

**Banyon Data Systems**  
**WINDOWS PAYROLL SOFTWARE**  
**(WinPay)**



# WELCOME

**Banyon Data Systems, Inc. (BDS)** has been designing and installing full-featured software for public organizations for over 30 years. Our core integrated products include *Payroll, Fund Accounting, Utility Billing, & Point of Sale*. Other user friendly products include: Pet Licensing, Permits, Code Enforcement, Property Records, Business Licensing, Cemetery Records, Inventory, Property Tax, & Special Assessments. Our affordable, full featured software will exceed your expectations.

## Why Choose Banyon Data System's Software?

**Support:** Customers have ranked our quick, responsive support as our most important asset. When you call our office, the phone is answered by our support staff. We understand there is nothing more frustrating than listening to an automated voicemail to log your call when you need support now rather than later.

**Value:** We provide customers with software that is designed, developed, and supported by Banyon at a cost that is affordable. Our software cost ranges from \$2,000-\$5000 per application. Now, compare that to other vendors charging \$10,000-\$15,000 for the same applications containing similar features.

**Proven:** With 1300 installations nationwide and over 30 years experience, Banyon proudly holds a leading national role in the public software industry. Our proven track record leads to many software referrals from customers, accountants, auditors, & engineers.

Our mission has always been to provide excellent support & enhance our products while keeping costs low for our customers. As our customer's needs change, so does the software. Some of the best product ideas have come from our customers. We continue to listen to our customer's ideas; therefore providing the best software and support possible. Furthermore, Federal and State mandated changes are priority and are incorporated into the software with every new update and release.

Take a closer look at Banyon Data System's solution. Why pay more for a software system that has fewer features and marginal support services? Make your office more efficient and provide your local decision makers with the Banyon tools to make confident and sensible decisions.

We will do everything to ensure your complete satisfaction. Call us at **800-229-1130** or email [sales@banyon.com](mailto:sales@banyon.com) to schedule a free no obligation web demo or onsite demo.

Thank you for your time and consideration in evaluating our software and service. We look forward to hearing from you soon.

Sincerely,



Chris Olson  
Sales Manager  
Banyon Data Systems, Inc.

## Support

A practical and useful support and maintenance system is one of the most important services a company can provide, and Banyon Data Systems has one of the best. Our methods of customer support are multifaceted to let you choose which option is best for your situation. Since our customers actually get to talk to a customer support person when they call, most choose to contact us via phone.

Benefits to having active annual support for Banyon products include:

- Unlimited telephone access **(800) 229-1130 or fax (952) 882-7734**.
- Email [support@banyon.com](mailto:support@banyon.com), but it is much faster to call.
- Download software updates within all Banyon products.
- Quarterly newsletters.
- Online support form for items that do not need immediate attention.
- FTP data transfer built right into all BDS programs.
- Web support through Gance, which allows us to control customer's screen
- Use of BDS suggestion box, which is built into each program.
- Taking advantage of ***Banyon Data Backup Vault service***. This service allows customers to upload a secure backup of BDS data to our protected servers. (\*extra annual charge)

Software support is available weekdays during the hours of 7:30 AM - 5PM (Central). BDS is a proponent of a "shared responsibilities" approach to customer support; all employees are cross-trained on application support to ensure that support people are always available for customer inquiries.

With our strong dedication to product quality and timely support, BDS receives many referrals from current customers as well as accountants, engineers, and auditors. We understand without this type of commitment to our current customers we would not get those referrals that are so key to our business.

## Training

Unlike many of our competitors who only hold training at their offices, we let you choose between your office, at BDS office, or Phone/Internet. We understand that it is an inconvenience to pack your things and travel. We want you to choose the option that is best for you.

BDS considers training to be a pivotal element of any successful software installation. Accordingly, BDS chooses only the most experienced personnel to conduct training sessions. All BDS trainers have conducted hundreds of sessions, and have themselves personally set-up hundreds of successful installations. Training components include software orientation, application set-up, daily and periodic software operations, and orientation to documentation and support.

One to Two days of training is recommended for each core software application. A maximum of 3 people are permitted during any one training session. Generally, a discount is applied if training on multiple software products can be grouped together during the same BDS visit.

After BDS software has been used for a while, supplemental training can be scheduled to learn more advanced features. This supplemental training is available anytime for current customers and can even be scheduled as a "mini session" over the web. Additionally, BDS would encourage those customers with staff changes or new staff members to acquire the supplemental training.

## Data Conversion

All data considered for conversion needs to be in a comma delimited text file, Excel spreadsheet, or Access database. Basic conversions start at \$500. After we receive a sample file, we can give a detailed estimate on data conversion cost.

# WinPay Features Overview

- **Print and file many state retirement reports. (MN, IA, IN, SD, ND, WI, AK, & More)**
- **Prints the 941 Quarterly Tax Return Report (just put the form in the printer).**
- **Prints W-2(s) at year-end.**
- **Easily re-issue lost check. Automatically voids old check & reverses entries.**
- **Easily run a supplemental payroll in between pay periods for one or more employees.**
- **Track & accrues any type of leave automatically. Also prints leave accrued, taken, and remaining balance on the stub of payroll check.**
- **Schedule deductions and benefits by pay period.**
- **Track employee reviews & certifications in the human resources section.**
- **Deduction/benefit wizard walks you through creating a new one to ensure proper set up.**
- **Deduction/benefit reversal wizard to back out incorrect/mistaken deductions/benefits.**
- **Allocate a percentage of the pay to certain WinFund account codes or it can be done based on the hours worked through the timecard area.**
- **Template can be set up for new employees like fire, summer help, council, etc to automatically attach the same rates & deductions/ benefits.**
- **Print laser checks & have signature(s) printed out on the checks. (signatures optional)**
- **Customize & create reports or run our standard**
- **Export reports to Excel or Word**
- **Journal entries are automatically sent to WinFund where they are previewed and posted**
- **Direct deposit is available for employees.**
- **Timecard Entry Interface allows employees to enter timecards electronically.**
- **Calculate severance liability.**
- **Calculate retro pay.**
- **Track reviews and certifications.**
- **Retain timecard entry for those that seldom vary between pay periods.**
- **If an entry error is discovered after calculation simply fix hours, etc and re run calc.**

# **PAYROLL SAMPLE SCREENS & DETAILED FEATURES**

# Personnel Info

**YOUR CITY - Payroll of May 2007**


Click for More Options... Enter Employee # or Name to Search  Next Employee Back Print

Personnel Info  
Employment Data  
Pay Control  
Direct Deposit  
Leave Control  
Deductions & Benefits  
Timecard  
Accumulation  
Tax Statement  
Distribution

[Add a New Employee](#)

DOE, JOHN  
JOHNSON, WILLIAM  
KELLY, CHAD  
LAST NAME, COMMA, FIRST  
SMITH, TOM  
TEMPLATE  
WILSON, NICOLE

Employee No. 000000004 [Change Employee No.](#)  
Employee Name WILSON, NICOLE  
Street Address  
9832 1st Ave North  
City, State & Zip YOUR TOWN US 44444-  
Driver's Licence No. 778499000 Birthdate 01/03/1972  
Social Security No. 147-25-8369 Gender Female  
Home Phone (612) 555-2222 Race White  
 Employee is an Elected or Appointed Official [Click Here](#)



Date of Event	Name of School		Credits Years	Degree	Proficiency Level	Note
	Major	Minor		Status		
1/1/1997	University of Minnesota Public Admin	Finance	40 Yr	BS Public Admin		

## Personnel Information

- Look up employee by name, #, or simply click on their name in the list on the left.
- Change employee # or name.
- Store drivers license, social security #, home phone, birth date, gender & race.
- Track info on school attended, credits, date, degree earned, certifications, or any thing else.
- Reports can be filtered and sorted based on all information entered into payroll. Ex., employee report by name or employee #.
- **\*\*\*\* Customize all headings in blue. For example, if you did not want it to say name of school & you wanted school attended, simply click in the box & type the desired heading.**

# Employment Data

**YOUR CITY - Payroll of May 2007**

Click for More Options... Enter Employee # or Name to Search  Next Employee Back Print

**00000004 WILSON, NICOLE**

Primary Pay Group 06 Bi-Weekly Employment Date 03/12/1997  
 Check Location 001 ADMINISTRATION Adjusted Employment Date  
 Payroll Department 14 PAYROLL Date of Termination  
 Occupation/Position 001 ADMIN Last Anniversary Date 03/12/2007  
 Employment Status 01 Current Emp.  
 Workers Comp  Check here if all wages are subjected to Medicare only [\(Explain\)](#)

Date of Event	Name of Event	Occupation at Event	Salary at Event	Remarks
05/11/07	Annual Review Johnson, William	CLERK 25.00 HR		Hard Worker. Gets things done on time. Will be recommending \$2 hr increase.

**Personnel Info**  
 Employment Data  
 Pay Control  
 Direct Deposit  
 Leave Control  
 Deductions & Benefits  
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 Distribution

[Add a New Employee](#)

DOE, JOHN  
 JAMES, MIKE  
 JOHNSON, WILLIAM  
 KELLY, CHAD  
 SMITH, TOM  
 TAYLOR, GINA  
 TEMPLATE  
**WILSON, NICOLE**

## Employment Data

- Assign the primary pay group the employee will be in.
- **A pay group can be assigned to each pay control. Say for example fire personnel (pay control 07) are paid 4 times a year. You could put them in a Bi-weekly pay group, but only schedule them in certain pay periods to be paid.**
- When pay period 5 is up, these employees will automatically show with your main bi-weekly personnel. This ensures they are not forgotten.

