



PENSOFT News



QUARTERLY NEWSLETTER FOR PENSOFT® PAYROLL PLUS

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In observance of Independence Day, PenSoft will be closed Tuesday, July 4th.

In observance of Labor Day, PenSoft will be closed Monday, September 4th.



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InterceptEFT™ Security Changes

Security has long been a challenge for companies expanding their business operations on the internet. Banking transactions can be especially vulnerable if the proper steps to combat fraud and computer hacking are not implemented. To counter potential security breaches, InterceptEFT has designed a special Multifactor Authentication process to comply with the new Federal Financial Institutions Examination Council (FFIEC) requirements for use with file transmissions to InterceptEFT.

Multifactor Authentication

Multifactor Authentication now requires a dual set of security controls in the form of knowledge and possession. InterceptEFT has accomplished this by requiring a username and password to cover the knowledge aspect, plus a security card for possession. Each card contains a matrix to

be used during the login process. In addition, these cards expire after 6 months and a new card must be issued. If you have not received your security card contact InterceptEFT at 1-800-378-3328.

PenSoft Payroll Plus Update

This new Multifactor Authentication becomes mandatory on September 1, 2007. InterceptEFT issued the new security cards to all customers early this year. Customers who have received their cards can start using the new feature in PenSoft Payroll Plus immediately with the new button in the Direct Deposit window titled InterceptEFT. This procedure supports the new authentication requirement.

Together with InterceptEFT, PenSoft's goal is to maintain the highest level of security for online banking transactions. Multifactor Authentication is an important step in this process. ☺

The Early Bird Gets the Worm - Renew for 2008!

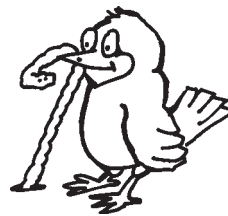
Some say the early bird gets the worm. We say early birds get \$25! That can buy a lot of worms. Renew your PenSoft Payroll Plus software before July 31, 2007 and we will send you a \$25 coupon to use on any future PenSoft purchase.

By renewing your software for 2008 you guarantee another year with the software you are currently using today with no interruption. Get new features currently not available in 2007. The best part is with a few clicks of the mouse you transfer your company and employee information to the 2008 software and there is no learning curve to get started for the next year.

No need to input all your information at one of the busiest times of the payroll year. With a few clicks of the mouse 2008 is ready to go!

HURRY! Renew now and get the peace of mind knowing you are ready for 2008.

Prepaid 2008 software orders ship December 17, 2007. No need to search for software and worry about a learning curve. Get new features – NOT available until 2008. *Read your Winter newsletter to find out what new features will be released in the 2008 version.* And if we receive your paid renewal by July 31, 2008 we will automatically send you a \$25 coupon! HURRY, this offer expires July 31, 2007.



Ready to Renew?

- Renew online at www.pensoft.com/renewal.asp with credit card payment.
- Complete the enclosed renewal notice and mail it with your credit card or check payment.
- Fax the completed renewal notice with credit card payment to 757-873-1733.
- Call one of our friendly sales representatives to renew with credit card payment at 888-PENSOFT (888-736-7638). ☺



President's Corner



Leroy Newman
President & CEO

PenSoft has its sights on the future focusing on ways to improve PenSoft® Payroll Plus and increase its functionality. We have made a lot of progress in the individual State reports and e-filing areas but still have more to do. To make the software and its use more

efficient, in some cases we are replacing the “print on form” capability with the “generate alternate form” capability where the form is printed on bond paper with the data filled in.

We continue to develop our web services. As use of the Remote Client and PenSoft Time Online applications grow we are developing additional capabilities to make the payroll

process more efficient for our customers. We are working with the IRS and a third party to determine the best method of Form 941, 940, 944 e-filing. We will keep you abreast of our progress on this project as it develops.

Introduction of the Vista™ operating system presents some challenges. If you are considering a new computer loaded with this system, PenSoft Payroll Plus will operate on it. There are some security settings and permissions issues but our Program Support Staff is ready to assist you if you experience any difficulties migrating to Vista. ☺

Don't forget to order your 2007 W-2 forms! Use the enclosed order form or online at www.pensoft.com/taxforms.asp

Prepaid 2007 forms orders ship November 19, 2007.

