

Open the Window To Prepare Current Payroll

Task Menu
View CHS Setup Steps
Job Budget, Bids, Costs (JB)
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To open the window to prepare payroll before printing payroll checks, click on the button labeled 'Current Payroll' under the 'Task Menus' on the Navigation/Home window.

OR, simply type 'PR' in the **Index** field on the Navigation/Home window.

Index->

The window shown below will open displaying a list of all active employees. This window is explained in more detail on the following pages.

NOTE: Before processing current payroll, make sure that the steps to setup payroll categories and tax rates have been followed. See separate Help Documents about setting up payroll. Also note that there is a 'Payroll Setup' button on the toolbar of the window shown below.

Add/Edit Employees | Payroll Setup ▾ | Checks ▾ | Payroll Forms and Reports | Current Period | Go To Payroll Mgt | Filter Records ▾ | Remove Filter/Sort

Select Employees to Pay For Current Payroll

Payroll Tables Year: 2009

Open and create Current Payroll entries for an employee by placing a check mark in the check box for the employee. (Use a mouse click or press the space bar when the box is highlighted.) Edit Current entries for the employee by using the "Edit Curr Pay" button to the left of the employee's name. Delete Current Payroll entries for an employee by removing the check mark in the check box.

Enter a Payroll Date to enable the screen.-----> 2009

PAY?	Emp Code	Employee Name	Pay Type	Pay Period	Department	Wage Expense G/L Number	Tax Expense G/L Number	Exemptions Federal/ State	Add State Exemptions /Head of Household	Adjust Fed WH/ State WH By Amt:	
<input checked="" type="checkbox"/> Edit Curr Pay	FRANCISJ	FRANCIS JONES	SALARY	BS	CH	4010-SALARIES-SUPERINTEN	4110-PAYROLL TAXES-	3	0	\$0.00	Docs
<input type="checkbox"/> Edit Curr Pay	SMITHAPR	APRIL SMITH	SALARY	WM	OH	8050-SALARIES-OFFICE &	8110-PAYROLL TAXES-	1	0	\$0.00	Docs
								3	Head Hshld <input type="checkbox"/>	\$0.00	
								0	Head Hshld <input type="checkbox"/>	\$0.00	

Select Employees To Pay For Current Payroll

The 'Select Employees To Pay...' window shown below will list all employees that have an Active status. Its purpose is to select employees that will be paid for the Current Payroll that is being processed. The features on the window will be locked until a date is entered in the "Enter a Payroll Date to enable the screen." field. If a check mark is placed in the field to the left of an employee's line, another screen will open in order to prepare the Current Payroll entries for that employee. If the check mark is removed, a pop up window will allow you to remove all Current Unpaid Payroll entries for the employee. If there is a check mark in the 'Pay?' check box to the left of any employees when this window is first opened, it means that some Current Unpaid Payroll entries have already been prepared for that employee. See more information below the screenshot.

Select Employees to Pay For Current Payroll Payroll Tables Year: 2009

Open and create Current Payroll entries for an employee by placing a check mark in the check box for the employee. (Use a mouse click or press the space bar when the box is highlighted.) Edit Current entries for the employee by using the "Edit Curr Pay" button to the left of the employee's name. Delete Current Payroll entries for an employee by removing the check mark in the check box.

Enter a Payroll Date to enable the screen.-----> **01/08/09** 2009

PAY?	Emp Code	Employee Name	Pay Type	Pay Period	Department	Wage Expense G/L Number	Tax Expense G/L Number	Exemptions Federal/ State	Addl State Exemptions /Head of Household	Adjust Fed WH/ State WH By Amt:
<input checked="" type="checkbox"/>	FRANCISJ	FRANCIS JONES	SALARY	BS	CH	4010-SALARIES	4110-PAYROLL	3	0	\$0.00
<input type="checkbox"/>	SMITHAPR	APRIL SMITH	SALARY	WM	OH	8050-SALA				

Enter a Payroll Date to enable the screen. - The payroll date entered here will affect the payroll calculations that occur on the Current Payroll window for each employee. Year-To-Date Gross Wages that are used for some of the payroll tax calculations are based on the date that is entered in this field.