**Setup Pay Control Schedule**

**Pay Control**

Control ID and Description	Default Group
01 Salary	Semi-Monthly
02 Overtime	Semi-Monthly
03 Summer Help	Semi-Monthly
04 Unpaid Vacation	Bi-Weekly
05 Hourly	Semi-Monthly
06 Council	Monthly
07 Fire	Bi-Weekly
09 Police	Weekly

For each control, mark all pay periods it should appear on the employees timecard.

**Fire**

4 Scheduled Payrolls

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60

- Check Location is used to group checks when printing. Ex. All Administration, Public Works, Fire, Police, Ambulance, Pool, etc.
- Occupation & Department can be used to organize data. Reports can then be filtered, grouped, and sorted by departments.

# Pay Control

**YOUR CITY - Payroll of March 2007**

Click for More Options... Enter Employee # or Name to Search  Next Employee Back Print

Personnel Info

Employment Data

**Pay Control**

Direct Deposit

Leave Control

Deductions & Benefits

Timecard

Accumulation

Tax Statement

Distribution

[Add a New Employee](#)

ADAMS, TODD

ALLEN, SCOTT

ANDERSON, TOBY

BARNA, JR., ANDREW JO

BARTELT, JEFFERY

BLASING, ERIC D.

BOECK, DARREN R.

BRUCE, DELORES A.

**CLANCY, TOM**

CLAYTON, JENISE

CLAYTON, JENISE

CLAYTON, RUSSELL P.

CONLON, GINA

CUMMINS, RANDY

CUMMINS, RANDY

DANBERRY, JOHN L.

DUFFY, ANDREW R.

EFFERTZ, PETER

ELVEBAK, CHRISTOPHER

ERDMAN, HARLAN

**00000220 Clancy, Tom** [What is...](#)

**Current Attached Pay Controls**

01 Regular

02 Overtime

Pay Control 01 Regular

Pay Method **010 HOURLY**

Shift Differential

Annual Salary \$0.00 [Change Salary For Multiple Employees](#)

Period Amount \$0.00

Hourly Rate \$18.08

Default Units 0.00

Annual salary is subjected to contract limit.

Wage Expense Account	Percent
E 101-41530-101 SALARY-WAGES	100.00

[Insert/Remove Account](#)

[Insert/Remove Pay Control](#)

**Deduction & Benefit Exemptions**

[Insert/Remove Exemptions](#)

2007 HISTORY		
Date	Unit	Amount
Jan-10	80.00	\$1,446.40
Jan-24	80.00	\$1,446.40
Feb-07	80.00	\$1,446.40
Feb-21	80.00	\$1,446.40
Mar-07	16.00	\$289.28
Mar-21	6.00	\$108.48
YTD	342.00	\$6,183.36

## Pay Control

- Shows what and how much the employee is paid. Example, an employee might have an hourly pay control & overtime. The overtime pay control will have time and ½ set as default. Other shift differentials can be created if overtime is not time and ½.
- Wages can be set up by default to distribute by a % to accounting account codes each pay period. They can also be distributed by the hours worked on the time card each period.
- History log available for the current year. More history is available in the timecard section. Unlimited history is available.
- **\*\*\*\*\*Time saving feature: global salary change. See next page for details.**

# Global Salary Change

**Salary Global Update**

This option allows you to make salary change for multiple employees at a time. The change can be either by a flat amount or a percentage but not both.

Amount Difference 
 Percent Difference 
[Select All](#) [Unselect All](#)

Employee Name	Pay Control	Current	Updated To
<input type="checkbox"/> Doe, John	Overtime	\$15.00	
<input checked="" type="checkbox"/> Doe, John	Hourly	\$15.00	\$16.50
<input checked="" type="checkbox"/> KELLY, CHAD	Hourly	\$15.25	\$16.775
<input type="checkbox"/> SMITH, TOM	Overtime	\$10.00	
<input checked="" type="checkbox"/> SMITH, TOM	Hourly	\$5.75	\$6.325
<input type="checkbox"/> WILSON, NICOLE	Overtime	\$10.00	
<input checked="" type="checkbox"/> WILSON, NICOLE	Hourly	\$25.00	\$27.50

4 record(s) are selected    [Show selected records only](#)    [Preview Selection](#)    [Commit Changes](#)

## Global Salary Change

- This works for hourly employees or salaried and the change can be done by a percentage or amount.
- For example, click the employees that are going to get a 10% raise and the updated to column shows the result of the increase.
- A preview report is available to also show the changes.

To accept the changes, click the commit to changes button and all employees will be updated.

YOUR CITY

05/21/07 3:52 PM

Page 1

Salary Update

Percent Change: 10.000%

Amount Change: \$1.50

Employee Name	Pay Ctrl	Pay Method	Current Salary	New Salary	Salary Difference
Doe, John	05	010 HOURLY	\$15.00	\$16.50	\$1.50
KELLY, CHAD	05	010 HOURLY	\$15.25	\$16.775	\$1.525
SMITH, TOM	05	010 HOURLY	\$5.75	\$6.325	\$0.575
WILSON, NICOLE	05	010 HOURLY	\$25.00	\$27.50	\$2.50
4 PayCtrls			\$61.00	\$67.10	\$6.10

# Direct Deposit

YOUR CITY - Payroll of May 2007

Click for More Options... Enter Employee # or Name to Search [ ] Next Employee Back Print

Personnel Info  
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Direct Deposit  
Leave Control  
Deductions & Benefits  
Timecard  
Accumulation  
Tax Statement  
Distribution

Add a New Employee

DOE, JOHN  
JAMES, MIKE  
JOHNSON, WILLIAM  
KELLY, CHAD  
SMITH, TOM  
TAYLOR, GINA  
TEMPLATE  
WILSON, NICOLE

000000004 WILSON, NICOLE ACH Option:  None  Prenote Only  Direct Deposit Help...

Employee's Bank Name	Routing ID	Account No.	Account Type	% or Amount
American	234123412	483949	Savings	100.00%
US Bank	012232322	1234654	Checking	50.00%

The % or Amount field is of the remaining amount. To test your setup, enter a sample check amount here

Date	Bank Name	Account No.	Amount	Remarks
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## Direct Deposit

- Employees can have money deposited to multiple banks. For example, 80% could go to checking at one bank and 20% to savings at another bank.
- Not all employees have to use direct deposit. After the regular employees checks have printed, a message will appear saying it is ready to print the direct deposit stubs. At this time paper can be inserted so checks aren't wasted. Employees will receive all information they normally receive from a printed check.
- The ACH file can be sent to the bank via modem, email, or other external options like a cd or flash drive.
- **\*\*\*\*\*Direct deposit can also be set up to pay vendor liabilities like healthcare, union dues, etc. This will be talked about in the vendor liability section. Eliminates sending those places a check. Payments can be set up on a schedule.**

# Leave Control

**YOUR CITY - Payroll of May 2007**

Click for More Options... Enter Employee # or Name to Search  Next Employee Back Print

Personnel Info  
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Leave Control  
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Tax Statement  
Distribution

**00000004 WILSON, NICOLE** To stop all automatic accrual for this employee, check here

Leave Description	Effective Date	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Timecard Control	Pay Entry Method	Defaults Expense
01 SICK LEAVE	03/12/95	11.00	20.00	5.00	26.00	05	001	
02 VACATION	03/12/95	91.00	4.00	0.00	95.00			
03 FUNERAL	03/12/95	3.00	0.00	0.00	3.00	05	003	
04 comptime	03/12/95	20.00	0.00	10.00	10.00			

[Add/Remove Leave Code](#) [Calculate Severance Liability](#)

Date	Leave History	Taken	Accrued	Remarks
03/15/01	SICK LEAVE		1.00	
02/20/01	SICK LEAVE	4.00		
11/12/00	SICK LEAVE	2.00		
10/20/00	SICK LEAVE		(3.00)	
09/29/00	SICK LEAVE	10.00		
09/28/00	SICK LEAVE	5.00		
08/30/00	SICK LEAVE		1.00	
11/14/97	SICK LEAVE		0.20	
10/17/97	SICK LEAVE		0.20	
11/28/00	VACATION		80.00	

Sort Transaction By:  Leave Type  Date Taken/Accrued

## Leave Control

- Track any time of leave: sick, vacation, funeral, comp time, etc.
- Used, accrued, and balance all print on check stub.
- History log of leave for accrued and taken is available for printing.

**YOUR CITY - Code & Description Setup**

1. Pay Group  
2. Pay Control  
3. Pay Method  
4. Shift Differential  
5. Account Reference  
6. Deduction/Benefit  
7. Deduction Schedule  
8. Leave Schedule  
9. Employment Status  
10. Occupation/Position  
11. Check Location  
12. Payroll Department  
13. Salary Schedule  
14. Workers Comp

**Leave Schedule** [Attach to Employee](#) [Help](#)

Code	Description	Schedule
01	SICK LEAVE	Anniversary
02	VACATION	Monthly
03	FUNERAL	Calendar
04	comptime	Hourly
*		

For each type of leave, enter the accrual schedule in the below table.

