
ACCOUNTING CS PAYROLL

WalkThrough

version 2015.x.x

ACCOUNTING CS[®]

part of the
CS PROFESSIONAL SUITE[®]

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Getting Started

This walkthrough will provide you with a basic understanding of the design and functionality of Accounting CS Payroll. Because this walkthrough is relatively brief, we cannot show you all of the application features and capabilities. However, after you complete the walkthrough, you will have a good understanding of some of the basic features and processes in Accounting CS Payroll. This walkthrough is most beneficial when you read the pages in sequence and follow along with the documented steps in the Accounting CS Payroll application.

This chapter of the walkthrough describes the following:

- How to download and restore the Payroll Template (ACSPAY01 sample client template) if it's not already available.
- The main screen in Accounting CS, including the menus, toolbar, Home Dashboard, and the Payroll Form and Filing Information portlet.
- Our Help & How-To Center, where you can learn more about using Accounting CS Payroll.

About Accounting CS and Accounting CS Payroll

Accounting CS includes features for write-up, trial balance, accounts payable and accounts receivable processing, after-the-fact payroll processing, customizable reporting, and complete financial statements.

Accounting CS Payroll is licensed separately and supports after-the-fact payroll processing plus robust features for live payroll processing as well as customizable reporting.

Note: If you already use Accounting CS and you would like to complete this walkthrough, you can activate a trial license for Accounting CS Payroll by choosing Help > About, clicking the Trial Licenses button, and then marking the *Payroll* checkbox.

About client and employee templates

Understanding and using client templates can make onboarding new clients much easier and help you to add new client records and payroll information more efficiently and accurately. Using templates, you can set up common firm-level policies such as staff assignments, payroll time entry methods, check printing defaults, billing options and fee schedules, impound options, workers' compensation codes, and custom fields. In addition, if you have a number of clients working in similar industries (for example, if you have a number of restaurant clients), you can set up a client template with chart of accounts information, departments, payroll items, and accruable benefits that would apply to all of those clients. Keep in mind that even if you use a template, you will still be able to modify information that is unique for each client.

A client template can contain employee templates as sub-templates. For example, all restaurant-type clients require similar employee types such as waitstaff or management, and each type would use particular types of payroll items. You can set up an employee template and link it to a client template or to a particular client.

After adding a new client record or a new employee record based on a template, you need to proceed through the normal client or employee setup steps to be sure that all unique and pertinent information is included.

ACSPAY01, Payroll template

For this walkthrough, we will use setup data from the ACSPAY01 client template, which includes sample data for the following screens.

- Setup > Bank Accounts
- Setup > Chart of Accounts
- Setup > Payroll Items
- Setup > Accruable Benefits
- Setup > Employee Templates

Downloading and restoring the Payroll Template

If you do not see **ACSPAY01, Payroll Template** already included in the Setup > Client Template screen in Accounting CS Payroll, you can use the following procedure to download and restore the template into your Accounting CS firm database.

1. Log in to the Thomson Reuters website at CS.ThomsonReuters.com.
2. In the Notifications Summary section in the upper-right corner of the page, click the Downloads icon.
3. Click the **Accounting CS Template Clients.zip** link in the Sample Client Templates section of the My Product Downloads page to begin downloading the ZIP file to your local drive.

Step 1: Select a Product to Download

Thomson Reuters makes available downloads for certain product updates. Depending on your product configuration, web downloads may be available for your firm.

Please use the appropriate link below to download the software version you require. Additional CS Connect updates may also be available for your software.



- UltraTax CS**

Version 2014.1.0 - Posted November 21, 2014.

If you have previously downloaded and installed 2014 UltraTax CS, you do not need to install this version.

 - Download the latest 2014 version of UltraTax CS
 - 2013 UltraTax CS
 - 2012 UltraTax CS
 - 2011 UltraTax CS
 - 2010 UltraTax CS
 - 2009 UltraTax CS
 - 2008 UltraTax CS
 - 2007 UltraTax CS
 - 2006 UltraTax CS
 - 2005 UltraTax CS
- FileCabinet CS**

Version 2014.1.0 - Posted December 1, 2014.
- Fixed Assets CS**

Version 2014.1.0 - Posted November 21, 2014.
- Planner CS**

Version 2014.1.0 - Posted November 21, 2014.
- ToolBox CS**

Version 2014.1.0 - Posted February 17, 2015.

Short videos to guide you through the process.
[Watch the video](#)

Advance Versions

You have been selected to have access to an advance copy of these following product(s). These downloads are only available to select firms.

- **Practice CS**
Version 2014.2.2 - Posted September 23, 2014.

Of Interest

- [License Download Instructions](#)
- [Product Release Schedule](#)
- [Product Demos & Trials](#)

Sample Client Templates

The Zip file link below contains Template Clients for Accounting CS that can help streamline new client setup. This product download is only required if you'd like to restore the default Client Templates, or if you want to add sample Template Clients to an existing installation of Accounting CS.

Download the [Accounting CS Template Clients.zip](#), extract the contents of the file, and restore the clients from Accounting CS by selecting File | Client Data Management Utility.

4. When the download is complete, extract the files from the ZIP file and copy them into the X:\WINCSI\Accounting CS Data\Backup folder (where X: represents the drive location where Accounting CS shared files are installed).

Note: If there is no **Backup** folder in the Accounting CS Data folder, you need to create it prior to extracting the contents of the ZIP file.

5. In Accounting CS, choose **File > Client Data Management Utility**.
6. Select **Restore** from the drop-down list in the *Action* field and verify that the file location is the location to which you extracted the template files.
7. Mark the checkbox next to the **ACSPAY01, Payroll Template** and then click the Restore Selected button. The client will then be available in the Setup > Client Templates screen.

Note: For more information about creating and adding client and employee templates, see [Using templates for client and employee setup](#) in our Help & How-To Center.

Menu commands

The menu bar at the top of the screen in Accounting CS Payroll contains several pull-down menus, each of which contain numerous commands. These commands cause Accounting CS Payroll to perform specific functions, such as opening a particular screen. The name of each menu includes one underlined letter, which becomes visible when you press the ALT key.



