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Tips

In observance of Christmas, PenSoft will close at noon December 24th and be closed the 25th.

In observance of New Years, PenSoft will be closed January 1st, 2008.

2008 Training Dates

March 10-11

June 9-10

September 8-9

December 8-9



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"A Rose by Any Other Name..."

"...would smell as sweet." This paraphrase of The Bard's words rings true, even some 400 years after he committed them to paper. Even so, it is with some fanfare we announce an upcoming name change for PenSoft's Payroll Plus program.

Beginning with the 2008 version, PenSoft Payroll Plus will be known as PenSoft Payroll.net. The underlying software will remain the same reliable, easy-to-use product you have come to rely on. So why change the name? Clarity.

PenSoft Payroll Plus relies on a Microsoft toolkit called the .Net Framework as the foundation for our software operation. The "Payroll.net" name is more descriptive of its core technology.

So, when you receive your 2008 PenSoft Payroll.net software remember: "New name, just as sweet!" ☺

Keep An Eye on Your E-mail!
Quarterly Reconciliation Webinar
Coming in 2008!

Installation Issues

Installation issues plague even the savviest of computer specialists and end users. In a world of point and click technology, software installation can be daunting for those of us who still can not program the VCR. PenSoft has always been on the forefront of technology and our installation process is simple. Insert the disk, click a few buttons, and presto! The software is ready for use. Now, what happens when it does not work as expected?

Installation Factors

Many factors can contribute to an unsuccessful install. Is the disk damaged? If the program was downloaded, is the download file complete? Even the operating system can come into question. Is it Windows® 2000, XP, or Vista? Some of the most common installation issues can have some very simple remedies. The key is identification of the problem, so a resolution can be found.

To rule out simple problems such as downloads and damaged disks, try installing the program on a different computer than the original. Downloading the software again after closing any programs not currently in use or needed is also helpful. Some errors can occur during installation due to anti-virus software on

the workstation. Certain anti-virus software packages will treat components of PenSoft as viruses and prevent a full installation. To avoid this, always disable the anti-virus program prior to installing PenSoft.

Operating Systems

Sometimes, installation problems are not simple to diagnose and fix. Windows 2000 operating systems are becoming outdated and require continuous updating through Microsoft to stay compatible with the PenSoft software. In addition, XP computers require specific versions of Microsoft .NET Framework and MDAC installed. The PenSoft full initial installation disk includes these components, but if corrupt versions already exist on the machine, the users will have to uninstall these programs before installing PenSoft.

Program Support

No matter the installation problem, PenSoft is ready to provide customer support. Our Program Support Consultants can help make the transition to the next year smooth. Questions and concerns can be presented by phone, fax, or e-mail to support@pensoft.com. Trust PenSoft to be there if you should need help. ☺



President's Corner



Leroy Newman
President & CEO

2008 PenSoft Payroll.net

To better describe the technology in our current PenSoft Payroll Plus software we changed its name for 2008. It is the same software as 2007 with updated tax code and some improved features. Other than streamlining the installation and conversion sections you should not see any appreciable differences in the software operation.

Address Corrections

If you have moved since ordering your 2008 PenSoft Payroll.net software or your 2007 W-2 or 1099 forms, please be sure we have your new address prior to our shipping dates. Updating your address will avoid shipping delays and ensure you receive these time sensitive products when you expect them.

Program Support Call Volume

Our Program Support call volume is 10 times normal during the period from mid December through mid January. As we enter this year's heavy support season we ask your help to make it go as smoothly as possible. Please install and test the 2008 software on your system as soon as it is received so if there is an installation issue we can help you with it before it becomes a crisis when your first payroll is due in January.

