

Sage DacEasy

2012



● Payroll
User's Guide



Sage DacEasy

Payroll



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• Welcome •

Overview

Welcome to Sage DacEasy Payroll. Sage DacEasy Payroll makes automating your payroll a simple process, yet offers you the power and sophistication of much more expensive payroll systems. For more than a decade, we have listened to our customers' suggestions to develop a robust payroll system with the features needed to successfully grow a business.

This *User's Guide* assists you with setting up your company and details basic payroll routines. For more detailed instructions on related or advanced features, the *User's Guide* includes a "Related Help Topics" section. Each "Related Help Topics" section in the *User's Guide* lists the related topics included in the Sage DacEasy Payroll Help system. Use the **Contents** tab or the **Index** tab in the Help to locate the topic.

Refer to the *Getting Started Guide* for assistance with using Help, documentation conventions and other methods of obtaining assistance with your software. The *Getting Started Guide* also includes information on installing Sage DacEasy and adding or converting company files with the Sage DacEasy Business Center. In addition, global Sage DacEasy features such as printing and using the LookUp are explained.

Note: If you choose to use the Sage DacEasy Business Center, and select a scheme with multiple Sage DacEasy programs, please note the following change regarding menu selections. When this *User's Guide* instructs you to select a command from a menu in Sage DacEasy Payroll, select the **Payroll** menu in the Sage DacEasy Business Center, and then proceed with the steps. For example, if the *User's Guide* instructs you to select **Copy** from the **File** menu, you have to select **File** from the **Payroll** menu in the Sage DacEasy Business Center, and then select **Copy**.

Key Features

The following information highlights some of the many powerful features in Sage DacEasy Payroll.

Note: For a list of key features common to all Sage DacEasy programs, refer to Chapter 1, "Welcome" in the *Getting Started Guide*.

Stand Alone Module or Interfaced with Sage DacEasy Accounting

Sage DacEasy Payroll can be run as a stand alone program or as an add-on module to Sage DacEasy Accounting. If you currently use Sage DacEasy Accounting, you can set up a direct interface to the Sage DacEasy Accounting General Ledger module. Then, when you post a payroll, the appropriate accounts are updated in the General Ledger automatically.

Processing Payrolls Easily

Payrolls are a snap to process using the Transaction Entry, Time Card Entry and Calculate Payroll routines. You can enter any out of the ordinary payroll situation, such as paying vacation or sick time using the Transaction Entry routine. You can also enter time cards for your hourly employees using the Time Card Entry routine, and the regular and overtime is automatically calculated for you. The Calculate Payroll routine automatically calculates a full payroll for all other selected employees and calculates the liabilities and deductions for employees with time cards and other manual entries you made using the Transaction Entry routine.

Sage DacEasy Payroll lets you choose which employee pay type you want to include when you automatically calculate a payroll. This allows you to generate a payroll for only hourly employees if you want. You also have the ability to calculate payroll for a select number of employees in a range or certain frequencies.

Renew Payroll

The Renew Payroll feature allows you to select any previously posted payroll and reuse that payroll as a template for a new payroll. The selected posted payroll is used to copy most of the transactions that you usually use when processing a payroll. For more information on this feature, refer to Chapter 5, "Processing Payroll."

Blanket Entry

The Blanket Entry feature dramatically reduces the time and error associated with making payroll entries. You can define the common exceptions once, along with the set of employees affected, and Sage DacEasy generates the necessary transactions for each individual employee. Once the transactions have been generated, you can continue the normal payroll process, as well as add non-conforming exceptions to individual employees if necessary. For more information on this feature, refer to Chapter 5, "Processing Payroll."

Automatic Employee Loan Repayment

With the Automatic Employee Loan Repayment feature, it has never been easier for your employees to pay off a loan or repay for supplies and equipment to the company.

This feature allows you to create a loan for an employee that automatically repays the loan as a recurring deduction. This works as a negative deduction that automatically stops calculating when the amount reaches zero. This type of deduction code also carries the balance to the next year after closing the current year. For more information on this feature, refer to the Help topic titled "Setting up a repayment deduction."

Increased Field Sizes

Certain fields in Sage DacEasy Payroll have been extended to accommodate larger memos giving you more flexibility to provide detailed memo information. The employee memo field has increased from 30 characters to 40 characters. In addition, both the payroll check memo and tax deposit check memo have increased from 20 characters to 40 characters.

Select Individual Employees When Printing Checks and Advices

Now you can print checks for only the employees you want in a single run, even if they have nonconsecutive employee information. When you use this feature, a list of all employees in the range you select appears. You can pick only the employees you want included when printing checks. This feature is also available in the new Direct Deposit Advice feature. For more information on this feature, refer to Chapter 5, "Processing Payroll."

Exclude Social Security Number On Payment Forms

This new feature allows you to protect your employee's social security number, considered by most confidential information. At check and direct deposit advice print time, you have the option of masking the social security number.

Exclude Routing and Bank Account Numbers on Payment Forms

You now have the option of hiding the bank account and routing numbers on direct deposit advices and checks. These preferences are easily available at check or direct deposit advice print time.

OCReady Long Stub Checks

This feature allows you to print more detail lines on your payroll check stubs. You can print up to 27 earnings and 27 deductions on the check as opposed to the limited 10 from previous versions. Also, vacation and sick time print in an area specifically designed for this purpose. To use this feature select **OCReady Long Stub Format** as the Check Type option on the **Payments Settings** tab of the **System Preferences** dialog box. For more information on this feature, refer to Chapter 5, "Processing Payroll."

Direct Deposit Advice

You can print a Direct Deposit Advice also known as Direct Deposit Slips for employees using direct deposit. This saves you time and money. You no longer have to void checks for those employees using direct deposit to provide them with their payroll information. For more information on this feature, refer to Chapter 5, "Processing Payroll."

Direct Deposit Disbursement Report

This report for Direct Deposit Disbursements allows better reporting of the employees' payment history. The Direct Deposit Disbursement Report available in Sage DacEasy is based on the Direct Deposit History, so it is always available for current or past payrolls. The Direct Deposit Disbursement Report that prints after creating your Direct Deposit file includes payment information for the current payroll.

You also have access to past payment history by viewing and printing the Deposit History from the **Edit Employee Information** and **Edit Employee Accumulations** dialog boxes. You also have access to the new Direct Deposit History information when creating custom reports in DacAccess and Crystal Reports.

Reconcilable Direct Deposit Transactions

In previous versions, the Check Reconciliation routine could be complicated and confusing when an employee was partially paid with direct deposit and a check was printed for the remaining portion. This confusion was because a Check Register entry was created for the full amount the employee was paid (both the amount paid by direct deposit and the amount paid by check) and not just the amount for which the check was printed. Sage DacEasy creates Check Register entries for the amounts paid by check, as well as creates separate Check Register entries for the direct deposit payments. This feature allows you to accurately track the Check Register information and reconcile your bank account.

Employee Method of Payment History

Posted employee payment information is stored in the Payroll Detail History files. Unlike the previous versions, you can differentiate the amounts paid to employees if they were paid by check and direct deposit.

When printing checks or direct deposit advices, a snap shot of the current direct deposit information is stored in a temporary file. When you post a payroll transaction, the information stored in the temporary file is transferred to the Payroll Detail History files. A new file is added to the Payroll Detail History file set to store the records for direct deposit only. Only those employees that have direct deposit are included in this new file.

Once you post your payroll transactions, you can view the direct deposit information in the Payroll Transaction History LookUp. To view this direct deposit information, select **History** from the **Edit Employee Information** or **Edit Employee Accumulations** dialog box, select a direct deposit transaction, and then click **Deposit**.

AutoReverse Payroll

It is easier than ever to reverse a payroll. This feature allows you to automatically reverse the payroll quickly and accurately. You no longer have to manually record a payroll entry using the Payroll Register. Instead, you can select the payroll transaction, and then select the employees within the payroll transaction you want reversed. For more information on this feature, refer to Chapter 5, "Processing Payroll."

AutoApply Regular Earnings

Stop manually calculating regular earnings for your employees when they take vacation or sick time. This time consuming task has been conveniently replaced with the AutoApply button on the **Transaction Entry** dialog box. When entering a payroll for an employee, simply enter their vacation or sick time, and then click **AutoApply**. The amount of regular time is automatically calculated and inserted into the payroll entry for the employee. Now all you have to do is run the Calculate Payroll routine to automatically calculate the employee's liabilities and deductions. For more information on this feature, refer to Chapter 5, "Processing Payroll."

Calculate Payroll for Selected Employees

You can calculate a single payroll for only the employees you want, even if they have nonconsecutive employee codes. When you use this feature, a list of employees in the range you select appears. You pick only the employees you want included in the payroll calculation. This feature is also available when printing checks and direct deposit advices and in the AutoReverse Payroll feature. For more information on this feature, refer to Chapter 5, "Processing Payroll."

View Payroll Transaction History

Viewing your employee's payroll transaction history is quick and easy. You have several choices to view the payroll transaction history. A **History** button is available on the **Edit Employee Information** and **Edit Employee Accumulations** dialog box that allows you to quickly view the payroll transaction history for the employee. You can also print two additional reports.

The Transaction History report is available in summary or detail. The information on this report is similar to the Payroll Register, but includes only posted payroll transactions.

Another report is the Codes History report. This report can be customized to print the payroll history of individual codes. You can use this report to print your vacation and sick time paid, or use it as a 401k report. For more information on the payroll transaction history reports, refer to Chapter 6, "Management Reporting."

Payroll Processing with Groups

More flexible payroll processing! You may classify your payroll runs into defined groups. For example, you may want to run payroll for a group of employees that contain both hourly and salaried employees. Payroll Groups consist of one or more salaried or hourly employees that are processed in the same payroll run. Use Payroll Groups when you want to have payroll processing cycles segregated by groups of employees with similar characteristics.

Custom Checks

Customize employee payroll checks to your company's needs by positioning information based on your bank's suggestions. You may print checks based on templates defined by you the same way as invoices, purchase orders and other forms print in Sage DacEasy Accounting. To use customized checks in Sage DacEasy payroll, setup Custom as the check printing option in Preferences, and define the check template to use.

Audit Trail

Improve auditing and defend against potential fraud. With this feature, you have a register of user activity in the system. Audit Trail records insertions, deletions, and modifications of the most relevant master tables in Sage DacEasy Payroll. This important enhancement keeps a record of the date and time of all changes to the Payroll Employee file and the Tax Tables.

Customized Lookups

Allows you to select the columns that appear in lookups, and the width of each column displayed. The feature also includes an option to export customized lookups to an ASCII file. Records which have notes attached will be flagged in the lookup with a note icon.

Email Reports and Forms

Currently you may select whether to send a given report or form to the Printer, Screen, HTML, Excel, or whether to export the output to a comma delimited or text file. This feature adds email to these options so that a form or a report can be sent to an email address directly from within Sage DacEasy.

Print 1096 Form

Sage DacEasy includes the ability to print Federal Form 1096. When users prepare their 1099s they can print the summary data onto a pre-printed Form 1096 to send to the IRS.

Reprint Closed Quarter Reports

This feature in the Sage DacEasy Payroll module allows you to re-print your State Quarterly report, State Quarterly Worksheet, Form 941, and Schedule B reports after you run the Close Quarter periodic function. Sage DacEasy saves a snapshot of your quarterly reports as they were printed prior to closing the quarter. You can then re-print these reports for any previously closed quarter.

Protect Sensitive Information

As your business grows, you will want to maintain control over what type of business information employees can access. With Sage DacEasy's security system, you can restrict users' access to certain areas of the program. Just enter a password for each level. Each level provides access to select parts of the program.

Federal Forms

You can print certain federal forms to plain paper, which prints the form and your accompanying payroll data. Sage DacEasy Payroll includes the option to print the following approved federal forms complete with your payroll data, the 940, 941, Schedule B and W-4. This feature saves you the time of having to locate the form if you do not already have it, aligning your printer to ensure the information prints on the form correctly or manually writing out the information from a worksheet to the form. To print these forms to plain paper be sure to select the **Plain Paper** check box on the **Report Layout** dialog box.

Custom Fields

Custom fields are available for you to track specific information in your employee records. You can track up to six text fields, four amount fields and two date fields, and then use this information on custom reports generated in DacAccess.

Online Tax Updates

Sage DacEasy includes an Online Tax Update feature. This feature allows the program to periodically check the Sage DacEasy Web site for the latest Payroll Tax Updates. Using this feature saves you the headache of having to keep up with your state and federal tax legislation changes. To receive Tax Updates automatically online, sign up for the Sage DacEasy Tax Service. For more information on this plan, contact the Sage DacEasy Sales division at (800) 987-5212. Read the section titled “Checking for Tax Updates” in the chapter titled “Periodic Operations” for more information on this feature.

Enable and Disable Custom Earning Codes

Simplify bonus payouts, sales commission payments, and other non-regular payments to employees with the ability to enable and disable user-defined earnings codes. You can create user-defined earnings codes and enable or disable them for individual payroll runs making non-regular payments to employees easy.

Forms Available From Sage DacEasy

When you print checks, W-2s, W-3s or 1099s, you can print the documents on preprinted paper forms supplied by Sage DacEasy. You can use preprinted checks right out of the box or have custom checks made with your company name, address and logo. Call our Sage DacEasy Forms division at (800) 222-0505 for more information on the wide range of forms available.

Edit Standard Earning Code Descriptions

Sage DacEasy Payroll allows you to edit the standard earning code descriptions that display on the **Earnings** page of the **Edit Codes** dialog box. This allows you to customize the descriptions to suit your business needs. The descriptions you enter display throughout Sage DacEasy Payroll in areas such as reports, pay checks, and direct deposit advices.

Job Tracking

Sage DacEasy Payroll now includes the **Use Job Tracking** option on the **Posting** tab of the **System Preferences** dialog box, which allows you to disable job tracking if the Job ID field does not pertain to your business. After disabling job tracking, the Job ID field will no longer appear on the transaction entry screen.

Note: If you interface Sage DacEasy Payroll with Sage DacEasy Accounting, the **Use Job Tracking** option is read-only. It is automatically marked or unmarked according to your selection on the **General** page of the **System Preferences** dialog box in Sage DacEasy Accounting. You must unmark **Interface with Sage DacEasy Accounting** if you want to use job tracking only in Sage DacEasy Payroll.

Additional Features

- Prints state and local tax deposits on the Payroll Register.
- Permits Third Party Sick Pay and Group Term Life.
- Prints a memo line on payroll check stubs.
- Option to enter time card information and print a Time Card report.
- Prints 940, 941 and Schedule B forms and the State Quarterly worksheet and report.
- Calculates next quarter amounts while allowing current quarter or year to remain open.
- Processes payrolls for employees in different pay frequencies simultaneously.
- Allows limits on user defined deductions at the company, department or employee level.
- Allows pay type selection and employee ranges when running the Calculate Payroll routine.
- Optional group deletion for terminated employees during the Year End routine.
- Includes state information on the W-2 magnetic media file.
- Calculates earnings, deductions and liabilities for all payroll periods.
- The Sage DacEasy Payroll journal (Posting report) includes each general ledger account's name, if interfacing with Sage DacEasy Accounting.
- Calculates and tracks SDI employee wages and SDI employer liability.
- Automatically saves user defined earnings and deductions setting in the Calculate Payroll routine.
- Prints W-3 Form by itself, or after printing W-2s.
- DacAccess, the custom report writer pulls data from multiple files.
- Generates vacation, sick, bonus or commission pay with or without generating regular pay.
- Supports hourly, salary and contract labor payroll structures.
- Tracks up to 30 user defined earnings and deductions per employee.
- Tracks up to 12 user defined liabilities per employee.
- Customize W-2s and 1099s, as well as business reports.

- Creates direct deposit files in an NPC (National Payment Corporation) format or ACH (Automated Clearing House) format.
- Includes special features for the District of Columbia, Puerto Rico and the cities of New York and Yonkers.
- Performs after-the-fact, irregular and nonstandard payrolls.
- Meets federal government magnetic media requirements of W-2 data for companies with over 250 employees.

1 *Welcome*

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Getting Started

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• Getting Started •

Overview

This chapter gets you started using the program if you choose to run Sage DacEasy Payroll independent of the Sage DacEasy Business Center. It includes information on starting and exiting Sage DacEasy Payroll, adding and opening companies, backing up and restoring your data and other commands found on the File menu.

Starting Sage DacEasy Payroll

If you are using the Sage DacEasy Business Center, you do not have to start Sage DacEasy Payroll separately. When you are using a scheme with multiple programs, access the **Payroll** menu located on the menu bar in the Sage DacEasy Business Center, the same menus and commands that appear in Sage DacEasy Payroll are available. When you select a command from the **Payroll** menu, the appropriate dialog box appears. Refer to Chapter 3, “Installing Sage DacEasy” in the *Getting Started Guide* for information on starting the Sage DacEasy Business Center.

To start Sage DacEasy Payroll independent of the Sage DacEasy Business Center, complete the following steps.

Note: If you are upgrading your data from a previous version, refer to Chapter 3, “Installing Sage DacEasy” in the *Getting Started Guide* before completing the following steps.

To Start Sage DacEasy Payroll

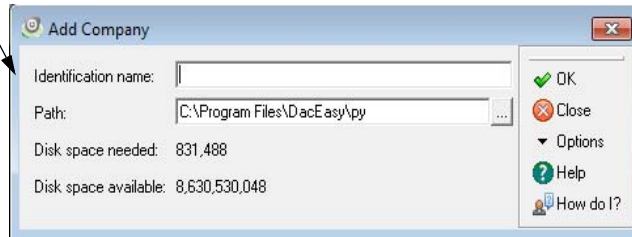
- 1 Click the **Start** button, point to **Programs**, then to **Sage DacEasy**, then click **Modules**, and then **Payroll**.

The first time you load the program you are asked to register the program. If you select **Yes**, the **Serial Number** dialog box appears. Type your serial number and activation key using all capital letters, and then click **OK**. Choose **No** if you want to register at a later time. The **Welcome to Sage DacEasy** dialog box appears.

Note: After you access Sage DacEasy Payroll for the first time, this dialog box does not appear, and Sage DacEasy Payroll opens your default company.

- 2 Select the **Add New Company Data** option. The **Add Company** dialog box appears. Use this dialog box to create a new company.

The Add Company dialog box appears the first time you access the program and select the Add New Company data option. This is the same dialog box that appears each time you select to add a company to Sage DacEasy Payroll.



- 3** Complete each field on the **Add Company** dialog box. You can click **Help** for more information about each option on the dialog box.
- 4** Click **OK** to create the new company data files. The **Open Company** dialog box appears.
- 5** Double-click the company you want from the dialog box.

To Start Sage DacEasy Payroll From Sage DacEasy Accounting

If you are not using the Sage DacEasy Business Center, there are two ways to start Sage DacEasy Payroll while in the Sage DacEasy Accounting program; you can use the **Modules** menu found on the menu bar or you can customize the Sage DacEasy Accounting system toolbar to include a Payroll button. To use the **Modules** menu, you need to make sure the external modules path is set up properly in Sage DacEasy Accounting.

To set up the external module path, start the Sage DacEasy Accounting program. Point to **Defaults** on the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears. Click the **Paths** tab and type the path to the Sage DacEasy Payroll program files in the Sage DacEasy Payroll field. Click **OK** to save the change. Then, to start Sage DacEasy Payroll from Sage DacEasy Accounting, choose **Payroll** on the **Modules** menu. The Sage DacEasy Payroll program appears with the Sage DacEasy Accounting program still open.

To customize the Sage DacEasy Accounting system toolbar to include a Payroll button, refer to the Sage DacEasy Accounting Help topic titled “Customizing the toolbar.”

Exiting Sage DacEasy Payroll

If you are not using the Sage DacEasy Business Center, choose **Exit** from the **File** menu to exit Sage DacEasy Payroll. You can also exit Sage DacEasy Payroll by clicking the **Close** button located on the Sage DacEasy Payroll title bar. A message appears confirming you want to exit the program. Choose **Yes** to continue.

Note: A tip may appear recommending that you back up your data. Click **Cancel** to return to the program and make a backup or click **Exit** to close the program.

Working With Sage DacEasy Payroll

This section outlines the various company routines available on the **File** menu. These commands allow you to open, add and copy companies, create and restore a backup and perform utilities on company data files without exiting the program. If you are using the Sage DacEasy Business Center, refer to the *Sage DacEasy Business Center Guide* for more information on the Backup and Restore routines. You can also refer to the *Getting Started Guide* for information on general features available in all Sage DacEasy programs such as using the LookUp and the calculator.

Opening and Adding Companies

If you are not using the Sage DacEasy Business Center to access Sage DacEasy Payroll, you are prompted for information about your company when you start the program the first time. Sage DacEasy uses this information to create your company's data files. This company becomes the default company and is opened automatically the next time you start the program.

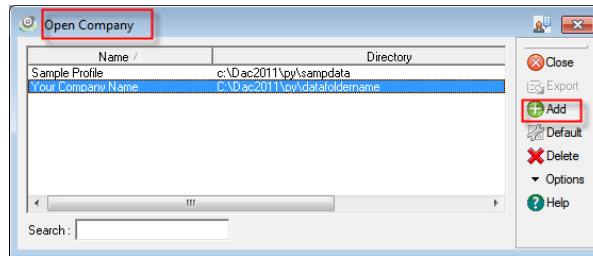
The **Open** command on the **File** menu displays the **Open Company** dialog box. From the **Open Company** dialog box, you can open a company, delete the path to a company, add a company and select the default company. The following steps explain how to add new companies and open existing companies directly in Sage DacEasy Payroll.

To Open a Company

You can add an unlimited number of companies; however, you can only open one company at a time if you choose not to use the Sage DacEasy Business Center. The following steps explain how to open a different company if you choose not to use the Sage DacEasy Business Center. When you select a different set of data files, Sage DacEasy closes the current data files before opening the next company.

Tip: You can include your Sage DacEasy Payroll data files in a company profile in the Sage DacEasy Business Center, and then open the company from the Sage DacEasy Business Center. This gives you all the advantages of the Sage DacEasy Business Center, including the ability to have multiple windows open at once. In addition, you don't have to close one company before opening a different company. Refer to Chapter 3, "Installing Sage DacEasy" in the *Getting Started Guide* for more information.

- 1 Choose **Open** on the **File** menu. The **Open Company** dialog box appears.
- Use the Open Company dialog box to select the company you want to view.
- Tip:** You can sort on any column to help you quickly locate a company. Refer to the "Using the LookUp" section in Chapter 4, "Working With Sage DacEasy" in the *Getting Started Guide* for more information.



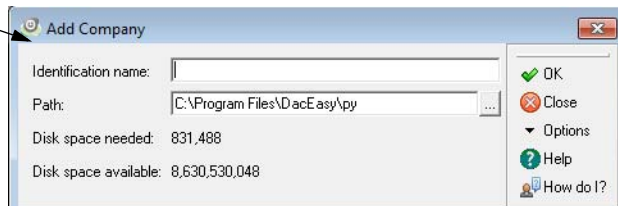
- 2 Double-click a company from the list. Sage DacEasy Payroll opens the company.
- Note:** Your current company and period date appear on the status bar at the bottom of the application window.

To Add a Company

Use the Add button on the **Open Company** dialog box to create a new set of company data files in Sage DacEasy Payroll or to reestablish a path between Sage DacEasy Payroll and an existing set of company data files.

- 1 Choose **Open** on the **File** menu. The **Open Company** dialog box appears.
- 2 Click **Add**. The **Add Company** dialog box appears.

Use the Add Company dialog box to set up new company data files or reestablish the path to an existing set of data files.



- 3 Type a short description of the company in the Identification Name field.
- Tip:** Click **Help** for a detailed description of each field on the **Add Company** dialog box.
- 4 Type the path for the new data files in the Path field if creating a new company. Type the path to an existing set of data files if reestablishing the path between the data files and Sage DacEasy Payroll. If you are not sure of the path, click the **Browse** button to locate the data files.

5 Click **OK**.

If you are creating a new company, the new company data files are created. After creating the data files, the **Open Company** dialog box appears and you can select the company you want to open.

If you were reestablishing a path between Sage DacEasy Payroll and an existing set of company data files, a message appears stating files exist in the path specified. Choose **Yes** to continue to reestablish the path. The **Open Company** dialog box appears and you can select the company you want to open.

Related Help Topic

- Deleting companies

Setting the Default Company

If you have set up only one company, it is the default company. If you have multiple companies, select one company as the default company. Sage DacEasy opens the default company automatically each time you access the program. You can change the default to any of the companies on the **Open Company** dialog box. A **Y** appears in the Default column indicating which company is the default.

To Set the Default Company

- 1** Choose **Open** on the **File** menu. The **Open Company** dialog box appears.
- 2** Select the company you want set as the default from the list.
- 3** Click **Default**. A **Y** appears in the Default column next to the company. The next time you access the program, the new default company data files automatically open.

Copying Companies

Sage DacEasy Payroll has a Copy routine that allows you to copy the user defined codes, account numbers and departments from an existing company and copy it to a new folder. The copied files are treated as a new company and appear on the **Open Company** dialog box. This is useful when establishing multiple companies that share similar department structures.

To Copy a Company's Data Files

- 1 Choose **Copy** on the **File** menu. The **File Copy** dialog box appears.
- 2 Double-click the company you want to copy from the list. The **Add Company** dialog box appears.
- 3 Type a short description of the company in the Identification Name field.
- 4 Type the path for the new data files in the Path field.
- 5 Click **OK**. A message appears when the Copy routine is successfully complete. Click **Continue**.

Creating and Restoring a Backup

With the Backup routine, you can back up your data to a disk, to your hard drive or to a network drive. We recommend you keep a backup copy of your data files on disk so you do not lose your data in the event of a hard drive failure.

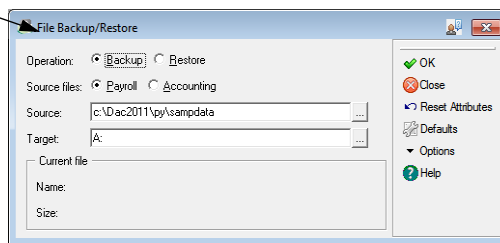
It is recommended that you make frequent backups of your data. It is especially important to make a backup before performing certain irreversible functions such as posting or purging. You can make a backup at any time by selecting **Backup/Restore** on the **File** menu. In addition, you can make backups directly from a number of irreversible functions such as the Posting routine by selecting the **Backup** button on the toolbar.

Tip: You can back up or restore all data files in a company profile at one time using the Sage DacEasy Business Center. Refer to Chapter 5, “Working With the Sage DacEasy Business Center” in the *Getting Started Guide* for more information.

To Create a Backup of Your Data Files

- 1 Choose **Backup/Restore** on the **File** menu. The **File Backup/Restore** dialog box appears.

Use the File Backup/
 Restore dialog box to
 make a backup of your
 data files.



- 2 Select **Backup** in the Operation field.

- 3 Select **Payroll** to backup only payroll data files. Select **Accounting** to backup only accounting data files.
- 4 Type the path to the data files you want to back up in the Source field. Sage DacEasy displays the path to the files currently open, but you can change the path if you want to back up files located elsewhere on your hard disk drive.
- 5 Type the path to where you want to store the backup files in the Target field. If you are not sure of the path, click the **Browse** button to locate the drive and folder you want.
- 6 Click **OK**. A message appears confirming you want to make a backup. Choose **Yes** to continue. During the routine, Sage DacEasy prompts you to insert disks in the appropriate drive, if necessary.

Related Help Topic

- Setting up backup and restore defaults

To Restore a Backup of Your Data Files

- 1 Choose **Backup/Restore** on the **File** menu. The **File Backup/Restore** dialog box appears.
- 2 Select **Restore** in the Operation field.
- 3 Select **Payroll** to restore only payroll data files. Select **Accounting** to restore only accounting data files.
- 4 Type the path to the backup you want to restore in the Source field. If you are not sure of the path, click the **Browse** button to locate the backup you want to restore.
- 5 Type the path to the company receiving the backup in the Target field. If you are not sure of the path, click the **Browse** button to locate the data files.
- 6 Click **OK**. A message appears confirming you want to restore a backup. Choose **Yes** to continue. During the routine, Sage DacEasy prompts you to insert disks in the appropriate drive, if necessary.

Related Help Topic

- Setting up backup and restore defaults

Using the Utilities Feature

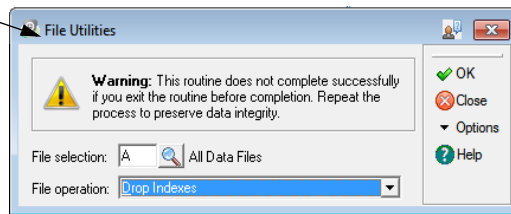
The File Utilities feature allows you to periodically check the integrity of your data files, and if necessary, repair any damaged files. There are two routines available from within the Utilities command, Drop Indexes and Recover. You can perform these routines at any time. You should run recover on all your data files at least once a month. Make a backup of your data files before running any of the Utility routines.

Important: You can click the Close button on the Operation Status dialog box to interrupt the Drop Indexes and Recover routines. If you choose to interrupt a routine, a confirmation screen appears. Choose Yes to stop the utility routine. Sage DacEasy completes the utility on the current file and displays a cancellation message. It is very important you return later and run the utility routine again.

To Run the Drop Indexes and Recover Routines

- 1 Choose **Utilities** on the **File** menu. The **File Utilities** dialog box appears.

Use the File Utilities dialog box to select the routine and file.



- 2 Type the number of the file in the File Selection field. If you are not sure of the file number, click **LookUp** to select a file from a list.
- 3 Select the routine you want to run in the File Operation field. You can click **Help** from the **File Utilities** dialog box for a detailed description of each field.
- 4 Click **OK**. Sage DacEasy displays a message when the operation is complete. Click **Continue** to return to the **File Utilities** dialog box.
- 5 Click **Close** to exit the dialog box.

Related Help Topic

- Sage DacEasy Payroll file utility numbers

Quick Tour

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• Quick Tour •

Overview

Use the Quick Tour to accustom yourself with Sage DacEasy Payroll. The Quick Tour gives you checklists that take you through the program explaining the key processes you perform to create a company, calculate a payroll and run periodic routines.

Getting Started Checklist

Use this checklist to get your payroll information into Sage DacEasy Payroll. Enter this information before you process your first payroll to ensure a fast and accurate payroll.

Add your company

Sage DacEasy Payroll lets you track payroll information for multiple companies. You are prompted to add a company the first time you access Sage DacEasy Payroll. Add additional companies to Sage DacEasy Payroll using the **Open** command on the **File** menu. For more info on adding a company to Sage DacEasy Payroll, refer to “Opening and Adding Companies” on page 16.

Tip: You can also add your new company using the Sage DacEasy Business Center, and then use the Setup Workflow Guide to assist you with the setup process.

Enter passwords to set up security

To set up security in Sage DacEasy Payroll, enter a unique password for each level. Each level password allows access to certain areas of the program. The controller has full access to all areas of the program. For more info on setting up the security in Sage DacEasy Payroll, refer to “Setting Up Security” on page 42.

Enter system preferences

Use the **System Preferences** dialog box to customize the software to meet your needs for the current company. For example, if you are interfacing with Sage DacEasy Accounting, enter the path to your accounting data in the appropriate field. To view the **System Preferences** dialog box, point to **Defaults** on the **Edit** menu, and then select **Preferences**. For more info on setting up preferences, refer to “Setting Up System Preferences” on page 36.

❑ Enter company information

Enter your company's name, address information and yearly information. The company address information prints at the top of each report. When entering this information you will also select settings specific to the structure of your working year and direct deposit. Sage DacEasy uses the company information to accurately calculate your payroll. Add your company information by choosing **Company** on the **Edit** menu. For more info on adding company information in Sage DacEasy Payroll, refer to "Setting Up Company Information" on page 40.

Note: If you add your company using the Sage DacEasy Business Center, you have the option to automatically update the company information in each Sage DacEasy module when you save the new company profile. This keeps you from entering your address info more than once; however, you still need to set up the structure of your year and direct deposit information for your company in Sage DacEasy Payroll.

❑ Set up your default printer

Use the **Edit Default Printer** dialog box to set your default printer settings. These settings are used when you print your reports in Sage DacEasy Payroll. To access the **Edit Default Printer** dialog box, point to **Defaults** on the **Edit** menu, and then select **Printer**. For more info on setting up the application printer, refer to "Setting Up the Printer" on page 43.

❑ Add and edit the tax tables

Sage DacEasy uses tables to store federal, state and local tax tables. Set up each tax table appropriately to ensure an accurate payroll calculates for each employee. To set up your tax tables, choose the appropriate tax on the **Edit** menu. For more info on working with your tax tables, refer to "Setting Up Tax Table Information" on page 44.

❑ Edit the standard codes and add any user defined codes necessary

Sage DacEasy uses codes to calculate earnings, deductions and liabilities for each employee. In addition to the standard codes (for example, Social Security and Medicare), you can add user defined codes. Examples of user defined codes include insurance, profit-sharing plans and bonus plans. Select **Codes** on the **Edit** menu to edit any standard codes and add any user defined codes. For more info on adding and editing codes, refer to "Setting Up Code Information" on page 52.

Add the departments

Payroll expense is often one of the biggest expenses affecting a company's bottom line. Therefore, it is important that your payroll software provide you with a method to monitor this expense closely. Sage DacEasy Payroll allows you to set up departments to assist you in monitoring your payroll expense. Add your departments by selecting **Departments** on the **Edit** menu. After setting up each department, you can assign each employee a home department. After calculating a payroll, you can print reports tracking each department's payroll expense. For more info on adding departments, refer to "Setting Up Department Information" on page 59.

