Payroll CS™

Getting Started

version 2007.x.x

CS Professional Suite
Accounting Products

CS Support: 800-968-0600
CS Sales: 800-968-8900
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THOMSON™
TAX & ACCOUNTING

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✓ Contents

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Welcome!

This guide is designed to introduce you to the concepts, terminology, and features of Payroll CS,™ as well as the Creative Solutions Accounting™ (CSA) platform, so you will be able to process client data as efficiently and accurately as possible.

Payroll CS comprises the following modules within the CS Professional Suite software:

- **Payroll CS.** Provides full-featured calculating payroll and a number of special payroll reports. You may also use the following optional add-on modules for Payroll CS.

  - The Direct Deposit module, which enables you to choose either to work directly with individual banks or to work with InterceptEFT.* The Payroll CS Impounding feature is also available to users of the Direct Deposit module.

  - The Payroll Reporter module.

- **Payroll Compliance module.** Enables you to process after-the-fact payroll and produce federal employment tax forms including 940, 940 Schedule A, 940-V, 941, 941 Schedule B, 941c, 941 Schedule D, 941-V , 943, 943-A, 944, 944-V, 945, 945-A, 945-V, 1096, 1098, 1099-A, 1099-B, 1099-DIV, 1099-G, 1099-INT, 1099-MISC, 1099-OID, 1099-PATR, 1099-R, 1099-S, 1099-SA, 5498, 5498-SA, W-2, W-2c, W-3, and W-3c.

  The Payroll Compliance module allows for the setup of vendors and also enables magnetic media file conversions, creation of EFTPS files, and any State Payroll Tax modules for which you are currently licensed. The Payroll Compliance module also enables electronic

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filing of Forms 940 and 941/944. (Please note that the Payroll Compliance module is licensed and renewable on an **annual** basis.)

▪ **Remote Payroll Entry**. If you are a licensed user of the Remote Payroll Entry service and NetClient CS, ™ you can retrieve your portal client's data electronically and automatically create payroll checks.

Installing Payroll CS and completing some initial setup steps

For detailed instructions on installing the software, please refer to the *CS Professional Suite™ Accounting Products Installation and Program Essentials* guide, which you received with your software. You can view or print this guide in Portable Document Format (PDF) using the Adobe® Reader® version 5.0.0 or higher; search on **Installation and Program Essentials guide (PDF)** from the index of the CSA help browser.

Note: This guide also includes details on using the program's help topics, on setting up CS Connect,™ and on setting up administrative information and user preferences.

Learning about Windows

This guide assumes that you are already familiar with using Microsoft® Windows® and its conventions. To view help on using your Windows operating system, click the Start button on the Windows taskbar and choose Help. (If you are using Windows XP, choose Help and Support from the Start menu.)

Learning about Payroll CS

There are a number of resources available for learning more about Payroll CS.

- *CSA Help.* The primary documentation for learning and using your Payroll CS software is provided in the comprehensive Creative Solutions Accounting help topics. The help includes information about product features, data-entry windows, and procedures. Choose **Help / CSA Help Topics** and then click the Contents button, the Index button, or the Search button to navigate to a specific topic. In addition, you may press F1 or CTRL+F1 to view overview help about the active window or dialog.

- *Payroll CS Getting Started guide.* This guide provides an overview of the client setup dialogs and information about how to use CSA dialogs and toolbars. To view or print a copy of the getting started guide, choose **Help** / **CSA Help Topics**. Search on **Getting Started guides** from the index of the CSA help browser, and then click the topic called **Payroll CS Getting Started guide**. Note that you will need an active Internet connection to view this guide. If you have purchased Payroll CS, you also have a printed copy of this document.

- *Payroll CS Tutorial.* This document provides a more comprehensive look at client setup and processing steps in Payroll CS. It walks you through adding a new client, entering data in all the major areas of the program, and printing checks and reports. To view or print a copy of this document, choose **Help** / **CSA Help Topics**. Search on **Tutorial** from the index of the CSA help browser, and then click the **Payroll CS Tutorial** subentry. Note that you will need an active Internet connection to view this guide If you have purchased Payroll CS, you also have a printed copy of this document.

- *Special topic guides available as PDF documents.* There are several special-topic document accessible from the CSA help browser, including:

  - *Report Options for Payroll CS and the Payroll Compliance module*

  - *Payroll CS Check Layouts*

  - *Electronic Federal Tax Payment System (EFTPS) for Payroll CS and the Payroll Compliance module*

- *Payroll CS Guide to Handling Direct Deposit*

- *Payroll CS Guide to Handling Impounding*

- *Procedures for Handling 3rd-party Sick Pay*

- *CSA Payroll Year-End Procedures*

- *Using XactPay with Payroll CS*

An active Internet connection is required to open these guides in Adobe Reader.

- *FAQs.* Answers to frequently asked questions are available on our website at **CS.Thomson.com** or **Go.Thomson.com**. You can access the knowledgebase from within CSA by choosing **Help / On the Web / Product Support and Service**. This menu command starts your browser and opens the Support section of our website, where you can log in to the knowledgebase.

- *Web-based courses, hands-on classroom training, or onsite training.* Thomson Tax & Accounting offers web-based courses to provide you and your staff with personal hands-on training in the comfort of your own office. We also give classroom training at different sites around the country as well as onsite training designed to give you and your staff members hands-on experience to maximize productivity. Each type of training earns you valuable CPE credit. For a complete list of training courses, visit our website at **CS.Thomson.com** or **Go.Thomson.com**.

- *Annual Users' Conference*. Thomson Tax & Accounting hosts an annual conference (in a different location each year) where we offer workshops for users of CS Professional Suite software products at all different levels of experience. For more details about the event, visit our website at **CS.Thomson.com** or **Go.Thomson.com**.

About this guide

This getting started guide provides an overview of the features available in the program. It includes the following topics:

- Reviewing some of the program features.

- Using the program's comprehensive help.

- Opening the Payroll Sample Client.

- Using the menu commands, toolbar buttons, shortcut keys, and data-entry windows.

- Defining user preferences.

Where to begin

Please read the *CS Professional Suite Accounting Installation and Program Essentials guide* for detailed instructions for installing the software, checking your monitor settings, setting up CS Connect, and using the CSA help.

