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In observance of
Memorial Day, PenSoft
will be closed Monday,
May 29.

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EFTPS Batch Filer Program

PenSoft® Payroll Plus was recently upgraded!! The Batch Filer software released by the IRS is now available in PenSoft Payroll Plus 2007. This feature allows PenSoft users to make federal tax deposits in batches versus one company at a time. Up to 5,000 payments can be included in a single transmission.

PenSoft Payroll Plus has the ability to interface with the Batch filer software so users can submit the tax liability payments to EFTPS Batch Provider in a single export file. Register multiple users by Clicking Activities on the menu bar, selecting Process EFTPS Batch, and clicking Registrations.

Users will still be required to enter liabilities in the Deposits window individually, then click EFTPS Batch, and click the box to Set as Ready for Export. Once all deposits are entered, click Process. Companies ready to be processed should be verified by clicking Select Companies, and the file can then be

created. Users can also simply run the EFTPS Batch filing software right from PenSoft by entering the program executable in the Batch Provider Program field.

Batch filing will not automatically replace the existing EFTPS 32 software currently in use by many of our PenSoft customers.

EFTPS 32 users will continue to follow the same steps used previously to create and transmit individual files.

Visit the EFTPS website to download or call EFTPS Batch Provider Customer Service to obtain the software on a CD. User guides are also available. As PenSoft moves forward in the endeavor to bring our customers new and advanced technology, this additional feature in PenSoft Payroll Plus will be an advantage to the many payroll processors who use the software. ☺

Copyright Infringement

Copyright infringement is an illegal activity. It involves violation of a license agreement and occurs when you download, copy, install, or distribute digitized material in the form of computer software programs without authorization from the owner/creator.

The purchase of PenSoft Payroll Plus, gives you a license to use your personal copy. Purchase does not constitute ownership of the "intellectual property" on the media. The U.S. Copyright Act expressly protects the intellectual property contained on these media and grants the creators exclusive rights to copy, adapt, distribute, rent, and publicly perform and display their works.

PENSOFT® PAYROLL PLUS WAS WRITTEN BY PENSOFT (PENINSULA SOFTWARE OF VIRGINIA, INC.) AND IS PROTECTED UNDER UNITED STATES COPYRIGHT LAWS. THIS PROGRAM MUST BE TREATED LIKE ANY OTHER COPYRIGHTED MATERIAL. You may, however, make copies for backup or archival purposes and transfer the program to hard disks.

The manual may not be copied or reproduced in any way.

The software license is for one company in one location - either an end user or a payroll service processing payroll for multiple clients.

The complete license agreement is contained in the setup, can be read upon installation, and it is in the software manual.

Using an unlicensed copy of PenSoft Payroll Plus is the equivalent of shoplifting. When you use your personal copy for any purpose beyond what is expressly permitted by the license, you could be committing a federal offense and may be subject to civil and criminal prosecution.

The U.S. government can impose fines or imprisonment, or both. So the next time you're tempted, ask yourself, "is it worth it?" Resolve to purchase a legal copy instead.

PenSoft Payroll Plus License Agreement Violations include but are not limited to:

See **Infringement**, page 3



President's Corner



Leroy Newman
President & CEO

States in their quest to reduce costs are increasing electronic filing requirements for businesses. PenSoft is devoting many additional resources to stay abreast of these new requirements. Although the transition was difficult in some cases, all PenSoft customers are now using the same product line, **PenSoft Payroll Plus**.

Now we can dedicate our resources to a single program and more quickly respond to these demands. We appreciate your patience through this transition and will continue to work to earn your loyalty.

PenSoft Remote Client™

Customer reaction to and participation in the PenSoft Remote Client Beta program has been very rewarding. Beta testers represented a diverse group of business interests. They tested the new product features and functionality, and sent feedback to our development staff from Program Support, Quality Assurance Testing, Product Management and Programming. Feedback received immediate attention and was escalated promptly when necessary. Beta testers had the advantage of using the product in the early stages of a release and, as such, had a meaningful impact on the final result. The PenSoft Remote Client Beta program is closed but we continue to offer a 30 day free trial period for customers interested in evaluating PenSoft Remote Client. In closing we thank everyone who participated for helping make PenSoft Remote Client a successful release.

Copyright Infringements

Credit Card Verification

To help protect our customers against unauthorized use of their credit cards, PenSoft now requires the Card Validation Code (CVC) or Creditcard Validation Value (CVV) for all credit card transactions in an attempt to reduce fraud for card-not-present transactions.

The CVC or CVV is a three-digit security code printed on the back of most credit cards. The number appears in different locations depending on the type of credit card being used. It is the last 3 digits AFTER the credit card number printed in the signature area on the back of your MasterCard & Visa cards. The American Express four-digit card verification number is located on the front of the American Express card above the credit card number on either the right or the left side of your credit card.

The code helps in validating the card presented during

During PenSoft's renewal season each year we are challenged by a few customers who are in violation of the Federal Copyright laws. While we prefer to help customers properly license our software, we cannot tolerate unauthorized uses. Just as with any business we amortize our costs of research, development, testing, production and support across our customer base. Unauthorized use is unfair to the customers who are properly licensed. The complete software license can be reviewed at www.pensoft.com/copyright.asp

Colonial Capital Chapter of APA

PenSoft is a major contributor to the new APA Colonial Capital Chapter. We support them financially by hosting their website and through our employees' volunteer time. The newly elected officers of the chapter include:

- President – Stephanie Salavejus, PenSoft's Vice President & COO
- Secretary – Melineé Cody, PenSoft's Director of Support and Training
- Treasurer – Jillian Robinson, PenSoft Program Support Consultant

Employee News

Katie VanWaus joined the PenSoft staff as a Program Consultant after her three months training as a temporary employee. Welcome Katie. ☺

a transaction is genuine. The issuer (or processor) validates the CVC/CVV and relays the decline/approve results during the authorization process. Using the CVC/CVV code along with the Address Verification Service (AVS) and authorization responses is the best way to stop unauthorized use of credit cards.

