POLYMATHIC COMPUTER CORPORATION

PAYROLL SYSTEM

Congratulations on the purchase of your **Polymathic Payroll System.**

To install the enclosed software, please do the following:

1. Verify that you have the following diskettes:
   - Polymathic Payroll Disk 1
   - Polymathic System Disk
   - Example Company
2. Read the **Installation Guide** and follow the procedures for installing the programs on your computer.
3. Read the **User's Manual** and follow the **Payroll Cycle** processing checklists outlined in Chapter 2.
4. Complete and mail the **Software Registration Form.**

GENERAL LEDGER SYSTEM

INSTALLATION GUIDE

COPYING PROGRAMS TO HARD DISK

The **Polymathic Payroll System** is distributed on four diskettes.

Before using the Payroll programs you should copy all files on these four diskettes on to your hard disk as outlined in the following example.**This example assumes that your diskette drive is Drive A: and your hard disk is Drive C:**

1. Insert the diskette labeled **Polymathic Payroll Disk** in Drive A:
2. Run the installation procedure by typing:

   ```
   A:PYINSTAL A: C:
   ```

3. Follow the remaining instructions displayed by the installation program.

The **Polymathic Payroll System** is now ready to be initialized.

INITIALIZING THE POLYMATHIC PAYROLL SYSTEM

Setting the Drive Search Defaults

The **Polymathic Payroll System** allows the user to specify which drives are to be searched for data and program files. Initially, the system will only search the logged on drive. This can be changed to adapt to your computer's configuration by running a program known as **SETDRIVE**. To run this program type **SETDRIVE** and press ↵Enter. The screen will appear as follows:

Drives:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N

In the above examples, Drives C: and D: are set to be searched. This means that the system will only look for program and data files on the logged on drive and drives C and D. Any program or data files on other drives that you have configured will be ignored. To change the settings, type Y to set a drive to be searched or N to exclude a drive from being searched or ↵Enter to keep the existing value. Normally you would only set the hard drive(s) letters on which you intend to keep your program and data files.**You are now ready to setup your first company. To do this follow the instructions outlined under Company Setup.**

POLYMATHIC COMPUTER CORPORATION

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IMPORTANT! The enclosed materials are provided to you by **Polymathic Computer Corporation** on the express condition that you agree to this **Software License**. By using the enclosed diskette(s), you agree to the following provisions. If you do not agree with these provisions, return these materials to your dealer in original packaging, within three days from receipt, for a refund.

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POLYMATHIC COMPUTER CORPORATION

SOFTWARE REGISTRATION FORM

IMPORTANT! In order that you can receive notification of modifications or updates of this program you **MUST** complete this form and return it immediately. Technical support will not be provided unless we receive a completed registration form.

Package Name:	
Serial Number:	**Purchase Date:**
Contact Name:	
Company:	
Address:	
City:	**Province**
Postal Code:	**Telephone:**
Fax Number:	

Instructions For Use:

1. Register one software package per form.
2. The package name may be found on the binder spine.
3. The serial number may be found on the MASTER diskette.

POLYMATHIC COMPUTER CORPORATION

PAYROLL USER'S MANUAL

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POLYMATHIC COMPUTER CORPORATION

PAYROLL SYSTEM

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CHAPTER 1: PAYROLL SYSTEM OVERVIEW

The *P.C.C. Interactive Payroll System* offers a complete, easy to use procedure for the processing of payroll costs in a timely, efficient and economical manner. It also provides for the receipt of accurate, timely financial reports.

FEATURES

- Processes payroll for both multi-company and multi-division.
- Handles weekly, bi-weekly, semi-monthly, monthly and annual pay frequencies.
- Calculates hourly, salary, salary plus hourly, shift premiums, commission payrolls, etc...
- Provides for automatic preparation of T4's and T4 summaries.
- Interfaces with the General Ledger system to allow distribution of payroll costs to an unlimited number of general ledger accounts.
- Distributes employee gross pay to departments or cost centres.
- Distributes deductions to specified general ledger accounts.
- Accumulates totals for printing selected reports.
- Provides for up to 50 types of earnings and deductions.
- Handles multiple-rate overtime calculations automatically.
- Has complete employee file maintenance: add, delete, modify, display and list.
- Allows entry and editing of all earnings and deductions data, including hours, dollar amounts rates etc.
- Allows optional distribution of payroll costs to multiple General Ledger accounts.
- Automatically calculates the gross payroll, taxes and voluntary deductions.
- Allows manual entry of transactions to adjust the computer cheques.
- Prints payroll cheques including MICR encoding.

CHAPTER 2: PAYROLL CYCLE

PROCESSING CHECKLISTS

The following is a summary of the major stages in the Payroll Cycle:

INITIAL SET UP PROCEDURES		**PAGE**
1.	Enter DOE codes.	8-15
2.	Spool DOE codes.	7-10
3.	Enter employees and employees DOE codes.	8-8
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ANNUAL PROCEDURES		**PAGE**
1.	YTD adjustments	6-2
2.	Year end processing	6-4

INITIAL SET UP PROCEDURES

1. **DOE Master Maintenance**

DOE codes are used to define different deductions and earnings for each employee. For example different DOE codes are set up for Salary (SAL), Canadian Pension Plan (CPP), Federal Income Tax (FIT), Commission (COM)... When you set up a new employee you define which DOE codes are to be associated with that employee. For example, a salary employee should at least have:

SAL	This DOE will contain the amount of the employee's gross salary on a per pay period basis.
FIT	This DOE will contain the amount of Federal Income Tax to be deducted. The amount will be calculated during the Calculate Deductions step.
CPP	This DOE will contain the amount of Canada Pension to be deducted. It will also be calculated during the Calculate Deductions step.
CPE	This DOE will contain the amount of Canada Pension - employer's portion. This amount will not be deducted from the employee's salary but will be listed on the ETD Remittance report that will display the amount owing to the government from the employer.
UIC	This DOE will contain the amount of Unemployment Insurance to be deducted. The amount will be calculated during the Calculate Deductions step.
UIE	This DOE will contain the employer's portion of Unemployment Insurance. This amount will not be deducted from the employee's salary.

During pay period setup you can modify the amounts for each DOE on a per employee basis. (DOE's can also be calculated based on criteria specified during DOE setup). When the payroll is processed the amounts will be added or deducted from the employee's wages.

Each DOE can have a GL code associated to it. If you have the Polymathic General Ledger system all your GL codes will be updated to reflect current amounts after the payroll has been processed.

2. **Employee Master Maintenance**

After the DOE codes are set up, you can enter the employee data . The employee database is set up initially and modified to reflect the addition or deletion of employees and changes to information maintained on the master file. You may print a list of your Employee Master for later.

PAY PERIOD PROCEDURES

1. **Change Processing Data**

This program lets you define the payroll type, pay period number, the processing year and the cheque type that is to be used for the pay period you are running.

2. **Pay Period Maintenance**

In this program you define the start and end date of the pay period and which DOE's are to be included for processing. The reason that you define what DOE's to include is because you don't always want to include all DOE's. For example, you may have set up an Employee Shoe Expense DOE that is to come off each employee's pay once a month. You would only include this DOE in the pay period that you want to deduct the expense from so that you don't have to zero it out every other pay period.

3. **Entering Transactions**

Debit and credit transactions for all Payroll activity are entered through the payroll program, Employee Pay Data Entry. This is where you can modify the amounts of the DOE's for each individual employee. For example, you would change hourly employee's wages here.

4. **Calculate Deductions**

   This program calculates any DOE's that you have set up as deductions. You can spool the Deductions Report to ensure that the proper amounts will be deducted from each employee.

5. **Process Payroll**

   The Process Payroll program will calculate each employee's net pay and accumulate the data needed to produce the following reports.

   - A Payroll Register report
   - A Gross Pay Edit report
   - A Deductions report

   These reports should be printed and reviewed before you spool the Cheque Register and Cheques. Once you spooled the cheques you can no longer modify the pay period.

6. **Spool Cheque Register and Cheques**

   This is the last step of the payroll process. You should NOT spool the Cheques and Cheque Register until you have reviewed the Payroll Register. If something is wrong in your payroll register you can go back a modify the data and reprocess the payroll but once you spool the cheques you cannot change the data for that pay period.

MONTHLY PROCEDURES

All monthly procedures are handled through the Monthly Closing program. The payroll monthly closing will:

- Produce the month-to-date payroll register.
- Clear out the month-to-date totals for all employees' DOEs
- Close the payroll to the general ledger by updating the GL summary for the month being closed and creating the GL analysis records for the month.

PROCESSING CHECKLIST

DESCRIPTION OF TASK	ACTION DATE	NAME	DONE	MANUAL CHAPTER
Initial set up procedures				
1. Enter DOE codes				
2. Spool DOE codes				
3. Enter employees and employees DOE codes				
4. Spool employees and employees DOE codes				
Pay period procedures				
1. Change processing data				
2. Pay period maintenance				
3. Pay data entry				
4. Calculate deductions				
5. Process payroll				
6. Process vacation pay				
7. Payroll register report				
8. Gross pay edit report				
9. Deductions report				
10. Cheque register and cheques				
Monthly procedures				
1. Month end processing				
2. Reconcile employee master totals to general ledger totals				
Annual procedures				
1. YTD adjustments				
2. Year end processing				

CHAPTER 3: GENERAL DATA ENTRY

INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

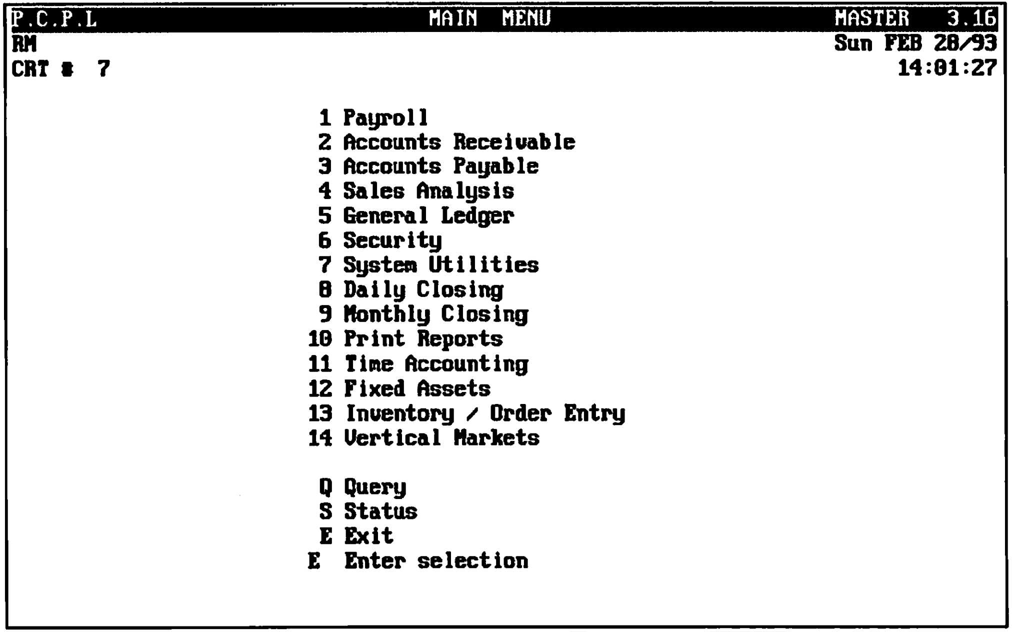
THE ENTER KEY

The enter key, ↵Enter is always pressed after every entry to start processing. The only time you don't press ↵Enter is when you are using a function key such as F5.

MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen, with a number to its left. To make a selection, type the number of the desired item, and press ↵Enter.

For example, the following **menu** is typical:

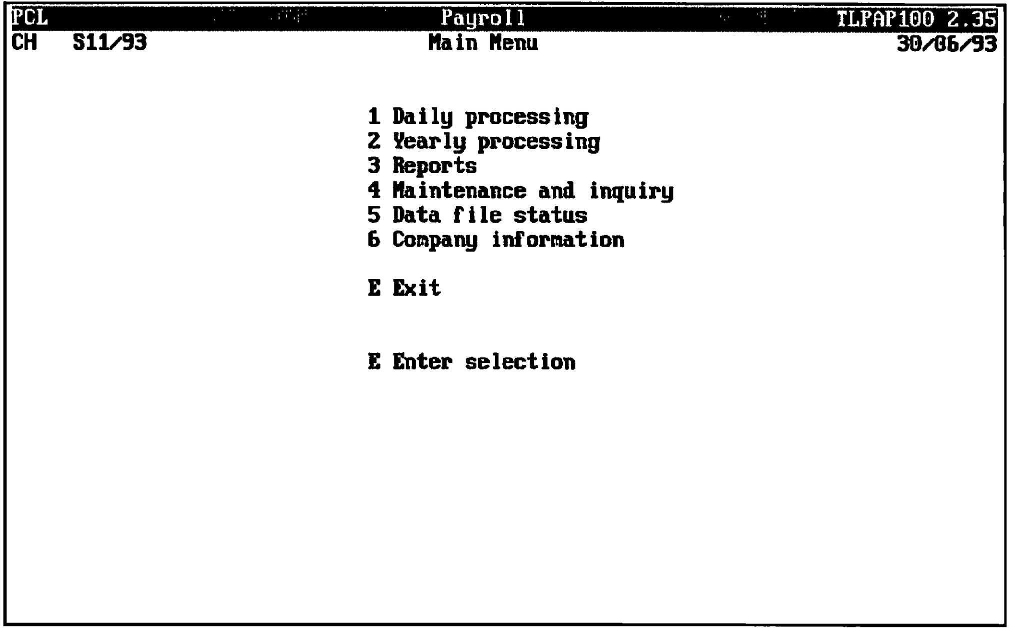


```
P.C.P.L                         MAIN  MENU                      MASTER   3.16
RM                                                              Sun FEB 28/93
CRT # 7                                                              14:01:27

                          1 Payroll
                          2 Accounts Receivable
                          3 Accounts Payable
                          4 Sales Analysis
                          5 General Ledger
                          6 Security
                          7 System Utilities
                          8 Daily Closing
                          9 Monthly Closing
                         10 Print Reports
                         11 Time Accounting
                         12 Fixed Assets
                         13 Inventory / Order Entry
                         14 Vertical Markets

                          Q Query
                          S Status
                          E Exit
                         E  Enter selection
```

To select Payroll you would type 1 and press ↵Enter.

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.

For example the following is a typical **submenu**.



```
PCL                            Payroll                    TLPAP100 2.35
CH   S11/93                   Main Menu                        30/06/93


                             1 Daily processing
                             2 Yearly processing
                             3 Reports
                             4 Maintenance and inquiry
                             5 Data file status
                             6 Company information

                             E Exit


                             E Enter selection
```

To select *Daily processing* you would type 1 and press ←Enter.

OPTIONAL FIELDS

Optional fields (fields not required) may be skipped by pressing ←Enter.

A number of screen entry fields allow entry of data but also **default** to a particular value if ←Enter is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

For example:
- A date field will often default to the current date (system date) or the last date entered.
- ←Enter can often be pressed to answer a Yes or No question by default.

DATE FIELDS

Enter all dates in the format *ddmmyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are non zero. However, decimal points must be entered if the digits to the right of the decimal point are not equal to zero.

EDITOR

The system includes an Editor utility that allows the user to correct errors made during data entry. The EDITOR can be accessed by pressing F1.

Note: Some older versions of the software use - 8 or (⇧Shift ^) to access the editor. If F1 is not working try one of these keys.

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows:

REKEY FROM A FIELD

This option may be used to rekey any of the data entered in a field. If you are on field number 6 and you want to change something in field number 1 you will have to rekey the information from that field on. In most cases, you can press ←Enter back to line 6 because ←Enter will remember what you entered in that field last.

To use this option type 1, and press ←Enter.

The system will then display:

[ ]: Enter [field number] or [ENTER] to return

Type the number of the field that is to be rekeyed and press ←Enter. The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

REKEY/DISPLAY LINE

In some of the programs such as invoices, you can have more than one line entry per item. The Rekey Line option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press ←Enter. The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press ←Enter, the line will be displayed. The system will request that you press ←Enter to continue where you left off.

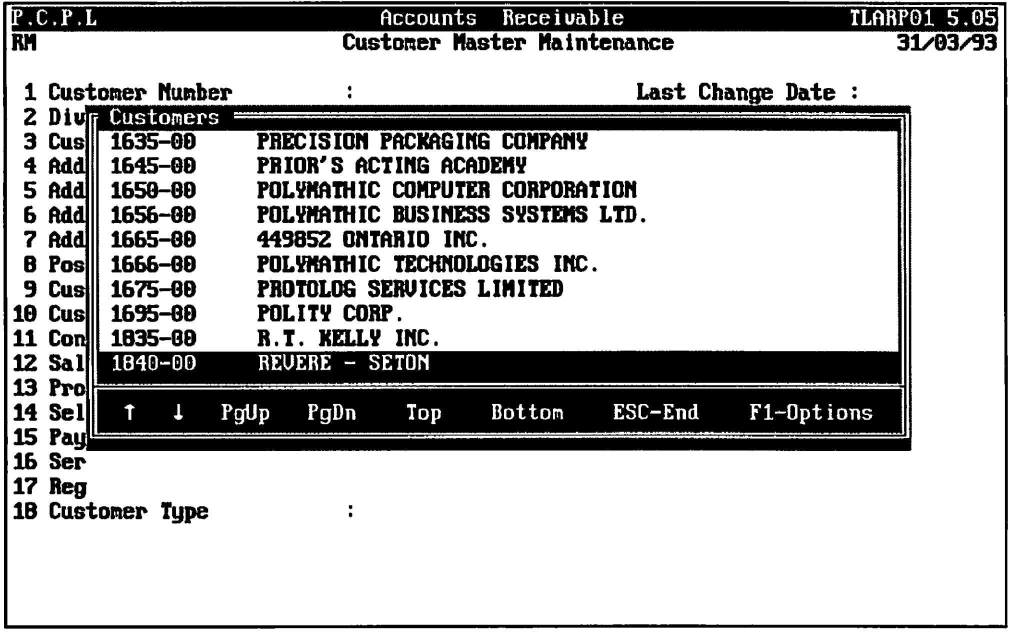
CANCEL PROCESSING

The Cancel option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press F1 and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

F5 LOOKUP FEATURE

The lookup feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier account and numerous other items. For instance the F5 lookup feature can be used to display a supplier account code in the following manner:

Press F5 at the Supplier Number field and the following screen will appear:



```
P.C.P.L                    Accounts  Receivable                 TLARP01 5.05
RM                      Customer Master Maintenance                 31/03/93

 1 Customer Number          :                  Last Change Date :
 2 Div  Customers
 3 Cus  1635-00     PRECISION PACKAGING COMPANY
 4 Add  1645-00     PRIOR'S ACTING ACADEMY
 5 Add  1650-00     POLYMATHIC COMPUTER CORPORATION
 6 Add  1656-00     POLYMATHIC BUSINESS SYSTEMS LTD.
 7 Add  1665-00     449852 ONTARIO INC.
 8 Pos  1666-00     POLYMATHIC TECHNOLOGIES INC.
 9 Cus  1675-00     PROTOLOG SERVICES LIMITED
10 Cus  1695-00     POLITY CORP.
11 Con  1835-00     R.T. KELLY INC.
12 Sal  1840-00     REVERE - SETON
13 Pro
14 Sel   ↑  ↓  PgUp  PgDn  Top  Bottom  ESC-End  F1-Options
15 Pay
16 Ser
17 Reg
18 Customer Type            :
```

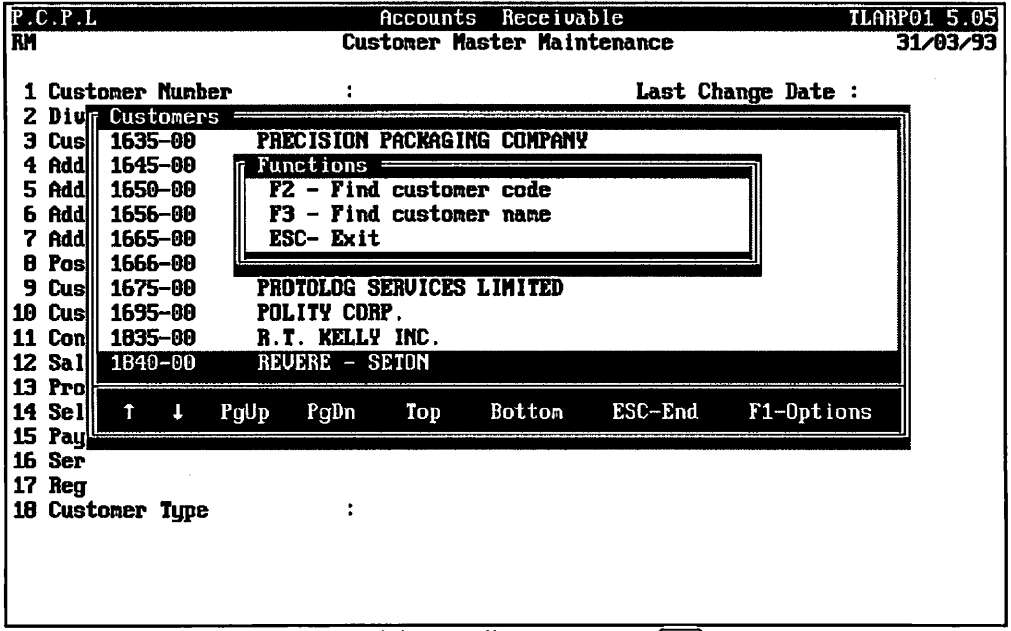
The following options are available:

↑	Cursor upwards through the data
↓	Cursor downwards through the data
Pg Up	Page up one screen of data
Pg Dn	Page down one screen of data
T	Move to the top of the data
B	Move to the bottom of the data
Esc	Exit the lookup feature
F1	Options:

The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press F1 for Options, then F3 to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.

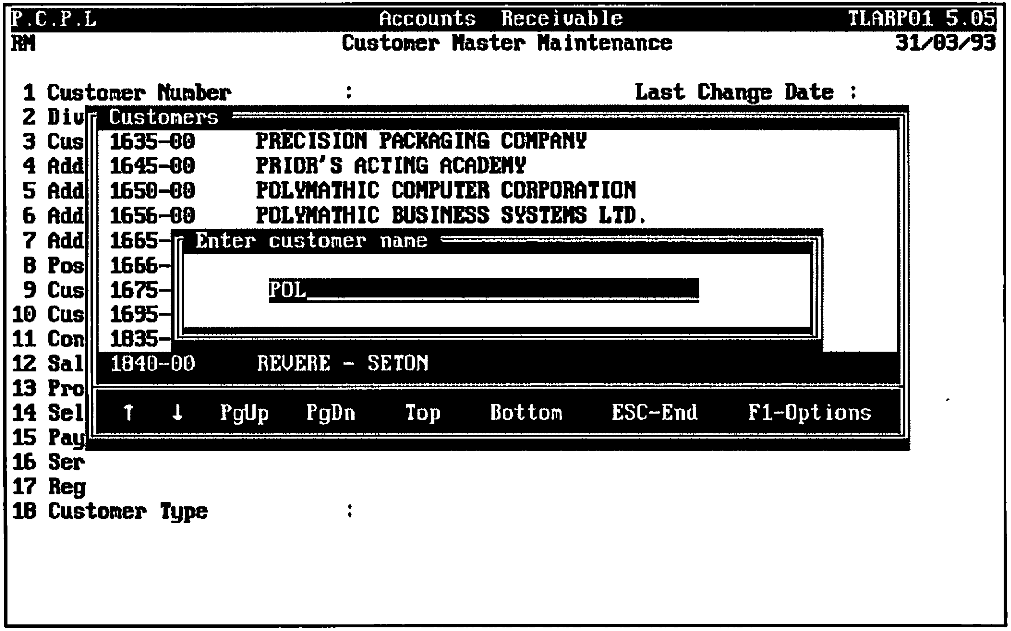
Press F1 and the Options screen will appear as follows:



```
P.C.P.L                        Accounts  Receivable                TLARP01 5.05
RM                         Customer Master Maintenance                 31/03/93

 1 Customer Number          :                         Last Change Date :
 2 Div  Customers
 3 Cus   1635-00     PRECISION PACKAGING COMPANY
 4 Add   1645-00     Functions
 5 Add   1650-00      F2 - Find customer code
 6 Add   1656-00      F3 - Find customer name
 7 Add   1665-00      ESC- Exit
 8 Pos   1666-00
 9 Cus   1675-00     PROTOLOG SERVICES LIMITED
10 Cus   1695-00     POLITY CORP.
11 Con   1835-00     R.T. KELLY INC.
12 Sal   1840-00     REVERE - SETON
13 Pro
14 Sel    ↑   ↓   PgUp   PgDn   Top   Bottom   ESC-End   F1-Options
15 Pay
16 Ser
17 Reg
18 Customer Type            :
```

To search by supplier name, press F3.

The screen will appear as follows:

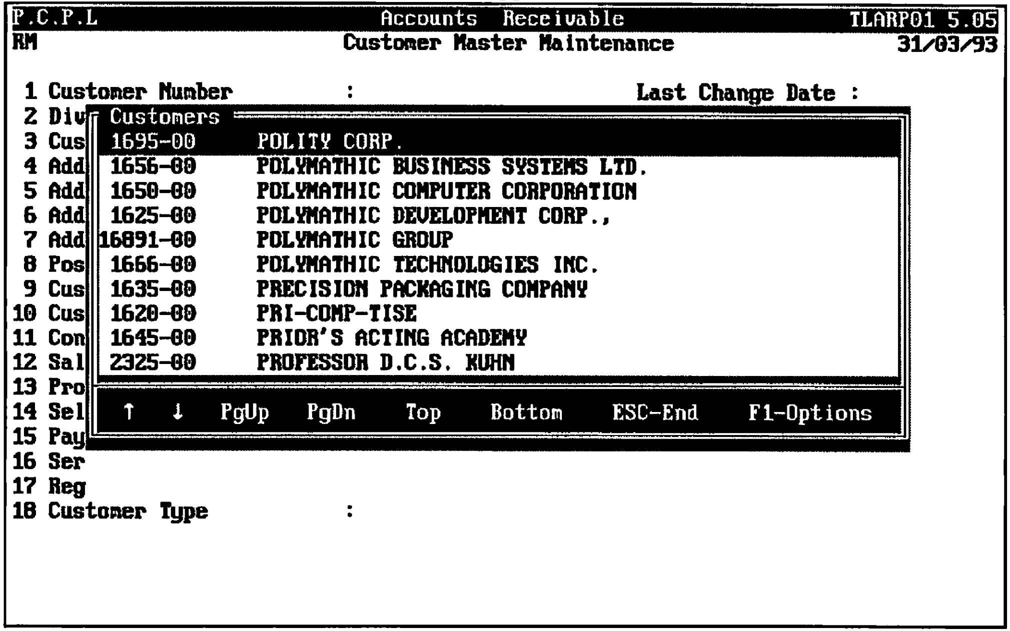


```
P.C.P.L                        Accounts  Receivable                TLARP01 5.05
RM                         Customer Master Maintenance                 31/03/93

 1 Customer Number          :                         Last Change Date :
 2 Div  Customers
 3 Cus   1635-00     PRECISION PACKAGING COMPANY
 4 Add   1645-00     PRIOR'S ACTING ACADEMY
 5 Add   1650-00     POLYMATHIC COMPUTER CORPORATION
 6 Add   1656-00     POLYMATHIC BUSINESS SYSTEMS LTD.
 7 Add   1665-  Enter customer name
 8 Pos   1666-
 9 Cus   1675-        POL
10 Cus   1695-
11 Con   1835-
12 Sal   1840-00     REVERE - SETON
13 Pro
14 Sel    ↑   ↓   PgUp   PgDn   Top   Bottom   ESC-End   F1-Options
15 Pay
16 Ser
17 Reg
18 Customer Type            :
```

Type at least three letters for the supplier you are searching for and press ↵Enter.

The system will then search through the supplier master for the closest match to your search criteria and will highlight that supplier in the lookup window.

The screen will appear as follows:



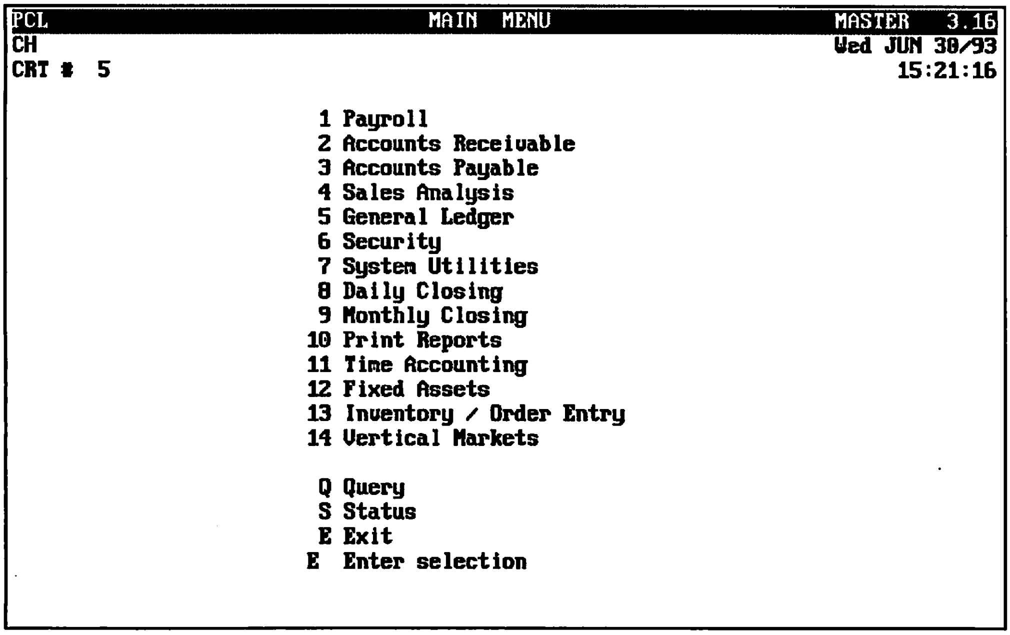
```
P.C.P.L                         Accounts  Receivable                     TLARP01 5.05
RM                          Customer Master Maintenance                      31/03/93

 1 Customer Number          :                         Last Change Date :
 2 Div  Customers
 3 Cus  1695-00      POLITY CORP.
 4 Add  1656-00      POLYMATHIC BUSINESS SYSTEMS LTD.
 5 Add  1650-00      POLYMATHIC COMPUTER CORPORATION
 6 Add  1625-00      POLYMATHIC DEVELOPMENT CORP.,
 7 Add 16891-00      POLYMATHIC GROUP
 8 Pos  1666-00      POLYMATHIC TECHNOLOGIES INC.
 9 Cus  1635-00      PRECISION PACKAGING COMPANY
10 Cus  1620-00      PRI-COMP-TISE
11 Con  1645-00      PRIOR'S ACTING ACADEMY
12 Sal  2325-00      PROFESSOR D.C.S. KUHN
13 Pro
14 Sel   ↑   ↓   PgUp   PgDn   Top   Bottom   ESC-End   F1-Options
15 Pay
16 Ser
17 Reg
18 Customer Type            :
```

To select the supplier simply press ↵Enter and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing Esc. Esc will exit one level of the program, therefore if you are in the options section of Lookup you will have to press Esc twice to exit completely out of Lookup.

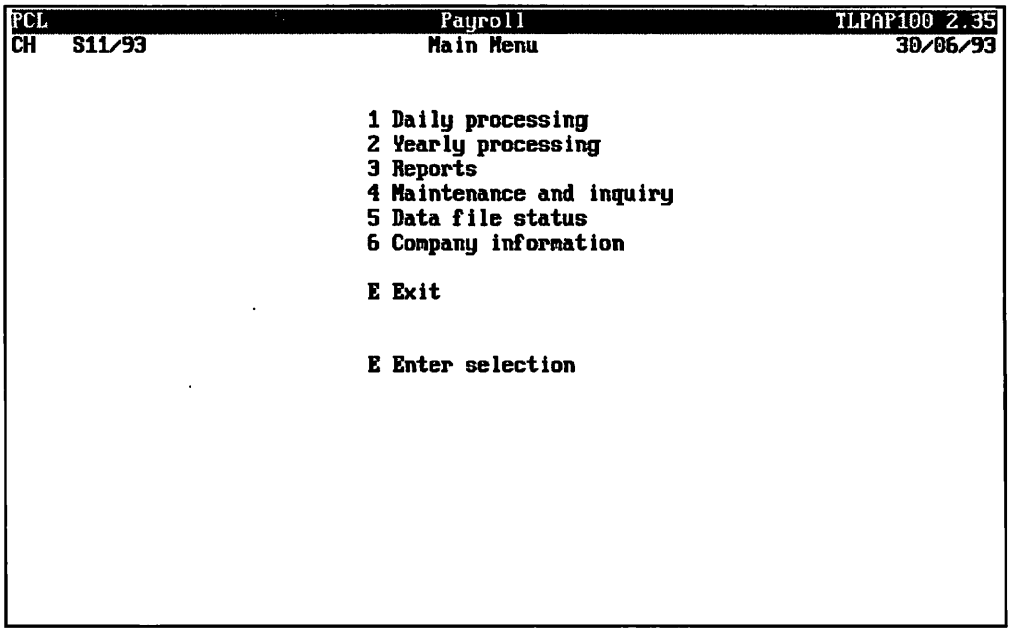
CHAPTER 4: MENUS

MAIN MENU - ALL SYSTEMS



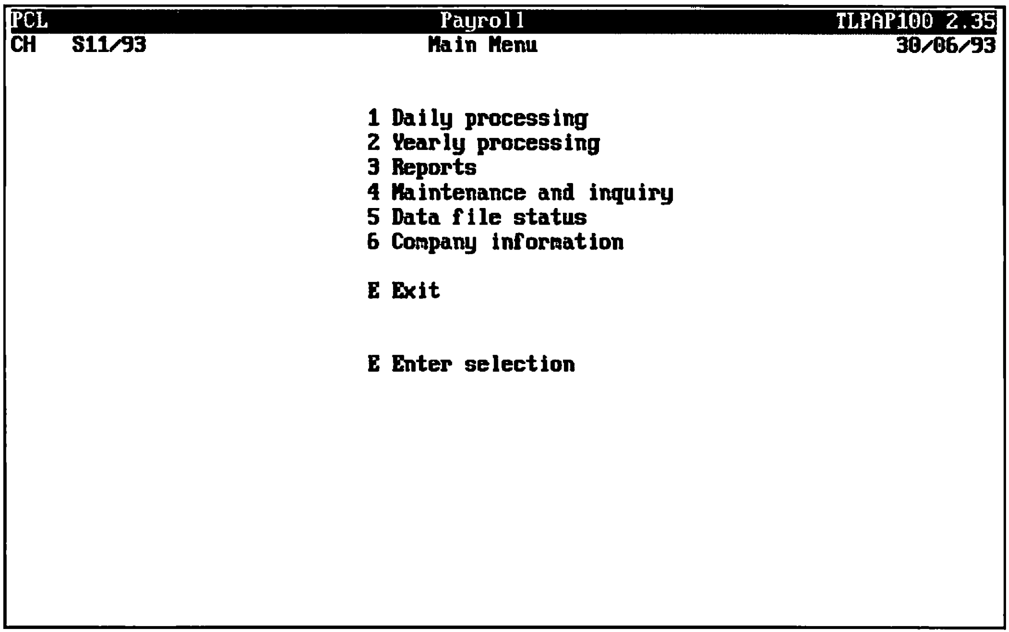
```
PCL                              MAIN  MENU                     MASTER    3.16
CH                                                            Wed JUN 30/93
CRT #  5                                                           15:21:16

                              1 Payroll
                              2 Accounts Receivable
                              3 Accounts Payable
                              4 Sales Analysis
                              5 General Ledger
                              6 Security
                              7 System Utilities
                              8 Daily Closing
                              9 Monthly Closing
                             10 Print Reports
                             11 Time Accounting
                             12 Fixed Assets
                             13 Inventory / Order Entry
                             14 Vertical Markets

                              Q Query
                              S Status
                              E Exit
                             E  Enter selection
```

MAIN MENU - PAYROLL SYSTEM



```
PCL                               Payroll                   TLPAP100 2.35
CH    S11/93                     Main Menu                      30/06/93


                                1 Daily processing
                                2 Yearly processing
                                3 Reports
                                4 Maintenance and inquiry
                                5 Data file status
                                6 Company information

                                E Exit


                                E Enter selection
```

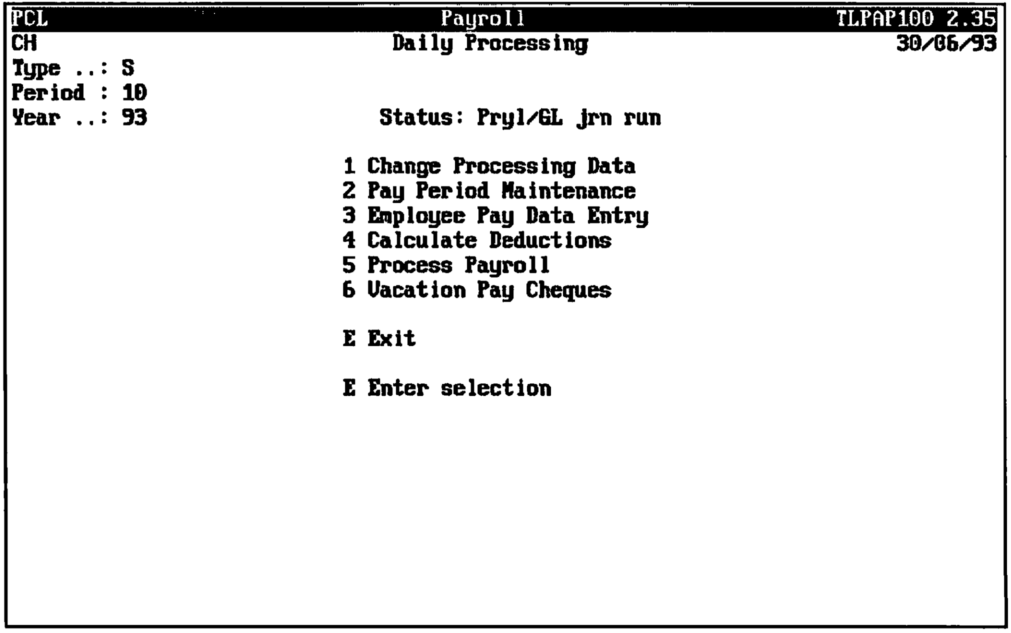
CHAPTER 5: DAILY PROCESSING



```
PCL                               Payroll                          TLPAP100 2.35
CH    S11/93                     Main Menu                              30/06/93


                             1 Daily processing
                             2 Yearly processing
                             3 Reports
                             4 Maintenance and inquiry
                             5 Data file status
                             6 Company information

                             E Exit


                             E Enter selection
```

To select *Daily processing*, type 1 and press ↵Enter.

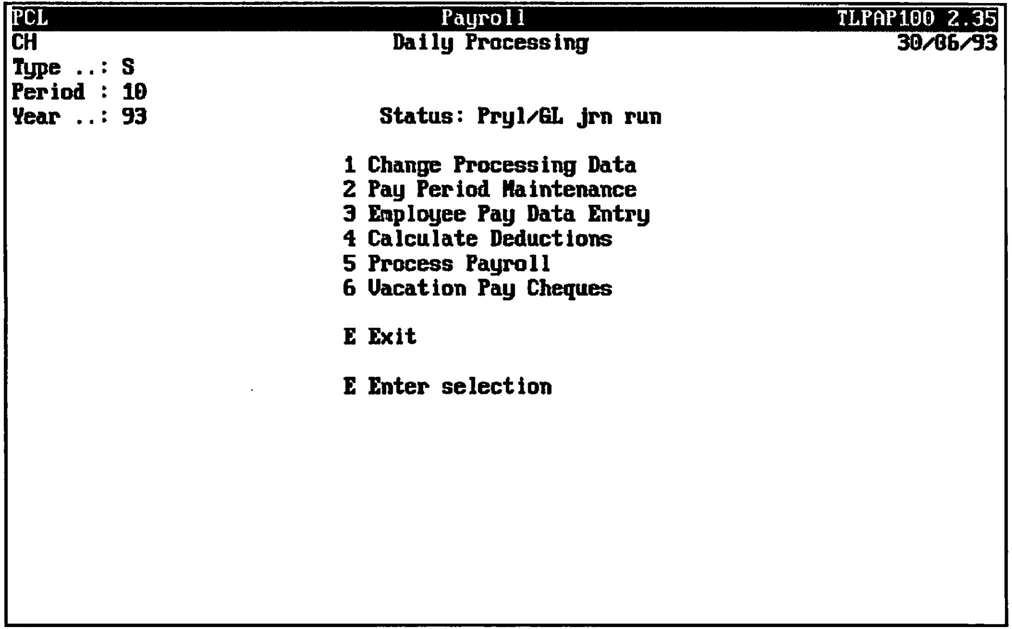
The screen will appear as follows:



```
PCL                               Payroll                          TLPAP100 2.35
CH                            Daily Processing                          30/06/93
Type ..: S
Period : 10
Year ..: 93                    Status: Pryl/GL jrn run

                           1 Change Processing Data
                           2 Pay Period Maintenance
                           3 Employee Pay Data Entry
                           4 Calculate Deductions
                           5 Process Payroll
                           6 Vacation Pay Cheques

                           E Exit

                           E Enter selection
```

CHANGE PROCESSING DATA

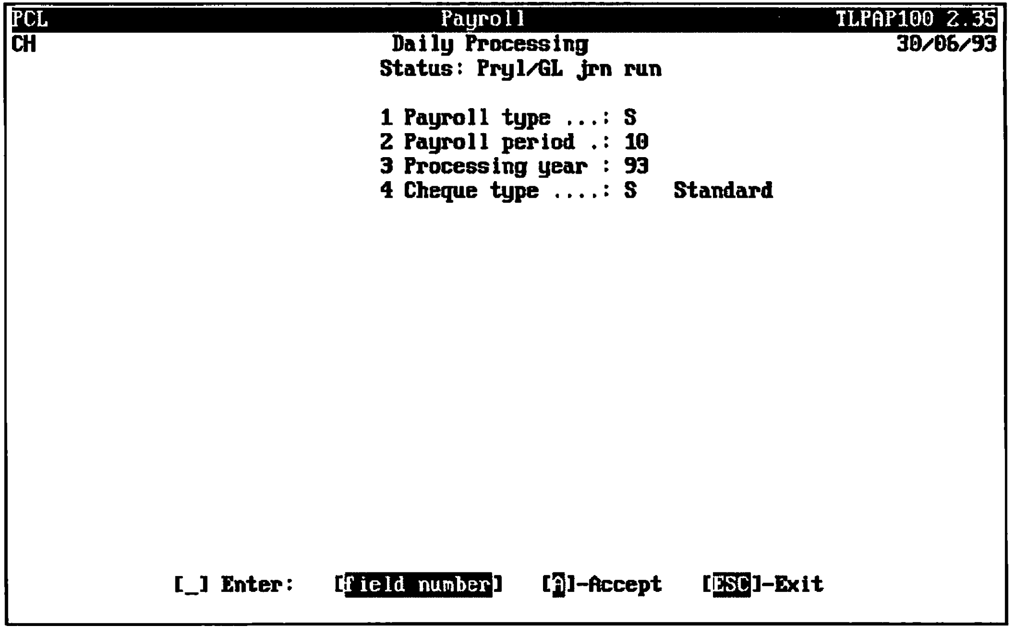
This program allows you to change the payroll type (i.e. weekly, monthly), the period (i.e. 05 or 06), the year of the payroll which is being processed or the type of cheque used for the payroll preparation.



```
PCL                              Payroll                      TLPAP100 2.35
CH                          Daily Processing                       30/06/93
Type ..: S
Period : 10
Year ..: 93                  Status: Pryl/GL jrn run

                          1 Change Processing Data
                          2 Pay Period Maintenance
                          3 Employee Pay Data Entry
                          4 Calculate Deductions
                          5 Process Payroll
                          6 Vacation Pay Cheques

                          E Exit

                          E Enter selection
```

Type 1 and press ↵Enter to select *Change processing data.*

The screen will appear as follows:



```
PCL                              Payroll                      TLPAP100 2.35
CH                          Daily Processing                       30/06/93
                             Status: Pryl/GL jrn run

                             1 Payroll type ...: S
                             2 Payroll period .: 10
                             3 Processing year : 93
                             4 Cheque type ....: S   Standard













              [_] Enter:   [Field number]   [↵]-Accept   [ESC]-Exit
```

The available functions are as follows:

Field #	Select a field number to modify
A	Accept and save modifications
Esc	Exit to main menu

PAYROLL TYPE

Type 1 followed by ←Enter, to modify the payroll type. The following types are available:

A	Annual
M	Monthly
S	Semi-monthly
B	Bi-weekly
W	Weekly

PAYROLL PERIOD

To change the payroll period, type 2 followed by ←Enter. Type the payroll period number for this payroll. For example, if you were doing payroll for May and payroll was done on a monthly basis the pay period would be "5".

PROCESSING YEAR

This field automatically defaults to the current year. If you have to change the year, type 3 followed by ←Enter and type the year you want to process payroll for.

CHEQUE TYPE

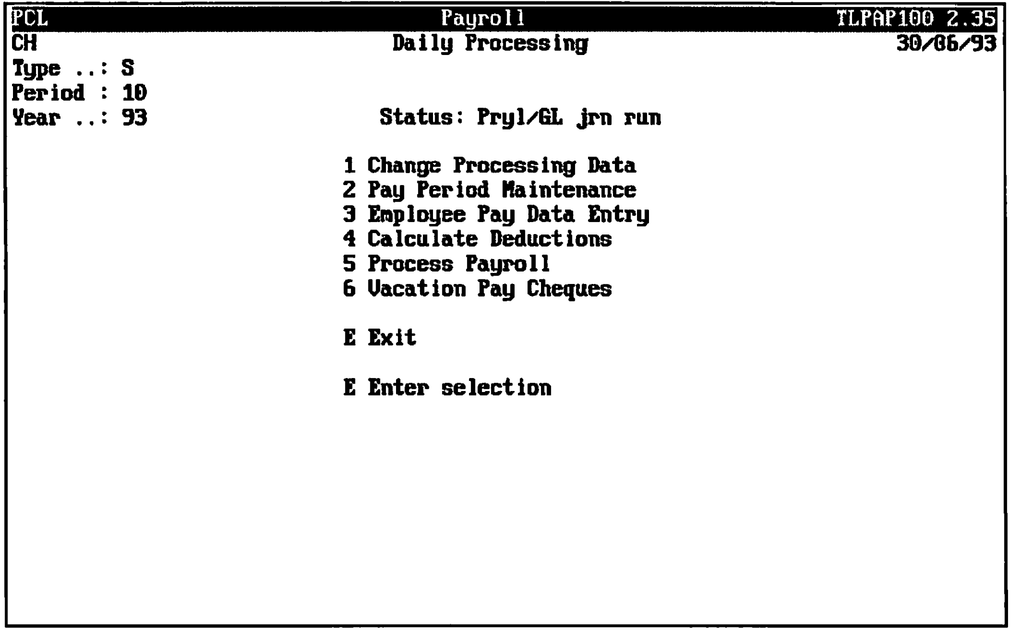
To change the cheque style, type 4 followed by ←Enter. The following cheque types are available:

S	Standard
N	Non-standard
M	Moore
K	Laser (Moore)
L	Laser (LT102)
R	Laser (MICR)
*	Special

☞ **This modification will permanently change the cheque type.**

PAY PERIOD MAINTENANCE

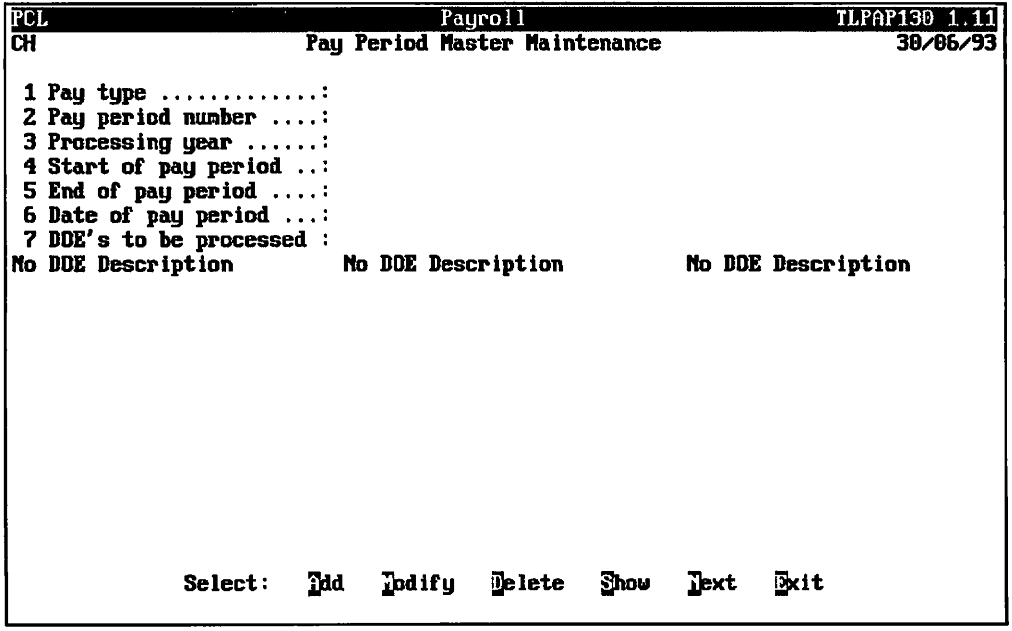
This program allows you to inform the system of the dates of the pay period and the DOE's that are to be processed for this pay period.



```
PCL                              Payroll                       TLPAP100 2.35
CH                           Daily Processing                       30/06/93
Type ..: S
Period : 10
Year ..: 93                     Status: Pryl/GL jrn run

                             1 Change Processing Data
                             2 Pay Period Maintenance
                             3 Employee Pay Data Entry
                             4 Calculate Deductions
                             5 Process Payroll
                             6 Vacation Pay Cheques

                             E Exit

                             E Enter selection
```

Type 2 and press Enter to select *Pay period maintenance.*

The screen will appear as follows:



```
PCL                              Payroll                       TLPAP130 1.11
CH                       Pay Period Master Maintenance              30/06/93

 1 Pay type .............:
 2 Pay period number ....:
 3 Processing year ......:
 4 Start of pay period ..:
 5 End of pay period ....:
 6 Date of pay period ...:
 7 DOE's to be processed :
No DOE Description           No DOE Description           No DOE Description






              Select:   Add   Modify   Delete   Show   Next   Exit
```

The functions available are as follows:

A	Add a new pay period
M	Modify an existing pay period
D	Delete an existing pay period
S	Display an existing pay period
N	Display the next pay period
E	Exit to the Payroll main menu

To add a pay period, type A and press ↵Enter. Enter the information as follows:

PAY TYPE

The pay types available are as follows:

A	Annual
B	Bi-monthly
M	Monthly
S	Semi-monthly
W	Weekly

This information is retrieved from the data collected in the Change Processing Data program. If you have to change the Pay Type, type the character corresponding to the pay type you want and press ↵Enter.

PAY PERIOD NUMBER

This information is retrieved from the data collected in the Change Processing Data program. To change the pay period number modify this field and type the number of the pay period which you are processing.

PROCESSING YEAR

This information is also retrieved from the data collected in the Change Processing Data program. To modify the year, select this field and type two numeric characters to indicate the processing year and press ↵Enter.

START OF PAY PERIOD

This field is coded by typing a date in the format *ddmmyyyy* to indicate the starting date of the payroll period. Type the date and press ↵Enter.

END OF PAY PERIOD

This field is coded by typing a date in the format *ddmmyyyy* to indicate the ending date of the payroll period. Type the date and press ↵Enter.

DATE OF PAY PERIOD

This field is coded by typing a date in the format *ddmmyyyy* to indicate the pay date of the payroll period. This is the date that will appear on the payroll cheques. Type the date and press ↵Enter.

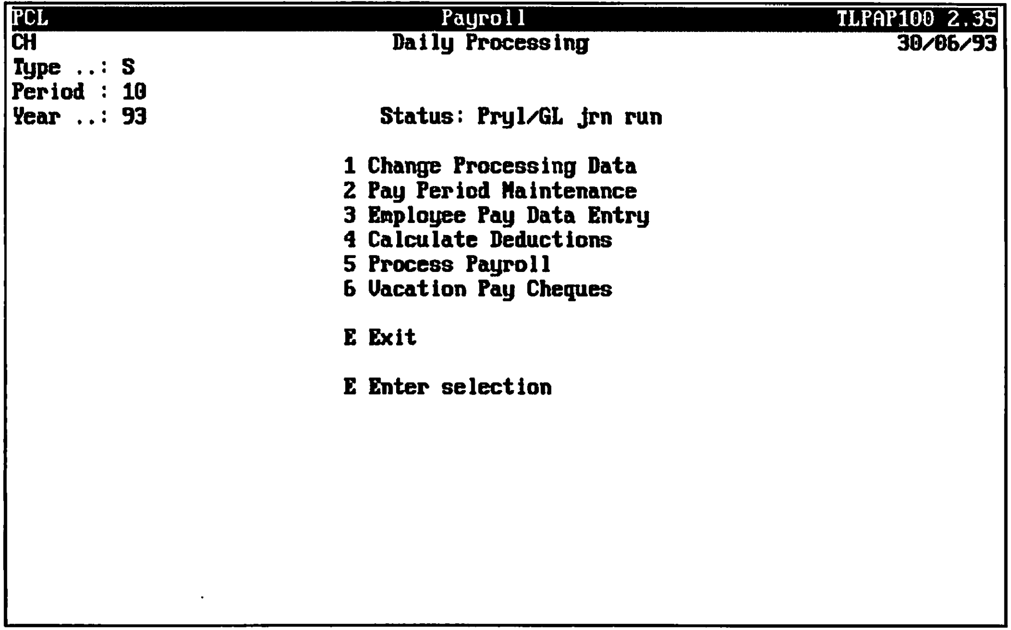
DOE'S TO BE PROCESSED

This field allows you to include the DOE's that are going to be processed in this pay period. You can enter each DOE number individually until all DOE's to be processed are displayed on the screen or, you can recall the DOE's from a particular pay period by pressing F9 and typing the pay period number that you want to recall the DOE's from. F5 can be used to list all DOE codes and F10 can be used to restart entering DOE's.

When you have finished entering the DOE's for the pay period type E and the system will prompt you to Accept or Cancel your selections. If all the DOE's included are correct, type A to accept and save the data.

EMPLOYEE PAY DATA ENTRY

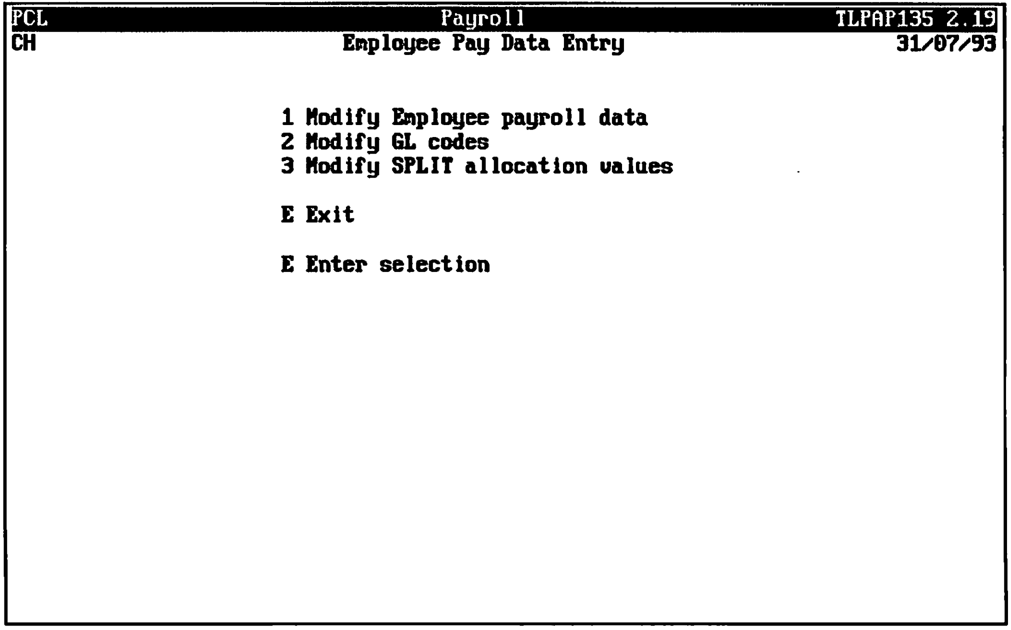
This program allows you to enter any data which is required in the calculation of the payroll period. You may modify any of the DOE amounts previously recorded for a particular employee.



```
PCL                         Payroll                     TLPAP100 2.35
CH                     Daily Processing                      30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

                        1 Change Processing Data
                        2 Pay Period Maintenance
                        3 Employee Pay Data Entry
                        4 Calculate Deductions
                        5 Process Payroll
                        6 Vacation Pay Cheques

                        E Exit

                        E Enter selection
```

Type 3 and press the ↵Enter to select *Employee pay data entry.*

The screen will appear as follows:



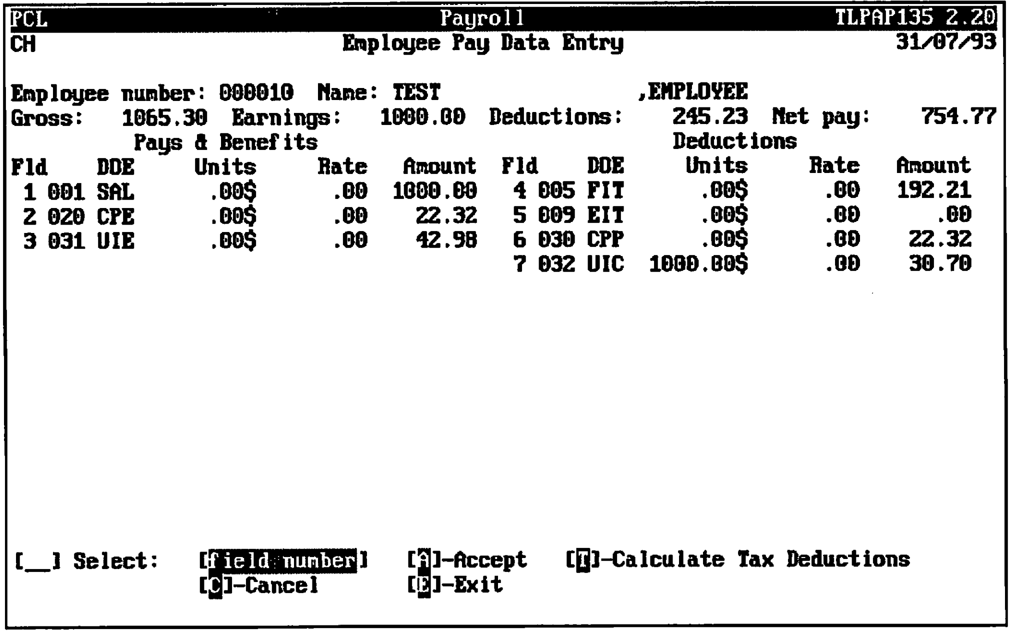
```
PCL                         Payroll                     TLPAP135 2.19
CH                    Employee Pay Data Entry                31/07/93


                     1 Modify Employee payroll data
                     2 Modify GL codes
                     3 Modify SPLIT allocation values

                     E Exit

                     E Enter selection
```

MODIFY EMPLOYEE PAYROLL DATA

Type 1 and press ←Enter to modify an employee's payroll data. The system will prompt you to enter the number of the employee that you want to modify the data for. F5 can be used to list all employees.

