

PAYROLL REPORTS

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DATASMITH Custom Payroll 9.5
File Utilities What Next? Help
< PAYROLL REPORTS >
Default Test Data

MM Main Menu
CR CURRENT REPORT all employees
CS CURRENT report SINGLE employee
OR OLD REPORT all Employees
OS OLD report SINGLE Employee
DR DEDUCTION REPORT for any Period

Your Selection, Please: [CR]

Today's date: 07-24-2001 Time: 01:10:12 Pay has been calculated.

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PAYROLL REPORTS

The payroll report program is used for routine printing of the payroll report or for inquiry as to the payroll data for a single employee. Output may be directed to a printer, the terminal screen, or a text file on disk.

CR PRINT CURRENT REPORT - ALL EMPLOYEES

Prints the entire payroll report for the last period calculated. This is the function normally used for routine printing of the payroll report. This report includes employee detail (which is an image of the check stub), optional department totals, company totals, and the special amount summary.

CS PRINT CURRENT REPORT - A SINGLE EMPLOYEE

Prints payroll data for a single employee in the last period calculated. Designed for simple inquiry as to an employee's pay information without the necessity of printing the entire

payroll report. The routine asks for the employee's number and then prints the data in the same format as the payroll report.

OR PRINT OLD REPORT - ALL EMPLOYEES

Performs the same function as #1 above, except requests the payroll date and accesses a backup file (automatically created at calculation time) containing information for an old payroll period. A diskette containing the appropriate data must be available.

OS PRINT OLD REPORT - A SINGLE EMPLOYEE

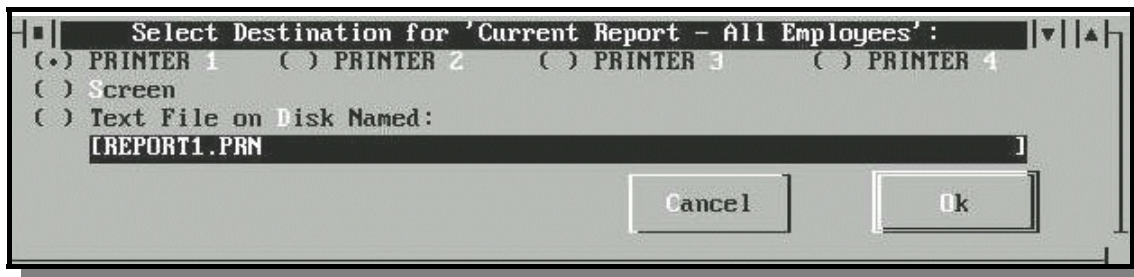
Performs the same function as #2 above, except requests the payroll date and accesses a backup file as in #3 above.

DR DEDUCTION REPORT

Prints a separate report, including current and year-to-date amounts for each employee, for each deduction (or a selected set of deductions), with Page Totals and a one-page Company Summary of all deductions. Department totals may also be printed for each deduction.

REPORT DESTINATION

Regardless of which selection you choose, the following will be displayed:



Select the appropriate report destination, and then click OK or hit ENTER.

AUTOMATIC DATE/TIME STAMP

If you have enabled this feature in the Company Data record (CO selection on the Main Menu), the heading of each page of the Current Report will bear the current date and time.

OPERATOR-CONTROLLABLE SCROLLING

The speed with which the screen displays the report may be controlled by pressing the numeric keys 1-9. Higher numbers speed up the report, low numbers slow it down. Repeated pressing of a number will exaggerate the effect.

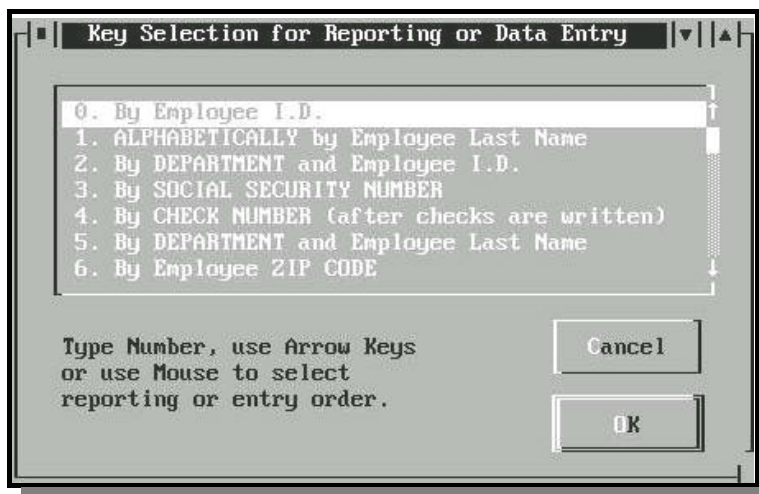
PAUSE AND ONE-KEY CANCEL

You may stop the printout of a report by depressing the space bar or clicking the Pause button while the report is being printed. If output is to the screen, the printing will simply freeze, and the Pause button will be replaced with a Resume button. While the report has paused, the operator can resume, printing or cancel the report.