File Edit View Actions Setup Help

To open a menu, do either of the following:

- Click the menu name in the menu bar.
- Press the **ALT** key plus the underlined letter in the menu name. For example, to open the File menu, press **ALT+F**.

Arrows next to a menu command indicate additional menu choices. Click a command with an arrow to access the additional choices in the cascading menu.

To get an idea of the main features that are available in Accounting CS Payroll, display the commands within each menu option. (Note that the availability of menu commands can vary by password security setting.)

Tips

- Some of the menu commands have corresponding buttons on the Accounting CS toolbar, as well as corresponding links in the navigation frame.
 - Some of the most commonly used menu commands have special shortcut keys that enable you to execute the commands quickly from your keyboard. For example, press **ALT+F1** to open or close the Navigation frame.
 - See [Keyboard shortcuts](#) for a list of shortcuts available in the application.
-

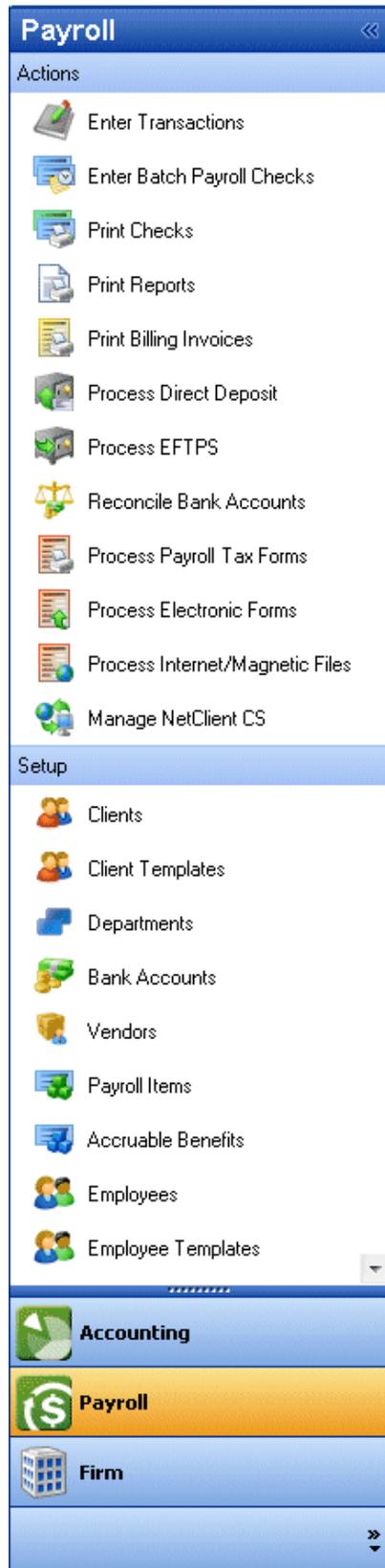
Toolbar

The toolbar, located beneath the menu bar, contains buttons to facilitate navigation through the application and to perform various tasks.

- ▶ To view the tooltips for individual buttons on the toolbar, hover the mouse pointer over each button.



Navigation frame



The navigation frame provides a convenient way to access specific screens for completing various kinds of tasks in Accounting CS Payroll. Click any of the items in the Actions or Setup lists to open the screens where you can complete related tasks.

At the lower portion of that frame are buttons you can click to switch the frame's view from Accounting to Payroll or Firm. The Payroll navigation options are shown in this illustration.

Click the  or  button at the top of the Navigation frame to collapse or expand that frame.

When the Navigation frame is expanded, it remains open on the left side of your screen. Collapsing the Navigation frame creates more room for the workspace. You can click the collapsed navigation frame once to temporarily display the action and setup icons. Click it again to hide them.

If the list of available actions is longer than the available space, scroll buttons appear to enable you to scroll through the list.

Home Dashboard

The Home Dashboard is a customizable view that offers quick access to many frequently used features, including links to various application functions and to helpful resources, and displays important application information and, if you choose, industry news.

To view the Home Dashboard, click the Home Dashboard  button on the toolbar. See [Using the dashboards](#) for more information about the dashboards.

Using the Help and How-To Center

Our Help & How-To Center provides extensive information about using Accounting CS Payroll.

To access the Help & How-To Center, use any of the following methods.

- Enter a search term in the search  field in the toolbar to search for topics related to that term.
- Click the Help & How-To  button to open a topic explaining the current screen and click the down arrow to open a list of tasks and topics related to the screen.
- Press **F1** to view help that is relevant to the current screen.
- Choose **Help > Help & How-To** to open the **Browse subjects for Accounting CS** topic.

In the Help & How-To Center, use the toolbar to find the information you need.



- **Browse Subjects** — Click this button to access a list of categories, then click a category to view a list of related topics.
- **Index** — Click this button to view an alphabetical list of keywords. Click a keyword to view the associated topic.
- **Search field** — Enter a search term or phrase and press the ENTER key to see a list of related topics. To view sample searches, click the **Finding answers in the Help & How-To Center** link in the box on the right side of the screen.

Note: Every topic in the Help & How-To Center includes a box on the right that provides quick access to alerts and other timely information.



Adding a New Payroll Client

Accounting CS includes a number of client templates that enable you to set up new clients quickly and efficiently.

We will use the **Payroll Template (ACSPAY01)** client template and the Address Verification feature to set up a new client to use the full, calculating payroll service in Accounting CS Payroll.

Note: Address-level verification enables you to validate addresses for jurisdictions that use address-level tax determination. For more information, see [Using the location finder](#) in our Help & How-To Center.

Adding a new client based on the Payroll Template

We will use the following information for the new client.