Add the employees and their necessary information

Add your employees using the **Employee Information** and **Employee Accumulations** commands on the **Edit** menu. Enter information such as name, address and payment information used to calculate the employee's paycheck. If you want to use the Direct Deposit feature, use the **Edit Employee Information** dialog box to set up the employee's direct deposit account information. Sage DacEasy Payroll updates the employee's earnings, deductions, liabilities, payment information, vacation time and sick time each time you process and post a payroll for an employee. For more info on adding employees, refer to "Setting Up Employee Information" on page 62.

Understanding the Payroll Process Checklist

Use the Understanding the Payroll Process checklist to accustom yourself with processing a payroll. The checklist goes into each step of processing a payroll.

Enter the hours each employee worked

Use the **Transaction Entry** dialog box to enter the hours worked for hourly employees if they did not work their regular scheduled hours. You can also use the Time Card Entry feature from this dialog box to automatically calculate the number of hours your employees worked. You also use the **Transaction Entry** dialog box to enter the amount of time a salaried employee worked if they did not work their normal schedule because of vacation or sick time.

You can access the **Transaction Entry** dialog box by choosing **Entry** on the **Process** menu. For more info on using the **Transaction Entry** dialog box, refer to "Processing a Payroll Using the Transaction Entry" on page 67.

Tip: You can also use the Blanket Entry or Renew Payroll features to create your payroll entries. Refer to Chapter 5, "Processing Payroll." for more information on using these features.

❑ Process the payroll using the Calculate Payroll routine

Use the Calculate Payroll routine to automatically generate a payroll for your employees. If you have entered some payroll entries using the Transaction Entry, Renew Payroll or Blanket Entry features, the Calculate Payroll routine calculates the correct deductions and liabilities for those employees. If you have hourly or salaried employees who worked their regular scheduled days or hours, just use the Calculate Payroll routine to calculate their earnings, deductions and liabilities automatically.

You can access the **Automatic Payroll Calculation** dialog box by choosing **Calculate Payroll** on the **Process** menu. For more info on running the Calculate Payroll routine, refer to “Calculating Payrolls” on page 79.

❑ Print the Payroll Register

Print the Payroll Register to verify that all payroll entries were processed correctly. This report is also useful when determining the amount of your tax deposit. Print a Payroll Register by choosing **Payroll Register** on the **Process** menu. For more info on printing the Payroll Register, refer to “Printing the Payroll Register” on page 83.

❑ Print the payroll checks and direct deposit advices

Sage DacEasy supports both dot matrix and laser checks. To order checks or envelopes, contact the Sage DacEasy Forms division at (800) 222-0505. Sage DacEasy also prints direct deposit advices on plain paper. For more info, refer to “Printing Payment Forms” on page 85.

❑ Print the Check Register

Print the Check Register report to retain a copy of your employee payments. To do this, choose **Check Register** on the **Process** menu. For more info on printing the Check Register, refer to “Printing the Check Register” on page 90.

❑ Print the Department report

The Department report is useful to managers who want to monitor the cost of labor in their department. This report is only available prior to posting the payroll. Print your Department report by choosing **Department Report** on the **Process** menu. For more info on printing the Department report, refer to “Printing the Department Report” on page 91.

Create and transmit your direct deposit information

Creating and transmitting your direct deposit information is optional. You only need to perform this step if you decide to use the Direct Deposit feature. Access the **Direct Deposit** dialog box by choosing **Direct Deposit** on the **Process** menu. For more info on creating and transmitting direct deposit information, refer to the section titled "Creating the Direct Deposit File" on page 93.

Backup your data files

It is important that you back up your payroll data files prior to posting. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, you also want to make a backup of your accounting data files. If you encounter an error during the Posting routine, the first step in fixing the problem is restoring the backup. Make a backup of your data files by choosing **Backup/Restore** on the **File** menu. For more info on making a backup, refer to "Creating and Restoring a Backup" on page 19.

Post your payroll transaction

Posting your payroll transaction updates your data files in Payroll, it also updates your accounting data files if you are interfacing the two programs. Complete the Posting routine before entering a new payroll. To post your payroll transaction, choose **Posting** on the **Process** menu. For more info on posting a payroll, refer to "Posting Payroll Transactions" on page 97.

Process and record any necessary tax deposits

Sage DacEasy automatically tracks your tax liabilities and deposits for you. Depending on how much your company is withholding each payroll, you may need to process and record your state or local tax deposits. Use the **Tax Deposit** option to print checks for your various tax liabilities.

To process and record your tax deposits, point to **Tax Deposit** on the **Process** menu, and then choose the appropriate tax deposit. For more info on processing and recording tax deposits, refer to "Making 940 Tax Deposits" on page 105, "Making 941 Tax Deposits" on page 107, "Making State Tax Deposits" on page 108 and "Making Local Tax Deposits" on page 110.

Periodic Routines Checklist

Periodic routines refer to activities you perform occasionally, such as once a month, quarter or year.

Monthly Routine Checklist

Use the Monthly Routine checklist to accustom yourself with the month end process.

Process and record any necessary tax deposits

Sage DacEasy automatically tracks your tax liabilities and deposits for you. Depending on how much your company is withholding each payroll, you may need to process and record your state or local tax deposits before running the Month End routine. Use the Tax Deposit option to print checks for your various tax liabilities.

To process and record your tax deposits, point to **Tax Deposit** on the **Process** menu, and then choose the appropriate tax deposit. For more info on processing and recording tax deposits, refer to “Making 940 Tax Deposits” on page 105, “Making 941 Tax Deposits” on page 107, “Making State Tax Deposits” on page 108 and “Making Local Tax Deposits” on page 110.

Reconcile the check register

Reconcile your check register using the Reconcile Checks routine. This routine allows you to track checks that are void, have cleared the bank or are still outstanding. To access the Reconciliation routine, point to **Reconciliation** on the **Periodic** menu, and then choose **Reconcile Checks**. For more info on reconciling the check register, refer to “Reconciling Checks” on page 132.

Print any custom reports pulling monthly information

If you have created any custom reports pulling monthly accumulations, print the reports before running the Month End routine. The Month End routine clears monthly accumulations and the custom reports will not give you accurate information if you print them after you run the Month End routine. For more info on custom reports, refer to Chapter 8, “Custom Reporting.”.

Purge checks from the check register

If you are running low on disk space, you can purge checks. It is recommended that you purge at the end of the year if you must purge data. To purge checks from your data files, point to **Reconciliation** on the **Periodic** menu, and then choose **Purge Checks**. Be sure to make a backup of your data before purging information. For more info on purging checks, refer to "Purging Checks" on page 134.

Close the month

Closing the month clears the monthly accumulations on the **Edit Employee Accumulations** dialog box. After the monthly accumulation fields are cleared, they are ready to receive accumulations for the next month. Run the Month End routine prior to posting the first payroll of each month. To close the month, choose **Month End** on the **Periodic** menu. For more info on running the Close Month routine, refer to "Closing the Month" on page 135.

Quarterly Routine Checklist

Use the Quarterly Routine checklist to accustom yourself with the quarter end process.

Process and record any necessary tax deposits

Sage DacEasy automatically tracks your tax liabilities and deposits for you. Depending on how much your company is withholding each payroll, you may need to process and record your 941, state or local tax deposits before you run the Close Quarter routine. Use the Tax Deposit option to print checks for your various tax liabilities.

To process and record your tax deposits, point to **Tax Deposit** on the **Process** menu, and then choose the appropriate tax deposit. For more info on processing and recording tax deposits, refer to "Making 940 Tax Deposits" on page 105, "Making 941 Tax Deposits" on page 107, "Making State Tax Deposits" on page 108 and "Making Local Tax Deposits" on page 110.

Print any custom reports pulling quarterly information

If you have created any custom reports pulling quarterly accumulations, print the reports before running the Close Quarter routine. The Close Quarter routine clears quarterly accumulations and the custom reports will not give you accurate information if you print them after you run the Close Quarter routine. For more info on custom reports, refer to Chapter 8, "Custom Reporting."

Print the State Quarterly report

Print the State Quarterly report after posting the last payroll for the quarter. To print a State Quarterly report, point to **Quarter End** on the **Periodic** menu, and then choose **State Quarterly Report**. For more info on printing the State Quarterly report, refer to “Printing State Quarterly Reports” on page 135.

Print the State Quarterly worksheet

Print the State Quarterly worksheet after posting the last payroll. To print a State Quarterly worksheet, point to **Quarter End** on the **Periodic** menu, and then choose **State Qtrly Worksheet**. For more info on printing the State Quarterly worksheet, refer to “Printing State Quarterly Worksheets” on page 136.

Print the 941

Print the 941 form before closing the quarter. This form must be submitted to the IRS at the end of every quarter. To print the 941 form, point to **Quarter End** on the **Periodic** menu, and then choose **Form 941**. For more info on printing the Form 941, refer to “Printing the 941” on page 137.

Print the Schedule B

Use the Schedule B to print a report of your tax liability on a daily basis. To print the Schedule B, point to **Quarter End** on the **Periodic** menu, and then choose **Schedule B**. For more info on printing the Schedule B, refer to “Printing the Schedule B” on page 138.

Print the Transaction History and Codes History reports

All payroll history information is recorded in detail format to a set of Payroll History files. You can view the information in these files using the Transaction History and Codes History reports. Since you can purge the payroll history files using the Close Quarter routine, you should print and archive hard copies of these reports for the quarter before purging the information. For more info on printing these reports, refer to “Printing the Transaction History Report” on page 123 and “Printing the Codes History Report” on page 124.

Close the quarter

Closing the quarter clears the quarterly accumulations on the **Edit Employee Accumulations** dialog box. You have the option to purge the Payroll History files during this routine. If you select to purge the history, be sure to print the Transaction History, Codes History and Detail reports. After the quarterly accumulation fields are cleared, they are ready to receive accumulations for the next quarter. Run the Close Quarter routine prior to posting the first payroll of each quarter.

To close the quarter, point to **Quarter End** on the **Periodic** menu, and then choose **Close Quarter**. Be sure to make a backup of your data before closing the quarter because you cannot access a previous quarter once the quarter is closed. You also want to make a backup if you need to retrieve any quarterly accumulations especially if you select to purge history during the Close Quarter routine. For more info on running the Close Quarter routine, refer to the section titled "Closing the Quarter" on page 139.

Yearly Routine Checklist

Use the Yearly Routine checklist to accustom yourself with the year end process.

Process and record any necessary tax deposits

Sage DacEasy automatically tracks your tax liabilities and deposits for you. Depending on how much your company is withholding each payroll, you may need to process and record your 940, 941, state or local tax deposits before you run the Close Year routine. Use the Tax Deposit option to print checks for your various tax liabilities.

To process and record your tax deposits, point to **Tax Deposit** on the **Process** menu, and then choose the appropriate tax deposit. For more info on processing and recording tax deposits, refer to "Making 940 Tax Deposits" on page 105, "Making 941 Tax Deposits" on page 107, "Making State Tax Deposits" on page 108 and "Making Local Tax Deposits" on page 110.

Print any custom reports pulling yearly information

If you have created any custom reports pulling yearly accumulations, print the reports before running the Close Year routine. The Close Year routine clears yearly accumulations and the custom reports will not give you accurate information if you print them after you run the Close Year routine. For more info on custom reports, refer to Chapter 8, "Custom Reporting."

Print the W-2s

Print W-2s before you close the year. To print W-2s, point to **Year End** on the **Periodic** menu, and then choose **W2 Forms**. For more info on printing W-2s, refer to “Printing W-2s” on page 141.

Print the W-3

The W-3 form is a summary of the information printed on the W-2 forms. You have the option to print the W-3 form automatically after you print the W-2 forms. To print just the W-3 form, point to **Year End** on the **Periodic** menu, and then choose **W3 Forms**. For more info on printing the W-3 form, refer to “Printing the W-3” on page 142.

Create the W-2 Magnetic Media file

If your company employs more than 250 employees, the federal government requires you to file W-2 forms in a Magnetic Media file. You must register with the Social Security Administration before you can submit a Magnetic Media file. Sage DacEasy Payroll prints W-2 forms to a file that meets the Magnetic Media file requirement set by the Social Security Administration. Sage DacEasy also includes your state records in the Magnetic Media file. If you are required to file magnetically with your state and this form is accepted, you can use the same file.

To create a Magnetic Media file, point to **Year End** on the **Periodic** menu, and then choose **W2 Magnetic Media**. For more info on creating the W-2 Magnetic Media file, refer to “Creating Magnetic Media Files” on page 144.

Print the 1099s and 1096s

Print 1099s before you close the year. The IRS requires 1099 forms for contract labor employees. To print 1099s, point to **Year End** on the **Periodic** menu, and choose **Federal 1099**. For more info on printing 1099s, refer to “Printing 1099s and 1096s” on page 143.

Print the 940

Print the 940 form. You can print the actual form or a worksheet to assist you in filling out your annual federal unemployment (FUTA) tax return. To print the 940, point to **Year End** on the **Periodic** menu, and then choose **940**. For more info on printing the 940, refer to “Printing the 940” on page 140.

Print the Transaction History and Codes History reports

All payroll history information is recorded in detail format to a set of Payroll History files. You can view the information in these files using the Transaction History and Codes History reports. Since you can purge the payroll history files using the Close Year routine, you should print and archive hard copies of these reports for the quarter or year before purging the information. For more info on printing these reports, refer to “Printing the Transaction History Report” on page 123 and “Printing the Codes History Report” on page 124.

Close the year

Closing the year clears the yearly accumulations on the **Edit Employee Accumulations** dialog box. You also have the option of purging the Payroll History files during this routine. If you select to purge the history, be sure to print the Transaction History, Codes History and Detail reports. After the yearly accumulation fields are cleared, they are ready to receive accumulations for the next year. You can still post a payroll in the next year without running the Close Year routine. The payroll transaction accumulations for the next year are held in the Next Quarter field until you run the Close Year routine. Run the Close Year routine prior to posting the first payroll in the second quarter of the new year.

To close the year, point to **Year End** on the **Periodic** menu, and then choose **Close Year**. Be sure to make a backup of your data before closing the year because you cannot access a previous year once the year is closed. You also want to make a backup if you need to retrieve any yearly accumulations especially if you select to purge history during the Close Year routine. For more info on running the Close Year routine, refer to “Closing the Year” on page 145.

Setting Up

4

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• Setting Up •

This chapter helps you get started using the program by setting up all the necessary information. The first section explains what default information you need to set up and the steps on how to do it. The next sections explain items you need to set up before processing your first payroll. These items include codes, departments, tax tables and employees.

Setting Up Default Information

Before you start using the program, you need to tell Sage DacEasy how to perform certain operations. This information is referred to as “setting your defaults.” You enter default information one time and Sage DacEasy uses this information every time it performs an operation. For example, one default you enter pertains to how vacation time is accrued. You select the method you want to use and Sage DacEasy uses this method to accrue vacation time for every employee, each time a payroll is processed.

Setting Up System Preferences

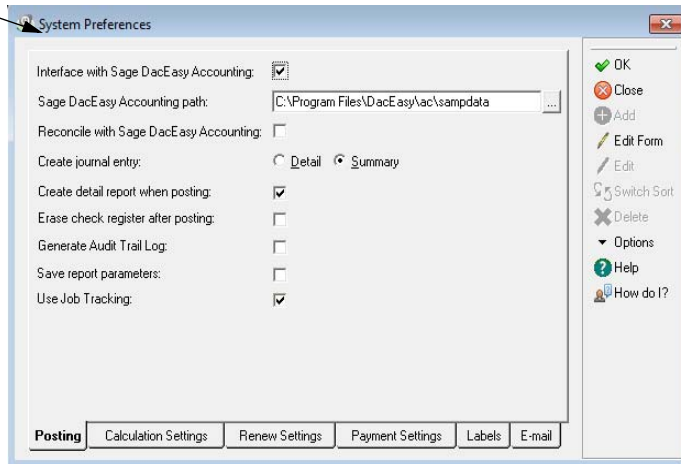
Information on the **System Preferences** dialog box indicates how you want to accumulate information and process payroll transactions. The information you enter on this dialog box controls many different routines throughout Sage DacEasy Payroll. These settings include how you want to use direct deposit, whether or not you want to interface Sage DacEasy Payroll with Sage DacEasy Accounting and if you want to reconcile with Sage DacEasy Accounting.

To Set System Preferences

You can customize how Sage DacEasy displays, prints or processes data. Select your preferences on the **System Preferences** dialog box.

- 1 Select **Defaults** from the **Edit** menu, and then select **Preferences**. The **System Preferences** dialog box appears.

Use the System Preferences dialog box to indicate how you want Sage DacEasy to perform specific functions.



- 2 Select your preferences for each option on the **Posting** tab.
- 3 Click the **Calculations Settings** tab and make your selections for each option.
- 4 Click the **Renew Settings** tab and make your selections for each option.
- 5 Click the **Payment Settings** tab and make your selections for each option.
- 6 Click the **Labels** tab to label the employee custom fields. You can click **Help** from the **System Preferences** dialog box for a detailed description of each field.
- 7 Click **OK** to save your preferences.

Interfacing Sage DacEasy Payroll with Sage DacEasy Accounting

Because you can interface Sage DacEasy Payroll with Sage DacEasy Accounting, a special section is dedicated to explaining how to set up the interface between the two programs and what files are affected in Sage DacEasy Payroll when interfacing with Sage DacEasy Accounting.

After you install and set up your accounting company in Sage DacEasy Accounting, you can easily set up an interface between the two programs. Enter and store the path to the accounting data files in the **System Preferences** dialog box in Sage DacEasy Payroll. If you have been using Sage DacEasy Payroll as a stand alone program and you want to begin interfacing it with Sage DacEasy Accounting, contact Sage DacEasy Customer Support Services for help completing this process.

Tip: If you are using the Sage DacEasy Business Center, you can set up the interface automatically when you add both the Sage DacEasy Accounting and Sage DacEasy Payroll module to the company profile.

When you interface Sage DacEasy Payroll with Sage DacEasy Accounting, your payroll transactions are recorded in Sage DacEasy Accounting when you post. This means you do not need to make a separate entry in Sage DacEasy Accounting to record your payroll transactions.

To Set Up the Interface Between Sage DacEasy Accounting and Sage DacEasy Payroll

- 1 Access Sage DacEasy Accounting and choose **Open** on the **File** menu. The **Open Company** dialog box appears. Each company set up in Sage DacEasy Accounting appears with the corresponding path to their data files. Select the company you want to interface with Sage DacEasy Payroll and write down the path to the accounting data files.
- 2 Access Sage DacEasy Payroll and open the company you want to interface with Sage DacEasy Accounting. Point to **Defaults** on the **Edit** menu, and then select **Preferences**. The **System Preferences** dialog box appears.
- 3 Select the **Interface with Sage DacEasy Accounting** check box and type the path to the accounting data files in the Sage DacEasy Accounting Path field. If you are not sure of the path, click the **Browse** button to locate the data files.
- 4 Click **OK** to save the change and exit the dialog box.

Setting Up Job Tracking

Job tracking allows you to create job templates for employees in Sage DacEasy Payroll. You can then select a job template when entering transactions and running pay calculations. If you interface Sage DacEasy Payroll with Sage DacEasy Accounting, you can select job ID codes you entered in Sage DacEasy Accounting when creating job templates. Use the job tracking feature in Sage DacEasy Payroll with or without interfacing with Sage DacEasy Accounting.

To enable job tracking

- 1 Select **Edit > Defaults > Preferences** to open the **Posting** page of the **System Preferences** dialog box.
- 2 Mark **Use Job Tracking**. If you interface Sage DacEasy Payroll with Sage DacEasy Accounting, this option is read-only. It is automatically marked (or unmarked) according to your selection (on the **General** page of the **System Preferences** dialog box) in Sage DacEasy Accounting. You must unmark **Interface with Sage DacEasy Accounting** if you want to use job tracking only in Sage DacEasy Payroll.

Note: Sage DacEasy Payroll displays the **Job ID** field on the **Transaction Entry** dialog box if you mark **Use Job Tracking** or hides it if you unmark **Use Job Tracking**.

- 3 Click **OK** to accept and to close the **System Preferences** dialog box.
- 4 Select **Process > Job Assignments** to open the **Assign Jobs to Employees** dialog box, where you can create job templates.

Files Shared with Sage DacEasy Accounting

Some files are shared when Sage DacEasy Payroll is interfaced with Sage DacEasy Accounting. These files are the link between the two programs and automatically update Sage DacEasy Accounting with transactions from Sage DacEasy Payroll. The Update General Ledger Online and Update Check Register Online features in Sage DacEasy Accounting do not include the payroll transactions. Sage DacEasy Payroll only updates the following files during the Posting routine.

- **Accounts**—Sage DacEasy Payroll uses this file when you specify default account numbers. The accounts used for liabilities, taxes, etc. must match the accounts that exist in Sage DacEasy Accounting. When you post a payroll transaction, the dollar amounts are distributed to the specified accounts in Sage DacEasy Accounting and increase or decrease the account balance accordingly.
- **General Ledger files**—Sage DacEasy Payroll updates the General Ledger module in Sage DacEasy Accounting with a summary transaction each time you post payroll. The transaction created by Sage DacEasy Payroll affects the specified accounts. The entry is recorded in the General Ledger module showing how each account was affected.
- **Check Register**—If you selected to reconcile the Check Register with Sage DacEasy Accounting on the **System Preferences** dialog box, the Sage DacEasy Accounting Check Register file is updated with the payroll checks when you post in Sage DacEasy Payroll.

Furniture Factory Example

Martin Malone needs to set up his defaults before starting his first payroll. These defaults include setting up the company information, security passwords, the application printer and the system preferences. While setting up the system preferences, he wants to interface Sage DacEasy Payroll with Sage DacEasy Accounting so he does not have to manually enter the payroll transaction into the Sage DacEasy Accounting General Ledger and he can reconcile his payroll checks in Sage DacEasy Accounting.

To set up the interface, Martin selects the **Interface with Sage DacEasy Accounting** and **Reconcile with Sage DacEasy Accounting** check boxes on the **System Preferences** dialog box. Because he selected to interface with Sage DacEasy Accounting, Martin is required to enter the path to his accounting data files. When he selected the **Reconcile with Sage DacEasy Accounting** check box, the **Erase Check Register after Posting** check box is automatically selected.

Now that he has set up the preferences, the next time Martin posts his payroll transaction, Sage DacEasy Payroll automatically updates the General Ledger module in Sage DacEasy Accounting with the appropriate payroll entry and also updates the Check Register in Sage DacEasy Accounting to include the payroll checks.

Setting Up Company Information

The **Edit Company** dialog box lets you enter important information about your company. Use this dialog box to identify the company name and address as well as the structure of your working year. The company name and address entered here print at the top of reports.

To Set Up Company Information

- 1 Choose **Company** on the **Edit** menu. The **Edit Company** dialog box appears.

Use the Edit Company dialog box to enter the company name and address as well as the structure of your working year.

The screenshot shows the 'Edit Company' dialog box with the following details:

- Name:** The Furniture Factory
- Address 1:** 1730 Paradise Road
- Address 2:** (empty)
- City:** Dallas
- Sta.:** TX
- Zip:** 75262
- Phone:** (214) 550-0585
- Fax:** (214) 555-0586
- Print bitmap in report headers.
- Calculation information:**
 - Days in prenote period: 10
 - Hours per day: 8.00
 - Days per year: 260
 - Hours per semimonth: 86.667
 - Hours per week: 40.00
- Current status:**
 - Month: 2
 - Quarter: 1
 - Year: 2010

- 2 Type your company name, address, phone number and fax number in the appropriate fields.

Tip: Click **Help** from the **Edit Company** dialog box for a detailed description of each field.

- 3 Complete the remaining fields. These areas hold the number of days in the prenote period, the structure of your working year and your current month, quarter and year.

Note: You cannot edit the current month, quarter or year fields after you post your first payroll.

- 4 Click **Options**, and then choose **Direct Deposit**. The **Company Direct Deposit Accounts** dialog box appears. If you are using the direct deposit feature, use this dialog box to enter the company's direct deposit account information. The direct deposit account information needed depends on the Direct Deposit type selected in the **System Preferences** dialog box. Click **OK** to save the direct deposit information and return to the **Edit Company** dialog box.

You can click **Help** from the **Company Direct Deposit Accounts** dialog box for a detailed description of each field.

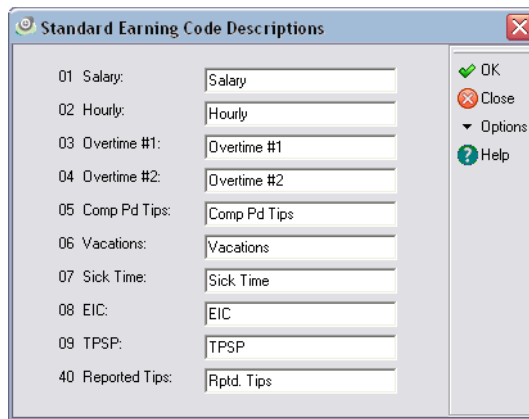
- 5 Click **OK** to save your changes and exit the **Edit Company** dialog box.

Editing Standard Earning Code Descriptions

Sage DacEasy Payroll allows you to edit the standard earning code descriptions that display on the **Earnings** page of the **Edit Codes** dialog box. This allows you to customize the descriptions to suit your business needs. The descriptions you enter display throughout Sage DacEasy Payroll in areas such as reports, pay checks, and direct deposit advices.

To edit standard earning code descriptions

- 1 Select **Edit > Defaults > Standard Earning Code Descriptions** to open the **Standard Earning Code Descriptions** dialog box.



- 2 Edit the default name or enter a new name for each standard earning code.
- 3 Click **OK** to save your changes and to close the **Standard Earning Code Descriptions** dialog box.

Setting Up Security

One of the most important issues when using a computerized payroll system is the safety and security of your data. If one or more operators enter data or print reports, you may want to restrict access to certain routines or information.

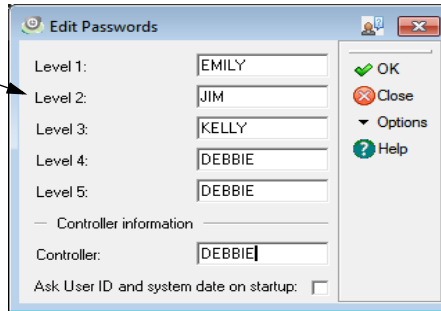
Sage DacEasy includes a six-level password protection system. This system allows you to assign separate password values for different sections of the program. To use the password system, you must fill in all five password levels and the controller password. An error message appears if you try to save the **Edit Passwords** dialog box without completing all six fields. Make sure you assign a unique password to each level.

Assign the operators their password. Since there is only one password for each level, it is important operators not disclose their password to anyone else.

To Set Up Passwords

- 1 Point to **Defaults** on the **Edit** menu, and then choose **Passwords**. The **Edit Passwords** dialog box appears.

Use the Edit Passwords dialog box to restrict access to certain areas of Sage DacEasy.



- 2 Type unique passwords for each level and the controller. Keep these passwords in a secure place where you have full control over who knows the passwords.

You can click **Help** from the **Edit Passwords** dialog box for a detailed description of each field and a list of functions available for each level.

- 3 Click **OK** to save the passwords.
- 4 Click **Close** to exit the **Edit Passwords** dialog box.

Setting Up the Printer

Before you print any reports, you should set up your default application printer in Sage DacEasy Payroll. It is important that you indicate the type of printer you are using so the program can correctly print information.

To Set Up the Printer

Sage DacEasy uses the default printer settings unless you edit the report layout. For more information on customizing the report layout, refer to “Viewing Your Data” in Chapter 4, “Working With Sage DacEasy” in the *Getting Started Guide*.

- 1 Select **Defaults** from the **Edit** menu, and then select **Printers**. The **Edit Default Printer** dialog box appears.

You can click **Help** for a detailed description of each option. Also, click **Restore Default** to restore the default printer settings.

- 2 Select the printer in the Name box on the **Printer** tab.

Note: The printers that appear in the Name list are based on the printers you have installed on your local Windows system. For more information on installing a printer on your system, refer to your Microsoft® Windows® operating system documentation.

- 3 Select your font preferences for each section of the report. Click the **Fonts** tab, select a section, and then select your preferences for the section. Repeat this process for each section of the report.

- 4 Click the **Page** tab. Select your preferences for the page setup.

Note: The Width and Height boxes only apply when you select a custom paper size.

- 5 Click **OK** to save your printer settings.

Tip: Click **Apply to All** to update the report layouts for each report with the printer settings set on this dialog box.

Setting Up Tax Table Information

Sage DacEasy Payroll allows you to set up tables for federal, state and local taxes. After setting up these tables, you need to assign the appropriate tax code to the employees. Sage DacEasy Payroll retrieves and processes the tax table information when necessary.

Setting Up Federal Tax Tables

Federal law requires employers and employees to pay taxes based on their earnings to support the government. The Federal Insurance Contributions Act (FICA) requires most employers and employees to pay taxes to finance two social programs: Old Age, Survivors, and Disability Insurance (OASDI, more commonly known as Social Security) and Medicare. The amount of Social Security tax withheld is based on a percentage of an individual's earnings with a set dollar amount limit for the year. The same applies for Medicare tax, except there is no set dollar amount limit.

FICA (Federal Insurance Contributions Act)

Social Security is the biggest program funded by FICA. It provides pensions to retired persons 62 years or older, payments to disabled persons and benefits to dependents of insured workers who have died or become disabled. Medicare is another program funded by FICA. It is a health insurance program for persons disabled and 65 years or older.

FUTA (Federal Unemployment Tax Act)

Employers must pay taxes to the federal government to fund services and benefits for temporarily unemployed workers. The employer pays these taxes even though they are based on employee earnings. The Federal Unemployment Tax Act (FUTA) requires employers to pay a tax to help support government run employment offices across the country. The FUTA tax rate and limit vary depending on the nature of your company. Check with the IRS to determine what your FUTA rate and limit are before you start processing payrolls.

A company's SUI (State Unemployment Insurance) rate is credited against its FUTA rate, reducing the amount of FUTA paid. For example, if a company has a SUI rate of 3.5%, its FUTA rate would be 2.7 (6.2%—the maximum FUTA percent—minus 3.5% of SUI). Sage DacEasy defaults to the minimum FUTA rate, which is 0.8%.

Federal Withholding

The Current Tax Payment Act of 1943 and the 1986 Tax Reform Act require employers to subtract estimated taxes from employees' taxable earnings and pay this amount to the IRS. These estimated income taxes are called withholdings. Taxable earnings for income tax purposes are gross earnings including:

- bonuses
- commissions
- cash advances

- other payments such as the cash value of meals and lodgings when provided for the convenience of the employee

An employee's taxable earnings are affected by marital status and withholding allowances. A withholding allowance, or personal exemption, is the amount of money by which someone can reduce the amount of earnings subject to income tax. Everyone is allowed one allowance plus an additional allowance for each dependent.

Employees indicate how many exemptions they claim by filling out a W-4 Federal Form when they are hired. Federal law requires employers have a W-4 on file for every employee. Federal income withholdings differ for married and single employees; the tax rate for a single person is higher than that for married people.

In addition, employees who had no federal income tax liability the past year and expect no liability in the current year can claim a no-tax liability exemption when filling out the W-4. Employers must not withhold federal income taxes from these employees.

To Set Up a Federal Tax Table

- 1 Choose **Federal Tax** from the **Edit** menu. The **Edit Federal Tax Table** dialog box appears.

Use the Edit Federal Tax Table dialog box to set up your federal taxes.

Percentages and limits	
Federal ID:	0000000000
Supplemental earnings %:	20.0000
Social Security %:	6.200
Medicare %:	1.450
FUTA %:	0.800
Social Security limit:	97500.00
FUTA limit:	7000.00

Allowances/Credits/Exemptions							
1:	3650.0000	2:	6050.0000	3:	0.0000	4:	0.0000
5:	0.0000	6:	0.0000	7:	0.0000	8:	0.0000

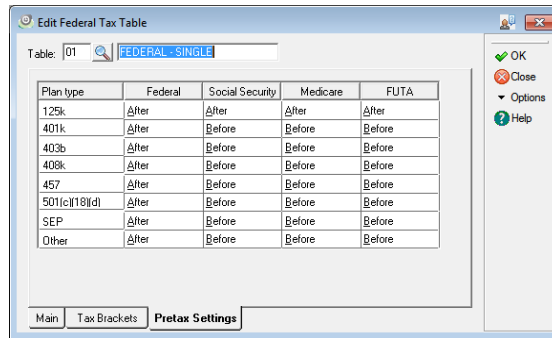
- 2 Type the tax table number in the Table field. The description appears in the appropriate field. If you are not sure of the tax table number, click **LookUp** to view a list of federal tax tables.

You can click **Help** from the **Edit Federal Tax Table** dialog box for a detailed description of each field.

- 3 Type your Federal ID along with the rate and limits for Supplemental Earnings, Social Security, Medicare and FUTA.

- 4 Update any necessary allowances, credits or exemptions in the Allowances/ Credits/Exemptions area. The information in this area is already set up. You should only modify this information when tax legislation changes.
- 5 Click the **Tax Brackets** tab. Update any necessary tax bracket information. The information on this tab is already set up. You should only modify this information when tax legislation changes.
- 6 Click the **Pretax Settings** tab. Use the **Pretax Settings** tab to select when you want the tax to calculate. Select **Before** to calculate the tax before the plan is deducted from the employee's wages. Select **After** to calculate the tax after the plan is deducted from the employee's wages.

Note: The **Pretax Settings** tab is only available for federal tax tables 01 and 02.



- 7 Click **OK** to save your changes.
- 8 Click **Close** to exit the dialog box.

Behind the Scenes With Federal Taxes

You can make changes to the federal tax tables yourself. To make sure you do this correctly, use the tax information outlined in the *IRS Publication 15, Circular E, Employer's Tax Guide* (commonly referred to as the *Circular E*), and the *IRS Publication 15-A, Employer's Supplemental Tax Guide*. Figures listed in the *Circular E* are in decimal format but Sage DacEasy Payroll requires percentages. Before entering the information into Sage DacEasy Payroll, you need to convert each decimal figure to a percentage.

