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COMMODORE BUSINESS MACHINES

COMMODORE BUSINESS ACCOUNTING SYSTEM

FOR THE COMMODORE PLUS/4

PAYROLL OPERATOR'S GUIDE

Version 1.0

For the Commodore PLUS/4 Computer

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I. INTRODUCTION

A. Overview

The Commodore BAS PLUS/4 Payroll System is an extremely powerful accounting system adapted from larger sophisticated systems and implemented on the revolutionary Commodore PLUS/4 microcomputer system.

The system utilizes a set of floppy disks to perform the fundamental accounting functions. The programs reside on one disk and the transaction files reside on another disk. The system has virtually unlimited capacity since manageable groups of employees are stored and processed at one time.

The exact capacity configuration, is as shown in the following table:

Records Storage Capacity

	CBM 1541
Number of Employees	75

A **pre-set** capacity will appear on the screen on the main menu. The exact capacity can be set in the system's control file. Larger files of employees may easily be handled by segmenting employee files alphabetically, by department, by employee type (e.g., salaried, hourly), or by division and using a separate employee file disk for each group.

The system provides these advanced capabilities:

- Provides an on-going record for each employee with quarterly and yearly totals
- Computes and prints payroll checks with full detail and automatic deductions including Federal and State taxes and miscellaneous items
- Maintains Federal and State Taxes and employee deductions through the use of flexible table files
- Provides comprehensive reporting including: W-2's and Quarterly Tax summary, and Payroll Journal

- Provides automatic posting of transactions to the General Ledger System
- Allows on-line inquiry to determine an employee's current information including: Federal/State exemptions, pay rate, Quarterly and Y-T-D information

This Payroll System is part of a total Management Accounting System which includes an Inventory Management Module, Accounts Payable Module, Accounts Receivable/Billing Module and General Ledger Module. The Payroll System, Accounts Receivable and Accounts Payable will automatically interface to the General Ledger when installed. However, each sub-system can be implemented in a modular fashion independently of all others.

The balance of this document contains information essential to the smooth conversion and ongoing effectiveness of the Payroll application, including:

- System Conventions, which highlights key technical and operating characteristics of the BAS 64 application that are used to provide consistency of operation across all **Commodore** applications (see Section I-B)

- System Functions, which describes the purpose, timing and features of each accounting function performed by the application (See Section II)

- System Start-Up, which provides guidelines on how to initialize your equipment and files to prepare for day-to-day operations (See Section III)

- Management Reports, which describes the purpose, timing, execution and format of those reports/documents produced by the system to control your operation (See Section V)

- Troubleshooting Guide, which describes particular error conditions, their probable cause and required action to resolve the errors that may occur in the day-to-day processing (See Section VI)

Using Telephone Consulting Assistance, which describes the optional Telephone Consulting Assistance Program provided by the Commodore BAS Support Center, and guidelines for placing orders for additional products and services (See Section VII)

These and remaining sections of the Operator's Guide will significantly contribute to the future success of your operation. Please take an appropriate amount of time to read them. Of special importance are the sections on establishing your employee records and payroll accounting procedures to be followed during normal operations. The decisions you make in these areas are instrumental to a sound accounting and financial reporting system that is essential to the ongoing management of your operation. (See Sections III and IV)

B. System Conventions

In order to simplify the description of how certain information is entered into the system, the following conventions are used in the documentation:

1. Special typewriter keys

There are only two special keys to use other than the normal typewriter keys. These keys are indicated by the use of this symbol **<KEY NAME>** to differentiate the name of the key from actually typing the word.

Keys	Purpose
<RETURN>	Use after entering information (see next paragraph)
<INST/DEL>	Deletes last character
<SHIFT>	Never used. All information is entered in "lowercase" letters. All reports are automatically printed out in CAPS.

2. **<RETURN>** key

When the computer displays asterisks (******), it indicates it is waiting for an input from the operator.

If the alpha or numeric information does not fill all the positions indicated by the asterisks, then you must press the **<RETURN>** key after entry.

Example: When the computer asks for Employee Name, the screen looks like this:

Employee Name: _**********

Notice that the blinking cursor tells you where your characters will type. This is indicated by an underscore (_) in this documentation. You would type Employee Name as:

****
employee name<RETURN>

because the name is less than the number of asterisks. If the field were Employee Number, and the input filled the asterisks, such as:

Employee Number: ***
23

the computer will automatically advance to the next field.

Remember, when your input fills all the asterisks, then you do not have to press the **<RETURN>** key. With a little practice, this convention will become almost second nature.

When entering data, the **<RETURN>** key can be used to skip a field. Just press **<RETURN>** and the program will skip to the next field. For the first field of a new screen, pressing the **<RETURN>** key without any data allows you to return to the previous menu. As a general rule, when in doubt about where you are in the program or how to get to a different operation, just press **<RETURN>** until you get to the correct menu.

3. Prompting messages

   The computer will remind you what information it is expecting by use of "prompting" messages. These messages will also "flash" when you have made an error. This flashing will alert you to re-enter the information correctly.

   These messages appear directly under the screen title. Example:

   ```
   ENTER P/R TRANSACTIONS
   Enter Employee Number
   ```

4. Disk errors

   The system utilizes floppy magnetic disks for storage of all data. Occasionally, a disk may drop data and cause an error. For this reason, **IT IS IMPERATIVE THAT AT LEAST TWO (2) BACKUP DISKS ARE MAINTAINED FOR EACH DATA DISK.** See Section II System Menu.

   If the following conditions occur, it means a disk error has occurred:

   - 1541, Right side light continually blinks

   A listing of all disk errors may be found in your **Commodore Floppy Disk User's Manual** and is reprinted in Section VI of this guide. When an error occurs, the system will return to the main menu. Re-insert the disk(s), and try the program again. If repeated tries do not work, then you probably have a bad disk and must go to one of your back-up disks.

Additionally, there is a series of special error messages concerning the operation of the Payroll System. Please refer to the Troubleshooting Guide, Section VI.

Note: There are several things the user can do to avoid disk data errors. They include:

a. Handle the diskette with care

- Write on labels first, then affix them to the diskette
- Do not touch the exposed surface of the diskette
- When not being used, keep the diskette in their protective jackets and store them in a cool dry area
- DO NOT remove diskette from drive during operation

b. Use high quality disks

c. Have your disk drive serviced periodically to ensure that it is clean and operating according to specified tolerances

5. Program Disk and Data Disk

Your master program disk is used to hold the programs which make up this accounting system. No specific information relating to your company or business is ever stored on the program disk. All such "data" is stored on a data disk. When running the system, you will be prompted to remove and insert either your program disk or your data disk. Simply follow the prompts as indicated. If you accidentally insert the wrong disk, you will be warned with a flashing error message. Just continue with the correct disk.

C. Equipment Requirements

The BAS PLUS/4 Payroll System has been designed to allow significant flexibility in configuring your hardware. Of major importance is the capability to process the application using one disk drive only.

Specific equipment requirements are:

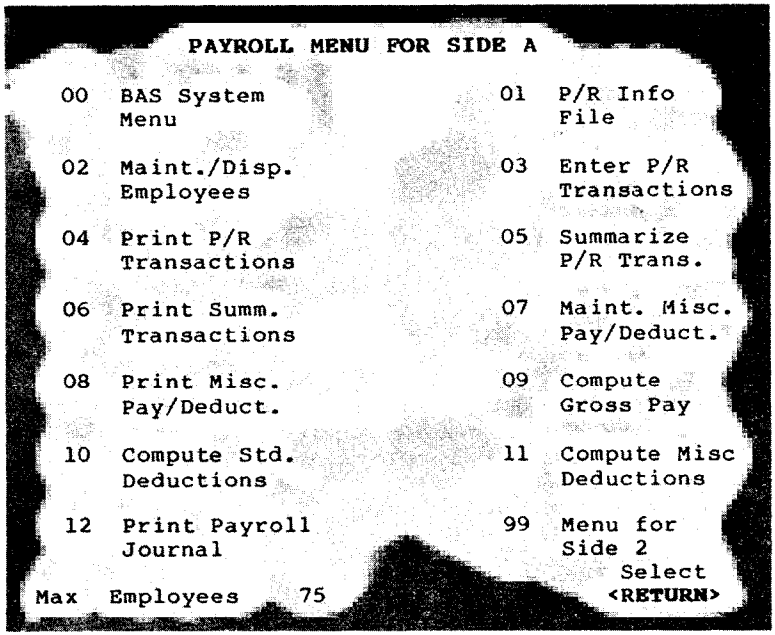
- Commodore PLUS/4 Computer
- Color or Monochrome Monitor
- Disk Drives
    - 1 or 2 1541's
- Printers
    - 1526, MPS 801, MPS 802, or DPS 1101

Install and check-out your equipment by following the equipment operating instructions provided by Commodore Business Machines.

II. SYSTEM FUNCTIONS

The BAS PLUS/4 Payroll System is a "menu-driven" system. The "menu" is literally a menu of computerized accounting functions from which you can choose to process your employee data.

The Payroll menu consists of two pages (screens) as follows:



```
                PAYROLL MENU FOR SIDE B

 13  Config. File                    14  Print
     Maintenance                         Paychecks

 15  Print Check                     16  Print Misc.
     Register                            Pay/Ded. Reg

 17  Print Absent                    18  Close P/R
     Report                              Cycle

 19  Print Insur.                    20  Print Qrtly
     Summary                             Tax Summary

 21  Print W-2                       22  Maintain
     Forms                               Fed Taxes

 23  Maintain                        24  Year-End
     State Taxes                         Processing

 25  Quit                            99  Menu For
     Processing                          Side 1
                                           Select
Max   Employees   75                     <RETURN>
```

To switch from Side A to Side B or vice-versa, enter **99.** To exit from the program Menu to the BAS System Menu (to select another system), press **<RETURN>** or **00.**

Following is a brief description of each menu function.

00) BAS System Menu

Purpose: The BAS System Menu allows you to run any of the other system modules. These other systems may be purchased separately from your dealer:

BUSINESS ACCOUNTING SYSTEM MENU

01	General Ledger	02	Accounts Receivable
03	Accounts Payable	04	Payroll
05	Inventory Management	06	Disk Backup
07	Quit Processing		Select **<RETURN>**

When: When you want to operate any other BAS modules or **back up your Data Disk**

Procedure: The BAS System Menu is selected by entering **0** when you have the main menu for any module on the screen. Once the BAS System Menu is available, enter the number of the operation you want to perform. The system will then prompt you for the required disk handling instructions.

06 Disk Backup function is very important and is included with your system. It allows you to duplicate any data disk. As mentioned above, **IT IS IMPERATIVE THAT YOU HAVE AT LEAST TWO (2) BACK-UP COPIES OF EACH DATA DISK.**

Program disks are copy protected and cannot be duplicated. You may obtain security copies from **COMMODORE BUSINESS MACHINES.**

01) P/R Information File

Purpose: Enter or change the **Company name**, **Password**, **G/L Accounts**, and **Payroll Processing Parameters**, Period start and Period end date and Payroll number each payroll cycle.

Note: The initializing of a Payroll Data Disk for use in the system is accomplished in this function. (See discussion following the description of the P/R Information and G/L Account File fields.)

When: As needed

Procedure: Prompting on this screen is by line number. Enter the number of the line to change and enter the field data:

Field	Allowable codes	Comments
Max Empl	Enter maximum employee number for this Master File.	Valid range: 1 - 75 Used to edit allowable employee numbers.
Co/Div	Enter company/ division name and address	Used in report titles & printed on W-2 forms.
Next Check#	Indicate next check number for payroll cycle, if not in sequence	This field automatically maintained by the system, based upon sequential numbering of checks.
OT Rate	Enter overtime multiplier, normally 1.5	Used to calculate pay when an overtime trans-action has been entered for an employee
Holiday Rate	Enter holiday multiplier, normally 2.0	Used to calculate pay when a holiday trans-action has been entered for an employee.

Field	Allowable codes	Comments
Today's date	None	This date is automatically updated with the date entered each time you turn-on the system.
Period start	Enter date as MMDDYY	For each payroll enter the start date. Indicates when monthly, quarterly, and year-to-date fields will be reset on an employee's record.
Period end	Enter date as MMDDYY	Enter the ending date for the payroll cycle to be processed. This date appears on the payroll check.
Payroll no.	Enter payroll no. for this month Valid numbers are 1, 2, 3, 4 or 5	Used to cycle misc. deductions set for the 1st/2nd pay cycles and reset monthly, quarterly and year-to-date fields on an employee's records based on the cycle start date.

Note: The system senses a new quarter, when the period start date has a month of April, July or October and a payroll no. of 1. It senses a new year when the period start date has a month of January and a payroll no. of 1.

Batch no.	Enter the batch number of input transactions for a pay cycle. Valid range is 0-99	Provides a control over the payroll input transactions
Hourly pay cycle	Enter x where-- 0=weekly pay 1=bi-weekly	This field instructs the system on the frequency of payroll cycle for hourly employees.

Note: When having an Hourly Pay Period once a month, you have to go through the following steps: (1) By pass Hourly Pay Period, (2) Salary Pay Period, 3 = Monthly and (3) Go to Pay Rate in Section II.

Field	Allowable codes	Comments
Salary pay cycle	Enter x where-- 0=weekly pay 1=bi-weekly 2=semi-monthly 3=monthly	This field instructs system on the frequency of payroll cycle for salaried employees.
Federal no.	Enter Federal Tax ID number	Used for Tax Reports.
State no.	Enter State Tax ID number	Used for Tax Reports.
Password	Enter 4 position alphanumeric password.	This field sets the user password to allow operation of the system. The word **pass** has been set as the initial password.