IF the program detects that the year entered does not match the year for the loaded payroll tax tables, a window will pop up to update the payroll taxes. Read the information on the window. It is self explanatory. Updated Payroll Tax Tables will be supplied on our website for download each year. This window will use those tables to update tax tables for a new year.

Continue to the next page.

The Payroll Date or Dates Entered Do Not Match the Year for Loaded Payroll Tax Tables And Rates! Therefore, calculations for current payroll or certain payroll reports will not be accurate. Please use the button below to update tax tables to the appropriate year before processing payroll or certain payroll reports.

2009

Do you want the program to calculate and post Federal Unemployment taxes for every employee every time payroll is processed?

Need Answer

Answering 'No' to the above question means that you have decided to just use the reports available to calculate federal unemployment taxes each quarter instead of having the program post Federal Unemployment Liability entries for every employee each time payroll is processed. Since the Employer, and NOT the Employee, pays Federal Unemployment taxes, answering 'No' above will NOT affect Employees' Net Pay.

Update Tax Tables and Rates to Year Shown Above

Select Employees To Pay For Current Payroll - continued

PAY? - Place a check mark in this field in order to prepare Current Payroll entries for an employee. Use the mouse to click in the field, OR press the space bar when the field is active. Clicking or pressing the space bar will toggle the check mark on and off. If a check mark is placed in this field, the Current Payroll window for the employee will open. (See following pages.) If a check mark is removed, a window will pop up to verify deletion of all Current Unpaid Payroll entries for the employee.

Enter a Payroll Date to enable the screen.----->		03/15/07	
PAY?	Emp Code	Employee Name	Pay Type
<input type="checkbox"/> Edit Curr Pay	FRANCISJ	FRANCIS JONES	SALARY
<input checked="" type="checkbox"/> Edit Curr Pay	SMITHAPR	APRIL SMITH	SALARY

Edit Curr Pay (command button) - To view or make adjustments to an employee's Current Unpaid Payroll entries, (if there is already a check mark for the employee), use this button to open the Current Payroll window for the employee.

Pay Period, Department, Wage Expense G/L Number, Tax Expense G/L Number, Exemptions Federal/State, Addl State Exemptions/ Head of Household, Adjust Fed WH/ State WH By Amt: - All of these fields display information that was entered on the Add/Edit Employee Setup window. (See Help Documents for setting up employees.) The fields are shown on this window so that changes can be made to the employee's master data without having to open the Add/Edit Employees window. This master data will affect how Payroll is posted and how Payroll Taxes are calculated for the employee. Any changes posted to this data will update the employee's master data. Most of the time you will not make any changes to these fields.

Continue to the next page.

Enter a Payroll Date to enable the screen.----->		03/15/07								
PAY?	Emp Code	Employee Name	Pay Type	Pay Period	Department	Wage Expense G/L Number	Tax Expense G/L Number	Exemptions Federal/State	Addl State Exemptions /Head of Household	Adjust Fed WH/ State WH By Amt:
<input type="checkbox"/> Edit Curr Pay	FRANCISJ	FRANCIS JONES	SALARY	BS	CH	4010-SALARIES-SUPERINTEN	4110-PAYROLL TAXES	3	0	\$0.00
<input checked="" type="checkbox"/> Edit Curr Pay	SMITHAPR	APRIL SMITH	SALARY	WM	OH	8050-SALARIES-CELEBR	8110-PAYROLL TAXES	0	Head Hshld <input type="checkbox"/>	\$0.00

Retirement/Pension Deductions and Contributions

After placing a check mark in the 'Pay?' check box OR using the 'Edit Curr Pay' button on the previous window, the program will check to see if the employee has been set up for **Retirement/Pension** deductions and contributions (as explained on the Employee Setup Help Document). IF the employee will be contributing a percent of their Gross Wages, you will receive a pop up message reminding you to use the button labeled 'Create Retire/Pension Entries' on the Current Payroll Screen for the employee AFTER you have posted the current Gross Wages. That button will pop up the window shown below. IF the employee will contribute a flat amount, the screen shown below will open right away. Review the information on that window and use the button labeled "**Yes, Post Entries**" to have the program post the appropriate Employee and Employer contribution entries as deductions.