After you have completed the installation of your CS Professional Suite™ Accounting software, please read each section of this getting started guide and follow each of the steps. As you are working, use the context-sensitive help for details about each window or dialog, and open the CSA help browser to access more complete information on using the software.

Once you are familiar with the Payroll CS features, menu commands, and toolbars, we strongly recommend that you take advantage of the setup examples in the *Payroll CS Tutorial* provided with your software and available in the CSA help.

☑ 2
Program Overview

This section of the getting started guide provides a brief overview of the main features of both the Creative Solutions Accounting platform and the Payroll CS program.

Program features

Easy to use, with professional results

- Processes payroll for hourly and salaried employees, with most payroll check information pulled in automatically from the employee records.

- Processes client W-2 and 1099 forms.

- Supports electronic delivery of W-2 forms to employees through secure Web Employee portals.

- Includes an optional add-on module to facilitate direct deposit of payroll and vendor checks.

- Enables you to establish global payroll items and generate global payroll item reports.

- Allows you to print customized mailing labels from your client data.

- Enables you to schedule, log, and monitor Payroll CS client status events and to set up and modify global tickler settings to remind staff of client events due via the Today's Ticklers tab.

- Allows you to define payroll periods to use instead of a regular monthly processing date. The dates you specify in the Payroll Period

Details dialog are used for status events, certain reports, check printing, and period to process.

- Includes features for the batch creation of salaried or hourly checks with just one mouse click.

- Allows on-the-fly updating of employee records and provides employee templates to make employee setup even easier.

- Enables you to use MICR check printing so you don't have to maintain supplies of preprinted check stock — and also offers both letter-size or legal-size check formats, attractive fonts, shading, and graphics capabilities for checks.

- Includes customizable drop-down lists for quick setup of client and employee information.

- Provides user access to federal, state, and some local tax tables for easy updating without having to purchase annual tax updates, and allows you to automatically update the tax tables.

- Includes several styles of data-entry worksheets to facilitate the communication of payroll information from the client to the accountant.

- Supports paperless document storage and retrieval through integration with FileCabinet CS.™

- Enables licensed users of the remote payroll entry service and NetClient CS to retrieve a portal client's data electronically and automatically create payroll checks.

- Enables licensed users of the remote check printing service and NetClient CS to create PDF images of payroll checks and transmit them to a client's portal for the client to retrieve and print.

- Facilitates sharing of client and employee demographic data between Creative Solutions Accounting, Creative Solutions Practice,™ and UltraTax CS,™ and also the sharing of data within CSA to automatically fill in new employee or client data from another employee or client with a matching SSN/EIN.

- Enables electronic filing of 940 and 941/944 forms to the IRS and electronic filing of some state payroll tax forms.

- Supports custom reporting, direct deposit, impounding, and pay-as-you go Workers' Compensation through add-on modules.

Calculations

- Allows an unlimited number of pay items, deduction items, and withholding items.

- Allows you to choose calculations of gross pay and withholdings based on a specified net pay amount.

- Automatically calculates and reports hours used and accrued for benefits like vacation, sick time, and personal time.

- Accommodates employees who work in multiple departments or who are subject to multiple taxing authorities.

- Processes cafeteria-plan deductions, 401(k) deductions, and company matching amounts.

- Allows you to set maximum limits on a deduction for automatic turnoff.

- Handles FICA calculations for reported tip income, calculates tip pay based on employee sales or hours worked, and automatically calculates allocated tips.

- Handles piecework payroll.

- Supports certified payroll and daily time entry.

- Calculates additional withholdings, bonuses, or commissions.

- Calculates garnishments as a percentage of gross or net pay.

- Automatically calculates EIC payments and supports two-tier minimum wage and state-specific minimum wage.

- Handles an unlimited number of state and local tax withholdings for each employee.

- Automatically calculates amounts and creates checks for federal tax deposits and other vendor agent checks.

- Displays diagnostics of tax withholding calculations.

Comprehensive reports

- Allows you to customize report presentation — report headers, the employees to include, check dates, check numbers, period end dates, optional information, collation sequence, number of copies to print, and so forth.

- Provides the following standard payroll reports and worksheets:

Payroll CS only	
Accruable Benefits Report	Tip Analysis Report
Certified Payroll Worksheet	Unprinted Checks List
Daily Data Entry Worksheet	Unprinted Vendor Checks Report
Data Entry Worksheet	Vendor Checks Report

Payroll CS or **Payroll Compliance module (for after-the-fact payroll)**	
8846 Worksheet	Employee Payroll Item Configuration
940 Worksheet	Form 9413 or 9416
941 Worksheet	Journal Entry Report - Payroll
Alternate Employee Check Record	Liability by Pay Item Report
Cash Requirements and Deposits Report	Local Withholding Worksheet Report
Chart of Accounts Report	New Hire Report
Check Register Report	Payroll Item Report
City Voucher Report	Payroll Journal
Client Information Report	Payroll Tax Summary Report
Condensed Payroll Journal	Premium Earnings Report
Deductions Register	State Withholding Worksheet Report

Department Summary Report	SUTA Worksheet
Depository Totals Report	Tax Deposit Report
Earnings Report	Vendor Activity Report
EFTPS Report	Vendor Listing
Employee Audit Log	Voided Checks Report
Employee Check Record	Wage Register
Employee Listing	Workers Compensation Report

- In addition to the reports listed above that are available from the File / Print dialog, the following reports are available from the Utilities / Global Payroll Item Reports menu.

Payroll Item Listing Report	Payroll Item Usage Report
Unused Payroll Item Report	Payroll Item Audit Report
Missing Payroll Item Report	

- If you are licensed for the Direct Deposit module, the following reports are available from the Utilities menu. Choose Utilities / Direct Deposit to open the Maintain Electronic Files dialog. From there choose File / Maintain ACH Files. In the Maintain ACH Files dialog, select one or more ACH files, and then choose File / View / Detail (to view the ACH Detail Report) or File / View / Condensed (to view the Condensed ACH Report).

ACH Detail Report
Condensed ACH Report

- If you are licensed for the Direct Deposit module and the Impounding feature, the following reports are available from the Utilities / Impound Reports menu.