Note: Press **98** to print the P/R Information fields entered above.

Note: Press **99** to enter General Ledger Accounts.

Gen'l Ledger Accounts	Enter the account code as XXXXX.X	G/L accounts are needed only if you are interfaced with the G/L System
	(Leave **00000.0** if not interfaced with G/L System.)	Complete documentation and coding is found in the General Ledger System.

Following are a sample screen and suggested G/L Accounts needed to be initialized to facilitate the General Ledger system interface:

Sample Account Number	Account Name
11120.0	Cash Account
21610.0	Accrued F.I.C.A.
21620.0	Accrued Fed W/H
21640.0	Accrued State W/H
21680.0	Accrued S.D.I.
22100.0	Accrued Other Deductions
43110.0	Taxable Payroll Expense
43190.0	Non-Taxable Payroll Expense
21660.0	Deduction 1
00000.0	Deduction 2
00000.0	Deduction 3

Note: In the above example, Deduction 1 is being used for a city tax. If it is desired that deductions 1, 2 & 3 be interfaced with the General Ledger System a G/L account number should be entered here and the deduction used consistently for ALL employees. If the system is to calculate a city tax, deduction 1 MUST be used.

A formatted and initialized Payroll Data Disk is necessary to execute all functions of the Payroll System. When first installing the system, or whenever situations require that a subset of employees be handled separately, the P/R Information File function will initialize skeletal master files for the system's use. The Payroll Data Disk must first be formatted (NEWed). (See System Start-Up, Section III) When the disk is properly formatted, this function will detect the absence of the P/R Information File and prompt as follows:

```
Initialize Payroll Master Files
0=Quit, 1=Proceed *
```

After the files are initialized, you will be returned to the normal P/R Information File menu and can proceed with the entry of your data into its fields. When complete, you will be returned to the Main Menu where you can select functions to enter employees into the Employee Master File, set up miscellaneous payments and deductions, and set up the Federal and State Tax Tables before payroll processing can begin.
(INITIALIZING WILL TAKE APPROXIMATELY 10-15 MINUTES.)

02) Maintain/Display Employees

Purpose: Allows **additions, changes, and deletions** to an employee's master file record. Additionally, **it allows entry of manual check amounts with automatic posting of them** to quarterly and year-to-date fields.

When: As needed

Procedure: Enter operation code as follows to Select desired sub-menu function:

Press: **<RETURN>** or 0
Press: 1 to add a new employee
Press: 2 to change employee master fields
Press: 3 to post manual check amounts to employee record
Press: 4 to delete an employee record

Following is a brief description of each sub-menu function.

Sub-Menu: 1 ADD

1) Enter **xxx** (when prompted for employee number) then press **<RETURN>**.

2) If the employee number is already on file, you will be prompted for another number.

3) The system will automatically prompt for EACH header field. Enter the desired data or press **<RETURN>** to bypass the prompted field.

4) After prompting for all header fields has been completed, you may change any fields entered improperly. All current, quarterly, year-to-date and special information fields will be initialized to zero, but may be input at this time, if desired, by pressing **<RETURN>** or **00** to exit this screen and pressing the appropriate number (1,2,3,or 4) to access the desired screen.

(See Sub-Menu 2 Maintain/Display for a description of the individual fields.)

Sub-Menu: 2 Maintain/Display

1) Enter **xxx** (when prompted for employee number) then press **<RETURN>**.

2) If the employee number is not on file, you will be prompted for another number.

3) The system will display the requested employee's header information which may be changed by entering the appropriate field number, the new data, and pressing **<RETURN>**.

4) When all changes to header fields have been completed, press **<RETURN>** or **0** and the system will give you an opportunity to update the employee's current, quarterly, year-to-date, and special information fields. Press the appropriate number (1,2,3,or 4) to access the desired screen.

5) To return to the BAS System Menu, press **<RETURN>** or **00** when prompted to update remaining fields.

Note: The system will display the following, after a particular screen's updating has been completed and you have supplied a **<RETURN>** or **00** when prompted for a field to change.

Enter 0=Quit, To Upd Remain. Fields
1=Curr, 2=Qtrly, 3=Yrly, 4=Special *

Following is a brief description of each screen and its appropriate fields:

Screen : HEADER INFORMATION

(For operation codes, other than delete, this will be the first screen displayed for an employee.)

Field	#	Allowable codes	Comments
Name	01	Enter employee's name	Printed on check, W-2, & various reports.
Address	02	Enter employee's street address	Printed on check & W-2 form.
City	03	Enter employee's city of residence	Printed on check & W-2 form.
State/ZIP	04	Enter employee's state & ZIP code	Printed on check & W-2 form.
Soc. Sec. Number	05	Enter employee's Social Security number	Printed on check, W-2, & various reports.
Insurance Class	06	Enter **numeric** insurance class Valid codes are **0-99**	Used to print Insurance Report by class.
Date of Employment	07	Enter date as **MMDDYY**	For historical use only.

Field	#	Allowable codes	Comments
Employee Class	08	Enter **numeric** class Valid codes are between 0-9	1=Corp. Officer. All others are user defined.
Employee Type	09	Enter type of employee Valid codes are: **0 = salaried** **1 = hourly** **99 = inactive**	Used by the system during entry of payroll data and special reports
Marital Status	10	Enter IRS status Valid codes are: **m = married** **s = single** **h = head of household**	See note below:

Note: This field is used to determine IRS tax table fields to be used in calculations. Head of household status (e.g. h) **uses single tax table fields.**

Federal Exemptions	11	Enter number of federal withholding exemptions. Valid codes are between **0-99.**	Used when calculating federal deductions.
State Exemptions	12	Enter number of state withholding exemptions. Valid codes are between **0-99.**	Used when calculating state deductions.
Add'l Exemptions	13	Enter number of additional STATE withholding exemptions. Valid codes are between **0-99.**	Used when calculating State deductions. (for itemized deductions if allowed by state)
Pay Rate	14	Enter **hourly rate** for hourly pay type OR the **cycle pay** for salaried pay type	Valid rate range is **0-9999.99.** Used to calculate transaction pay amounts automatically.

Field	#	Allowable codes	Comments
Health & Welfare Rate	15	Enter health & welfare hourly pay rate. (0 if not applicable)	Valid rate range is **0-9999.99.** Used, where applicable, to calculate health & welfare pay.
Monthly Hours	16	Enter total month to date hours, if needed.	Valid range is **0-999.99.** Normally maintained by system, but updated here **on an exception basis.**
Monthly Pay	17	Enter total month to date pay, if needed.	Valid rate range is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.**
Vacation Hours Remaining	18	Enter number of vacation hours allowed for a salaried employee (**NOT** used for hourly employee)	Valid range is **0-999.99.** Once entered, the system will decrement this amount when a vacation transaction has been entered for a **salaried** employee.
Last Check Number	19	Enter check number if needed.	Valid range is **0-999999.** Normally maintained by system, but updated here **on an exception basis. Required when posting a manual check to the employee record.**
Check Date	20	Enter date of check, if needed Enter date as **MMDDYY**	Normally maintained by system but updated here **on an exception basis. Required when posting a manual check to the employee record..**

Screen : CURRENT INFORMATION

When posting a manual check, the appropriate fields on this screen should be changed and will be posted to the quarterly & year-to-date fields. Under normal circumstances, these, as well as the quarterly & year-to-date, fields are **automatically maintained by the system.**

Field	#	Allowable codes	Comments
Regular Hours	01	Enter regular hours for current pay cycle.	Valid range is **0-999.99.** Normally maintained by system, but updated here **on an exception basis.**
Regular Pay	02	Enter regular pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.**
Overtime Hours	03	Enter overtime hours for current pay cycle.	Valid range is **0-999.99.** Normally maintained by system, but updated here **on an exception basis.**
Overtime Pay	04	Enter overtime pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.**
Piecework Hours	05	Enter piecework hours for current pay cycle.	Valid range is **0-999.99.** Normally maintained by system, but updated here **on an exception basis.**
Piecework Pay	06	Enter piecework pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.**
Health & Welfare Pay	07	Enter H & W pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.**

Field		Allowable codes	Comments
Vacation Hours	08	Enter vacation hours for current pay cycle.	Valid range is **0-999.99.** Normally maintained by system, but updated here **on an exception basis.**
Vacation Pay	09	Enter vacation pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.**
Other Pay	10	Enter other pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.** Usually miscellaneous pay that is set up in the Misc. Pay/Deduction File.
Non-Taxable Pay	11	Enter non-taxable pay for current pay cycle.	Valid amount is **0-9999.99.** Normally maintained by system, but updated here **on an exception basis.** Usually miscellaneous pay that is set up in the Misc. Pay/Deduction File.
Federal Withholding	12	Enter Federal W/H for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**
State Withholding	13	Enter State W/H for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**
F.I.C.A.	14	Enter F.I.C.A. for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**

Field	Allowable codes	Comments
State Disability Insurance 15	Enter state disability insurance amount for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**
Deduction 1 Amount 16	Enter deduction 1 amount for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**
Deduction 2 Amount 17	Enter deduction 2 amount for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**
Deduction 3 Amount 18	Enter deduction 3 amount for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**

Note: Deductions 1, 2, & 3 are set up in **07 Maintain Misc. Pay/Deductions.** If it is desired that these deduction amounts be interfaced to the General Ledger System, a G/L account number should be assigned in **01 P/R Information File** AND be used for the same purpose (e.g union dues) for ALL employees. If one of the deductions **to be interfaced to the G/L system** is a city tax, it MUST BE deduction 1. This capability also allows for the printing of city taxes on the W-2 forms.

Field	Allowable codes	Comments
Other Deductions 19	Enter other deductions for current pay cycle.	Valid amount is **0-9999.99.** Normally calculated by system, but updated here **on an exception basis.**

Note: Deductions, set up in **07 Maintain Misc. Pay/Deductions** with deduction priority of greater than three (3), will be maintained in the OTHER DEDUCTIONS field, while those, with deduction priority of 1, 2, or 3, will be maintained in their associated fields, above.

Total Pay	**Not directly updatable, but will change as a result of changes to associated fields. Normally maintained by the system.**
Total Deductions	**Not directly updatable, but will change as a result of changes to associated fields. Normally maintained by the system.**
Net Amount	**Not directly updatable, but will change as a result of changes to associated fields. Normally maintained by the system.**

Screen : QUARTERLY INFORMATION

The fields displayed on this screen are the SAME as those on the Current Information screen. The field descriptions and valid codes for that screen are applicable here for QUARTERLY information. The system **automatically maintains these fields AND re-initializes them at the beginning of a new quarter based upon the Period Start Date and Payroll Number entered in 01 P/R Information File.** The Quarterly Tax Summary must be run quarterly **before** the first pay cycle of the next quarter. If it is necessary to run a pay cycle before printing the Quarterly Tax Summary, BE SURE to make a backup copy of the files BEFORE running the pay cycle. Then the Quarterly Tax Summary will be correct, using the quarter-end backup file.

Screen : YEAR-TO-DATE INFORMATION

The fields displayed on this screen are the SAME as those on the Current Information screen. The field descriptions and valid codes for that screen are applicable here for YEAR-TO-DATE information. The system **automatically maintains these fields AND re-initializes them at the beginning of a new year based upon the Period Start Date and Payroll Number entered in 01 P/R Information File.** At year-end, you should always make a year-end backup file. The Quarterly Tax Summary report and W-2 forms should be run using this backup file.

Note: Initial balances if known should be entered in Year-To-Date information.

Screen : SPECIAL INFORMATION

Field	Allowable codes	Comments
Insurance 01 Exclusion	Enter month-to-date amount to be excluded from insurance calculations	Valid amount is **0-9999.99.** Used in calculations to produce the Insurance Report. Overtime amounts are normally excluded.

Sub-Menu: 3 POST

1) Enter xxx (when prompted for employee number) and press **<RETURN>**.

2) If the employee number is not on file, the system will prompt for another number.

3) The system will display the requested employee's header information and will allow updating of the Last Check Number and Check Date fields ONLY. One of these fields MUST be updated for posting to continue.

4) Enter the desired field number (19-20 for posting) and then enter a check number and/or date and press **<RETURN>**.

5) Press **<RETURN>** or **00** and the employee's current information fields will be displayed. ALL non-zero fields should be zeroed and the amounts from the manual check should be entered in their appropriate fields.

6) When ALL desired amounts have been entered, press **<RETURN>** or **00** when prompted for a field to change. The system will automatically post the amounts entered to the quarterly and year-to-date fields. You will then be returned to the operation selection screen.

7) To return to the BAS System Menu, press **<RETURN>** or **00**.

Note: See Sub-Menu **2 Maintain/Display Employees** for a description of the individual fields.

Sub-Menu: 4 DELETE

Note: Deleting will ERASE ALL data stored for an employee. If the data is needed for W-2 Form or Quarterly Tax Summary processing, the employee's type should be changed to inactive in **02 Maintain/Display Employees and the employee's record will be saved until the end of the year.**

1) Enter xxx (when prompted for employee number) and press **<RETURN>**.

2) If the employee number is not on file, the system will prompt for another number.

3) You will then be prompted for a delete code. You MUST enter **del** and then employee's record will be deleted. You will then be returned to the operation code prompt screen.

4) To return to the BAS System Menu, press **<RETURN>** or **00**.

03) Enter P/R Transactions

Purpose: Allow **entry of pay transactions** by pay type.