02 VACATION			
Start Month	Accrual Units	Max Balance	
1	1.0000	12.00	
36	2.0000	999.00	
*			

[Overflow Handling](#)

Transfer Current to Beginning Balance at the End of  
 Fiscal Year  Calendar Year

Print Table

## Leave Set Up

- Accrue leave by anniversary, month, year, pay period, or hours.
- Set starting month for new accrual level and employee will automatically start accruing new type of leave.
- Overflow can be set up to handle accrual after max is reached.

# Severance Liability

**YOUR CITY - Payroll of May 2007**

Click for More Options... Enter Employee # or Name to Search  Next Employee Back Print

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Leave Control  
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Tax Statement  
Distribution

**000000004 WILSON, NICOLE** To stop all automatic accrual for this employee, check here

Leave Description	Effective Date	Beginning Balance	YTD Accrued	YTD Taken	Current Balance	Timecard Control	Pay Entry Method	Defaults Expense
01 SICK LEAVE	03/12/95	11.00	20.00	5.00	26.00	05	001	
02 VACATION	03/12/95	91.00	4.00	0.00	95.00	1		
03 FUNERAL	03/12/95	3.00	0.00	0.00	3.00	05	003	
04 comptime	03/12/95	20.00	0.00	10.00	10.00			

[Add/Remove Leave Code](#) [Calculate Severance Liability](#)

Date	Leave History	Taken	Accrued	Remarks
03/15/01	SICK LEAVE		1.00	
02/20/01	SICK LEAVE	4.00		
11/12/00	SICK LEAVE	2.00		
10/20/00	SICK LEAVE		(3.00)	
09/29/00	SICK LEAVE	10.00		
09/28/00	SICK LEAVE	5.00		
08/30/00	SICK LEAVE		1.00	
11/14/97	SICK LEAVE		0.20	
10/17/97	SICK LEAVE		0.20	
11/28/00	VACATION		80.00	

Sort Transaction By  Leave Type  Date Taken/Accrued

## Severance Liability

- **\*\*\*\*Time saving feature. Software will calculate all liability to be paid out and create an entry on the timecard.**
- **Goes back through history to get rates and units. Rates can be edited if all is based on current rate. Also can be paid by fraction of rate.**
- **Click Create Timecard Entry option to finish. Easy process that can save hours of time going through past history manually.**

**Leave Liability for WILSON, NICOLE**

Liability is based on most recent accruals and the pay rate at the time of accrual. Pay rate is selected from pay control with highest YTD gross paid. If such pay control is salary based, the pay rate is figured as its annual salary divided by 2080 hours. Pay rate can be adjusted. Detail of each leave liability is shown in below right table.

Leave	Total Units*	Total Liability
SICK LEAVE	26.00	\$260.00
VACATION	95.00	\$950.00
FUNERAL	3.00	\$30.00
comptime	10.00	\$100.00

Total Liability is \$1,340.00 [Regenerate](#)

Enter fraction of hours used if partial payment

Enter flat rate if not using variable hourly rate

[Report Leave Transactions](#)  
[Report Severance Liability](#)  
[Create Timecard Entry](#)

VACATION Liability				
Year	Per.	Units	Rate	Liability
2001	2	2	10,000	\$20.00
2001	1	2	10,000	\$20.00
2000	24	80	10,000	\$800.00
0000	0	11	10,000	\$110.00
<input type="checkbox"/> Not Liable For This Amount				\$950.00

# Deductions/Benefits

**YOUR CITY - Payroll of May 2007**

Click for More Options... Enter Employee # or Name to Search [ ] Next Employee Back Print

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[Add a New Employee](#)

DOE, JOHN  
JAMES, MIKE  
JOHNSON, WILLIAM  
KELLY, CHAD  
SMITH, TOM  
TAYLOR, GINA  
TEMPLATE  
WILSON, NICOLE

**00000004 WILSON, NICOLE** [Insert/Remove Deductions/Benefits](#)

Federal, State & Local Withholdings	Exempt	Exempts/Dependents	Marital Status	Special W/H	YTD W/H	Extra Annual W/H	
001 FEDERAL W/H	No	1	1	1	\$0.00	\$5.16	\$1,000.00
005 State Tax - MN	No	1	1	1	\$0.00	\$24.25	

Public Employee Retirement Deductions	Amount	Rate	% of Gross	Member ID	QTD Amount	YTD Amount	Annual Limit

Voluntary Deductions & Benefits	Amount	Rate	Periods	MTD Amount	Monthly Limit	YTD Amount	Annual Limit
501B SOC SEC	\$0.00	6.20	1 24	\$0.00		\$64.32	\$0.00
502B MEDICARE	\$0.00	1.45	1 24	\$0.00		\$20.00	\$0.00
503B Health	\$50.00		1 26	\$0.00		\$0.00	\$0.00
520D OPT	\$10.00		1 1	\$0.00		\$0.00	\$0.00

Temporary Exceptions	Explain...	Amount	Rate	Monthly Limit	Annual Limit

[Insert/Remove Exceptions](#)

Use the exception rate and amount over the next 0 pay period(s).

## Deductions/Benefits

- Any deduction/benefit can be created & set to amount or %.
- Monthly & Yearly limits can be set.
- *Schedule deductions and benefits by pay periods of the month*

**Setup New Deduction/Benefit**

Click on a Deduction/Benefit Type then select a code for the New Deduction/Benefit Code below: [Print](#)

Deduction Type	Code Range
<input checked="" type="radio"/> Federal Tax (pre-set by system)	001
<input checked="" type="radio"/> State Taxes	005 to 020
<input type="radio"/> Local Taxes	021 to 050
<input type="radio"/> Local Taxes (based on taxable gross)	021 to 050 (Type C)
<input checked="" type="radio"/> Medicare (pre-set by system)	049
<input checked="" type="radio"/> Social Security (pre-set by system)	051
<input type="radio"/> Retirement Plan (Tax Shelter)	052 to 070
<input type="radio"/> Retirement Plan (State Tax Shelter)	071 to 075
<input type="radio"/> Retirement Plan (Federal Tax Shelter)	076 to 080
<input type="radio"/> Retirement Plan (Non-Tax Shelter)	081 to 099
<input type="radio"/> Earned Income Credit	
<input type="radio"/> Deferred Comp (Tax)	
<input type="radio"/> Flex/Cafeteria Plan	
<input type="radio"/> Voluntary Deduction	

**New Deduction/Benefit Wizard**

What type of deduction?

Voluntary - Deduction does not effect how Federal, State, and FICA T axes are computed.

Tax Sheltered - Deduction is taken from gross before Federal and State Taxes are calculated

FICA Sheltered - Deduction is taken from gross before Federal, State and FICA T axes are calculated

[Go Back](#) [Next](#)

↓

Deduction & Benefit	Schedule of The Month				
	1st	2nd	3rd	4th	5th
001 FEDERAL W/H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
005 State Tax - MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
049 MEDICARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
051 FICA DEDUCT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
082 RETIREMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
200 ANNUITY PLAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Deduction Benefit Wizard walks you through set up so you know it is set up correctly. Goes through a series of questions.**

# Timecard Entry

**YOUR CITY - Payroll of May 2007**

Enter Employee # or Name to Search:  Next Employee Back Print

00000004 WILSON, NICOLE [Hide Timecard History](#) [Set Key Behavior](#)

Leave	Date	Taken	Accrued	Remarks
02 VACATION	03/21/2007	8.00	0.00	

Control	Method	Rate	Add	Shift	Unit/Hour	Pay Amount	Expense Account
02	020 OVERTIME	\$10.00	\$0.00	1.50	15.00	\$225.00	E 101-41400-101 Full-Time
05	010 HOURLY	\$25.00	\$0.00	1.00	40.00	\$1,000.00	E 101-41000-102 office Sup

Retain Timecard [Retroactive Worksheet](#) [Reimbursement](#) 55.00 \$1,225.00 [Reset](#) [Supplemental Payroll](#)

Per.	Check Date	Control	Method	Pay Amount	Unit/Hour	Rate	Add	Shift
2	Jan-15 2000	05	HOURLY	\$300.00	30.00	\$10.00	\$0.00	1.00
2	Jan-15 2000	05	HOURLY	\$100.00	10.00	\$10.00	\$0.00	1.00
2	Jan-15 2000	05	OVERTIME	\$150.00	10.00	\$10.00	\$0.00	1.50
1.1	Sep-28 2000	05	HOURLY	\$300.00	30.00	\$10.00	\$0.00	1.00
1.1	Sep-28 2000	05	HOURLY	\$100.00	10.00	\$10.00	\$0.00	1.00
1.1	Sep-28 2000	05	OVERTIME	\$150.00	10.00	\$10.00	\$0.00	1.50
1	Sep-28 2000	05	Sick Leave	\$150.00	15.00	\$10.00	\$0.00	1.00
1	Sep-28 2000	05	OVERTIME	\$30.00	2.00	\$10.00	\$0.00	1.50
1	Sep-28 2000	05	HOURLY	\$500.00	50.00	\$10.00	\$0.00	1.00

## Timecard Entry

- Enter in hours and leave. Hours can be expensed on the timecard or by a % in the pay control screen.
- Retain timecard for employees that use the same pay controls each period or are expensed out of the same line items. Just update the hours each time if they change.
- **\*\*\*\*\*Time saving feature. Retroactive Worksheet: After a pay increase, run the worksheet on the timecard to calculate retro pay from past pay periods. A line item will then show on the timecard when accepted.**

**Retroactive Worksheet**

Select who and how far back to calculate the pay difference. There are two lines for each affected past paid item. The top shows what was paid, the bottom is what should be and is editable. If the rate change is permanent, you may want to make the salary/rate change on the employee's salary screen first.

