

CCS PAYROLL Quick Start Guide

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QUICK START GUIDE TUTORIAL

This Tutorial was designed to assist you with the basics of setting up a new company. It is not intended as a comprehensive guide; rather, it is meant to provide you with the basics. It will lead you step by step through the processes involved in setting up your company, in entering employee data, in creating earning and deduction codes to automate the paycheck process, in creating paychecks, in setting up direct deposits, in printing paychecks, and in generating reports. You can use this guide to create your actual company or you can create a fictitious company the first time through for practice—it is entirely up to you.

The trial version has most of the functionality of the Professional version enabled, if you are considering purchasing the Express version, consult the Features Listing on our website to verify which functionality will be available to you in the Express version.

Before beginning the step-by-step process of setting everything up, here are a few general features of the program that you may find useful.

Comprehensive Help

The CCS Accounting Payroll Program has many advanced features for every type and size of company, whether you are a small business or a huge enterprise with thousands of employees. As previously stated, this tutorial covers the fundamentals—there are many, many features that it overlooks. Please be aware, however, that the CCS Payroll Program provides you with two additional tools for getting in-depth guidance at any point in the program:

What's This?: Virtually every data entry point in every screen of the Payroll program contains *What's This?* information about its intended contents or functionality. Right-click on a control anywhere in the program and select *What's This?* from the pop-up menu to view this information.

Help Screens: At any given location in the program, you can access context-sensitive explanations of the intricacies of every feature of the program in great detail. Either:

- hit the <F-1> key or
- click on [Help], then [Help Topics] on your top toolbar.

Keystroke Efficiency

The CCS Payroll program has been carefully designed to maximize keystroke efficiency.

The following two features are especially important to know about:

<Enter>: Any time a user has to reach for the mouse, input slows down. This program has been designed to minimize the necessity for using the mouse. The <Enter> key can be used to move from any field* to the next field or from the last field on a page (or tab) to the first field on the next page (or tab).

<F3>: This key dittos whatever was in the same field of the previous record that you were on. So, for example, if many of your employees live in the same city and state, you can complete the data for the first employee and press <F3> when you come to the City and State fields to copy the previous data.

Backing Up

CCS Payroll has been very carefully constructed to protect your valuable data. However, factors beyond any program's control, such as computer malfunctions, power surges, etc., can cause irreparable damage to your data. As with any program, it is crucial that you back up your data on a very regular basis. CCS provides you with the capability to make separate backups before and after closing out a pay period. The back-up options are found in the [Tools] selection on your top toolbar. Please establish a regular routine for backing up.

Initial Display

When the CCS program is activated the user is initially greeted with the Welcome screen. To the right of the Welcome screen you will find "Step By Step" instructions. It is possible that a prior user will have closed the "Step By Step" instructions frame. In this case the frame may be reopened, if desired, by left-clicking on the right border of the left frame so that two vertical lines appear on the border, then dragging the border to the right. The reverse of this procedure is used to close the frame (see below).

*The term **field** is used to identify any area of the program where you input data.

The Welcome Screen contains CCS's logo and several fields. Some fields have pull-down menus accessible by clicking on a down arrow at the right of the field. A button with three periods accompanies other fields. Clicking on this button will display a calendar in place of the CCS logo. This calendar can be used to set dates for the field within acceptable ranges. Right-clicking on a calendar or double clicking on a date restores the CCS logo. There are also spin control arrows to help you select the next or previous week ending date.

CCS Software in many of its display screens features an on-board tutorial called "Step-by-Step." This tutorial is intended for new users and may be concealed by clicking on the left border of the frame so that two vertical bars appear, then dragging the border to the left.

(Note: it is possible to modify tutorial instructions for local use – this technique, however, is beyond the scope of this *Quick Start Manual*)

CCS software lists certain key functions at the far right of the display as a series of buttons. Placing the cursor over any of the buttons causes an explanation of the button to appear at the bottom of the display. Left Clicking on a control button (unless faded) causes activation of the indicated feature.

Miscellaneous

Form Size: The sizing illustrated for the Step by Step frame (above) is not unique to that frame. Nearly all data entry windows *and associated frames* in CCS Payroll are sizeable. Simply position your mouse along an edge of a window until the cursor changes into an arrow (for a window) or a double vertical bar (for a frame). Hold down the left mouse key and drag the form to the size you want it to be. All of the controls on the form will "grow" as you stretch the form. If a data entry screen has two parts, you can drag to make one part (frame) occupy a greater portion of the screen (reducing the other part of the screen in the process, of course). The program will remember any changes like this that you make and show the form in its new size in the future until you decide to re-size it again.

Grid Sorting: Nearly all of the grids (or list boxes) in the program can be sorted by clicking on the header of the desired column. For example, in the Employee display screen, if you want the data sorted by Employee #, click the gray column header that says "Employee Number". If you want the employees sorted by Name, click the gray header that says "Name". (Clicking twice on the header of any column will cause the data to be sorted in reverse order.)

Special note on Importing: If you plan to use Protym import with this program, please contact CCS for further support information before going any further.

CREATING A COMPANY

Begin defining your Company at the CCS Payroll Welcome Screen by filling in the first two fields:

Module: Select Payroll.

Company: assign the Company an alphanumeric designator between 01-ZZ (upper case only for alpha characters). Please don't use 00 or 99 they have special functions in CCS Payroll. Company ZZ is likewise reserved to be the Service Bureau Company (if you have the Professional version and want to use the Service Bureau functionality).

Use either the <Enter> or <Tab> keys and a dialog box will pop up asking if you want to create a new company. Click on the "Yes" button. The CCS Company Maintenance/Add Mode window will then appear. It will have three pages.

