
PAYROLL CS™ OR WRITE-UP CS™

Payroll Report Options

version 2008.x.x

CS PROFESSIONAL SUITE®
ACCOUNTING
PRODUCTS



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Overview

Payroll CS™ and the Payroll Compliance module within Write-Up CS™ and your Creative Solutions Accounting™ (CSA) software include a variety of standard forms and reports.

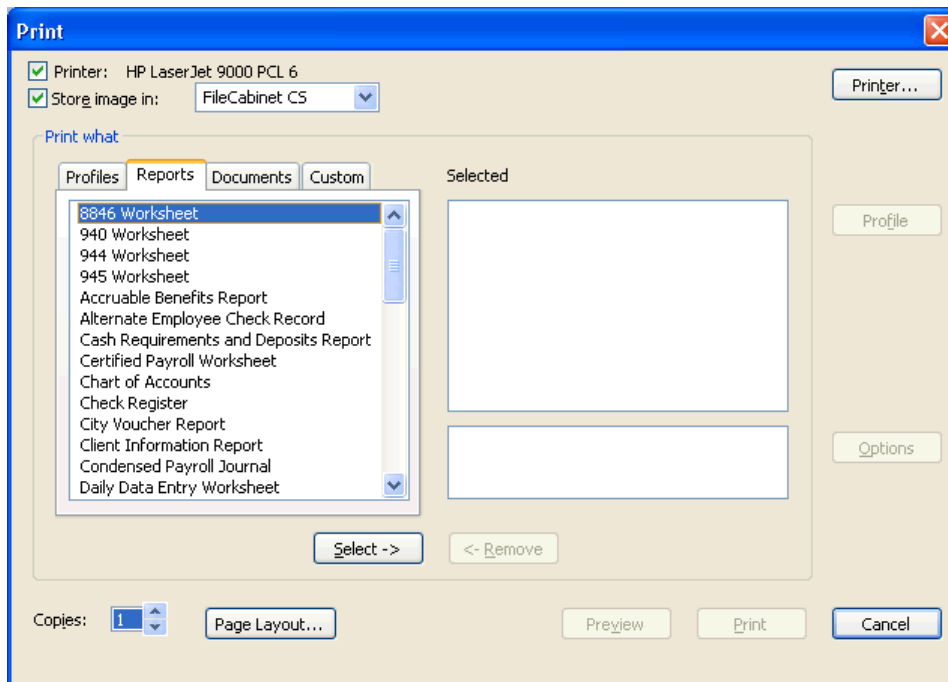
With Payroll CS and the Payroll Compliance module of Write-Up CS, you can customize your report presentations — the employees, check dates, check numbers, period end dates, and/or the optional information to include, the printing order, number of copies to print, and so forth. Knowing which reports and options can best be used to retrieve certain information is key to successful information gathering and troubleshooting.

This document offers some basic information about how to run reports, choose report options, and create report profiles, and it provides an at-a-glance overview of the type of information retrieved for each payroll report. You will also find an explanation of check-based vs. earnings-based reports and receive guidance on troubleshooting differences between the information displayed in these reports and the information that appears in the 941 form. The final section offers a summary and example of all the available reports explaining their purpose and listing some report options you may find useful.

For information about specific report options, you can refer to the CSA help topics. Choose **Help / CSA Help Topics**, click the **Index** button, and search on **Reports**.

The File / Print Dialog

To open the Print dialog, choose **File / Print Reports** or click the Print Reports icon in the shortcut bar. The dialog opens by default to the Reports tab or to the Profiles tab if any profiles have been set up.



Up to four tabs may appear in the File / Print dialog.

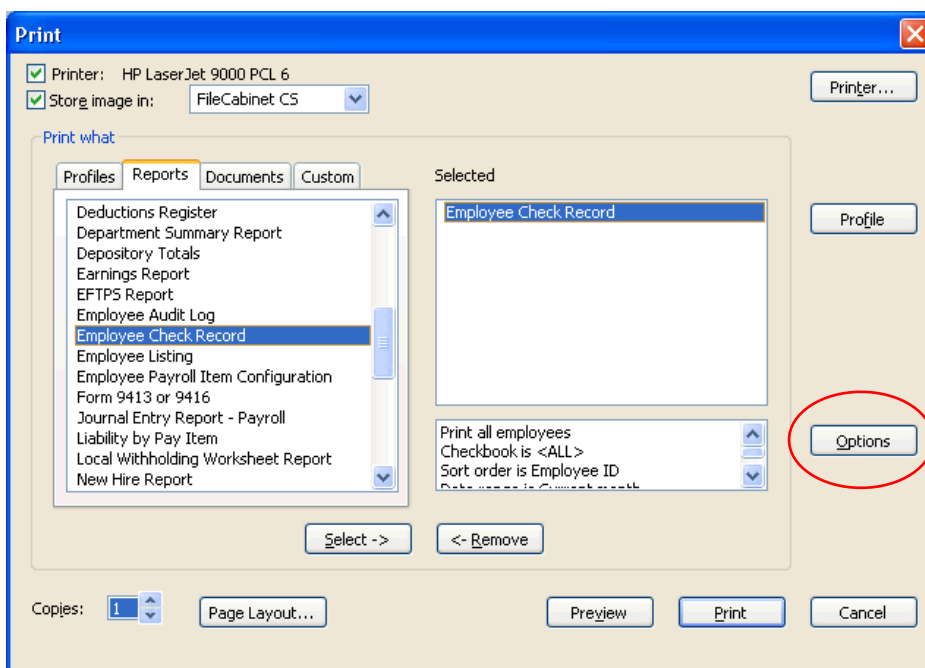
- **Profiles tab.** Lists all report profiles previously defined for the open client. This tab does not appear until at least one report profile has been defined for the client. Profiles are discussed beginning on page 13.
- **Reports tab.** Lists all standard reports and forms available for the selected client.
- **Documents tab.** Lists all documents you have created or transferred to this client, including transmittal letters, financial statements, etc. For information about creating and printing client documents, choose **Help / CSA Help Topics**, click the **Index** button, and search on **Client documents**.
- **Custom tab.** Lists all available custom reports defined using the Payroll Reporter optional add-on module for Payroll CS. This tab will appear only if you are a licensed user of the add-on module and if one or more custom payroll reports has already been defined. For more information about the Payroll

Reporter module and custom reports, choose **Help / CSA Help Topics**, click the **Index** button, and search on **Payroll Reporter module**.

Selecting report options

The standard payroll reports include a variety of print options with which you can customize reports to meet your specific needs. You can select report options by following these steps:

1. In the Print dialog, select a report from the left pane by highlighting the report and clicking the **Select** button, or by double-clicking the report. The report moves to the right-hand Selected pane.
2. Click the **Options** button in the Print dialog.

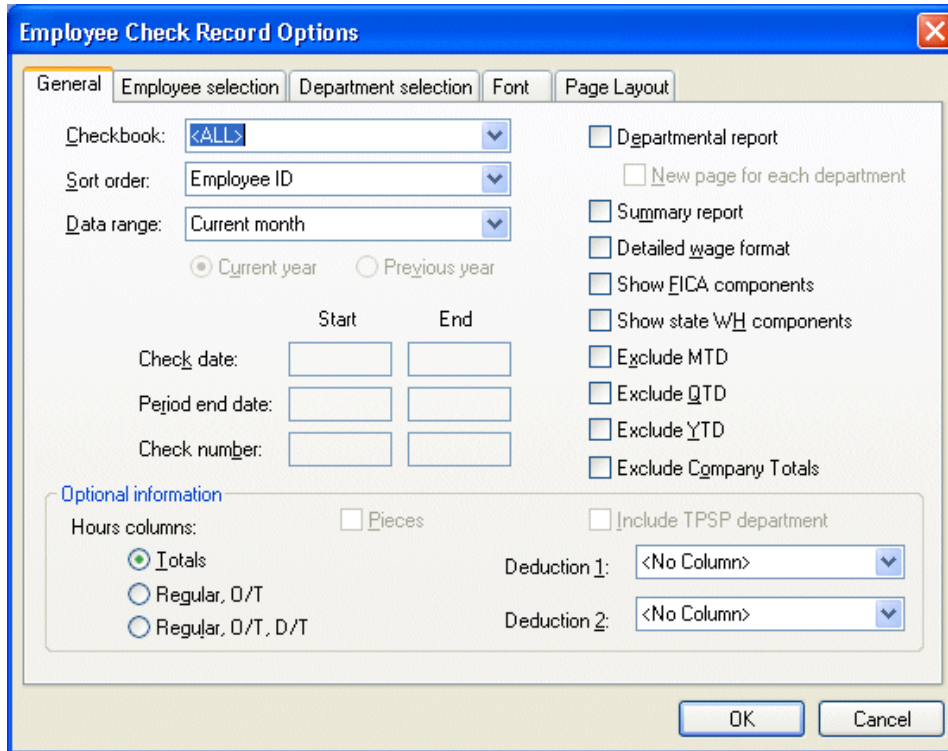


3. In the Options dialog, choose your report options from the available tabs.

Note: The tabs and options that appear on the Options dialog vary depending on the report you have selected.

General tab

Use this tab to specify sort order, data range, and (in some cases) optional information.



Employee Check Record Options

General | Employee selection | Department selection | Font | Page Layout

Checkbook: <ALL>

Sort order: Employee ID

Data range: Current month

Current year Previous year

	Start	End
Check date:		
Period end date:		
Check number:		

Departmental report
 New page for each department
 Summary report
 Detailed wage format
 Show FICA components
 Show state WH components
 Exclude MTD
 Exclude QTD
 Exclude YTD
 Exclude Company Totals

Optional information

Hours columns: Pieces Include TPSP department

Totals
 Regular, O/T
 Regular, O/T, D/T

Deduction 1: <No Column>

Deduction 2: <No Column>

OK Cancel

Employee selection tab

Use this tab to specify either all or selected employees to be included in this report. The program will always default the selection to Print all employees unless you have saved the alternate option as part of a report profile. Marking the Save report options checkbox on the Print tab of the Setup / User Preferences dialog will not save this option.

Employee Check Record Options

General Employee selection Department selection Font Page Layout

Print all employees
 Print selected employees

Employees available:

ID	Name	SSN
4	Fink, Chester A	444-44-4445
5	Spencer, Rodney	555-55-5556
6	Sanders, Ellen	666-66-6667
10	Anderson, Aba...	101-01-0102
14	Beards, Jonath...	141-41-4142
15	Finnegan, Sam...	658-65-5248

Employees selected:

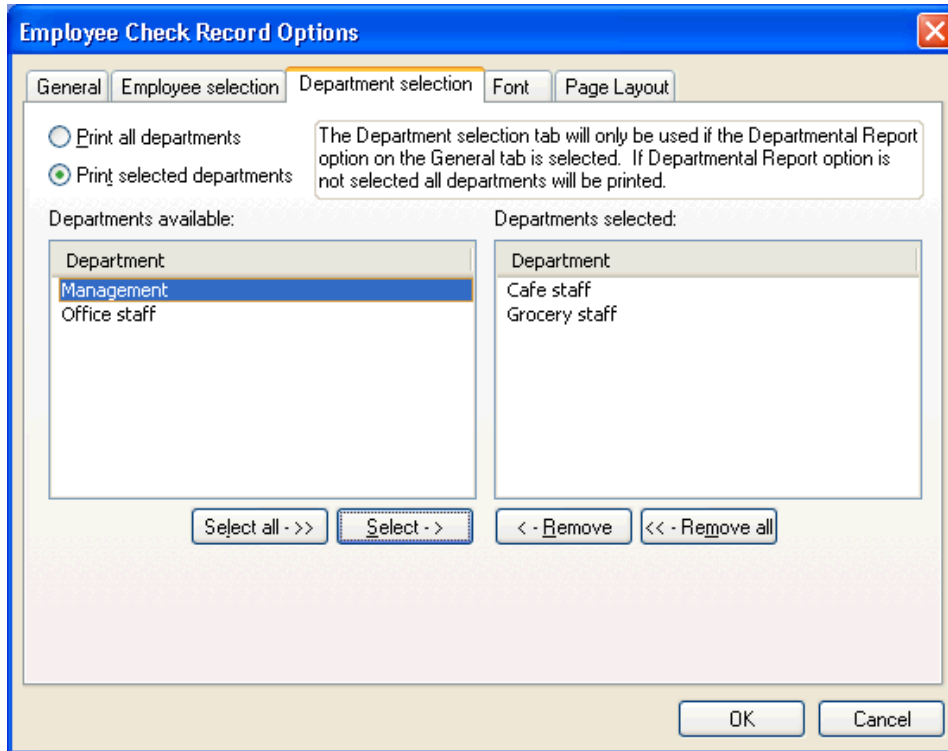
ID	Name	SSN
1	Eddington, Ter...	111-11-1112
2	Harmon, Sarah W	222-22-2223
3	Cooper, Dennis B	333-33-3334

Select all - >> Select - > < - Remove << - Remove all

OK Cancel

Department selection tab

Use this tab to specify that either all or selected departments should be included in a departmentally sorted report. Settings in this tab are used only if the **Departmental report** checkbox is marked on the General tab. The default selection is **Print all departments**.



The dialog box is titled "Employee Check Record Options" and has a close button (X) in the top right corner. It contains four tabs: "General", "Employee selection", "Department selection" (which is currently selected), "Font", and "Page Layout".

Under the "Department selection" tab, there are two radio buttons: "Print all departments" (unselected) and "Print selected departments" (selected). To the right of these buttons is a text box containing the following text: "The Department selection tab will only be used if the Departmental Report option on the General tab is selected. If Departmental Report option is not selected all departments will be printed."

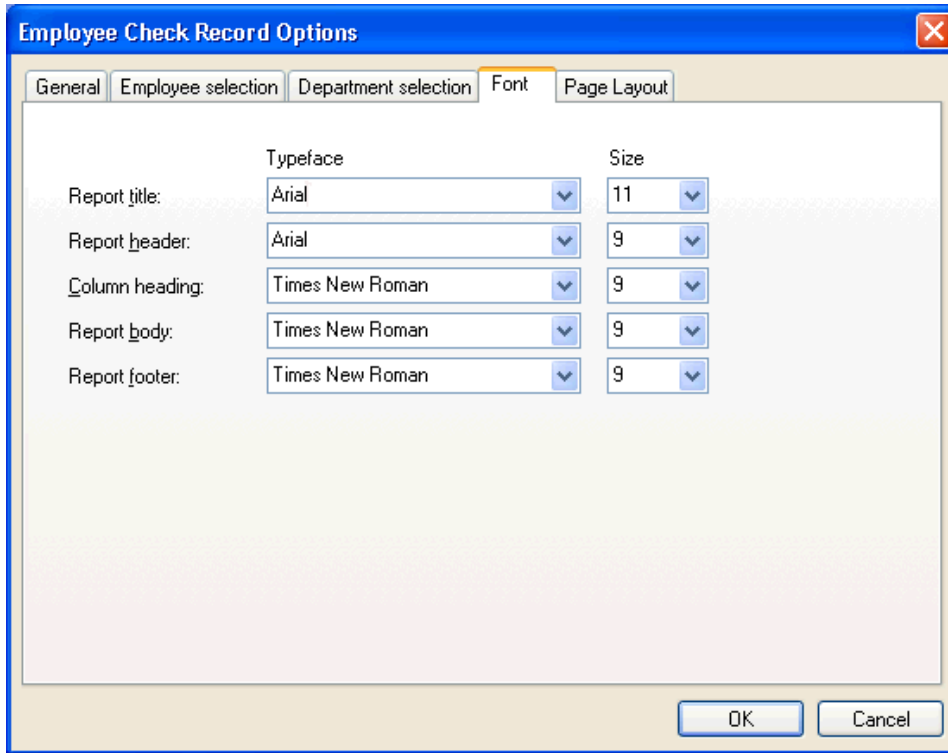
Below the radio buttons are two list boxes. The left list box is titled "Departments available:" and contains the following items: "Department", "Management" (highlighted), and "Office staff". The right list box is titled "Departments selected:" and contains the following items: "Department", "Cafe staff", and "Grocery staff".

At the bottom of the list boxes are four buttons: "Select all - >>", "Select - >", "< - Remove", and "<< - Remove all".

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Font tab

Use this tab to select the typeface and font size for the selected report.



The image shows a dialog box titled "Employee Check Record Options" with a close button (X) in the top right corner. The dialog has five tabs: "General", "Employee selection", "Department selection", "Font", and "Page Layout". The "Font" tab is currently selected. Inside the dialog, there are five rows of settings, each with a label, a "Typeface" dropdown menu, and a "Size" dropdown menu. The settings are: "Report title" (Typeface: Arial, Size: 11), "Report header" (Typeface: Arial, Size: 9), "Column heading" (Typeface: Times New Roman, Size: 9), "Report body" (Typeface: Times New Roman, Size: 9), and "Report footer" (Typeface: Times New Roman, Size: 9). At the bottom right of the dialog are "OK" and "Cancel" buttons.

	Typeface	Size
Report title:	Arial	11
Report header:	Arial	9
Column heading:	Times New Roman	9
Report body:	Times New Roman	9
Report footer:	Times New Roman	9

Page layout tab

Use this tab to specify page layout options such as duplexing or alignment.

The screenshot shows the 'Employee Check Record Options' dialog box with the 'Page Layout' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with the following tabs: General, Employee selection, Department selection, Font, and Page Layout. The main content area contains the following sections:

- General instructions:** "By default, this report will print according to the specification requested in Setup | User Preferences. If you wish, you may override that specification, then save the setting within a Profile."
- Duplexing:** Three radio button options:
 - Follow specification in Setup | User Preferences
 - 1 printed page per sheet
 - Duplex - 2 printed pages per sheet (use front / back)
- Format adjustments:**
 - Force landscape printing of report
 - Custom header: <None> (dropdown menu)
- Dates in header:**
 - Period beginning date
 - Period ending date
- Header overrides:**
 - Report name: [text input field]
 - Data range: [text input field]
 - Date format: <None> (dropdown menu)

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Based on the number of columns in a report, the page layout may change to landscape to accommodate extra width. However, you can use the Page layout tab to force a report to print in landscape format regardless of the number of columns, font sizes, or selected options by marking the **Force landscape printing of reports** checkbox. Custom reports larger than landscape format automatically shift to export format. From the CSA main window, choose **Utilities / Export** to export the report.