Sage DacEasy Payroll calculates the amount of federal withholding automatically, based on the percentages you enter on the **Edit Federal Tax Table** dialog box. The amount to actually withhold from each employee's earnings is determined by dividing the number of pay periods in a year by the annual withholding figure. The following steps give a more detailed description of the method Sage DacEasy Payroll uses to calculate the amount of federal income tax to withhold from earnings.

- 1 The employee's annual federal taxable earnings are calculated as follows: the employee's federal taxable earnings (for one pay period) are multiplied by the number of pay periods in a year. The number of pay periods is determined by the employee's pay frequency.
- 2 The number of federal allowances (exemptions) is multiplied by the standard deduction amount.
- 3 The amount calculated in step 2 is subtracted from the employee's annual federal taxable earnings (step 1) to determine the amount of annual earnings that are taxable.
- 4 To determine the annual amount withheld for federal income tax, use Table 7 in the IRS Publication 15, Circular E, and prorate the amount for one year. You do this by (1) identifying the amount to withhold for federal income tax in Table 7 and (2) dividing the amount by the number of pay periods in a year.

Setting Up State Tax Tables

State law requires employers and employees to pay taxes based on their earnings to support the state government. Many states also have income taxes. This section explains some of these state taxes.

SUI (State Unemployment Insurance)

The State Unemployment Insurance tax (SUI, also known as State Unemployment Tax Acts, or SUTA) requires employers to pay a tax to the state government to fund services and provide benefits for qualified unemployed workers. The employer pays these taxes but the amount paid is based on employee earnings for the year (in some states, employees also pay the tax.). The SUI tax rate and limit are based on each individual company (the nature of business and unemployment history) and the limit varies from state to state. Check with your state's revenue department to determine what your SUI rate and limit are before you start processing payrolls.

SDI (State Disability Insurance)

Many states require businesses to provide insurance for their employees who become sick or have a non-work related accident. State Disability Insurance (SDI) can be based on a percentage of gross wages with a maximum amount per year or per week. For example, Hawaii and New York base a percentage of gross wages with a maximum amount per week. In addition to these two states, SDI also applies to California, Rhode Island and Puerto Rico.

Related Help Topics

- Setting up Colorado's Occupational Privilege Tax
- Setting up Massachusetts' Health Insurance Contribution
- Setting up New Jersey's Health Care/Work Force Split
- Setting up Oregon's County Tax

To Set Up a State Tax Table

- 1 Choose **State Tax** from the **Edit** menu. The **Edit State Tax Table** dialog box appears.

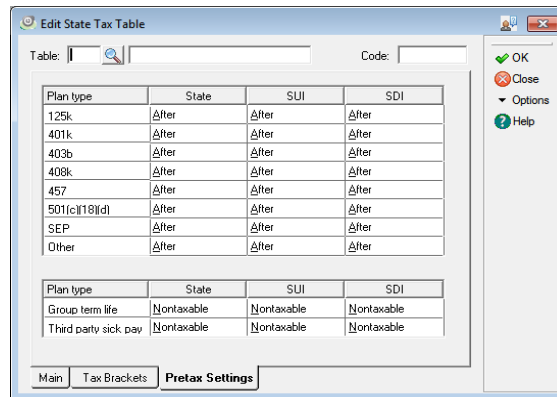
- 2 Type the tax table number in the Table field. The description and two letter state identification appears in the appropriate fields. If you are not sure of the tax table number, click **LookUp** to view a list of state tax tables.

You can click **Help** from the **Edit State Tax Table** dialog box for a detailed description of each field.

- 3 Type your State ID along with the rate and limits for Supplemental Earnings, SUI Employer and Employee and SDI Employer and Employee. It is important you enter the correct SUI and SDI percentages and limits for both the employer and employee. Check with your state government agency for the correct percentages and limits.
- 4 Update any necessary allowances, credits or exemptions. The information in this area is already set up. You should only modify this information when tax legislation changes.
- 5 Click the **Tax Brackets** tab. Update any necessary tax bracket information. The information on this tab is already set up. You should only modify this information when tax legislation changes.
- 6 Click **Options**, and then choose **Special Tax**. The dialog box that appears depends on the state tax table you are editing. Enter the appropriate information, and then click **OK** to save the special tax settings.

You can only choose **Special Tax** from the **Options** menu for the following states, Colorado, Massachusetts, New Jersey and Oregon.

- 7 Click the **Pretax Settings** tab. Use the **Pretax Settings** tab to select when you want the tax to calculate. Select **Before** to calculate the tax before the plan is deducted from the employee's wages. Select **After** to calculate the tax after the plan is deducted from the employee's wages. Select **Taxable** for Group Term Life and Third Party Sick Pay if these plans are taxable. Select **Nontaxable** if the plans are not taxable.



- 8 Click **OK** to save your changes.
- 9 Click **Close** to exit the dialog box.

Setting Up Local Tax Tables

You can set up an unlimited number of local tables with this feature and you have the ability to assign up to four local tables to each employee.

If you have a local withholding that is a flat amount or a percentage calculation based on gross earnings, federal or state withholding, use the **Edit Local Tax Table** dialog box to set up the local withholdings. If your city, county or school district does not have any withholding taxes, you do not need to set up any local tax tables.

To Set Up a Local Tax Table

- 1 Choose **Local Tax** from the **Edit** menu. The **Edit Local Tax Table** dialog box appears.

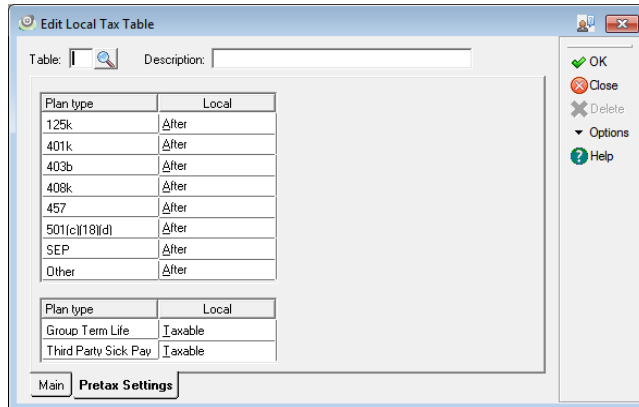
- 2 Type a unique tax table number and description for the local tax.

Note: Local tax table numbers 1-999 are not available when setting up a new local tax table. These numbers are reserved for use by the Sage DacEasy Payroll program.

- 3 Type your State Code, Local EIN and W2 Description along with the calculation settings for this local tax table.

You can click **Help** from the **Edit Local Tax Table** dialog box for a detailed description of each field.

- 4 Click the **Pretax Settings** tab. Use the **Pretax Settings** tab to select when you want the tax to calculate. Select **Before** to calculate the tax before the plan is deducted from the employee's wages. Select **After** to calculate the tax after the plan is deducted from the employee's wages. Select **Taxable** for Group Term Life or Third Party Sick Pay if the plan is taxable. Select **Nontaxable** if the plan is not taxable.



- 5 Click **OK** to save your changes.
- 6 Click **Close** to exit the dialog box.

Furniture Factory Example

Martin checks his federal, state and local tax tables to make sure Sage DacEasy calculates taxes on his 401k plan according to government requirements. To do this, Martin must check the pretax settings for the federal, state and local tax tables.

First, he checks the **Pretax Settings** tab on the **Edit Federal Tax Table** dialog box. He makes sure the 401k plan is set to calculate federal withholdings *after* Sage DacEasy takes out the deduction and that Social Security, Medicare and FUTA are set to calculate *before* Sage DacEasy takes out the deduction.

Next, he checks the **Pretax Settings** tab on the **Edit State Tax Table** dialog box, Martin sets the state withholdings to calculate *after* the 401k deduction and SUTA and SDIF to calculate *before* the 401k deduction.

Finally, he checks the **Pretax Settings** tab on the **Edit Local Tax Table** dialog box and sets the local withholdings to calculate *after* taking out the 401k deduction.

Setting Up Code Information

Codes are items that affect the amount of an employee's payroll check. Codes in Sage DacEasy Payroll also hold the account numbers for each company expense related to a payroll transaction. View codes by choosing **Codes** on the **Edit** menu.

Codes are divided into three categories, earnings, deductions and liabilities. Each category represents the affect this code has on the employee's payroll check or the company's account balances related to the payroll transaction. Earnings usually increase the amount of an employee's paycheck. Deductions usually decrease the amount of an employee's paycheck and liabilities are the amount the employer pays a third party, such as the government, based on the amount of the employee's earnings.

Standard Codes

Standard codes represent those codes used by the majority of companies. For example, standard earning codes include salary, hourly and overtime. You cannot delete standard codes.

User Defined Codes

Codes you create are referred to as user defined codes. Since every company has unique payroll needs, it is possible that the standard codes included in the program do not accommodate every type of payroll situation you encounter.

For example, commissions are paid differently in each company. Since we cannot determine if a company needs such an earning, Sage DacEasy Payroll does not come with a standard earning for commissions. Instead, Sage DacEasy allows you to create a user defined earning code for commission and allows the company to define how to pay the commission.

Related Help Topics

- Deleting user defined codes
- Adding accounts

Adding and Editing Codes

Use the **Edit Code** dialog box to set up your standard and user defined codes. To access this dialog box, choose **Codes** on the **Edit** menu. The **Edit Code** dialog box appears with the **Liabilities** tab open. There are three tabs on the **Edit Codes** dialog box, the **Liabilities**, **Earnings** and **Deductions** tabs. The standard codes are separated from the user defined codes on each tab. You can only edit the settings for a standard code, but you can add, edit and delete as many user defined codes as necessary.

To Edit a Code

Follow these steps to make an edit to a standard or user defined code

- 1 Choose **Codes** on the **Edit** menu. The **Edit Code** dialog box appears.
- 2 Click the tab to view the appropriate information, if necessary.
- 3 Make the necessary changes to the code.

You can click **Help** from the **Edit Code** dialog box for a detailed description of each field.

- 4 Click **OK** to save the change and exit the dialog box.

Adding and Setting Up User Defined Liabilities

Codes 55-70 are preassigned standard liabilities in Sage DacEasy Payroll. In addition to these standard liabilities, you can create an unlimited number of user defined liabilities such as profit sharing plans and insurance. You can assign up to 12 user defined liabilities to each employee.

When processing a payroll for your employees, you can enter liabilities manually using the **Transaction Entry** dialog box. You can also assign the codes to each employee using the **Edit Department** or the **Edit Employee Accumulations** dialog box, and then use the automatic Calculate Payroll routine. In either case, you should first set up all user defined codes on the **Edit Code** dialog box before assigning them to any department or employee.

To Add a User Defined Liability

- 1 Choose **Codes** on the **Edit** menu. The **Edit Code** dialog box appears.

The screenshot shows the 'Edit Code' dialog box with two tables. The first table, 'Standard liabilities', lists codes 55 through 59 with their descriptions and associated expense and liability codes. The second table, 'User defined liabilities', shows a single entry for code 401KL, described as '401k Liab', with an expense code of 520123 and a liability code of 210417. The dialog also includes buttons for OK, Close, Delete, Options, and Help, and tabs for Liabilities, Earnings, and Deductions.

Standard liabilities				
Code	Description	Expense	Liability	
55	Social Security	5201312	210411	
56	Medicare	5201311	210411	
57	FUTA	520132	210414	
58	SUI	520133	210415	
59	SDI	520134	210416	

User defined liabilities							
Code	Description	Expense	Liability	Type	Amount/Rate	Year limit	All dept
401KL	401k Liab	520123	210417	E	50.0000	0.00	<input type="checkbox"/>

- 2 Select a blank line in the User Defined Liabilities area and type a unique code in the Code column.

You can click **Help** from the **Edit Code** dialog box for a detailed description of each field.

- 3 Type a description of the user defined liability you are creating in the Description column.
- 4 Type the expense account number in the Expense column. This account is debited when this code is used in a payroll transaction. If you are interfaced with Sage DacEasy Accounting, click **LookUp** to select an account from a list.
- 5 Type the liability account number in the Liability column. This account is credited when this code is used in a payroll transaction. If you are interfaced with Sage DacEasy Accounting, click **LookUp** to select an account from a list.
- 6 Click the Type column to view the liability type options available. This column displays the type of user defined code you are adding. Choose from the options listed.

Note: If you select **E Employer contribution** in the Type column to add an Employer Contribution liability code, the **Employer Contribution Type** dialog box appears. Refer to the Help topic titled "Setting up employer contribution plans" for more information on setting up this type of code.

- 7 Type the fixed dollar amount or percentage used to calculate this liability for each employee in the Amount/Rate column. The amount or rate you type becomes the default on the **Edit Department** and **Edit Employee Accumulations** dialog boxes for each employee in the department. You can change the value on these dialog boxes later if necessary.
- 8 Type the annual limit amount when the company's liability ceases to calculate in the Year Limit column. The liability ceases when the year-to-date liability or wage reaches this amount. If there is no limit, type **99999999.99**.
- 9 Select the **All Dept** check box if you want to automatically assign this code to all new and existing departments.
- 10 Repeat steps 2-9 to add more user defined liability codes.
- 11 Click **OK** to save the codes and exit the dialog box.

Related Help Topics

- Setting up employer contribution plans
- Setting up cafeteria plans
- Setting up 401k plans
- Setting up simple IRA plans

Adding and Setting Up User Defined Earnings

Codes 1 - 09 and 40 are preassigned standard earnings in Sage DacEasy Payroll. In addition to these standard earnings, you can create an unlimited number of user defined earnings such as bonuses, holiday pay and contract labor. You can assign up to 30 user defined earnings to each employee. When processing a payroll for your employees, you can enter earnings manually using the **Transaction Entry** dialog box, or apply the earning to a group of employees using the **Blanket Entry** routine.

You can also assign the codes to each employee using the **Edit Department** or the **Edit Employee Accumulations** dialog box, and then use the automatic **Calculate Payroll** routine. In either case, you should first set up all user defined codes on the **Edit Code** dialog box before assigning them to any department or employee.

To Add a User Defined Earning

- 1 Choose **Codes** on the **Edit** menu. The **Edit Code** dialog box appears.
- 2 Click the **Earnings** tab and select a blank line in the User Defined Earnings area. Type a unique code in the Code column.

You can click **Help** from the **Edit Code** dialog box for a detailed description of each field.
- 3 Type a description of the user defined earning you are creating in the Description column.
- 4 Click the Federal column. Select whether the earning is taxable using the standard federal tax withholding tables, supplemental earning tax rates or not taxable at all.
- 5 Click the State column. Select whether the earning is taxable using the standard state tax withholding tables, supplemental earning tax rates or not taxable at all.
- 6 Click the Local column. Select whether the earning is taxable using the standard local tax withholding tables or not taxable at all.
- 7 Type the expense account number updated when this code is used. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, click **LookUp** to select an account from a list.
- 8 Click the Type column to view the earning type options available. This column displays the type of user defined code you are adding. Choose from the options listed.

- 9 Type the fixed dollar amount or percentage used to calculate this earning for each employee in the Amount/Rate column. The amount or rate you type becomes the default on the **Edit Department** and **Edit Employee Accumulations** dialog boxes for each employee in the department. However, you can change the value on these dialog boxes later if necessary.
- 10 Select the **All Dept** check box if you want to automatically assign this code to all new and existing departments.
- 11 Select the Disabled check box for the user defined earning codes you wish to disable, permanently or temporarily. Any user defined code that is marked as disabled at the Department level is ignored in payroll calculations for the corresponding departments.
- 12 Repeat steps 2-10 to add more user defined earning codes.
- 13 Click **OK** to save the codes and exit the dialog box.

Adding and Setting Up User Defined Deductions

Codes 20 - 32 are preassigned standard deductions in Sage DacEasy Payroll. In addition to these standard deductions, you can create an unlimited number of user defined deductions such as 401k plans, insurance and employee meals. You can assign up to 30 user defined deductions to each employee. When processing a payroll for your employees, you can enter deductions manually using the **Transaction Entry** dialog box, or apply the earning to a group of employees using the Blanket Entry routine.

You can also assign the codes to each employee using the **Edit Department** or the **Edit Employee Accumulations** dialog box, and then use the automatic Calculate Payroll routine. In either case, you should first set up all user defined codes on the **Edit Code** dialog box before assigning them to any department or employee.

To Add a User Defined Deduction

- 1 Choose **Codes** on the **Edit** menu. The **Edit Code** dialog box appears.
- 2 Click the **Deductions** tab and select a blank line in the User Defined Deductions area. Type a unique code in the Code column.

You can click **Help** from the **Edit Code** dialog box for a detailed description of each field.
- 3 Type a description of the user defined deduction you are creating in the Description column.

- 4 Type the account number updated when this code is used. This account is usually a liability account. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, click **LookUp** to select an account from a list.
- 5 Click the Type column to view the deduction type options available. This column displays the type of user defined code you are adding. Choose from the options listed.
- 6 Type the fixed dollar amount or percentage used to calculate this deduction for each employee in the Amount/Rate column. The amount or rate you type becomes the default on the **Edit Department** and **Edit Employee Accumulations** dialog boxes for each employee in the department. However, you can change the value on these dialog boxes later if necessary.
- 7 Select the pretax status of the user defined deduction in the Pretax column. Pretax indicates whether the deduction is subtracted from an employee's pay before or after calculating the withholding. Select the **Pretax** check box to subtract the deduction *before* calculating the withholding.
Note: If you select the **Pretax** check box, the **Pretax Deductions** dialog box appears. Complete the fields on the dialog box appropriately. Click **Help** from the **Pretax Deductions** dialog box for a detailed description of each field. The Maximum Contribution amount from the **Pretax Deductions** dialog box automatically appears in Year Limit column on the **Deductions** tab.
- 8 Type the annual limit where the deduction ceases to calculate in the Year Limit column. The deduction ceases to calculate when the year-to-date deduction reaches this amount. If there is no limit, type **0** or **99999999.99**.
- 9 Select the **All Dept** check box if you want to automatically assign this code to all new and existing departments.
- 10 Repeat steps 2-9 to add more user defined deduction codes.
- 11 Click **OK** to save the codes and exit the dialog box.

Related Help Topics

- Setting up a repayment deduction

Setting Up Department Information

Departments represent logical groups of employees within a company. Each company groups its employees in different ways. Many companies use functional units to group their employees. A functional unit might be defined as administration, human resources, accounting, training and development. View departments by choosing **Departments** from the **Edit** menu.

If you want to keep track of the labor associated with specific groups of employees, you will want to set up all your departments and assign each employee to their home department. Then you can use the Department report to track expenses per department. If you choose not to group your employees into departments, you would set up a single department and assign all employees to one department.

When setting up departments, you can assign earnings, deductions and liabilities appropriate for the employee's within the department. Using the All Employees check box on the **Edit Department** dialog box allows you to automatically assign the code to employees in the department. If you use this option, most of your employee's earning, deduction and liability information is automatically set up for you when you assign the department to the employee. After entering your employees and assigning departments, you can use the Calculate Payroll routine to process your payroll transaction.

Assigning Account Numbers

If Sage DacEasy Payroll is interfaced with Sage DacEasy Accounting, you must assign certain account numbers to each department so the General Ledger in Sage DacEasy Accounting is updated when you post your payroll transaction in Sage DacEasy Payroll. As you assign an account number in each field, Sage DacEasy Payroll verifies the account is the appropriate account in Sage DacEasy Accounting. You can add the account on-the-fly if an account does not exist.

If Sage DacEasy Payroll is *not* interfaced with Sage DacEasy Accounting, you need to assign account numbers to track the total dollar amount for salary expense, Social Security, Medicare, federal withholding and so forth. Sage DacEasy only uses earning, deduction and liability codes assigned account numbers.

Required Fields for Your Departments

If you assigned account numbers to the earning, deduction or liability code on the **Edit Code** dialog box, these accounts are automatically assigned when you create a new department. If you want to use different accounts for a department you are setting up, you can change these accounts on the **Edit Department** dialog box. You are required to assign a detail reconcilable bank account in the Checking Account field for each department if you are interfacing with Sage DacEasy Accounting. If you are not interfaced, you are just required to enter an account number in the Checking Account field for each department.

You must enter account numbers in the following fields *before* you save a department:

- Checking account
- Social Security (liability and deduction accounts)
- Medicare (liability and deduction accounts)
- FUTA
- SUI (liability account)
- Federal withholding

Note: Predefined standard liability codes 60–70 apply to employers in New Jersey, Colorado, Oregon and Massachusetts. These account numbers are not required when adding a new department but if your company does business in one of these states, you should enter an account number for each specific field related to your state before saving the department.

Related Help Topics

- Adding an existing code to a department
- Adding accounts
- Duplicating a department
- Deleting departments

Adding or Editing Departments

If you have already set up your codes on the **Edit Code** dialog box the account numbers assigned on the **Edit Code** dialog box automatically appear for those codes on the **Edit Department** dialog box. You do not have to use the default information entered when setting up the codes; you can change the information as needed for each department.

If you do not need to add any additional user defined codes, you can save the department and begin to add your employees. If you need to assign additional user defined codes to the department, it is easier to add them to the department before you begin assigning the department to your employees.

To Add or Edit a Department

- 1 Choose **Department** on the **Edit** menu. The **Edit Department** dialog box appears.

Use the Edit Department dialog box to enter information for the department.

Code	Description	Expense	Liability
55	Social Security	5201312	210416
56	Medicare	5201311	210411
57	FUTA	520132	210414
58	SUI	520133	210415
59	SDI	520134	210416

Code	Description	Expense	Liability	Amount/Rate	Year limit	All employees
401KL	401k Liab	520123	210417	50.0000	0.00	<input checked="" type="checkbox"/>

- 2 Type a unique code and name for the department if adding a new department or click **LookUp** to select an existing department from a list.
- 3 Type the account number of the payroll checking account for this department in the Checking Account field. This account is credited with the total net amount paid to all employees assigned this department in the payroll. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, you can click **LookUp** to select an account from a list.
- 4 Make any necessary changes to the standard code information for the new department.
- 5 Assign any necessary user defined codes to the new department.

Note: Click **Add** from the Code column in the user defined area to add a new user defined code. After adding the user defined code, you can assign it to the department.

You can click **Help** from the **Edit Department** dialog box for a detailed description of each field.

- 6 Click **OK** to save the department information.

- 7 Click **Close** to exit the dialog box.

Setting Up Employee Information

The **Edit Employee Information** and **Edit Employee Accumulations** dialog boxes are designed to help you maintain information about each employee. The **Edit Employee Information** dialog box contains information about the employee such as name, address, pay, vacation time, sick time and tax information. The **Edit Employee Accumulations** dialog box contains the employee's accumulations for all earnings, deductions and liabilities.

After you add an employee, you can begin making payroll entries for the employee. Sage DacEasy automatically updates monthly, quarterly and yearly accumulations when you post a payroll including the employee.

Related Help Topics

- Adding employees with accumulations
- Viewing employee payroll transaction history
- State tax modifications
- Setting up employees for direct deposit
- Setting up EIC employees
- Adding contract labor employees
- Deleting employees
- Entering employee's third party sick pay accumulations
- Transferring employee information to new employees
- Integrating with Microsoft Word
- Attaching notes to employee records
- Changing the note file name
- Sending an e-mail

Adding or Editing Employees

The following steps explain how to add a new employee or edit information about an existing employee.

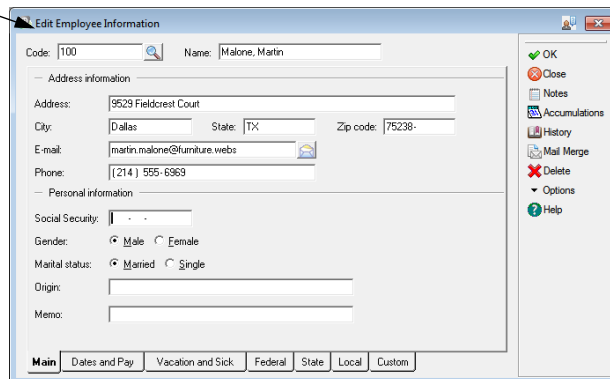
Note: If this is the first time you have used Sage DacEasy Payroll and you have an existing company, you probably already have employees working for you that have earning, deduction and liability accumulations. When adding these employees to Sage DacEasy Payroll, enter the amount of the employee's earnings, liabilities, deductions and payment totals for the year using the **Edit Employee Accumulations** dialog box.

To Add or Edit an Employee

Tracking your employee's earnings, deductions and liabilities is the most important part of your payroll software. Sage DacEasy has an **Edit Employee Information** and an **Edit Employee Accumulations** dialog box that are easy-to-use and simple to understand. These dialog boxes hold all the necessary information you need to know about your employee.

- 1 Choose **Employee Information** on the **Edit** menu. The **Edit Employee Information** dialog box appears.

Use the Edit Employee Information dialog box to set up the employee's code and enter information identifying this employee. This dialog box is divided into seven tabs: Main, Dates and Pay, Vacation and Sick, Federal, State, Local and Custom.



- 2 Type a unique code for the new employee in the Code field or click **LookUp** to select an employee from a list. Enter or view the appropriate information on each tab.
- 3 Click **Accumulations**. The **Edit Employee Accumulations** dialog box appears. Use this dialog box to add or edit any user defined codes necessary for the employee.

Note: You can assign up to 30 user defined earnings and deductions and 12 user defined liabilities to each employee.

Note: If your employees have any existing accumulations; record them on the **Edit Employee Accumulations** dialog box. For more information on adding existing accumulations, refer to the Help topic titled "Adding employees with accumulations."

4 *Setting Up*

Sage DacEasy Payroll User's Guide

- 4 Click **OK** to save any changes and return to the **Edit Employee Information** dialog box.

You can click **Help** from the **Edit Employee Information** dialog box for a detailed description of each field.

- 5 Click **OK** to save the new employee.
- 6 Click **Close** to exit the dialog box.

Processing Payroll

5

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• Processing Payroll •

You are ready to process a payroll for your employees after you set your defaults, enter your tax tables and set up your codes, departments and employees. This chapter explains all the routines used to process and post a payroll transaction.

When to Use the Transaction Entry dialog box

Use the **Transaction Entry** dialog box to manually enter standard or special earnings, deductions and liabilities. Use the Transaction Entry routine when one of the following conditions applies to an employee. These conditions are referred to as exceptions. If no exceptions apply, use the Calculate Payroll routine. For example, use the **Transaction Entry** dialog box to enter the vacation earnings for an employee, then use the Calculate Payroll routine to calculate the employee's deductions and liabilities.

If you are applying the same exceptions to a group of employees, use the Blanket Entry feature and apply them all at once. You can also reuse payroll entries from past payrolls using the Renew Payroll feature. Using either of these features generates payroll entries just as if you had manually entered them using the **Transaction Entry** dialog box. After generating the entries, use the Calculate Payroll routine to continue the payroll process.

For more information on using the Transaction Entry feature, refer to "Processing a Payroll Using the Transaction Entry" on page 67. For more information on using the Blanket Entry feature, refer to "Processing a Payroll Using Blanket Entry" on page 71. For more information on using the Renew Payroll feature, refer to "Processing a Payroll Using Renew Payroll" on page 70. For more information on using the Calculate Payroll routine, refer to "Calculating Payrolls" on page 79.

Some situations when you would use the **Transaction Entry** dialog box are if any of the following exceptions occur:

- You need to pay an hourly or salaried employee who did not work the normal number of hours or days in the pay period (for example, part-time or overtime employees).
- You want to enter an after-the-fact payroll or manually reverse a posted payroll check.
- You want to run a special payroll and do not want the check to include normal earnings (for example, paying vacation pay, sick pay or a bonus).
- You want to process a partial payroll.
- You want to use the **Time Card Entry** feature to track an employee's hours.

- You want to enter Third Party Sick Pay.
- You generated negative pay for an employee. For more information about negative pay, see the following section titled “Learning About Negative Pay.”
- You need to allocate wages for multi-state withholdings.

Learning About Negative Pay

When you process a payroll for an employee with large deductions and few working days, a negative payment may be generated. If this occurs, you can modify the amounts on the **Transaction Entry** dialog box. In addition, if the Calculate Payroll routine creates deductions that reduce gross pay to an amount less than zero, you can run the Cancel Calculation routine. The Cancel Calculation routine removes the earnings, deductions and liabilities created using the Calculate Payroll routine and allows you to make any necessary corrections so you can calculate the payroll again. If you decide to reduce deductions to correct the negative net to pay amount, we recommended you reduce the user defined deductions first. If you decide to do this however, you also need to reduce the amount of the withholding, and then manually subtract the deductions from the employee’s wages in several installments over the next few pay periods.

If you attempt to save a payroll entry on the **Transaction Entry** dialog box with a negative net to pay amount, a warning message appears asking if you want to process a negative amount. If you select **Yes**, Sage DacEasy clears the screen allowing you to make an entry for the next employee. If you continue to process the negative amount, you may experience problems in other payroll processing functions. You can save a negative amount temporarily, but you cannot post a payroll transaction with a negative amount in an entry.

Processing a Payroll Using the Transaction Entry

The following steps explain how to use the Transaction Entry routine to process a payroll for employees with exceptions.

Related Help Topics

- Processing a payroll for an employee earning tips
- Processing a payroll for an employee using vacation or sick time
- Processing a payroll in a different quarter
- Processing a payroll with multi-state withholdings
- Processing a payroll with third party sick pay
- Recording manual checks

To Process a Payroll Using the Transaction Entry Dialog Box

- 1 Choose **Entry** on the **Process** menu. The **Pay Frequency** dialog box appears.

Use the Pay Frequency dialog box to enter the dates and select which pay frequencies you want to process.

Note: The **Pay Frequency** dialog box appears if there are no entries in the current payroll. If you have already made entries using the Transaction Entry, Renew Payroll, Blanket Entry or Calculate Payroll routine for the current payroll but have not posted the payroll transaction yet, the **Pay Frequency** dialog box does not appear.

- 2 Type the dates and select which payroll frequencies you want to process. Click **OK** to continue. The **Transaction Entry** dialog box appears.

Use the Transaction Entry dialog box to enter a payroll entry for a particular employee.

Department	Code	Job ID	Description	F	S	L	Number	Amount/Rate	Amount
01			Salary	T	T	T	21.667	215.3800	4666.67
01	GARN		Garnishment	N	N	N	0.000	0.0000	125.00
01	HEALTH		Health Ins.	N	N	N	0.000	0.0000	102.25
01	401KD		401K	N	N	N	4666.670	10.0000	466.67
01	20		Federal WH	N	N	N	0.000	0.0000	398.00
01	21		Soc Sec WH	N	N	N	0.000	0.0000	282.99

Transaction summary

Total hours worked:	0.000	Total earnings:	+	4666.67
Total liabilities:	419.17	Total deductions:	-	1441.09
		Net pay:	\$	3225.58

- 3 Type the employee's code in the Code field. If you are not sure of the employee's code, click **LookUp** to view a list of employees. Select an employee from the list. The employee's information appears.

Tip: Click **Options**, and then **Time Card Entry** if you are using time cards. Refer to "Entering Time Cards" on page 76 for more information on this feature.

- 4 Type the employee's normal pay if necessary. Then, to pay any exception to the employee's pay such as vacation time, sick time, hourly rate or tips, enter the appropriate code and amount.

When typing the amounts for standard earnings, type the amount in whole or fractional numbers. For example, when entering days as the amount and you are recording that an employee took a half day of sick time, type **4.5** for the standard earning code-01 Salary and **.5** as the standard code-07 Sick time.

Tip: Click **AutoApply** after entering an employee's vacation or sick time to automatically calculate the regular earnings.

Note: To charge the earning to a different department, enter the department number in the Department field.

- 5 Click **OK** to save the payroll entry for the employee.
- 6 Repeat steps 3-5 to enter payroll entries for each employee necessary. Click **OK** to save each entry.

You can click **Help** from the **Transaction Entry** dialog box for a detailed description of each field.

- 7 Click **Close** to exit the **Transaction Entry** dialog box after all entries have been entered.
- 8 Choose **Calculate Payroll** from the **Process** menu. Use the Calculate Payroll routine to calculate the employee's deductions and liabilities. You will also use this routine to calculate the payroll for the employee's without exceptions. For more information on the Calculate Payroll routine, refer to "Calculating Payrolls" on page 79.

Furniture Factory Example

After reviewing the time his employees worked during the pay period, Martin has determined he has exceptions to his normal payroll. He views the **Transaction Entry** dialog box to enter those exceptions. Employee No. 106, Wyn Caldwell, was sick for one day during the pay period. Martin enters the employee's sick time by adding code 07 Sick Time. He enters **8** in the Number column to indicate he is paying the employee 8 hours of sick time. Martin clicks **AutoApply** and the regular hourly earning for Code 02 Hourly is calculated and appears on the entry. After Martin saves all his exceptions, he prints a Payroll Register to verify his entries.

Processing a Payroll Using Renew Payroll

The following steps explain how to use the Renew Payroll routine to reuse payrolls from your past payroll history.

To Process a Payroll Using Renew Payroll

- 1 Choose **Renew Payroll** on the **Process** menu. The **Pay Frequency** dialog box appears.

Note: The **Pay Frequency** dialog box appears if there are no entries in the current payroll. If you have already made entries using the Transaction Entry, Renew Payroll, Blanket Entry or Calculate Payroll routine for the current payroll but have not posted the payroll transaction yet, the **Pay Frequency** dialog box does not appear.

- 2 Type the dates and select which payroll frequencies you want to process. Click **OK** to continue. The **Renew Payroll** dialog box appears.

Note: You can also access the Renew Payroll feature from the **Transaction Entry** dialog box. To renew a payroll entry for a single employee, view the employee on the **Transaction Entry** dialog box, and then select **Renew**.

Use the Renew Payroll dialog box to reuse a payroll entry from a past payroll transaction.