NOTE: The information on this window will already be filled in based on information from the employee setup window.

If the button labeled 'Yes, Post Entries' is used, the program will create the 'Nontaxable Deductions/ Additions' Retirement / Pension entries for you. The bottom left hand portion of the Current Payroll window will display those entries, as shown below. (See entire Current Payroll window on the following page.)

Do you want CHS to post retirement/pension entries based on the information below?

NOTE! Changes in the fields below must be done on the Employee Setup window. However, the amounts CAN be changed in the Non Taxable Deductions/Additions section of the Current Payroll window after these are posted there .

EMPLOYEE			
Retire/Pension Plan? <input checked="" type="checkbox"/>	Employee Flat Contrib>	\$25.00	
YTD Employee Contrib	OR % of Gross Wage>	x 0.00% =	\$0.00
\$0.00	Employee Contribution To Post (Based on Cap)	Vendor To Pay	Year Max (Cap):
Remaining Available	\$25.00	CONWAYF	\$6,000.00
\$6,000.00			

EMPLOYER			
Employer Contribution? <input checked="" type="checkbox"/>	% of Employee Contrib:	75.00%	\$18.75
YTD Employer Contrib	Or Flat Amount>		\$0.00
\$0.00	Year Employer Max (Cap):		\$6,000.00
Remaining Available	Employer Contribution To Post (Based on Cap)	Vendor To Pay	DATE HIRED:
\$6,000.00	\$18.75	CONWAYF	1/1/2002
			Yrs of Service
			7.02

Retire/Pension Plan Code: D-401(K) Elective Deferral
 Retire Plan GL Exp Num: 8140-RETIREMENT/PENSION-ADMIN

Yes, Post Entries **Do Not Post the Entries**

Non-Taxable DEDUCTIONS or ADDITIONS									
Deductions(-) with a Ded-Vendor other than Z will be posted as a bill due in Payables.									
PR CATEGORY	GL #	DEPT	JOB	Cost Code	Amount	Mrkup	Ded-Vendor	Cost Type	
Child Support	2345	CH	H	0-0-NONE	-150.00	0.00%	SCOTTCH#	OTHER	
Retire/Pension E	2339	CH	H	0-0-NONE	-25.00	0.00%	CONWAYF	OTHER	
Retire/Pension E	8140	CH	H	0-0-NONE	18.75	0.00%	Z	OTHER	
Retire/Pension E	2339	CH	H	0-0-NONE	-18.75	0.00%	CONWAYF	OTHER	
Advances	1210	CH	H	0-0-NONE	90.00	0.00%	Z	OTHER	
NONE	0	CH	H	0-0-NONE	0.00	0.00%	Z	OTHER	
DEDUCTIONS/ADDITIONS TOTAL >					(\$141.75)				

Prepare Current Payroll Entries For Employee

The window shown below displays the Current Unpaid Payroll entries for an employee. When this window is first opened, some Wages AND Deductions/Additions information will be filled in based on information set up on the Add/Edit Employees setup window. The 'Current Payroll Taxable Wages' AND the 'Nontaxable Deductions/Additions' can be edited as needed for the Current Payroll. Additional new Wage and Deductions/Additions entries can also be entered. After you have made any adjustments needed, use the "Calculate Taxes" command button to calculate the Payroll Taxes. NOTE: Retirement/Pension Employee contributions are not subject to Federal Withholding taxes and CHS will calculate the Fed WH taxes based on the Gross Wages less the Retirement/Pension Plan contribution.

New lines are designated with an asterisk to the left of the line. Each time data is entered on a new line, the program will display another line with an asterisk to use for additional entries, if needed.

Continue to the next page for more information on this window.

Current Payroll For FRANCIS JONES
Close Even Though Taxes Are Zero

Note: Lines with an asterisk (*) to the left are for new lines (records).

Go To Wages
Go To Deducts/Add
Create Retire/ Pension Entries

Notes from Employee Setup Window (cannot edit here)---> Remember to pay Francis for mileage.