For certain custom reports and check-based reports, the Page Layout tab includes the option to print the period beginning date and/or the period ending date in the report header. Enable this feature by marking the corresponding **Dates in header** checkboxes. To use this option, you must select one of the following data ranges in the General tab:

- Selected Range
- Latest Check Date
- Current Detail Period
- Previous Detail Period
- Specific Detail Period

Using custom headers and header overrides

Custom headers

You can define and format an unlimited number of custom headers for standard reports and replace existing report headers with custom headers. You may select a custom header to print on any standard CSA report or custom payroll report from the Page Layout tab of the report's Options dialog.

- **Creating a new custom header.** From the CSA main window, choose Setup / System Configuration / Custom Headers and click the Add button. Enter the header description and (optionally) the header template you want to use and then click the Continue button.
- **Modifying an existing custom header.** From the CSA main window, choose Setup / System Configuration / Custom Headers, click an existing header in the Custom Headers dialog to highlight it, and then click the Layout button.
- **Adding a custom header to a report.** Choose File / Print Reports, select the report to which you want to add the custom header, click the Options button, and then click the Page Layout tab. Select the custom header from the drop-down list in the Custom Header field.

Header overrides

The Page Layout tab of the Report Options dialog contains several fields which enable you to quickly alter the information for the report header and provide flexibility for specifying how the header information should display without having to set up a new custom header. You may complete one or more of the following fields:

- **Report name.** To change the name of the report to be displayed in the header, enter the appropriate text in this field.
- **Data range.** To change how the data range selected for this report is to be displayed in the header, enter the appropriate text in this field.
- **Date format.** Specify the date format for all dates in the header by selecting it from the F4 drop-down list. Note that this field is not accessible if a custom header is selected for this report.

Saving report options

All print options return to their default settings when you close the Print dialog. If you want to save the report options you have chosen, choose **Setup / User Preferences** from the main window, click the Print tab, and then mark the **Save report options** checkbox. Keep in mind that all report options are client-specific, so the options you save for one client will not carry over to another client.

Print options for report profiles, discussed in the next section, are always saved regardless of whether or not you have marked the Save report options checkbox.

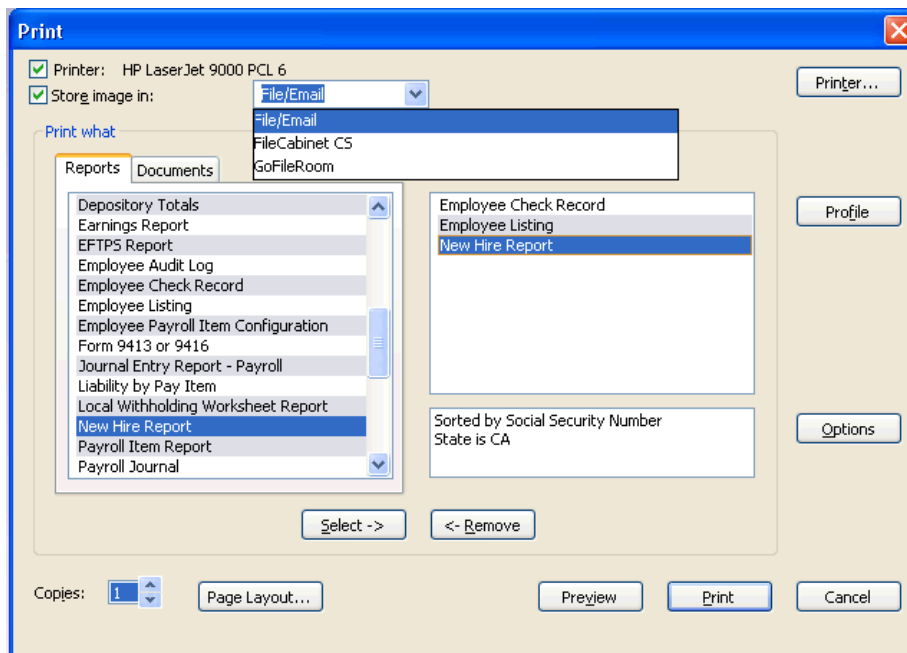
Printing reports to a file

You can print your reports (as well as payroll and vendor checks) to a PDF file. If you are a licensed user of FileCabinet CS™ or GoFileRoom,® you can print your reports directly to those programs.

Printing reports to a PDF file

To create the PDF file, do the following:

1. Choose **File / Print Reports** and select the desired reports by moving them to the right-hand pane of the Print dialog.
2. Mark the **Store image in** checkbox and select **File/Email** from the drop-down list.



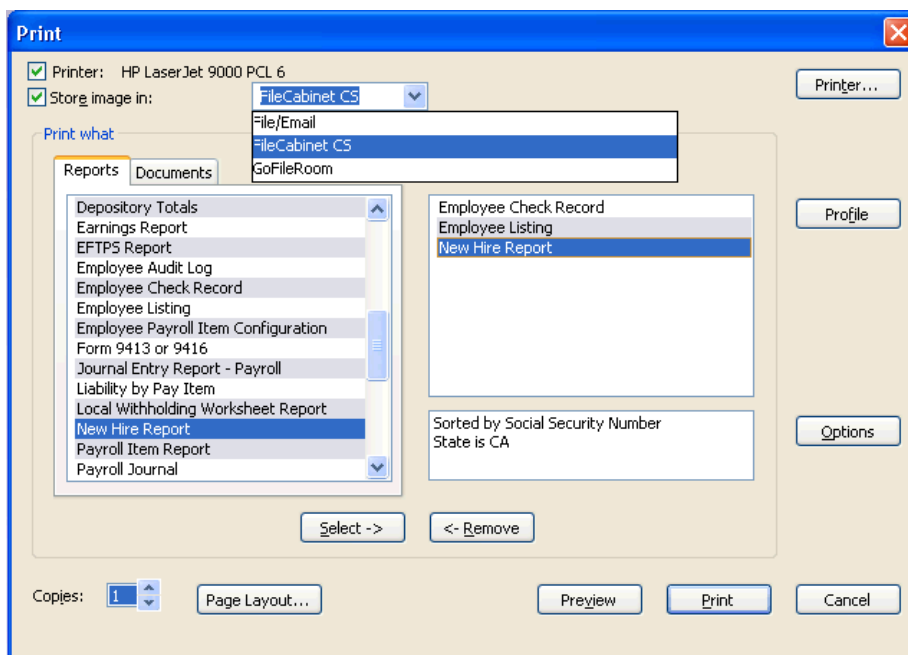
3. Click the **To File** button at the bottom of the Print dialog. The Print button is displayed in its place if you are sending the reports to a printer at the same time.

Printing reports to FileCabinet CS

If you have purchased and installed FileCabinet CS, follow these steps to print your reports directly to your FileCabinet.

Note: Before printing reports, you may want to mark the **Staple documents when sending to FileCabinet** option on the Print tab of the Setup / User Preferences dialog.

1. Choose **File / Print Reports**.
2. In the Print dialog, select the items that you want to print.
3. Mark the **Store image in** checkbox in the upper-left portion of the dialog and select **FileCabinet CS** from the drop-down list.
4. To print your reports to both FileCabinet CS and to your printer, mark the **Printer** checkbox. If you do not wish to print reports to your printer, clear the checkbox.



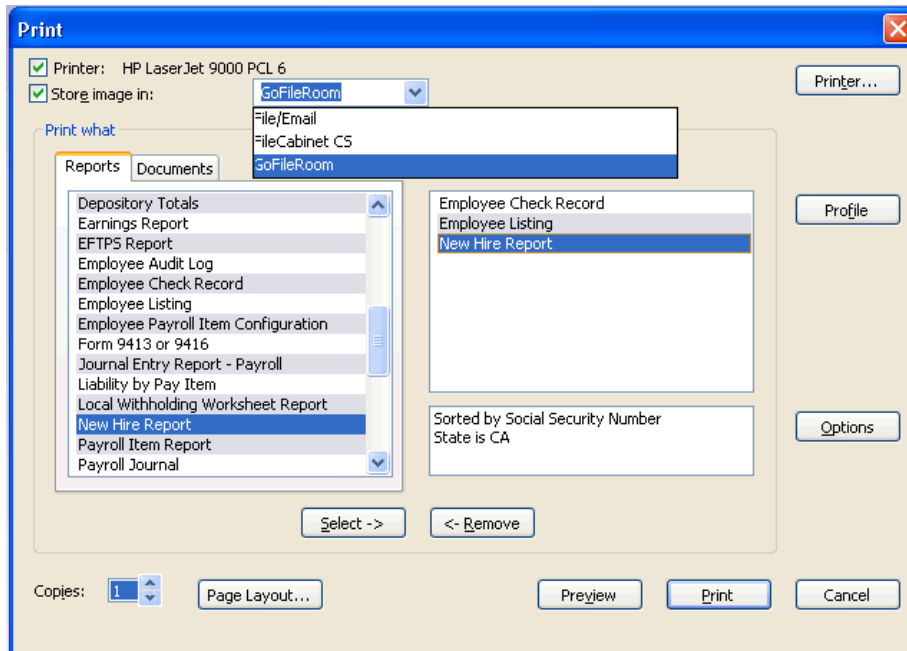
Note: If you click the Preview button to preview the reports and forms, you can then click the Print All button within the Print Preview window and the program will send the document(s) both to the printer and to the FileCabinet. You may also send a single page to the printer and the FileCabinet by clicking the Print Page button from the Print Preview window.

5. Click the **To Cabinet** button to open the FileCabinet Document Names dialog opens and display a list of the documents being sent to the FileCabinet. If you are sending a document with the same name of one **already** stored in the FileCabinet, an X will appear next to the document name. To avoid overwriting a document already stored in the FileCabinet, you may use this dialog to rename the document that you are sending.
6. Click OK to send the document to the FileCabinet and close the FileCabinet Document Names dialog.

Printing reports to GoFileRoom

If you are a licensed user of GoFileRoom, you can print your reports to GoFileRoom as a PDF file by following these steps:

1. Choose **File / Print Reports**.
2. In the Print dialog, select the items that you want to print.
3. Mark the **Store image in** checkbox in the upper-left portion of the dialog and select **GoFileRoom** from the drop-down list.



4. Click the **GoFileRoom** button to send your reports to GoFileRoom. The Print button displays in its place if you are sending your reports to GoFileRoom and to a printer at the same time.

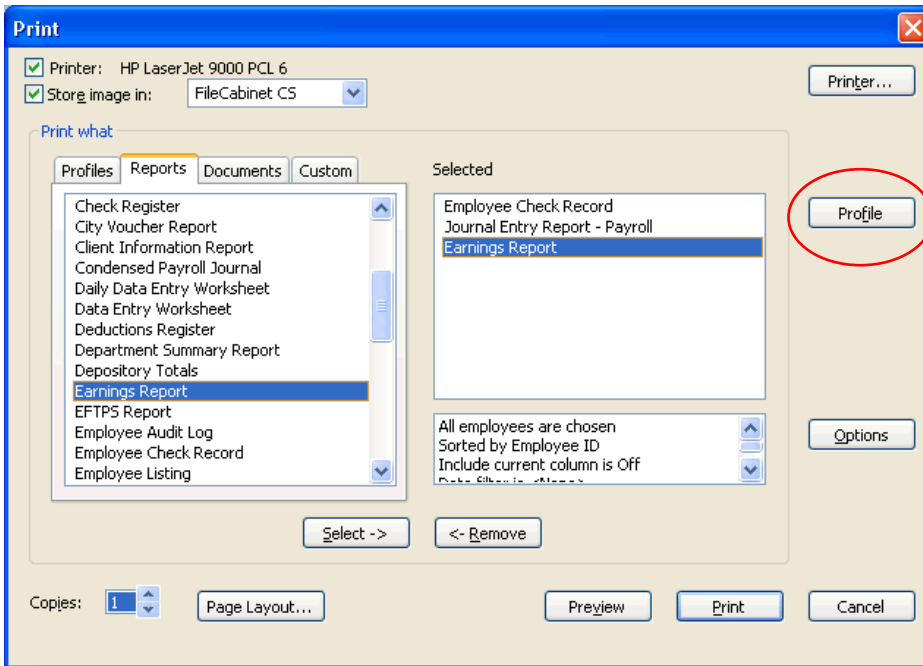
Creating report profiles

The Report Profile feature can save you time if you repeatedly print the same set of reports for a client. Using a report profile allows you to pre-define the set of reports you want to print, the printing order, and specific print options.

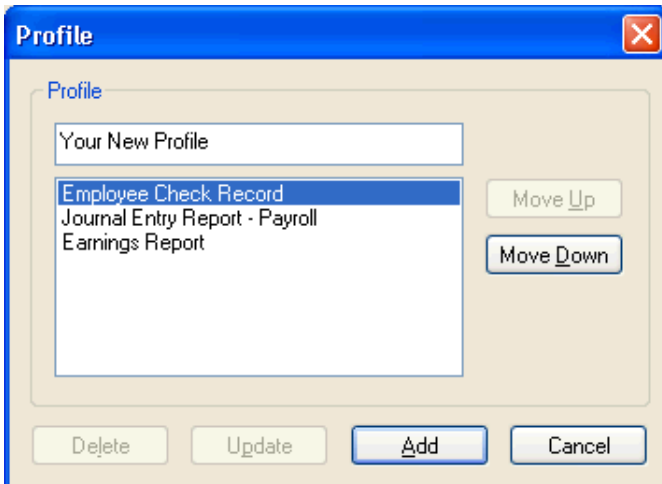
To create a report profile, follow these steps:

1. In the Print dialog, select the report(s) that you want to include in your report profile.
2. In the Options dialog, specify the report options you would like to save for each report and then click **OK** to save the options.

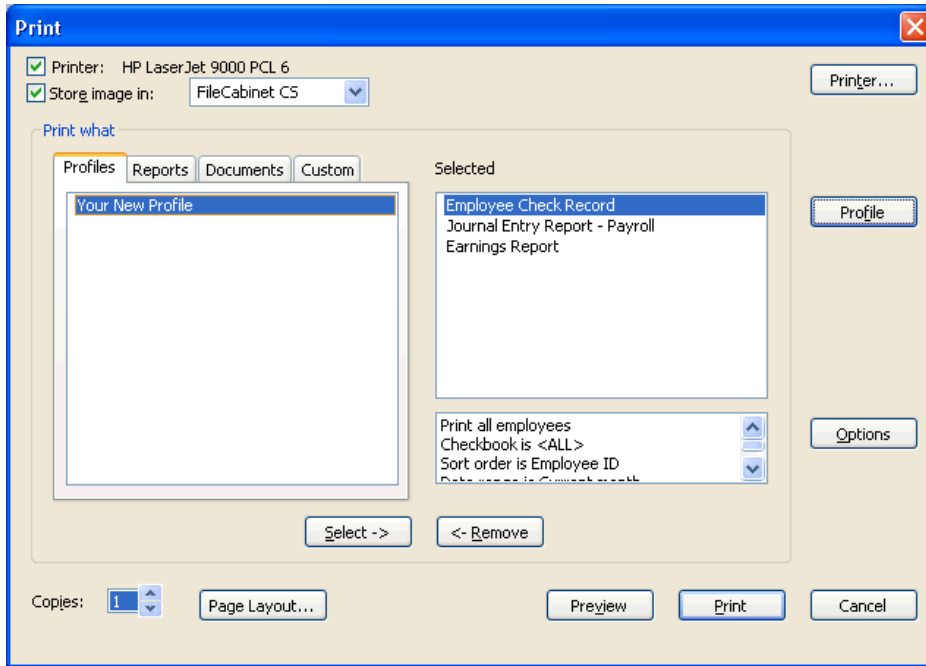
3. Click the **Profile** button.



4. In the Profile dialog, specify a name for the profile and click the **Add** button.



When you select a profile from the Profile tab in the Print dialog, all the reports within that profile are listed in the right-hand Selected pane in the same order and with the same report options you specified.





Payroll Report Information Table

Payroll reports available from the File / Print dialog

The following table offers a high-level overview of the types of information on which the various payroll reports are based and indicates whether a departmental report option is available for each report. Further information about each report is available on the page number listed in the last column.

The reports available in the File / Print dialog vary depending on the products for which you are licensed. Most of the reports listed in the following table are available with both Payroll CS and the Payroll Compliance module of Write-Up CS. The shaded rows in the table below designate reports available only in Payroll CS.

Note: The reports in this document are listed alphabetically to make it easier to locate a specific report. You can alphabetize the reports list in CSA in the **Setup / User Preferences** dialog; click the Print tab and mark the **Sort report list alphabetically** checkbox.