When: End of cycle, or daily or as desired

Transactions may be entered daily, weekly, or by pay cycle. Once summarized, the Transaction File is erased and the resulting transactions will then reside in the Summarized Transaction File UNTIL the applicable employee number has been included in the employee number range prompted for in **09 Compute Gross Pay.**

Procedure:

1) Enter xxx (when prompted for the employee number) and press **<RETURN>**.

2) If the employee number is not on file, the system will prompt for another employee number.

3) The system will automatically retrieve and display the requested employee's name AND regular pay type. (If salaried, the pay rate & number of regular hours will also be displayed.)

   You will then be prompted as follows:

Enter 0=Quit, 1=Record, 9=ChgPayTyp *

If a REGULAR pay transaction is to be recorded for this employee, you should press **1**. If salaried, the system will record it, automatically.

OR

If hourly, the system will prompt for hours. When hours are entered the system will automatically compute the amount, and record the transaction.

If a REGULAR pay transaction has previously been recorded in this or some earlier session, you may:
press **0** or **<RETURN>** to exit for THIS employee.
OR
press **9** and you will be prompted for a different pay type.

Note: When one of the following pay types requires an hourly pay rate for a SALARIED employee, it is determined based on the employee's pay rate and the Salaried Pay Cycle entered in **01 P/R Information File.**

If pay type = 2 (**vacation**), the system will prompt for hours. Once entered, it will compute the amount based on the regular pay rate of the employee.

If pay type = 3 (**holiday**), the system will prompt for hours. Once entered, it will compute the amount based on the regular pay rate of the employee times the **Holiday Rate** entered in **01 P/R Information File.**

If pay type = 4 (**piece work**), the system will prompt for hours. Once entered, it will prompt for a quantity and a rate. Once entered, the system will compute an amount based on quantity times rate.

Note: The piecework transaction can also be used to compute a TAXABLE amount for any situation that needs only a quantity & rate. Another suggested use may be **commissions.**

If pay type = 5 (**overtime**), the system will prompt for hours. Once entered, it will compute the amount based on the regular pay rate of the employee times the **Overtime Rate** entered in **01 P/R Information File**

If pay type = 6 (**compensation time**), the system will prompt for hours. Once supplied, it will NOT compute an amount. (This transaction has NO effect on pay, but provides a means of tracking compensation hours.)

If pay type = 7 (**sick-time**), the system will prompt for hours. Once supplied, it will compute the amount based on the regular pay rate of the employee.

After EACH transaction, other than regular, you will be given a chance to cancel or record the entered transaction. If cancelled, the fields will be cleared & the hours backed out of the **Total Hours** field, which can be used as a control check for the employee's transactions. If recorded, the system will continue to prompt for other transactions for THIS employee.

4) When ALL transactions for ALL employees are complete, press **<RETURN>** or **0** when prompted:

   0=Quit, Enter Employee No. ***

   The transactions will be sorted and stored, and you will be returned to the BAS System Menu.

04) Print P/R Transactions

Purpose: Transactions that were entered in **03 Enter P/R Transactions** may be **printed out or erased** in this function before they are summarized for payroll processing.

When: As needed (after each session where you enter transactions).

Procedure:

Press: **1** (to begin printing)
9 (to erase transaction file)

05) Summarize P/R Transactions

Purpose: To compute transactions that were entered in 03 **Enter P/R Transactions** by employee number and batch.

Note: After transactions are summarized, the Transaction File is erased. Transactions that have been newly entered in 03 Enter P/R Transactions should be checked carefully BEFORE being summarized. Otherwise, transaction errors may be transferred to other files. If an error should be found AFTER the transactions have been summarized, a correcting transaction should be entered in 03 Enter P/R Transactions AND summarized BEFORE entering the payroll processing cycle.

When: As needed (after entering and verifying all transactions for a particular payroll cycle)

Procedure:
Press: 1 (to begin processing)

06) Print Summarized Transactions

Purpose: Transactions summarized in 05 **Summarize P/R Transactions** may be printed out in this function before running a particular pay cycle.

When: As needed (prior to payroll processing).

Procedure:
Press: 1 (to begin summarizing)
As prompted, enter the desired employee number range
Press: 1 (to begin processing)

07) Maintain Misc. Pay/Deductions

Purpose: Enter, change, delete or inquire miscellaneous pay or deductions, and their processing frequency. Also, to indicate whether pay is taxable, and the order of deduction priority.

When: Miscellaneous Pay/Deductions need only be established for an employee once and maintained as needed.

Procedure:

Press: 1 to add a new pay or deduction
Press: 2 to inquire, change or delete a previously entered pay or deduction
As prompted, enter the desired employee number, record type, and tax/priority.

Field	Allowable codes	Comments
Empl. No.	Enter employee number Valid range: 1 - 75	Maximum employee # in P/R Information File is used as upper limit.

Note: Employee numbers are NOT cross-checked with the employee master file.

Record Type	Enter x where-- 1=Misc. pay 2=Deduction 3=State W/H 4=Fed. W/H	Indicates pay, deduction, or additional federal or withholding taxes.
Tax/Priority	If pay-- 0=Non-taxable 1=Taxable If deduction-- 1 - 9	Depending upon record type, indicates whether pay is taxable or non-taxable **or** Indicates order of deduction priority.

Note: Deductions 1, 2,& 3 MUST be used consistently for ALL employees IF interfacing with the General Ledger System. **See 01 P/R Information File and their field descriptions. Also, see 02 Maintain/Display Employees - Sub-Menu 2 Maintain/Display for a more detailed explanation.** If setting up a CITY TAX deduction you **must** use **deduction 1**, whether or not you are interfacing with the G/L System.

Field	Allowable codes	Comments
Frequency	Enter x where-- 0=This time only 1=Every Time 2=Alternate Start Now 3=Alternate Start Next 4=Not This Time 5=1st Period each month 6=2nd Period each month	Indicates when and how often pay/deduction will be included in payroll cycle.
Rate	Enter % of total pay	Calculates miscellaneous pay or deduction as a % of total pay.

Note: Either rate or amount can be specified; but not both.

Amount	Enter amount of pay or deduction	Adds (for pay) or subtracts (for deduction) amount from pay.
Description	Enter brief description of misc. pay or deduction	Description is printed on paycheck.

08) Print Misc. Pay/Deductions

Purpose: Miscellaneous pay or deductions entered in **07 Maintain Misc. Pay/Deductions** may be printed out by this option.

When: As needed (prior to entering a pay cycle or after maintenance to miscellaneous pay or deductions).

Note: If printed before a particular pay cycle AND the P/R Information File has been set for THAT cycle (e.g. salaried & hourly pay cycle), the report will indicate with five asterisks (*****) those miscellaneous pay/deductions that will be included in THAT cycles processing. If run AFTER checks have been printed and BEFORE the cycle is closed, the transactions' frequency will have 10 added to it.

Procedure:

Press: 1 (to begin printing)
As prompted, enter the desired employee number range
Press: 1 (to begin report processing)

09) Compute Gross Pay

Note: During the accumulation and computation of pay, the check numbers are assigned. If the alignment routine in **14 Print Paychecks** is normally executed, the Last Check Number in 01 P/R Information File should be adjusted to reflect the number of times it is executed.

Purpose: Begin the check processing by computing summarized transactions and miscellaneous payment transactions to the employee's master record.

When: As needed (depends on pay cycle being processed, but after the summarized transactions and any miscellaneous pay transactions have been verified for accuracy.)

Procedure:

Press: 1 (to begin)
As prompted, enter the desired employee number range

Note: The employee number range is VITAL to the proper execution of a payroll cycle. INCORRECT computation of gross pay could result if all pay cycle parameters are not set properly in 01 P/R Information File or an improper mix of hourly and salaried employees are run at the same time. **See Accounting Procedures, Section IV for a more detailed explanation and suggested procedures for the proper execution of a payroll cycle.**

Press: 1 (to begin computing gross pay)
When execution is complete, **10 Compute Std. Deductions** (Disk A Side 2) will be loaded for execution.

10) Compute Std. Deductions

Purpose: Computes and deducts Federal and State withholding taxes, including F.I.C.A., and update the employee's master record.

When: After computing gross pay (Loaded for execution after **09 Compute Gross Pay** completes its processing.)

Procedure:

Press: 1 (to begin)
As prompted, enter the desired employee number range

Note: The employee number range is VITAL to the proper execution of a payroll cycle. INCORRECT computation of standard deductions could result if all pay cycle parameters are not set properly in 01 P/R Information File, an improper mix of hourly and salaried employees are run at the same time, or this computing process is run more than once for an employee. See the Accounting Procedures, Section IV for a more detailed explanation and suggested procedures for the proper execution of a payroll cycle.

Press: 1 (to begin computing process)
When execution is complete, **11 Compute Misc. Deductions** (Disk A Side 2) will be loaded for execution.

11) Compute Misc. Deductions

Purpose: Computes and deducts any miscellaneous deductions and update the employee's master record.

When: After computing standard deductions (Loaded for execution after **10 Compute Std. Deductions** completes its processing.)

Procedure:

Press: 1 (to begin)
As prompted, enter the desired employee number range

Note: The employee number range is VITAL to the proper execution of a payroll cycle. INCORRECT computation of miscellaneous deductions could result if all pay cycle parameters are not set properly in 01 P/R Information File. See Accounting Procedures, Section IV for a more detailed explanation and suggested procedures for the proper execution of a payroll cycle.

Press: 1 (to begin computing process)
(When execution is complete, the BAS System Menu will be loaded.)

12) Print Payroll Journal

Purpose: Print selected employee master record fields and/or company totals. Also, to interface company totals to the General Ledger. When company totals or Update General Ledger Options are selected, today's Date from the P/R Information File is used in the selection of employee records. (e.g. employee's last check date is compared with Today's Date from the P/RIF.)

When: As needed for printing
WHENEVER payroll check processing is complete **for interfacing to the G/L System.**

Note: Interfacing to the G/L System should be run AFTER payroll check processing for a particular employee range AND BEFORE the same employee range is run for ANOTHER pay cycle. Failure to do so will result in the loss of data in the G/L System, while re-running will result in multiple postings.

Procedure:

Press: 1

Enter the desired employee number range
Enter selection options. For all cases:
Press: **1** to include or **0** to exclude
The selection options are as follows:

1. **Heading Info** - employee header info
2. **Current Info** - employee current info
3. **Qtrly Info** - employee quarterly info
4. **Yearly Info** - employee yearly info
5. **Comp. Totals** - company totals for the empl. number range
6. **Upd Gen. Ledgr** - interface totals to the General Ledger System

Next you will be prompted to cancel or proceed.

Press: 0 or **<RETURN>** to cancel
OR
1 to proceed

If updating the G/L System, you MUST select company totals. When processing and printing of company totals are complete, you will be prompted as follows:

Insert G/L Data Disk In Drive
Press RETURN *

When updating of the G/L Transaction File is complete, you will be prompted as follows:

Insert Payroll Data Disk In Drive
Press RETURN *

13) Configuration File Maintenance

Purpose: Provides the capability to describe the specific equipment configuration to the BAS PLUS/4 Payroll application, including the ability to change it if your equipment changes. (e.g. Add a second disk drive)

When: For one disk unit (e.g. 1 1541)

- Whenever you change disks or printers

For two disk units (e.g. 2 1541's)

- Every time you turn your hardware on you will have to change the unit number of your second disk unit.

  Note: This routine will do that automatically.

- Whenever you change disks or printers.

Sub menu: 0) Quit Processing, after configuration is defined

1) Change Configuration, to define or change configuration

FIELD	ALLOWABLE CODES
Disk	80 = 1 1541
	90 = 2 1541's
Printer	M = Standard Commodore Printer
	Q = Printer with no line feed
	F = Printer with line feed

2) Change Unit Number, to assign unit numbers when two disk units are used. Note: Be sure secondary disk is turned off (e.g. the disk to be used for data files) before selecting Sub Menu item 2.

The system will prompt you to turn the primary unit (ie., unit used for program disk) off and the secondary unit on. Then press **<RETURN>** to change the secondary drive to device number 9.

Technical Note: The system assumes that the main drive is pre-set to device number 8, which is the way it is shipped from Commodore.

User note: It is recommended that you attach a label to each disk device, as follows:

- Unit 8/Drive 0 (primary)
- Unit 9/Drive 1 (secondary)

Note: Change Unit Number is not required if you have your dealer permanently change your disk drive unit number to unit 9.

14) Print Paychecks

Purpose: Prints paychecks for employees whose net pay has been computed.

When: As needed (depends on pay cycle processed, but AFTER the accumulation and computation of pay and deductions).

Procedure:

Press: 1 (to execute check alignment function)

Note: This routine will print three X's in the employee number box (top left) and an outline of ONE check each time it is executed. Load continuous form checks(Note: The only approved check forms are DELUXE form #1000) to start printing on the first print position. The routine can be executed more than once. **IF USED, determine how many times it is used to line up the checks. Then, BEFORE the accumulation of gross pay, reassign the Next Check Number in 01 P/R Information File to ensure the check number is correct. The check numbers are assigned during the payroll processing. So, if it takes three executions of the alignment routine, the Last Check Number should be increased by three. This will ensure that the pre-printed check number matches the one printed on the check.**

Press: 2 (to print paychecks)
As prompted, enter the desired employee number range

Note: The employee number range should conform to the range of employees used in computing gross pay and calculation of deductions.

15) Print Paycheck Register

Purpose: Print a record of paychecks issued for employees whose last check date (in header information) is the same as today's date in the P/R Information File.