Once you have entered the employee number the system will display the employee's name and prompt you to accept this employee or display another employee. If the correct employee name is displayed, type A to accept the employee.

The following screen will appear:



```
PCL                              Payroll                          TLPAP135 2.20
CH                        Employee Pay Data Entry                      31/07/93

Employee number: 000010  Name: TEST                    ,EMPLOYEE
Gross:    1065.30  Earnings:    1000.00  Deductions:    245.23  Net pay:    754.77
           Pays & Benefits                              Deductions
Fld     DOE      Units       Rate    Amount Fld     DOE     Units       Rate    Amount
 1 001 SAL        .00$        .00   1000.00  4 005 FIT        .00$       .00    192.21
 2 020 CPE        .00$        .00     22.32  5 009 EIT        .00$       .00       .00
 3 031 UIE        .00$        .00     42.98  6 030 CPP        .00$       .00     22.32
                                             7 032 UIC   1000.00$        .00     30.70








[__] Select:    [field number]    [A]-Accept    [T]-Calculate Tax Deductions
                [C]-Cancel        [E]-Exit
```

The following options will appear:

Field #	Enter the number corresponding to the DOE you want to modify
A	Accept and save the changes
T	Calculate the tax deductions for this employee only
C	Cancel any modifications made
E	Exit back to the employee selection screen

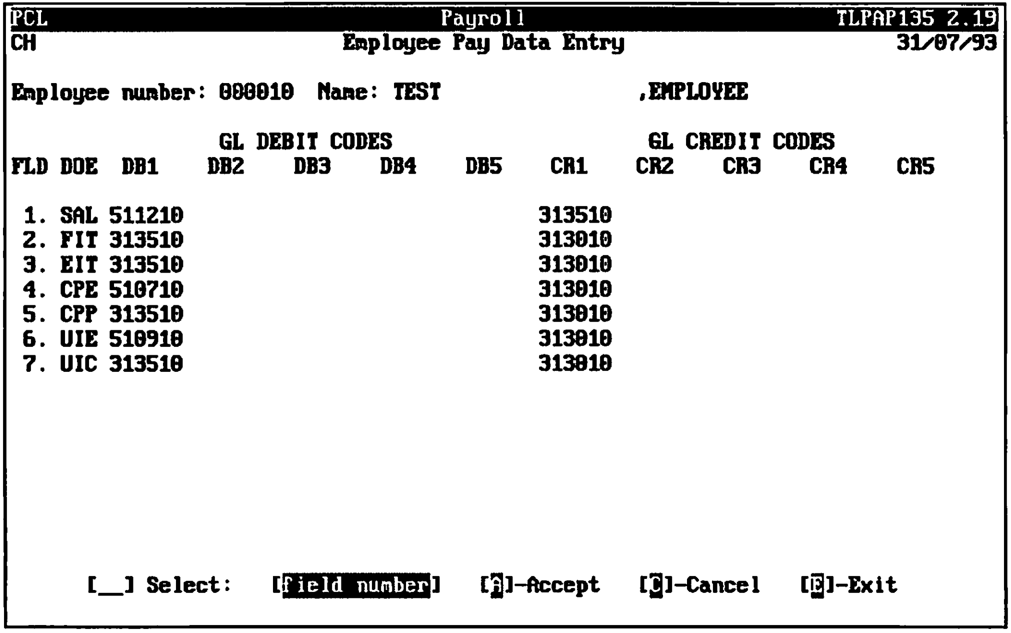
Modify the required DOE's for each employee. Then proceed to the next step, Calculate deductions.

MODIFY G/L CODES

To modify the GL accounts that are debited and credited for each DOE, type 2 followed by ←Enter. The system will prompt you to enter the number of the employee that you want to modify the data for. F5 can be used to list all employees.

Once you have entered the employee number the system will display the employee's name and prompt you to accept this employee or display another employee. If the correct employee name is displayed, type A to accept the employee.

The screen will appear as follows:



```
PCL                                  Payroll                             TLPAP135 2.19
CH                            Employee Pay Data Entry                        31/07/93

Employee number: 000010  Name: TEST                        ,EMPLOYEE

                     GL DEBIT CODES                          GL CREDIT CODES
FLD DOE  DB1     DB2      DB3      DB4      DB5      CR1      CR2      CR3      CR4      CR5

 1. SAL 511210                                       313510
 2. FIT 313510                                       313010
 3. EIT 313510                                       313010
 4. CPE 510710                                       313010
 5. CPP 313510                                       313010
 6. UIE 510910                                       313010
 7. UIC 313510                                       313010





      [__] Select:    [field number]   [A]-Accept   [C]-Cancel   [E]-Exit
```

Each DOE with the GL debit and credit accounts will be displayed on the screen. Type the field number beside the DOE that you want to modify the GL codes for and press ←Enter. Enter the new debit and credit codes then type A to accept and save the changes when prompted by the system. This will make a permanent change to the DOE in the Employee Master file.

MODIFY SPLIT ALLOCATION VALUES

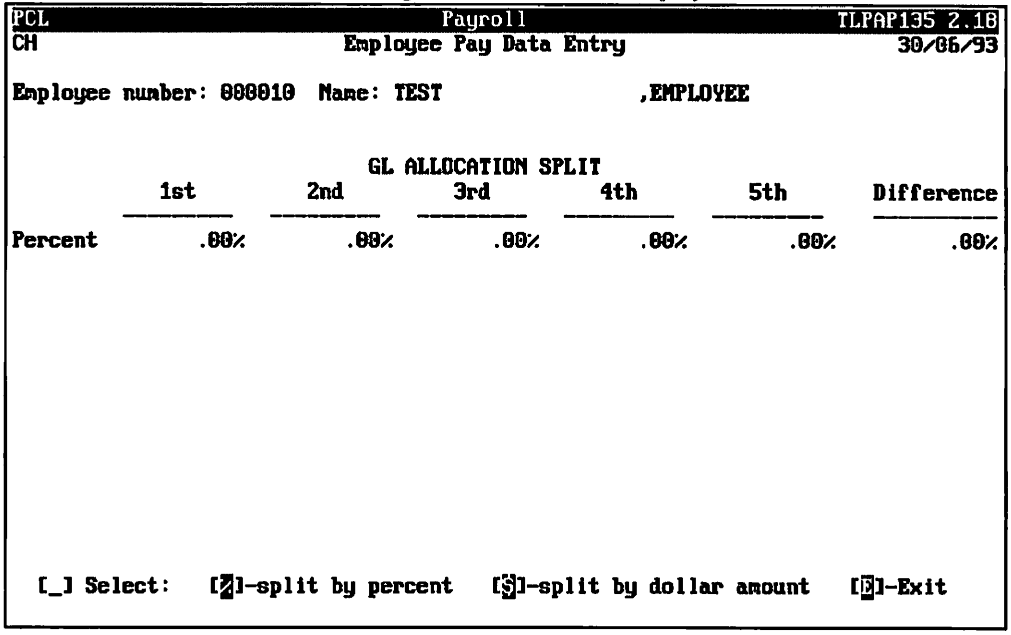
This program allows you to take the total amount for a DOE and allocate it to more than one GL code. This is useful when an employee does more than one job and you want to allocate the salary to different expenses.

☞ **To allocate a DOE to more that one GL code you must set up the codes through the Employee Master. When you set up a DOE for an employee you can have up to five debit and credit accounts. The allocations that you set up in this program effect the debit and credit GL codes that you set up for the employee DOE.**

To modify the SPLIT allocation values, type 3 followed by ←Enter. The system will prompt you to enter the number of the employee that you want to modify the data for. F5 can be used to list all employees.

Once you have entered the employee number the system will display the employee's name and prompt you to accept this employee or display another employee. If the correct employee name is displayed, type Ⓐ to accept the employee.

The following screen will then be displayed:



```
PCL                                Payroll                          TLPAP135 2.18
CH                          Employee Pay Data Entry                      30/06/93

Employee number: 000010  Name: TEST                   ,EMPLOYEE


                               GL ALLOCATION SPLIT
             1st         2nd         3rd         4th          5th      Difference
          ---------   ---------   ---------   ---------   ---------   ----------
Percent        .00%        .00%        .00%        .00%        .00%         .00%









  [_] Select:   [%]-split by percent   [$]-split by dollar amount   [E]-Exit
```

You can allocate the salary by percentage or by dollar amount. If you select to allocate by percentage the system will prompt you to enter the percentage to be allocated to the debit and credit GL codes. Five different allocations are available because you can have up to five debit and credit GL codes for each DOE. As you enter the percentage the difference column displays the remainder that you have to allocate. When the remainder is zero the system will prompt you to accept and save the allocations.

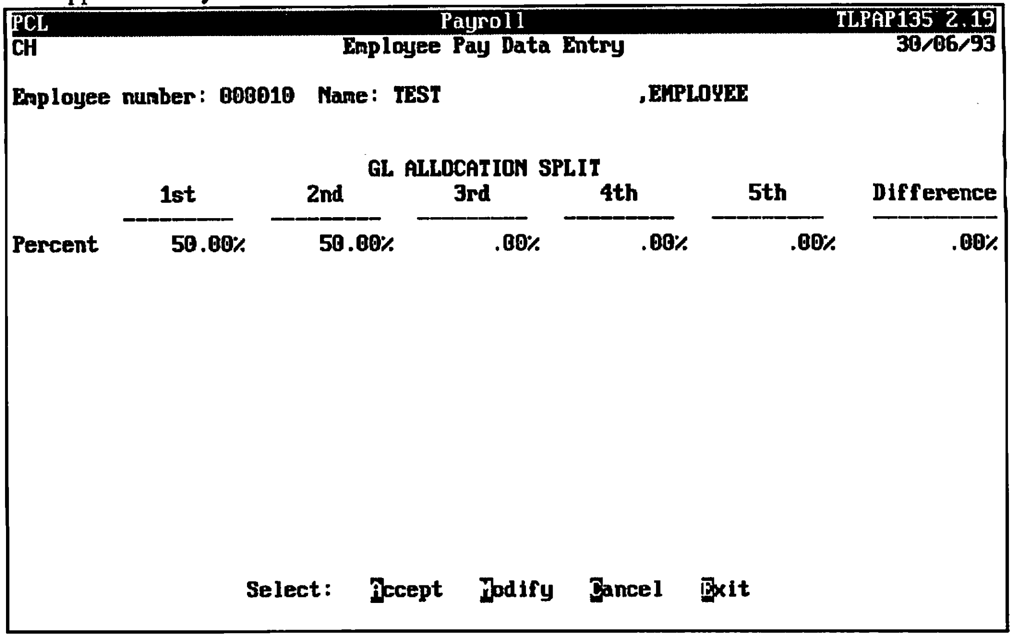
If you select to allocate the salary by dollar amount the system will prompt you to enter the gross salary. As you allocate amounts the difference column will display the remainder to be allocated. Once the remainder is zero the system will prompt you to accept and save the allocations.

GL Split Example

The following screen shows how you would take an employees salary and allocate it to two different GL accounts.

In this example GL code 511210 is Salaries - Office and 511310 is Salaries - Support. Account 313510 is Payroll Clearing.

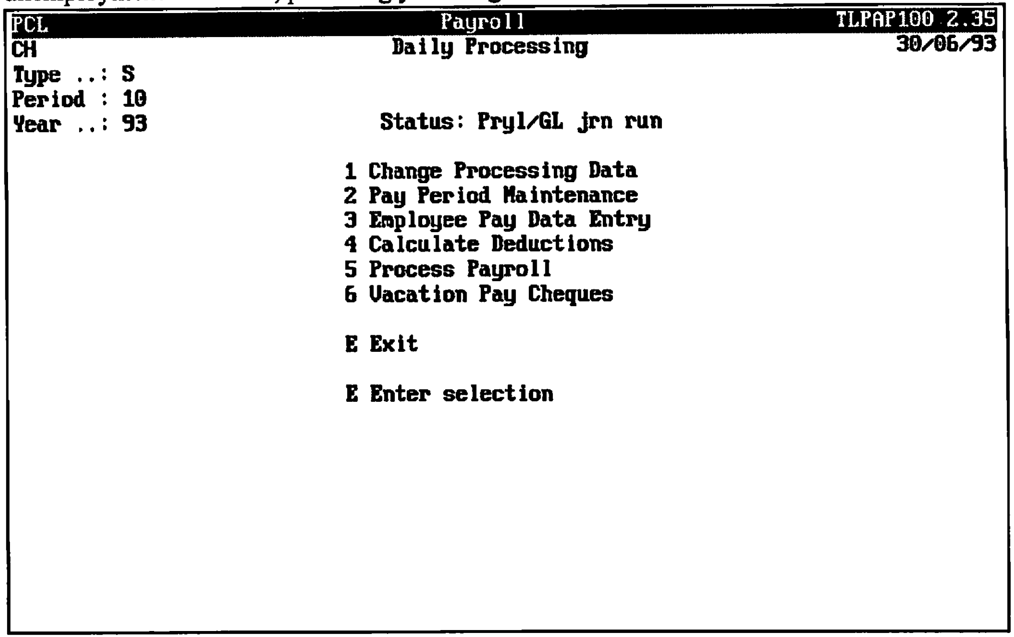
This screen shows how you would split the salary debiting the office GL code by 50% and the support code by 50%.



```
PCL                                Payroll                          TLPAP135 2.19
CH                          Employee Pay Data Entry                      30/06/93

Employee number: 000010  Name: TEST                   ,EMPLOYEE


                               GL ALLOCATION SPLIT
               1st        2nd        3rd        4th        5th       Difference
            ---------  ---------  ---------  ---------  ---------   ----------
Percent       50.00%     50.00%       .00%       .00%       .00%          .00%










                    Select:  Accept  Modify  Cancel  Exit
```

CALCULATE DEDUCTIONS

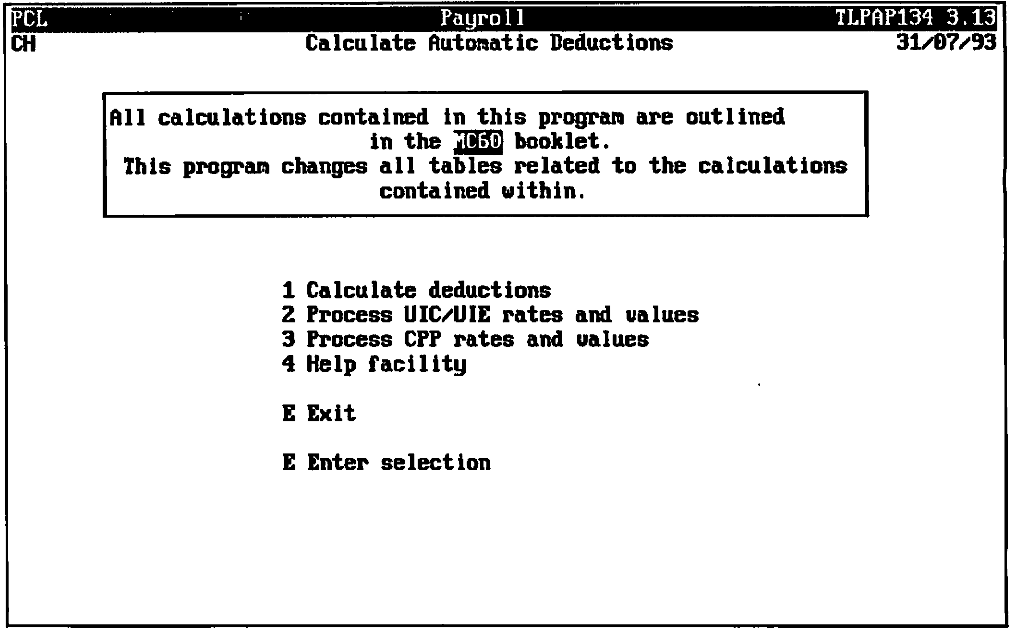
This program automatically calculates federal income tax, provincial income tax, the employee portion of Canada Pension Plan, the employer portion of Canada Pension Plan, the employee portion of unemployment insurance and the employer portion of unemployment insurance, providing you designate these six deductions.



```
PCL                              Payroll                          TLPAP100 2.35
CH                          Daily Processing                          30/06/93
Type ..: S
Period : 10
Year ..: 93                  Status: Pryl/GL jrn run

                          1 Change Processing Data
                          2 Pay Period Maintenance
                          3 Employee Pay Data Entry
                          4 Calculate Deductions
                          5 Process Payroll
                          6 Vacation Pay Cheques

                          E Exit

                          E Enter selection
```

Type 4 and press the ↵Enter to select *Calculate deductions.*

The screen will appear as follows:



```
PCL                              Payroll                          TLPAP134 3.13
CH                     Calculate Automatic Deductions                 31/07/93

        All calculations contained in this program are outlined
                         in the MC60 booklet.
         This program changes all tables related to the calculations
                             contained within.


                       1 Calculate deductions
                       2 Process UIC/UIE rates and values
                       3 Process CPP rates and values
                       4 Help facility

                       E Exit

                       E Enter selection
```

CALCULATE DEDUCTIONS

Type 1 followed by ←Enter to calculate the deductions. The available functions are as follows:

- S Start
- E Exit

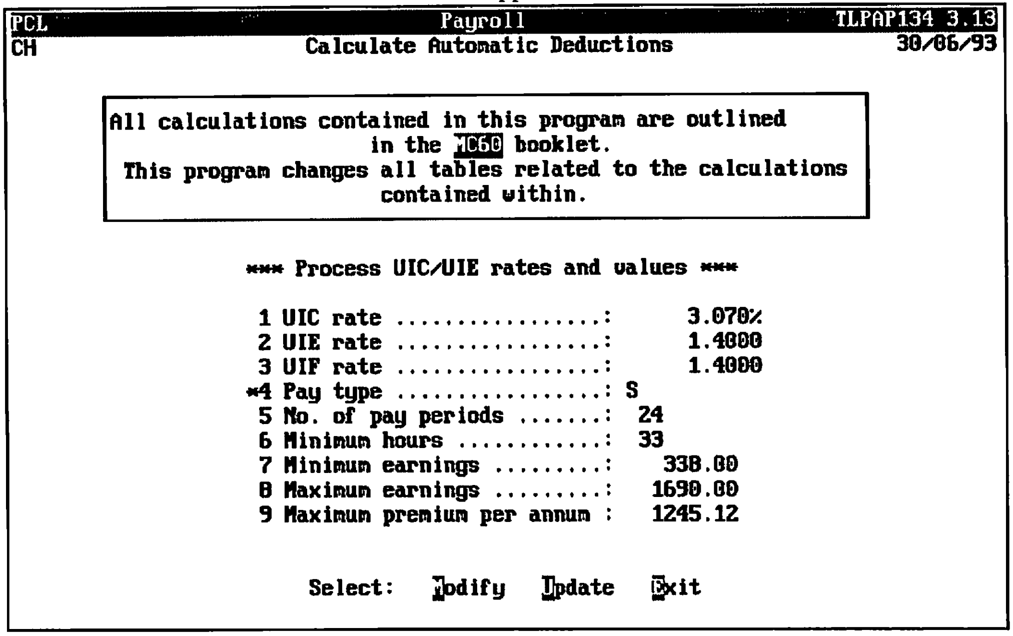
Type S to start the calculations.

PROCESS UIC/UIE RATES AND VALUES

This option should be selected when the UIC and/or UIE rates have changed. A new calendar year is a situation where this option could be used.

Type 2 followed by ←Enter to select *Process UIC/UIE rates and values.*

The screen will appear as follows:



```
PCL                              Payroll                          TLPAP134 3.13
CH                     Calculate Automatic Deductions                  30/06/93

         All calculations contained in this program are outlined
                          in the TC60 booklet.
          This program changes all tables related to the calculations
                           contained within.

                   *** Process UIC/UIE rates and values ***

                    1 UIC rate ................:       3.070%
                    2 UIE rate ................:       1.4000
                    3 UIF rate ................:       1.4000
                   *4 Pay type ................: S
                    5 No. of pay periods ......:  24
                    6 Minimum hours ...........:  33
                    7 Minimum earnings ........:    338.00
                    8 Maximum earnings ........:   1690.00
                    9 Maximum premium per annum :   1245.12

                      Select:   Modify   Update   Exit
```

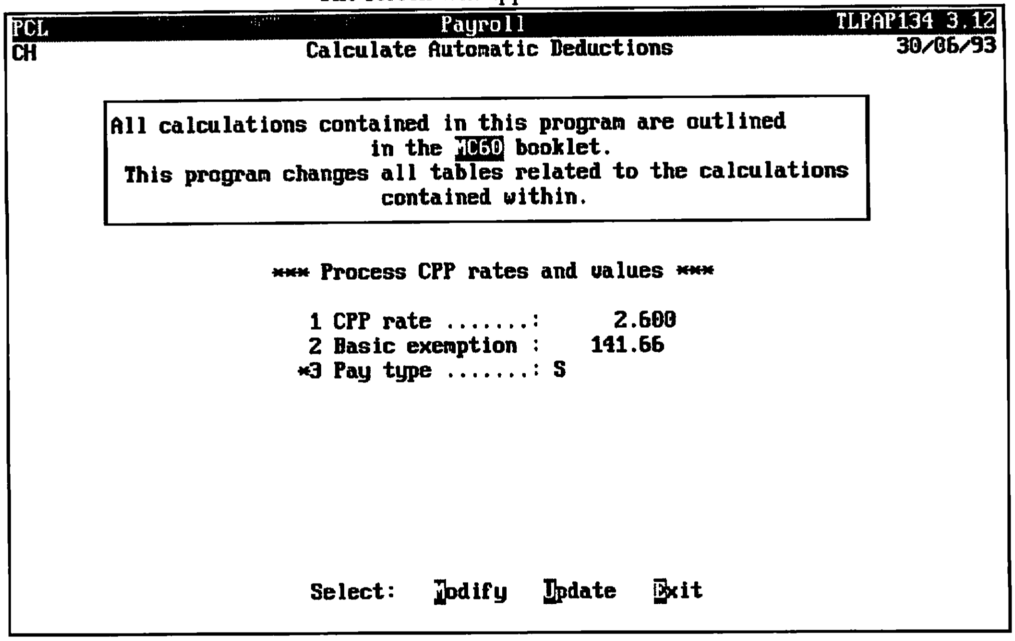
To permanently modify a field type M followed by ←Enter and the number of the field you want to modify. Once you have completed your modifications type U followed by ←Enter. The system will then prompt you accept and save the data or continue modifying the data. Review the information on the screen and if everything is correct, type A to accept and save the changes.

PROCESS CPP RATES AND VALUES

This option should be selected when the CPP rates have changed. A new calendar year is again a situation where this option could be used.

Type 3 followed by ↵Enter to process CPP rates and values.

The screen will appear as follows:



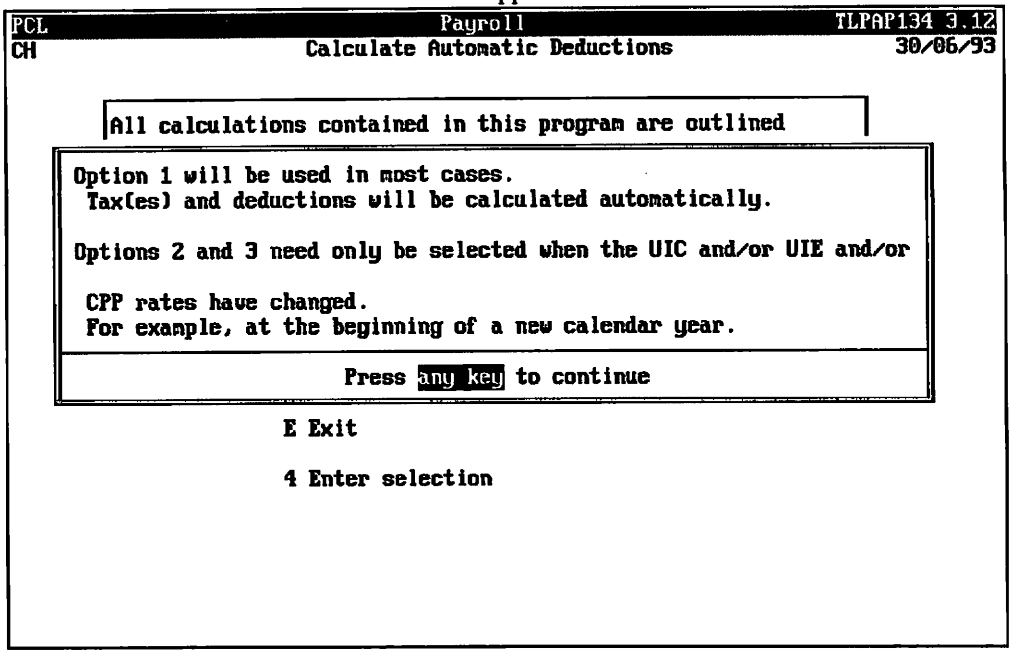
```
PCL                               Payroll                      TLPAP134 3.12
CH                      Calculate Automatic Deductions              30/06/93

          All calculations contained in this program are outlined
                          in the MC60 booklet.
           This program changes all tables related to the calculations
                              contained within.

                      *** Process CPP rates and values ***

                         1 CPP rate .......:      2.600
                         2 Basic exemption :    141.66
                        *3 Pay type .......: S



                      Select:   Modify   Update   Exit
```

To permanently modify a field type M followed by ↵Enter and the number of the field you want to modify. Once you have completed your modifications type U followed by ↵Enter. The system will then prompt you accept and save the data or continue modifying the data. Review the information on the screen and if everything is correct, type A to accept and save the changes.

HELP FACILITY

To select *Help facility*, type [4] followed by [↵Enter].

The screen will appear as follows:

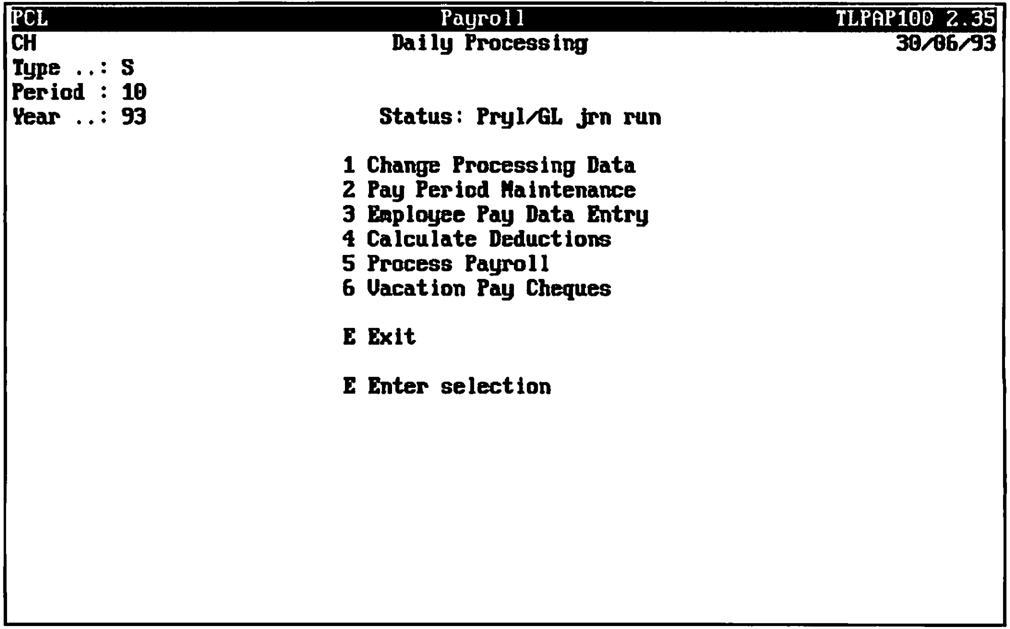


```
PCL                          Payroll                    TLPAP134 3.12
CH                 Calculate Automatic Deductions            30/06/93

        All calculations contained in this program are outlined
     Option 1 will be used in most cases.
      Tax(es) and deductions will be calculated automatically.

     Options 2 and 3 need only be selected when the UIC and/or UIE and/or

      CPP rates have changed.
      For example, at the beginning of a new calendar year.

                         Press any key to continue
                    E Exit

                    4 Enter selection
```

Press any key to return to the *Daily processing* menu.

PROCESS PAYROLL

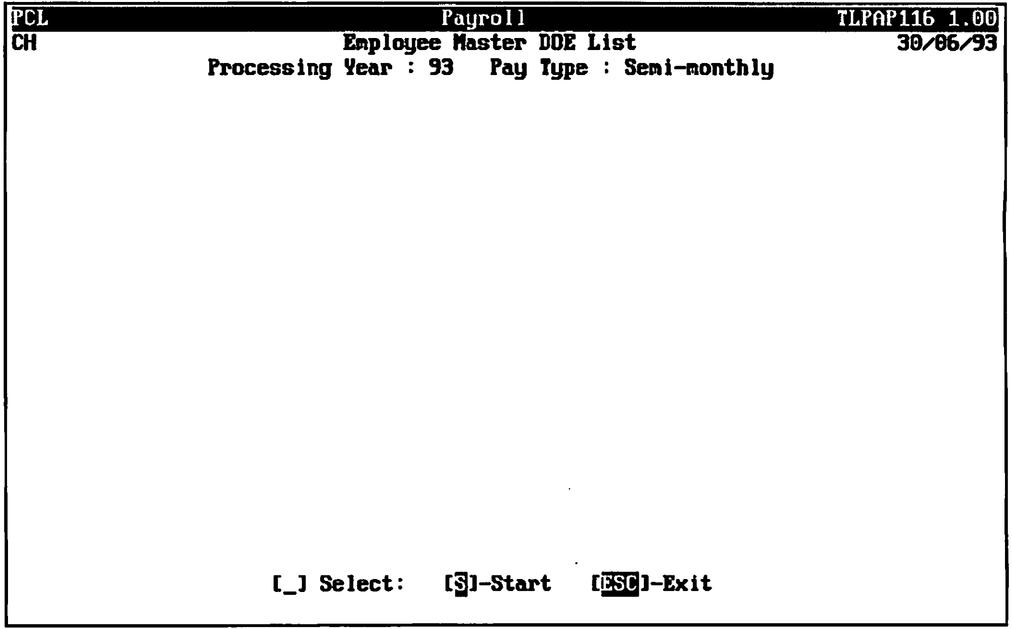
This program allows you to calculate all deductions and earnings for each employee prior to printing the cheques.



```
PCL                          Payroll                          TLPAP100 2.35
CH                       Daily Processing                          30/06/93
Type ..: S
Period : 10
Year ..: 93             Status: Pryl/GL jrn run

                     1 Change Processing Data
                     2 Pay Period Maintenance
                     3 Employee Pay Data Entry
                     4 Calculate Deductions
                     5 Process Payroll
                     6 Vacation Pay Cheques

                     E Exit

                     E Enter selection
```

Type 5 and followed by ↵Enter to select *Process payroll.*

The screen will appear as follows:



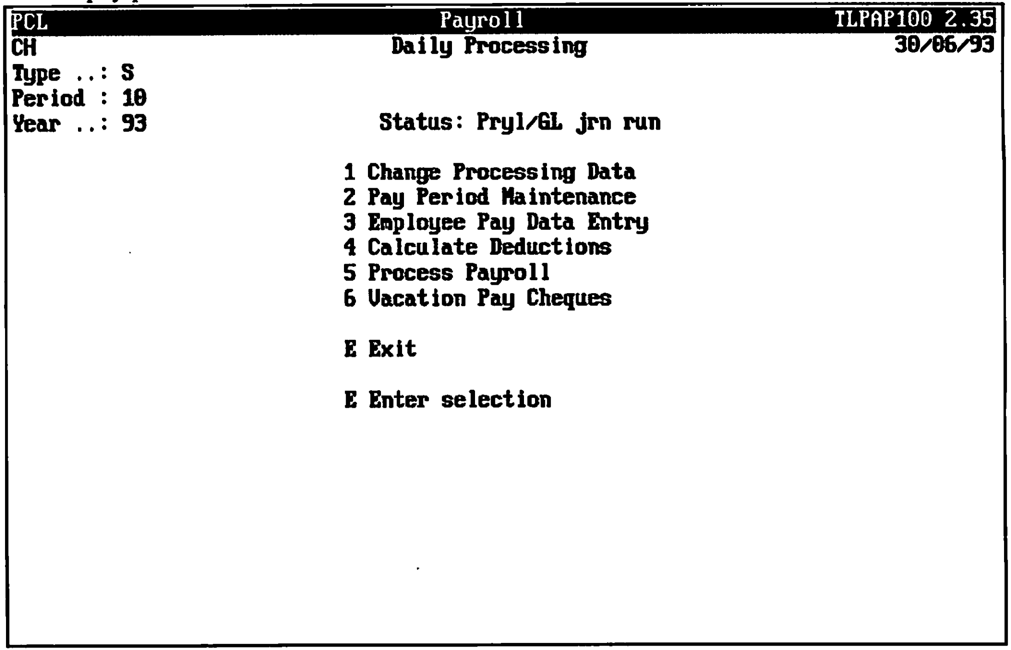
```
PCL                          Payroll                          TLPAP116 1.00
CH                   Employee Master DOE List                      30/06/93
              Processing Year : 93   Pay Type : Semi-monthly

                  [_] Select:   [S]-Start   [ESC]-Exit
```

Type S followed by ↵Enter to process payroll.

☞ **If any errors occur during payroll processing they will be listed at the end of processing with instructions.**

VACATION PAY CHEQUES

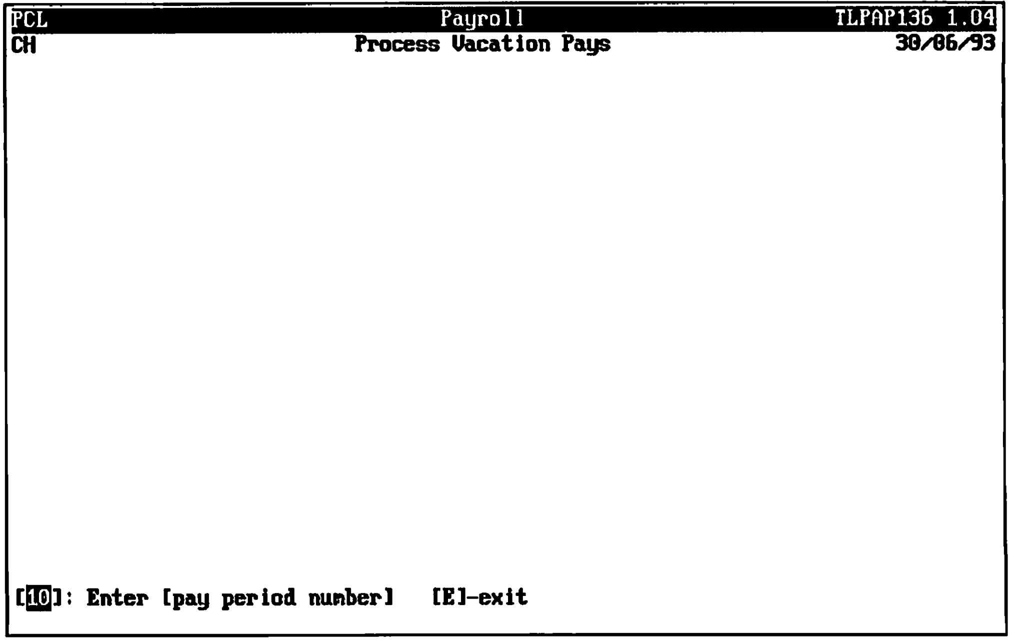
This program allows you to pay vacation pay on all earnings up to and **including** the current pay period.



```
PCL                              Payroll                      TLPAP100 2.35
CH                           Daily Processing                      30/06/93
Type ..: S
Period : 10
Year ..: 93                     Status: Pryl/GL jrn run

                               1 Change Processing Data
                               2 Pay Period Maintenance
                               3 Employee Pay Data Entry
                               4 Calculate Deductions
                               5 Process Payroll
                               6 Vacation Pay Cheques

                               E Exit

                               E Enter selection
```

Type 6 and press ↵Enter to select *Process vacation pay.*

The screen will appear as follows:



```
PCL                              Payroll                      TLPAP136 1.04
CH                          Process Vacation Pays                  30/06/93




[10]: Enter [pay period number]    [E]-exit
```

The system will prompt you as follows:

[ ]: Enter [pay period number] [E]-exit

If you press ↵Enter, the current period will be the cut-off date for the preparation of the vacation pay. After selecting a cut-off period, the system will prompt you as follows:

[ ]: Enter [employee number] [F5]-lookup [E]-exit

If you type a valid employee number, the system will prepare the vacation pay for this employee. The system will then prompt you as follows:

[ ]: Enter [field number] [ESC]-return

Type a field number followed by ↵Enter to modify a DOE. After modifying a DOE or after pressing ↵Enter the options available are as follows:

M Modify
A Accept
C Cancel

MAKING CHANGES TO PREPARED PAYROLL

If you wish to make any changes prior to printing cheques simply return to selection three (Employee Pay Data Entry) of the Daily Processing menu and make the necessary modifications. After you have entered the required changes, re-run the following options:

From the Daily Processing menu re-run:

1. Option 4: Calculate Deductions
2. Option 5: Process Payroll
3. Option 6: Vacation Pay Cheques *(if required)*

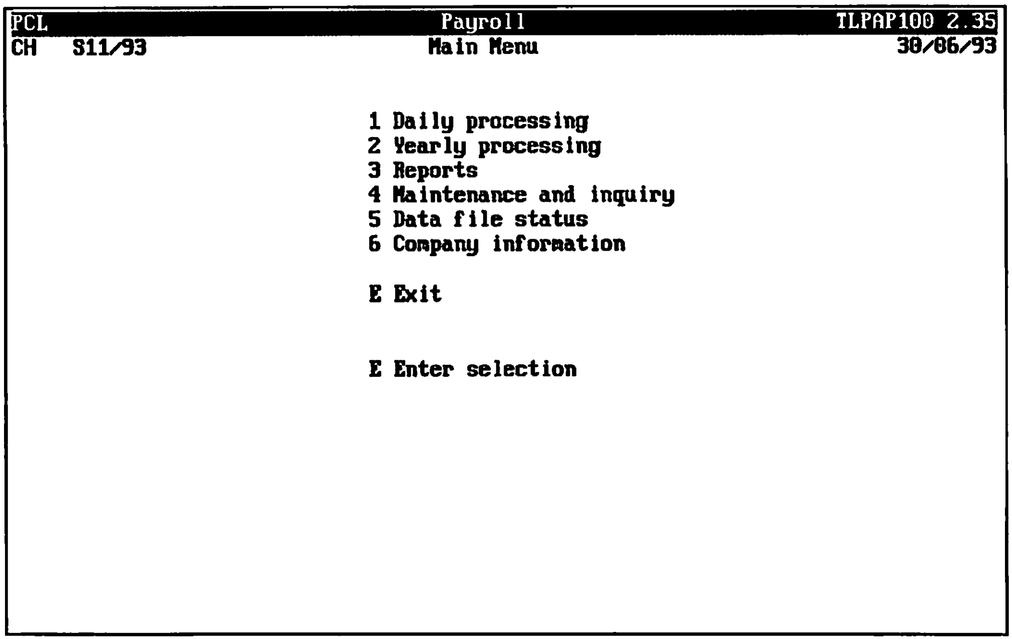
From the Report menu re-run:

4. Option 3: Deductions Report
5. Option 7: Gross Pay Edit Report
6. Option 9: Payroll Register Report

Review the revised output. If you still wish to make more changes prior to spooling the cheque register and cheques, repeat the steps above again. If you are satisfied with the changes, Spool the cheque register and cheques.

CHAPTER 6: YEARLY PROCESSING

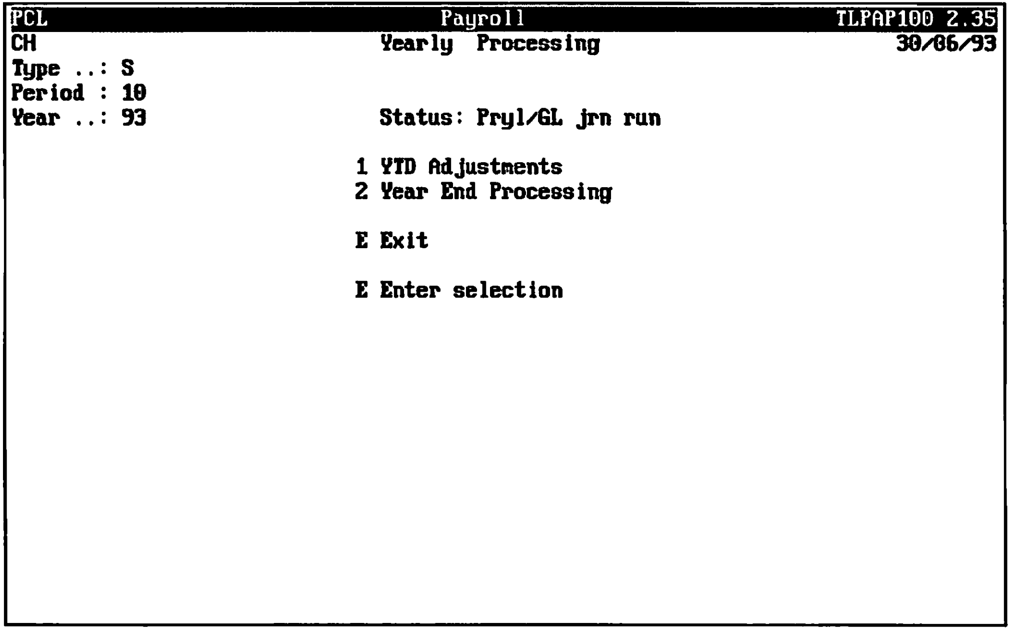
PAYROLL SYSTEM



```
PCL                          Payroll                      TLPAP100 2.35
CH    S11/93                 Main Menu                         30/06/93


                             1 Daily processing
                             2 Yearly processing
                             3 Reports
                             4 Maintenance and inquiry
                             5 Data file status
                             6 Company information

                             E Exit


                             E Enter selection
```

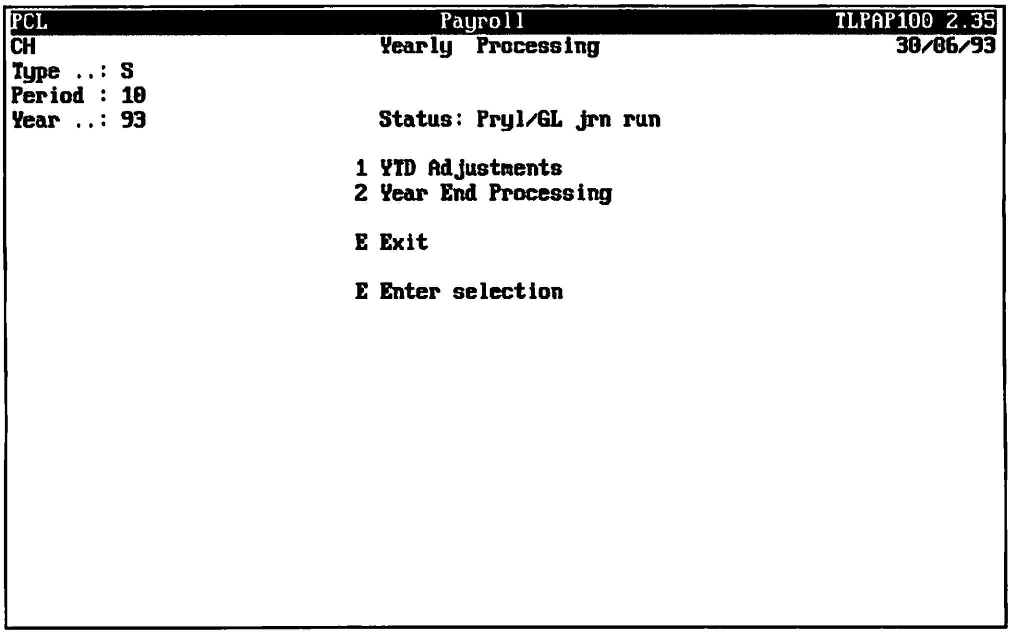
Type 2 followed by ↵Enter to select *Yearly processing*.

The screen will appear as follows:



```
PCL                          Payroll                      TLPAP100 2.35
CH                       Yearly  Processing                    30/06/93
Type ..: S
Period : 10
Year ..: 93              Status: Pryl/GL jrn run

                        1 YTD Adjustments
                        2 Year End Processing

                        E Exit

                        E Enter selection
```

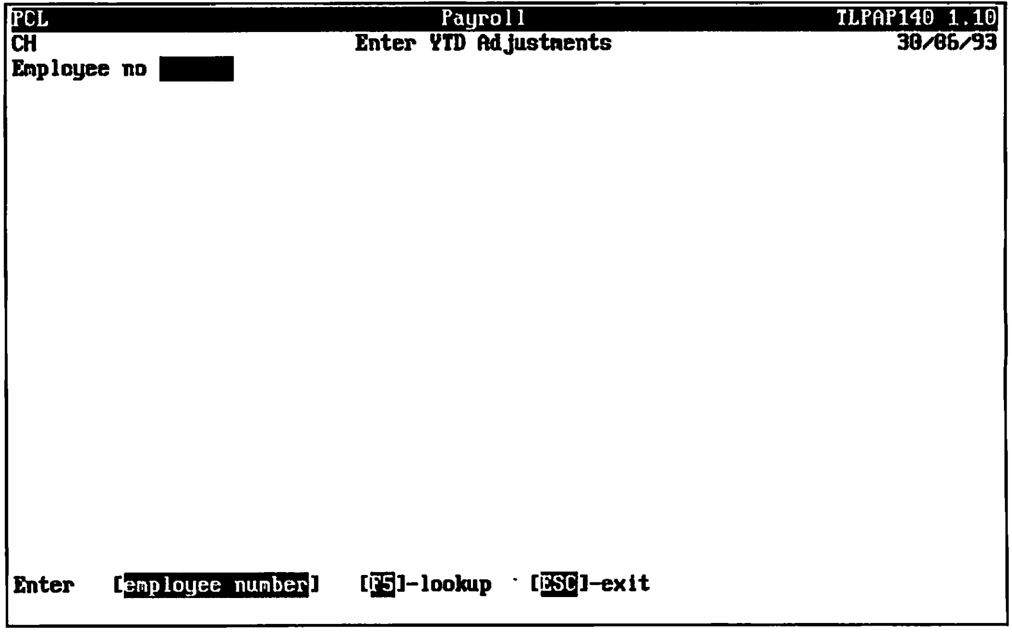
YTD ADJUSTMENTS



```
PCL                               Payroll                    TLPAP100 2.35
CH                           Yearly  Processing                   30/06/93
Type ..: S
Period : 10
Year ..: 93                   Status: Pryl/GL jrn run

                            1 YTD Adjustments
                            2 Year End Processing

                            E Exit

                            E Enter selection
```

Type [1] followed by [↵Enter] to select *YTD adjustments*.

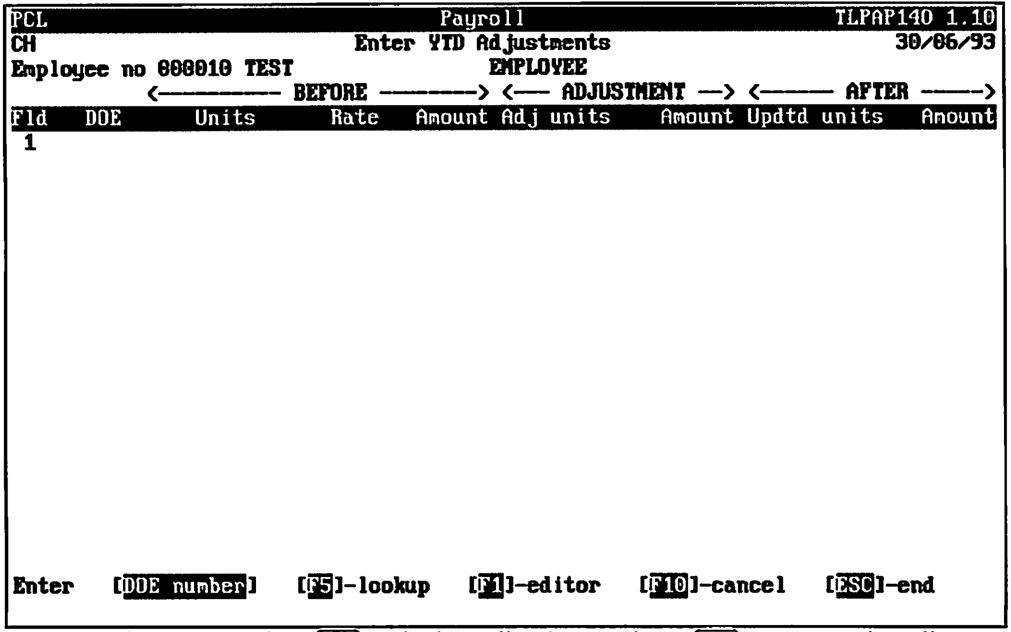
The screen will appear as follows:



```
PCL                               Payroll                    TLPAP140 1.10
CH                          Enter YTD Adjustments                 30/06/93
Employee no




Enter    [employee number]   [F5]-lookup   [ESC]-exit
```

Type a valid employee number and press ↵Enter.

The screen will appear as follows:



```
PCL                              Payroll                         TLPAP140 1.10
CH                        Enter YTD Adjustments                       30/06/93
Employee no 000010 TEST                    EMPLOYEE
          <--------- BEFORE -------> <-- ADJUSTMENT --> <------ AFTER ----->
Fld  DOE       Units         Rate    Amount Adj units     Amount Updtd units    Amount
 1









Enter    [DOE number]   [F5]-lookup   [F1]-editor   [F10]-cancel   [ESC]-end
```

Type a valid DOE number, F5 to lookup all DOE numbers, F1 to access the editor or F10 to cancel.

If you type a valid DOE number followed by ↵Enter, the system will allow you to adjust the number of units as well as the amount corresponding to this change. Type the adjustment to the units followed by ↵Enter and type the amount followed by ↵Enter. When the adjustment is entered, the screen will prompt you as follows:

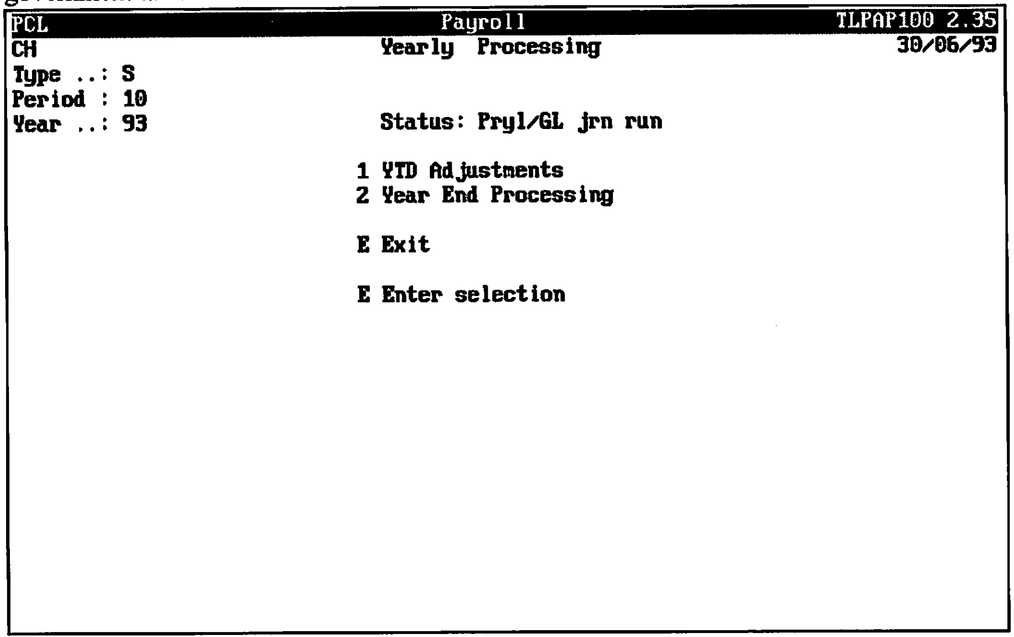
Accept Modify Exit

Type A followed by ↵Enter if the change is recorded properly and type M followed by ↵Enter if you want to correct the adjustment. If the amount is incorrect, retype the entry. If the units are incorrect, type F1 followed by ↵Enter to return to the units field.

You can continue modifying DOE's or type E to leave this function.

YEAR END PROCESSING

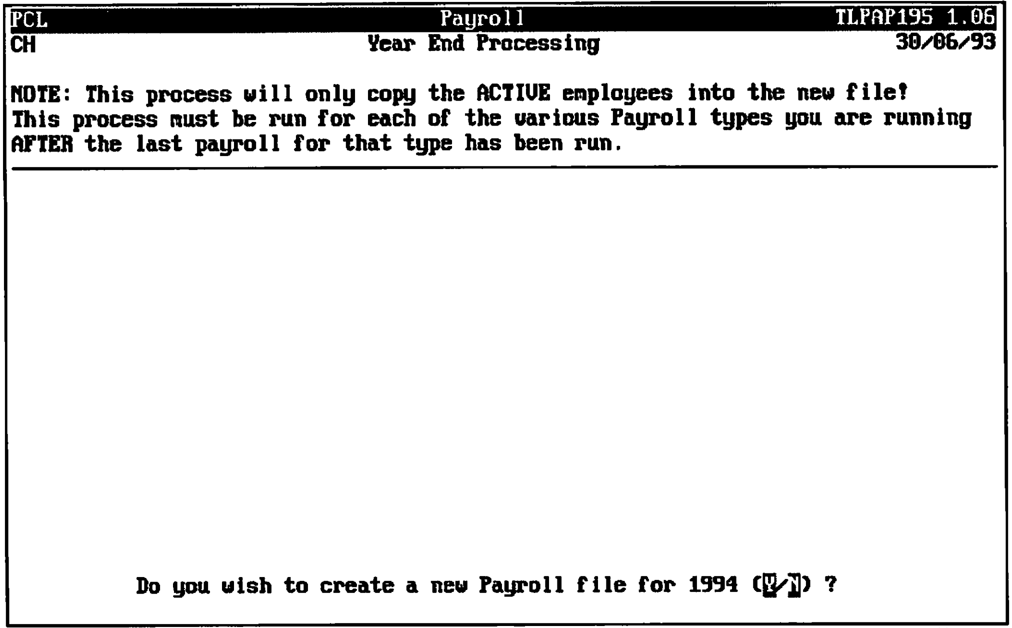
This program is to be run on a calendar year basis to coincide with the changes in the government tax tables.



```
PCL                          Payroll                  TLPAP100 2.35
CH                       Yearly  Processing                30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

                         1 YTD Adjustments
                         2 Year End Processing

                         E Exit

                         E Enter selection
```

Type 2 followed by ↵Enter to select *Year end processing.*

The screen will appear as follows:



```
PCL                          Payroll                  TLPAP195 1.06
CH                      Year End Processing                30/06/93

NOTE: This process will only copy the ACTIVE employees into the new file!
This process must be run for each of the various Payroll types you are running
AFTER the last payroll for that type has been run.
______________________________________________________________________________

          Do you wish to create a new Payroll file for 1994 (Y/N) ?
```

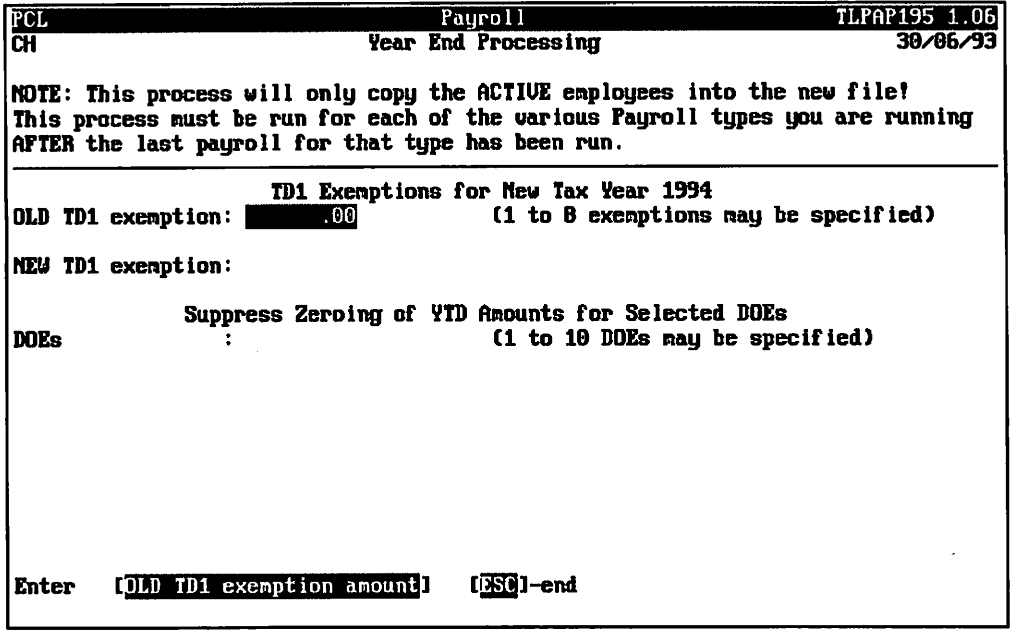
Once the Year End Processing has been activated the current payroll year will be incremented by one to obtain the new year value.