Report Name	Earnings-based	Payroll check-based	Vendor check-based	Departmental report option	Page #
8846 Worksheet	X				26
940 Worksheet	X				26
941 Worksheet	X				27
Schedule B option		X			
944 Worksheet	X				28
945 Worksheet	X				29
Schedule A option		X			
Accruable Benefits Report	X			X	30
Alternate Employee Check Record	X	X		X	31
Cash Requirements and Deposits Report		X			32

Report Name	Earnings-based	Payroll check-based	Vendor check-based	Departmental report option	Page #
Certified Payroll Worksheet		X		X (by default)	33
Chart of Accounts Report					34
Check Register Report		X	X		35
City Voucher Report		X			36
Client Information Report					37
Condensed Payroll Journal		X		X	38
Daily Data Entry Worksheet	X			X	39
Data Entry Worksheet	X			X	40
Deductions Register		X		X	42
Department Summary Report		X		X	43
Depository Totals Report		X	X	X	44
Earnings Report	X	X (Current column only)		X	45
EFTPS Report		X			47
Employee Audit Log					48
Employee Check Record		X		X	49
Employee Listing	X				50
Employee Payroll Item Configuration Report					52
Form 9413 or 9416	X				54
Journal Entry Report - Payroll		X	X		55
Liability by Pay Item Report		X		X	55
Local W/H Worksheet Report		X			56
New Hire Report	X			X	57
Payroll Item Report		X		X	57
Payroll Journal		X		X	58
Payroll Tax Summary Report	X				59
Premium Earnings Report		X		X	60
State W/H Worksheet Report		X			61
SUTA Worksheet Report	X				62
Tax Deposit Report		X			63
Tip Analysis Report		X		X	64
Unprinted Checks List		X		X	66
Unprinted Vendor Checks Report			X		67

Report Name	Earnings-based	Payroll check-based	Vendor check-based	Departmental report option	Page #
Vendor Activity Report					68
Vendor Checks Report			X		69
Vendor Listing					70
Voided Checks Report		X	X		71
Wage Register Report		X		X	72
Workers' Compensation Report	X	X			73

Other payroll reports (available from the Utilities menu)

Global payroll reports

In addition to the payroll reports listed in the table above, Payroll CS and the Payroll Compliance module of Write-Up CS both include the following global reports. Information about these reports, which are available from the Utilities menu, begins on page 74.

- Global W-2/1099 Ordering Worksheet
- Missing Payroll Item Report
- Payroll Item Audit Report
- Payroll Item Listing
- Payroll Item Usage Report
- Unused Payroll Item Report

ACH reports

If you are licensed for the Payroll CS Direct Deposit module, the following reports are available from the Utilities menu. Choose Utilities / Direct Deposit to open the Maintain ACH Files dialog. From within the dialog, select one or more ACH files, and then choose File / View / Condensed or File / View / Detail to access the desired report. Information about these reports begins on page 80.

- ACH Detail Report
- Condensed ACH Report

Impounding feature reports

If you are licensed for the Impounding feature and the Payroll CS Direct Deposit module, the following reports are available from the Utilities menu. Choose Utilities / Impound Reports and then choose the report you want to access. Information about these reports begins on page 81.

- Impound Client Balance Report
- Impound Vendor Prefund Report



Understanding Earnings-based vs. Check-based Reports

Data for payroll reports can be retrieved either from checks or from earnings. In general, the amounts for earnings will match the amounts for checks because monthly earnings are updated as checks are entered for a given payroll month. When earnings and check data no longer match, it is possible that earnings have been edited, checks have been entered in the wrong month, or check amounts have been entered as one large amount for expediency. This could happen, for example, during mid-year conversions.

Earnings-based reports

Earnings-based data rely on amounts from the Earnings History which can be viewed and edited in the Setup / Employees window. Earnings amounts are stored by **month** only.

Check-based reports

Check-based data rely on amounts that come from combining information on actual check records. A check-based report combines check information in any of three different ways:

- **By processing month.** Check-based payroll reports printed with the date range of “Current Month” accumulate all checks entered in the current payroll period, regardless of the check date or period end date used on the check.
- **By check date.** Check-based payroll reports printed by check date accumulate all checks within the specified check date range, regardless of the payroll period in which they were entered.
- **By period ending date.** Check-based payroll reports printed by period ending date accumulate all checks within the specified range of period ending dates, regardless of the payroll period in which they were entered.

Example

While processing payroll in March (and in the March payroll period), assume that you have entered a check with a check date of April 1.

- In a check-based report with a “Current Month” date range, the April 1 check **is** included because “Current Month” accumulates all checks **entered** in the current payroll period.
- In a check-based report with a check-date range of 3/1 to 3/31, the April 1 check **is not** included, because the date falls outside the specified range.



Troubleshooting Form 941

When Form 941 does not balance with either Schedule B or to a report, it is important to consider the source of the information within Form 941.

- Information on the first page of Form 941 is retrieved from earnings.
- Information on line 15 of the second page and information for Schedule B are retrieved from checks on a payroll-period basis.
- If you are processing a second-quarter 941, the information on Page 1 comes from the employee earnings for months April, May, and June.
- Line 15 and Schedule B amounts come from accumulating checks entered during payroll periods April, May, or June, regardless of the check date.

If Form 941, Page 1, does not balance with Schedule B

If Form 941 does not balance with line 15/Schedule B, there are two possible causes.

- **Earnings may have been edited directly.** To determine if that was the case, choose **Setup / Employees** and then choose **Earnings Diagnostics** from the Edit menu or the right-click context menu. You can also run the Employee Audit Log report to verify if and when the employee earnings history was edited directly, and by whom.

Note: You can restrict access to the Earnings History dialog (and other Payroll related dialogs) in the Setup / System Configuration / Administration dialog. Click the Groups tab, and then the Group Privileges button to open the Group Privileges dialog. Restrict group access by clearing the **Earnings history** checkbox on the Payroll tab.

- **The taxability on payroll items has changed since the checks were processed.** Earnings are based on **current** payroll items, while line 15/Schedule B are based on check amounts that use payroll items set up at the time the checks were processed. To determine if a taxability change occurred, compare the Depository Totals amount with the Payroll Tax Summary. If they are out of balance, run the Earnings Diagnostics report. If Earnings Diagnostics turns up no differences, the taxability has changed.

If Form 941 does not balance to a report

If Form 941 does not balance to a report, it is possible that there are checks outside of the selected range. For example, if a check was entered during the April through June period but was given a date prior to April 1, the liability from that check will appear in the first field of the first quarter (A1) on the Schedule B. If the date is past June 30, the liability will appear in the last date of the last quarter (C30) on the Schedule B. In this case, compare reports with a date range of "Current Quarter" to reports with a date range of "Selected Ranges" for the quarter to determine which checks are different.



Payroll Report Descriptions and Examples

All available payroll reports are summarized in this section — including those available both in Payroll CS and in the Payroll Compliance module of Write-Up CS and those available only in Payroll CS.

Payroll reports available from the File / Print dialog

Keep in mind that the tabs and options on the Options dialog vary depending on the report you have selected. The tabs are described in the File / Print dialog section beginning on page 3.

While some important report options are listed and explained in this section, you can find detailed information about specific report options by choosing **Help / CSA Help Topics**, clicking the **Index** button, searching on **Reports**, and clicking either **Payroll Compliance Module reports** or **Payroll CS reports**. If the Options dialog for a particular report is open and you want to know more about the available options, press CTRL+F1 or F1 for help.

Note: The reports in this document are listed alphabetically to make it easier to find a specific report. To alphabetize the reports list in the Print Reports dialog, choose **Setup / User Preferences**, click the Print tab, and mark the **Sort report list alphabetically** checkbox.

8846 Worksheet (Earnings-based)

The 8846 Worksheet is used to help prepare the top portion of Form 8846 (Credit for Employer Social Security and Medicare Taxes Paid on Certain Employee Tips). The 8846 Worksheet shows total tips, tips deemed to be wages, excess tips, and the current year credit.

Note: This is a nonsubmittable worksheet and does not replace the Form 8846.

Payroll Sample Client 8846 Worksheet		CSPAY01 Page 1
Total Tips	5,487.15	
Tips Deemed to be Wages	- 3,335.80	
Excess Tips	<u>2,151.35</u>	
	x 0.0765	
Current Year Credit	<u>164.58</u>	

940 Worksheet (Earnings-based)

The 940 Worksheet provides detailed information about the data that will be used to complete Form 940. You can use this report to review data prior to printing Form 940 and as an audit trail for diagnostic purposes.

20XX	Payroll Sample Client 940 Worksheet		CSPAY01 Page 1		
Part 2 Determine your FUTA tax before adjustments					
3. Total payments to all employees			64,776.13		
4. Payments exempt from FUTA tax		0.00			
5. Total payments made to each employee in excess of \$7,000		<u>16,148.76</u>			
6. Subtotal (line 4 + line 5 = line 6)			<u>16,148.76</u>		
7. Total taxable FUTA wages (line 3 - line 6 = line 7)			48,627.37		
8. FUTA tax before adjustments (line 7 x 0.008 = line 8)			389.02		
Part 5 Report your FUTA tax liability by quarter					
Quarter	First	Second	Third	Fourth	Total for year
Liability	330.92	58.10	0.00	0.00	389.02

941 Worksheet (Earnings-based except Line 15 page 2 / Schedule B)

The 941 Worksheet provides detailed information about the data that will be used to complete Form 941. You can use this report to review data prior to printing Form 941 and as an audit trail for diagnostic purposes.

1st Quarter 20XX		Payroll Sample Client 941 Worksheet		CSPAY01 Page 1	
1.	Number of employees in the pay period that includes the 12th day of the last month of the quarter				9
2.	Wages, tips, and other compensation				45,498.72
3.	Total income tax withheld from wages, tips, and other compensation				4,313.57
5a.	Taxable social security wages	41,401.53	X 12.4% (0.124) =		5,133.79
5b.	Taxable social security tips	6,778.00	X 12.4% (0.124) =		840.47
5c.	Taxable Medicare wages and tips	48,179.53	X 2.9% (0.029) =		1,397.21
5d.	Total social security and Medicare taxes (lines 5a + 5b + 5c)				<u>7,371.47</u>
6.	Total taxes before adjustments (lines 3 + 5d)				11,685.04
7b.	Current quarter's sick pay				0.00
8.	Total taxes after adjustments (lines 6 + 7b)				<u>11,685.04</u>
9.	Advance EIC payments				368.64
10.	Total taxes after adjustment for advance EIC (lines 8 - 9)				<u><u>11,316.40</u></u>
The difference between Line 10 and Line 15 or Line D from Schedule B is:					<u><u>0.02</u></u>

944 Worksheet (Earnings-based)

The 944 Worksheet provides detailed information about the data that will be used to complete Form 944. You can use this report to review data prior to printing Form 944 and as an audit trail for diagnostic purposes.

20XX	Payroll Sample Client 944 Worksheet				CSPAY01 Page 1
1. Wages, tips, and other compensation					61,169.50
2. Total income tax withheld from wages, tips, and other compensation					5,862.64
4a. Taxable social security wages	55,828.13	X	12.4%	(0.124) =	6,922.69
4b. Taxable social security tips	8,948.00	X	12.4%	(0.124) =	1,109.55
4c. Taxable Medicare wages and tips	64,776.13	X	2.9%	(0.029) =	1,878.51
4d. Total social security and Medicare taxes (lines 4a + 4b + 4c)					9,910.75
5. Total taxes before adjustments (lines 2 + 4d)					15,773.39
6a. Current year's sick pay					0.00
7. Total taxes after adjustments (lines 5 + 6a)					15,773.39
8. Advance EIC payments					491.52
9. Total taxes after adjustment for advance EIC (lines 7 - 8)					15,281.87
The difference between Line 9 and Line 13m is:					-0.01
20XX 944 Tax Liability					
Month	Liability				
Jan.	3,510.03				
Feb.	3,592.03				
Mar.	4,214.32				
Apr.	3,965.50				
May	0.00				
Jun.	0.00				
Jul.	0.00				
Aug.	0.00				
Sep.	0.00				
Oct.	0.00				
Nov.	0.00				
Dec.	0.00				
Total	15,281.88				

945 Worksheet (Earnings-based except for Schedule A details)

The 945 Worksheet provides detailed information about the data that will be used to complete Form 945. You can use this report to review data prior to printing Form 945 and as an audit trail for diagnostic purposes. You can include Schedule A information in the worksheet by marking the **Include Schedule A detail** checkbox.

20XX		Payroll Sample Client 945 Worksheet		CSPAY01 Page 1		
1.	Federal income tax withheld from pensions, annuities, IRAs, gambling winnings, etc.				0.00	
2.	Backup withholding				1,000.00	
4.	Total taxes				1,000.00	
The difference between line 4 and line 3M or Line M from Schedule A is:					1,000.00	
8. Monthly Summary of Federal Tax Liability						
A	January	0.00	F June	0.00	K November	0.00
B	February	0.00	G July	0.00	L December	0.00
C	March	0.00	H August	0.00	M Total	0.00
D	April	0.00	I September	0.00		
E	May	0.00	J October	0.00		

Accruable Benefits Report (Earnings-based)

Available for Payroll CS only.

The Accruable Benefits Report lists year-to-date information for all or selected accruable benefits, such as vacation time and sick time, for each employee. The departmental sort option is available for this report.

Payroll Sample Client Accruable Benefits Report							CSPAY01 Page 1
Benefit	Method	Allowance	Limit	Beg. Bal.	Accrued	Used	Available
1	Terry J Eddington						
Vacation	Per Paycheck	4.0000	160.0000	80.0000	56.0000	0.0000	136.00
Sick	Per Paycheck	3.0000	320.0000	150.0000	42.0000	0.0000	192.00
5	Rodney Spencer						
Vacation	Per Hours Worked	0.0385	160.0000	60.0000	18.7303	8.0000	70.73
Sick	Per Hours Worked	0.0192	320.0000	60.0000	9.3408	0.0000	69.34
6	Ellen Sanders						
Vacation	Per Hours Worked	0.0385	160.0000	8.5000	21.3216	0.0000	29.82
Sick	Per Hours Worked	0.0192	320.0000	43.6000	10.6608	0.0000	54.26
10	Abigail Anderson						
Vacation	Per Paycheck	4.0000	320.0000	61.7500	42.0000	0.0000	103.75
Sick	Per Paycheck	3.0000	160.0000	30.0000	56.0000	0.0000	86.00
14	Jonathon T Beards						
Vacation	Per Hours Worked	0.0385	160.0000	0.0000	28.8000	0.0000	28.80
Sick	Per Hours Worked	0.0192	320.0000	0.0000	14.4000	0.0000	14.40
15	Samuel T Finnegan						
Vacation	Per Paycheck	0.0385	160.0000	10.0000	0.1925	5.0000	5.19
Sick	Per Hours Worked	0.0192	320.0000	0.0000	0.0960	0.0000	0.10

Alternate Employee Check Record (Earnings-based and Check-based)

The Alternate Employee Check Record allows you to view a list of all payroll checks entered in the current year for each employee. This report contains a Quarter-to-date total and a Year-to-date total. You can choose all checkbooks or a single checkbook and specify the preferred sort order.

You can choose to display annual salaries on this report, based either on periodic salary (default) or annual salary.

You can also choose to display up to six deductions by selecting them from the Deductions 1-6 drop-down lists. The deductions you select will be displayed on the report in the order in which they are selected. If you do not select any deductions, the deduction amounts will be totaled into the remainder column. If you have marked the Exclude remainder deduction column checkbox, deduction amounts will **not** be included in the report.

Departmental sort and piecework options are available for this report.

20XX														Payroll Sample Client		Alternate Employee Check Record		Page 1	
HOURS				EARNINGS				TAXES				Rem Del		NET PAY					
DATE	RATE	TYTE	REG	OT/DT	REG	OT/DT	TOTAL	FICA	FED	STATE	LOCAL	SUBSDI							
01/03/XX	730.77				730.77		730.77	55.91	85.53	30.55					36.54	522.24			
01/05/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
01/12/XX	730.77				730.77		730.77	55.91	85.53	30.55					36.54	522.24			
01/19/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
01/26/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
02/02/XX	730.77				730.77		730.77	55.91	85.53	30.55					36.54	522.24			
02/09/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
02/16/XX	730.77				730.77		730.77	55.91	85.53	30.55					36.54	522.24			
02/23/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
03/10/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
03/16/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
03/23/XX	730.77				730.77		730.77	55.91	85.53	30.55					36.54	522.24			
03/30/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
	QTD				9,500.01		9,500.01		1,111.89						475.02				
								SS	589.00							6,789.20			
								MED	137.75										
04/06/XX	730.77				730.77		730.77	55.90	85.53	30.55					36.54	522.25			
	QTD				730.77		730.77		85.53						36.54	522.25			
								SS	45.30							522.25			
								MED	10.60										
	YTD				10,230.78		10,230.78		1,197.42						511.56				
								SS	634.30							7,311.45			
								MED	148.35										
	EARNINGS																		
	REG HR																		
EMPLOYEE #	DEPARTMENT	SSN	SALARY	RATE	BIRTH DATE														
1	Department 1	111-11-1112	730.77		06/12/50														
EMPLOYEE NAME AND ADDRESS	FREQUENCY	OT FACT/M'S	FD/EX	S/EX															
Terry J Eddington	Weekly	1.50	Married	0	0														
1459 Locust	START DATE	LAST RAISE DATE	INACTIVE DATE																
Dexter, MI 48130	11/25/96																		

Cash Requirements and Deposits Report (Check-based)

The Cash Requirements and Deposits Report allows you to see the amount of cash that is needed for each payroll run. You have the option to display EIC and tax payments either in the Electronic Funds Transferred (EFT) section or at the bottom of the report. By default, bank account and routing numbers are not displayed on the report, but you have the option to include them. You can also choose to include invoice billing detail at the end of the report.