When: As needed (depends on pay cycle processed, but AFTER the accumulation and computing of pay and deductions).

Procedure:
Press: **1** (to begin report processing)

16) Print Misc. Pay/Deduct Register

Purpose: Print a record of miscellaneous payments and deductions taken during the current pay cycle.

When: As needed. This depends on pay cycle processed, but AFTER the computing and calculation of pay and deductions AND BEFORE **18 Close Payroll Cycle.**

Procedure:
Press: 1 (to begin report processing)

17) Print Absentee Report

Purpose: Print hourly employees who worked less than the number of hours for a particular pay cycle.

When: As needed (depends on pay cycle processed, but AFTER the computing and calculation of pay and deductions).

Procedure:
Press: **1** (to begin report processing)

18) Close Payroll Cycle

Purpose: Prepares the Miscellaneous Pay/Deduction File for the next payroll and erases the Summarized Transaction File.

When: As needed (depends on pay cycle processed, but ONLY when ALL other cycle processing is complete).

Procedure:

Press: 1 (to begin processing)
As prompted, enter the desired employee number range

Note: The employee number range should conform to the range of employees used in computing of gross pay and the calculation of deductions.

19) Print Insurance Summary

Purpose: Accumulates and list all employee earnings and exempt earnings by insurance class.

When: As needed (monthly after all payroll cycles for the month).

Procedure:

Press: 1 (to begin report processing)

20) Print Quarterly Tax Summary

Purpose: Print a quarterly tax summary to be used in the filing of the Federal 941 & 940 forms.

When: Quarterly (PRIOR to the first payroll cycle of a new quarter).

Procedure:

Press: 1 (to begin report processing)
As prompted, enter the desired employee number range

Note: The employee number range should include ALL employees IF preparing to file forms.

21) Print W-2 Forms

Purpose: Print Federal Form W-2.

Prints on standard continuous Federal W-2 Forms and as required by IRS, will print a company Sub-Total Form after each successive group of 41 forms and the last group. Also, when all requested W-2 forms are printed, group totals can be listed on regular paper.

When: End of year (PRIOR to the first payroll cycle of a new year AND BEFORE running **24 Year End Processing**).

Procedure:

Press: 1 (to print totals only)
2 (to print W-2's & totals)
As prompted, enter the desired employee number range

Note: The employee number range should be used for alignment by selecting one employee for printing. That employee and the company sub-total forms will be printed. Repeat until alignment is satisfactory, THEN execute for the desired employee number range.

Before printing W-2 forms, you will be prompted:

Deduct 1 Used For City Tax (y/n)? *

Press: **y** or **n**

If deduction 1 was used, you will be prompted:

What City? **********

Type in the name of the city. This name will be printed on the W-2 form, along with amount for deduction 1, in the local tax fields.

When all requested W-2 and company Sub-Total forms have been printed, you will be prompted:

Mount Standard Paper For Totals
Enter 0=Quit, 1=Print *

Press: 0 or 1

If printing group totals, mount paper, THEN press: 1

22) Maintain Fed Taxes

Purpose: Create and change federal tax rates and cut-offs.

When: During implementation and whenever rates or cut-offs change.

Procedure:
Prompting on this screen is by line. When entry of field is complete, the next field on that line is prompted until all fields have been filled.

Field		Allowable codes	Comments
Federal Unemployment Rate	01	Enter F.U.T. rate (percentage)	**Between 0-99.99** Used in calculations for Quarterly Tax Summary
Federal Unemployment Amount	01	Enter F.U.T. Cut-off amount	**Between 0-99999** Used in calculations for Quarterly Tax Summary
F.I.C.A Rate - Employer	02	Enter employer's F.I.C.A. rate (percentage)	**Between 0-99.99** Used in calculations for checks & Tax Summary
F.I.C.A. Amount - Employer	02	Enter employer's F.I.C.A. cutoff amount	**Between 0-99999** Used in calculations for checks & Tax Summary
F.I.C.A Rate - Employee	03	Enter employee's F.I.C.A. rate (percentage)	**Between 0-99.99** Used in calculations for checks & Tax Summary
F.I.C.A. Amount - Employee	03	Enter employee's F.I.C.A. cutoff amount	**Between 0-99999** Used in calculations for checks & Tax Summary
Annual Exemption - Single	04	Enter annual exemption amount (single)	**Between 0-99999** Used in calculations for checks & Tax Summary

Annual Exemption - Married	04	Enter annual exemption amount (Married)	**Between 0-99999** Used in calculations for checks & Tax Summary

The following federal withholding fields should be taken directly from Table 7 (Annual Payroll Period) - IRS Circular E. An employee's pay will be annualized and these rates & cutoffs applied. There are seven wage levels for single (including head of household) and married persons. The following field descriptions apply for lines 05 through 11 of this screen:

Field	Allowable codes	Comments
Fed. W/H RATE (Single) (Level 1-7)	Enter Fed. W/H rate single - level 1-7 (percentage)	**Between 0-99.99** Used in calculations for standard deductions.
Fed. W/H Amt (Single) (Level 1-7)	Enter Fed. W/H amt single - level 1-7 (excess over)	**Between 0-99999** Used in calculations for standard deductions.
Fed. W/H Rate (Married) (Level 1-7)	Enter Fed. W/H rate married - level 1-7 (percentage)	**Between 0-99.99** Used in calculations for standard deductions.
Fed. W/H Amt (Married) (Level 1-7)	Enter Fed. W/H amt married - level 1-7 (excess over)	**Between 0-99999** Used in calculations for standard deductions.

23) Maintain State Taxes

Purpose: Create and change state tax rates and cut-offs.

When: During conversion and whenever rates or cut-offs change.

Procedure:

Prompting on this screen is by line. When entry of field is complete, the next field on that line is prompted until all fields have been filled.

Rates and cutoffs for this table will vary for different states. Fields that do not apply in your state should be left zero. Withholding rates and cutoffs will be applied to the employee's annualized pay.

Field	Allowable codes	Comments
State Name	Enter state name	Printed on W-2 and various reports.

Note: The system is set up to allow only one state's tax requirements per file disk. Multiple state situations will require a separate file disk for those employees in each respective state.

State 02 Unemployment Rate	Enter S.U.T. rate (percentage), if applicable	**Between 0-99.99** Used in calculations for Quarterly Tax Summary
State 02 Unemployment Amount	Enter S.U.T. Cut-off amount, if applicable	**Between 0-99999** Used in calculations for Quarterly Tax Summary
State 03 Disability Insur. Rate Employer	Enter employer's S.D.I. rate (percentage) if applicable	**Between 0-99.99** Used in calculations for checks & Tax Summary
State 03 Disability Insur. Amt Employer	Enter employer's S.D.I. cutoff amount, if applicable	**Between 0-99999** Used in calculations for checks & Tax Summary
State 04 Disability Insur. Rate Employee	Enter employee's S.D.I. rate (percentage) if applicable	**Between 0-99.99** Used in calculations for checks & Tax Summary
State 04 Disability Insur. Amt Employee	Enter employee's S.D.I. cutoff amount, if applicable	**Between 0-99999** Used in calculations for checks & Tax Summary

Field	Allowable codes	Comments
Standard 05 Deduction - Single	Enter standard deduction amount or percent of taxable pay (Single)	**Between 0-99999** Used in calculations for checks & Tax Summary **Between 0-99.99** Enter a **percent sign** (i.e. **%**) **after** the desired percentage.
Standard 05 Deduction - Married	Enter standard deduction amount or percent of taxable pay (Married)	**Between 0-99999** Used in calculations for checks & Tax Summary **Between 0-99.99** Enter a **percent sign** (i.e. **%**) **after** the desired percentage.

Standard exemption amounts are subtracted out of total pay before any other tax calculations are applied.

Annual 06 Exemption - Single	Enter annual exemption amount (single)	**Between 0-99999** Used in calculations for checks & Tax Summary
Annual 06 Exemption - Married	Enter annual exemption amount (Married)	**Between 0-99999** Used in calculations for checks & Tax Summary

The following state withholding fields should be set up for an Annual Payroll Period. An employee's pay will be annualized and these rates & cutoffs applied. There are seven wage levels for single (includes head of household) & married persons. The following field descriptions apply for lines 07 through 17 of this screen:

State W/H Rte (Single) (Level 1-11)	Enter st. W/H rate single - level 1-11 (percentage)	**Between 0-99.99** Used in calculations for standard deductions.
State W/H Amt (Single) (Level 1-11)	Enter st. W/H amt single - level 1-11 (excess over)	**Between 0-99999** Used in calculations for standard deductions.
State W/H Rte (Married) (Level 1-11)	Enter st. W/H rate married- level 1-11 (percentage)	**Between 0-99.99** Used in calculations for standard deductions.

Field	Allowable codes	Comments
State W/H Amt (Married) (Level 1-11)	Enter st. W/H amt married-level 1-11 (excess over)	**Between 0-99.99** Used in calculations for standard deductions.

24) Year End Processing

Purpose: Remove inactive employees from the Employee Master File and produce a report of each deleted employee's year end record.

When: End of year (AFTER W-2 forms have been printed).

Procedure:

Press: 1 (to begin year end processing)

Note: For the system to sense the beginning of a new year, the start date in the Payroll Information File has to have the month of January and a payroll number of 1.

For Two Drive Systems

When making a back-up copy on a brand new disk, you will have to use the **New** command 2. This command will place formatting information on a new disk in drive 1 (left drive) so that it can then copy from drive 0. After the back-up copy is complete, the computer will check that a good copy was made. If not, a message will inform you "BAD COPY - RE-DO" and you should try copying again. If after two (2) tries, you still get a bad copy, then try using another disk (in drive 1) to copy on. Under certain circumstances, it is possible that the operating disk (in drive 0) is bad, and to recover you will have to use a previous back-up file.

Just follow the specific instructions on the screen when you use BAS Systems Menu functions.

For One Drive Systems

The back-up can still be performed. However, it will involve six separate passes, each of which will require removing and inserting the original and back-up diskettes. Furthermore, if you are backing up to a new disk, you will have to format the disk first. To format the disk, exit the system and do the following:

Enter **HEADER** "diskname",D0,I#

Where diskname is the name you want to assign to the diskette, and # is a two character **id** number.

Example: **HEADER** "Data Disk", D0, I03
<RETURN>

Note: When you are prompted for an id number, enter a 2-digit number that is different than the id number you assigned for your P/R data disk.

After the disk has been formatted, reload the application program and:

Type: **<SHIFT> <RUN/STOP>**

25) Quit Processing

Purpose: Allows you to quit your current session with the Payroll Program.

When: As desired.

Sub Menu: You will be asked "Are you sure? (y/n)"
"y": Will return you to PLUS/4 Basic.
"n": Will return you to the I/C Main Menu.

III. SYSTEM START-UP

A. Overview

The following procedure should be used to start-up the system at the beginning of the day.

B. Initializing the System for first use

The following sequence should be used when you first implement the system:

- Read this manual

- Install Equipment as indicated in Commodore Installation Manuals

- Prepare an **Operating** copy of **P/R Data Disk**

  . Place a new high quality disk in drive 0

  . Enter:
  HEADER"P/R DATA DISK", D0,I01 **<RETURN>**

  Note: use the number one (1) and zero (0)

  (If you get a **file open** error, repeat)

  . Disk will start spinning
  . Wait until disk drive light goes off
  . Remove the disk and label it.

- Start system up as indicated above in Par. C.

- Select **01 P/R Information File** to initialize skeletal master files and a P/R Information File on your new P/R Data Disk (See Section II-41).

  When the P/R Information File Menu is displayed, the program will detect the absence of the P/R Information File and will prompt:

  Initialize Master Files
  0=Cancel, 1=Proceed *

  Enter 1 to initialize the skeletal files. This process will take approximately 10-15 minutes. When complete, enter your P/R Information File data and the file will be created when exiting the function.

- Assign employee numbers and enter employees as indicated in Section IV, Par. B.

- Set up Tax Tables as indicated in Section II
- Assign Payroll parameters as indicated in Section II
- Now follow Payroll Period Processing as indicated in Section IV, Par. B

C. Daily Start-up Sequence

1) Disconnect any peripheral equipment not used by the BAS PLUS/4 application (e.g. Joy sticks, game cartridges, cassette units)

2) Turn on Commodore PLUS/4, floppy disk drives, and Printer.

   Note: If there are two drives, turn the primary drive on only

3) Insert **P/R Program Disk** Side 1, in Drive 0

4) Press **<SHIFT> <RUN/STOP>**, simultaneously.

   Read copyright notice carefully. Note that it is **unlawful to copy, duplicate, sell or distribute unauthorized copies of this software product disk--violators will be prosecuted to the full extent of the law.**

5) After the copyright message, you will be prompted to enter the current date. Enter the date using mmddyy format only.

   Note: The system will automatically update the P/R Information File. If you do not want to change the date currently in the P/R Information File, just press **<RETURN>**.

6) Enter: **pass** (or whatever your password is).

   Note 1: Though you enter the password at this point, it will be verified again as each application module is executed. Review your password entry carefully prior to responding **Y**-yes to the screen prompt.

   Note 2: The password can be changed by using **01 P/R Information File** (refer to page II-4).

7) Now you may execute any of the functions specified in Section II - System Functions.

   Note: If you have more than 1 disk unit (e.g. two 1541's) you must execute **13 Configuration File Maintenance** first.

D. Turning off the System

Note: Before turning off the system, you should press **<RETURN>** until you get the BAS System Menu. Then, remove disk(s) and turn off all components.

