PAYROLL SYSTEM USER'S MANUAL

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# SECTION 1
## INTRODUCTION

# 1    INTRODUCTION

## 1-1    THE ACCOUNTING SOFTWARE SYSTEM

The Accounting Software System consists of four systems - General Ledger, Receivables, Payables, and Payroll. A purchaser may select the systems that will most closely fit his needs. All systems contain a complete set of prompts and other helping messages that allow even an inexperienced operator to make full use of the system with minimum instructions.

The General Ledger System is the heart of a financial reporting system for a small business. It allows a firm to keep a detailed monthly general ledger of all its transactions and generate a monthly balance sheet, income statement, and department income statement to provide timely information on the financial status of the company.

The Payroll System allows a company to prepare its periodic payroll for hourly, salaried, and commissioned employees while accumulating the necessary information for tax reporting. It generates the monthly, quarterly, and annual returns to be filed with local, state and federal governments. It also prepares employees W-2 forms and maintains an up-to-date information reference for each employee. The Payroll System includes tables for federal withholding and FICA as well as withholdings for all 50 states and up to 20 localities from precomputed or user generated tables. The system will automatically produce payroll checks at the user's option.

The Receivables System is a complete invoicing and monthly statement generating system that keeps track of the current and aged accounts receivable. The Receivables System maintains a customer file with addresses and credit information as well as account status. The system allows the current status of any active customer account to be displayed.

The Payables System keeps track of current and aged accounts payable and incorporates a check writing feature. The Payables System maintains a complete vendor file with information on purchase orders and discount terms as well as active account status.

Each of the three subsidiary system -- Receivables, Payables, and Payroll -- provides input directly to the General Ledger System.

The Payroll System is described in this manual. The reader is referred to the following manuals for additional information on the other software systems:

| Related Manuals | Document No. |
|---|---|
| Accounts Receivable System | 248071 |
| Accounts Payable System | 248072 |
| General Ledger System | 248070 |

```
┌─────────┐      ┌─────────┐              EMPLOYEE LIST/STATUS
│ PAYROLL │ ───▶ │ REPORTS │ ─ ─ ─ ─ ─  ⎧ PAYROLL REGISTER
└─────────┘      └─────────┘            ⎪ PAY CHECKS
     │                                  ⎨ 941-A & W-2
     │           ┌─────────┐            ⎪ TRANSACTION REGISTER
     └────────▶  │ PAYROLL │            ⎩ ACTIVITY REPORTS
                 │ TRANS.  │ ───────▶
                 │ FILE    │
                 └─────────┘

┌───────────┐    ┌─────────┐              AGED ACCOUNTS RECEIVABLE
│ ACCOUNTS  │───▶│ REPORTS │ ─ ─ ─ ─ ─  ⎧ CUSTOMER STATUS
│ RECEIVABLE│    └─────────┘            ⎪ INVOICES & STATEMENTS
└───────────┘                          ⎨ TRANSACTION REGISTERS
     │           ┌──────────┐           ⎩ ACTIVITY REPORTS
     └────────▶  │RECEIVABLE│
                 │ TRANS.   │ ──────▶
                 │ FILE     │
                 └──────────┘

┌──────────┐     ┌─────────┐              AGED ACCOUNTS PAYABLE
│ ACCOUNTS │ ───▶│ REPORTS │ ─ ─ ─ ─ ─  ⎧ VENDOR STATUS
│ PAYABLE  │     └─────────┘            ⎪ CASH REQUIREMENTS
└──────────┘                           ⎨ VOUCHER CHECKS
     │           ┌─────────┐            ⎪ TRANSACTION REGISTERS
     └────────▶  │ PAYABLE │            ⎩ ACTIVITY REPORTS
                 │ TRANS.  │ ──────▶
                 │ FILE    │
                 └─────────┘

   ┌─────────┐
   │ JOURNAL │
   │ TRANS.  │           ┌─────────┐
   │ FILE    │ ────────▶ │ GENERAL │
   └─────────┘           │ LEDGER  │
                         └─────────┘
                              │
        ┌──────────┬──────────┼──────────┬──────────┐
        ▼          ▼          ▼          ▼
   ┌─────────┐ ┌─────────┐ ┌─────────┐ ┌───────────┐
   │ GENERAL │ │ BALANCE │ │ INCOME  │ │ DEPARTMENT│
   │ LEDGER  │ │ SHEET   │ │STATEMENT│ │ INCOME    │
   │ DETAIL  │ │         │ │         │ │           │
   └─────────┘ └─────────┘ └─────────┘ └───────────┘
```

The Accounting System

1       INTRODUCTION

1-2     PAYROLL SYSTEM OVERVIEW

> The Payroll System is one of four programs which comprise the Accounting
> System.  The Payroll System is made up of 12 subprograms which allow a company
> to prepare its payroll and generate returns to be filed with local, state and
> federal governments.

The Payroll Software System consists of 12 BASIC programs.  The Menu Selection
program serves as the lead-in program and allows for easy operator selection
of the other system functions.  The start program is run daily and prompts
the operator for the password and date, and does other internal start-up func-
tions.  The Utility Maintenance program is comprised of several subprograms
which are selectable and perform such activities as diskette or cartridge
initialization, file copying, error recovery, and file and diskette or car-
tridge backup.  The applications programs collectively provide for the addit-
ions, deletions and changing of employee records, and the calculating and
printing of checks and reports.  The 9 Payroll System applications programs
include:

- New Period Initialization
- Payroll Calculation
- Print Payroll Register
- Print Checks
- End of Month Processing and Print Monthly Report
- End of Quarter Processing and Print 941-A Report
- End of Year Processing and Print W-2s
- Employee File Maintenance
- Employee File List/Inquiry

The Payroll System maintains a record on each employee, storing such infor-
mation as name and address, social security number, deductions, pay type,
pay period, and a month, quarter, and year to date record of the employee's
pay and deductions.

The Payroll System allows a company to prepare its periodic payroll for hourly,
salaried, and commissioned employees while accumulating the necessary infor-
mation for tax reporting.  The package generates the monthly, quarterly, and
annual returns to be filed with local, state, and federal governments.  It
also prepares employee W-2s and maintains an up-to-date information reference
for each employee.  The Payroll System includes tables for federal withholding
and FICA as well as withholdings for all 50 states and up to 20 localities
from precomputed or user generated tables.  The Payroll System may also be
used to produce payroll checks.

The organization of the Payroll System is shown in the diagram on the follow-
ing page.

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```
┌─────────────────┐                  ┌───────────┐
│                 │     UTILITY      │   MAIN    │        APPLICATIONS PROGRAMS
│  UTILITY MENU   │──────────────────│  PAYROLL  │
│                 │                  │  PACKAGE  │          START  ┌──────────────┐
└─────────────────┘                  │   MENU    │                 │   START UP   │
         │                           └───────────┘                 │PAYROLL SYSTEM│
         │                                                          └──────────────┘
  UTILITY MAINTENANCE SUBPROGRAMS

  FORMAT  ┌──────────────┐                                    EFM  ┌──────────────┐
          │ DISK FORMAT  │                                         │EMPLOYEE FILE │
          │ AND REFORMAT │                                         │ MAINTENANCE  │
          └──────────────┘                                         └──────────────┘

  SYSGEN  ┌──────────────┐                                    LST  ┌──────────────┐
          │PERFORM SYSTEM│                                         │EMPLOYEE FILE │
          │INITIALIZATION│                                         │ LIST/INQUIRY │
          └──────────────┘                                         └──────────────┘

  CREATE  ┌──────────────┐                                    NEW  ┌──────────────┐
          │CREATE EMPLOYEE│                                        │  NEW PERIOD  │
          │ MASTER FILE  │                                         │INITIALIZATION│
          └──────────────┘                                         └──────────────┘

  COPYR   ┌──────────────┐                                    PAY  ┌──────────────┐
          │ COPY RANDOM  │ (floppy disk only)                      │   PAYROLL    │
          │    FILE      │                                         │ CALCULATIONS │
          └──────────────┘                                         └──────────────┘

  DCOPY   ┌──────────────┐                                    REG  ┌──────────────┐
          │ COPY COMPLETE│                                         │    PRINT     │
          │    DISK      │                                         │PAYROLL REGISTER│
          └──────────────┘                                         └──────────────┘

  COPYS   ┌──────────────┐                                    CKS  ┌──────────────┐
          │COPY SEQUENTIAL│ (floppy disk only)                     │    PRINT     │
          │    FILE      │                                         │PAYROLL CHECKS│
          └──────────────┘                                         └──────────────┘

  COPYH   ┌──────────────┐                                    EOM  ┌──────────────┐
          │  COPY DATA   │ (cartridge disk only)                   │ END OF MONTH │
          │    FILE      │                                         │   REPORT     │
          └──────────────┘                                         └──────────────┘

  TAX     ┌──────────────┐                                    EOQ  ┌──────────────┐
          │  TAX FILE    │                                         │END OF QUARTER│
          │ MAINTENANCE  │                                         │  AND 941-A   │
          └──────────────┘                                         └──────────────┘

  GLI     ┌──────────────┐                                    EOY  ┌──────────────┐
          │GENERAL LEDGER│                                         │ END OF YEAR  │
          │INTERFACE FILE│                                         │  AND W-2s    │
          │ MAINTENANCE  │                                         └──────────────┘
          └──────────────┘
                            RETURN TO MAIN
PROGRAM NAME  PROGRAM FUNCTION    PAYROLL MENU      PROGRAM NAME    PROGRAM FUNCTION
```

Payroll Organization

## 1-3    PAYROLL SYSTEM FEATURES AND BENEFITS

The Payroll System offers automatic, time saving, versatile accounting procedures to prepare periodic payroll, accumulate tax information, and create and maintain the employee file.

Some of the major features and benefits of the Payroll System are:

| FEATURE | BENEFIT |
|---|---|
| Easy error correction. | Minimizes problems of backing out bad checks. |
| Automatic generation of government reports. | Saves time and improves accuracy. |
| Standard workweek. | Eliminates the need to enter hours every week for many hourly employees. |
| Tax files. | Provides for easy changes to tax calculations. |
| Computer printed checks with detailed stubs. | Saves time and insures accuracy. |
| Automatic journal entries to the general ledger. | Saves time and insures accuracy. |
| Reports by departments. | Aids in cost center accounting. |
| Versatility. | Will handle many pay types and periods within one system. |

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1      INTRODUCTION

1-4    SYSTEM CAPACITIES OR LIMITS

> There are a few capacities or limits that should be observed when setting up and using this Payroll System.

The Payroll System using dual floppy disks for mass storage can handle up to 500 employees.  Though pay systems using the cartridge disk for mass storage can handle more employees, processing time makes 500 employees a reasonable limit.

In addition to federal tax tables for all 50 states and the District of Columbia may be set up; coded from 1 to 52.  There are no local tables included in the Payroll System, but 20 local code numbers ranging from 53 to 73 have been reserved for this purpose.

The system will handle payroll deductions for insurance as well as two miscellaneous deductions.

The system will handle up to 20 departments.

SECTION 2
SYSTEM OPERATION

2-1      DISK ORGANIZATION

> The Payroll System software is made up of a set of three data files and a
> set of systems programs, all residing on one or more diskettes.  Depending
> on the system configuration, these files may be accessed from a diskette
> placed in drive 0 or drive 1, or from a cartridge disk.

The Payroll System uses three data files.  The Employee Master File stores
the information needed to calculate the company payroll for each employee.
The Payroll Tax File contains tables which are referenced by the Payroll
System when computing payroll taxes.  The General Ledger Interface File
contains the information necessary to interface the Payroll System with
the General Ledger System.  Each of these three files is, in turn, made up
of a number of subfiles.  A complete description of the data file structures
is given in Section 3.

The location (drive 0 or drive 1) of the Employee Master File, the Payroll
Tax File, and the General Ledger Interface File may be specified during
the execution of the SYSGEN (System Generation) program.

The only restriction is that the system programs and the General Ledger
Interface File must reside on the same diskette.  Normally, the Employee
Master File and the Payroll Tax File are defined to reside in drive 1, and
the General Ledger Interface File and the system programs are defined to
reside in drive 0.  Note that the Payroll System does not permit a file
to be resident on two diskettes at the same time.

Due to the large capacity of cartridge disk, the system programs and all
data files may be stored on the same disk in cartridge disk systems.

2        SYSTEM OPERATION

2-2      EQUIPMENT USE

a.  Terminal:  Entering Information

When information is to be entered into the Payroll System, the system first displays a prompting message.  Then the operator types the required information on the terminal keyboard, followed by a carriage return.

Entering information into the Payroll System is a two-step procedure.  First, the system displays a prompting message on the terminal.  This message indicates what information is required by the system.  A list of possible responses enclosed in parentheses is also printed with most of the prompting messages.  Second, the operator types the requested information on the terminal keyboard.  At the end of every entry, the RETURN key is typed to inform the system that the response is complete and processing may begin.  In the following example, as in all others in this manual, the output from the system is shown in a SPECIAL TYPE FACE, while the user's response is shown in normal upper case type:

ACCOUNT ADD, CHANGE, DELETE, OR END {A,C,D, OR END}?A <carriage return>
     _____/  \_
              system prompting message              user's response

At any time during the entry of a response, the last character typed may be deleted from the line by typing RUBOUT (holding down the SHIFT key while typing RUBOUT, or on some terminals, DEL).  Typing this character causes the last character in the line to be erased and the cursor to move back one space.  Further characters may be entered normally.

CONTROL-X erases an entire line of input.  To erase a line, hold down the CONTROL (or CTRL) key and type X.  The system prints %CAN at the end of the input line and repeats the prompting message.  The response can then be entered normally.  For example,

ACCOUNT ADD, CHANGE, DELETE, OR END {A,C,D OR END}?EN%CAN
                                                    \_
                                                     user types CONTROL-X

ACCOUNT ADD, CHANGE, DELETE, OR END {A,C,D OR END}?C<carriage return>

2       SYSTEM OPERATION

2-2     EQUIPMENT USE

    b.  Terminal:  Response Types

---

Information typed into the system may be a number, a date, or one or more characters.  The response needed is specified in the prompting message.

---

When the system requires information to be entered, the information must be one of three different types.  In general, the information type which is expected by the system is specified in the context of the prompting message. For example, if the system asks for a number, then the information entered must be a number.  Similarly, if the system asks for a date, then the information entered must be a date.

The three types of values which may be entered into the system are numbers, dates, and characters.

NUMBER          - A number is any number of blanks followed optionally by "+" or "-", then by a string of one or more digits in which there may be an optional "." (decimal point).

DATE            - Date information must be entered in the form MM/DD/YY. For example, February 18, 1948 would be represented by 2/18/48; October 5, 1976 would be 10/5/76.  Leading zeroes are not required.

CHARACTERS      - Character information is a sequence of alphanumeric characters.

Each of the types of values, except date values, has what is known as a default value.  A default value is entered into the system when, in response to a prompting message, only the RETURN key is pressed.  The default value for numeric information is zero (0), and the default value for character information is blank.

A sample of each of the three types of information follows:

| INFORMATION TYPE | SAMPLES |
|---|---|
| Number | 476<br>-372.10<br>+42.1<br>372.6 |
| Date | 10/01/59<br>06/03/56<br>4/1/78 |
| Character | This is character<br>John P. Jones<br>Department OFF |

2   SYSTEM OPERATION

2-2  EQUIPMENT USE

   c. Terminal: The Help Feature

| The Help feature is provided to aid the Payroll System user in answering the system prompts.  If a prompt from the system is not understood, a question mark (?) may be typed, and the system will print an explanatory message. |
| --- |

To aid the Payroll System user in understanding exactly what to enter when
answering a particular prompt, the Payroll System has a Help feature.
If, at any time, it is not understood how to answer a prompt from the system,
a question mark ? may be entered.  The system will then display an explanation
of the information that the prompt is seeking.  After displaying this expla-
nation, which may be several lines long, the prompt is repeated.  If further
explanation of the prompt is still required, this manual should be consulted.

On the following page is an example of the Help feature.

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```
SELECT PAY PERIOD TO PRINT:  WEEKLY, BIWEEKLY, MONTHLY, SEMIMONTHLY, OR
ALL (W, B, M, S, ALL)? ?

:::     EMPLOYEES MAY BE PAID WEEKLY, BIWEEKLY, MONTHLY OR SEMIMONTHLY.

:::     ENTER THE LETTER W, B, M, OR S FOR THE PERIOD OF THE EMPLOYEES
:::     YOU WISH TO WORK ON NOW

(W, B, M, S, ALL)?
```

2      SYSTEM OPERATION

2-2    EQUIPMENT USE

     d.  <u>Line Printer</u>:  Forms and Set-up

| Payroll reports, checks and other forms are printed as hard copy output by the line printer. |
| --- |

FORMS

The Payroll System uses continuous forms for pay checks and W-2's.  Continuous forms may be purchased from any data processing supply or forms company.  It is not necessary to use continuous forms with the Payroll System if reports are printed on regular  paper and then manually transferred onto non-continuous checks or W-2 forms.

The 941-A Report (shown in Section 7-6) is designed to assist in preparation of the government 941 form.  The 941-A Report may be attached to the 941 form and used to fill in the regular 941 form.  The Employee List and State  Withholdings Report may be used to fill out any state forms that must be filed in your state at the end of the quarter.

The Payroll System, as designed, prints checks in the format shown in Section 7-3.  If checks other than that format are to be used, consult an authorized dealer about customization of the check-printing program.  The sample check shown in not actual size.

LINE PRINTER OPERATION

For best results, use pin-feed (or tractor-feed) paper in the Q70 and C700 printers.  Pin-feed paper is continuous fan-fold paper that has a strip of sprocket holes running down each side of the paper.  These holes engage pins in the tractor mechanism of the printer and provide positive paper alignment and feeding.  Most pin-feed paper is perforated, so that the holes may be removed from the finished reports and listings.

2       SYSTEM OPERATION

2-3     SYSTEM START UP

---

The Payroll System start-up procedure includes bringing up BASIC, running
the proper menus, and running the START program.  First-time start-up also
includes formatting disks, creating files and running SYSGEN.

---

The Payroll System start-up procudure reads the system programs from the
disks where they are stored, requests certain information (such as today's
date, passwords, etc.)to be used by the system and, the first time the
system is started, customizes the system for use in a particular computer
configuration.

The start-up procudure must be performed each time the computer is turned
on.  This is because all information on the state of the computer system
is lost when the computer's power is turned off.  The system must also be
restarted when a severe error or other exceptional condition causes an
exit from the Payroll System.  In this case the error recovery procedure
requires restarting the system.