Payroll Sample Client Cash Requirements and Deposits Report				Page 1
CASH REQUIRED FOR NET PAY AND ELECTRONIC FUNDS TRANSFER(EFT):		8,265.68	TOTAL CASH REQUIRED FOR 04/18/05 PAYROLL: 10,849.38	
CHECK DATE 04/18/05				
BANK NAME	TYPE	DESCRIPTION		TOTAL
First National Bank	PAPER CHECKS	NET PAY	5,514.33	
		TOTAL		5,514.33
First National Bank	EIC	ADVANCE PAYMENTS	<61.44>	
		TOTAL		<61.44>
First National Bank	TAXES	EMPLOYEE WITHHOLDINGS		
		FICA-SS (GL - 220)	560.68	
		FICA-Med (GL - 220)	131.14	
		Federal WH (GL - 221)	924.35	
		State WH (GL - 223)	141.54	
		State WH (GL - 223.5)	145.24	
		SDI (GL - 223.5)	42.01	
		EMPLOYER EXPENSE		
		FICA-SS (GL - 760)	560.70	
		FICA-Med (GL - 760)	131.13	
		FUTA (GL - 761)	29.47	
		MI SUTA (GL - 762)	66.93	
		FL SUTA (GL - 762)	36.74	
		CA SUTA-Base Rate (GL - 762)	41.67	
		CA SUTA-Employment T (GL - 762)	1.19	
		TOTAL		2,812.79
		TOTAL FOR THIS PAYROLL:		8,265.68
CASH REQUIRED FOR BALANCE OF PAYROLL				
BANK NAME	TYPE	DESCRIPTION		TOTAL
First National Bank	DEDUCTIONS	DEDUCTIONS		
		401(k) % of Gross (GL - 227)	505.55	
		Union Dues (GL - 228)	60.00	
		Medical Insurance (GL - 228)	91.44	
		COMPANY MATCH		
		401(k) % of Gross (GL - 227)	426.71	
		TOTAL		1,083.70
		TOTAL FOR THIS PAYROLL:		1,083.70
BILLING DETAIL FOR CHECK DATE 04/18/05				
Services rendered			1,500.00	
	TOTAL:		1,500.00	
	Sales Tax:		0.00	
	AMOUNT DUE:		1,500.00	

Certified Payroll Worksheet (Check-based)

Available for Payroll CS only.

The Certified Payroll Worksheet is based on the federal Form WH-347, and can be used to fill out any state-specific certified payroll forms. The report contains the employee's name, SSN, and address, and it lists daily hours, rate of pay, gross amount earned for that payroll week, and net wages. You can choose to include project totals and employees with no weekly check or to exclude zero amount pay items. This worksheet is run by department (project) by default.

Week Ending: 04/01/XX		WCWU Certified Payroll Worksheet										CERTIFIED Page 1							
WCWU		13881 Woodbridge Highway Suite 4216 Bloomfield Hills MI 48915-2001																	
		MDOC-York Township					Project #: thisisprojectnumbertwo-forthisclient												
#	Employee Name	Work Classification	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Total	Rate	Gross	With			Total	Net		
Address and SSN			3/26	3/27	3/28	3/29	3/30	3/31	4/1	Hours	Of Pay	Amount	holding	FICA	SWH	LWH	Other	Deds	Wages
Suzanne Angel 353-74-8287 1263 Quintera St Ashland, MI 47520	0	207-Erick Masons	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	33.02	66.04							
		208-Marble Setters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.02	33.02							
		211-Cement Maso	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	29.76	29.76							
		217-Laborers-Gem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.31	0.00							
		227-Terrazzo Wks	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	25.91	25.91							
		228-Tile Setters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.95	31.90							
		229-Til/Marbl/Trzo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.11	44.22	85.01	129.57	43.34	8.33	0.00	266.25	845.01
																		Check #:	151
Angela Banks 342-90-7413 1430 Vreeland Drive Central Point, MI 47502	1	209-Carpenters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.33	0.00							
		210-Crpntr-Drywld	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	11.06	22.12							
		212-Drywall Tape	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.84	0.00							
		217-Laborers-Gem	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	26.31	26.31							
		222-Plasterers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	916.56	70.12	138.66	33.35	0.00	242.13	674.43
																		Check #:	152
Olivia Bell 372-59-6668 1040 Ashland Dr Central Point, MI 47502	6	217-Laborers-Gem	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	26.31	52.62							
		218-Laborers-Clea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.31	0.00							
		221-Painters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.47	0.00	733.97	56.15	19.09	13.44	0.00	88.68	625.29
																		Check #:	153
Karen Bessette 319-40-0317 2234 Sentinel Blvd Ashland, MI 47520	1	217-Laborers-Gem	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	26.31	52.62							
		218-Laborers-Clea	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	26.31	52.62							
		219-Landscap Con	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	7.50	7.50	901.86	135.11	134.98	32.77	0.00	302.86	599.00
																		Check #:	154

Chart of Accounts Report

The Chart of Accounts Report lists each GL account by number, account type (asset, liability, expense, or revenue), and account description.

Payroll Sample Client Chart of Accounts			CSPAY01 Page 2
300	Liability	Capital Stock	
300.1	Liability	Capital Stock: Proceeds	
300.2	Liability	Capital Stock: Retired	
305	Liability	Paid In Excess	
305.1	Liability	Paid In Excess: Proceeds	
305.2	Liability	Paid In Excess: Retired	
310	Liability	Treasury Stock	
310.1	Liability	Treasury Stock: Purchases	
310.2	Liability	Treasury Stock: Retired	
350	Liability	Retained Earnings	
355	Liability	Dividends	
400	Revenue	Sales: 1	
401	Revenue	Sales: 2	
402	Revenue	Sales Other	
450	Revenue	Returns & Allowances	
500	Expense	Purchases	
550	Expense	Freight	
551	Expense	Manufacturing Wages	
552	Expense	Maintenance On Equipment	
599	Expense	Changes In Inventory	
600	Expense	Advertising	
605	Expense	Amortization	
610	Expense	Auto Expense	
615	Expense	Bad Debts	
620	Expense	Bank Service Charges	
625	Expense	Cash Short/Over	
640	Expense	Continuing Education	
645	Expense	Contracted Labor	
650	Expense	Contributions	
655	Expense	Depreciation Expense	
665	Expense	Dues & Subscriptions	
670	Expense	Electric	
675	Expense	Equipment Rental	
680	Expense	Franchise Fees	
685	Expense	Insurance	
690	Expense	Interest Expense	
695	Expense	Laundry & Uniforms	
700	Expense	Library, Books, Journals	
705	Expense	Licenses, Fees, Permits	
710	Expense	Miscellaneous	
715	Expense	Office & Postage Expense	
720	Expense	Pension Plan	
725	Expense	Professional Fees	
730	Expense	Profit Sharing	
740	Expense	Repairs and Maintenance	
743	Expense	Rent	
745	Expense	Salaries: Officers	
750	Expense	Salaries: General	
751	Expense	Salaries	
752	Expense	Wages: Tipped Employees	
755	Expense	Supplies	
760	Expense	Taxes: FICA	
761	Expense	Taxes: FUTA	
762	Expense	Taxes: SUTA	
765	Expense	Taxes: Other	
770	Expense	Telephone	
775	Expense	Trash Removal	
780	Expense	Travel & Entertainment	
785	Expense	Utilities	
790	Expense	Water	
800.1	Revenue	Gain/Loss: Proceeds	
800.2	Revenue	Gain/Loss: Book Value	
805	Revenue	Sales Tax Commission	
810	Revenue	Interest Income	
815	Revenue	Other Income	

Check Register Report (Check-based)

The Check Register Report can be used for a manual checkbook reconciliation. It lists all payroll and vendor checks for the period that you specify, for all checkbooks or for a selected checkbook. The report includes one line for each processed check and a count of the included checks. Options available for this report include the ability to exclude voided checks, to show direct deposit information, and to show vendor checks separately.

All checkbooks April 20XX		Payroll Sample Client Check Register		CSPAY01 Page 1
Check Number	Check Date	Payee	Amount	
Checks				
300	04/06/XX	Terry J. Eddington		522.25
301	04/06/XX	Sarah W. Harmon		37.56
302	04/06/XX	Dennis B. Cooper		41.85
303	04/06/XX	Chester A. Fink		0.00
304	04/06/XX	Rodney Spencer		166.73
305	04/06/XX	Ellen Sanders		147.47
306	04/06/XX	Abigail Anderson		337.57
307	04/06/XX	Jonathon T. Beards		135.91
308	04/06/XX	Samuel T. Finnegan		694.56
Total checks	9		Total	<u>2,083.90</u>

City Voucher Report (Check-based)

The City Voucher report may be used as a generic voucher for local tax payments. This report can include taxable wages, adjustments, tax percentage, and the payment amount for one or more localities.

February 20XX	Payroll Sample Client City Voucher	CITY Page 1
.....		
DETROIT TAX WITHHELD		
Federal ID number: 12-3456789		
Payroll Sample Client 123 Main St. Suite A1 Ann Arbor, MI 48103-1032	Number of Employees Taxable Wages Tax amount 0.10 % Adjustments to tax Total Payment	<u>2</u> <u>3,906.62</u> <u>3.91</u> <u>10.00</u> <u>13.91</u>
X _____		Date: <u>10/03/20XX</u>
Name: <u>William Meyer</u>	Title: <u>Senior CPA</u>	Phone: <u>800-800-8000</u>

Client Information Report

The Client Information Report provides the information for payroll and GL clients that is currently set up in the Client Properties dialog, along with checkbook routing and account numbers. This report allows you an easy way to provide your clients with a report to check for accuracy of their information.

Payroll Sample Client Client Information				CSPAY01 Page 1
General Information Tab				
Client ID:	CSPAY01	EIN:	38-1234567	
Client Name:	Payroll Sample Client			
Payroll name:	Blue Heaven Cafe and Market			
DBA:	Blue Heaven Cafe and Market			
Address line 1:	1234 East Main Street			
Address line 2:	Suite 4119			
City:	Dexter	State:	MI	
Zip:	48130	Telephone:	734-426-5860	
Industry code:	722110			
Allow Leading zeros:	No	Consolidation Client:	No	
Enable Vendor Checkwriting:	No			
CBS Client:	No			
Payroll Tab				
Current period ending date:	4/30/05	Latest period ending date:	4/30/05	
Tax form 941 filed:	Yes	Tax form 944 filed:	No	
Tax form 943 filed:	Yes	Tax form 945 filed:	No	
BusinessWorks client:	No	Third party sick pay:	Yes	
Export Journal Entry:	No			

Condensed Payroll Journal (Check-based)

This report is a condensed version of the Payroll Journal and includes detail for all or selected payroll checks from the latest check date. You may choose all checkbooks or a single checkbook as well as the preferred sort order. The report may optionally include benefits, special types, and other earnings. To change the primary sort method to department, mark the Departmental report checkbox, click the Department selection tab, and select the departments to include in the report (the default selection is Print all departments).

Period end date: 04/01/00		Payroll Sample Client											Page 1				
Check date: 04/01/00		Condensed Payroll Journal															
Emp Num	Employee Name	Hours				Earnings			Withholding Taxes				Deductions				
		Type	Rate	Reg	OT/DT	Regular	OT/DT	O EARN 1	Total Earnings	FICA-SS FICA-MED	FEDERAL	STATE	Local/Sui/8di Name/Amnt	REM DEB	NET PAY	CHK #	
Department 1																	
1	Terly Edingba					730.77		730.77	45.30 10.00	85.53	MI 30.55			36.54	522.25	300	
10	Abagail Anderson					480.77		480.77	28.86 6.75	60.38	MI 19.95			27.26	337.57	306	
Department 2																	
2	Sarah Hamon	2.59	25.00			64.75		64.75	7.98 1.87	11.67	MI 5.67				37.56	301	
3	Dennis Cooper	2.35	25.75			60.51		60.51	8.54 2.00	2.05	MI 6.05				41.85	302	
4	Chester Fink	2.35	29.75			69.91		69.91	29.14 6.81	33.96					0.00	303	
Department 3																	
5	Rodney Spever	5.25	40.00			210.00		210.00	13.02 3.04	11.95	MI 8.95			6.30	166.73	304	
6	Elkei Sander	5.25	35.00			183.75		183.75	11.39 2.67	7.99	MI 7.80			6.43	147.47	305	
14	Josaboi Beard	5.15	30.00			154.50		154.50	8.64 2.02	13.24	MI 6.13			15.24	135.91	307	
15	Samuel Fluegan					1,113.00		1,113.00	65.05 15.92	203.09	CA 60.48			10.89	694.56	308	
EARNINGS TYPE																	
T	WAGES					185.50		3,855.29								162.66	9
O	OT/DT					0.00		0.00									
A								O EARN 2							TOTAL EARNINGS		3,024.64
L															NET PAY		2,083.90
S															DIRECT DEPOSIT		2,083.90
															TOTAL NET		2,083.90

Daily Data Entry Worksheet (Earnings-based)

Available for Payroll CS only.

The Daily Data Entry Worksheet provides an organized way to gather and verify daily data entry check data from your client. A number of options allow you to choose what information to include, which departments to include, and the date range for the report. This report prints by default in landscape format, and has no options for modifying the font.

Period Beginning: 03/26/XX		WCWU														CERTIFIED	
Period Ending: 04/01/XX		Daily Data Entry Worksheet														Page 1	
Check Date: 04/08/XX																	
		Sat 3/26		Sun 3/27		Mon 3/28		Tues 3/29		Wed 3/30		Thu 3/31		Fri 4/1			
Pay Description	Rate	Reg Hrs	O/T Hrs	Reg Hrs	O/T Hrs	Reg Hrs	O/T Hrs	Reg Hrs	O/T Hrs	Reg Hrs	O/T Hrs	Reg Hrs	O/T Hrs	Reg Hrs	O/T Hrs	Deduction Desc.	Amount
1	Angel, Suzanne															353-74-8287	
MDOC-York Township																	
207-Brick Masons	33.02															401-k	
208-Marble Setters	33.02															Direct Deposit	
211-Cement Maso:	29.76																
217-Laborers-Gen:	26.31																
227-Terrazzo Wrk	25.91																
228-Tile Setters	15.95																
229-Til/Mtbl/Trzo	22.11																
Non Cert Wages	10.00																
Personal																	
Other Comp																	
MDOC-Ypsilanti																	
207-Brick Masons	33.02															401-k	
208-Marble Setters	33.02																
211-Cement Maso:	29.76																
217-Laborers-Gen:	26.31																
227-Terrazzo Wrk	25.91																
228-Tile Setters	15.95																
229-Til/Mtbl/Trzo	22.11																
Non Cert Wages	10.00																
Personal																	
Other Comp																	
MDOC-Bishop's Creek																	
207-Brick Masons	33.02															401-k	
208-Marble Setters	33.02																
211-Cement Maso:	29.76																
217-Laborers-Gen:	26.31																
227-Terrazzo Wrk	25.91																
228-Tile Setters	15.95																
229-Til/Mtbl/Trzo	22.11																
Non Cert Wages	10.00																
Personal																	
Other Comp																	
FOR OFFICE USE ONLY																	
		Employee ID		Regular Hours		Overtime Hours											
Hash Totals:																	

Data Entry Worksheet (Earnings-based)

Available for Payroll CS only.

The Data Entry Worksheet provides an organized way to gather and verify employee check data from your client. You can use the Detailed format (with employee data) to speed check entry, or the Short Form version (without employee data) as an input sheet when adding new employee records. For either the Detailed format or the Short Form version, you may also specify that 6 blank information lines be added for each of up to 99 new employees. By default, the report includes all single frequency employees, though you have the option to include only employees with a selected frequency. Daily Time Entry employees are excluded by default, although you have the option to include them.

A piecework option is available for this report.

Important! The Data Entry Worksheet automatically excludes any employee for whom an Inactive date has been entered on the Personal/W-2 tab of the Employees window.

Payroll Sample Client Data Entry Worksheet						CSPAY01 Page 1
Pay Description	Rate	Reg.Hrs.	O/T Hrs.	Amount	Deduction Desc.	Amount
1	Eddington, Terry J			111-11-1112		
Management						
Salaried Wages	40,000.00	_____	_____	_____	401-k	_____
Vacation		_____	_____	_____		_____
Sick		_____	_____	_____		_____
Bonus		_____	_____	_____		_____
2	Harmon, Sarah W			222-22-2223		
Grocery staff						
Wages	8.00	_____	_____	_____	401-k	_____
Miscellaneous Wages	8.50	_____	_____	_____	Union Dues	60.00
Vacation		_____	_____	_____		_____
Sick		_____	_____	_____		_____
Union Pension Fund		_____	_____	_____		_____
3	Cooper, Dennis B			333-33-3334		
Cafe staff						
Tipped Wages	2.35	_____	_____	_____		_____
Reported Tips		_____	_____	_____		_____
Tips Deemed Wages		_____	_____	_____		_____
Other Wages	5.25	_____	_____	_____		_____
4	Fink, Chester A			444-44-4445		
Cafe staff						
Tipped Wages	2.35	_____	_____	_____		_____
Reported Tips		_____	_____	_____		_____
Tips Deemed Wages		_____	_____	_____		_____
Other Wages	5.25	_____	_____	_____		_____
5	Spencer, Rodney			555-55-5556		
Office staff						
Wages	8.00	_____	_____	_____	401-k	_____
Other Wages	8.25	_____	_____	_____		_____
Miscellaneous Wages	8.50	_____	_____	_____		_____
Vacation		_____	_____	_____		_____
Sick		_____	_____	_____		_____
6	Sanders, Ellen			666-66-6667		
Office staff						
Wages	8.00	_____	_____	_____	401-k	_____
Other Wages	8.50	_____	_____	_____		_____
Miscellaneous Wages	8.50	_____	_____	_____		_____
Vacation		_____	_____	_____		_____
Sick		_____	_____	_____		_____
FOR OFFICE USE ONLY						
Hash Totals:	Employee ID	Regular Hours	Overtime Hours	Double-time Hours		
	_____	_____	_____	_____		

Deductions Register (Check-based)

The Deductions Register lists amounts for each deduction item for a selected period or range of check numbers. You may choose to print a detailed report (with amounts for each employee listed for each deduction), or you may print a summary report (with only the total amount listed for each deduction). You have the option to group the deductions by same report name or retirement types, and you also have the option to show remaining balance amounts (i.e. for loans). The departmental sort option is available for this report.