Filing Payroll Reports

PenSoft continually strives to provide the best, most up-to-date payroll software available. In recent years we have increased our programming staff, created a Librarian position to track Federal and State specific form changes and modernized our Payroll Plus program to take advantage of cutting edge technology. This is not a means to an end; it is a philosophy and commitment to bring you the best product.

e-filing

Our spectrum of filing options is another way we endeavor to bring value to our customers. As more and more States accept electronic filing (e-filing) of payroll forms, we coordinate with their representatives for approval to include this capability in our software. This is a simplified method of reporting.

Alternate Forms

We have also put some emphasis on replacing “print-on forms” capability with “generate alternate forms” capability where the form with all the data filled in is printed on bond paper. The advantages of generating an alternate form are manifold:

- You do not need an official state form. **NOTE:** In some cases the alternate form is the same as the official form and can be used to “print-on form.”
- You do not have to worry about misalignment when printing.
- You can easily create multiple copies.
- Alternate forms tend to change less frequently.

Watch for your specific State announcements as we continue the e-filing and “generate alternate forms” projects. ☺

Signature Files



Are you spending more time signing payroll checks right before payday than you would like? For the low price of \$50 have PenSoft create a signature file for you! Assign the file in your software and never have to sign another payroll check generated from PenSoft Payroll Plus. We guarantee your signature file will work with our standard check styles: 876, 877, 878, and 879.

Do you require a dual signature for your checks? No problem! Simply sign both names in each box on the template.

Interested?

- Go to www.pensoft.com/pdf/signature_file.pdf
- Complete and mail the template with order form, payment, and a voided check. *Unfortunately, faxed signatures cannot be used.*
- We create the signature file for you and ship the file back with instructions on assigning the file.

Signature files never expire and can transfer to the next year! Order yours **TODAY** and streamline your check printing. ☺



DID YOU KNOW?

The PenSoft website can be accessed through PenSoft Payroll Plus. Click Help on the menu, select Web Resources, and then click PenSoft Home Page.

Back By Popular Demand!

You asked and we listened to your check stock requests. We now offer green check stock in addition to blue, teal, and mauve. Enclosed with your Summer newsletter is our latest check brochure. Keep this to place your next check order (please only one check and envelope order per order form). Additional changes you will see:

- Helvetica and Bookman are the two font options available. Park Avenue has been discontinued.
- Reverse Printing option. Please check this if you need your checks to be printed in reverse order.
- Shipping charges for checks and envelopes are split on their own lines to make calculating shipping costs simpler. Please Note: Shipping charges are for the continuous 48 states, if outside the 48 states please call for shipping costs.
- CVC code is requested when paying with a credit card. Please fill in this code in the "Payment Options."
- Rush shipping option available. When this option is selected we ship the first 100 checks out from our facility within five business days UPS Next Day Air Saver. The remaining order ships UPS Ground. Please Note: Standard shipping is UPS Ground and checks ship from our facility within ten business days.

When you place your order add a logo to personalize your check. Add a company logo, mascot, or other additional black and white graphic to make your checks look original for the one time price of \$25. Please send camera ready artwork with your order or e-mail the artwork to info@pensoft.com. If e-mailing the artwork please ensure it follows the following specifications:

- 300 dpi.
- Artwork is the actual size to be printed on check (maximum 2 inches wide by 1 inch high). Artwork too large will be sent back for resizing.
- .jpg or .gif.

NOTE: Faxed artwork cannot be used. ☹

In order to expedite your check order, please complete the order form fully. Incomplete check order forms can delay the processing of your order. See the explanation of the check order form below.

SHIP TO:		PAYMENT OPTIONS:			
NEW ORDER	NAME	<input type="checkbox"/>	Check or money order enclosed, made payable to PenSoft		
REPEAT ORDER	COMPANY NAME	<input type="checkbox"/>	VISA	<input type="checkbox"/>	
	ADDRESS	<input type="checkbox"/>	AMEX	<input type="checkbox"/>	
	CITY STATE ZIP		DISCOVER	CVC _____	
	PHONE NUMBER ()		Account No. _____		
			Name on Card (print) _____		
			X Additional Signature _____ Expiration Date _____		
ITEM NO.	QUANTITY	ITEM DESCRIPTION	CHECK COLOR	STARTING NUMBER	PRICE
1					
2					
SPECIAL INSTRUCTIONS FOR NEW LASER CHECK ORDERS					
You must mail or fax to 757-873-1733, either a voided check or new account MICR specification sheet filled out by your bank.					
NEW LASER CHECK ORDERS ONLY					
<input type="checkbox"/> Use Voided Check (check). If checked, do NOT complete form below.					
<input type="checkbox"/> Additional signature line required					
<input type="checkbox"/> Print in reverse order					
<input type="checkbox"/> Helvetica					
<input type="checkbox"/> Bookman					
<input type="checkbox"/> SHIPPING DISCOUNT ON ALL SUBSCRIPTIONS OR SERVICE AGREEMENTS					
<input type="checkbox"/> RUSH DELIVERY					
Additional \$25 for 100 checks including 5 checks incl. Check #100 UPS NEXT DAY AIR Saver (shipping order other checks).					
LOGO \$25.00 (one time charge) (Camera ready art attached)					
FREIGHT \$12.00 (per 1000 checks) (at extra charge)					
RUSH DELIVERY \$25 (per 1000 checks)					
SUBTOTAL					
VA Residents Add 5% SALES TAX					
TOTAL					