Employee: 4 WILSON, NICOLE Starting From Payroll: Sep-28-00 [Reset Worksheet](#)

Ending	Description	Rate	Add	Mult	Units	Amount	Difference
Mar-15-01	Hourly	\$10.00	\$0.00	1.5	10.00	\$150.00	
Mar-15-01	Hourly	\$25.50	\$0.00	1.0	10.00	\$255.00	\$155.00
Mar-15-01	Hourly	\$10.00	\$0.00	1.0	20.00	\$200.00	\$310.00
Mar-15-01	Hourly	\$25.50	\$0.00	1.0	4.00	\$102.00	
Jan-15-00	Hourly	\$10.00	\$0.00	1.5	10.00	\$150.00	
Jan-15-00	Hourly	\$25.50	\$0.00	1.0	30.00	\$765.00	\$465.00
Jan-15-00	Hourly	\$10.00	\$0.00	1.0	10.00	\$100.00	\$155.00
Sep-28-00	Hourly	\$0.00	\$0.00	1.5	10.00	\$0.00	
Sep-28-00	Hourly	\$10.00	\$0.00	1.0	30.00	\$300.00	\$465.00
Sep-28-00	Hourly	\$25.50	\$0.00	1.0	10.00	\$255.00	\$155.00

[Print Worksheet](#) [Append To Timecard This Pay Difference](#) \$1,705.00

Reimbursements are also very easy. Just click the reimbursement option and this box will pop up

Reimbursement is repayment to the employee's expense such as uniforms, mileage, meals, etc.

Reimbursement is not taxable therefore will not be included in W2 Tax Statement. It is added directly to the employee's net pay.

Amount:

Description:

Reference:

[Cancel](#) [Append to Timecard](#)

# Accumulation

**YOUR CITY - Payroll of March 2007**

Click for More Options... Enter Employee # or Name to Search [ ] Next Employee Back Print

Personnel Info  
Employment Data  
Pay Control  
Direct Deposit  
Leave Control  
Deductions & Benefits  
Timecard  
Accumulation  
Tax Statement  
Distribution

Add a New Employee  
ADAMS, TODD  
ALLEN, SCOTT  
ANDERSON, TOBY  
BARN, JR., ANDREW JO  
BARTELT, JEFFERY  
BLASING, ERIC D.  
BOECK, DARREN R.  
BRUCE, DELORES A.  
**CLANCY, TOM**  
CLAYTON, JENISE  
CLAYTON, JENISE  
CLAYTON, RUSSELL P.  
CONLON, GINA  
CUMMINS, RANDY  
CUMMINS, RANDY  
DANBERRY, JOHN L.  
DUFFY, ANDREW R.  
EFFERTZ, PETER  
ELVEBAK, CHRISTOPHER  
ERDMAN, HARLAN

**00000220 Clancy, Tom**

Last payroll ended on Saturday March 17, 2007

	MTD	QTD	Fiscal YTD	Calendar YTD
Total Gross	\$108.48	\$0.00	\$6,183.36	\$6,183.36
Federal Taxable	\$102.24	\$0.00	\$5,177.26	\$5,177.26
State Taxable	\$102.24	\$0.00	\$5,177.26	\$5,177.26
Local Taxable	\$102.24	\$0.00	\$5,177.26	\$5,177.26
Social Security	\$108.48	\$0.00	\$5,532.81	\$5,532.81
Medicare	\$108.48	\$0.00	\$5,532.81	\$5,532.81
Federal Unemployment	\$0.00	\$0.00	\$0.00	\$0.00
State Unemployment	\$0.00	\$0.00	\$0.00	\$0.00
Federal Withholding	\$0.00	\$0.00	\$369.84	\$369.84
State Withholding	\$1.46	\$0.00	\$274.67	\$274.67
Local Withholding	\$0.00	\$0.00	\$0.00	\$0.00
Social Security	\$6.73	\$0.00	\$343.04	\$343.04
Medicare	\$1.57	\$0.00	\$80.24	\$80.24
Public Retirement	\$6.24	\$0.00	\$355.55	\$355.55
Tax Sheltered	\$0.00	\$0.00	\$650.55	\$650.55
Voluntary	\$0.00	\$0.00	\$0.00	\$0.00
Earned Income Credit	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
Total Hours Worked	6.00	0.00	342.00	342.00
Total Net Pay	\$92.48	\$0.00	\$4,109.47	\$4,109.47

System uses information from Calendar YTD column to generate current year's W2 Statement. Calendar YTD column may be edited for correctness. Adjustments to QTD column does not affect Federal 941 and State Unemployment reporting.

## Accumulation

- Shows totals for last pay period, month to date, quarter to date, & year to date for taxes and withholdings.
- W-2 information is generated from this screen
- Shows hours worked for each section too.

**YOUR CITY - Payroll of March 2007**

Click for More Options... Enter Employee # or Name to Search [ ] Next Employee Back Print

Personnel Info  
Employment Data  
Pay Control  
Direct Deposit  
Leave Control  
Deductions & Benefits  
Timecard  
Accumulation  
Tax Statement  
Distribution

Add a New Employee  
ADAMS, TODD  
ALLEN, SCOTT  
ANDERSON, TOBY  
BARN, JR., ANDREW JO  
BARTELT, JEFFERY  
BLASING, ERIC D.  
BOECK, DARREN R.  
BRUCE, DELORES A.  
**CLANCY, TOM**  
CLAYTON, JENISE  
CLAYTON, JENISE  
CLAYTON, RUSSELL P.  
CONLON, GINA  
CUMMINS, RANDY  
CUMMINS, RANDY  
DANBERRY, JOHN L.  
DUFFY, ANDREW R.  
EFFERTZ, PETER  
ELVEBAK, CHRISTOPHER  
ERDMAN, HARLAN

**00000220 Clancy, Tom** Select Tax Year 2006

b Employer's identification number 43-587777  
c Employer's name, address, and ZIP code  
YOUR CITY  
5341 MAYWOOD ROAD  
YOUR CITY MN 55364  
d Employer's social security number 332-45-6667  
e Employee's name (first, middle initial, last)  
Tom Clancy  
222 3RD ST  
YOUR CITY US 55048  
f State Employer's state ID MN 0023033  
g State wage, tips \$25,001.86  
h State income tax \$1,103.77  
i Local wage, tips \$0.00  
j Local income tax \$0.00  
k Locality name

1 Wages, tips, other comp \$25,001.86  
2 Federal income tax withheld \$1,385.49  
3 Social security wages \$26,261.63  
4 Social security tax withheld \$1,628.27  
5 Medicare wages and tips \$26,261.63  
6 Medicare withheld \$380.80  
7 Social security tips \$0.00  
8 Allocated tips \$0.00  
9 Advanced EIC payment \$0.00  
10 Dependent care benefits \$0.00  
11 Nonqualified plans  
Tom Clancy  
222 3RD ST  
YOUR CITY US 55048  
12 See Instrs. for Box12 \$0.00  
13 Statutory Retirement Third-party sick pay  
Emp. Plan     
14 Other RETIRE \$1,259.77  
\$0.00  
\$0.00

**2006 Tax Statement** Information on this statement may be edited for correctness before reported to SSA or printed for employees

## W-2's

- Easy to edit and reprint





# Payroll Cycle

## (Review Timecards)

**YOUR CITY - Pay Cycle of March 2007**

Group: 01 BIWEEKLY CTY    Period: 7 of 26    Supplemental:     Begin: 03/04/2007    Through: 03/17/2007

**Check List** *What if...*

- Review Timecards
- Review Deductions
- Review Pay Controls
- Payroll Calculation
- Pre-Posting Reports
- Labor Distribution
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