All checkbooks April 20XX		Payroll Sample Client Deductions Register	CSPAY01 Page 1
<u>Emp. ID</u>	<u>Employee</u>	<u>Amount</u>	
401-k			
1	Terry J. Eddington		36.54
5	Rodney Spencer		6.30
6	Ellen Sanders		6.43
10	Abigail Anderson		12.02
15	Samuel T. Finnegan		55.65
		Total	116.94
Medical Insurance			
10	Abigail Anderson		15.24
14	Jonathon T. Beards		15.24
15	Samuel T. Finnegan		15.24
		Total	45.72
Company Totals			162.66

Department Summary Report (Check-based)

The Department Summary Report is a check-based summary of the totals for a selected department or all departments. You may choose all checkbooks or a single checkbook, and you can run this report using the date range of current month or latest check date.

You can choose Other wages 1 or 2 and/or Benefits 1-3 to display these items separately on the report; otherwise all wages and benefits are included in the Wages column total only. If you choose Deductions 1-4, these deductions are displayed as the first four on the report. Otherwise, all deductions print on the report based on the order of their occurrence in the check history.

To include department totals from the earnings, withholdings, deductions, or employer expenses sections of the report, mark the applicable checkboxes.

April 20XX		Payroll Sample Client Department Summary Report													CSPAY01 Page 1		
Hours and Earnings Summary																	
Check Date	Reg Hours	Rate	OT/OT Hours	OT/OT Rate	Vacation Hours	Vacation Rate	Sick Hours	Sick Rate								Total Earnings	
Department 11																	
040502		1,211.54															1,211.54
MTD		1,211.54															1,211.54
Department 12																	
040502	80.50	966.82															196.17
MTD	80.50	966.82															196.17
Department 13																	
040502	105.00	1,687.53															1,687.53
MTD	105.00	1,687.53															1,687.53
Employee Withholding Taxes Summary																	
Check Date	Fica-SS %/H	Fica-Med %/H	Fed %/H	Stb Name	Stb %/H	Stb Name	Stb %/H	SD/STUI Name	SD/STUI Amount	Local Name	Local %/H	Local Name	Local %/H	Local Name	Local %/H	Remainder %/H	Total %/H Tax
040502	220.53	51.68	429.87	MI	86.12	CA	60.48										848.88
MTD	220.53	51.68	429.87	MI	86.12	CA	60.48										848.88
QTD 2	220.53	51.68	429.87	MI	86.12	CA	60.48										848.88
YTD	2,711.66	634.18	5,037.59	MI	1,429.03	CA	319.86										10,132.71
Employee Deductions Summary																	
Check Date	401-k	Medical Insurance														Remainder Deductions	Net Pay
040502	116.94	45.72															2,083.90
MTD	116.94	45.72															2,083.90
QTD 2	116.94	45.72															2,083.90
YTD	1,323.11	624.84															27,113.60
Employer Expense Summary																	
Check Date	Fica-SS Exp	Fica-Med Exp	Futa Exp	SUTA Name	SUTA Exp	SUTA %	Comstat amt	Remainder Exp	Total Employer Exp	Check Date	Fed Tax Liability	Total Compensation					
040502	220.52	51.68	13.87	FL	36.38	5.40	58.48	49.37	430.10	040502	975.88	3,094.64					
MTD	220.52	51.68	13.87	FL	36.38	5.40	58.48	49.37	430.10		975.88	3,094.64					
QTD 2	220.52	51.68	13.87	FL	36.38	5.40	58.48	49.37	430.10		975.88	3,094.64					
YTD	2,711.47	634.22	309.51	FL	366.51	5.40	661.68	1,294.57	5,967.96		11,729.51	39,194.26					

Depository Totals Report (Check-based)

Use the Depository Totals Report to summarize payroll tax amounts — federal depository amounts (including both the employees’ withholdings and the employer’s expense amounts), unemployment taxes, company matching amounts, deductions, state tax withholding amounts, and/or local tax withholding amounts. The report uses information derived from processed check records. You may print or preview this report based on checks from all checkbooks or from a single checkbook and within the data range that you specify. The departmental sort option is available for this report.

April 20XX		Payroll Sample Client Depository Totals		CSPAY01 Page 1
Company Totals				
Gross Pay:				16,779.48
Net Payroll Checks:				10,143.45
Federal Depository Totals:				
	<u>Employee</u>	<u>Employer</u>		<u>Total</u>
FICA-SS	1,028.99	1,029.01		2,058.00
FICA-Med	240.66	240.65		481.31
	1,269.65	1,269.66		2,539.31
Fed WH				1,549.07
EIC Advance				(122.88)
Deposit				<u>3,965.50</u>
State taxes:				
CA WH				194.29
CA SDI				<u>69.10</u>
Total CA				<u>263.39</u>
MI WH				278.10
Deductions:				
401(k) % of Gross				925.82
Medical Insurance				182.88
Union Dues				120.00

Earnings Report (Earnings-based; optional check-based column)

The Earnings Report includes month-to-date, quarter-to-date, and year-to-date earnings detail for all or for selected employees. You may choose any of several different sort orders for the report, and if you wish you may limit the employees to include in the report by specifying the starting and ending birth dates, hire dates, or raise dates. Amounts are automatically included for all of an employee's pay items, deduction items, and withholding items. You may optionally include hours columns and department detail for each employee as well as a Current column, which is based on check data rather than earnings. Departmental sort and piecework options are available for this report.

If you want the report to list incorrect W-2 information in the employee record (such as missing, duplicated, or invalid Social Security numbers or missing addresses), mark the **Missing W-2 info** checkbox. Marking this checkbox also notes on the report when an extra W-2 form may print due to an employee having state or local tax set up, but no taxable wages or withholdings.

To list any over- or under-withheld FICA amounts based on the current payroll item setup, mark the FICA variance checkbox.

Note: You have the option to print the Earnings Report up to a specified month, even a future month.

Month ending: 04/30/XX		Payroll Sample Client Earnings Report				CSPAY01 Page 1	
Description	Month to Date		Quarter to Date		Year to Date		
	Hours	Amount	Hours	Amount	Hours	Amount	
1	Eddington, Terry J		111-11-1112				
Salaried Wages	0.00	730.77	0.00	730.77	0.00	10,230.78	
GROSS PAY	0.00	730.77	0.00	730.77	0.00	10,230.78	
FICA-SS		45.30		45.30		634.30	
FICA-Med		10.60		10.60		148.35	
Federal W/H		85.53		85.53		1,197.42	
State W/H		30.55		30.55		427.70	
401-k		36.54		36.54		511.56	
NET PAY		<u>522.25</u>		<u>522.25</u>		<u>7,311.45</u>	
2	Harmon, Sarah W		222-22-2223				
Tipped Wages	25.00	64.75	25.00	64.75	427.00	1,070.59	
Reported Tips	0.00	64.00	0.00	64.00	0.00	1,391.90	
Tips Deemed Wages	0.00	64.00	0.00	64.00	0.00	1,146.50	
GROSS PAY	25.00	64.75	25.00	64.75	427.00	1,070.59	
FICA-SS		7.98		7.98		152.67	
FICA-Med		1.87		1.87		35.71	
Federal W/H		11.67		11.67		262.38	
State W/H		5.67		5.67		108.35	
NET PAY		<u>37.56</u>		<u>37.56</u>		<u>511.48</u>	
3	Cooper, Dennis B		333-33-3334				
Tipped Wages	25.75	60.51	25.75	60.51	401.00	942.36	
Reported Tips	0.00	77.25	0.00	77.25	0.00	1,203.00	
Tips Deemed Wages	0.00	72.10	0.00	72.10	0.00	1,122.80	
Other Wages	0.00	0.00	0.00	0.00	8.00	42.00	
GROSS PAY	25.75	60.51	25.75	60.51	409.00	984.36	
FICA-SS		8.54		8.54		135.61	
FICA-Med		2.00		2.00		31.72	
Federal W/H		2.06		2.06		72.74	
State W/H		6.06		6.06		96.25	
NET PAY		<u>41.85</u>		<u>41.85</u>		<u>648.04</u>	
4	Fink, Chester A		444-44-4445				
Tipped Wages	29.75	69.91	29.75	69.91	392.75	956.19	
Reported Tips	0.00	400.00	0.00	400.00	0.00	2,892.25	
Tips Deemed Wages	0.00	83.30	0.00	83.30	0.00	1,066.50	
Other Wages	0.00	0.00	0.00	0.00	28.00	147.00	
GROSS PAY	29.75	69.91	29.75	69.91	420.75	1,103.19	
FICA-SS		29.14		29.14		247.72	
FICA-Med		6.81		6.81		57.93	
Federal W/H		33.96		33.96		463.43	
State W/H		0.00		0.00		106.82	
NET PAY		<u>0.00</u>		<u>0.00</u>		<u>227.29</u>	

EFTPS Report (Check-based)

You can use the EFTPS Report as a worksheet when preparing to use the over-the-phone system for an EFTPS deposit of a 940 or a 941 payment. You also have the option of printing either the short or long version of the EFTPS Phone Payment Worksheet. The EFTPS Report lists the following information:

- **Payroll Date.** Blank line for your manual entry.
- **Transaction Date.** Blank line for your manual entry.
- **Employer EIN.** From the EIN field in the File / Client Properties dialog.
- **4-digit PIN.** Blank line for your manual entry.
- **Tax Type Number.** 941 and/or 940
- **Tax Period.** In MMY format, for the last month of the specified quarter.
- **Settlement Date.** Blank line for your manual entry.
- **FICA-SS.** System-retrieved amount (for liability plus expense).
- **FICA-Med.** System-retrieved amount (for liability plus expense).
- **Fed W/H.** System-retrieved amount.
- **Total Deposit.** System-calculated total.
- **FUTA.** System-calculated amount.
- **Verification Code.** (Bank of America only.) System-calculated code, based on the deposit amount and specifications provided by Bank of America.

April 20XX	Payroll Sample Client EFTPS Report		CSPAY01 Page 1
EFTPS Information			
Payroll Date:	_____		
Transaction Date:	_____		
Employer EIN:	38-1234567		
4-digit PIN:	_____		
Tax Type Number:	941		
Tax Period:	06/02		
Settlement Date:	_____		
FICA-SS	441.85		
FICA-Med	103.36		
Fed W/H	403.19		
Total Deposit	948.40		
Verification Code (Bank of America only):	30		
Acknowledgement			
EFT number:	_____		

Employee Audit Log

The Employee Audit Log allows you to track several types of activities for existing employees. The report tracks changes, additions, and deletions of specified payroll data for up to two years. You can run the report for all or for selected employees and you can filter the data for changes made by specific staff members. The report tracks the following types of changes:

- Manual edits to an employee record.
- Changes resulting from an employee transfer to a different department.
- Changes made through remote payroll data entry from a NetClient CS™ portal. (These changes use the staff ID **RDE**.)
- Changes made through the Transfer Changes to Employees dialog.
- Changes made via the Client Bookkeeping Solution® client software. (These changes use the staff ID **CBS**.)

07/01/XX-07/08/XX		EE Audit Log			EEAUDIT
		Employee Audit Log			Page 1
Emp. ID	Employee	Date/Time	Staff	Event	Changed
1	Eddington, Terry J	07/08/XX08:31AM	XXX	'Last raise date' on Personal/W-2 tab added	Editing
1	Eddington, Terry J	07/08/XX08:31AM	XXX	Amount for pay item 'Salary', department 'Department 1' changed from 38,000.00 to 55,000.0000	Editing
1	Eddington, Terry J	07/08/XX08:32AM	XXX	Percent for deduction item '401(k) % of Gross', department 'Department 1' changed from 5.0000 to 15.0000	Editing
1	Eddington, Terry J	07/08/XX08:32AM	XXX	'Std wks/yr' on Other tab, Department 1 changed from 52 to 40	Editing
1	Eddington, Terry J	07/08/XX08:32AM	XXX	Additional % for w/h item 'State W/H', department 'Department 1' on Other tab in item properties addec	Editing

Employee Check Record (Check-based)

The Employee Check Record is a one-line-per-check listing of all processed payroll checks in either all or selected checkbooks. The checks are sorted by employee and can be subtotaled on a month-to-date, quarter-to-date, and year-to-date basis. You may choose to display up to two deductions, and any deductions not specified are summarized in a single column. Departmental sort and piecework options are available for this report.

April 20XX		Payroll Sample Client Employee Check Record											CSPAY01 Page 1	
Check #	Date	Reg.Hrs.	Wages	FICA-SS	FICA-Med	Fed W/H	St W/H	SDI	SUI	Local W/H	401-k	Oth. Ded.	Net Pay	
1 - Eddington, Terry J														
626	04/04/XX	8.00	1,538.46	95.40	22.30	133.46	54.00	0.00	0.00	0.00	153.85	0.00	1,079.45	
635	04/18/XX	0.00	1,538.46	95.38	22.31	133.46	54.00	0.00	0.00	0.00	153.85	0.00	1,079.46	
MTD	04/30/XX	8.00	3,076.92	190.78	44.61	266.92	108.00	0.00	0.00	0.00	307.70	0.00	2,158.91	
QTD	06/30/XX	8.00	3,076.92	190.78	44.61	266.92	108.00	0.00	0.00	0.00	307.70	0.00	2,158.91	
YTD	12/31/XX	216.00	12,307.68	763.08	178.46	1,067.68	432.00	0.00	0.00	0.00	1,230.80	0.00	8,635.66	
2 - Harmon, Sarah W														
627	04/04/XX	86.00	546.00	33.85	7.92	18.88	19.36	0.00	0.00	0.00	49.53	60.00	356.46	
636	04/18/XX	97.00	667.00	41.35	9.67	30.04	23.71	0.00	0.00	0.00	58.94	60.00	443.29	
MTD	04/30/XX	183.00	1,213.00	75.20	17.59	48.92	43.07	0.00	0.00	0.00	108.47	120.00	799.75	
QTD	06/30/XX	183.00	1,213.00	75.20	17.59	48.92	43.07	0.00	0.00	0.00	108.47	120.00	799.75	
YTD	12/31/XX	727.00	4,811.00	298.28	69.76	191.90	170.84	0.00	0.00	0.00	430.43	480.00	3,169.79	
3 - Cooper, Dennis B														
628	04/04/XX	50.00	117.50	36.17	8.46	27.58	22.76	0.00	0.00	0.00	0.00	0.00	22.53	
637	04/18/XX	59.50	139.83	37.19	8.70	29.21	23.39	0.00	0.00	0.00	0.00	0.00	41.34	
MTD	04/30/XX	109.50	257.33	73.36	17.16	56.79	46.15	0.00	0.00	0.00	0.00	0.00	63.87	
QTD	06/30/XX	109.50	257.33	73.36	17.16	56.79	46.15	0.00	0.00	0.00	0.00	0.00	63.87	
YTD	12/31/XX	486.00	1,142.12	339.02	79.29	300.65	213.26	0.00	0.00	0.00	0.00	0.00	209.90	

Employee Listing (Earnings-based)

The Employee Listing includes basic setup information from the Employees window for all or for selected employees. You may choose any of several different sort orders for the report, and you may limit the employees to include in the report by specifying the starting and ending birth dates, hire dates, or raise dates.

You may optionally include the employer's name, address, and EIN number (at the top of the first page of the report), setup detail for each employee from the General tab and/or the Personal/W-2 tab of the Employees window, employee salary, child support, federal levy, and tax information, as well as a listing of employees marked as exempt from federal and state withholding. You can choose to include only those employees who will receive W-2s in the current year. If you are a licensed user of the Payroll CS Direct Deposit module, you may also choose to include ACH direct deposit information in this report.

Payroll Sample Client Employee Listing			CSPAY01 Page 1
1	Eddington, Terry J	111-11-1112	
Address/Phone/Email			
1459 Locust Dexter MI 48130 313-555-1111			
Personal Information			
Date of Birth:	06/12/50	Officer:	Yes
Last Raise Date:	12/25/06	Full FUTA Rate:	No
Date of Hire:	11/25/96	Probationary:	No
Inactive Date:		Seasonal:	No
Prior Date of Hire:		Union:	No
Prior Inactive Date:		Health Insurance:	No
Seasonal Periods/Yr:	0	401K Top Heavy:	No
Marital Status:	Married	Use Alt. Min. Wage:	No
Gender:	Male	W-4 Filed:	Yes
Race:		Family of Owner:	No
Agriculture:	No	Worker's Fund Exempt:	No
SSN Verified:	No	Do not use catch-up provision:	No
Daily Time Entry:	N/A	Nonresident Alien:	No
Salary			
\$40,000.00/yr			
Comments:			
2	Harmon, Sarah W	222-22-2223	
Address/Phone/Email			
4188 Jackson Ann Arbor MI 48103 313-555-2222			
Personal Information			
Date of Birth:	04/14/68	Officer:	No
Last Raise Date:	12/25/06	Full FUTA Rate:	No
Date of Hire:	05/31/94	Probationary:	No
Inactive Date:		Seasonal:	No
Prior Date of Hire:		Union:	Yes
Prior Inactive Date:		Health Insurance:	No
Seasonal Periods/Yr:	0	401K Top Heavy:	No
Marital Status:	Single	Use Alt. Min. Wage:	No
Gender:	Female	W-4 Filed:	Yes
Race:		Family of Owner:	No
Agriculture:	No	Worker's Fund Exempt:	No
SSN Verified:	No	Do not use catch-up provision:	No
Daily Time Entry:	N/A	Nonresident Alien:	No
Salary			
\$8.00/hr			
Comments:			
3	Cooper, Dennis B	333-33-3334	
Address/Phone/Email			
6900 Martin Blvd. Ann Arbor MI 48108 313-555-3333			
Personal Information			
Date of Birth:	10/25/63	Officer:	No
Last Raise Date:		Full FUTA Rate:	No
Date of Hire:	08/15/92	Probationary:	No
Inactive Date:		Seasonal:	No
Prior Date of Hire:		Union:	No
Prior Inactive Date:		Health Insurance:	No
Seasonal Periods/Yr:	0	401K Top Heavy:	No
Marital Status:	Married	Use Alt. Min. Wage:	No
Gender:	Male	W-4 Filed:	Yes
Race:		Family of Owner:	No
Agriculture:	No	Worker's Fund Exempt:	No

Employee Payroll Item Configuration Report

The Employee Payroll Item Configuration Report lists detailed setup information for all or for selected employees. You may choose to include all or partial setup detail for pay items, deduction items, individual tax information, standard hours and multipliers, employer FICA and FUTA General Ledger account number, SUTA state, and (if applicable) the data-entry reminder.