Client name and address	Able, Barker, and Cranston Company 123 S. Main Street Toledo, OH 43605
Local tax jurisdictions	Lucas County and Defiance JEDD
EIN	12-3456789
Payroll schedule	Biweekly
Contact	Sally Smith (payroll administrator)
Source of payroll information	Email
GL liability account for state taxes	SIT - Liability – 2210 SUI - Liability – 2220, expense 6860 JEDD – Liability – 2250 (we will add this account number on the fly)

1. Choose **Setup > Clients** and then click the Add button.

2. In the Add Client dialog, do the following:
 - a. In the Identification section, enter **ABCCOMPANY** as the client ID, select **ACSPAY01** from the drop-down list in the *Template* field, and enter the client name.
 - b. In the Address section, specify the state.
 - c. In the Services section, be sure that both the *Payroll (After-the-Fact)* and the *Payroll* checkboxes are marked.

Note: The services selected by default reflect the selections specified in the client template.

- d. Click the Add button. The application will take several seconds to create a new client record.
3. In the Main tab of the Clients screen, enter the client's EIN and payroll name (same as the Client name, in this case).
 4. In the Addresses section, click the  button next to the *City* field to open the Location Finder dialog.
 - a. Type the address, including the city, state, and ZIP code, into the *Search* field and then press the TAB key.
 - b. Select **Lucas** from the drop-down list in the *County* field.
 - c. Select **Defiance JEDD Tax** from the drop-down list in the *JEDD/JEDZ* field.
 5. Click OK to save the address information.

Setting up a new payroll schedule

For this walkthrough, the new client uses a biweekly payroll schedule, so we'll make some additional changes for the client to generate the correct payroll schedule for their employees.

1. With ABCCOMPANY still selected in the Clients screen, click the Payroll Information tab.
2. In the Default Time Entry Method section, select **Email in time** from the drop-down list in the *Source* field, and then click the Ellipsis  button in the Payroll Schedules section.
3. In the Payroll Schedules dialog, enter **Biweekly** as the description and then select **Biweekly** from the drop-down list in the *Pay frequency* field.
4. Mark the checkbox to adjust the check date for non-business days and also click the *Use previous business day* option.
5. Click in the first row of the grid and enter the following dates for the client's first payroll period (or use the calendar to click the appropriate dates).

Check Date	02/27/2015
Period Begin Date	02/08/2015
Period End Date	02/21/2015
Time In Date	02/25/2015
Checks Out Date	02/27/2015
Status	Not processed

6. Click the Schedule button to have the application fill in the remaining dates in the grid based on the Biweekly schedule.

7. Click Enter to save the information you've entered and then click Done to return to the Clients screen.

Setting up payroll tax information

The application entered data in many of the fields in the Payroll Taxes tab based on the results of the address-level verification of the client's address. In addition, the GL liability and expense accounts in the Taxes grid came from the client template. However, we still need to add some additional information.

Unemployment ID	1234567-89-0
UI base rate	2.0
Withholding ID	51 123456
Default deposit schedule	Monthly
Ohio SIT: GL Liability	2210
Ohio SUI: GL Liability	2220
GL Expense	6860
Defiance JEDD Tax: GL Liability	2250

1. Click the Payroll Taxes tab in the Clients screen and notice that Ohio is selected in the State section. Enter the Unemployment ID.
2. Enter the UI base rate.
3. Enter the Withholding ID and the default deposit schedule.
4. In the Taxes section, scroll down to the Ohio information and enter the GL liability and expense accounts.
5. Account number 2250 does not yet exist in the application, so you will see the following prompt. Click Yes to open the Chart of Accounts dialog.



6. In the *Description* field, enter **Accrued OH Local Tax**, assign code **CL** and subcode **Tax**. Click Enter to save the new account number, and then click Done to return to the Payroll Taxes tab.
7. Click Enter to save your changes.

Specifying the client's bank account information

We'll use the following bank account information for the client.

Bank	041000124, PNC Bank, Ohio
Account number	1234567
Vendor check layout	Forms CS 800L Middle Check Dup Stubs
Payroll check layout	Forms CS 800L Two Column Middle Check Detail Hrs Direct Deposit.

1. Choose **Setup > Bank Accounts**.
2. Make sure that **ABCCOMPANY** is selected in the client field in the upper-right corner of the screen, highlight **Payroll Checking** in the selection frame, and then click the Edit button.

Note: The Payroll Checking bank account was provided within the payroll sample client data. Without the template, you would need to add a new bank account in this screen.

3. In the Main tab of the Bank Accounts screen, select the bank in the *Bank* field.
4. Enter the account number, confirm it if prompted, and then verify that the next check number is set to **100**.

5. Click the Check Layout tab. In the Layout Selection section of that tab select the vendor and payroll layouts.

Setting up direct deposit information for the client

If you intend to create ACH files using this bank account, you will need to enter the appropriate information in the Direct Deposit tab.

1. Click the Direct Deposit tab.
2. In the *Originator bank* field, select **041000124, PNC Bank, Ohio**.
3. In the *Immediate destination* field, select **041000124, PNC Bank, Ohio**.

Note: Your bank will specify whether any other information needs to be entered here so that you can create ACH files, but for this walkthrough only the *Originator bank* and *Immediate destination* fields are necessary.

4. Click Enter to save your changes.

Additional setup information

The Payroll Template may not include some of the setup information that you need for the client. Refer to the following topics in our Help & How-To Center for more details about additional client setup.

[Setting up client payroll departments](#)

[Creating and adding payroll items for your client](#)

[Setting up accruable benefits](#)

[Setting up vendors](#)



Setting Up a Client's Employees

Now let's add information for two of the new client's employees. Employee templates and the address verification features in Accounting CS Payroll help to save time during the setup process.

Note: The Payroll Template includes four employee templates and you can easily create and save an unlimited number of new employee templates to simplify the setup process for your own clients. For details, see [Using templates for client and employee setup](#) in our Help & How-To Center.