Current Payroll Taxable WAGES										
PR CATEGORY	GL NUM	DEPT	JOB	JOB COST CODE	DESCRIPT.	HRS	RATE	TOTAL	Markup	Cost Type
REGULAR PAY	4010	CH	H11RIVE	9010-Sup	FRANCISJ-REGULA	40.00	8.41	\$336.54	25.00%	SUPERINT
REGULAR PAY	4010	CH	TEST3	9010-Sup	FRANCISJ-REGULA	40.00	8.41	\$336.54	25.00%	SUPERINT
* REGULAR PAY	4010	CH	H	9010-Sup	FRANCISJ-REGULA	0.00	673.08			SUPERINT

To review Job Budget, PO's, Change Order, and Actual Costs, click the \$ button to the right of the Cost Code field.

WAGE TOTALS >
Wages Subject to Fed. and State W/H->

80.00 Hrs	\$673.08	Retire/Pension Amt
	\$648.08	(\$25.00)

Non-Taxable DEDUCTIONS or ADDITIONS									
Deductions(-) with a Ded-Vendor other than Z will be posted as a bill due in Payables.									
PR CATEGORY	GL #	DEPT	JOB	Cost Code	Amount	Mrkup	Ded-Vendor	Cost Type	
Child Support	2345	CH	H	0-0-NONE	-150.00	0.00%	SCOTTCHA	OTHER	
Retire/Pension E	2339	CH	H	0-0-NONE	-25.00	0.00%	CONWAYF	OTHER	
Retire/Pension E	8140	CH	H	0-0-NONE	18.75	0.00%	Z	OTHER	
Retire/Pension E	2339	CH	H	0-0-NONE	-18.75	0.00%	CONWAYF	OTHER	
Advances	1210	CH	H	0-0-NONE	90.00	0.00%	Z	OTHER	
* NONE		CH	H	0-0-NONE	0.00	0.00%	Z	OTHER	
DEDUCTIONS/ADDITIONS TOTAL >					(\$141.75)				

Withholding Taxes	
TAX CATEGORY	AMOUNT
FEDERAL WH	-15.39 Change
STATE WH	-9.23 Change
SOCIAL SEC WH	-41.73 Change
MEDICARE WH	-9.76 Change
STATE DISABILITY WH	0.00 Change
LOCAL WH	-13.46 Change
TOTAL TAX WH	(\$89.57)

If Taxes are not calculated before exiting this window, the program will pause and recalculate them before allowing the exit.

Tax Tables

Calculate Taxes

Net Pay Check
\$441.76

Prepare Current Payroll Entries For Employee - continued

The information on this page relates to the Current Payroll window shown on the previous page.

CURRENT PAYROLL TAXABLE WAGES

The entries posted in this section are Gross Wages that will be used for calculating Payroll Taxes. The only Payroll Categories available in the 'PR Category' drop down field will be Wages categories. (See Payroll Setup Help Document about setting up Wage Categories.)

When the Current Payroll Screen is first opened for an employee, one Wage entry will display based on information from the employee's master setup data. This entry can be edited as needed. Additional Wage entries may be posted on lines with an asterisk to the left.

The fields in this section are similar to fields on the Add/Edit Vendor Bills window. See Help Document about posting Vendor Bills for more information on those fields. If the employee is paid on an HOURLY basis, enter the number of hours in the HRS field so that the TOTAL pay will be calculated.

Current Payroll Taxable WAGES										Calc Rate (if needed)->	Salary	Hrs	Rate							
PR CATEGORY	GL NUM	DEPT	JOB	JOB COST CODE	DESCRIPT.	HRS	RATE	TOTAL	Markup	Cost Type										
REGULAR PAY	4010	+	CH	H11RIVE	+	9010-Sup	+	\$ FRANCISJ-REGULA	40.00	8.41	\$336.54	25.00%	SUPERINT	+						
▶ REGULAR PAY	4010	+	CH	TEST3	+	9010-Sup	+	\$ FRANCISJ-REGULA	40.00	8.41	\$336.54	25.00%	SUPERINT	+						
* REGULAR PAY	4010	+	CH	H	+	9010-Sup	+	\$ FRANCISJ-REGULA	0.00	673.08			SUPERINT	+						
To review Job Budget, PO's, Change Order, and Actual Costs, click the \$ button to the right of the Cost Code field.										WAGE TOTALS>		80.00	Hrs	\$673.08	Retire/Pension Amt					
										Wages Subject to Fed. and State W/H->				\$648.08	(\$25.00)					

NOTE: The **Cost Type** field (at the end of each Wage Line) will fill in based on the Cost Type selected on the employee setup window. You may set up various Cost Types by using the Plus (+) button to the right of the field, and use them as needed. (See Help Document about setting up Cost Types.) Vendor Ledgers, General Ledgers, and Payroll Reports can be printed grouped by Cost Type. Cost Types are useful for producing **Worker's Compensation** reports found on the Payroll Reports window.

