



2010

PenSoft Payroll

Quick Start Guide

TABLE OF CONTENTS

Install the Software **1**

Install the software and access the program.

Start a New Company **1**

Enter basic identification information, set tax rates, and select options.

Set Up Employees **2**

Enter employees, select pay period, set income types and rates, select appropriate taxes and deductions, and set tax status.

Process a Payroll **3**

Enter employee payroll data and print payroll worksheets.

Process Leave Data **4**

Enter leave earned and used for an unlimited number of leave types.

Print Checks **4**

Set up payroll, select pay date, and print checks.

Prepare Reports **6**

Select and generate pay date, summary, tax, and other reports.

Back Up Payroll Data **6**

Back up all data.

Contact Program Support **6**

Select one of four convenient contact methods.

License Agreement and Warranty information can be found in the complete manual or in the online help file.

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In-depth explanations and instructions can be obtained from the online help file within PenSoft Payroll or from the complete manual included on the trial software CD. To access the manual, explore the CD, and double click the manual folder. The manual, in PDF format, and Adobe Acrobat Reader are included on the CD.

INSTALL THE SOFTWARE

Close all programs, including any anti-virus software.

- Insert the 2010 PenSoft Payroll CD into your CD-ROM drive. Installation should start automatically. Follow the instructions on the screen. If the installation wizard does not automatically start within one minute...
- Click the Start button on your desktop and choose Run.
- In the Run dialog box, type d:\setup.exe. (Replace D with the letter for the CD-ROM drive:) if not the same.
- Click OK to start the Wise Installation Wizard.

The setup program will prompt the user for a path to install the program. The default is C:\Program Files\PenSoft\Payroll 2010. It is usually best to accept the default. The program will also prompt the user to choose a program group for the start menu (the default group is Payroll). Click Next and the installation will begin. When installation is complete, we advise the user to reboot your computer to accept the new configuration changes made by the software.

Accessing the Program

Click the Start button. Select Programs, Payroll (or the designated program group), PenSoft Payroll 2010. The startup screen will display. Enter the activation code for the trial. Click OK to start the program.

START A NEW COMPANY

Before starting, designate a folder for data common to all companies. Normally this is the folder where the program is installed (C:\Program Files\PenSoft\Payroll 2010 or if using Vista: C:\Users\Public\PenSoft\Payroll 2010). If the software is on a network, however, the data should be accessible from multiple workstations, designate a folder accessible to all users.

When starting a new company, enter the company's name and specify a file name for the data.

Company Name. This is a required item and cannot be left blank.

File Name. The program will generate a default file name for each new company based on the company name. Accept this file name or enter a more descriptive file name.

- Click OK.

Company Setup

State. A State must be selected from the pull-down list. All company information, options, and tax rates are important, however, and should be filled in as soon as possible.

Address. Two address lines are provided. The postal code must be five or nine digits long.

Settings. This area allows the user to make selections affecting data input for the selected company.

Federal Setup. Enter the business type and federal identification numbers.

State Setup. Enter the state identification number(s), state tax rates, and additional states if necessary.

SET UP EMPLOYEES

The program maintains an extensive set of data for each employee. In general, employees are independent of each other and can be added, modified, or deleted without affecting any other employee.

Add a New Employee

To add a new employee:

- Click Employees on the toolbar or select Employees from the Setup menu.
- Click Add in the Employees window.

At a minimum the employee's last name must be entered. The program will provide basic default information. Ensure the incomes, taxes, tax status, and basic deductions are correct for the new employee.

The employee setup window contains the following basic items:

Title. The employee's title is optional.

Employee Name. The last name is required and can be up to 25 characters long.

Employee Number. The employee number is optional.

Social Security. The Social Security Account Number is required for tax reports.

(Employee) Status. An employee can be designated Active, Inactive, or Archive. The employee count consists of all employees designated active and inactive. Archived employees do not count against the total employee count. Employees will appear in all reports if they have payroll records in the current year.

Additional employee setup folders:

Address. Enter the employee's address.

Personal Data. Enter employee's contacts, birth date, sex, and race. Enter the employee's telephone number, spouse, emergency number, and e-mail address.

