

Basic Payroll Instructions

From the Main Menu select the following options:

#8 Daily Activities

#1 Main Financial Software

#4 Human Resources, enter Security Code if you have selected to use the payroll security feature.

#2 Initiate and Perform a Payroll

The payroll program consists of 7 steps. The computer will automatically step you through each of the steps.

Each time you finish a step you will automatically return to the first screen to proceed with the next step.

All you have to do is press ENTER to proceed with the next step.

OPTION 1 Initiate a New Payroll and Archive Files

- This step will clear all current fields from the previous payroll.

OPTION 2 Enter dates for this Payroll Period

- You must enter the beginning and ending date of your payroll and the check date.

OPTION 3 Payroll Period Worksheet

- At this point just ENTER, unless you want to make changes. The computer defaults to automatically print 1 copy by employee number. This is your worksheet to write the hours worked for each employee from their timecards. If the employee is salaried, their hours will automatically print from the information in the Employee Master.

OPTION 4 Enter Payroll Period Hours/Bonuses Etc.

- The first screen will give you the option to begin with a certain employee number or leave blank to start at beginning. Press ENTER after making your beginning choice if any. Now each employee will show on your screen, one at a time. You will have to key in the regular hours, etc. for each employee (40 hours = 4000). All amounts and hours have 2 decimal places. Negative amounts are not allowed in the payroll program! If the employee is salaried his hours will automatically appear on the screen. After you key in the necessary information – press ENTER and the next employee will appear on your screen. Continue with each employee, when the last employee's hours have been entered the screen above will appear again.
- F7 – EDIT YOUR ENTRIES
Key in the totals of all hours, etc. that were entered for each employee. You should always use the totals from your worksheet. This way if you have made an error in keying someone's hours, your edit will out of balance and will not let you continue with payroll.
F7 again – to Edit Entries with the totals above.

OPTION 5 Withhold Deductions and Calculate Taxes

- ENTER to withhold deductions and calculate taxes.

Note: If you have employees that have deductions from their paycheck and you do not want to deduct from this paycheck you would change the Y to N.

OPTION6 Payroll Period Information Report

- Look over screen and make sure everyone's gross and net look correct.
F7 – To continue with report

OPTION 7 Print Checks and Update Payroll for this Period Again

- This option displays gross pay, deductions, tax withheld, net pay, check number to be assigned to each check, etc... Look everything over to double check entries. If everything is correct, proceed with F7 – Print Checks.

Your screen now gives you the option to change the printer you want to print your checks on and also the number of copies and whether to hold or print. Unless you want to make changes, just ENTER.

Your checks should be printing. After your checks have printed look over them and make sure they are correct. If checks printed with no problems then key a Y to update files.

Remember: Individual Payroll Checks can not be deleted - You must delete entire payroll. So, it is very important that all checks are correct before you update your files.

This screen gives you the option to transfer all or some of your payroll into accounts payable. **If you answer N, you will go back to the menu and must manually enter payroll taxes and deductions into the A/P program. If you answer Y, you will enter into the accounts payable program.**

F12 Review Entries

F10 View Totals

F7 Edit Totals

Enter your Account Payable Totals (Make sure there are no other Accounts Payable waiting to be edited)

F7 Continue with Edit

Enter through various print screens

If you need additional information, email us at support@southpoint.net or call our office.