Impound Vendor Prefund Report
Impound Client Balance Report

Data conversion and integration

- Seamless integration with other Creative Solutions Accounting programs (including Write-Up CS,™) and with UltraTax CS and FileCabinet CS.

- Converts employee data from magnetic media files

- Imports employee data and earnings from Excel spreadsheets.

- Converts client data from:

    - BASS Payroll.

    - The Payroll Solution® (DOS).

    - Franklen PAYMAN.

    - UniLink Payroll*Plus.

    - UniLink Payroll*32.

    - ProTym Thunder.

    - EasyACCT Batch Payroll.

    - ProPay.

    - Intuit FASTPAY.

CSA home page

The CSA home page, like the home pages in other CS Professional Suite software products, includes links to common tasks, recently accessed clients, and data locations. It also contains notices and alerts when there are program updates available via CS Connect. You can view it by clicking the Home Page button ⌂ on the toolbar. You can expand ⌄ or collapse ⌃ the items in each section of the Home Page by clicking the double arrows in the section headings. Click the plus sign next to each item to access additional information.

You can choose to display the Home Page when CSA is first opened, when no other screens are visible in CSA, or not at all. Choose Setup / User Preferences, click the System tab, and select the preferred option from the **Display the Home Page** drop-down list.

Payroll Sample Client

If you choose to install the CSA sample clients when you install Creative Solutions Accounting, you have access to sample clients that can help speed initial setup of your own client information. Payroll CS users may find the following sample clients especially useful:

- **CSPAY01 – Payroll Sample Client**. This client is used in the **Payroll CS Tutorial** and other training materials.

- **CSW2S01 — W-2 Template Client**. This client can be used as a template or reference for setting up a client for whom you do not perform monthly processing, but only print W-2s at year end.

Follow these steps to open the Payroll Sample Client (CSPAY01), which you can use as a reference when setting up your own clients.

1. Choose **File / Open Client**. (You may also click the Open Existing Client link on the CSA home page, or press CTRL+O, which are the "shortcut keys" for the Open Client command.)
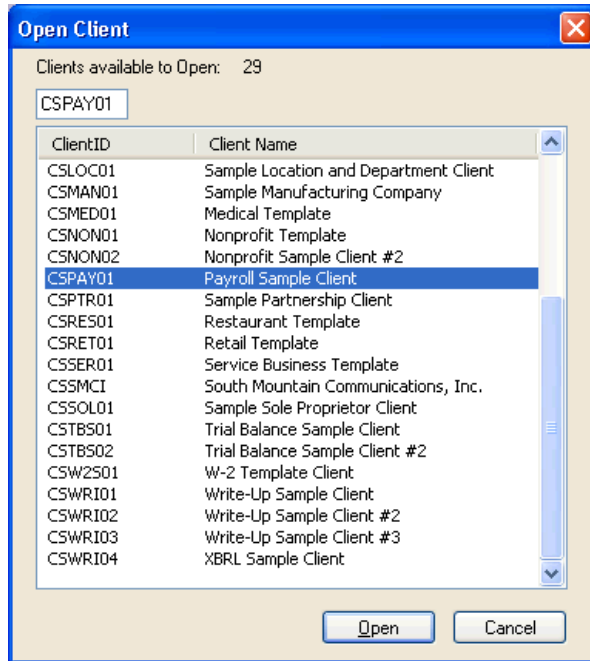
In the Open Client dialog, notice the empty field directly above the list of clients, which you can use to quickly search for a specific client by typing the client's ID. If you prefer to search the list by client name instead, simply click the Client Name column heading and the search box will move above the Client Name column.

2. Double-click **CSPAY01, Payroll Sample Client** to open that client database.

3. When the client database opens, the client ID (in this case, **CSPAY01**) appears in the title bar, and the Payroll CS shortcut bar appears on the left side of the CSA main window.

Title bar   **Menu bar**   **Toolbar**

Shortcut bar

Status Bar
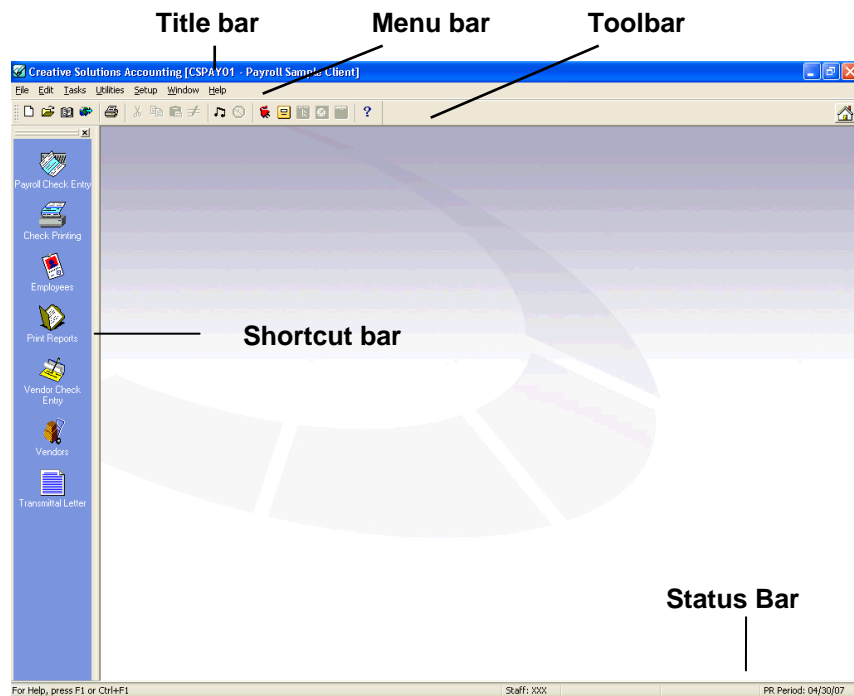
✅ **Tips**

▪ If you want the Open Client dialog to display automatically each time you start the program, mark the **Display client open on startup** checkbox in the System tab of the User Preferences dialog. (Choose Setup / User Preferences. In the System tab, mark the checkbox next to each option that you want to select.)