Payroll Sample Client			CSPAY01
Employee Payroll Item Configuration			Page 1
1	Terry J. Eddington		
Department:	Management	Home:	Yes
Pay Items			
<u>Description:</u>	Salary	<u>G/L#:</u>	751
<u>Rate:</u>	\$40,000.0000		
<u>Description:</u>	Vacation	<u>G/L#:</u>	751
<u>Rate:</u>	\$0.0000		
<u>Description:</u>	Sick	<u>G/L#:</u>	751
<u>Rate:</u>	\$0.0000		
<u>Description:</u>	Bonus	<u>G/L#:</u>	751
<u>Rate:</u>	\$0.0000		
FICA Tax Information			
<u>FICA-SS WH Description:</u>	FICA-SS	<u>G/L#:</u>	220
<u>FICA-Med WH Description:</u>	FICA-Med	<u>G/L#:</u>	220
Federal Tax Information			
<u>Federal WH Description:</u>	Federal WH	<u>G/L#:</u>	221
<u>Withholding table:</u>	Married	<u>Fixed amount:</u>	0.00
<u>Allowances:</u>	0	<u>Fixed percentage:</u>	0.0000
<u>Additional amount:</u>	0.00	<u>Use greater of fixed or calc:</u>	no
<u>Additional percentage:</u>	0.0000	<u>Exempt:</u>	no
State Tax Information			
<u>State WH Description:</u>	State WH	<u>G/L#:</u>	223
<u>State:</u>	MI	<u>Personal allowance:</u>	0
<u>Marital Status:</u>	Married	<u>Dependant allowances:</u>	0
<u>Withholding table:</u>	<Blank>	<u>Est. deduction allowances:</u>	0
<u>Exemption amount:</u>	0.00	<u>Additional allowances:</u>	0
<u>Taxpayer over 65:</u>	no	<u>Tax credits:</u>	0
<u>Spouse over 65:</u>	no	<u>Additional amount:</u>	0.00
<u>Taxpayer blind:</u>	no	<u>Additional percent:</u>	0.0000
<u>Spouse blind:</u>	no	<u>Fixed amount:</u>	0.00
<u>Use greater of fixed or calc:</u>	no	<u>Fixed percent:</u>	0.0000
<u>Exempt:</u>	no	<u>Fixed percent of fed w/h:</u>	0.0000
Deductions			
<u>Description:</u>	401(k) % of Gross	<u>G/L#:</u>	227
<u>Item Properties - Deduction Info:</u>			
<u>Calculation method:</u>	Gross Income Percentage	<u>Deduction description number:</u>	0
<u>Amount/Percent:</u>	10.0000	<u>Include overtime hours:</u>	no
<u>Sequential Deduction:</u>	no	<u>Include doubletime hours:</u>	no
<u>Subtract from fed levy basis:</u>	no		
<u>Item Properties - Match Limits:</u>			
<u>Maximum percent of deduction:</u>	0.0000	<u>Maximum percent of current gross:</u>	0.0000
<u>Maximum amount per check:</u>	0.00	<u>Calender year maximum amount:</u>	0.00
<u>Minimum amount per check:</u>	0.00	<u>Perpetual maximum amount:</u>	0.00
<u>Maximum percent of annual gross:</u>	6.0000	<u>Cumulative deducted:</u>	2,638.54
<u>Monthly threshold:</u>	0.00	<u>Monthly deduction limit:</u>	0.00
<u>Monthly threshold:</u>	0.00	<u>Monthly deduction limit:</u>	0.00
Employer FICA and FUTA G/L#			
<u>FICA-SS liability:</u>	220	<u>FICA-SS expense:</u>	760
<u>FICA-Med liability:</u>	220	<u>FICA-Med expense:</u>	760
<u>FUTA liability:</u>	225	<u>FUTA expense:</u>	761
SUTA State			
<u>State:</u>	MI	<u>SUTA liability G/L#:</u>	226
		<u>SUTA expense G/L#:</u>	762

Form 9413 or 9416 (Earnings-based)

Form 9413 or 9416 are generic forms, used for filing state unemployment tax. Note, however, that they are not accepted by all states, and several states require special formatting of data on these forms. The special formatting may include using spaces instead of dashes in the SSN, double spacing instead of single spacing of employees, and name printed in First, MI, Last format instead of Last, MI, First. To view a list of these states and their formatting exceptions, choose **Help / CSA Help Topics**, click the **Index** button, and search on **Form 9413 or 9416**.

EMPLOYEE'S SOCIAL SECURITY ACCOUNT NO. (If no. unknown, see Circular E)		NAME OF EMPLOYEE (Please type or print)	State Total Wages Paid This Quarter				
141-41-4142	Beards, Jonathon T		3,525.12				
658-65-5248	Finnegan, Samuel T		7,720.88				
666-66-6667	Sanders, Ellen		2,989.08				
TOTALS FOR THIS PAGE number of employees and taxable wages		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Number of employees (State)</td> <td style="text-align: center; padding: 2px;">3</td> <td style="padding: 2px;">Number of employees (Federal)</td> <td style="padding: 2px;"></td> </tr> </table>	Number of employees (State)	3	Number of employees (Federal)		\$ 14,235.08
Number of employees (State)	3	Number of employees (Federal)					

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Journal Entry Report - Payroll (Check-based)

The Journal Entry Report - Payroll provides a summary of journal entries from processed checks made within a selected date range. For each debit or credit entry it includes the reference number, date, GL account number, description, and entry amount. Total debits and total credits are also shown.

April 20XX		Payroll Sample Client Journal Entry Report - Payroll			CSPAY01 Page 1	
Ref	Date	G/L Account	Description	Debit	Credit	
Payroll Checks						
89.04	04/30/XX	104	Checking: Payroll		2,083.90	
89.04	04/30/XX	220	FICA Payable		545.21	
89.04	04/30/XX	221	Federal W/H Payable		429.87	
89.04	04/30/XX	223	State W/H Payable		145.60	
89.04	04/30/XX	225	FUTA Payable		13.87	
89.04	04/30/XX	226	SUTA Payable		85.75	
89.04	04/30/XX	227	401K Withholdings		144.77	
89.04	04/30/XX	228	Other Payroll Withholding		45.72	
89.04	04/30/XX	720	Pension Plan	27.83		
89.04	04/30/XX	751	Salaries	2,899.47		
89.04	04/30/XX	752	Wages: Tipped Employee	195.17		
89.04	04/30/XX	760	Taxes: FICA	272.60		
89.04	04/30/XX	761	Taxes: FUTA	13.87		
89.04	04/30/XX	762	Taxes: SUTA	85.75		
14 Journal Entries			Total	<u>3,494.69</u>	<u>3,494.69</u>	

Liability by Pay Item Report (Check-based)

The Liability by Pay Item Report lists the payroll tax liabilities associated with each pay item for the checkbook and the data range that you specify. Note that the report includes only pay items with activity during the period specified. This report allocates liability to the pay items by **department** totals not company totals. The departmental sort option is available for this report.

April 20XX		Payroll Sample Client Liability by Pay Item					CSPAY01 Page 1	
Company Totals								
Description	Regular	Overtime	Double Time	FICA-SS	FICA-MED	FUTA	SUTA	Total
Commission	1,113.00			67.73	15.84	2.85	18.83	1,218.25
EIC Advance	26.68							26.68
Reported Tips	541.25			33.56	7.85	4.33	23.95	610.94
Salaryed Wages	1,211.54			74.16	17.35	3.72	25.07	1,331.84
Tipped Wages	195.17			12.10	2.83	1.56	8.63	220.29
Tips Deemed Wages	219.40							219.40
Wages	548.25			33.37	7.81	1.41	9.27	600.11
TOTALS	<u>3,855.29</u>			<u>220.92</u>	<u>51.68</u>	<u>13.87</u>	<u>85.75</u>	<u>4,227.51</u>

Local Withholding Worksheet Report (Check-based)

The Local Withholding Worksheet Report is based on check records in the data range you specify, and details wages and withholdings for each selected locality on an employee-by-employee basis. This worksheet may include SSN, employee name, inactive date (optional), and units (optional). You can sort by employee ID, last name, or Social Security number. This worksheet may be prepared for one or all localities in one or all states listed in the Payroll tab of the File / Client Properties dialog.

If you select All States in the Local Withholding Worksheet Report Options dialog, your report will look like the following example. If you select a specific state and specify a single locality, the name of that locality will appear in the report header.

January 20XX		Creative Software Solutions		CSPAY01	
		Local Withholding Worksheet Report		Page 1	
<u>SSN</u>	<u>Name</u>	<u>Local Wages</u>	<u>Withholding</u>		
Michigan					
Ann Arbor					
567-89-1234	Werden, Mary	728.85	21.87		
678-91-2345	Munger, Timmie	241.00	21.93		
	Totals	<u>969.85</u>	<u>43.80</u>		
Detroit					
567-89-1234	Werden, Mary	728.85	10.93		
	Totals	<u>728.85</u>	<u>10.93</u>		
Dexter					
567-89-1234	Werden, Mary	728.85	16.40		
	Totals	<u>728.85</u>	<u>16.40</u>		

New Hire Report (Earnings-based)

The New Hire Report allows you to easily prepare all relevant information about newly hired employees to comply with any state-required reporting. The report covers all employees hired within the date range that you specify. The departmental sort option is available for this report.

Payroll Sample Client New Hire Report							CSPAY01 Page 1
<u>Employer Information</u>							
Payroll Sample Client 1234 East Main Street Suite 4119 Dexter MI 48130 EIN: 38-1234567 ID number: 123 4567 8 E-mail address:							
New Hires from _____ to _____							
01/01/XX 12/31/XX							
Name	SSN	Address	Hire Date	Birth Date	Occupation	State of Hire	
Cafe staff							
Cooper, Dennis B	333-33-3334	6900 Martin Blvd. Ann Arbor MI 48108	08/15/XX	10/25/63	Waiter	MI	
Fink, Chester A	444-44-4445	2451 Woodbury Ct. Boca Raton FL 33215	07/16/XX	09/10/54	Busboy	FL	
Grocery staff							
Harmon, Sarah W	222-22-2223	4188 Jackson Ann Arbor MI 48103	05/31/XX	04/14/68	Stock clerk	MI	
Management							
Anderson, Abigail	101-01-0102	3926 Market St. Ann Arbor MI 48106	09/15/XX	07/10/62	Bookkeeper	MI	
Eddington, Terry J	111-11-1112	1459 Locust Dexter MI 48130	11/25/XX	06/12/50	Store manager	MI	
Office staff							
Beards, Jonathon T	141-41-4142	6004 E. Newburgh Hwy Apt 14 Fresno CA 90368	01/05/XX	09/12/70	Reception	CA	
Finnegan, Samuel T	658-65-5248	2154 N Oxford St. Pasadena CA 90587	02/02/XX	01/01/75	Data entry clerk	CA	
Sanders, Ellen	666-66-6667	7230 Normandy Dr. San Jose CA 90336	08/09/XX	04/10/60	Office manager	CA	
Spencer, Rodney	555-55-5556	16000 Warren Ormond Beach FL 35214	04/06/XX	01/26/65	Data entry clerk	FL	

Payroll Item Report (Check-based)

The Payroll Item Report lists check information by employee (for the period that you specify) for any global pay item, deduction item, or tax withholding item that is currently defined in the program. You may optionally include columns for SSN and/or company matching amounts for deduction items. The departmental sort option is available for this report. Note that the report includes only employees to whom the payroll item actually applies.

20XX Payroll Sample Client Payroll Item Report				CSPAY01 Page 1
ID	Name	Social Security #	Wages	
5	Spencer, Rodney	555-55-5556	2,489.82	
6	Sanders, Ellen	666-66-6667	2,405.83	
14	Beards, Jonathon T.	141-41-4142	3,862.50	
		Total	<u>8,758.15</u>	

Payroll Journal (Check-based)

The Payroll Journal report includes detail for all or selected payroll checks that have already been processed in the program. You may choose all checkbooks or a single checkbook, the preferred sort order, and the preferred data range. The report may optionally include the following information for each processed payroll check: pay rate, hours, net benefit accruals, company expense amounts, sales, units, periods, and/or departmental detail. If you are a licensed user of the optional Direct Deposit module and you have selected a data range of Latest Check Date, you may also choose to report direct deposit distributions. Departmental sort and piecework options are available for this report.

All checkbooks April 20XX		Payroll Sample Client Payroll Journal				CSPAY01 Page 1	
Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount	
1 - Terry J. Eddington Check #300 04/06/XX							
Salaried Wages	0.0000	730.77	FICA-SS	45.30	401-k	36.54	
Vacation	0.0000	0.00	FICA-Med	10.60			
Sick	0.0000	0.00	Federal W/H	85.53			
			State W/H	30.55			
TOTALS	0.0000	730.77		171.98		36.54	
Number of Periods: 1					NET PAY:	522.25	
Net Benefit Accruals:		Vacation: 0.0000 Sick: 0.0000					
Company Expenses:		FICA-SS: 45.30 FICA-Med: 10.60 FUTA: 0.00					
		MI SUTA: 12.83 401-k: 18.27					
2 - Sarah W. Harmon Check #301 04/06/XX							
Tipped Wages	25.0000	64.75	FICA-SS	7.98			
Reported Tips	0.0000	64.00	FICA-Med	1.87			
Tips Deemed Wages	0.0000	64.00	Federal W/H	11.67			
Other Wages	0.0000	0.00	State W/H	5.67			
TOTALS	25.0000	64.75		27.19		0.00	
Number of Periods: 1					NET PAY:	37.56	
Company Expenses:		FICA-SS: 7.98 FICA-Med: 1.87 FUTA: 1.03					
		MI SUTA: 3.48					
3 - Dennis B. Cooper Check #302 04/06/XX							
Tipped Wages	25.7500	60.51	FICA-SS	8.54			
Reported Tips	0.0000	77.25	FICA-Med	2.00			
Tips Deemed Wages	0.0000	72.10	Federal W/H	2.06			
Other Wages	0.0000	0.00	State W/H	6.06			
TOTALS	25.7500	60.51		18.66		0.00	
Number of Periods: 1					NET PAY:	41.85	
Company Expenses:		FICA-SS: 8.54 FICA-Med: 2.00 FUTA: 1.10					
		MI SUTA: 3.72					
4 - Chester A. Fink Check #303 04/06/XX							
Tipped Wages	29.7500	69.91	FICA-SS	29.14			
Reported Tips	0.0000	400.00	FICA-Med	6.81			
Tips Deemed Wages	0.0000	83.30	Federal W/H	33.96			
Other Wages	0.0000	0.00	State W/H	0.00			
TOTALS	29.7500	69.91		69.91		0.00	
Number of Periods: 1					NET PAY:	0.00	
Company Expenses:		FICA-SS: 29.14 FICA-Med: 6.81 FUTA: 3.76					
		FL SUTA: 25.38					

Payroll Tax Summary Report (Earnings-based)

The Payroll Tax Summary Report includes client totals for the various payroll taxes, which are calculated based on information from the employee earnings records, for all or for selected employees. The following amount columns are included for each type of tax: rate; limit; quarter-to-date taxable wages; quarter-to-date tax; year-to-date taxable wages; and year-to-date tax. You may choose to include current taxable wages and amounts for any or all of the following taxes: FICA, FUTA, federal withholding, state withholding, local withholding, SUI, SDI, and SUTA. You have the option to print employee totals or details and to include gross wages. Note that the Payroll Tax Summary Report uses the taxability of global items that is current at the time the report is printed, not when the earnings were updated.

Notes

- You cannot include all optional information on a single Payroll Tax Summary report. To see all available optional information, you can include two or more versions of the Payroll Tax Summary report in a report profile and choose different options for each version.
- Important!** For the FICA-SS and FICA-Med, the tax amounts shown in this report include both the employee withholdings and the employer's expense.

1st Quarter 20XX		Payroll Sample Client Payroll Tax Summary						CSPAY01 Page 1	
Tax	Rate	Limit	Current Taxable Wages	Current Tax	QTD Taxable Wages	QTD Tax	YTD Taxable Wages	YTD Tax	
FICA-SS	12.4000	97,500.00	9,043.40	1,121.38	48,179.53	5,974.26	48,179.53	5,974.26	
FICA-Med	2.9000	999,999,999.99	9,043.40	262.26	48,179.53	1,397.21	48,179.53	1,397.21	
FUTA	0.8000	7,000.00	3,682.05	29.46	41,363.65	330.91	41,363.65	330.91	
Fed WH			8,537.85	924.35	45,498.72	4,313.57	45,498.72	4,313.57	
Less Advance EIC			0.00	0.00	0.00	-368.64	0.00	-368.64	
FL WH			1,210.93	0.00	6,989.50	0.00	6,989.50	0.00	
MI WH			3,629.33	141.54	22,089.43	861.52	22,089.43	861.52	
CA WH			3,697.59	145.24	16,419.79	473.03	16,419.79	473.03	
CA SDI	0.6000	83,389.00	3,890.04	42.01	17,250.87	186.31	17,250.87	186.31	
FL SUTA	3.0000	7,000.00	1,224.70	36.74	7,074.93	212.25	7,074.93	212.25	
MI SUTA	2.8000	9,000.00	2,390.20	66.93	23,622.97	661.44	23,622.97	661.44	
CA SUTA-Base Rate	3.5000	7,000.00	1,190.52	42.86	12,665.75	443.30	12,665.75	443.30	
CA SUTA-Employment Training Tax	0.1000	7,000.00	1,190.52	42.86	12,665.75	12.67	12,665.75	12.67	

Premium Earnings Report (Check-based)

The Premium Earnings Report is a check-based report that gives a detailed accounting of overtime and (optionally) double-time hours and amounts for processed checks. You may select all checkbooks for this report or a single checkbook, as well as all or selected employees. The departmental sort option is available for this report.