To start the Payroll System, use the following procudure:

| STEP | OPERATION |
|------|-----------|
| (1) | Turn the computer system's power on according to the instructions in the system operator's manual. |
| (2) | Bring up the BASIC Operating System according to the instructions in Section 2-3a. |
| (3) | Type the following command to display the Payroll Main Menu.<br><br>RUN"PR MENU" |
| (4) | If this is the first time this system has been run on this computer, or if the computer's hardware configuration has been changed since the last time this system was run, type<br><br>UTILITY<br><br>when the Main Menu asks which program to run.  For more information on the system generation procedure and first-time start-up, proceed to Section 2-3d. |

When a selection is made from the Payroll Main Menu, the system automatically
runs the START program, if it has not already been run.  For more information
on the START program, see Section 2-3c.

## 2     SYSTEM OPERATION

## 2-3     SYSTEM START-UP

### a.  Bringing Up The BASIC Operating System

The BASIC Operating System is the mediator between the Payroll System and the hardware of the computer.   The first step in bringing the Payroll System into operation is to bring up the BASIC Operating System.  This is done by turning the computer power on, placing the disk containing BASIC into the drive and loading BASIC.

The BASIC Operating System is a large program that includes the BASIC language (in which the Payroll System is written), error detection, flagging routines, input and output procedures and disk storage routines.  It provides the facilities through which the Payroll System can control the computer system.

Each time the computer power is turned on, the BASIC Operating System must be loaded again.  The procedure for loading BASIC in floppy disk systems is shown below, while the procedure for cartridge disk systems is shown on the opposite page.

---

FLOPPY DISK SYSTEMS

---

Step (1)          Turn on the computer power according to instructions in the System User's Manual.

Step (2)          Place the diskette containing the BASIC Operating System in drive 0.

Step (3)          Load BASIC according to the instructions in the system user's manual.

Step (4)          The terminal displays a series of questions to set system parameters.  Type the RETURN key after each entry to pose the next question.  Answer these questions as follows:

```
MEMORY SIZE? 59000
LINEPRINTER? A FOR A70 OR C FOR C700
HIGHEST DISK NUMBER? 1
HOW MANY FILES? 5
HOW MANY RANDOM FILES? 5
```

When finished, BASIC will print OK.

Step (5)          Remove the BASIC diskette from drive 0.  Insert the Payroll System diskette in drive 0, and insert the data diskette in drive 1 and type the following command:

```
MOUNT
```

Step (6)     When the MOUNT command action is complete, BASIC prints OK on
             the terminal. Whenever BASIC is awaiting a command, it prints
             OK to indicate that the BASIC Operating System is in control.
             To load and run the System, type the following command:

                  RUN"PR MENU"

             This causes the Payroll System to automatically run the START
             program and display the Payroll Menu on the terminal. The
             START program is explained in Sections 2-3c.

## CARTRIDGE DISK SYSTEMS

Step (1)     Turn on the computer, disk drive and controller power
             according to the directions in the System User's Manual.

Step (2)     Place the System Disk Cartridge in drive unit 1.

Step (3)     Initialize the controller according to the instructions in the
             system user's manual.

Step (4)     Load BASIC according to the instructions in the system user's
             manual.

Step (5)     BASIC displays a series of questions on the terminal and waits
             for operator input to set some Operating System parameters.
             After each entry, type the RETURN key to pose the next question.
             Answer these questions as follows:

                  MEMORY SIZE:  59000
                  LINE PRINTER?  Q FOR Q70 OR C FOR C700
                  HIGHEST DISK NUMBER? 1
                  HOW MANY FILES? 5
                  CURRENT DAY?  {ENTER DATE IN DD FORMAT}
                  CURRENT MONTH?  {ENTER MONTH IN MM FORMAT}
                  CURRENT YEAR? {ENTER YEAR IN YY FORMAT

Step (6)     When the questions have been answered, BASIC prints OK. BASIC
             prints OK whenever it is awaiting a command. At this point type

                  MOUNT n

             where 'n' is the disk drive number. If 'n' is blank, all disks
             are mounted starting with the highest numbered drive.

Step (7)     When BASIC prints OK again, run the Payroll Menu by typing:

                  RUN"PR MENU"

             Running the Payroll System Menu automatically initiates the
             START program. For more information on the START program,
             see Section 2-3c.

## 2    SYSTEM OPERATION

## 2-3    SYSTEM START-UP

### b.    Start-Up Procedures

> The Payroll Menu program is used to select the payroll applications and
> utility programs.

All applications and utility programs that exist in the Payroll System are
selected for execution through the Menu Selection program.  To utilize the
Menu feature, the Menu program must be loaded and started up, using the
procedure described in Section 2-3a.

At the beginning of each day, or if for some reason the system has to be
completely restarted during the day, certain internal initialization
functions must take place.  These functions are performed by selecting the
START program from the Menu.  If the computer has been turned off, the
START program will be automatically called from the PR Menu.  Running the
START program is described further in Section 2-3c.

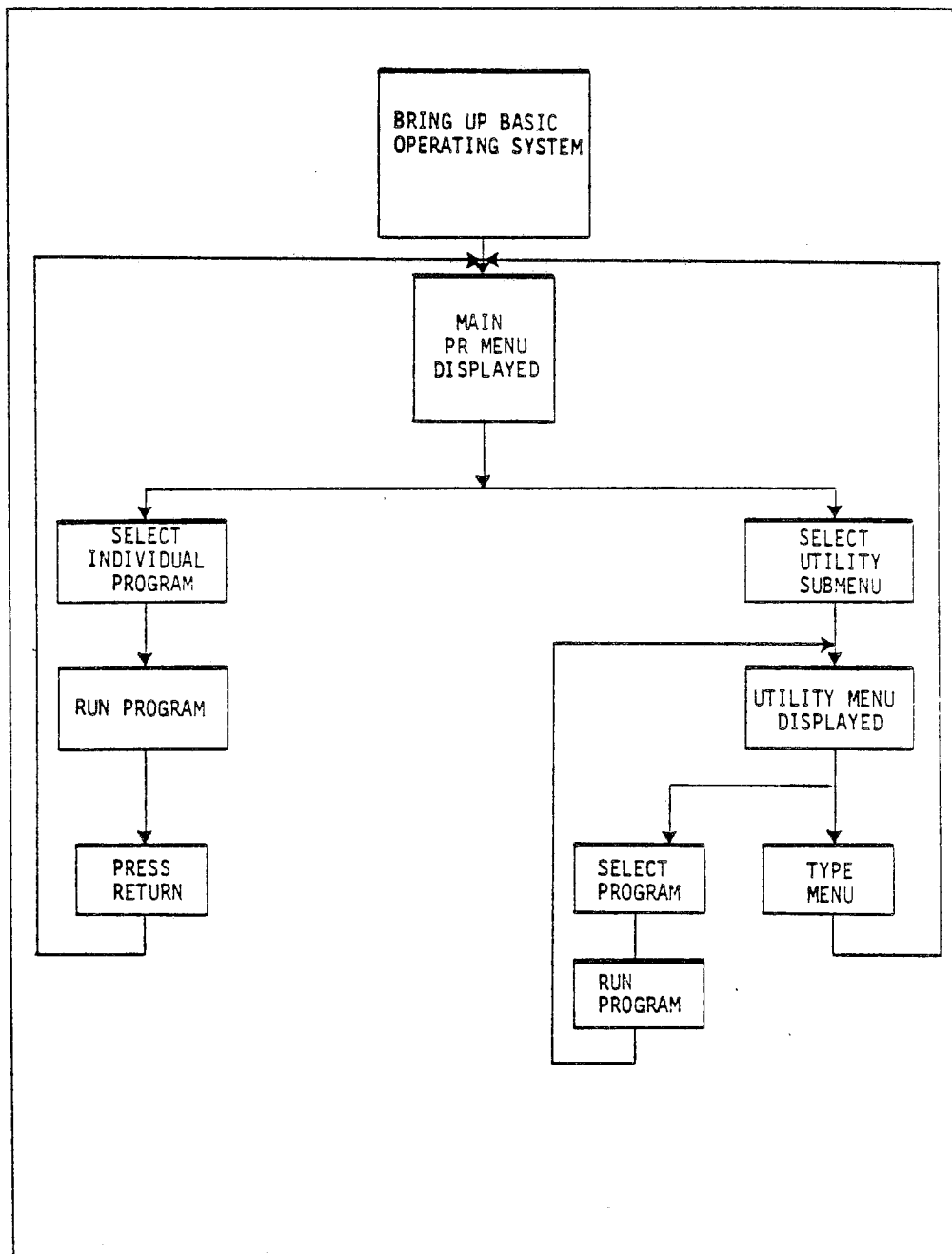Executed programs end with the following message:

        END OF (PROGRAM NAME)
        PUSH THE  RETURN  KEY TO RETURN TO THE SYSTEM MENU

Since the program disk is still mounted in disk drive 0, pushing the 'RETURN'
key, the PR Menu, or one of its subsisiary menus, will reappear.  Any other
entry will cause the computer to return to the BASIC Operating System, where
the computer will reply with a standard OK message.

Execution procedures for individual programs that may be selected from the
main PR Menu are described in Section 3.

A submenu, the Utility Maintenance Menu (UTILITY), may be selected from the
main PR Menu.  Return from the Utility Menu to the PR Menu is done by
selecting the Menu function.  The Utility Menu programs are described in
detail in Section 4.

A flow diagram of the system program selection operation follows.

```
                   ┌─────────────────┐
                   │ BRING UP BASIC  │
                   │ OPERATING SYSTEM│
                   └────────┬────────┘
        ┌───────────────────┼───────────────────────────┐
        │          ┌────────┴────────┐                   │
        │          │      MAIN       │                   │
        │          │    PR MENU      │                   │
        │          │   DISPLAYED     │                   │
        │          └────────┬────────┘                   │
        │   ┌───────────────┴───────────────────┐        │
        │ ┌─┴───────────┐          ┌─────────────┴─┐     │
        │ │   SELECT    │          │    SELECT     │     │
        │ │ INDIVIDUAL  │          │    UTILITY    │     │
        │ │  PROGRAM    │          │    SUBMENU    │     │
        │ └─────┬───────┘          └───────┬───────┘     │
        │ ┌─────┴───────┐      ┌───────────┴───────┐     │
        │ │ RUN PROGRAM │      │  UTILITY MENU     │     │
        │ │             │      │   DISPLAYED       │     │
        │ └─────┬───────┘      └────────┬──────────┘     │
        │ ┌─────┴───────┐  ┌─────────┐ ┌──┴────┐         │
        │ │   PRESS     │  │ SELECT  │ │ TYPE  │         │
        │ │   RETURN    │  │ PROGRAM │ │ MENU  │         │
        │ └─────────────┘  └────┬────┘ └───────┘         │
        │                  ┌────┴────┐                   │
        │                  │  RUN    │                   │
        │                  │ PROGRAM │                   │
        │                  └─────────┘                   │
        └────────────────────────────────────────────────┘
```

System Program Selection

2    SYSTEM OPERATION

2-3   SYSTEM -START-UP

c.   The START Program

---

The START program is used to perform certain system functions that are
necessary before the Payroll System may be used.  The START program must
be executed when the Payroll System is initially started up, or if for some
reason the system must be restarted.

---

The START program may be run in either of two ways:

1.   If the Payroll System must be initialized and the computer has not been
     powered off, the START program may be started by selecting START from
     the main PR Menu.

2.   If the computer has been powered off, the Payroll System will automatically
     run the START program after the command RUN "PR MENU" has been typed
     during system start-up, or after PR.

In either case, the START program first asks for the password with the
prompt:

     WHAT IS THE PASSWORD FOR THIS DISK?

Three chances are then given to key in the correct password for the system
disk, as defined during system generation.  (The password is initially set
to PRTEST)  The system will then display:

     ONE MOMENT FOR INITIALIZATION........

followed by a short pause while certain internal data is transferred from
the disk into the computer's memory.  Next, the prompt:

     ENTER TODAY'S DATE (MUST BE OF MM/DD/YY FORMAT):

will appear.  The date entered here is stored for later program access.
The following prompts appear after the date is entered:

     END OF STARTUP PROGRAM

     PUSH THE  RETURN  KEY TO RETURN TO THE SYSTEM MENU

After the RETURN key is pressed the main PR Menu reappears and normal
processing may then begin.

An example of the Main PR Menu is shown on the facing page.

```
                        THE HARRIS SUPPLY CO.
                          PAYROLL SYSTEM
                (       MASTER ACTIVITY SELECTION MENU


                              ------


YOU MAY SELECT ANY OF THE FOLLOWING ACTIVITIES

    START       START-UP PAYROLL SYSTEM
    NEW         NEW PERIOD INITIALIZATION
    PAY         CALCULATE PAYROLL
    REG         PRINT PAYROLL REGISTER
    CKS         PRINT CHECKS
    EOM         END OF MONTH PROCESSING AND REPORT
    EOQ         END OF QUARTER PROCESSING AND 941-A REPORT
    EOY         END OF YEAR PROCESSING AND W-2 PRINTING
    EFM         EMPLOYEE FILE MAINTENANCE
    LST         EMPLOYEE FILE LIST - INQUIRY
    UTILITY     UTILITY MAINTENANCE FUNCTIONS
    END         END SYSTEM SELECT

WHICH SELECTION DO YOU WISH TO MAKE?
```

Main Payroll Menu

(Intentionally blank)

2    SYSTEM OPERATION

2-3    SYSTEM START-UP

d.  Disk Initialization

Every disk used with the Payroll System must be formatted before information
may be stored on it.  Floppy disk formatting is performed by the utility
program FORMAT.  Disk cartridges are formatted by DCOPY.  After formatting,
the disk is prepared for use by the SYSGEN and CREATE utility programs.

The Payroll System is supplied with disks that have been formatted and are
ready to use.  If additional disks are to be used, they must be formatted
before any data can be stored on them.  To format a floppy diskette,
select the utility program FORMAT from the Utility Menu.  The formatting
program is quite lengthy to perform (taking around 20 to 30 minutes for a
single diskette) so a good policy is to format several disks at one time.
The FORMAT program is described further in Section 4-1a.

To format a disk cartridge, run utility program DCOPY, selecting the format
option.  DCOPY is described in Section 4-2c.

After data disk is formatted, certain files must be created on it.  The first
step in this process is to transfer the system generation parameters (such
as company name, password, etc.) onto the disk.  This is done by using the
SYSGEN program, selected from the Utility Menu and described in section
4-3a.  The second step is to write the data file 'headers' onto the disk.
Headers must be created for the Employee Master File (#A.PRMST, #A.PRDT1
and #A.PRDT2 ) and Tax Information File (#A.PRTAX).  The program that
performs the data file creation function is called CREATE and is also
selected from the Utility Menu.  For a detailed description of the CREATE
program, see Section 4-3b.

2    SYSTEM OPERATION

2-3    SYSTEM START-UP

e.   System Generation (SYSGEN)

System Generation is the process of tailoring the Payroll System parameters
and disks to a user's individual requirements.  After the system is
generated, it can be routinely started up and utilized.

The System Generation program allows the Payroll System to be customized to
fit a particular hardware configuration.  The Payroll System is supplied
with a set of system parameters which can be changed by means of the SYSGEN
program, chosen from the Utility Menu.  A detailed description of the SYSGEN
program is contained in Section 4-3a.  The SYSGEN program is needed when
the Payroll System is initially installed; it is also run any time the
system parameters need to be changed.

The System Generation procedures for floppy and cartridge disks are provided
in Section 2-3f.

An example of the System Generation dialogue follows.  A checklist to be
used with the SYSGEN program is provided in Appendix A.

```
--------ITEM---------      ----CURRENT (DEFAULT)----    -------YOUR ENTRY-------
SYSTEM NAME                PAYROLL SYSTEM               PAYROLL SYSTEM
SYSTEM PASSWORD            PRTEST                       PRTEST
DISKETTE TITLE/VERSION     A005.0/TEST                  A005.0/TEST
CREATION DATE             04/21/78                     04/21/78
LAST ACCESS DATE          07/20/78                     07/20/78
TERMINAL STATUS PORT      16                           16
TERMINAL SENSE SWITCH     1                            1
SCREEN CLEAR CODE(S)      027069026126028              027069026126028
TERMINAL WIDTH            80                           80
TERMINAL # OF NULLS       0                            0
PRINTER TYPE CODE         Q                            Q
PRINTER STATUS PORT       18                           18
PRINTER SENSE SWITCH      1                            1
TOP OF FORM CODE(S)       048                          048
PRINTER WIDTH             80                           80
PRINTER NULLS             0                            0
NUMBER SYSTEM DRIVES      2                            2
MAIN DATA DISK DRIVE      0                            0
BASE ASSEMBLY ADDRESSES   &HE678:&H52EB                &HE678:&H52EB
SOFTWARE CONFIG. CODE     Y                            Y
DISK TYPE CODE (H OR F)   F                            F
COMPANY NAME              THE HARRIS SUPPLY CO.         THE HARRIS SUPPLY CO.
ADDRESS 1 OF 2            33 NORTHSIDE AVE.             33 NORTHSIDE AVE.
ADDRESS 2 OF 2            CHAMBLEE, GEORGIA 30340       CHAMBLEE, GEORGIA 30340
DATA FILE PASSWORD
NUMBER OF DATA FILES      2                            2
FILE #1 NAME             #A.PRMST                      #A.PRMST
FILE #1 DISK DRIVE       0                            0
FILE #2 NAME             #A.PRTAX                      #A.PRTAX
FILE #2 DISK DRIVE       0                            0
```

System Generation Dialog

## 2    SYSTEM OPERATION

## 2-3    SYSTEM START-UP

### f.    System Generation Procedures

The System Generation procedures for floppy and cartridge disks are explained below.

| STEP | PROCEDURE |
|---|---|
| 1 | a. One or more diskettes (floppy disk) must be formatted using the FORMAT Utility program before the data files can be read from or written to it. |
| | b. A new disk cartridge (cartridge disk) must be formatted using the format option of the DCOPY Utility program explained in Section 4-2c (the FORMAT Utility program for the cartridge disk is provided to erase all information on a disk cartridge that has already been used). |
| 2 | Using the SYSGEN Utility program, initialize the systems diskette or disk cartridge with the disk name, the company (or department) whose data resides on this disk, the date of creation, password, and other pertinent information. (This information is prompted from the operator and is stored in a sequential file called #A.PRSYS) |
| 3 | Using the CREATE Utility program, set up the required data file header information for the appropriate data files to be stored on the diskette or disk cartridge. The files must be structured via the CREATE Utility program for use by the ISAM file management routines. The CREATE program sets up the Employee Master File called #A.PRMST, and the Tax Information File called #A.PRTAX |
| 4 | If the diskette or disk cartridge being prepared is to reside on drive 0, the Help file (#A.PRHLP) must be transferred onto this new disk. This transfer of #A.PRHLP may be accomplished by either the COPYR (floppy disk) or COPYH (cartridge disk) Utility function, depending on whether the user has a floppy disk or disk cartridge system. |
| 5 | Using the Employee File Maintenance (EFM) program, set up the Employee File. This file may reside on the same disk as the systems programs or on a separate disk. |
| 6 | Verify that the Employee File is as desired by listing it via the Employee File List/Inquiry (LST) program. |

| STEP | PROCEDURE |
|------|-----------|
| 7 | When the Employee File is correct, set up the General Ledger Interface File using the GLI Utility program. The GLI File must reside on the same disk as the Employee File. |
| 8 | Check the tax table for federal and any states for which withholding taxes must be calculated. This is done using the Tax Utility program. |
| 9 | When the Employee File, Tax File and General Ledger Interface File are correct, label the disk Employee Master File and date. |
| 10 | Duplicate this entire disk for back-up, using the COPYR or (floppy disk) DCOPY (cartridge disk) Utility program, and store in a safe place. |

2   SYSTEM OPERATION

2-3   SYSTEM START-UP

g.   The Payroll System Test Data Files

The Payroll System program disk comes with a sample data base completely
generated that may be used for testing and demonstration purposes.
Listings of this data base and reports generated from it may be found
in Section 7.