PAGE ONE FIELDS

The Company Number will already be filled in. Add the information this form requires as follows: (Remember to right-click on *What's This?* If there is uncertainty about any text box.):

Data Group ID: ACCEPT AUTO HERE. There is no reason at this point to change the default.

Parent's # : Leave this blank for the present time – this field is for complex situations beyond the scope of this manual (right click and select "What's This" if you're really curious).

Propagate: Leave this blank unless you expect the company record you are setting up to be a prototype template which will set standards for subsequent new companies and impact fields of existing companies. There can only be one "propagate" company designated at a time and, to avoid problems, only one propagate template should exist. By default, propagate will not distribute information related to agents for EFPTS deposits, banks, or employee information. Propagate can be used to pre-define information on criteria, codes and report batch printing.

Company Name and Address: Enter the name and address of your company. All of this information is required. There are two fields for State. Type in the full state name in the first field. The program will put in the two-character postal code abbreviation in the next field for you.

Contact Information: Complete the name, email, telephone number and fax number data as desired — each of these information fields is optional.

Note: In CCS Payroll, use of the <Enter> key on the last field of a multi-page form automatically moves you to the next page. So, after you exit the Fax Number field, the program will move you to page 2.

PAGE 2 FIELDS

Complete all of the required information:

Fiscal Month – Enter the number of the month that begins your company’s Fiscal Year. (Ex.: 01 = January), If you are only using the CCS Payroll, always enter 01 here.

Default Year - Must be a four character between the years of 1900-2029. The default value is the current year.

Week Ending Day - Select the day of the week that your payroll week ends on, or select “0-Various” if the day can vary. If, for example you pay twice a month, there is no set “Week Ending Date”, so you would select “0”.

Password – If you want password protection for your data, enter that password here. Be careful: you will not be able to access your company’s data if you forget your password.

Default Document Name: Accept the default “.CCS” here.

The program will now automatically move you to the next section of this form.

PAGE 3 FIELDS

Agent Indicator Code: Leave this field blank

Federal EIN/PIN: Enter the Federal EIN and PIN (EFTPS) for this Company. If this Company will not be using EFTPS, you may leave the PIN blank.

Tax Filer Type: Select “Every Pay Period”, “Semi-weekly”, “Monthly”, “Quarterly” or choose one of the other listed options depending on how regularly the entity is required (or more frequently elects) to make payroll deposits to the IRS, either via EFPTS or manually to a Federal depository.

IRS Employee Code: Select “R-Regular” for purposes of this tutorial.

Tax Jurisdiction Code: Leave this field blank for purposes of this tutorial.

Third Party Sick Pay: Select “0” unless you use an IRS 3rd Party Sick Pay.

Multi-State Employees: For the purposes of this tutorial, do not click this check box. Consult [Help] if your company has employees working in more than one state.

Straight Time Workmans Comp: For the purposes of this tutorial, do not click this box.

Multiple Departments on a Paycheck: For the purposes of this tutorial, do not click this box.

Tax Letter Uses Accumulated: If you are a service bureau you will always click this box. The program can run in two different modes, when clicked you will see the accumulated values on the Tax Letter (under Worksheets & Misc. Forms in Reports). If left unclicked the tax letter will take the amounts when you print the Tax Letter and multiply by the rate. The difference between these two modes is caused by rounding.

Print SSN on Check Stub: You may elect to print the social security number on the check stubs or leave it off.

Print Pay Rates on Worksheet: If you are a service bureau and send worksheets to your clients to fill in each pay period you may elect to print the pay rates on the worksheet or to leave the pay rates off the worksheets (see Payroll Worksheet or Payroll Worksheet by Dept. under Worksheets & Misc. Forms in Reports).

Click on the [Save] button (on the right side of the screen). Normally the next step will be to input Bank Information.

Bank Information

NOTE: You cannot input banking information until the basic Company data has been entered and saved (see preceding section). The *trial version* will allow you to enter banking information but it will not print this information on any check that you print.

If you have closed the Company Form, then from the CCS Welcome Screen click on "Edit" on the right side of the screen.

Select the Payroll tab and then the Bank Information button to open a window that allows you to input data about your bank. This information is required for Direct Deposit, check printing and ACH transfers.

Bank Name: Enter the name of the bank as it will appear on paychecks for this Company.

Account Number: Enter the bank account number for this Company. Use only numbers, spaces, and dashes.

Routing Number: Enter the 9 digit bank routing number for this Company. Use only the digits 0-9 (alpha and symbol input is not permitted).

Click the OK button in the banking information window (not the OK at the right of the screen). Click OK (this time at the right side of your screen) to save your work and exit the Company Form.

Welcome Screen Fields:

Week Ending Day: Enter the date that represents the Payroll Period ending date for the payroll you wish to work on. The day must agree with the Week Ending Day that you entered in your Company information. It is **very important** that this date always reflect the correct Week Ending date of the payroll you are currently working on. The button to the right of this field will pop up a calendar for your convenience. Double-click to select a day. You may also use the spin control arrows to help you select the next/previous week ending date.

Transaction Date: This field is ignored by the Payroll program (it is used in other CCS Accounting modules). However, it cannot be blank -- input or accept any date here.

User ID: Enter your name or initials. This required field is used for security & historical purposes.

Password: This field is required if you created a Company Password (see Page 2 Fields, above).

When you Enter or Tab out of the Password field, you will be taken to the **PAYROLL HOME MENU** (in the background) and the CCS Payroll Codes Wizard will pop up. You have just created a company.