Enter Timecards    Select Employees    Add/Remove Employees    Print

Currently in this Payroll	Gross	Hours	Leave Accrued/Taken
<input checked="" type="checkbox"/> ALLEN, SCOTT	\$1,562.20	10.00	
<input checked="" type="checkbox"/> BRUCE, DELORES A.	\$1,350.00	90.00	
<input checked="" type="checkbox"/> Clancy, Tom	\$1,988.80	100.00	
<input checked="" type="checkbox"/> CLAYTON, RUSSELL P.	\$656.25	85.00	
<input checked="" type="checkbox"/> CONLON, GINA	\$0.00		
<input checked="" type="checkbox"/> DANBERRY, JOHN L.	\$1,347.10	82.00	
<input checked="" type="checkbox"/> EFFERTZ, PETER	\$0.00		
<input checked="" type="checkbox"/> ELVEBAK, CHRISTOPHER D.	\$1,708.00	80.00	
<b>Total Pay</b>			
<input checked="" type="checkbox"/> JOHNSON, STEVEN M.	\$0.00		
<input checked="" type="checkbox"/> KEYES, SHARON	\$0.00		
<input checked="" type="checkbox"/> LARSON, JOHN E.	\$1,446.60		
<input checked="" type="checkbox"/> LINDE, JOSEPH C.	\$0.00		
<input checked="" type="checkbox"/> MERRITT, LINDA	\$0.00		
<input checked="" type="checkbox"/> MULCAHEY, LEVI	\$0.00		
<input checked="" type="checkbox"/> NATTERSTAD, TRUDY	\$0.00		
<input checked="" type="checkbox"/> PRICE, BETTY	\$0.00		
<input checked="" type="checkbox"/> ROGERS, CLINTON M.	\$2,508.80		
<input checked="" type="checkbox"/> SANTO, MICHAEL A.	\$0.00		
<input checked="" type="checkbox"/> SPIELMAN, KENNETH B.	\$0.00		
<input type="checkbox"/> Step Completed    28/28 selected employees    \$14,692.55 Total Gross			

## Payroll Cycle: Review Timecards

- Very user-friendly step-by-step process. Select view, payroll cycle.
- 1<sup>st</sup> step is to review time cards. The red indicates that zero hours were entered on that employee's timecard. Simply click the red zero to pop up the screen to enter in the hours.
- You can also left click on the employee name to bring up the menu on the right. This would allow you to view the timecard if you need to enter hours and adjust expense distribution too.

- Employment Data
- Pay Control
- Direct Deposit
- Leave Control
- Deductions & Benefits
- Timecard

# Payroll Cycle

## (Review Deductions)

YOUR CITY - Pay Cycle of March 2007

Group: 01 BIWEEKLY CTY    Period: 7 of 26    Supplemental:     Begin: 03/04/2007    Through: 03/17/2007

**Check List** [What if...](#)

- Review Timecards
- Review Deductions
- Review Pay Controls
- Payroll Calculation
- Pre-Posting Reports
- Labor Distribution
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

Select All    Unselect All    [Edit Default Schedule](#)

**Scheduled Deductions & Benefits**

- 001 FEDERAL TAX
- 005 State Tax - MN
- 051 Social Security
- 053 PERACCORD
- 054 PERA-POL/FIR
- 102 HEALTHPARTNERS
- 103 AFLACCANCER
- 105 PRETAXMEDICA
- 106 PRETAXDAYCAR
- 107 PRETAXAFLAC
- 108 PRETAXDENTAL
- 109 PRETAXICARE
- 110 MNDCP
- 200 UNION DUES
- 401 MISCELLANEOUS
- 404 AFLAC
- 501 FICA
- 502 MEDICARE
- 504 PERA-COORD
- 505 PERA-PDL/FIR
- 600 LIFE INSUR

Current Schedule of The Month    1st    2nd    3rd    4th    5th

Ded/Ben	HEALTHPARTNERS	Amount	Rate
ALLEN, SCOTT		\$114.51	
ULMEN, DAVID M.		\$223.48	
WENDLER, TIM		\$136.79	
WHEELLOCK, DAVID M.		\$210.95	

Step Completed

Employment Data  
Pay Control  
Direct Deposit  
Leave Control  
Deductions & Benefits  
Timecard

## Payroll Cycle: Review Deductions & Benefits

- Simply click on a deduction/benefit on the left side. On the right column it will then list all employees who have that and show either an amount or a percent.
- Easy way to determine if something is not set up right.
- If an employee's set up needs to be changed, click on them to bring up the menu and select deduction benefit to bring their screen up.

# Payroll Cycle

## (Review Pay Controls)

**YOUR CITY - Pay Cycle of March 2007**

Group: 01 BIWEEKLY CTY    Period: 7 of 26     Supplemental    Begin: 03/04/2007    Through: 03/17/2007

**Check List** [What if...](#)

- Review Timecards
- Review Deductions
- Review Pay Controls
- Payroll Calculation
- Pre-Posting Reports
- Labor Distribution
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

Select All    Unselect All

**Scheduled Pay Controls**

- 01 Regular
- 02 Overtime
- 03 On-call
- 04 Holiday
- 05 Holiday DT
- 06 Back Pay
- 07 Monthly
- 08 Seasonal
- 19 Termination

[Reset Schedule](#)

Step Completed

Control 02 Overtime	Amount	Units/Hours
BRUCE, DELORES A.	\$213.20	10.00
Clancy, Tom	\$542.40	20.00
CLAYTON, RUSSELL P.	\$56.25	5.00
DANBERRY, JOHN L.	\$48.70	2.00
ELVEBAK, CHRISTO		
ERDMAN, HARLAN		
EWERT, THOMAS F.		
JOHNSON, STEVEN		
LINDE, JOSEPH C.		
NATTERSTAD, TRU		
PRICE, BETTY		
SANTO, MICHAEL A.		
SPIELMAN, KENNE		
TREECE, KENNETH		
WALTHER, DARLENE		
WENDLER, TIM		
WHEELLOCK, DAVID M.		

### Payroll Cycle: Review Pay Controls

- Simply click on a pay control on the left side. On the right column it will then list all employees who have that and show the dollar amount and hours entered
- Easy way to determine if something is not set up right.
- If an employee's pay control or hours need to be changed, click on them to bring up the menu and select which option to go to.

# Payroll Cycle (Calculation)

YOUR CITY - Pay Cycle of March 2007

Group: 01 BIWEEKLY CTY | Period: 7 of 26 | Supplemental:  | Begin: 03/04/2007 | Through: 03/17/2007

**Check List** *What if...*

- ✓ Review Timecards
- ✓ Review Deductions
- ✓ Review Pay Controls
- ✓ Payroll Calculation
- Pre-Posting Reports
- Labor Distribution
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

**Start Calculation**

Currently in this Payroll	Gross	Net	Accrued	Taken
ALLEN, SCOTT	\$1,562.20	\$1,114.70	0.00	0.00
BRUCE, DELORES A.	\$1,350.00	\$966.24	4.62	0.00
Clancy, Tom	\$1,988.80	\$1,391.32	0.00	0.00
CLAYTON, RUSSELL P.				
CONLON, GINA				
DANBERRY, JOHN L.				
EFFERTZ, PETER				
ELVEBAK, CHRISTOPHER D.				
ERDMAN, HARLAN				
ERDMAN, LEONARD				
EWERT, THOMAS P.				
JAHNER, TAYLOR	\$0.00	\$0.00	0.00	0.00
JOHNSON, STEVEN M.	\$0.00	\$0.00	0.00	0.00
KEYES, SHARON	\$0.00	\$0.00	0.00	0.00
LARSON, JOHN E.	\$1,446.60	\$883.57	0.00	0.00
LINDE, JOSEPH C.	\$0.00	\$0.00	0.00	0.00
MERRITT, LINDA	\$0.00	\$0.00	0.00	0.00
MULCAHEY, LEVI	\$0.00	\$0.00	0.00	0.00
NATTERSTAD, TRUDY	\$0.00	\$0.00	0.00	0.00
PRICE, BETTY	\$0.00	\$0.00	0.00	0.00
ROGERS, CLINTON M.	\$2,508.80	\$1,558.05	0.00	0.00
SANTO, MICHAEL A.	\$0.00	\$0.00	0.00	0.00
SPIELMAN, KENNETH B.	\$0.00	\$0.00	1.54	0.00
TOFFEE, KENNETH	\$0.00	\$0.00	0.00	0.00

4 Warning Message(s) | View Payroll Summary

Automatic leave accrual was set to terminated

Deduction Code 105 not taken.

Deduction Code 106 not taken.

## Payroll Cycle: Calculation

- After calculation is done this screen will show the gross, net, accrued & taken leave.
- **\*\*\*\*\*Time saving feature.** A red w indicates that something is wrong with that employee's calculation. Click on the w to bring up the explanation box. Next, when deduction 105 not taken is clicked, another help box will pop up explaining what needs to be done.

Click on employee deduction to bring up their screen to change the amount or rate.

Deduction is scheduled but computed to zero or its rate and/or amount were set to zero. The deduction may also have reached the monthly/annual limit.

Employee Deduction | Deduction Exception

Voluntary Deductions & Benefits	Amount	Rate
105E PRETAXMEDICA	\$0.00	0
106E PRETAXDAYCAR	\$0.00	

- Once changes are made, click on the employee and select calculate and only that employee will calculate. If you have made changes to many employees, simply recalculate all again. This will not double any totals. You can calculate as many times as needed during the pay cycle.

- Leave Control
- Deductions & Benefits
- Timecard
- Calculate This Employee

# Payroll Cycle

## (Calculation Continued)

### Payroll Cycle: Calculation Warning Messages

- To view all warning messages at once, click on the red warning messages wording to bring up the below screen.

Click on employee's explanation and the appropriate area to check will show in the bottom left. Click and the appropriate screen will show to make a change.

Voluntary Deductions & Benefits	Amount	Rate
105E PRETAXMEDICA	\$0.00	
106E PRETAXDAYCAR	\$0.00	

- If a dollar amount shows zero, click on it for an employee and their pay controls will come up to enter hours in.

