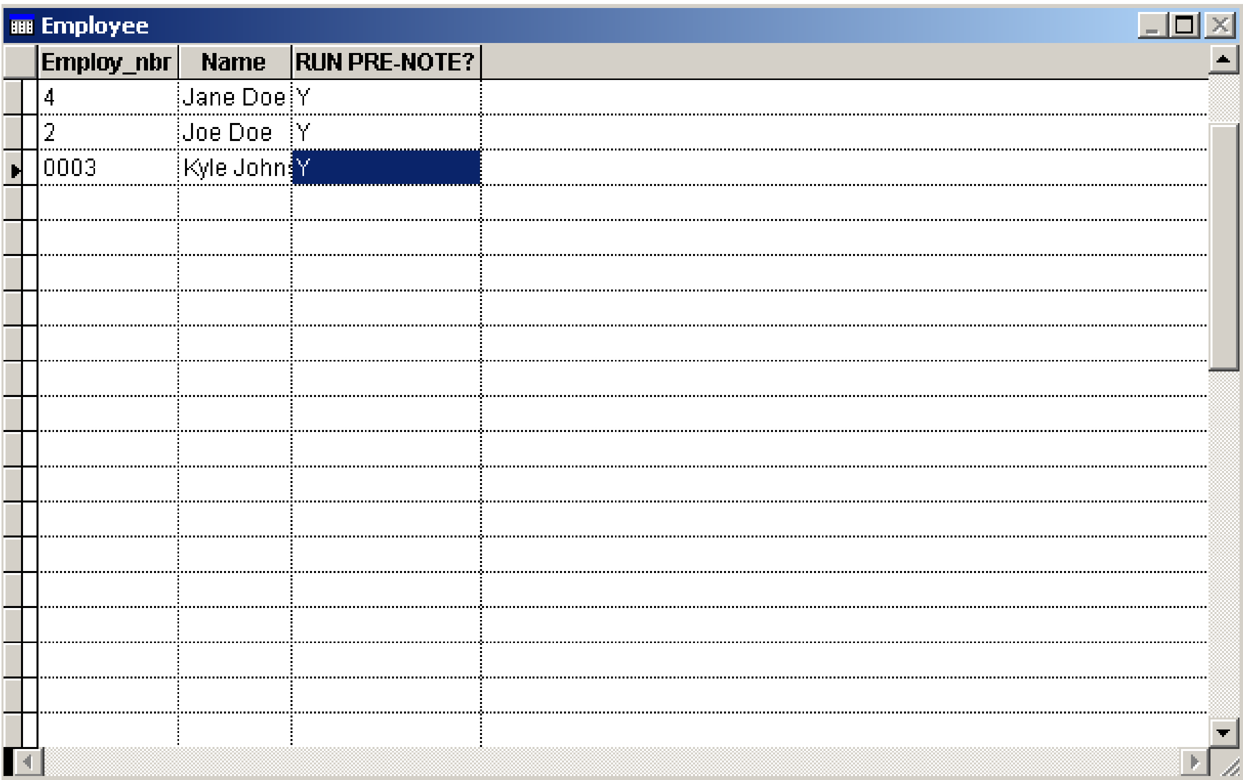
Next, you will enter your employee information. To do this, within the Direct Deposit Parameters function, you will choose **Employee Direct Deposit Parameters**. The following fields for each employee will need to be entered:

Field	Field Description
Name	This is the name of the employee from the Define Employees function
Dir Dep Acct 1-3	Here you will enter the employee's routing number and bank account number. Enter both numbers, with no spaces (i.e. "123456789123456789"). The direct deposit function will allow you to specify up to three (3) bank accounts for each employee.
(D)emand/(S)avings	This specifies if the bank account will be a checking (demand) or savings account. Enter "D" for demand…"S" for savings
Acct 1-3 Desc	Enter a description of this bank account (i.e. Primary bank account)
Deposit 1-2	If the employee has multiple bank accounts setup, you can specify the amounts that will be posted to each account. For example, if an employee normally receives $700 every week, they may have $500 posted to Account 1 and $200 posted to Account 2.

CREATE THE DIRECT DEPOSIT FILE

Finally, within the Direct Deposit Parameters function, you will create the direct deposit file by choosing Run Pre-Notifications Transactions.

You will first see a screen with all of the employees that have been setup for direct deposit. For employees that will need to be paid, in the Run Pre-Note field, enter a Y for those employees. Press F3 to save when finished.



Next, you will be asked where you would like to save the direct deposit file. Enter a filename for the file, and then press OK.