The Employee Master File is composed of three physical files named #A.PRMST
#A.PRDT1 and #A.PRDT2.  The system disk is supplied with these files
containing accounting data for a hypothetical company.  The data may be
used for testing and demonstration purposes, so if possible, they should be
retained for future use.

In floppy disk systems, the data files may be copied onto another diskette
by means of the COPYR program.  Data files may be transferred to another
cartridge disk using the DCOPY program.

In cartridge disk systems, or floppy disk systems where no extra diskette or
cartridge is available, the files may be renamed by the following BASIC
commands:

        NAME "#A.PRMST" AS "TESTMST"
        NAME "#A.PRDT1" AS "TESTDT1"
        NAME "#A.PRDT2" AS "TESTDT2"

In both systems, use the BASIC KILL command to delete the old test data
files and then create new data file headers with the CREATE program.

For a complete description of the NAME and KILL commands, see the BASIC
Reference Manual.

2    SYSTEM OPERATION

2-3  SYSTEM START-UP

   h.  Periodic File Backup

> At regular intervals, duplicates should be made of all disks in the Payroll
> System.

Since power failure or mechanical problems could cause data stored on a
diskette or cartridge disk to be lost, establish a regular system of
backing up disks.  Intervals between copies will depend upon the volume
and mode of business, but make sure the files are kept current so that the
system may be restored with a minimum of difficulty.

To make a backup diskette for a floppy disk system, insert the diskette to
be copied into one drive and a blank diskette (formatted or unformatted)
into another.  Then use DCOPY to copy the contents of the original onto
the backup.  Label the backup diskette and store in a safe place.

To backup a cartridge disk system, use the DCOPY utility program to duplicate
the cartridge (disk 0) onto the bottom platter (disk 1).  Then remove the
cartridge, mount a new cartridge, and run DCOPY again to copy the files
back to disk 0 platter (disk 0).  Now either of the cartridges may be used
for backup and the other as the system disk.

For more information on DCOPY, see Sections 4-1d for floppy disk systems and
4-2c. for cartridge disk systems.

## 2    SYSTEM OPERATION

## 2-4    PAYROLL PROGRAM ABSTRACTS

### a.    Payroll File Programs

> The Employee File contains a set of records on each employee.  These records
> are kept in three separate files, but appear to be one record from one file
> to the user.

There are four programs that deal directly with the Employee File.  They are
as follows, in the order they are discussed:

- Employee File Maintenance
- Employee File List/Inquiry
- Tax Information File Maintenance
- General Ledger Interface File Maintenance

PROGRAM:     EFM - Employee File Maintenance
PURPOSE:     Once the Employee Master File has been created, actual employee
             data (both personal and payroll) may be entered.
ABSTRACT:    The actual creation of the Employee File is performed by the
             CREATE Utility program.  The EFM program allows the operator
             to add change or delete information from the Employee File.
OUTPUT:      The Employee File is updated.

PROGRAM:     LST - Employee File List/Inquiry
PURPOSE:     The LST program allows the Employee File to be displayed in
             order to view employee information.
ABSTRACT:    The operator may request all employees, or specific employees
             be listed showing all or personal information.
OUTPUT:      The Employee File is closed and a list of employees and infor-
             mation from the file is generated.

PROGRAM:     TAX - Tax File Maintenance
PURPOSE:     The TAX program stores federal tax information code tables and
             the state tax and local withholding tax information tables.
ABSTRACT:    The TAX program can be used to update or list the information
             in both the federal and state tax files.  All or specific states
             may be listed.
OUTPUT:      Prints Tax File Lists.

PROGRAM:     GLI - General Ledger Interface File Maintenance
PURPOSE:     The GLI program determines to what General Ledger accounts
             the various Payroll System entries will be posted.
ABSTRACT:    The General Ledger Interface File is created and maintained
             using the General Ledger Interface File Maintenance program.
OUTPUT:      Maintains General Ledger Files

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## 2   SYSTEM OPERATION

## 2-4   PAYROLL PROGRAM ABSTRACTS

### b.   Pay Period Programs

There are four programs that form the heart of the Payroll System.   These programs must be run every pay period.

These are as follows, in the order that they are discussed:

- NEW PERIOD INITIALIZATION
- PAYROLL CALCULATIONS
- PAYROLL REGISTER
- PAYROLL PRINT CHECKS

| | |
|---|---|
| PROGRAM: | NEW - New Period Initialization |
| PURPOSE: | The NEW program posts current information to the month, quarter, and year-to-date fields within the Employee Master File, clears current information and sets the employee records up for a new period. |
| ABSTRACT: | The operator selects pay period to be run, or requests that all periods be run.  The system displays the department/employee code of the record it is currently initializing. |
| OUTPUT: | Month, quarter and year-to-date fields within the Employee File are initialized. |
| PROGRAM: | PAY - Payroll Calculations Program |
| PURPOSE: | The PAY program calculates gross pay for each employee and then calculates net pay. |
| ABSTRACT: | The NEW program must have been run.  The operator enters the pay period to be run.  Gross and net pay for many employees may be run automatically requiring no operator intervention. However, on some employees, information such as hours worked or commission earned must be entered.  Manual checks may be entered for specific employees. |
| OUTPUT: | The payroll is calculated. |
| PROGRAM: | REG - Payroll Register |
| PURPOSE: | The REG program shows all items that will appear on each employee's check. |
| ABSTRACT: | The pay period and the display or printer is selected.  Totals are accumulated and printed by department and grand totals for all departments are printed at the end of the program. |
| OUTPUT: | Payroll Register is printed or displayed. |
| PROGRAM: | CKS - Payroll Checks |
| PURPOSE: | The CKS program prints pay checks for all or specific employees. |
| ABSTRACT: | Position check forms in the printer and enter date to appear on check.  Both preprinted and computer assigned check numbers may be used for extra security.  The pay period and checks to be printed are determined.  A check stub is included with the printed check showing a breakdown of earnings and deductions, including year-to-date totals. |
| OUTPUT: | Payroll checks and stubs are printed. |

# 2   SYSTEM OPERATION

## 2-4   PAYROLL PROGRAM ABSTRACTS

### c.   End of Period Programs

There are three programs that must be run at the end of the appropriate period, and must be executed between the New Period Initialization program and the Payroll Calculations program.

The programs are as follows, in the order in which they are discussed:

- END OF MONTH
- END OF QUARTER
- END OF YEAR

PROGRAM:      EOM - End-of-Month
PURPOSE:      The EOM program clears month-to-date fields and prints the monthly reports.
ABSTRACT:     The NEW program must have been run. If reports are to be printed, the system reads each employee record and compiles the data needed to generate the report. When paper is positioned in the printer, the report will be generated. If the General Ledger System is being used with the Payroll System a file of general ledger transactions in also passed to the General Ledger System. The system clears the month-to-date fields.
OUTPUT:       The End-of-Month report is generated.

PROGRAM:      EOQ - End-of-Quarter
PURPOSE:      The End-of-Quarter program prints the 941-A Report and closes the quarter-to-date fields.
ABSTRACT:     The NEW program must have been run. The reports may be either printed or skipped, however, 941-A Reports can no longer be generated when the quarter-to-date fields are cleared.
OUTPUT:       End-of-Quarter Report is generated.

PROGRAM:      EOY - End-of-Year
PURPOSE:      The End-of-Year program clears the year-to-date fields and prints the W-2 forms.
ABSTRACT:     The NEW program must have been run. Single W-2's may be printed when an employee leaves the company, using the EOY program. The End-of-Year program will reprint all W-2 forms when run at the end of the year. Inactive employees are also removed from the system at this time. When all W-2's have been generated and verified correct, the year-to-date fields may be cleared.
OUTPUT:       The W-2 forms are printed.

SECTION 3

PAYROLL PROGRAMS

3        PAYROLL PROGRAMS

3-1      PAYROLL FILE PROGRAMS

         a.   The Employee File Maintenance Program (EFM)
              Steps 1 and 2:  Initialization

The Employee File Maintenance (EFM) program is used to add an employee to the
Employee Master File, delete an employee from the Employee Master File or
change information in the Employee Master File.  With the EFM program, the
layout of the Employee Master File may be displayed.

To start the EFM program, display the main Payroll Menu.  After the prompt:

                 WHICH SELECTION DO YOU WISH TO MAKE?

enter:

                 EFM

A complete listing and explanation of the EFM program procedure begins with
an opportunity to view the Employee Master File.

                             REMEMBER

              •  Enter the 'RETURN' key after each entry.
              •  Enter a ? for further explanation.
              •  Enter 'END' to terminate this program.
              •  The default value occurs whenever 'RETURN'
                 is hit without a preceeding entry.

Step (1)   Prompt/Display

              WOULD YOU LIKE TO SEE THE FILE LAYOUT? (Y OR N)

           Explanation

              Enter 'Y' if display of Employee Master File is to be
              listed before beginning program
              Otherwise, enter 'N' and
              proceed to step (3).

              No default value.

Step (2)   Prompt/Display

              WHEN READY FOR MORE, KIT 'RETURN'?

           Explanation

              Enter 'RETURN' key when display of file layout is
              too large for the screen and the rest will be displayed.

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3      PAYROLL PROGRAMS

3-1    PAYROLL FILE PROGRAMS

    a.  The Employee File Maintenance Program (EFM)
        Step 3:  Orientation

---

After viewing the Employee Master File, the Employee File Maintenance
Program asks whether an addition, change or deletion is to be made to
the Master File.

---

Step (3)    Prompt/Display

        EMPLOYEE ADD, CHANGE, DELETE, OR END (A, C, D, END) ?

Explanation

        Enter 'A' if an employee is to be added to the Employee
        Master File, and proceed to step (4).

        Enter 'C' if fields within an existing record are to be
        changed, and proceed to step (8).

        Enter 'D' if an employee is to be marked as inactive,
        and proceed to step (12).

        Enter 'END' if file maintenance is finished, and proceed
        to step (15).

3       PAYROLL PROGRAM

3-1     PAYROLL FILE PROGRAM

        a.  The Employee File Maintenance Program
            Steps 4, 5 and 6:  Adding Employee to Master File

---

When an employee is to be added to the Master File, monthly, quarterly
and year-to-date payroll data may be entered.

---

Step (4)    Prompt/Display

```
          **********PAYROLL ADDITION**********

          ** FIELD 01 (DEPT./EMPLOYEE CODE)    ENTER:
          ** FIELD 02 (NAME)                   ENTER:
          ** FIELD 03 (ADDRESS 1 OF 2)         ENTER:
          ** FIELD 04 (ADDRESS 2 OF 2)         ENTER:
          ** FIELD 05 (LOCAL CODE)             ENTER:
          ** FIELD 06 (STATE CODE)             ENTER:
          ** FIELD 07 (MARITAL STATUS)         ENTER:
          ** FIELD 08 (FEDERAL EXEMPTION)      ENTER:
          ** FIELD 09 (STATE EXEMPTION)        ENTER:
          ** FIELD 10 (SOCIAL SECURITY NO.)    ENTER:
          ** FIELD 11 (PAY PERIOD)             ENTER:
          ** FIELD 12 (PAY TYPE)               ENTER:
          ** FIELD 13 (PAY RATE)               ENTER:
          ** FIELD 14 (INS. DEDUCTION)         ENTER:
          ** FIELD 15 (MISC. DEDUCTION #1)     ENTER:
          ** FIELD 16 (MISC. DEDUCTION #2)     ENTER:
          ** FIELD 17 (DATE EMPLOYED)          ENTER:
```

        Explanation

            Enter the correct value for each field.  If more
            information on what to enter into these fields is
            needed, see section 8-2a.

Step (5)

        Prompt/Display

            DO YOU WISH TO ENTER MONTH, QUARTER AND YEAR TO
            DATE (Y OR N) ?

        Explanation

            Enter 'Y' if data is to be entered into the Month,
            Quarter and Year-to-Date fields.
            Otherwise, enter 'N' and
            proceed to step (7).

            No default value.

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Step (6)    Prompt/Display

```
MONTH   - ** FIELD 01  EARNINGS   - REGULAR     :  ENTER:
MONTH   - ** FIELD 02             - OVERTIME    :  ENTER:
MONTH   - ** FIELD 03             - OTHER HRS.  :  ENTER:
MONTH   - ** FIELD 04             - COMMISSIONS :  ENTER:
MONTH   - ** FIELD 05             - MISC.       :  ENTER:
MONTH   - ** FIELD 06  DEDUCTIONS - FICA        :  ENTER:
MONTH   - ** FIELD 07             - FEDERAL     :  ENTER:
MONTH   - ** FIELD 08             - STATE       :  ENTER:
MONTH   - ** FIELD 09             - LOCAL       :  ENTER:
MONTH   - ** FIELD 10             - INSURANCE   :  ENTER:
MONTH   - ** FIELD 11             - MISC. #1    :  ENTER:
MONTH   - ** FIELD 12             - MISC. #2    :  ENTER:

QUARTER - ** FIELD 01  EARNINGS   - REGULAR     :  ENTER:
QUARTER - ** FIELD 02             - OVERTIME    :  ENTER:
QUARTER - ** FIELD 03             - OTHER HRS.  :  ENTER:
QUARTER - ** FIELD 04             - COMMISSIONS :  ENTER:
QUARTER - ** FIELD 05             - MISC.       :  ENTER:
QUARTER - ** FIELD 06  DEDUCTIONS - FICA        :  ENTER:
QUARTER - ** FIELD 07             - FEDERAL     :  ENTER:
QUARTER - ** FIELD 08             - STATE       :  ENTER:
QUARTER - ** FIELD 09             - LOCAL       :  ENTER:
QUARTER - ** FIELD 10             - INSURANCE   :  ENTER:
QUARTER - ** FIELD 11             - MISC. #1    :  ENTER:
QUARTER - ** FIELD 12             - MISC. #2    :  ENTER:

YEAR    - ** FIELD 01  EARNINGS   - REGULAR     :  ENTER:
YEAR    - ** FIELD 02             - OVERTIME    :  ENTER:
YEAR    - ** FIELD 03             - OTHER HRS.  :  ENTER:
YEAR    - ** FIELD 04             - COMMISSIONS :  ENTER:
YEAR    - ** FIELD 05             - MISC.       :  ENTER:
YEAR    - ** FIELD 06  DEDUCTIONS - FICA        :  ENTER:
YEAR    - ** FIELD 07             - FEDERAL     :  ENTER:
YEAR    - ** FIELD 08             - STATE       :  ENTER:
YEAR    - ** FIELD 09             - LOCAL       :  ENTER:
YEAR    - ** FIELD 10             - INSURANCE   :  ENTER:
YEAR    - ** FIELD 11             - MISC. #1    :  ENTER:
YEAR    - ** FIELD 12             - MISC. #2    :  ENTER:
```

Explanation

Enter the correct value for each field.  If more
information on what to enter into these fields is
needed, see Section 8-2b.

3        PAYROLL PROGRAM

3-1      PAYROLL FILE PROGRAM

   a.   The Employee File Maintenance Program
        Step 7:   Double Check Provision

The double check provision displays the employee record as it has been
entered and asks if there is a need to change any fields in the record.

Step (7)    Prompt/Display

        ****CURRENT RECORD VALUE****

        ** FIELD 01   (DEPT./EMPLOYEE CODE)      CURRENT VALUE:
        ** FIELD 02   (NAME)                     CURRENT VALUE:
        ** FIELD 03   (ADDRESS 1 OF 2)           CURRENT VALUE:
        ** FIELD 04   (ADDRESS 2 OF 2)           CURRENT VALUE:
        ** FIELD 05   (LOCAL CODE)               CURRENT VALUE:
        ** FIELD 06   (STATE CODE)               CURRENT VALUE:
        ** FIELD 07   (MARITAL STATUS)           CURRENT VALUE:
        ** FIELD 08   (FEDERAL EXEMPTION)        CURRENT VALUE:
        ** FIELD 09   (STATE EXEMPTION)          CURRENT VALUE:
        ** FIELD 10   (SOCIAL SECURITY NO.)      CURRENT VALUE:
        ** FIELD 11   (PAY PERIOD)               CURRENT VALUE:
        ** FIELD 12   (PAY TYPE)                 CURRENT VALUE:
        ** FIELD 13   (PAY RATE)                 CURRENT VALUE:
        ** FIELD 14   (INS. DEDUCTION)           CURRENT VALUE:
        ** FIELD 15   (MISC. DEDUCTION #1)       CURRENT VALUE:
        ** FIELD 16   (MISC. DEDUCTION #2)       CURRENT VALUE:
        ** FIELD 17   (DATE EMPLOYED)            CURRENT VALUE:
        ** FIELD 18   (DATE TERMINATED)          CURRENT VALUE:

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

        19=CURRENT 20=MONTH 21=QUARTER 22=YEAR TO DATE FIELDS

        DOUBLECHECK.   DO YOU WISH TO CHANGE ANY FIELDS (Y OR N)?

Explanation

    The system will display the record as it has been entered
    and ask for a double check.

    Enter 'Y' if any fields in the record need to be changed
    before it is stored on the Disk, and proceed to step (9).