The screenshot shows the Accounting CS Payroll software interface. The main window is titled 'Employees' and displays a list of employees on the left and a form for adding a new employee on the right. The form is divided into several tabs: Main, Personal, Accrual Benefits, Payroll Items, Payroll Taxes, Direct Deposit, Workers' Compensation, and Custom Fields. The 'Main' tab is currently selected. The form includes fields for Identification (ID, EIN/SSN, First, Middle, Last, Suffix, Type), Addresses (Home, Mailing address), Phone and Fax Numbers (Home, Mobile), Payroll Schedules (Primary), and Locations and Departments (Enable auto pay distribution by %). An 'Employee Template' dialog box is open in the center, prompting the user to 'Select a template for the new employee.' The dialog box contains a search field and a table of templates:

Template	ID	Description
HOURLY		Hourly Employee
INDEPENDENT		Independent Cont
SALARY		Salared Employee
TIPPED		Topped Employee

The status bar at the bottom of the window shows 'Ready' and 'Last backup: 7/17/2014 6:59 PM'.

Selecting an employee template

Name and address	Sally Smith, employee ID 015 4940 Monroe St Toledo, OH 43623
Payroll information	<ul style="list-style-type: none"> ▪ Full-time ▪ Salaried ▪ Biweekly pay schedule
SSN	234-56-7890
Hire date	06/23/2010
Marital status & allowances	<ul style="list-style-type: none"> ▪ Married ▪ 2 allowances
Accruable benefits: Vacation beginning balance	60 hours

1. Choose **Setup > Employees** and click the Add button.
2. Select **SALARY, Salaried Employee** from the drop-down list in the *Template* field and click OK.

Entering employee information for the salaried employee

Using the lookup feature when entering employee addresses helps to ensure that the application accurately determines address-level tax jurisdictions and calculates the appropriate taxes.

1. Enter the identification information for Sally Smith in the Main tab of the Setup > Employees screen.
2. In the Addresses section, enter Sally's entire address in the *Lookup* field and then click the  button or press the TAB key.
3. In the Address Difference Found dialog, choose *Update the existing address with the suggested address* and click OK.
4. Set Sally's primary payroll schedule to **Biweekly** by selecting it in the *Primary* field.

Main | Personal | **Accruable Benefits** | Payroll Items | Payroll Taxes | Direct Deposit | Workers' Compensation | Custom Fields

Identification

ID: 015 EIN/SSN: 234-56-7890 Verified
 First: Sally Middle:
 Last: Smith Suffix:
 Type: Standard

Addresses

Home: 4940 Monroe St
 Lookup: 4940 Monroe St Toledo, OH 43623
 City: Toledo State: OH ZIP: 43623
 County: Lucas Country:
 School district: Washington LSD Municipality:
 Mailing address Resident address

Phone and Fax Numbers **Email and Web Addresses**

Home: Email:
 Mobile: Website:

Payroll Schedules

Primary: Biweekly Alternate:

Locations and Departments

Enable auto pay distribution by %

Location	Department	Primary
▶ Business Location		<input checked="" type="checkbox"/>
*		<input type="checkbox"/>

5. Click the Personal tab. Specify Sally's hire date, her marital status, and her employment status for Affordable Care Act reporting. Note that information in the Personal tab is for reporting purposes only, and does not affect filing status.
6. Click the Accruable Benefits tab. Four accruable benefits are included in the employee template. Make the Vacation accruable benefit active for Sally by marking the checkbox and then specify her beginning balance hours for this benefit type.

Note: The application automatically calculates amounts for the other columns in the grid based on client-level settings in the Setup > Accruable Benefits screen.

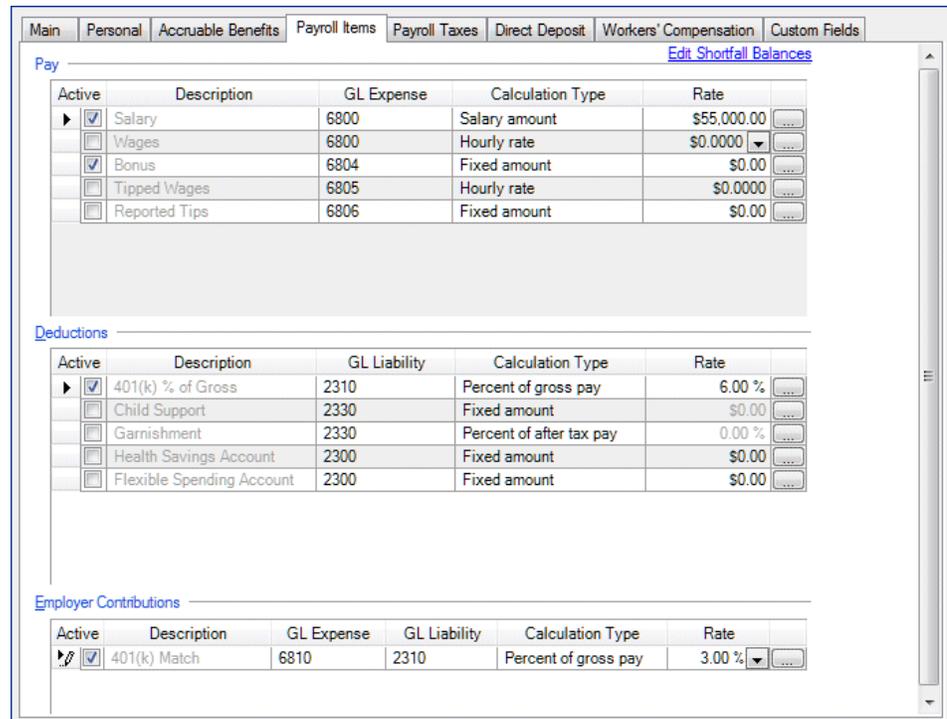
Main | Personal | **Accruable Benefits** | Payroll Items | Payroll Taxes | Direct Deposit | Workers' Compensation | Custom Fields

Active	Description	Beginning Balance	Adjustment	Allowance	Carryover Maximum	Available Limit	Annual Limit
<input type="checkbox"/>	Paid Time Off	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input checked="" type="checkbox"/>	Vacation	60.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	Sick Time	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	Holiday	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

View Balances

- Click the Payroll Items tab. Note that the *Salary* checkbox is marked by default because we used the SALARY template for Sally. Mark the checkboxes and enter the amounts for the following payroll items:

Pay: Salary	\$55,000.00
Pay: Bonus	\$0.00
Deduction: 401(k) % of Gross	6.00 %
Employer Contributions: 401(k) Match	Calculation Type: Percent of gross pay Rate: 3.00 %



- Click the Payroll Taxes tab. Change the federal filing status to **Married** and the total allowances to **2** for both federal and state withholding.