Continue to the next page.

Prepare Current Payroll Entries For Employee - continued

The information on this page relates to the Current Payroll window shown on the page before last.

NONTAXABLE DEDUCTIONS/ADDITIONS

When the Current Payroll Screen is first opened for an employee, any automatic Deductions or Additions that were set up on the employee's setup window will be posted in this section. The only Payroll Categories available in the 'PR Category' drop down field will be Deduction/Addition categories. (See Payroll Setup Help Documents about setting up Deduction/Addition Categories.) Entries can be edited as needed. Additional Deduction/Addition entries may be added as needed on lines with an asterisk to the left.

NOTE! If a Vendor other than "Z" displays on a Deduction Line (one with a negative amount), the program will deduct that amount from the employee's pay check, AND then post the amount as a bill due to the selected vendor in Accounts Payable. Default Vendors to associate with Deductions are selected on the window for setting up Additions/Deductions categories. It is required that both an Employee and Employer's Contribution to a Retirement/Pension plan have an associated Vendor selected.

Non-Taxable DEDUCTIONS or ADDITIONS									
Deductions(-) with a Ded-Vendor other than Z will be posted as a bill due in Payables.									
PR CATEGORY	GL #	DEPT	JOB	Cost Code	Amount	Mrkup	Ded-Vendor	Cost Type	
Child Support	2345	CH	H	0-0-NONE	-150.00	0.00%	SCOTTCHA	OTHER	
Retire/Pension I	2339	CH	H	0-0-NONE	-25.00	0.00%	CONWAYF	OTHER	
Retire/Pension I	8140	CH	H	0-0-NONE	18.75	0.00%	Z	OTHER	
Retire/Pension I	2339	CH	H	0-0-NONE	-18.75	0.00%	CONWAYF	OTHER	
Advances	1210	CH	H	0-0-NONE	90.00	0.00%	Z	OTHER	
NONE					0.00	0.00%			
DEDUCTIONS/ADDITIONS TOTAL >					(\$141.75)				

NOTE: Using the control Accounts Receivable number for the GL Number will cause the program to prompt you to enter a 'Payor ID' and an 'AR Invoice Number' by moving your cursor to those fields on the right side of the section.

This way an 'Advance' will automatically be included on Accounts Receivable ledgers. To give an employee an advance, use a positive Amount. To deduct an advance from a pay check, use a negative amount.

Non-Taxable DEDUCTIONS or ADDITIONS									
Deductions(-) with a Ded-Vendor other than Z will be posted as a bill due in Payables.									
PR CATEGORY	GL #	DEPT	JOB	Cost Code	Amount	Mrkup	Ded-Vendor	Cost Type	Receivables Information
									Payor ID AR Invoice #
Child Support	2345	CH	H	0-0-NONE	-150.00	0.00%	SCOTTCHA	OTHER	
Retire/Pension I	2339	CH	H	0-0-NONE	-25.00	0.00%	CONWAYF	OTHER	
Retire/Pension I	8140	CH	H	0-0-NONE	18.75	0.00%	Z	OTHER	
Retire/Pension I	2339	CH	H	0-0-NONE	-18.75	0.00%	CONWAYF	OTHER	
Advances	1210	CH	H	0-0-NONE	90.00	0.00%	Z	OTHER	JONESFRA 66001
NONE					0.00	0.00%			
DEDUCTIONS/ADDITIONS TOTAL >					(\$141.75)				

Prepare Current Payroll Entries For Employee - continued

The information on this page relates to the Current Payroll window shown 2 pages before last.