To continue processing type Y to create a new Payroll file. To exit, type N.

☞ **The above message will NOT be displayed if the new payroll file already exists.**

Type Y followed by ↵Enter.

The screen will appear as follows:



```
PCL                              Payroll                      TLPAP195 1.06
CH                          Year End Processing                    30/06/93

NOTE: This process will only copy the ACTIVE employees into the new file!
This process must be run for each of the various Payroll types you are running
AFTER the last payroll for that type has been run.
-------------------------------------------------------------------------------
                     TD1 Exemptions for New Tax Year 1994
OLD TD1 exemption:        .00           (1 to 8 exemptions may be specified)

NEW TD1 exemption:

                 Suppress Zeroing of YTD Amounts for Selected DOEs
DOEs              :                     (1 to 10 DOEs may be specified)







Enter    [OLD TD1 exemption amount]    [ESC]-end
```

This screen allows you to input the new TD1 exemption amounts and exclude any DOE's from zeroing the year-to-date amounts for each employee.

TD1 EXEMPTIONS

Enter the OLD exemption amount and the corresponding NEW exemption amount. You can enter up to 8 exemptions.

To bypass changing the TD1 exemption amounts, press Esc.

DOE'S

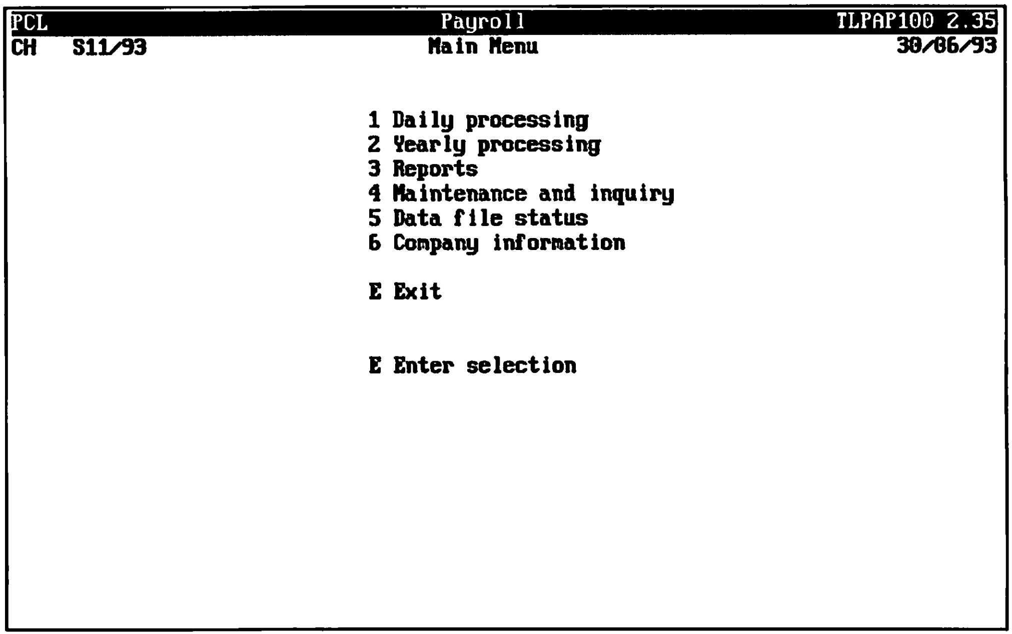
You can enter up to 10 different DOE's which are to be excluded from zeroing the year-to-date amounts for each employee during the year end processing. F5 can be used to list all valid DOEs and Esc can be used to bypass this option or end inputting.

Once you have completed entering your TD1 exemptions and DOEs the system will prompt you with:

[S]-Start [M]-Modify [E]-Exit

Type S to start the year end processing.

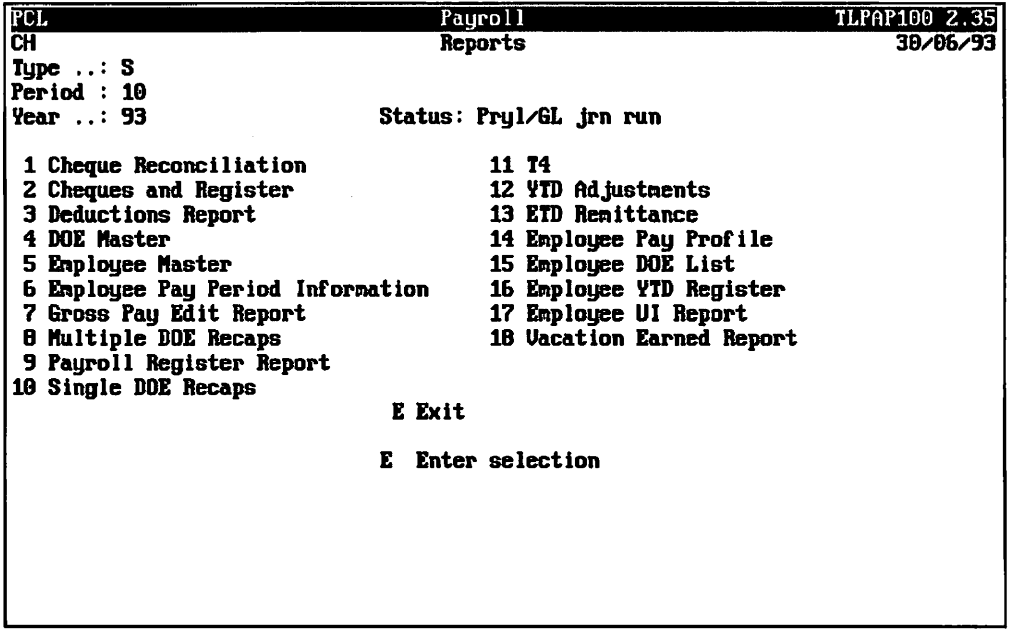
CHAPTER 7: REPORTS



```
PCL                                  Payroll                        TLPAP100 2.35
CH   S11/93                         Main Menu                            30/06/93


                               1 Daily processing
                               2 Yearly processing
                               3 Reports
                               4 Maintenance and inquiry
                               5 Data file status
                               6 Company information

                               E Exit


                               E Enter selection
```

Type 3 and press ↵Enter to select *Reports*.

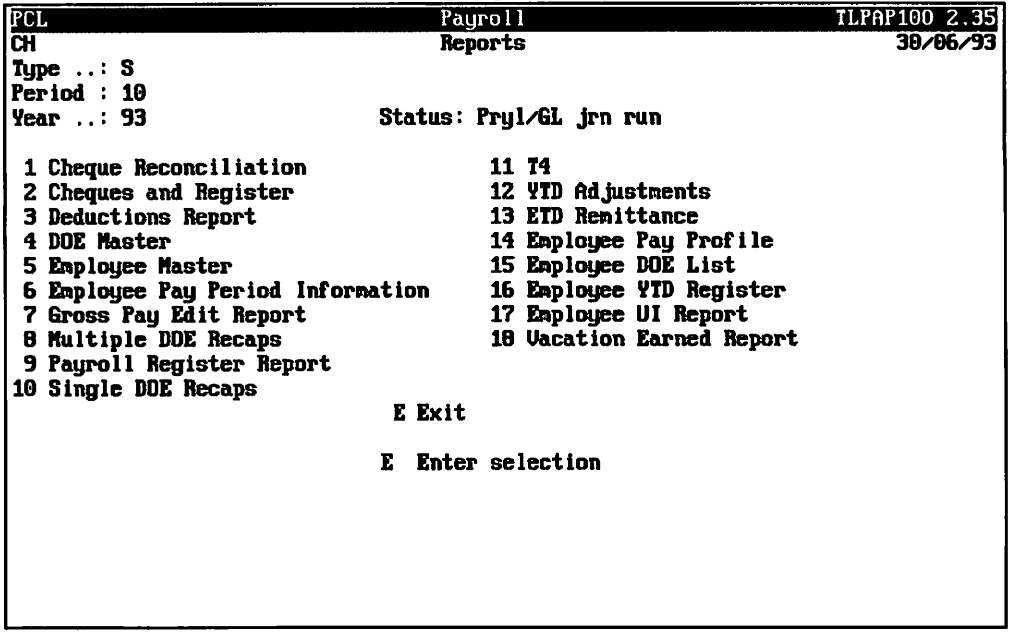
The screen will appear as follows:



```
PCL                                  Payroll                        TLPAP100 2.35
CH                                   Reports                             30/06/93
Type ..: S
Period : 10
Year ..: 93                     Status: Pryl/GL jrn run

 1 Cheque Reconciliation                    11 T4
 2 Cheques and Register                     12 YTD Adjustments
 3 Deductions Report                        13 ETD Remittance
 4 DOE Master                               14 Employee Pay Profile
 5 Employee Master                          15 Employee DOE List
 6 Employee Pay Period Information          16 Employee YTD Register
 7 Gross Pay Edit Report                    17 Employee UI Report
 8 Multiple DOE Recaps                      18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                 E Exit

                                E  Enter selection
```

CHEQUE RECONCILIATION REPORT

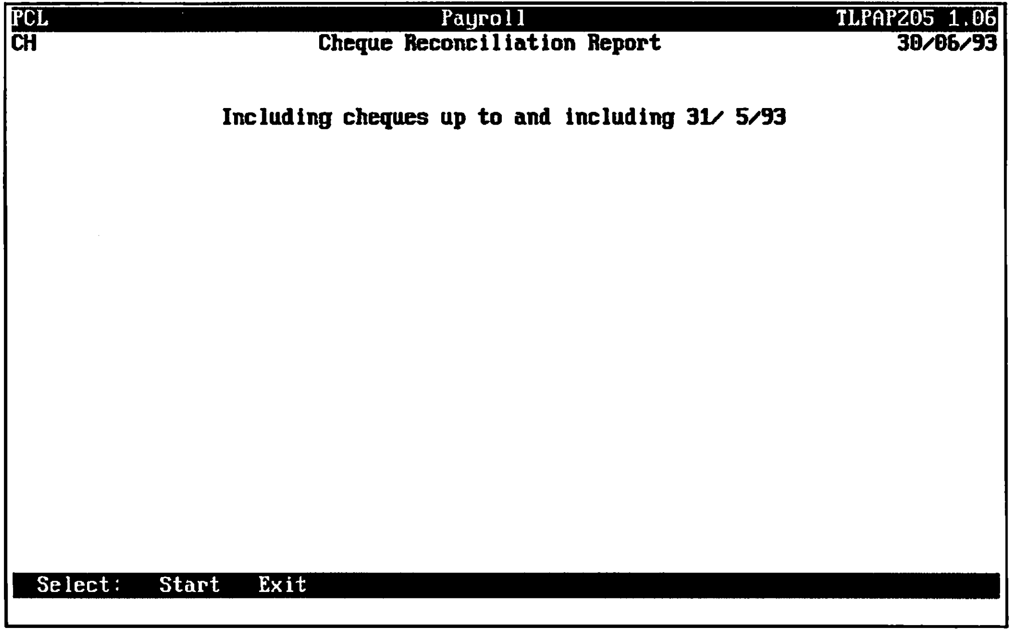
This report prints a complete list of all outstanding cheques up to and including the cutoff date entered in the Match Cancelled Cheques program (page 8-20).



```
PCL                           Payroll                     TLPAP100 2.35
CH                            Reports                          30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

 1 Cheque Reconciliation               11 T4
 2 Cheques and Register                12 YTD Adjustments
 3 Deductions Report                   13 ETD Remittance
 4 DOE Master                          14 Employee Pay Profile
 5 Employee Master                     15 Employee DOE List
 6 Employee Pay Period Information     16 Employee YTD Register
 7 Gross Pay Edit Report               17 Employee UI Report
 8 Multiple DOE Recaps                 18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                            E Exit

                           E  Enter selection
```

Type 1 and press ↵Enter to select *Cheque Reconciliation.*

The screen will appear as follows:



```
PCL                           Payroll                     TLPAP205 1.06
CH                    Cheque Reconciliation Report             30/06/93


              Including cheques up to and including 31/ 5/93











 Select:   Start   Exit
```

Type S followed by ↵Enter to prepare the cheque reconciliation report.

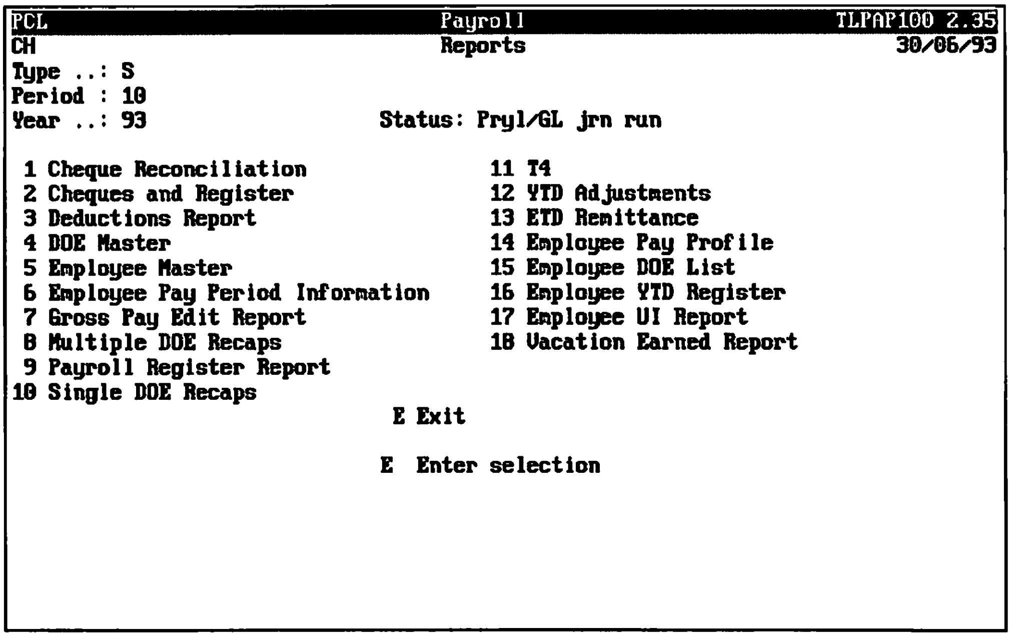
A sample Cheque Reconciliation report follows:

```
130/06/93                                              EXAMPLE COMPANY LIMITED                                                    EXPAR205 1.06
                                                     CHEQUE RECONCILIATION REPORT                                                      PAGE    1
                                                   INCLUDING CHEQUES UP TO 30/ 6/93

 CHEQUE     CHEQUE     CANCEL   EMPLOYEE                                       CHEQUE     CANCEL
 NUMBER     AMOUNT     AMOUNT   NUMBER   NAME                                   DATE       DATE

  S0275    1493.33              00005    EMPLOYEE           NAME              15 06 92

  S0276     435.00              00009    EMPLOYEE           NAME              15 06 92

 TOTAL OUTSTANDING                 2 CHEQUES TOTALLING                1928.33 DOLLARS
 TOTAL CANCELLED                   0 CHEQUES TOTALLING                    .00 DOLLARS

                                                              End of Report
```

CHEQUE REGISTER AND CHEQUES

This report prints a list of all cheques as well as the cheques for the current pay period. This should be the last step of your payroll process and only run once everything has been verified and approved.

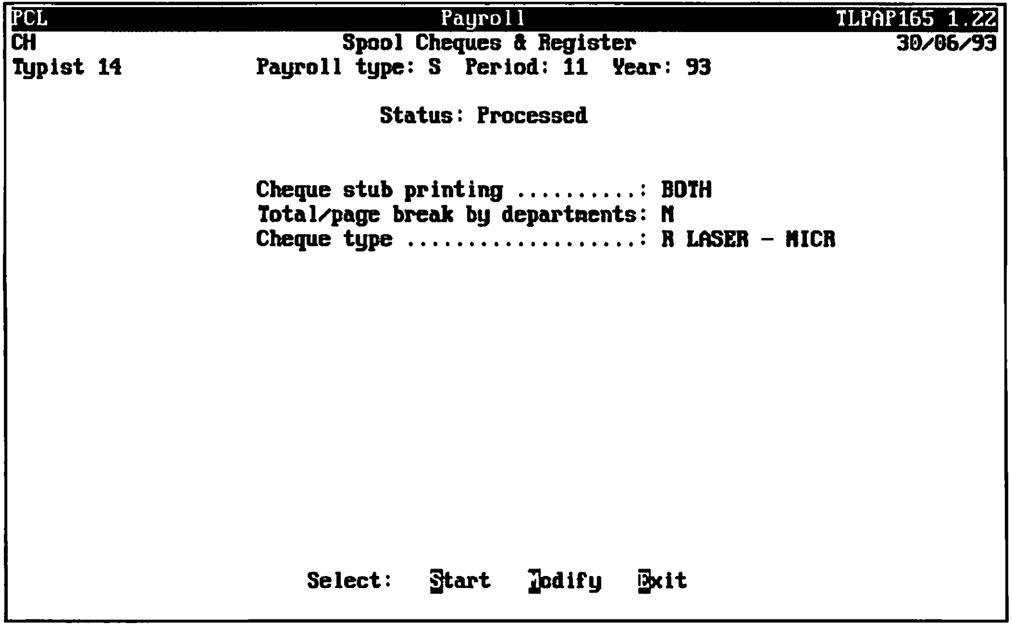
This program also updates the Payroll Master file and spools the Payroll Journal report. If you have Polymathic's General Ledger program it will automatically update the pay period files and GL codes as well.



```
PCL                              Payroll                          TLPAP100 2.35
CH                               Reports                               30/06/93
Type ..: S
Period : 10
Year ..: 93                 Status: Pryl/GL jrn run

 1 Cheque Reconciliation                 11 T4
 2 Cheques and Register                  12 YTD Adjustments
 3 Deductions Report                     13 ETD Remittance
 4 DOE Master                            14 Employee Pay Profile
 5 Employee Master                       15 Employee DOE List
 6 Employee Pay Period Information       16 Employee YTD Register
 7 Gross Pay Edit Report                 17 Employee UI Report
 8 Multiple DOE Recaps                   18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                             E Exit

                            E  Enter selection
```

Type 2 followed by ←Enter to select *Cheques and Register.*

The screen will appear as follows:



```
PCL                              Payroll                          TLPAP165 1.22
CH                       Spool Cheques & Register                      30/06/93
Typist 14           Payroll type: S  Period: 11  Year: 93

                             Status: Processed


                    Cheque stub printing ..........: BOTH
                    Total/page break by departments: N
                    Cheque type ...................: R LASER - MICR









                        Select:   Start   Modify   Exit
```

CHEQUE STUB PRINTING

The following options are available for Cheque Stub Printing:

- Y **Year-to-date only**
  The cheque stub will only display the current earnings and the year-to-date totals..
- U **Units only**
  The cheque stub will only display the current units and corresponding earnings.
- B **Both**
  The cheque stub will display the current units and current earnings as well as year-to-date earnings.

PAGE BREAKS BY DEPARTMENTS

Type N if you don't want page breaks by departments or Y if you do.

CHEQUE TYPE

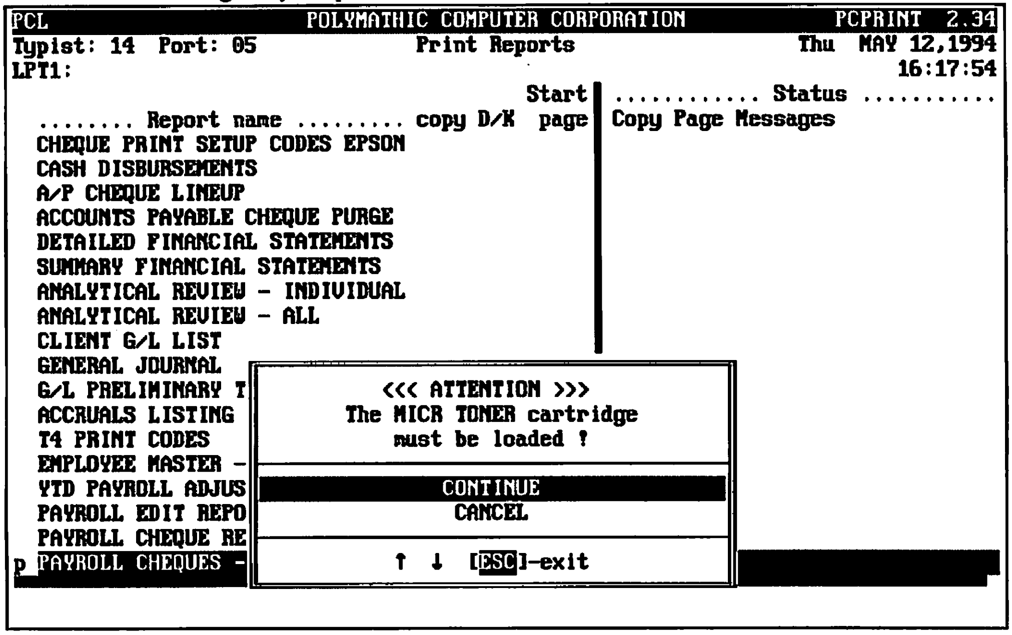
The cheque type field displays the type of cheque style that will be used when printing the payroll cheques. If the cheque type is set to R for MICR cheque printing the printer number will also be displayed.

A sample Cheque Register report follows:

```
30/06/94                                             EXAMPLE COMPANY LIMITED                                            EXPAR165 1.22
DEPT                                              C H E Q U E   R E G I S T E R                                              PAGE   1
Period 11                                      FOR PAYROLL TYPE S ENDING 15/06/1994

    EMPLOYEE                           CHEQ    PAY
NUMBER    NAME                          NO.    DATE        GROSS   FED.TAX  PROV.TAX   CPP/QPP       UIC MISC.DED   CHQ AMT  UIC EARN

000005 EMPLOYEE NAME                  S0275 15/06/1994   1533.33       .00       .00       .00       .00    40.00   1493.33       .00
000009 EMPLOYEE NAME                  S0276 15/06/1994    435.00       .00       .00       .00       .00      .00    435.00       .00

Company totals       2                                   1968.33       .00       .00       .00       .00    40.00   1928.33
```

PRINTING MICR CHEQUES

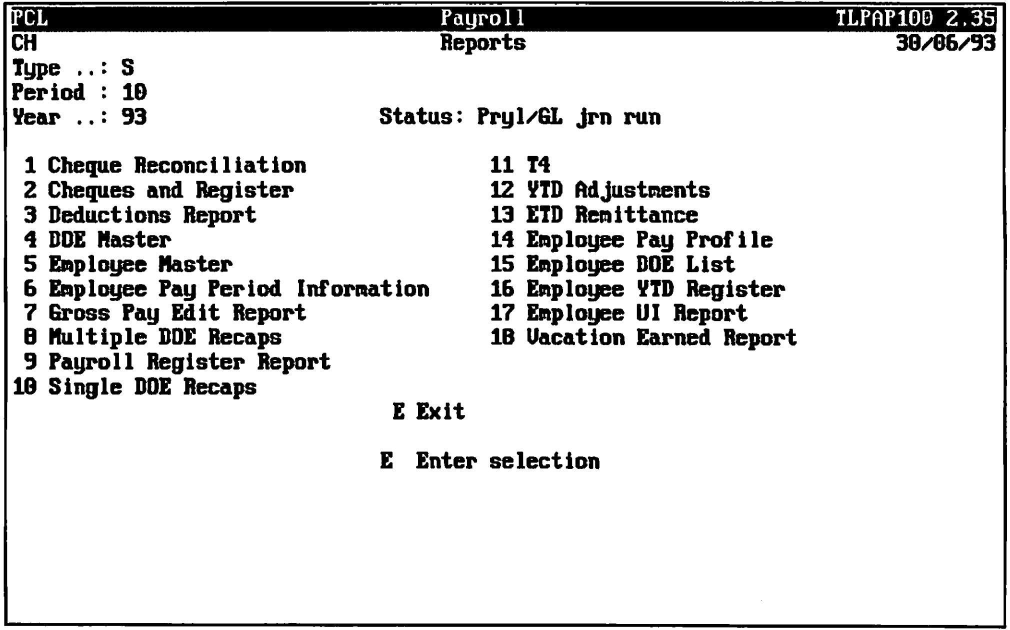
If you are printing your payroll cheques using the MICR cheque printing program the system will automatically download the MICR font to the selected printer. The following message will be displayed before the payroll cheques are printed to ensure you have the MICR Toner cartridge in your printer.



```
PCL                     POLYMATHIC COMPUTER CORPORATION              PCPRINT  2.34
Typist: 14  Port: 05                 Print Reports                 Thu  MAY 12,1994
LPT1:                                                                      16:17:54
                                             Start ............ Status ...........
 ........ Report name ......... copy D/K  page  Copy Page Messages
  CHEQUE PRINT SETUP CODES EPSON
  CASH DISBURSEMENTS
  A/P CHEQUE LINEUP
  ACCOUNTS PAYABLE CHEQUE PURGE
  DETAILED FINANCIAL STATEMENTS
  SUMMARY FINANCIAL STATEMENTS
  ANALYTICAL REVIEW - INDIVIDUAL
  ANALYTICAL REVIEW - ALL
  CLIENT G/L LIST
  GENERAL JOURNAL
  G/L PRELIMINARY T          <<< ATTENTION >>>
  ACCRUALS LISTING       The MICR TONER cartridge
  T4 PRINT CODES              must be loaded !
  EMPLOYEE MASTER -
  YTD PAYROLL ADJUS              CONTINUE
  PAYROLL EDIT REPO               CANCEL
  PAYROLL CHEQUE RE
p PAYROLL CHEQUES -          ↑  ↓  [ESC]-exit
```

DEDUCTIONS REPORT

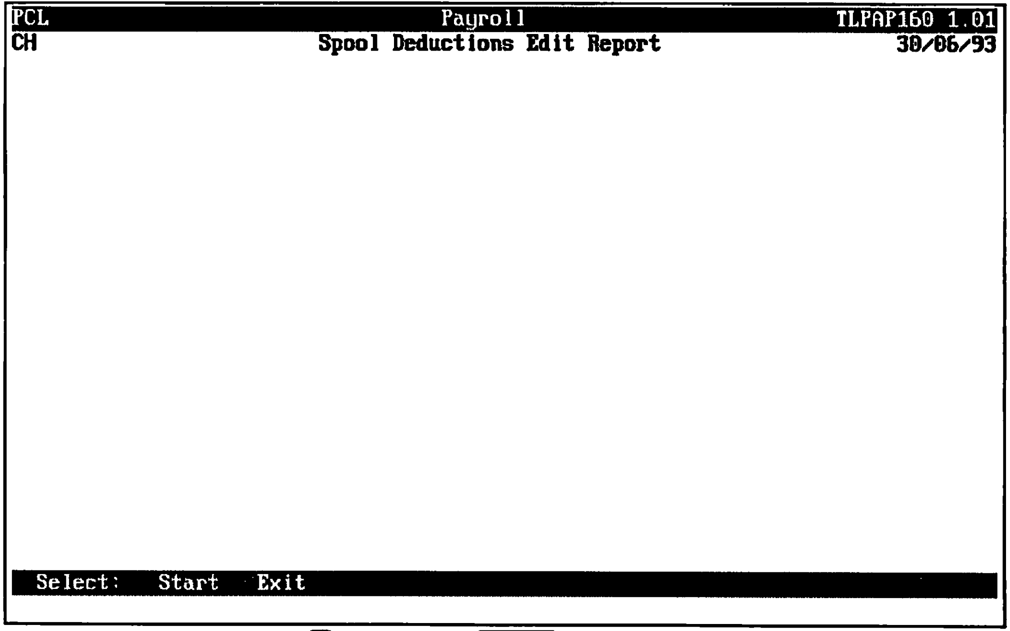
This report prints a list of all deductions for each employee for the specified pay period.



```
PCL                              Payroll                        TLPAP100 2.35
CH                               Reports                             30/06/93
Type ..: S
Period : 10
Year ..: 93                 Status: Pryl/GL jrn run

 1 Cheque Reconciliation               11 T4
 2 Cheques and Register                12 YTD Adjustments
 3 Deductions Report                   13 ETD Remittance
 4 DOE Master                          14 Employee Pay Profile
 5 Employee Master                     15 Employee DOE List
 6 Employee Pay Period Information     16 Employee YTD Register
 7 Gross Pay Edit Report               17 Employee UI Report
 8 Multiple DOE Recaps                 18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                             E Exit

                            E  Enter selection
```

Type 3 and press ↵Enter to select *Deductions Report.*

The screen will appear as follows:



```
PCL                              Payroll                        TLPAP160 1.01
CH                      Spool Deductions Edit Report                 30/06/93















 Select:   Start   Exit
```

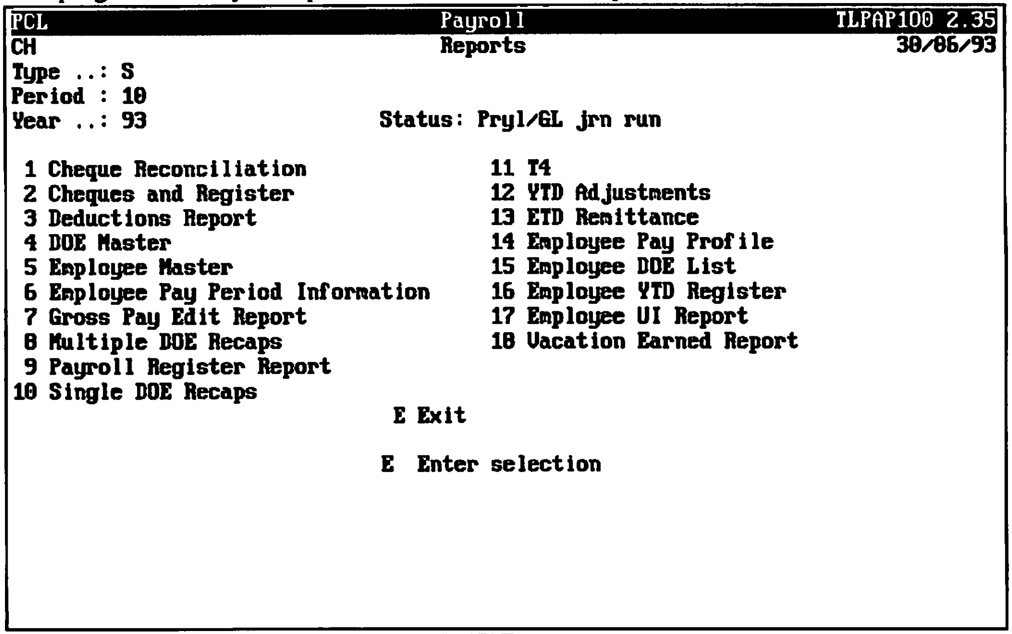
Type S followed by ↵Enter to prepare report.

A sample Deductions report follows:

```
30/06/94                     EXAMPLE COMPANY LIMITED               EXPAR160 1.01
DEPT                         DEDUCTIONS EDIT REPORT                     PAGE   1
                     FOR PAYROLL TYPE S ENDING 15/06/1994
EMPLOYEE                                    T
NUMBER NAME                                 P DOE     UNITS      RATE    AMOUNT

000005 EMPLOYEE             TEST            S FIT       .00       .00       .00
                                              EIT       .00       .00     40.00
                                              CPP       .00       .00       .00
                                              UIC       .00       .00       .00
                       Gross $  1533.33 Net $  1493.33                    40.00*

000009 EMPLOYEE             TEST            S FIT       .00       .00       .00
                                              CPP       .00       .00       .00
                                              UIC       .00       .00       .00
                       Gross $   435.00 Net $   435.00                      .00*

TOTAL FOR DEPT       2                                                    40.00**


30/06/94                     EXAMPLE COMPANY LIMITED               EXPAR160 1.01
                             DEDUCTIONS EDIT REPORT                     PAGE   2
                     FOR PAYROLL TYPE S ENDING 15/06/1994

TOTAL EMPLOYEES PROCESSED:    2                 TOTAL DEDUCTIONS:         40.00

................................................................................
                                End of Report
................................................................................
```

DOE MASTER LIST

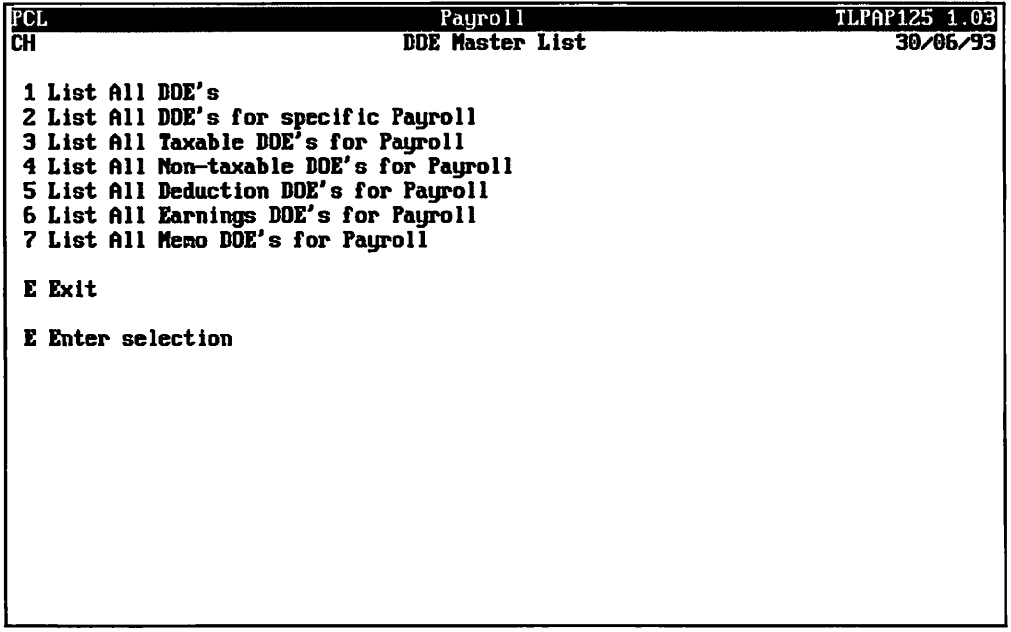
This program allows you to print seven different DOE reports.



```
PCL                              Payroll                          TLPAP100 2.35
CH                               Reports                               30/06/93
Type ..: S
Period : 10
Year ..: 93                  Status: Pryl/GL jrn run

 1 Cheque Reconciliation              11 T4
 2 Cheques and Register               12 YTD Adjustments
 3 Deductions Report                  13 ETD Remittance
 4 DOE Master                         14 Employee Pay Profile
 5 Employee Master                    15 Employee DOE List
 6 Employee Pay Period Information    16 Employee YTD Register
 7 Gross Pay Edit Report              17 Employee UI Report
 8 Multiple DOE Recaps                18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                              E Exit

                             E  Enter selection
```

Type 4 and press ↵Enter to select *DOE Master*.

The screen will appear as follows:



```
PCL                              Payroll                          TLPAP125 1.03
CH                           DOE Master List                           30/06/93

 1 List All DOE's
 2 List All DOE's for specific Payroll
 3 List All Taxable DOE's for Payroll
 4 List All Non-taxable DOE's for Payroll
 5 List All Deduction DOE's for Payroll
 6 List All Earnings DOE's for Payroll
 7 List All Memo DOE's for Payroll

 E Exit

 E Enter selection
```

The available functions are as follows:

1 List all DOE's
2 List all DOE's for specific Payroll
3 List all Taxable DOE's for Payroll
4 List all Non-taxable DOE's for Payroll
5 List all Deduction DOE's for Payroll
6 List all Earnings DOE's for Payroll
7 List all Memo DOE's for Payroll
E Exit

Type your selection number followed by ↵Enter, and the screen will prompt you as follows for all the reports with the exception of report 1, All DOE's, where the report will be spooled instantly:

Enter payroll type (A/B/M/S/W) :

The available functions are as follows:

A Annual
B Bi-monthly
M Monthly
S Semi-monthly
W Weekly

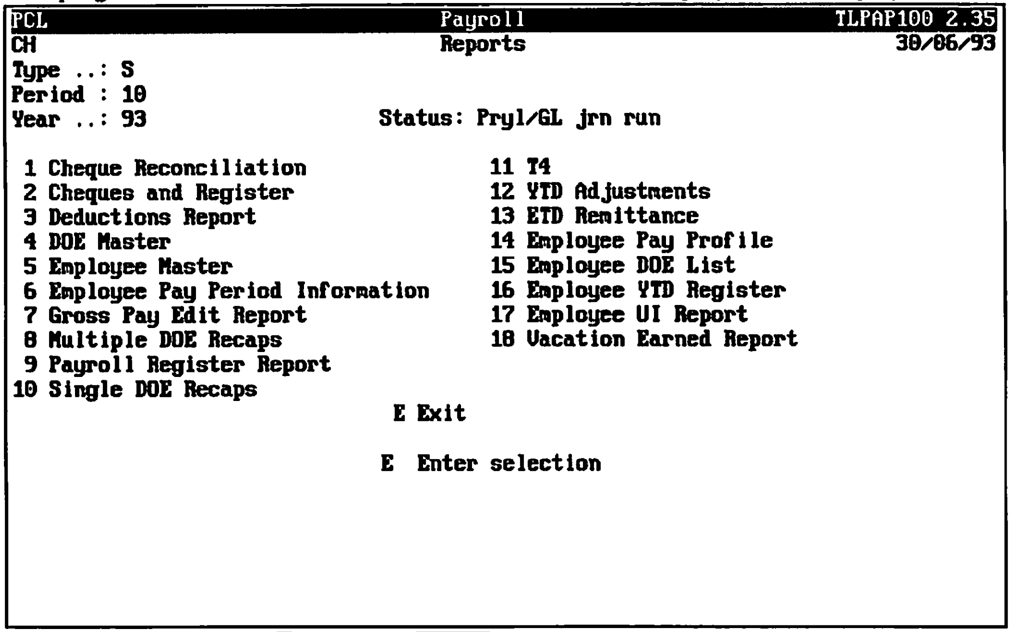
Type your selection followed by E and the report will automatically be spooled.

A sample DOE master list follows:

```
30/06/93                    EXAMPLE COMPANY LIMITED                 EXPAR121 1.03
                                                                            Page   1
                                   DOE LIST
DOE                                    TAX             DOE       DOE    GL    ZERO
No. DOE LONG NAME                  INT NON TYP FRQ    RATE       AMT   CODE  U R A
001 Gross salary                   SAL  T   E   S    0.00$      0.00  313510 Y Y N
002 DRAWINGS                       DRW  N   E   S    0.00$      0.00         Y Y N
003 OHIP                           OHP  T   M   S    0.00$      0.00         Y Y N
004 Car allowance                  CAR  N   E   S    0.00$      0.00         Y Y N
005 Federal income tax             FIT  N   D   S    0.00$      0.00  313010 Y Y Y
006 HOURLY WAGES                   HW   T   E   S    0.00$      0.00  313510 Y N Y
007 VACATION PAY PAID              VAC  T   E   S     .00$       .00  314510 Y Y Y
008 VACATION PAY EARNED            V/C  N   M   S    4.00$       .00  314010 N N N
009 EXTRA INCOME TAX               EIT  N   D   S     .00$       .00  313010 Y Y N
020 CPP - employer portion         CPE  N   M   S    0.00$      0.00  313010 Y Y Y
030 CPP - employee portion         CPP  N   D   S    0.00$      0.00  313010 Y Y Y
031 UI - employer portion          UIE  N   M   S    0.00$      0.00  313010 Y Y Y
032 UI - employee portion          UIC  N   D   S    0.00$      0.00  313010 Y Y Y
035 ETD - ADDITIONAL               TAX  N   D   S    0.00$      0.00  313510 Y Y N
040 COMMISSIONS EARNED             COM  T   E   S     .00$       .00  313510 Y Y Y
```

EMPLOYEE MASTER

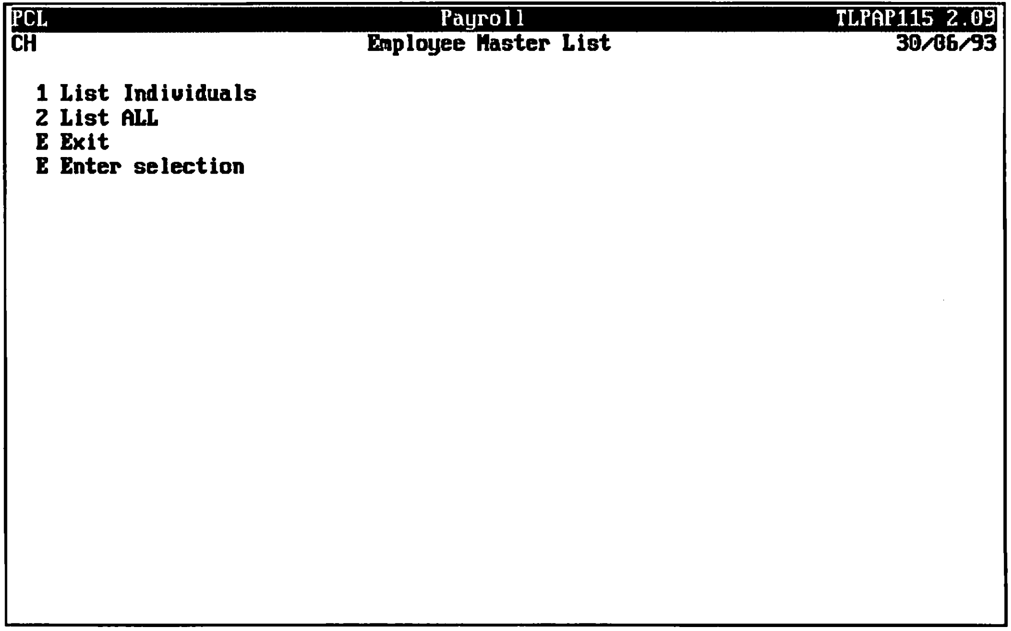
This program is used to list information about an individual employee or all employees.



```
PCL                                    Payroll                          TLPAP100 2.35
CH                                     Reports                               30/06/93
Type ..: S
Period : 10
Year ..: 93                     Status: Pryl/GL jrn run

 1 Cheque Reconciliation                   11 T4
 2 Cheques and Register                    12 YTD Adjustments
 3 Deductions Report                       13 ETD Remittance
 4 DOE Master                              14 Employee Pay Profile
 5 Employee Master                         15 Employee DOE List
 6 Employee Pay Period Information         16 Employee YTD Register
 7 Gross Pay Edit Report                   17 Employee UI Report
 8 Multiple DOE Recaps                     18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                 E Exit

                                E  Enter selection
```

Type 5 and press ↵Enter to select *Employee Master*.

The screen will appear as follows:



```
PCL                                    Payroll                          TLPAP115 2.09
CH                               Employee Master List                        30/06/93

  1 List Individuals
  2 List ALL
  E Exit
  E Enter selection
```

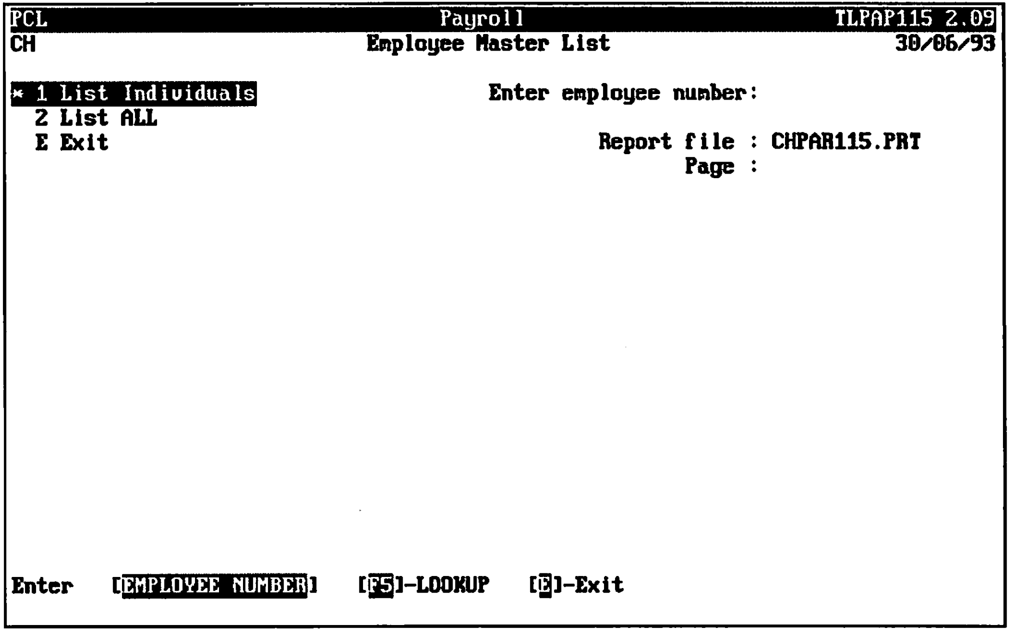
The options available are as follows:

1 List individuals
2 List all
E Exit

LIST INDIVIDUAL EMPLOYEE

Type 1 followed by ↵Enter to list individual employees.

The screen will appear as follows:



```
PCL                          Payroll                   TLPAP115 2.09
CH                      Employee Master List                30/06/93

* 1 List Individuals          Enter employee number:
  2 List ALL
  E Exit                               Report file : CHPAR115.PRT
                                              Page :









Enter   [EMPLOYEE NUMBER]   [F5]-LOOKUP   [E]-Exit
```

Type the required employee number followed by ↵Enter. F5 can be used to list all employees.

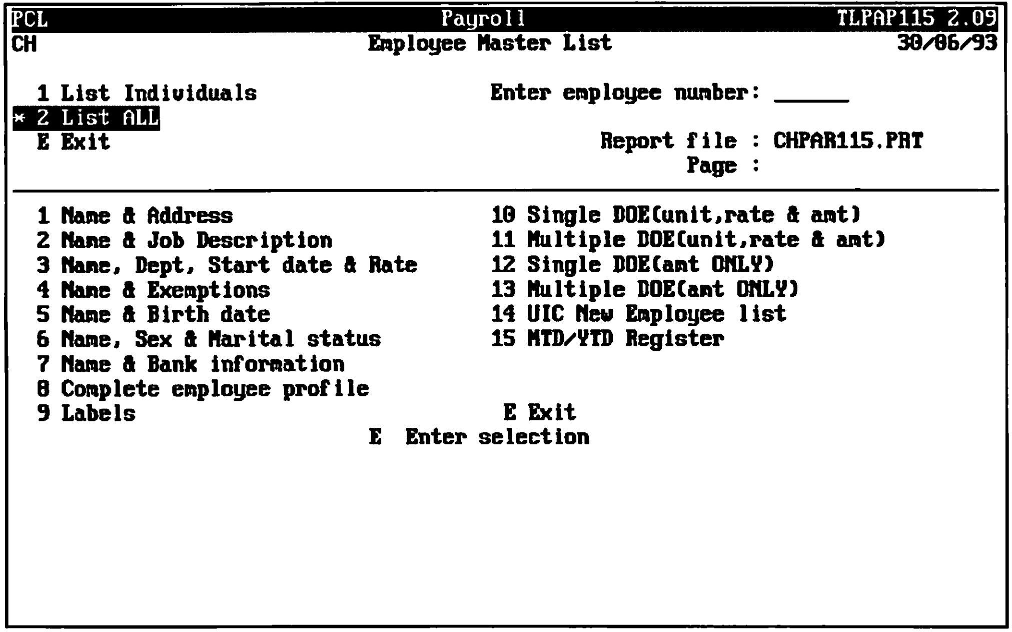
A sample list follows:

```
30/06/93                                              EXAMPLE COMPANY LIMITED                                          EXPAR115 2.09
Emp no 000009                                          Employee Master File                                                 Page   1

  1) Employee no        000009                   15) Hire date    23101992                    ACTIVE
  2) Last name          EMPLOYEE                 16) Term date                                   UI WEEKS
  3) First name/initial TEST                     17) Pay freq     S                       1      .00   11       .00
  4) Street             STREET ADDRESS           18) Pay code     S                       2      .00   12       .00
  5) City               CITY                     19) Pay rate         .000                3      .00   13       .00
  6) Province           PROVINCE        20) Job descrip                                   4      .00   14       .00
  7) Postal code        POSTAL CODE     21) Vac pay %              0.04                   5      .00   15
  8) Telephone no       905-738-4089    22) Fed exemption               .00               6      .00   16
  9) Birth date         DD/MM/YEAR      23) Prov exemption              .00               7      .00   17
 10) Sex                F/M             24) Dept                                          8      .00   18
 11) Marital status     S/M/CL/D        25) Salary              .00                       9      .00   19
 12) Social ins no      999-999-999     26) Reg hrs         .00                          10      .00   20
 13) Bank account no    1111111         27) Reg hrly rate       .00
 14) Savings account no 2222222         28) Overtime rate       .00
DOB Start Date  End  Date Cur Units   DOE Rate DOE Amount Identification                Units Mtd Amount Ytd Amount UP
001 23/10/1992 **/**/****        .00      .00$        .00                                            .00        .00 10
Gross salary                  SAL                                              ACTIVE                      .00
313510 PAYROLL CLEARING                    571010 SALARIES - FIRST LAST NAME
005 23/10/1992 **/**/****        .00      .00$        .00                                            .00        .00 10
Federal income tax            FIT                                              ACTIVE                      .00
313010 PAYROLL TAXES & DEDUCTIONS          313510 PAYROLL CLEARING
020 23/10/1992 **/**/****        .00      .00$        .00                                            .00        .00 10
CPP - employer portion        CPE                                              ACTIVE                      .00
313010 PAYROLL TAXES & DEDUCTIONS          510710 CPP EXPENSES
030 23/10/1992 **/**/****        .00      .00$        .00                                            .00        .00 10
CPP - employee portion        CPP                                              ACTIVE                      .00
313010 PAYROLL TAXES & DEDUCTIONS          313510 PAYROLL CLEARING
031 23/10/1992 **/**/****        .00      .00$        .00                                            .00        .00 10
UI - employer portion         UIE                                              ACTIVE                      .00
313010 PAYROLL TAXES & DEDUCTIONS          510910 UIC EXPENSE
032 23/10/1992 **/**/****        .00      .00$        .00                                            .00        .00 10
UI - employee portion         UIC                                              ACTIVE                      .00
313010 PAYROLL TAXES & DEDUCTIONS          313510 PAYROLL CLEARING
```

LIST ALL EMPLOYEES

Type 2 followed by ↵Enter to list all employees.

The screen will appear as follows:



```
PCL                              Payroll                         TLPAP115 2.09
CH                         Employee Master List                       30/06/93

  1 List Individuals                Enter employee number: ______
* 2 List ALL
  E Exit                                    Report file : CHPAR115.PRT
                                                   Page :
-------------------------------------------------------------------------------
  1 Name & Address                  10 Single DOE(unit,rate & amt)
  2 Name & Job Description          11 Multiple DOE(unit,rate & amt)
  3 Name, Dept, Start date & Rate   12 Single DOE(amt ONLY)
  4 Name & Exemptions               13 Multiple DOE(amt ONLY)
  5 Name & Birth date               14 UIC New Employee list
  6 Name, Sex & Marital status      15 MTD/YTD Register
  7 Name & Bank information
  8 Complete employee profile
  9 Labels                           E Exit
                               E  Enter selection
```

Select one of the fifteen possible reports and press ↵Enter.

ALL REPORTS

The system will prompt you as follows for all reports:

Enter pay code(H/S/C)......:

Type a pay code followed by ↵Enter or press ↵Enter for all the codes. Hourly, Salary or Commission are the available codes.

The system will then prompt you as follows:

Enter department code......:

Type a department code followed by ↵Enter or press ↵Enter for all the codes. These two selections are valid for all the reports.

The following reports will require additional information before processing:

- 3. Name, Dept., Start date & Rate
- 10. Single DOE
- 11. Multiple DOE
- 12. Single DOE (Amount Only)
- 13. Multiple DOE (Amount Only)
- 14. UIC New Employee List
- 15. MTD/YTD Register

NAME, DEPT., START DATE & RATE LIST

Report three will also prompt you as follows:

DOE #?

The following options are available:

DOE #	DOE number
F5	Lookup all DOE numbers
AUT	Specific DOE type
Esc	End
F10	Cancel report

DOE REPORTS

Reports ten to thirteen will prompt you as follows:

Enter processing type(C/M/Y) :

Type C followed by ↵Enter for current, type M followed by ↵Enter for MTD and Y followed by ↵Enter for YTD. They will also prompt you as follows:

DOE #?

UIC NEW EMPLOYEE LIST

Reports fourteen will prompt you as follows after the two standard prompts:

List all NEW employees for *mmyy*

Type a month in the format *mm* followed by ↵Enter and type a year in the format *yy* followed by ↵Enter.

MTD/YTD REGISTER

Reports fifteen will prompt you as follows after the two standard prompts:

Enter 'M' for MTD or 'Y' for YTD.

Type M followed by ↵Enter for MTD and Y followed by ↵Enter for YTD.