Employees

We welcome Lesley Robinson as a Program Consultant. She comes to PenSoft with customer service and payroll experience and is working hard to be prepared to assist with the heavy program support call volume in December and January. ☺

Thank you to our customers who have been with us for 20 years or longer

1984

Galen M Dise LLC
Varinit Corporation

1985

Family Medicine Assoc
M.D. Consulting
Thumb National Bank

1986

Brumback Associates
Engineering Forensics & Testing Ltd

1987

Dr. Burt Markowitz
Fran's Pub
Camera House West Inc.
Arthur E. Arden
Richard R. Grayson, MD
Source Surveillance Services, Inc.
Ellis Associates PC
Tamburro Realty Co.
Ferrario Agency
Stateline Copy Products
J.W. Brandt & Son, Inc
Rexpointe Inc.
Kenneth P. Thompson
Accounting
Table Mountain Travel
Winco
The Good Life Grocery
Davis & Assoc Accounting, Inc.
Micheal E. Wurtz
Ellis Business Services
John Sargent, DDS
Pitts Enterprises Inc.
Massie Pole Yard, Inc.
Heritage Engineering, Ltd
Flannery Homes Corp.
Liberty Consulting Services
Sam's Inc.
Windswept Seafood
Restaurant



Q. What happens if I converted my data from 2007 to 2008, processed payroll in the new year, then made changes to my 2007 employee setup and had to re-convert my 2007 company again?

A. When data is entered after a company has been converted, and then the company is re-converted, the program overwrites the existing data. Any new information or changes made in the 2008 company will be lost on re-conversion. Therefore any previously entered payroll for the company will need to be reentered. We suggest reconverting the company prior to entering payroll data for the new year.

Q. I am looking at my 941 report but there is no Schedule B.

A. This is due to one of two things.

Is the amount on line 10 less than \$2,500.00? Liabilities below \$2,500 do not require the generation of the Schedule B.

If the amount is over \$2,500.00: Scroll down the 941 form, click Setup on the bottom and select the SEMI- WEEKLY DEPOSITOR. Click OK. This will generate the Schedule B.

Q. I am processing a payroll run for bonus checks, but I do not want any deductions to be withheld. Is there an easy way to prevent or deactivate deductions?

A. PenSoft Payroll Plus offers a Deactivate Deductions feature. This option provides the ability to temporarily turn off one or more deductions for all employees. All deductions are reset when the company is closed and reopened again. This feature can be found by clicking Payroll on the toolbar and selecting Deactivate Deductions. This only applies to new payroll records created after this selection and will not change previous payroll records. ☺



2008 PenSoft Payroll.net

Preordered 2008 PenSoft Payroll.net ships December 17, 2007 via UPS Next Day Air Saver! Install your 2008 software immediately! It will not affect your 2007 software.

2007 Tax Forms Are In!

Preordered packages have already shipped! Place your order TODAY, call 888-PENSOFT (888-736-7638). While supplies last!

Need Assistance? Program Support

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757-873-1199

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757-873-1733

E-mail

support@pensoft.com

Online Knowledge Database

www.pensoft.com/support.asp

Cut Me Out For Fast & Easy Reference!

Frequently Asked Questions - Laser Printed W-2 & W-3 Forms

Each year starting in December, PenSoft receives an increase in the number of calls from customers with questions about W-2 printing. We want your year-end process to proceed as smoothly as possible, so we have compiled a list of common questions and answers about the printing of Forms W-3/W-2.

Are Forms W-3 and W-2 Copy A “black-ink” forms acceptable to send to the Social Security Administration?

It involves more than just “black” versus “red” ink forms. The laser-printed (black) forms generated from PenSoft are in compliance with the **Revenue Procedure 2007-43**, Reprinted from IRS Bulletin 2007-27, Dated July 2, 2007- **Publication 1141**. “Employers not filing electronically must file paper Forms W-2 (Copy A) along with Form W-3 with the SSA by using either the official IRS form or a *substitute form that exactly meets the specifications* shown in Parts B and C of this revenue procedure.”

Is PenSoft Approved for generating “laser-printed” W-2’s?

Yes. PenSoft designs the “laser-printed” Form W-2 copy A and all other W-2 copies in compliance with Publication 1141. The specifications are designed to ensure the forms work with SSA scanning equipment. PenSoft generates the “laser-print” form and the data together in one pass and our unique 4-digit Vendor code prints under the year of the form. In addition, SSA requires PenSoft to submit samples of our laser-printed form for approval.