Note: The Federal taxes section contains GL account numbers based on the client template. We added the State GL account information at an earlier point during client setup.

- Click Enter to save the information you've entered.

Note: A prompt displays an alert to add local information for the client because we've added new employees that require it. **Ignore this prompt for now**, and we'll add the local information for the client after setup data for all employees has been entered.

Entering employee information for the hourly employee

1. Select **HOURLY, Hourly Employee** as the template for the next employee and then enter the following setup information for Brandon Clark, an hourly employee of ABCCOMPANY.

Name and address	Brandon Clark, employee ID 033 4701 Talmadge Rd. Toledo, OH 43623
SSN	987-65-4321
Payroll information	<ul style="list-style-type: none"> ▪ Hourly ▪ 40-hour standard week ▪ Biweekly pay schedule

2. In the Personal tab, enter the following information.

Hire date	08/14/2012
Marital status	Single
Employment status (for Affordable Care Act reporting)	Full-time

3. In the Payroll Items tab, note that the *Wages* checkbox is marked by default because we used the HOURLY template for Brandon. Mark the checkboxes and enter the amounts for the following payroll items:

Pay: Wages	\$18.00 an hour
Deduction: 401(k) % of Gross	6.00 %
Employer Contributions: 401(k) Match	Calculation Type: Percent of gross pay Rate: 3.00 %

4. In the Payroll Taxes tab, enter 1 allowance for both federal and state.
5. When you've finished entering Brandon's information, click Enter to save the information.

Adding local tax information for the client

Now that we have added information for all employees, let's add the appropriate client information for local taxes.

1. Choose **Setup > Clients**, click the Payroll Taxes tab, and click the Edit button.
2. Click the Local button in the State section. Notice that the localities for the new employees have been added. Click Cancel to close the dialog.

Tax	Withholding ID	Deposit Schedule	Nexus
Defiance JEDD Tax		Monthly	<input type="checkbox"/>
Ohio Toledo City Tax		Monthly	<input type="checkbox"/>

3. In the Taxes section of the Payroll Taxes tab, scroll down to the Ohio information. Enter the following GL liability and expense accounts.

Ohio Toledo City Tax	GL Liability – 2250
Ohio Sylvania City Tax	GL Liability – 2250
Ohio Washington SD	GL Liability – 2250

4. Click Enter.



Processing a Biweekly Payroll

We will now use the Enter Batch Payroll Checks screen to enter payroll checks in a batch based on the next unprocessed pay schedule.

Setting up data-entry options

First, we'll set up the data entry options for the screen to specify some default settings. This is a one-time setup process that will help to save time when we process subsequent payroll batches.

1. Choose **Actions > Enter Batch Payroll Checks**.
2. Choose **Edit > Options**.
3. In the Enter Batch Payroll Check Options dialog, select **Biweekly** in the *Payroll schedule* field.
4. In the Data Entry Defaults section, select **Payroll Checking** as the bank account and leave **Employee ID** as the primary sort order for the payroll checks.

Note: You can choose many more default settings for the screen in this dialog, including the option to hide any number of columns in the Rapid tab.

5. Click OK to close the dialog and return to the Enter Batch Payroll Checks screen to begin processing the checks.

Entering payroll check information

1. In the Enter Batch Payroll Checks screen, select **Biweekly** in the *Payroll schedule* field.
2. Enter **40** hours for Brandon Clark in the Reg Hours column.
3. **Optional step:** When you have finished entering the payroll information, click the Preview Payroll button to view the **Preprocessing Summary report**. This is a simple way to check the pay, deduction, employer contribution, and accruable benefit and company totals, and to see at a glance the cash required for both electronic funds transfer and payroll balance. Click the Close button to return to the Enter Batch Payroll Checks screen.
4. Click the Enter Batch button.

Processing an On-Demand payroll batch

Let's use the On Demand Payroll feature to create an unscheduled batch of payroll checks. With this feature, you can choose to create the checks based on a gross pay amount or a targeted net pay amount and also to specify whether or not to calculate deduction items, employer contributions, or benefit accruals, making it useful for creating bonus or non-periodic commission checks.

1. In the Actions > Enter Batch Payroll Checks screen, select **On Demand** from the drop-down list in the *Payroll schedule* field.
2. Select **Bonus** from the drop-down list in the *Pay item* field.

Note: Even though Brandon has no Bonus pay item set up, we can still enter a bonus for him here via the On-Demand payroll feature.

3. Enter **\$1,500.00** in the *Gross Pay* column for Sally Smith and **\$500.00** for Brandon Clark.

The screenshot shows the 'Create On Demand Payroll' dialog box. The 'On Demand Settings' section includes 'Mode' (Standard selected), 'Pay item' (Bonus), and 'Frequency' (Biweekly). The 'Dates' section shows 'Pay date', 'Period begin', and 'Period end' all set to 3/3/2015. The 'Employee Selection' table is as follows:

ID	Name	Gross Pay
<input checked="" type="checkbox"/> 015	Smith, Sally	1,500.00
<input checked="" type="checkbox"/> 033	Clark, Brandon	500.00
		2,000.00