When the prompts have all been answered, the available functions are as follows:

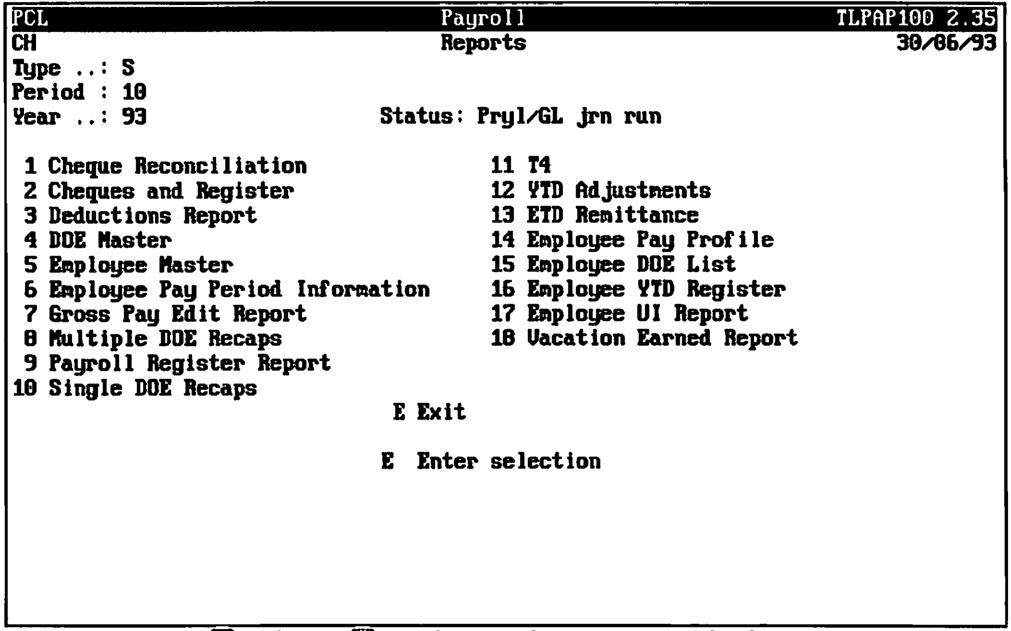
S	Start
C	Cancel

A sample Name & Address list follows:

```
19/06/94                                            EXAMPLE COMPANY LIMITED                                            EXPAR115 2.01
                                                                                                                           Page   1
                                                       Name & Address List

Employee                                                                                   Phone
Number Last Name            First Name           Address                                  Number  Status

000001 NAME                 EMPLOYEE             STREET ADDRESS                     905-738-4089  ACTIVE
222-222-222                                      CITY, PROVINCE
21/10/1950                                       POSTAL CODE

000002 NAME                 EMPLOYEE             STREET ADDRESS                     905-738-4089  ACTIVE
222-222-222                                      CITY, PROVINCE
30/09/1953                                       POSTAL CODE

000003 NAME                 EMPLOYEE             STREET ADDRESS                     905-738-4089  ACTIVE
222-222-222                                      CITY, PROVINCE
23/09/1962                                       POSTAL CODE

    3
```

EMPLOYEE PAY PERIOD INFORMATION

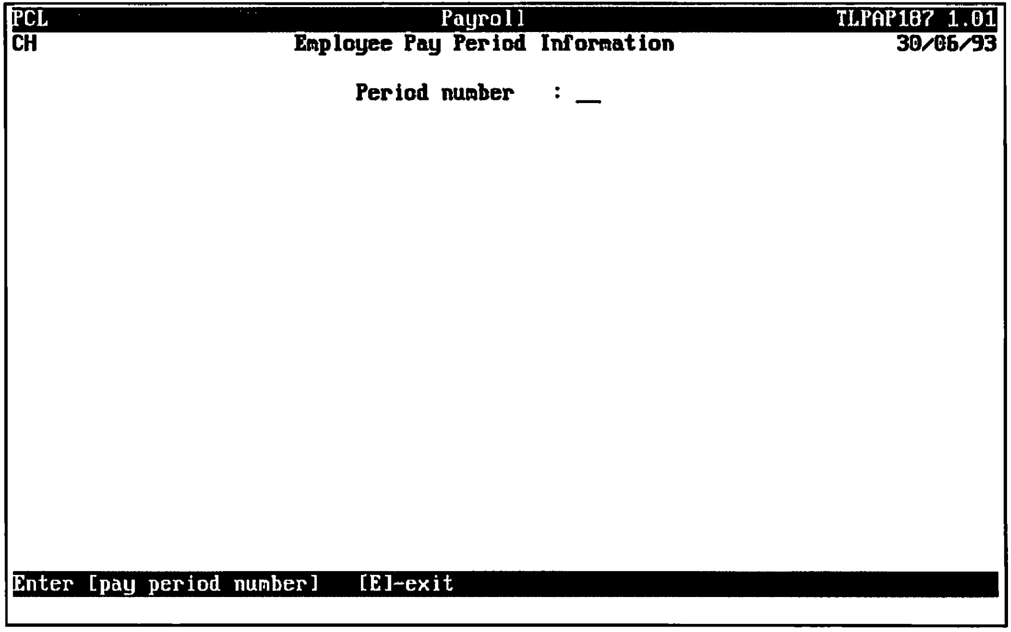
This program allows you to print a list of pay period information for an employee. You can print this information or display it on the screen.



```
PCL                           Payroll                        TLPAP100 2.35
CH                            Reports                             30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

 1 Cheque Reconciliation                  11 T4
 2 Cheques and Register                   12 YTD Adjustments
 3 Deductions Report                      13 ETD Remittance
 4 DOE Master                             14 Employee Pay Profile
 5 Employee Master                        15 Employee DOE List
 6 Employee Pay Period Information        16 Employee YTD Register
 7 Gross Pay Edit Report                  17 Employee UI Report
 8 Multiple DOE Recaps                    18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                            E Exit

                           E  Enter selection
```

Type 6 and press E to select *Employee Pay Period Information.*

The screen will appear as follows:



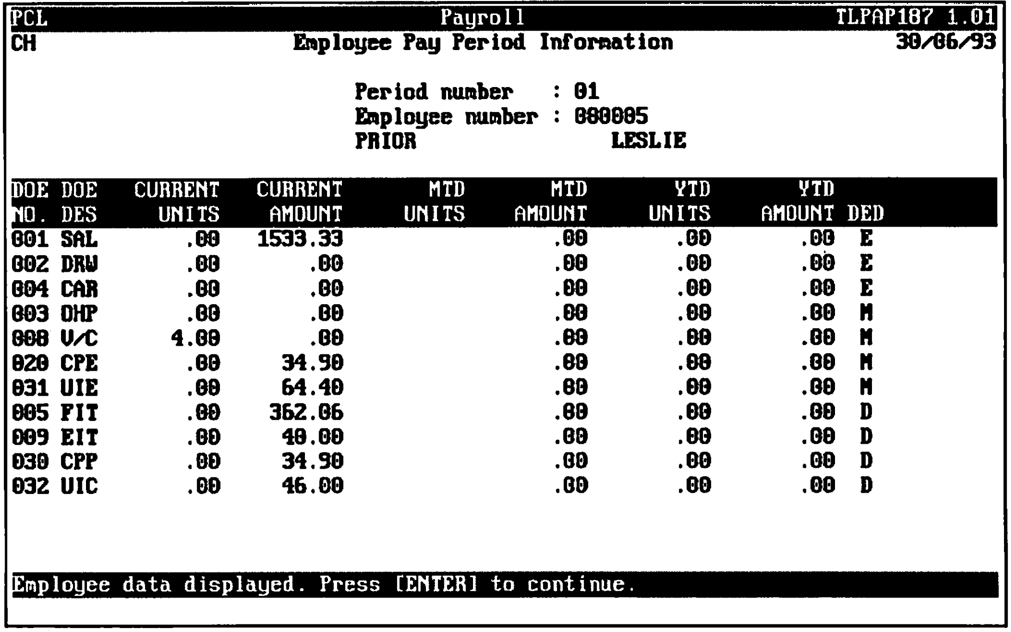
```
PCL                           Payroll                        TLPAP107 1.01
CH                  Employee Pay Period Information               30/06/93

                         Period number   : __











Enter [pay period number]    [E]-exit
```

Type the pay period number followed by ↵Enter. The following functions will then be available:

P Print report
D Display employee information on the screen
E Exit

Once you select one of the above options, the system will prompt you to enter the employee number that you want the information for. F5 can be used to lookup the employee number.

If you select to display the employee information on the screen, the information will be displayed as follows:



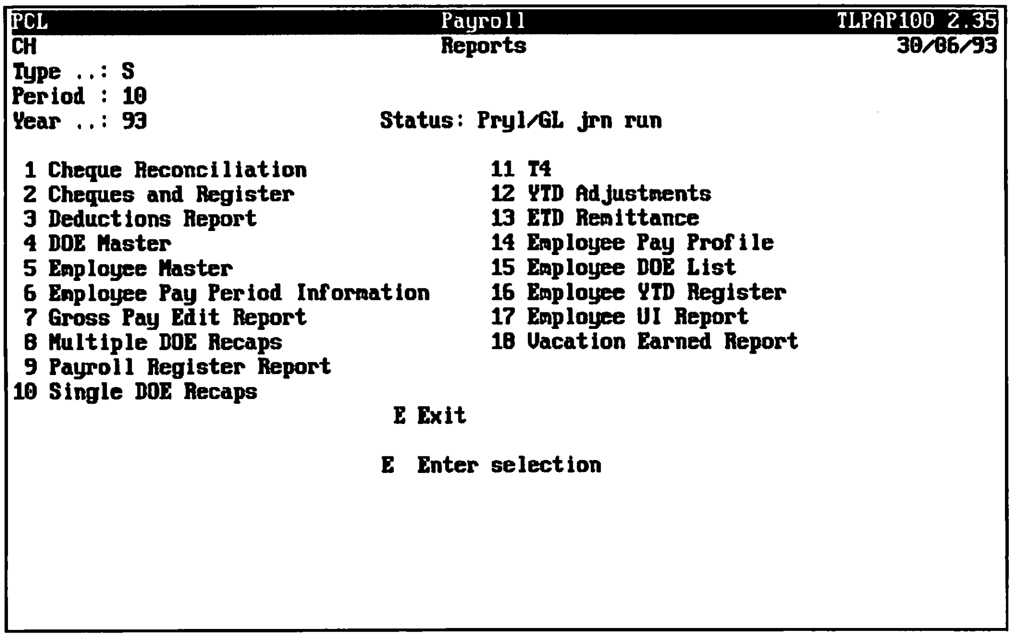
```
PCL                             Payroll                             TLPAP187 1.01
CH                     Employee Pay Period Information                   30/06/93

                         Period number   : 01
                         Employee number : 000005
                         PRIOR             LESLIE

DOE DOE    CURRENT   CURRENT        MTD        MTD        YTD        YTD
NO. DES      UNITS    AMOUNT      UNITS     AMOUNT      UNITS     AMOUNT DED
001 SAL        .00   1533.33                   .00        .00        .00  E
002 DRW        .00       .00                   .00        .00        .00  E
004 CAR        .00       .00                   .00        .00        .00  E
003 OHP        .00       .00                   .00        .00        .00  M
008 V/C       4.00       .00                   .00        .00        .00  M
020 CPE        .00     34.90                   .00        .00        .00  M
031 UIE        .00     64.40                   .00        .00        .00  M
005 FIT        .00    362.06                   .00        .00        .00  D
009 EIT        .00     40.00                   .00        .00        .00  D
030 CPP        .00     34.90                   .00        .00        .00  D
032 UIC        .00     46.00                   .00        .00        .00  D


Employee data displayed. Press [ENTER] to continue.
```

A sample of the Employee Pay Period Information report follows:

```
                         EXAMPLE COMPANY LIMITED

                        Employee data as at Period 01
000005 EMPLOYEE             NAME
       STREET ADDRESS
       CITY        PROVINCE     POSTAL CODE
DOE DOE  CURRENT  CURRENT      MTD        MTD       YTD       YTD
NO. DES   UNITS    AMOUNT     UNITS      AMOUNT     UNITS     AMOUNT
001 SAL       .00   1533.33                 .00       .00       .00
002 DRW       .00       .00                 .00       .00       .00
004 CAR       .00       .00                 .00       .00       .00
003 OHP       .00       .00                 .00       .00       .00
008 V/C      4.00       .00                 .00       .00       .00
020 CPE       .00     34.90                 .00       .00       .00
031 UIE       .00     64.40                 .00       .00       .00
005 FIT       .00    362.06                 .00       .00       .00
009 EIT       .00     40.00                 .00       .00       .00
030 CPP       .00     34.90                 .00       .00       .00
032 UIC       .00     46.00                 .00       .00       .00
```

GROSS PAY EDIT REPORT

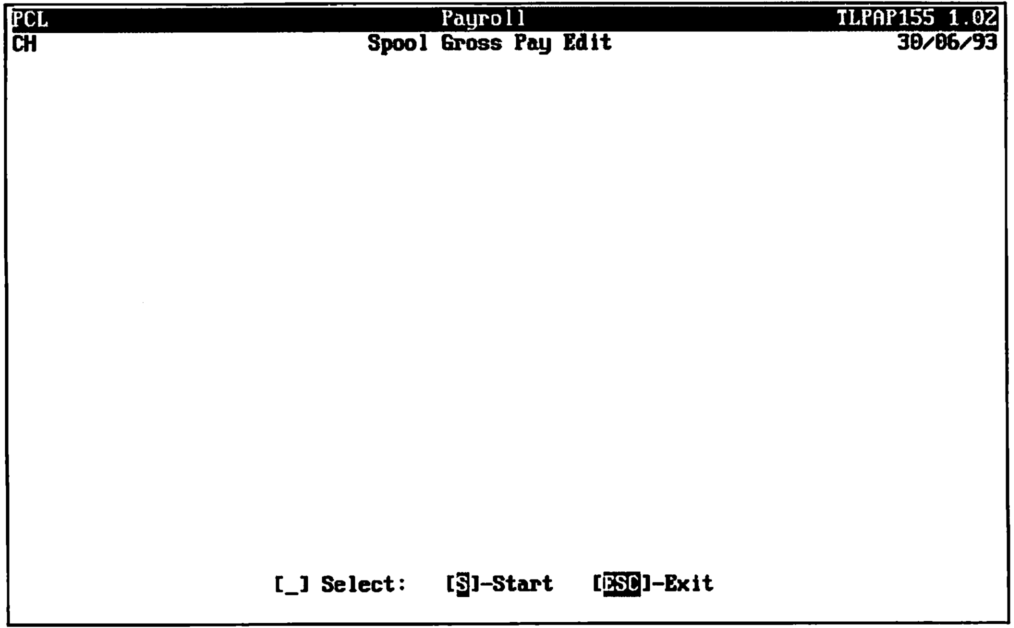
This report displays all earnings codes by individual employee. The report can be used as a final check of the earnings updated in the employee file before running the payroll calculations.



```
PCL                                   Payroll                         TLPAP100 2.35
CH                                    Reports                              30/06/93
Type ..: S
Period : 10
Year ..: 93                      Status: Pryl/GL jrn run

 1 Cheque Reconciliation                  11 T4
 2 Cheques and Register                   12 YTD Adjustments
 3 Deductions Report                      13 ETD Remittance
 4 DOE Master                             14 Employee Pay Profile
 5 Employee Master                        15 Employee DOE List
 6 Employee Pay Period Information        16 Employee YTD Register
 7 Gross Pay Edit Report                  17 Employee UI Report
 8 Multiple DOE Recaps                    18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                              E Exit

                             E  Enter selection
```

Type 7 followed by ↵Enter to select *Gross Pay Edit Report.*

The screen will appear as follows:



```
PCL                                   Payroll                         TLPAP155 1.02
CH                               Spool Gross Pay Edit                      30/06/93





                     [_] Select:    [S]-Start    [ESC]-Exit
```

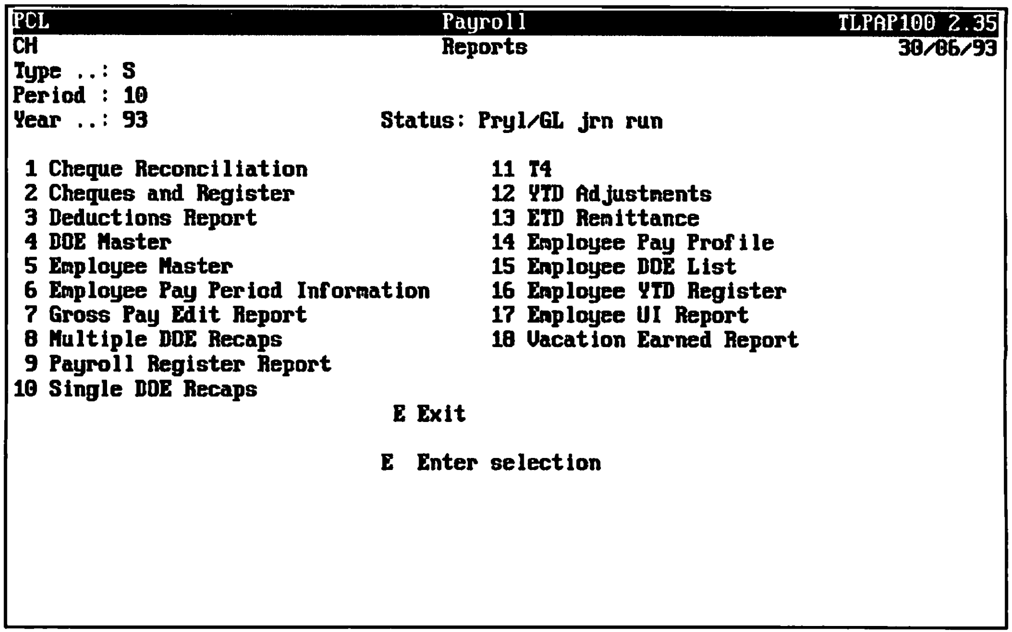
Type S followed by ↵Enter to prepare report.

A sample Gross Pay Edit report follows:

```
JUN 30/94                  EXAMPLE COMPANY LIMITED                 EXPAR155 1.02
DEPT                        GROSS PAY EDIT REPORT                       PAGE   1
           FOR PAYROLL TYPE S   PAY PERIOD 11   ENDING JUN 15,1994
EMPLOYEE                                    T
NUMBER NAME                                 P DOE     UNITS      RATE    AMOUNT

000005 EMPLOYEE             TEST            S SAL       .00       .00   1533.33
                                                                        1533.33*

000009 EMPLOYEE             TEST            S SAL       .00       .00    435.00
                                                                         435.00*

TOTAL FOR DEPT       2                                                  1968.33**


JUN 30/94                  EXAMPLE COMPANY LIMITED                 EXPAR155 1.02
                            GROSS PAY EDIT REPORT                       PAGE   2
           FOR PAYROLL TYPE S   PAY PERIOD 11   ENDING JUN 15,1994

TOTAL EMPLOYEES PROCESSED:    2                     GROSS AMOUNT:       1968.33

................................................................................
                                End of Report
................................................................................
```

MULTIPLE DOE RECAP REPORT

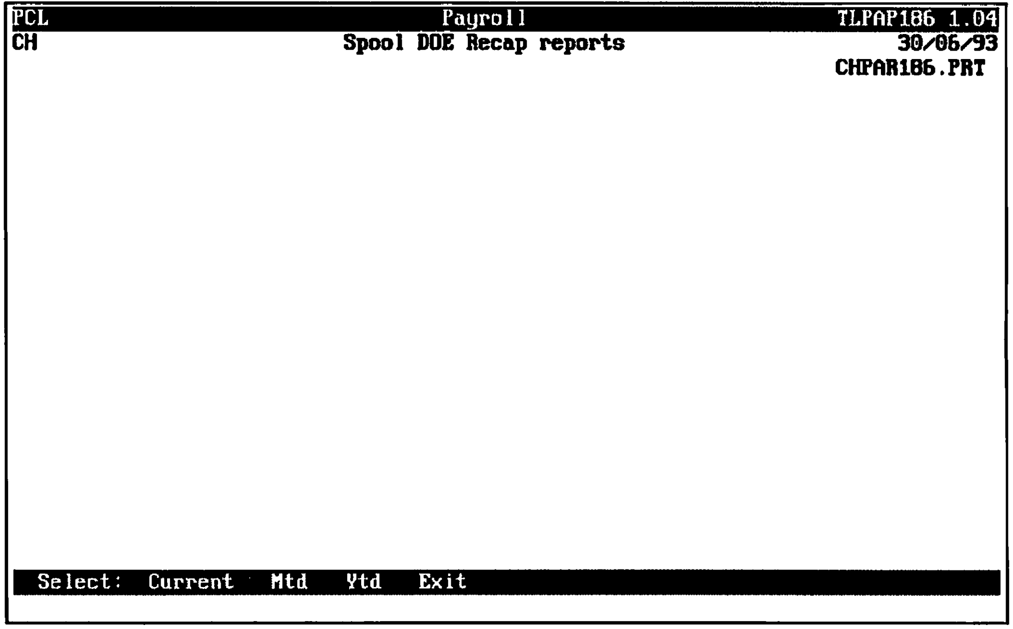
This report lets you print current, month-to-date or year-to-date information for up to six DOE's.



```
PCL                           Payroll                    TLPAP100 2.35
CH                            Reports                         30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

 1 Cheque Reconciliation             11 T4
 2 Cheques and Register              12 YTD Adjustments
 3 Deductions Report                 13 ETD Remittance
 4 DOE Master                        14 Employee Pay Profile
 5 Employee Master                   15 Employee DOE List
 6 Employee Pay Period Information   16 Employee YTD Register
 7 Gross Pay Edit Report             17 Employee UI Report
 8 Multiple DOE Recaps               18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                              E Exit

                           E  Enter selection
```

Type 8 and press ↵Enter to select *Multiple DOE Recaps.*

The screen will appear as follows:



```
PCL                           Payroll                    TLPAP186 1.04
CH                       Spool DOE Recap reports              30/06/93
                                                          CHPAR186.PRT
```

The options available are as follows:

- C Current
- M MTD (month-to-date)
- Y YTD (year-to-date)
- E Exit

Select one of the above options and the system will prompt you to enter up to six DOE numbers. F5 can be used to list these numbers.

Once you have enter the DOE numbers, type S to start generating the report.

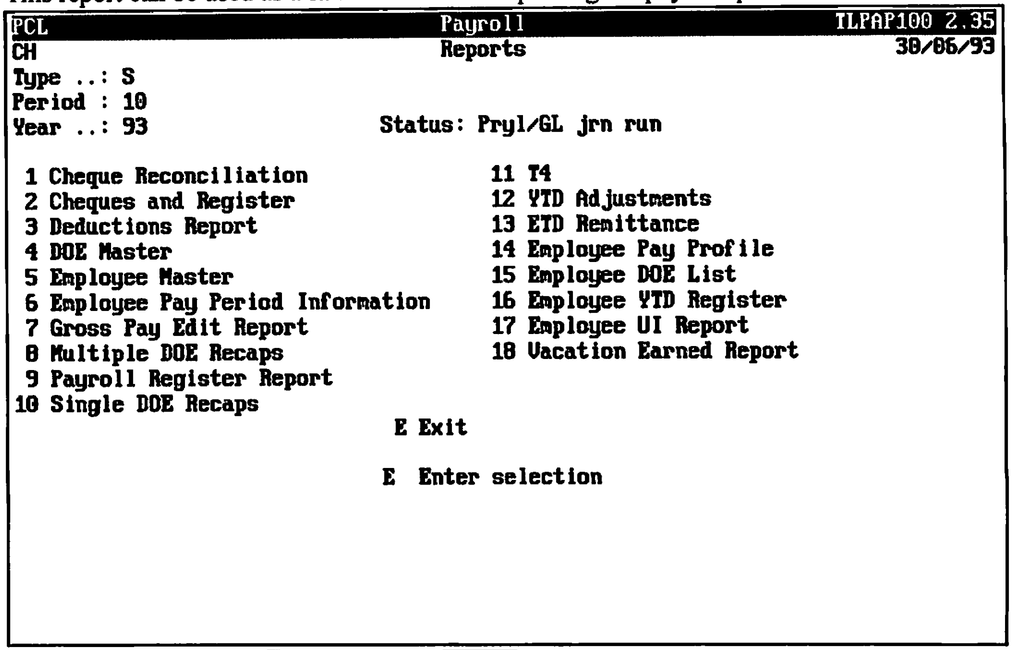
A sample DOE Recap report follows:

```
30/06/94                                               EXAMPLE COMPANY LIMITED                                          EXPAR186 1.04
DEPT                                             CUR RECAP FOR SAL DRW OHP CAR FIT HW                                        PAGE   1
PERIOD 11                                     FOR PAYROLL TYPE S ENDING 15/06/1994

EMPLOYEE                                    T
NUMBER NAME                                 P       SAL       DRW       OHP       CAR       FIT       HW

000005 EMPLOYEE             TEST            S   1533.33

000009 EMPLOYEE             TEST            S    435.00

TOTAL FOR DEPT                                  1968.33
.....................................................................................................................................
TOTAL FOR COMPANY                               1968.33
.....................................................................................................................................
```

PAYROLL REGISTER REPORT

The Payroll Register report prints a summary of information for each employee in the current pay period. It includes the gross salary, all deductions and the net pay amount for each employee. Summary totals of each DOE included in the pay period are also printed at the end of the report.

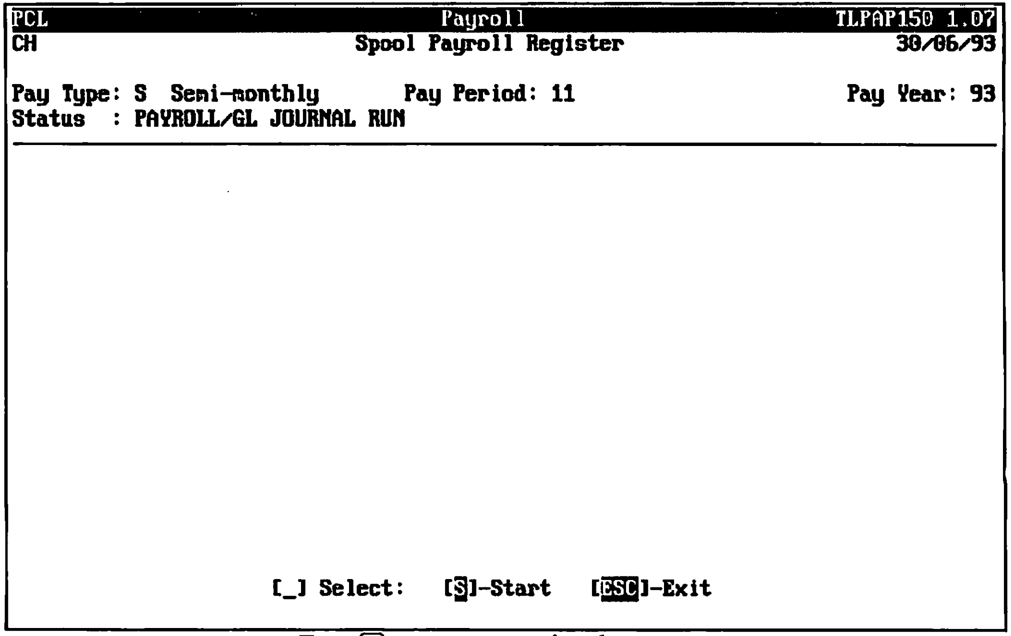
This report can be used as a final check before spooling the pay cheques.



```
PCL                           Payroll                     TLPAP100 2.35
CH                            Reports                          30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

 1 Cheque Reconciliation             11 T4
 2 Cheques and Register              12 YTD Adjustments
 3 Deductions Report                 13 ETD Remittance
 4 DOE Master                        14 Employee Pay Profile
 5 Employee Master                   15 Employee DOE List
 6 Employee Pay Period Information   16 Employee YTD Register
 7 Gross Pay Edit Report             17 Employee UI Report
 8 Multiple DOE Recaps               18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                              E Exit

                            E  Enter selection
```

Type 9 and press the ↵Enter to select *Payroll Register*.

The screen will appear as follows:



```
PCL                           Payroll                     TLPAP150 1.07
CH                       Spool Payroll Register                30/06/93

Pay Type: S  Semi-monthly     Pay Period: 11              Pay Year: 93
Status  : PAYROLL/GL JOURNAL RUN
-----------------------------------------------------------------------

                [_] Select:   [S]-Start    [ESC]-Exit
```

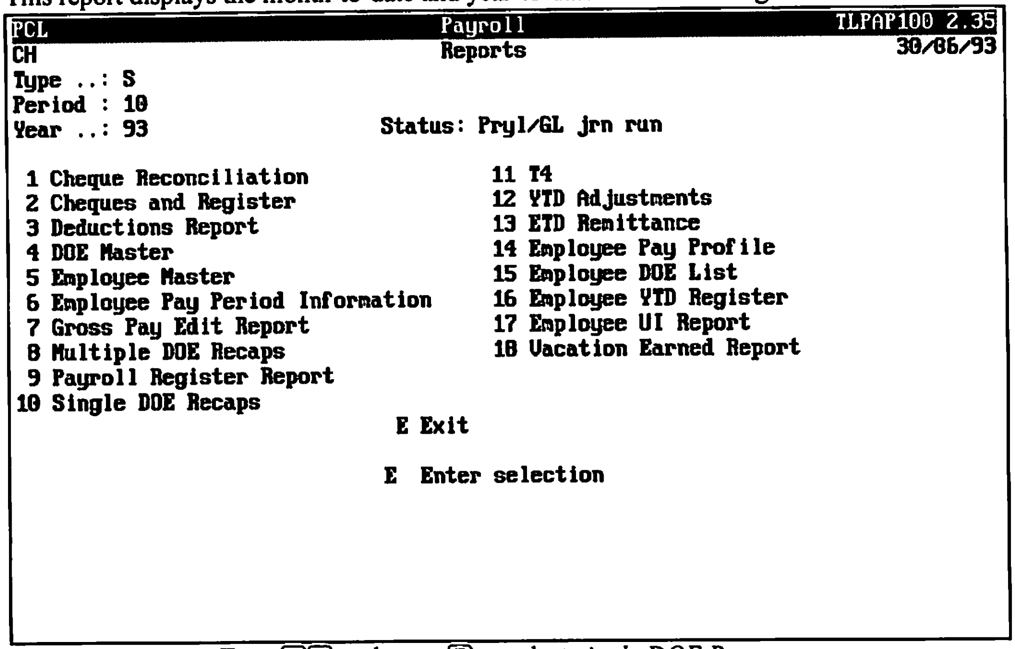
Type S to start generating the report.

A sample Payroll Register report follows:

```
30/06/94                                             EXAMPLE COMPANY LIMITED                                           EXPAR150 1.07
DEPT                                            P A Y R O L L    R E G I S T E R                                            PAGE   1
PERIOD 11                                     FOR PAYROLL TYPE S ENDING 15/06/1994

EMPLOYEE  EMPLOYEE           T EARNINGS       MISC PAYS      BENEFITS       DEDUCTIONS
NUMBER    NAME               P DOE    AMOUNT  DOE    AMOUNT  DOE    AMOUNT  DOE    AMOUNT

0000005 EMPLOYEE             S SAL   1533.33                 CPE       .00  FIT       .00
        NUMBER ONE                                           UIE       .00  EIT     40.00
                                                                            CPP       .00
                                                                            UIC       .00

S0275                                           1533.33                                     40.00   1493.33*

0000009 EMPLOYEE             S SAL    435.00                 CPE       .00  FIT       .00
        NUMBER TWO                                           UIE       .00  CPP       .00
                                                                            UIC       .00
S0276                                            435.00                                       .00    435.00*


TOTALS FOR DEPT         2      SAL   1968.33                 OHP       .00  FIT       .00
                               DRW       .00                 V/C       .00  EIT     40.00
                               CAR       .00                 CPE       .00  CPP       .00
                               HW        .00                 UIE       .00  UIC       .00
                               VAC       .00                                TAX       .00
                               COM       .00

                                     1968.33                           .00          40.00   1928.33


30/06/94                                             EXAMPLE COMPANY LIMITED                                           EXPAR150 1.07
                                                P A Y R O L L    R E G I S T E R                                            PAGE   2
PERIOD 11                                     FOR PAYROLL TYPE S ENDING 15/06/1994


TOTAL EMPLOYEES PROCESSED:    2

..................................................................................................................................
                                                          End of Report
..................................................................................................................................
```

SINGLE DOE RECAP REPORT

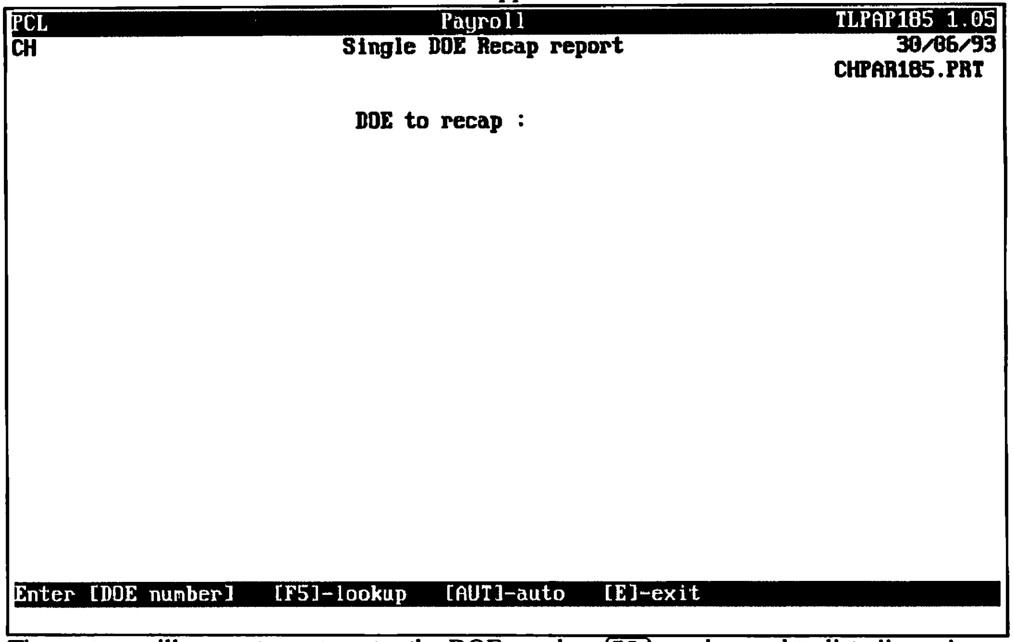
This report displays the month-to-date and year-to-date totals for a single DOE.



```
PCL                                 Payroll                       TLPAP100 2.35
CH                                  Reports                            30/06/93
Type ..: S
Period : 10
Year ..: 93                    Status: Pryl/GL jrn run

 1 Cheque Reconciliation               11 T4
 2 Cheques and Register                12 YTD Adjustments
 3 Deductions Report                   13 ETD Remittance
 4 DOE Master                          14 Employee Pay Profile
 5 Employee Master                     15 Employee DOE List
 6 Employee Pay Period Information     16 Employee YTD Register
 7 Gross Pay Edit Report               17 Employee UI Report
 8 Multiple DOE Recaps                 18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                E Exit

                               E  Enter selection
```

Type 10 and press E to select *single DOE Recaps.*

The screen will appear as follows:



```
PCL                                 Payroll                       TLPAP105 1.05
CH                           Single DOE Recap report                   30/06/93
                                                                   CHPAR105.PRT

                              DOE to recap :










Enter [DOE number]    [F5]-lookup    [AUT]-auto    [E]-exit
```

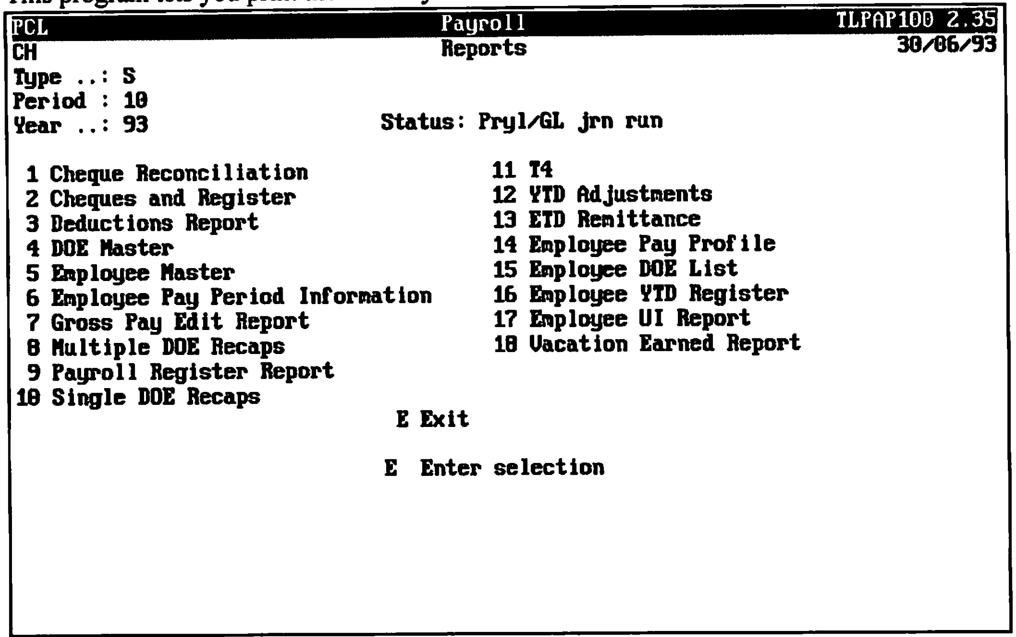
The system will prompt you to enter the DOE number. F5 can be used to list all numbers. Once you have selected the DOE number, type A to accept that number and the system will start generating the report.

A sample Single DOE Recap report follows:

```
30/06/94                    EXAMPLE COMPANY LIMITED               EXPAR185 1.05
DEPT                        RECAP FOR Gross salary                     PAGE   1
                     FOR PAYROLL TYPE S ENDING 15/06/1994

EMPLOYEE                                    T
NUMBER NAME                                 P DOE       MTD        YTD

000005 EMPLOYEE             TEST            S SAL   1533.33   16866.63

000009 EMPLOYEE             TEST            S SAL    435.00    4785.00

TOTAL FOR DEPT:        2                            1968.33   21651.63

TOTAL FOR COMPANY:     2                            1968.33   21651.63
```

T4 PREPARATION

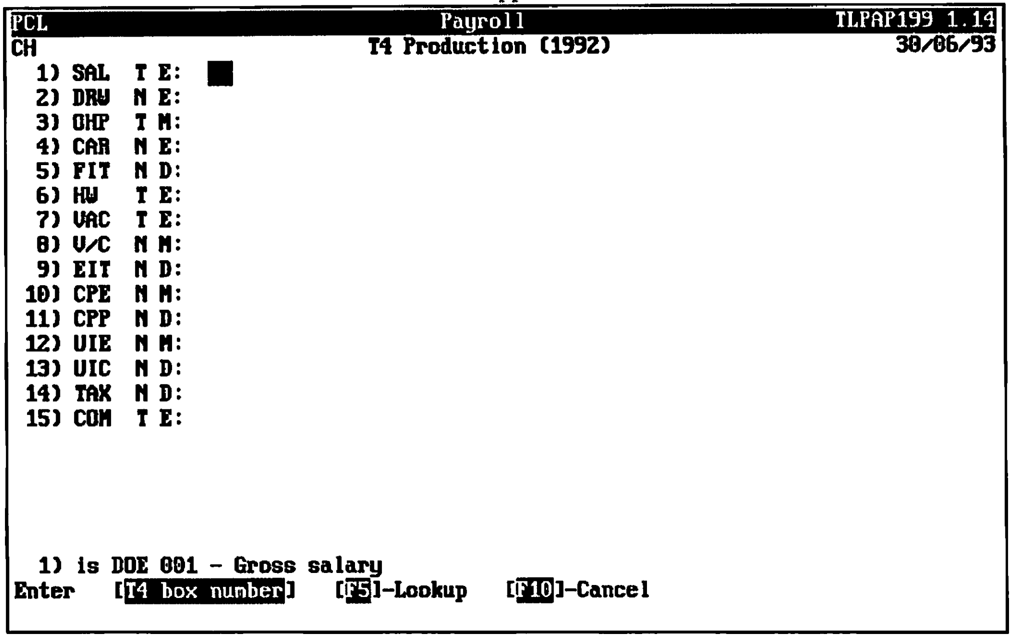
This program lets you print the T4's at year-end.



```
PCL                               Payroll                           TLPAP100 2.35
CH                                Reports                                30/06/93
Type ..: S
Period : 10
Year ..: 93                    Status: Pryl/GL jrn run

 1 Cheque Reconciliation              11 T4
 2 Cheques and Register               12 YTD Adjustments
 3 Deductions Report                  13 ETD Remittance
 4 DOE Master                         14 Employee Pay Profile
 5 Employee Master                    15 Employee DOE List
 6 Employee Pay Period Information    16 Employee YTD Register
 7 Gross Pay Edit Report              17 Employee UI Report
 8 Multiple DOE Recaps                18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                E Exit

                               E  Enter selection
```

Type 1 1 and press ↵Enter to select *T4.*

The screen will appear as follows:



```
PCL                               Payroll                           TLPAP199 1.14
CH                          T4 Production (1992)                         30/06/93
  1) SAL   T E:  █
  2) DRW   N E:
  3) OHP   T M:
  4) CAR   N E:
  5) FIT   N D:
  6) HW    T E:
  7) VAC   T E:
  8) V/C   N M:
  9) EIT   N D:
 10) CPE   N M:
 11) CPP   N D:
 12) UIE   N M:
 13) UIC   N D:
 14) TAX   N D:
 15) COM   T E:




  1) is DOE 001 - Gross salary
 Enter   [T4 box number]   [F5]-Lookup    [F10]-Cancel
```

The system will prompt you to enter the box letter that the DOE amount is to appear in on the T4 slip. F5 can be used to list a description of what each box number on the T4 slip should contain.

As you cursor through the DOE's, the system will display a description of the DOE in the bottom left hand corner.

Once you have finished with all the DOE's the system will prompt you with:

[ ] Enter: [field number] [F1]-print T4's [F10]-Cancel

If you need to modify a DOE type the field number corresponding to that DOE and make the appropriate changes. Once you are ready to spool the T4's press F1 and they will automatically be generated.

Two reports will be generated, the T4's and a totals report that shows you which amounts got applied to which boxes and totals for all DOE's.

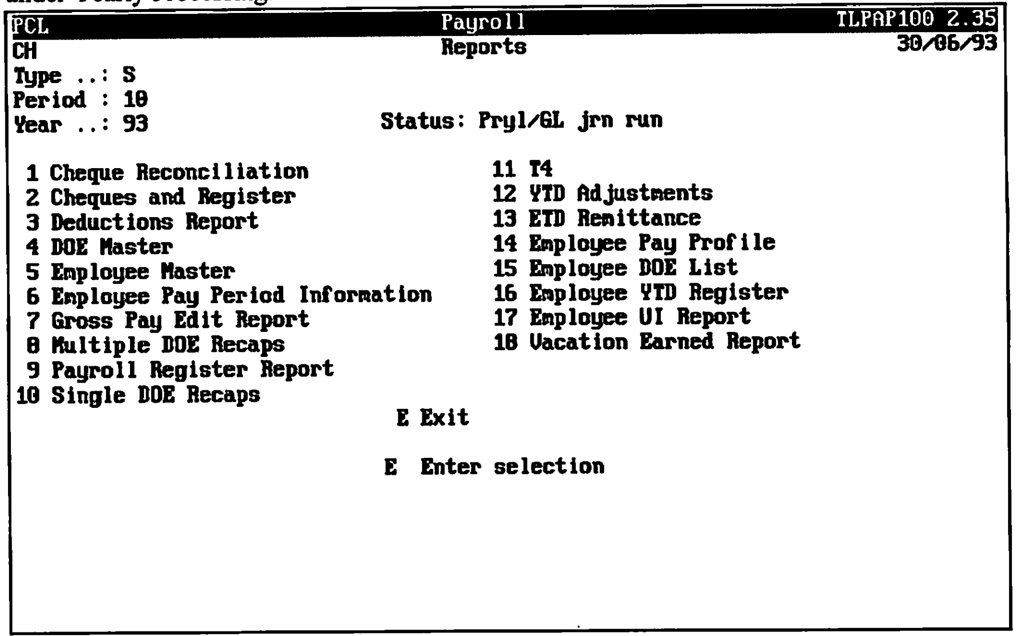
A sample T4 Totals report follows:

```
30/06/94                    EXAMPLE COMPANY LIMITED                EXPAR198 1.14
                                 1994 T4 TOTALS
                         Run Date : JUN 13/94  13:55:50

 < BOX >           TOTAL COMMENTS                    DOB/DESCRIPTION
 -------------------------------------------------------------------------------
 BOX 14     $   46778.92                             001 Gross salary
 BOX 16     $        .00 [CPP]    $        .00 [QPP]
 BOX 18     $        .00
 BOX 20     $        .00
 BOX 22     $        .00
 BOX 24     $        .00
 BOX 26     $        .00
 BOX 30     $        .00
 BOX 32     $        .00
 BOX 34     $        .00
 BOX 36     $        .00
 BOX 38     $        .00
 BOX 40     $        .00
 BOX 42     $        .00
 BOX 44     $        .00
 BOX 46     $        .00
 BOX 48     $        .00
 BOX 52     $        .00
 FOOTNOTES  $        .00 [               ]

 TOTAL T4S PRINTED     3
```

```
30/06/94                     EXAMPLE COMPANY LIMITED               EXPAR198 1.14
                                 1994 DOB TOTALS
                         Run Date : JUN 13/94  13:55:50

 DOB/DESCRIPTION                           TOTAL
 -------------------------------------------------------------------------------
 001 Gross salary                       46778.92
 002 DRAWINGS                                .00
 003 OHIP                                    .00
 004 Car allowance                           .00
 005 Federal income tax                      .00
 006 HOURLY WAGES                            .00
 007 VACATION PAY PAID                       .00
 008 VACATION PAY EARNED                     .00
 009 EXTRA INCOME TAX                        .00
 020 CPP - employer portion                  .00
 030 CPP - employee portion                  .00
 031 UI - employer portion                   .00
 032 UI - employee portion                   .00
 035 ETD - ADDITIONAL                        .00
 040 COMMISSIONS EARNED                      .00
```

YTD ADJUSTMENTS REPORT

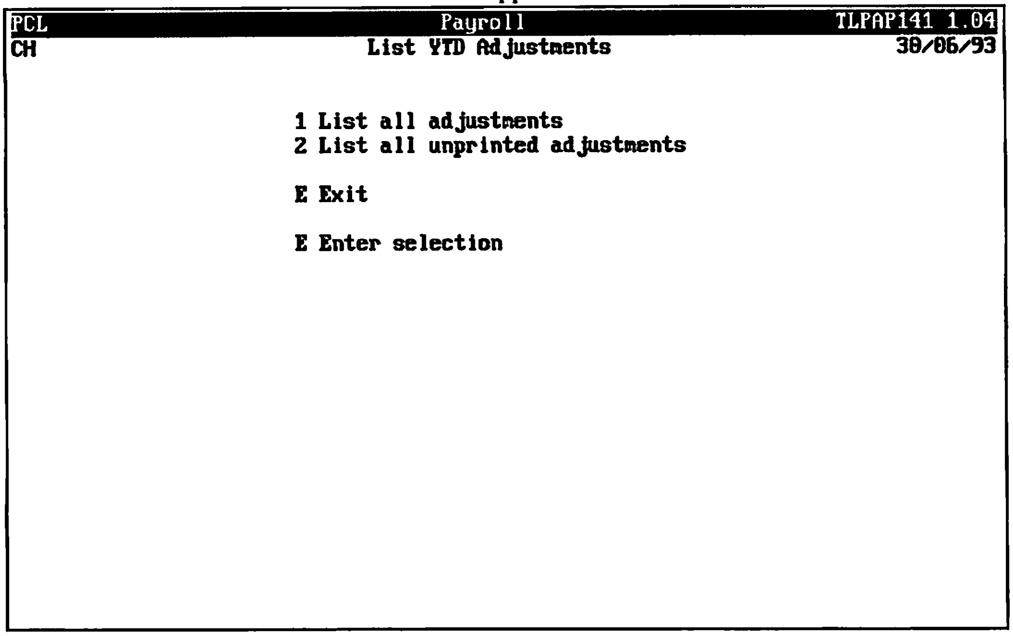
This report displays any adjustments you have made through the year-to-date program listed under Yearly Processing.



```
PCL                                  Payroll                      TLPAP100 2.35
CH                                   Reports                           30/06/93
Type ..: S
Period : 10
Year ..: 93                     Status: Pryl/GL jrn run

 1 Cheque Reconciliation                11 T4
 2 Cheques and Register                 12 YTD Adjustments
 3 Deductions Report                    13 ETD Remittance
 4 DOE Master                           14 Employee Pay Profile
 5 Employee Master                      15 Employee DOE List
 6 Employee Pay Period Information      16 Employee YTD Register
 7 Gross Pay Edit Report                17 Employee UI Report
 8 Multiple DOE Recaps                  18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                 E Exit

                                E  Enter selection
```

Type 12 and press ↵Enter to select *YTD Adjustments*.

The screen will appear as follows:



```
PCL                                  Payroll                      TLPAP141 1.04
CH                             List YTD Adjustments                    30/06/93


                            1 List all adjustments
                            2 List all unprinted adjustments

                            E Exit

                            E Enter selection
```

The options available are as follows:

- 1 List all adjustments
- 2 List all unprinted adjustments
- E Exit

If you type 1 followed by ↵ Enter, the system will list all the payroll adjustments posted to date.

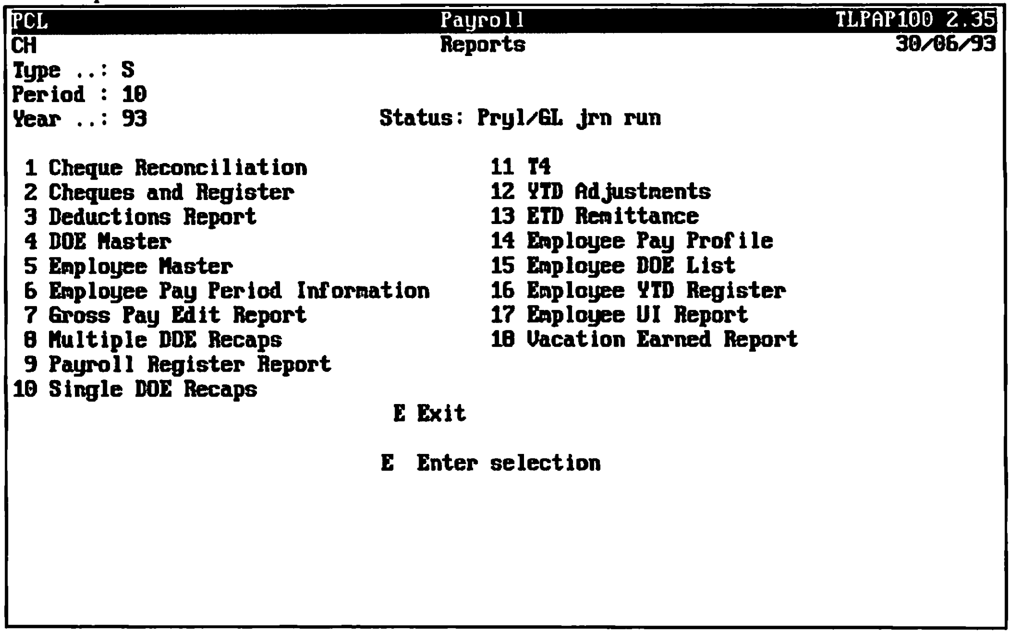
If you type 2 followed by ↵ Enter, the system will list all the unprinted posted payroll adjustments.

A sample YTD Adjustments report follows:

```
30/06/94                             EXAMPLE COMPANY LIMITED                             PAGE   1
                                     YTD ADJUSTMENTS REPORT

EMPLOYEE                                         DOE DOE       ADJ       ADJ       YTD       YTD
NUMBER NAME                                      NO. DESC    UNITS    AMOUNT     UNITS    AMOUNT
000005 EMPLOYEE             TEST                 001 SAL       .00  -1533.33       .00  36549.92
000007 EMPLOYEE             TEST                 001 SAL       .00   -400.00       .00   9612.00

DOE TOTALS:
 001  SAL
 -1933.33
```

ETD REMITTANCE

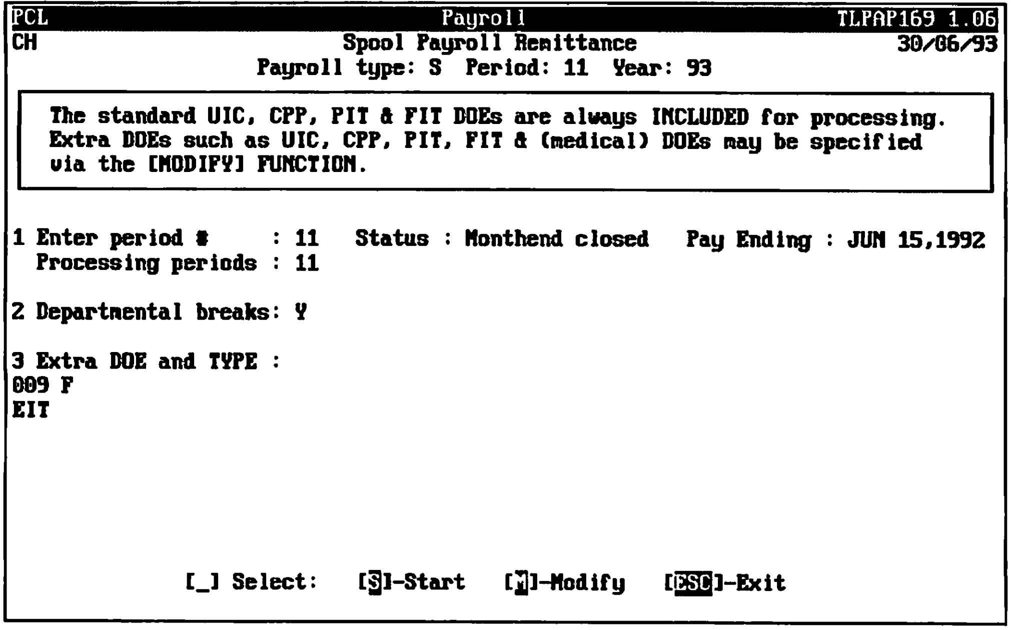
This report prints a summary of tax deductions and the total amount to be remitted per employee to the government. Summary totals of all employees are also included at the end of the report.



```
PCL                                    Payroll                           TLPAP100 2.35
CH                                     Reports                                30/06/93
Type ..: S
Period : 10
Year ..: 93                      Status: Pryl/GL jrn run

 1 Cheque Reconciliation                  11 T4
 2 Cheques and Register                   12 YTD Adjustments
 3 Deductions Report                      13 ETD Remittance
 4 DOE Master                             14 Employee Pay Profile
 5 Employee Master                        15 Employee DOE List
 6 Employee Pay Period Information        16 Employee YTD Register
 7 Gross Pay Edit Report                  17 Employee UI Report
 8 Multiple DOE Recaps                    18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                    E Exit

                                   E  Enter selection
```

Type 1 3 and press ↵Enter to select *ETD Remittance.*

The screen will appear as follows:



```
PCL                                    Payroll                           TLPAP169 1.06
CH                               Spool Payroll Remittance                     30/06/93
                           Payroll type: S  Period: 11  Year: 93

   The standard UIC, CPP, PIT & FIT DOEs are always INCLUDED for processing.
   Extra DOEs such as UIC, CPP, PIT, FIT & (medical) DOEs may be specified
   via the [MODIFY] FUNCTION.

1 Enter period #      : 11   Status : Monthend closed   Pay Ending : JUN 15,1992
  Processing periods  : 11

2 Departmental breaks: Y

3 Extra DOE and TYPE :
009 F
EIT

                [_] Select:   [S]-Start   [M]-Modify   [ESC]-Exit
```

PROCESSING PERIODS

You can process this report for a single period or range of periods. F5 can be used to list the pay periods and their status.

DEPARTMENT BREAKS

If you would like page breaks per department type Y otherwise type N and no page breaks will occur when a new department's information is started.

EXTRA DOE'S

All regular taxable DOE's are included as they are listed on the screen. If you have extra taxable DOE's you must list them here. An example of an extra DOE could be a DOE for extra income tax to be deducted.

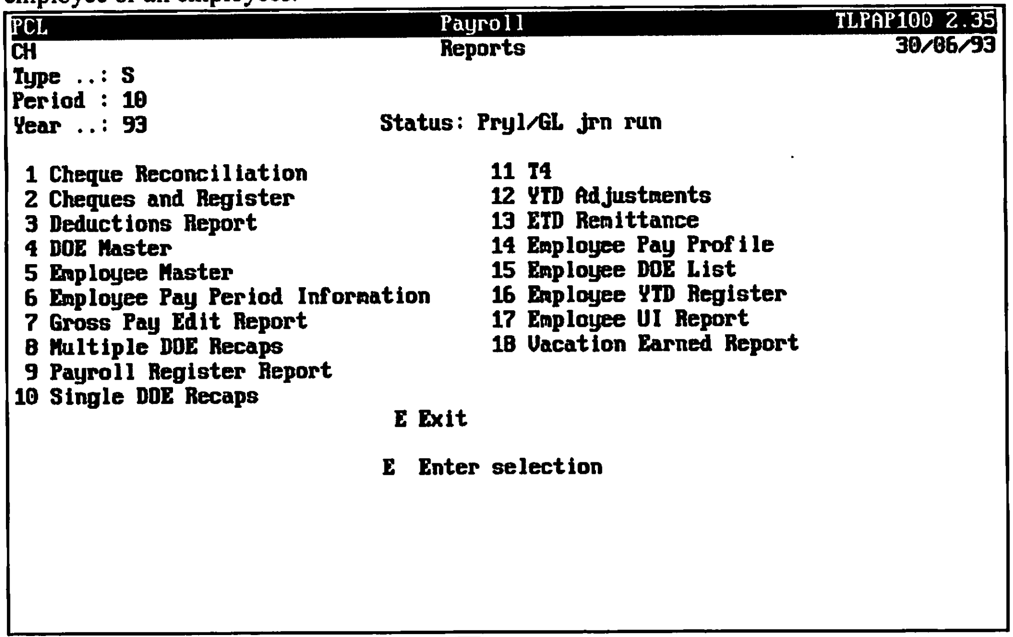
Once you have modified the report options type S to start processing the report.