Can I print the Forms W-2 and W-3 on my ink-jet printer?

No. If using a dot-matrix or ink jet printer, you must print Form W-2 Copy A and Form W-3 on official pre-printed “red-ink” forms. PenSoft sells official pre-printed forms for our standard edition customers and ink-jet users. Laser generated Form W-2 capability is bundled with magnetic media filing available in the Professional and higher Editions.

Why can't I just photo copy the W-2 form?

It is not acceptable to use a copier and print the data onto a black form. “Substitute forms filed with the SSA and substitute copies furnished to employees that do not conform to these specifications are unacceptable. Forms W-2 (Copy A) and W-3 filed with the SSA that do not conform may be returned. In addition, penalties may be assessed for not complying with the form specifications”.

What proof do I have PenSoft has been approved by the SSA?

Visit www.pensoft.com/2007SSA to print a copy of the 2007 Laser Form Copy A W-3/W-2 Approval Notice.

For a copy of the complete publication of General Rules and Specifications for Substitute Forms W-2 and W-3 visit www.irs.gov/pub/irs-pdf/p1141.pdf. When new information becomes available regarding W-2 filing, PenSoft will routinely post notices on our website at www.pensoft.com. PenSoft prides itself on remaining in compliance with federal and state laws. ☺

Tips

Form Printing

W-2s can be printed as many times as necessary. Prior to printing W-2's on actual forms, test print them on plain paper to verify correct field alignment and totals agree with Form 941 YTD totals.

Update Employee Info

Now is the time to obtain updated employee information (i.e. name changes, marital status, address change, exemptions). This will ensure forms W-2 are filled out completely and accurately.

Back Ups

Always back up current year software prior to converting to the new year software. Clearly label the backup disk with the year and total gross wages.

Bonus Incomes

The predefined Bonus income is configured to flow correctly to the W-2. If changing the Bonus to be subject to Federal and/or State Income Tax Fixed Rate, modify the Bonus income and select Federal and/or State Income Tax Fixed Rate and deselect the regular Federal and/or State income tax. ☺



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Tips For a Productive Year-End

Heading into year-end and into what is considered for Payroll and Human Resource departments the busiest time of year, professionals will sacrifice family time and social activities to meet year-end demands at the office.

The trend towards longer hours and diminished family time is not new, but it does reinforce the need for professionals to be mindful of tools and techniques enabling them to be effective at work and still enjoy a balanced life.

Organize Your Desk It is hard to concentrate on the current task when your desk is cluttered with piles of paper everywhere. Work smarter not harder. Take the time to sort through the piles of paper and organize the information. When you have an organized area you are able to better concentrate and get more accomplished.

Create a Daily Schedule Outline the tasks needing to be completed for the day. List the tasks in order of priority. A list of tasks helps to keep you focused and organized. Allot 5-10 minutes of time before you leave the office to review your calendar for the next day. This will serve as a good reminder of what you need to do to prepare for tomorrow's challenges.

Learn to Delegate "If you want a job done right then it is best to do it yourself." Do not fall into this trap. Select the right person for the job and make sure they understand your expectations. When you take the time to clearly explain the job then it is more likely the job will be completed to your satisfaction.

Eliminate Unnecessary Interruptions Constant interruptions waste valuable work hours. Let your co-workers know you are unavailable. Use the out of office message within your e-mail system. A simple message like: "I am in the office but currently unavailable. I will reply to all messages after 2:00 pm." Shut your office door or post a do not disturb sign. Remove the guest chair from your desk area. Have calls go to your voicemail. These are effective methods of reducing interruptions allowing you to focus and complete the task at hand.

Take a Break Leave your desk at lunch, stand up and stretch or take a quick walk around the building. Taking a 15 minute break gives your muscles a chance to relax and reduce eye strain associated with computer use. Studies have shown taking short breaks results in workers being more productive.

Organizing your office will pay off in increased productivity and job satisfaction. We all have to multitask but doing three jobs at the same time is unproductive and can lead to errors in your work. Concentrating on one project at a time can go a long way to improving your workday. ☺