Note: Only checks that have overtime or double-time hours are included in the report.

All checkbooks 20XX		Payroll Sample Client Premium Earnings Report				CSPAY01 Page 1
Check #	Date	Description	Overtime			
			Hours	Rate	Amount	
2	Sarah W Harmon					
208	02/23/XX	Tipped Wages	7.0000	4.9257	34.48	
5	Rodney Spencer					
146	01/12/XX	Wages	2.5000	7.8760	19.69	
211	02/23/XX	Wages	<u>8.0000</u>	7.8750	<u>63.00</u>	
	Employee Totals	Wages	10.5000		82.69	
6	Ellen Sanders					
147	01/12/XX	Wages	2.0000	7.8750	15.75	
157	01/19/XX	Wages	18.0000	7.8750	141.75	
219	03/10/XX	Wages	6.0000	7.8750	47.25	
237	03/23/XX	Wages	<u>2.0000</u>	7.8750	<u>15.75</u>	
	Employee Totals	Wages	28.0000		220.50	

State Withholding Worksheet Report (Check-based)

The State Withholding Worksheet Report is based on check records in the data range you specify, and details wages and withholdings for each selected state on an employee-by-employee basis. This worksheet includes SSN, employee name, inactive date (optional), units (optional), and daily liabilities (optional). You can sort by employee ID, last name, or Social Security number. This worksheet may be prepared for one or all state(s) listed in the Payroll tab of the File / Client Properties dialog.

If you select All States in the State Withholding Worksheet Report Options dialog, your report will look like the following example. If you select a specific state, the name of that state will appear in your report header.

April 20XX		Payroll Sample Client State Withholding Worksheet Report		CSPAY01 Page 1
SSN	Name	State Wages	Withholding	
California				
658-65-5248	Finnegan, Samuel T	1,042.11	60.48	
	Totals	1,042.11	60.48	
Florida				
	Totals	0.00	0.00	
Michigan				
111-11-1112	Eddington, Terry J	694.23	30.55	
222-22-2223	Harmon, Sarah W	128.75	5.67	
333-33-3334	Cooper, Dennis B	137.76	6.06	
444-44-4445	Fink, Chester A	469.91	0.00	
555-55-5556	Spencer, Rodney	203.70	8.96	
666-66-6667	Sanders, Ellen	177.32	7.80	
101-01-0102	Anderson, Abigail	453.51	19.95	
141-41-4142	Beards, Jonathon T	139.26	6.13	
	Totals	2,404.44	85.12	

SUTA Worksheet (Earnings-based)

The SUTA Worksheet lists information for each employee from a selected state, including SSN, employee name, inactive date (optional), units (optional), total state wages, taxable state wages, and excess/exempt wages. You can sort by employee ID, last name, or Social Security number. The worksheet may be prepared for any state listed in the Payroll tab of the File / Client Properties dialog.

If you select All States in the SUTA Worksheet Options dialog, your report will look like the following example. If you select a specific state, the name of that state will appear in your report header.

1st Quarter 20XX		Payroll Sample Client SUTA Worksheet			CSPAY01 Page 1
SSN	Name	Total State Wages	Taxable State Wages	Excess/Exempt Wages	
666-66-6667	Sanders, Ellen	2,989.08	2,989.08	0.00	
141-41-4142	Beards, Jonathon T	3,525.12	3,525.12	0.00	
658-65-5248	Finnegan, Samuel T	<u>7,720.88</u>	<u>7,000.00</u>	<u>720.88</u>	
	Totals	<u>14,235.08</u>	<u>13,514.20</u>	<u>720.88</u>	

Tax Deposit Report (Check-based)

The Tax Deposit Report is a check-based report that provides information for a semi-weekly 941 depositor. It provides both due date and amounts due totals and subtotals for a selected quarter within the current or previous year.

Note: The program's period and due date calculations are based on the rules for semi-weekly 941 depositors as determined by the IRS.

1st Quarter 20XX		Payroll Sample Client 941 Tax Deposit Report					CSPAY01 Page 1	
Period	Due Date	Employer FICA-SS	Employer FICA-Med	Employee FICA-SS	Employee FICA-Med	Federal W/H	Less: EIC Advance	Total Due
1/01- 1/01	1/04	201.93	47.23	201.95	47.24	372.34	26.68	844.01
1/05- 1/08	1/11	163.38	38.22	163.38	38.22	271.40	0.00	674.60
1/12- 1/15	1/18	180.13	42.12	180.15	42.12	303.91	26.68	721.75
1/19- 1/22	1/25	166.42	38.93	166.44	38.93	276.62	26.68	660.66
1/26- 1/29	2/01	179.93	42.10	179.94	42.09	323.76	26.68	741.14
2/02- 2/05	2/08	172.59	40.37	172.62	40.36	286.17	26.68	685.43
2/09- 2/12	2/15	207.90	48.62	207.90	48.62	401.95	26.68	888.31
2/16- 2/19	2/22	172.05	40.23	172.05	40.24	285.53	26.68	683.42
2/23- 2/26	3/01	198.63	46.47	198.65	46.46	347.73	26.68	811.26
3/09- 3/12	3/15	191.80	44.87	191.84	44.84	331.74	26.68	778.41
3/16- 3/19	3/22	202.63	47.39	202.59	47.41	393.18	26.68	866.52
3/23- 3/26	3/29	171.29	40.07	171.35	40.05	283.46	26.68	679.54
3/30- 3/31	4/05	281.87	65.92	281.86	65.92	730.33	0.00	1,425.90
Total		2,490.55	582.54	2,490.72	582.50	4,608.12	293.48	10,460.95

Tip Analysis Report (Check-based)

Available for Payroll CS only.

The Tip Analysis Report lists the following information for all checkbooks or for a selected checkbook and for the preferred data range:

For each employee (sorted by ID or name)

- Check number, date, and description of each tipped wage pay item.
- Total hours (regular, overtime, and double-time combined), rate, wages, and tips required (minimum wage less the rate times the number of hours) for each tipped wage pay item.
- Reported tips, tips deemed wages, and any excess or shortfall (reported tips minus required tips, with a negative amount indicating a shortfall).

Company totals

- The sum of the employee amounts for each tipped wage type.
- The aggregate amounts for reported tips, tips deemed wages, and excess or shortfall.

The departmental sort option is available for this report.

All checkbooks April 20XX		Payroll Sample Client Tip Analysis Report			CSPAY01 Page 1	
<u>Check #</u>	<u>Date</u>	<u>Wage Desc.</u>	<u>Total Hours</u>	<u>Rate</u>	<u>Wages</u>	<u>Tips Required</u>
2	Sarah W Harmon					
301	04/06/XX	Tipped Wages	25.0000	2.59	64.75	64.00
					Reported Tips	64.00
					Tips Deemed	64.00
					Excess/Shortfall	0.00
	Employee Totals					
		Tipped Wages	25.0000		64.75	64.00
					Reported Tips	64.00
					Tips Deemed	64.00
					Excess/Shortfall	0.00
3	Dennis B Cooper					
302	04/06/XX	Tipped Wages	25.7500	2.35	60.51	72.10
					Reported Tips	77.25
					Tips Deemed	72.10
					Excess/Shortfall	5.15
	Employee Totals					
		Tipped Wages	25.7500		60.51	72.10
					Reported Tips	77.25
					Tips Deemed	72.10
					Excess/Shortfall	5.15
4	Chester A Fink					
303	04/06/XX	Tipped Wages	29.7500	2.35	69.91	83.30
					Reported Tips	400.00
					Tips Deemed	83.30
					Excess/Shortfall	316.70
	Employee Totals					
		Tipped Wages	29.7500		69.91	83.30
					Reported Tips	400.00
					Tips Deemed	83.30
					Excess/Shortfall	316.70

Unprinted Checks Report (Check-based)

Available for Payroll CS only.

The Unprinted Checks Report includes detail for all or for selected payroll checks that have not yet been processed. You may select all checkbooks for this report or a single checkbook, as well as all or selected employees. The list may optionally include the following information for each unprinted check: pay rate, hours, net benefit accruals, company expense amounts, sales, units, periods, departmental detail, and (if you are a licensed user of the optional Direct Deposit module) ACH direct deposit information. Departmental sort and piecework options are available for this report.

All checkbooks		Payroll Sample Client				CSPAY01	
All check dates		Unprinted Checks				Page 1	
Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount	
1 - Terry J. Eddington							
Salaried Wages	0.0000	730.77	FICA-SS	45.32	401-k	36.54	
Vacation	0.0000	0.00	FICA-Med	10.59			
Sick	0.0000	0.00	Federal W/H	85.53			
			State W/H	30.55			
TOTALS	0.0000	730.77		171.99			
Number of Periods: 1						NET PAY:	522.24
Net Benefit Accruals:		Vacation: 0.0000	Sick: 0.0000				
Company Expenses:		FICA-SS: 45.30	FICA-Med: 10.60	FUTA: 0.00			
		MI SUTA: 0.00	401-k: 18.27				
2 - Sarah W. Harmon							
Tipped Wages	28.5000	82.78	FICA-SS	9.11			
Reported Tips	0.0000	64.00	FICA-Med	2.12			
Tips Deemed Wages	0.0000	64.00	Federal W/H	14.37			
Other Wages	0.0000	0.00	State W/H	6.46			
TOTALS	28.5000	82.78		32.06			
Number of Periods: 1						NET PAY:	50.72
Company Expenses:		FICA-SS: 9.10	FICA-Med: 2.13	FUTA: 1.17			
		MI SUTA: 3.96					
3 - Dennis B. Cooper							
Tipped Wages	40.0000	94.00	FICA-SS	13.74			
Reported Tips	0.0000	127.50	FICA-Med	3.21			
Tips Deemed Wages	0.0000	112.00	Federal W/H	14.62			
Other Wages	0.0000	0.00	State W/H	9.75			
TOTALS	40.0000	94.00		41.32			
Number of Periods: 1						NET PAY:	52.68
Company Expenses:		FICA-SS: 13.73	FICA-Med: 3.21	FUTA: 1.77			
		MI SUTA: 5.98					
4 - Chester A. Fink							
Tipped Wages	35.0000	82.25	FICA-SS	19.05			
Reported Tips	0.0000	225.00	FICA-Med	4.46			
Tips Deemed Wages	0.0000	98.00	Federal W/H	38.44			
Other Wages	0.0000	0.00	State W/H	13.52			
TOTALS	35.0000	82.25		75.47			
Number of Periods: 1						NET PAY:	6.78
Company Expenses:		FICA-SS: 19.04	FICA-Med: 4.46	FUTA: 2.46			
		FL SUTA: 16.59					

Unprinted Vendor Checks Report (Check-based)

Available for Payroll CS only, or Write-Up CS with the vendor checkwriting feature.

The Unprinted Vendor Checks Report includes detail for all or for selected vendor checks that have not yet been processed. You may choose the payee type to include in the report, all or selected vendors, all checkbooks or a single checkbook, the preferred sort order, and a check date range. In addition, the report may optionally include account distributions detail, with or without 1099 information.

Vendor Name		Check Date	Amount		
Internal Revenue Service			988.95		
Account No.	Description		Amount	1099 Item	
220			545.21		
221			429.87		
225			13.87		
		TOTAL	<u>988.95</u>		

Vendor Activity Report

The Vendor Activity Report is based on General Ledger transactions (if the client is processed with the GL module of Write-Up CS) or from vendor checks (for non-GL clients) and lists the vendor transactions within a date range that you select. You can specify the sort order (payee name, vendor ID, or 1099 item) and you may choose to include the calendar YTD checks total in the report.

01/01/XX-12/31/XX		Write-Up Sample Client Vendor Activity Report			CSWRI01 Page 1	
Date	Reference	Account	Amount	Reference Total	Period Total	
ACE		Ace Hardware				
01/31/XX	1013	663	53.00	53.00	53.00	
04/20/XX	1066	663	245.61	245.61	245.61	
05/31/XX	1085	663	519.84	519.84	519.84	
07/31/XX	1117	663	119.43	119.43	119.43	
09/30/XX	1152	663	56.19	56.19	56.19	
				Transaction Total	<u>994.07</u>	
FOOD		ARA Food Services				
02/28/XX	1018	606	256.98	256.98	256.98	
03/31/XX	1035	606	225.00	225.00	225.00	
04/20/XX	1053	606	200.00	200.00	200.00	
05/31/XX	1075	606	125.00	125.00	125.00	
06/20/XX	1091	606	125.00	125.00	125.00	
07/31/XX	1107	606	125.00	125.00	125.00	
08/31/XX	1126	606	125.00	125.00	125.00	
09/30/XX	1140	606	125.00	125.00	125.00	
10/31/XX	1160	606	205.00	205.00	205.00	
11/30/XX	1171	606	225.00	225.00	225.00	
12/31/XX	1188	606	300.00	300.00	300.00	
				Transaction Total	<u>2,036.98</u>	
ELECT		Detroit Edison				
01/31/XX	1011	661	156.88	156.88	156.88	
02/28/XX	1028	661	195.14	195.14	195.14	
03/31/XX	1044	661	203.95	203.95	203.95	
04/20/XX	1063	661	185.44	185.44	185.44	
05/31/XX	1082	661	145.77	145.77	145.77	
06/20/XX	1097	661	132.64	132.64	132.64	
07/31/XX	1115	661	145.67	145.67	145.67	
08/31/XX	1133	661	132.14	132.14	132.14	
09/30/XX	1149	661	155.89	155.89	155.89	
10/31/XX	1166	661	165.83	165.83	165.83	
11/30/XX	1178	661	178.46	178.46	178.46	
12/31/XX	1201	661	187.05	187.05	187.05	
				Transaction Total	<u>1,984.86</u>	
RENT		Greentree Properties				
01/31/XX	1009	660	1,700.00	1,700.00	1,700.00	
02/28/XX	1027	660	1,700.00	1,700.00	1,700.00	
03/31/XX	1043	660	1,700.00	1,700.00	1,700.00	
04/20/XX	1060	660	1,700.00	1,700.00	1,700.00	
05/31/XX	1081	660	1,700.00	1,700.00	1,700.00	
06/20/XX	1096	660	1,700.00	1,700.00	1,700.00	
07/31/XX	1114	660	1,700.00	1,700.00	1,700.00	
08/31/XX	1132	660	1,700.00	1,700.00	1,700.00	
09/30/XX	1148	660	1,700.00	1,700.00	1,700.00	
10/31/XX	1165	660	1,700.00	1,700.00	1,700.00	

Vendor Checks Report (Check-based)

Available for Payroll CS only, or Write-Up CS with the vendor checkwriting feature.

The Vendor Checks Report includes detail for all or for selected vendor checks that have already been processed in vendor check entry. You may choose all checkbooks or a single checkbook, the preferred sort order, and the preferred data range. The report may optionally include the distributions detail for each processed vendor check.

20XX		Payroll Sample Client Vendor Checks Report		CSPAY01 Page 1
<u>Vendor Name</u>	<u>Chk. No.</u>	<u>Check Date</u>	<u>Amount</u>	
ACME Accounting Service	901	04/21/XX	210.00	
Internal Revenue Service	921	04/31/XX	11,050.07	
		TOTAL	<u>11,260.07</u>	

Vendor Listing

The Vendor Listing provides detail from the Setup / Vendors window, for all vendors or for selected vendors. You may optionally include any of the following information in this report: general information, alternate address, GL account triggers, 1099 distributions and item detail, standard check information, and (if licensed for the Direct Deposit module) direct deposit information.

Payroll Sample Client Vendor Listing		CSPAY01 Page 1
ACME Accounting Service		
General Information		
Street 1: 7322 Newman Blvd.		Contact: John Adams
Street 2:		EIN:
City: Dexter	ST: MI Zip Code: 48130	Acct#:
Phone: 734-426-5860		Type: Other
Check Memo:		
Alternate Name and Address		
Name:		
Street 1:		
Street 2:		
City:	ST: Zip Code:	
Auto-Consolidate: No		
1099 Distributions		
	<u>Amount</u>	
Amount Distributed	0.00	
Total Checks	210.00	
Difference	<u>(210.00)</u>	
Standard Check		
	<u>Description</u>	<u>Amount</u>
725		0.00
<hr/>		
Internal Revenue Service		
General Information		
Street 1:		Contact:
Street 2:		EIN:
City: Cincinnati	ST: OH Zip Code:	Acct#:
Phone:		Type: Agent
Check Memo:		
Alternate Name and Address		
Name:		
Street 1:		
Street 2:		
City:	ST: Zip Code:	
G/L Account Triggers		
	<u>Description</u>	
220	FICA Payable	
221	Federal WH Payable	
225	FUTA Payable	
Auto-Consolidate: Yes		
1099 Distributions		
	<u>Amount</u>	
Amount Distributed	0.00	
Total Checks	11,050.07	
Difference	<u>(11,050.07)</u>	

Voided Checks Report (Check-based)

The Voided Checks Report has options similar to those for the Check Register but shows only voided checks within the date range you specify. Amounts for all of the voided checks displayed in the Voided Checks Report are shown as negative.