A sample Source Deductions Remittance Summary report follows:

```
30/06/94                                              EXAMPLE COMPANY LIMITED                                          EXPAR169 1.06
DEPT                                          SOURCE DEDUCTIONS REMITTANCE SUMMARY                                          PAGE    1

    EMPLOYEE                 PAY DATE      GROSS   FED TAX  PROV TAX   CPP/QPP     UIC         NET   TOT CPP   TOT UIC      REMIT PER
NUMBER    NAME                                              PROV MED   COM CPP   COM UIC

000005 EMPLOYEE  TEST       15/06/1994   1533.33     40.00       .00       .00       .00   1493.33       .00       .00     40.00  25
                                                                 .00       .00       .00
000009 EMPLOYEE  TEST       15/06/1994    435.00       .00       .00       .00       .00    435.00       .00       .00       .00  11
                                                                 .00       .00       .00

Department totals     2                  1968.33     40.00       .00       .00       .00   1928.33       .00       .00     40.00

                                                                 .00       .00       .00

Company totals        2                  1968.33     40.00       .00       .00       .00   1928.33       .00       .00     40.00

                                                                 .00       .00       .00
```

EMPLOYEE PAY PROFILE

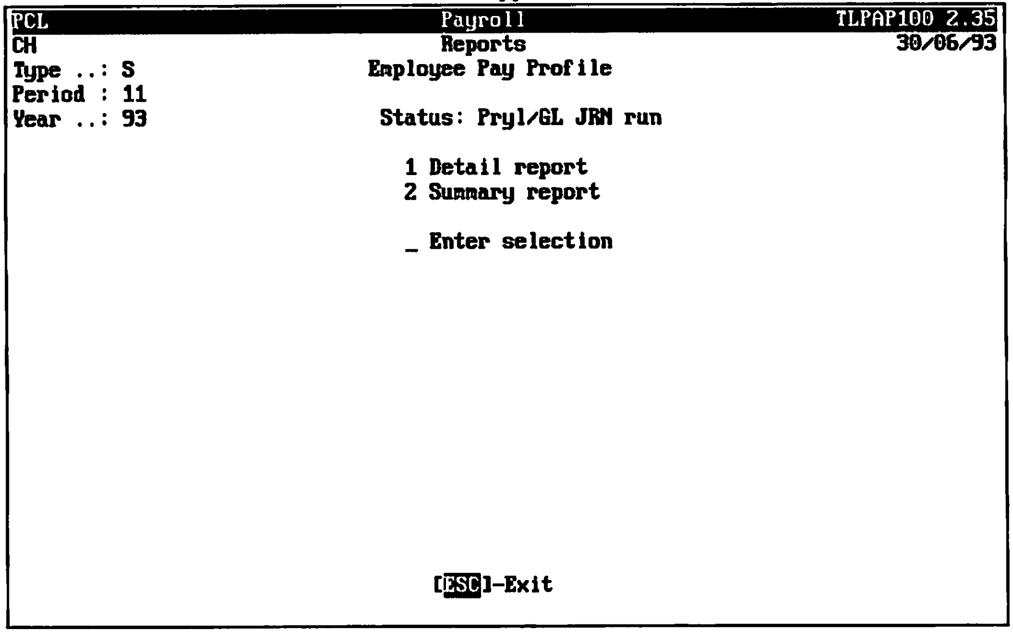
This report prints a detailed or summary list of pay period information for a single employee or all employees.



```
PCL                                    Payroll                          TLPAP100 2.35
CH                                     Reports                               30/06/93
Type ..: S
Period : 10
Year ..: 93                       Status: Pryl/GL jrn run

 1 Cheque Reconciliation                     11 T4
 2 Cheques and Register                      12 YTD Adjustments
 3 Deductions Report                         13 ETD Remittance
 4 DOE Master                                14 Employee Pay Profile
 5 Employee Master                           15 Employee DOE List
 6 Employee Pay Period Information           16 Employee YTD Register
 7 Gross Pay Edit Report                     17 Employee UI Report
 8 Multiple DOE Recaps                       18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                                   E Exit

                                  E  Enter selection
```

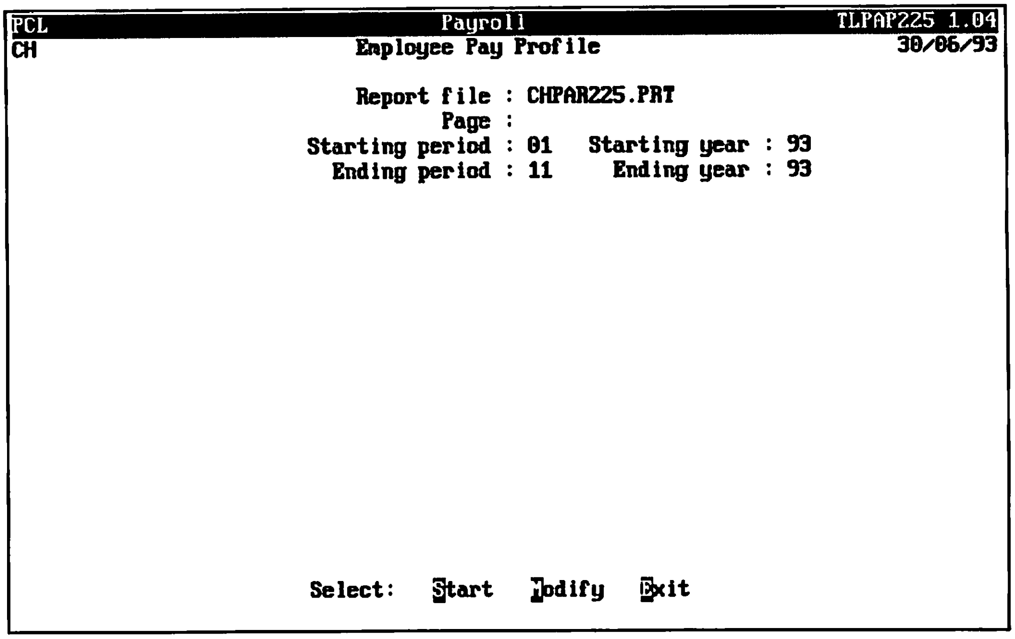
Type 1 4 and press ↵Enter to select *Employee Pay Profile.*

The screen will appear as follows:



```
PCL                                    Payroll                          TLPAP100 2.35
CH                                     Reports                               30/06/93
Type ..: S                        Employee Pay Profile
Period : 11
Year ..: 93                       Status: Pryl/GL JRN run

                                    1 Detail report
                                    2 Summary report

                                    _ Enter selection









                                     [ESC]-Exit
```

DETAILED REPORT



```
PCL                         Payroll                      TLPAP225 1.04
CH                    Employee Pay Profile                    30/06/93

                       Report file : CHPAR225.PRT
                              Page :
                   Starting period : 01   Starting year : 93
                     Ending period : 11     Ending year : 93









                       Select:  Start  Modify  Exit
```

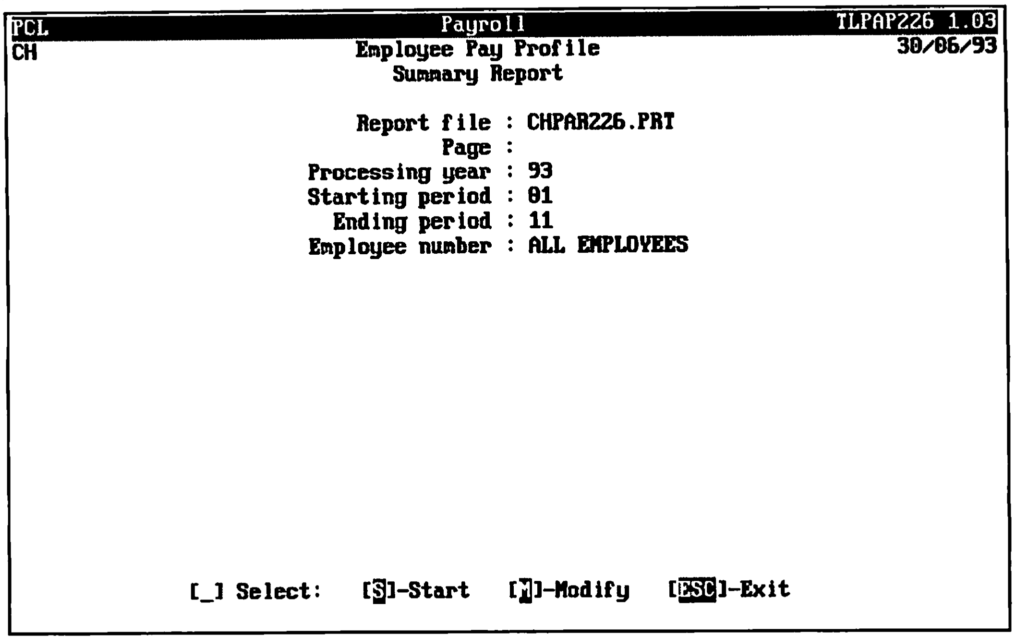
To modify the pay periods included, type M and enter the field number corresponding to the field you want to change. F5 can be used to list the dates and status of each pay period.

Once you have the correct pay period information, type S to start the report processing. The system will then prompt you to enter an employee number. If you would like to print the report for all employees, press F10 otherwise enter the employee number for the employee you want the report for. F5 can be used to list all employees.

A sample Detailed Employee Pay Profile report follows:

```
31/07/93                                              EXAMPLE COMPANY LIMITED                                             Page   1
                                                      Employee Pay Profile                                          EXPAR225 1.04
                                    Starting PERIOD/YEAR: 11/93     Ending PERIOD/YEAR: 12/93

                                            000005  EMPLOYEE           TEST

S9311 001  SAL  002  DRW  004  CAR  040  COM                                                                       TOTAL EARN
       1533.33       .00       .00       .00                                                                         1533.33
      003  OHP  008  V/C  020  CPE  031  UIE                                                                       TOTAL MEMO
           .00       .00       .00       .00                                                                             .00
      005  FIT  009  EIT  030  CPP  032  UIC                                                                       TOTAL DEDN
           .00     40.00       .00       .00                                                                           40.00
-----------------------------------------------------------------------------------------------  /  /                1493.33

      001  SAL  002  DRW  003  OHP  004  CAR  005  FIT  008  V/C  009  EIT  020  CPE  030  CPP  031  UIE  032  UIC  040  COM
       1533.33       .00       .00       .00       .00       .00     40.00       .00       .00       .00       .00       .00


31/07/93                                              EXAMPLE COMPANY LIMITED                                             Page   2
                                                      Employee Pay Profile                                          EXPAR225 1.04
                                    Starting PERIOD/YEAR: 11/93     Ending PERIOD/YEAR: 12/93

                                            ******  Run totals

         001  SAL    002  DRW    003  OHP    004  CAR    005  FIT    008  V/C    009  EIT    020  CPE    030  CPP    031  UIE
         1533.33         .00         .00         .00         .00         .00       40.00         .00         .00         .00
         032  UIC    040  COM
```

SUMMARY REPORT



```
PCL                             Payroll                       TLPAP226 1.03
CH                        Employee Pay Profile                     30/06/93
                             Summary Report

                       Report file : CHPAR226.PRT
                              Page :
                   Processing year : 93
                   Starting period : 01
                     Ending period : 11
                   Employee number : ALL EMPLOYEES









          [_] Select:   [S]-Start   [M]-Modify   [ESC]-Exit
```

This report gives you the option to change the processing year, pay periods and employees. To modify any of this information, type M and cursor to the field you want to modify. As in the detail report you can process information for a range of pay periods or a single pay period. You may also include all employees or generate the report for a single employee.

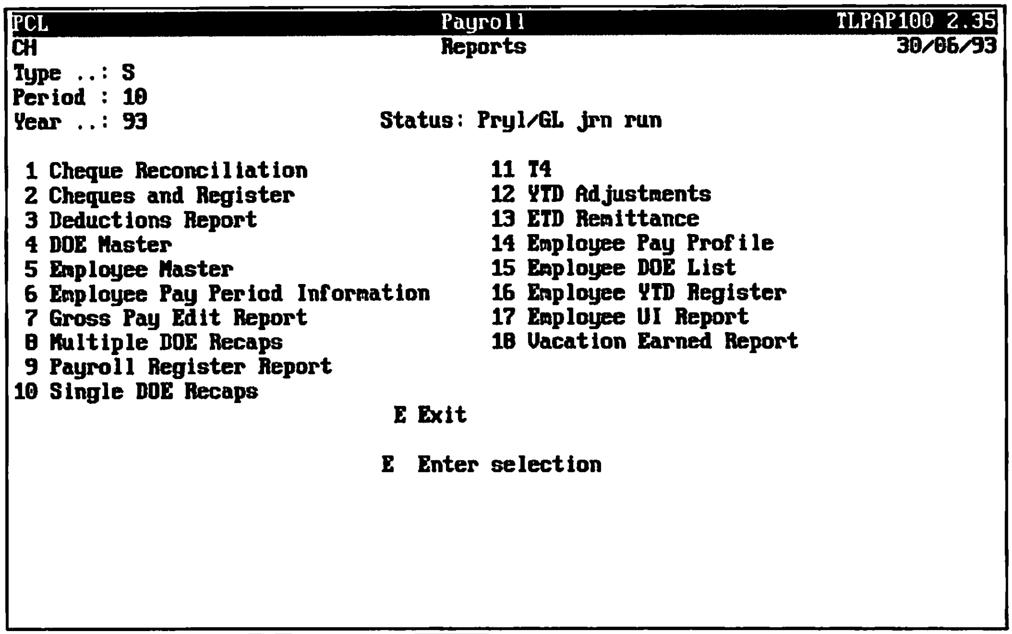
Once your report options are correct, type A to accept the options and S to start generating the report.

A sample Summary Employee Pay Profile report follows:

```
30/06/94                                   EXAMPLE COMPANY LIMITED                                      Page    1
                                             Employee Pay Profile                                  EXPAR226 1.03
                                               Summary Report

000005 EMPLOYEE          TEST
      001  SAL  002  DRW  003  OHP  004  CAR  005  FIT  008  V/C  009  EIT  020  CPE  030  CPP  031  UIE  032  UIC  040  COM
      16866.63       .00        .00       .00   3620.60        .00   440.00    349.00    349.00    644.00    460.00        .00
000009 EMPLOYEE          TEST
      001  SAL  005  FIT  020  CPE  030  CPP  031  UIE  032  UIC
       4785.00   393.10     74.40     74.40    182.70    130.50

30/06/94                                   EXAMPLE COMPANY LIMITED                                      Page    2
                                             Employee Pay Profile                                  EXPAR226 1.03
                                               Summary Report
                                                 RUN TOTALS

          001  SAL     002  DRW     003  OHP     004  CAR     005  FIT     008  V/C     009  EIT     020  CPE     030  CPP     031  UIE
         21651.63          .00          .00          .00     4013.70          .00      440.00      423.40      423.40      826.70
          032  UIC     040  COM
           590.50          .00
```

EMPLOYEE DOE LIST

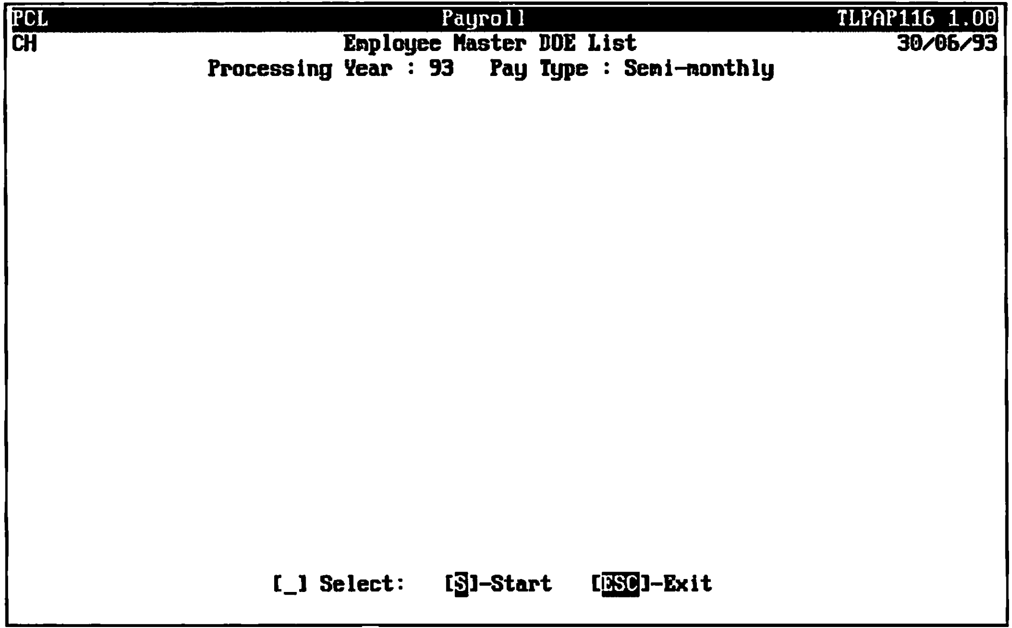
This report lists active DOE's for each employee including the current DOE amount and the credit and debit GL codes.



```
PCL                          Payroll                       TLPAP100 2.35
CH                           Reports                            30/06/93
Type ..: S
Period : 10
Year ..: 93                Status: Pryl/GL jrn run

 1 Cheque Reconciliation               11 T4
 2 Cheques and Register                12 YTD Adjustments
 3 Deductions Report                   13 ETD Remittance
 4 DOE Master                          14 Employee Pay Profile
 5 Employee Master                     15 Employee DOE List
 6 Employee Pay Period Information     16 Employee YTD Register
 7 Gross Pay Edit Report               17 Employee UI Report
 8 Multiple DOE Recaps                 18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                             E Exit

                           E  Enter selection
```

Type 1 5 and press ↵Enter to select Employee DOE List.

The screen will appear as follows:



```
PCL                          Payroll                       TLPAP116 1.00
CH                   Employee Master DOE List                   30/06/93
             Processing Year : 93   Pay Type : Semi-monthly











                  [_] Select:    [S]-Start    [ESC]-Exit
```

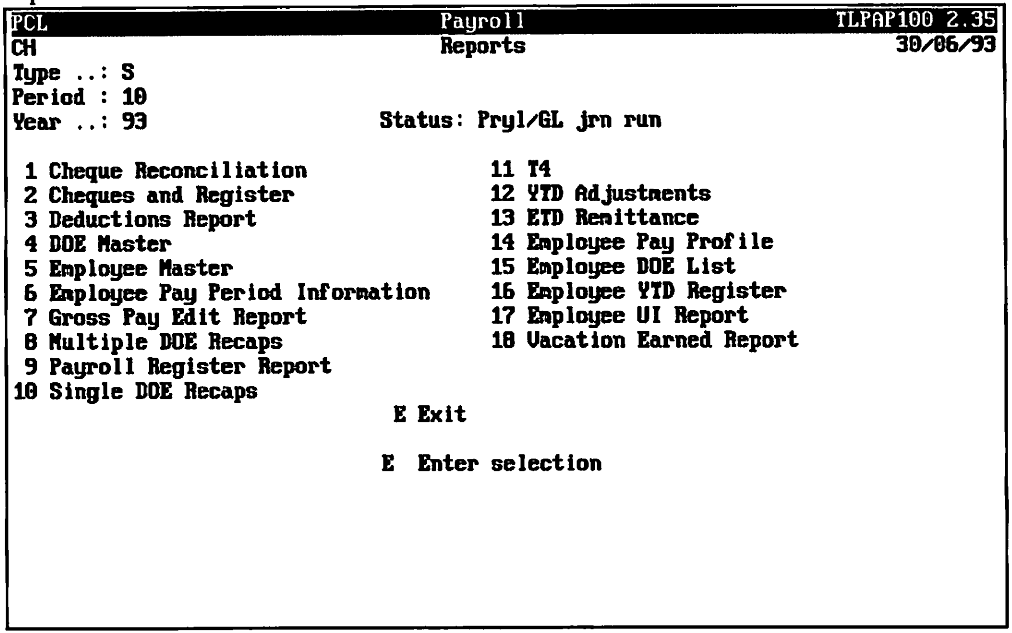
Type S to start generating this report.

A sample Employee DOE List follows:

```
30 JUN 94                                    EXAMPLE COMPANY LIMITED                                      Page:     1
                                               EMPLOYEE DOE LIST                                        EXPAR116 1.00
                                    Processing Year : 94    Pay Type : Semi-monthly

Employee#   Employee name                          DOE#  DOE Description              DOE Amount     DEBIT G/L     CREDIT G/L
-------------------------------------------------------------------------------------------------------------------------------
   000005   EMPLOYEE, TEST                          001  Gross salary                    1533.33       5112-10        3135-10
                                                    005  Federal income tax                  .00       3135-10        3130-10
                                                    008  VACATION PAY EARNED                 .00       5705-10        3140-10
                                                    009  EXTRA INCOME TAX                  40.00       3135-10        3130-10
                                                    020  CPP - employer portion              .00       5107-10        3130-10
                                                    030  CPP - employee portion              .00       3135-10        3130-10
                                                    031  UI - employer portion               .00       5109-10        3130-10
                                                    032  UI - employee portion               .00       3135-10        3130-10
                                                    040  COMMISSIONS EARNED                  .00       5112-10        3135-10
   000009   EMPLOYEE[2], TEST                       001  Gross salary                     435.00       5710-10        3135-10
                                                    005  Federal income tax                  .00       3135-10        3130-10
                                                    020  CPP - employer portion              .00       5107-10        3130-10
                                                    030  CPP - employee portion              .00       3135-10        3130-10
                                                    031  UI - employer portion               .00       5109-10        3130-10
                                                    032  UI - employee portion               .00       3135-10        3130-10

Total ACTIVE employees =      2
Total INACTIVE employees      0

                                                --- END OF REPORT ---
```

EMPLOYEE YTD REGISTER

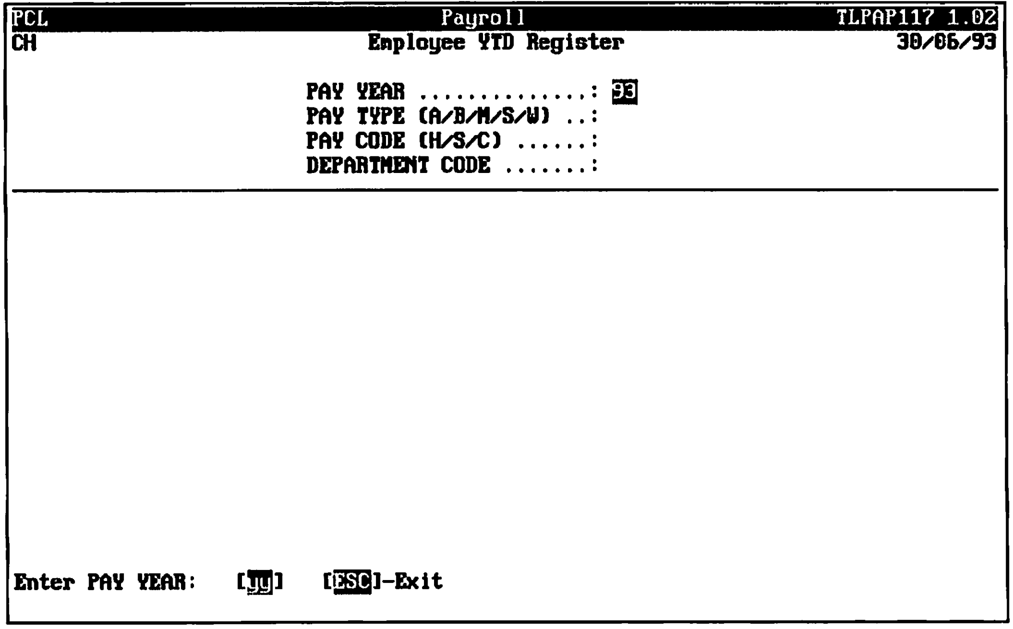
This program spools a year-to-date register grouping employees and subtotals by department.



```
PCL                              Payroll                        TLPAP100 2.35
CH                               Reports                             30/06/93
Type ..: S
Period : 10
Year ..: 93                 Status: Pryl/GL jrn run

 1 Cheque Reconciliation               11 T4
 2 Cheques and Register                12 YTD Adjustments
 3 Deductions Report                   13 ETD Remittance
 4 DOE Master                          14 Employee Pay Profile
 5 Employee Master                     15 Employee DOE List
 6 Employee Pay Period Information     16 Employee YTD Register
 7 Gross Pay Edit Report               17 Employee UI Report
 8 Multiple DOE Recaps                 18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                             E Exit

                            E  Enter selection
```

Type [1][6] and press [↵Enter] to select *Employee YTD register.*

The screen will appear as follows:



```
PCL                              Payroll                        TLPAP117 1.02
CH                         Employee YTD Register                     30/06/93

                        PAY YEAR ..............: 93
                        PAY TYPE (A/B/M/S/W) ..:
                        PAY CODE (H/S/C) ......:
                        DEPARTMENT CODE .......:
_____________________________________________________________________________









Enter PAY YEAR:    [yy]    [ESC]-Exit
```

The following report options are available:

PAY YEAR

Type the year that you want to report the payroll details for. The system will default to the current year.

PAY TYPE

Select the pay type from the following list. The default is the current payroll type being processed.

A	Annual
B	Bi-monthly
M	Monthly
S	Semi-monthly
W	Weekly

PAY CODE

Select the pay code form the following list:

H	Hourly
S	Salary
C	Commission
↵Enter	All pay codes

DEPARTMENT CODE

Type the department code or press ↵Enter to product the report for all departments.

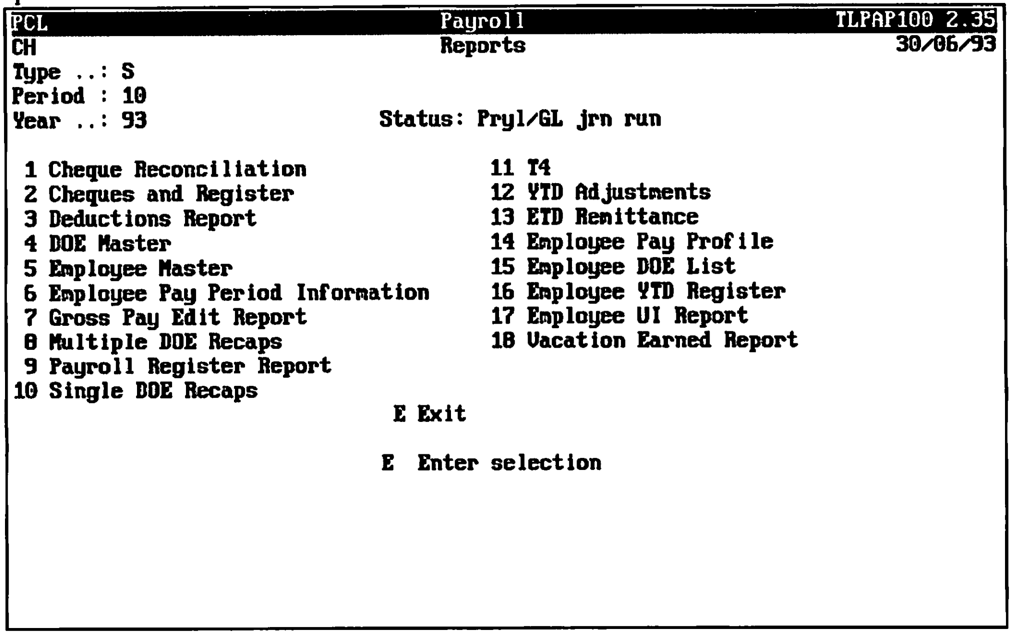
Type S and press ↵Enter to generate the report.

A sample Employee YTD Register report follows:

```
JUN 30/94                                         EXAMPLE COMPANY LIMITED                                             EXPAR117 1.02
Pay Type: Semi-monthly                                                                                                     Page    1
Pay Year: 94                                           YTD - REGISTER

      Employee                                 T   Current    Current      YTD      YTD                          Last
Dept  Number Name                      DOE     P     Units     Amount      Units    Amount Status     Hire Date  Per  CR GL  DB GL

      000005 SURNAME, GIVEN NAME                                                 ACTIVE    01-APR-1989  11
                                       001 SAL E       .00    1533.33        .00   16866.63                            313510 511210
                                       002 DRW E       .00        .00        .00        .00
                                       003 OHP M       .00        .00        .00        .00
                                       004 CAR E       .00        .00        .00        .00
                                       005 FIT D       .00        .00        .00    3837.30                            313010 313510
                                       008 V/C M       .00        .00        .00        .00                            314010 570510
                                       009 EIT D       .00      40.00        .00     440.00                            313010 313510
                                       020 CPE M       .00        .00        .00     349.00                            313010 510710
                                       030 CPP D       .00        .00        .00     349.00                            313010 313510
                                       031 UIE M       .00        .00        .00     644.00                            313010 510910
                                       032 UIC D       .00        .00   15333.30     460.00                            313010 313510
                                       040 COM E       .00        .00        .00     722.18                            313510 511210
                                               G  17588.81N  12502.51D   5086.30M    993.00

      000009 SURNAME, GIVEN NAME                                                            ACTIVE    23-OCT-1992  11
                                       001 SAL E       .00     435.00        .00    4785.00                            313510 571010
                                       005 FIT D       .00        .00        .00     393.10                            313010 313510
                                       020 CPE M       .00        .00        .00      74.40                            313010 510710
                                       030 CPP D       .00        .00        .00      74.40                            313010 313510
                                       031 UIE M       .00        .00        .00     182.70                            313010 510910
                                       032 UIC D       .00        .00    4350.00     130.50                            313010 313510
                                               G   4785.00N   4187.00D    598.00M    257.10

      000010 SURNAME, GIVEN NAME                                                            ACTIVE    25-JUN-1993  11
                                               G       .00N       .00D       .00M       .00

    3                                          G  22373.81N  16689.51D   5684.30M   1250.10
DEPARTMENT TOTALS

DOE T DOE     DOE       DOE T DOE     DOE        DOE T DOE     DOE        DOE T DOE     DOE
NUM P DSC    AMOUNT     NUM P DSC    AMOUNT      NUM P DSC    AMOUNT      NUM P DSC    AMOUNT
001 E SAL  21651.63     040 E COM    722.18

005 D FIT   4230.40     009 D EIT    440.00      030 D CPP       423.40   032 D UIC    590.50

020 M CPE    423.40     031 M UIE    826.70


JUN 30/94                                         EXAMPLE COMPANY LIMITED                                             EXPAR117 1.02
Pay Type: Semi-monthly                                                                                                     Page    2
Pay Year: 93                                           YTD - REGISTER

      Employee                                 T   Current    Current      YTD      YTD                          Last
Dept  Number Name                      DOE     P     Units     Amount      Units    Amount Status     Hire Date  Per  CR GL  DB GL

    3                                          G  22373.81N  16689.51D   5684.30M   1250.10
COMPANY TOTALS

DOE T DOE     DOE       DOE T DOE     DOE        DOE T DOE     DOE        DOE T DOE     DOE
NUM P DSC    AMOUNT     NUM P DSC    AMOUNT      NUM P DSC    AMOUNT      NUM P DSC    AMOUNT
                                                 001 E SAL  21651.63      040 E COM    722.18

005 D FIT   4230.40     009 D EIT    440.00      030 D CPP    423.40      032 D UIC    590.50

020 M CPE    423.40     031 M UIE    826.70
                              END OF REPORT
```

EMPLOYEE UI REPORT

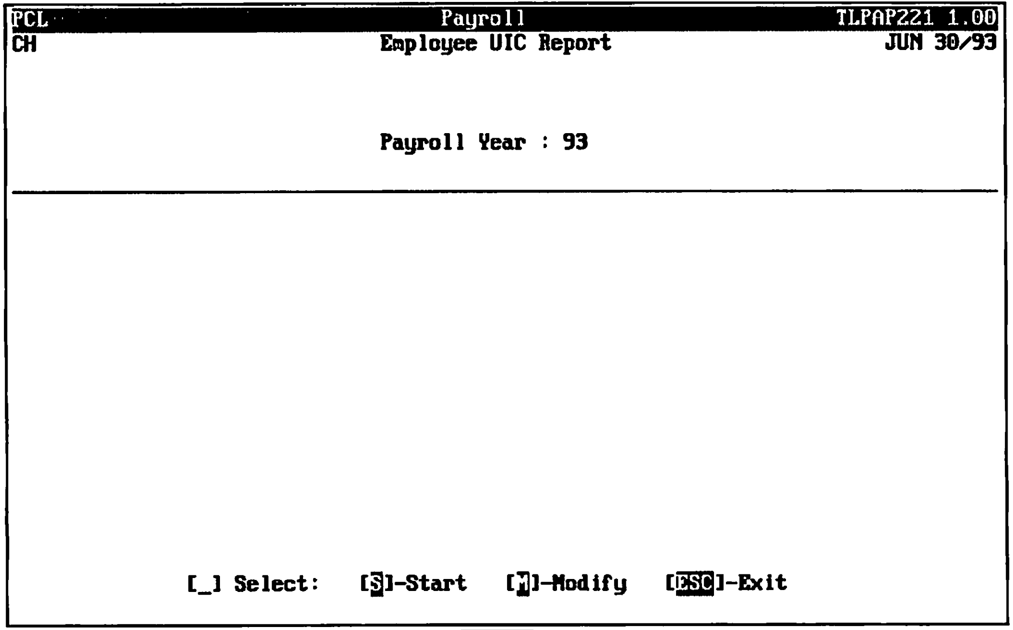
This program generate a report that details the Unemployment Insurance for the year specified.



```
PCL                          Payroll                    TLPAP100 2.35
CH                           Reports                         30/06/93
Type ..: S
Period : 10
Year ..: 93              Status: Pryl/GL jrn run

 1 Cheque Reconciliation              11 T4
 2 Cheques and Register               12 YTD Adjustments
 3 Deductions Report                  13 ETD Remittance
 4 DOE Master                         14 Employee Pay Profile
 5 Employee Master                    15 Employee DOE List
 6 Employee Pay Period Information    16 Employee YTD Register
 7 Gross Pay Edit Report              17 Employee UI Report
 8 Multiple DOE Recaps                18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                          E Exit

                         E  Enter selection
```

Type [1][7] and press [↵ Enter] to select *Employee UI report.*

The screen will appear as follows:



```
PCL                          Payroll                    TLPAP221 1.00
CH                     Employee UIC Report                 JUN 30/93


                       Payroll Year : 93

---------------------------------------------------------------------










        [_] Select:   [S]-Start   [M]-Modify   [ESC]-Exit
```

Type [S] and press [↵ Enter] to spool the report.

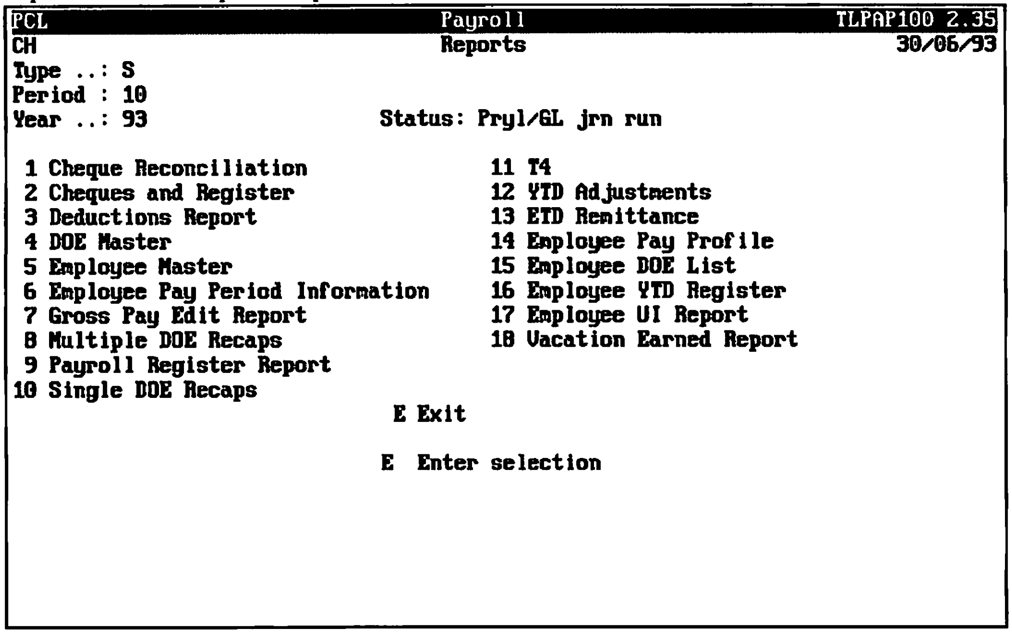
A sample detailed and summary Employee UI report follows:

```
JUN 30/94                    EXAMPLE COMPANY LIMITED            EXPAR222 1.00
Pay Year: 94                                                       Page:    1
                                  UI - SUMMARY

                                                       Last  Total
Employee                                                Pay     UI       Total
Number  Last Name, First Name                        Period Periods    Premium
------------------------------------------------------------------------------
000005  SURNAME, GIVEN NAME                              10    111    32199.93
000009  SURNAME, GIVEN NAME                              10    111     6120.00
000010  SURNAME, GIVEN NAME                              10    111         .00
```

```
JUN 30/94                                            EXAMPLE COMPANY LIMITED                                           EXPAR221 1.00
Pay Year: 94                                            UI - DETAILS                                                      Page:    1
                                                                   PAY              PAY              PAY              PAY
                                                                   PER   PREMIUM    PER   PREMIUM    PER   PREMIUM    PER    PREMIUM
                                                                   ---- ---------   ---- ---------   ---- ---------   ---- ---------
Employee       : 000005 SURNAME, GIVEN NAME                         1     1533.33   14     1533.33   27         .00   40         .00
Pay Type       : Semi-monthly                                       2     1533.33   15     1533.33   28         .00   41         .00
Status         : ACTIVE                                             3     1533.33   16     1533.33   29         .00   42         .00
Last Pay Period: 10                                                 4     1533.33   17     1533.33   30         .00   43         .00
Total UI Weeks : 111                                                5     1533.33   18     1533.33   31         .00   44         .00
Total Premiums :   32199.93                                         6     1533.33   19     1533.33   32         .00   45         .00
                                                                    7     1533.33   20     1533.33   33         .00   46         .00
                                                                    8     1533.33   21     1533.33   34         .00   47         .00
                                                                    9     1533.33   22               35         .00   48         .00
                                                                   10     1533.33   23               36         .00   49         .00
                                                                   11     1533.33   24               37         .00   50         .00
                                                                   12     1533.33   25               38         .00   51         .00
                                                                   13     1533.33   26               39         .00   52         .00

Employee       : 000009 SURNAME, GIVEN NAME                         1      435.00   14      442.50   27         .00   40         .00
Pay Type       : Semi-monthly                                       2      435.00   15               28         .00   41         .00
Status         : ACTIVE                                             3      435.00   16               29         .00   42         .00
Last Pay Period: 10                                                 4      435.00   17               30         .00   43         .00
Total UI Weeks : 111                                                5      435.00   18               31         .00   44         .00
Total Premiums :    6120.00                                         6      435.00   19               32         .00   45         .00
                                                                    7      435.00   20               33         .00   46         .00
                                                                    8      435.00   21               34         .00   47         .00
                                                                    9      435.00   22               35         .00   48         .00
                                                                   10      435.00   23               36         .00   49         .00
                                                                   11      442.50   24               37         .00   50         .00
                                                                   12      442.50   25               38         .00   51         .00
                                                                   13      442.50   26               39         .00   52         .00

Employee       : 000010 SURNAME, GIVEN NAME                         1         .00   14         .00   27         .00   40         .00
Pay Type       : Semi-monthly                                       2         .00   15         .00   28         .00   41         .00
Status         : ACTIVE                                             3         .00   16         .00   29         .00   42         .00
Last Pay Period: 10                                                 4         .00   17         .00   30         .00   43         .00
Total UI Weeks : 111                                                5         .00   18         .00   31         .00   44         .00
Total Premiums :        .00                                         6         .00   19         .00   32         .00   45         .00
                                                                    7         .00   20         .00   33         .00   46         .00
                                                                    8         .00   21         .00   34         .00   47         .00
                                                                    9         .00   22         .00   35         .00   48         .00
                                                                   10         .00   23         .00   36         .00   49         .00
                                                                   11         .00   24         .00   37         .00   50         .00
                                                                   12         .00   25         .00   38         .00   51         .00
                                                                   13         .00   26         .00   39         .00   52         .00
```

VACATION EARNED REPORT

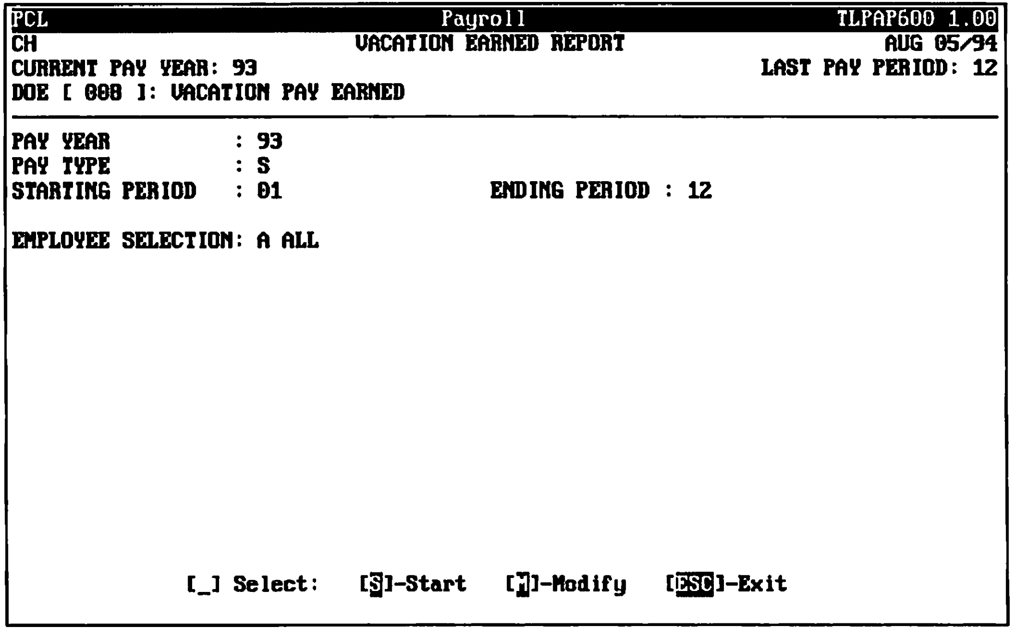
This program generates a Vacation Earned report that details the earnings per employee and department for the specified period.



```
PCL                               Payroll                          TLPAP100 2.35
CH                                Reports                               30/06/93
Type ..: S
Period : 10
Year ..: 93                 Status: Pryl/GL jrn run

 1 Cheque Reconciliation                  11 T4
 2 Cheques and Register                   12 YTD Adjustments
 3 Deductions Report                      13 ETD Remittance
 4 DOE Master                             14 Employee Pay Profile
 5 Employee Master                        15 Employee DOE List
 6 Employee Pay Period Information        16 Employee YTD Register
 7 Gross Pay Edit Report                  17 Employee UI Report
 8 Multiple DOE Recaps                    18 Vacation Earned Report
 9 Payroll Register Report
10 Single DOE Recaps
                             E Exit

                            E  Enter selection
```

Type 1 8 and press ↵Enter to select *Vacation Earned Report.*

The screen will appear as follows:



```
PCL                               Payroll                          TLPAP600 1.00
CH                         VACATION EARNED REPORT                      AUG 05/94
CURRENT PAY YEAR: 93                                        LAST PAY PERIOD: 12
DOE [ 088 ]: VACATION PAY EARNED
--------------------------------------------------------------------------------
PAY YEAR         : 93
PAY TYPE         : S
STARTING PERIOD  : 01                ENDING PERIOD : 12

EMPLOYEE SELECTION: A ALL














              [_] Select:   [S]-Start   [M]-Modify   [ESC]-Exit
```

The following report options are available:

PAY YEAR

Type the year that you want to report the payroll details for. The system will default to the current year.

PAY TYPE

Select the pay type from the following list. The default is the current payroll type being processed.

A Annual
B Bi-monthly
M Monthly
S Semi-monthly
W Weekly

STARTING PERIOD

Enter the starting period that you want to earnings listed for. The default is "01".

ENDING PERIOD

The end period will default to the current period being processed. To change this, type the ending period you want.

EMPLOYEE SELECTION

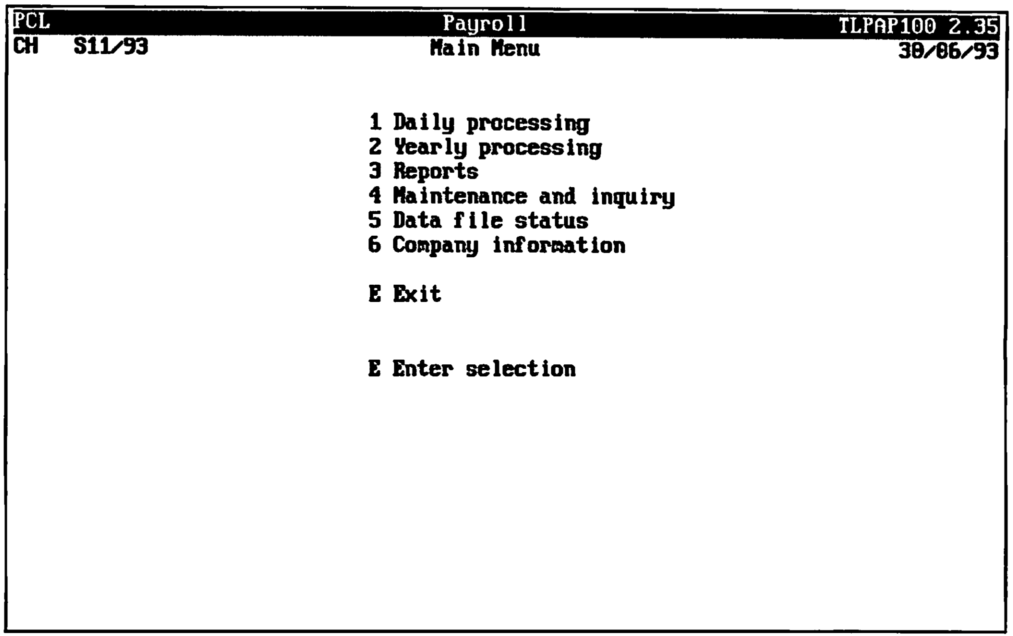
You can produce this report for a single employee, a range of employees (limit is 10) or all employees. To product this report for a single employee type S and press ↵Enter. You can enter up to 10 employees. F5 can be used to list all employees. This report is generated for all employees by default.

A sample detailed and summary Vacation Earned report follows:

```
JUN 13/94                                            EXAMPLE COMPANY LIMITED                                              Page:    1
PAY YEAR : 94                                     VACATION EARNED DETAIL REPORT                                         EXPAR600 1.00
DOE [ 007 ]: VACATION PAY PAID                    For Selected Periods: 01 to 11
PAY TYPE : Semi-monthly

DEPT EMPLOYEE  EMPLOYEE             <----------- CURRENT ------------>  <----- EARNINGS ---->  <--- YEAR-TO-DATE --->  <PAY  PERIOD>
CODE   NUMBER  LAST NAME                 UNITS   DOE RATE       AMOUNT    DOE          AMOUNT       UNITS      AMOUNT  NO START DATE
------------------------------------------------------------------------------------------------------------------------------------
                                 -------------          -------------          -------------

TOTAL for EMPLOYEE [        ]             0.00                   0.00                   0.00

                                 -------------          -------------          -------------

TOTAL for DEPT [      ]                   0.00                   0.00                   0.00

                                 -------------          -------------          -------------

GRAND TOTALS                              0.00                   0.00                   0.00
                                 =============          =============          =============
```

```
JUN 13/94                                             EXAMPLE COMPANY LIMITED                                             Page:    1
PAY YEAR : 94                                     VACATION EARNED SUMMARY REPORT                                        EXPAR601 1.00
DOE [ 007 ]: VACATION PAY PAID                    For Selected Periods: 01 to 11
PAY TYPE : Semi-monthly

DEPT   EMPLOYEE  EMPLOYEE                                   <-------- CURRENT -------->
CODE     NUMBER  LAST NAME            FIRST NAME                   UNITS         AMOUNT
------------------------------------------------------------------------------------------------------------------------------------
                 SURNAME              GIVEN NAME                    0.00           0.00
                                                           -------------  -------------
TOTAL for DEPT [      ]                                             0.00           0.00

                                                           -------------  -------------
GRAND TOTALS                                                        0.00           0.00
                                                           =============  =============
```

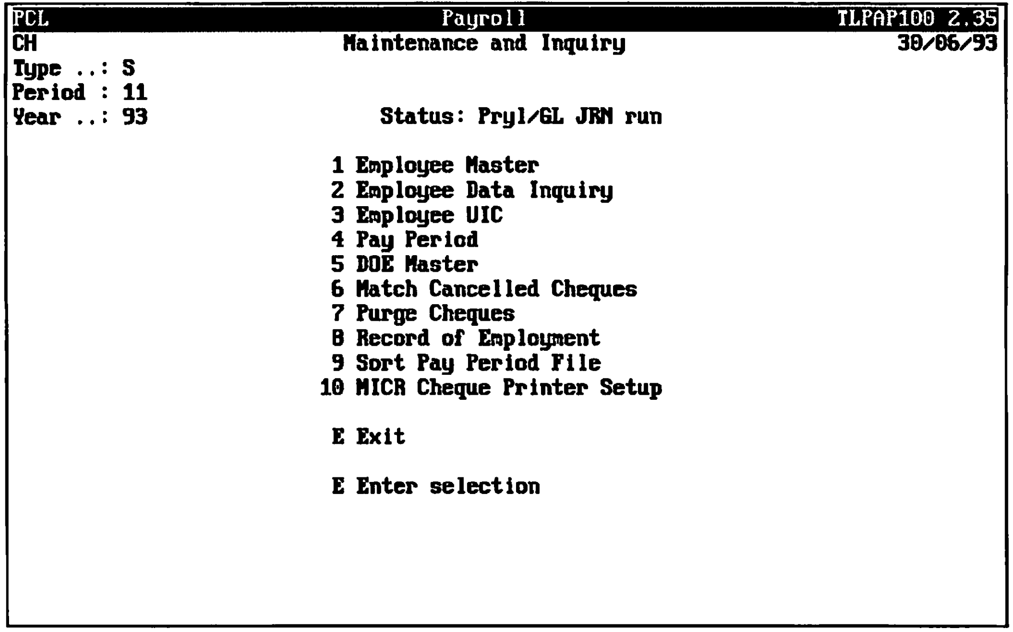
CHAPTER 8: MAINTENANCE AND INQUIRY



```
PCL                              Payroll                        TLPAP100 2.35
CH    S11/93                    Main Menu                            30/06/93


                              1 Daily processing
                              2 Yearly processing
                              3 Reports
                              4 Maintenance and inquiry
                              5 Data file status
                              6 Company information

                              E Exit


                              E Enter selection
```

To select *Maintenance and inquiry*, type 4 and press ↵Enter.

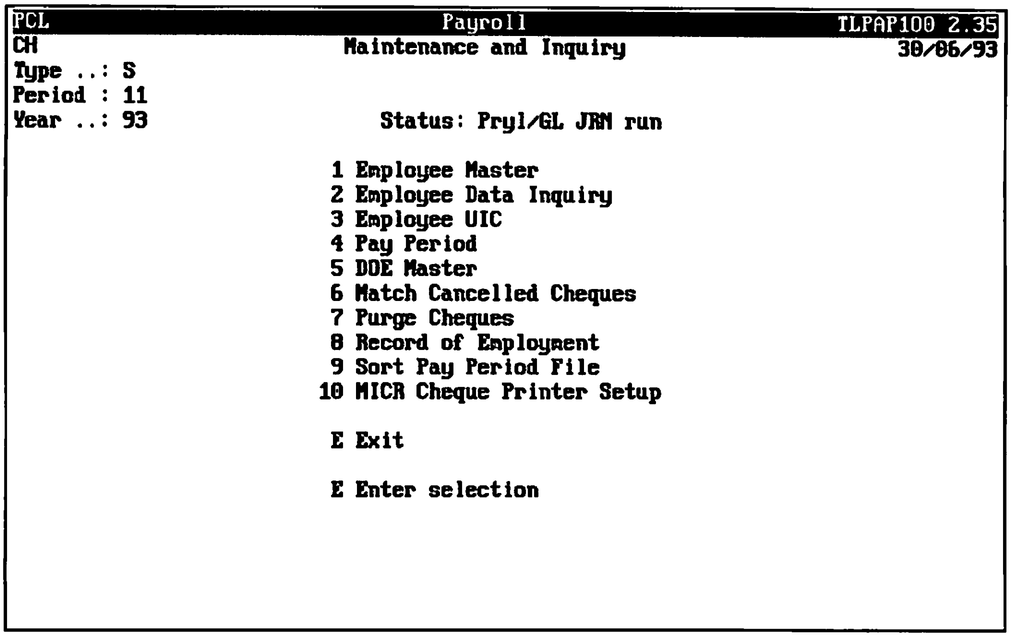
The screen will appear as follows:



```
PCL                              Payroll                        TLPAP100 2.35
CH                        Maintenance and Inquiry                    30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

EMPLOYEE MASTER

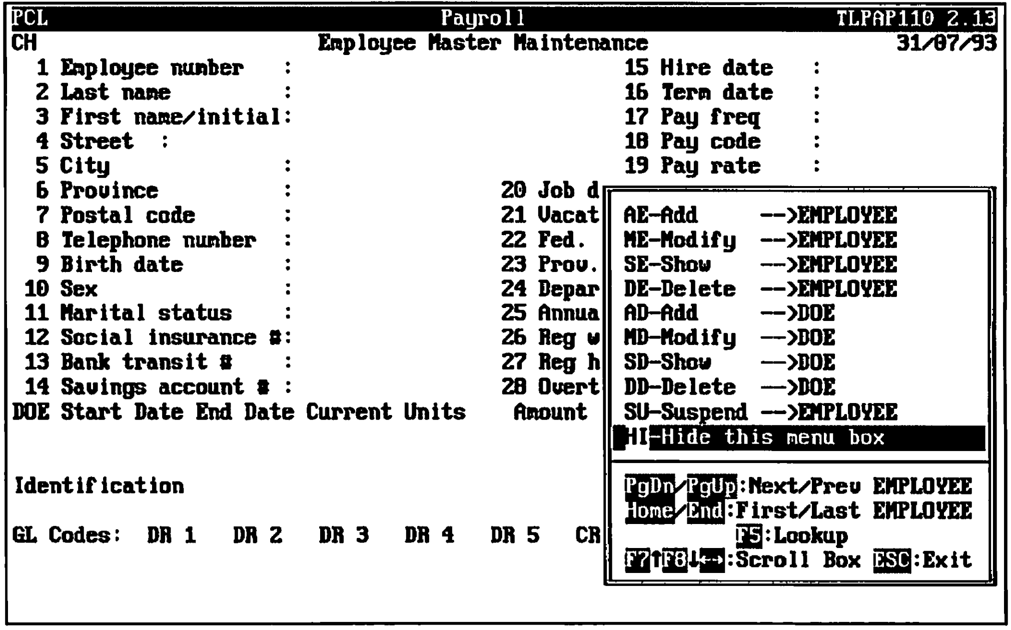
This program is used to add and modify employee data. Information such as the employee's address, social insurance number, hire date, salary, associated DOE's etc. are set up in this file.



```
PCL                            Payroll                          TLPAP100 2.35
CH                      Maintenance and Inquiry                      30/06/93
Type ..: S
Period : 11
Year ..: 93                Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

Type 1 and press ↵Enter to select *Employee Master.*

The screen will appear as follows:



```
PCL                            Payroll                          TLPAP110 2.13
CH                    Employee Master Maintenance                    31/07/93
  1 Employee number   :                         15 Hire date    :
  2 Last name         :                         16 Term date    :
  3 First name/initial:                         17 Pay freq     :
  4 Street  :                                   18 Pay code     :
  5 City              :                         19 Pay rate     :
  6 Province          :                20 Job d
  7 Postal code       :                21 Vacat  AE-Add      -->EMPLOYEE
  8 Telephone number  :                22 Fed.   ME-Modify   -->EMPLOYEE
  9 Birth date        :                23 Prov.  SE-Show     -->EMPLOYEE
 10 Sex               :                24 Depar  DE-Delete   -->EMPLOYEE
 11 Marital status    :                25 Annua  AD-Add      -->DOE
 12 Social insurance #:                26 Reg w  MD-Modify   -->DOE
 13 Bank transit #    :                27 Reg h  SD-Show     -->DOE
 14 Savings account # :                28 Overt  DD-Delete   -->DOE
DOE Start Date End Date Current Units   Amount   SU-Suspend  -->EMPLOYEE
                                                 HI-Hide this menu box

 Identification                                  PgDn/PgUp:Next/Prev EMPLOYEE
                                                 Home/End:First/Last EMPLOYEE
GL Codes:  DR 1   DR 2   DR 3   DR 4   DR 5   CR          F5:Lookup
                                                 F7↑F8↓←→:Scroll Box ESC:Exit
```

The available functions are as follows:

AE	Add an employee
ME	Modify an employee
SE	Show an employee
DE	Delete an employee
AD	Add a DOE
MD	Modify a DOE
SD	Show a DOE
DD	Delete a DOE
SU	Suspend an employee
HI	Hide the functions box
E	End

To set up a new employee type AE and press ←Enter. Enter the information as follows:

EMPLOYEE NUMBER

This field is coded by entering a maximum of six numeric characters of you choice. The next employee number not in use is the default.

LAST NAME

This field is coded by entering a maximum of twenty alpha numeric characters. Type the employee's last name and press ←Enter.

FIRST NAME/INITIAL

This field is coded by entering a maximum of twenty alpha numeric characters. Type the employee's first name and press ←Enter.

STREET

This field is coded by entering a maximum of thirty five alpha numeric characters. Type the employee's address and press ←Enter.

CITY

This field is coded by entering a maximum of twenty alpha numeric characters. Type the city and press ←Enter.

PROVINCE

This field is coded by entering three alpha characters. The three characters are the abbreviation of one of the ten Canadian provinces or two territories.

