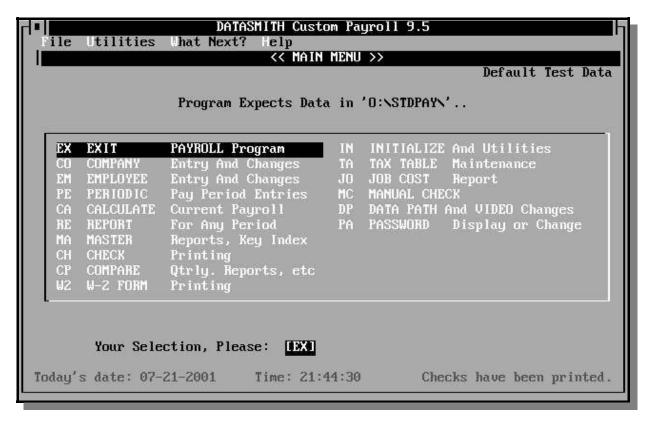# THE MAIN MENU

The main menu is the jumping-off point for every feature in the system. By making a selection from one of the numbered choices, any of the programs that comprise the whole system will be loaded into your computer's memory and started. The main menu is shown below:

```
┌─■┤                   DATASMITH Custom Payroll 9.5                    ├─┐
  File  Utilities  What Next?  Help
│                        << MAIN MENU >>                                │
                                                     Default Test Data

              Program Expects Data in 'O:\STDPAY\'..

    ┌─────────────────────────────────────────────────────────────┐
    │ EX  EXIT       PAYROLL Program    IN  INITIALIZE And Utilities│
    │ CO  COMPANY    Entry And Changes  TA  TAX TABLE   Maintenance │
    │ EM  EMPLOYEE   Entry And Changes  JO  JOB COST    Report      │
    │ PE  PERIODIC   Pay Period Entries MC  MANUAL CHECK            │
    │ CA  CALCULATE  Current Payroll    DP  DATA PATH And VIDEO Changes│
    │ RE  REPORT     For Any Period     PA  PASSWORD    Display or Change│
    │ MA  MASTER     Reports, Key Index │
    │ CH  CHECK      Printing           │
    │ CP  COMPARE    Qtrly. Reports, etc│
    │ W2  W-2 FORM   Printing           │
    └─────────────────────────────────────────────────────────────┘

            Your Selection, Please:  [EX]

 Today's date: 07-21-2001     Time: 21:44:30      Checks have been printed.
```

EX EXIT PROGRAM

Returns control to DOS. Use this selection when you are finished with payroll processing. Pressing ESC alone has the same effect. The program will ask "Exit to DOS?" before leaving payroll to prevent accidental exits.

CO COMPANY DATA ENTRY AND CHANGES

This program maintains data about the company, the descriptions of recurring deductions, department names, and the pay period being used. It is used primarily to set up the system.

EM EMPLOYEE DATA ENTRY AND CHANGES

This program is routinely used when hiring new employees, terminating employees, and changing information about employees. Allows updating of any data pertaining to individual employees.

PE PERIODIC ENTRIES

Used to enter hours worked and non-recurring pay amounts or deductions for all active employees each pay period. It also allows the operator to select which deductions are taken in the current period. Facilities to verify the new payroll data are included.

CA CALCULATION OF PAY

Calculates gross pay, all deductions, and net pay from information in the employee master file, hours file, and tax tables.

RE PAYROLL REPORT

Prints the payroll report for the current period or any previous period for which payroll has been calculated using the system. Reports for the entire company or single employees may be selected.

MA MASTER REPORTS

Generates an employee ID (or number) list, and the employee Master Listing.

CH PRINT CHECKS

Prints paychecks for all employees for which pay is due in the current period.

CP COMPARATIVE REPORTS

Provides reports on the amounts paid to, and deducted from, the employees' pay during any given time frame. Used for producing quarterly reports and unemployment insurance reports.

W2 PRINT W-2 FORMS

Prints on standard government form W-2. Used at year-end to report earnings to the employee and the IRS. This program also prints form 1099-MISC, and produces W-2 Copy A records on magnetic media (diskette). It also produces a W-3 Feeder report (for use with paper W-2's), and forms 6559 and 6560 Feeder Reports (for use with magnetic media W-2's).

IN INITIALIZE AND UTILITIES

This program includes the payroll initialization program for period end, the year-end update, and file related utilities.

TA TAX TABLE MAINTENANCE

Provides access to the tax tables for Federal, State, Local, and FICA tax rates. Use this selection when tax rates change.

JO JOBCOST REPORT

Reports payroll cost by job for those companies who use job costing.

MC MANUAL CHECK

Used to bypass the payroll calculation and enter payroll information manually.

DP DATA PATH & VIDEO CHANGES

Lets you specify the location of (path to) the payroll data. The current data path is always shown at the top of the main menu screen. This feature is used to manage multiple payrolls from a single copy of the DATASMITH Payroll program.

The PATH specified becomes part of the filename for all data access. For example, if you specify a path of "B:", all data file names will be preceded by a B:, which causes the program to look on drive B for the data.
If the payroll system is used to calculate pay for several different companies, each company must have its own directory because the payroll system uses the same file names for the data in all cases.