    Enter 'N' if no corrections need be made, and proceed to
    step (12).

    No default value.

3        PAYROLL PROGRAM

3-1      PAYROLL FILE PROGRAM

    a.  Employee File Maintenance Program
        Steps 8 through 11:  Changing Fields Within Existing Records

---

| To change information within existing records, enter the Department/Employee code for the employee information to be altered.  When the computer responds with the current record value, enter the number of the field to be changed. |
|---|

Step (8)        Prompt/Display

        **********  PAYROLL CHANGE **********

        ** FIELD 01 (DEPT. EMPLOYEE CODE)  ENTER:

Explanation

        Enter the Department/Employee Code in the form XXXXXX
        for the employee whose record is to be changed.

        No default value.

Step (9)        Prompt/Display

        ENTER FIELD NUMBER OF FIELD TO BE CHANGED:  15

Explanation

        The system displays the current value of the record and
        asks what field is to be changed.  Enter the number of
        the field to be changed (field 15 is entered as an
        example).  If one of the Detail Fields is to be changed,
        enter the number equal to that set of fields.

        Default will proceed to step (11).

Step (10)       Prompt/Display

        ** FIELD 15 (MISC. DEDUCTION #1)  ENTER:

Explanation

        In this example, field 15 was entered.

        Enter the appropriate value into the field.  If more
        information on what to enter into these field is needed,
        see section 8-2b.

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Step (11)    <u>Prompt/Display</u>

      ANY MORE FIELDS TO BE CHANGED (Y OR N)?

<u>Explanation</u>

      Enter 'Y' if other field in this record needs to be
changed, and proceed to step (9).
Otherwise, enter 'N' and
proceed to step (3).

      No default value.

3  PAYROLL PROGRAM

3-1  PAYROLL FILE PROGRAM

  a. Employee File Maintenance Program
    Steps 12 through 15: Employee to be Marked Inactive

---

An employee may be marked inactive by entering the termination data in
field 18. The prompt will ask for the employee code. Upon receiving
this, the employee's current file will be displayed.

---

Step (12)  Prompt/Display

     ********** PAYROLL**********

     ** FIELD 01 (DEPT./EMPLOYEE CODE) ENTER:

    Explanation

     Enter the Department Employee Code in the form XXXXXX,
     for the employee whose record is to be marked inactive.

     No default value.

248073B

Step (13)    Prompt/Display

     **** CURRENT RECORD VALUE **

     ** FIELD 01  (DEPT./EMPLOYEE CODE)      CURRENT VALUE:
     ** FIELD 02  (NAME)                     CURRENT VALUE:
     ** FIELD 03  (ADDRESS 1 OF 2)           CURRENT VALUE:
     ** FIELD 04  (ADDRESS 2 OF 2)           CURRENT VALUE:
     ** FIELD 05  (LOCAL CODE)               CURRENT VALUE:
     ** FIELD 06  (STATE CODE)               CURRENT VALUE:
     ** FIELD 07  (MARITAL STATUS)           CURRENT VALUE:
     ** FIELD 08  (FEDERAL EXEMPTION)        CURRENT VALUE:
     ** FIELD 09  (STATE EXEMPTION)          CURRENT VALUE:
     ** FIELD 10  (SOCIAL SECURITY NO.)      CURRENT VALUE:
     ** FIELD 11  (PAY PERIOD)               CURRENT VALUE:
     ** FIELD 12  (PAY TYPE)                 CURRENT VALUE:
     ** FIELD 13  (PAY RATE)                 CURRENT VALUE:
     ** FIELD 14  (INS. DEDUCTION)           CURRENT VALUE:
     ** FIELD 15  (MISC. DEDUCTION #1)       CURRENT VALUE:
     ** FIELD 16  (MISC. DEDUCTION #2)       CURRENT VALUE:
     ** FIELD 17  (DATE EMPLOYED)            CURRENT VALUE:
     ** FIELD 18  (DATE TERMINATED)          CURRENT VALUE:

     ------------------------------------------------------------
     19=CURRENT 20=MONTH 21=QUARTER 22=YEAR TO DATE FIELDS

     ARE YOU SURE THAT YOU WANT TO DELETE THIS (Y OR N)?

Explanation

     The current record value for the employee entered in
     step (12) will be displayed.
     Enter 'Y' if this record is to be deleted.
     Otherwise, enter 'N' and
     proceed to step (3).

Step (14)    Prompt/Display

     **FIELD 18 (DATE TERMINATED)

Explanation

     Enter the employee termination date in MM/DD/YY format
     and proceed to step (3).

Step (15)    Prompt/Display

     END OF EMPLOYEE FILE MAINTENANCE

Explanation

     Will be displayed when the program has finished.

3       PAYROLL PROGRAMS

3-1     PAYROLL FILE PROGRAMS

b.  Employee File List/Inquiry (LST)
    Steps 1, 2 and 3:  Introduction and Display Selection

Using the Employee File List/Inquiry (LST) program all or only personal
employee information may be listed.  This information may be displayed
on either the printer or the CRT terminal.

To start the LST program, display the Payroll Menu.

After the prompt:

        WHICH SELECTION DO YOU WISH TO MAKE?

enter:

        LST

A complete listing of the Employee File List/Inquiry program procedure
begins with selection of the display to be used.

A sample report generated by the LST program is contained in Section 7-1.


                        REMEMBER

        • Press the 'RETURN' key after each entry.
        • Enter a ? for further information.
        • Enter 'END' to terminate this program.
        • The 'default value' occurs whenever 'RETURN'
          is hit without a preceeding entry.

248073B

Step (1)    Prompt/Display

        DO YOU WANT THE INFORMATION DISPLAYED ON THE PRINTER
        OR TERMINAL (P OR T) ?

    Explanation

        Enter 'P' if information is to be listed on the printer.
        Enter 'T' if information is to be listed on the terminal,
        and proceed to step (3).

        No default value.

Step (2)    Prompt/Display

        SET PAPER TO TOP OF PAGE, HIT RETURN WHEN READY.

    Explanation

        Set the paper in the printer to the first line of a new
        page.
        Enter the 'RETURN' key when ready.

Step (3)    Prompt/Display

        DO YOU WANT TO DISPLAY ALL OR JUST PERSONAL
        INFORMATION (A OR P) ?

    Explanation

        Enter 'P' if personal information for each employee,
        such as name and address, number of exemptions, etc.,
        is to be displayed.

        Enter 'A' if all information is to be displayed.

3       PAYROLL PROGRAMS

3-1     PAYROLL FILE PROGRAM

    b.   Employee File List/Inquiry program (LST)
       Steps 4 through 7:   All or Selected Employees

---

The Employee File List/Inquiry program may be used to display information
about all employees or just selected employees.

---

Step (4)     Prompt/Display

     DO YOU WANT TO DISPLAY ALL OR JUST SELECTED
     EMPLOYEES (A OR S) ?

    Explanation

     Enter 'S' if information on a single employee is to be
     displayed.

     Enter 'A' if all employees are to be displayed and
     proceed to step (7).

Step (5)     Prompt/Display

     ENTER DEPT/EMPLOYEE CODE:

    Explanation

     Enter the Department/Employee Code in the form XXXXXX
     for the employee record to be displayed.

Step (6)     Prompt/Display

     ANY MORE EMPLOYEE RECORDS TO DISPLAY (Y OR N) ?

    Explanation

     Enter 'Y' and proceed to step (5), if another employee
     record is to be displayed.
     Otherwise, enter 'N'.

248073B

Step (7)    <u>Prompt/Display</u>

        END OF EMPLOYEE LIST - INQUIRY

<u>Explanation</u>

    Will be displayed when the program has finished.

3-2      PAY PERIOD PROGRAMS

    a.   <u>Payroll Calculation Program (PAY)</u>
        Steps 1 and 2:   Introduction and Display Selection

> The Payroll Calculation (PAY) program, run at the end of each pay period, is used to calculate the payroll for a selected group of employees.  The PAY program calculates the payroll, and updates the Employee Master File with this information.

To start the Payroll Calculation program, display the Payroll Menu.

After the prompt:

        WHICH SELECTION DO YOU WISH TO MAKE?

enter:

        PAY

The complete listing of the Payroll Calculation program follows.

Do <u>NOT</u> attempt to run the Payroll Calculation program until the NEW program has been run.

<div align="center"><u>REMEMBER</u></div>

- Press the 'RETURN' key after each entry.
- Enter a ? for further explanation.
- Enter 'END' to terminate this program.
- The 'default value' occurs whenever 'RETURN' is hit without a preceeding entry.

248073B

Step (1)     Prompt/Display

HAVE YOU RUN NEW PERIOD INITIALIZATION PROGRAM
(Y OR N) ?

Explanation

Enter 'N' if the New Period Initialization program
(Section 3-2b) has not been run since the last
pay period, and proceed to step (2).
Otherwise, enter 'y' is these programs have been
run, and proceed to step (3).


No default value.


Step (2)     Prompt/Display

::: NEW PERIOD INITIALIZATION MUST BE RUN BEFORE
    THIS PROGRAM CAN BE RUN.
::: DO NOT CONTINUE UNLESS YOU HAVE RUN NEW PERIOD
    INITIALIZATION OR THE RESULTING
::: REPORTS AND CALCULATIONS WILL BE INCORRECT.

Explanation

If NEW has not been run, the system will print this
message and proceed to step (19).  Do not attempt to
proceed past step (1) if NEW has not been run, as damage
to the Employee Master File could result.

No default value.

3       PAYROLL PROGRAMS

3-2     PAY PERIOD PROGRAMS

       a.   Payroll Calculation Program (Pay)
            Steps 3 through 7:  Processing Payroll

---

Once the pay period and paid through date is entered, the system will
calculate all the payrolls for hourly and salaried employees, requiring
no operator input unless there is an error.  However, commission and
hourly exempt employees do require operator input.

---

Step (3)     Prompt/Display

                SELECT PAY PERIOD TO RUN:  WEEKLY, BIWEEKLY, MONTHLY,
                SEMIMONTHLY OR ALL.  (W, B, M, S, ALL) ?

             Explanation

                Enter the letter for the period to be run.  The
                payroll for any one of all of the four pay periods
                may be calculated.

                No default value.


Step (4)     Prompt/Display

                PAID THRU DATE FOR THIS PAY PERIOD?

             Explanation

                Enter the date to appear in each employees record as
                the Paid Thru Date for this pay period.

                Default value is 00/00/00.

248073B

Step (5)  Prompt/Display

        ALL EMPLOYEES FOR THIS PERIOD OR SELECTED
        EMPLOYEES (A OR S) ?

    Explanation

        Enter 'S' if the payroll for a specific employee is to be
        calculated, and proceed to step (12).
        Otherwise, enter 'A'.

        No default value.


Step (6)  Prompt/Display

        PROCESSING HOURLY AND SALARY EMPLOYEES.
        WORKING ON:

    Explanation

        The system will calculate all the payrolls for hourly
        and salaried employees.  Operator input is not required
        during this time unless there is an error.  If an error
        occurs, the system will display the record currently
        being processed.


Step (7)  Prompt/Display

        STARTING PROCESSING OF HOURLY BY EXCEPTION AND
        COMMISSION EMPLOYEES.

    Explanation

        The system will calculate hourly by exception and
        Commission Employees.  Operator input is required
        here.

3       PAYROLL PROGRAMS

3-2     PAY PERIOD PROGRAMS

a.  Payroll Calculation Program (Pay)
    Steps 8 through 11:  Operator Input

---

After the system has finished processing the payroll, it is ready for specific employee information.

---

After the system displays the employee code, name and social security number:

        If the employee is an hourly employee, proceed to step (8);
        If the employee is a salaried employee, proceed to step (9);
        If the employee is a commission employee, proceed to step (10);
        If there are no more employees to calculate, proceed to step (11).

Step (8)     Prompt/Display

        ENTER REGULAR HOURS:
        ENTER OVERTIME HOURS:
        ENTER OTHER HOURS:
        ENTER MISCELLANEOUS INCOME:

Explanation

        Enter the appropriate values in each of the fields.
        Default values are as follows:
            Regular hours --Standard workweek as set in TAX program.
            Overtime Hours --0
            Other Hours --0
            Miscellaneous Income --$0.00
        When there are no more employees to calculate, proceed to step (11).

Step (9)     Prompt/Display

        ENTER SALARY:
        ENTER MISCELLANEOUS INCOME:

Explanation

        Enter the appropriate values in each of these fields.

        Default values are $0.00.

        When there are no more employees to calculate, proceed to step (11).

Step (10)    <u>Prompt/Display</u>

      ENTER COMMISSIONS
      ENTER MISCELLANEOUS INCOME

<u>Explanation</u>

      Enter the appropriate values in each of these fields.
      Default values are $0.00.

      When there are no more employees to calculate, proceed
      to step (11).


Step (11)    <u>Prompt/Display</u>

      DO YOU WISH TO CALCULATE SPECIFIC EMPLOYEES NOW?

<u>Explanation</u>

      Enter 'Y' if an employee's record needs to be
      recalculated,
      Otherwise, enter 'N' and proceed to step (18).

      No default value.

3       PAYROLL PROGRAMS

3-2     PAY PERIOD PROGRAMS

   a.   Payroll Calculation Program (PAY)
        Steps 12 and 13:   Calculation For Specific Employee

Payrolls may be calculated for specific employees.  The system will ask
for the employee to be calculated, then request confirmation.

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Step (12)    Prompt/Display

                ENTER DEPT/EMPLOYEE CODE:

            Explanation

                Enter the Department/Employee Code in the form XXXXXX
                for the employee whose record is to be calculated.

Step (13)    Prompt/Display

                CORRECT RECORD (Y OR N)?

            Explanation

                After displaying the name and social security number
                of the employee, the system requests operator con-
                firmation before continuing.

                Enter 'N' if this is NOT the correct record, and
                proceed to step (12).
                Otherwise, enter 'Y' and proceed to the next page.

3       PAYROLL PROGRAMS

3-2     PAY PERIOD PROGRAMS

    a.  Payroll Calculation Program (PAY)
        Steps 14 through 16:  Operator Input Specific Employee

| |
|---|
| After the employee is displayed and confirmed, and the appropriate payroll information is supplied, proceed as follows: |

        If employee is hourly, proceed to step (14).
        If employee is salaried, proceed to step (15).
        If employee is commission, proceed to step (16).

Step (14)   Prompt/Display

            ENTER REGULAR HOURS:
            ENTER OVERTIME HOURS:
            ENTER OTHER HOURS:
            ENTER MISCELLANEOUS INCOME:
            ENTER FICA DEDUCTION:
            ENTER FEDERAL DEDUCTION:
            ENTER STATE DEDUCTION:
            ENTER LOCAL DEDUCTION:
            ENTER INSURANCE DEDUCTION:
            ENTER MISCELLANEOUS DEDUCTIONS #1:
            ENTER MISCELLANEOUS DEDUCTIONS #2:

        Explanation

            Enter the appropriate values in these fields.
            Default values are as follows:
                Regular hours--Standard work week as set in TAX program.
                Overtime and other hours--0.

            Miscellaneous Income--$0.00.
            Default on the deductions will result in the value the
            system calculates being placed in the field.  Proceed
            to step (17).

Step (15)    Prompt/Display

            ENTER SALARY FOR THIS PAY PERIOD ONLY:
            ENTER MISCELLANEOUS INCOME:
            ENTER FICA DEDUCTION:
            ENTER FEDERAL DEDUCTION:
            ENTER STATE DEDUCTION:
            ENTER LOCAL DEDUCTION:
            ENTER INSURANCE DEDUCTION:
            ENTER MISCELLANEOUS DEDUCTIONS #1:
            ENTER MISCELLANEOUS DEDUCTIONS #2:

          Explanation

            Enter the appropriate values in these fields.
            Default values are as follows:      ·
               Salary and Miscellaneous Income--$0.00.
               Deductions--The value the system calculates.
            Proceed to step (17).

Step (16)    Prompt/Display

            ENTER DRAW FOR THIS PAY PERIOD ONLY:
            ENTER COMMISSIONS:
            ENTER MISCELLANEOUS INCOME:
            ENTER FICA DEDUCTION:
            ENTER FEDERAL DEDUCTION:
            ENTER STATE DEDUCTION:
            ENTER LOCAL DEDUCTION:
            ENTER INSURANCE DEDUCTION:     ·
            ENTER MISCELLANEOUS DEDUCTIONS #1:
            ENTER MISCELLANEOUS DEDUCTIONS #2:

          Explanation

            Enter the appropriate values in these fields.

            Default values are as follows:
               Draw, Commission, Miscellaneous Income--$0.00.
               Deductions--The value the system calculates.
            Proceed to step (17).

3        PAYROLL PROGRAMS

3-2      PAY PERIOD PROGRAMS

         a.     Payroll Calculations Program (PAY)
                Steps 17 through 19.

| When there are no more employees or pay periods to calculate, the PAY program is finished. |
| --- |

Step (17)    <u>Prompt/Display</u>

MORE TO DO (Y OR N)?

<u>Explanation</u>

Enter 'Y' if the payroll for another employee is to be
calculated, and proceed to step (12).
Otherwise, enter 'N'.

No default value.


Step (18)    <u>Prompt/Display</u>

DO YOU WISH TO CALCULATE ANOTHER PAY PERIOD (Y OR N) ?

<u>Explanation</u>

Enter 'Y' if payroll for another pay period is to be
calculated, and proceed to step (3).
Otherwise, enter 'N'.

No default value.


Step (19)    <u>Prompt/Display</u>

END OF PAYROLL CALCULATIONS

<u>Explanation</u>

Will be displayed when the program is finished.

3-2    PAY PERIOD PROGRAMS

b.  New Period Initialization Program (NEW)

---

The New Period Initialization (NEW) program is used to initialize any of
the four pay periods.  The NEW program should be run after the payroll for
a pay period has been run.  This program serves to reinitialize certain
fields in the Employee Master File.

---

To start the New Period Initialization program, display the Payroll Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

NEW

A complete listing and explanation of the NEW program follows:

REMEMBER

- Press the 'RETURN' key after each entry.
- Enter a ? for further explanation.
- Enter 'END' to terminate this program.
- The 'default value' occurs whenever
  'RETURN' is hit without a preceeding entry.

Step (1)    Prompt/Display

SELECT PAY PERIOD TO RUN WEEKLY, BIWEEKLY,
MONTHLY, SEMIMONTHLY OR ALL. (W, B, M, S, ALL)?

Explanation

Any one or all of the four pay periods may be
initialized.  Enter the letter for the period
to be initialized.