Withholding Taxes		
TAX CATEGORY	AMOUNT	
FEDERAL WH	-15.39	Change
STATE WH	-9.23	Change
SOCIAL SEC WH	-41.73	Change
MEDICARE WH	-9.76	Change
STATE DISABILITY WH	0.00	Change
LOCAL WH	-13.46	Change
TOTAL TAX WH	(\$89.57)	

WITHHOLDING TAXES

AFTER you have posted all the Wage and Deduction/Addition entries, use the 'Calculate Taxes' button towards the bottom of the window to have the program calculate the payroll taxes. NOTE: If you do not use the "Calculate Taxes" button, the program will pause to calculate the taxes when you use the 'X' button to close the window. IF you need to close the window without calculating taxes, for some reason, use the button towards the top right of the window labeled 'Close Even Though Taxes Are Zero' INSTEAD of the 'X' button.

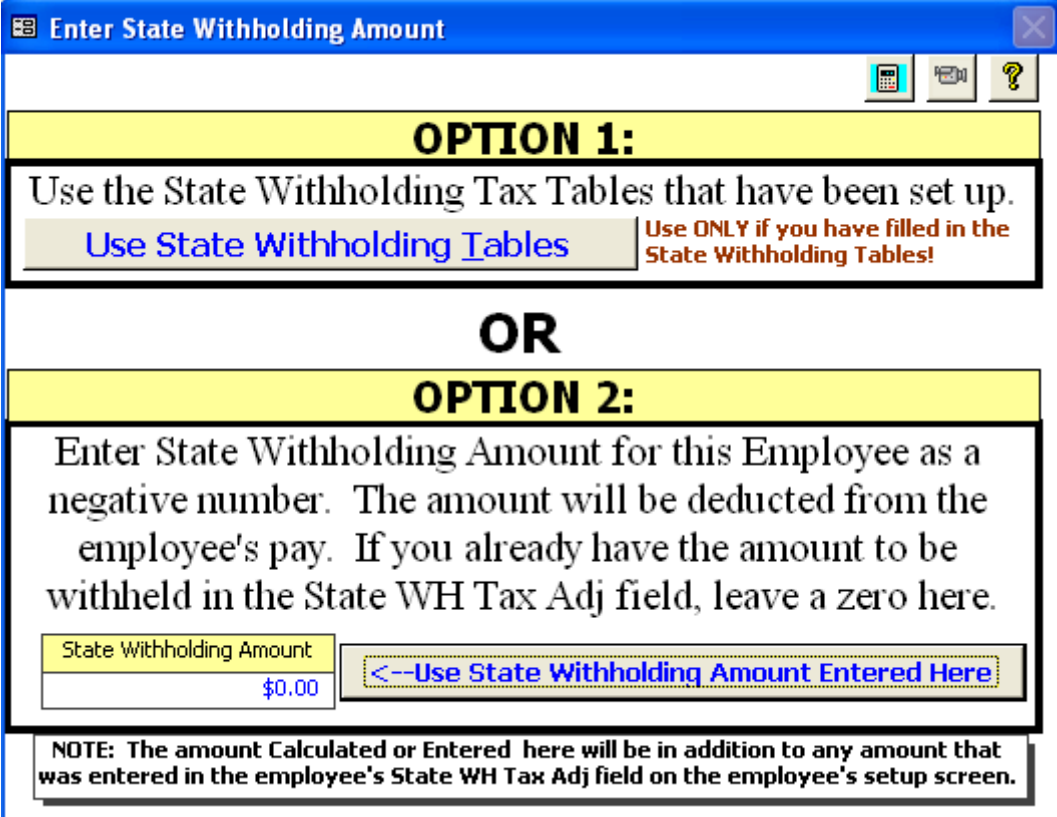
After the payroll taxes are calculated and displayed on the window, The FEDERAL WH, STATE WH, and STATE DISABILITY WH taxes can be edited by using the 'Change' button, IF needed.

State Income Tax Withholding

If you selected 'Yes' on the Company Master that your state withholds State Income Taxes, AND no percents for a different method of State WH were entered on the employee set up window, the program will open the pop up window shown to the right BEFORE taxes are calculated. This window allows you to select from 2 options. If you have set up the State Withholding Percentage Method tables (as described in Payroll Setup Help Documents), use the button labeled 'Use State Withholding Tables' under **Option 1**. The program will calculate the State Withholding taxes based on the tables that you have set up.