Pay Control/Method	Rate	Shift	Hours	Gross
01 HOURLY	\$8.15	\$0.00	1.00	\$0.00
02 OVERTIME	\$12.23	\$0.00	1.00	\$0.00
Total Pay				\$0.00

If you click on an employee, this menu will come up. Click on an item to go to that area for employee.

# Payroll Cycle

## (Calculation Continued)

YOUR CITY - Pay Cycle of March 2007

Group: 01 BIWEEKLY CTY | Period: 7 of 26 | Supplemental:  | Begin: 03/04/2007 | Through: 03/17/2007

**Check List** *What if...*

- ✓ Review Timecards
- ✓ Review Deductions
- ✓ Review Pay Controls
- ✓ Payroll Calculation
- Pre-Posting Reports
- Labor Distribution
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

**Start Calculation**

Currently in this Payroll	Gross	Net	Accrued	Taken
ALLEN, SCOTT	\$1,562.20	\$1,114.70	0.00	0.00
BRUCE, DELORES A.	\$1,350.00	\$966.24	4.62	0.00
Clancy, Tom	\$1,988.80	\$1,391.32	0.00	0.00
CLAYTON, RUSSELL P.	\$656.25	\$516.09	0.00	0.00
CONLON, GINA	\$0.00	\$0.00	0.00	0.00
DANBERRY, JOHN L.	\$1,347.10	\$998.92	3.08	0.00
EFFERTZ, PETER	\$0.00	\$0.00	0.00	0.00
ELVEBAK, CHRISTOPHER D.				
ERDMAN, HARLAN				
ERDMAN, LEONARD				
EWERT, THOMAS P.				
JAHNER, TAYLOR				
JOHNSON, STEVEN M.				
KEYES, SHARON				
LARSON, JOHN E.				
LINDE, JOSEPH C.				
MERRITT, LINDA				
MULCAHEY, LEVI				
NATTERSTAD, TRUDY				
PRICE, BETTY				
ROGERS, CLINTON M.				
SANTO, MICHAEL A.				
SPIELMAN, KENNETH B.				
TRESC, KENNETH				

4 Warning Message(s) | View Payroll Summary

### Calculate This Employee

- **\*\*\*\*\*Employees ever ask how their payroll will be affected if withholdings are changed? If so, Banyon has an easy way to show them.**
- Enter new withholding information on the deduction/benefit and # of hours on the timecard screen. Next, click calculate this employee to bring up the screen below.

- To see how the taxes were calculated by the software click here to print a report for employee
- **Can calculate employee unlimited # of times**

**Calculation Preview**

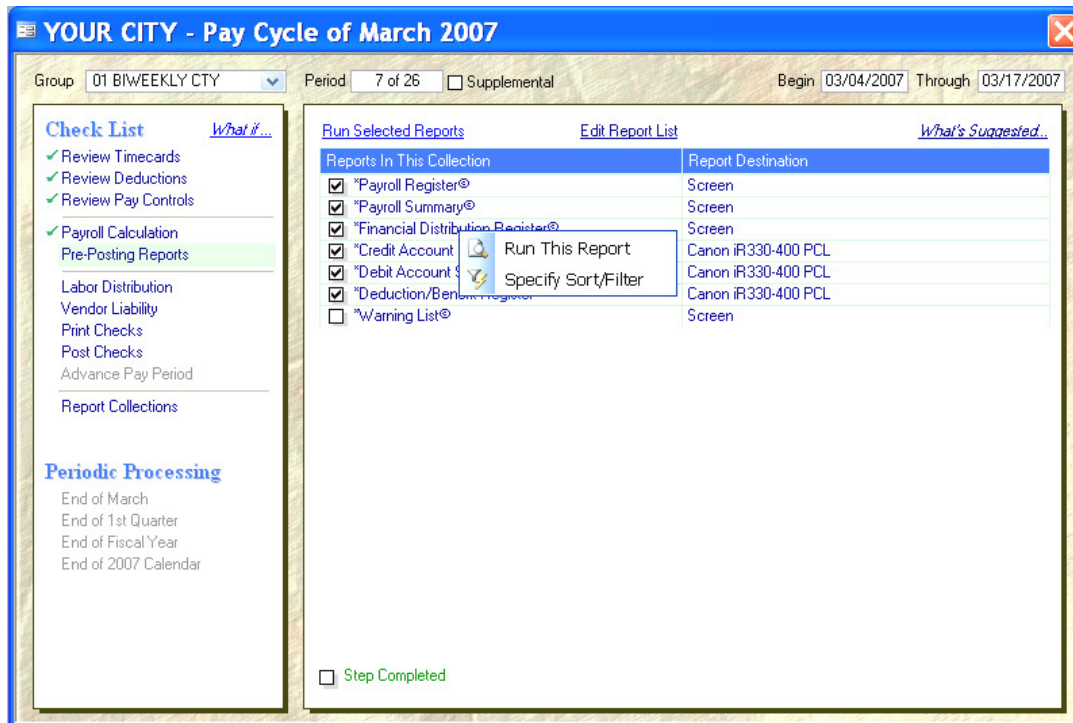
**ELVEBAK, CHRISTOPHER D.**

Gross Wage	\$1,708.00	Social Security	\$105.10
Net Pay	\$1,205.43	Medicare	\$24.58
Federal Tax	\$124.63	Voluntary	\$80.75
State Tax	\$56.42	Retirement	\$98.21
Local Tax	\$0.00	Tax sheltered	\$12.88

**Warnings:**

[Preview Payroll Register](#) | [See How Federal/State Tax Was Calculated](#)

# Pre-posting Reports



## Payroll Cycle: Pre-posting reports

- Any report from report writer can be included in this area.
- Right click on a report to apply a filter or sort the report differently.
- Reports can also be generated to the screen or specific printers. One report could go to a supervisor's printer in their office and others to different network or local printers.

# Labor Distribution

**YOUR CITY - Pay Cycle of March 2007**

Group: 01 BIWEEKLY CTY    Period: 7 of 26    Supplemental:     Begin: 03/04/2007    Through: 03/17/2007

**Check List** [What if...](#)

- Review Timecards
- Review Deductions
- Review Pay Controls
- Payroll Calculation
- Pre-Posting Reports
- Labor Distribution**
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

[Send Distribution to BDS Accounting](#)

Account	Amount
E-602-49490-121	\$33.69
E-602-49490-122	\$41.23
E-613-45125-101	\$1,446.60
E-613-45125-102	\$56.25
E-613-45125-103	\$600.00
E-613-45125-121	\$90.41
E-613-45125-122	\$160.88
E-613-45130-101	\$1,562.20
E-613-45130-121	\$97.64
E-613-45130-122	\$110.75
G-101-10100	\$7,064.35cr
G-101-21701	\$1,131.14cr
G-101-21702	\$479.62cr
G-101-21703	\$1,319.40cr
G-101-21704	\$1,418.00cr
G-101-21706	\$223.48cr
G-101-21708	\$148.31cr
G-101-21711	\$10.00cr
G-101-21713	\$54.62cr
G-101-21716	\$80.75cr
G-602-10100	\$399.57cr
G-602-21701	\$45.92cr
G-602-21702	\$21.16cr
G-602-21703	\$82.46cr

[Print](#)    [Regenerate Data](#)

Fund	Total Debits	Total Credits
101	\$11,929.69	\$11,929.67
602	\$613.76	\$613.78
613	\$4,124.73	\$4,124.73

Step Completed

## Payroll Cycle: Labor Distribution

- This information can be directly sent to BDS Accounting where it will show up in the journal entry area. Simply preview and post.
- Shows summary totals for each fund.
- **\*\*\*\*\*Time saving feature. Wondering where the totals are coming from on an account code? Simply click on the account code to pop up the below menu to see.**

Account	Item	Employee	Amount
E-101-4	Gross	BRUCE, DELORES A.	\$1,136.80
E-101-4	Gross	Clancy, Tom	\$1,446.40

# Vendor Liability

**Setup Vendor Liability**

Select a vendor (pay to) for each liability. You may attach the same vendor to multiple liabilities. [Locate BDS Accounting](#)  
 When the schedule payment is monthly, for example, the MTD liability is assumed for the check amount (you will have the option to make the payment at the appropriate time, on the last payroll of the month preferably.)

Liability	Pay To	Payment Schedule	Default Comment On Check Stub
G-000-21701	AFLAC	Each Pay Period	
G-000-21702	AFLAC	Each Pay Period	
G-000-21703	IRS	Each Pay Period	
G-000-21704	IRS	Each Pay Period	
G-000-21705	IRS	Each Pay Period	
G-000-21706	IRS	Each Pay Period	
G-000-21706	RTIREMENT	Each Pay Period	

Where do you want to p

[Send Liability to BDS Accounting](#) [Print](#) [Setup](#) [Regenerate Data](#)

Vendor Name	Amount	Date	Comments
<input checked="" type="checkbox"/> RETIREMENT	\$212.93	03/21/07	
<input checked="" type="checkbox"/> IRS	\$337.99	03/21/07	
<input checked="" type="checkbox"/> AFLAC	\$2,350.13	03/21/07	

Total Liability   Step Completed

**Liability Set up Screen**

**Main Liability screen from navroll**

## Payroll Cycle: Vendor Liability

- Checks can be printed for vendors in payroll or accounting.
- In the set up screen items can be put on a payment schedule: monthly, quarterly, yearly.
- From the main menu, click on an amount to pop up a box to show what is included in the total.