The available abbreviations are as follows:

ALT	Alberta
B.C.	British Columbia
MAN	Manitoba
N.B.	New-Brunswick
NFL	Newfoundland
N.S.	Nova Scotia
ONT.	Ontario
PEI	Prince Edward Island
P.Q.	Quebec
SAS	Saskatchewan
NWT	North West Territories
YKN	Yukon

POSTAL CODE

This field is coded by entering a maximum of six alpha numeric characters. Type the postal code and press ↵Enter.

TELEPHONE NUMBER

This field is coded by entering a maximum of ten numeric characters. Type the telephone number, including area code and excluding dashes "-" then press ↵Enter.

BIRTH DATE

This field is coded by typing the employee's birth date in the format *ddmmyyyy*. Type the date and press ↵Enter.

SEX

This field is coded by typing M for male or F for female followed by ↵Enter.

MARITAL STATUS

This field is coded by typing S for single, M for married or N for other status's followed by ↵Enter.

SOCIAL INSURANCE NUMBER

Enter the social insurance number here. The maximum number of characters that can be entered is nine. A validation check will be performed on the social insurance number. If the number is not valid, a message will be displayed.

BANK TRANSIT NUMBER

This field is coded by entering a maximum of twelve numeric characters. Type the employee's bank transit number and press ↵Enter.

SAVINGS ACCOUNT NUMBER

This field is coded by entering a maximum of twelve numeric characters. Type the employee's savings account number and press ↵Enter.

HIRE DATE

This field is coded by typing the date the employee was hired in the format *ddmmyyyy*. Type the date and press ↵Enter.

TERMINATION DATE

This field is coded when you want to terminate an employee by typing the termination date in the format *ddmmyyyy*. If you happen to enter a date by mistake, you can press F10 to clear the field. Once you enter a date, the system will ask you if you want to Suspend the employee. You must suspend the employee so that they don't appear when you process the next pay period. Press ↵Enter when setting up a new employee to bypass this field.

PAY FREQUENCY

The valid pay frequency codes are as follows:

W	Weekly
B	Bi-weekly
S	Semi-monthly
M	Monthly
A	Annually

Type your choice and press ↵Enter.

PAY CODE

The valid pay codes are as follows:

H	Hourly
S	Salary
C	Commission

Type your choice and press ↵Enter.

PAY RATE

This field is coded by entering the hourly rate for the employee. This field can be left blank if the employee is paid by salary. Type the rate and press ↵Enter.

JOB DESCRIPTION

This field is coded by entering a maximum of twenty alpha numeric characters. Type a description of the job and press ↵Enter.

VACATION PAY

This field is coded by entering a maximum of five numeric characters with two decimals. Type the vacation pay percentage and press ↵Enter.

FEDERAL EXEMPTION

Enter the current years federal exemption amount in this field. If you press ↵Enter to bypass this field the system will enter the current year's amount for a single taxpayer.

PROVINCIAL EXEMPTION

This field is coded by entering a maximum of eight numeric characters with two decimals. Type the provincial exemption amount and press ↵Enter.

DEPARTMENT

This field is coded by entering a maximum of four alpha numeric characters that represent the department the employee will belong to. Type the department and press ↵Enter.

ANNUAL SALARY

This field is coded by entering a maximum of nine numeric characters with two decimals. This field is **mandatory** for salaried employees. Type the employee's salary and press ↵Enter.

REGULAR HOURS

This field is coded by entering a maximum of four numeric characters with two decimals. This field is **mandatory** for hourly employees. Type the number of regular hours and press ↵Enter.

HOURLY RATE

This field is coded by entering a maximum of eight characters with two decimals. This field is **mandatory** for hourly employees. Type the employee's hourly rate and press ↵Enter.

OVERTIME RATE

This field is coded by entering a maximum of eight characters with two decimals. This field is **mandatory** for hourly employees. Type the overtime rate and press ↵Enter.

PENSION ADJUSTMENT

If your company has a pension plan and the employee you are adding is going to be a member, set this flag to Y. If there is no pension plan or the employee is not a member, set this flag to N.

Review the information you have entered so far. If everything is correct, type A and press ↵Enter to accept and save the data.

EMPLOYEE MASTER - DOE ENTRY

When you set up a new employee you must tell the system what DOE codes are to be included for that employee. During the Pay Period Maintenance program you tell the system what DOE codes are to be included for the pay period. If the DOE codes included for the pay period are listed in the employee's master record they will be listed for the employee during the Employee Pay Data Entry step. During this step you can modify the DOE amounts listed. Only DOE's that are included for the pay period will be processed.

Add a DOE code to a new employee as follows:

DOE

Enter the DOE code to be included for this employee. F5 can be used to list all valid DOE's. You can enter each DOE individually which will allow you to continue entering the field information for each DOE or you can enter a batch of DOE's by typing BCH and then entering the DOE numbers. F6 can be used at any time to list the DOE's for the employee.

START DATE

The default for the DOE start date is the Hire date. Press ↵Enter to accept this date of enter a new date in the format *ddmmyyyy*.

END DATE

The default end date would be the termination date. Press ↵Enter to bypass this field.

CURRENT UNITS

The Current Units field is used for DOE's that are going to be calculated. For example an hourly employee's earnings. You can enter a default amount for the units. The units amount will then be multiplied by the DOE Rate and the calculated amount would appear in the Amount field. If you have an employee that is always going to work the same amount of hours for every pay period you can save yourself time by entering a default amount in this Current Units field. You can press ↵Enter to bypass this field if you do not want to enter a default amount.

AMOUNT

It is useful to fill out the amount field for a DOE that is not to be calculated. A good example would be for a salaried employee. You can enter the employee's gross pay amount (per pay period) in this field. This amount would automatically appear with the DOE when you are in the Employee Pay Data Edit program (page 5-7) and you would not have to modify the field every pay period. Enter a default amount or press ↵Enter to bypass this field.

MTD AMT

This amount is calculated by the system and will display the month-to-date amount of the listed DOE.

YTD AMT

This amount is calculated by the system and will display the year-to-date amount of the listed DOE.

LAST UPDATED

This field will display the last update date. The date will reflect what date the month-to-date and year-to-date fields were updated.

DOE RATE

The DOE Rate field is used in conjunction with the Current Units field. The current units are multiplied by the Doe rate to get the Amount. An employee's hourly wage would be an example of what might go in this field.

IDENTIFICATION

Press ↵Enter to bypass this field or enter a further description of the DOE.

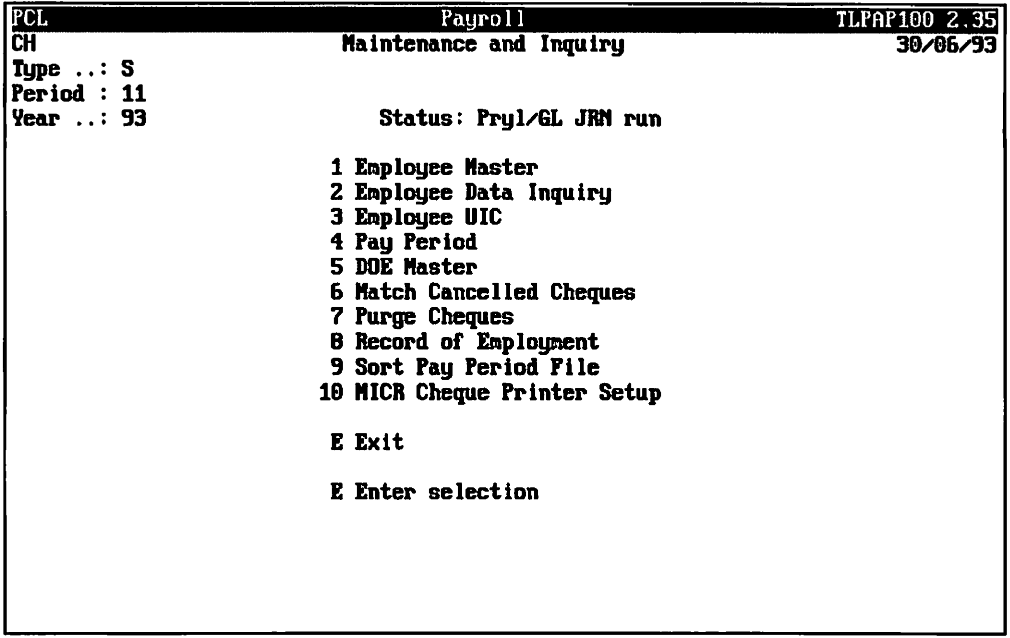
GL CODES

Each DOE must have a least one debit and one credit GL code associated with it. You can have up to 5 debit and credit codes set up for each DOE in which case you could use the Modify Split Allocation (page5-9) program to split up the DOE amount to the different GL codes specified. F5 can be used to list all valid GL codes.

Type A and press ↵Enter to accept the DOE code. You can then continue to enter new DOE's or press Esc to exit the DOE entry program and Esc again to exit the Employee Master program.

EMPLOYEE DATA INQUIRY

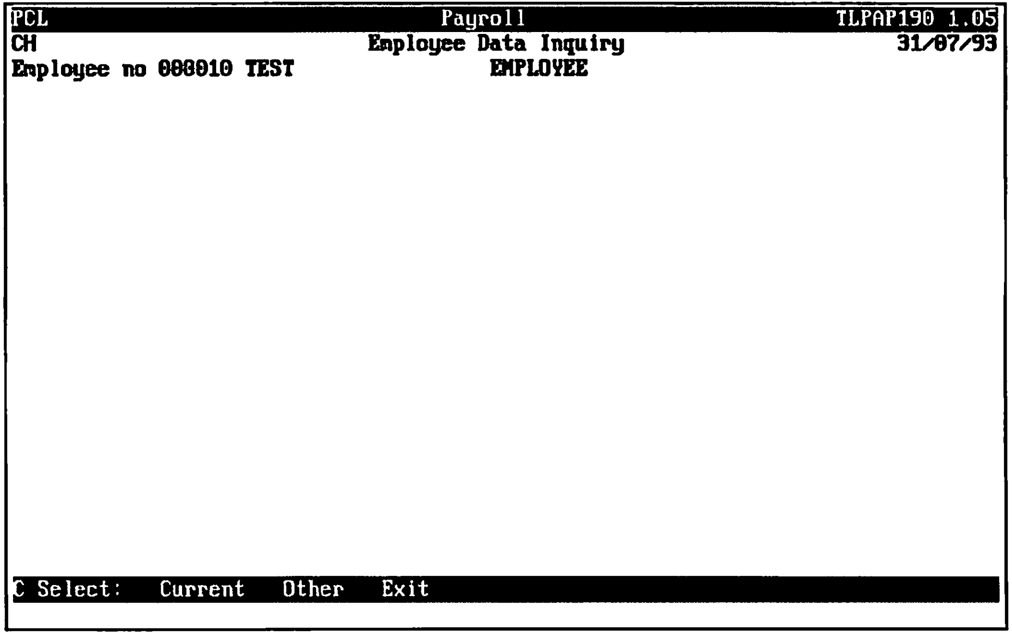
This program allows you to display current, or month-to-date and year-to-date totals of each DOE for a specific employee.



```
PCL                                 Payroll                         TLPAP100 2.35
CH                           Maintenance and Inquiry                     30/06/93
Type ..: S
Period : 11
Year ..: 93                     Status: Pryl/GL JRN run

                              1 Employee Master
                              2 Employee Data Inquiry
                              3 Employee UIC
                              4 Pay Period
                              5 DOE Master
                              6 Match Cancelled Cheques
                              7 Purge Cheques
                              8 Record of Employment
                              9 Sort Pay Period File
                             10 MICR Cheque Printer Setup

                              E Exit

                              E Enter selection
```

Type 2 and press ↵Enter to select *Employee Data Inquiry.*

The screen will appear as follows:



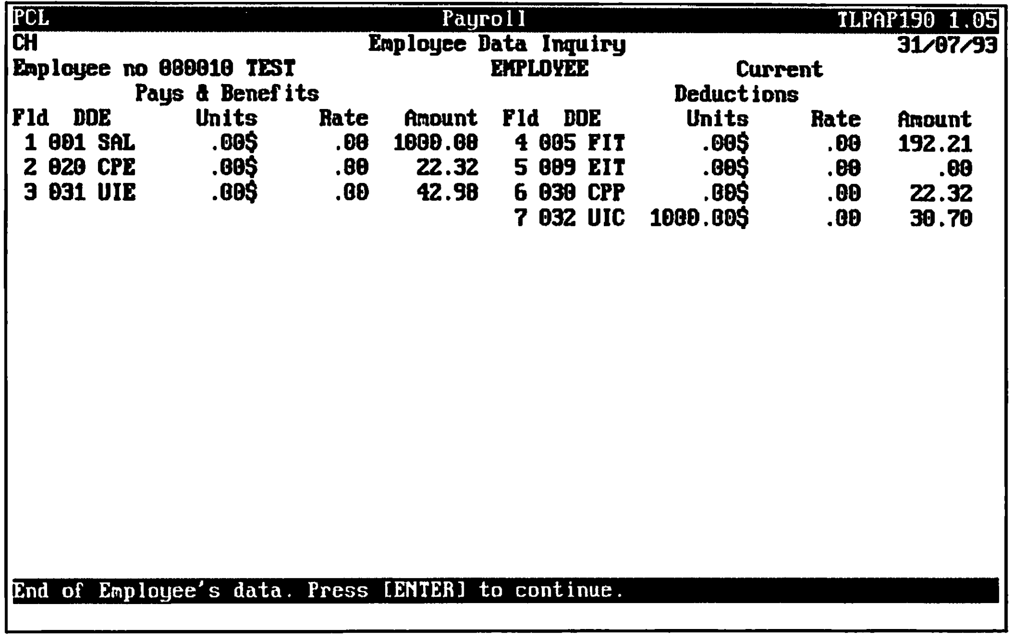
```
PCL                                 Payroll                         TLPAP190 1.05
CH                           Employee Data Inquiry                       31/07/93
Employee no 000010 TEST                EMPLOYEE




C Select:   Current   Other   Exit
```

Type the employee number and press ←Enter for the employee that you want to do an inquiry on.

The following functions are then available:

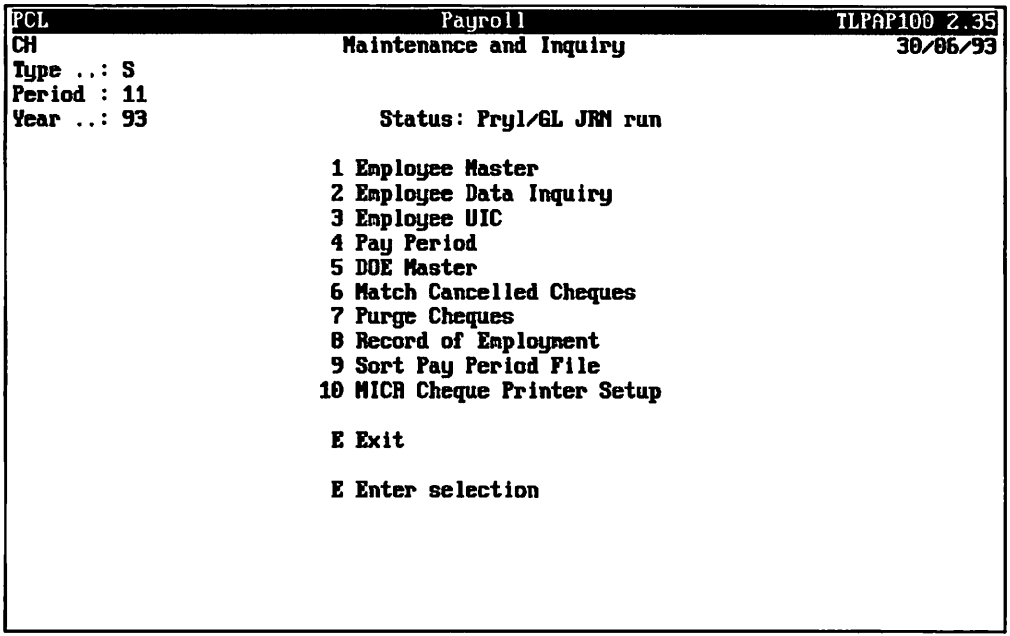
C Display current periods information
O Display month-to-date and year-to-date totals
E Exit

A sample screen is a follows:



```
PCL                                Payroll                         TLPAP190 1.05
CH                           Employee Data Inquiry                      31/07/93
Employee no 000010 TEST                EMPLOYEE            Current
          Pays & Benefits                             Deductions
Fld  DDE       Units     Rate   Amount  Fld  DDE       Units     Rate   Amount
 1 001 SAL      .00$      .00  1000.00   4 005 FIT      .00$      .00   192.21
 2 020 CPE      .00$      .00    22.32   5 009 EIT      .00$      .00      .00
 3 031 UIE      .00$      .00    42.98   6 030 CPP      .00$      .00    22.32
                                         7 032 UIC 1000.00$      .00    30.70















End of Employee's data. Press [ENTER] to continue.
```

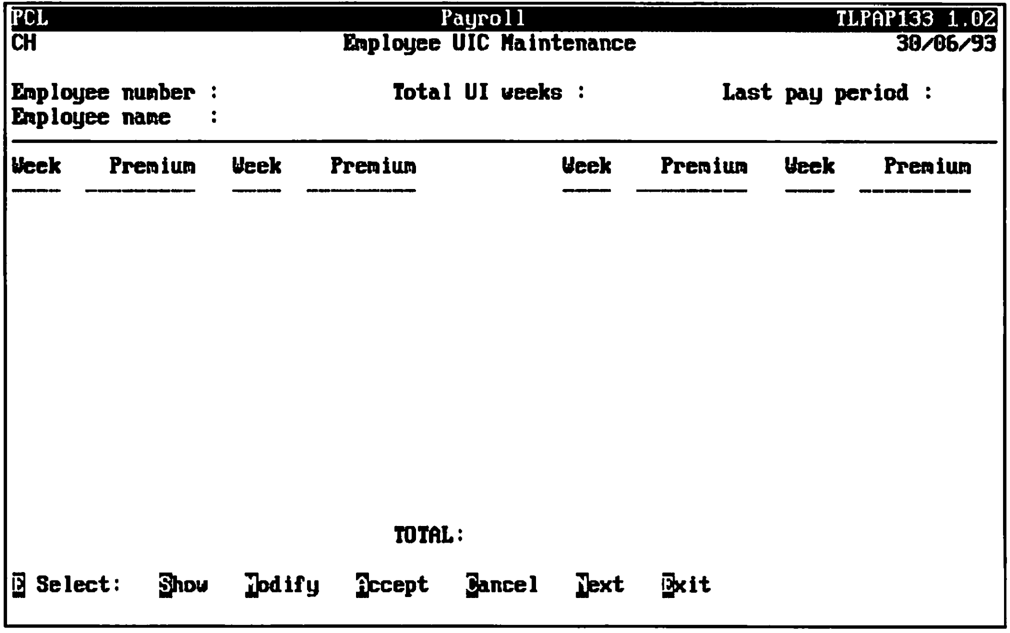
EMPLOYEE UIC



```
PCL                            Payroll                        TLPAP100 2.35
CH                      Maintenance and Inquiry                    30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

Type [3] and press [↵Enter] to select *Employee UIC.*

The screen will appear as follows:



```
PCL                            Payroll                        TLPAP133 1.02
CH                      Employee UIC Maintenance                   30/06/93

Employee number :          Total UI weeks :          Last pay period :
Employee name   :
---------------------------------------------------------------------------
Week   Premium   Week   Premium        Week   Premium   Week   Premium
----  --------   ----  --------        ----  --------   ----  --------









                             TOTAL:

E Select:   Show   Modify   Accept   Cancel   Next   Exit
```

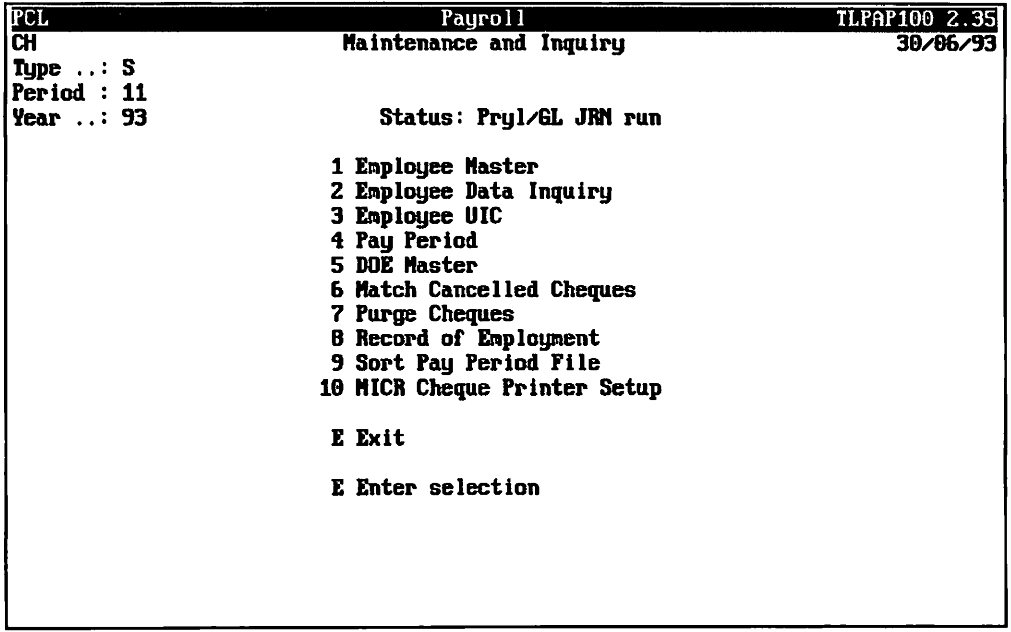
The available functions are as follows:

S Show
M Modify
A Accept
C Cancel
N Next
E Exit

To display or modify the UIC information for an you must select the desired function then enter the number of the employee you want to display/modify. F5 can be used to list all employees.

PAY PERIOD

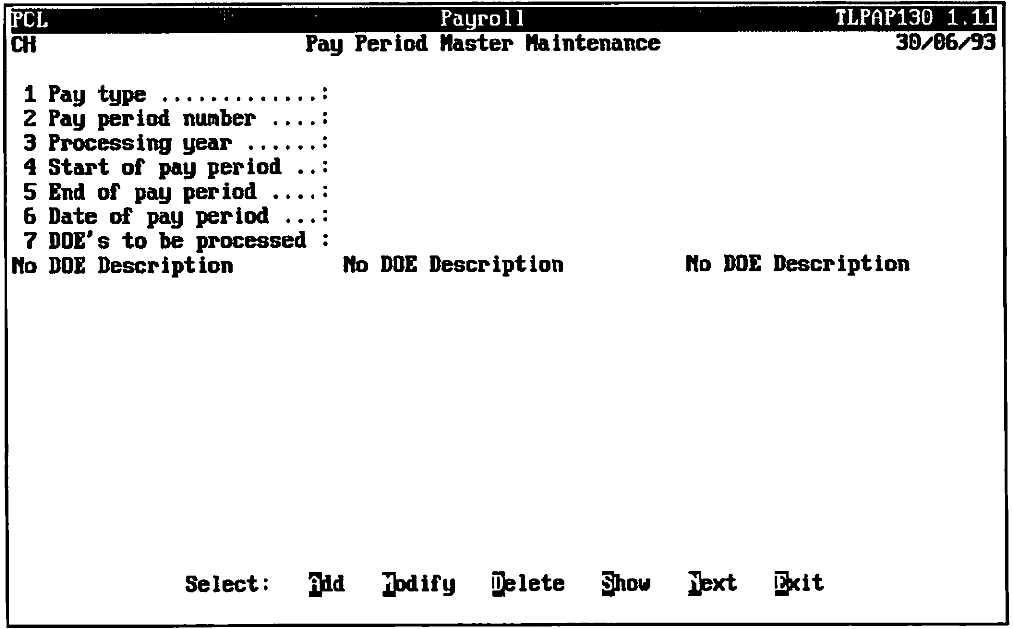
This program allows you to inform the system of the dates of the pay period and the DOE's that are to be processed for this pay period.



```
PCL                              Payroll                        TLPAP100 2.35
CH                        Maintenance and Inquiry                    30/06/93
Type ..: S
Period : 11
Year ..: 93                   Status: Pryl/GL JRN run

                           1 Employee Master
                           2 Employee Data Inquiry
                           3 Employee UIC
                           4 Pay Period
                           5 DOE Master
                           6 Match Cancelled Cheques
                           7 Purge Cheques
                           8 Record of Employment
                           9 Sort Pay Period File
                          10 MICR Cheque Printer Setup

                           E Exit

                           E Enter selection
```

Type 4 and press ↵Enter to select *Pay Period Maintenance.*

The screen will appear as follows:

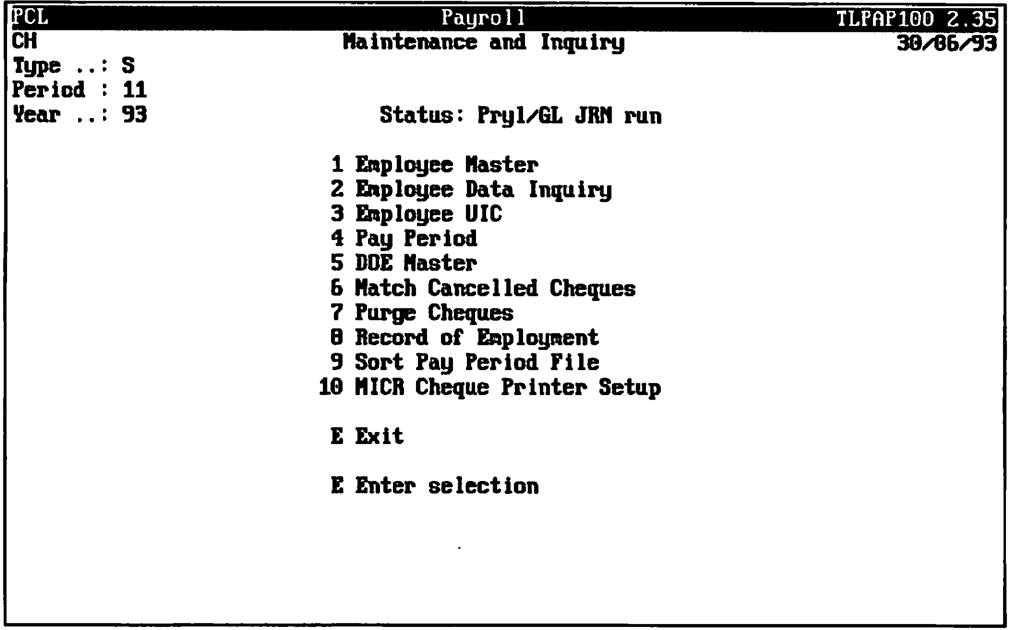


```
PCL                              Payroll                        TLPAP130 1.11
CH                      Pay Period Master Maintenance                30/06/93

 1 Pay type .............:
 2 Pay period number ....:
 3 Processing year ......:
 4 Start of pay period ..:
 5 End of pay period ....:
 6 Date of pay period ...:
 7 DOE's to be processed :
No DOE Description            No DOE Description             No DOE Description









             Select:  Add   Modify   Delete   Show   Next   Exit
```

Refer to Pay Period Maintenance (page 5-4).

DOE MASTER MAINTENANCE

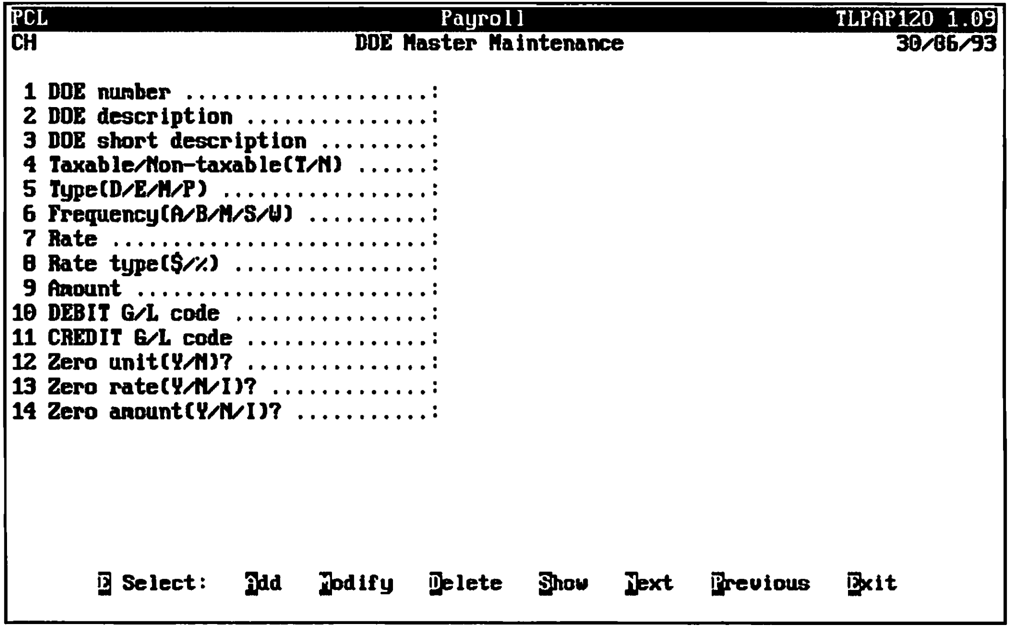
DOE codes are used to define different deductions and earnings for each employee. For example different DOE codes are set up for Salary (SAL), Canadian Pension Plan (CPP), Federal Income Tax (FIT), Commission (COM)... When you set up a new employee you define which DOE codes are to be associated with that employee.



```
PCL                              Payroll                        TLPAP100 2.35
CH                        Maintenance and Inquiry                    30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

Type [5] and press [←Enter] *DOE Master.*

The screen will appear as follows:



```
PCL                              Payroll                        TLPAP120 1.09
CH                         DOE Master Maintenance                    30/06/93

 1 DOE number ....................:
 2 DOE description ...............:
 3 DOE short description .........:
 4 Taxable/Non-taxable(T/N) ......:
 5 Type(D/E/M/P) .................:
 6 Frequency(A/B/M/S/W) ..........:
 7 Rate ..........................:
 8 Rate type($/%) ................:
 9 Amount ........................:
10 DEBIT G/L code ................:
11 CREDIT G/L code ...............:
12 Zero unit(Y/N)? ...............:
13 Zero rate(Y/N/I)? .............:
14 Zero amount(Y/N/I)? ...........:




    E Select:   Add   Modify   Delete   Show   Next   Previous   Exit
```

The available functions are as follows:

A	Add a new DOE
M	Modify an existing DOE
D	Delete an existing DOE
S	Show an existing DOE
N	Display the next DOE
P	Display the previous DOE
E	Exit

To set up a new DOE type A and press ↵Enter. Enter the information as follows:

DOE NUMBER

This field is used to assign a number to the DOE. You may enter a maximum of three numeric characters.

The following DOE's are reserved by the system:

DOE No.	Short Description	Long Description
001	SAL	Gross salary
003	EHT	Employee health tax
004	CAR	Car allowance
005	FIT	Federal income tax
020	CPE	Canada pension - employer portion
030	CPP	Canada pension - employee portion
031	UIE	Unemployment insurance - employer portion
032	UIC	Unemployment insurance - employee portion

DOE DESCRIPTION

Enter a description for the DOE in this field. The maximum number of alpha numeric characters that can be entered is thirty.

DOE SHORT DESCRIPTION

This field is used to give the DOE a short description that will appear with the DOE number in most reports. The maximum number of characters that can be entered in this field is three.

TAXABLE/NON-TAXABLE

This field is coded by typing T for taxable DOE's or N for non-taxable DOE's.

TYPE

The valid DOE types are as follows:

D	Deduction
E	Earnings
M	Memo
P	Miscellaneous pays

Type the letter corresponding to your choice and press ↵Enter.

DOE FREQUENCY

The valid DOE frequency codes are as follows:

A	Annually
B	Bi-weekly
M	Monthly
S	Semi-monthly
W	Weekly

Type the letter corresponding to your choice and press ↵Enter.

RATE

If the DOE has a constant rate for every employee the amount can be entered in this field. If the DOE amount varies by employee this field should be left blank and the information should be entered in the Employee Master when you are setting up the DOE's for each employee.

RATE TYPE

You must specify whether or not the DOE is a dollar figure or a percentage. This field is mandatory.

AMOUNT

If the amount for the DOE is constant for every employee enter it here otherwise enter the amount while you are setting up the DOE for each individual employee.

DEBIT GL CODE

Enter the gl code that is going to be debited during payroll processing. F5 can be used to list all valid GL codes and F4 can be used to add a new GL code.

CREDIT GL CODE

Enter the GL code that is going to be credited during payroll processing. F5 can be used to list all valid GL codes and F4 can be used to add a new GL code.

ZERO UNIT

This field is coded by typing Y or N followed by ↵Enter. Y will zero unit field after updating and N will not zero the units. This field is typically used for hourly payrolls.

ZERO RATE

The available functions are as follows:

Y	Zeros the rate field after updating.
N	Does not zero the rate field after updating.
I	Initializes the rate to the amount you set up in the Rate field.

Type your choice and press ↵Enter.

ZERO AMOUNT

The available functions are as follows:

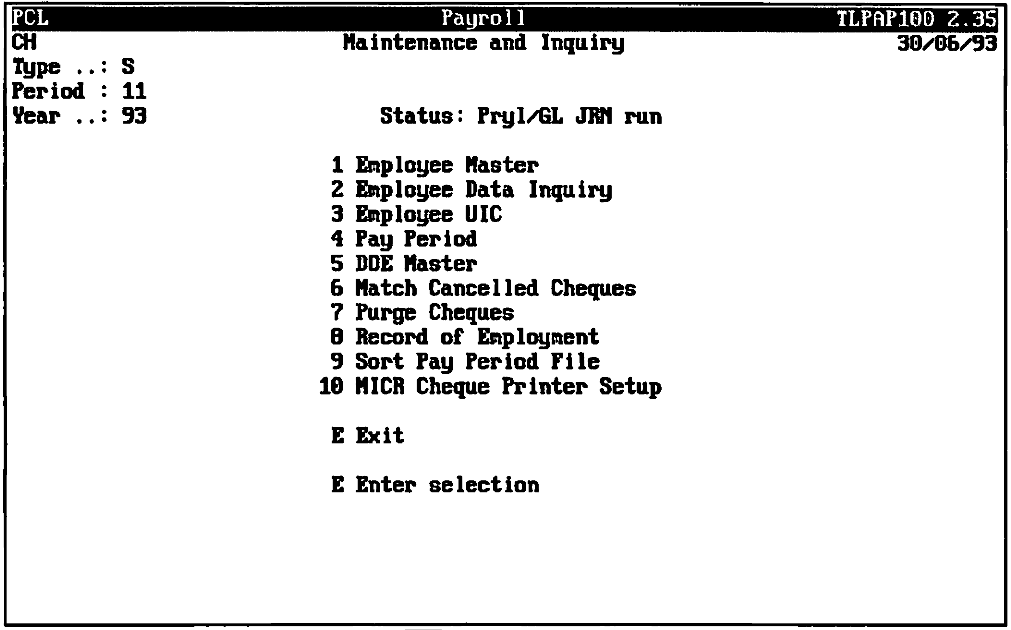
Y Zeros the amount field after updating.
N Does not zero the amount field after updating.
I Initializes the amount to the value to entered in the Amount field.

Type your choice and press ↵Enter.

Once you have entered all fields, review the information and if everything is correct type A to accept and save the data.

MATCH CANCELLED CHEQUES

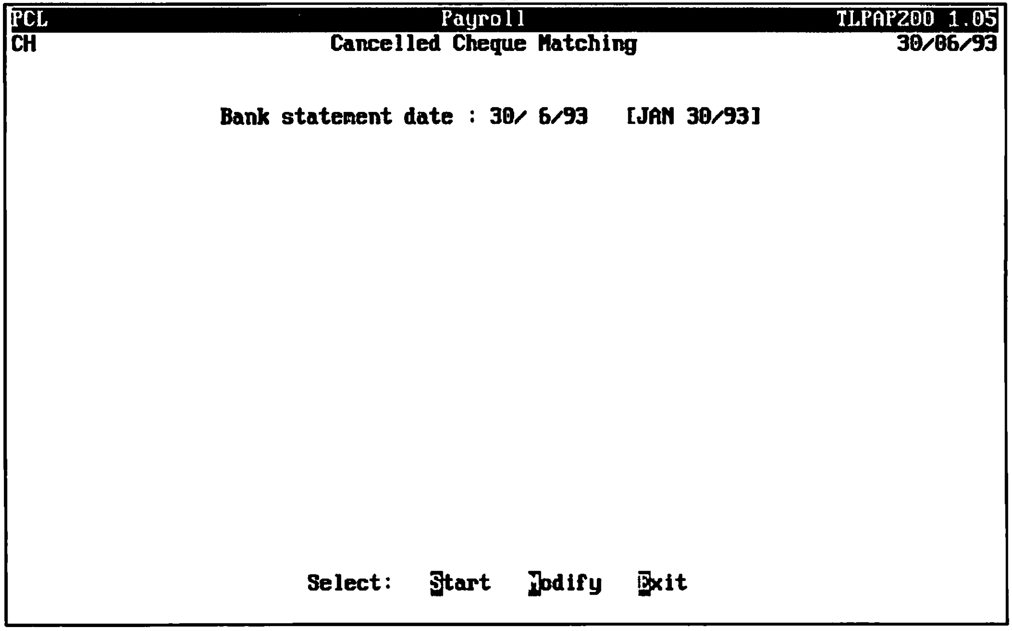
This program allows you to cancel cheques that have been cashed. Cheques that have been cancelled can be purged from the cheque file.



```
PCL                              Payroll                        TLPAP100 2.35
CH                        Maintenance and Inquiry                    30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

Type 6 and press ↵Enter to select *Match Cancelled Cheques*.

The screen will appear as follows:



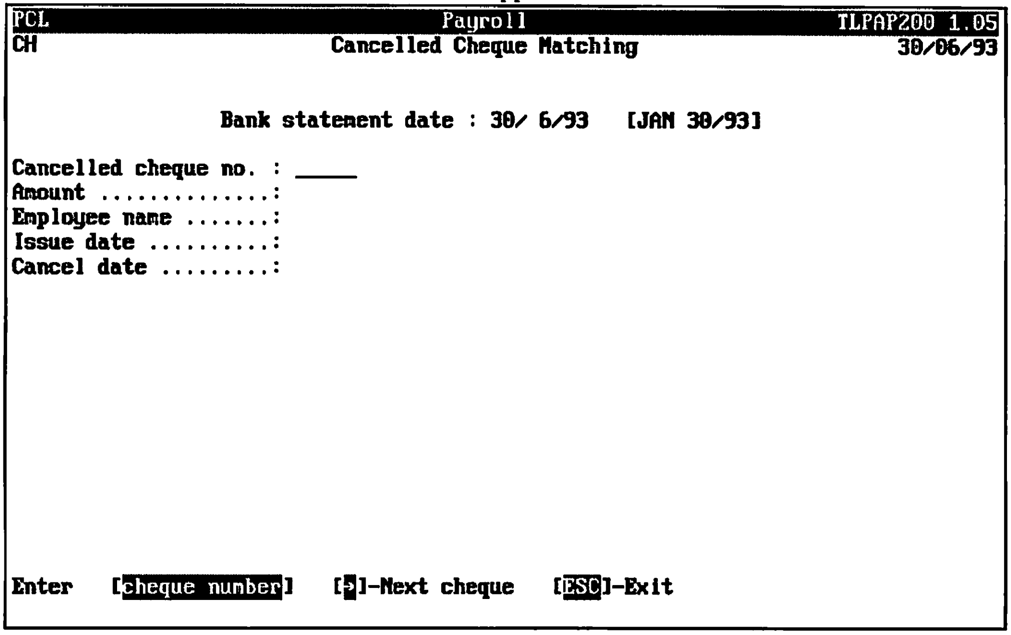
```
PCL                              Payroll                        TLPAP200 1.05
CH                        Cancelled Cheque Matching                  30/06/93


                  Bank statement date : 30/ 6/93   [JAN 30/93]















                         Select:   Start   Modify   Exit
```

The available functions are as follows:

S Start
M Modify
E Exit

If the sign-on date is the same as your bank statement, type S followed by ←Enter. If the date is not the same type M and modify the date.

The screen will appear as follows:



```
PCL                              Payroll                         TLPAP200 1.05
CH                      Cancelled Cheque Matching                     30/06/93


                 Bank statement date : 30/ 6/93   [JAN 30/93]

Cancelled cheque no. : _____
Amount ..............:
Employee name .......:
Issue date ..........:
Cancel date .........:











Enter    [cheque number]   [→]-Next cheque    [ESC]-Exit
```

Enter the number of the cheque to be cancelled and the system will display the amount, employee name and issue date as well as prompt you with:

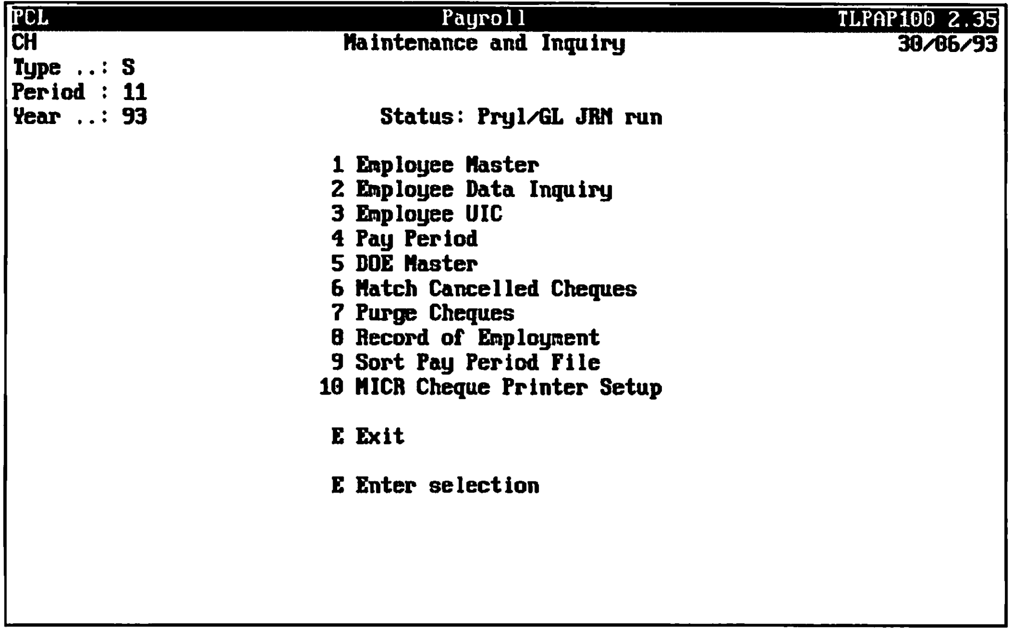
Do you want to cancel this cheque (Y/N)?

Type Y to cancel the cheque or N if you do not want to cancel the cheque.

The → key can then be used to view the next cheque. Once you have finished cancelling cheques, press Esc to exit.

PURGE CHEQUES

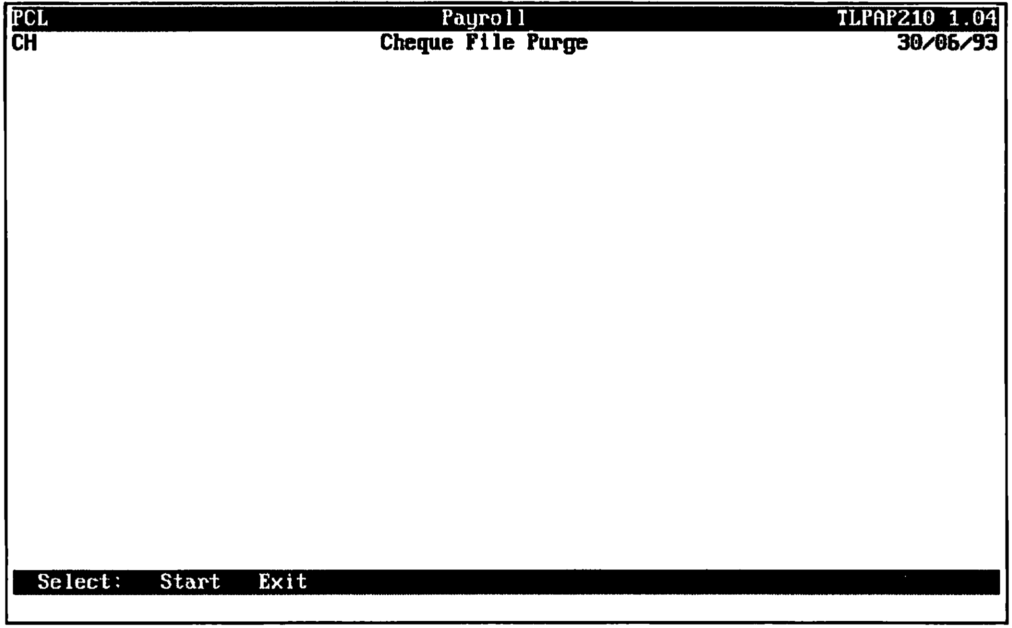
This program allows you to clear the file of all cheques that have been cancelled.



```
PCL                              Payroll                          TLPAP100 2.35
CH                        Maintenance and Inquiry                      30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

Type 7 and press ←Enter to select *Purge Cheques.*

The screen will appear as follows:

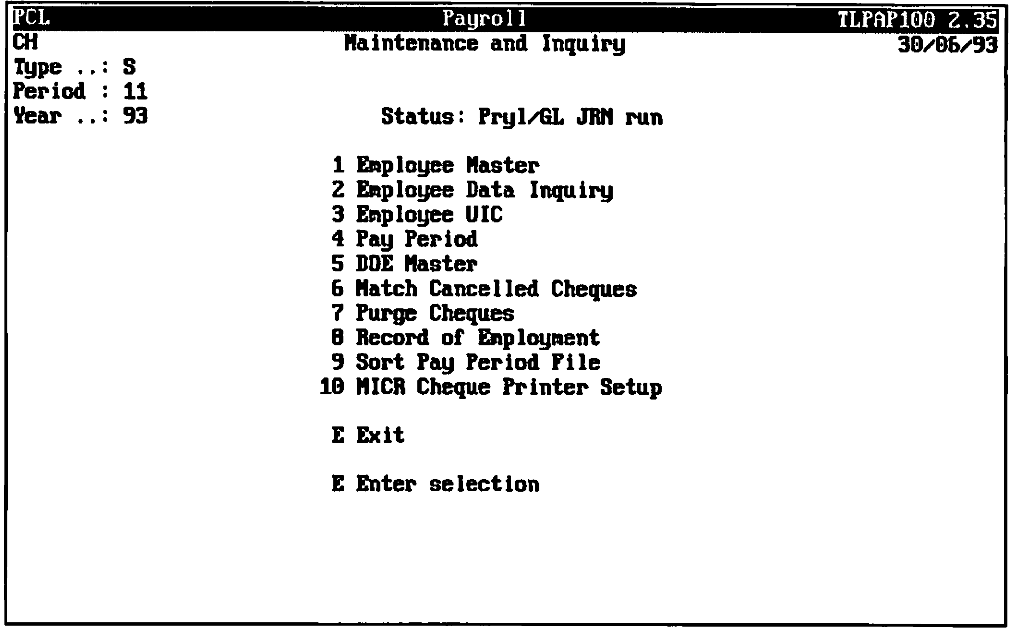


```
PCL                              Payroll                          TLPAP210 1.04
CH                           Cheque File Purge                         30/06/93




 Select:   Start   Exit
```

Type S and press ←Enter to start the purge.

RECORD OF EMPLOYMENT

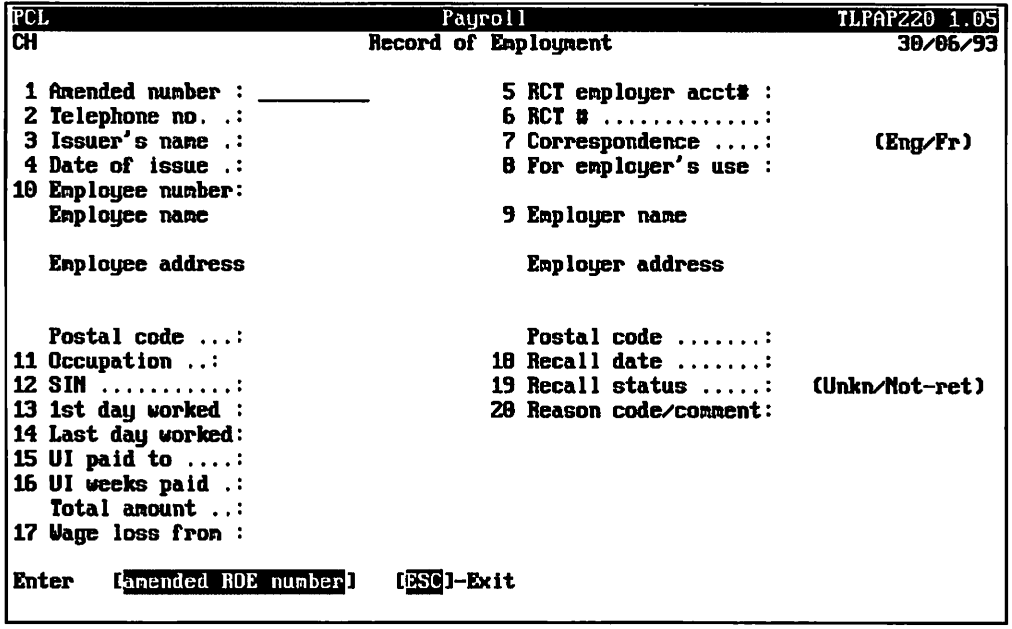
This program allows you to prepare the standard record of employment form required by Revenue Canada for collection of unemployment insurance benefits.



```
PCL                                  Payroll                      TLPAP100 2.35
CH                            Maintenance and Inquiry                  30/06/93
Type ..: S
Period : 11
Year ..: 93                      Status: Pryl/GL JRN run

                               1 Employee Master
                               2 Employee Data Inquiry
                               3 Employee UIC
                               4 Pay Period
                               5 DOE Master
                               6 Match Cancelled Cheques
                               7 Purge Cheques
                               8 Record of Employment
                               9 Sort Pay Period File
                              10 MICR Cheque Printer Setup

                               E Exit

                               E Enter selection
```

Type 8 and press ↵Enter to select *Record of Employment.*

The screen will appear as follows:



```
PCL                                  Payroll                      TLPAP220 1.05
CH                             Record of Employment                    30/06/93

 1 Amended number : ________         5 RCT employer acct# :
 2 Telephone no. .:                  6 RCT # .............:
 3 Issuer's name .:                  7 Correspondence ....:        (Eng/Fr)
 4 Date of issue .:                  8 For employer's use :
10 Employee number:
   Employee name                     9 Employer name

   Employee address                    Employer address


   Postal code ...:                    Postal code .......:
11 Occupation ..:                   18 Recall date .......:
12 SIN ...........:                 19 Recall status .....:     (Unkn/Not-ret)
13 1st day worked :                 20 Reason code/comment:
14 Last day worked:
15 UI paid to ....:
16 UI weeks paid .:
   Total amount ..:
17 Wage loss from :

Enter    [amended ROE number]    [ESC]-Exit
```

To prepare the Record of employment, enter the information as follows:

AMENDED NUMBER

This field is coded by entering a maximum of nine alpha numeric characters. This number will replace the printed number already assigned to the form by Revenue Canada. Type the amended number and press [↵Enter].

TELEPHONE NUMBER

This field is coded by entering a maximum of fourteen alpha numeric characters. Enter the telephone number of issuer in the format (area code/number/extension). Type the telephone number and press [↵Enter].

ISSUER'S NAME

This field is coded by entering a maximum of sixteen alpha numeric characters. Type the issuer's name and press [↵Enter].

DATE OF ISSUE

This field is coded by typing a date in the format *ddmmyy*. Type the date and press [↵Enter]. The default date is the sign-on date, press [↵Enter] three times to accept.

RCT EMPLOYER ACCOUNT NUMBER

This field is coded by entering a maximum of nine alpha numeric characters. Type the Revenue Canada Taxation employer account number and press [↵Enter].

RCT NUMBER

This field is coded by entering a maximum of nine alpha numeric characters. Type the Revenue Canada Taxation number used to obtain the form if the number is different from item number five and press [↵Enter].

CORRESPONDENCE

This field is coded by typing [E] for English or [F] for French followed by [↵Enter].

FOR EMPLOYER'S USE

This field is coded by entering a maximum of twenty five alpha numeric characters. Type a comment for employer's use followed by [↵Enter].

EMPLOYER NAME AND ADDRESS

The system will display the company information as entered when the company was set up. (page 10-1) Press [↵Enter] if you want to use the displayed information. If you want to modify the displayed information, type the required name and address. Press [↵Enter] after each typed line.

EMPLOYEE NUMBER

This field is coded by typing the number of the employee for which the form is to be prepared. Type the number followed by ↵Enter. The system will then display the name, the address, the occupation, the social insurance number, the first day worked and the sign-on date as the last work day. Press ↵Enter six times if you want to use the displayed name and address. If you want to modify the displayed information, type the correct data on the displayed lines. Press ↵Enter after each typed line.

OCCUPATION

Press ↵Enter if you want to use the displayed occupation. If you want to modify, type the correct occupation and press ↵Enter.

SOCIAL INSURANCE NUMBER

Press ↵Enter if you want to use the displayed social insurance number. If you want to modify it, type the correct social insurance number and press ↵Enter.

FIRST DAY WORKED

Press ↵Enter three times if you want to use the displayed date. If you want to modify, type the correct date in the format *ddmmyy* and press ↵Enter.

LAST DAY WORKED

Press.↵Enter three times if you want to use the displayed date. If you want to modify, type the correct date in the format *ddmmyy* and press ↵Enter.

UI PAID TO

Type the date in the format *ddmmyy*. The date used should be the last working day for which unemployment deductions where taken.

UI WEEKS PAID/TOTAL AMOUNT

Type the number of weeks during the last fifty-two weeks where unemployment insurance deductions were taken or the number of weeks since the last record of employment form was issued followed by ↵Enter. Type the total amount of insurable earnings followed by ↵Enter.

WAGE LOSS FROM/DURATION

Type the date in the format *ddmmyy* followed by ↵Enter. The date used should be the last working day before a sick or a maternity leave. Type the number of weeks or days from the wage loss date followed by ↵Enter.

RECALL DATE

Type the date in the format *ddmmyy* followed by ↵Enter. The date used should be the first working day of the employee's return.

RECALL STATUS

The available functions are as follows:

- U Unknown
- N Not returning

REASON CODE/COMMENT

Type a reason code (letters ABCDEFGHJK) for issuing this record of employment followed by ←Enter. Revenue Canada includes the definition of the codes on the standard form. You can also type five lines of thirty five characters as a comment and an explanation. Press ←Enter at the end of each line.

When The first screen of information is complete, the available functions are as follows:

- M Modify
- A Accept
- C Cancel

ADDITIONAL MONIES PAID

1. **Vacation Pay**

   Type the amount of the vacation pay followed by ↵Enter.

2. **Holiday Pay**

   Type the name (fifteen characters available) of the first statutory holiday after termination followed by ↵Enter. Type the amount that would be paid for the holiday followed by ↵Enter.

   Type the name (fifteen characters available) of the second statutory holiday after termination followed by ↵Enter. Type the amount that would be paid for the holiday followed by ↵Enter.

3. **Other**

   Type the number (fifteen characters available) of additional paid days after termination followed by ↵Enter. Type the amount that would be paid for these days followed by ↵Enter.

PAY PERIOD TYPE

The valid pay periods are as follows:

W Weekly
B Bi-weekly
S Semi-monthly
M Monthly
A Annually

Type the pay period type followed by ↵Enter.

LAST P.P. END DATE

Type the final pay period ending date in the format *ddmmyy* followed by ↵Enter.

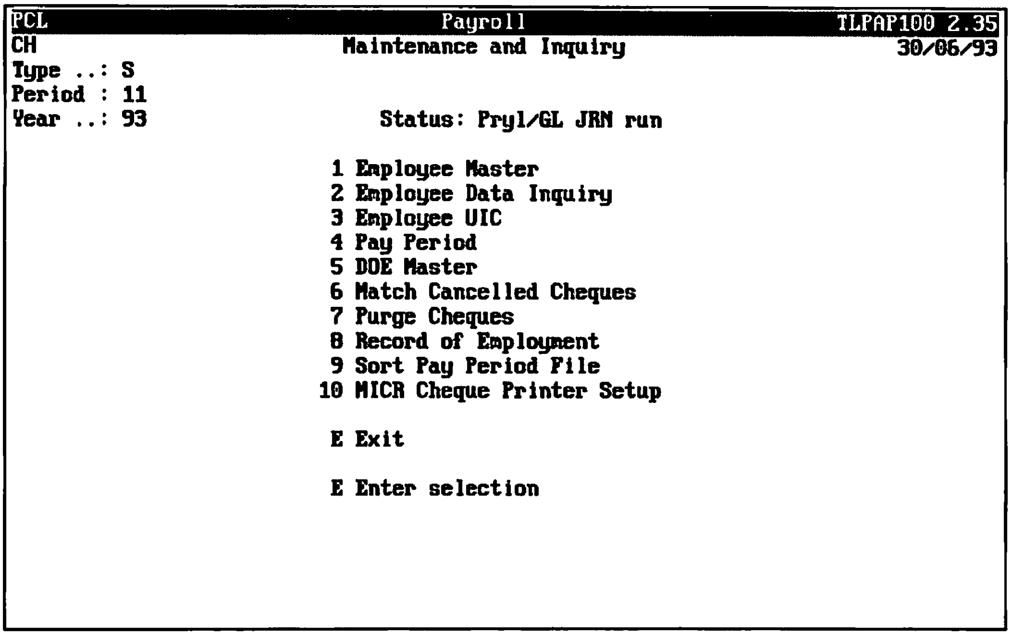
INSURABLE EARNINGS BY PAY PERIOD

Type the amount of the pay period followed by ↵Enter and the pay period number followed by ↵Enter. Enter up to twenty pay periods starting with the most recent.