No default value.

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Step (2)    Prompt/Display

        WORKING ON:

Explanation

        The system will now display the Department/Employee
        code of the record it is currently initializing,
        and will print the status of that record if necessary.

Step (3)    Prompt/Display

        DO YOU WISH TO INITIALIZE ANOTHER PAY PERIOD
        (Y OR N)?

Explanation

        Enter 'Y' if another period is to be initialized and
        proceed to step (1).
        Otherwise, enter'N'.

        No default value.

Step (4)    Prompt/Display

        END OF NEW PERIOD INITIALIZATION

Explanation

        Will be displayed when the program is finished.

3-2    PAY PERIOD PROGRAMS

c.    Payroll Register Program (REG)

The Payroll Register (REG) program is used to print the payroll register.
The payroll register summarizes the hours worked, earnings, deductions
and totals for each employee.  This program is usually run after the
payroll has been calculated by the Payroll Calculation (PAY) program.  In
addition, the department totals are also included in the payroll register.

To print the Payroll Register, display the Payroll Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

REG

A complete listing and description of the Payroll program procedure follows:

A sample Payroll Register Report is contained in Section 7-2.

REMEMBER

- Press the 'RETURN' key after each entry.
- Enter a ? for further explanation.
- Enter 'END' to terminate this program.
- The 'default value' occurs whenever 'RETURN'
  is hit without a preceeding entry.

Step (1)    Prompt/Display

SELECT PAY PERIOD TO PRINT: WEEKLY, BIWEEKLY,
MONTHLY, SEMIMONTHLY, OR ALL.  (W, B, M, S, ALL)?

Explanation

The register for any one or all of the four pay periods
may be printed.  Department totals and grand total will
only include those employees listed in the register.
Enter the letter for the period to be run.

No default.

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Step (2)    <u>Prompt/Display</u>

DO YOU WANT TO PRINT ON THE TERMINAL OR
PRINTER (T OR P)?

<u>Explanation</u>

Enter 'T' if this listing is to be displayed on
the terminal, and proceed to step (4).

Enter 'P' if a hard-copy listing is desired.

If the listing is obtained on the terminal and
it is necessary to pause the display for obser-
vation, push the control (CTRL) key and the 'S'
key simultaneously.  For the program to continue
listing, enter the space bar on the keyboard.

No default.

Step (3)    <u>Prompt/Display</u>

SET PAPER TO TOP OF PAGE AND HIT RETURN WHEN DONE.

<u>Explanation</u>

Ready the paper in the line printer to print on
the first line of the page.  Press the 'RETURN'
key when this is done.

Step (4)    <u>Prompt/Display</u>

DO YOU WISH TO PRINT ANOTHER PAY PERIOD (Y OR N)?

<u>Explanation</u>

Enter 'Y' if another pay period is to be printed,
and proceed to step (1).
Otherwise, enter 'N'.

Step (5)    <u>Prompt/Display</u>

END OF PAYROLL REGISTER

<u>Explanation</u>

Will be displayed when the system is finished
printing the register.

3       PAYROLL PROGRAMS

3-2     PAY PERIOD PROGRAMS

d.   Payroll Checks Program (CKS)
     Steps 1, 2 and 3:   Check Mask

The Payroll Checks (CKS) program is used to print payroll checks and is run after the payroll has been calculated.  Before the program begins printing the checks, a check mask will be printed to ensure the checks are properly aligned in the printer.

To start the CKS program, display the main Payroll Menu.

After the prompt:

        WHICH SELECTION DO YOU WISH TO MAKE?

enter:

        CKS

A listing of the Payroll Check program mask follows.

A sample payroll check is illustrated in Section 7-3.

REMEMBER

    • Press the 'RETURN' key after each entry.
    • Enter a ? for further explanation.
    • Enter 'END' to terminate this program.
    • The 'default value' occurs whenever 'RETURN'
      is hit without a preceeding entry.

Step (1)    Prompt/Display

        ARE THE CHECKS PROPERLY POSITIONED IN THE PRINTER
        (Y OR N)?

    Explanation

        The check forms must be loaded in the printer and set
        to top of form.

        Enter 'Y' if this has already been done, and proceed
        to step (3).
        Otherwise, enter 'N'.

248073B

Step (2)    <u>Prompt/Display</u>

           PLEASE POSITION CHECK FORMS.
           READY?

        <u>Explanation</u>

           Position the check forms in the printer and type 'Y'.
           Default is No.

Step (3)    <u>Prompt/Display</u>

           DO YOU NEED ANOTHER MASK (Y OR N)?

        <u>Explanation</u>

           After printing a check mask, the system prints this
           prompt.  If the forms in the printer need to be
           adjusted, do so.  Then, enter 'Y' and perform step (3)
           again.

           Type 'N' when the forms are properly adjusted.

3-2     PAY PERIOD PROGRAMS

d.   <u>Payroll Checks Program (CKS)</u>
     <u>Steps 4, 5, and 6:  Enter General Information</u>

---

After the checks are properly positioned in the printer, the system will
ask for the starting check number, the pay period and the date to appear
as the check written date.

---

Step (4)    <u>Prompt/Display</u>

            WHAT IS THE CHECK WRITTEN DATE (MM/DD/YY)?

            <u>Explanation</u>

            Enter the date to appear on the check and in each
            employee's record as the check written date.

            Default is 00/00/00.

Step (5)    <u>Prompt/Display</u>

            WHAT IS THE STARTING CHECK NUMBER TO BE?

            <u>Explanation</u>

            Enter the number to appear on the first check printed.
            This number will be incremented by one and printed for
            each check that follows.  The check number will also
            be entered in each employee's record.

            Default value is 0.

Step (6)    <u>Prompt/Display</u>

SELECT PAY PERIOD TO PRINT: WEEKLY, BIWEEKLY, MONTHLY, SEMIMONTHLY OR ALL.  (W, B, M, S, ALL)?

<u>Explanation</u>

Checks may be printed for any one or all of the four pay periods.  Enter the letter for the period to be run.

No default value.

3-2    PAY PERIOD PROGRAMS

d.    Payroll Checks Program (CKS)
      Steps 7 through 10:  Print All or Specific Checks.

| Payroll checks may be printed for all employees automatically, or for a specific employee by entering the employee code for whom the check is intended. |
| --- |

Step (7)    Prompt/Display

            DO YOU WISH TO PRINT ALL CHECKS OR A SPECIFIC
            (A OR S)?

      Explanation

            Type 'A' if all the checks for the pay period entered
            in step (6) are to be printed, and skip to step (10).

            Type 'S' if one or more specific checks are to be
            printed, and proceed with step (8).

Step (8)    Prompt/Display

            ENTER THE CODE OF THE EMPLOYEE FOR WHOM THIS
            CHECK IS INTENDED:

      Explanation

            Enter the six character Department/Employee Code in
            the form XXXXXX for the employee for whom this check
            is to be printed.

            Default value is six spaces.

Step (9)    Prompt/Display

            ANY MORE CHECKS TO PRINT FOR THIS PAY
            PERIOD (Y OR N) ?

      Explanation

            Enter 'Y' to return to step (8) and print another check.

            Enter 'N' if no more checks are to be printed.

            No default value.

Step (10)    Prompt/Display

DO YOU WISH TO PRINT ANOTHER PAY PERIOD (Y OR N)?

Explanation

Enter 'Y' and proceed to step (6) to select
another pay period.
Otherwise, enter 'N'.

Step (11)    Prompt/Display

**NUMBER OF CHECKS WRITTEN =        TOTAL EARNINGS  =
                                    TOTAL DEDUCTIONS=
                                    ***  NET AMOUNT =

END OF PRINT PAYROLL CHECKS

Explanation

Will be displayed when the system has printed the
last check.

3    PAYROLL PROGRAMS

3-3    END OF PERIOD PROGRAMS

a.   The End-of-Month Program (EOM)
        Steps 1 and 2:  Initialization

The End-of-Month (EOM) program is used to generate the End-of-Month Report.
The End-of-Month Report is comprised of the Monthly Summary, the General
Ledger Transactions Register and the Unemployment Tax Report.  The EOM
program should be run only after the NEW program has been run.

To start the EOM program, display the Payroll Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

EOM

A complete listing and explanation of the End-of-Month program procedure
follows.

Section 7-4 contains a sample printout of the Monthly Summary, Section 7-5
contains a sample General Ledger Transactions Register, and Section 7-8 shows
Unemployment Tax Report generated by the EOM program.

REMEMBER

- Press the 'RETURN' key after each entry.
- Enter ? for further explanation.
- Enter 'END' to terminate this program.
- The 'default value' occurs whenever
  'RETURN' is hit without a preceeding entry.

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Step (1)    Prompt/Display

        HAVE YOU RUN NEW PERIOD INITIALIZATION (Y OR N) ?

Explanation

        Enter 'N' if the New Period Initialization program has
        not been run on all the pay periods since the last
        time the PAY program was run.

        Enter 'Y' if the New Period Initialization program
        has been run, and proceed to step (3).

        No default value.

Step (2)    Prompt/Display

        ::: NEW PERIOD INITIALIZATION MUST BE RUN BEFORE THIS
            PROGRAM CAN BE RUN.
        ::: DO NOT CONTINUE UNLESS YOU HAVE RUN NEW PERIOD
            INITIALIZATION OR THE RESULTING REPORTS AND
        ::: CALCULATIONS WILL BE INCORRECT.

Explanation

        If NEW has not been run, the system prints this
        message.  Proceed to step (10).

        Do not attempt to continue past step (1) if NEW
        has not been run since damage to the Employee
        Master File could result.

3.   PAYROLL PROGRAMS

3-3   END OF PERIOD PROGRAMS

a.   The End of Month Program (EOM)
     Steps 3 and 4:   Clearing Month to Date Data

If end of month reports have been run, month to date data may be cleared.
However, once month to date data is cleared, previous month reports
cannot be corrected and reports can no longer be generated.

248073B

Step (3)    <u>Prompt/Display</u>

DO YOU WISH TO SKIP REPORTS AND GO DIRECTLY TO
CLEARING MONTH TO DATE DATA {Y OR N}?

<u>Explanation</u>

Enter 'Y' if the End of Month reports have already been
run to avoid reprinting the reports, and proceed to
step (4).  Make sure the reports are correct before
typing 'Y'.

Enter 'N' if the reports need to be printed and proceed
to step (5).

No default value.

Step (4)    <u>Prompt/Display</u>

\*\*\*\*\*\*\*\* WARNING \*\*\*\*\*\*\*\*
ONCE YOU CLEAR MONTH TO DATE DATA YOU CAN NO
LONGER GENERATE REPORTS OR CORRECT PREVIOUS
MONTH. ARE YOU SURE YOU WISH TO CONTINUE {Y OR N}?

<u>Explanation</u>

Make sure the fields are ready to be cleared.

Enter 'Y' if the fields are ready to be cleared and
proceed to step (9).
Otherwise, enter 'N' and proceed to step (10).

No default value.

3-3     END OF PERIOD PROGRAMS

   a.   The End-of-Month Program (EOM)
        Steps 5 through 10:   Generating End-of-Month Reports

> When generating the end of month reports, the system compiles the report
> data, accepts the posting date and prints the monthly report.  Be sure
> the reports are correct before clearing the month to date data.

Step (5)     Prompt/Display

             COMPILING REPORT DATA . . .

             WORKING ON:

        Explanation

             The system reads each employee record and compiles
             the data it needs for the report.  The display
             shows the employee being worked with at the present
             time.

Step (6)     Prompt/Display

             PLEASE LOAD PRINTER WITH PAPER FOR MONTHLY SUMMARY
             SET PAPER TO TOP OF PAGE AND HIT RETURN WHEN DONE

        Explanation

             Set the paper in the printer to the first line on
             the page and press the 'RETURN' key.

Step (7)     Prompt/Display

             ENTER POSTING DATE FOR GENERAL LEDGER TRANSACTIONS:

        Explanation

             If the General Ledger System is being used with
             the Payroll System, the date to appear on the postings
             made to the Journal Entries File should be entered here.

             Enter the data in MM/DD/YY form.

             Default value is 00/00/00.

Step (8)    Prompt/Display

    CAREFULLY CHECK THE REPORT.
    ARE YOU NOW READY TO CLEAR THE MONTH TO DATE
    DATA {Y OR N}?

Explanation

    Make sure the monthly reports are correct.

    Enter 'Y' if ready to clear month to date data.

    Enter 'N' and proceed to step (10) if more time is
    needed to check the reports or to correct an error.

Step (9)    Prompt/Display

    CLEARING FIELDS. . . .

Explanation

    The system is now clearing the month-to-date fields.

Step (10)    Prompt/Display

    END OF END OF MONTH

Explanation

    Will be displayed when the program has finished.

3-3    END OF PERIOD PROGRAMS

b.  The End-of-Quarter Program (EOQ)
    Steps 1 and 2:  Initialization

The End-of-Quarter (EOQ) program is run at the end of a payroll quarter and is used to generate and print information for the 941-A Report.  The EOQ program should be run only after the NEW and EOM programs have been run.

To start the EOQ program, display the Payroll Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

EOQ

A listing of the EOQ program initialization procedure is followed by a complete program listing and explanation.  A sample  of the 941-A Report generated by the EOQ program is shown in Section 7-6.

REMEMBER

• Press the 'RETURN' key after each entry.
• Enter in a ? for further explanation.
• Enter in 'END' to terminate this program.
• The 'default value' occurs whenever 'RETURN'
  is entered without a preceeding entry.

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Step (1)     Prompt/Display

         HAVE YOU RUN NEW PERIOD INITIALIZATION AND
         END OF MONTH {Y OR N}?

     Explanation

         Enter 'N' if the New Period Initialization and the
         End of Month programs have not been run since the
         last time the PAY program was run.

         Enter 'Y' if the New Period Initialization and End
         of Month programs have been run, and proceed to
         step (3).

         No default value.

Step (2)     Prompt/Display

         ::: THESE PROGRAMS MUST BE RUN IN THE PROPER
         ::: ORDER OR THE REPORTS AND CALCULATIONS THEY
         ::: GENERATE WILL NOT BE CORRECT.

     Explanation

         If the NEW and EOM programs have not been run, the
         system will print this message and proceed to step
         (8).  Do not attempt to proceed past step (1) if NEW
         and EOM have not been run since damage to the Employee
         Master File could result.

b.   The End-of-Quarter Program (EOQ)
     Steps 3 and 4:   Clearing Quarter-to-Date Data

When the 941-A Reports have been printed, be sure all corrections have
been made before clearing quarter to date data.

Step (3)    Prompt/Display

                DO YOU WISH TO SKIP REPORTS AND GO DIRECTLY
                TO CLEARING QUARTER TO DATE DATA {Y OR N}?

            Explanation

                Enter 'Y' and proceed to step (4) if the 941-A Report
                has already been printed and verified correct.  This
                will avoid reprinting the report.

                Enter 'N' if the 941-A Report is to be printed, and
                proceed to step (5).

                No default value.

Step (4)    Prompt/Display

                ********* WARNING *********
                ONCE YOU CLEAR MONTH TO DATE DATA YOU CAN NO
                LONGER PRINT 941-A'S OR CORRECT PREVIOUS QUARTER,
                ARE YOU SURE YOU WISH TO CONTINUE {Y OR N}?

            Explanation

                Make sure the fields are ready to be cleared.

                Enter 'Y' if the fields are ready, and proceed to
                step (8).
                Otherwise, enter 'N' and proceed to step (9).

                No default value.

3-3    END OF PERIOD PROGRAMS

b.  The End-of-Quarter Program (EOQ)
    Steps 5, 6 and 7:  Generating the 941-A Report.

> To generate the 941-A Report, load the paper in the printer and enter
> the RETURN key.

Step (5)    Prompt/Display

   PLEASE LOAD PRINTER WITH PAPER FOR 941-A REPORT
   SET PAPER TO TOP OF FORM AND HIT RETURN WHEN DONE.

Explanation

   Set the paper to the first line of a new page and
   enter the 'RETURN' key.

Step (6)    Prompt/Display

   ENTER DATE QUARTER ENDED {MM/DD/YY}

Explanation

   Enter the quarter ending date to appear on the
   report and hit the 'RETURN' key.

Step (7)    Prompt/Display

   CAREFULLY CHECK THE 941-A REPORT.
   ARE YOU NOW READY TO CLEAR THE QUARTER TO DATE
   DATA {Y OR N}?

Explanation

   Enter 'Y' when sure the 941-A Report is correct.

   Enter 'N' and skip to step (9) if time is needed
   in order to check the report.

3      PAYROLL PROGRAMS

3-3     END OF PERIOD PROGRAMS

      b.  <u>The End-of-Quarter Program (EOQ)</u>
            Steps 8 and 9:  Clearing Fields

---

When the Quarter to Date fields are cleared or more time is needed to
check the reports, the program has finished and END OF END OF QUARTER
will be displayed.

---

Step (8)   Prompt/Display

CLEARING FIELDS.... . .

Explanation

The System will now clear the Quarter to Date Fields.

Step (9)   Prompt/Display

END OF END OF QUARTER

Explanation

Will be displayed when the program has finished.

3-3     END OF PERIOD PROGRAMS

c.   The End-of-Year Program (EOY)
     Steps 1 and 2:   Initialization

> The End-of-Year (EOY) program is run at the end of the payroll year.
> The program will clear the year-to-date fields for all employees, print
> the W-2 forms, and drop all employees who have been terminated from the
> Employee Master File.

To start the EOY program, display the Payroll Menu.

After the prompt:

> WHICH SELECTION DO YOU WISH TO MAKE?

enter:

> EOY

The End of Year program should only be run after the NEW, EOM and EOQ
programs have been run.

The EOY program initialization is followed by a complete description
and explanation of the EOY program procedure.

A sample W-2 WAGE AND TAX STATEMENT form completed by the EOY program
is contained in Section 7-7.

<p align="center">REMEMBER</p>

- Press the 'RETURN' key after each entry.
- Enter ? for further explanation.
- Enter END to terminate this program.
- The 'default value' occurs whenever 'RETURN'
  is hit without a preceding entry.

Step (1)     Prompt/Display

> HAVE YOU RUN NEW PERIOD INITIALIZATION AND END
> OF MONTH AND END OF QUARTER {Y OR N}?

Explanation

> Enter 'N' if the New Period Initialization program,
> the End-of-Month program and the End-of-Quarter program
> have not been run since the last time PAY was run.
>
> Enter 'Y' if these programs have been run and proceed to
> step (3).
>
> No default value.