NEVER TURN THE SYSTEM OFF OR ON WITH FLOPPY DISKS IN THE DRIVES. THIS CAN CAUSE PERMANENT DAMAGE TO THE FLOPPY DISKS AND POSSIBLE LOSS OF DATA.

E. Special Considerations

The Commodore Payroll System provides you with expandable capacity for almost any small business by splitting employees and transactions on several data disks. You may also use the system for several small companies by setting up each company on a separate data disk.

To split employees onto several disks, decide what grouping you will use:

- Alphabetical
- Payroll Type
- etc.

For example, to split alphabetically, create a separate P/R Data Disk for each employee grouping:

A - M	Group 1 (Disk 1)
N - Z	Group 2 (Disk 2)

This will provide you with double the capacity of employees and transactions over one disk. You may split your employees to any number of different disks to provide virtually unlimited capacity.

Note: The system requires that the employee numbers for each data disk be in the range from 1 to 50. For example, if you have 100 employees, with 50 employees on each disk, employee numbers 1, 2,...50 will be assigned to 2 different people.

- Disk 1 - John Adams = Emp# 1

- Disk 2 - Susan Lane = Emp# 1

IV. ACCOUNTING PROCEDURES

A. Overview

All accounting systems have specific cycles for data entry, updating and reporting. The BAS-64 Payroll System can be used to process both hourly and salaried employees. The system allows for weekly and bi-weekly payroll processing cycles for hourly employees, and weekly, bi-weekly, semi-monthly and monthly payroll processing cycles for salaried employees.

The Payroll System is a multi-faceted system that can accommodate a variety of payroll situations such as piecework, overtime, sick, vacation, holiday, and compensation time pay types. Additionally, the processing of miscellaneous payments and deductions, as well as most state and city taxes, can be accomplished. The system will print Federal W-2 forms and a Quarterly Tax Summary Report that assists in reporting to the Internal Revenue Service.

This section presents a guide for following appropriate manual accounting procedures and the proper execution of computer procedures. We recommend that, initially, you follow this sequence exactly until you have developed experience on the system. Of course, you have the option of developing your own internal procedures once you are intimately familiar with the operation of the system.

B. General Discussion

1) Employee Number Ranges

The use of employee number ranges is needed to allow for the processing of payroll checks under a variety of situations. Whenever a program prompts for an employee range, you will be given an opportunity to cancel or proceed with the program to be executed. Since hourly and salaried payroll cycles do not always coincide, **specific number ranges should be set up for hourly and salaried employees.** Further, sub-dividing of employees would be necessary if you have multiple payroll cycles within employee type (e.g. both weekly and bi-weekly hourly employees).

When running a particular employee range through the check computing process, **it is vital that the range be consistent with the cycle being processed.** Run ALL programs from transaction entry through payroll cycle close **before commencing with a different cycle.** Failure to do so could result in IMPROPER calculation of pay, since they are dependent upon the Payroll Processing Parameters in the P/R Information File.

2) Employee Sub-Sets Of Payroll Data Disk

The Payroll System has a capacity of 75 employees. If the size of your company exceeds these capacities or the internal structure of your organization requires that payroll processing be run at different times, you can make employee sub-sets of the Payroll Data Disk and handle all processing separately. Separate disks should also be used when the employer has locations in multiple states. A separate disk must be used for each individual state. (See Paragraph 4 below for a discussion on taxes.)

3) Miscellaneous Payments And Deductions

Once established in the Miscellaneous Pay/Deductions File, a variety of special payments (e.g. travel expense reimbursement, bonuses) and deductions (e.g. union dues, insurance premiums, etc.) can be set up and maintained on a one-time only or recurring basis. The payments may be taxable or non-taxable, and the order in which deductions should be deducted (eg. deduction priority) can be set according to your needs. The deduction may be a percentage of taxable pay or a lump-sum amount. When a payroll cycle is closed, the file is prepared for the next payroll cycle. All one-time payments/deductions are **automatically** purged and recurring ones are prepared for the next processing cycle.

Three designated miscellaneous deductions may be computed separately for reporting, and, if desired, these totals interfaced to the General Ledger System. **If you interface with the G/L System, the designated deductions should be used for the SAME purpose (union dues, insurance, city tax) for ALL employees. The associated G/L account numbers should be entered in 01 P/R Information File.** A deduction is designated by assigning a deduction priority of 1, 2, or 3 on the Miscellaneous Pay/Deductions File. (See Paragraph 4 below for a discussion of taxes.)

4) Taxes

All taxes in the Payroll System are computed on taxable pay and then deducted from it. Federal and State Withholding, Unemployment tax, F.I.C.A., and State Disability Insurance rates and cutoffs can be set up and maintained in their respective Tax Tables. They are automatically computed and deducted from employee earnings and computed for reporting to the employee and government agency. The Quarterly Tax Summary Report assists in compiling the Federal 940 and 941 Forms. At year end, the standard Federal W-2 Form is printed.

Additionally, the system has the capability of handling other special tax situations. A flat rate city tax may be set up as **Deduction 1** on the Miscellaneous Pay/Deductions File and the computed tax withheld reported on the W-2 Form and interfaced to the General Ledger System. (See Paragraph 3 above for a discussion of miscellaneous deductions.) If an employer has multiple state locations, a separate Payroll Data File disk should have the states' different tax requirements set up in the State Tax Tables. This would allow separate computation and deduction of taxes, as well as allow the printing of separate W-2 Forms.

C. Regular Payroll Periodic Procedure

All payroll cycles should be run **from entry of pay transactions through cycle close once processing has begun.** Overlapping of cycle processing could result in IMPROPER calculation of pay. Payroll transactions may be entered at any interval, ranging from daily to only once per pay cycle. A batch number is provided for control purposes. Once transactions are entered for a particular payroll cycle, they must be summarized before they can be selected for payroll processing. Since the Transaction File is ERASED when transactions are summarized, it is recommended that one payroll cycle be entered into the Transaction File at a time, verified for processing, and summarized. Once summarized, correcting or additional transactions may be entered and summarized before cycle processing commences. Since the selection of transactions is controlled by employee number range prompts, multiple payroll cycles could be entered at one time. However, this should be done only after becoming completely familiar with the processing cycles of the system. **When payroll cycle processing is closed, the Summarized Transaction File is ERASED.**

D. Daily or As Required

Daily, or as required, you should perform the following functions:

- Maintain employee records (eg. enter new employees, change pay rates, addresses)
- Maintain Miscellaneous Payments and deductions
- Maintain Federal and State Taxes
- Maintain the P/R Information File (today's date and payroll processing parameters)

To start-up the computer, see Section III - System Start-up.

1) Maintain Employee Records

Accounting Procedure

a) Assign Employee Numbers to your employees.

b) Maintain standard accounting procedures to control employee numbers.

Computer Procedure

a) Use **02 Maintain/Display Employees** to enter new employees into the system or maintain pay rates, addresses, number of tax exemptions, etc.

b) Enter required information.

c) If needed, use **12 Print Payroll Journal** to produce a file copy.

2) Maintain Miscellaneous Payments & Deductions

Accounting Procedure

a) If desired, assign designated deductions (1, 2, or 3) for uniform use. (See IV-B 3 and 4).

b) Maintain standard accounting procedures to control deduction priority.

Computer Procedure

a) Use **07 Maintain Misc. Pay/Deductions** to enter new payments or deductions into the system.

b) Enter required information.

c) Use **08 Print Misc. Pay/Deductions** to verify proper entry.

3) Maintain Federal & State Taxes

Accounting Procedure

a) Periodically, check Federal or State Tax requirements.

b) Maintain standard accounting procedures to ensure that Federal and State Tax requirements are met by the system.

Computer Procedure

a) Use **22 Maintain Fed. Taxes** to enter Federal tax requirements, **or**
Use **23 Maintain State Taxes** to enter State tax requirements, if any.

b) Enter required information.

4) Maintain the P/R Information File
(Report Date and Payroll Processing Parameters)

Accounting Procedure

a) If interfacing to General Ledger, assign account numbers as needed.

b) Maintain standard accounting procedures to ensure that processing parameters are set for the proper processing of a payroll cycle.

Computer Procedure

a) Use **01 P/R Information File** to enter G/L account numbers, overtime and holiday rates, cycle start and end dates, the payroll and batch numbers, system password, and the hourly and salaried pay cycles. They are vital to the proper execution of the system.

b) Enter required information.
Enter **98** to print the entered fields, if desired
Enter **99** to enter account numbers for General Ledger System interfacing

E. Periodic Payroll Cycle

It is recommended that once processing for a specific payroll cycle begins, the cycle should be CLOSED before commencing to a different one. For a specific payroll cycle, you should perform the following functions:

- Enter payroll processing parameters in the P/R Information File, BEFORE ANY cycle processing is done
- Enter employee pay transactions, verify for correctness, and summarize for processing
- Ensure that all miscellaneous payments & deductions have been entered
- Execute the computation of gross pay, and calculation of deductions
- Print paychecks and associated reports
- Close payroll cycle and, if desired, interface to the General Ledger System
- Make a backup of the Payroll Data Disk

Each function is described below:

1) Enter Payroll Processing Parameters

Accounting Procedure

a) Ensure that payroll processing parameters are set for the payroll cycle to be processed.

Computer Procedure

a) Use **01 P/R Information File** to set processing parameters. (See Paragragh D-4.)

b) Enter required information.

2) Enter Employee Pay Transactions

Accounting Procedure

a) Maintain accounting procedures to ensure that payroll cycle processing does not overlap. Overlapping may result in IMPROPER computation of pay.

Computer Procedure

a) Use **03 Enter P/R Transactions** to enter employee pay transactions for the cycle being processed. (May be performed as often as daily, or one time at end of period.)

b) Enter required information.

c) Use **04 Print P/R Transactions** to obtain a file copy and verify correctness of transactions entered.

d) Use **05 Summarize P/R Transactions** for payroll cycle processing. (The Transaction File is erased when this takes place.)

e) Use **06 Print Summarized Transactions** to obtain a file copy and verify correctness of transactions entered.

f) If more transactions are to be included in this payroll cycle, they can be entered and summarized **before commencing check processing or entering transactions for a different payroll cycle.**

3) Ensure That Miscellaneous Payments & Deductions Are Entered

Accounting Procedure

a) Maintain accounting procedures to insure that miscellaneous payments and deductions are established and maintained on a timely basis.

Computer Procedure

a) Use **08 Print Misc. Pay/Deductions** to obtain a file copy and verify correctness. (The system will maintain the payments & deductions once they are established. This report will indicate which payments/deductions are to be included in this payroll cycle.)

b) If needed, use **07 Maintain Misc. Pay/Deductions** to enter corrections or new payments/deductions. (Print them again if any maintenance has been done.)

c) Enter required information.

4) Execute the Computation of Gross Pay and Calculation of Deductions

Accounting Procedure

a) Maintain accounting procedures to ensure that transactions entered are correct before entering this phase.

Computer Procedure

a) Use **09 Compute Gross Pay** to begin the check processing. Enter employee number range for payroll cycle being processed. Enter **1** to proceed with the computation of gross pay.

b) **10 Compute Std. Deductions will be loaded when computation is done.** Enter employee number range for payroll cycle being processed. Enter **1** to proceed with the computation of standard deductions.

c) **11 Compute Misc. Deductions will be loaded when standard deduction calculation is done.** Enter employee number range for payroll cycle being processed. Enter **1** to proceed with the calculation of miscellaneous deductions.

5) Print Paychecks & Associated Reports

Accounting Procedure

a) Maintain standard accounting procedures covering the issuance of payroll checks.

Computer Procedure

a) Use **14 Print Paychecks** to align and issue payroll checks (Note: The only approved forms are Deluxe Form Number 1000). (**If alignment routine is regularly used**, insure that the Last Check Number in the P/R Information File has been adjusted **before commencing the computation of gross pay.**) Enter employee number range for payroll cycle being processed. Enter **1** to proceed with the check printing.

b) Use **15 Print Payment Register** to obtain a record of checks issued.

c) Use **16 Print Misc. Pay/Deductions** to obtain a record of miscellaneous payments and deductions.

d) Use **17 Print Absentee Report**, if desired, to obtain a listing of hourly employees who did not work a complete payroll cycle.

6) Close Payroll Period and Interface to General Ledger System.

Accounting Procedure

a) Ensure correctness of payroll checks **before closing** payroll cycle.

b) If interfacing, be sure that the proper G/L accounts have been assigned.

Computer Procedure

a) Use **18 Close Payroll Cycle** to end cycle check processing. (**When a payroll cycle is closed**, the Summarized Transaction File is erased and the miscellaneous pay/deductions are prepared for the next payroll cycle.) Enter **1** to proceed with closing of cycle check processing.

b) Use **12 Print Payroll Journal** to obtain a file copy, if desired, of the updated employee(s) record and/or interface to the G/L System. (**See Section II-28 and General Ledger Operator's Guide for an explanation of G/L interface.**) Enter desired employee number range. Enter **1** for report parameters to be included. (Options **5** and **6** are necessary for interfacing to the G/L System. Options 1-4 are for employee information selection.)

7) Backup Files

Computer Procedure

a) Return to the Payroll Menu, then press **<RETURN>** or **00** to get to the BAS System Menu.

b) Use sub-menu function Disk Backup **9**, and follow instructions on the screen.

F. Monthly Cycle or As Required

Monthly, or as required, the following functions may be run:

- Execute the insurance summary (Can be executed more often if desired. It can be run any time after the computation of pay. When the computation programs detect a new month, the monthly total fields are reset.)

- Make backup of Payroll Data File.