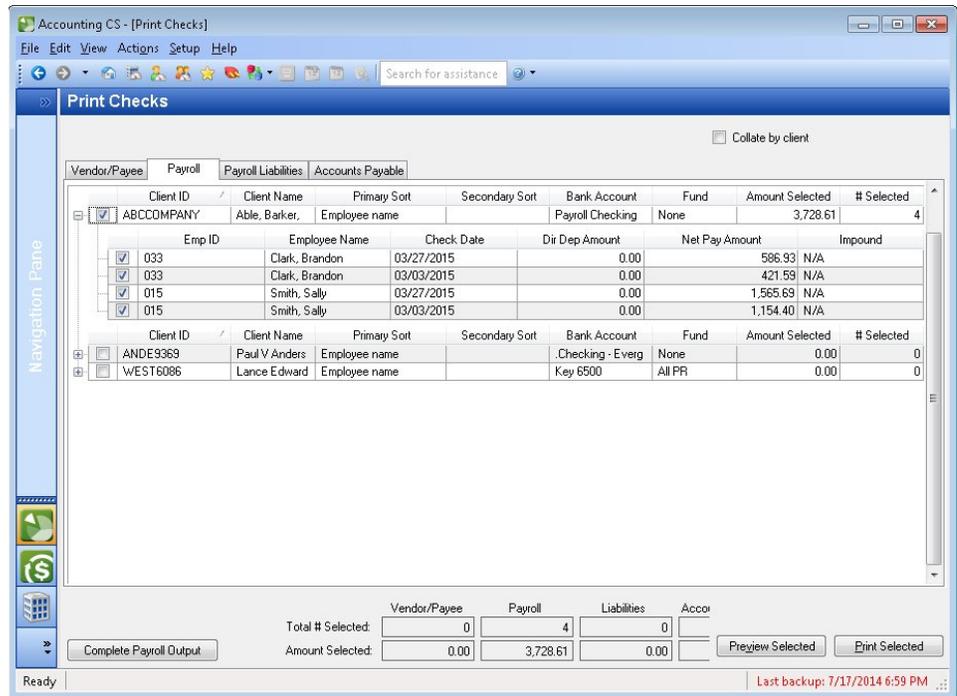
The 'Calculations to Disable' section has 'Deductions' (None), 'Employer contributions' (None), and 'Benefit accruals' (unchecked). The 'Tax Withholding Calculation Method' section has 'Federal income tax' (Annualized) and 'State income tax' (Annualized). The 'Direct Deposit' section has 'Enable' selected. 'Create' and 'Cancel' buttons are at the bottom right.

4. On the right side of the dialog, there are options to disable various calculations and features for these payroll checks. For this walkthrough, just click the Create button to create the bonus checks with the default settings.
5. In the Enter Batch Payroll checks screen, click the Enter Batch button.

Printing the payroll checks

Now let's print the payroll checks you just created.

1. Choose **File > Print Checks**.
2. Click the Payroll tab and then click the + sign next to ABCCOMPANY to expand the list of individual payroll checks in the batch.
3. Mark the checkbox next to ABCCOMPANY to select all of the payroll checks listed for that client's employees.



4. Click the Print Selected button. Note, too, that you can choose to preview the selected checks prior to printing.
5. In the Print dialog, verify your printer option selections, and then click OK.

The screenshot shows a 'Print' dialog box with the following sections and options:

- Page Numbering:**
 - Continue page numbering across reports/profiles
 - Starting page number: 1
- Printer:**
 - Output to printer (Selected printer: Canon MX880 series Printer W/S)
 - Page range:
 - All
 - Current page
 - Pages: []
 - Number of copies: 1
 - Duplex
 - Enter page numbers and/or page ranges separated by commas. For example, 3,6,8-10
- FileCabinet CS:**
 - Output to FileCabinet CS
 - Send to NetClient CS Document Presentation
- Engagement CS:**
 - Output to Engagement CS
- File:**
 - Output to file (Format: Adobe Acrobat (*.pdf), Password Protect...)
 - Destination: C:\Users\Desktop\Current Work\PayrollProcessing\
 - Open file when complete
- Exclude from billing
- Buttons: OK, Cancel

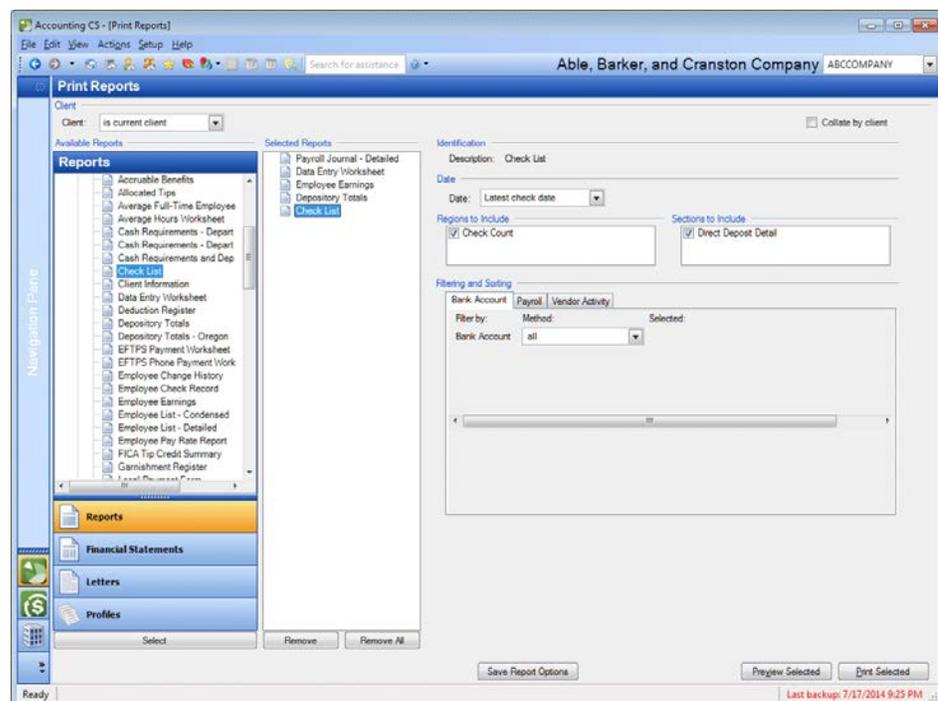
6. If the checks print as expected, click Yes when the prompt asks if all checks printed successfully.