If the report has been directed to the screen, the operator can also review the portion of the report which has already been printed. Previous pages can be viewed by using the Page Up and Page Down keys and the Up Arrow and Down Arrow keys to make the appropriate portion of the report visible for review.

REPORT SEQUENCE

If you have created access keys with the utility program in a sequence other than by employee number, you also have an option as to the sequence of the report. You will be asked:



Select the reporting sequence. The program may automatically rebuild the related key file if necessary after you make your choice.

The payroll report for all employees consists of distinct sections, providing all the data necessary for efficient payroll record keeping. These sections are as described below.

EMPLOYEE DATA SECTION

Information for the payroll period desired and year-to-date totals are provided for each employee. The program uses a dynamic report layout technique that only provides data that is applicable to that specific employee. The payroll system provides many features and variables for each employee, but only that information which is other than zero is reported. This provides an easy to read report that contains only pertinent information. Employee data is printed in blocks consisting of four columns (see sample). Each column is laid out as follows:

Column 1 Contains the employee's name and a breakdown of hours and gross pay in each category defined for the company. If there are any "special pay amounts" that are taxable,

they are reported in this column also. At the bottom of this column, the advance balance and vacation available information is also printed. Only those categories which have balances are reported, as indicated above.

Column 2 contains the employee's social security number and titles for columns 3 and 4. Titles are positioned as required.

Column 3 contains current balances for hours, gross pay, federal withholding, state withholding, local withholding, automatic recurring deductions, special deductions, and non-taxable pay amounts. The net amount of the employee's check is displayed at the bottom of the column.

If an employee's deductions exceed his or her gross pay, a negative net amount is reported with the message "no pay, balance carried forward", indicating that the additional amount due will appear as a deduction on the next period's pay. This situation can arise when an employee has earned little or no pay in a period because of lack of attendance, but is still liable for fixed deductions. The program will carry forward negative pay amounts indefinitely and automatically deduct them until they are paid.

Column 4 contains year-to-date amounts for gross pay and all withholding and recurring deductions. No year-to-date totals are maintained for non-recurring "special" deductions that are user defined at payroll time.

DEPARTMENT TOTALS (if sequenced "by department")

If you selected the optional sequence "by department", a departmental total page will be printed at the end of each group of employees in a specific department. The format of the departmental total page is identical to the company total page described below. This feature allows you to allocate all costs, taxes, deductions, etc. to departments as if they were separate companies.

COMPANY TOTALS SECTION

This section provides an itemized summary of all categories of pay amounts and deductions for the payroll period, as well as year-to-date totals for those items for which year-to-date totals are maintained. The same information is also provided for each department. The company totals section is designed to provide the information necessary to make bookkeeping entries to record a payroll.

Midwest Manufacturing Co.

PAYROLL REPORT FOR PERIOD ENDING 10- 1-87

PAGE 1

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BRUCE A. CLINTON                               Emp. # BAC                               Check #           0
      Hours      Rate      Gross 000-11-2222          Current          Year
REGULAR      40.00      SALARY 1,893.00 HOURS              40.00           40.00
-----
VACATION AVAILABLE      80.00 Hrs GROSS              1,893.00       1,893.00
      FED TAX              399.83           399.83
      MISSOURI              64.07           64.07
      FICA TAX              142.16          142.16
      KANSAS CTY           18.93           18.93
      Insurance A           16.02           16.02
      Pension B             17.21           17.21
      Savings A             37.86           37.86
      Savings A             56.79           56.79
      NET PAY              1,140.13
  
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----- 10- 1-87 -----
HAROLD W. JOHNSON                             Emp. # HWJ                               Check #           0
      Hours      Rate      Gross 499-55-6666          Current          Year
REGULAR      40.00      8.15      326.00 HOURS              40.00           40.00
-----
VACATION AVAILABLE      40.00 Hrs GROSS              326.00           326.00
ADVANCE AMT           $1,000.00 FED TAX              23.23           23.23
      MISSOURI              10.51           10.51
      FICA TAX              24.48           24.48
      KANSAS CTY           3.26           3.26
      Insurance A           5.61           5.61
      Savings A             6.52           6.52
      Uniform A             4.50           4.50
      mileage C             4.40+
      NET PAY              252.29
  
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----- 10- 1-87 -----
MARY JANE WEAVER                              Emp. # MJW                               Check #           0
      Hours      Rate      Gross 333-44-8765          Current          Year
REGULAR      32.00      7.15      228.80 HOURS              43.00           43.00
SICK         8.00      7.15      57.20 GROSS              318.19          318.19
OVERTIME     3.00     10.73      32.19 FED TAX              33.31           33.31
-----
      KANSAS              8.18           8.18
      FICA TAX              23.90           23.90
      Insurance A           3.15           3.15
      NET PAY              249.65
  
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Current Report: Employee Data Section

Payroll Reports

Midwest Manufacturing Co.