THE PAYROLL CODES WIZARD

NOTE: The Payroll Codes Wizard only appears automatically if you have not clicked “Don’t run this wizard again”; however, clicking on the Set-up Button on the Payroll Menu activates this Wizard as well. Payroll codes can also be accessed and maintained via the “Codes” button on the Payroll Menu.

There are six different Employee Assignment Codes that can be defined:

Jobs

Crafts

Classes

Crews

Departments

Clients

The use of these codes is optional, however, you will need to define at least one “Default” code in each of these codes before continuing. A complete discussion of the applications for each of them is beyond the scope of this Manual. For the purposes of this tutorial, **select the “Create _____ 000 Only” option on each of the Wizard screens. When you have completed the last one (Clients), click Finish.**

Note: Many companies choose to put the salaried employees in a different Department or Crew from the hourly employees. This gives you a way to print reports for each Department separately if you wish. If you wish to create the checks for hourly employees in a separate run from the salaried employees, you will need them in different departments or crews so the program has a way to “sort” them into the two runs.

Another very common setup for companies with multiple locations is to put each location in as a different department. Then if you wish to have the capability to separate hourly/salary people for reporting purposes put all hourly people in a crew called Hourly Employees and salaried employees in a crew called Salary Employees (or perhaps Administrative). If you have a more complex situation and are unsure of how to set up your company, please contact CCS for help.

You can always access these Employee assignment fields individually through the Codes button on the Payroll Home Menu if you wish to edit them later, or Click on the Setup button from the Payroll Home Menu to start the Setup Wizard again.

ADDING EMPLOYEES

Click on the Employees button in the Payroll Home Menu. You will be taken to the Employee Form.

Add Mode, Define Mode, and Browse Mode

There are three ways to interact with CCS data. Using Employees as an example, this is how they work:

1. **Add Mode:** Click on the ADD button. You will be placed in **Add Mode** (as noted in the title of the Employees window.) While in Add Mode, a Stop button will appear on the toolbar to the right of the screen. Clicking on the Stop button takes you out of Add Mode to Browse Mode. All CCS Payroll data entry screens behave in this manner.
2. **Define Mode:** Enter an employee number that has yet to be entered in the Employee # field and depress the <TAB> key. The program will inform you that the employee record does not exist and ask your permission to create it. Click on "Yes." (NOTE: <ENTER> does not work for this purpose.) When you <SAVE> your work, you will be taken to Browse Mode.
3. **Browse Mode:** In this mode, you can page through data and make changes to the currently viewed record. Any time you move from one record to the next, the program checks the validity of your data as required and saves it as required.

Clearly, the most efficient way to enter several new records anywhere in the program is to enter Add Mode by clicking on the Add button.

Entering Employees

The Employee Form has six pages (or tabs) across the bottom. (The top half of the screen is not utilized when entering new employees.) Fill out the required data in each page. (If a field is **REQUIRED**, the program will not allow you to move forward until that field is completed.)

NOTE: if it becomes necessary to exit this form before completion the “CANCEL” button in the right hand screen may be utilized.

General Tab (Employee Form, bottom half, Tab 1)

Complete the following general information fields:

Employee Number: Assign an employee number (from 1 to 99999). Note: Although the use of employee numbers greater than 99999 is allowed and fully supported, such use may conflict with the vendors and agents that CCS automatically creates during the disbursements of taxes by paper check. Please consult the Help system for more on this topic.

Employee Name: **Enter the name in Last Name, First Name format (Example: Smith, John).** The program will reverse the names as needed (paychecks, etc.). (If you enter the names by First Name Last Name, the employees will be sorted alphabetically by First Name and may not report properly on some forms.)

Employee Address: Put the mailing address here.

Physical Address: Put the residential address here.

Type: Leave this field blank. (The program will not take you to this field, but if you happen to click there with your mouse, select **REGULAR**.) Other choices are **1099M**, **Equipment** (Equipment/Product/Services), **Officer** (Officer/Owner), or **Exempt** (No global Taxes). For more detailed information on type, place your cursor in the Type field and press F1.

City: Enter the employee' s residence city.

State: Enter the 2 digit postal state abbreviation. The program will provide the unabbreviated state.

Zip and Telephone: Self-explanatory.

Hit Enter after inputting the telephone number and you will proceed to the next page.

Assignments (Employee Form, bottom half, Tab 2)

Assign employees to various groupings in this section.

Social Security Number: The dashes are supplied for you by the program.

Hire Date: Enter the date of their employment (or re-employment).

The remaining fields on the Assignments Tab are not used in this tutorial. Consult Help screens for further details. (You should however, enter or tab past each field to allow the default assignments of "000" to be entered for you.)

Rates (Employee Form, bottom half, Tab 3)

Record pay rates and tax data in this section.

Employee Type: This is a two-character code. The first character shows whether the employee is <H>ourly, <S>alaried or <E>xempt. For this tutorial, we will assume Hourly, so "H" would be the first character. The second character describes pay frequency. If the employee is paid <W>eekly, put "W". Go to 'What' s This? (right-click on the field to select it) to see all of your choices. We will assume "HW" (Hourly Rate Paid Weekly) for the purposes of this tutorial.

Reg/Over: Enter the Regular rate and the Overtime hourly rates will be calculated for you (x 1.5).

Fed (Taxes): Enter " 00" (ZERO-ZERO) here to connect to the CCS Federal Tax Table.

Addit W/H: 0.0 unless otherwise specified on W-4.

Exempt Pre: Enter the number of exemptions for this employee.