Check Number	Check Date	Payee	Amount
All checkbooks		Payroll Sample Client	CSPAY01
April 20XX		Voided Checks Report	Page 1
Checks			
304	04/06/XX	Rodney Spencer	-166.73
306	04/06/XX	Abigail Anderson	-337.57
Total checks	2		<u>-504.30</u>
		Total	<u>-504.30</u>

Wage Register Report (Check-based)

The Wage Register Report is a checkbook-based report that lists hours and/or amounts for each pay item for a selected period or range of check numbers. You may choose to print a detailed report (with hours and/or amounts for each employee listed for each pay item), or you may print a summary report (with only the total hours and/or amount listed for each pay item). Departmental sort and piecework options are available for this report.

All checkbooks April 20XX		Payroll Sample Client Wage Register		CSPAY01 Page 1
Emp. ID	Employee	Hours	Amounts	
Commission				
15	Samuel T. Finnegan	0.0000	1,113.00	
	Total	0.0000	1,113.00	
EIC Advance				
14	Jonathon T. Beards	0.0000	26.68	
	Total	0.0000	26.68	
Reported Tips				
2	Sarah W. Harmon	0.0000	64.00	
3	Dennis B. Cooper	0.0000	77.25	
4	Chester A. Fink	0.0000	400.00	
	Total	0.0000	541.25	
Salaried Wages				
1	Terry J. Eddington	0.0000	730.77	
	Total	0.0000	730.77	
Tipped Wages				
2	Sarah W. Harmon	25.0000	64.75	
3	Dennis B. Cooper	25.7500	60.51	
4	Chester A. Fink	29.7500	69.91	
	Total	80.5000	195.17	
Tips Deemed Wages				
2	Sarah W. Harmon	0.0000	64.00	
3	Dennis B. Cooper	0.0000	72.10	
4	Chester A. Fink	0.0000	83.30	
	Total	0.0000	219.40	
Wages				
6	Ellen Sanders	35.0000	183.75	
14	Jonathon T. Beards	30.0000	154.50	
	Total	65.0000	338.25	
Company Totals		145.5000	3,164.52	
Gross Pay		145.5000	2,377.19	

Workers Compensation Report (Earnings- and Check-based)

The Workers Compensation Report lists the employee ID and name, SSN, hours, total wages, excess wages, taxable wages, and Workers Comp amount for all or for selected employees. The report calculates the Workers Comp amount for wages from checks by state, class, and rate entered in the Pay Item Properties dialog (which is accessible from the Earnings tab of the Employees window). You may choose to have the program calculate the amount in one of several ways:

- **Hours based.** The amount is calculated by multiplying the number of hours recorded by the Workers Comp rate. With this option, the Workers Compensation rate is treated as a decimal.
- **Regular hours based.** The amount is calculated by determining the wage amounts for regular hours only. With this option, the Workers Compensation rate is treated as a decimal.
- **Taxable Wages based.** The amount is calculated by determining the wage amounts as if there were no overtime or double-time premium, and then multiplying by the Workers Comp rate. With this option, the Workers Compensation rate is treated as a percentage.
- **Total Wages based.** The amount is calculated by multiplying the wage amount (with overtime and double-time premiums intact) by the Workers Comp rate. With this option, the Workers Compensation rate is treated as a percentage.
- **XactPay.** (For XactPay users only.) The amount is calculated as the workers' compensation rate multiplied by the difference between gross wages and excluded wages, as found in the existing XactPay files in the Utilities / XactPay / File Maintenance dialog.

April 20XX		Payroll Sample Client Workers Compensation Report					CSPAY01 Page 1	
Emp. ID	Name	SSN	Hours	Total Wages	Excess Wages	Taxable Wages	Amount	
Class: Food Service								
4	Fink, Chester A	444-44-4445	29.7500	69.91	0.00	69.91	1.36	
Class total for the state of FL			29.7500	69.91	0.00	69.91	1.36	
3	Cooper, Dennis E	333-33-3334	25.7500	60.51	0.00	60.51	1.18	
2	Harmon, Sarah W	222-22-2223	25.0000	64.75	0.00	64.75	1.26	
Class total for the state of MI			50.7500	125.26	0.00	125.26	2.44	
Class totals			80.5000	195.17	0.00	195.17	3.80	
Class: Managerial								
1	Eddington, Terry J	111-11-1112	40.0000	730.77	0.00	730.77	9.13	
Class total for the state of MI			40.0000	730.77	0.00	730.77	9.13	
Class totals			40.0000	730.77	0.00	730.77	9.13	
Class: Sales								
15	Finnegan, Samuel T	658-65-5248	0.0000	1,113.00	0.00	1,113.00	13.36	
Class total for the state of CA			0.0000	1,113.00	0.00	1,113.00	13.36	
Class totals			0.0000	1,113.00	0.00	1,113.00	13.36	
Class: Standard Labor								
14	Beards, Jonathon T	141-41-4142	30.0000	154.50	0.00	154.50	2.63	
6	Sanders, Ellen	666-66-6667	35.0000	183.75	0.00	183.75	3.12	
Class total for the state of CA			65.0000	338.25	0.00	338.25	5.75	
Class totals			65.0000	338.25	0.00	338.25	5.75	
State totals								
CA totals			65.0000	1,451.25	0.00	1,451.25	19.11	
FL totals			29.7500	69.91	0.00	69.91	1.36	
MI totals			90.7500	856.03	0.00	856.03	11.57	
Company totals			185.5000	2,377.19	0.00	2,377.19	32.04	

Global pay item reports

In addition to the reports described in the previous section that are available from the File / Print dialog, the following global pay item reports are available from the Utilities menu.

Global W-2/1099 Ordering Worksheet

The Global W-2/1099 Ordering Worksheet calculates the minimum number of sheets needed when it's time to order W-2 and 1099 forms for your clients. To run this report, choose either **W-2 Form Processing** or **1099 Form Processing** from the Utilities menu, and then choose **Global W-2/1099 Ordering Worksheet**. You can export this worksheet to ASCII or DIF file format using the Utilities / Export dialog.

20XX W-2/1099 Ordering Worksheet		Page 1
SUMMARY TOTALS	Number of Clients Selected: 27	
W-2 Copy A	35 sheets	
W-2 Copy D	35 sheets	
W-2 Copy 1	35 sheets	
W-2 Copy B/C	62 sheets	
W-2 Copy 2	62 sheets	
W-2 Copy B/C/2 (4-up)	62 sheets	
W-2 Copy B/2/C (3-up)	62 sheets	
W-3	10 sheets	
W-2G	2 sheets	
1099-MISC Copy A	5 sheets	
1099-MISC Copy B	5 sheets	
1099-MISC Copy C	5 sheets	
1099-MISC Copy D	5 sheets	
1099-MISC Copy 1	5 sheets	
1099-MISC Copy 2	5 sheets	
1099-MISC Copy B/2 (Pressure Seal)	6 sheets	
1096	4 sheets	

Payroll Item Listing

The Global Payroll Item Listing report allows you to print the W-2 box selection, Tax Treatment, and Other information for pay, deduction, and withholding items. To print this report, choose **Utilities / Global Payroll Item Reports / Payroll Item Listing**.

Payroll Item Listing		Page 1	
Pay Items			
Desc:	Allocated Tips	Report Desc:	Allocated Tips
W-2 Boxes:	8	Box 14:	
Box 12:	[NONE]		
Box 13:	[NONE]		
Taxable by:			
Federal:	[NONE]		
State:	[NONE]		
Local:	[NONE]		
Special type:	Allocated Tips		
	Do not display during data entry		
	Exclude from net pay		
	Exclude from gross pay		
	Exclude from Weighted Average Overtime Calc		
Desc:	Bonus	Report Desc:	Bonus
W-2 Boxes:	1,3,5,16,18	Box 14:	
Box 12:	[NONE]		
Box 13:	[NONE]		
Taxable by:			
Federal:	FICA-SS, FICA-Med, Fed WH, FUTA		
State:	[ALL]		
Local:	[ALL]		
Special type:	[NONE]		
Desc:	Commission	Report Desc:	Commission
W-2 Boxes:	1,3,5,16,18	Box 14:	
Box 12:	[NONE]		
Box 13:	[NONE]		
Taxable by:			
Federal:	FICA-SS, FICA-Med, Fed WH, FUTA		
State:	[ALL]		
Local:	[ALL]		
Special type:	Commissions		

Unused Payroll Item Report

This report allows you to preview or print a listing of pay items, deduction items, and withholding items that are not used by any client. To print this report, choose **Utilities / Global Payroll Item Reports / Unused Payroll Item Report**.

Unused Payroll Item Report	Page 1
Pay Items	
Allocated Tips	
EIC Adv-Both Spouse	
EIC Adv-Single/HOH	
Emp. Reimbursement	
Ex: Golden Parachute	
Group Term Ins > 50K	
Holiday	
Indirect Tips	
Military Sub. Allow.	
Miscellaneous Salary	
Moving Exp. Reimb.	
Non-tax Compensation	
Other Salary	
Personal	
Sick Pay not in Inc	
TDW Reduction	
Unc Med Grp Term>50K	
Unc SS Grp Term>50K	
Uncoll. Med on Tips	
Uncoll. SS on Tips	
W-2 Adv. EIC Pmt	
W-2 Allocated Tips	
W-2 Dependent Care	
W-2 Federal Wages	
W-2 FICA-Med Wages	
W-2 FICA-SS Tips	
W-2 FICA-SS Wages	
W-2 Local Wages	
W-2 Nonqual Plans	
W-2 State Wages	
W-2 Tips	
W-2 Wages	
WCBS 401(k) Payments	
WCBS Cafe Payments	
WCBS Reported Tips	
Deduction Items	
% of After-Tax Wages	
% of Gross Wages	
% of Net Pay	
401(k) Fixed Amount	
403(b) % of Gross	
408(k) % of Gross	
408(p) % of Gross	
408(p) Fixed Amount	
457(b) % of Gross	
501(c) % of Gross	
Amount per hour	
Cafe % of Gross	
Direct Deposit	
Federal Garnishment	
Fixed Amount	
Loan Repayment	
Meals/Lodging	
Med Insur After-Tax	
Pre-Tax - \$ per hour	
Pre-Tax - % of Gross	
Pre-Tax - Fixed	
Prev. Carryforward	
Uniform	
Union Dues	
W-2 Box 14	
W-2 Code A	

Missing Payroll Item Report

This report allows you to preview or print a listing of pay items, deduction items, and withholding items that are set up for at least one employee, but not set up globally. For example, if a deduction item was deleted globally using Setup / System Configuration / Deduction Items but is used in an employee record, that deduction item will display on this report. To print this report, choose **Utilities / Global Payroll Item Reports / Missing Payroll Item Report**.

Missing Payroll Item Report		Page 1
Pay Items		
<u>Gross Pay #1</u>		
CBS01		
2, 1		
<u>WINAP</u>		
2, 1		
<u>Gross Pay #2</u>		
CBS01		
2		
<u>WINAP</u>		
2		
Withholding Items		
<u>FICA-Med W/H</u>		
CBS01		
2, 1		
<u>WINAP</u>		
2, 1		
<u>FICA-SS W/H</u>		
CBS01		
2, 1		
<u>WINAP</u>		
2, 1		

Payroll Item Usage Report

This report allows you to preview or print a listing of all clients and employee IDs that use the selected payroll items. To print this report, choose **Utilities / Global Payroll Item Reports / Payroll Item Usage Report**.

Payroll Item Usage Report		Page 1
Pay Items		
<u>Bonus</u>		
CSIPAY01		
1		
WINAP		
2, 1		
WINPR		
1		
<u>Sick</u>		
CSIPAY01		
1, 5, 6, 10, 14, 15		
WINAP		
2, 1		
WINPR		
2, 1		
<u>Vacation</u>		
CSIPAY01		
1, 5, 6, 10, 14, 15		
WINAP		
2, 1		
WINPR		
2, 1		
Deduction Items		
<u>Medical Insurance</u>		
CSIPAY01		
10, 14, 15		
WINAP		
2, 1		
WINPR		
1		

Payroll Item Audit Report

This report allows you to preview or print a listing of modifications made to any pay items, deduction items, or withholding items. You can specify the general criteria for information to be included in your Payroll Item Audit report, such as the sort order, data range, types of changes, and the initiator of any changes. To print this report, choose **Utilities / Global Payroll Item Reports / Payroll Item Audit Report**.

Payroll Item Audit Report					Page 1
Description	Date/Time	Staff	Event	Type	
Allocated Tips	11/22/XX03:57PM	XXX	W-2 box selection(s) on the Description and W-2 Info tab changed from '8' to '8'	PAY	
Bonus	11/22/XX03:56PM	XXX	Exclude from weighted average overtime calc on the Special Information tab was unchecked and is now checked	PAY	
Bonus	11/22/XX03:56PM	XXX	Include D/T on the Special Information tab was unchecked and is now checked	PAY	
Bonus	11/22/XX03:56PM	XXX	Include O/T on the Special Information tab was unchecked and is now checked	PAY	
Bonus	11/22/XX03:56PM	XXX	Special type on the Special Information tab changed from '<None>' to 'Calc - \$ per Hrs Worked'	PAY	
Bonus	11/22/XX03:56PM	XXX	W-2 box selection(s) on the Description and W-2 Info tab changed from '1,3,5,16,18' to '1,3,5,16,18'	PAY	
Indirect Tips	11/22/XX03:57PM	XXX	W-2 box selection(s) on the Description and W-2 Info tab changed from '1,5,7,16,18' to '1,5,7,16,18'	PAY	
Non-tax Compensation	11/22/XX03:59PM	XXX	Exclude from weighted average overtime calc on the Special Information tab was unchecked and is now checked	PAY	
Personal	11/22/XX03:58PM	XXX	W-2 box selection(s) on the Description and W-2 Info tab changed from '1,3,5,16,18' to '1,3,5,16,18'	PAY	

ACH reports

The reports in this section are available with the Payroll CS Direct Deposit module.

ACH Detail Report

The ACH Detail Report shows details of all direct deposit transactions contained in the selected ACH file. You have the option to print this report. To access this report, choose Utilities / Direct Deposit to open the Maintain Electronic Files dialog. From there, choose File / Maintain ACH Files, select one or more ACH files, and then choose File / View / Detail to access the report.

ACH Detail Report CASHREQ1				Page 1
Record Number:	1			
Record Type Code:	1	Priority Code:	01	
Immediate Destination:	854693252	Immediate Origin:	854693252	
Creation Date:	040818	Creation Time:	1022	
File ID Modifier:	0	Record Size:	094	
Blocking Factor:	10	Format Code:	1	
Destination Name:	First National Bank	Origin Name:	First National Bank	
Reference Code:				
Record Number:	2			
Record Type Code:	5	Service Class Code:	200	
Co. Name:	The ABC store	Co. Discretionary Data:		
Co. ID:	1124598657	Standard Entry Class Code:	PPD	
Co. Entry Desc.:	PAYROLL	Co. Desc Date:	0	
Effective Entry Date:	040811	Settlement Date:		
Originator Status Code:	1	Originating DFI ID:	85469325	
Batch Number:	0000001			
Record Number:	3			
Record Type Code:	6	Transaction Code:	22	
Receiving DFI:	85469325	Check Digit:	2	
DFI Acct. Number:	6815204422	Amount:	0000065472	
ID Number:		Receiving Co. Name:	Eddington, Terry J	
Discretionary Data:		Addenda Record Indicator:	0	
Trace Number:	854693250000001			
Record Number:	4			
Record Type Code:	6	Transaction Code:	22	
Receiving DFI:	85469325	Check Digit:	2	
DFI Acct. Number:	6815204422	Amount:	0000074299	
ID Number:		Receiving Co. Name:	Eddington, Terry J	
Discretionary Data:		Addenda Record Indicator:	0	
Trace Number:	854693250000002			
Record Number:	5			
Record Type Code:	6	Transaction Code:	22	
Receiving DFI:	85469325	Check Digit:	2	
DFI Acct. Number:	6815204422	Amount:	0000074300	
ID Number:		Receiving Co. Name:	Eddington, Terry J	
Discretionary Data:		Addenda Record Indicator:	0	
Trace Number:	854693250000003			

Condensed ACH Report

The Condensed ACH Report is a one-page condensed view of the currently selected ACH file. To access this report, choose Utilities / Direct Deposit to open the Maintain Electronic Files dialog. From there, choose File / Maintain ACH Files, select one or more ACH files, and then choose File / View / Condensed to access the report.

You can use the ACH Condensed Report Options Dialog to specify the Bank ID and Account numbers for any banks for which you want to exclude the routing and account numbers in the Condensed ACH Report. Access this dialog by choosing Utilities / Direct Deposit to open the Maintain Electronic Files dialog, and then choose Setup / ACH Condensed Report Options.

Condensed ACH Report					BATCH - 0000001		Page 1
					CHECK DATE - 8/11/04		
EMP NUMBER	ROUTING NUMBER	ACCOUNT NUMBER	NAME	ACCOUNT TYPE	AMOUNT		
					DEBIT	CREDIT	
000000	854693252	6815204422	Eddington, Terry J	Checking			654.72
000000	854693252	6815204422	Eddington, Terry J	Checking			742.99
000000	854693252	6815204422	Eddington, Terry J	Checking			743.00
000000	854693252	123456789	The ABC store	Checking	2,140.71		
LIVE ENTRIES - 4					TOTAL DEBIT AMOUNT -		2,140.71
					TOTAL CREDIT AMOUNT -		2,140.71

Impounding feature reports

The reports in this section are available with the Impounding feature of the Payroll CS Direct Deposit module.

Impound Client Balance Report

The Impound Client Balance Report can be run for all or for selected clients and with several options to meet your needs. This report lists impound transactions in a variety of ways. It will also report the reserve amount for a client if one was entered. To generate this report, choose Utilities / Impound Reports / Impound Client Balance Report.

Impound Vendor Prefund Report

The Impound Vendor Prefund Report lists all prefunds for a vendor and the associated check. When printing this report, you have various sort order and data range options to choose from. To generate this report, choose Utilities / Impound Reports / Impound Vendor Prefund Report.