	Check date	Pay period begin	Pay period end
Current Payroll	03/16/2010	03/16/2010	03/16/2010
Posted Payroll	01/26/2010	01/01/2010	01/31/2010

Posted reference: 01/26/2010 Payroll

Scope: Range Select

Employee code from:

Employee code to:

Apply current rate or amount to

Salary Hourly Vacation & sick time

Overtime 1 Overtime 2

Use defined transactions to renew

Earnings type 1 Earnings type 3 Apply current rate to type 3

Deductions type 1 Deductions type 3 Apply current rate to type 3

The Furniture Factory Quarter 1 / Month 2: 01/01/2010 - 03/31/2010

- 3 Type the payroll reference for the payroll transaction you want to reuse. Click **LookUp** to select a payroll from a list.

- 4 Use the Scope option to select how you want to select the employees included in the range. Choose **Range** to use a consecutive range of employees. Choose **Select** to use a nonconsecutive range of employees. Type the employee code range in the Employee Code From and Employee Code To fields. If you are renewing a payroll for a single employee, and accessed the Renew Payroll feature from the **Transaction Entry** dialog box, the Scope option is not available so you can proceed to the next step.

- 5** Select whether you want to use the rate or amount from the original payroll entry, or if you want to use the current rate or amount assigned to the employee.
- 6** Select which user defined codes you want copied into the new payroll. If you select Earnings Type 3 or Deductions Type 3, you can also select whether or not you want to use the rate from the original payroll entry, or if you want to use the current rate assigned to the code.
- 7** Click **OK**.

If you chose the **Select** option as the Scope, the range of employees you entered appears in a list. Select the employees whose payroll entries you want to renew and click **OK**.

Sage DacEasy Payroll copies the selected payroll entries to the current payroll transaction. A confirmation message appears when the entries are successfully renewed.
- 8** Click **OK** to continue and exit the Renew Payroll routine.

Note: After the payroll entries are generated, you can view the entries using the **Transaction Entry** dialog box to make any changes necessary. To continue with the payroll process, use the Calculate Payroll routine to calculate the deductions, company liabilities and employee withholdings.

Processing a Payroll Using Blanket Entry

The following steps explain how to use the Blanket Entry routine to apply exceptions to a group of employees all at once.

To Process a Payroll Using Blanket Entry

- 1** Choose **Blanket Entry** on the **Process** menu. The **Pay Frequency** dialog box appears.

Note: The **Pay Frequency** dialog box appears if there are no entries in the current payroll. If you have already made entries using the Transaction Entry, Renew Payroll, Blanket Entry or Calculate Payroll routine for the current payroll but have not posted the payroll transaction yet, the **Pay Frequency** dialog box does not appear.
- 2** Type the dates and select which payroll frequencies you want to process. Click **OK** to continue. The **Blanket Entry** dialog box appears.

Use the Blanket Entry dialog box to create a template you can use to apply to a group of employees when creating payroll entries.

Blanket Entry

Blanket entry template: _____

Template:

Description:

Blanket exception filter: _____

Scope: Range Select

Use Employee: Code Department

From:

To:

Pay type to include:

Codes to apply to the selected employees: _____

Include	Description	Number of hours
<input type="checkbox"/>	Regular Pay	Based on frequency
<input type="checkbox"/>	Vacations	0.00
<input type="checkbox"/>	Sick Time	0.00
<input type="checkbox"/>	Overtime #1	0.00
<input type="checkbox"/>	Overtime #2	0.00

Standard Earnings | User Defined Earnings | User Defined Deductions

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- 3 Type the name of the blanket template you want to use. If you are creating a new blanket template, type a unique description of the template you are adding. Click **LookUp** to select an existing template from a list.
- 4 Use the Scope option to select how you want to select the employees. Choose **Range** to use a consecutive range of employees. Choose **Select** to use a nonconsecutive range of employees.
- 5 Select the appropriate Use Employee option to indicate whether you are using the employee's code or department when selecting the group.
- 6 Type the range in the From and To fields.
- 7 Select the pay type you want to include in the payroll transaction.
- 8 Select the **Standard Earnings** tab. Select the standard earnings you want included in the payroll transaction. Type the number of hours to apply for each standard earning.
- 9 Select the **User Defined Earnings** tab. Add each user defined earnings code you want included in the payroll transaction. Click **LookUp** to select a code from a list. Type the appropriate amount to apply to each user defined earning.
- 10 Select the **User Defined Deductions** tab. Add each user defined deduction code you want included in the payroll transaction. Click **LookUp** to select a code from a list. Type the appropriate amount to apply to each user defined deduction.
- 11 Click **Save** to save the settings if you are creating a new blanket template or editing an existing blanket template.

12 Click **OK**.

If you chose the **Select** option as the Scope, the range of employees you entered appears in a list. Select the employees you want to include in the payroll transaction and click **OK**.

Sage DacEasy Payroll applies the exceptions from the blanket template to the selected employees. A confirmation message appears when the entries are successfully created.

13 Click **OK** to continue and exit the Blanket Entry routine.

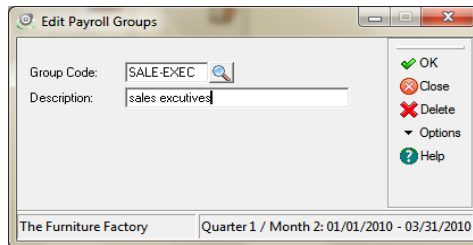
Note: After the payroll entries are generated, you can view the entries using the **Transaction Entry** dialog box to make any changes necessary. To continue with the payroll process, use the Calculate Payroll routine to calculate the deductions, company liabilities and employee withholdings.

Payroll Processing with Groups

More flexible payroll processing! Now you may classify your payroll runs into groups defined by you. For example, you may want to run payroll for a group of employees that contain both hourly and salaried employees. **Payroll Groups** consist of one or more salaried or hourly employees that are processed in the same payroll run. Use **Payroll Groups** when you want to have payroll processing cycles segregated by groups of employees with similar characteristics.

To Create Payroll Groups

1 Select Payroll Groups from the **Edit** menu. The Edit Payroll Groups dialog box appears.



2 To create a new group, enter a unique identifier in the **Group Code** field. i.e., HOUR_SHFT1, SAL_EXEC1, etc.

3 Enter a descriptive description in the **Description** field.

4 Click **OK** to save the payroll group.

To Assign Payroll Groups to Employees

- 1 Select **Employee Information** from the **Edit** menu. The **Edit Employee Information** dialog box appears.
- 2 Click on **LookUp** to select the employee you want to assign the payroll group to.
- 3 Select the **Dates and Pay** tab to move to that section of the dialog box.
- 4 Enter the payroll group code in the **Pay Group** field. Click on **LookUp** to select from existing payroll groups.
- 5 Click **OK** to save the employee.

The screenshot shows the 'Edit Employee Information' dialog box with the 'Dates and Pay' tab selected. The 'Pay Group' field is highlighted with a red box and contains the text 'SALE-EXEC'. The 'Department' is 'Administration' and the 'Title' is 'Owner'. The 'Pay type' is 'Salary' and 'Direct deposit' is checked. The 'Pay amount' is '6500.00'. The 'Frequency' is 'Monthly'. The 'Overtime 1' and 'Overtime 2' fields are both set to '0.000'. The 'Code' is '100' and the 'Name' is 'Malone, Mattie'. The 'Birth' date is '04/20/1952' and the 'Hire' date is '01/02/1980'. The 'Promotion' and 'Termination' fields are empty. The 'Main' tab is selected at the bottom, with 'Dates and Pay' also visible. The status bar at the bottom indicates 'The Furniture Factory' and 'Quarter 1 / Month 2: 01/01/2010 - 03/31/2010'.

- 6 Click **OK** to save the employee information.

To Process Payroll Groups

- 1 Select **Calculate Payroll** from the **Process** menu. The **Pay Frequency** dialog box appears.
- 2 Fill in the pay frequency information and click **OK** to continue. The **Automatic Payroll Calculation** dialog box appears.
- 3 Select the Payroll Group you want to process from the **Include Pay Type** dropdown box.
Note: The Include Pay Type dropdown box includes Salaried, Hourly, All, and all the payroll group codes from the Payroll Groups table.
- 4 Fill in the rest of the information in the Automatic Payroll Calculation dialog box.
- 5 Click **OK** to process your payroll.

To Print Payroll Checks for Payroll Groups

- 1 Select **Checks** from the **Process** menu. The **Print Checks** dialog box appears.
- 2 Select the Payroll Group you want to process from the **Employee Type** dropdown box.
Note: The employee type dropdown box includes Salaried, Hourly, All, and all the payroll group codes from the Payroll Groups table.
- 3 Fill in the rest of the information in the Print Checks dialog box.
- 4 Click **OK** to print your checks.

Editing a Transaction After Printing Checks

If you have already printed a check for an employee, you cannot edit the payroll entry in the **Transaction Entry** dialog box. If you need to change the amounts on the payroll entry, you have two options:

- **Void the check**—To void the check, point to **Reconciliation** on the **Periodic** menu, and then select **Reconcile Checks**. Select the check corresponding with the entry you need to change and mark it as **Void**. After voiding the check, you can edit the payroll entry, and then print a new check.
- **Delete the entry**—Deleting the entry on the **Transaction Entry** dialog box automatically voids the check. After voiding the check, you can reenter the correct payroll entry, and then print a new check.

Furniture Factory Example

After printing checks, Victoria noticed that Martin had forgotten to enter the overtime hours for Employee No. 107, Chase Headley. Since Martin had not posted the payroll transaction yet, he accessed the **Transaction Entry** dialog box and viewed the payroll entry for employee 107.

While viewing the entry, Martin clicked **Delete** to delete the entry and, in turn, void the check associated with this employee's entry. Martin then reentered the employee's regular hours and the overtime he had forgotten. He saved the entry, and then ran the Calculate Payroll routine. Martin calculated the payroll again so the taxes would generate for that employee, and then he printed this employee's check.

Using Time Cards

Use the **Time Card Entry** feature to track the number of hours employees work each day or each week. In addition to automatically calculating the number of hours worked, this option also determines how much of the total time worked is regular hours or overtime hours. Use the **Time Card Entry** dialog box if the following situations apply.

- Your company collects employee time cards on a regular basis (for example, daily, weekly or bi-weekly) and you want to keep track of your employees' hours on the computer.
- You want a report to track the hours for employees who do not work a typical or regular work week during the pay period. Print the **Time Card Report** to view these hours.

Entering Time Cards

The information you enter on a day-by-day basis remains in the **Time Card Entry** dialog box until you post your payroll. In addition to tracking your employee's regular work hours, you can track your employees' overtime hours using one of three methods: daily, weekly or both.

- If you select **Daily** as the Overtime Tracking option on the **System Preferences** dialog box, Sage DacEasy tracks overtime for any work done in excess of the Hours per Day amount on the **Edit Company** dialog box.
- If you select **Weekly** as the Overtime Tracking option on the **System Preferences** dialog box, Sage DacEasy tracks overtime for any work done in excess of the Hours per Week amount on the **Edit Company** dialog box.
- If you select **Both** as the Overtime Tracking option on the **System Preferences** dialog box, Sage DacEasy first calculates overtime as any time exceeding the specified hours per day. If weekly totals exceed the specified hours per week, weekly overtime hours replace total daily overtime.

To Enter a Time Card

- 1 Choose **Entry** on the **Process** menu. The **Pay Frequency** dialog box appears.

Note: The **Pay Frequency** dialog box appears if there are no entries in the current payroll. If you have already made entries using the Transaction Entry, Renew Payroll, Blanket Entry or Calculate Payroll routine for the current payroll but have not posted the payroll transaction yet, the **Pay Frequency** dialog box does not appear.

- 2 Type the dates and select which payroll frequencies you want to process. Click **OK** to continue. The **Transaction Entry** dialog box appears.
- 3 Type the employee's code in the Code field. If you are not sure of the employee's code, click **LookUp** to view a list of employees. Select an employee from the list. The employee's information appears.
- 4 Click **Options**, and then choose **Time Card Entry**. The **Time Card Entry** dialog box appears.

Use the Time Card Entry dialog box to track an employee's hours.

Time In	Time Out	Time In	Time Out	Week	Total	Day Code
08:00 AM	12:00 PM	01:00 PM	05:00 PM	1	08:00	Monday
08:00 AM	12:00 PM	01:00 PM	05:00 PM	1	08:00	Tuesda

Time card summary

Clock Mode: 12 hour Regular: 8:00 Overtime: 0:00

The Furniture Factory Quarter 1 / Month 2: 01/01/2010 - 03/31/2010

- 5 Type the time the employee arrived at work or returned from lunch or break in the Time In field. Type the time the employee left work for lunch, a break or for the day in the Time Out field.
- 6 Type the number identifying the week in the current payroll in the Week field. This number is used to track regular and overtime hours worked.

For example, if your employees are paid weekly, type **1** in the Week field. If your employees are paid biweekly, type **1** for the first week and **2** for the second week.
- 7 Type a code identifying the day of the week in the Day Code field.

You can click **Help** from the **Time Card Entry** dialog box for a detailed description of each field.
- 8 Click **OK** to save the time card entry.
- 9 Click **OK** to save the payroll entry for the employee.

Note: It is important you do not use codes 02 Hourly or 03 Overtime #1 in the Code field in the body of the **Transaction Entry** dialog box. When using the Time Card Entry feature, these codes are entered and updated automatically for you based on the time card entries. When these amounts are updated on the **Transaction Entry** dialog box, the amounts are automatically converted to fractional amounts if necessary.

Printing the Time Card Report

You can print this report to verify entries made using the **Time Card Entry** dialog box. If you find mistakes on the report, return to the **Time Card Entry** dialog box and make any necessary corrections.

If you are using the Sage DacEasy Business Center, this report is available as an Instant Report.


To Print the Time Card Report

- 1 Choose **Time Card Report** on the **Process** menu. The **Time Card Report** dialog box appears.
- 2 Select how you want the report sorted and type the range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.

You can click **Help** from the **Time Card Report** dialog box for a detailed description of each field.

- 4 Click **OK** to save the information. The **Report Layout** dialog box appears.
- 5 Select the target and click **OK** to generate the report.

Time Card Report

	The Furniture Factory 1730 Paradise Road Dallas, TX 75252	Date : 03/16/2010 Time : 2:56 PM Page no. 1						
Time Card Report								
Empl #	Employee Name	Week	Day Code	Time In	Time Out	Time In	Time Out	Total
100	Malone, Martin	1	Monday	08:00 AM	12:00 PM	01:00 PM	05:00 PM	08:00
		1	Tuesda	08:00 AM	12:00 PM	01:00 PM	05:00 PM	08:00
							Regular Hours:	16:00
							Overtime Hours:	0:00
							Total Hours:	16:00

Calculating Payrolls

Use the Calculate Payroll routine to calculate any regular or user defined earnings, deductions, company liabilities and employee withholdings. Deductions and liabilities calculate based on earnings entered manually on the **Transaction Entry** dialog box and the codes set up on the **Edit Employee Accumulations** dialog box.

To Calculate a Payroll

- 1 Choose **Calculate Payroll** on the **Process** menu. The **Pay Frequency** dialog box appears.

Note: The **Pay Frequency** dialog box appears if there are no entries in the current payroll. If you have already made entries using the Transaction Entry, Renew Payroll, Blanket Entry or Calculate Payroll routine for the current payroll but have not posted the payroll transaction yet, the **Pay Frequency** dialog box does not appear.

- 2 Type the dates and select which payroll frequencies you want to process. Click **OK** to continue. The **Automatic Payroll Calculation** dialog box appears.

Use the Automatic Payroll Calculation dialog box to generate your payroll entries.

- 3 Select the **Calculate Regular Earnings** check box to calculate the regular earnings for all active employees in the pay frequencies you selected. Clear this check box if you made entries in the **Transaction Entry** dialog box and only want to calculate the earnings, deductions and liabilities for those employees with manual entries.
- 4 Select the pay type for the employees you want to include in the payroll transaction.

Use the Scope option to select the employees you want included in the payroll calculation. Choose the **Range** option to use a consecutive range of employees. Choose the **Select** option to use a nonconsecutive range of employees. Type the employee code range in the From and To fields.

- 5** Select which user defined earnings you want to generate for this payroll transaction.
- 6** Select which user defined deductions you want to generate for this payroll transaction.
- 7** Select the **Calculate Taxes on Cost of Group Term Life** check box if it applies to this payroll.

You can click **Help** from the **Automatic Payroll Calculation** dialog box for a detailed description of each field.

- 8** Click **OK**.

If you chose the **Select** option as the Scope, the range of employees you entered appears in a list. Select the employees you want to include in the payroll calculation and click **OK**.

Note: A Select column is available to identify the employees you selected. To view the Select column, you may need to resize the column headings, or scroll to the right of the list.

Sage DacEasy Payroll begins calculating the payroll transaction. A confirmation message appears when the payroll is calculated successfully.

- 9** Click **Continue** to exit the **Automatic Payroll Calculation** dialog box.

Furniture Factory Example

After entering the payroll exceptions using the **Transaction Entry** dialog box (for example, payroll entries for employees using sick time, or who do not work the same number of hours each pay period), Martin wants to automatically calculate the deductions and liabilities for these employees, and calculate the payroll entries for all the other employees. To do this, Martin accesses the Calculate Payroll routine. Martin selects the **Calculate Regular Earnings** check box. This option automatically generates the payroll entries for all the other employees receiving their normal pay and calculate taxes for all the employees.

Martin also wants to include the user defined deductions he set up for the same frequency as the employee's pay frequency, so he selects the appropriate pay frequencies in the User Defined Deductions To Include area. When he clicks **OK**, his payroll entries are automatically generated.

Percentage Method

After calculating your payroll, you may notice the federal or state withholding amounts do not match your wage bracket. That is because Sage DacEasy, like other computerized payroll systems, uses a formula to calculate withholdings. This is commonly known as the *percentage method*. This method was designed for computer payroll systems. It is more accurate than using the wage bracket tables since the payroll program calculates withholdings on an annual basis versus a periodic basis. The percentage method calculates to the penny as opposed to the wage bracket tables, which round off the result. The difference you notice can be anywhere from one cent to a couple of dollars.

Troubleshooting the Calculate Payroll Routine

If deductions do not calculate for employees during the Calculate Payroll routine, check for one of the following situations:

- Find the department assigned to the deduction. Make sure account numbers are assigned to the deduction for the department. You can check for these account numbers using the **Edit Department** dialog box.
- Check the federal, state and local tax tables. The employee may not have enough income to justify taking out these taxes.
- Check the Federal, State and Local columns on the **Edit Department** dialog box for Earnings. A T should appear in each of the Federal, State and Local columns in order for Sage DacEasy to calculate a tax for the earning using the federal tax tables. An S in these columns instructs Sage DacEasy to use the supplemental percent from the tax tables. An N in these columns indicates the earning is not taxable, so no taxes will calculate for the earning.
- If the deduction problem relates to Social Security, Medicare, FUTA, SDI or SUI, check the **Edit Employee Accumulations** dialog box to confirm the employee has not reached the limit specified. If you selected the Exempt option for Social Security, Medicare, FUTA, SDI or SUI on the **Edit Employee Information** dialog box, these amounts do not calculate. You can also check the limit set up on the appropriate tax table to confirm it is correct.
- If you entered employee earnings on the **Transaction Entry** dialog box, you must run the Calculate Payroll routine to automatically calculate deductions.
- If user defined deductions did not generate, make sure the deduction was assigned to the employee. Check to verify the deduction appears and is set up correctly on the **Edit Employee Accumulations** dialog box. Also make sure you selected the correct frequency assigned to the employee on the **Pay Frequency** dialog box.

- Check the pay type for the employee on the **Edit Employee Information** dialog box. If the employee's pay type is Contract, the standard deductions do not calculate.
- Check the federal or state tax information for the employee on the **Edit Employee Information** dialog box. If the Allowances for the employee are 99 on the **Federal** tab of the **Edit Employee Information** dialog box, the federal deductions do not calculate. If the Allowances for the employee are 99 on the **State** tab of the **Edit Employee Information** dialog box, the state deductions do not calculate.

Canceling the Automatic Payroll Calculation

The Cancel Calculation routine clears all earnings, deductions and liabilities that were automatically calculated by Sage DacEasy using the Calculate Payroll routine. However, it does not delete manual payroll entries for codes you entered using the **Transaction Entry** dialog box or transactions where a check was printed. After canceling the calculations, you can make changes on the **Transaction Entry**, **Edit Employee Information** or **Edit Employee Accumulations** dialog boxes to correct an error, and then run the Calculate Payroll routine again.

To Cancel the Calculation

- 1** Choose **Cancel Calculation** on the **Process** menu. The **Cancel Automatic Calculation** dialog box appears.

You can click **Help** from the **Cancel Automatic Calculation** dialog box for more information.
- 2** Click **OK** to continue. When the Cancel Calculation routine is complete, a message appears.
- 3** Click **Continue** to complete the routine and exit the dialog box.

Cancel Calculation Work-Around

If you discover an error involving only one employee or just a few employees, and you have not printed or posted the payroll entries yet, you do not need to use the Cancel Calculation routine. Instead, access the **Transaction Entry** dialog box, select the employee and click **Delete** to delete the payroll entry. You can then either reenter the data for the employee on the **Transaction Entry** dialog box or correct the record on the **Edit Employee Information** or **Edit Employee Accumulations** dialog box. Run the Calculate Payroll routine again to process only those entries deleted.

Printing the Payroll Register

Use this report to verify all entries on the **Transaction Entry** dialog box. If you find mistakes, go back to the **Transaction Entry** dialog box and make any necessary corrections, or run the Cancel Calculation routine.

You can use this report several times throughout the payroll process. First, if you print this report after entering exceptions using the **Transaction Entry** dialog box, you can easily double-check your entries. Second, print this report after automatically calculating a payroll using the Calculate Payroll routine to make sure all earnings, deductions and liabilities were generated correctly. View this report before printing your payroll checks, and you will save yourself time and money by catching errors before the checks are printed.


The 941, state and local tax information print on the last page of the Payroll Register. This section of the report is useful when you need to know your tax deposit accumulations for a particular payroll.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to Chapter 6, “Working With Sage DacEasy Business Center Pages” in the *Sage DacEasy Business Center Guide*.

To Print the Payroll Register

- 1 Choose **Payroll Register** on the **Process** menu. The **Payroll Register** dialog box appears.
- 2 Select how you want the report sorted and type the range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.
- 4 Complete the remaining fields if necessary.
You can click **Help** from the **Payroll Register** dialog box for a detailed description of each field.
- 5 Click **OK** to save the information. The **Report Layout** dialog box appears.
- 6 Select the target and click **OK** to generate the report.

Payroll Register (Detail)




The Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/16/2010
Time : 2:59 PM
Page no. 1

Payroll Register
Weekly/Biweekly/Semimonthly/Monthly
Hourly, Salary & Contract Labor
Check Date: 03/16/2010

Employee Code & Name	Earnings				Deductions			Liabilities		
	Code	Description	Number	Amount	Code	Description	Amount	Code	Description	Amount
100										
Malone, Martin										
	01	Salary	21.667	4666.67	20	Federal WH	483.33	55	Soc Sec Liab	289.33
	02	Hourly	16.000	0.00	21	Soc Sec WH	289.33	56	Medicare Lb.	67.67
					22	Medicare WH	67.67			
		Total		4666.67			840.33		3826.34	357.00
101										
Malone, Victoria										
	01	Salary	21.667	3500.00	20	Federal WH	308.33	55	Soc Sec Liab	217.00
					21	Soc Sec WH	217.00	56	Medicare Lb.	50.75
					22	Medicare WH	50.75	57	FUTA Liab	1.64
								58	SUI Liab	92.59
		Total		3500.00			576.08		2923.92	361.98

Payroll Register (Tax Information)



The Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/16/2010
Time : 2:59 PM
Page no. 5

Payroll Register
Weekly/Biweekly/Semimonthly/Monthly
Hourly, Salary & Contract Labor
Check Date: 03/16/2010

Tax Deposit Type	Code	Description	Amount
941 Deposit	08	EIC	-35.19
	20	Federal WH	1785.99
	21	Social Sec.-Employee	1241.71
	22	Medicare-Employee	290.43
	55	Social Sec.-Employer	1241.71
	56	Medicare-Employer	290.43
		Total 941 Deposit	4815.08
State Deposit OKLAHOMA	23	State 1 WH	54.00
		Total	54.00
	58	SUI Liab	74.04
		Total	74.04
		State Grand Total	128.04
TEXAS	58	SUI Liab	447.25
		Total	447.25
		State Grand Total	447.25

Printing Payment Forms

After reviewing the Payroll Register and confirming everything is correct, you are ready to print your payroll checks and direct deposit advices. You are required to print direct deposit advices before transmitting your direct deposit file to your financial institution or direct deposit service. This section includes the steps for print payroll checks, direct deposit advices and additional information on correcting transactions found after printing your payment forms.

Printing Payroll Checks

You can print continuous-feed and laser checks from Sage DacEasy Payroll. Be sure to select the appropriate setting for your checks using the **Payment Settings** tab of the **System Preferences** dialog box before printing your checks. Sage DacEasy provides you with the option to print OCREady Long Stub payroll checks. If you are using laser checks other than the OCREady Long Stub Format, you can print up to 10 earnings and 10 deductions.

If you select to use the OCREady Long Stub Format laser checks, you can print up to print 27 earnings and 27 deductions on the check in addition to vacation and sick time. The OCREady Long Stub format has an area specifically designed for printing vacation and sick time. You can order payroll checks and envelopes from the Sage DacEasy Forms division by calling (800) 222-0505.

Note: If you are using the OCREady Long Stub Format laser payroll check, you do not have the option of printing a duplicate stub.

Related Help Topics

- Aligning continuous-feed checks on your printer
- Reprinting payroll checks using a new check number
- Reprinting payroll checks using the same check number
- Voiding payroll checks

To Print Payroll Checks

- 1 Choose **Checks** on the **Process** menu. The **Print Checks** dialog box appears.

Use the Print Checks dialog box to enter information regarding the checks you want to print.

- 2 Use the Scope option to select the employees for which you want to print checks. Choose the **Range** option to use a consecutive range of employees. Choose the **Select** option to use a nonconsecutive range of employees. Select how you want the checks sorted and type the range in the From and To fields.
- 3 Select how you want the checks ranked and type the range in the From and To fields.
- 4 Select the group of employees, whose payroll checks you are printing, using the Employee Type option.
- 5 Enter the starting check number in the Starting Check Number field. This is the first check number in the batch of checks loaded in your printer.
- 6 Do not select the **Reprint Checks** check box.
- 7 Complete the remaining fields as necessary. Click **Help** from the **Print Checks** dialog box for a detailed description of each field.
- 8 Click **OK** to save the information.

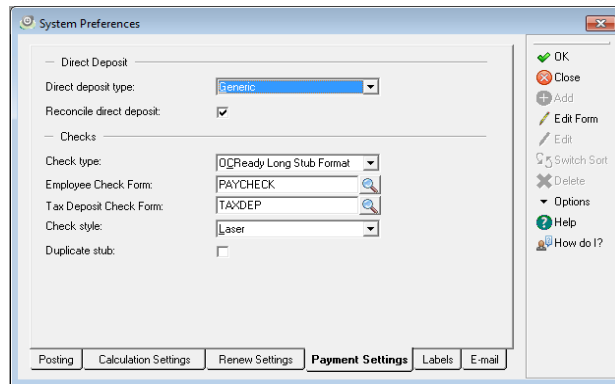
If you chose the **Select** option as the Scope, the range of employees you entered appears in a list. Select the employees you want and click **OK**. The **Report Layout** dialog box appears.

Note: If using continuous-feed checks, click **Test Page** from the **Report Layout** dialog box to print a test check and verify the check is loaded properly. This voids the first check. To view the voided check, choose **Reconciliation** on the **Periodic** menu, and then choose **Reconcile Checks**.

- 9 Select the target and click **OK** to begin printing checks.

To Set up Customizable Checks in Sage DacEasy Payroll

- 1 Select **Defaults** from the Edit menu and then select Preferences. The **Preferences** dialog appears.
- 2 Click on the **Payment Settings** tab to move to that section in the dialog box.



- 3 Select **Custom** from the **Check Type** dropdown box.
- 4 Enter the name of your check template in the **Employee Check Form** field, or click on **LookUp** to select from a list of available templates.
- 5 From the **Employee Check Form** field select Edit Forms to edit the employee check template.
- 6 Enter the name of your Tax Deposit check template in the **Tax Deposit Check Form** field. Click on **LookUp** to select from a list of available templates.
- 7 From the **Tax Deposit Check Form** field select Edit Forms to edit the tax deposit template.
- 8 To create an employee check template, type a new name in the **Employee Check Form** field. To select an existing template, type the template name or select **LookUp** and select the template.
- 9 To create a tax deposit template, type a new name in the **Tax Deposit Check Form** field. To select an existing template, type the template name or select **LookUp** and select the template.

Note: Refer to the “Editing templates” and “Template Variables” topic in Help for more information on how to create or edit form templates.

Tip: Select **Options** and select Copy Format to make a copy of an existing template.

10 Click on **OK** to save the **Preferences** and return to the menu.

To Print OCR Checks

- 1** Select **Defaults** from the **Edit** menu and then select **Preferences**. The **System Preferences** dialog appears.
- 2** Select Payments Settings tab.
- 3** Click on the **Check Type** dropdown box and select **OCR Checks** as your check printing option.
- 4** Click **OK** to save your check form settings.

Printing Direct Deposit Advices

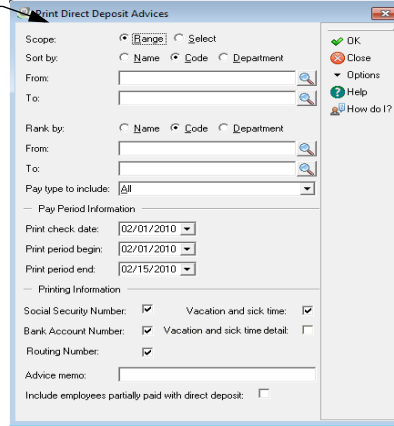
After reviewing the Payroll Register, confirming everything is correct, and you have employees using direct deposit, you are ready to print your direct deposit advices. Direct deposit advices are also referred to as direct deposit slips. Direct deposit advices are plain paper forms you provide to your direct deposit employees that include their current payroll information. Providing this plain paper direct deposit advice form is beneficial since you do not have to void a check to provide your employee with their current payroll information.

To Print Direct Deposit Advices

- 1** Choose **Direct Deposit Advices** on the **Process** menu. The **Print Direct Deposit Advices** dialog box appears.

Note: The Direct Deposit Advices feature is only available if you have employees using direct deposit as indicated on the **Edit Employee Information** dialog box.

Use the Print Direct Deposit Advices dialog box select and print your direct deposit information for the current payroll.



- 2 Use the Scope option to select the employees for which you want to print direct deposit advices. Choose the **Range** option to use a consecutive range of employees. Choose the **Select** option to use a nonconsecutive range of employees. Select how you want the advices sorted and type the range in the From and To fields.
- 3 Select how you want the advices ranked and type the range in the From and To fields.
- 4 Select the group of employees, whose direct deposit advices you are printing, using the Pay Type to Include option.
- 5 Complete the remaining fields as necessary. Click **Help** from the **Print Direct Deposit Advices** dialog box for a detailed description of each field.
- 6 Click **OK** to save the information.

If you chose the **Select** option as the Scope, the range of employees you entered appears in a list. Select the employees you want and click **OK**.

The **Report Layout** dialog box appears.

- 7 Select the target and click **OK** to begin printing direct deposit advices.

Correcting Unposted Payroll Entry Errors

If you discover an error on a printed check or direct deposit advice before posting, follow these steps.

To Correct Unposted Payroll Entry Errors

- 1 Choose **Entry** on the **Process** menu. The **Transaction Entry** dialog box appears.
- 2 Delete the transaction for the employee whose check or advice is incorrect. To do this, type the employee's code in the Code field. When the payroll entry information appears, click **Delete** to delete the payroll entry. When you delete the payroll entry, the corresponding check is voided.
- 3 Add a new payroll entry for each deleted transaction and make the necessary changes. Enter any earnings, deductions and/or liabilities manually if you did this originally, otherwise, use the Calculate Payroll routine. Click **OK** to save your transactions.
- 4 Process your payroll as usual.

Printing the Check Register

Print this report to retain a copy of your employee paychecks and direct deposit payments. The Check Register only prints those items in the Check Register file. If you are reconciling with Sage DacEasy Accounting or if you purge the Check Register during posting, you cannot print the Check Register after posting your payroll transaction. If you are reconciling with Sage DacEasy Accounting, you can print the Check Register from the Sage DacEasy Accounting program. Manual checks do not appear on the Check Register until you post your payroll.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report.

To Print the Check Register

- 1 Choose **Check Register** on the **Process** menu. The **Check Register** dialog box appears.

You can click **Help** from the **Check Register** dialog box for a detailed description of each field.
- 2 Select how you want the report sorted and type the range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.
- 4 Select the type of checks you want included on the report.
- 5 Click **OK** to save the information. The **Report Layout** dialog box appears.