Marital: Enter <S>ingle, <M>arried, or <H>ead of Household.

State (Taxes): Enter the two-letter state abbreviation for the state in which this employee is to be paid. See Note below. CCS will supply you with state tax tables for any state.

NOTE: Some states require more than one tax table. In that event, each table will have a three-character designator such as *MO1* and *MO2*. (To check the tax tables for your state(s) click on Codes & Tax Tables from the Payroll Home Menu)

Exempt Pre: Enter the number of exemptions for this employee at the state level.

Exempt Post: This field only applies to certain states. Leave it blank for this tutorial.

Note: To determine if you should use POST, PRE or both, please take a look at your state tax table definition(s) (from the Payroll Home Menu click on Codes, then Tax Tables). If any value has been entered in the "Pre-Calc Allow" (top right of tax table form), then the tax table utilizes the "Pre" exemption field, if a value has been entered in

the “Standard deductions” area or “Post Calc Allowances” bottom right, then your tax table utilizes the POST Exemption field.

Note: CA employees, should be setup using the "Pre" exempt column in the employee file to represent the "Estimated Deduction" (Table 2), entered on their DE-4, the "Post" allowance, is then used to calculate the standard deductions and exemptions allowances (Table 3 and 4) . If the employee does not enter a value for the "Estimated deduction" (or fill out a DE-4) then enter 0 in the "Pre" exempt column. CCS will do all the calculations of course, however attention to the setup of your employees is required to insure proper withholding calculations.

Marital: Enter the same code that you entered for Federal Marital.

Local Taxes: We will assume no local taxes for this tutorial.
Press <Enter> until you are taken to the Payroll Tab.

Payroll Earnings and Deductions (Employee Form, bottom half, Tab 4)

Assign Earning and Deduction Codes to Employees in this section.

The creation of paychecks is automated by assigning Earning and Deduction Codes (E/D Codes) to employees. E/D Codes can be assigned globally or they can be assigned on an employee by employee basis. You could, for example, create a 401K Deduction Code and assign it to all employees. Or you could create a Loan Repayment Deduction Code and assign it only to those employees to whom it pertains.

CCS Payroll ships with basic E/D Codes already created and globally assigned. Earning Codes such as Regular and Overtime are already in place; Deduction Codes for FICA, Federal Withholding, etc. are also in place. Click on the Pick List buttons if you want to view a list of the pre-defined E/D Codes that ship with the program. However, since the basic codes for generating paychecks are already in place, we do not need to add any at this time. We will explore E/D Codes in greater detail later in this tutorial.

Note: CCS Professional supports Multiple State employees. See “Help” for details.

The fields on the right side of this page allow you to enter beginning values for vacation, sick pay, etc. Complete those fields as needed.

HR Information (Employee Form, bottom half, Tab 5)

Enter basic Human Resource information on this tab.

In this tutorial, we will only deal with the fields that are required. Fill in the other fields according to your needs:

HR Number: The employee' s Social Security Number is the default value. If your HR Department assigns its own number, enter it here.

First Hire Date: This field should already be filled in.

Gender: Enter <M> for Male or <F> for Female.

U. S. Citizen: The default is 1: U.S. citizen. Right-click and select What's This? for other options.

Custom (**Employee Form, bottom half, Tab1**)

This tab allows you to create your own custom fields, which are not dealt with in this manual.

This completes the entry of one employee. If you initiated the Add Mode, when you leave the last field of this page, your data will be saved, a new record will be created, and you will be moved to the first field of the first page, ready to repeat this process for every employee.* Enter in at least four employees before moving on to the next section. Click on the Stop button (right side toolbar) to exit the Add Mode.

* Employee data can be imported. Click on the Utilities button on the Payroll HOME Menu and then click on <Import/Export>. Read the "Help" screen for specifics.

COMPANY LEVEL EARNING AND DEDUCTION CODES

Every company has specific payroll earnings and deductions that are standard for all employees. These include FICA, FUTA, Federal W/H, Regular Pay, Overtime Pay, etc. CCS Payroll Program automatically assigns these standard earnings and deductions to every new employee. If your needs are very basic, you may skip this section—everything is already set up for you. If, however, you have other types of payroll transactions, read this section through carefully.

CCS Payroll will allow you to customize the basic set of Earning and Deduction (E/D) Codes that CCS supplies or, more importantly, to add your own set to the default ones. Once they are properly set up, E/D Codes can automate virtually any payroll situation. The tools that are available to you in this section of the program are extremely flexible, but require some practice to master. In this tutorial, we will only cover the basic concepts involved in E/D Codes. Complete help screens and “What’s This?” tips are available for the more advanced features. In particular the Help system (found on the top toolbar) lists a selection called Deduction Code, this is a wealth of information on defining new codes.

In this tutorial, we will add a 401K Deduction Code, making certain assumptions as we progress. These assumptions and assignments are for demonstration purposes only—you can make changes as required by your company’s needs. If your company does not have a 401K plan, you can add one here for practice and then delete it.

Although it is not required by the program, we recommend that you assign all Earnings Codes ID’s between 100 and 499. Deduction Codes would be assigned ID’s between 500 and 999. **(CCS Payroll uses 1 – 99 for the default E/D Codes, you should not create new Company Level codes within this range, other than those listed in the State Tax Setup of this QuickStart.)**

From the Payroll Home Menu click on “Codes” and then “Deductions” to bring up the “Earnings and Deductions” input window. Click Add (Buttons on the right side of screen).

ID: Enter the number for this E/D Code. In keeping with our recommendation, above, we will utilize an ID between 500 and 999. Enter *501* here.