Note that the **Display client open on startup** option overrides the **Display the home page** option. If you mark the **Display client open on startup** checkbox and you select **When CSA is first opened** in the Display the Home Page field, CSA will display the Open Client dialog when you first start the program.

▪ For detailed information on all sample clients available for Payroll CS, search on **Sample Clients** from the index of the CSA help browser.

Menu options

Each of the headings in the menu bar that appears at the top of the main window contains a pull-down menu of commands that cause Payroll CS to perform a specific function, such as opening a particular window or dialog. Note that some of the menus are dynamic — that is, the commands may differ depending on where you are in the program.

The name of each menu includes one underlined letter. To open a particular pull-down menu and see its commands, you may do either of the following:

- Click the menu name with the left mouse button.

- Press the ALT key plus the underlined letter in the menu name. For example, to open the File menu (shown at right), press ALT+F.

By displaying the commands of each of the pull-down menus, you can get an overview of the main features in Payroll CS. Note that when you place the mouse pointer over a menu command, a short description of that command appears at the left edge of the status bar (at the bottom of the CSA main window).

When Payroll CS is licensed and installed with the Creative Solutions Accounting platform software, the menu bar includes commands to perform the functions listed in the following table.

File	
New Client...	Ctrl+N
Open Client...	Ctrl+O
Client Properties...	
Close Client	
Save As...	
Rename...	
Delete...	
Consolidate Clients...	
Print Reports...	Ctrl+P
Print Checks...	
Print Spooled Reports...	
Backup...	
Restore...	
Select Period to Process...	
CS Connect	
1 CSPAY01	
Exit	

Menu	Functions
File	Adding, opening, closing, renaming, deleting, or consolidating clients; modifying client properties; saving client data under another name; backing up or restoring client data; printing reports; printing checks; selecting a different processing period for the open client or advancing to the next period; accessing CS Connect to download license and software updates for the Creative Solutions Accounting products for which you are licensed; exiting the Creative Solutions Accounting program.
Edit	(Available commands are specific to the active window.) Undoing a previous action, cutting, copying, or pasting text; deleting or restoring information in the current field or record; finding a specific record; editing a custom fieldview; and performing other display-specific functions.
Tasks	Entering payroll and vendor checks and, if the client has the Third Party Sick Pay option marked in the Client Properties dialog, third party sick pay checks.
Utilities	Payroll tax processing (including preparing 940 and 941/944 forms and state tax forms if you are licensed to use one or more of the State Payroll Tax modules); process W-2 forms; 1099 form processing; creating EFTPS batch files; running global payroll item reports; scheduling and logging Client Status events; transferring information from one client to another; previewing or printing the client listing; accessing the Advantage Bridge utility; accessing the data conversion utility; accessing the govONE Solutions Export utility; printing mailing labels; exporting reports.
	Accessing the dialogs of the optional Direct Deposit module.
	If you are a licensed user of the Remote Payroll Entry service and NetClient CS, exporting or retrieving payroll data from a portal client, viewing the Transmission Log, and Queue Maintenance.
	If you are a licensed user of Web Employee, setting up Web Employee passwords, retrieving and importing W-4 information, queuing check information and portal deletions, viewing the Transmission Log, and Queue Maintenance.
	If you are a licensed user of FileCabinet CS, opening FileCabinet CS.

Menu	Functions
Setup	Client-specific setup: Setting up the current client's Chart of Accounts, checkbooks, employee templates, payroll departments, employees, vendors, and calculation profiles; adding or modifying client invoice statements; creating or modifying transmittal letters. System configuration (global) setup: Setting up information applicable to all payroll clients, including pay items, deduction items, and tax withholding items; federal, state, and local payroll tax information; accruable benefit items; 1099 items; text variables for use on transmittal letters. Creating or modifying layouts for checks, W-2s, and 1099s. Setting up printing fees. Setting up custom headers. Setting up status events. Specifying security, data-sharing, and other settings within the Administration dialog. If licensed to use FileCabinet CS, setting up preferences for automatic backups of client data to FileCabinet CS data folder. If licensed to use the optional Payroll Reporter module, creating custom payroll reports. User preferences setup: Setting preferences for data entry, file locations, print options, and electronic filing firm overrides.
Window	Arranging the open windows in your CSA workspace; switching between open data-entry windows.
Help	Opening the CSA help browser; viewing the list of keyboard shortcuts; viewing user bulletins; opening the Payroll CS electronic tutorial; reviewing FAQs (frequently asked questions); using your web browser and an active Internet connection to obtain information from the CS website. Opening the Repair dialog to rebuild the client list; to compact, decompress, or recreate client data, to clear client or user file locks; to show details such as file date and version number of each of the software components of your CSA software, to create a copy of your licenses, or to repair vendor links after converting client data from another software product other than The Write-Up Solution® II (WS2 for DOS). Reverting to a previous payroll month. Viewing information about your CSA and Payroll CS software versions and licenses.

✅ **Tips**

▪ Some of the menu commands have corresponding buttons on the CSA toolbar.

▪ Several of the most commonly used menu commands, such as Open Client or Print Reports, have special shortcut keys that allow you to execute the command quickly from your keyboard. For example, simply press CTRL+Y to open the Payroll Check Entry window. (See Keyboard Shortcuts on page 24 of this guide.)

Toolbar
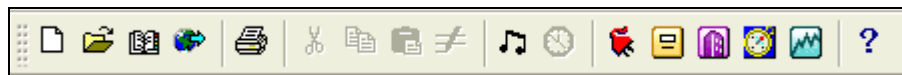
The toolbar buttons provide a quick, convenient method for executing common commands in Payroll CS. To perform an action using the toolbar, simply click the appropriate button on the toolbar.

If you let the mouse pointer pause for a moment over a toolbar button, you'll see the ToolTip name for that button. The following table describes each button on the toolbar.

Button	Action
🗋	**New Client.** Opens the New Client dialog, where you may enter a unique client ID and general information for the client you are adding. Shortcut Keys: CTRL+N
📂	**Open Client.** Finds your existing clients (by searching in the client data path specified in the File Locations tab of the Setup / User Preferences dialog) and lists them in the Open Client dialog. Shortcut Keys: CTRL+O
📖	**Client Properties.** Opens the dialog where you can enter or update general information about the open client.
🌐	**Select Period to Process.** Opens the dialog where you can select a different processing period, or advance to a new processing period for the open client.