Reference (whose amount may be edited for correctness) Amount

101-21716 MISCELLANEOUS	\$80.75
101-21702 State Tax - MN	\$716.40
101-21701 FEDERAL TAX	\$1,552.98

Provide Bank Routing ID and Account Info for all applicable deductions and benefits. [Close Window](#)

Deduction/Benefit	Routing ID	Account No. and Type
001 FEDERAL TAX		
005 State Tax - MN		
006		
007		
049 Medicare		
051 Social Security		
053 PERACCORD		
054 PERA-PDL/FIR		
102 HEALTHPARTNERS		
103 AFLACCANCER		
104		
105 PRETAXMEDICA		
106 PRETAXDAYCAR		
107 PRETAXAFLAC		
108 PRETAXDENTAL		
109 PRETAXICARE		
110 MND CP		

**\*\*\*\*Time saving feature. Direct deposit can be set up for those vendors that accept it. Set the information up in the deduction benefit screen**

# Print & Post Checks

YOUR CITY - Pay Cycle of March 2007

Group: 01 BIWEEKLY CTY    Period: 7 of 26    Supplemental    Begin: 03/04/2007    Through: 03/17/2007

**Check List** [What if...](#)

- Review Timecards
- Review Deductions
- Review Pay Controls
- Payroll Calculation
- Pre-Posting Reports
- Labor Distribution
- Vendor Liability
- Print Checks
- Post Checks
- Advance Pay Period
- Report Collections

**Periodic Processing**

- End of March
- End of 1st Quarter
- End of Fiscal Year
- End of 2007 Calendar

Stub Message

Seq	Pay To	Amount
1	ROGERS, CLINTON M.	\$1,558.05
2	Clancy, Tom	\$1,391.32
3	BRUCE, DELORES A.	\$966.24
4	ELVEBAK, CHRISTOPHER D.	\$1,205.43
6	ULMEN, DAVID M.	\$1,343.96
13	DANBERRY, JOHN L.	\$998.92
15	ALLEN, SCOTT	\$1,114.70
17	CLAYTON, RUSSELL P.	\$516.09
18	LARSON, JOHN E.	\$883.57
10328	AFLAC	\$2,350.13
10333	RETIREMENT	\$212.93
10339	IRS	\$4,126.84

Print Setup

Print To: Screen

Print All Checks

Print Only Below Selection

Starting:

Ending:

Check Date:

[Print Checks](#)

0 Direct Deposits  
9 Employee Checks  
3 Vendor Checks

**Click on a box to move around**

23-May-07    \$9,999.99

Nine Thousand Nine Hundred Ninety Nine Dollars and 99 Cents

Mailing Address

Check Signature

NON-PRINTABLE AREA

Use Default Settings     Print Separate Pay-To Line    
 Check Amount Format:  With Dollar Sign     Without Dollar Sign    
 Check Date Format:  05/23/2007     23-May-07    
 Spelling of Check Amount:  Include Words, Dollars and Cents     Exclude Words, Dollars and Cents    
 [Print Sample](#)

## Payroll Cycle: Print & Post Checks

- **Print on laser checks.** Items on the main check area can be moved around to help align perfectly.
- Checks can be restarted from a specific point if printer jams.
- Signatures can be scanned in a printed on checks.
- If using a signature, a password can also be created for check printing process.

If you wish to enter each check number manually, check here

No.	Pay To	Amount
	ROGERS, CLINTON M.	\$1,558.05
	Clancy, Tom	\$1,391.32
	BRUCE, DELORES A.	\$966.24
	ELVEBAK, CHRISTOPHER D.	\$1,205.43
	ULMEN, DAVID M.	\$1,343.96
	DANBERRY, JOHN L.	\$998.92
	ALLEN, SCOTT	\$1,114.70
	CLAYTON, RUSSELL P.	\$516.09
	LARSON, JOHN E.	\$883.57
	AFLAC	\$2,350.13
	RETIREMENT	\$212.93
	IRS	\$4,126.84

0 Direct Deposits  
9 Employee Checks  
3 Vendor Checks

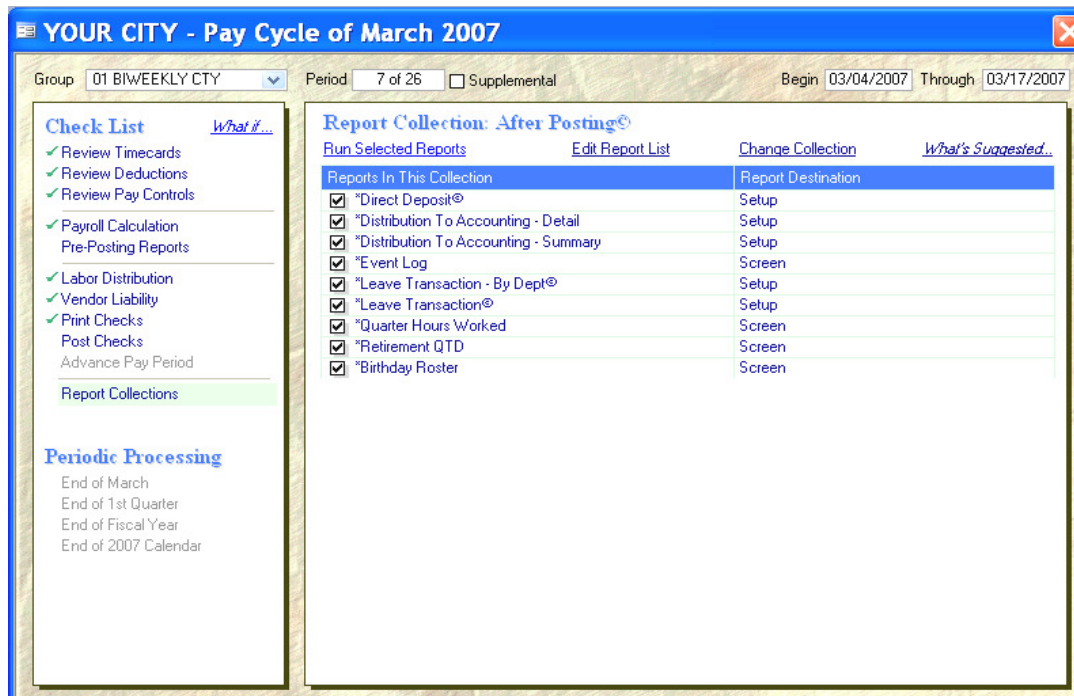
[There are discrepancies in labor distributions between payroll and accounting. Click for more detail...](#)

[Post Checks](#)

## Posting Checks

**Click on the first line and it will auto fill check #'s in.**

# After Posting Reports



## Payroll Cycle: After Posting Reports

- As with the pre-posting reports, any report created can be added here by clicking on the drop down.
- Right click on a report to apply a filter or sort the report differently.
- Reports can also be generated to the screen or specific printers. One report could go to a supervisor's printer in their office and others to different network or local printers.

## Payroll Cycle: Periodic Processing

- In the bottom left of the payroll screen, when it is time to run one of the processes it will bold in blue. Simply click on it and it will take you through the process.

# PAYROLL WINDOWS REPORTS

## (SAMPLES)

The reports shown in this document are only a small sample. WinPay can generate hundreds of reports for your organization. Our report writer was developed by Banyon Data Systems for our software.

### Highlights Include:

- Add headings & sub headings on reports.
- Select colors for font, headings, sub headings, and totals.
- Change font size on the reports and select double spacing.
- Add reports to a user collection. For Example, have your name as a collection type & choose which reports you want included. Now, when you go to report writer, simply click on your name and all your reports are displayed to run.
- Filter and sort reports on any column. For example, right click in the amount column. A menu will pop up and you can click in the filter box. Now type “between 500 and 900” and press enter. This will now drill down the data to only show those amounts in that range.
- Any report can be represented as a pie, line, or bar chart.
- All reports can be exported to Word or Excel and then emailed.