Preparing Payroll Reports

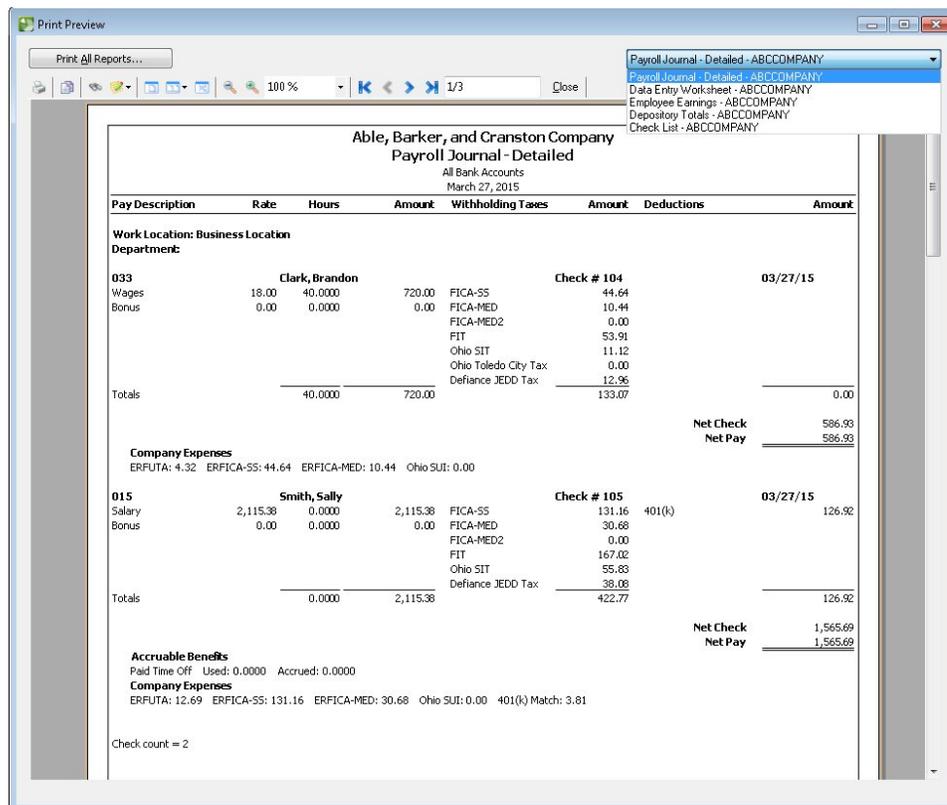
For this walkthrough, the ABCCOMPANY client requires five payroll reports: Payroll Journal - Detailed, Data Entry Worksheet, Employee Earnings, Depository Totals, and Check List.

1. Choose **File > Print Reports** and verify that ABCCOMPANY is the selected client.
2. In the Available Reports pane, click the **+** sign next to the Payroll folder to expand the list of payroll reports.
3. Highlight each report and click the Select button (or just double-click each report) to move it to the Selected Reports pane.
4. You can specify report preferences by highlighting each report in the Selected Reports list and then modifying the fields in the Identification, Date, Regions to Include, Sections to Include, and Filtering and Sorting sections.



5. Click the **Preview Selected** button to view the reports on the screen prior to printing them.

Note: In the preview window, use the drop-down list at the top of the screen to choose which of the selected reports to preview.



6. Print the reports by clicking the Print All Reports button in the Preview screen or close the Preview screen and then click the Print Selected button in the Print Reports screen.

Working with report profiles

Because the ABCCOMPANY client frequently requires these same five payroll reports, you can save time in the future by creating a report profile for them.

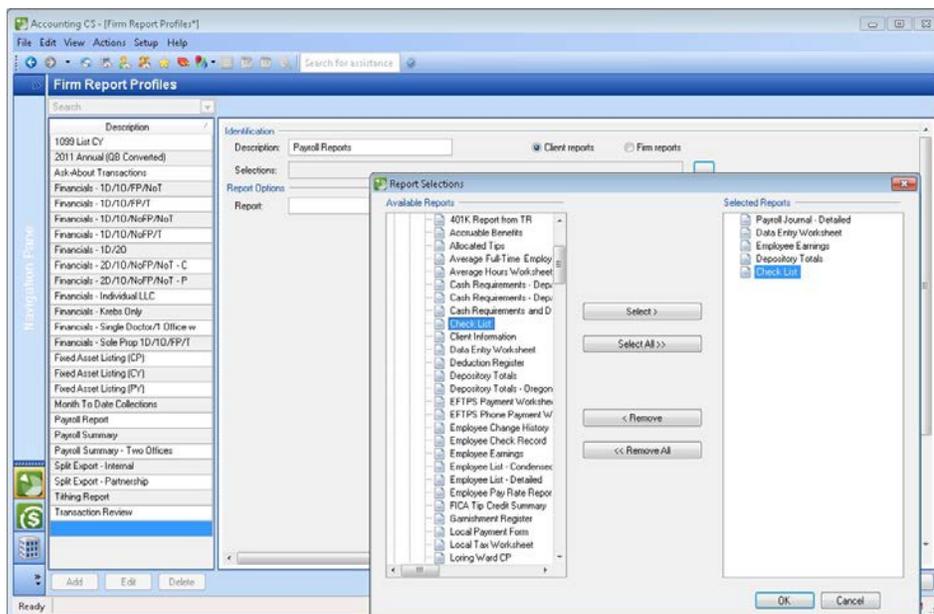
Report profiles work much like templates by enabling you to pre-define and save a particular set of reports with a specific collation sequence and with an exact set of print options. Then, whenever you select reports for printing or other output, you can select an existing profile as if it were a single report.

Adding a firm-level report profile

You can use firm report profiles with any of your Accounting CS clients. After you have created a firm-level report profile, you can modify it for use as a client-level profile to use specifically for the ABCCOMPANY client.