1) Execute Insurance Summary

Accounting Procedure

a) Maintain accounting procedures for the classification of employees in your insurance program.

Computer Procedure

a) Use **19 Print Insurance Summary** to obtain a record of employee earnings (total and exempt). (Insurance classification is part of the employee's master record and can be maintained by using **02 Maintain/Display Employees.**) Enter **1** to proceed with report processing.

2) Backup Files

Computer Procedure

a) Return to the Payroll Menu, then press **<RETURN>** or **00** to get to the BAS System Menu.

b) Use sub-menu function Disk Backup **06**, and follow instructions on the screen.

G. Quarterly

- Execute the Quarterly Tax Summary report to obtain employee detail and a tax summary to assist in the filing of Federal 940 & 941 forms. (**Run before the first payroll cycle of a new quarter is begun.** Quarterly totals are rolled over when the system senses a new quarter.)

Note: The system senses a quarter when the period start date in the General Information File has a month of April, July or October and the payroll number of 1.

- Make backup of Payroll Data Disk.

1) Execute Quarterly Tax Summary Report

Accounting Procedure

a) Maintain accounting procedures for the filing of Federal 940 and 941 tax forms.

Computer Procedure

a) Use **20 Print Quarterly Tax Summary** to obtain a report of employee earnings and a company quarterly tax summary. Enter the desired employee number range. Enter 1 to proceed with report processing.

2) Backup Files

Computer Procedure

a) Return to the Payroll Main Menu, then press **<RETURN>** or **00** to get to the BAS System Menu.

b) Use sub-menu function Disk Backup **9**, and follow instructions on the screen.

H. Yearly

Yearly, the following functions should be run:

- Make backup of Payroll Data Disk.
- Print Federal W-2 Forms.
- Execute year end processing.

A back-up copy of the Payroll Data Disk disk should be made after the last cycle of the year is complete to facilitate later running of W-2's. If this strategy is taken, you **must make a backup copy before** running year-end processing on the original disk and **before** commencing with the first payroll cycle of the new year.

1) Backup Files

Computer Procedure

a) Return to the Payroll Main Menu, then press **<RETURN>** or **00** to get to the BAS System Menu.

b) Use sub-menu function Disk Backup **9**, and follow instructions on the screen.

2) Print Federal W-2 Forms

Accounting Procedure

a) Maintain accounting procedures for the printing of Federal W-2 forms.

Computer Procedure

b) Use year-end **backup Payroll Data Disk.** Use **21 Print W-2 Forms** to report employee earnings & taxes withheld by your company. Enter the desired employee number range. Enter **1** to proceed with W-2 processing. Enter **1** if employee group sub-totals are desired on regular paper. (These group totals are printed on every forty-second form as a sub-total.)

3 Execute Year End Processing

Computer Procedure

a) **Use Operating copy of Payroll Data Disk.** Use **24 Year End Processing** to delete inactive employees from the Employee Master File. Enter 1 to proceed with year-end processing.

Note: For the system to sense the beginning of a new year, the start date in the General Information File has a month of January and a payroll number of 1.

I. Guidelines For Tax Tables

A. Setting Up The Federal Taxes

Following is an illustration of a Federal Tax Table for use in the Payroll System. The included information reflects the rates and amounts found in **IRS Circular E** at the beginning of 1982. **It should be noted that this example is for the purpose of illustration.** Before entering information into your system, check the most current IRS Circular E. The withholding table used is **TABLE 7 ANNUAL Payroll Period.** (See **22 Maintain Fed Taxes** - page II-36.) The rates and amounts do change cyclically and should be maintained to ensure proper payroll processing.

MAINTAIN FEDERAL TAXES
00=Quit, Enter Field To Change **

01)Federal Unemp:		3.5		7000
02)FICA Empler :		7.0		37800
03)FICA Emplee :		6.7		37800
	Single		**Married**	
04)Ann Exemp:	1000		1000	
05)Level-1:	12	1400	12	2400
06)Level-2:	15	4100	17	9600
07)Level-3:	19	9500	22	19180
08)Level-4:	25	14400	25	23600
09)Level-5:	30	22000	28	28900
10)Level-6:	34	27800	33	34200
11)Level-7:	37	33100	37	44800

All Rates And Cutoffs Are From IRS
Circular E, Table 7
Calcs Based On ANNUALIZED Pay

B. Setting up the State Taxes

Following are illustrations of State Tax Tables for use in the Payroll System. The included information reflects the rates and amounts found in the **Employer's Tax Guide** at the beginning of 1984. **It should be noted that this example is for the purpose of illustration.** Before entering information into your system, check the most current Employer's Tax Guide. The withholding method used is **METHOD B---EXACT COMPUTATION METHOD.** The rates and amounts do change Cyclically and should be maintained to ensure proper payroll processing.

1. Single & Married With 2 Or More Allowances

MAINTAIN STATE TAXES
00=Quit, Enter Field To Change **

01)State Name : california

02)State Unemp :		1.9		6000	
03)S.D.I. Empler:		.8		17900	(1)
04)S.D.I. Emplee:		.8		17900	
	Single		**Married**		
05)Std Dedct:		1400		2800	(2)
06)Ann Exemp:		1000		1000	(3)
07)Level-1:	1	2850	1	5700	(4)
08)Level-2:	2	4990	2	9980	
09)Level-3:	3	7130	3	14260	
10)Level-4:	4	9290	4	18580	
11)Level-5:	5	11430	5	22860	
12)Level-6:	6	13580	6	27160	
13)Level-7:	7	15710	7	31420	
14)Level-8:	8	17860	8	35720	
15)Level-9:	9	20000	9	40000	
16)Levl-10:	10	22140	10	44280	
17)Levl-11:	11	999999	11	999999	

NOTE: See C. Operational Discussion (p. IV-16)
(1) - varies from employer to employer
(2) - from **STANDARD DEDUCTION TABLE**
(3) - from **ITEMIZED DEDUCTION ALLOWANCE TABLE**
(4) - from **TAX RATE TABLE**

2. Unmarried Heads Of Household & Married With "0" Or "1" Allowance

MAINTAIN STATE TAXES
00=Quit, Enter Field To Change **

01)State Name : california

02)State Unemp :		1.9		6000	
03)S.D.I. Empler:		.8		17900	(1)
04)S.D.I. Emplee:		.8		17900	
	Single (5)		**Married**		
05)Std Dedct:		2800		1400	(2)
06)Ann Exemp:		1000		1000	(3)
07)Level-1:	1	5720	1	5700	(4)
08)Level-2:	2	8560	2	9980	
09)Level-3:	3	10710	3	14260	
10)Level-4:	4	12850	4	18580	
11)Level-5:	5	15000	5	22860	
12)Level-6:	6	17150	6	27160	
13)Level-7:	7	19280	7	31420	
14)Level-8:	8	21420	8	35720	
15)Level-9:	9	23570	9	40000	
16)Levl-10:	10	25710	10	44280	
17)Levl-11:	11	999999	11	999999	

NOTE: See C. Operational Discussion (p. IV-16)
(1) - varies from employer to employer
(2) - from **STANDARD DEDUCTION TABLE**
(3) - from **ITEMIZED DEDUCTION ALLOWANCE TABLE**
(4) - from **TAX RATE TABLE**
(5) - values in column are for HEADS OF HOUSEHOLD

3. Operational Discussion

a. Employee Record Set Up

In order to ensure proper computation of taxes, the following items should be noted when setting up an employee record in the Payroll System:

1. **No** state or additional exemptions should be entered unless the employee claims "additional withholding allowances for itemized deductions". In this case, enter, in the employee's state exemptions field, the number of "itemized deduction allowances".

2. To affect the California tax credit, an employee transaction must be set up in the Miscellaneous Pay/Deductions File. (**See p.II-24.**) This record should be as follows:
Record Type = 3 (Add'l State W/H) Frequency = 1 (Every Time)
The amount entered should be taken from **TABLE D - TAX CREDIT TABLE** for the employee's payroll Cycle, marital status, and number of allowances claimed and entered as a **negative** amount. Allowances must **not** include "itemized deduction allowances". It should be noted that the tax credit amount will change during processing **if** the entire amount would result in a negative state withholding amount. In this case, state withholding is set to zero and the tax credit adjusted on the Miscellaneous Deduction transaction to record the proper amount credited. Because an employee's transaction may be changed during processing, the Miscellaneous Pay/Deduction transactions should be printed (**See p.II-25.**) **before** check processing, and compared with the Miscellanous Pay/Deduction Register (**See p.II-33**) for the particular payroll run. If a change was made to the transaction during processing, it should be changed back to the original amount, since future payroll processing may be able to apply the entire amount.

C. Special State Tax Handling

To ensure proper calculation of both Federal and California state tax for employees classified as unmarried heads of household and married with "0" or "1" allowance, special handling of the different state tax tables needed will be required. Since the Payroll System allows only one table to be entered, employees who have this classification must be processed **separately.** Two separate data disks should be set up for the different employee classification in the State Tax Table. (**See II-38**) This approach would allow the appropriate tax table to be set up only **once** for the specific employee classifications entered on that Payroll Data disk.

V. SAMPLE REPORTS

This section contains sample reports from the BAS 64 Payroll System.

Each report has been photo-reduced and included as an example of the key control documents you will use in managing and controlling your operation. Additionally, a brief profile of each report has been prepared to describe its purpose, menu item to be selected and frequency of preparation.

The index of reports is as follows:

Report Title	Page
P/R Information File	V - 2
Payroll Transaction Report	V - 3
Payroll Summarized Transaction Report	V - 4
Misc. Pay/Deductions Report	V - 5
Payroll Journal	V - 6
Payroll Checks	V - 7
Payroll Check Register	V - 8
Misc. Pay/Deductions Register	V - 9
Absentee Report	V -10
Insurance Report	V -11
Quarterly Tax Summary	V -12
W-2 Form	V -13

Report Title: **P/R Information File**

Purpose: Provides a listing of the P/R Information File

How: **Ø1 P/R Information File, 98** Print Shows parameter information in the system

When: Whenever parameter changes are required to control a payroll processing cycle

```
                    ABC ASSOCIATES INC.                    PAGE  1
                    P/R INFORMATION FILE
                         05/25/84
*******************************************************************************

                    MAX EMPL. #: 75

                    CO/DIV NAME: ABC ASSOCIATES INC.

                    ADDR1      : 123 TELEGRAPH RD.

                    ADDR2      : BIRMINGHAM MICHIGAN

                    ADDR3      : 48010

                    NEXT CHECK NO.   :  1005

                    O.T. RATE        :  1.5

                    HOLIDAY RATE     :  2

                    TODAY'S DATE     : 05/25/84
```

```
                    ABC ASSOCIATES INC.                    PAGE  2
                    P/R INFORMATION FILE
                         05/25/84
*******************************************************************************

                    CASH ACCT            : 11120.0

                    ACCRUED F.I.C.A.     : 21610.0

                    ACCRUED FED W/H      : 21620.0

                    ACCRUED STATE W/H    : 21640.0

                    ACCRUED S.D.I.       : 21680.0

                    ACCRUED OTHR DEDCTS  : 22100.0

                    TAX. PAY EXP.        : 43110.0

                    NON-TAX. PAY EXP.    : 43190.0

                    DEDUCTION 1          : 21660.0

                    DEDUCTION 2          : 00000.0

                    DEDUCTION 3          : 00000.0

END OF REPORT
```

Report Title: **Payroll Transaction Report**

Purpose: Provides an audit trail of all transactions entered in the system

How: **04 Print P/R Transactions,** 1 Begin printing

When: Should be run **before** transactions are summarized for payroll processing

Special Codes: PT - Transaction pay type

ABC ASSOCIATES INC. PAGE 1
PAYROLL TRANSACTION REPORT
05/25/84

EMPL	BATCH	PT	DESC	HOURS	AMOUNT
1	1	1	HOURLY	40.00	400.00
1	1	5	OVERTIME	8.00	120.00
				48.00	520.00
2	1	1	HOURLY	40.00	400.00
2	1	6	COMP. TIME	8.00	
				48.00	400.00
3	1	0	SALARIED	40.00	325.00
				40.00	325.00
4	1	0	SALARIED	40.00	400.00
4	1	7	SICK	8.00	80.00
				48.00	480.00

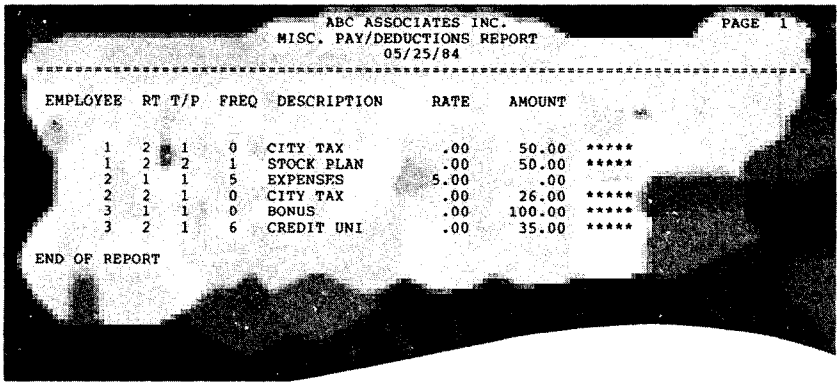
TOTAL TRANSACTIONS 7

END OF REPORT

Report Title:	**Payroll Summarized Transaction Report**
Purpose:	Provides an audit trail of all transactions summarized for payroll processing
How:	**Ø6 Print Summarized Transactions**
When:	Should be run **before** transactions are summarized for payroll processing
Special Codes:	* - Printed after the hours and amounts for a pay type if transaction has been through payroll processing and **18 Close Payroll Cycle** has not been run

```
                    ABC ASSOCIATES INC.                                PAGE  1
              PAYROLL SUMMARIZED TRANSACTION REPORT
                          05/25/84
=================================================================================

                                PAY TYPES
EMP        0        1        2        3        4        5        6        7     TOTAL

 1            40.00                              8.00                              48HRS
             400.00                            120.00                           520.00AMT

 2            40.00                                           8.00                 48HRS
             400.00                                                           400.00AMT

 3    40.00                                                                       40HRS
     325.00                                                                   325.00AMT

 4    40.00                                                          8.00        48HRS
     400.00                                                         80.00    480.00AMT

END OF REPORT
```