Employee #: **The first time you create an E/D Code, you must enter zero for an Employee #.** This creates the Company Level E/D Code. Once you have a Company Level E/D Code, you may then apply the Company level code to a specific employee, range of employees or globally to all employees. Additionally you can create an Employee Level override code by entering Employee Numbers here. We will show you how after we finish the Company Level Code.

Description: Enter a short description of this Code. Type in *401K Contribution* here.

Category: Select *4 – 401K Employee* from the drop-down list.

Type: Select *02 – Percent of Gross* from the drop-down list.

Frequency: Select *0 – Every Pay Period* from the drop-down list.

Amount: If your company deducted the same percentage from every employee, you could enter that percent here, and click the Global (All Employees) checkbox to assign it to everybody. Your task would then be finished. However, for the purposes of this tutorial, we will assume that employees have varying percentages of contribution, so leave this field at zero.

Click on the Save button (right-hand toolbar) to save the Company-Level E/D Code.

Individual Specification:

Because you clicked on Add to initiate the Add Mode when we began this process, the program will create a new E/D Code record in preparation for the next addition. It will default the Code field to the previous value, i.e., *501*. If you wanted to create another Company Level E/D Code, you could simply type in the new number. However, for the purposes of this tutorial, we are going to create an Employee Level override code (and assign this new Code to a specific employee):

ID: Accept the default value of *501*.

Employee #: Enter the Employee # of one of your employees. (You can locate an employee alphabetically here by typing in the beginning of his/her last name. This is true for any field in CCS Payroll that requires a number to locate a record.) The program will fill in all of the fields for you, giving you the opportunity to change the Description if desired. Accept the current description as is by pressing <Enter>.

Amount: Let's say that this employee has 5% deducted from his/her paycheck each pay period. So enter *5* in this field. The program will treat that value as a percentage because you assigned a percent Type. (If you had selected *01 – Fixed Rate* as a Type, the *5* would be treated as \$5.00.)

Limit: If the employee wants a specific maximum amount deducted from each paycheck, enter that value here. Otherwise, leave it at zero. With non-tax type codes, the Limit field is linked to the Balance field, please continue reading information on Balance.

Balance: If you did not enter a limit you will not need to enter a balance. If you have entered a limit for this code a balance is required. Since this is not a loan repayment or a code that uses a declining balance we would just add a very large number that would never decline to zero (reaching zero would disable this code).

Click on "Save" to preserve your new Code. Whenever a paycheck is created for the employee that you assigned this code to, 5% will automatically be deducted for 401K. You can edit this deduction, or even delete it entirely, before printing a paycheck. But it will always be there until you either delete the E/D Code that is assigned to the employee or modify it in some manner.

State Tax Setup

Code 93 – 0 is SUTA
Code 94 – 0 is Workman's Comp
Code 96 – 0 is State Withholding
Code 97 – 0 is Local Withholding

If you require State income taxes to be withheld, you need to edit State tax E/D Codes as follows if you are not already there click on "Codes" from the Payroll Home Menu and then "Deductions" to bring up the "Earnings and Deductions" input window:

- State Withholding Code (Edit this code only if you have a state withholding tax)
 - ID: Enter 96
 - Employee #: Enter 0 (zero— Company Level Code)
 - Global: Locate this checkbox and check it so that all employees will have State taxes deducted according to the State Tax Table that you specify in the employee entry fields.
 - Do not make any other changes to this code
 - Click Save (on the right side of your screen)

- SUTA Code
 - ID: Enter 93
 - Employee #: Enter 0 (zero— Company Level Code)
 - Amount: Change the rate to reflect the correct experience rating for this Company.
 - Change the Limit as required to reflect your annual SUTA limit.
 - Ensure that the global checkbox has a checkmark.
 - Click Save.

(Note: If you want to pay SUTA through the CCS Payroll Program, click on the Bank button and fill out the banking information. Be sure to put your UCT code number in the Ref. field.)

- Workers Compensation Code: If you want the program to calculate Workers Comp, then make the following change:
 - ID: Enter *94*
 - Employee #: Enter *0* (zero— Company Level Code)
 - If you have Workmans Comp ensure that the global click box is checked.
 - Amount: Change the rate to reflect the correct rate for your Company. If you have multiple rates in your Company, press the <F1> key for help.
 - Click Save.

- Other State Taxes: If you have state taxes other than the ones mentioned above, edit E/D Codes 80-89 to get them automated. Codes 80 – 84 use the Suta flag for taxation purposes Codes 85-89 have a separate flag. See Deduction Form in the Help system, then find the section called Other Taxes for a more detailed description.

- Tax Tables: As a final touch enter your State EIN in the proper Tax Table(s):
 - From the Payroll Home Menu, click on Codes.
 - From the Codes & Maintenance Menu, click on Tax Tables.
 - Locate the appropriate State Tax Table(s) and put your State EIN in the Taxpayer ID field(s). This will be filled in on your state W/H reports (if W/H reports have been requested).
 - Click save.

NOTE: If you have employees that are subject to more than one state tax, consult the Help screens for guidance in setting up multi-state employees (On the Index Tab of the Help screen, search for “Multi-State”).

This completes the E/D Code portion of the tutorial, so click on “Stop” to exit the Add Mode. The E/D Code section of CCS Payroll has many other powerful features available to you to automate payroll transactions. You can also assign E/D Codes to

specific employees in ways other than the one described. Explore the E/D Codes in Company 99 and read the Help screens for further information.

Optionally defining disbursements and "AGENT CHECKS"

Note: Impounding sends the funds to Company ZZ (the Service bureau), where they remain until they are released to the final recipient, generally just prior to their due dates.