1. Choose **Setup > Firm Information > Firm Report Profiles**.
2. Click the Add button at the bottom of the screen and enter **Payroll Reports** in the *Description* field.

3. Click the *Client reports* option to specify that client reports will be available for selection as part of the profile.
4. Click the Ellipsis  button next to the *Selections* field.
5. In the Report Selections dialog, select the reports to include in the report profile (Payroll Journal - Detailed, Data Entry Worksheet, Employee Earnings, Depository Totals, and Check List) and then click OK to return to the Firm Report Profiles screen.



6. Select a report in the Report Options section and then choose the desired settings for that report. Repeat this step for each report in the profile.
7. Click Enter to save the new Payroll Reports profile.

Customizing the report profile for the client

1. Choose **Setup > Report Profiles**.
2. Select ABCCOMPANY from the drop-down list in the upper-right corner of the Report Profiles screen.
3. Click the Add button and select **Payroll Reports** from the drop-down list in the *Firm profile* field.
4. In the Report Options section, select each report from the *Report* drop-down list and then specify the desired options for each report.
5. Click Enter to save any changes made to the client-specific profile.

Notes

- Customizing a report profile for a specific client does **not** alter the existing firm-level report profile.
- You can customize only client-type report profiles for a specific client. Firm-type report profiles are not available for selection in the Setup > Report Profiles screen.
- If necessary, you can click the Delete button to remove a customized profile for a selected client.

For further information about report profiles, see [Working with report profiles](#) in our Help & How-To Center.

Using the Complete Payroll Output Feature

The Complete Payroll Output feature in Accounting CS Payroll enables you to print all payroll or vendor checks, reports, invoices, and payment forms (when liabilities are paid) for selected clients at the same time.

Let's walk through the process of using that feature for the ABCCOMPANY client.

Selecting a report profile for Complete Payroll Output

Complete Payroll Output automatically runs payroll reports for the clients you process with this feature and uses any client-specific report options that you have saved for those clients.

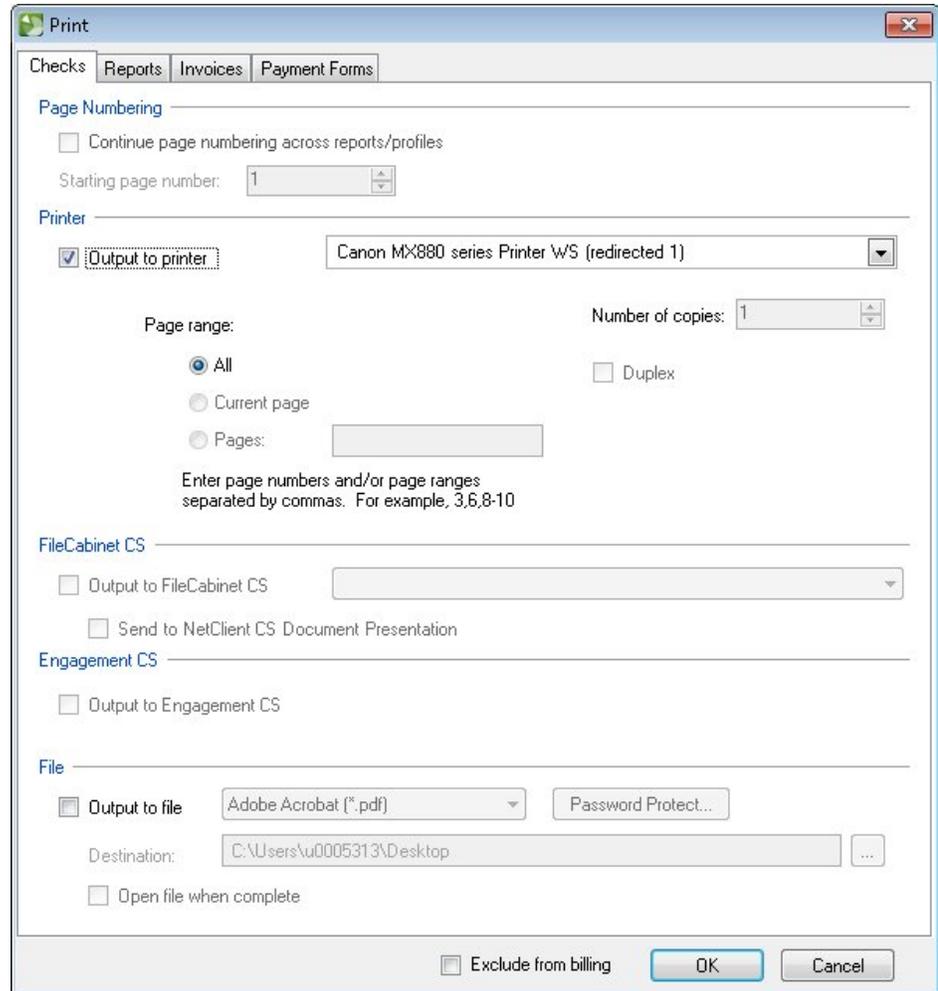
1. Choose **Setup > Firm Information > Firm** and click the Payroll Automation tab.
2. In the Payroll Output section, select the **Payroll Reports** profile that we just created.
3. Click Enter to save your selection.

Processing payroll checks

1. Choose **Actions > Enter Batch Payroll Checks**.
2. In the Enter Batch Payroll Checks screen, select **Biweekly** from the *Payroll schedule* drop-down list.
3. Enter **40** regular hours for Brandon Clark.
4. Click the Enter Batch button.

Printing checks, reports, invoices, or payment forms

1. Choose **File > Print Checks**.
2. Click the Payroll tab and mark the checkboxes for the ABCCOMPANY payroll checks to select them.
3. Click the Complete Payroll Output button.
4. In the Print dialog (a special version of the dialog that is unique to Complete Payroll Output), specify any printing preferences for the payroll checks, reports, invoices, or payment forms.



5. Click OK to process all of the outputs.

For more information about the Complete Payroll Output feature, see [Complete Payroll Output, overview](#) in our Help & How-To Center.