Report Title:	**Misc. Pay/Deductions Report**
Purpose:	Provides a listing of all miscellaneous payment and deduction transactions in the system
How:	**08** Print Misc. Pay/Deductions and enter desired employee number range
When:	Should be run **before** payroll cycle processing
Special Codes:	RT - Record Type T/P - Miscellaneous Payment Tax Indicator or Miscellaneous Deduction Priority FREQ - Payment/Deduction Frequency (If =>10, transaction has been processed and **18 Close Payroll Cycle** has not been run) ***** - Printed after transaction if transaction will be included for payroll cycle processing (Uses Payroll Processing Parameters currently set in the P/R Information File)



ABC ASSOCIATES INC. PAGE 1
MISC. PAY/DEDUCTIONS REPORT
05/25/84

EMPLOYEE		RT	T/P	FREQ	DESCRIPTION	RATE	AMOUNT	
1	2	1		0	CITY TAX	.00	50.00	*****
1	2	2		1	STOCK PLAN	.00	50.00	*****
2	1	1		5	EXPENSES	5.00	.00	
2	2	1		0	CITY TAX	.00	26.00	*****
3	1	1		0	BONUS	.00	100.00	*****
3	2	1		6	CREDIT UNI	.00	35.00	*****

END OF REPORT

Report Title: **Payroll Journal**

Purpose: Provides a listing of an employee master record and/or print company totals of current, monthly, quarterly, and year-to-date information

How: **12 Print Payroll Journal**
1 Begin report parameter selection
1 To include selection parameter
or
0 To exclude selection parameter
1 Begin report processing

Shows employee and/or company master record totals

When: Run as required.

```
                    ABC ASSOCIATES INC.                    PAGE  1
                      PAYROLL JOURNAL
                        05/25/84
*****************************************************************

EMP NO. 1          SS #: 374-78-4560    DATE/EMP 03/01/82    PAY RATE:     10.00
NAME: DAVID SMITH            STATUS: S      EMP CLASS: 1        H&W RTE      3.35
ADDR: 555 E.WOODWARD         FED EX: 1      INS CLASS: 0        NON PAY    680.80
CITY: BIRMINGHAM             STA EX: 1      CHK DATE : 05/25/84 NON HRS:    48.00
      MICHIGAN 48010         ADD EX: 0      CHK NO   : 1005     VAC HRS:      .00

          REG HRS   REG PAY  O.T. HRS  O.T. PAY  P.W. HRS  P.W. PAY
          H&W PAY   VAC HRS   VAC PAY OTHER PAY   NON.TAX
CURRENT     40.00    400.00      8.00     120.00      .00       .00
           160.80       .00       .00       .00      .00
QTD        208.00   2000.00     28.00     320.00      .00       .00
           160.80       .00       .00       .00      .00
YTD        208.00   2000.00     28.00     320.00      .00       .00
           160.80       .00       .00       .00      .00

          FED W/H  ST. W/H  F.I.C.A.  S.D.I.   OT DED  DEDUCT1  DEDUCT2  DEDUCT3
CURRENT   132.78    25.39    38.91      .00      .00    50.00    50.00      .00
QTD       178.01    37.86    59.01      .00      .00    85.00    50.00      .00
YTD       178.01    37.86    59.01      .00      .00    85.00    50.00      .00

          TOT DED  NET PAY  TOT PAY
CURRENT    297.08   383.72   680.80
QTD        409.88  2070.92  2480.80
YTD        409.88  2070.92  2480.80
```

```
          REG HRS   REG PAY  O.T. HRS  O.T. PAY  P.W. HRS  P.W. PAY
          H&W PAY   VAC HRS   VAC PAY OTHER PAY   NON.TAX
CURRENT    176.00  1525.00      8.00     120.00      .00       .00
           160.80       .00       .00     180.00      .00
QTD        464.00  4200.00     28.00     320.00      .00       .00
           160.80       .00       .00     197.50      .00
YTD        464.00  4200.00     28.00     320.00     8.00       .00
           160.80       .00       .00     197.50      .00

          FED W/H  ST. W/H  F.I.C.A.  S.D.I.   OT DED  DEDUCT1  DEDUCT2  DEDUCT3
CURRENT   364.71    76.14   126.35      .00      .00   111.00    50.00      .00
QTD       579.27   129.58   219.65      .00      .00   146.00    50.00      .00
YTD       579.27   129.58   219.65      .00      .00   146.00    50.00      .00

          TOT DED  NET PAY  TOT PAY
CURRENT    728.20  1257.60  1985.80
QTD       1124.50  3753.80  4878.30
YTD       1124.50  3753.80  4878.30

END OF REPORT
```

Report Title: **Payroll Checks**

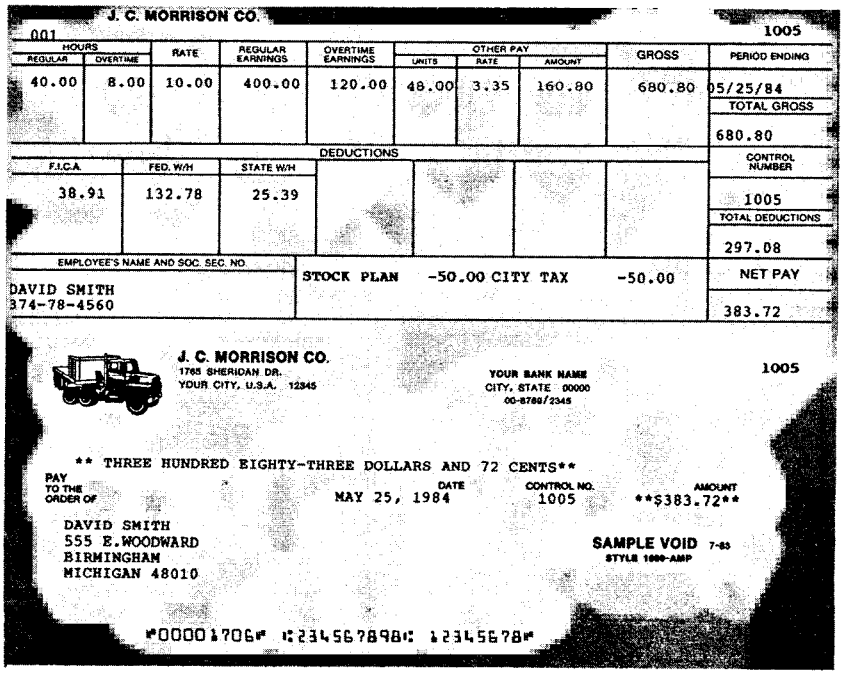
Purpose: Prints payroll checks for a payroll cycle

HOW: **14 Print Paychecks**
1 Align checks 2 Print checks

Enter employee number range used when processing payroll cycle

1 Begin check printing

When: Should be run **after** payroll cycle processing (e.g. computation of gross pay, standard & miscellaneous deductions)



J. C. MORRISON CO.

001 1005

HOURS REGULAR	HOURS OVERTIME	RATE	REGULAR EARNINGS	OVERTIME EARNINGS	OTHER PAY UNITS	OTHER PAY RATE	OTHER PAY AMOUNT	GROSS	PERIOD ENDING
40.00	8.00	10.00	400.00	120.00	48.00	3.35	160.80	680.80	05/25/84
									TOTAL GROSS 680.80

DEDUCTIONS F.I.C.A.	FED. W/H	STATE W/H					CONTROL NUMBER
38.91	132.78	25.39					1005
							TOTAL DEDUCTIONS 297.08

EMPLOYEE'S NAME AND SOC. SEC. NO.			NET PAY
DAVID SMITH 374-78-4560	STOCK PLAN -50.00	CITY TAX -50.00	383.72

J. C. MORRISON CO.
1765 SHERIDAN DR.
YOUR CITY, U.S.A. 12345

YOUR BANK NAME
CITY, STATE 00000
00-8765/2345

1005

** THREE HUNDRED EIGHTY-THREE DOLLARS AND 72 CENTS**

PAY TO THE ORDER OF
DAVID SMITH
555 E.WOODWARD
BIRMINGHAM
MICHIGAN 48010

DATE MAY 25, 1984
CONTROL NO. 1005
AMOUNT **$383.72**

SAMPLE VOID 7-85
STYLE 1000-AMP

⑈00001706⑈ ⑆23456789⑆ 12345678⑈

Report Title:	**Payroll Check Register**
Purpose:	Provides a record of payroll checks issued for a payroll cycle
How:	**15 Print Payment Register, 1** Begin printing
When:	Should be run **after** payroll checks have been issued for a payroll cycle. Can be run **before** checks are printed, if desired

```
                    ABC ASSOCIATES INC.                    PAGE  1
                    PAYROLL CHECK REGISTER
                          05/25/84
=================================================================

 EMP  NAME                    CHECK NO.   NET AMOUNT

   1  DAVID SMITH                 1005       383.72
   2  RICHARD COLLIER             1006       264.64
   3  KAREN BROWN                 1007       264.54
   4  MICHAEL PETERSON            1008       344.70
TOTAL  4 CHECKS      AMOUNT 1257.60

END OF REPORT
```

Report Title:	**Misc. Pay/Deductions Register**
Purpose:	Provides a record of all miscellaneous payment and deductions included in checks issued for a payroll cycle
How:	**16 Print Misc. Pay/Deduction Register**
When:	Should be run **after** payroll checks have been issued for a payroll cycle and **before** the payroll cycle is closed. Can be run **before** checks are printed, if desired

```
                    ABC ASSOCIATES INC.                    PAGE  1
                MISC. PAY/DEDUCTIONS REGISTER
                          05/25/84
=================================================================

 EMPLOYEE  DESCRIPTION   AMOUNT

       1  CITY TAX       -50.00
       1  STOCK PLAN     -50.00
       2  CITY TAX       -26.00
       3  BONUS          100.00
       3  CREDIT UNI     -35.00

  TOTAL PAY      100.00        TOTAL DEDUCTIONS    -161.00

 END OF REPORT
```

Report Title:	**Absentee Report**
Purpose:	Lists hourly employees who worked less than the number of available hours for their payroll cycle
How:	**17 Print Absentee Report**
When:	Should be run **after** payroll cycle processing (e.g. computation of gross pay, standard and miscellaneous deductions) and **before** payroll cycle closing
Special Codes:	HRS SHORT - # of hours employee was absent during payroll cycle

```
                    ABC ASSOCIATES INC.                    PAGE  1
                      ABSENTEE REPORT
                        05/25/84
-----------------------------------------------------------------
EMPLOYEE NAME                    HRS SHORT
    5    DAVID ABERNATHY           40.00
TOTAL                              40.00
END OF REPORT
```

Report Title:	**Insurance Report**
Purpose:	Accumulates employee earnings by insurance class and prints a report
How:	**19 Print Insurance Summary**
When:	Run as desired
Special Codes:	EXEMPT EARNINGS - Total employee earnings minus overtime earnings minus insurance exclusion

ABC ASSOCIATES INC. PAGE 1
INSURANCE REPORT
05/25/84

CLASS	TOTAL EARNINGS	EXEMPT EARNINGS	NET
1	536.00	.00	536.00
2	1771.00	.00	1771.00
TOTAL	2307.00	.00	2307.00

END OF REPORT

Report Title: **Quarterly Tax Summary**

Purpose: Prints a quarterly tax summary (including employee detail) to be used in the filing of Federal 940 & 941 Tax Forms

How: **20 Print Quarterly Tax Summary**

Enter desired employee number range

When: Should be run **after** the last payroll cycle for a quarter and **before** the first payroll cycle for a new quarter

ABC ASSOCIATES INC. PAGE 1
QUARTERLY TAX SUMMARY
05/25/84

SS#	NAME	GROSS PAY	WAGES SUBJECT TO FICA	FUT	SUT
374-78-4560	DAVID SMITH	2480.80	2380.80	2380.80	2380.80
393-94-9494	RICHARD COLLIER	767.50	767.50	767.50	767.50
334-45-5555	KAREN BROWN	750.00	750.00	750.00	750.00
231-23-1231	MICHAEL PETERSON	880.00	880.00	880.00	880.00
4 EMPLOYEES		4878.30	4778.30	4778.30	4778.30

ABC ASSOCIATES INC. PAGE 2
QUARTERLY TAX SUMMARY
05/25/84

FEDERAL TAX NUMBER 123-09998763

STATE TAX NUMBER 546-34521

QUARTERLY TOTALS	
GROSS EARNINGS	4878.30
TAXABLE EARNINGS	4778.30
SUBJECT TO F.I.C.A.	4778.30
F.I.C.A. CALCULATED	320.15
F.I.C.A. WITHHELD	219.65
SUBJECT TO F.U.T.	4778.30
F.U.T. CALCULATED	162.46
SUBJECT TO S.U.T.	4778.30
S.U.T. CALCULATED	138.57
SUBJECT TO S.D.I.	.00
S.D.I. CALCULATED	.00
S.D.I. WITHHELD	.00
NO. OF EMPLOYEES	4

RATES & ANNUAL CUTOFF AMOUNTS USED WHEN CALCULATING ARE FROM THE FEDERAL & STATE TAX TABLES.