When the second screen of information is complete, the available functions are as follows:

M Modify
A Accept
C Cancel
S Screen #1

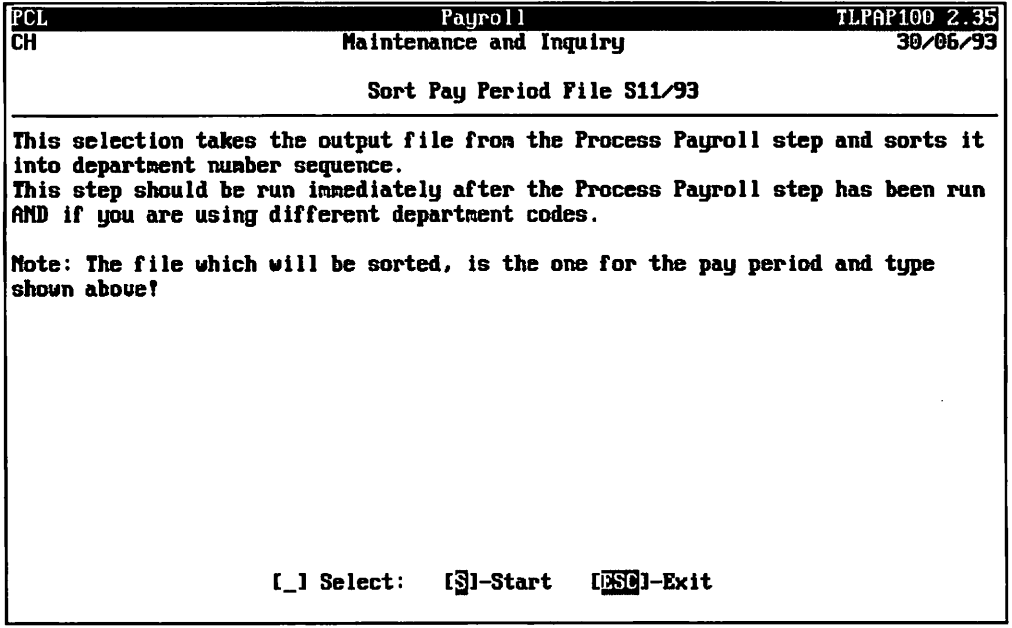
SORT PAY PERIOD FILE



```
PCL                             Payroll                      TLPAP100 2.35
CH                      Maintenance and Inquiry                   30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

Type 9 and press ↵Enter to select *Sort Pay Period File.*

The screen will appear as follows:



```
PCL                             Payroll                      TLPAP100 2.35
CH                      Maintenance and Inquiry                   30/06/93

                       Sort Pay Period File S11/93
--------------------------------------------------------------------------
This selection takes the output file from the Process Payroll step and sorts it
into department number sequence.
This step should be run immediately after the Process Payroll step has been run
AND if you are using different department codes.

Note: The file which will be sorted, is the one for the pay period and type
shown above!











                 [_] Select:    [S]-Start    [ESC]-Exit
```

Type S and press ↵Enter to start the sort.

MICR CHEQUE PRINTER SETUP

MICR cheque printing allows you to print your cheques directly to a laser printer using a blank cheque form and a MICR (Magnetic Ink Character Recognition) toner cartridge.

The following steps must be performed before you can begin printing your payroll cheques using the MICR Cheque Printing program.

1. Setup Static Cheque Information

Information such as your bank name, address and your bank account number must be setup before you can start printing cheques. This information is setup through the Company Information program.

2. Define Printers

You must define all printers that are going to be available for MICR cheque printing through MICR Cheque Printer Setup. Further details follow in this chapter.

☞ **If you also have Polymathic's Accounts Payable system you can bypass this step.**

3. Tools To Have On Hand

(A) Make sure that the MICR toner cartridge has been loaded into your laser printer.

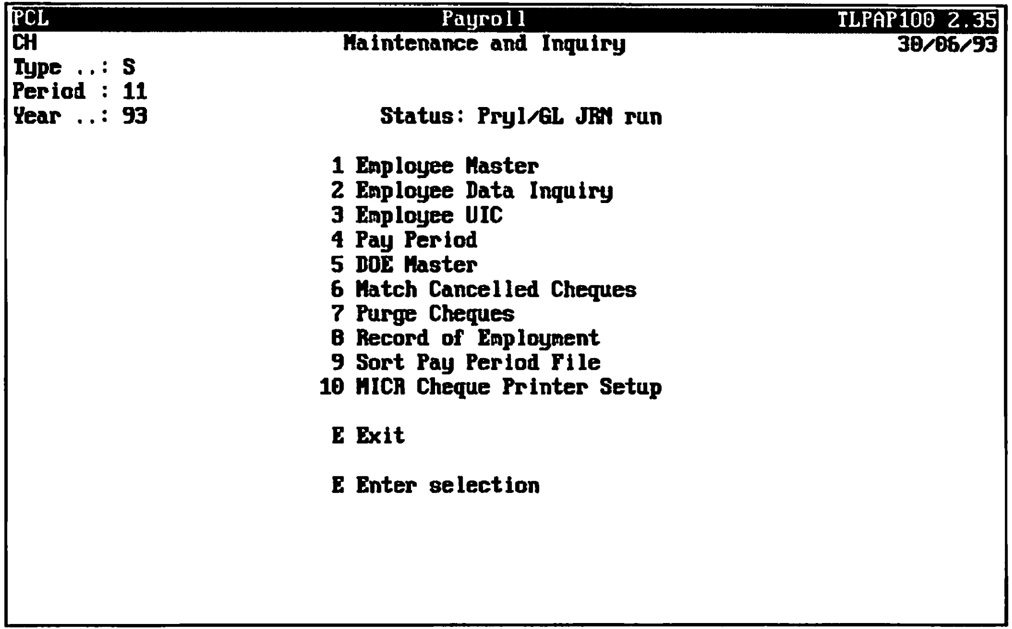
☞ **Be sure to read all special instructions that come with the toner cartridge before loading it into your printer.**

(B) Have your blank cheque paper loaded into the paper tray. This paper gets loaded with the pantograph face up. The pantograph is the coloured background of the cheque that appears on the top part of the cheque paper.

(C) Have the MICR Visual Inspection template on hand.

☞ **It is a good idea to use your MICR Visual Inspection template to inspect a few cheques of each cheque run.**

Once everything is set up you may continue payroll as you normally would. Further instructions on printing the payroll cheques can be found on page 7-4, Cheques and Cheque Register.

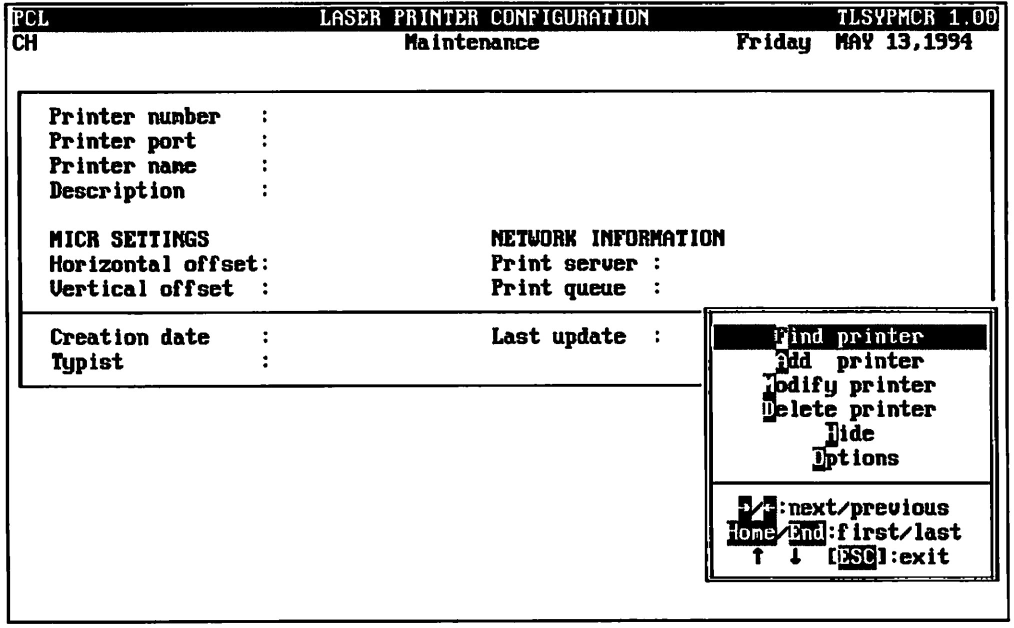


```
PCL                              Payroll                     TLPAP100 2.35
CH                        Maintenance and Inquiry                 30/06/93
Type ..: S
Period : 11
Year ..: 93                  Status: Pryl/GL JRN run

                          1 Employee Master
                          2 Employee Data Inquiry
                          3 Employee UIC
                          4 Pay Period
                          5 DOE Master
                          6 Match Cancelled Cheques
                          7 Purge Cheques
                          8 Record of Employment
                          9 Sort Pay Period File
                         10 MICR Cheque Printer Setup

                          E Exit

                          E Enter selection
```

This program is used to define your MICR printers. If you already have Polymathic's Accounts Payable system please bypass this program.

Type 1 0 and press ↵ Enter to select *Micr Cheque Printer Setup.*

The screen will appear as follows:



```
PCL                  LASER PRINTER CONFIGURATION              TLSYPMCR 1.00
CH                           Maintenance             Friday  MAY 13,1994

  Printer number   :
  Printer port     :
  Printer name     :
  Description      :

  MICR SETTINGS                     NETWORK INFORMATION
  Horizontal offset:                Print server  :
  Vertical offset  :                Print queue   :

  Creation date    :                Last update   :    Find printer
  Typist           :                                   Add  printer
                                                      Modify printer
                                                      Delete printer
                                                           Hide
                                                          Options

                                                    →/←:next/previous
                                                   Home/End:first/last
                                                    ↑  ↓  [ESC]:exit
```

The functions available are as follows:

F	Displays a list of available printers
A	Allows you to setup a new printer record
M	Allows you to modify an existing printer record
D	Delete an existing printer record
H	Temporarily removes the menu box from the screen
O	The options function is not available at the present time
→/←	Retrieve the next/previous printer record
Home/End	Retrieve the first/last printer record
↑/↓	Move up of down through the menu functions
Esc	Exit this menu

To add a printer record type A and press ↵Enter. Enter the information as follows:

PRINTER NUMBER

Each printer must be assigned a unique printer number. Display all printers by using F5 and then assign the next sequential printer number.

PRINTER NAME

Type up to a 20 character name for the printer you are defining. This field is useful if your printers are on a network. Each printer on a network has a unique name. Enter this name in this field.

DESCRIPTION

This field is best used to give the location and type of printer. The maximum number of characters that you can enter is 35.

MICR SETTINGS

When you are first testing your cheques with the Visual Inspection template sometimes the horizontal and/or vertical offset of the numbers are off slightly. These fields allow you to adjust the offset of the font in order to get the numbers to print within the allowable area.

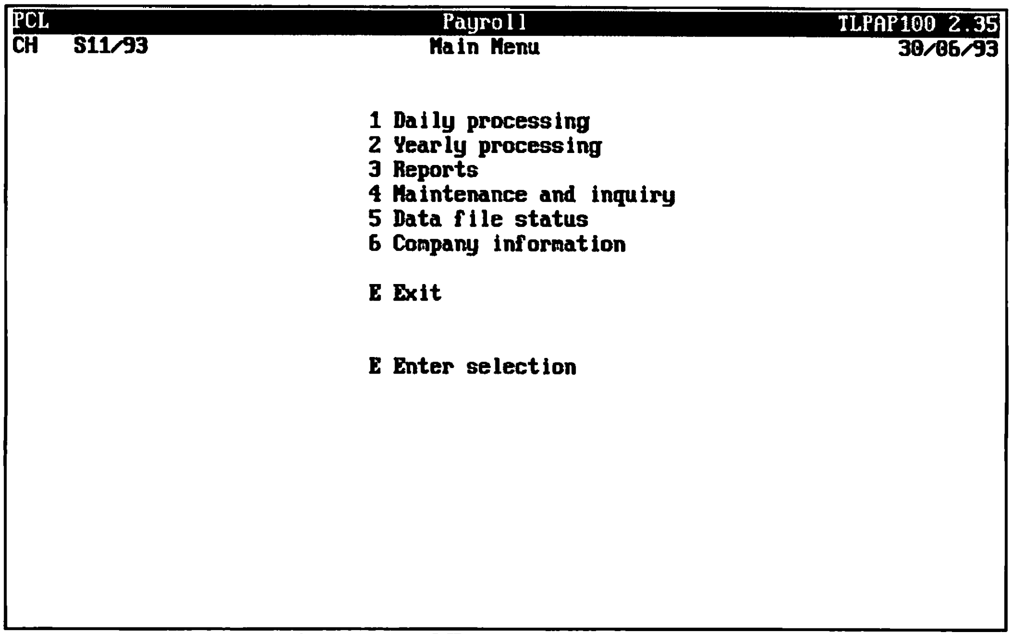
The offset number is a decimal number representing the number of 1/720" to the position of the cursor. If you are adjusting the horizontal offset a positive number would adjust the cursor position to the right and a negative number would move the cursor position to the left. With the vertical offset a positive number moves the cursor position down and a negative number moves the cursor position up.

NETWORK INFORMATION

If the printer you are adding is a network printer these fields allow you to enter the name of the print server that the printer is attached to and the printer queue name. Enter this information only if your printer is on a network.

CHAPTER 9: DATA FILE STATUS

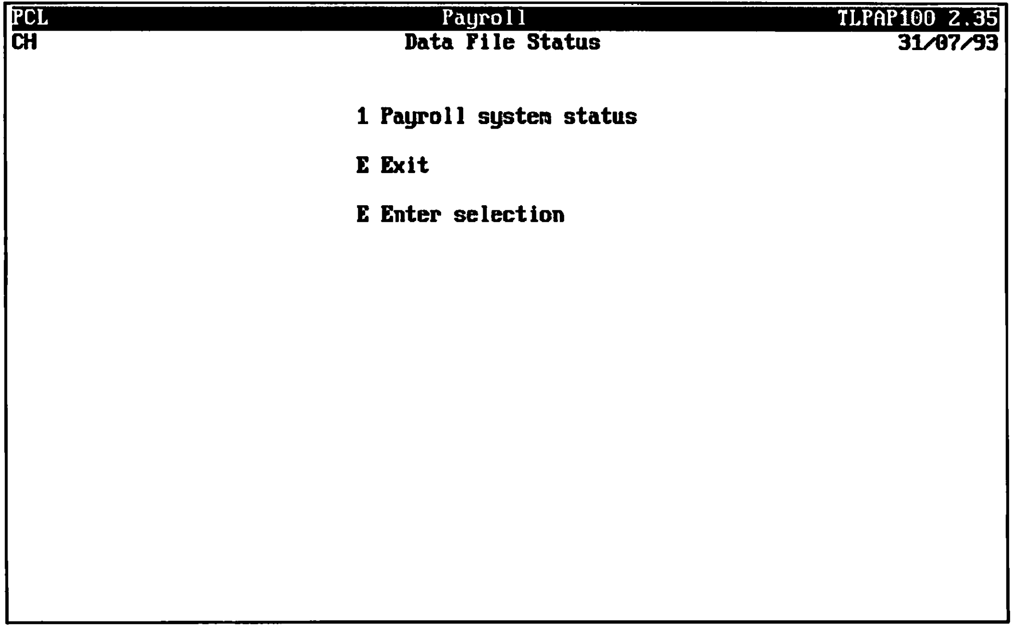
DATA FILE STATUS



```
PCL                              Payroll                   TLPAP100 2.35
CH    S11/93                    Main Menu                       30/06/93


                              1 Daily processing
                              2 Yearly processing
                              3 Reports
                              4 Maintenance and inquiry
                              5 Data file status
                              6 Company information

                              E Exit


                              E Enter selection
```

Type 5 and press ↵Enter to select *Data file status.*

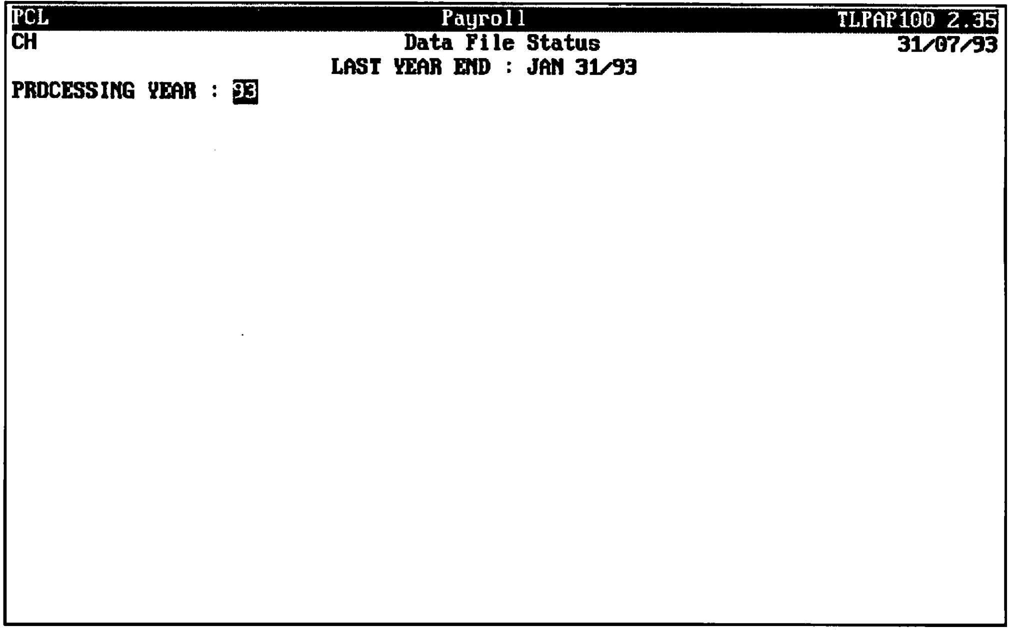
The screen will appear as follows:



```
PCL                              Payroll                   TLPAP100 2.35
CH                           Data File Status                   31/07/93


                             1 Payroll system status

                             E Exit

                             E Enter selection
```

Type 1 and press ↵Enter to select *Payroll system status.*

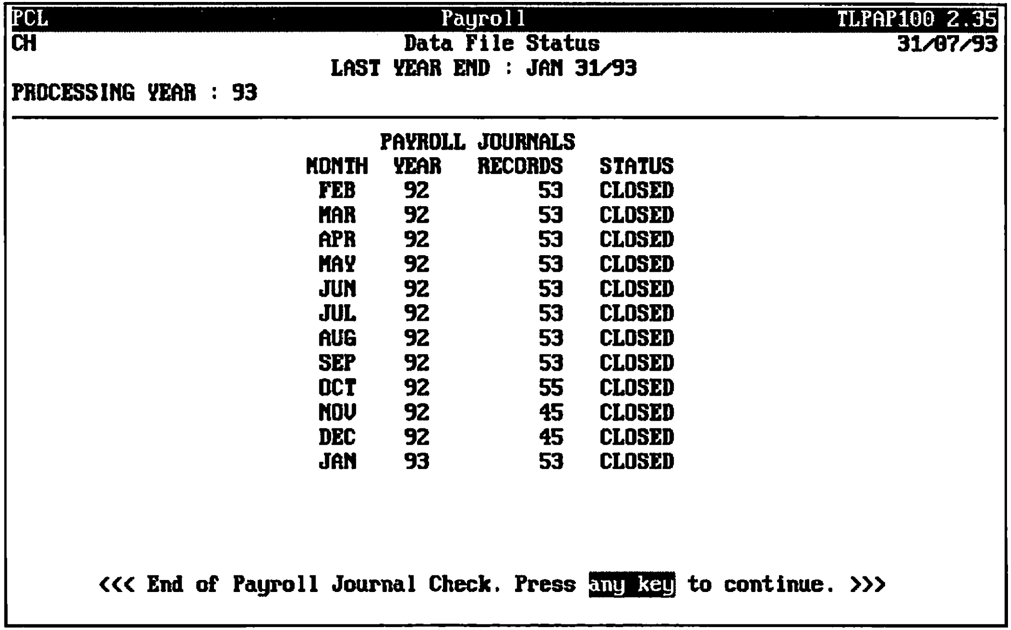
The screen will appear as follows:



```
PCL                          Payroll                   TLPAP100 2.35
CH                       Data File Status                   31/07/93
                     LAST YEAR END : JAN 31/93
PROCESSING YEAR : 93
```

Enter the year you want to display the status of the files for and press ↵Enter.

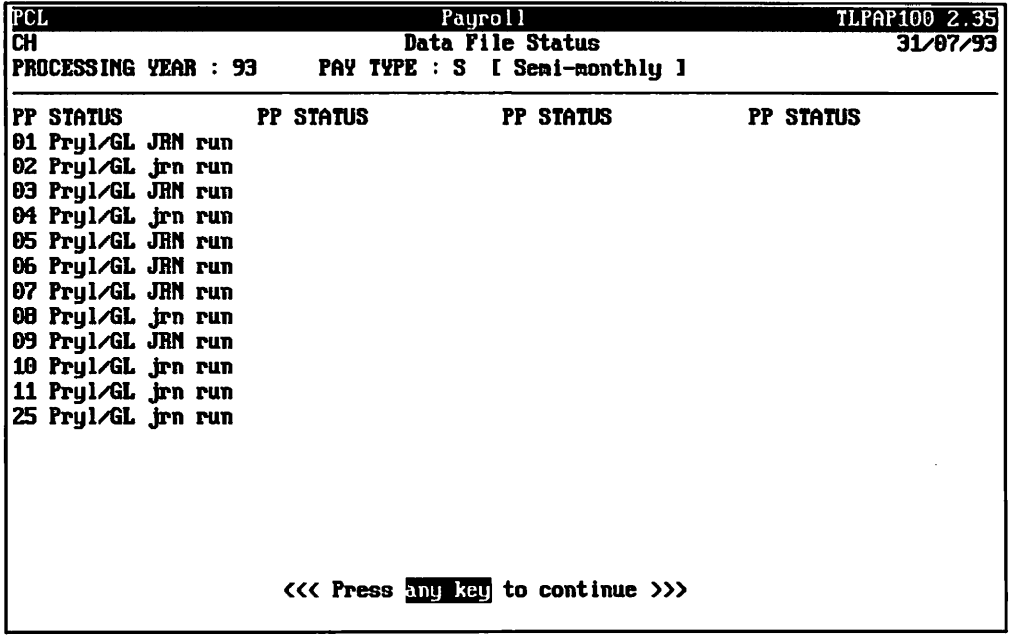
The screen will appear as follows:



```
PCL                          Payroll                   TLPAP100 2.35
CH                       Data File Status                   31/07/93
                     LAST YEAR END : JAN 31/93
PROCESSING YEAR : 93
--------------------------------------------------------------------

                        PAYROLL JOURNALS
                   MONTH  YEAR  RECORDS  STATUS
                    FEB    92        53  CLOSED
                    MAR    92        53  CLOSED
                    APR    92        53  CLOSED
                    MAY    92        53  CLOSED
                    JUN    92        53  CLOSED
                    JUL    92        53  CLOSED
                    AUG    92        53  CLOSED
                    SEP    92        53  CLOSED
                    OCT    92        55  CLOSED
                    NOV    92        45  CLOSED
                    DEC    92        45  CLOSED
                    JAN    93        53  CLOSED


      <<< End of Payroll Journal Check. Press any key to continue. >>>
```

The system will display a file status list.

Press any key and the following screen will appear:

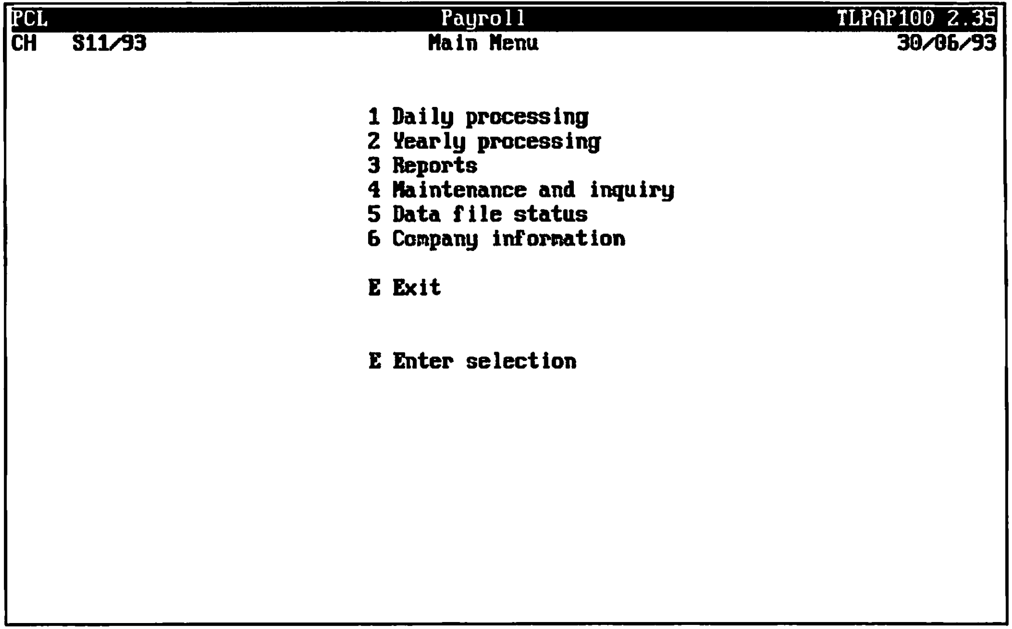


```
PCL                              Payroll                           TLPAP100 2.35
CH                           Data File Status                           31/07/93
PROCESSING YEAR : 93     PAY TYPE : S  [ Semi-monthly ]

PP STATUS            PP STATUS            PP STATUS            PP STATUS
01 Pryl/GL JRN run
02 Pryl/GL jrn run
03 Pryl/GL JRN run
04 Pryl/GL jrn run
05 Pryl/GL JRN run
06 Pryl/GL JRN run
07 Pryl/GL JRN run
08 Pryl/GL jrn run
09 Pryl/GL JRN run
10 Pryl/GL jrn run
11 Pryl/GL jrn run
25 Pryl/GL jrn run




                        <<< Press any key to continue >>>
```

CHAPTER 10: COMPANY INFORMATION

PAYROLL SYSTEM

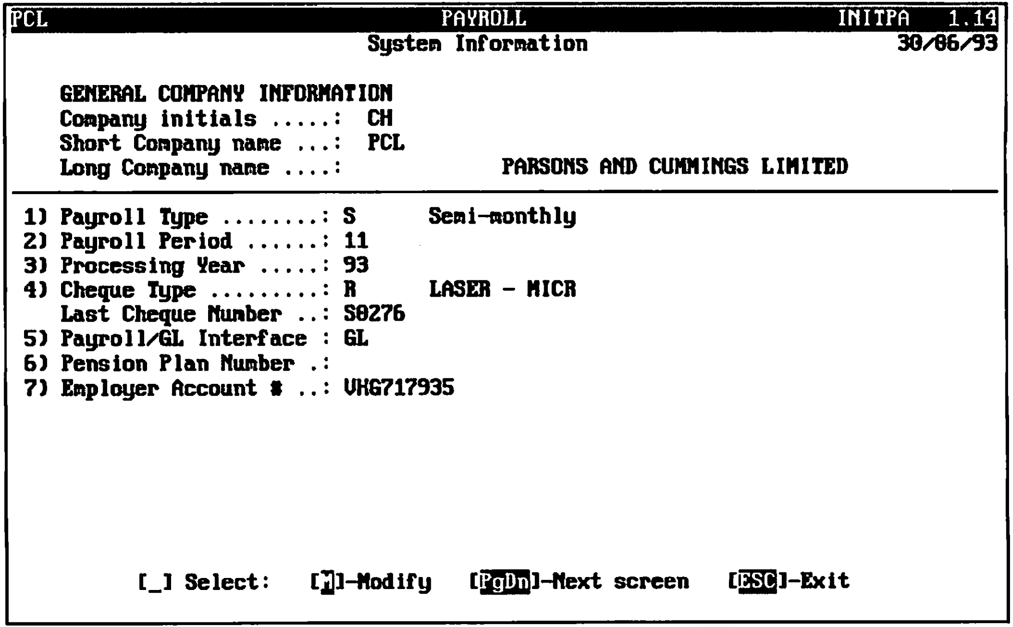
This option allows you to display and/or modify any of the system information set up when the **Payroll system** was first installed.



```
PCL                                 Payroll                   TLPAP100 2.35
CH   S11/93                        Main Menu                       30/06/93


                              1 Daily processing
                              2 Yearly processing
                              3 Reports
                              4 Maintenance and inquiry
                              5 Data file status
                              6 Company information

                              E Exit


                              E Enter selection
```

Type 6 and press ↵Enter to select *Company information.*

The screen will appear as follows:



```
PCL                                 PAYROLL                   INITPA   1.14
                               System Information                  30/06/93

   GENERAL COMPANY INFORMATION
   Company initials .....:  CH
   Short Company name ...:  PCL
   Long Company name ....:             PARSONS AND CUMMINGS LIMITED
---------------------------------------------------------------------------
 1) Payroll Type ........: S      Semi-monthly
 2) Payroll Period ......: 11
 3) Processing Year .....: 93
 4) Cheque Type .........: R      LASER - MICR
    Last Cheque Number ..: S0276
 5) Payroll/GL Interface : GL
 6) Pension Plan Number .:
 7) Employer Account # ..: VHG717935




         [_] Select:   [M]-Modify   [PgDn]-Next screen   [ESC]-Exit
```

To modify any of the information type M and press ↵Enter. Type the number corresponding to the field you want to modify and press ↵Enter.

PAYROLL TYPE

The options available for this field are as follows:

A Annual
M Monthly
S Semi-monthly
B Bi-weekly
W Weekly

PAYROLL PERIOD

Enter the specific payroll period number to start your counter with.

PROCESSING YEAR

Enter the current processing year. This counter will change automatically each year when you perform year end processing.

CHEQUE TYPE

Enter the type of cheques you will be using when you print the payroll cheques. The following types are available:

S Standard cheque format with the cheque number included.
N Standard cheque format with no cheque number included.
M Moore cheque style
K Moore laser cheques
L Laser cheques format number LT102
R MICR Laser cheque style
* Special cheque style

Please call Polymathic personally to get samples of the different cheque styles available.

PAYROLL/GL INTERFACE

If you have Polymathic's General ledger system and you want the payroll figures to automatically be booked type GL in this field. If you don't own our GL system or you want to book payroll manually type "NOGL".

> ☞ **When the payroll system is being setup initially and the G/L interface has been activated you will be prompted to enter the debit and credit GL account codes for each default DOE. The default DOEs are as follows:**

001 SAL: Gross Salary
003 EHT: Employer Health Tax
004 CAR: Car allowance
005 FIT: Federal income tax
020 CPE: CPP employer portion
030 CPP: CPP employee portion
031 UIE: UI - employer portion
032 UIC: UI - employee portion

PENSION PLAN NUMBER

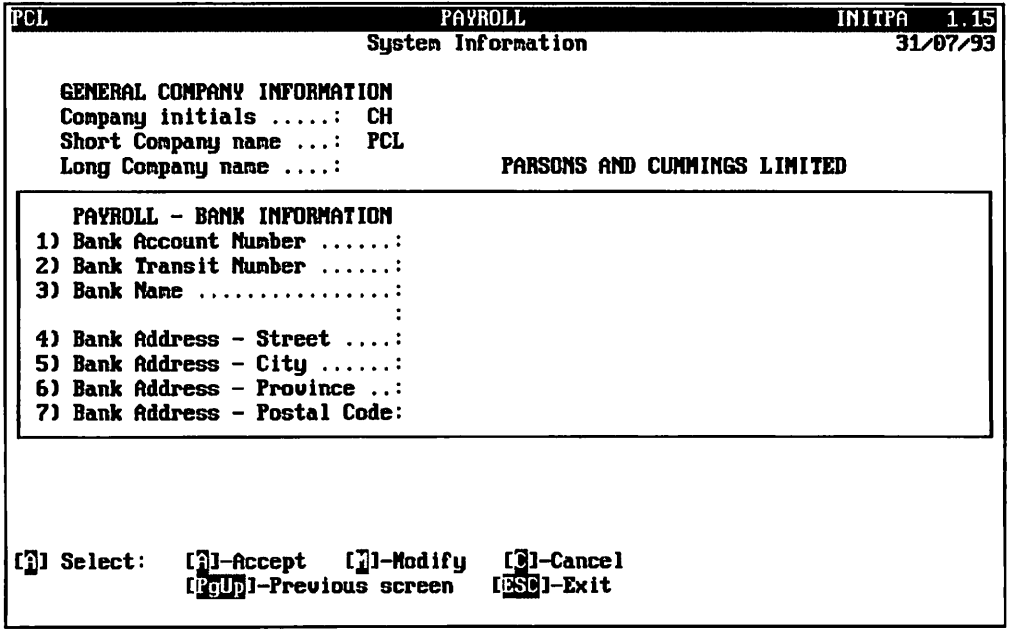
If your company offers a pension plan to the employees enter this number here.

EMPLOYEE ACCOUNT NUMBER

Enter your employee account number in this field. The account number entered will appear on the T4 slips.

Once all the information has been entered the system will prompt you to [A]ccept, [M]odify or [C]ancel. To save the data entered type [A] and press [←Enter].

The following screen will then appear



```
PCL                              PAYROLL                          INITPA    1.15
                            System Information                         31/07/93

    GENERAL COMPANY INFORMATION
    Company initials .....:  CH
    Short Company name ...:  PCL
    Long Company name ....:              PARSONS AND CUMMINGS LIMITED

     PAYROLL - BANK INFORMATION
   1) Bank Account Number ......:
   2) Bank Transit Number ......:
   3) Bank Name ................:
                                :
   4) Bank Address - Street ....:
   5) Bank Address - City ......:
   6) Bank Address - Province ..:
   7) Bank Address - Postal Code:



[A] Select:    [A]-Accept    [M]-Modify    [C]-Cancel
               [PgUp]-Previous screen    [ESC]-Exit
```

The bank information fields only need to be filled in if you are going to be printing your payroll cheques with using the MICR cheque printing program.

If you are printing your cheques with the MICR coding every field on this screen is mandatory.

Once you have entered all the information, type [A] to accept and save the data.

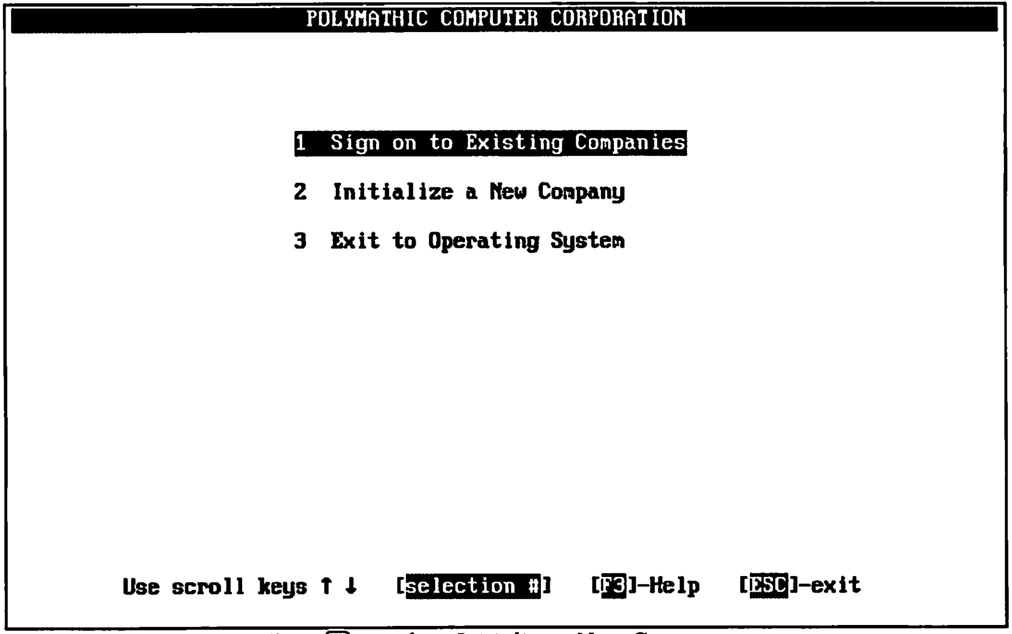
CHAPTER 11: COMPANY SETUP

COMPANY INFORMATION

Proceed directly to page **Error! Bookmark not defined.** if you are **NOT** setting up a new company and are adding the payroll programs to an existing company. To set up a new company log on to the directory containing the **POLYMATHIC PAYROLL** program files.

Type *POLYSYS* and press ↵Enter to log on to the system.

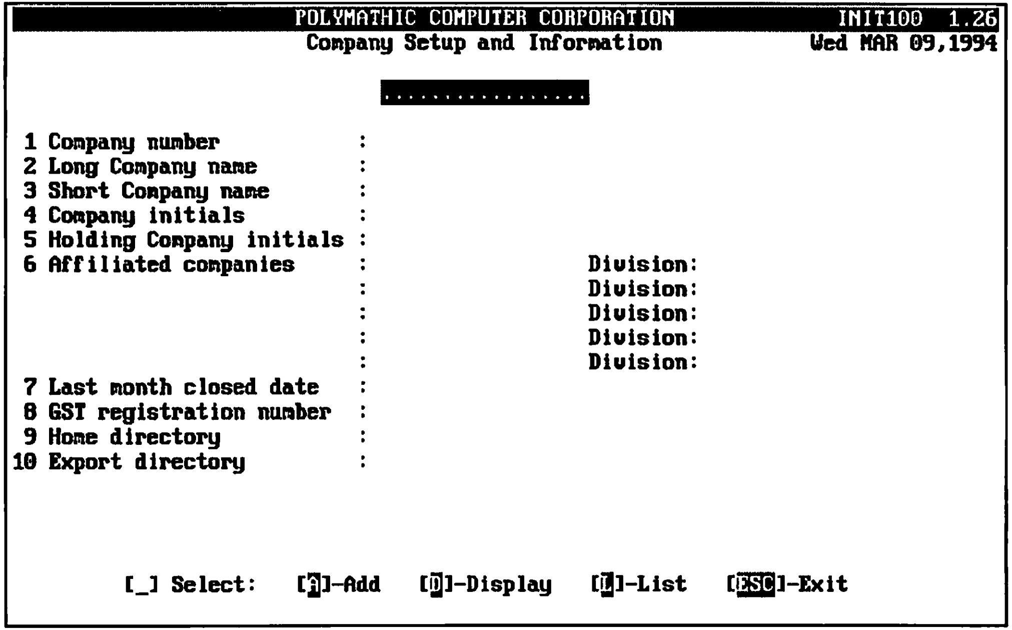
The screen will appear as follows:



```
                    POLYMATHIC COMPUTER CORPORATION

                      1  Sign on to Existing Companies

                      2  Initialize a New Company

                      3  Exit to Operating System

    Use scroll keys ↑ ↓   [selection #]   [F3]-Help   [ESC]-exit
```

Type 2 to select *Initialize a New Company.*

The screen will appear as follows:



```
                    POLYMATHIC COMPUTER CORPORATION            INIT100  1.26
                    Company Setup and Information           Wed MAR 09,1994

                               ..................

 1 Company number          :
 2 Long Company name       :
 3 Short Company name      :
 4 Company initials        :
 5 Holding Company initials :
 6 Affiliated companies    :                 Division:
                           :                 Division:
                           :                 Division:
                           :                 Division:
                           :                 Division:
 7 Last month closed date  :
 8 GST registration number :
 9 Home directory          :
10 Export directory        :



      [_] Select:   [A]-Add   [D]-Display   [L]-List   [ESC]-Exit
```

To Add a new company, type A and press ↵Enter.

Enter the information as follows:

COMPANY NUMBER

The system will automatically assign a sequential number to all new companies.

LONG COMPANY NAME

Enter your company name as you wish it to appear on all report headings and press ↵Enter.

For example, type **ANY COMPANY LIMITED** and press ↵Enter.

SHORT COMPANY NAME

Enter a short name for your company as you wish it to appear on all screen headings and press ↵Enter.

For example, type **ANY** and press ↵Enter.

COMPANY INITIALS

Enter two initials for your company. The system uses these initials to identify the data files for your company. For example type A C and press ↵Enter.

HOLDING COMPANY INITIALS

If you wish to consolidate this company with another enter the two initials of the holding company to be used for consolidation purposes. The system uses these initials to identify holding company. For example type HC and press ↵Enter.

AFFILIATED COMPANIES

Enter the initials and division number of any affiliated companies in this field. You can enter up to 5 affiliated companies.

LAST MONTH CLOSED DATE

Enter the date of the last month closed in the form of *mmyy*.

GST REGISTRATION NUMBER

Enter your company's GST number in this field.

HOME DIRECTORY

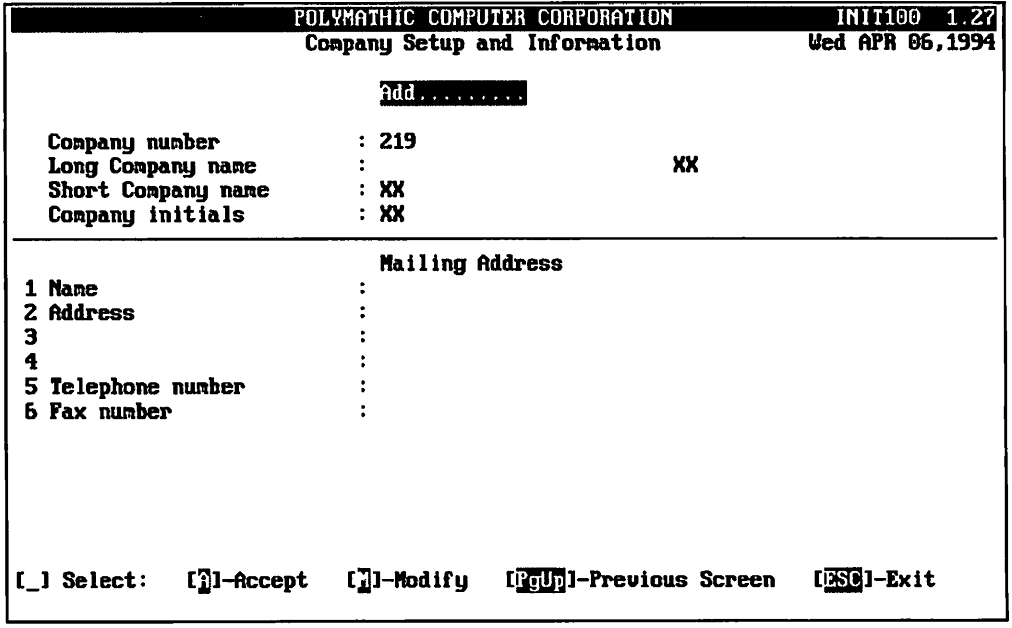
Enter the drive letter and directory path to where the program files are for the payroll system.

BATCH DIRECTORY

Enter the drive letter and directory path to where the batch files are kept.

The system will then prompt you to accept and save the information. Review the data you have entered and if everything is correct, type A to accept and save the data.

The screen will then appear as follows:



```
                     POLYMATHIC COMPUTER CORPORATION             INIT100  1.27
                      Company Setup and Information            Wed APR 06,1994

                              Add.........

  Company number           : 219
  Long Company name        :                        XX
  Short Company name       : XX
  Company initials         : XX
------------------------------------------------------------------------------
                             Mailing Address
 1 Name                    :
 2 Address                 :
 3                         :
 4                         :
 5 Telephone number        :
 6 Fax number              :




[_] Select:   [A]-Accept   [M]-Modify   [PgUp]-Previous Screen   [ESC]-Exit
```

Continue entering the information as follows:

NAME

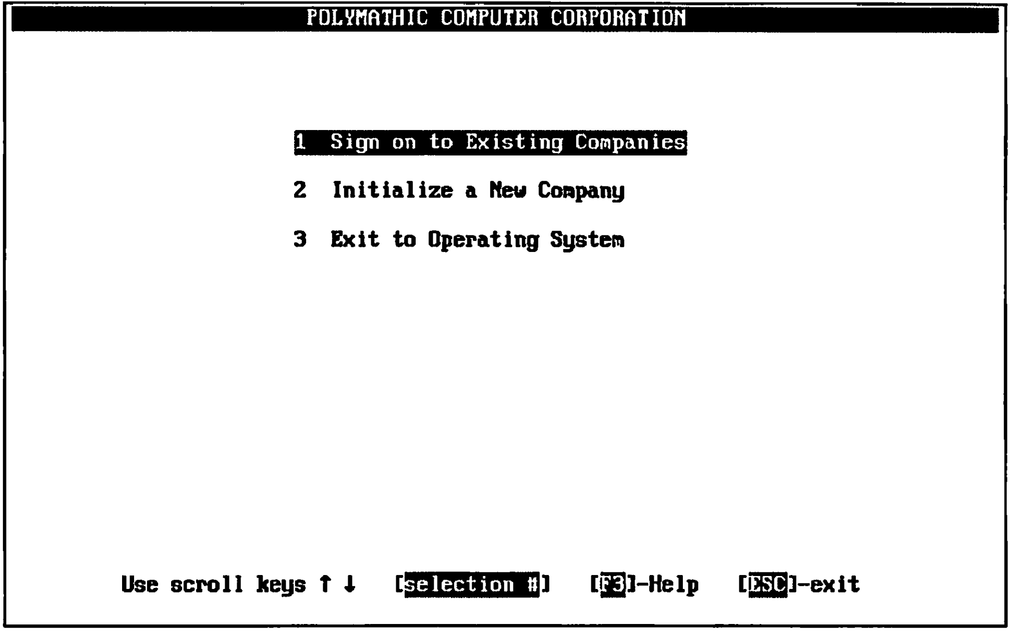
Enter the company name, as you wish it to appear on collection letters, accounts receivable statements etc.

ADDRESS

Enter up to four lines for the company address, as you wish it to appear on collection letters, accounts receivable statements etc.

Once again, the system will prompt you to accept and save the data. Review what you have entered and if everything is correct, type A and press ←Enter to save the data.

The following screen will appear:



POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies

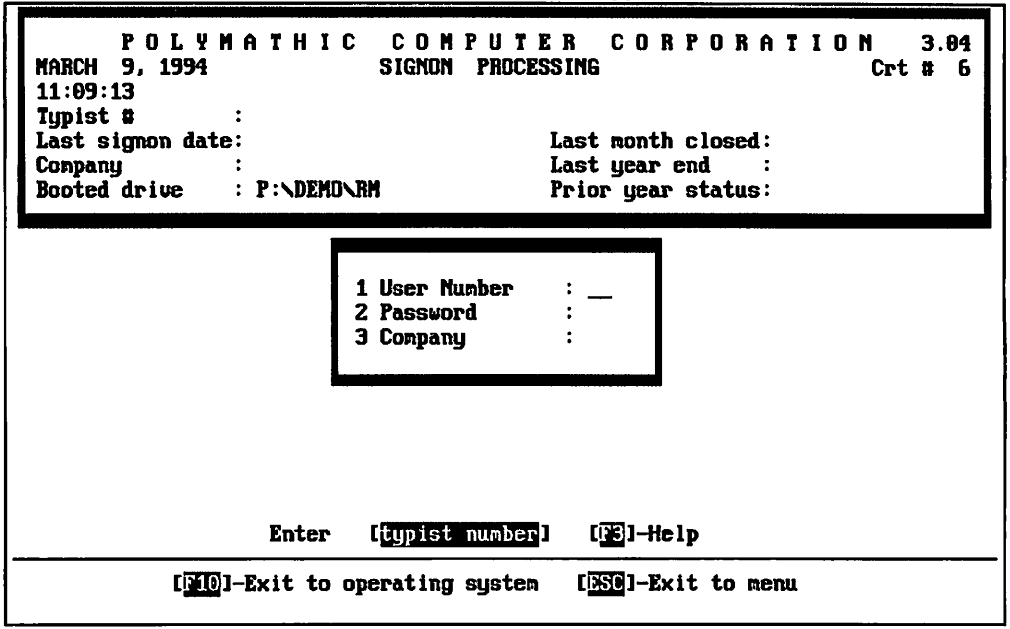
2 Initialize a New Company

3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit

Type 1 or press ←Enter to sign on to the company which you just set up.

The following screen will appear:



```
     P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N   3.04
MARCH  9, 1994              SIGNON  PROCESSING                     Crt #  6
11:09:13
Typist #          :
Last signon date:                         Last month closed:
Company           :                       Last year end     :
Booted drive      : P:\DEMO\RM            Prior year status:

                      1 User Number     : __
                      2 Password        :
                      3 Company         :



                 Enter   [typist number]   [F3]-Help
--------------------------------------------------------------------------
           [F10]-Exit to operating system    [ESC]-Exit to menu
```

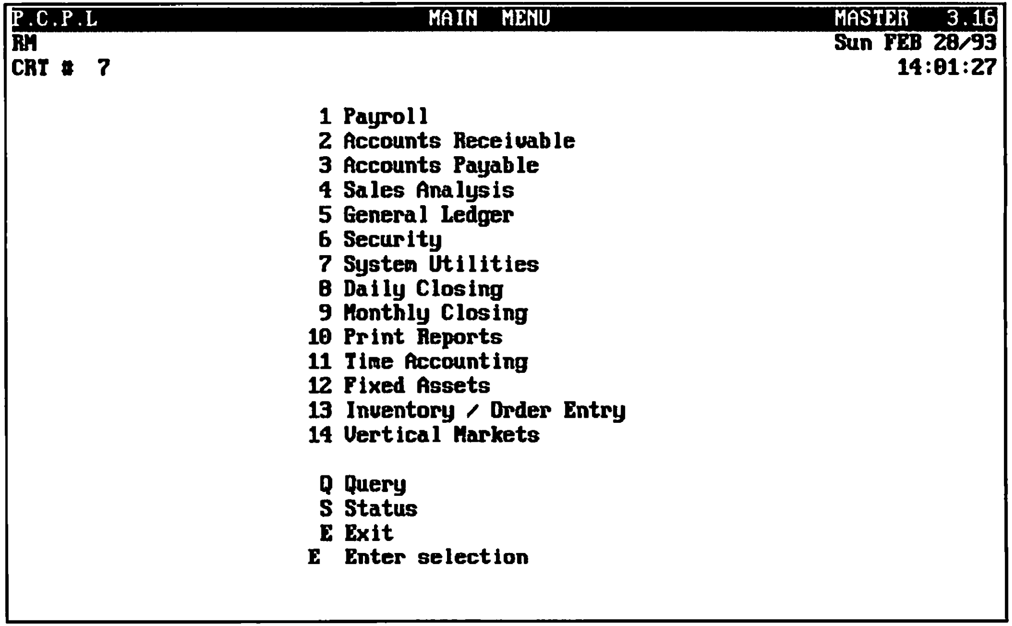
Log on to the system as follows:

Enter your typist number. The default value is 1.

Enter your password. The default is ↵Enter.

Enter the Company number or initials. The number should be 1.

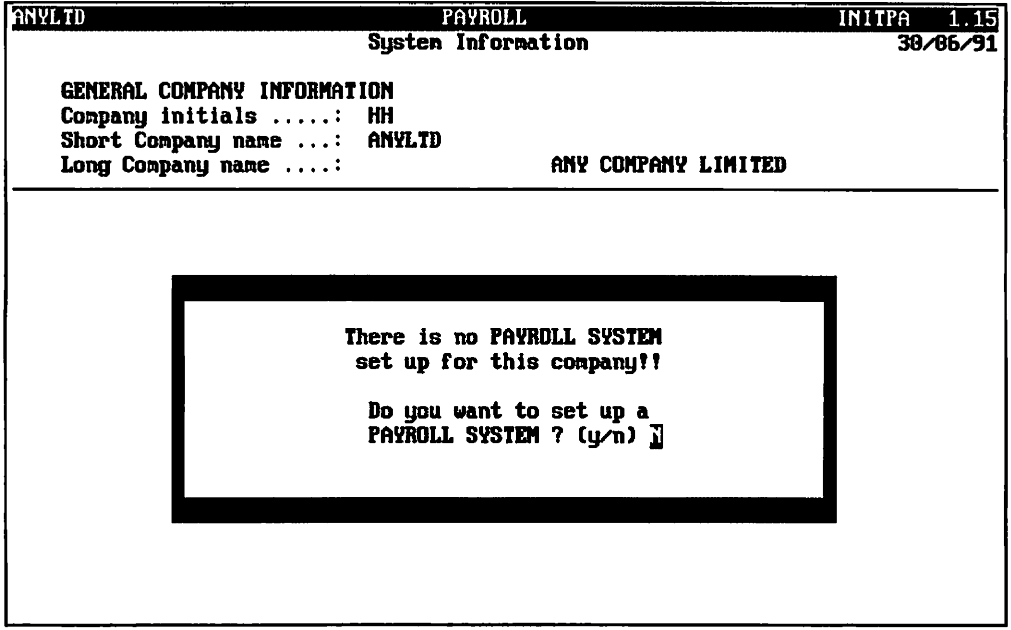
The main menu will now appear.



```
P.C.P.L                            MAIN  MENU                     MASTER   3.16
RM                                                                Sun FEB 28/93
CRT #  7                                                               14:01:27

                             1 Payroll
                             2 Accounts Receivable
                             3 Accounts Payable
                             4 Sales Analysis
                             5 General Ledger
                             6 Security
                             7 System Utilities
                             8 Daily Closing
                             9 Monthly Closing
                            10 Print Reports
                            11 Time Accounting
                            12 Fixed Assets
                            13 Inventory / Order Entry
                            14 Vertical Markets

                             Q Query
                             S Status
                             E Exit
                            E  Enter selection
```

Select the **Payroll** System by typing 1 and pressing ↵Enter.

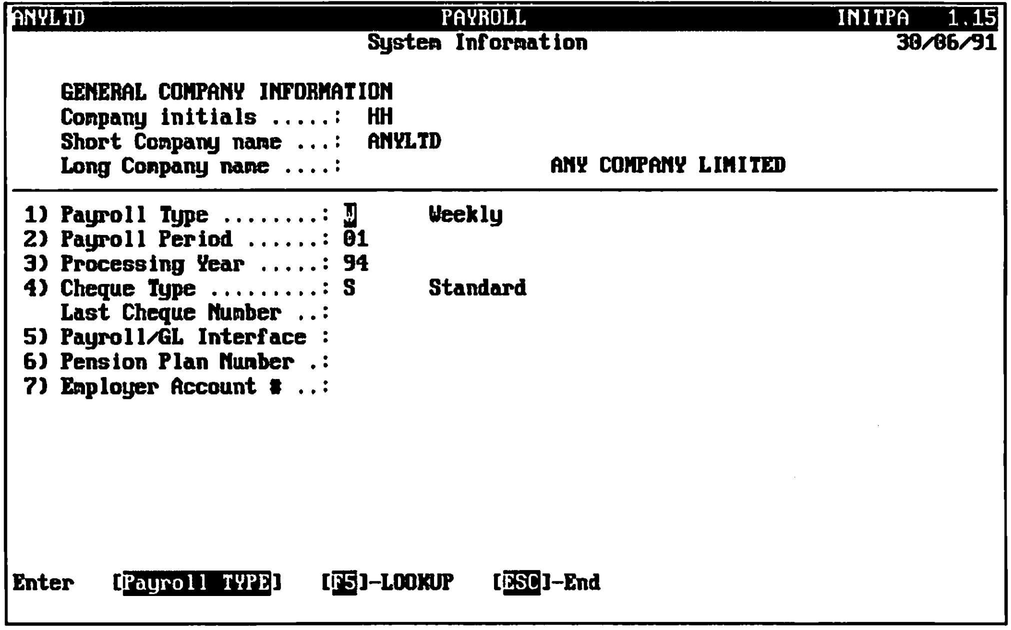
The following screen will appear:



```
ANYLTD                              PAYROLL                          INITPA   1.15
                               System Information                        30/06/91

   GENERAL COMPANY INFORMATION
   Company initials .....:  HH
   Short Company name ...:  ANYLTD
   Long Company name ....:               ANY COMPANY LIMITED

                           There is no PAYROLL SYSTEM
                            set up for this company!!