6 Select the target and click **OK** to generate the report.

Check Register



The Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/16/2010
Time : 3:07 PM
Page no. 1

Check Register Report

Check #	DD	Date	Code	Employee Name	Earnings	Deductions	Paid Amount	Cleared	
00000553	Y	03/16/2010	100	Malone, Martin	4666.67	840.33	3061.07	NO	
D0000456	Y	03/16/2010	100	Malone, Martin	0.00	0.00	765.27	NO	
00000554	Y	03/16/2010	102	Harris, Jill	390.00	56.15	117.53	NO	
D0000457	Y	03/16/2010	102	Harris, Jill	0.00	0.00	40.00	NO	
D0000458	Y	03/16/2010	102	Harris, Jill	0.00	0.00	88.16	NO	
D0000459	Y	03/16/2010	102	Harris, Jill	0.00	0.00	58.77	NO	
D0000460	Y	03/16/2010	102	Harris, Jill	0.00	0.00	29.39	NO	
00000555	Y	03/16/2010	104	Barrett, Conrad	2916.67	342.54	64.35	NO	
D0000461	Y	03/16/2010	104	Barrett, Conrad	0.00	0.00	2188.01	NO	
D0000462	Y	03/16/2010	104	Barrett, Conrad	0.00	0.00	321.77	NO	
00000556	N	03/16/2010	105	Penny, Sue	620.00	108.24	511.76	NO	
00000557	N	03/16/2010	106	Caldwell, Wyn	390.00	42.40	347.60	NO	
00000558	N	03/16/2010	107	Headley, Chase	330.00	53.09	276.91	NO	
00000559	N	03/16/2010	108	Nelson, Jay	380.00	64.41	315.59	NO	
00000560	N	03/16/2010	112	Samuel, David	604.00	76.28	527.72	NO	
00000561	N	03/16/2010	113	Hermann, Mary	390.00	56.15	333.85	NO	
00000562	N	03/16/2010	115	Fisher, Kent	714.00	105.66	608.34	NO	
00000563	N	03/16/2010	116	Miller, Kevin	405.19	48.31	356.88	NO	
Checks Total					18	11806.53	1793.56	10012.97	
Voided					0				

Printing the Department Report

This report analyzes departmental payroll records. The Department report shows the totals of each general ledger account number by department and gives you information regarding the payroll expenses of each department relating to the current payroll. You can only print this report before posting the current payroll.

This report is particularly useful to individual department managers who want to determine labor costs per department. If you selected the **Allocate Cost By Department** check box on the **System Preferences** dialog box, you can print this report to view all deductions and liabilities allocated based on the department associated with each earning.

Tip: If you are using the Sage DacEasy Business Center, this report is available as an Instant Report. For more information on this feature, refer to Chapter 6, “Working With Sage DacEasy Business Center Pages” in the *Sage DacEasy Business Center Guide*.

To Print the Department Report

- 1 Choose **Department Report** on the **Process** menu. The **Department Report** dialog box appears.
You can click **Help** from the **Department Report** dialog box for a detailed description of each field.
- 2 Type the sort range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.
- 4 Select the type of report you want to generate.
- 5 Click **OK** to save the information. The **Report Layout** dialog box appears.
- 6 Select the target and click **OK** to generate the report.

Department Report

Emp #	Employee Name	Code	Description	Acct #	Number	Rate	Debits	Credits
118	Gaines, Mary	01	Salary		21.667	146.1500	3166.67	
117	Henry, Hugh				5.000	251.9200	1259.62	
100	Malone, Martin				21.667	215.3800	4666.67	
101	Malone, Victoria				21.667	161.5400	3500.00	
			Total Acct	520111			12592.96	
100	Malone, Martin	02	Hourly		16.000	0.0000	0.00	
115	Fisher, Kent				40.000	17.8500	714.00	
113	Hermann, Mary				40.000	9.7500	390.00	
			Total Acct	520112			1104.00	
115	Fisher, Kent	20	Federal WH					51.04
118	Gaines, Mary							397.40
117	Henry, Hugh							223.92
113	Hermann, Mary							26.31
100	Malone, Martin							483.33
101	Malone, Victoria							308.33
			Total Acct	210411				1490.33



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1730 Paradise Road
Dallas, TX 75252

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PAYROLL DEPARTMENT REPORT
Department: 01 Administration
Payroll Type: Weekly BNWeekly SemiMonthly Monthly

Creating the Direct Deposit File

The Direct Deposit feature transfers funds directly from an employer's bank account(s) into an employee's bank account(s). Process a direct deposit by choosing **Direct Deposit** on the **Process** menu.

Types of Direct Deposit Files

You can create two types of direct deposit files, an NPC (National Payment Corporation) file or a generic ACH (Automated Clearing House) file. You can use either option to process direct deposits for your employees. If you are using the third-party institution NPC to process your direct deposit, you want to create an NPC specific file. If you check with your company's financial institution and they provide direct deposit as part of their payroll services, you can create a generic ACH file and work directly with your financial institution.

Identify the type of direct deposit file you are creating on the **System Preferences** dialog box. To view the **System Preferences** dialog box, point to **Defaults** on the **Edit** menu, and then choose **Preferences**.

How the Direct Deposit Feature Works

An NPC specific direct deposit file uses modem communication software to directly link with an encryption algorithm routine. This ensures the security of your transmission and prevents any unauthorized access to your electronic payment information. This routine scrambles electronic payment information according to predetermined unique calculations for each user.

A generic ACH direct deposit file is transmitted over the modem using your bank's software or it is copied to a disk and delivered to your financial institution. The method you use to transfer your direct deposit information depends on the arrangements set up with your bank.

Related Help Topic

- Setting up the communication settings for NPC

Prenoting a Direct Deposit

Prenote a zero dollar amount credit to your bank to make sure the routing and bank account numbers are correct. You need to set up the company direct deposit account information and the employee direct deposit account information before you can prenote a direct deposit. When prenoting a direct deposit, make sure no entries are in the **Transaction Entry** dialog box.

Note: When setting up the employee direct deposit account information, notice the letter N appears as the Prenote setting and no date appears in the Prenote Date field.

Related Help Topics

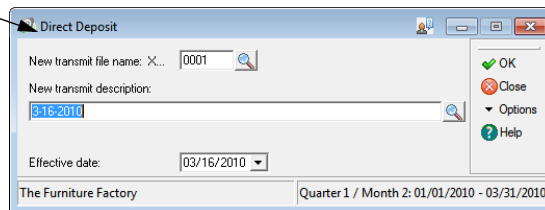
- Setting up employees for direct deposit
- Setting up company information

To Prenote a Direct Deposit

Creating the Prenote Direct Deposit Transaction

- 1 Choose **Direct Deposit** on the **Process** menu. The **Direct Deposit** dialog box appears.

Use the Direct Deposit dialog box to prenote your direct deposit transaction.



- 2 Type a file name for your payroll transaction. The direct deposit file name begins with XMIT followed by a four-digit number.
- 3 Type any management information notes in the New Transmit Description field.
- 4 Type the date to begin the prenote process.
You can click **Help** from the **Direct Deposit** dialog box for a detailed description of each field.
- 5 Click **OK** to create and transmit the prenote file. After the file is transmitted, click **Continue** to exit the **Direct Deposit** dialog box.

Verifying the Employee Direct Deposit Account Information

- 6 Choose **Employee Information** on the **Edit** menu. The **Edit Employee Information** dialog box appears.
- 7 Select an employee using direct deposit. If you are not sure of the employee code, click **LookUp** and select the employee from the list. The employee's information appears.
- 8 Click **Options**, and then choose **Direct Deposit**. The **Employee Direct Deposit Accounts** dialog box appears.

- 9 Notice a “W” appears as the Prenote setting. This indicates Sage DacEasy is waiting to ensure the prenote was successful. The date you prenoted the direct deposit appears in the Date Prenoted field.

You can process a direct deposit for your employees when the number of days in the prenote period has passed and an “A” appears as the Prenote setting. The “A” indicates direct deposit is now active for the employee. To check the number of days in the prenote period, view the **Edit Company** dialog box.

Creating a Generic ACH Direct Deposit File

You need to complete the payroll transaction before attempting to create a generic Automated Clearing House direct deposit file. Create and transmit your direct deposit file before you post your payroll transaction. Check with your financial institution to ensure you satisfy all their requirements necessary to use the generic direct deposit feature.

To Create a Generic ACH Direct Deposit File

- 1 Choose **Direct Deposit** on the **Process** menu. The **Direct Deposit** dialog box appears.
- 2 Type a file name for your payroll transaction. The direct deposit file name begins with XMIT followed by a four-digit number.
- 3 Type any management information notes in the New Transmit Description field.
- 4 Type the date you want your payment center to deposit the funds into your employees’ bank accounts in the Effective Date field. The date defaults to the current program date for ACH direct deposit files.

You can click **Help** from the **Direct Deposit** dialog box for a detailed description of each field.

- 5 Click **OK** to create the file. A confirmation message appears when the file is successfully created. Select **Details** to view the Direct Deposit Disbursement Report.

After Creating a Generic ACH Direct Deposit File

When a generic direct deposit file is created, the file name of the direct deposit file appears on your screen. This file is created in the Sage DacEasy Payroll program folder. Send this file to your financial institution using your modem and your financial institution’s software application, or you can copy the file to a disk and deliver the file to them. Check with your financial institution for the recommended method of transferring your direct deposit file.

Creating an NPC Direct Deposit File

You need to complete the payroll transaction before attempting to create a National Payment Corporation direct deposit file. Create and transmit your direct deposit file before you post your payroll transaction.

To Create and Transmit an NPC Direct Deposit File

- 1 Choose **Direct Deposit** on the **Process** menu. The **Direct Deposit** dialog box appears.
- 2 Type a file name for your payroll transaction. The direct deposit file name begins with XMIT followed by a four-digit number.
- 3 Type any management information notes in the New Transmit Description field.
- 4 Do not select the **Retransmit** check box, unless you are retransmitting the file.
- 5 Type the date you want your payment center to deposit the funds into your employees' bank accounts in the Effective Date field. The date defaults to two days from the current program date for NPC direct deposit files.

You can click **Help** from the **Direct Deposit** dialog box for a detailed description of each field.

- 6 Click **OK** to create and transmit the file. A confirmation message appears when the file is successfully created. Select **Details** to view the Direct Deposit Disbursement Report.

After You Transmit an NPC Direct Deposit File

When you transmit your payroll transaction, your payment processing center software application should ask you to provide your password. If you enter the password correctly, your payroll files transmit.

After completing the transmission, your payment center sends you a count of the items in your file, the total dollar amount and a confirmation number. Be sure to keep the confirmation number in a safe location. The confirmation number is your guarantee that the file was sent and received properly. Compare the total dollar amount provided by NPC with your dollar amount. If you have any problems, call your payment center's customer service department.

It is important you do not send your direct deposit file again after receiving your totals from your payment center. If you send the same batch twice, your payment center must contact your company to verify the information before processing anything.

Posting Payroll Transactions

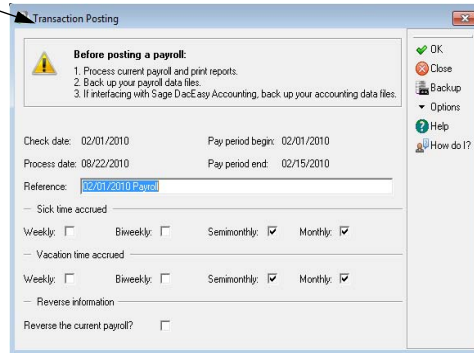
Posting is the last routine you need to perform for each payroll. This routine performs these important processes:

- Clears the current payroll from the Transaction file, allowing you to enter the next payroll.
- Adds totals from the current payroll to the monthly, quarterly, yearly or next quarter accumulation columns on the **Edit Employee Accumulations** dialog box.
- Purges all checks from the Check Register file if you selected the Erase Check Register after Posting check box on the **System Preferences** dialog box.
- Transfers the payroll checks to Sage DacEasy Accounting if you selected the Reconcile with Sage DacEasy Accounting check box on the **System Preferences** dialog box.
- Updates the Payroll History files. The posted payroll now appears on the Transaction History, Codes History and Detail reports.
- Updates the Direct Deposit files if using the Direct Deposit feature. The Direct Deposit Current Payroll file is cleared and the information is transferred to the Direct Deposit Transaction History file. The posted payroll is available from the Direct Deposit Transaction History file when creating custom reports in DacAccess or Crystal Reports. You can also view this information from the **Edit Employee Information** dialog box by selecting the **History** button, selecting a direct deposit transaction, and then selecting **Deposits**.
- Updates the Hours Accrued, Hours Paid and Hours Available fields on the **Edit Employee Information** dialog box for vacation and sick time.
- Adds totals from the current payroll to the 940, 941 and Schedule B file.
- Clears all time card entry information for the current payroll.
- Posts a transaction into the General Ledger in Sage DacEasy Accounting if you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting. A journal entry is created with the PY journal code.

To Post a Payroll Transaction

- 1 Choose **Posting** on the **Process** menu. The **Transaction Posting** dialog box appears.

Use the Transaction Posting dialog box to post your payroll transactions.



- 2 Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, run the Backup routine again and make a separate backup of your accounting data.
- 3 Verify the dates on the **Transaction Posting** dialog box are correct.
If the process date is incorrect, click **Options**, and then choose **Date**. The current date appears. Enter the correct date, exit the **Transaction Posting** dialog box and choose **Posting** from the **Process** menu again.
- 4 Type a payroll reference for the payroll transaction. Typing a descriptive reference helps easily identify the transaction.
- 5 Select the frequencies you want to accrue vacation time.
- 6 Select the frequencies you want to accrue sick time.
- 7 Do not select the Reverse Current Payroll check box.
You can click **Help** from the **Transaction Posting** dialog box for a detailed description of each field.
- 8 Click **OK** to continue. The **Report Layout** dialog box appears.
- 9 Select **Printer** as the target and click **OK** to generate the Posting report. A message appears stating the posting is complete.
- 10 Click **Continue** to exit the dialog box.

Furniture Factory Example

After Martin prints all of his reports and has determined the information is correct, he makes a backup of his data files by clicking the **Backup** button on the toolbar of the **Transaction Posting** dialog box. Then, Martin posts the payroll to finalize the payroll processing routine.

Printing the Posting Report

This report lists the general ledger transaction created when posting the payroll. If you are interfaced with Sage DacEasy Accounting, this is the transaction that posts into the General Ledger in Sage DacEasy Accounting. A journal entry is created with the PY journal code. If you are interfaced with Sage DacEasy Accounting, the account number and name print on the report. If you are *not* interfaced with Sage DacEasy Accounting, just the account number prints on the report.

To Print the Posting Report

- 1 Choose **Posting** on the **Process** menu. The **Transaction Posting** dialog box appears.
- 2 Verify the dates on the **Transaction Posting** dialog box are correct.
- 3 Complete each field on the dialog box appropriately.
You can click **Help** from the **Transaction Posting** dialog box for a detailed description of each field.
- 4 Click **OK** to continue. The **Report Layout** dialog box appears.
- 5 Select **Printer** as the target and click **OK** to generate the Posting report. A message appears stating the posting is complete.
- 6 Click **Continue** exit the dialog box.

For more information on posting a payroll transaction, refer to "Posting Payroll Transactions" on page 97.

Posting Report

Account #	Account Name	Debits	Credits
11022	Payroll Account		16690.69
210411	Federal Payroll Taxes		3608.56
210412	State Income Tax W/Held		54.00
210414	FUTA		64.16
210415	SUTA		521.29
210416	SDIF		1241.71
520111	Salaries	15509.63	
520112	Hourly	4553.19	
5201311	Medicare	290.43	
5201312	OASDI	1241.71	
520132	FUTA	64.16	
520133	SUTA	521.29	
Grand Totals		22180.41	22180.41



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PAYROLL G/L TRANSACTION CODE PY0000000001

Reversing Payrolls

Sage DacEasy allows you to reverse posted payrolls to correct payroll transactions without restoring a backup. For example, you may need to correct a payroll check posted for the wrong amount. There are two methods to reversing a payroll, the AutoReverse Posting routine, and manually reversing a payroll using the Reverse Current Payroll option on the **Transaction Posting** dialog box.

Before reversing a posted payroll, make sure all transactions have been posted or deleted. No entries should appear in the **Transaction Entry** dialog box if all transactions have been posted or deleted. If you have already started the next payroll, you need to remove any current payroll entries in the **Transaction Entry** dialog box that you do not want to include when reversing a posted payroll.

Before deleting the payroll entries, you can print a Payroll Register and Time Card Report. After you reverse the posted payroll transaction, you can reenter the payroll entries by referring to these reports.

Using AutoReverse Posting

You can reverse a posted payroll with a click of the mouse. You do not need to reenter the information from the original payroll manually, just select the payroll you want reversed and let Sage DacEasy do the rest for you. The option to manually reverse a payroll is available, but we recommend you use the AutoReverse method to reverse a payroll to ensure accurate reversing entries. The AutoReverse Posting routine also allows you to select whether to reverse the month to date accumulations and reverse a payroll in a previous quarter of the current year.

Note: If you do select to reverse a payroll in a previous quarter of the current year, Sage DacEasy also updates the year to date accumulations. This may result in changes in your previous quarter's reports.

To Use the AutoReverse Posting

- 1** Choose **AutoReverse Posting** on the **Process** menu. The **AutoReverse Posting** dialog box appears.
- 2** Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, run the Backup routine again and make a separate backup of your accounting data.
- 3** Type the payroll reference for the payroll transaction you want to reverse. Click **LookUp** to select a payroll from a list.

Note: The AutoReverse routine uses the payroll history to reverse the payroll transaction. This means that for each of the employees selected in the AutoReverse routine, the entry for that employee is reversed exactly from the original payroll transaction, unlike the manual payroll reverse routine. If you purge the payroll history during the Close Quarter routine, you cannot perform the AutoReverse routine for the payroll transactions that were purged.

- 4** Use the Scope option to select the employees you want included in the AutoReverse routine. Choose the **Range** option to use a consecutive range of employees. Choose the **Select** option to use a nonconsecutive range of employees. Type the employee code range in the From and To fields or click **LookUp** to select the employees from a list.
- 5** Type a payroll reference for the reversing payroll transaction. A default payroll reference is provided. Typing a descriptive reference helps easily identify the transaction.
- 6** Select whether or not you need to reverse the month to date accumulations.
- 7** Click **OK**. If you chose the **Select** option as the Scope, the range of employees you entered appears in a list. Select the employees you want to include in the reversed payroll and click **OK**.

A Select column is available in the list to identify the employees you selected. To view the Select column, you may need to resize the column headings, or scroll to the right of the list. A warning appears if reversing a payroll takes an employee's accumulation below a limit for vacation time, sick time or standard codes.

You can click **Details** from the warning to view a list of employees whose accumulations will go below a limit. You can print the report for future reference.

- 8** Click **Continue**. The **Report Layout** dialog box appears.
- 9** Select **Printer** as the target and click **OK** to generate the AutoReverse Posting report.

If you continued through the warning that employee accumulations will go below a limit for vacation time, sick time or standard codes, a log appears listing each employee affected. A message appears stating the reverse posting is complete.

- 10** Click **Continue** to exit the **AutoReverse Posting** dialog box.

You can print a Transaction History report for the check date to verify the reverse post transaction. Both the original transaction and the reverse transaction appear on the report. The reverse transaction cancels out the original transaction to correct the totals.

Behind the Scenes

When you reverse a payroll transaction, a reversing entry is made to the General Ledger, the check or checks are voided in the Sage DacEasy Payroll Check Register, or in the Sage DacEasy Accounting Check Register if you are reconciling with Sage DacEasy Accounting, and the amount is deducted from the **Edit Employee Accumulations** dialog box, payroll history files, 940 file and 941 file. The Payroll Transaction History and Detail reports are also updated. Negative entries for each selected employees for the reversed payroll transaction appear on the Transaction History report. The Detail report is also updated with the reversed payroll if the **Create Detail Report When Posting** check box is selected on the **System Preferences** dialog box.

Furniture Factory Example

The day after Martin posts the payroll, Victoria notices her bonus was not included on her check. Martin tells her he will print another check immediately. To do this, Martin decides he has to reverse the original payment for Victoria and recalculate and reprint her check correctly to make sure his accounting and payroll records are correct.

Martin prints the Transaction History report to locate the payroll he needs to reverse. Using the payroll reference from the Transaction History report, he runs the AutoReverse Posting routine. Since he only needs to reverse the payroll for Victoria, Martin selects **Range** as the Scope option on the **AutoReverse Posting** dialog box and enters Victoria's employee code in both the From and To fields.

Martin completes the AutoReverse Posting routine, and the original payroll entry is reversed and the original check is voided. Martin verifies the reverse posting by printing a Transaction History report to view the new entry with negative amounts. Martin then runs a payroll just for Victoria, this time remembering to pay her the bonus.

Manually Reversing a Payroll

When manually reversing a payroll, it is important you do not run the Calculate Payroll routine to generate deductions and/or liabilities. The following problem may occur:

When you posted the original entry, Sage DacEasy calculated the liabilities and deductions in full if limits were not reached. However, after posting, some employees may come close to their limit. So, the next time you run the Calculate Payroll routine, the liability and deduction information for these employees would be less than the original entry if they reached the limit. Therefore, when you reverse this payroll, liabilities and deductions are not reduced back to their previous amounts. The solution is to enter the earnings, deductions and liabilities on the **Transaction Entry** dialog box manually exactly as they appeared before posting the transaction. Refer to the Payroll Register you printed prior to posting the payroll transaction for the details of each entry.

If you are reversing a payroll and the employee has exceeded the wage limits for FUTA, SUI, SDI or Social Security in the original payroll transaction, Sage DacEasy does not update these amounts during the Manual Reverse Posting routine, even if the liabilities and deductions are present in the payroll entry. You must view the employee on the **Edit Employee Accumulations** dialog box and manually reduce the amount for the appropriate taxable wage fields.

For example, if an employee had exceeded the Social Security wage limit and you reversed a payroll for that employee, you need to manually adjust the employee's taxable wages. Select this employee in the **Edit Employee Accumulations** dialog box, click the **Earnings** tab and reduce the Social Security Month, Quarter, Year and Next Quarter column if applicable, by the amount of the last payroll. If you do not want to manually edit these amounts, use the AutoReverse Posting routine.

To Manually Reverse a Payroll

Entering the Reversing Payroll Entry

- 1 Choose **Entry** on the **Process** menu. The **Pay Frequency** dialog box appears.
- 2 Type the dates and select which payroll frequencies you want to process. Click **OK** to continue. The **Transaction Entry** dialog box appears.

- 3** Type the employee's code in the Code field. If you are not sure of the employee's code, click **LookUp** to view a list of employees. Select the employee from the list. The employee's information appears.
- 4** Enter the payroll entry exactly as it originally appeared for all earnings, deductions and liabilities according to the Payroll Register.

You can click **Help** from the **Transaction Entry** dialog box for a detailed description of each field.
- 5** Click **Options**, and then choose **Manual/Computer**. The **Check Type** dialog box appears. Choose **Manual** and type the original check number.

Perform this step if you need to void the original payroll check.
- 6** Click **OK** to save the check number.
- 7** Click **OK** to save the payroll entry for the employee.
- 8** Repeat steps 3-7 for each employee necessary to reverse the payroll transaction.

Reversing the Payroll Entry

Follow these steps to reverse a payroll transaction. Be sure to make a backup of your payroll data before you begin posting a payroll. You can restore this backup in the event an error occurs during the Posting routine. Before you post a payroll, print the Payroll Register for your records.

- 9** Choose **Posting** on the **Process** menu. The **Transaction Posting** dialog box appears.
- 10** Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. If you are running Sage DacEasy Payroll interfaced with Sage DacEasy Accounting, run the Backup routine again and make a separate backup of your accounting data.
- 11** Verify the dates and select the same vacation and sick time accrued options as the original payroll transaction you are reversing.
- 12** Select the **Reverse Current Payroll** check box.
- 13** Click **OK** to continue. The **Report Layout** dialog box appears.
- 14** Select **Printer** as the target and click **OK** to generate the Posting report. A message appears stating the posting is complete.
- 15** Click **Continue** to exit the dialog box.

You can print a Transaction History report to verify the reverse post transaction. Both the original transaction and the reverse transaction appear on the report. The reverse transaction cancels out the original transaction to correct the totals.

Making Tax Deposits

Making 940 Tax Deposits

The 940 Tax Deposit routine maintains a record of your Federal Unemployment Tax (FUTA) liabilities, deposits and amount due for the 940 federal tax return. Use this routine to print the 940 tax deposit checks.

Post all transactions before entering the **940 Deposit** dialog box. The liability and deposit sections pull information from the **Edit Employee Accumulations** dialog box and the 940 and 941 files. Post all payroll transactions to ensure this information is current.

The **940 Deposit** dialog box holds information regarding the liability to date. These fields are a record of transactions and are not accessible. Each deposit transaction updates the deposit record. Sage DacEasy uses this information to calculate the amount of the deposit due. To view or print the deposit history, click **History** while on the **940 Deposit** dialog box.

Related Help Topic

- Recording a tax deposit for a manual check

To Make a 940 Tax Deposit

- 1 Point to **Tax Deposit** on the **Process** menu, and then select **940**. The **940 Deposit** dialog box appears.

Use the 940 Deposit dialog box to enter your tax deposits.

Quarter	Tax liability	Deposits	Amount due
Prior quarter	0.00	0.00	0.00
Current quarter	270.22	0.00	270.22
Total amount due:			270.22

- 2 Select the quarter you want to make a deposit for using the Deposit For field. You can make a deposit for the prior, current, next quarter or entire year.
- 3 Complete the appropriate fields on the dialog box.

You can click **Help** from the **940 Deposit** dialog box for a detailed description of each field.

You can click **Address** to record the address of the institution to whom the check is payable.

- 4 Click **OK** to save the 940 tax deposit.

If you selected **Computer** as the Check Type, the **Report Layout** dialog box appears so you can print the tax deposit check. After printing the tax deposit check, the **Report Layout** dialog box appears to print the GL Transaction Summary report.

If you use continuous-feed checks, click **Test Page** from the **Report Layout** dialog box to print a test check and verify the check is loaded properly. If you use this feature, the check number on the **940 Deposit** dialog box is voided.

If you selected **Manual** or **None** as the Check Type, a message appears confirming you want to continue. Choose **Yes** to continue. The **Report Layout** dialog box appears to print the GL Transaction Summary report.

- 5 Select the target and click **OK** to begin generating the report.

Making 941 Tax Deposits

The 941 Tax Deposit routine maintains a record of your quarterly federal tax liabilities, deposits and the amount due for the 941 Form. Use this routine to print the 941 tax deposit checks.

Post all transactions before entering the **941 Deposit** dialog box. The liability and deposit sections pull information from the **Edit Employee Accumulations** dialog box and the 941 and 940 files. Post all payroll transactions to ensure this information is current.

The **941 Deposit** dialog box holds information regarding the current and prior quarters. These fields are a record of transactions and are not accessible. Each deposit transaction updates the deposit record. Sage DacEasy uses this information to calculate the amount of the deposit due. To view or print the deposit history, click **History** while on the **941 Deposit** dialog box. In order to use the 941 Tax Deposit routine, you must have an account number entered in the EIC field in your first department. Refer to the Help topic titled “Setting up the EIC account in departments for the 941 tax deposit” for more information.

Related Help Topic

- Recording a tax deposit for a manual check
- Setting up the EIC account in departments for the 941 tax deposit

To Make a 941 Tax Deposit

- 1 Point to **Tax Deposit** on the **Process** menu, and then select **941**. The **941 Deposit** dialog box appears.

Use the 941 Deposit dialog box to enter your tax deposits.

Quarter	Tax liability	Deposits	Amount due
Prior quarter	0.00	0.00	0.00
Current quarter	11205.54	0.00	11205.54
Total amount due:			11205.54

- 2 Select the quarter you want to make a deposit for using the Deposit For field. You can make a deposit for the prior, current or next quarter.
- 3 Complete the appropriate fields on the dialog box.

You can click **Help** from the **941 Deposit** dialog box for a detailed description of each field.

You can click **Address** to record the address of the institution to whom the check is payable.
- 4 Click **OK** to save the 941 tax deposit.

If you selected **Computer** as the Check Type, the **Report Layout** dialog box appears so you can print the tax deposit check. After printing the tax deposit check, the **Report Layout** dialog box appears to print the GL Transaction Summary report.

If you use continuous-feed checks, click **Test Page** from the **Report Layout** dialog box to print a test check and verify the check is loaded properly. If you use this feature, the check number on the **941 Deposit** dialog box is voided.

If you selected **Manual** or **None** as the Check Type, a message appears confirming you want to continue. Choose **Yes** to continue. The **Report Layout** dialog box appears to print the GL Transaction Summary report.
- 5 Select the target and click **OK** to begin generating the report.

If an amount due exists for the prior quarter, a message appears. If you want to apply a portion of this deposit to the prior quarter, choose **Yes**. The deposit amount cannot be over the amount due for the prior quarter. If you choose No, Sage DacEasy applies the deposit to the current quarter.

Making State Tax Deposits

The State Tax Deposit routine maintains a record of your tax liabilities, deposits and amount due for state withholding, State Unemployment Insurance (SUI) and State Disability Insurance (SDI). Use this routine to print the state tax deposit checks.

Post all transactions before entering the **State Deposit** dialog box. The liability and deposit sections pull information from the **Edit Employee Accumulations** dialog box. Post all payroll transactions to ensure this information is current.

The **State Deposit** dialog box holds information regarding the current and prior quarters. These fields are a record of transactions and are not accessible. Each deposit transaction updates the deposit field. Sage DacEasy uses this information to calculate the amount of deposit due. You can make a SUI/SDI deposit and State deposit from this dialog box. You cannot combine both the SUI/SDI and State deposits into one deposit. You must enter each deposit separately. To view or print the deposit history, click **History** while on the **State Deposit** dialog box.

Related Help Topic

- Recording a tax deposit for a manual check

To Make a State Tax Deposit

1 Point to **Tax Deposit** on the **Process** menu, and then select **State**. The **State Deposit** dialog box appears.

2 Type the two-letter abbreviation of the state for which you want to make a deposit or click **LookUp** to select the state abbreviation from a list.

If you are withholding for more than one state, you need to enter deposits for each state separately.

3 Select the quarter you want to make a deposit for using the Deposit For field. You can make a deposit for the prior, current or next quarter.

4 Complete the appropriate fields on the dialog box.

The Amount of Deposit field cannot exceed the Total Amount Due.

You can click **Help** from the **State Deposit** dialog box for a detailed description of each field.

You can click **Address** to record the address of the institution to whom the check is payable.

5 Click **OK** to save the state tax deposit.

If you selected **Computer** as the Check Type, the **Report Layout** dialog box appears so you can print the tax deposit check. After printing the tax deposit check, the **Report Layout** dialog box appears to print the GL Transaction Summary report.

If you use continuous-feed checks, click **Test Page** from the **Report Layout** dialog box to print a test check and verify the check is loaded properly. If you use this feature, the check number on the **State Deposit** dialog box is voided.

If you selected **Manual** or **None** as the Check Type, a message appears confirming you want to continue. Choose **Yes** to continue. The **Report Layout** dialog box appears to print the GL Transaction Summary report.

- 6 Select the target and click **OK** to begin generating the report.

If an amount due exists for the prior quarter, a message appears. If you want to apply a portion of this deposit to the prior quarter, choose **Yes**. The deposit amount cannot be over the amount due for the prior quarter. If you choose **No**, Sage DacEasy applies the deposit to the current quarter.

Making Local Tax Deposits

The Local Tax Deposit routine maintains a record of your local tax liabilities, deposits and the amount due for each of your local taxes. Use this routine to print local tax deposit checks.

Post all transactions before entering the **Local Deposit** dialog box. The liability and deposit sections pull information from the **Edit Employee Accumulations** dialog box. Post all payroll transactions to ensure this information is current.

The **Local Deposit** dialog box holds information regarding the current and prior quarters. These fields are a record of transactions and are not accessible. Each deposit transaction updates the deposit record. Sage DacEasy uses this information to calculate the amount of the local deposit due. To view or print the deposit history, click **History** while on the **Local Deposit** dialog box.

Related Help Topic

- Recording a tax deposit for a manual check

To Make a Local Tax Deposit

- 1 Point to **Tax Deposit** on the **Process** menu, and then select **Local**. The **Local Deposit** dialog box appears.
- 2 Type the code of the local tax for which you are making a deposit or click **LookUp** to select a code from a list.
- 3 Select the quarter you want to make a deposit for using the Deposit For field. You can make a deposit for the prior, current or next quarter.
- 4 Complete the appropriate fields on the dialog box.

You can click **Help** from the **Local Deposit** dialog box for a detailed description of each field.

You can click **Address** to record the address of the institution to whom the check is payable.

- 5 Click **OK** to save the local tax deposit.

If you selected **Computer** as the Check Type, the **Report Layout** dialog box appears so you can print the tax deposit check. After printing the tax deposit check, the **Report Layout** dialog box appears to print the GL Transaction Summary report.

If you use continuous-feed checks, click **Test Page** from the **Report Layout** dialog box to print a test check and verify the check is loaded properly. If you use this feature, the check number on the **Local Deposit** dialog box is voided.

If you selected **Manual** or **None** as the Check Type, a message appears confirming you want to continue. Choose **Yes** to continue. The **Report Layout** dialog box appears to print the GL Transaction Summary report.

- 6 Select the target and click **OK** to begin generating the report.

If an amount due exists for the prior quarter, a message appears. If you want to apply a portion of this deposit to the prior quarter, choose **Yes**. The deposit amount cannot be over the amount due for the prior quarter. If you choose No, Sage DacEasy applies the deposit to the current quarter.

Management Reporting

6

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• Management Reporting •

Overview

This chapter contains information on printing Payroll's management reports. The management reports available in Payroll provide you with the information you need to make decisions affecting your company. The management reports included in Sage DacEasy Payroll are the Employee Directory, Employee History, Detail report, New Hire, Transaction History and Codes History report. Sage DacEasy Payroll also allows you to print employee labels and integrate with Microsoft® Word. Integrating with Word means you can merge your payroll data into attractive Word documents that can be e-mailed or printed.

Related Help Topics

- Changing the report layout
- Integrating with Microsoft Word
- Integrating with Microsoft Excel

Printing the Employee Directory Report

This report prints a copy of the information that appears on the **Edit Employee Information** and **Edit Employee Accumulations** dialog boxes. The format of this report is similar to the information that appears on these dialog boxes.

Since the Employee Directory contains valuable information, it is a good idea to print and store a hard copy of this report at the end of each period. An example of the first page of the Employee Directory report is shown after these steps.