Step (2)    <u>Prompt/Display</u>

        ::: THESE PROGRAMS MUST BE RUN IN THE PROPER ORDER
        ::: OR THE REPORTS AND CALCULATIONS THEY GENERATE
            WILL NOT BE CORRECT.

<u>Explanation</u>

If NEW, EOM and EOQ have not been run the system will
print this message and proceed to step (12).  Do not
attempt to proceed past step (1) if these programs
have not been run, as damage to the Employee Master
File could result.

3-3     END OF PERIOD PROGRAMS

c.  The End of Year Program (EOY)
    Steps 3 and 4:  Clearing Year to Date Data

When W-2's have been printed, year to date data may be cleared.  However,
once year-to-date data is cleared, reports can no longer be generated
or corrected.

Step (3)    Prompt/Display

            DO YOU WISH TO SKIP PRINTING W-2'S AND GO DIRECTLY
            TO CLEARING YEAR TO DATE DATA {Y OR N}?

        Explanation

            Enter 'Y' if the W-2's have been printed and are
            correct.  This is to avoid reprinting the W-2's.

            Enter 'N' if the W-2's are to be printed, and proceed
            to step (5).

            No default value.

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Step (4)      <u>Prompt/Display</u>

            ******** WARNING ********
            ONCE YOU CLEAR YEAR TO DATE DATA YOU CAN NO LONGER
            GENERATE REPORTS OR CORRECT PREVIOUS YEAR, ARE YOU
            SURE YOU WISH TO CONTINUE {Y OR N}?

            <u>Explanation</u>

            Make sure the fields are ready to be cleared.

            Enter 'Y' if the fields are ready, and proceed
            to step (11).

            Enter 'N' if the fields are not ready, and proceed
            to step (12).

            No default value.

     c.  The End of Year Program (EOY)
         Steps 5 through 10:  Printing W-2 Forms

A single W-2 form or W-2's for all employees may be printed.

Step (5)     Prompt/Display

               PLEASE LOAD W-2 FORMS IN PRINTER AND SET TO TOP OF
               FORM.  HIT RETURN WHEN READY.

             Explanation

               Load the W-2 form in the printer and set to the first
               blank line of a form.  If forms are not being used,
               use plain paper and set to top of page.  Press the
               'RETURN' key when ready.  The system will now print
               a mask (a set of 'X's) to help line up the form.

Step (6)     Prompt/Display

               NEED ANOTHER MASK {Y OR N}?

             Explanation

               If the mask did not exactly line up with the forms,
               adjust the forms in the printer and type 'Y'.  Continue
               this process until the mask fits the forms exactly, then
               enter 'N'.

               No default value.

Step (7)     Prompt/Display

               DO YOU WISH TO PRINT ALL OR SPECIFIC W-2'S {A OR S}?

             Explanation

               Enter 'A' if all W-2's are to be printed and proceed to
               step (10).

               Enter 'S' if a single W-2 is to be printed.

Step (8)    Prompt/Display

    ENTER DEPT/EMPLOYEE CODE:

Explanation

    Enter the code for the employee whose W-2 is to be
    printed.

    Default will proceed to step (9).

Step (9)    Prompt/Display

    MORE W-2'S TO PRINT {Y OR N}?

Explanation

    Enter 'Y' if another W-2 is to be printed, and proceed
    to step (8).
    Otherwise, enter 'N'.

Step (10)   Prompt/Display

    CAREFULLY CHECK THE W-2'S.  ARE YOU NOW READY TO
    CLEAR THE YEAR TO DATE DATA {Y OR N}?

Explanation

    Make sure the W-2's printed are correct.

    Enter 'Y' to clear fields.

    Enter 'N' if more time is needed to check the report
    or correct an error and skip to step (12).

3-3    END OF PERIOD PROGRAMS

    c.  The End-of-Year Program (EOY)
        Steps 11 and 12:  Clearing Fields

> When year-to-date data is cleared, or more time is required to review
> and make corrections on the report, the program has finished and END OF
> END OF YEAR will be displayed.

Step (11)    Prompt/Display

        WORKING ON. . . .

    Explanation

        This system will display the Department/Employee
        code of the record it is currently clearing.

Step (12)    Prompt/Display

        END OF END OF YEAR

    Explanation

        Will be displayed when the program has finished.

# SECTION 4
## UTILITY MAINTENANCE PROGRAMS

> The Utility Maintenance programs perform several support functions for the
> Payroll System.  The Utility Maintenance programs are selected by displaying
> the Utility Menu and entering the name of the programs to be run.

An example of the Utility Menu for disk cartridge or floppy disk users is
provided on the opposite page.

Step by step procedures for each Utility program are contained in Sections
4-1, through 4-4.  Floppy disk associated programs are discussed in Section
4-1, while disk cartridge associated programs are explained in Section 4-2.
Sections 4-3 and 4-4 pertain to both floppy disk and disk cartridge users.
The System Generation (SYSGEN) and CREATE programs are provided in Section
4-3, and Section 4-4 contains Tax Files and General Ledger Interface File
program instructions.

Each of the Utility Maintenance programs are started as follows:

First, display the Payroll Menu.

After the prompt:

       WHICH SELECTION DO YOU WISH TO MAKE?

enter the option:

       UTILITY

The system will respond by displaying the appropriate Utility Menu as
shown on the opposite page.

After the prompt:

       WHICH UTILITY WOULD YOU LIKE TO RUN?

Enter the name of the Utility function to be run.

Return to the main PR MENU is made by entering the selection:

       MENU

```
                    THE HARRIS SUPPLY CO.
                      PAYROLL SYSTEM
             UTILITY FUNCTION SELECTION MENU


                    -----------


    THESE ARE THE UTILITY FUNCTIONS AVAILABLE

         FORMAT      DISKETTE FORMAT AND REFORMAT
         SYSGEN      GENERATE SYSTEM AND FILE INFORMATION
         CREATE      CREATE CUSTOMER ACCOUNT FILE
         COPYR       Copy Random Files
         COPYS       SEQUENTIAL FILE COPY
         DCOPY       COPY COMPLETE DISKETTE
         TAX         TAX FILE MAINTENANCE
         GLI         GENERAL LEDGER INTERFACE FILE MAINTENANCE
         MENU        RETURN TO MAIN PR MENU

    WHICH UTILITY WOULD YOU LIKE TO RUN?
```

The Floppy Disk Utility Menu

```
                    THE HARRIS SUPPLY CO.
                      PAYROLL SYSTEM
             UTILITY FUNCTION SELECTION MENU


                    -----------


    THESE ARE THE UTILITY FUNCTIONS AVAILABLE

         FORMAT      DISK CARTRIDGE INITIALIZATION
         SYSGEN      GENERATE SYSTEM AND FILE INFORMATION
         CREATE      CREATE FILES
         COPYH       COPY FILES
         DCOPY       COPY COMPLETE DISK CARTRIDGE
         TAX         TAX FILE MAINTENANCE
         GLI         GENERAL LEDGER INTERFACE FILE MAINTENANCE
         MENU        RETURN TO MAIN PR MENU

    WHICH UTILITY WOULD YOU LIKE TO RUN?
```

The Cartridge Disk Utility Menu

4        UTILITY MAINTENANCE PROGRAMS

4-1      FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

         a.  Diskette Format and Reformat Program (FORMAT)

The Diskette Format and Reformat (FORMAT) utility program is used to format
a new disk before the disk is used to store data, or to reformat a previously
used disk.

To start the FORMAT program, display the Utility Menu.

After the prompt:

         WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

         FORMAT

                              IMPORTANT

         The FORMAT program will erase all information stored
         on a diskette.  Therefore, it is important to ensure
         that the diskette being formatted does not contain
         system programs or current data files.

         A detailed explanation of the FORMAT program follows.

Step (1)    Prompt/Display

            PLEASE INSERT THE DISKETTE TO BE PROCESSED
            INTO THE PROPER DRIVES. READY (Y OR N)?

            Explanation

            Insert the diskette into drive (d).

            Enter 'Y' when ready to continue.

Step (2)    Prompt/Display

            ***PROGRAM TO FORMAT A DISKETTE***
            ***C A U T I O N***
            THIS PROGRAM WILL ERASE ANY INFORMATION
            ON THE DISKETTE IN DRIVE (d).
            ARE YOU SURE YOU WANT TO CONTINUE?

            Explanation

            Enter 'Y' to indicate that the proper diskette
            has been inserted in drive (d).

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Step (3)       Prompt/Display

               PROCESSING TRACK: (t)

          Explanation

               The program displays on the CRT unit each track
               number on the diskette as that track is being
               formatted.  If a track is incapable of being
               formatted, meaning the diskette has a physical
               flaw, the message ERROR (t) (s) will be printed,
               indicating the track (t) and sector (s) that is
               flawed.

Step (4)       Prompt/Display

               ***THE DISKETTE IN DRIVE (d) HAS BEEN
               FORMATTED***

          Explanation

               Will be printed when the program is finished.

4       UTILITY MAINTENANCE PROGRAM

4-1     FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

b.  Copy Random Files (COPYR)
    Steps 1 through 9

> The floppy disk Copy Random Files (COPYR) program is used on dual
> disk systems to copy random files from a source disk to a
> destination disk.  The COPYR program does not require the source and
> destination disks to be moved.

To run the COPYR program, display and Utility Menu.

After the prompt:

WHICH UTILITY DO YOU WISH TO RUN?

enter:

COPYR

When COPYR program has been run the Utility Menu reappears.

A step by step explanation of the COPYR program follows:

Step (1)     Prompt/Display

PLEASE INSERT THE DISKETTES TO BE PROCESSED
INTO THE PROPER DRIVES.  READY {Y OR N}?

Explanation

Place the diskettes to be copied to and
from into the proper disk drives.

Step (2)     Prompt/Display

MOUNT NECESSARY {Y OR N}?

Explanation

Enter 'N' if diskettes have not been moved.
Enter 'Y' if changing diskettes.  COPYR asks
if diskettes are inserted and ready.  Answer
'Y' and proceed.

Step (3)     Prompt/Display

***PROGRAM TO COPY A RANDOM DATA FILE***
WHAT IS THE NAME OF THE RANDOM FILE TO BE COPIED?

Explanation

Key in the name of the source file to be copied;
such as #A.PRTAX.

Step (4)     Prompt/Display

             ON WHAT DRIVE DOES {SOURCE} RESIDE?

             Explanation

             Key in the source disk drive number (0 or 1).

Step (5)     Prompt/Display

             WHAT IS THE NAME OF THE FILE TO BE CREATED?

             Explanation

             Key in the name of the destination file to be
             created, such as SAVETAX.

Step (6)     Prompt/Display

             ON WHAT DRIVE SHALL {DESTINATION} RESIDE?

             Explanation

             Key in the destination disk drive number (0 or 1).
             The program then commences the copy procedure.

Step (7)     Prompt/Display

             FILE {source} ON DRIVE {d1} WAS COPIED
             INTO FILE {DESTINATION} ON DRIVE {d2}
             THERE WERE {n} RECORDS COPIED.

             Explanation

             The file has been copied.

Step (8)     Prompt/Display

             COPY ANOTHER FILE? {Y OR N}?

             Explanation

             Enter 'Y' if another copy is required and proceed to
             step (1).

Step (9)     Prompt/Display

             REMOUNT NECESSARY {Y OR N}?

             Explanation

             Enter 'Y' if changing disks.

4-1     FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

c.  <u>Copy Sequential File Routine (COPYS)</u>
    Steps 1 through 5:  Defining System and Mounting Diskette

---

The Copy Sequential File Routine (COPYS) program is used to copy
sequential files from a source disk to a destination disk.

---

To copy sequential files, display the Utility Menu.

After the prompt:

    WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the option:

    COPYS

A description of the COPYS program procedure follows:

Step (1)    <u>Prompt/Display</u>

            ***COPY SEQUENTIAL FILES PROGRAM***
            DOES THE FILE TO BE COPIED CONTAIN
            STRING INFORMATION?

            <u>Explanation</u>

            Enter YES if this file to be copied was created
            using string values.

            Enter NO if the file was created using integer values.
            In the Payroll System, the #A.PRSYS file was created
            with strings, whereas the files #U.CENTR, #U.SERI
            and #U.QUME were created using integers.

Step (2)    <u>Prompt/Display</u>

            IS THIS A DUAL DRIVE SYSTEM?

            <u>Explanation</u>

            Enter YES.

Step (3)     <u>Prompt/Display</u>

        IS {ARE} THE PROPER DISKETTE{S} MOUNTED
        {Y OR N}?

     <u>Explanation</u>

        Enter 'Y' if the proper diskettes are already mounted
        and proceed to step (5).
        Otherwise, enter 'N'.


Step (4)     <u>Prompt/Display</u>

        PLEASE INSERT PROPER DISKETTES.  READY
        {Y OR N}?

     <u>Explanation</u>

        Insert the proper diskettes.

        Enter 'Y' when ready.

Step (5)     <u>Prompt/Display</u>

        WHAT IS THE NAME OF THE SEQUENTIAL FILE
        TO BE COPIED?

     <u>Explanation</u>

        Enter the file name of the existing Sequential
        File.

4-1     FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

    c.  <u>Copy Sequential File Routine (COPYS)</u>
        Steps 6 through 9:  Copying Diskettes

> Since two floppy disk drives are being used, the system must be informed
> which drive contains the source file and which the destination file.

Step (6)     <u>Prompt/Display</u>

          WHAT IS THE NAME OF THE SEQUENTIAL FILE
          TO BE CREATED?

        <u>Explanation</u>

          Enter the file name of the proposed new sequential
          file.

Step (7)     <u>Prompt/Display</u>

          ON WHAT DRIVE IS {SOURCE} MOUNTED?

        <u>Explanation</u>

          Enter drive number (0 or 1) of source file.

Step (8)     <u>Prompt/Display</u>

          ON WHAT DRIVE IS {DESTINATION} MOUNTED?

        <u>Explanation</u>

          Enter drive number (0 or 1) of destination file,
          and proceed to step (9).

Step (9)        Prompt/Display

            FILE {source} ON DRIVE {d1} HAS BEEN COPIED
            TO FILE {destination} ON DRIVE {d2} THERE WERE
            {n} ITEMS COPIED.   ***END OF COPY***

        Explanation

            Will be printed when the program has finished.
              (

4-1     FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

d.   Copy Complete Diskette Program (DCOPY)

---

DCOPY copies the complete contents of a floppy diskette (the source disk)
to another diskette (the destination).  The destination disk need not be
formatted before running DCOPY.

---

Step (1)      Insert the source diskette into one drive and the
              destination diskette into the other.  Be sure both
              drive doors are closed.

Step (2)      Prompt/Display

                   FLOPPY DISK COPY ROUTINE
                   WHICH DISK DO YOU WISH TO COPY FROM?

              Explanation

                   Enter the number of the drive into which the source
                   diskette was inserted.

Step (3)      Prompt/Display

                   WHICH DISK DO YOU WISH TO COPY TO?

              Explanation

                   Enter the number of the drive into which the
                   destination disk was inserted.

Step (4)      Prompt/Display

                   DO YOU WISH ANOTHER COPY?

              Explanation

                   To copy another disk, remove the diskettes, replace
                   them with the new diskettes and enter Y.  Return to
                   step (2).  To terminate the DCOPY program, enter N.

Step (5)    <u>Prompt/Display</u>

       PLEASE REMOUNT THE PROPER DISKETTES AND RUN
       THE APPROPRIATE MENU.

<u>Explanation</u>

       Make sure the proper data diskettes are inserted into
       the drives.  When the BASIC Operating System prints
       OK, enter the following command:

           MOUNT

       After BASIC again prints OK, run the main
       Payroll Menu by entering the following command:

           RUN"PR MENU"

4       UTILITY MAINTENANCE PROGRAMS

4-2     CARTRIDGE DISK UTILITY MAINTENANCE

        a.  <u>Cartridge Disk Initialization Program (FORMAT)</u>

---

The Cartridge Disk Format (FORMAT) Utility program is used to erase all
information on a <u>previously used</u> disk cartridge.  A <u>new</u> disk cartridge
is formatted using the format option of the DCOPY program explained in
Section 4-2c.

---

To start the FORMAT program, display the Utility Menu:

After the prompt:

        WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

        FORMAT

The FORMAT program will erase any information stored on a disk.  Therefore,
it is important to ensure that the disk being formatted does not contain
system programs or current data files.

A detailed explanation of the FORMAT program follows:

Step (1)    <u>Prompt/Display</u>

            ONE MOMENT FOR SETUP....

        <u>Explanation</u>

            The disk drives are now being loaded into memory.

Step (2)    <u>Prompt/Display</u>

            ENTER ADDRESS OF DISK TO BE INITIALIZED AS FOLLOWS:
            ENTER UNIT NUMBER {FROM THUMBWHEEL SWITCH} OF
            DESIRED UNIT {1-4} X
              ENTER PLATTER NUMBER AS FOLLOWS:
                0 - REMOVABLE
                1 - TOP FIXED
                2 - MIDDLE FIXED {QUAD DISK ONLY}
                3 - BOTTOM FIXED {QUAD DISK ONLY}
            ENTER PLATTER NUMBER {0-3} Y

        <u>Explanation</u>

            Enter the drive unit number (X) which can be read from the
            thumbwheel switch on the front of the disk drive unit.
            Enter the platter number (Y) from the displayed table.

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Step (3)    Prompt/Display

            DO YOU WANT TO PUT BASIC ONTO THIS DRIVE {Y OR N}?

       Explanation

            Enter 'Y' to copy BASIC from another drive onto the
            one presently being initialized, and proceed to
            step (4).
            Otherwise, enter 'N' and
            proceed to step (5).

Step (4)    Prompt/Display

            ENTER DRIVE FROM WHICH TO GET BASIC

       Explanation

            Enter the drive unit number that contains the BASIC
            to be copied on the initialized platter.

Step (5)    Prompt/Display

            ENTER NAME OF NEW VOLUME {UP TO 24 CHARACTERS}

       Explanation

            Enter the new name or number for this volume.

Step (6)    Prompt/Display

            ENTER CREATION DATE FOR NEW VOLUME {MM/DD/YY}

       Explanation

            Enter the date you want to record as the creation
            date for this volume.

Step (7)    Prompt/Display

            INITIALIZING VOLUME . . .

       Explanation

            The volume name, creation date, and BASIC, if selected,
            will be written to the chosen platter.  The directory
            pointers on this platter will be reset to zero.

Step (8)    Prompt/Display

            INITIALIZATION COMPLETE . . . .
            END OF VOLUME INITIALIZATION
            PLEASE RE-MOUNT THE NEEDED DISKS AND RUN THE PROPER MENU

       Explanation

            The initialization process is complete.