Check "New Order" if you have never placed a check order with us or if you have made ANY changes to a previous order. Check "Repeat Order" only if the check order is an EXACT repeat of a previous order. If there are any changes, please check NEW order.

Please submit ONE check and ONE envelope order per form. If you need to submit two check orders complete two order forms.

If you are placing a NEW order and do not have a voided check you must send in a MICR specification sheet completed by your bank. This provides us the spacing for the MICR line unique to your bank.

Check this box if you would like the information to be printed on your checks the same way it is on your voided check: spelling, capitalization, etc. The layout will follow our default layout as shown on the back of the check order form.

Select one of the two fonts offered. All of the check information will be printed with this font.

Check this box if you need TWO signature lines printed on your checks.

If you need your check order printed in reverse order (largest check number on top) check this box.

If paying by check please mail it with your completed order form. We cannot process your order until we have received payment. Unfortunately, we cannot accept faxed checks.

Be sure to complete the CVC number if paying with credit card.

Provide the account number, name on card, and expiration date if paying by credit card. We cannot process a credit card if any of the information is omitted.

Calculate your check and envelope shipping separately. It is \$12 per 1000 for each checks and envelopes.

Calculate sales tax ONLY if you are a Virginia resident. Sales tax is not required if you reside elsewhere.



Customer Number

To ensure your call to Program Support is handled in a timely and efficient manner please have your customer number available. To obtain your customer number within the software click Help on the menu and then About PenSoft Payroll.

Employee Limit

If the "Add" button is not active the authorized employee level has been reached. Consider deleting or archiving non-employees. *You can only delete or archive employees without current year payroll records.* If there is a chance an employee may be rehired considering archiving the employee. Archived employees do not count towards the employee limit. If deleting or archiving employees is not an option contact the Sales Department at (888) 736-7638 to upgrade the authorized number of employees.

Find Feature

When the list of employees is not sorted alphabetically it can sometimes be difficult to find a particular employee in a long list. The find function searches the list of employees by the following options: last name, first name, social security number, or employee number. The Find feature is located in the Active Employee window.

Additional State Setup

Many states require additional setup data to be included on the unemployment forms and in the magnetic media file. Prior to generating the form or creating the file verify the additional information has been entered. The additional state setup is located in the Company State setup area under Additional Data. ☺

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Q. Do I need to record my tax payments in PenSoft Payroll Plus if I pay them by phone or online?

A. Tax deposits should be recorded, even if payment is processed outside of PenSoft Payroll Plus to ensure deposit amounts properly flow to the quarterly tax reports. The quarterly tax reports will show a balance due if deposits are not recorded in the payroll program.

Q. I need to reprint a check with the same check number. How do I do this?

A. To reprint a check with the same check number:

- Click Checks on the toolbar.
- Select the date range of the check.
- Highlight the check to reprint.
- Modify the Next Check No. to the number to be printed on the check.
- Click Print under "Checks." A window will pop up inquiring if you want to reprint the check with the original check number, click "Yes" to continue.

Q. My bank is requiring me to print all information on payroll checks in upper case. Can this be done in PenSoft Payroll Plus?

A. Yes, the company name and address, as well as the employee name and address can be controlled by the user. In order to print the word "Amount" in upper case the user must create a user defined check style. Two new check elements available in the check editor program are:

- Amount in Words in upper case.
- Print last 4 digits of the social security number on the pay stub.

Visit the support knowledge database at www.pensoft.com/support.asp for step by step instructions to create a custom check style by searching the phrase "Use the Check Editor." ☺