Note: Impounding is only available in the Professional version.

1. From the Payroll Home Menu go to Codes and the Deductions.
2. On desired X and D coded items click on the "Bank" button
3. If a paper check is desired fill out name and account information, then on "Pay Via" field pull down menu select "Paper Check". Click on "Show Address". And fill out the information shown.
4. If EFPTS transfer is desired follow step 3 but on "Pay Via" pull down menu select "Batch Filer" or "PC Filer"
5. If ACH transfer is desired follow step 3 but on "Pay Via" pull down menu select ACH.
6. If impounded ACH transfer is desired, follow step 3 but on "Pay Via" pull down menu select ACH.-impound.
7. To impound the funds via a paper check, follow step 3 but on "Pay Via" select "paper check - impound"

Click "OK" to save your entries.

Federal Tax Setup

Code 79 – 0 is EIC (Earned Income Credit)

Code 90 – 0 is Employee Social Security

Code 91 – 0 is Employer Social Security

Code 92 – 0 is FUTA

Code 95 – 0 is Federal Withholding

Code 98 – 0 is Employee Medicare

Code 99 – 0 is Employer Medicare

The EIN that you entered in the company information will be utilized on the Federal type reports that you can print from CCS Payroll.

If you will be making payments to the Federal government via CCS Payroll you will need to add banking information for codes 90 – 0 & 92 – 0. (Codes 90 – 0, 91 – 0, 95 – 0, 98 – 0, 99 - 0 & 79 - 0) are automatically linked and you only need to add banking information to code 90 – 0.

For more detailed explanation on how to add banking information to a code please refer to Deduction Code found in the Help Index (click on Help on your top tool bar) and then scroll down to the section beginning with Bank Button.

CREATING AND PRINTING PAYCHECKS

NOTE: Before starting, make sure that the Banking Information has been entered into the Company Form, accessed from the Payroll Menu through the Company Button and then the Payroll Tab.

CAUTION: If you are working with your actual company rather than with a practice company, you need to be careful here for obvious reasons. If you are not ready to actually create paychecks yet, proceed with this tutorial, but be sure to delete every paycheck that you create. We will show you how at the end of this tutorial.

To begin creating (or editing) Paychecks, click on the “Paychecks” button of the Payroll Home Menu.

There are two modes for generating paychecks:

1. Create Checks: There are two options available here:

- A. **Semi-Automatic:** Automatically create paychecks one at a time. The program will pause after the creation of each check so that you may inspect and make any needed adjustments. As soon as you save a paycheck, the next one is created.
- B. **Automatic:** Automatically create all of the paychecks. They will still be available for editing, but you will have to either locate the desired check(s) or page through all checks manually. This mode is normally used with Timecards. (Timecards are not covered in this tutorial. Consult the help screens for assistance.)

We will show you how to select the desired option below.

2. Manual Mode: This mode generates paychecks with no automation. This option is useful for creating individual checks that are perhaps, outside the boundaries of your normal run, or if you need to create a second check for an employee in the same payperiod.

Consult the help screens for more information on these modes.

For this tutorial, we will utilize Create Checks mode (Semi-Automatic option).

Let's get started:

- 1) From the Payroll Home Menu, click on “Paychecks. (Reminder: to access the Payroll Home Menu you must have first opened a specific company file and input the week ending date for the week you wish to process. This is done by choosing a company on the

welcome screen, then clicking on the “Open” button at the top of the right sidebar.).”

2) Click on “Add” in the right-side toolbar

The first time that you click on Add, you will get a dialog that allows you to establish parameters and certain defaults. We will not be setting any of the parameters in this tutorial, but we do want to call one item to your attention: there is a checkbox labeled Auto Create All Checks. If this option is not checked, the program will create checks in a Semi-Automatic manner (as described above). If this option is checked, the program will create checks in an Automatic manner (again, as described above.)

For the purpose of this tutorial, press Enter through all of the fields on this tutorial. (In the future, you will be able to simply click on the desired button at the bottom of this window to begin creating checks.)

3) Click on the “Create Checks” button at the lower left of this window. (NOTE: create checks will not create a check for an employee if they already have one or more paychecks in the current payroll period. If multiple checks are required for certain employees, then “Manual Mode” can be used..

Create Checks Mode

As you enter the check entry mode, notice that the Payroll Home Menu options now appear in the left sidebar frame. These buttons may be used at anytime to open a window for the desired function, however, it is better to close down Paychecks before going to another area. For example: if you are in Paychecks and decide to make a change in “Employees”, this change may not be reflected on the current Paychecks screen when you come back (if the screen was left open) and this can lead to confusion.

Entering Hours: The program will create a blank paycheck for your first employee and will place the cursor in the proper cell of the Regular Hours Earning Code, waiting for you to enter the correct number of hours for this employee. Put in 40 to assign 40 regular hours and press <Enter> until you arrive at the Overtime Qty. cell. Let’ s give this employee four hours of overtime, so enter 4 in the Qty cell for Overtime.

Recalculating: Unless you have special changes to make to this paycheck, your data entry is finished for the first employee. Press (hold down) the <Enter> key through the remaining cells of the Earnings grid and the Deduction grid. (Ignore the blank rows that are created— they will be automatically removed.) The program will take you to the “Save” button. Press enter to save this check.

When you create or edit a paycheck ALWAYS use the enter or tab key to run through the deductions side of the paycheck, this will make any calculations or recalculations as necessary.