4-2      CARTRIDGE DISK UTILITY MAINTENANCE

b.   Copy Data File Program (COPYH)
     Steps 1 through 6:   Introduction

> The cartridge disk Copy Data File (COPYH) program allows for data file
> transfer from a source disk to a destination disk, or from one location
> on a disk to another location on that same disk.

To run the COPYH program, display the Utility Menu.  After the prompt:

WHICH UTILITY DO YOU WISH TO RUN?

enter:

COPYH

When the COPYH program has been run, the Utility Menu appears.

A step-by-step explanation of the COPYH program follows:

Step (1)      Prompt/Display

ENTER DRIVE NUMBER TO COPY FROM

Explanation

Enter the drive number that contains the file you
want to copy.

Step (2)      Prompt/Display

DO YOU WISH TO SCAN DIRECTORY OR ENTER LIST OF FILES
{S OR L}?

Explanation

If many of the files on the disk are to be copied,
enter 'S' to scan the directory and proceed to step (3).
To copy a few files, enter 'L' and proceed to step (10).

Step (3)      Prompt/Display

DO YOU WANT TO SELECT FILES DURING SCAN {Y OR N}?

Explanation

Enter 'Y' if there are many files on the disk that are
not to be copied.  Otherwise, enter 'N'/

Step (4)       Prompt/Display

               SCANNING VOLUME X

               Explanation

                   COPYH scans the directory of the disk and prints the
                   volume name.  If the answer in step (3) was Y,
                   processing continues as step (5).  Otherwise, proceed
                   to step (6).

Step (5)       Prompt/Display

                   ENTER 'Y' TO INCLUDE A FILE, RETURN TO LEAVE OUT
                   {FILE NAME}?

               Explanation

                   As each file name in the directory is displayed, enter
                   'Y' to copy the file or type 'RETURN' to leave it out.

Step (6)       Prompt/Display

                   LIST OF (x) FILES FOR COPYING DRIVE (y), VOLUME (z)

               Explanation

                   COPYH displays the list of files to be copied, the
                   number of files in the list, the drive number and
                   volume name of the source disk.

4-2     CARTRIDGE DISK UTILITY MAINTENANCE

> b.  Copy Data File Program (COPYH)
>     Steps 7 through 14:  Copy All Files

---
After displaying the list of files to be copied, COPYH gives the opportunity to add or delete files from the list before copying.

---

Step (7)     Prompt/Display

> COPY THIS LIST, DELETE A FILE OR ADD A FILE {C, D OR A}?

Explanation

> Enter 'C' if all the files listed in step (6) are to be copied, and proceed to step (10).
>
> Enter 'A' to add a file to the list and proceed to step (9).
>
> Enter 'D' to delete a file from the list and proceed to step (8).

Step (8)     Prompt/Display

> ENTER FILE NAME THAT YOU DON'T WANT TO COPY:

Explanation

> Enter the name of the file to be deleted from the list. If the file name is not in the list, COPYH prints:
>
> ***FILE NOT FOUND
>
> and asks for another file name.  Otherwise, COPYH deletes the file and returns to step (7).

Step (9)     Prompt/Display

> ENTER NAME OF FILE TO COPY {HIT RETURN WHEN DONE}:

Explanation

> Enter the name of the file to add to the list.  Type the 'RETURN' key after the entry.  Return to step (7). If the file named is not on the source disk, COPYH prints:
>
> ***FILE NAME NOT FOUND ON DRIVE $(y)$
>
> and asks for another file name.

Step (10)   Prompt/Display

   SOURCE DRIVE IS {x}, VOLUME NAME IS {y}
   ENTER NUMBER OF DRIVE TO COPY FILES TO {z}

Explanation

   The system will display the drive number (x) you
   previously entered in step (1) and the name (y) of
   the volume.

   Enter the drive number (z) that will be the destination
   of the copied files.

Step (11)   Prompt/Display

   VOLUME NAME IS {x}

Explanation

   The name of the volume (x) that will receive the
   copied files is now displayed.

Step (12)   Prompt/Display

   DO YOU WANT A HARD COPY LIST OF THE FILES TO BE
   COPIED {Y OR N}?

Explanation

   Enter 'Y' and a hard copy listing will be printed on
   the printer.

   Enter 'N' if no listing is desired.

Step (13)   Prompt/Display

   COPYING {x} FROM DRIVE {y} TO {z}.

Explanation

   As each file (x) is read from drive number (y) and
   written on drive number (z) this data will be displayed.

Step (14)   Prompt/Display

   END OF MULTIPLE FILE COPY PROGRAM
   PLEASE RE-MOUNT NEEDED DISKS AND RUN TH
   PROPER MENU

Explanation

   When the system has completed copying the requested
   files this message will be displayed.

4-2   CARTRIDGE DISK UTILITY MAINTENANCE

   c.   Copy Complete Cartridge Disk Program (DCOPY)
        Steps 1 through 4:   Copy One Disk To Another

---

DCOPY copies the entire contents of one cartridge disk platter to another
platter.  Optionally, it formats the target platter.

---

The DCOPY program has two functions:

- It copies the entire contents of one cartridge disk platter (the
  source) to another (the destination).  Since the computer's memory
  is too small to store the whole contents of a disk platter, both
  the source and destination platters must be on line when the DCOPY
  program is run.

- Optionally, DCOPY can format the target platter before copying the
  information onto it.  All new disks must be formatted before they
  can be used to store programs and data files.

Before running DCOPY, make sure both the source and destination platters
are on line.  This means that information can be copied from the
removable cartridge to a fixed platter, from a fixed platter to the
removable cartridge or (in quad-disk drives) between fixed platters.

DCOPY can be run by displaying the Utility Maintenance menu.  When the
system asks

            WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

            DCOPY

Alternately, the same actions are performed by the BASIC Operating System
utility HDCOPY.  When BASIC prints its prompt OK, mount the source and
destination disks and enter the following command:

            RUN  HDCOPY , {source disk}

where (source disk) is the number of the disk on which the BASIC Operating
System resides.

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Step (1)     Prompt/Display

             ENTER ADDRESS OF DESTINATION DISK AS FOLLOWS:
             ENTER UNIT NUMBER {FROM THUMBWHEEL SWITCH} OF
             DESIRED UNIT {1-4}:

             Explanation

             Enter the number on the thumbwheel switch on the front
             panel of the drive unit in which the destination disk
             is mounted.

Step (2)     Prompt/Display

             ENTER PLATTER NUMBER AS FOLLOWS:
               0 - REMOVABLE
               1 - TOP FIXED
               2 - MIDDLE FIXED {QUAD DISK ONLY}
               3 - BOTTOM FIXED {QUAD DISK ONLY}
             ENTER PLATTER NUMBER {0-3}:

             Explanation

             Enter the platter number of the destination disk.

Step (3)     Prompt/Display

             ENTER ADDRESS OF SOURCE DISK:
             ENTER UNIT NUMBER {FROM THUMBWHEEL SWITCH} OF DESIRED
             UNIT {1-4}:

             Explanation

             Enter the number on the thumbwheel switch on the front
             panel of the drive unit in which the source disk is
             mounted.

Step (4)     Prompt/Display

             (same as step (2))

             Explanation

             Enter the platter number of the source disk.

(Intentionally blank)

4    UTILITY MAINTENANCE PROGRAMS

4-2    CARTRICGE DISK UTILITY MAINTENANCE

c.    Copy Complete Cartridge Disk Program (DCOPY)
      Steps 5 and 6:   Format Option

The DCOPY program is used to format a new disk cartridge.

Step (5)        Prompt/Display

                    FORMAT TARGET PLATTER
                    (

                Explanation

                    If the destination disk is new, enter 'Y'.
                    Otherwise, enter 'N'.

Step (6)        Prompt/Display

                    XXXX ERRORS DURING COPY
                    END OF HARD DISK COPY PROGRAM
                    PLEASE RE-MOUNT NEEDED DISKS AND RUN THE PROPER MENU

                Explanation

                    If errors were detected in the copy action, enter the
                    following command:

                        MOUNT

                    and repeat the copy procedure using DCOPY.  If three tries
                    fail to produce an error-free copy, consult your
                    dealer.
                    At this point, the removable disk can be removed, if
                    desired (e.g., for backup) and a new disk inserted.

To copy the contents of a removeable cartridge onto another removable car-
tridge for backup, copy the contents of the removable platter to the fixed
platter, remove the source cartridge, replace it with the destination cartridge
and copy the fixed platter's contents back to the removable cartridge.

4-3        SYSTEM GENERATION AND CREATE DATA FILES

   a.   System Generation Program (SYSGEN)
        Steps 1 through 4:  Bringing Up Program

| |
|---|
| The System Generation (SYSGEN) program is used to set or change certain system parameters and record them on the diskette or cartridge (disk) containing the system and programs.  This program should only be run immediately after the system has been set up or when system parameters (such as the password) need to be changed. |

To run the SYSGEN program, display the Utility Menu.

After the prompt:

               WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

               SYSGEN

A step-by-step detailed procedure for using the SYSGEN program follows:

                          NOTE

        • It is recommend that the SYSGEN program be run
          with the help of an authorized representative.

        • A SYSGEN checklist is provided in Appendix A.


Step (1)    Prompt/Display

               PLEASE INSERT THE DISK TO BE PROCESSED.
               THIS PROGRAM WILL AUTOMATICALLY PERFORM
               THE 'MOUNT' COMMAND FOR YOU.  READY {Y OR N}?

            Explanation

               Insert the disk containing the system programs
               into a drive number.

               Key in 'Y' or 'YES' when ready to continue.

Step (2)  <u>Prompt/Display</u>

      IN WHICH DRIVE HAS THE DISK BEEN INSERTED?

    <u>Explanation</u>

      Enter the number of the drive in which the
      disk was inserted.

Step (3)  <u>Prompt/Display</u>

      DISK IS MOUNTING

    <u>Explanation</u>

      This is printed while the system performs
      the MOUNT function.

Step (4)  <u>Prompt/Display</u>

      ***PROGRAM TO INITIALIZE THE $SYSTEM
        PARAMETERS***
      ***NOTE:  THE DEFAULT VALUE IS THE VALUE
      ASSUMED IF YOU HIT 'RETURN' WITH NO ENTRY
      FOR THAT ITEM***

    <u>Explanation</u>

      Will be displayed when the program is ready.

4-3    SYSTEM GENERATION AND CREATE DATA FILES

      a.  <u>System Generation Program (SYSGEN)</u>
          <u>Steps 5 through 9:  General System Parameters</u>

> The SYSGEN program requires that general system parameters (i.e., system name, creation date, etc.) be set up.

Step (5)    <u>Prompt/Display</u>

        SYSTEM NAME

    <u>Explanation</u>

        Enter the name of the system being generated
        (PAYROLL).  Maximum length is 24 characters.

        No default value.

Step (6)    <u>Prompt/Display</u>

        SYSTEM PASSWORD

    <u>Explanation</u>

        Enter the password which must be presented
        during the execution of the START Program.
        Maximum length is 8 characters.  The password
        is initially set to PRTEST.

Step (7)    <u>Prompt/Display</u>

        DISK TITLE/VERSION

    <u>Explanation</u>

        Enter the title of the disk, such as MITS
        PR A006.1, #205 (maximum 24 characters).

Step (8)    <u>Prompt/Display</u>

        CREATION DATE

    <u>Explanation</u>

        Enter date system is first generated in
        MM/DD/YY format.

Step (9)    <u>Prompt/Display</u>

       LAST ACCESS DATE

     <u>Explanation</u>

       Enter today's date, in MM/DD/YY format.

4-3     SYSTEM GENERATION AND CREATE DATA FILES

    a.   System Generation Program (SYSGEN)
          Steps 10 through 14:   Terminal Initialization

```
The SYSGEN program requests terminal parameters be entered.
```

Step (10)     Prompt/Display

          TERMINAL STATUS PORT

      Explanation

          Type in the status port number through which
          the terminal is interfaced with the system.
          (normally 16).

Step (11)     Prompt/Display

          TERMINAL SENSE SWITCH

      Explanation

          Type in the sense switch setting necessary
          in order to console for this terminal
          (normally a 1).   Consult BASIC Reference
          Manual for options.

Step (12)     Prompt/Display

          SCREEN CLEAR CODE(S)

      Explanation

          Type in the 3-digit ASCII codes for the
          terminal clear screen command.  For an
          ADM-3, this will be 026.  For a MITS B-100,
          this will be 027069 (ESCAPE/E).

          Consult terminal handbook if neither of
          these terminals is being used.

Step (13)     Prompt/Display

          TERMINAL WIDTH

      Explanation

          Type in the width in characters of the
          terminal line, normally 80.

Step (14)    <u>Prompt/Display</u>

       TERMINAL NUMBER OF NULLS

<u>Explanation</u>

       Type in the number of null characters
       (normally 0) to be output to the terminal
       preceding each message.

4-3      SYSTEM GENERATION AND CREATE DATA FILES

   a.    System Generation Program (SYSGEN)
         Step 15:  Printer Type Code

> The SYSGEN program recognizes the standard printers used with this system.
> However, non-standard printers require a modification of the program.

If a non-standard printer is used in a system, then each program must be
modified to recognize this printer.  All program references to hardcopy
devices are contained in BASIC statements 65520 through 65528.  BASIC
statement 65520 begins the subroutine to switch the printed data to the
hardcopy device and statement 65525 begins the subroutine to switch from
the hardcopy device back to the system console.  For example, the statement
sequence

                GOSUB 65520            'SWITCH TO PRINTER

                PRINT "THIS IS A TEST  'PERFORM PRINT

                GOSUB 65525            'SWITCH BACK TO VIDEO

will print THIS IS A TEST onto the printer and then return to the system
console (assuming that the 65520 and 65525 subroutines perform correctly).
If a standard MITS 2SIO serial interface card is used and the serial
printer is connected to the second port, then the switch subroutines will
be:

           65520   CONSOLE   18.1:   RETURN    'SWITCH TO PRINTER

           65525   CONSOLE   16.1:   RETURN    'SWITCH BACK TO VIDEO

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Step (15)     <u>Prompt/Display</u>

        PRINTER TYPE CODE

<u>Explanation</u>

        Enter the printer type code:
        S=Standard Serial Device;
        C=C700
        Q=Q70 interface

        If none of the above, see introduction to step (15).

4       UTILITY MAINTENANCE PROGRAM

4-3     SYSTEM GENERATION AND CREATE DATA FILES

   a.   System Generation Program (SYSGEN)
        Steps 16 through 20:  Printer Initialization

| The SYSGEN program requests printer parameters to be entered. |
| --- |

Step (16)      Prompt/Display

               PRINTER STATUS PORT

        Explanation

               For serial printers only, type in the
               port number.  This is normally 18.

               Enter 0 if the printer is not a serial
               type.

Step (17)      Prompt/Display

               PRINTER SENSE SWITCH

        Explanation

               This is the sense switch setting for the serial
               printer, normally a 1.  See the BASIC Reference
               Manual.

               Enter 0 if the printer is not a serial type.

Step (18)      Prompt/Display

               TOP OF FORMS CODE(S)

        Explanation

               Enter in the set of 3-digit ASCII characters
               which, if printed out to the printer, will
               cause a top-of-forms action.  If the printer
               has no top-of-forms control, enter a 048 and
               the programs will perform a series of PRINT
               statements to simulate a top-of-forms command.
               The standard top-of-forms control character
               is an ASCII 012.

Step (19)    Prompt/Display

    PRINTER WIDTH

Explanation

    Enter the maximum number of characters in
    the printer print line.  This should be at
    least 80.

Step (20)    Prompt/Display

    PRINTER NULLS

Explanation

    Enter the number of null characters (normally
    0) to be output to the printer preceding each
    line of printed text.

4-3     SYSTEM GENERATION AND CREATE DATA FILES

   a.   System Generation Program (SYSGEN)
        Steps 21 through 23:   Disk Drives Used

---

The Employee Master File and the Tax Files may be on one drive or split onto both drives.

---

Step (21)     Prompt/Display

            NUMBER SYSTEM DRIVES

        Explanation

            Enter the number of disk drives to be used in this system (2).

Step (22)     Prompt/Display

            MAIN DATA DISK DRIVE

        Explanation

            Enter 1 if the Employee Master File and the Tax Files are on drive 1 (normally the case).

            Enter 0 or 1 if the Employee Master File and the Tax Files are split on both drives.

Step (23)     Prompt/Display

            BASE ASSEMBLY ADDRESSES?

        Explanation

            This address is preset for your version of BASIC.  Consult your dealer if your version is changed.

4       UTILITY MAINTENANCE PROGRAM

4-3     SYSTEM GENERATION AND CREATE DATA FILES

    a.  <u>System Generation Program (SYSGEN)</u>
        <u>Steps 24 and 25:  Software Configuration</u>

---

The software configuration code is used to specify whether or not the
Accounting General Ledger System is being used with the Payroll
System.

---

Step (24)    <u>Prompt/Display</u>

        IS G/L PRESENT {Y OR N}?

    <u>Explanation</u>

        Enter 'Y' if the General Ledger System is being
        used with the Payroll System.
        Otherwise, enter 'N'.


Step (25)    <u>Prompt/Display</u>

        DISK TYPE CODE {H OR F}

    <u>Explanation</u>

        Enter 'H' for a cartridge disk system.
        Enter 'F' for a floppy disk system.

4-3     SYSTEM GENERATION AND CREATE DATA FILES

      a.   System Generation Program (SYSGEN)
           Steps 26 through 35:  Company Name and Data Files

> The company name and address to appear on each report must be entered, and the disk to which the Employee Master File and Tax Information File is to be assigned must be defined.

Step (26)       Prompt/Display

                COMPANY NAME

                Explanation

                      Key in the name of the company that is to be
                      printed on each report and listing (maximum
                      24 characters).

Step (27)       Prompt/Display

                ADDRESS 1 OF 2

                Explanation

                      Key in the company address first line
                      (maximum 24 characters).

Step (28)       Prompt/Display

                ADDRESS 2 OF 2

                Explanation

                      Key in the company address second line,
                      including zip code (maximum 24 characters).

Step (29)       Prompt/Display

                DATA FILE PASSWORD

                Explanation

                      Not Applicable.  This value currently not
                      accessed or processed by the system.

Step (30)    Prompt/Display

   NUMBER OF DATA FILES

Explanation

   Enter 2, for the Employee Master File and
   Tax Information File.