The following are valid path names:

```
    Path              Meaning
-------------    ---------------------
(nothing)        Default drive.  Data is in the same disk drive and directory programs.

B:               Data is in drive B.

\PAYROLL\        Data is in PAYROLL directory, which is a subdirectory of the root directory.

DATA\            Data is in the DATA directory, which is a subdirectory of the current
                 (Payroll) directory.

C:\PAYROLL\DATA\    Data is in the directory named DATA, which is a subdirectory of
                    PAYROLL, which is a subdirectory of the root directory of Drive C.
```
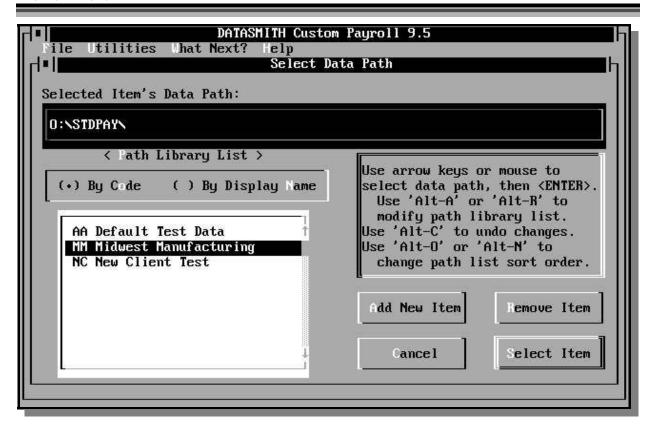
If you accidently set a non-existant data path, you can recover by erasing the CTRL.PAY file from your Payroll program directory. Then start Payroll and use DP again to set the correct data path.

THE DATA PATH LIBRARY

In addition to using "DP" to select a data path, the user can select a payroll by name. The path to the payroll is entered into the Path Library (kept in a file named PATHLIB.PAY), along with a 1-26 character Payroll Name and a two-letter selection mnemonic.

New payrolls are added using "AL", and old payrolls may be deleted using "RM". Once in the library, the payroll will appear on the "SL" screen under the operator-entered Payroll Name. The user-defined name of a payroll chosen from the Path Library will appear in the upper right hand corner of the Main Menu screen.

The screen below illustrates the selection of a data path from the user-created library. The "Previous Screen" and "Next Screen" selections are always the first and last entries on the screen. The other selections show the user-defined payroll label and two-letter mnemonic used to select the corresponding payroll. The system will create as many additional screens as necessary to display all of the user-defined payroll choices: up to 18 will fit on each screen.

```
┌──────────────────────────────────────────────────────────────────┐
│ ■■            DATASMITH Custom Payroll 9.5                          │
│ File  Utilities  What Next?  Help                                  │
│ ■■                    Select Data Path                             │
│                                                                    │
│  Selected Item's Data Path:                                        │
│  ┌──────────────────────────────────────────────────────────────┐ │
│  │ O:\STDPAY\                                                     │ │
│  └──────────────────────────────────────────────────────────────┘ │
│           < Path Library List >                                    │
│  ┌──────────────────────────────┐  ┌────────────────────────────┐ │
│  │ (•) By Code    ( ) By Display Name │ Use arrow keys or mouse to  │
│  └──────────────────────────────┘  │ select data path, then <ENTER>. │
│  ┌──────────────────────────────┐  │  Use 'Alt-A' or 'Alt-R' to   │
│  │ AA Default Test Data        ↑│  │   modify path library list.  │
│  │ MM Midwest Manufacturing     │  │ Use 'Alt-C' to undo changes. │
│  │ NC New Client Test           │  │ Use 'Alt-O' or 'Alt-N' to    │
│  │                              │  │   change path list sort order.│
│  │                              │  └────────────────────────────┘ │
│  │                              │  ┌───────────┐   ┌────────────┐ │
│  │                              │  │Add New Item│   │Remove Item │ │
│  │                              │  └───────────┘   └────────────┘ │
│  │                             ↓│  ┌───────────┐   ┌────────────┐ │
│  └──────────────────────────────┘  │  Cancel   │   │Select Item │ │
│                                     └───────────┘   └────────────┘ │
└──────────────────────────────────────────────────────────────────┘
```

VIDEO CONTROL

Select Data Path and Video Control (DP) from the main menu, and Change Video Attributes (VA) on the submenu. The Video Control Screen will then allow you to select Foreground and Background colors for NORMAL, BRIGHT, and HIGHLIGHT displays throughout Payroll. These new values are kept in CTRL.PAY in the Payroll Program directory, so if someone accidently sets everything to unreadable black-on-black so that you can't read the Payroll menus, simply erase CTRL.PAY to return Payroll to its default settings.

```
┌─■─────────────── DATASMITH Custom Payroll 9.5 ──────────────────┐
│ File  Utilities  What Next?  Help                               │
├─■───────────────── Change Video Display Colors ─────────────────┤
│  ┌ 1. Select Display Type: ─────────────────────────────────┐   │
│    (•) Normal        ( ) Bright          ( ) Highlight       │   │
│    Normal Sample     Bright Sample       Highlight Sample    │   │
│  └──────────────────────────────────────────────────────────┘   │
│  ┌ 2. Select Part   ┌ 3. Select a Color: ─┐   ┌──────────────┐   │
│  │ (•) Foreground   │                     │   │ 4. Change Color│  │
│  │                  │                     │   └──────────────┘   │
│  │ ( ) Background    │                    │                      │
│  └───────────────   │                     │   ┌──────────┐       │
│                     │                     │   │  Cancel  │       │
│                     │                     │   └──────────┘       │
│                     │                     │   ┌──────────┐       │
│                     │                     │   │    OK    │       │
│                     └─────────────────────┘   └──────────┘       │
└──────────────────────────────────────────────────────────────────┘
```

PA PASSWORD DISPLAY OR CHANGE

This selection allows a person who has entered the User Password to change to a different User Passsword. A person who has entered the Master Password can display and change both the User Password and the Master Password. See the Appendix section on password protection for more information.

IX IMPORT/EXPORT PAYROLL DATA (Option)

This feature, available as an extra-cost option, allows the high-speed transfer of selected Payroll data to/from a delimited ASCII file in a form usable by other programs such as dBASE 3+ (Ashton-Tate) and LOTUS 1-2-3.

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