**For more detailed information about report writer, schedule a demo.  
Call us at 800-229-1130 or email [sales @banyon.com](mailto:sales@banyon.com)**

YOUR ENTITY NAME HERE

Today's  
Date, Time  
Page 1 of 1

## Payroll Register

Employee #	Name	Occupation	Soc. Sec. No	Period	Ending Date	
000000001	Hanson, George		474-50-8400	5	15-Feb-97	
<u>Withholding Info</u>		<u>Exempt</u>	<u>Exemptions</u>	<u>Marital Status</u>	<u>Extra Withholdings</u>	<u>Special Deductions</u>
Federal		No	0	Married Filing Separately; Spouse Not Employed	\$3,450.24	\$0.00
State Tax		No	0	Married Filing Separately; Spouse Not Employed	\$0.00	\$0.00

<u>Earnings</u>			<u>Deductions/Benefits</u>			<u>Leave</u>			
<u>Pay Method</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>	<u>Description</u>	<u>Deduction/Benefit</u>	<u>YTD</u>	<u>Description</u>	<u>Used</u>	<u>Balance</u>
ANNUAL			\$3,500.00	FICA	\$155.00	\$775.00	Four Weeks	0.00	155.75
SPECIAL		\$457.41		Medicare	\$36.25	\$181.25	Birthday	0.00	1.00
				Federal	\$522.26	\$522.26	Sick FT	0.00	8.00
				United Way	\$36.27	\$234.37			
				Dental	\$32.45	\$143.77			
				Excess Life	\$6.65	\$29.67			
				Outside Health	\$22.78	\$73.89			
				Taxable Meal	\$3.34	\$12.32			
				State Tax	\$155.70	\$155.70			
				Retire Save	\$125.00	\$625.00			
				<i>Total Deductions:</i>	\$1,095.70	\$2,753.23			
				SOC SEC	\$155.00	\$775.00			
				MEDICARE	\$36.25	\$181.25			
				Jobs/Train	\$5.00	\$25.00			
				Profit Share	\$100.00	\$500.00			
				HEALTH	\$460.67	\$1,382.01			
				<i>Total Benefits:</i>	\$756.92	\$2,863.26			
<u>Period:</u>	<u>Gross</u>		<u>Net</u>	<u>Federal Taxable</u>					
YTD:	\$2,500.00		\$1,505.79	\$2,375.00					
	\$12,500.00		\$7,528.95	\$11,875.00					

### Description:

Shown above is the Payroll Register Report that is used to generate an in-house copy of the payroll for the current payroll period. The report shows deductions, benefits, special withholdings, units worked, rate of pay, total amount paid, gross and net salaries and taxable salaries for each employee. This essential report will be the copy of the payroll you keep on file. Of course, you do have this information available to you on the computer, which may be quickly accessed through BDS Report Writer.

# YOUR ENTITY NAME HERE

## Employee Distribution

Regular/ Timecard	Pay Ctrl	Pay Method	Shift Differential	Distribution Reference & Distribution Account Number	Distribution Percent
000000001	Hanson, George				
	01	300 ANNUAL			
				00024 E-01-30-101	10.0%
				00023 E-01-20-101	35.0%
				00021 E-01-00-101	31.0%
				00025 E-01-40-101	24.0%
000000002	Anderson, Mark				
	01	010 HOURLY			
				00023 E-01-20-101	70.0%
				00024 E-01-30-101	30.0%
	02	320 Bonus			
				00022 E-01-10-101	100.0%
000000003	Williams, Bertha				
	01	300 ANNUAL			
				00022 E-01-10-101	10.0%
				00021 E-01-00-101	17.0%
				00024 E-01-30-101	10.0%
				00025 E-01-40-101	51.0%
				00023 E-01-20-101	12.0%

### Description:

Shown above is the Employee Distribution Report showing the percent of salary that gets distributed to the appropriate accounts in BDS Fund Accounting software. Included in this report are the distribution reference numbers and distribution account numbers, as well as the pay control and pay method numbers for each employee.

Similar to other BDS reports, this report can be sorted and/or selected for a specific employee, account number, pay control, etc.

# 941 Quarterly Form

941 Quarterly Federal Tax Return
✕

Form **941 for 2007:** Employer's Quarterly Federal Tax Return [Print](#)  
(Rev. January 2005) Department of the Treasury --- Internal Revenue Service OMB No. 1546-0029

Employer identification number

Name

Trade name

Address

**Report for this Quarter ...**  
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Check This Box If Reporting 2006

Read the separate instructions before you fill out this form. Please type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

<b>1</b> Number of employees who received wages, tips, or other compensation for the pay period including Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)	<b>1</b>	<input type="text" value="2"/>
<b>2</b> Wages, tips, and other compensation . . . . .	<b>2</b>	<input type="text" value="21.00"/>
<b>3</b> Total income tax withheld from wages, tips, and other compensation . . . . .	<b>3</b>	<input type="text" value="14282.11"/>
<b>4</b> If no wages, tips, and other compensation are subjected to social security or Medicare tax		<input type="checkbox"/> Check and go to line 6.
<b>5</b> Taxable social security and Medicare wages and tips:		
	Column 1	Column 2
<b>5a</b> Taxable social security wages	<input type="text" value="97760.86"/>	<input type="text" value="12122.35"/>
<b>5b</b> Taxable social security tips	<input type="text"/>	<input type="text"/>
<b>5c</b> Taxable Medicare wages & tips	<input type="text" value="141973.51"/>	<input type="text" value="4117.23"/>
<b>5d</b> Total social security and Medicare tax (Column 2, lines 5a + 5b + 5c = 5d). . . . .		<input type="text" value="16239.58"/>
<b>6</b> Total taxes before adjustments (lines 3 + 5d = line 6) . . . . .		<input type="text" value="30521.69"/>
<b>7</b> Tax Adjustments (If your answer is a negative number, write it in brackets.):		
<b>7a</b> Current quarter's fractions of cents . . . . .		<input type="text"/>
<b>7b</b> Current quarter's sick pay . . . . .		<input type="text"/>
<b>7c</b> Current quarter's adjustments for tips and group-term life insura		<input type="text"/>

Description:

The software will load all the data into this form and print it.

# W-2 TAX STATEMENT FORMS

**W2 Tax Statement**
✕

Employee Search 
[Create 2007 W2s](#)
Select Tax Year

b Employer's identification number 43-6666443	1 Wages, tips, other comp. \$10,661.50	2 Federal income tax withheld \$354.01
c Employer's name, address, and ZIP code YOUR CITY 5341 MAYWOOD ROAD YOUR CITY MN 55364-	3 Social security wages \$11,282.04	4 Social security tax withheld \$699.50
	5 Medicare wages and tips \$11,282.04	6 Medicare withheld \$163.60
	7 Social security tips \$0.00	8 Allocated tips \$0.00
d Employee's social security number 488-92-8893	9 Advanced EIC payment \$0.00	10 Dependent care benefits \$0.00
e Employee's name (first, middle initial, last) Tom Johnson 12324 WILLOW ST YOUR CITY MN 56048-	11 Nonqualified plans	12 See Instrs. for Box12 \$0.00
	13 Statutory Retirement Third-party Emp. <input type="checkbox"/> Plan <input checked="" type="checkbox"/> sick pay <input type="checkbox"/>	\$0.00 \$0.00 \$0.00
	14 Other RETIRE \$620.54	\$0.00 \$0.00 \$0.00
	15 State Employer's state ID MN 77848489	16 State wages, tips \$10,661.50
		18 Local wages, tips \$0.00
		19 Local income tax \$0.00
		20 Locality name

2006

Tax Statement

Information on this statement may be edited for correctness  
before reported to SSA or printed for employees

[Print W2s for Employees or Paper Reporting](#)
[Print W3 for Paper Reporting](#)
[Create File for Diskette or Internet Reporting](#)

The WinPay software prints W-2 Tax Statement forms on laser form pre-printed stock. The W-2's may also be edited on screen before printing.

# Other Modules & Software To Consider From BDS!

## Fund Accounting Modules

- **Fixed Assets:** Keep track of assets & calculate depreciation.
- **GASB 34 Reporting Module:** Produces required reports for GASB.
- **Purchase Orders:** Interfaces with accounts payable.
- **Invoicing/Billing:** Send out invoices to customers. Interfaces with receipts.
- **Manage Payables:** Expense account is debited and accts payable credited. When check is printed & posted then accounts payable is debited and cash is credited. Helpful for year-end when you want item expensed, but do not want to pay until next year.
- **Deposit Slip:** Print deposit slip for receipt batch.

## Utility Billing Modules

- **Direct Payments:** Directly debit customer's bank accounts.
- **Meter Device Interface:** Automatically load readings from handheld device.
- **PDA Meter Interface:** Meter readings entered on PDA downloaded into UB.
- **Certification to Taxes:** Automatically certifies unpaid balances to taxes.
- **Tier Report Rate Study:** Show how much revenue would be generated if rates are changed. Run for current billing or on history for any service.
- **Receipt Barcode Printing/Scanning:** Allows you to scan in utility receipts.
- **Laser Disconnect Notice:** Very productive to encourage payment.
- **AR Transfer:** Transfer billing info as accounts receivable to fund acct.
- **Web Payment:** Take payments online with credit card and transfer to UB.
- **Email Bill:** Email customer's utility bill. Then have an option to pay online.
- **Hydrants:** Track where hydrants are located and record test results.
- **Deposit Slip:** Print deposit slip for receipt batch.
- **Outsource Print File:** Generate bill info to text file to send off for printing.

## Payroll

- **Direct Deposit:** Directly deposit money to employee bank accounts.
- **Retirement Reporting:** Many state formats available.
- **941 Quarterly Tax Return:** Loads data and prints
- **State Wage Detail Report (Unemployment)**
- **Employee Timecard Entry:** Employees enter own timecards & then submit.

## Other Software Products

**Windows Point of Sale (cash receipting)** Take payments at the counter & then print a receipt for the customer. End of day process receipts are then sent to corresponding Banyon software.

**Permits & Licensing**  
**Special Assessments**  
**Pet Licensing**  
**Cemetery Records**

**Property Tax**  
**Property Tax Entry**  
**Property Management**  
**Violations/Code Enforcement**