Button	Action
🖨	**Print.** Opens the Print dialog, which allows you to select a variety of reports for printing. From the Print dialog, you can select individual reports or report profiles for printing; access the options dialog for each individual report; define and save new report profiles that can help you complete your routine reporting tasks more quickly and easily; preview selected reports; print the selected reports or profiles in the quantities you need; and, if you are a licensed user of FileCabinet CS, store copies of reports in FileCabinet CS. Shortcut Keys: CTRL+P
✂	**Cut.** Removes the selection from the active window and places it on the clipboard. Shortcut Keys: CTRL+X
📋	**Copy.** Copies the highlighted selection and places it on the clipboard. Shortcut Keys: CTRL+C
📋	**Paste.** Pastes the contents of the clipboard at the insertion point, replacing any selection. Shortcut Keys: CTRL+V
📝	**Custom Fieldview.** Opens a dialog where you can add, edit, or delete items in the drop-down list of a custom fieldview. Shortcut Keys: CTRL+W
🎵	**Client Note.** Opens a dialog where you can enter, edit, or delete notes regarding the current client. You can choose to have this dialog open each time the client is opened.
🕐	**Client Status.** Opens a dialog where you can set and log status events for the currently active client and set up and modify global tickler settings.
🐁	**CS Connect.** Opens CS Connect, which enables you to download license and program updates from Thomson Tax & Accounting and to apply those updates on your computer.
🗄	**FileCabinet CS.** If you are a licensed user of FileCabinet CS, opens FileCabinet CS.
❓	**Topic Help.** Opens the help topic for the active window or dialog. Shortcut Keys: F1 or CTRL+F1

Shortcut bar

When a Payroll CS client is open, the Payroll shortcut bar appears at the left side of the CSA main window. The shortcut bar enables you to quickly open the most frequently used data-entry windows and dialogs in Payroll CS. Each icon in the shortcut bar is described in the following table.

Icon	Action
	Payroll Check Entry. Opens the Payroll Check Entry window where you enter, modify, void, or delete payroll checks.
	Check Printing. Opens the Print Checks dialog, where you select the checks you want to print and the printer to use.
	Employees. Opens the Employees window, where you add, modify, or delete employee records for the open client.
	Print Reports. Opens the Print dialog, where you select various reports to print.
	Vendor Check Entry. Opens the Vendor Checks dialog, where you add, modify, or void vendor check information.
	Vendors. Opens the Vendors window, where you add, modify, or delete information for 1099 vendors, payroll agents, and other vendors.
	Transmittal Letter. Opens the Transmittal Letter Editor window, which allows full text editing features for communication with your clients.

Data-entry displays (or list displays)

List displays in Payroll CS are characterized by the following common features:

- A list of the records currently on file appears at the top of the display.

- A row of buttons is available to initiate various actions (adding, editing, accepting, and so forth).

- An editable area contains details about the currently selected item.

In list displays, you are either in **Browse** mode (looking for an item, or browsing through the list) or in **Add** or **Edit** mode (adding a new record or modifying an existing record).

Browse mode

While in Browse mode, when you use your keyboard you are typing in the list pane of the data-entry window. This means, for example, that you can use the arrow keys on your keyboard to navigate to different records

in the list, and that you can type in a few characters to move to the next record in the list that has the closest match in the first column of the list.

While in Browse mode, you can also sort the displayed list by clicking the various column headings. For example, click the Last Name column to sort alphabetically by last name rather than by Employee ID number.

Because the Edit button is the default button while you are in Browse mode, pressing the ENTER key on your keyboard is like clicking the Edit button — it opens the currently selected record in Edit mode. You can also click the Add button (or press ALT+A) to begin adding a new record, or you can click the Delete button (or press ALT+L) to delete the currently selected record.

Add or Edit mode

While in Add or Edit mode, when you use your keyboard you are typing in the editable area of the data-entry window. This means that when you type characters, you are inserting information into the fields for the currently selected record. You can also use the Page Up or Page Down keys on your keyboard to move from one record to another.

Because the Enter button is the default button while you are in Add or Edit mode, pressing the ENTER key on your keyboard is like clicking the Enter button — it accepts the changes you have entered for the current record (assuming that all required information has been entered). You can also click the Cancel button (or press ALT+C) to cancel any changes you've made to the current item.

Note that the program does not save new or modified information until you click the **Enter** button. At this point, you will see the new record information at the top of the window or dialog.

Keyboard shortcuts

Keyboard shortcuts are special keys (such as F1 and ESC) that you use either alone or in combination with SHIFT, CTRL, or CTRL+SHIFT. These keyboard shortcuts enable you to access various types of help, to quickly navigate through fields in windows and dialogs, and to open drop-down lists without having to use the mouse. The following table lists the keyboard shortcuts in Payroll CS.

Accessing Help	Shortcut Keys
View overview help on the active window or dialog.	F1 or CTRL+F1
Program Activity	**Shortcut Keys**
New client	CTRL+N
Open client	CTRL+O
Print reports	CTRL+P
Search within a drop-down list for specific text or character string (press CTRL+R to continue searching for the next instance of the character string)	CTRL+L
Resume search for the next instance of specific text or character string within a drop-down list	CTRL+R
Payroll check entry	CTRL+Y