The program will calculate the deductions according to the E/D Codes assigned to this employee as you pass through all of the fields. You have complete freedom to change

any of the Codes, to add new ones, to delete existing ones, or to change any of the calculations. For the vast majority of your employees, however, the paychecks will not require further modification.

Saving: After passing through all the fields a Save button will appear in the lower center of the Input Frame. Pressing <ENTER> again or entering a “Y” will cause the program to save the paycheck and, since we are in semi-automatic mode, to create the next employee’ s paycheck so that you can repeat the process. When the last employee has been created, a message will pop up informing you that you have completed all employees.

Skipping an Employee: If, for any reason, you need to skip an employee, i.e., not generate a paycheck for him/her, press <F2> and then press <Page Down>.

CONSISTENCY CHECKS: After all checks have been created, you must verify your work by running a Consistency Check. Click on the Settings tab at the top of the Paychecks Form. At the bottom of the Edit Modes column click on the “Consistency Checks” button. The payroll program will check for any errors and verify that all checks are balanced and warn you if it finds inconsistencies.

When the “Consistency Check” is over click “OK” to exit Paychecks. From the Payroll Home Menu click on “Reports” to go to the Reports Menu (check generation is a form of report).

Printing Paychecks

Follow these steps to print paychecks:

- Click on the “Reports” button from the Payroll Home Menu (a Window will open displaying several different types of reports).
- Click on the “+” beside Paycheck Printing or double click on the heading.
- Select the proper format for your paychecks by clicking on it. Contact CCS Support if you have problems locating your format.
- Click Print (or Preview to allow you to view the checks on screen).

Note: In Windows Previewing checks is the same as Printing them (to the computer). If you preview them once, then leave the preview page, you will have to enable the reprinting option to Print or Preview them again. If you choose to Preview checks please preview them all by clicking on the right arrow selection on the top tool bar to take you to the last check in the list. This will stamp a check number on each check, if you only preview a few those are the only ones that will have a check number stamped on them and it will be confusing when you reprint them.

- A dialog box will appear. Fill it in as follows:
 - Next Check Number: Enter the number of the next check to be printed if not displayed automatically.
 - Check Date: Today’s date is the default. Accept it.
 - Leave the other fields blank.
- Click on the “Continue” button to print the checks.

DIRECT DEPOSIT

CCS allows you to set up employees for Direct Deposit of net wages to a financial institution. The process is as follows:

- **Deduction Code:** Create a Deduction Code for Direct Deposit by going to CODES at the Payroll Home Menu, and then to DEDUCTIONS. It is set up as follows:
 - The CATEGORY for a Direct Deposit Deduction Code will always be Z (ZERO OUT--DIRECT DEPOSIT).
 - The TYPE will normally be 21 (% OF NET).
 - The FREQUENCY will normally be 0 (EVERY PAY PERIOD).
 - The AMOUNT will normally be 100. (Remember: The TYPE specifies this as a percent, so 100 in the AMOUNT control means 100% of the Net)
 - The GLOBAL checkbox will normally be checked. Note that each employee must have Direct Deposit enabled on his or her Employee Form before the Code would actually apply. (See below for details.) (See Code 902 in Company 99 for a completed example.)
- **Employee Data:** The program must be informed about every employee who opts for Direct Deposit:
 - From the Payroll Home Menu, click on the Employee button.
 - Find the record of an Employee who wants Direct Deposit.
 - Click on the Rates Tab.
 - Click on the button labeled Direct Deposit.
 - Click on the Enable Direct Deposits checkbox.
 - Put the Account # and the Routing # for the employee in the appropriate fields, and click on OK.

This employee is now set up to have 100% of his net paycheck Direct Deposited. Repeat this process for every Employee who has opted for Direct Deposit. If an employee wants their check direct deposited to multiple accounts, read the instructions in "Help"(on your top Toolbar).

The final step in Direct Deposit is Disbursements. Once paychecks have been generated, click on the Disbursements button in the Payroll Home Menu. You will be taken to a form that guides you to prepare a file for submission to a clearinghouse that actually makes the inter-bank transfer:

- Employee Range: Normally, you will accept the defaults here, which encompass all of your employees.
- Period Ending Date Range: Enter the Period Ending date or dates that you wish to process.
- Payment Mode: Select Direct Deposit from the list of options. You will see a list of all transactions awaiting Direct Deposit action.
- Closed Only: Be sure that this option is **not** checked.
- Uncleared Only: Be sure that this option **is** checked.
- Settlement Date: Enter tomorrow' s date.
- Click "Pay".

The program will create an Automated Clearing House (ACH) Export file that can be read into an ACH Processing program (NACHA format). You will be given the opportunity to specify the full path name for the file. If you have an ACH Processing program, utilize it to process the newly created file. If you do not have such a program, contact CCS Accounting for assistance.

NOTE: In addition to handling Direct Deposits, the CCS Disbursement form can also be used to process EFTPS transfers to the IRS. Furthermore, it can automate the direct depositing of any deductions that are withheld from your employees' paychecks. These deductions could include Union Dues, FICA, FUTA, Garnishments, State Taxes, Local Taxes, etc. See the Help screens for details.

CREATING AND PRINTING REPORTS

The CCS Payroll Program ships with dozens of reports pre-programmed and ready to be used. You can run these reports as shipped or you can sort and filter them according to your needs. You can also, if you own the separately marketed Crystal Reports program, create your own reports and add them into the program.

For the purposes of this tutorial, we are going to preview one report to the screen to get a feel for the process.

NOTE: Reports can be done any time during or after the weekly payroll/billing has been prepared. The printing of a report does not affect data. (With the exemption of Printing or Previewing checks, which stamps the appropriate check number to each check as they are printed or previewed to the screen).