OR, if State payroll tax withholding tables have NOT been set up, you can use the features under **Option 2** to manually enter the 'State Withholding Amount' to be withheld from an employee. Then use the button under Option 2. NOTE: See the Employee Setup Help Doc for information about using the State Income Tax Adjustment field to set up an automatic amount to be withheld for State Income Taxes.

STRONG SUGGESTION! Check your State's Tax Tables publication against the calculations done by the program for awhile to be sure that you have set up your State Tax Tables correctly.



Enter State Withholding Amount

OPTION 1:

Use the State Withholding Tax Tables that have been set up.

[Use State Withholding Tables](#) Use ONLY if you have filled in the State Withholding Tables!

OR

OPTION 2:

Enter State Withholding Amount for this Employee as a negative number. The amount will be deducted from the employee's pay. If you already have the amount to be withheld in the State WH Tax Adj field, leave a zero here.

State Withholding Amount [<--Use State Withholding Amount Entered Here](#)

NOTE: The amount Calculated or Entered here will be in addition to any amount that was entered in the employee's State WH Tax Adj field on the employee's setup screen.

Prepare Current Payroll Entries For Employee - continued

The INFORMATION ONLY section of the Current Payroll screen displays information that is being used to calculate the current Payroll Taxes. It is displayed on this screen so that you can check the information for accuracy.

Continue to the next page.

INFORMATION ONLY						
YTD Wages B4 Current		PAY RATE		\$673.08	FEDERAL WH ADJ	\$0.00
\$0.00		PAY PERIOD		BS	STATE WH ADJ	\$0.00
YTD Wage + Current		FED EXEMPTIONS		3	Withhold Soc Sec?	Yes
\$673.08		STATE EXEMPTIONS		3	WH Medicare?	Yes
		Addl State Exempts		0	<input type="checkbox"/> State Head Of Household	
		State WH% of Fed WH		0.00%	Min. State WH \$	
		State WH% of Wages		0.00%	\$0.00	
Soc Sec Wage Limit		Fed Unemp Wage Limit		State Disability Wage Limit		
\$106,800.00		\$7,000.00		\$99,999,999.00		
Over (Under) SS Limit		Over(Under) Fed Unemp Limit		Over (Under) Disabil. Limit		
(\$106,126.92)		(\$6,326.92)		(\$99,999,325.92)		
SS Rate	SS Wage	FedUnemp Rate	FedUnemp Wage	Dis. Rate	Dis. Wage	
-6.20%	673.08	-0.80%	673.08	0.00%	673.08	
Medicare Wage Limit		State Unemp Wage Limit		Local WH Wage Limit		
\$99,999,999.00		\$9,000.00		\$99,999,999.00		
Over (Under) Med Limit		Over(Under) St. Unemp Limit		Over (Under) Local WH Limit		
(\$99,999,325.92)		(\$8,326.92)		(\$99,999,325.92)		
Med. Rate	Med. Wage	StUnemp Rate	StUnemp Wage	Local Rate	Local Wage	
-1.45%	673.08	-1.50%	673.08	-2.00%	673.08	
SS Tax	-41.73	Fed Unemp Tax	-5.38	Disability Tax	0.00	
Medicare Tax	-9.76	St Unemp Tax	-10.10	Local WH Tax	-13.46	

Print and Review the 'Unpaid Current Payroll' Report

or Records ▾ Remove Filter/Sort

Home

Current Payroll Report

Print/Post Payroll Checks

After you are finished entering all payroll entries for the current payroll (AND calculating the payroll taxes as described), use the button on the 'Select Employees To Pay...' window labeled 'Current Payroll Report'. Review the report for accuracy BEFORE using the button to 'Print/Post Payroll Checks'.

STRONG SUGGESTION: Keep ALL 'Unpaid Current Payroll' reports in a payroll notebook in Payroll Date order.