Employment. Enter employee's job title, badge number, date hired, last raise date, last evaluation date, education level.

Pay. Set the pay frequency, Pay From, and Check Memo.

Incomes. Configure the income types and rates.

Taxes. Set the taxes an employee's income will be subject to and choose whether or not to withhold various income taxes. The tax list will display all the taxes the employee is subject to, including those paid by the company.

Tax Status. Enter the data provided by the employee on Form W-4. This is critical information affecting many tax calculations and reports. The number of dependents the employee claims are also entered on this screen.

Deductions. Add and configure deductions.

Leave. Enter an unlimited number of leave types from the company's list of leave types.

Direct Deposit. Enter any direct deposit account information.

Departments/Job Costing. Select employee's departments and/or job costing.

Education/Training.

Custom

Retirement Plan. Enter employee's retirement plan information.

Notes. Enter any notes.

Termination. Enter employee's termination date and reason for termination.

Modify/Delete an Employee

To modify/delete an employee:

- Click Employees on the toolbar.
- Select the employee to modify/delete from either the active or inactive list.
- Click Modify or Delete.

An employee can only be deleted if there are no current year payroll records associated with the employee.

PROCESS A PAYROLL

Almost all functions of PenSoft Payroll depend on payroll records. Each payroll record describes how an individual employee was paid on a specific pay date.

Select Employees to Pay

The program allows user to pay one, all, or a random selection of employees on any pay date.

To select employees to pay:

- Click Payroll on the toolbar.
- Select the employees to pay.

Multiple employees can be selected from the Employees to Be Paid list by holding the control key and clicking on the names of the employees or click **Select All**.

Enter Payroll Data

It is possible to enter payroll data for any pay date at any time. However, entering payroll data out of chronological order can cause numerous problems and should be done with *caution!* The program will display a warning if payroll data is entered out of sequence.

- Enter Payroll Date. This is the date that will appear on the check.
- Enter Beginning and Ending Dates of the pay period.
- Click Enter Payroll Data.
- Enter any required income data (i.e. hours, pieces, etc.).
- Enter any deduction data. In most cases all taxes and deductions will automatically be calculated. Some deductions vary, however, and must be entered each pay period.
- When all required data has been entered, pressing the Enter key will move the cursor to the Next button. Pressing Enter again or clicking Save and Next will save the payroll information and bring up the next employee if any selected employees remain to be processed.

Modify/Delete a Payroll Record

It is sometimes necessary to modify or delete previously entered payroll data. The program allows complete access to all data so any payroll record can be modified/deleted at any time. Modifying/deleting data after subsequent payroll records

have been entered for the same employee can cause problems in the tax reports, however, and should be done with *extreme caution*. A warning will alert the user who attempts this.

To modify/delete a payroll record:

- Click Payroll on the toolbar.
- Enter the pay date of the original record to be modified/deleted.
- Select the employee whose payroll record is to be modified/deleted from the Employees with Pay Records list.
- Click Enter/Modify/Delete Data.
- Click Modify and click OK.
- Make any required modifications and click Save and Next, *OR*
- Click Delete.

PROCESS LEAVE DATA

Process Leave

PenSoft Payroll can track an unlimited number of leave types. Leave accrual is automatically updated, and leave used is entered on the pay record. The beginning balance is established in the employee setup.

PRINT CHECKS

NOTE: PenSoft Payroll trial includes the ability to print demonstration checks. The ability to print functional checks is included in the registered version.

The program offers the option to print payroll checks, tax deposit checks, and deduction payment checks. It supports a wide variety of checks for laser and ink-jet printers.

Set Up Checks

Before printing checks, select the type of check to be printed and set each of the payroll check printing options.

To set up checks:

- Select Checking Account List under Company from the Setup menu.
- Click Modify to modify the existing setup.
- Select check style from drop down menu.
- Click Advanced to set check options.
- Select a valid printer.
- Click OK twice to return to the main payroll screen.

Print Checks

Checks can be printed as often as needed. Print checks in the payroll record or print them all at once after all data has been entered.