                             Do you want to set up a
                             PAYROLL SYSTEM ? (y/n) N
```

Type Y and press ↵Enter to setup the **Payroll** system.

The following screen will then appear:



```
ANYLTD                              PAYROLL                          INITPA   1.15
                               System Information                        30/06/91

   GENERAL COMPANY INFORMATION
   Company initials .....:  HH
   Short Company name ...:  ANYLTD
   Long Company name ....:               ANY COMPANY LIMITED

 1) Payroll Type ........: W     Weekly
 2) Payroll Period ......: 01
 3) Processing Year .....: 94
 4) Cheque Type .........: S     Standard
    Last Cheque Number ..:
 5) Payroll/GL Interface :
 6) Pension Plan Number .:
 7) Employer Account # ..:

Enter   [Payroll TYPE]   [F5]-LOOKUP   [ESC]-End
```

☞ **For more information on the above fields please refer to the beginning of this chapter.**

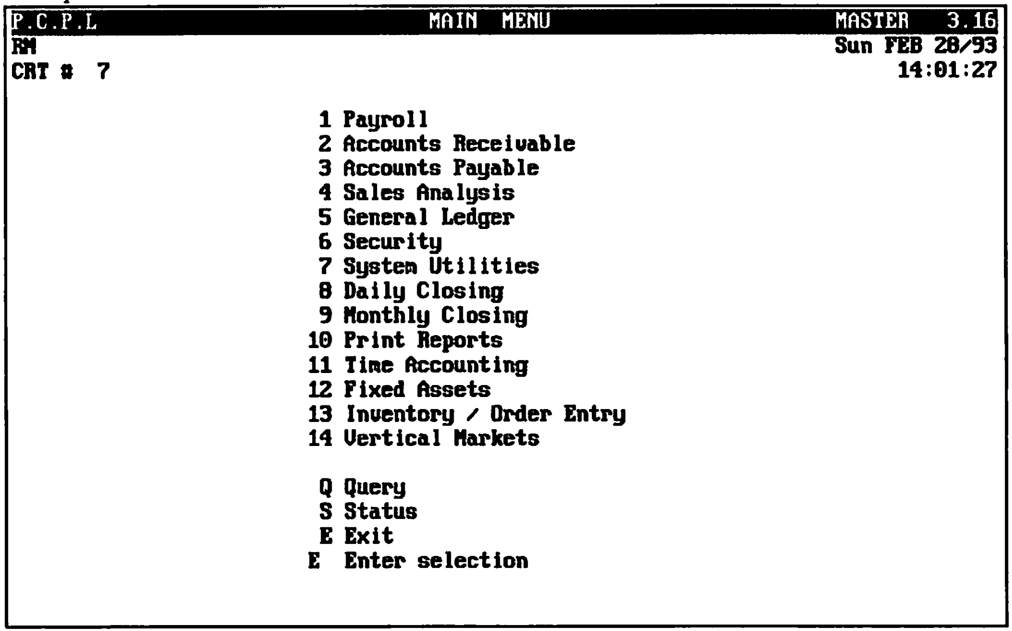
CHAPTER 12: PRINT REPORTS

PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

1. Reports are produced faster, since writing to disk is faster than printing directly to a printer.
2. All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
3. You can print multiple copies of the same report without having to recreate and reprint the report.
4. You can start printing at any page number.

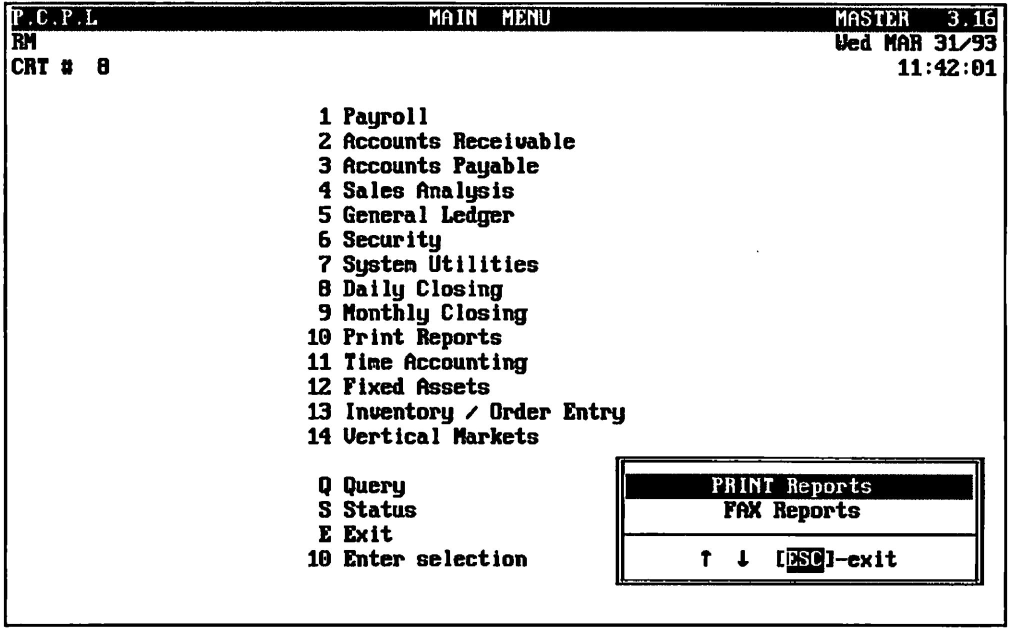
After you have spooled one or more reports using the programs outlined in **Chapter 7** you can print them by selecting *Print Reports* from the Main Menu.



```
P.C.P.L                        MAIN  MENU                       MASTER   3.16
RM                                                              Sun FEB 28/93
CRT #  7                                                             14:01:27

                          1 Payroll
                          2 Accounts Receivable
                          3 Accounts Payable
                          4 Sales Analysis
                          5 General Ledger
                          6 Security
                          7 System Utilities
                          8 Daily Closing
                          9 Monthly Closing
                         10 Print Reports
                         11 Time Accounting
                         12 Fixed Assets
                         13 Inventory / Order Entry
                         14 Vertical Markets

                          Q Query
                          S Status
                          E Exit
                         E  Enter selection
```

To select *Print Reports* type 1 0, and press ↵Enter.

The screen will appear as follows:

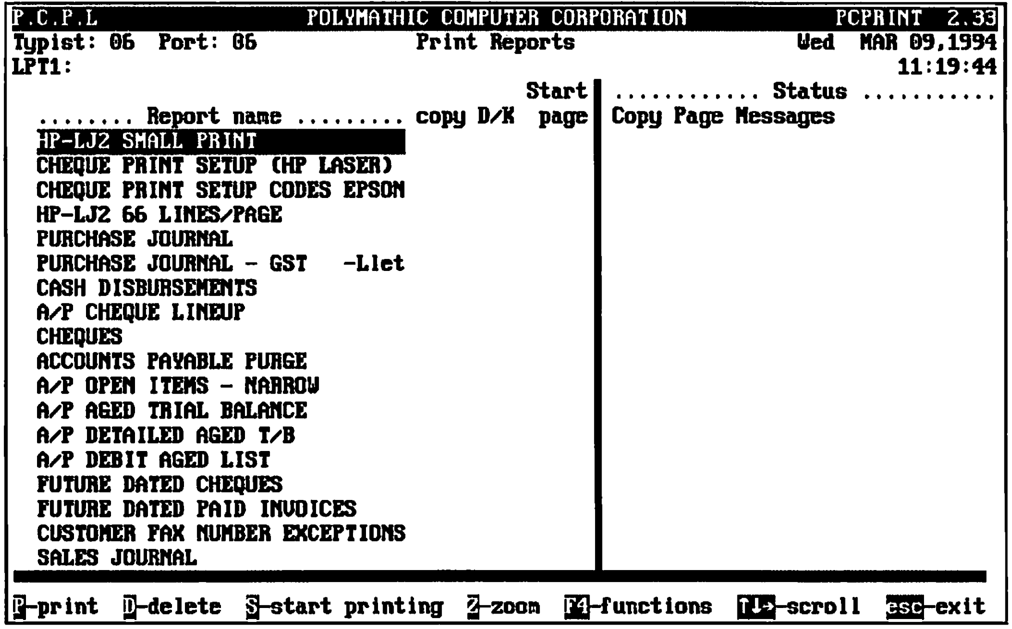


```
P.C.P.L                         MAIN  MENU                     MASTER   3.16
RM                                                             Wed MAR 31/93
CRT #  8                                                           11:42:01

                           1 Payroll
                           2 Accounts Receivable
                           3 Accounts Payable
                           4 Sales Analysis
                           5 General Ledger
                           6 Security
                           7 System Utilities
                           8 Daily Closing
                           9 Monthly Closing
                          10 Print Reports
                          11 Time Accounting
                          12 Fixed Assets
                          13 Inventory / Order Entry
                          14 Vertical Markets

                           Q Query                      PRINT Reports
                           S Status                      FAX Reports
                           E Exit
                          10 Enter selection            ↑  ↓  [ESC]-exit
```

To print a report press ↵Enter.

Please call Polymathic if you want to be able to Fax out reports.

The print screen will appear as follows:



```
P.C.P.L                POLYMATHIC COMPUTER CORPORATION          PCPRINT  2.33
Typist: 06  Port: 06              Print Reports               Wed  MAR 09,1994
LPT1:                                                                 11:19:44
                                                 Start ............ Status ..........
  ........ Report name ......... copy D/K  page  Copy Page Messages
  HP-LJ2 SMALL PRINT
  CHEQUE PRINT SETUP (HP LASER)
  CHEQUE PRINT SETUP CODES EPSON
  HP-LJ2 66 LINES/PAGE
  PURCHASE JOURNAL
  PURCHASE JOURNAL - GST   -Llet
  CASH DISBURSEMENTS
  A/P CHEQUE LINEUP
  CHEQUES
  ACCOUNTS PAYABLE PURGE
  A/P OPEN ITEMS - NARROW
  A/P AGED TRIAL BALANCE
  A/P DETAILED AGED T/B
  A/P DEBIT AGED LIST
  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

PRINT SCREEN FIELDS

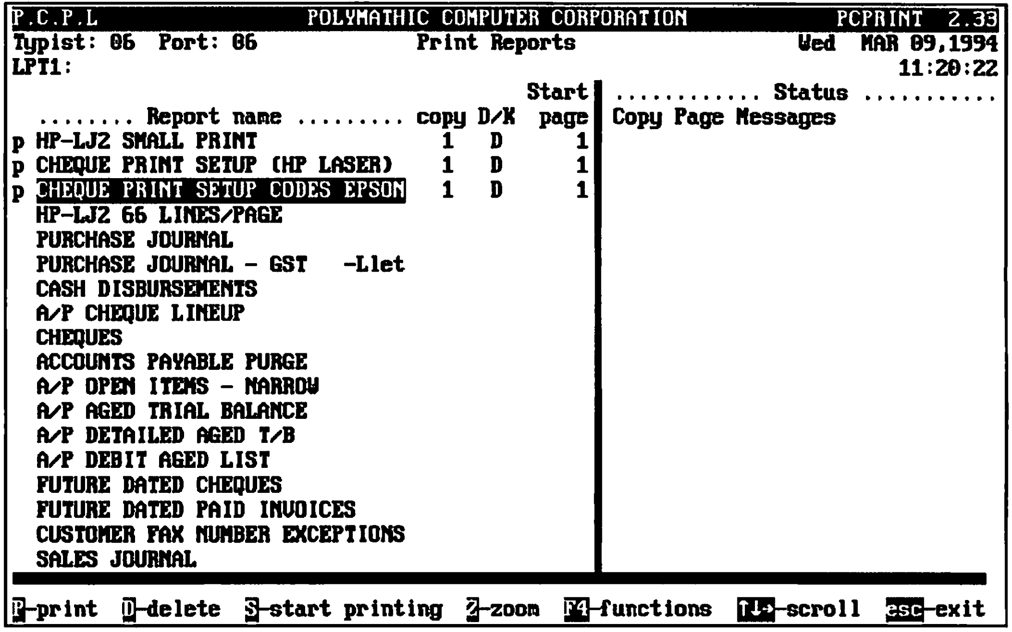
The print screen is made up of seven columns. The function of each column is as follows:

Report name:	This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.
cpy:	This column is used to indicate the number of copies of the individual report which are to be printed.
D/K:	This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.
Start page:	This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.
Status:	The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports which it has found. To print an individual report proceed as follows:

1. If you do not wish to print the first report highlighted in reverse video move the cursor down to the desired report using the F1 key. If you wish to print the first report do not move the cursor at all.
2. Type P on the highlighted report which you wish to print. If you wish to accept the system to defaults of 1 for number of copies, D for delete report after printing, and 1 for start printing on page one simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press ↵Enter.
    a. The cursor will now move to the "cpy" field. Type the number of copies that you wish to print and press ↵Enter or simply press ↵Enter to accept the system default of 1.
    b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press ↵Enter to accept system default. To keep the report after printing type K and press ↵Enter.
    c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press ↵Enter or press ↵Enter to accept the system default of 1.
3. Press S to start printing the desired reports.

A sample print screen follows:



```
P.C.P.L                 POLYMATHIC COMPUTER CORPORATION          PCPRINT  2.33
Typist: 06  Port: 06              Print Reports              Wed  MAR 09,1994
LPT1:                                                                11:20:22
                                          Start ............ Status ...........
  ........ Report name ......... copy D/K  page Copy Page Messages
p HP-LJ2 SMALL PRINT               1   D      1
p CHEQUE PRINT SETUP (HP LASER)    1   D      1
p CHEQUE PRINT SETUP CODES EPSON   1   D      1
  HP-LJ2 66 LINES/PAGE
  PURCHASE JOURNAL
  PURCHASE JOURNAL - GST   -Llet
  CASH DISBURSEMENTS
  A/P CHEQUE LINEUP
  CHEQUES
  ACCOUNTS PAYABLE PURGE
  A/P OPEN ITEMS - NARROW
  A/P AGED TRIAL BALANCE
  A/P DETAILED AGED T/B
  A/P DEBIT AGED LIST
  FUTURE DATED CHEQUES
  FUTURE DATED PAID INVOICES
  CUSTOMER FAX NUMBER EXCEPTIONS
  SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

FUNCTION KEYS AND PRINT COMMANDS

P	marks a report for printing
D	marks a report for deleting
S	start printing or deleting the selected reports
Z	view the details of the report on the screen. Press F5 to view the actual report.
F4	change the printer defaults
↑	moves highlight up one line allowing you to scroll through the reports
↓	moves highlight down one line allowing you to scroll through the reports
Esc	exit the print reports screen without printing anything

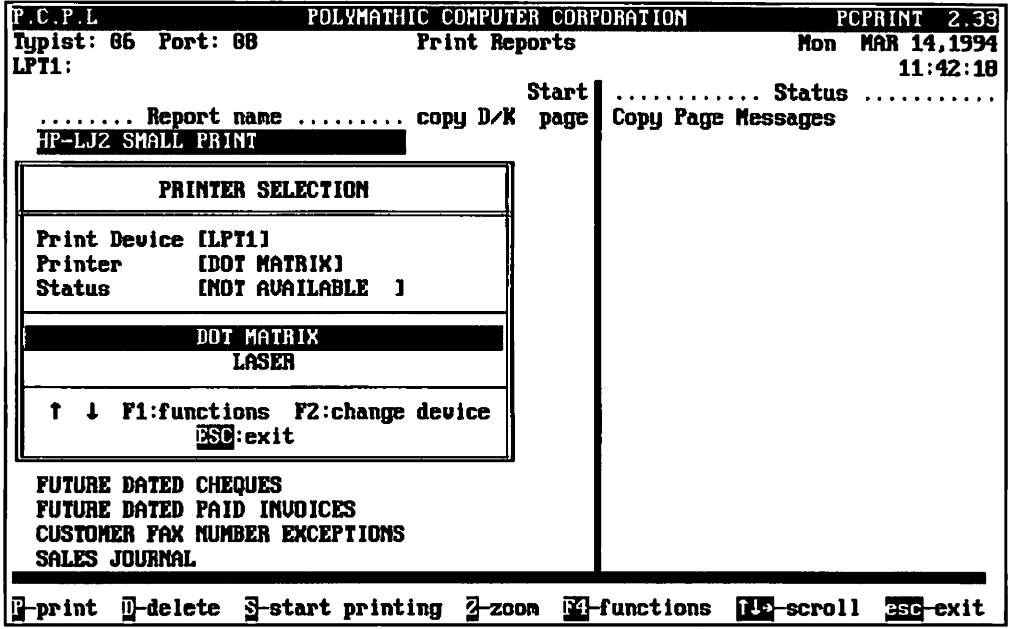
ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type Z You can use the arrow keys to move through the report. Home will take you to the beginning of the report and End will take you to the end of the report. When you have finished viewing the report, type Esc to exit.

FUNCTIONS

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

Press F4 and the screen will appear as follows:



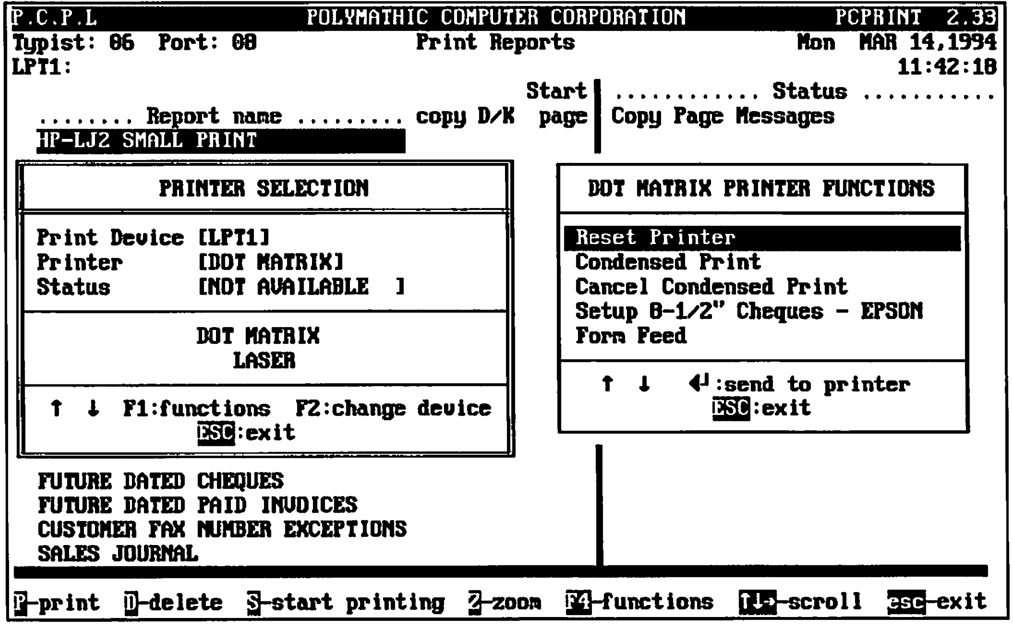
```
P.C.P.L                  POLYMATHIC COMPUTER CORPORATION          PCPRINT  2.33
Typist: 06  Port: 00             Print Reports                 Mon  MAR 14,1994
LPT1:                                                                  11:42:10
                                             Start ............ Status ..........
 ........ Report name ......... copy D/K  page Copy Page Messages
 HP-LJ2 SMALL PRINT

  PRINTER SELECTION

  Print Device [LPT1]
  Printer      [DOT MATRIX]
  Status       [NOT AVAILABLE  ]

          DOT MATRIX
            LASER

  ↑  ↓  F1:functions  F2:change device
          ESC:exit

 FUTURE DATED CHEQUES
 FUTURE DATED PAID INVOICES
 CUSTOMER FAX NUMBER EXCEPTIONS
 SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓-scroll  esc-exit
```

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

F1 FUNCTIONS

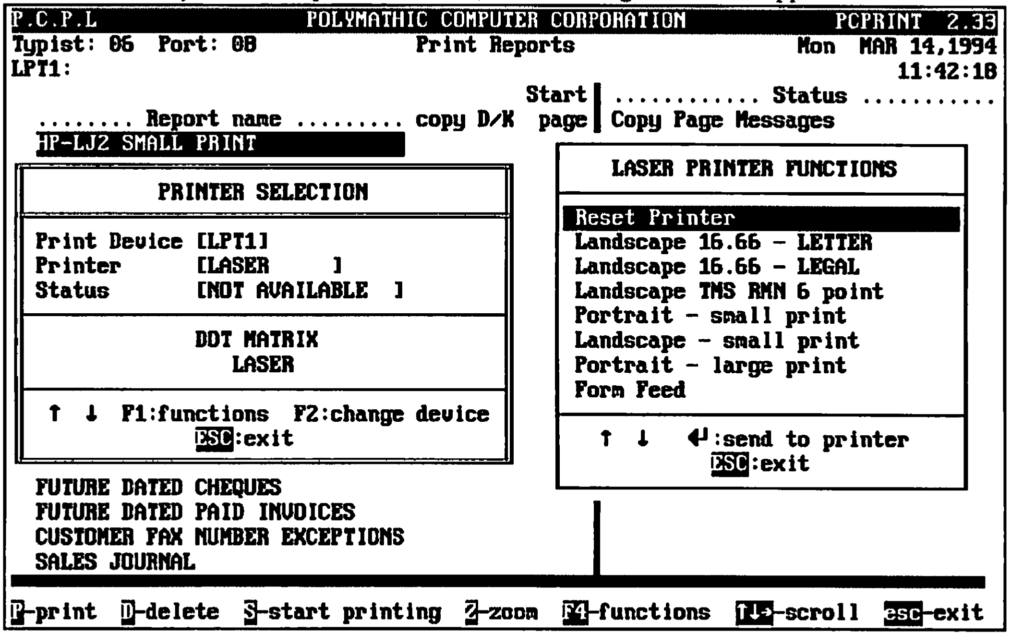
To switch between dot matrix and laser printers use one of the cursor keys to highlight the correct printer type and press ↵Enter. Once you have selected a printer you can send commands to the printer by pressing F1.

If you have a Dot Matrix printer selected, the following screen will appear:



```
P.C.P.L                  POLYMATHIC COMPUTER CORPORATION          PCPRINT  2.33
Typist: 06  Port: 00             Print Reports                 Mon  MAR 14,1994
LPT1:                                                                  11:42:10
                                             Start ............ Status ..........
 ........ Report name ......... copy D/K  page Copy Page Messages
 HP-LJ2 SMALL PRINT

  PRINTER SELECTION                        DOT MATRIX PRINTER FUNCTIONS

  Print Device [LPT1]                      Reset Printer
  Printer      [DOT MATRIX]                Condensed Print
  Status       [NOT AVAILABLE  ]           Cancel Condensed Print
                                           Setup 8-1/2" Cheques - EPSON
          DOT MATRIX                       Form Feed
            LASER
                                            ↑  ↓   ↵:send to printer
  ↑  ↓  F1:functions  F2:change device              ESC:exit
          ESC:exit

 FUTURE DATED CHEQUES
 FUTURE DATED PAID INVOICES
 CUSTOMER FAX NUMBER EXCEPTIONS
 SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓-scroll  esc-exit
```

If you a Laser printer selected, the following screen will appear:

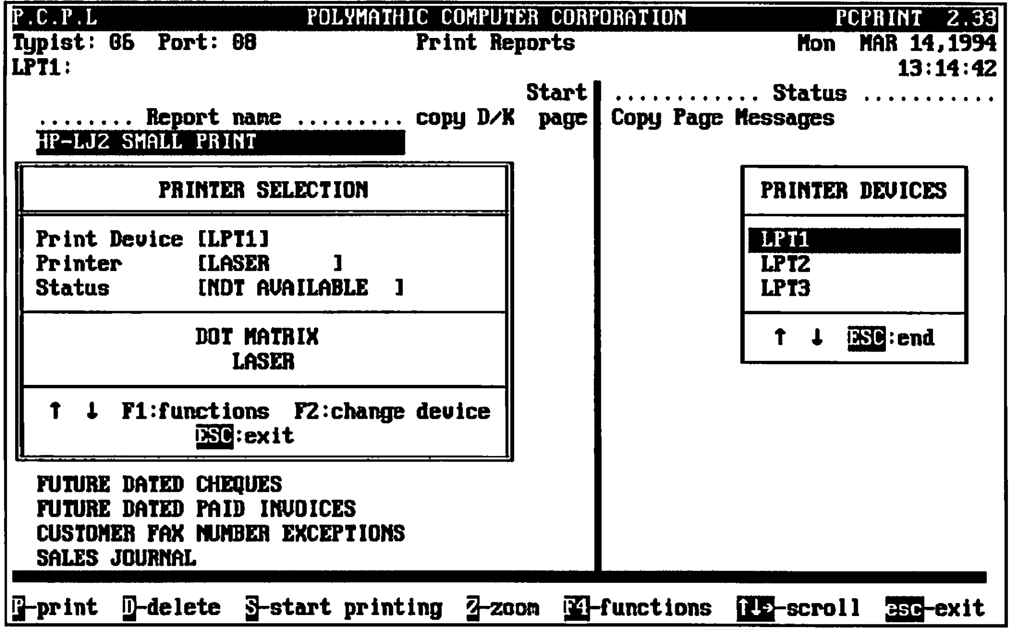


```
P.C.P.L               POLYMATHIC COMPUTER CORPORATION              PCPRINT  2.33
Typist: 06  Port: 08               Print Reports                  Mon  MAR 14,1994
LPT1:                                                                     11:42:18
                                                 Start ............ Status ..........
 ........ Report name ......... copy D/K  page  Copy Page Messages
 HP-LJ2 SMALL PRINT
                                                 LASER PRINTER FUNCTIONS
          PRINTER SELECTION
                                                 Reset Printer
 Print Device [LPT1]                             Landscape 16.66 - LETTER
 Printer      [LASER     ]                       Landscape 16.66 - LEGAL
 Status       [NOT AVAILABLE  ]                  Landscape TMS RMN 6 point
                                                 Portrait - small print
              DOT MATRIX                         Landscape - small print
                LASER                            Portrait - large print
                                                 Form Feed
  ↑  ↓  F1:functions  F2:change device
            ESC:exit                               ↑  ↓    ↵:send to printer
                                                           ESC:exit
 FUTURE DATED CHEQUES
 FUTURE DATED PAID INVOICES
 CUSTOMER FAX NUMBER EXCEPTIONS
 SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

To send the command to the printer use one of the cursor keys to highlight the command and press ↵Enter.

F2 CHANGE DEVICE

To change the printer port press F2 and the following screen will appear:



```
P.C.P.L               POLYMATHIC COMPUTER CORPORATION              PCPRINT  2.33
Typist: 06  Port: 08               Print Reports                  Mon  MAR 14,1994
LPT1:                                                                     13:14:42
                                                 Start ............ Status ..........
 ........ Report name ......... copy D/K  page  Copy Page Messages
 HP-LJ2 SMALL PRINT

          PRINTER SELECTION                                PRINTER DEVICES

 Print Device [LPT1]                                       LPT1
 Printer      [LASER     ]                                 LPT2
 Status       [NOT AVAILABLE  ]                            LPT3

              DOT MATRIX                                   ↑  ↓  ESC:end
                LASER

  ↑  ↓  F1:functions  F2:change device
            ESC:exit

 FUTURE DATED CHEQUES
 FUTURE DATED PAID INVOICES
 CUSTOMER FAX NUMBER EXCEPTIONS
 SALES JOURNAL

P-print  D-delete  S-start printing  Z-zoom  F4-functions  ↑↓→-scroll  esc-exit
```

Highlight the correct printer device and press ↵Enter.

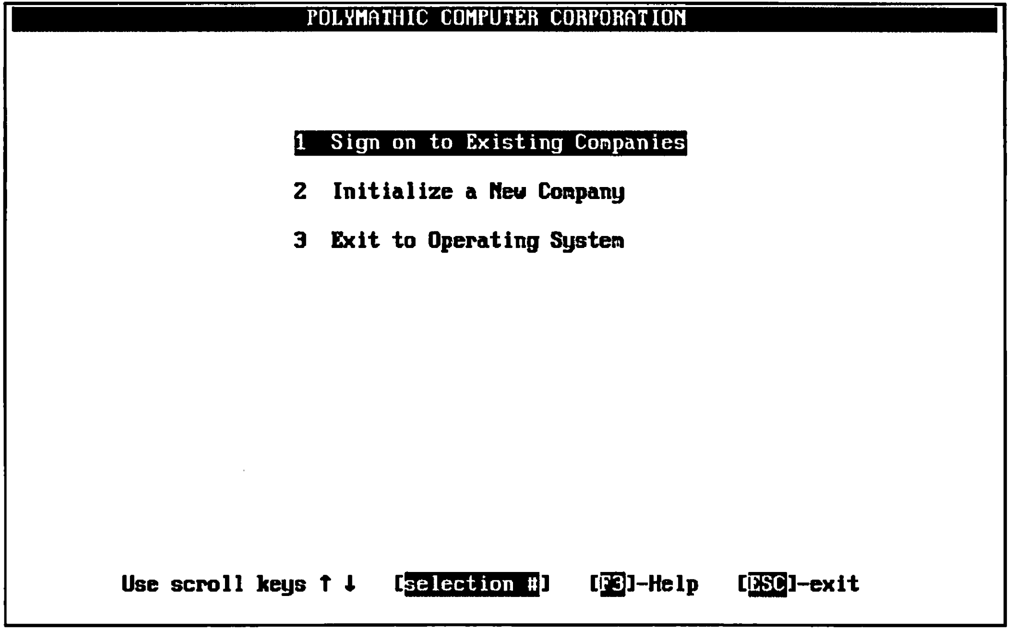
CHAPTER 13: DAILY STARTUP

To start using your payroll system for daily use follow the steps outlined below:

ONE LOGICAL DRIVE

At the operating system prompt type *POLYSYS* and press ↵Enter.

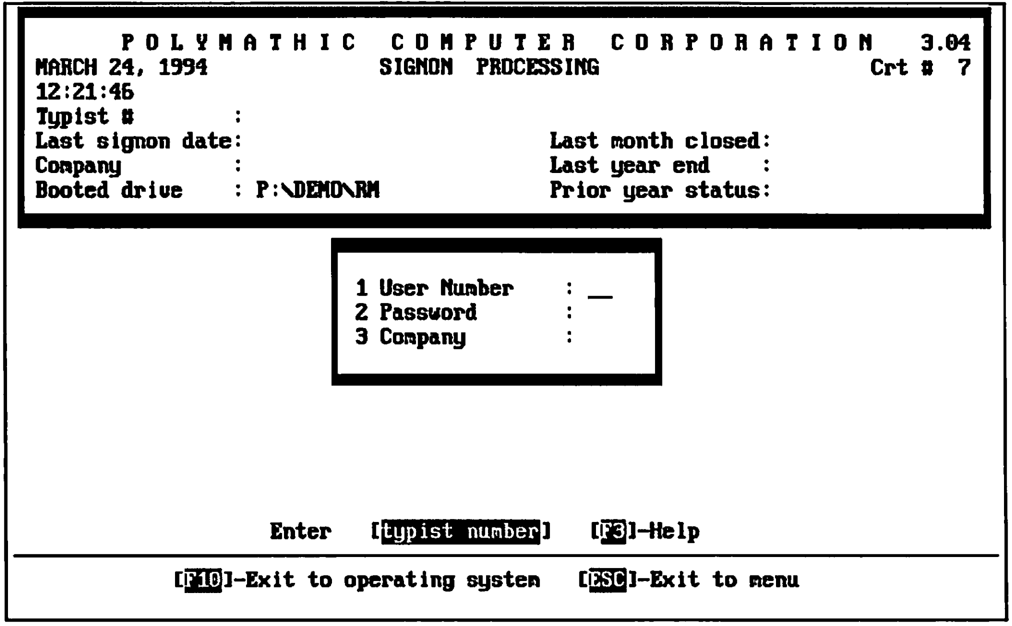
The following screen will appear:



```
                    POLYMATHIC COMPUTER CORPORATION




                  1  Sign on to Existing Companies

                  2  Initialize a New Company

                  3  Exit to Operating System










   Use scroll keys ↑ ↓   [selection #]   [F3]-Help   [ESC]-exit
```

Type 1 or press ↵Enter to sign on to an existing company.

The following screen will appear:



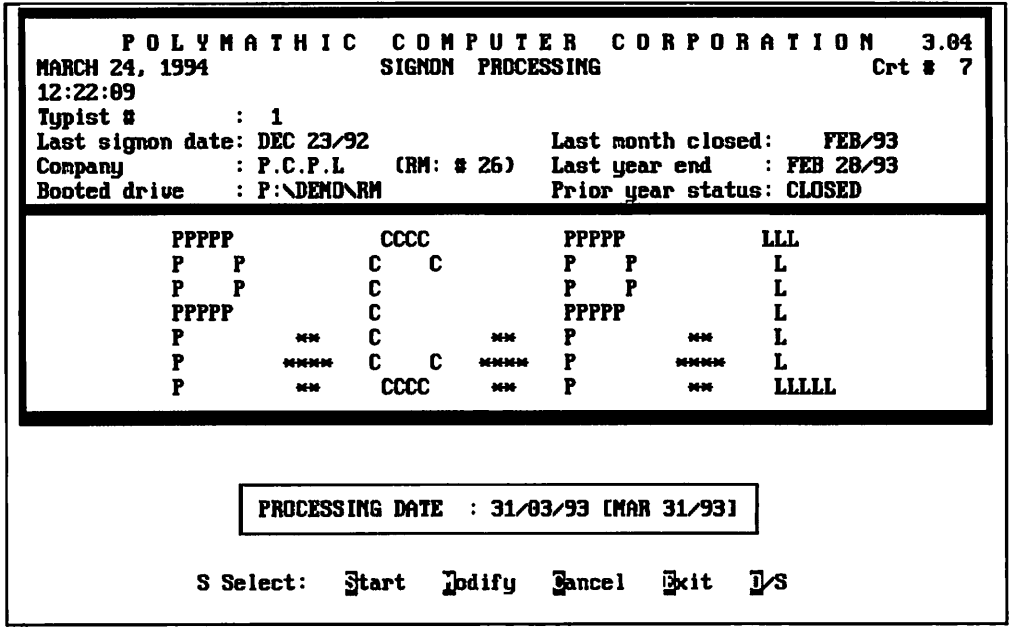
```
    P O L Y M A T H I C   C O M P U T E R   C O R P O R A T I O N   3.04
MARCH 24, 1994              SIGNON  PROCESSING                  Crt #  7
12:21:46
Typist #        :
Last signon date:                      Last month closed:
Company         :                      Last year end    :
Booted drive    : P:\DEMO\RM           Prior year status:


                    1 User Number    : _
                    2 Password       :
                    3 Company        :




                 Enter    [typist number]    [F3]-Help
        ----------------------------------------------------------
           [F10]-Exit to operating system    [ESC]-Exit to menu
```

LOG ON INSTRUCTIONS

Log on to the system as follows:

1. Enter your typist number. The default value is 1.
2. Enter your password. The default is ←Enter.
3. Type the company initials for the company you wish to sign on to and press ←Enter. F5 can be used to list all companies.

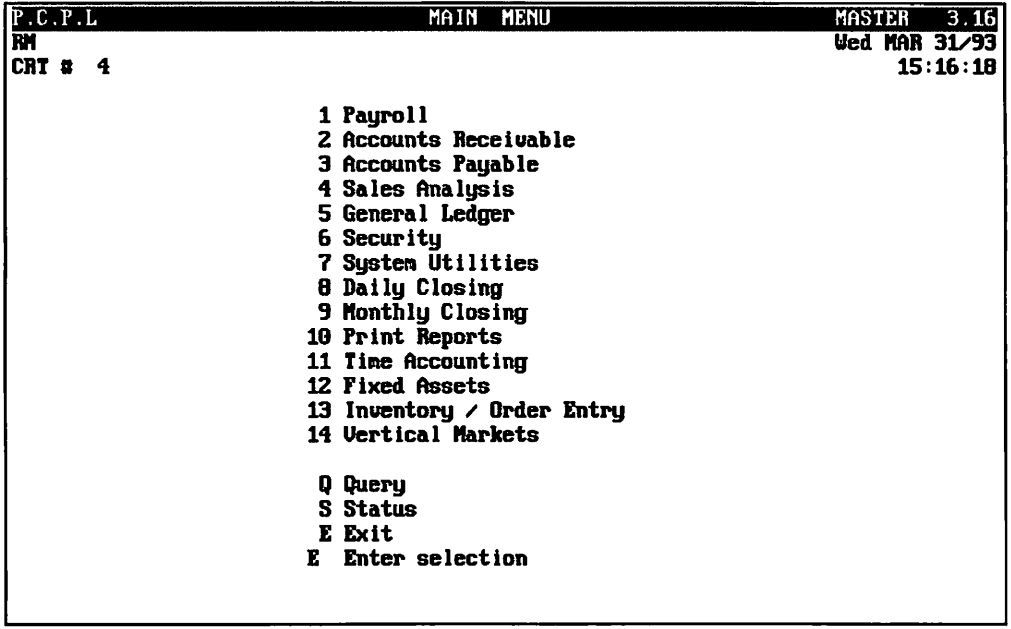
The screen will appear as follows:



```
      POLYMATHIC COMPUTER CORPORATION        3.04
MARCH 24, 1994          SIGNON  PROCESSING         Crt # 7
12:22:09
Typist #        :  1
Last signon date: DEC 23/92             Last month closed:    FEB/93
Company         : P.C.P.L    (RM: # 26) Last year end    : FEB 28/93
Booted drive    : P:\DEMO\RM            Prior year status: CLOSED

         PPPPP          CCCC          PPPPP          LLL
         P   P         C    C         P   P           L
         P   P         C              P   P           L
         PPPPP         C              PPPPP           L
         P        **   C         **   P         **    L
         P       ****  C    C   ****  P        ****   L
         P        **    CCCC     **   P         **    LLLLL

           PROCESSING DATE  : 31/03/93 [MAR 31/93]

      S Select:   Start   Modify   Cancel   Exit   D/S
```

☞ **Change the processing date so it is not more than one month later than the date of last month.**

Type S and press ↵Enter. The screen will now appear as follows:



```
P.C.P.L                         MAIN  MENU                        MASTER   3.16
RM                                                                Wed MAR 31/93
CRT #  4                                                               15:16:18

                         1 Payroll
                         2 Accounts Receivable
                         3 Accounts Payable
                         4 Sales Analysis
                         5 General Ledger
                         6 Security
                         7 System Utilities
                         8 Daily Closing
                         9 Monthly Closing
                        10 Print Reports
                        11 Time Accounting
                        12 Fixed Assets
                        13 Inventory / Order Entry
                        14 Vertical Markets

                         Q Query
                         S Status
                         E Exit
                        E  Enter selection
```

Type 1 and press ↵Enter to select *Payroll.*

TWO OR MORE LOGICAL DRIVES

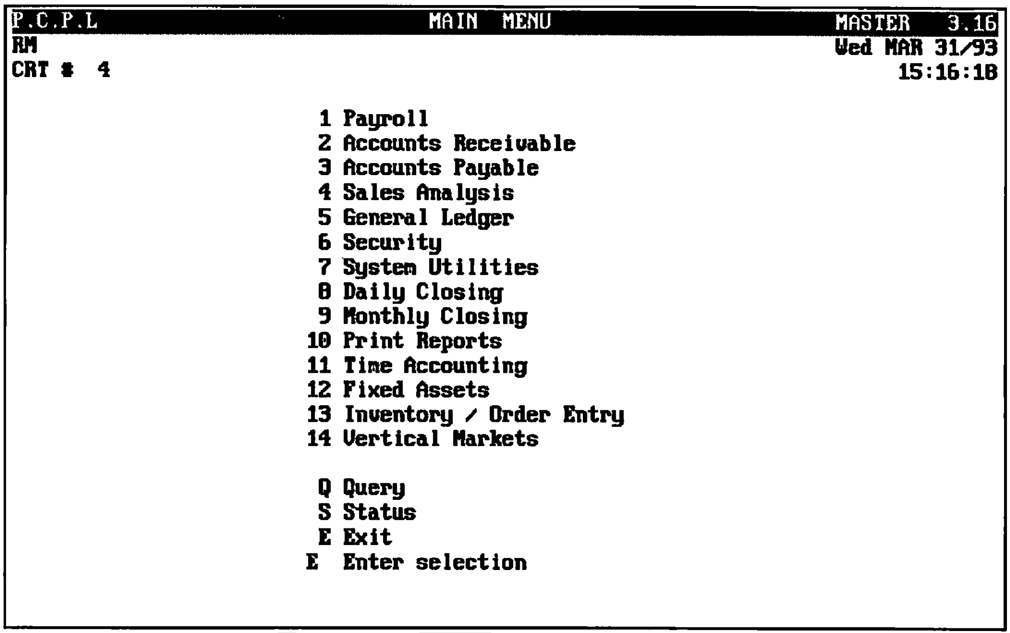
At the operating system prompt, log on to the drive and directory/subdirectory on which the data files are contained for the company that you wish to work on. The drive letter that you wish to log on to will be the one that you indicated to the system following the procedures outlined under “INITIALIZING THE POLYMATHIC PAYROLL SYSTEM” For instance type **D:** and press ←Enter. Next type **cd \\EXAMPLE** and press ←Enter. These instructions would allow you to log on to the subdirectory called **EXAMPLE** on drive d. This subdirectory could be used to store the data files for **EXAMPLE COMPANY LIMITED.**

Instruct the operating system to use the master programs which you installed following the **INSTALLATION PROCEDURES** under “COPYING THE PROGRAMS TO HARD DISK”. To do this type c:polysys c:answer and press ←Enter. Make sure that you are still in the data file directory logged on to in step 1 before typing in these instructions. This example assumes that the master programs were installed on drive C. If the master programs were installed on another drive replace the letter C with the letter of the drive on which the master programs were installed.

> ☞ **If you have two or more logical drives set up on your hard disk you must always log on to the drive containing the data files for the company on which you are working and instruct the operating system to use the master programs from the drive on which you installed them before spooling any reports.**

Follow the **DAILY STARTUP** instructions outlined for **ONE LOGICAL DRIVE** on the preceding pages.

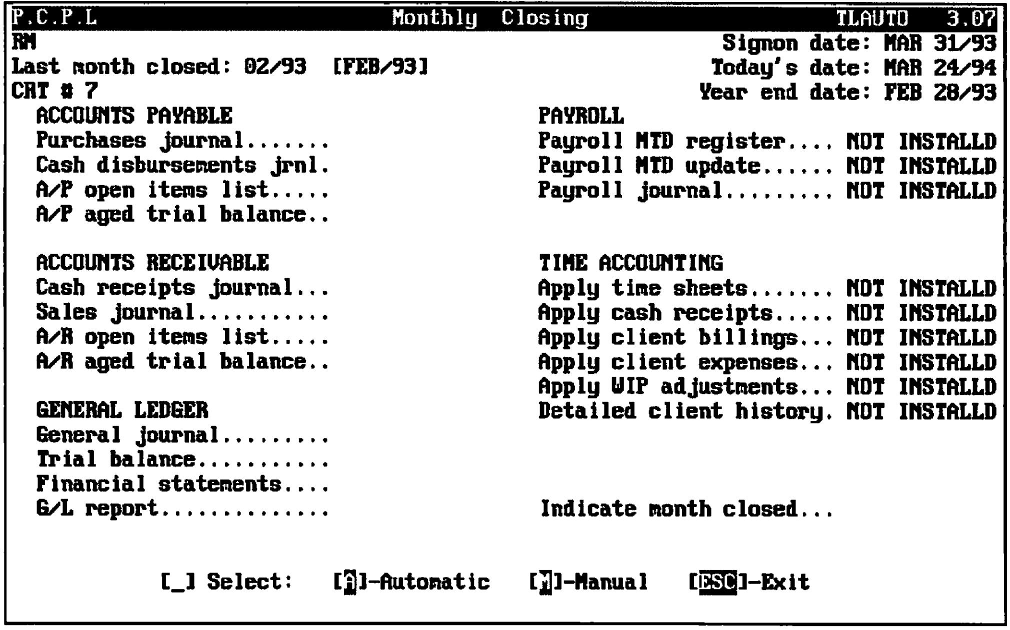
CHAPTER 14: MONTHLY CLOSING



```
P.C.P.L                          MAIN  MENU                       MASTER   3.16
RM                                                               Wed MAR 31/93
CRT #  4                                                              15:16:18

                          1 Payroll
                          2 Accounts Receivable
                          3 Accounts Payable
                          4 Sales Analysis
                          5 General Ledger
                          6 Security
                          7 System Utilities
                          8 Daily Closing
                          9 Monthly Closing
                         10 Print Reports
                         11 Time Accounting
                         12 Fixed Assets
                         13 Inventory / Order Entry
                         14 Vertical Markets

                          Q Query
                          S Status
                          E Exit
                         E  Enter selection
```

Type 9 and press ↵Enter to select *Monthly Closing.*

The screen will appear as follows:



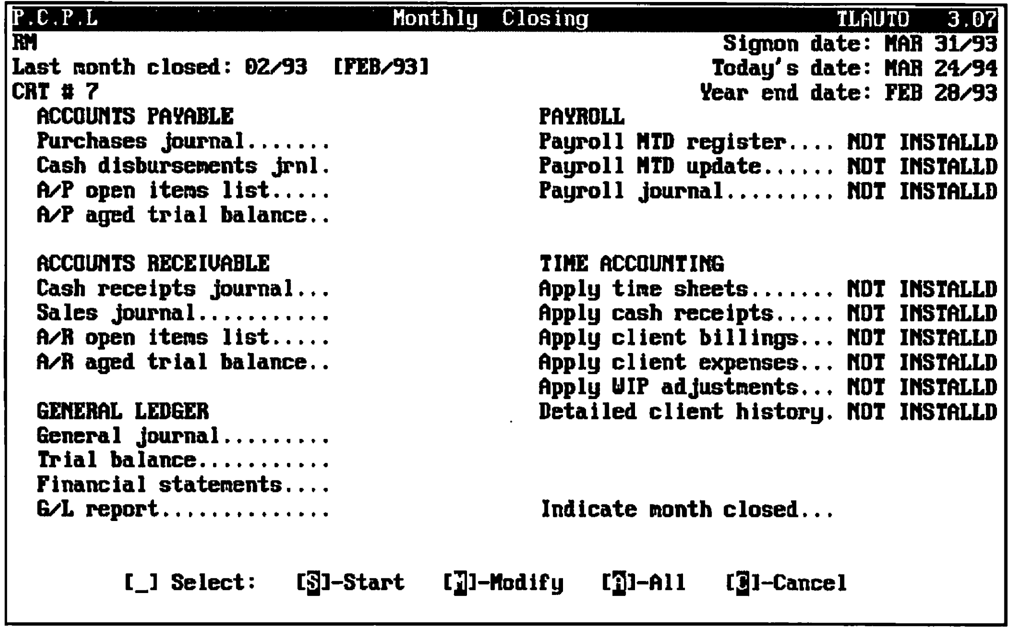
```
P.C.P.L                      Monthly  Closing                     TLAUTO   3.07
RM                                                        Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]                        Today's date: MAR 24/94
CRT # 7                                                  Year end date: FEB 28/93
  ACCOUNTS PAYABLE                        PAYROLL
  Purchases journal.......                Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.                Payroll MTD update...... NOT INSTALLD
  A/P open items list.....                Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                     TIME ACCOUNTING
  Cash receipts journal...                Apply time sheets....... NOT INSTALLD
  Sales journal...........                Apply cash receipts..... NOT INSTALLD
  A/R open items list.....                Apply client billings... NOT INSTALLD
  A/R aged trial balance..                Apply client expenses... NOT INSTALLD
                                          Apply WIP adjustments... NOT INSTALLD
  GENERAL LEDGER                          Detailed client history. NOT INSTALLD
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............                Indicate month closed...

            [_] Select:   [A]-Automatic   [M]-Manual   [ESC]-Exit
```

MONTHLY CLOSING - AUTOMATIC

The automatic closing function will automatically identify the modules that your company uses and all the relevant journals and reports will be generated without stopping between the selected options.

Type A and press ←Enter to select *Automatic.*

The screen will appear as follows:



```
P.C.P.L                              Monthly  Closing                    TLAUTO    3.07
RM                                                             Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]                             Today's date: MAR 24/94
CRT # 7                                                       Year end date: FEB 28/93
  ACCOUNTS PAYABLE                          PAYROLL
  Purchases journal.......                  Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.                  Payroll MTD update...... NOT INSTALLD
  A/P open items list.....                  Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                       TIME ACCOUNTING
  Cash receipts journal...                  Apply time sheets....... NOT INSTALLD
  Sales journal...........                  Apply cash receipts..... NOT INSTALLD
  A/R open items list.....                  Apply client billings... NOT INSTALLD
  A/R aged trial balance..                  Apply client expenses... NOT INSTALLD
                                            Apply WIP adjustments... NOT INSTALLD
  GENERAL LEDGER                            Detailed client history. NOT INSTALLD
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............                  Indicate month closed...


         [_] Select:   [S]-Start   [M]-Modify   [A]-All   [C]-Cancel
```

The functions available are as follows:

- S Start closing
- M Modify option selections:
  - F9 Select option
  - F10 Unselect option
  - ↑↓ Used to move through options
  - Esc Exit Modify function
- S Select all options
- C Cancel closing

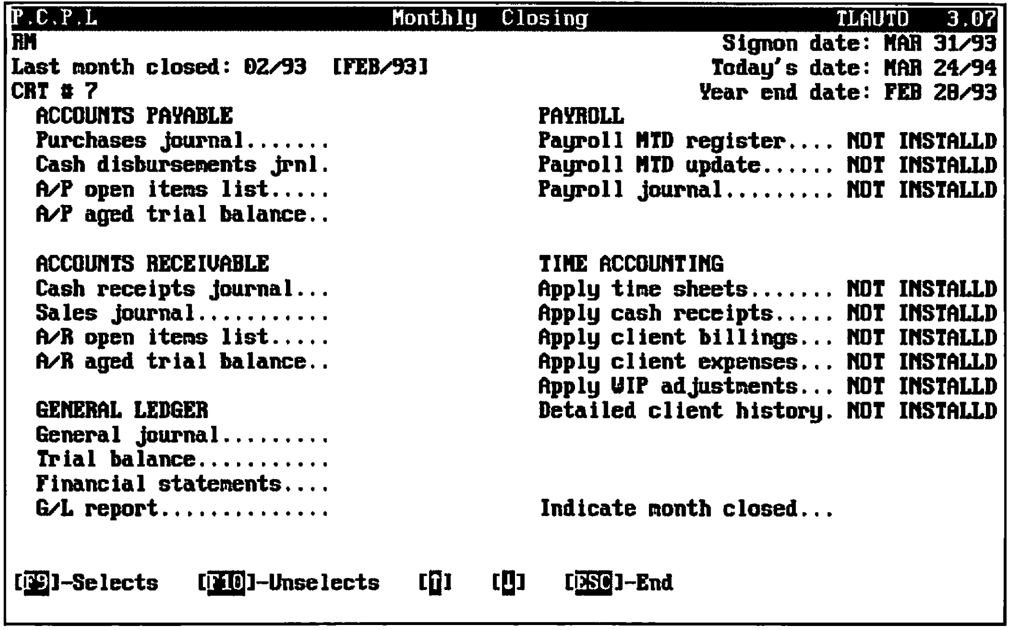
Once you have selected the options that you want closed, type S and press ←Enter to start the closing. The closing of the journals will update the general ledger and the reports for the options you selected will be available for printing.

MONTHLY CLOSING - MANUAL

The manual closing function allows you to close one option at a time.

Type [M] and press [↵Enter] to select *Manual.*

The screen will appear as follows:



```
P.C.P.L                        Monthly  Closing                  TLAUTO    3.07
RM                                                       Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]                        Today's date: MAR 24/94
CRT # 7                                                 Year end date: FEB 28/93
  ACCOUNTS PAYABLE                         PAYROLL
  Purchases journal.......                 Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.                 Payroll MTD update...... NOT INSTALLD
  A/P open items list.....                 Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                      TIME ACCOUNTING
  Cash receipts journal...                 Apply time sheets....... NOT INSTALLD
  Sales journal...........                 Apply cash receipts..... NOT INSTALLD
  A/R open items list.....                 Apply client billings... NOT INSTALLD
  A/R aged trial balance..                 Apply client expenses... NOT INSTALLD
                                           Apply WIP adjustments... NOT INSTALLD
  GENERAL LEDGER                           Detailed client history. NOT INSTALLD
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............                 Indicate month closed...

[F9]-Selects    [F10]-Unselects    [↑]    [↓]    [ESC]-End
```

The functions available are as follows:

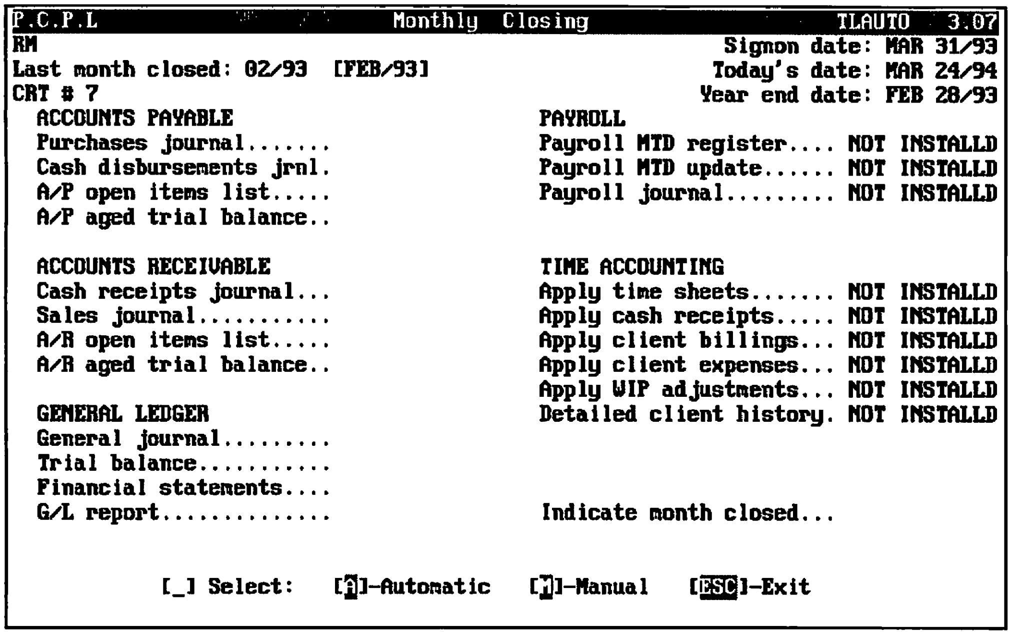
[F9]	Select option
[F10]	Unselect option
[↑][↓]	Used to move through options
[Esc]	Exit Closing function

Once you have selected an option the following options are available:

[S]	Start closing
[C]	Cancel closing

Type [S] to start closing the option you select. Once the option is closed, the appropriate report will be available for printing and the Closing screen will display "Completed" beside that selection.

MONTHLY CLOSING - PAYROLL



```
P.C.P.L                         Monthly  Closing                     TLAUTO   3.07
RM                                                          Signon date: MAR 31/93
Last month closed: 02/93  [FEB/93]                         Today's date: MAR 24/94
CRT # 7                                                    Year end date: FEB 28/93
  ACCOUNTS PAYABLE                         PAYROLL
  Purchases journal.......                 Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.                 Payroll MTD update...... NOT INSTALLD
  A/P open items list.....                 Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                      TIME ACCOUNTING
  Cash receipts journal...                 Apply time sheets....... NOT INSTALLD
  Sales journal...........                 Apply cash receipts..... NOT INSTALLD
  A/R open items list.....                 Apply client billings... NOT INSTALLD
  A/R aged trial balance..                 Apply client expenses... NOT INSTALLD
                                           Apply WIP adjustments... NOT INSTALLD
  GENERAL LEDGER                           Detailed client history. NOT INSTALLD
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............                 Indicate month closed...


            [_] Select:   [A]-Automatic   [M]-Manual   [ESC]-Exit
```

All three steps must be performed in order to close the Payroll month properly.

PAYROLL MTD REGISTER

This option will produce the month-to-date payroll register.

MTD UPDATE

This option will clear out the month-to-date totals for all employees' DOEs.

PAYROLL JOURNAL

This option will close the Payroll to the General Ledger by updating the GL summary for the month being closed and creating the GL analysis records for the month.

A

Additional Monies Paid
  Holiday pay 8-27
  Other 8-27
  Vacation pay 8-27

C

Calculate Deductions 5-13
Cheque Type 5-3
Cheques
  MICR 7-7
  Page breaks 7-5
  Stub printing 7-5
Company Information
  Company initials 11-2
  Company number 11-2
  Long company name 11-2
  Short company name 11-2
CPP Rates 5-14

D

Daily Processing
  Calculate deductions 5-12
  Change processing data 5-2
  Cheque register & cheques 7-4
  Deductions report 7-8
  Employee pay data entry 5-7
  Gross pay edit report 7-22
  Making changes to prepared payroll 5-19
  Pay period maintenance 5-4
  Payroll register report 7-26
  Process payroll 5-16
  Vacation pay cheques 5-17
Daily Startup
  One logical drive 13-1
  Two or more logical drives 13-4
DOE Master
  Amount 8-18
  Credit GL code 8-18
  Debit GL code 8-18
  DOE description 8-17
  DOE number 8-16
  DOE short description 8-17
  Rate 8-18
  Rate type 8-18
  Taxable/non-taxable 8-17
  Type 8-17
  Zero amount 8-19
  Zero rate 8-18
  Zero unit 8-18

E

Editor 3-3
  Cancel processing 3-3
  Rekey from a field 3-3
  Rekey/display line 3-3
Employee Master
  Annual salary 8-7
  Bank transit number 8-5
  Birth date 8-4
  City 8-3
  Department 8-7
  DOE amount 8-8
  DOE current units 8-8
  DOE end date 8-8
  DOE frequency 8-17
  DOE GL codes 8-9
  DOE identification 8-9
  DOE last updated 8-9
  DOE rate 8-9
  DOE start date 8-8
  DOE's 8-8
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