PenSoft's objective with this new policy is to help protect our customers from identity theft and fraudulent credit card transactions. When a company credit card is used to order PenSoft products, please be sure to notify whoever receives the monthly credit card statement there will be a charge from PenSoft so they will not think it is an unauthorized transaction. ☺



- Using one licensed copy to install a program in multiple physical locations.
- Copying disks for distribution to others.
- Reducing the cost of the software by sharing with “friends.”
- Downloading software from various Internet sources such as pirate websites, and auction sites offering counterfeit software.

Illegal copies of PenSoft Payroll Plus will not save you money once you consider the problems associated with illegal copies: defective software, documentation or technical support, exposure to viruses, and ineligibility for software renewals or upgrades. ☹



Q A

Q. I have an employee who took leave on non-consecutive dates. How can I enter these dates in the program?

A. In the payroll data entry window click “Add” in the Leave grid to add additional lines for Leave Used. Starting and ending dates can also be recorded.

Q. How do I update the State Unemployment rate for the current year?

A. To change the unemployment rate:

- Click Company.
- Highlight the appropriate company.
- Click Modify.
- Click State Setup.
- Enter the appropriate rate.
- Click OK to save the record.

Q. I am attempting to print checks, but some of my employees are not in the list. I can only print them from the payroll record. Why?

A. The check selection window lists items paid from a single checking account. Each employee’s pay setup includes the checking account the employee will be paid from. If the employee is not in the list, the employee is designated to be paid

from a different account. The choice is to correct the employee’s pay setup checking account or select the other checking account by clicking the drop down menu within the print checks window. If you correct the employee’s pay setup the payroll record must be deleted and reentered to reflect the change in the payroll record.

Q. Is there a way to exclude social security numbers from the direct deposit file?

A. To suppress social security numbers from the direct deposit file:

- Click Company on the toolbar.
- Highlight the desired company.
- Click Modify.
- Click Direct Deposit.
- Un-select the option to “Include Social Security Number.”

Q. When printing the Form 941 neither the liabilities nor Schedule B is printing. What am I doing wrong?

A. Per the Form 941 instructions, if line 10 of the 941 is equal or less than \$2500.00, the monthly liabilities on line 15 or semi-weekly liabilities on the Schedule B do not need to be included. Please view the Form 941 instructions at www.irs.com for

additional details.

Q. The IRS sent notification our company must file the Form 944 for 2007. Where is this form located?

A. To set the company type to Annual Form 944:

- Click Company on the toolbar.
- Highlight the desired company.
- Click Modify.
- Select Federal Setup.
- Select Annual (Form 944) for Company Type in drop down menu.
- Click OK.

Q. I need to print a check for direct deposit employees needing a paper check for a single pay period. How do I do this?

A. Use the “Remove Direct Deposit” feature in the Enter Payroll Data window. Once the payroll information is entered, click Direct Deposit below the list of Summary information and click “Remove.” This will clear all direct deposit items and the net pay check can be printed. ☹

Payroll Cards

PenSoft is happy to announce an expanded relationship with InterceptEFT (the same company our customers use to transmit their direct deposit files) to offer an inexpensive payroll card for our customers.

The cards contain the Visa logo so employees have immediate access to their earnings at ATM's and everywhere Visa is accepted worldwide including retail stores, entertainment venues, internet and telephone shopping, hotel and travel reservations and more. They are reloadable as part of your normal direct deposit file because each card has unique routing and account numbers.

The payroll card is perfect for:

- Unbanked employees
- People without access to Visa purchasing power
- Part-time or seasonal employees
- Independent contractors
- Geographically dispersed employees
- Student employees
- Anyone who prefers the convenience of cards

This is an excellent way to reduce your payroll costs since direct deposit is less expensive than issuing checks. It reduces check fraud and replacement expenses, management time distributing checks, employee time spent cashing checks and high check cashing fees for employees. Employees have immediate payday access to funds.

Contact Sales & Administration at 757-873-2976, info@pensoft.com, or 888-PENSOFT (888-736-7638) for additional information.

Visit www.pensoft.com/paycards.asp for more information.



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Quarterly Updates

All PenSoft Payroll Plus current year subscribers will receive quarterly updates. Expect the update notifications the third week of the last month of each quarter. CD subscriber's update is sent by UPS 2nd Day delivery. Download only subscribers will receive e-mail notifications when updates are available for download. PenSoft must have valid and up-to-date e-mail addresses. We strongly suggest installing the update prior to printing and submitting any Federal/State quarterly returns.

W-2s

View employee W-2s at the end of the first quarter to ensure taxable wages are flowing correctly to the tax reports. Federal and State reports can be viewed at any time. We suggest reconciling the wages to ensure income, deduction, or tax type configuration modifications are correct. It is easier to make corrections early in the year when there are fewer payroll records.

Time Calculator

The Time Calculator in PenSoft Payroll Plus can be accessed by typing 'c' for calculator or 't' for time calculator when the cursor is in a position where you would enter hours.

Microsoft Updates

Installing regular Microsoft critical updates will help to keep PenSoft Payroll Plus run smoothly. To setup automatic update reminders from Microsoft, visit www.windowsupdates.microsoft.com and select the option to receive automatic updates.

Check Editor

Custom check styles can be created within PenSoft Payroll Plus by using the Check Editor. To access this feature go to Setup and select Check Editor.

Form 941

Form 941 Line by Line Detail information is available on the support Knowledge database. This document and other topics can be accessible via the web browser at www.pensoft.com/support.asp.