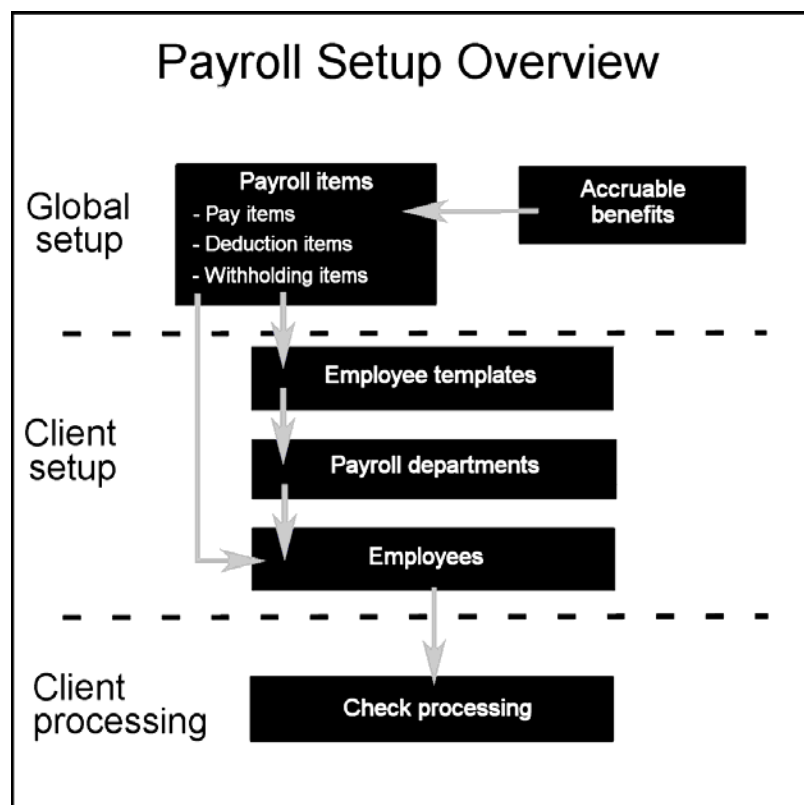| Editing	Shortcut Keys
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Find a record (based on the text you specify)	CTRL+F
Edit a custom fieldview	CTRL+W
Undo last change	CTRL+Z
Navigating and Special Functions	**Shortcut Keys**
Save data and return to the previous window or dialog	F2
Open a context menu relevant to the selected dialog or field	F3
Open the drop-down list attached to current field	F4
Recalculate check or Refresh display	F5
Display the popup calculator (from amount field only)	F7
Move to previous field	F9
Move to next field	F10
Move to last character in current field	END
Press the default button	ENTER
Close dialog without saving changes	ESC
Move to first character of current field	HOME
Move to first record in window or dialog (while in Browse mode)	CTRL+HOME
Move to last record in window or dialog (while in Browse mode)	CTRL+END
Move to previous check in Payroll Check Entry dialog	PAGE UP
Move to next check in Payroll Check Entry dialog	PAGE DOWN
Move forward through fields or make selection from drop-down list	TAB

Move to next tabbed page	CTRL+TAB
Move to previous tabbed page	SHIFT+CTRL+TAB
Move one character to left within a field	←
Move one character to right within a field	→
Move to beginning of field	CTRL+←
Move to end of field	CTRL+→

☑ 3
Overview of the Setup Dialogs

The following chart provides a visual model of how information flows from the global setup dialogs to the client setup dialogs and then to check records during payroll processing in Payroll CS.

Payroll Setup Overview

Global setup
- Payroll items
  - Pay items
  - Deduction items
  - Withholding items
- Accruable benefits

Client setup
- Employee templates
- Payroll departments
- Employees

Client processing
- Check processing

Employee records are defined and configured with building blocks of information, which are in turn defined and configured either at the **global** level (for use by all clients and all their employees) or at the **client** level. Information defined at the client level can be used as default information for employees of that specific client. Once employee setup information is complete, that information is used in the data entry fields and in the calculations for payroll check processing.
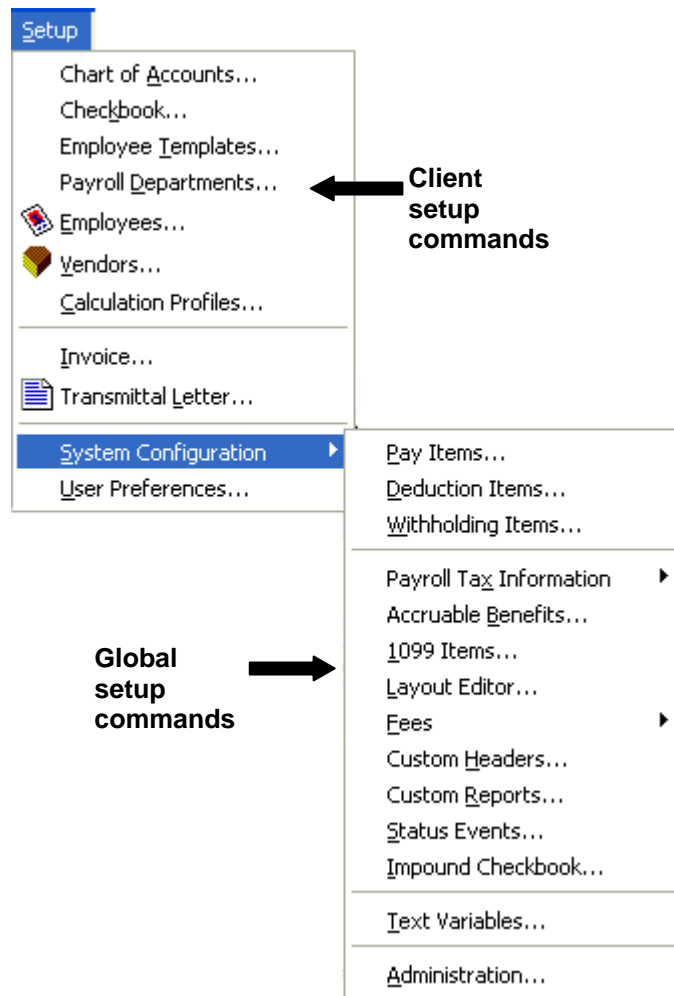
Note: Because of certain data dependencies among the various setup dialogs, when adding new global or client-specific setup information in Payroll CS, you should enter data in the setup dialogs in the sequence in which we present them in this section. Please refer to the CSA help topics for more detailed information about each of the setup dialogs that we mention in the following sections. You can quickly open overview help for any window or dialog by pressing F1 or CTRL+F1.

Global setup information

Your Payroll CS software already includes much or all of the global setup information you may need for payroll processing. To enter any additional global setup information you may need for processing your own clients, use the System Configuration setup dialogs.

Setup / System Configuration menu

To access the global setup dialogs, choose Setup / System Configuration and then choose one of the commands listed. Please note that the information in these dialogs applies to all clients.