To Print the Employee Directory Report

- 1 Choose **Directory** on the **Reports** menu. The **Employee Directory** dialog box appears.
- 2 Select how you want the report sorted and type the range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.
- 4 Select whether or not you want to include terminated employees on the report.

You can click **Help** from the **Employee Directory** dialog box for a detailed description of each field.

- 5 Click **OK**. The **Report Layout** dialog box appears.
- 6 Select the target and click **OK** to generate the report.

Employee Directory Report



The Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Date : 03/16/2010
Time : 3:31 PM
Page no. 1

Employee Directory

Employee Data										Dates	
Code	100	Name						Malone, Martin	Birth	04/20/1952	
Address	9529 Fieldcrest Court							Hire	01/02/1990		
City	Dallas	State	TX	Zip	75238		Raise				
Phone	(214) 555-6969	S.S.#			Married	Review					
Gender	Male	Marital Status			Memo	Promotion					
Origin										Termination	
Payment Information											
Dept	01	Administration			Vacation:	Monthly					
Title	Owner	Direct Deposit	Yes	Date	01/02/1990	Accrued	80.000	Max	80.000		
Pay Suspended	No			Hours	6.667	Paid	0.000				
Frequency	Monthly			Sick Time:	Monthly						
Pay Type	Salary	Overtime 1	Overtime 2	Date	01/02/1990	Accrued	40.000	Max	40.000		
Amount	56000.00	0.00	0.00	Hours	3.324	Paid	0.000				
Tax Information											
Exempt:	SOC.SEC. No	MCARE No	FUTA No	SUI No			EIC	0			
Fed Filing Status	3	TEXAS	Allowances	0	Additional Withholding \$	0.00		Modi #	0	\$ 0.00	
State 1 Tax Table	61	TEXAS	Allowances	0	Additional Withholding \$	0.00		Modi #	0	\$ 0.00	
State 2 Tax Table			Allowances	0	Additional Withholding \$	0.00		Modi #	0	\$ 0.00	
Calc SUI Tax Table	61	TEXAS	Calculate State WH based on the State Wages were Earned?		No						
Local 1 Tax Table	0	GEN No	Additional Withholding \$	0.00							
Local 2 Tax Table	0	GEN No	Additional Withholding \$	0.00							
Local 3 Tax Table	0	GEN No	Additional Withholding \$	0.00							
Local 4 Tax Table	0	GEN No	Additional Withholding \$	0.00							
Standard Earnings											
Description	Month	Quarter	Year	Next							
Total Wages	9333.34	14000.01	14000.01	0.00							
Federal Taxable Wages	8764.42	12862.17	12862.17	0.00							
Social Security Taxable Wages	9231.09	13795.51	13795.51	0.00							
Medicare Taxable Wages	9231.09	13795.51	13795.51	0.00							
FUTA Taxable Wages	2435.58	7000.00	7000.00	0.00							
State1 Taxable Wages	0.00	0.00	0.00	0.00							
State2 Taxable Wages	0.00	0.00	0.00	0.00							
SUI Taxable Wages	4435.58	9000.00	9000.00	0.00							
SD1 Taxable Wages	0.00	0.00	0.00	0.00							
Local1 Taxable Wages	0.00	0.00	0.00	0.00							
Local2 Taxable Wages	0.00	0.00	0.00	0.00							
Local3 Taxable Wages	0.00	0.00	0.00	0.00							
Local4 Taxable Wages	0.00	0.00	0.00	0.00							
Tips	0.00	0.00	0.00	0.00							
EIC	0.00	0.00	0.00	0.00							
User Defined Earnings											
Code	Description	Frq	Amnt	Month	Quarter	Year	Next				
BONUS	Bonus	M	0.0000	0.00	0.00	0.00	0.00				
ADV	Advance	M	0.0000	0.00	0.00	0.00	0.00				

Printing Employee Labels

Sage DacEasy Payroll lets you print labels with your employees' information. If you select to print Mailing labels, the employee name and address print. If you select to print Attendance Card labels, the employee name, code, title, department code and department description print.

To Print Employee Labels

- 1 Choose **Labels** on the **Reports** menu. The **Mailing Labels** dialog box appears.
- 2 Select how you want to sort the labels and type the range in the From and To fields.
- 3 Use the the From and To fields to rank the labels and select the report range.
- 4 Complete the fields in the Filter Options area if necessary.

This area includes options for indicating whether or not you want terminated employees included on the labels, and the pay types and the employee types you want to include in the labels you are printing.
- 5 Complete the fields in the Label Options area if necessary.

This area includes options for the type of labels you are printing, the label format and the print mode you want to use for the labels you are printing.

You can click **Help** from the **Mailing Labels** dialog box for a detailed description of each field.
- 6 Click **OK**. The **Report Layout** dialog box appears.

For more information on editing the label layout, refer to the Help topic titled "Editing the Label Layout."

To ensure your labels are loaded properly in your printer and your printer settings are correct, click **Test Page**.
- 7 Select your target and click **OK** to begin printing.

Related Help Topics

- Changing the report layout
- Aligning continuous-feed forms in the printer
- Editing the label layout

Printing the Employee History Report

Each time you change information on the **Edit Employee Information** dialog box regarding personnel information, Sage DacEasy updates the Employee History file. This report prints one employee per page and details the changes with corresponding dates. The report reflects information such as hire date, date of pay raise, review date, date of promotion and so forth.

To Print the Employee History Report

- 1 Choose **Employee History** on the **Reports** menu. The **Employee History** dialog box appears.
 You can click **Help** from the **Employee History** dialog box for a detailed description of each field.
- 2 Use the From and To fields to select sorting and selection options.
- 3 Select how you want the report ranked and type the range in the From and To fields.
- 4 Select the **Include Terminated Employees** check box if you want to include terminated employees in the report.
- 5 Click **OK**. The **Report Layout** dialog box appears.
- 6 Select the target and click **OK** to generate the report.

Employee History Report

Date : 03/16/2010
Time : 3:56 PM
Page no. 1

The Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Transaction History Report

Employee Code & Name	Earnings			Deductions			Net Pay	Liabilities		
	Code	Description	Amount	Code	Description	Amount		Code	Description	Amount
100 Malone, Martin	Check No: 00000553 Check Date: 03/16/2010			Payroll Reference: 03/16/2010 Payroll Process Date: 03/16/2010			Pay Period: 03/16/2010 - 03/16/2010			
	01	Salary	4666.67	20	Federal WH	483.33	55	Soc Sec Liab	289.33	
	02	Hourly	0.00	21	Soc Sec WH	289.33	56	Medicare Lb.	67.67	
				22	Medicare WH	67.67				
			4666.67			840.33	3826.34		357.00	

Printing the Detail Report

To print this report, you must select the **Create Detail Report when Posting** check box on the **System Preferences** dialog box. This option causes Sage DacEasy to accumulate specific data from the Posting routine in the Payroll History files.

This report comes in handy at the end of a quarter. It can print individual check information. You can use it to double-check your deposit amounts and information pertaining to the Form 941. Print the Transaction History or Codes History report for more detailed information regarding each payroll transaction. For more information on these reports refer to “Printing the Transaction History Report” on page 123 and “Printing the Codes History Report” on page 124.

Note: You can purge information from this report during the Close Quarter and Close Year routines. To purge information from the Detail report, select the **Purge History** check box on the **Close Quarter** and **Close Year** dialog box.

To Print the Detail Report

- 1** Choose **Detail Report** on the **Reports** menu. The **Detail Report** dialog box appears.
- 2** Select how you want the report sorted and type the range in the From and To fields.
- 3** Use the From and To fields to rank the report and set the report range.
- 4** Select the **Include Terminated Employees** check box if you want to include terminated employees in the report.

You can click **Help** from the **Detail Report** dialog box for a detailed description of each field.

- 5** Click **OK**. The **Report Layout** dialog box appears.
- 6** Select the target and click **OK** to generate the report.

Detail Report



The Furniture Factory
1730 Paradise Road
Dallas, TX 75252

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Payroll Detail Report (Sorted by Code - Ranked by Code)

REG EARN	OVT 1	OVT 2	TIPS	FED WH	SWH 1	LWH 1	LWH 3	OTH EARN	NET PAY
SS WH	HCARE WH	SUI WH	SDI WH	FUTA	SWH 2	LWH 2	LWH 4	OTH DED	
SS LIAB	HCARE LIAB	SUI LIAB	SDI LIAB					OTH LIAB	
Employee 100	Malone, Martin				Check Date 01/26/2010	Process Date	02/26/2010	Dept 01	
4666.67	0.00	0.00	0.00					0.00	
282.99	66.18	0.00	0.00	398.00	0.00	0.00	0.00	693.92	
282.99	66.18	191.71	0.00	36.52	0.00	0.00	0.00	70.00	3225.58
				Check Date 02/14/2010	Process Date	02/26/2010			
4666.67	0.00	0.00	0.00					0.00	
282.99	66.18	0.00	0.00	398.00	0.00	0.00	0.00	693.92	
282.99	66.18	186.29	0.00	19.48	0.00	0.00	0.00	70.00	3225.58
				Check Date 03/16/2010	Process Date	03/16/2010			
4666.67	0.00	0.00	0.00					0.00	
289.33	67.67	0.00	0.00	483.33	0.00	0.00	0.00	0.00	
289.33	67.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3826.34
14000.01	0.00	0.00	0.00					0.00	
855.31	200.03	0.00	0.00	1279.33	0.00	0.00	0.00	1387.84	
855.31	200.03	378.00	0.00	56.00	0.00	0.00	0.00	140.00	10277.50

Printing the New Hire Report

In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), all employers are required to report certain information on their newly hired employees to a designated state agency. Most states accept the W-4 Federal Form, but some states require additional information. The New Hire Report includes three report type options, the Worksheet, the W-4 Federal Form and the W-4+ Form. Print the W-4+ or the New Hire Worksheet if your state requires additional information.

The Worksheet prints the information you need and allows you to complete the form manually. The W-4 Federal Form allows you to print the information on the preprinted form or on plain paper. The last option is the W-4+ Form. This form includes all the information on the W-4 Federal Form and the employee's SUI account, hire date, birth date, state of hire, salary, gender, status and occupation. If you select to print the W-4+ Form, you can only print the federal form with the corresponding payroll data on plain paper.

To Print the New Hire Report

- 1 Choose **New Hire Report** from the **Reports** menu. The **New Hire Report** dialog box appears.
- 2 Select the Report Type. Type the Sort By range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.

You can click **Help** from the **New Hire Report** dialog box for a detailed description of each field.

- 4 Click **OK**. The **Report Layout** dialog box appears.
- 5 Select the target and click **OK** to generate the report.

To print the W-4 Federal Form or W-4+ Form on plain paper, select the **Plain Paper** check box on the **Printer** tab of the **Report Layout** dialog box. This feature requires Adobe® Acrobat® Reader®.

For more information on using the Publish option on the **Report Layout** dialog box, refer to Chapter 4, "Working With Sage DacEasy" in the *Installation and New Features Guide*.

New Hire Report-W-4 Federal Form

Form W-4 (2009)

Complete all worksheets that apply. However, you may skip those for any allowances. For multiple wages, withholding must be based on allowances you claimed and may not be a flat amount or percent.

Head of household. Generally, you may claim Head of household. Generally, you may claim Head of household only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 502, *Child Tax Credit, Credit for Other Dependents, and Other Information*, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed on the Form W-4. See Pub. 519, *How To Adjust My Tax Payments*, for information on claiming your other credits in withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1042-E, *Estimated Tax for Individuals*. Otherwise, you may also withhold. If you have interest or annuity income, limit the amount of your deduction to adjust your withholding on Form W-4 or W-4P to your actual taxable gain. If you have a starting balance or make other payments, figure the total number of allowances you wish to claim on all jobs using worksheets from only one Form W-4. Your withholding amounts will be claimed on the Form W-4 for the highest earnings and your allowances will be claimed on the others. See Pub. 519 for details.

Household aides. If you are a nonresident alien, see the instructions for Form 9222 before completing this Form W-4.

Check about withholding. After your Form W-4 is processed, you will receive a notice from your employer. See Pub. 519 for more information on your projected total tax for 2008. See Pub. 519, especially if your net pay is \$150,000 (single) or \$160,000 (married).

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" if you are: If you are single and have only one job; If you are married, have only one job, and your spouse does not work or your spouse's wages (or the total of both) are \$1,000 or less. **A**

B Enter "1" if: You are single and have only one job; You are married, have only one job, and your spouse does not work or your spouse's wages (or the total of both) are \$1,000 or less. **B**

C Enter "1" for your spouse. (But, you may choose to enter "0" if you are married and have either a working spouse or more than one job. [Entering "0" may help you avoid having too little tax withheld].) **C**

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return. **D**

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above). **E**

F Enter "1" if you have at least \$1,800 of child or dependent care expenses for which you plan to claim a credit. (Note. Do not include child support payments. See Pub. 505, *Child and Dependent Care Expenses*, for details.) **F**

G **Child Tax Credit** (including additional child tax credit). See Pub. 502, *Child Tax Credit*, for more information. **G**

If your total income will be less than \$1,000 (\$1,000 if married), enter "2" for each eligible child. **G**

If your total income will be between \$1,000 and \$40,000 (or \$1,000 if married), enter "1" for each eligible child. **G**

H Add line A through C and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) **H**

I For accuracy, complete all worksheets and Adjustments Worksheet on page 2. **I**

If you plan to borrow or obtain adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.

If you have more than one job or are married and you and your spouse both work and the combined savings from all jobs exceed \$4,000 (\$3,000 if married), see the Two-Earning Couple Jobs Worksheet on page 2 to avoid having too little tax withheld.

If neither of the above situations applies, skip here and enter the number from line H on line 5 of Form W-4 below.

W-4 Employee's Withholding Allowance Certificate

Print name (last, first, and middle initial) **1** Last name **2** First name **3** Social Security number

Home address (number and street or rural route) **4** Single Married Married, but without a higher single rate. Check if you are both married or open a common-law civil partnership. **5** If your last name differs from that shown on your social security card, check here. You must call 1-800-755-9817 for an employer card. **6**

City or town, state, and ZIP code **7**

8 Total number of allowances you are claiming from line H above or from the applicable worksheet on page 2 **9** **10**

11 Additional amount, if any, you want withheld from each paycheck **12**

13 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption: Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. **14**

If you meet both conditions, write "Exempt" here **15**

Under penalty of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employer's signature (Do not fill unless you sign it.) **16** Date **17**

Employer's name and address (Employer: Complete line 8 and 9 only if sending to the IRS.) **18** (Use only paper) **19** Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. **20** Form W-4 (2008)

New Hire Report-W-4+ Form

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ For Privacy Act and Paperwork Reduction Act Notice, see page 2.		OMB No. 1545-0047 2003	
1 Type of print your first name and middle initial Victoria		Last name Malone		2 Your social security number 321 : 59 : 8798	
Home address (number and street or rural route) 9529 Fieldcrest Court			3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated or spouse is a nonresident alien, check the Single box.		
City or town, state, and ZIP code Dallas, TX 75238			4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card. ▶ <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	0
6 Additional amount, if any, you want withheld from each paycheck				6	\$ 0.00
7 I claim exemption from withholding for 2001, and I certify that I meet both of the following conditions for exemption: • Last year I had a right to a refund of all Federal income tax withheld because I had no tax liability and • This year I expect a refund of all Federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7					
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status. Employee's signature (Form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) The Furniture Factory 1730 Paradise Road, Dallas, TX 75252			9 Office code (optional)		10 Employer identification number
Cat. No. 10220C					
SUI Account	Hire date:	01/02/1990	Birth date:	07/21/1950	
State of hire: TEXAS	Salary:	\$42,000	Gender:	Female	
Status: Salary	Occupation:	Office Manager			

New Hire Report-Worksheet

	The Furniture Factory 1730 Paradise Road Dallas, TX 75252 Phone : (214) 550-0585 Fax : (214) 555-0586	Date : 03/16/2010 Time : 3:38 PM Page no. 1
	NEW HIRE REPORT (TEXAS) Federal Employer Identification Number: 0000000000 State Unemployment Insurance Account:	

Employee Name	Street Address	City	St	Zip Code	Soc Sec #	Hire Date	Birth Date	Hire St
Malone, Martin	9529 Fieldcrest Court	Dallas	TX	75238	--	01/02/1990	04/20/1952	TX

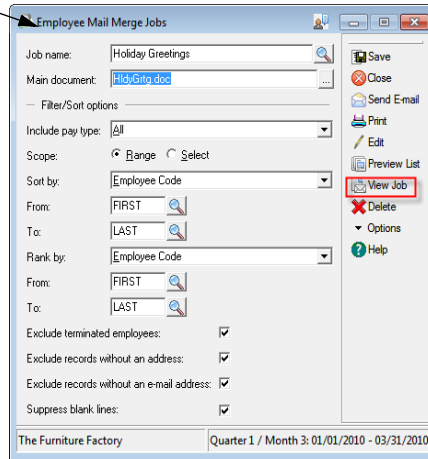
Integrating With Microsoft Word

Sage DacEasy's seamless integration with Microsoft Word allows you to merge your employee data with Word documents. Use this feature to create professional letters that include information from your payroll company. You can e-mail or print these documents directly from Sage DacEasy or access the document in Word to take advantage of the powerful features available in Word. You can merge a single record or a range of records. For more information on merging a single employee record with a Word document, refer to the Help topic titled "Integrating with Microsoft Word."

To Merge a Range of Employee Records With a Word Document

- 1 Select **Mail Merge** from the **Reports** menu. The **Employee Mail Merge Jobs** dialog box appears.

Use the Employee Mail Merge Jobs dialog box to integrate Sage DacEasy Payroll with Microsoft



- 2 Type the name of the job in the Job Name field or click **LookUp** to select an existing job.
- 3 You can select an existing Word document, add a new Word document, or edit an existing document.

If you selected an existing job, the last associated Word document file name appears automatically.

To select an existing Word document, type the path and file name to an existing Word document or click the **Browse** button to locate the document.

To add a Word document, type a path and file name, and then click **Edit**.

To edit an existing Word document, type the path and file name to an existing Word document or click the **Browse** button and locate the document. Click **Edit**; the document appears in Word. Edit the document as necessary, save the document, and then return to Sage DacEasy to continue with the mail merge.

- 4 Complete each field in the Filter/Sort Options area.

Select the type of employees included in the mail merge using the Include Pay Type option.

Select the **Exclude Records Without an Address** check box if you do not want to include the record in the mail merge if it does not contain an address.

Select the **Exclude Records Without an E-mail Address** check box if you do not want to include the record in the mail merge if it does not contain an e-mail address.

Select the **Suppress Blank Lines** check box if you want to skip blank lines resulting from empty merge fields.

- 5** Merge the selected data with the Word document using any of the following methods.

Click **Send E-Mail** to e-mail the Word document to the range of employees.

Click **Print** to send the output to your printer.

Click **View Job** to view the output in Microsoft Word. You can use all Microsoft Word functionality as needed.

Printing the Transaction History Report

Follow these steps to print the Transaction History report. This report is designed similar to the Payroll Register, but includes only posted payroll transactions, whereas the Payroll Register includes only the unposted payroll transaction.

Note: The Transaction History report is a report added to Version 11. All payroll history information is recorded in detail format in the new Payroll History files and the Detail file. To view the payroll history information, print the Transaction History report or the Codes History report. You cannot use the Transaction History report to print payroll information prior to Version 11.

To Print the Transaction History Report

- 1** Choose **Transaction History** from the **Reports** menu. The **Transaction History** dialog box appears.
You can click **Help** from the **Transaction History** dialog box for a detailed description of each field.
- 2** Select how you want the report sorted and type the range in the From and To fields.
- 3** Select how you want the report ranked and type the range in the From and To fields.
- 4** Select the type of report you want to print.
- 5** Click **OK** to save the information. The **Report Layout** dialog box appears.
- 6** Select the target and click **OK** to generate the report.

Transaction History Report

		Earnings			Deductions			Liabilities		
Employee Code & Name	Code	Description	Amount	Code	Description	Amount	Net Pay	Code	Description	Amount
100 Malone, Martin		Check No: 00000553 Check Date: 03/16/2010			Payroll Reference: 03/16/2010 Payroll Process Date: 03/16/2010			Pay Period: 03/16/2010 - 03/16/2010		
	01	Salary	4666.67	20	Federal WH	483.33		55	Soc Sec Liab	289.33
	02	Hourly	0.00	21	Soc Sec WH	289.33		56	Medicare Lb.	67.67
				22	Medicare WH	67.67				
			4666.67			840.33	3826.34			357.00

Printing the Codes History Report

Follow these steps to print the Codes History report. Use the Codes History report to print a report detailing a code's activity in each payroll transaction. If you have added a code, but have not posted a payroll transaction using the code, the code is not available for viewing on the Codes History report.

Note: The Codes History report is a report added to Version 11. You cannot use the Codes History report to print payroll information prior to Version 11.

To Print the Codes History Report

- 1 Choose **Codes History** from the **Reports** menu. The **Codes History** dialog box appears.
You can click **Help** from the **Codes History** dialog box for a detailed description of each field.
- 2 Type the report layout name of the report you want to view. Click **LookUp** to select a report from a list.
You can click **Layout** to add or edit a report layout for the Codes History Report.
- 3 Select how you want the report sorted and type the range in the From and To fields.
- 4 Select how you want the report ranked and type the range in the From and To fields.
- 5 Select the codes you want to view on the report and type a descriptive heading for each code.

- Click **OK**. The **Report Layout** dialog box appears.
- Select the target and click **OK** to generate the report.

Codes History Report

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Codes History Report
Sort by Check Date From 03/01/2010 To 03/16/2010
Rank by Employee Code From FIRST To LAST

Employee Code	Name	Check Date	Payroll Reference	Gross Wages	Net Pay
100	Malone, Martin	03/16/2010	03/16/2010 Payroll	4666.67	3826.34
101	Malone, Victoria	03/16/2010	03/16/2010 Payroll	3500.00	2923.92
102	Harris, Jill	03/16/2010	03/16/2010 Payroll	390.00	333.85
104	Barrett, Conrad	03/16/2010	03/16/2010 Payroll	2916.67	2574.13
105	Penny, Sue	03/16/2010	03/16/2010 Payroll	620.00	511.76
106	Caldwell, Wyn	03/16/2010	03/16/2010 Payroll	390.00	347.60
107	Headley, Chase	03/16/2010	03/16/2010 Payroll	330.00	276.91
108	Nelson, Jay	03/16/2010	03/16/2010 Payroll	380.00	315.59
111	Verges, D.A.	03/16/2010	03/16/2010 Payroll	330.00	287.44
112	Samuel, David	03/16/2010	03/16/2010 Payroll	604.00	527.72
113	Hermann, Mary	03/16/2010	03/16/2010 Payroll	390.00	333.85
115	Fisher, Kent	03/16/2010	03/16/2010 Payroll	715.00	608.34
116	Miller, Kevin	03/16/2010	03/16/2010 Payroll	570.00	356.88
117	Henry, Hugh	03/16/2010	03/16/2010 Payroll	1259.62	939.34
118	Genes, Mary	03/16/2010	03/16/2010 Payroll	3166.67	2527.02
Subtotal:				20027.63	16690.69
Grand Totals:				20027.63	16690.69

Vacation/Sick time report

The Vacation/Sick time report lists one or more employees and the status of their vacation and sick time. You can sort and rank the report by Name, Code, or Department. You may also filter the report by providing From and To values for the sort and rank criteria you select.

Printing the Vacation/Sick time report

- Select **Vacation/Sick Time Report** from the Reports menu and the **Vacation/Sick Time Status** report front-end dialog box appears:

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Vacation/Sick Time Report

Sorted by: Code
Ranked by: Code

Pay Types (T):
H - Hourly S - Salaried
C - Contract

Code	Employee Name	Dept.	T Vac. Accrued	Vac. Paid	Vac. Avail.	Sick Accrued	Sick Paid	Sick Avail.	
100	Malone, Martin	01	S	80.00	0.00	80.00	40.00	0.00	40.00
101	Malone, Victoria	01	S	80.00	0.00	80.00	40.00	0.00	40.00
102	Harris, Jill	02	H	69.63	0.00	69.63	24.92	0.00	24.92
103	Echo, Micheal	04	H	3.08	0.00	3.08	1.54	0.00	1.54
104	Barrett, Conrad	03	S	80.00	0.00	80.00	40.00	0.00	40.00
105	Penny, Sue	04	H	47.63	0.00	47.63	32.15	0.00	32.15
106	Caldwell, Wyn	02	H	35.63	0.00	35.63	40.00	0.00	40.00

- Select the field you want to use to sort the report. You can sort the vacation/sick time status report by Employee Name, Employee Code, or Employee Department.

- 3 If you want to setup a filter for the sort criteria you selected, enter a range of values in the **From** and **To** fields for the sort criteria. If you want to print all available records, leave the **From** and **To** fields empty.
- 4 Select the field you want to use to rank the report. You can rank the vacation/sick time status report by Employee Name, Employee Code, or Employee Department.
- 5 If you want to setup a filter for the rank criteria you selected, enter a range of values in the **From** and **To** fields for the rank criteria. If you do not want to setup a filter on the rank criteria, leave the **From** and **To** fields empty.
Note: Sage DacEasy uses the sort criteria as the primary sort and hence a filter setup on this criterion takes precedence over a filter setup in the rank criteria.
- 6 Click **OK** or press **F10** to print the report.

Print 1096 Forms



Beginning with Sage DacEasy Accounting and Payroll Version 15 include the ability to print Federal Form 1096. The 1096 form, required by the Internal Revenue Service, contains the summary data of all 1099 forms that you sent to your vendors and contractors for the current year. This new Daceasy feature allows you to print the summary information for a batch of 1099's directly into the 1096 form provided by the IRS. Once printed, the 1096 form is ready for sending to the Internal Revenue Service.

Do Not Staple

Form **1096** **Annual Summary and Transmittal of U.S. Information Returns** OMB No. 1545-0046 **2009**

Department of the Treasury
Internal Revenue Service

FILER'S name
Street address (including room or suite number)
City, state, and ZIP code

Name of person to contact Telephone number
Email address Fax number

1 Employer identification number 2 Social security number 3 Total number of forms 4 Federal income tax withheld \$ 5 Total amount reported with this Form 1096 \$

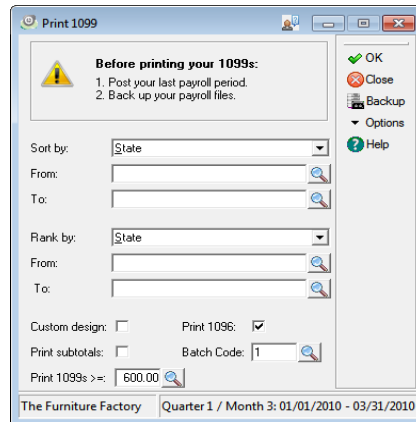
6 Enter an "X" in only one box below to indicate the type of form being filed. 7 If this is your final return, enter an "X" here.

W-2S 02	1098 01	1098-C 75	1098-E 84	1098-T 63	1098-A 85	1098-B 72	1098-C 86	1099-CAP 23	1099-DIV 91	1099-G 80	1099-H 21	1099-INT 92	1099-LTC 03
1099-MISC 96	1099-DID 96	1099-PATR 97	1099-G 31	1099-R 98	1099-S 76	1099-SA 94	3021 25	3022 26	5498 28	5498-ESA 72	5498-SA 27		

Creating a 1099/1096 batch

A 1099 batch consist of a run of 1099 forms that should be summarized into one 1096 form. To create a 1099/1096 batch you must do the following:

- 1 Select **Payables** and then select **1099's** from the **Reports** menu in Sage DacEasy Accounting, or select **Year End** and then select **Federal 1099's** from the **Periodic** menu in Sage DacEasy Payroll. The print 1099's dialog box appears:



Note: Sage DacEasy Accounting prints all 1099's in one batch and does not offer the sorting and ranking option that Sage DacEasy Payroll offers.

- 2 If you are printing 1099's from Sage DacEasy Payroll,
 - a Enter the sort and rank fields and the **From** and **To** values for each one.
 - b Select the **Print 1096** check box if you want to proceed to printing 1096 immediately after printing the 1099's.
 - c Enter a batch identifier in the **Batch Code** field. (The Batch code is a unique identifier you assign to the batch of 1099's you are printing. This batch code is used to select the batch for which you want to print the 1096.)
 - d Click **OK** or press **F10** to print the 1099's.
- 3 If you are printing 1099's from Sage DacEasy Accounting,

- a** Enter the **Federal Tax ID**, the **State Tax ID**, the **Year**, and the **Minimum amount** for printing 1099's.
- b** Select the Print 1096 check box if you want to proceed to printing 1096's immediately after printing 1099's.
- c** Enter a unique batch identifier in the **Batch Code** field.
- d** Click **OK** or Press **F10** to print the 1099's.

Note: Even though Sage DacEasy Accounting prints all 1099's in one batch, it is still necessary to enter a batch code to identify a particular 1099 run.

- 4** Select **Payables** and then select **1096's** from the **Reports** menu in Sage DacEasy Accounting, or select **Year End** and then select **Federal 1096's** from the **Periodic** menu in Sage DacEasy Payroll. The print 1096's dialog box appears.
- 5** Enter the Name, Telephone, and E-mail for the 1096's contact person in your company.
- 6** Select the batch code for which you want to print the 1096 forms.

You can click on Help or Press F1 for more information on each field on the Print 1099's dialog box.

You can click on the Lookup icon on the toolbar or press **F5** to launch a lookup of existing batch codes.
- 7** Click **OK** or press **F10** to print the 1096 forms.

Periodic Operations

7

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• Periodic Operations •

Periodic operations refer to activities you only need to perform occasionally, such as once a month, a quarter or a year. For example, you usually reconcile your payroll checks once a month.

This chapter explains how to print reports, forms and worksheets that coincide with certain closing routines, such as month end, quarter end and year end. The following routines are explained in this chapter.

- Checking for online tax updates
- Reconciling checks
- Purging checks
- Closing the month, quarter and year
- Printing State Quarterly reports and worksheets
- Printing forms such as the W-2, W-3, W-4, 1099, 941, Schedule B and 940
- Creating W-2 Magnetic Media files

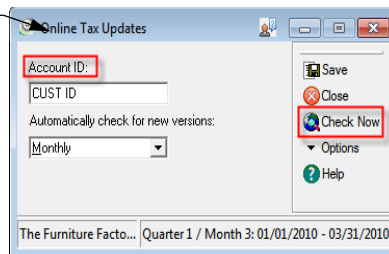
Checking for Tax Updates Online

The Online Tax Update feature allows you to periodically check the Sage DacEasy Web site for the latest Payroll Tax Updates for your program. For more information on this feature, contact the Sage DacEasy Sales division at (800) 987-5212. To access the **Online Tax Updates** dialog box, choose **Online Tax Updates** on the **Periodic** menu.

To Set Up Sage DacEasy Payroll to Automatically Check for Tax Updates

- 1 Choose **Online Tax Updates** from the **Periodic** menu. The **Online Tax Updates** dialog box appears.

Use the Online Tax Updates dialog box to set up payroll to automatically check for the latest tax updates on the Web.



- 2 Type your Account ID.
- 3 Select how often you want to check for new Tax Update program files. Select **Monthly** or **Quarterly** if you want Sage DacEasy to automatically check for new Tax Update program files. Select **Do not check** if you want to check for new Tax Update program files manually.
- 4 Click **Save** to save the changes.

To Check for Tax Updates Manually

- 1 Choose **Online Tax Updates** from the **Periodic** menu. The **Online Tax Updates** dialog box appears.
- 2 Type your Account ID.
- 3 Click **Check Now**.
- 4 The Sage DacEasy Online Tax Update Welcome screen will be minimized on the taskbar. Select it to view the available updates.

Note: Even if you have Sage DacEasy set up to check for Tax Updates automatically, you can still use the **Check Now** button to manually check for new tax updates at any time.

Printing W-4s

Sage DacEasy allows you to print the W-4 Federal Form. Use this feature to print the federal form with your employee's information. If you need to print additional information on the W-4 form, refer to "Printing the New Hire Report" on page 119.

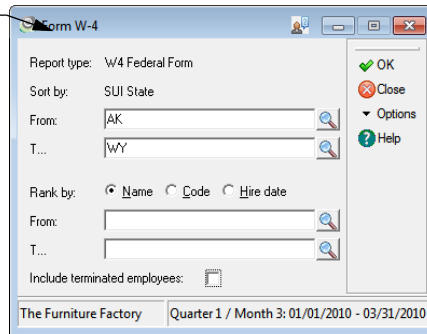
Related Help Topic

- Printing a New Hire report

To Print the W-4s

- 1 Choose **W4 Forms** from the **Periodic** menu. The **Form W-4** dialog box appears.

Use the Form W-4 dialog box to set the sort and rank options for the forms.



- 2 Type the Sort By range in the From and To fields.
- 3 Select how you want the report ranked and type the range in the From and To fields.

You can click **Help** from the **Form W-4** dialog box for more information on each field.

- 4 Click **OK** to save the information. The **Report Layout** dialog box appears.

If you want to print the W-4 Federal Form on plain paper, select the **Plain Paper** check box on the **Printer** tab of the **Report Layout** dialog box. This feature requires Adobe® Acrobat® Reader®.

- 5 Select the target and click **OK** to generate the report.

Reconciling Checks

You can reconcile checks and direct deposits in Sage DacEasy Payroll if you do not select the Erase Check Register After Posting and Reconcile With Sage DacEasy Accounting check boxes on the **System Preferences** dialog box.

Use the Reconcile Checks routine to keep track of outstanding, cleared and voided direct deposit payments and payroll checks. A message appears if you try to view the Check Register routine and no checks or direct deposits are in the Check Register file. You can access this routine only if you have direct deposits or printed checks, or have posted manual checks in Sage DacEasy Payroll.