PAYROLL REPORT FOR PERIOD ENDING 10- 1-87

PAGE 3

----- COMPANY TOTALS -----				
	----- CURRENT -----		----- YEAR TO DATE -----	
	HOURS	GROSS	HOURS	GROSS
REGULAR	144.00	2,748.92	144.00	2,748.9
OVERTIME	3.00	32.19	3.00	32.1
HOLIDAY	8.00	75.28	8.00	75.2
SICK	8.00	57.20	8.00	57.2
TAXABLE OTHER	--	150.00		150.0
NON-ADJ GROSS	163.00	3,063.59	163.00	3,063.5
ADJ GROSS 414		3,063.59		3,063.5
FED TAX 320.1		542.98		542.9
MISSOURI	91.27		91.27	
KANSAS	8.18		8.18	
STATE TAX 320.2		99.45		99.4
FICA TAX 320.3		230.07		230.0
KANSAS CTY	22.19		22.19	
St. LOUIS	5.26		5.26	
LOCAL TAX 320.4		27.45		27.4
Supp Med A 399		16.02		16.0
Insurance A 456.7		29.16		29.1
Pension B 650.5		37.86		37.8
Savings A 799		63.31		63.3
Uniform A 785.1		8.50		8.5
SPEC TAX DEF.		0.00		0.0
SPECIAL OTHER		0.00		0.0
AFTER TAX AMT		+ 4.40		4.4
CARRIED FWD 302		0.00		
NEGATIVE PAY		0.00		
NET 450		2,013.19		2,013.1
EMPLOYEES PAID 4				
ADVANCES 1000				
AUX BALANCES 0				
ACCRUED VACATION 120				
TAX BASIS:		CURRENT		YEAR TO DAT
FEDERAL		3,025.73		3,025.7
FICA		3,063.59		3,063.5
MISSOURI		2,707.54		2,707.5
KANSAS		318.19		318.1

Current Report: Company Totals Section

Midwest Manufacturing Co.
 PAYROLL REPORT FOR PERIOD ENDING 10- 1-87 PAGE 4

Employer ID #48-0658421	CURRENT	YEAR TO DATE
Federal Tax Withheld	542.98	542.9
Employee's share of FICA	230.07	230.0
Employer's share of FICA	230.07	230.0
Earned Income Credit Paid	0.00	0.0

FEDERAL DEPOSIT	1003.12	1003.1
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Current Report: Company Totals Section (ctd)

SPECIAL AMOUNT SUMMARY

If any non-recurring special pay amounts or deductions were entered in the payroll, the employee's name, the description and amount are reported in this section. Amounts are separated into taxable income, after tax income, and deductions, with totals taken for each amount. This report provides additional information for bookkeeping purposes.

Midwest Manufacturing Co.
 PAYROLL REPORT FOR PERIOD ENDING 10- 1-87 PAGE 5

 SPECIAL AMOUNT SUMMARY

EMP	DESCR	CODE	PAY AMTS	DEDUCTIONS	AFTER TAXES	ACCOUNT NUMBE
HWJ	mileage	C			4.40	
TWM	Bonus	A	150.00			
	TOTALS		----- 150.00	----- 0.00	----- 4.40	

Current Report: Special Amount Summary

Payroll Reports

Manufacturing Co.
 Insurance Deduction Report for Period Ending 1-15-89 Page 1

Name	Soc. Sec. #	Current Amt	YTD Amount
BRUCE CLINTON	000-11-2222	5.40	5.40
HAROLD JOHNSON	499-55-6666	0.00	0.00
MARY WEAVER	333-44-8765	3.15	3.15
TIMOTHY McINTYRE	123-45-6000	0.00	0.00
----- Page Totals -----		8.55	8.55
4 Employees Listed			

Midwest Manufacturing Co.
 Savings Deduction Report for Period Ending 1-15-89 Page 1

Name	Soc. Sec. #	Current Amt	YTD Amount
BRUCE CLINTON	000-11-2222	0.00	0.00
HAROLD JOHNSON	499-55-6666	0.00	0.00
MARY WEAVER	333-44-8765	0.00	0.00
TIMOTHY McINTYRE	123-45-6000	45.00	90.00
----- Page Totals -----		45.00	90.00
4 Employees Listed			

Midwest Manufacturing Co.
 Deduction Report for Period Ending 1-15-89 Page 2

Name	Soc. Sec. #	Current Amt	YTD Amount
----- COMPANY TOTALS -----			
		-- CURRENT --	-- YEAR TO DATE --
Insurance	4 Employees Listed	8.55	8.55
Savings	4 Employees Listed	45.00	90.00

Deduction Report: "Insurance" and "Savings" (including employees with Zero Totals)