

Enter/Edit Company or Date

PROGRAM NAME: PRCOMPAN
MENU OPTION TITLE: Enter/Edit Company or Date
MAIN MODULE: PAYROLL
HELP KEY ACTIVE: Yes

PROGRAM OVERVIEW

This program allows you to create the companies and divisions that control which company and division you will be processing payroll in. This will be the second step in setting up your IBS Payroll System.

Do not create the company "00" or division "00". This is reserved for the consolidated processing. It is absolutely imperative that you choose the correct company and division or you can store data incorrectly. The program checks to see if you enter in a valid date within the defined accounting periods set in the IBS General Ledger Module.

At any time in the program you can press the F9 or escape key to exit and disregard any changes you have made.

DO NOT DELETE A COMPANY OR DIVISION THAT HAS PAYROLL DATA!

NOTE: You can press the down arrow key at any time to move to the second or third screen of information associated with each company and division.

PROGRAM OPERATION

COMPANY ID: Enter a two digit numerical ID number that represents a company already set up or a new company you want to create.

DIVISION ID: Enter a two digit numerical ID number that represents a division already set up or a new division you want to create.

CURRENT DATE: Enter the date you are working in. The program will display the day of the week for verification purposes.

Screen Number Two

Pay Frequency #1:

Pay Frequency #2: These required entries are referred to in the SETUP Current Payroll, which is the first program used to actually run a payroll. You must match upper and lower case letters within these codes! Examples would be: WK/Weekly; BI/BIMONTHLY; MO/MONTHLY.

Number Wks/Yr: These entries correspond with the Pay Frequency exactly to the left on screen. Weekly would be 52, Bi-Weekly would be 26, and Monthly would be 12!

Federal Id Number: This is your Federal Employers Identification Number. It could be

your social security number also.

Federal Exemption Amount: This is the Federal Exemption amount used when calculating the annual taxable amount during processing. All taxes are figured on an annual basis then divided by the number of weeks in the pay period. This information should be obtain through current documentation supplied by the government at the time this data is being created.

Medicare Percentage: This is the federal percentage for Medicare cost based on information obtained from state and government agencies.

Maximum: This is the maximum dollar amount that the Medicare deduction goes to.

Social Security Percentage: This is the social security percentage minus the medicare percentage. NBS Payroll handles the uneven taxing after the maximum limits are reached.

Maximum: This is the maximum that the social security deduction goes to.

FUTA Unemployment Percentage: This is the percentage of FUTA Gross that the employer shall pay.

FUTA Maximum: The maximum cutoff for FUTA tax liability per employee.

SUTA Unemployment Percentage: The percentage the employer must pay for state unemployment taxes.

SUTA Maximum: The maximum cutoff for SUTA tax liability per employee.

Screen Number Three

Company Name:

Street Address:

City:

State:

ZIP: This is the detailed company information based on the COMPANY ID and DIVISION ID showing at the top of the screen.

Pension Plan (Y/N): Check "Y" if you will be deducting for a 401K or other type of pension program.

G/L Net Pay Acct No:

G/L Fed With Acct No:

G/L FICA Acct No:

G/L 401 Pension Acct: These four accounts set the automatic posting to the IBS General Ledger System. They must be valid accounts in the General Ledger System in order to be entered at this point. You cannot create an account number in this program.