When you access this routine, all checks appear in check number order along with the check date, employee code and name and the amount of the check. Direct deposits are indicated by the “D” preceding the transaction number in the Number column. The following steps explain how to use this routine to reconcile your bank account.

If you are using the Direct Deposit feature and want to reconcile direct deposit transactions, you must select the **Reconcile Direct Deposit Advices** check box on the **Payment Settings** tab of the **System Preferences** dialog box.

To Reconcile Checks

- 1 Point to **Reconciliation** on the **Periodic** menu, and then choose **Reconcile Checks**. The **Check Reconciliation** dialog box appears.

Use the Check Reconciliation dialog box to mark an entry as cleared, void or outstanding.

Check		Employee			
Date	Number	Code	Name	Amount	Status
03/16/2010	D0000461	104	Barrett, Conrad	2188.01	Outstanding
03/16/2010	D0000462	104	Barrett, Conrad	321.77	Outstanding
03/16/2010	00000566	105	Penny, Sue	511.76	Outstanding
03/16/2010	00000557	106	Caldwell, Wyn	347.60	Outstanding
03/16/2010	00000568	107	Headley, Chase	276.91	Outstanding
03/16/2010	00000559	108	Nelson, Jay	315.59	Outstanding
03/16/2010	00000560	112	Samuel, David	527.72	Outstanding
03/16/2010	00000561	113	Hermann, Mary	333.85	Outstanding
03/16/2010	00000562	115	Fisher, Kent	608.34	Outstanding
03/16/2010	00000563	116	Miller, Kevin	356.88	Outstanding

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- 2 Select the entry you need to mark as cleared or void and choose the appropriate option in the Status column.

If you marked the entry as cleared, the word “Clear” appears in the Status column. If you marked the entry as void, the word “VOID” appears in the employee’s name and Void appears in the Status column.

Note: Once you change the status of an entry to Void and save the Reconciliation, you cannot change the status of the entry back to Cleared or Outstanding.

- 3 Repeat step 2 until all entries are marked appropriately.

You can click **Help** from the **Check Reconciliation** dialog box for a detailed description of each field.

- 4 Click **OK** to update the Check Register.

Purging Checks

Depending on the number of checks you issue, you may want to purge checks in Sage DacEasy Payroll once a month. Purging checks allows you to either delete voided and cleared checks or delete *all* checks. Run this routine at the end of the month to clear the file of excessive data buildup and to preserve hard disk storage space.

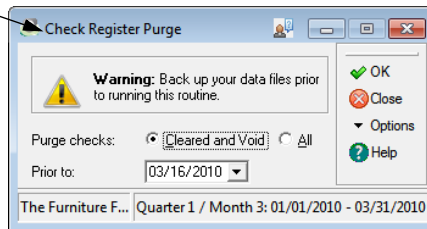
Tip: If you have sufficient hard disk space, save all information in the Check Register file. By saving all the information, you can print quarterly, semiannual or annual Check Register reports during the year.

Note: Be sure to make a backup of your payroll data before you purge the detail in the Check Register file. You can restore this backup to review archived data.

To Purge Checks

- 1 Point to **Reconciliation** on the **Periodic** menu, and then choose **Purge Checks**. The **Check Register Purge** dialog box appears.

Use the Check Register Purge dialog box to purge checks from the Check Register.



- 2 Select whether you want to purge only Cleared and Void checks or purge All checks prior to the date entered.

Note: If you need a record of the checks being purged from the Check Register file, print a Check Register report and make a backup of your payroll data before continuing with the Purge Checks routine.

- 3 Type the date prior to which the payroll checks should be deleted. The checks printed before the date entered are purged from the Check Register file.
- 4 Click **OK** to remove the checks from the Check Register file.

You can run the Recover routine on the Check Register file after you run the Purge routine. The Recover routine compresses your files and frees up hard disk drive space.

Closing the Month

This routine clears and prepares all monthly fields on the **Edit Employee Accumulations** dialog box to receive transactions for the next month. You should run this routine prior to posting the first payroll of each month.

To Close the Month

- 1 Choose **Month End** on the **Periodic** menu. The **Close Month** dialog box appears.
- 2 Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. After the Backup routine is complete, the **Close Month** dialog box appears again.
- 3 Click **OK** to close the month.

Note: Closing the month is not a requirement to run Quarter End and Year End.

Printing State Quarterly Reports

Sage DacEasy lets you print a Form 9413 or 9414 to use as a source document for state governmental reporting requirements. Print the report after posting the last payroll for the quarter and before closing the quarter. If you close the quarter before printing this report, you must restore a backup to recover the information. The State Quarterly Report routine prints the Form 9413 or 9414 on preprinted forms. If you want to complete the forms manually, use the State Quarterly Worksheet routine to print the worksheet. Contact your state employment agency to find out where you can get the preprinted forms.

It is important to contact your state employment agency before printing a quarterly report because different states have different requirements. Although you should be able to use this routine to submit Forms 9413 or 9414 in a majority of states, some states do not accept these forms.

Note: Some states only accept Optical Character Reader (OCR) forms for their quarterly reports. Sage DacEasy does not currently provide the ability to print OCR reports.

If you need to process a payroll for the next quarter before printing your state quarterly reports, be sure to enter the check date in the next quarter on the **Pay Frequency** dialog box. Sage DacEasy stores the payroll in the Next Quarter column on the **Edit Employee Accumulations** dialog box.

To Print a State Quarterly Report

- 1 Point to **Quarter End** on the **Periodic** menu, and then choose **State Quarterly Report**. The **State Quarterly Report** dialog box appears.
- 2 Complete the fields on the dialog box.

You can click **Help** from the **State Quarterly Report** dialog box for more information on each field.
- 3 Click **OK** to continue. The **Report Layout** dialog box appears.
- 4 Select the target and click **OK** to generate the form.

Printing State Quarterly Worksheets

Use the State Quarterly worksheet as a source document for forms submitted to your state agencies as required by state governmental reporting requirements. Print the worksheet after posting the last payroll for the quarter and before closing the quarter. If you close the quarter before printing this worksheet, you must restore a backup to recover the information.

It is important to contact your state employment agency to determine what type of quarterly form you must provide; different states have different requirements. Acquire the appropriate state forms before running this routine. Print the State Quarterly worksheet to help you complete the forms.

Note: Some states only accept Optical Character Reader (OCR) forms for their quarterly reports. Sage DacEasy does not currently provide the ability to print OCR reports.

If you need to process a payroll for the next quarter before printing your state quarterly worksheet, be sure to enter the check date in the next quarter on the **Pay Frequency** dialog box. Sage DacEasy stores the payroll in the Next Quarter columns on the **Edit Employee Accumulations** dialog box.

To Print a State Quarterly Worksheet

- 1 Point to **Quarter End** on the **Periodic** menu, and then choose **State Qtrly Worksheet**. The **State Quarterly Worksheet** dialog box appears.

Use the State Quarterly Worksheet dialog box to select the information you want to print on the report.

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Date : 03/16/2010
Time : 4:13 PM
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QUARTER WORKSHEET (OK)
Federal Employer Identification Number: 0000000000
State Identification Number:

Social Security #	Employee's Name	Gross Wages	Wages Subj- to SUI	Wages in Excess of Limit	SUI Taxable Wages	SUI Liability
357-81-4835	Conrad Barrett	8750.01	8545.51	1545.51	7000.00	378.00
Page Totals:	1	8750.01	8545.51	1545.51	7000.00	378.00
State Totals:	1	8750.01	8545.51	1545.51	7000.00	378.00

- 2 Type the range of state codes you want included in the worksheet.
You can click **Help** from the **State Quarterly Worksheet** dialog box for more information on each field.
- 3 Click **OK** to continue. The **Report Layout** dialog box appears.
- 4 Select the target and click **OK** to generate the worksheet.

Printing the 941

This routine prints the federal tax return you must submit to the IRS at the end of every quarter. You need to print the 941 before closing the quarter. If you close the quarter before printing this form, restore the backup made just prior to closing the quarter to recover the information.

Each time you run the Posting routine, Sage DacEasy updates the 941 file with all the information necessary to print out the ROFT (Record of Federal Tax liability) section of the form. The top section of the 941 prints based on information stored on the **Edit Employee Accumulations** dialog box. When viewing the 941 form, the information tracked by Sage DacEasy appears, but you can edit these amounts. You can also enter additional information including adjustments that Sage DacEasy does not track.

If you need to process a payroll for the next quarter before printing your 941, be sure to enter the check date in the next quarter on the **Pay Frequency** dialog box. Sage DacEasy stores the payroll in the Next Quarter columns on the **Edit Employee Accumulations** dialog box.

Related Help Topic

- Aligning continuous-feed forms in the printer

To Print the 941

- 1 Point to **Quarter End** on the **Periodic** menu, and then choose **Form 941**. The **Form 941** dialog box appears.
 - 2 Select whether you want to print the federal form or the worksheet.
 - 3 Type a name in the Name field if it is different from the trade name.
The information on the form automatically appears pulling the information from the **Edit Company** dialog box and the employee records.
 - 4 Make changes to the amounts on the form if necessary.
 - 5 Select whether you are a Semiweekly or Monthly depositor.
You can click **Help** from the **Form 941** dialog box for more information on each field.
 - 6 Click **OK** to continue. The **Report Layout** dialog box appears.
Note: If you selected Federal Form as the Type, you have the option to print the form on plain paper. To print the form on plain paper, select the **Plain Paper** check box on the **Report Layout** dialog box. This feature requires Adobe® Acrobat® Reader®. If you are printing the form on a preprinted form, do not select this option.
Tip: If printing on continuous-feed preprinted forms, click **Test Page** from the **Report Layout** dialog box to print a test form and verify the form is loaded properly.
- 7 Select the target and click **OK** to generate the form.

Printing the Schedule B

The Schedule B prints a report of your tax liability on a daily basis. You must complete this schedule if you are required to deposit on a semiweekly basis or if your tax liability on any day is \$100,000 or more. You must show tax liability, not deposits on this form. If you are starting to use your Payroll company in the middle of a quarter, the amounts will be incorrect because the 941 file is updated during the Posting routine. Therefore, you must manually enter the amounts according to the day on the form.

You need to print the Schedule B before closing the quarter. If you close the quarter before printing this form, restore the backup made just prior to closing the quarter to recover the information.

To Print the Schedule B

- 1 Point to **Quarter End** on the **Periodic** menu, and then choose **Schedule B**. The **Print Schedule B** dialog box appears.
- 2 Select whether you want to print the Federal Form or Worksheet.
- 3 Click **OK** to continue. The **Report Layout** dialog box appears.
Note: If you selected Federal Form as the Type, you have the option to print the form on plain paper. To print the form on plain paper, select the **Plain Paper** check box on the **Report Layout** dialog box. This feature requires Adobe® Acrobat® Reader®. If you are printing the form on a preprinted form, do not select this option.
- 4 Select the target and click **OK** to generate the form.

Closing the Quarter

This routine clears and prepares all quarterly fields on the **Edit Employee Accumulations** dialog box to receive transactions for the next quarter. You can still post payroll transactions into the next quarter before you close the current quarter. If you select the **Purge History** check box, you can also clear information from the Payroll History files during the Close Quarter routine. Print hard copies of the Payroll History files using the Transaction History, Codes History and Detail reports to archive before purging the information.

When you close the quarter, Sage DacEasy moves the accumulations held in the Next Quarter column to the Quarter columns on the **Edit Employee Accumulations** dialog box.

If the current quarter on the **Edit Company** dialog box is the fourth quarter of the year, run the Close Year routine. The Close Year routine closes both the quarter and year at the same time.

To Close the Quarter

- 1 Point to **Quarter End** on the **Periodic** menu, and then choose **Close Quarter**. The **Close Quarter** dialog box appears.
- 2 Click **Backup**. The **File Backup/Restore** dialog box appears. Make a backup of your payroll data. After the Backup routine is complete, the **Close Quarter** dialog box appears again.
- 3 Select the **Purge History** check box if you want to clear information from the Payroll History files. If you select this option, type the date through which you want to purge information.

- 4 Click **OK** to close the quarter.

Note: If a message appears stating you have a tax liability balance for the quarter and you are not using the Tax Deposit module, continue through this message to close the quarter. If you are using the Tax Deposit module, exit the Close Quarter routine and make any necessary tax deposits.

Printing the 940

This routine prints a 940. You can print the form or a worksheet to help you fill out your annual federal unemployment (FUTA) tax return, which you must submit to the IRS at the end of each year. The 940 pulls information from the **Edit Employee Accumulations** dialog box and the ROFT (Record of Federal Tax liability) in the 940 file, both of which Sage DacEasy updates during the Posting routine. Because Sage DacEasy clears the ROFT information during the Close Year routine, it is important to print out your 940 before you close the year.

Information on SUI and FUTA wages, total payments, excess over limit and FUTA tax for each quarter with a total for the year is available when printing the 940 worksheet. This information prints in the same format as the actual 940 form, but it also includes line detail as well as the dollar amounts.

To Print the 940

- 1 Choose **Year End** on the **Periodic** menu, and then choose **940** to open the **Form 940** dialog box.
Note: If you have employees in more than one state, you cannot file a 940 form. For more information regarding 940 form, refer to the *IRS Circular E Tax Guide*.
- 2 Select whether you want to print the form or the worksheet and type a name in the Name field if it is different than the trade name. The information on the form appears pulling the information from the **Edit Company** dialog box and the employee records.
- 3 Make changes to the amounts on the form if necessary.
You can click **Help** from the **Form 940** dialog box for more information on each field.
- 4 Click **OK**. The **Report Layout** dialog box appears.
Note: If you selected **Federal Form** as the Type, the **Plain Paper** check box is selected. This option prints the entire federal form with the data on plain paper. This feature requires Adobe® Acrobat® Reader®.
- 5 Select the target and click **OK** to generate the form.

Printing W-2s

This option prints continuous-feed or laser W-2 forms in the format prescribed by the Internal Revenue Service. You can purchase these forms from the Sage DacEasy Forms division by calling (800) 222-0505.

Tip: The federal government periodically changes the format of W-2 forms during the year. If you know the form was changed since your last upgrade or purchase of Sage DacEasy Payroll, you need to get a Tax Update from Sage DacEasy to print W-2 forms correctly. This Payroll Tax Update is available in December, allowing Sage DacEasy to include all new tax laws. Contact the Sage DacEasy Sales department at (800) 987-5212 for more information on the Payroll Tax Update.

You must print W-2 forms before running the Close Year routine. If you run the Close Year routine before printing W-2 forms, you must restore the backup made immediately prior to running the Close Year routine to retrieve the information.

If you need to process a payroll for the next year before you print your W-2 forms, simply enter dates for the next year on the **Pay Frequency** dialog box. Refer to Chapter 5, "Processing Payroll" for more information on the **Pay Frequency** dialog box. If you process a payroll in the next quarter before you close the year, Sage DacEasy stores this data in the Next Quarter columns on the **Edit Employee Accumulations** dialog box.

Note: Employers who are not filing magnetic media must file a paper Copy A of Form W-2 with the Social Security Administration. Copy A is only available in the standard 2-Up format. To print this form, choose **Year End** on the **Periodic** menu, and then choose **W2 Forms**. When the **Print W-2** dialog box appears, choose **2-Up** as the type of form you want to print.

Employers who are filing magnetic media do not file a Copy A form with the Social Security Administration and may use any of the W-2 form types. Therefore, any of the three W-2 form options may be selected.

Related Help Topics

- Aligning continuous-feed forms in the printer
- Customizing W-2s

To Print W-2s

- 1 Choose **Year End** on the **Periodic** menu, and then choose **W2 Forms**. The **Print W-2** dialog box appears.
- 2 Select the type of W-2 form you are printing.

Note: The 2-Up option allows you to print on continuous-feed or laser forms. The 4-Up and 4-Up Horizontal options only print on laser forms.

- 3 Complete the remaining fields on the dialog box.

Note: Select the **Custom Design** check box if you need to customize your W-2s.

You can click **Help** from the **Print W-2** dialog box for more information on each field.

- 4 Click **OK** to save the information. The **Report Layout** dialog box appears.

Note: If you selected the **Custom Design** check box, the **Custom Design W2s** dialog box appears. Complete the fields as necessary and click **OK** to continue.

- 5 Select the target and click **OK** to generate the forms.

- 6 Follow the instructions on each screen to continue.

Note: The option to print a second set of W-2s and a W-3 form is available after printing the first set of W-2s.

Tip: Click **Test Page** from the **Report Layout** dialog box to print a test form and verify the form is loaded properly.

Troubleshooting

If your W-2 forms jam in the printer during printing, you can use the sort and rank options to print only a selected range of W-2 forms. If you experience a jammed printer or a break in the continuous forms, you can reprint just that section of the forms, rather than printing the whole batch again.

Printing the W-3

The W-3 form is a summary for the employer of the information printed on the W-2 forms. You have the option to print the W-3 form automatically after you print the W-2 forms. However, you can print just the W-3 form at any time.

To Print the W-3

- 1 Choose **Year End** on the **Periodic** menu, and then choose **W3 Forms**. The **Print W-3** dialog box appears.
- 2 Complete the fields on the dialog box as necessary.
- 3 Click **OK**. A message appears asking you to insert the form and begin printing.

- 4 Click **Continue** to print the W-3 form. The **Report Layout** dialog box appears.

You can click **Test Page** from the **Report Layout** dialog box to print a test form and verify the form is loaded properly.

- 5 Select the target and click **OK** to print the W-3 form.

Printing 1099s and 1096s

This routine prints laser or continuous-feed 1099 forms in the format prescribed by the Internal Revenue Service. You must purchase laser or continuous perforated forms for federal/state reporting before running this routine. You can purchase these forms from the Sage DacEasy Forms division by calling (800) 222-0505.

Sage DacEasy prints out 1099 forms for contract labor employees based on the dollar limit you specify when printing 1099 forms. You also have the option of printing subtotals. If you select this option, every 42nd 1099 form prints a subtotal of the previous 41 1099 forms printed.

You must print 1099 forms before you close the year. If you close the year before printing these forms, you must restore a backup to recover the information.

Related Help Topics

- [Aligning continuous-feed forms in the printer](#)
- [Customizing 1099s](#)

To Print 1099s

- 1 Choose **Year End** on the **Periodic** menu, and then choose **Federal 1099**. The **Print 1099** dialog box appears.

- 2 Complete the fields on the dialog box as necessary.

You can select the **Custom Design** check box if you need to customize your 1099s.

You can click **Help** from the **Print 1099** dialog box for more information on each field.

You may also print the **1096s** at this time. They will print after the 1099s have printed.

- 3 Click **OK** to save the information. The **Report Layout** dialog box appears.

Note: If you selected the **Custom Design** check box, the **Custom Design 1099s** dialog box appears. Complete the fields as necessary and click **OK** to continue.

- 4 Select the target and click **OK** to generate the forms.
- 5 Follow the instructions on each screen to continue.

Note: The option to print a second set of 1099s is available after printing the first set of 1099s.

Tip: Click **Test Page** from the **Report Layout** dialog box to print a test form and verify the form is loaded properly.

Troubleshooting

If your 1099 forms jam in the printer during printing, you can use the sort and rank options to print only a selected range of 1099 forms. If you experience a jammed printer or a break in the continuous-feed forms, you can reprint just that section of the forms rather than print the whole batch again.

In addition, you can choose whether or not to print subtotals for your 1099 forms. If you are reprinting a range, you may not need to print subtotals. If you do need to reprint the subtotal, make sure you include the whole range of employees from the last printed subtotal.

Creating Magnetic Media Files

The federal government requires you to file W-2 forms in a magnetic media file if you have more than 250 employees. You must register with the Social Security Administration in order to submit a magnetic media file. Sage DacEasy prints the W-2 forms to a file that meets the Magnetic Media file requirement set by the Social Security Administration.

In addition, Sage DacEasy automatically includes your state records in the magnetic media file. If you are required to file magnetically with your state, you can copy the same file to another floppy disk and send that file to your state's taxing authority.

Note: You must save the W-2 magnetic media file to a disk before you close the year. If you close the year before creating this file, you must restore a backup to recover the information.

To Create a Magnetic Media File

- 1 Choose **Year End** on the **Periodic** menu, and then choose **W2 Magnetic Media**. The **Magnetic Media** dialog box appears.
- 2 Complete the fields on the dialog box.

You can click **Help** from the **Magnetic Media** dialog box for more information on each field.

- 3 Click **OK** to continue. A message appears confirming you want to create the W-2 magnetic media file. Click **Continue**.

The W-2 magnetic media file is created and stored in the path entered. The name of the file is W2REPORT. You may copy this file to different media types, such as to a "thumb" drive, compact disk, a folder on the desktop.

Closing the Year

This routine clears year-to-date accumulations on the **Edit Employee Accumulations** dialog box so Sage DacEasy can begin to record accumulations for the next year. If you select the **Purge History** check box, you can also clear information from the Payroll History files during the Close Year routine. Print hard copies of the Payroll History files using the Transaction History, Codes History and Detail reports to archive before purging the information. Print all necessary quarterly and yearly reports before running this routine. This includes the State Quarterly Report, 941, Schedule B, 940, W-2s, W-3 and 1099s. In addition, the Current Quarter field must be 4 on the **Edit Company** dialog box before you can close the year.

If you enter and post transactions for the next quarter while in the fourth quarter, Sage DacEasy posts these transactions into the Next Quarter columns and transfers them to the Quarter or Year columns when you run the Close Year routine.

Note: Be sure to make a backup of your payroll data before closing the year. This is important because you cannot access a previous year once the year is closed. You also want to make a backup if you need to retrieve any yearly accumulations especially if you select to purge history during the Close Year routine.

To Close the Year

- 1 Point to **Year End** on the **Periodic** menu, and then select **Close Year**. The **Close Year** dialog box appears.

Use the Close Year dialog box to run the Close Year routine.

The screenshot shows the 'Close Year' dialog box with the following options and settings:

- Before closing the year:**
 - Print your annual reports.
 - Back up your payroll data files.
- Accrued and paid time:**
 - Net sick time:
 - Clear sick time:
 - Net vacation time:
 - Clear vacation time:
- Employee records:**
 - Delete terminated:
- Payroll history:**
 - Purge history:
 - Purge through: 12/31/2009

Buttons on the right: OK, Close, Backup, Options, Help.

Footer: The Furniture Factory | Quarter 1 / Month 3: 01/01/2010 - 03/31/2010

Note: You are only able to run the Close Year routine if you are currently in the fourth quarter. To check the current quarter, choose **Company** on the **Edit** menu.

- 2 Make any necessary selections on the dialog box.
- 3 Select the **Purge History** check box if you want to clear information from the Payroll History files. If you select this option, enter down to the Purge Through and type the date through which you want to purge information.
- 4 Click **OK** to close the year.

Custom Reporting

8

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• Custom Reporting •

Overview

Reporting is one of the most important aspects of any business because reports inform you of the stability and profitability of your business. Sage DacEasy includes a custom reporting feature, called DacAccess, that gives you the ability to create informative reports to fit your specific needs. There are two steps to creating a custom report: selecting the records included in the report using the Query and defining the layout of the report using the Publisher.

The Query lets you choose up to ninety-six fields from multiple files to include on a report. The Publisher lets you create the report format, using fields selected in your Query. With the Query and Publisher, you can create listing reports with unprecedented detail. In addition, the Query and Publisher include many default reports ready for you to use.

Follow these steps to create a custom listing report using DacAccess.



1. Enter transactions.



2. Select the information you want on the report using the Query.



3. Format the report layout using the Publisher.



4. Print the report.

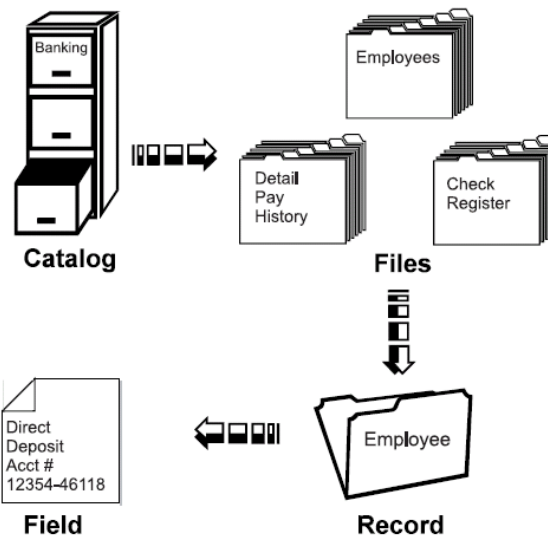
Data is organized in a hierarchy from general to specific. Each level is defined in the list provided.

Terms Used in This Chapter

- **Catalog** - A catalog is the largest grouping of data. It contains an associated group of files that contain related fields. For example, the Employee Listings catalog contains files such as Employees, Transactions, Time Card Entries, Detail Pay History, Departments and Codes.
- **File** - A file is a group of associated records. For example, information about individual employees is in the Employee file.
- **Record** - A record is a group of related fields. For example, all the information found on the **Edit Employee Information** and **Edit Employee Accumulations** dialog boxes for one employee is considered a record.
- **Field** - A field is the lowest level of data. A field is each piece of information that makes up a record. For example, the Title field on the **Edit Employee Information** dialog box is part of the employee record.
Fields are referred to in the Query and Publisher because you select *fields* to include on your report.

- **Variable** - A variable is a placeholder or merge field which pulls information from a specified file.

This figure illustrates the terms used to define data when creating a query.

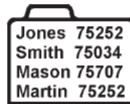


Using the Query

The first step in generating a custom report is to choose the information you want to include on the report using the Query in DacAccess. Go to the Query by choosing **Query** on the **DacAccess** menu. Use this feature to create a query with information from a variety of fields in several different files. You can even create user defined fields with calculated totals using information pulled from multiple files.

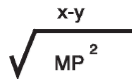
A query is a way of questioning or filtering a database. For example, you have a collection of records in your Employee file. You may want to print a report that filters out deductions made from gross earnings in the last pay period. The remaining list of deductions—those deductions not used in the last pay period—is the data set you want to use in a report. In addition to limiting the records you want to print on a report, you also use queries to select the specific fields you want on a report, to sort the records and to create user defined calculations.

Use the Query for...



Jones	75252
Smith	75034
Mason	75707
Martin	75252

Limiting the records that print on the report.


$$\sqrt{\frac{x-y}{MP^2}}$$

Creating user defined calculations.



ItemNo
Desc
InvAmt

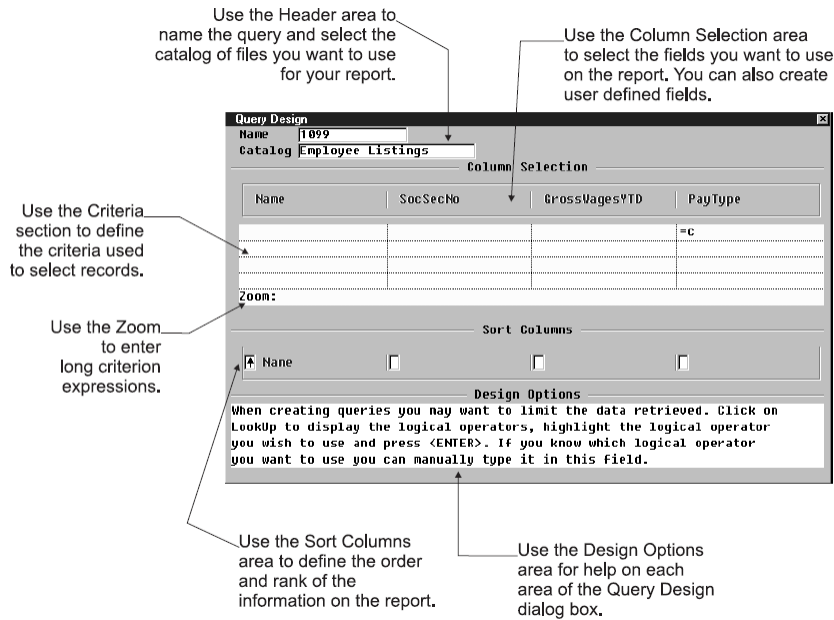
Choosing fields you want to include on the report.



A ↔ B ↔ C

Sorting the records.

The **Query Design** dialog box is divided into three main areas, the Header area, Column Selection area and the Sort Columns area. The Header area includes the fields for the Query name and catalog. The Column Selection area is where you select the fields and the criteria determining which records to pull for the query. The Sort Columns area is where you set the sorting order of the report.



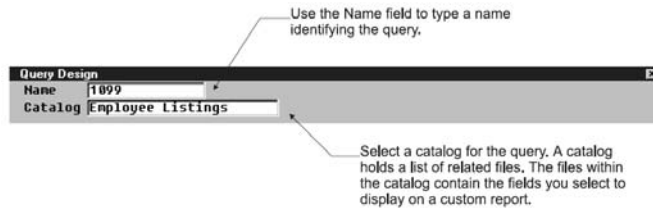
Using the Query Checklist

- Step 1—Complete the Header area with the query name and catalog.
- Step 2—Select the fields for the query in the Column Selection area. Enter user defined fields and set criteria for the fields if necessary.
- Step 3—Set the sorting order in the Sort Columns area.
- Step 4—Run the query to create a report listing the selected records.

Completing the Header Area

When you access the **Query Design** dialog box, you must enter a unique name for the query. When you give the query a name, a list of all available catalogs appears. A catalog holds associated files that contain related fields. For example, the Banking catalog includes the Employee, Check Register, Detail, Payroll History, Departments and Department Detail files.

Use the Header area of the Query Design dialog box to enter the query name and select a catalog.

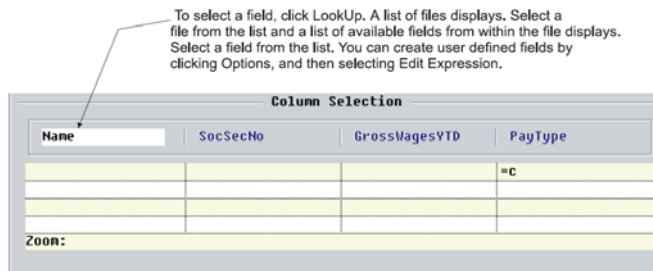


Selecting Fields in the Column Selection Area

After you select a catalog, advance to the Column Selection area and choose fields from the files in the catalog. You do not have to include all fields in the query in the report layout. However, to use a field in a user defined column or for sorting purposes, you must select the field in a column. For example, you may select review date in your query so you can sort your records on the report by the employee's review date. However, you do not care to see the review date on the report. Therefore, even though you include the field on the query, you do not use that field when you create the report layout in the Publisher.

Each column on the Query Design dialog box can hold a field from a file in the catalog. You can fill up to ninety-six columns with field information. The columns scroll as you move to the right. Press **Home** to quickly return to the first column. The first row of the Column Selection area displays the names of the fields you select for the query.

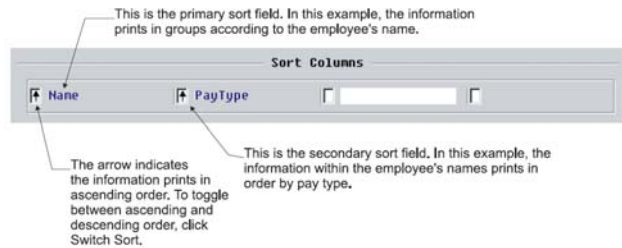
Select the fields and records to include on the query in the Column Selection area.



Selecting the Sort Order for the Query

Once you select your fields and set the criteria, you can specify the sorting order for the records included in the query. The sort fields define the order in which the records appear on the report. You have up to four sorting levels. If you do not specify a sorting order, Sage DacEasy sorts by the field in the first column.

Use the Sort Columns area to indicate the order you want the information to appear in the query.



To Create a Query

- 1 Select **Query** from the **DacAccess** menu. The **Query Design** dialog box appears.
- 2 Assign the query a unique name (up to 14 characters). If you are editing an existing query, type the name of the query or click **LookUp** and select the query from the list.
- 3 Select the catalog that contains the files you need for the report. The cursor advances to the first row of the Column Selection area. Use this row to select the fields to include in the query.

The columns scroll as you move to the right. You can press **Home** to return to the first column.

- 4 Click **LookUp** to view the Table LookUp. Select the table that contains the field to include in the current column and the Column LookUp appears. Select the field to include in the current column.

Tip: In addition to selecting fields from the data files, you can create formulas to include on the report. For more information, refer to “Creating User Defined Fields” on page 154. Each field included in the user defined field must be included in the query, in addition to any fields selected as sort fields. You can exclude the field from the printed report using the Publisher.

Note: When you click **LookUp** from the Column Selection area, the Column LookUp appears for the last Table that was selected. To select a field from a different table, click the **Close** button to return to the Table LookUp.

- 5 To edit the Column Heading on the printed report, click **Options**, and then select **Edit Column**. You can edit the Title field; however, the new column title only appears when you run the query and does not appear on the **Query Design** dialog box.

- 6** If necessary, limit the records to include on the query. The second and third rows in the Column Selection area determine which records to include on the report. If you leave these rows blank, Sage DacEasy includes all records in the query. For more information, refer to "Limiting Records on a Query" on page 155.
- 7** If you want to set the sorting order, click **Options**, and then select **Sort Columns**. The cursor advances to the first field in the Sort Columns area. Click **LookUp** and select the primary sort field for the report. To add a secondary sort, enter a different field in the second field in the Sort Columns area. You can enter up to four sort fields.

Note: If you do not specify a sorting order, Sage DacEasy sorts by the field in the first column.

Tip: Click **Switch Sort** to toggle between ascending and descending order for the selected sort field.
- 8** Click **Run Query** to view the query to the screen. Click the **Close** button to return to the **Query Design** dialog box.

Tip: To redirect the report to the printer, click **Print** while viewing the query on the screen.
- 9** Click **OK** to save the query.