To print checks:

- Click Checks on the toolbar.
- Select the pay date.
- Select the employees whose checks are to be printed.
- Click Options to make selection of desired options.
- Click OK.
- Click Print.

Tax Deposit and Deduction Payment Checks

Record tax deposits and print the required checks without ever leaving the program. Even if tax/deduction checks are not printed, it is important to record each tax deposit because the tax deposits affect many reports.

Deduction payments are payments made by the company for deductions (other than taxes) withheld from the employee's pay. When possible choose from the predefined taxes and deduction list.

To add/modify or delete the tax deposit/deduction types:

- Click Deposit Type List under Company from the Setup menu.
- The Tax Deposit and Deduction Payments screen will appear.
- Select Tax Deposits or Deduction Deposits.
- Click Add to create a new tax or deduction type and complete all information on each, click OK. Or...
- Highlight the tax or deduction to be modified or deleted.
- Click Modify or Delete.
- When deleting a Deposit/Deduction Type, a warning dialogue box will appear.
- Click Yes or No.
- Click OK.

Enter Tax Deposit/Deduction Payments:

To enter a new deposit:

- Click Deposits on the toolbar.
- In the Deposits window, click Add.
- In the Add a New Tax Deposit or Deduction Payment screen, select the type of deposit from the list or click Edit List to modify list.
- Click OK.
- Enter the quarter, month, date, check number, and amount of deposit. The month and quarter are the period for which the deposit is to be applied. The date is the date of the check.
- Enter the information and click OK, or if payment is ready to be made by issuing a check, click Print Check, enter a check number to be printed, and click Print.
- Click Close to exit this screen.
- Click OK to return to the main payroll screen.

Print Tax Deposit/Deduction Payments

Deposit checks can be printed only when entering new or modifying previously entered deposit data. The same Deposit Check can be printed as many times as needed. The printer for checks must be assigned.

To print a deposit check:

- Click Deposits on the toolbar.
- Enter new deposit information by clicking Add or by selecting an existing deposit to modify.
- Click Print Check.
- The Print a Check screen will appear.
- Verify all data.
- Enter check number.
- Click Print.
- The program will return to the Add Deposit or Modify Deposit screen.
- Click OK to return to the main payroll screen.

PREPARE REPORTS

Reports are grouped into categories and can be selected by clicking Reports on the toolbar or from the Reports menu.

NOTE: PenSoft Payroll trial includes the ability to print demonstration tax reports. The ability to print tax reports for filing is included in the registered version.

Report Stack

The program provides the user a way to run a stack of pre-selected reports to be printed at the same time. For detailed information visit the software Help file.

Printer Setup

The printer setup is part of the User Settings and is the same for each company. PenSoft recommends using the preset default fonts. Most reports are designed to fit on normal 8 1/2 by 11 inch paper while using a 10 character per inch font. For fastest results select a font native to the printer rather than a True-Type font.

To set the printer for reports:

- Select User Settings from the File menu.
- User Settings will appear.
- Select the printer in the drop down box next to Printer for Reports.

To set the fonts for reports:

- Click Reports.
- Click Report Layout next to the appropriate report.
- Select the desired fonts and sizes under Report Fonts.

BACK UP PAYROLL DATA

Backing up payroll data is one of the most important steps in processing payroll. To protect against the loss of payroll data, make regular backups independent of the normal system or server backups being performed by a systems administrator. A backup should be completed after every payroll.

To back up payroll data:

- Click Backup on the toolbar. The Data Backup screen will appear.
- Select the appropriate path for the backup file.
- Enter a backup file name in the backup menu file dialog box.
- Click OK.

CONTACT PROGRAM SUPPORT

Unlimited free program support is available for registered and trial users of PenSoft Payroll.

Select one of four convenient contact methods:

- Phone: 757-873-1199
- Fax: 757-873-1733
- E-Mail: support@pensoft.com
- Internet: www.pensoft.com/support.asp

Monday-Thursday: 9:00 am to 6:00 pm Eastern Time
Friday: 9:00 am to 5:00 pm Eastern Time


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