UNPAID CURRENT PAYROLL							Deductions Payable to AP Vendor	
GL NUM	JOB	Cost Code	QTY/Hrs	RATE	TOTAL			
FRANCISJFRANCIS JONES								
REGULAR PAY	4010	H11RIVER	9010	40.00	8.41	\$336.54		
REGULAR PAY	4010	3811VISTAV	9010	40.00	8.41	\$336.54		
FEDERAL WH	2320	H	0	1.00	-15.39	(\$15.38)		
STATE WH	2330	H	0	1.00	-9.23	(\$9.23)		
SOCIAL SEC WH	2300	H	0	1.00	-41.73	(\$41.73)		
MEDICARE WH	2310	H	0	1.00	-9.76	(\$9.76)		
LOCAL WH	2340	H	0	1.00	-13.46	(\$13.46)		
FED UNEMP EXP	2345	H	0	1.00	-5.38	(\$5.38)		
FED UNEMP EXP	8110	H	0	1.00	5.38	\$5.38		
STATE UNEMP EXP	8110	H	0	1.00	10.10	\$10.10		
STATE UNEMP EXP	2345	H	0	1.00	-10.10	(\$10.10)		
Insurance	8130	H	0	1.00	-56.75	(\$56.75) WELLSFAR		
Retire/Pension Employee Contri	2339	H	0	1.00	-25.00	(\$25.00) CONWAYF		
Retire/Pension Employer Match	8140	H	0	1.00	18.75	\$18.75		
Retire/Pension Employer Contri	2339	H	0	1.00	-18.75	(\$18.75) CONWAYF		
Advances	1210	H	0	1.00	90.00	\$90.00		
Child Support	2345	H	0	1.00	-150.00	(\$150.00) SCOTTCHA		
					NET	\$441.77		
SMITHAPR-APRIL SMITH								
					0	1.00	400.00	\$400.00
					0	1.00	-18.08	(\$18.08)
					0	1.00	-12.69	(\$12.69)
					0	1.00	-24.80	(\$24.80)
					0	1.00	-5.80	(\$5.80)
					0	1.00	-3.20	(\$3.20)
					0	1.00	3.20	\$3.20
					0	1.00	-6.00	(\$6.00)
					0	1.00	6.00	\$6.00
					0	1.00	-25.00	(\$25.00) WELLSFAR
					NET		\$313.63	

UNPAID CURRENT PAYROLL					Deductions Payable to AP Vendor
GL NUM	JOB	Cost Code	QTY/Hrs	RATE	TOTAL
Current Payroll Totals					
REGULAR PAY	\$1,073.08				
FEDERAL WH	(\$33.46)				
STATE WH	(\$21.92)				
SOCIAL SEC WH	(\$66.53)				
MEDICARE WH	(\$15.56)				
LOCAL WH	(\$13.46)				
Insurance	(\$81.75)				
Retire/Pension Employee Contri	(\$25.00)				
Retire/Pension Employer Match	\$18.75				
Retire/Pension Employer Contri	(\$18.75)				
Advances	\$90.00				
Child Support	(\$150.00)				
TOTAL NET PAY CHECKS	\$755.40				
Total Wages					\$1,073.08
Fed/State Taxes Withheld					(\$150.93)
Deductions/ Additions					(\$166.75)
(a) NET PAY CHECKS					\$755.40
Fed/State Taxes WH Due					\$150.93
Employer Tax Exp - Due					\$82.09
Unemp Tax Exp - Due					\$24.68
(b) TAXES DUE					\$257.70
Employee Retire/Pension Due					\$25.00
Employer Retire/Pension Due					\$18.75
Other Deductions Due To Pay					\$231.75
(c) DEDUCTIONS DUE					\$275.50
CASH REQUIRED (a+b+c)					\$1,288.60
Num of Pay Checks					2

0	1.00	400.00	\$400.00
0	1.00	-18.08	(\$18.08)
0	1.00	-12.69	(\$12.69)
0	1.00	-24.80	(\$24.80)
0	1.00	-5.80	(\$5.80)
0	1.00	-3.20	(\$3.20)
0	1.00	3.20	\$3.20
0	1.00	-6.00	(\$6.00)
0	1.00	6.00	\$6.00
0	1.00	-25.00	(\$25.00) WELLSFAR
NET			\$313.63

Printing Payroll Checks

See the separate Help Document about printing payroll checks and applying an employer tax burden to job costs.