Note: Use the Publisher to define the report layout and view subtotal and grand total amounts. For more information on the Publisher, refer to "Using the Publisher" on page 161.

Creating User Defined Fields

Besides selecting predefined fields from a file for your query, you can also define your own fields. By creating user defined fields, you can calculate mathematical operations using one or more fields.

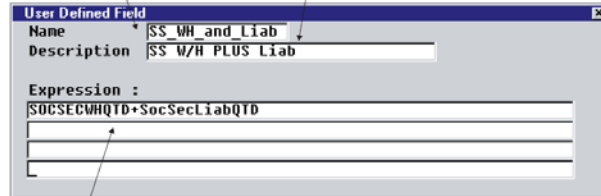
For example, if you wanted to calculate Social Security liabilities for tax purposes, you could define a field called SS_WH_and_Liab and enter a formula of SOCSECWHQTD (Social Security withholding, quarter to date) + SocSecLiabQTD (Social Security liability, quarter to date). Before you can use a field in a formula for a user defined field, you must first select the field as a column in the Column Selection area on the query.

To create a user defined field, place the cursor in a column in the Column Selection area. Click **Options**, and then select **Edit Expressions**. The **User Defined Field** dialog box appears.

Use the User Defined Field dialog box to calculate values needed for a custom report.

Use the Name field to enter a name identifying the user defined field.

Use the Description field to enter a description of the user defined field.



Enter a mathematical expression to calculate the value needed. Click LookUp to select a field from a list.

To Create a User Defined Field

- 1 Click **Options** and select **Edit Expression** from the Column Selection area on the **Query Design** dialog box. The **User Defined Field** dialog box appears.
- 2 Type a name and description for the user defined field.
- 3 Type the expression. To select a field, enter the field name or click **LookUp** and select the field from a list. For example, to divide the current balance by 12, enter **Current Balance/12**.

Note: To use a field in a formula, you must first select the field as a column. In addition, the field must be a decimal or numeric field.

- 4 Click **OK** to save the user defined field.

Note: Once the user defined field has been created it is added to the User Defined Fields table and can be added to the query.

Limiting Records on a Query

The second and third rows in the Column Selection area on the **Query Design** dialog box determine which records to include on the report. If you leave these rows blank, Sage DacEasy includes each record in the query. You can limit records in a query by entering criteria and by editing the join.

To limit records by entering criteria, enter a particular field value or conditions that must be met in order for a record to be included in the query.

When you create a query that pulls from two files, the query includes only those records that include the join field. The join field is used to tie multiple files together. For example, the department number exists in both the Employee file and the Department file, allowing you to create a query that pulls information from both of these files. The program defaults to an equi-join; however, you can edit the query to include all of the records from one file plus the records from the second file that include the join field.

Establishing Criteria

When you select fields for your query, you are limiting the information to include in the query. You can further limit the records included on the report by placing criteria on the fields. You can enter a value as the criterion, indicating only fields that contain this value are included in the query. You can also enter an expression using logical operators to indicate the fields to include in the query.

For example, to include employees with a review date of 05/15/2003 or prior, select Review Date (**ReviewDate**) as a field and enter `<=05/15/2003` (less than or equal to 05/15/2003) as the criterion. The logical operator table provided lists the available operators and an example of how to use each.

Logical Operator	Example	Result
Less Than (<)	<12/31/2000	Selects all records with a date before December 31, 2000.
Less Than or Equal To (<=)	<=1000	Selects all records with a number less than or equal to 1000 in the field.
Greater Than (>)	>500	Selects all records with a number greater than 500 in the field.
Greater Than or Equal To (>=)	>=L	Selects all records starting with the letter L or a subsequent letter in the alphabet.
Equal To (=)	=P	Selects all records with exactly P in the field.
Not Equal To (<>)	<>ADVANCE	Selects all records with any text other than ADVANCE in the field.
BETWEEN	BETWEEN 01/01/2000 AND 01/31/2000	Selects all records with a date between January 1, 2000 and January 31, 2000.

You can enter multiple criteria on a single query. The relationship of your criteria depends on the rows in which you enter the criteria. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

Use the rows and columns in the Column Selection area to establish criteria for the query.

Use the Criteria columns to enter criteria to narrow the records in the query. Click LookUp to select an operator for use in the expression.

Column Selection			
EmpNo	Name	ReviewDate	RaiseDate
		<=05/15/1999	
Zoom:			

You can place a criterion expression in any column. However, the line on which you place the expression is important. There is an AND relationship between columns and an OR relationship between rows. See "Understanding AND/OR Logic" for more information.

Understanding AND/OR Logic

The placement of your criteria in the columns and rows is very important. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

Using the example above, AND logic means that records have to meet both the criteria for city and review date in order to be included in the query.

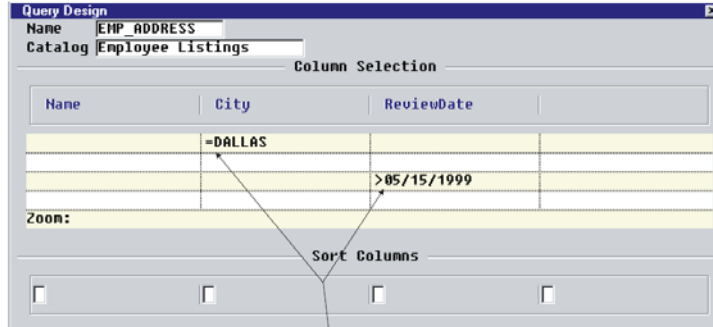
Query Design

Name EMP_ADDRESS
 Catalog Employee Listings

Column Selection			
Name	City	ReviewDate	
	=DALLAS	>05/15/1999	
Zoom:			
Sort Columns			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is an AND relationship between these two columns, meaning that records have to meet BOTH criteria in order to be included in the query.

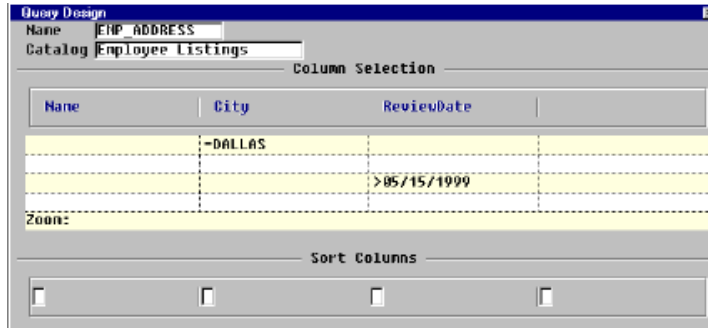
Using the example above, OR logic means that records have to meet either the criteria for city or the criteria for review date to be included in the query.



There is an OR relationship between these two columns, meaning that records have to meet EITHER criteria in order to be included in the query.

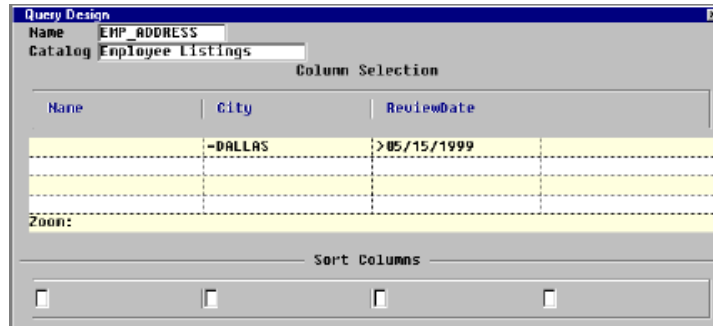
For example, if you use the Employee Listings catalog and want to include employees that live in Dallas OR that have a review date before May 15, 1999, you would enter the column selections and criteria as shown in Figure 8-12. This would give you a query including **both** all the employees in Dallas in addition to all the employees with a review date before May 15, 1999 (records that meet both criteria are not duplicated).

Query selections for employees that live in Dallas or have a review date before May 15, 1999.



On the other hand, if you use the Employee Listings catalog and want to include employees that live in Dallas AND that have a review date before May 15, 1999, you would enter the column selections and criteria as shown in Figure 8-13. This would give you a query of all the employees in Dallas with a review date before May 15, 1999.

Query selections for employees that live in Dallas and have a review date before May 15, 1999.



Understanding Joins

A join is a link between two files. For example, assume you want to print a report pulling the employee code, employee name and 401k deductions for the pay period. The employee name is stored in the Employee file and the employee's 401k deductions for the pay period are found in the Transaction file. The employee code is found in *both* files. Therefore, employee code is the link between the two files or the *join*.

There are three different types of joins: equi, left outer and right outer.

- Sage DacEasy uses the **equi-join** by default, which includes only records found in both files. Using the example above, Sage DacEasy only includes employees with an entry found in both the Employee file and the Transaction file.
- If you select a **left outer join**, the query includes all records from the first file and only those records in the second file where the joined fields are equal. Using the same example, the query would include *all* records in the Transaction file and only the records from the Employee file that have an entry in the Transaction file.
- If you select a **right outer join**, the query includes all records from the second file and only those records in the first file where the joined fields are equal. Following the same example, the query would include *all* records in the Employee file and only records from Transactions file that have an employee code.

To Limit Records on a Query

- 1 Position your cursor in the appropriate box below the field used to limit the query. There is an OR relationship between rows and an AND relationship between columns. Sage DacEasy satisfies all AND criteria before satisfying the OR criteria.

- 2 Enter the criterion for the field.

Enter a value in the field to include only those records that have the specified value in this field.

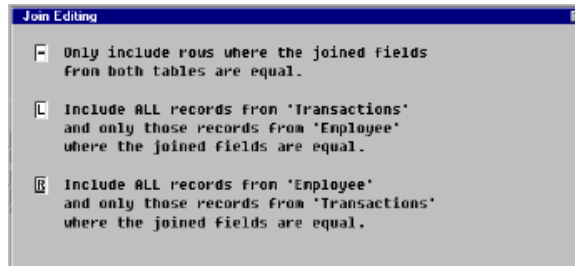
To specify a range of records based on a particular expression, enter the expression. You can click **LookUp** to select an operand. For example, to include all records greater than or equal to 1000, click **LookUp**, select **>=**, and then type **1000**.

Tip: You can enter up to 18 characters in the column. If you need to enter a longer expression, click **Options** and select **Zoom**. The cursor advances to the Zoom field where you can enter up to 68 characters.

Note: The format used to enter data in an expression depends on the field type. Click **Options** and select **Edit Column** to view a field's Data Type.

- 3 If you selected fields from two different files and want to edit the join, click **Options** and select **Edit Join**. The **Join Editing** dialog box appears. Select the type of join and click **OK** to return to the **Query Design** dialog box.

Use the Join Editing dialog box to select the type of join you want for the report.



Printing the Query

When you run the query, the results appear on the screen. To direct your output to the printer, click **Print**. Printing your query may be helpful as you build your query. You can print the information to make sure you are pulling the correct data before you create the report layout using the Publisher.

To Print the Query

- 1 Choose **Query** on the **DacAccess** menu. Enter a query name or click **LookUp** to select a query from a list.
- 2 Click **Run Query**. The query appears on the screen.
- 3 Click **Print**. The **Report Layout** dialog box appears.
- 4 Select your target and click **OK** to begin printing.

Note: The columns on the Query report vary in width depending on whether you have renamed a column title or have accepted the default name. From the **Query Design** dialog box, click **Options**, and then select **Print Format** to print the Query format. This information is helpful when trying to determine the size of a column.

Related Help Topic

- Copying queries

Query List

Date : 04/25/2000 Time : 10:05 AM		The Furniture Factory 1730 Paradise Road Dallas, TX 75222				Page no. 1
Name	Social Security Number	Gross Wages QTD	State1 Tax. Wages QTD	Sui Tax. Wages QTD	Federal Tax. Wages QTD	
Barrett, Conrad	357-81-4835	2583.33	2222.75	2481.08	2222.75	
CalDWELL, Wyn	446-78-9787	1843.75	0.00	1715.95	1660.64	
Edho, Michael	467-80-4835	3048.31	0.00	2920.51	2615.68	
Harris, Jill	422-05-5697	1787.19	0.00	1659.39	1587.90	
Headley, Chase	523-45-8951	1650.00	0.00	1650.00	1650.00	
Herrmann, Mary	456-71-2543	1971.94	0.00	1844.14	1745.54	
Malone, Martin	332-12-5454	4666.67	0.00	4435.58	4097.75	
Malone, Victoria	321-59-8798	3500.00	0.00	3397.75	3047.75	
Nelson, Jay	353-46-4943	1800.00	0.00	1672.20	1546.20	
Parker, Linda	425-85-2577	1125.00	0.00	0.00	0.00	
Penny, Sue	264-79-8214	2928.00	0.00	2800.20	2653.80	
Pernette, Kalli	235-48-8513	750.00	0.00	0.00	0.00	
Samuel, David	467-82-4551	2899.20	0.00	2771.40	2481.48	
Shirt, Malory	630-00-0195	6298.09	0.00	4102.24	6170.29	
Verges, D.A.	456-54-8971	1783.75	0.00	1783.75	1730.24	

Using the Publisher

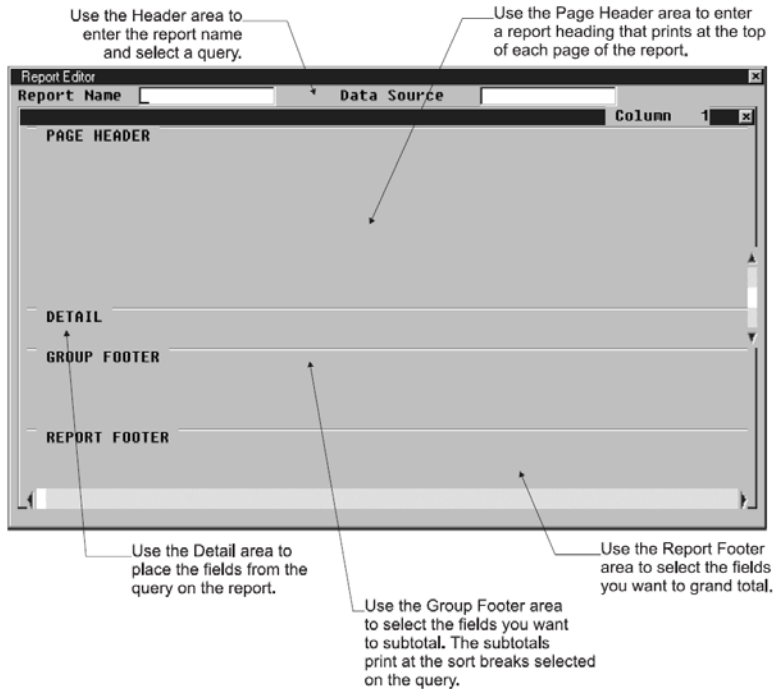
The Publisher is the tool you use to create your report layout and print a custom report using a query. When you first access the Publisher, you see the **Report Editor** dialog box. The top portion of the dialog box is for the report name and data source. The data source is the query you use to select the fields from for the report. Once you have selected a query as the data source for a report, you cannot change the data source.

Note: If you need to use a different query as the data source for the report, you must create a new report layout using the Publisher.

The body of the Report Editor has four sections, the Page Header area, Detail area, Group Footer area, and Report Footer area. Use the Page Header area to enter the information that prints on the top of each page. Use the Detail area to make your field selections for the report. The Group Footer area lets you create subtotals for your sort breaks and the Report Footer area lets you create grand totals for the report.

You can enter text into each of the four sections of the report or select from available variables such as query fields, company information fields and control options. You can use different variables in different areas of the Report Editor. The fields you chose in the query are available in all sections of the Report Editor. If a field you want to include on the report is not included in the query selected as the data source, you must save the report layout, exit the Publisher, access the query and add the necessary field to the query. Save the query and go back to the Publisher to complete the report layout.

Use the Report Editor to lay out the fields on the report.



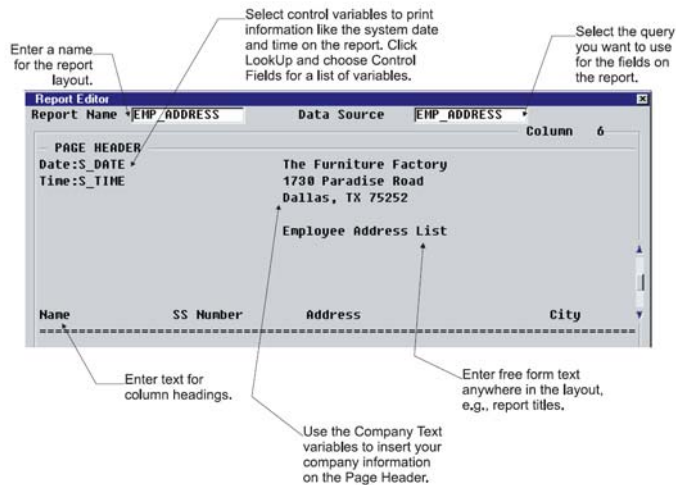
Using the Publisher Checklist

- Step 1—Complete the Header area with the report name and the name of the query you want to use as the data source. Enter your report heading and column headings in the Page Header area.
- Step 2—Complete the Detail area with the query fields you want to include on the report.
- Step 3—Complete the Group Footer area if you want subtotals on the sorts.
- Step 4—Complete the Report Footer area if you want to report grand totals.
- Step 5—Preview and print the final report.

Completing the Header and Page Header Area

The Header area contains a field for a report name and a query name. The fields available for the report depend on the query you select. Once you choose a query, you cannot change the query name in the Publisher. However, you can edit the query if you need to use different fields on the report. The Page Header area holds the report heading. The report heading prints at the top of each page of the custom report.

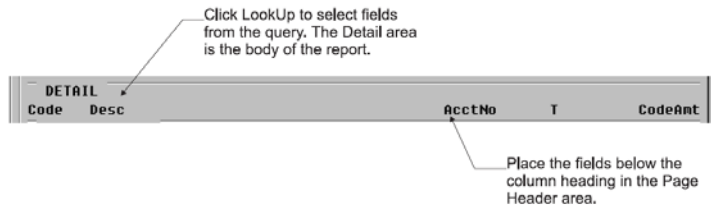
Use the Page Header area of the Report Editor dialog box to lay out report titles and column headings.



Completing the Detail Area

The Detail area is the body of the report. This is where you select fields from your query. You can enter either text or place fields in this section. You may want to enter text as a note, instructions or to describe the fields.

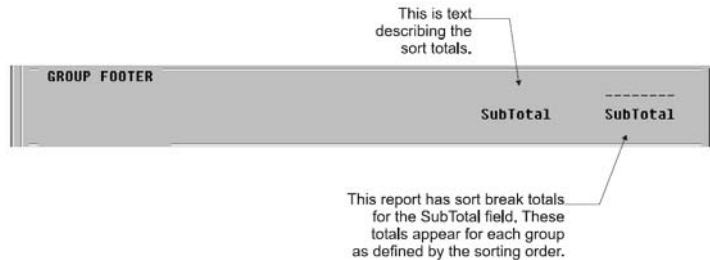
Use the Detail area of the Report Editor dialog box to select fields from the query.



Completing the Group Footer Area

The Group Footer is for sort subtotals. If you set a sorting order in the query, you may want each sort group to have a total for the group. For example, when printing a commission report, you may want a total per salesperson. You can enter text to describe the total, and then place the field you want totaled in this section. If you do not want sort totals, leave this section blank.

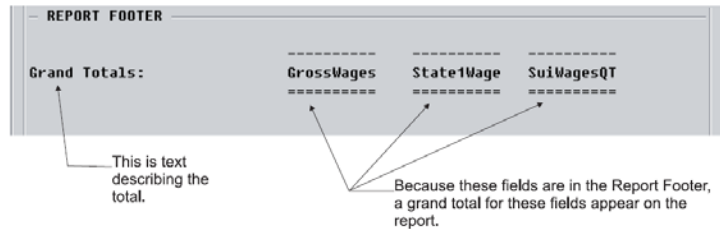
Use the Group Footer area to print subtotals for each sort on the report.



Completing the Report Footer Area

The Report Footer area is for grand totals. You can also enter text into this area. This area is similar to the Group Footer. Select the fields from your query you want to include as grand totals for the report.

Use the Report Footer area to print grand totals on the report.



To Create a Custom Report With the Publisher

- 1 Select **Publisher** on the **DacAccess** menu. The **Report Editor** dialog box appears.
- 2 Enter a unique name for the report, and then press **Enter**. The **Report Defaults** dialog box appears.
- 3 Complete each field on the **Report Defaults** dialog box.
- 4 In the Data Source field, enter the query name from which you want to create the report or click **LookUp** and select the query from a list.

Note: The query details the information to include on the report and must be created before the report can be laid out in the Publisher.

- 5 Type a heading for the report in the Page Header area. You can enter text or click **LookUp** and select a variable from a list.

Note: You can select the following types of variables: Company Text, Control Fields and Query Fields. Company Text allows you to select variables corresponding to the information you entered about your company. Control Variables include the current program date, time and page number. Query Fields selected in the Page Header area are inserted as text fields to be used as column headings.

Tip: Click **Options** and select **Center** to center the lines of text or variables on the report.

- 6 Insert the query fields to include on the report in the Detail area. You can type text or place fields in this section.

To insert a query field, click **LookUp** and select the field from a list. If you need to include a field that is not in the list, you must edit the query. The field is inserted at the cursor position. You can use the mouse to drag a query field to a different location.

Continue placing fields into this section until all necessary fields are on the layout. It may take some trial and error to line up the fields with your column headings.

- 7 If you set a sorting order in the query, you may want each sort group to have a total. To include a subtotal on sorted fields, type text to describe the total, and then place the field you want totaled in the Group Footer area. If you do not want sort totals, leave this section blank.

Note: If no fields are selected in the Sort Columns area on your query, Sage DacEasy uses the field in the first column of the query as the sort field.

- 8 To include grand totals on the report, select each field to total in the Report Footer area. You can also type text in this section.

Tip: Press **Enter** from any field to edit the formatting. The **Field Edit** dialog box appears. Click **Help** from this dialog box for a detailed description of each formatting option.

Previewing and Printing the Final Report

When you print the report, the information specified by the query appears using the layout created in the Publisher's Report Editor. You can print to the screen to preview the report and verify the format. If it is not correct, edit the layout and print the report again.

To Print the Report

- 1 Choose **Publisher** on the **DacAccess** menu. The **Report Editor** dialog box appears. Create a new report or click **LookUp** to select one from a list.
- 2 Click **Print** to view the **Report Layout** dialog box.
- 3 Select your target and click **OK** to begin printing.

Related Help Topic

- Copying report layouts in the publisher

Glossary of Terms

9

1099 Misc Form

You provide 1099-MISC forms, at the end of the year to your contract labor employees. This form shows the wages paid to the contract labor employee for the year. Sage DacEasy Payroll prints both continuous-feed or laser 1099-MISC forms in the format prescribed by the Internal Revenue Service (IRS). You can purchase these forms from the Sage DacEasy Forms department by calling (800) 222-0505.

940 Form

The Form 940 is the federal unemployment (FUTA) tax return you must submit to the IRS at the end of each year. The data supplied by Sage DacEasy for the form is retrieved from the **Edit Employee Accumulations** dialog box and the ROFT (Record of Federal Tax liability) in the 940 file, both of which Sage DacEasy updates during posting.

If you need further information on the Form 940, refer to the *IRS Circular E Tax Guide*.

941 Form

The Form 941 is the quarterly federal tax return you must usually submit to the IRS at the end of every quarter (when you submit the form depends on your liability). You should acquire laser or continuous-feed 941 forms before running this routine or you can choose to print the 941 form on plain paper. There is an additional option that allows you to print the 941 worksheet. Use the 941 worksheet as the source document to complete the 941 form manually.

ACH (Automated Clearing House)

You can create two types of direct deposit files, an NPC (National Payment Corporation) file or a generic ACH (Automated Clearing House) file. You can use either option to process direct deposits for your employees. If you checked with your company's financial institution and they provide direct deposit as part of their payroll services, you can create a generic ACH file and work directly with your financial institution. Identify the type of direct deposit file you are creating on the **System Preferences** dialog box. View this dialog box by choosing **Defaults** from the **Edit** menu, and then choose **Preferences**.

A generic ACH direct deposit file is transmitted over the modem using your bank's software or it is copied to a disk and delivered to your financial institution. The method you use to transfer your direct deposit information depends on the arrangements set up with your bank.

Sage DacEasy Business Center

The Sage DacEasy Business Center provides a single entry point for all Sage DacEasy programs and includes a number of features designed to increase productivity. This includes the ability to view multiple windows concurrently, update company information for all Sage DacEasy modules, and back up or restore data without exiting the Sage DacEasy Business Center. In addition, you get quick access to Sage DacEasy, the Internet and user assistance.

Code

Codes are items that affect the amount of an employee's payroll check and the accounts for each company expense related to a payroll transaction. View codes by choosing **Codes** on the **Edit** menu.

Codes are divided into three categories, earnings, deductions and liabilities. Each category represents the affect this code has on the employee's payroll check or the company's account balances related to the payroll transaction. Earnings usually increase the amount of an employee's paycheck. Deductions usually decrease the amount of an employee's paycheck and liabilities is the amount the employer pays a third party, such as the government, based on the amount of the employee's earnings. *See also* Standard Codes *and* User Defined Codes.

Deduction

Deductions refer to amounts subtracted from an employee's earnings. Many deductions are mandated by federal, state and local tax authorities. For example, the federal government requires employers to deduct set amounts for federal income taxes.

Direct Deposit

The Direct Deposit feature transfers funds directly from an employer's bank account(s) into an employee's bank account(s). Process a direct deposit by choosing **Direct Deposit** from the **Process** menu. Sage DacEasy Payroll supports two types of direct deposit files, NPC (National Payment Corporation) and ACH (Automated Clearing House). *See also NPC and ACH.*

Earning

Earnings refer to amounts paid to the employee for services performed that benefit the employer. These amounts are subject to federal, state and local taxes and do not include amounts received as reimbursement (for example, business-related travel expenses).

EIC (Earned Income Credit)

EIC or Advanced Earned Income Credit is not a tax withheld from an employee's earnings but, rather, a tax credit the employee receives. An employee's eligibility to receive EIC payments is based on certain requirements, which are listed on the Form W-5 (Earnings Income Credit Payment Certificate).

For an employee to receive EIC payments, the employee must provide the employer with a properly completed Form W-5. EIC payments are strictly regulated. For more detailed information about this tax credit, please refer to the *IRS Publications, Circular E, Section 10, Advanced Earned Income Credit (EIC)*.

Federal Withholding

The Current Tax Payment Act of 1943 and the 1986 Tax Reform Act require employers to subtract estimated taxes from employees' taxable earnings and pay this amount to the IRS. These estimated income taxes are called withholdings. Taxable earnings for income tax purposes are gross earnings including: bonuses, commissions, cash advances, other payments such as the cash value of meals and lodgings when provided for the convenience of the employees

An employee's taxable earnings are affected by marital status and withholding allowances. A withholding allowance, or personal exemption, is the amount of money by which someone can reduce the amount of earnings subject to income tax. Everyone is allowed one allowance plus an additional allowance for each dependent.

Employees tell employers how many exemptions they claim by filling out a W-4 Federal Form when they are hired. Federal law requires employers have a W-4 on file for every employee. Federal income withholdings differ for married and single people, the tax rate for single people is higher than that for married people.

In addition, people who had no federal income tax liability the past year and expect no liability in the current year can claim a no-tax liability exemption when filling out the W-4 Federal Form. Employers must not withhold federal income taxes from these workers.

FICA

The FICA (Federal Insurance Contributions Act) tax finances two social programs: Old Age, Survivors and Disability Insurance (OASDI, which is more commonly known as Social Security) and Medicare.

Social Security is the largest program funded by FICA. It provides pensions to retired persons 62 years or older, payments to disabled persons and benefits to dependents of insured workers who have died or become disabled. Medicare is a health insurance program for persons 65 or older and the disabled.

FUTA

Employers must pay taxes to the federal government to fund services and benefits for temporarily unemployed workers. The employer pays these taxes even though they are based on employee earnings. The Federal Unemployment Tax Act (FUTA) requires employers to pay a tax to help support government run employment offices across the country. The FUTA tax rate and limit vary depending on the nature of your company. Check with the IRS to determine what your FUTA rate and limit are before you start processing payrolls.

A company's SUI (State Unemployment Insurance) rate is credited against its FUTA rate, reducing the amount of FUTA paid. For example, if a company has a SUI rate of 3.5%, its FUTA rate would be 2.7 (6.2%—the maximum FUTA percent—minus 3.5% of SUI). Sage DacEasy defaults the minimum FUTA rate, which is 0.8%.

Liability

Liabilities refer to amounts paid by the employer but the amount paid is based on the amount of the employee's earnings. For example, both the employer and the employee are responsible for paying the Social Security tax. The employee's share of the tax is considered a deduction, while the employer's share of the tax is considered a liability.

Magnetic Media

The federal government requires you to file W-2 forms in a magnetic media file if you have more than 250 employees. You must register with the Social Security Administration in order to submit a magnetic media file. Sage DacEasy creates W-2 forms to a file that meets the magnetic media file requirement set by the Social Security Administration.

In addition, Sage DacEasy automatically includes your state records in the magnetic media file. If you are required to file magnetically with your state, you can copy the magnetic media file to another disk and send the file to your state's taxing authority.

Medicare

See FICA.

New Hire Report

In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), all employers are required to report certain information on their newly hired employees to a designated state agency. This report can be the W-4 Form or the W-4+ Form. *See also W-4 Form and W-4+ Form.*

NPC (National Payment Corporation)

You can create two types of direct deposit files, an NPC (National Payment Corporation) file or a generic ACH (Automated Clearing House) file. You can use either option to process direct deposits for your employees. If you are using the third-party institution NPC to process your direct deposit, you want to create an NPC specific file. Identify the type of direct deposit file you are creating on the **System Preferences** dialog box. View this dialog box by choosing **Defaults** from the **Edit** menu, and then choose **Preferences**.

An NPC specific direct deposit file uses modem communications software to directly link with an encryption algorithm routine. This ensures the security of your transmission and prevents any unauthorized access to your electronic payment information. This routine scrambles electronic payment information according to predetermined unique calculations for each user.

Prenote

Transmitting a zero dollar amount credit to your bank to make sure the routing and bank account numbers are correct for direct deposit. You need to set up the company direct deposit account information and the employee direct deposit account information before you can prenote a direct deposit. When prenoting a direct deposit, make sure no entries are in the **Transaction Entry** dialog box.

Reconciliation

A routine used to keep track of outstanding, cleared and voided payroll checks. To access Sage DacEasy Payroll's reconciliation routine, choose **Reconciliation** on the **Periodic** menu, and then select **Reconcile Checks**.

Schedule B

The Schedule B prints a report of your tax liability on a daily basis. You must complete this schedule if you are required to deposit on a semiweekly basis or if your tax liability on any day is \$100,000 or more. You must show tax liability here, not deposits. If you are starting in the middle of a quarter, the amounts will be incorrect because the 941 file is updated during the posting routine. Therefore, you must manually enter the amounts according to the day.

You can choose to print a Schedule B worksheet or the federally approved form. If you select to print the worksheet, use the worksheet as the source document to complete the Schedule B form manually.

SDI

Many states require businesses to provide insurance for their employees who become sick or have a non-work related accident (in some states, employees also must also pay the tax). State Disability Insurance (SDI) can be based on a percentage of gross wages with a maximum amount per year or per week. For example, Hawaii and New York base a percentage of gross wages with a maximum amount per week. In addition to these two states, SDI also applies to California, Rhode Island and Puerto Rico.

Social Security

See FICA.

Standard Codes

Standard codes represent those codes used by the majority of companies. For example, standard earning codes include salary, hourly and overtime. You cannot edit or delete standard codes.

SUI

Employers must pay taxes to the state government to fund services and benefits for temporarily unemployed workers. The employer pays these taxes but the taxes are based on employee earnings (in some states, employees must also pay the tax). The State Unemployment Insurance tax (SUI, also known as State Unemployment Tax Acts, or SUTA) requires employers to pay a tax to provide benefits for qualified unemployed workers. Like FUTA, SUI taxes are based on employees' earnings for the year. The SUI tax rate and limit is based on each individual company (the nature of business and unemployment history) and the limit varies from state to state. Check with your state's revenue department to determine what your SUI rate and limit are before you start processing payrolls.

SUTA

See SUI.

Third Party Sick Pay (TPSP)

When a third party such as an insurance company pays an employee's sick pay. Sick pay is generally any amount paid under a plan because of an employee's injury, sickness or disability. This includes both short- and long-term disability benefits.

User Defined Codes

Codes you create are referred to as user defined codes. Every company has unique payroll needs, and the standard codes included in the program do not accommodate every type of payroll situation. For example, commissions are paid differently in each company. If a company needs such an earning, Sage DacEasy allows you to create a user defined earning code for commission and allows the company to define how to pay the commission.

W-2 Form

You provide W-2 Forms, *Wage and Tax Statement*, at the end of the year to your employees. This form shows the wages paid and taxes withheld for the year for each employee. Sage DacEasy Payroll prints both continuous-feed or laser W-2 forms in the format prescribed by the Internal Revenue Service. You can purchase these forms from the Sage DacEasy Forms department by calling (800) 222-0505.

W-3 Form

The W-3 Form is a summary for the employer of the information printed on the W-2 forms. You will be prompted to print the W-3 form automatically after you print the W-2 forms. However, you can print the W-3 Form at any time.

W-4 Form

In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), all employers are required to report certain information on their newly-hired employees to a designated state agency. Most states accept the W-4 Federal Form, but some states require additional information. Refer to the New Hire Report if your state requires additional information.

W-4+ Form

Similar to the W-4 Form, but includes additional information such as SUI (State Unemployment Insurance) account, hire date, birth date, state of hire, salary, gender, status and occupation. Since some states require additional information you can use the W-4+ Form to provide this information.



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02/11