Pay items

Use the Pay Items dialog to set up global items for pay amounts. Note that Payroll CS has already defined a number of pay items such as salaried pay; bonuses, vacation, sick, and holiday pay; various types of tips; commissions; and EIC advance payments.
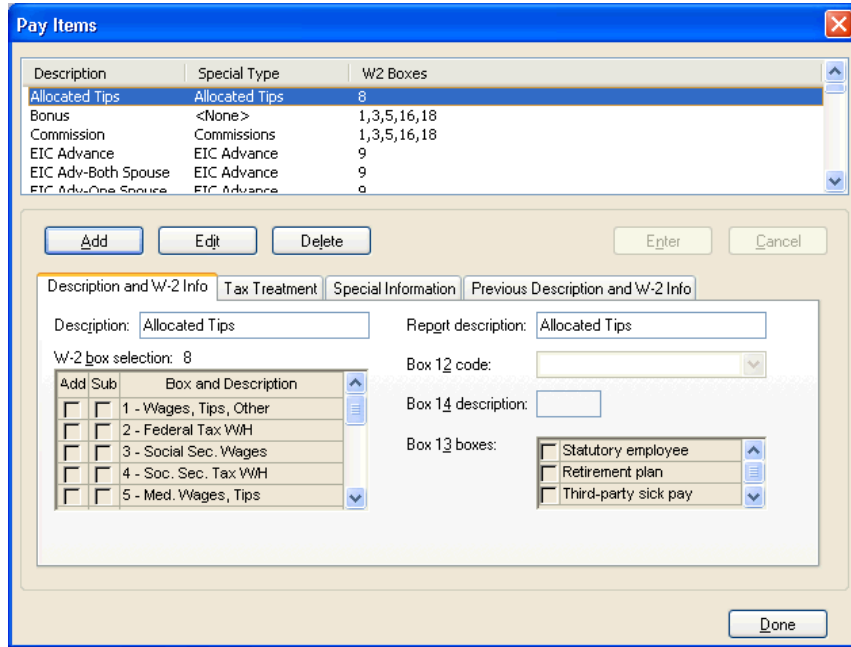
Deduction items

Use the Deduction Items dialog to set up pre- or post-tax deduction items. Note that Payroll CS has already defined a number of commonly used deduction items, such as for 401(k) plans, medical insurance premiums, and loan repayments.
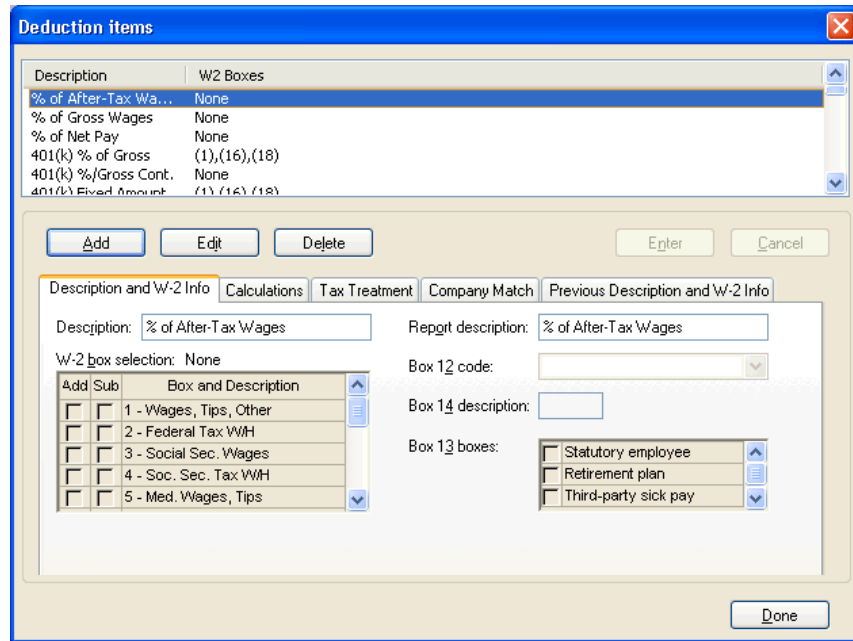
Withholding items

Use the Withholding Items dialog to set up items that calculate tax withholding amounts for payroll checks, including federal, state, and local withholdings. After the initial setup of global withholding items in your Payroll CS program, any changes you enter and save from the Withholding Items dialog are immediately reflected in the employee records for all clients.
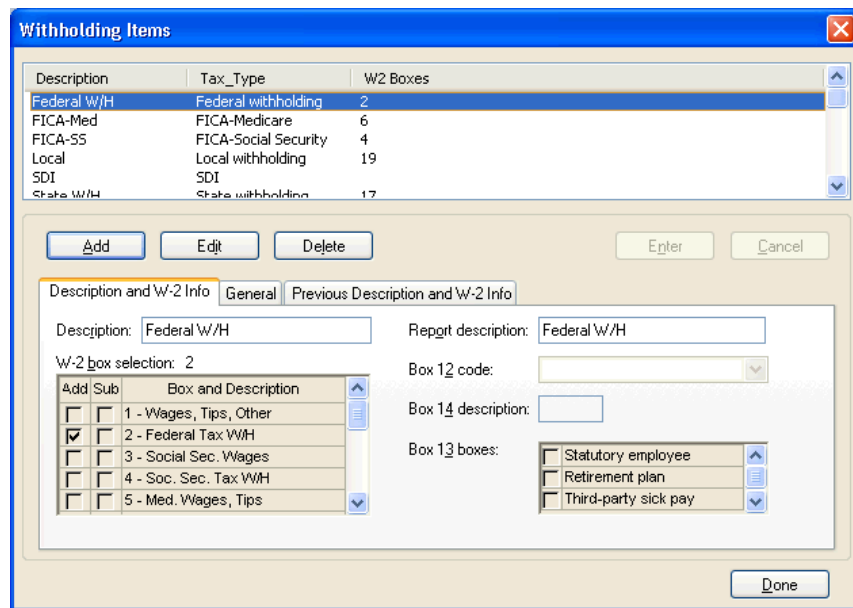
Payroll tax information (federal, state, local)

Payroll CS already includes federal payroll tax information as well as tax information for all states. However, you may need to enter information for **local** withholdings or update federal and state information if tax laws change.