END OF REPORT

Report Title: **W-2 Form**

Purpose: Print Federal Form W-2

How: **21 Print W-2 Forms**
1 Print Group Totals Only (e.g. Sub-totals for groups of 41 employees)
or
2 Print W-2 Forms (including Company Sub-Total Form after 41 employees)

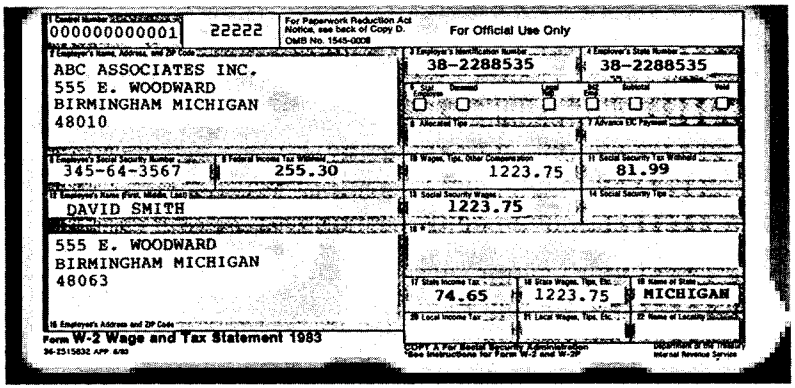
Enter desired employee number range

Enter **y** or **n** for Deduct 1 Used For City Tax prompt; if **y**, enter city name to be printed on W-2 Form

1 Begin printing W-2 Forms

When desired W-2 Forms have been printed,
enter **1** if group totals are to be printed on regular paper

When: Run at year-end **before** first payroll cycle of new year and **before** running **24 Year End Processing**



VI. TROUBLESHOOTING GUIDE

Most of the diagnostic error messages that appear on the screen are edit messages and provide the operator with a warning that there is an error condition present. These errors are self-correcting since they lock out an incorrect function or command. It is possible for an unexpected error to occur from which the system may not be able to recover.

The following pages contain a list of possible errors, probable causes and appropriate actions. They should be used as a reference guide in the event an error occurs.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Check that Disk is in Unit 9	Configurator File set for 2 single disk drives; first drive is Unit 8, second is Unit 9. System is looking for disk in Unit 9.	Make sure disk is inserted in Unit 9 Make certain that Disk Unit 9 was not turned off--the reason is when it is turned back on, it will default to Unit 8 again. You will have to use **13 Configuration File Maintenance** to change the Unit Number back to 9
Can't Read Disk	Disk is not inserted in drive Drive door is not closed	Correctly seat disk in drive and close drive door
	Disk has not been formatted "NEWed" therefore the system can't read it	Insert formatted disk in drive If you don't have a formatted disk, turn off system, then insert a new high quality disk and follow directions in Section III-B
Remove Write Protect on Disk	Each disk has adhesive tabs that may be placed over the notch -- to prevent writing	Remove the write-protect tab from your disk since the system must write on the disk If there is no tab and you still get this error... you may have a hardware problem with your disk drive. Call your dealer.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Bad Configuration Data...See Manual	The configuration file is not present or contains an invalid configuration of hardware	The system will automatically select **13 Configuration File Maintenance** to allow you to create and/or correct the file
Security Violated... See Manual	A program was executed on your disk directly, instead of booting up through the Main Menu	Turn off system, then turn on, place side 1 of program disk in in drive 0 and enter: load"*",8 **<RETURN>**, run **<RETURN>**
	A copy of the original program disk was made--causing security to be violated	The program disk **CANNOT BE COPIED!** Attempting to copy the disk may cause damage to the Original. **YOU MUST ORDER SECURITY BACKUP COPIES DIRECTLY FROM COMMODORE**
Disk Error #	Tampering with the security on the system may cause the error	Pull out disk(s), Re-Start system
Transaction File Full - Run Summarize	The P/R Transaction has reached capacity. Once capacity is reached, you will have to Summarize Transactions to free-up transaction space.	Run **05 Summarize P/R Transactions.**
Summarized Transaction File Full - Run P/R Cycle	The P/R Summarized Transaction file holds up to 200 transactions. Once capacity is reached, you will have to run your payroll cycle to free up space.	Run P/R Cycle thru **18 Close Payroll Cycle** See Section IV-C

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Misc. Pay/Deduct File Full	The P/R Miscellaneous Pay/ deduction file has reached capacity. Once capacity is reached, you will have to review the transactions & delete those that are not needed. If all transactions are necessary, you will have to segment your employees onto seperate Payroll Data Disks.	Delete transactions not needed Create another data disk to split file capacity between two disks. See Section III-D III-E IV -B
Incorrect Account Number Format	Account Numbers in the P/R IF must conform to these conventions: 10000.0 Asset Accounts 20000.0 Liability Accounts 30000.0 Income Accounts 40000.0 Expense Accounts	You only need to use G/L Account Numbers when you are interfacing with the General Ledger module. The exact numbering scheme is discussed in the General Ledger Operator's Manual.
System hesitates	Normal	Do nothing -- wait
System hangs	If, after a prolonged wait, the system totally hangs	Pull out disk(s) Re-start system
File data error in XXXXX	This error caused by a bad record with alpha data in a numeric field	Pull out disk(s) Re-start system If same error occurs, re-start using a back-up disk

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Screen display READY	Program came to an irrecoverable problem	Hit **<SHIFT><CLR/HOME>** together, then enter run **<RETURN>** If same error occurs, pull out disk(s) and re-start system
P/R Menu Not Found	Either you have the wrong disk or a bad disk	Re-insert P/R Program disk into drive. If above doesn't work then the program p/r000 is missing from your disk...use your Security Copy to run your system
Disk Err# xx	Whenever a disk error occurs the system will print the error number and brief description	See your Floppy Disk User's Manual for list of error codes (Page 43 of VIC-1541 Manual)
Invalid Password	Password must be 4 characters	Input 4 character password
	System detected a password that was not 4 characters	If this error occurs in a Program other than the Main Menu, then you may have a hardware problem, or you may have a tape cassette connected to your system. Disconnect the tape unit, and re-start the system.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
No P/R Info File on System	The system requires a P/R Information File which contains the Company Name, password, and part number parameters. This file: p/r gif is not on the Data Disk	Exit back to Main Menu, select **01 P/R Information File** to create a P/RIF on the data disk
Wrong Password for this disk	Each disk may be assigned its own password for security of data	Check the password you entered when you first turned on your system to be sure it is the password for this disk. In the event that you changed a password on a data disk and don't recall what it is, follow these steps to re-create the P/R Information File on the data disk: Scratch file p/r gif as follows: Place data disk in drive 0 Enter open 15,8,15,"s0:p/r gif" **<RETURN>** Now turn off system, turn system back on, load the system, select **01 P/R Information File** to re-create a new P/R IF on the data disk.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Review Empl. Record Before Proceeding	Transaction error(s) while running **09 Compute Gross Pay.** Following are the errors reported during processing: - employee inactive - check already issued for processing date - invalid pay type - duplicate regular pay transaction - insufficient vacation hours	Inquire the employee record(s) **shown on the error report. Use 02 Maintain/Display Employees** and check the employee's current to determine whether all pay has been properly recorded. Make changes to the employee's current pay fields, if necessary, before proceeding to **10 Compute Std. Deductions.**
No printing of: Payroll Journal	The System's Date does not match the date of the employee's last check when you have selected report options **5 or 6.** (eg. 5 - Company Totals 6 - Update G/L)	If these options are not needed, do not include them when selecting the report options. (See Setion 22) If either option is needed, exit to the BAS System Menu and re-enter the Payroll System, supplying the date of the last payroll cycle when prompted for the system's date.
Payroll Checks and Payroll Check Register	The System's Date does not match the date of the last payroll cycle (eg. last check date on Employee's Record)	Exit to the BAS System Menu and re-enter the Payroll System, supplying the date of the last payroll cycle when prompted for the system's date.

SUMMARY OF CBM FLOPPY DISK ERROR MESSAGES

0	OK, no error exists.
1	Files scratched response. Not an error condition.
2-19	Unused error messages: should be ignored.
20	Block header not found on disk.
21	Sync character not found.
22	Data block not present.
23	Checksum error in data.
24	Byte decoding error.
25	Write-verify error.
26	Attempt to write with write protect on.
27	Checksum error in header.
28	Data extends into next block.
29	Disk id mismatch.
30	General syntax error.
31	Invalid command
32	Long line.
33	Invalid filename.
34	No file given.
39	Command file not found.
50	Record not present.
51	Overflow in record.
52	File too large.
60	File open for write.
61	File not open.
62	File not found.
63	File exists.
64	File type mismatch.
65	No block.
66	Illegal track or sector.
67	Illegal system track or sector.
70	No channels available.
71	Directory error.
72	Disk full or directory full.
73	Power up message, or write attempt with DOS mismatch.
74	Drive not ready.

TELEPHONE SUPPORT SERVICE

As a subscriber of our Telephone Support Service Plan, you can call the Commodore BAS Support Center at (313) 334-9882, anytime during regular business hours about any questions or assistance you may need for your software.

We have had four years of experience supporting over 100,000 users of our software. Our team of Customer Support Representatives are ready to serve you. We can effectively handle questions relating to software functions and procedures, as well as many hardware and interfacing questions.

When you register your software over the telephone, you will receive a support ID number, which you will want to record in your manual to use whenever you call for support.

Telephone Support Subscription Fee Price Schedule

$25.00 provides one hour of technical assistance for each software module for up to six months.

Enrollment can be initiated by your call with a Visa, MasterCard or American Express Card. If you want to subscribe with a check, please make your check payable to **"IDI - Customer Service"**, or just call us for the necessary information.

Use the Customer Support return card, found in your binder.

USING TELEPHONE CONSULTING ASSISTANCE

Before you call - check the following:

[ ] Review the operator's manual first

- Look at Section II - System Functions
- Look at the Troubleshooting section

[ ] If you have a problem, try to re-create the problem and document your procedures to enable you to fully describe the problem

[ ] Before you call, please have the following information available:

- Your name and phone number
- Your subscription number or charge card
- Your hardware (e.g. Commodore-64 with 1541 drive and 1526 printer)
- Your software module (e.g. Accounts Receivable/Billing)
- Brief description of your problem (eg: Not able to access customer records)

To save you time and money, provide this information immediately to your Customer Support Representative, as soon as requested.

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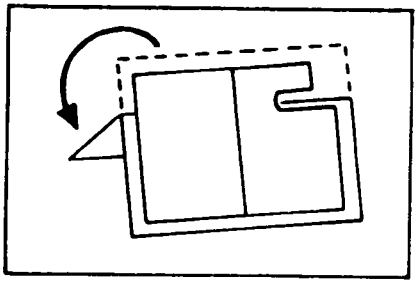
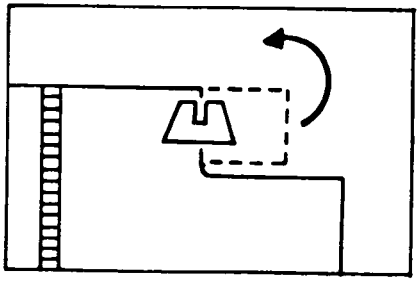
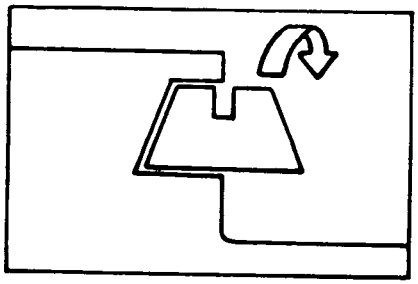
Directions for your easel binder set-up.



1. Fold upper panel on binder downward.



2. Fold support tab back.



3. Fold locking tab down to engage with support tab.

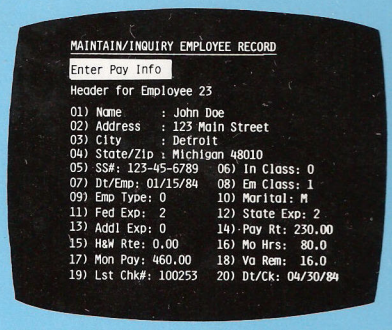
commodore

PAYROLL

A comprehensive system that maintains an employee master file, generates reports for control and tax purposes, calculates and prints computerized payroll checks with full deduction detail.

Features

- Provides a master record of each employee with current period, quarter-to-date, and year-to-date pay activity
- Automatically calculates pay period amount including deductions for Federal, State and Local taxes, FICA, and miscellaneous deductions
- Provides comprehensive management reporting including W2's
- Interfaces with the General Ledger System (purchased separately) for automated postings



Payroll checks print automatically for each employee; shows all components of earnings with full deduction detail including — FICA, Federal Withholding, State Withholding and up to nine miscellaneous deductions.

Key Reports

- Individual Payroll Journal • W2 Form and 941 Report
- Summary Payroll Journal • Payroll Checks

Capacity

Employees per Disk	75
Maximum Employee pay per Paycheck	$9,999.99
Deductions per Employee	9
Number of States per Disk	1
Employee Identification (digits)	3

Technical Information: Requires Commodore Plus/4, Commodore disk drive and printer.

plus/4

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