To Preview a Report:

- Select Reports from the Home Menu. You will see a listing of the various types of reports that you can create.
- Locate Employee Reports and expand it by either clicking on the “+” next to it or double-clicking on the title (“ Employee Reports”).
- Locate the report entitled “ Employee Detail Listing” and single-click on it to select it.
- Notice the buttons on the right hand side of the window. The Print and Preview buttons are self-explanatory. The Criteria button allows you to create filters and or sort orders for the data. The Batch button allows you to create a list of reports (Professional version only), all of which can be run in a batch. The details of these, and the other buttons are beyond the scope of this tutorial; just be aware that they exist. Consult the Help screens for additional details.
- Click on the Preview button. A screen version of the Employee Details will soon appear. If you had clicked on the Print button, the report would, of course, have been sent to the printer.

Using Criteria to Select Reports

As shipped, many of the reports in this program print data for the current payroll period only. If you need something more specific, for example printing a report only for department 099, you can accomplish this by using Criteria.

- Select the desired report as explained above (In this example let's choose the Paycheck Register).
- Click on the Criteria button.

The Criteria window will open. In this example we are going to choose to print the Paycheck Register for department 099 only. Place your cursor in the Department "From" Field. (The 2nd column of the Row set to the "Dept" selection under description. – If Dept. does not appear, then select it for any row, under description) Enter 099. Tab to the "To" Field. Enter 099.

If this is a criteria you would like to use again, you should give it a name. Type a name that describes this criteria in the "Save As" field (at the bottom left of the window). Let's type in "Dept 099 Only". Now click the Preview button to verify that the report is giving you the desired information. You will be asked if you wish to copy this criteria with the name you have just assigned to this criteria. Click Yes. You will now see the requested report with the requested criteria on the screen. Click on the Printer icon to send the report to your printer.

The criteria window will open with a few of the most popular choices for that particular report showing in the first column. You can use these choices, use any of the drop down boxes to change them, or click on a drop down box that is empty to choose different items that you wish to set criteria for.

By default the criterion offered to you will use the relation of "is between" (second column), we have found this is by far the most useful and popular choice. If you have a need to change the relation of a criteria or wish to see the other available choices click the Enable relations box and more choices will become available to you.

We anticipate that most reports will be very helpful without using criteria, but the capability is available if you need it. If you have a question regarding criteria for a particular report please contact us. The range of possible choices makes it prohibitive to try and cover everything in the QuickStart Guide.

If you choose to use criteria for a report, the setting to automatically print the report for the current payperiod will be ignored; therefore, if you need a current payperiod report using criteria, please use the following procedure.

- Select the desired report as explained above.

- Click on the Criteria button.
- In the Description column field, select **WE_DATE**.
- In the Relation cell, use the default value of “is between”.
- In the From field , enter the letter C. The program will recognize that you wish to select the Current Week ending date. Tab over to the To Field and again enter the letter C. The system will know that you wish to see the data on this report for the current week ending date (which you entered at the welcome screen).
- Name your criteria in the field at the bottom left of the window.
- Click Preview or Print
- A message will pop up asking you if you want to always use the Current Week Ending date for this criteria set rather than the specific date that you entered. Click on Yes. From now on, when you select this criteria set for this report, the program will substitute the current Week Ending date for you.

Future printing of this report can now include or not include your chosen criteria.

- If, after selecting this report, you click on the Print or Preview button, the report will show you the report without any criteria selected.
- If you click on the Criteria button (if there are multiple criterion, you will select the criteria you wish to print with from the list found in the drop down box of the Save As field), the program will show this report using the pre selected Criteria values.

You can, of course, change the criteria or add new sets of criteria as desired. Search for “Reports Criteria” in the Help Index for more details.

CLOSING OUT THE PERIOD

Once your paychecks have been printed out, and you are confident that there are no more changes to be made to this payroll, you should close out the pay period. This is an important step not only for your own protection, but also because summary fields will be updated based on the current set of paychecks.

To close out a period, click on Utilities in the Payroll Home Menu, and then click on Close Out. A window will pop up explaining what happens when a pay period is closed out. Click on the appropriate checkboxes and click on OK. CCS Payroll handles the rest for you automatically.

This completes the Quick Start Tutorial.

Please keep in mind that the objective of this tutorial has been to acquaint you with some of the basic features of the program and to walk you through the fundamental steps involved in setting up your company's payroll. There is a wealth of information at your fingertips as you use the CCS program.

Remember:

- Right-clicking on virtually any field in CCS Payroll will bring up menu access to *What's This* information— a brief explanation of the role of that field.
- Hitting the F1 key in virtually any field in CCS Payroll will bring up context-sensitive information for that field.
- CCS Payroll ships with Company 99 the XYZ Company for you to experiment on. It has mock employees, many of whom have timecards, paychecks, E/D Codes, etc. already in place. If you are unsure of the effects of doing something, try it in Company 99 first.
- Company 99 has data in the Week ending dates of 01/07/2001, 01/14/2001, 01/21/2001, 01/28/2001 & 02/04/2001. The 4 weeks in January have been closed (so you can see the accumulators and declining balances) but the checks in the Week ending 02/04/2001 have been left open for you to edit, delete, print etc...

You have purchased (or are reviewing) what we believe to be the most powerful, flexible, open-ended PC-based payroll program in existence. Time that you invest in learning how to harness its power will be repaid many times over through greater automation and, therefore, more efficient and accurate processing of your payroll.

If you have any questions please contact CCS. We look forward to talking to you.