Accruable benefits

Payroll CS includes holiday, personal, sick, and vacation benefit items. Use the Accruable Benefits dialog if you need to add one or more accruable benefit items to fit the specific needs of your payroll clients.

1099 items

Use the 1099 Items dialog to enter global setup data for the program to use when storing applicable amounts and calculating year-end totals for the preparation of 1099 forms. The available 1099 forms are listed under Utilities / 1099 Form Processing.

Layout Editor

Use the program's full-featured Layout Editor if you need to modify any of the several check layouts provided with your Payroll CS software, create your own check layouts, or modify a W-2 or 1099 form.

Fees

Use the dialogs available from the Fees menu to add or modify fee schedules for check or form printing, or to specify other additional fees.

Custom headers

You can customize the header information for all reports available from the File / Print Reports dialog. To create a custom header, choose Setup / System Configuration / Custom Headers. To apply the custom header to a report, select the header from the drop-down list in the Custom Header field on the Page Layout tab of the Options dialog for any report. The report name, date range, and date format can also be overridden from the Options dialog.

Custom reports

If you are a licensed user of the optional Payroll Reporter module, you can use the Custom Reports dialog to add, edit, copy, or delete an unlimited number of custom employee reports. Choose Setup / System Configuration / Custom Reports to open this dialog.

Status events

Use the Status Events dialog to add or modify global status events and to offset event due dates. You can then use the Utilities / Client Status dialog to schedule and log these events for your clients.

Impound checkbook

If you are a licensed user of the optional Direct Deposit module and Impound feature, you can use the Impound Checkbook dialog to enter information about your impound checkbook that will apply to all clients. Choose Setup / System Configuration / Impound Checkbook to open this dialog.

Text variables

Use the Text Variables dialog to define text variables that help speed the creation of transmittal letters. When creating a letter, you may use these text items within and across the letters. The program can accommodate up to 99 different text variables.

Administration

Use the Administration dialog to modify the master password and select a security level. You can select areas of the program for which you want to enable global- or client-level security; enable or disable data sharing for eligible clients between your CSA software and other CS Professional Suite software products; enable event tracking for activities within the Payroll Check Entry window; and customize privileges for groups and assign staff members to groups. For more information on security options for Payroll CS, search on **Setting security options** from the index of the CSA help browser. If you are a licensed user of FileCabinet CS, you can have the program automatically back up client data to FileCabinet CS and specify the number of backups for each client.
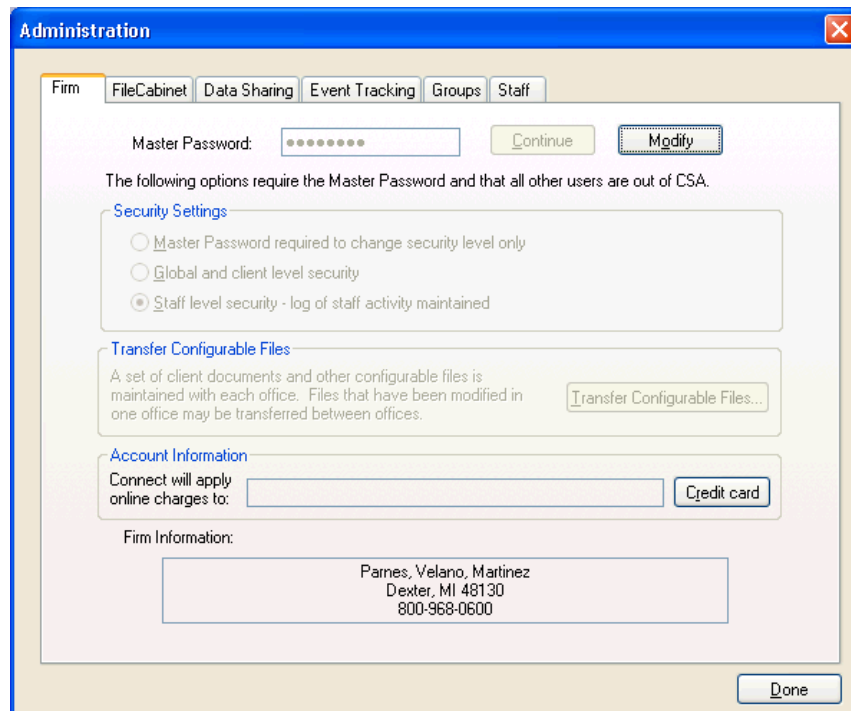
User preferences

The Setup / User Preferences dialog allows you to define how you want to use the program when processing data in Payroll CS.

- **System tab.** Choose options for using any Creative Solutions Accounting program. (Note that a brief description of the highlighted option appears in an information box at the bottom of dialog.)

- **File Locations tab.** Choose file locations for Creative Solutions Accounting client data and for backup data, and (if applicable) specify the locations for The Write-Up Solution II (WS2) program and data files, for the FileCabinet CS program files (if applicable), for UltraTax CS data files (if applicable), and for other CS Professional Suite software products' data files.

- **Print tab.** Choose user (staff) options for saving and printing reports.

- **ELF Firm Overrides tab.** If your accounting firm has multiple locations and each location has been issued its own EFIN, then the information in this tab will override the information stored in the ELF Transmission / Firm dialog (accessed through the Setup menu in the Utilities / Payroll Tax Processing window).

Tip
Press F1 or CTRL+F1 from the User Preferences dialog to view additional information on these user preferences in the CSA help.

4
Using the Payroll CS Tutorial

Once you are familiar with the Payroll CS features, menu commands, and toolbars, we highly recommend that you take advantage of the walkthroughs and setup examples in the *Payroll CS Tutorial* provided with your software and available in PDF format from the CSA help.

The tutorial walks you through the process of setting up a new client, including setting up a Chart of Accounts; setting up a checkbook; setting up pay, deduction, and withholding items; adding and modifying employees and using employee templates; adding vendors; processing payroll; and running payroll reports. The Appendix contains the following setup examples:

- Custom reports

- Multi-state locations and local taxes

- Multi-state employees

- Tipped employees

To view or print the PDF version of the tutorial in the CSA help, search on **Tutorial** from the index of the CSA help browser and click the **Payroll CS Tutorial** link.