Step (31)    Prompt/Display

   FILE #1 NAME

Explanation

   Enter #A.PRMST Employee Master

Step (32)    Prompt/Display

   FILE #1 DRIVE

Explanation

   This is the physical disk unit number to
   which this Master File is to be assigned.
   In a two-drive system, it is normally 1,
   but may also be 0.

Step (33)    Prompt/Display

   FILE #2 NAME

Explanation

   Enter #A.PRTAX

Step (34)    Prompt/Display

   FILE #2 DRIVE

Explanation

   The Tax Information File is normally resident
   on drive 1, but may also be on drive 0.

Step (35)    Prompt/Display

   IS YOUR SYSTEMS DISK STILL MOUNTED IN DRIVE 0 {Y OR N}?

Explanation

   Make sure the system disk is either mounted on
   or returned to drive 0.

4-3    SYSTEM GENERATION AND CREATE DATA FILES

b.  Create File (CREATE)

> The Create File (CREATE) program is used to create the file header for the
> Employee Master File.  This program must be run before any data is stored
> on a new diskette or cartridge (disk).  It is important to ensure that the
> disk being used in this program does not contain any current payroll records,
> as this program may damage them.

To run the CREATE program, display the Utility Menu.

After the prompt:

>       WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the option:

>       CREATE

A detail procedure for using the CREATE program follows:

Step (1)    Prompt/Display

>       PLEASE INSERT THE DISK TO BE PROCESSED
>       INTO DRIVE {d}.  READY?

Explanation

>       Insert the disk into drive (d).
>       Enter 'Y' when ready to continue.

Step (2)    Prompt/Display

>       ***PROGRAM TO CREATE AN ISAM FILE HEADER***
>       THIS PROGRAM MAY DAMAGE ANY PAYROLL RECORDS
>       ON DISK--ARE YOU SURE YOU WANT TO CONTINUE
>       {Y OR N}?

Explanation

>       If there is an existing Employee Master File on
>       the disk in drive (d), it will be destroyed in
>       the process of creating a new file header.
>
>       Enter 'Y' if there is not an Employee File on
>       this disk.
>
>       Otherwise, enter 'N' and proceed to step (3).
>       Use the BASIC "KILL" command to remove the
>       Employee Files from the disk before returning
>       the CREATE program.

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Step (3)    Prompt/Display

    ***FILE CREATE COMPLETE***

Explanation

    Will be printed when CREATE is completed.

4-4       TAX AND GENERAL LEDGER INTERFACE FILE MAINTENANCE PROGRAMS

a.   Payroll Tax Table Maintenance (TAX)
     Step 1:   List or Update Files

---

The Tax File Maintenance (TAX) program is used to list the Tax Information
File and to update the file at the time that tax laws change.

---

To run the Tax Table Maintenance program, display the Utility Menu.

After the prompt:

> WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

> TAX

A step-by-step procedure for using the TAX program begins with determining
whether a file list or a file update is required.  Section 4-4b describes
the method of tax computation used by the TAX program.

<div align="center">REMEMBER</div>

- Press the 'RETURN' key after each entry.
- Enter a ? for further explanation.
- Enter END to terminate this program.
- The "default value" occurs whenever
  'RETURN' is hit without a preceding entry.

Step (1)    Prompt/Display

> DO YOU WISH TO LIST THE FILE, UPDATE THE
> FILE, OR END {L, U, OR END}?

Explanation

> Enter 'END' to end this program, and proceed to
> step (14).
>
> Enter 'L' to list the file, and proceed to step (10).
>
> Enter 'U' to update the file, and proceed to step (2).
>
> No default value.

4-4    TAX AND GENERAL LEDGER INTERFACE FILE MAINTENANCE PROGRAMS

   a.  Payroll Tax Table Maintenance (TAX)
       Steps 2 and 3:   Update of Federal Tax Information

---

When federal tax general information needs to be updated, the system
prints out the present value for each topic and provides an adjacent
column to enter the new value.  No entry to the new value column retains
the current value.

---

Step (2)    Prompt/Display

        DO YOU WISH TO UPDATE FEDERAL TAX
        INFORMATION {Y OR N}?

   Explanation

        Enter 'N' if the federal tax information does
        not need to be updated, and proceed to step (6).

        Otherwise enter 'Y'.


        No default value.

Step (3)    Prompt/Display

        ENTER NEW VALUE OR HIT ·RETURN· TO RETAIN CURRENT VALUE
                              -----PRESENT VALUE-----NEW VALUE
        FEDERAL I.D.#            123456789
        FICA PERCENTAGE           .0585
        FICA LIMIT              16500
        FEDERAL EXEMPTION
               ALLOWANCE          750
        FEDERAL UNEMPLOYMENT
               LIMIT            4200
        STANDARD WORKWEEK         40
        OTHER HOURS RATE           2

   Explanation

        Enter the appropriate values into these fields.  For
        more information on what to enter into these fields,
        see Section 8-3a.

        Default will retain the current value.

4-4      TAX AND GENERAL LEDGER INTERFACE FILE MAINTENANCE PROGRAMS

   a.   Payroll Tax Table Maintenance (TAX)
        Steps 4 and 5:   Update Federal Tax Tables

---

The federal tax tables will be displayed showing the current values.
Each line number is then displayed.  After the appropriate line number
enter the update value and hit the return key to retain this value.

---

Step (4)    Prompt/Display

            DO YOU WISH TO UPDATE FEDERAL TABLES
            {Y OR N}?

            Explanation

            Enter 'N' if the Federal Tax Tables do not need
            to be updated and proceed to step (6).
            Otherwise, enter 'Y' and
            proceed to step (5).

            No default value.

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Step (5)    Prompt/Display

FEDERAL TABLE FOR SINGLE PERSONS:

| LINE NO. | MINIMUM OF RANGE | AMOUNT TO WITHHOLD | FRACTION OVER MINIMUM |
|---|---|---|---|
| 1 | $0.00 | $0.00 | 0 |
| 2 | $1,300.00 | $0.00 | .16 |
| 3 | $3,500.00 | $352.00 | .2 |
| 4 | $6,000.00 | $852.00 | .23 |
| 5 | $9,500.00 | $1,687.00 | .21 |
| 6 | $12,500.00 | $2,287.00 | .26 |
| 7 | $14,500.00 | $2,807.00 | .3 |
| 8 | $18,000.00 | $3,857.00 | .36 |
| 9 | $0.00 | $0.00 | 0 |
| 10 | $0.00 | $0.00 | 0 |
| 11 | $0.00 | $0.00 | 0 |
| 12 | $0.00 | $0.00 | 0 |

ENTER NEW VALUE OR HIT 'RETURN' TO RETAIN CURRENT VALUE

| LINE NO. | MINIMUM OF RANGE | AMOUNT TO WITHHOLD | FRACTION OVER MINIMUM |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |

Explanation

The current value of the table is shown, then each line
number is printed.  After the line number is printed,
enter the appropriate values or enter the 'RETURN' key
to retain the value.  Unused spaces in the table should
contain zero values. For more information see Section 8-3c.

   ***Instructions for Federal Tables for Married Person
      same as above***

4-4     TAX AND GENERAL LEDGER INTERFACE FILE MAINTENANCE PROGRAMS

a.  <u>Payroll Tax Table Maintenance (TAX)</u>
    <u>Steps 6 through 9:  State and Local Tax File Update</u>

State or local government tax files may be updated by entering the state or local code.  The current file will then be displayed and a new column provided.

Step (6)    <u>Prompt/Display</u>

STATE CODES FROM 1 TO 52, LOCAL CODE FROM 53 TO 73, ENTER NUMBER OF STATE OR LOCAL CODE TO BE CHANGED OR CREATED:

<u>Explanation</u>

Enter the number of the state from 1 to 52 or the number of any local government from 53 to 73 for which the tax file is to be updated or created.  The number corresponds to fields 5 and 6 in each employees record.  Default value will proceed to step (9).

Step (7)    <u>Prompt/Display</u>

ENTER NEW VALUE OR HIT ᐳRETURNᐸ TO RETAIN CURRENT VALUE

```
                                    -----PRESENT VALUE-----NEW VALUE-----
NAME {MAX 12 CHAR.}                      GEORGIA
I.D. NUMBER                             87654321
IS THERE WITHHOLDING TAX {Y,N}          Y
CALC. BY TABLE, OR % {T,P}              T
BASED ON GROSS OR TAX {G,T}             G
AMT OR % ON STD. DED. {A,P}             P
PERCENT OF STD. DEDUCTION
FOR SINGLE                              .15
PRECENT OF STD. DEDUCTION
FOR MARRIED                             .15
MINIMUM STD. DEDUCTION                  1300
MAXIMUM STD. DEDUCTION                  2000
STANDARD DEDUCTION BEFORE
OR AFTER CALCULATIONS {B,A}             B
PERSONAL EXEMPTION SINGLE               1500
PERSONAL EXEMPTION MARRIED              3000
SUBTRACT PERSONAL EXEM FROM
TOTAL EXEMPTIONS {Y,N}                  Y
EXEMPTION PER DEPENDENT                 700
DEDUCT EXEMPTIONS BEFORE
OR AFTER CALCULATIONS {B,A}             B
DEDUCT FICA {Y,N}                       N
DEDUCT FEDERAL {Y,N}                    N
LIMIT OF UNEMPLOYMENT                   6000
```

Step (7)    (continued)

> Explanation

>> After each line, enter the appropriate value.  For
>> more information, see Section 8-3.

>> Default value results in the current value being
>> retained.

Step (8)    Prompt/Display

>> THERE ARE TABLES ATTACHED TO THIS RECORD, DO YOU
>> WISH TO UPDATE THEM {Y OR N}?

> Explanation

>> This question will be asked if there are tables
>> needed to calculate taxes for this government.
>> Enter 'Y' if these tables need to be created or
>> updated.
>> Otherwise, enter 'N' and
>> proceed to step (9).

>> *** Table entry is the same as for federal tables ***

Step (9)    Prompt/Display

>> MORE STATE OR LOCAL CODES TO ENTER {Y OR N}?

> Explanation

>> Enter 'Y' if another state or local tax table is
>> to be created or updated, and proceed to step (6).
>> Otherwise, enter 'N'.

4-4     TAX AND GENERAL LEDGER INTERFACE FILE MAINTENANCE PROGRAM

    a.  Payroll Tax Table Maintenance (TAX)
        Steps 10 through 14:  Listing the Files

---

Federal tax information and tables may be printed, as well as specific
state tax information for all or specific states.

---

Step (10)    Prompt/Display

        SET PAPER TO TOP OF PAGE, HIT RETURN WHEN DONE.

Explanation

        Set the paper in the printer at the first
        line of a new page and hit the 'RETURN' key.

Step (11)    Prompt/Display

        DO YOU WISH TO PRINT THE FEDERAL INFORMATION {Y OR N}?

Explanation

        Enter 'Y' if the federal tax information and
        tables are to be printed.
        Otherwise, enter 'N'.

        No default value.

Step (12)    Prompt/Display

LIST ALL, SPECIFIC, OR NO STATES {A, S, OR NO}?

Explanation

Enter 'NO' and proceed to step (1) if no states are to be listed.

Enter 'S' and proceed to step (13), if specific states are to be listed.

Enter 'A' and proceed to step (2), if all states with their tax tables (if any) are to be listed (listing all states may result in over 40 pages of output).

No default value.

Step (13)    Prompt/Display

ENTER STATE OR LOCAL CODE OR 0 TO END:

Explanation

Enter the two digit code of the state or local government to be listed and proceed with step (13), or enter '0' and proceed to step (1).

Step (14)    Prompt/Display

END OF TAX TABLE MAINTENANCE

Explanation

Will be displayed when the program has finished.

4-4     TAX AND GENERAL LEDGER INTERFACE FILE MAINTENANCE PROGRAMS

### b.  Payroll Tax Table Maintenance (Method of Computation)

> The Payroll System is designed to be as comprehensive as possible,
> while remaining simple to operate and maintain.  With this objective in
> mind, a generalized formula is used that, in most cases, computes tax
> withholdings exactly as established by the respective states.  Prentice
> Hall's PAYROLL TAX GUIDE is used to derive formulas and tax tables included
> in the Payroll System.

All tax withholding computations (federal, state and local) done by the
Payroll System are based on annualized income.  The factors used used
in these computations are as follows:  weekly 52; bi-weekly 26; semi-
monthly 24; and monthly 12.  This procedure, which allows for much simpler
and concise tax tables, is accepted by the Internal Revenue Service in
every state which taxes individual income.

Tax tables are divided into two categories, married or single.  There is
no differentiation for head-of-household (federal tables and most states
use the married table for head-of-household).  It should be pointed out,
however, that if an unusual situation occurs which results in an
unusually high or low withholding, the number of exemptions, or marital
status can be adjusted in order to arrive at a reasonable withholding
amount.

The generalized computation formula basically operates as follows:

- Determine annualized gross income.
- Subtract standard deductions (fixed amounts or
  percentages with minimum and maximum ranges).
- Subtract exemptions for number of dependents.
- Compute tax (based on flat percentage or graduated
  tables).
- Convert tax back to current period amount (divide
  by appropriate annualized income factor).

The current federal tax data used in this formula is as follows:

|  |  |
|---|---|
| FICA Taxable Wages | $17,700 |
| FICA Rate | 6.05% |
| Unemployment Taxable Wages | $ 6,000 |
| Exemption Amount | $   750 |
| Tax Tables; based on percentage method, Circular E, Revised May, 1977 | |

Updates to the Tax Tables will be reported from time to time.  FICA tables
or FICA taxable wages change nearly every year, and federal tax tables
changed twice in 1976 and twice again in 1977.  The Payroll Tax Table
Maintenance Program (Section 4-4a) will handle these updates, as well as
those for state and local tables.  It is suggested that the user consult
with an accountant to insure proper interpretation before making any
updates to any of the tax tables.  For further assistance, contact an
authorized representative.

In addition to federal tax tables and the District of Columbia tax tables,
tables for all 50 states may be set up in the tax files.  No local tables
have been included, but up to 20 local code numbers, starting with number
53, have been reserved for this purpose.

4-4      TAX AND GENERAL LEDGER INTERFACE PROGRAMS

c.   <u>General Ledger Interface File Maintenance Program (GLI)</u>

> The General Ledger Interface program is used to define the General Ledger
> account numbers to which the various payroll entries are to be posted.

To use the GLI program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

GLI

A detailed explanation of the GLI program is as follows:

<u>REMEMBER</u>

- Press the 'RETURN' key after each entry.
- Enter ? for further explanation.
- Enter 'END' to terminate this program.
- The "default value" occurs whenever the 'RETURN' key is entered without a preceding entry.

Step (1)    <u>Prompt/Display</u>

NEED HELP?

<u>Explanation</u>

Enter 'Y' if an explanation of what this program does and how to use it is needed.

Enter 'N' if no explanation is needed.

Step (2)    <u>Prompt/Display</u>

CREATE OR UPDATE INTERFACE FILE {C OR U}?

<u>Explanation</u>

Enter 'C' if a new interface file is to be created.

Enter 'U' if the present interface file is to be changed.

Step (3)    Prompt/Display

ENTER NEW VALUE OR HIT RETURN TO RETAIN
CURRENT VALUE.  UNUSED DESCRIPTION FIELDS
SHOULD CONTAIN '*'

Explanation

GLI displays the name of each account that can be
reported to General Ledger.  Enter a new account
number or default to retain the old value.  If a
description account code pair is not being used,
then the description field should contain an
asterisk.

Step (4)    Prompt/Display

END OF GENERAL LEDGER INTERFACE FILE
MAINTENANCE

Explanation

Will be displayed when the program is finished.

SECTION 5

PAYROLL PROCEDURES

5       PAYROLL PROCEDURES

5-1     PAY PERIOD PROCEDURES

    a.   Preparation Procedures

At the end of each pay period, certain procedures should be followed to
ensure the correct preparation of the company payroll.  These procedures
may be consulted each time the company payroll is prepared.  Exception con-
ditions which may occur during payroll calculation and check printing are
detailed in Section 5-2.

| PROCEDURE | EXPLANATION |
|---|---|
| Mount Disks | Mount the disk containing the system programs in drive 0.  Mount the disk containing the Employee Master File in drive 1. |
| Change Employee Master File | If there are any changes to be made to the Employee Master File other than deletions, run the Employee File Maintenance (EFM) program and make the necessary changes.  Deletions must be made after new period initialization has been run so that any values remaining in the Employee's records will be properly utilized in the W-2 and 941-A Reports. |
| Run LST Program | If changes were made in the Employee File, the Employee File List/Inquiry (LST) program may be run for an updated listing of the Employee Master File. |
| Start New Pay Period | When a new pay period is begun, run the New Period Initialization Program (NEW).  Remember that the NEW program clears certain fields, so do not execute this program until it is necessary to begin the next period's processing. |
| Run End of Month Program | If it is the end of the month, run End-of-Month (EOM) program.  NEW must be executed before EOM.  There are two phases to the End-of-Month program--report generation and clearing the end-of-month fields.  Do not proceed to clear the fields until the End-of-Month Reports have been checked.  Once the fields have been cleared, errors may not be corrected nor the reports reprinted. |

| PROCEDURE | EXPLANATION |
|---|---|
| Run End of Quarter Program | If it is the end of a quarter, run the End-of-Quarter (EOQ) program. Both NEW and End-of-Month must be run before this program is run or the 941-A Report will be inaccurate. There are two phases to the End-of-Quarter program-- printing the 941-A Report and clearing the fields until the 941-A Report has been checked. Once the fields have been cleared, errors may not be corrected, nor the 941-A Report reprinted. |
| Run End of Year Program | If it is the end of year, run the End-of-Year (EOY) program. The NEW, End-of-Month and End-of-Quarter programs must be run before this program is run or the W-2's will be inaccurate. There are two phases to the End-of-Year programs-- printing W-2's and clearing fields and removing inactive employees. Do not proceed to clear the fields until the W-2's have been checked. Once the fields have been cleared and inactive employees removed, the W-2's cannot be reprinted. |
| Run Payroll Calculations Program | Once NEW has been run and the appropriate end-of-period processing and field clearing has been done, run the Payroll Calculations (PAY) program. |
| Run Payroll Register Program | Run the Payroll Register (REG) program and verify that PAY has calculated the payroll properly. Save this register as the backup record. If an error is found, run PAY again and recalculate the incorrect employee records. |
| Print Employee Paychecks | Once the register is correct, run the Print Checks (CKS) program and print the payroll checks. |

5       PAYROLL PROCEDURES

5-1     PAY PERIOD PROCEDURES

     b.   Payroll Procedures Flowchart

A Flowchart of the procedures to insure correct preparation of the company
payroll is shown on the adjacent page.
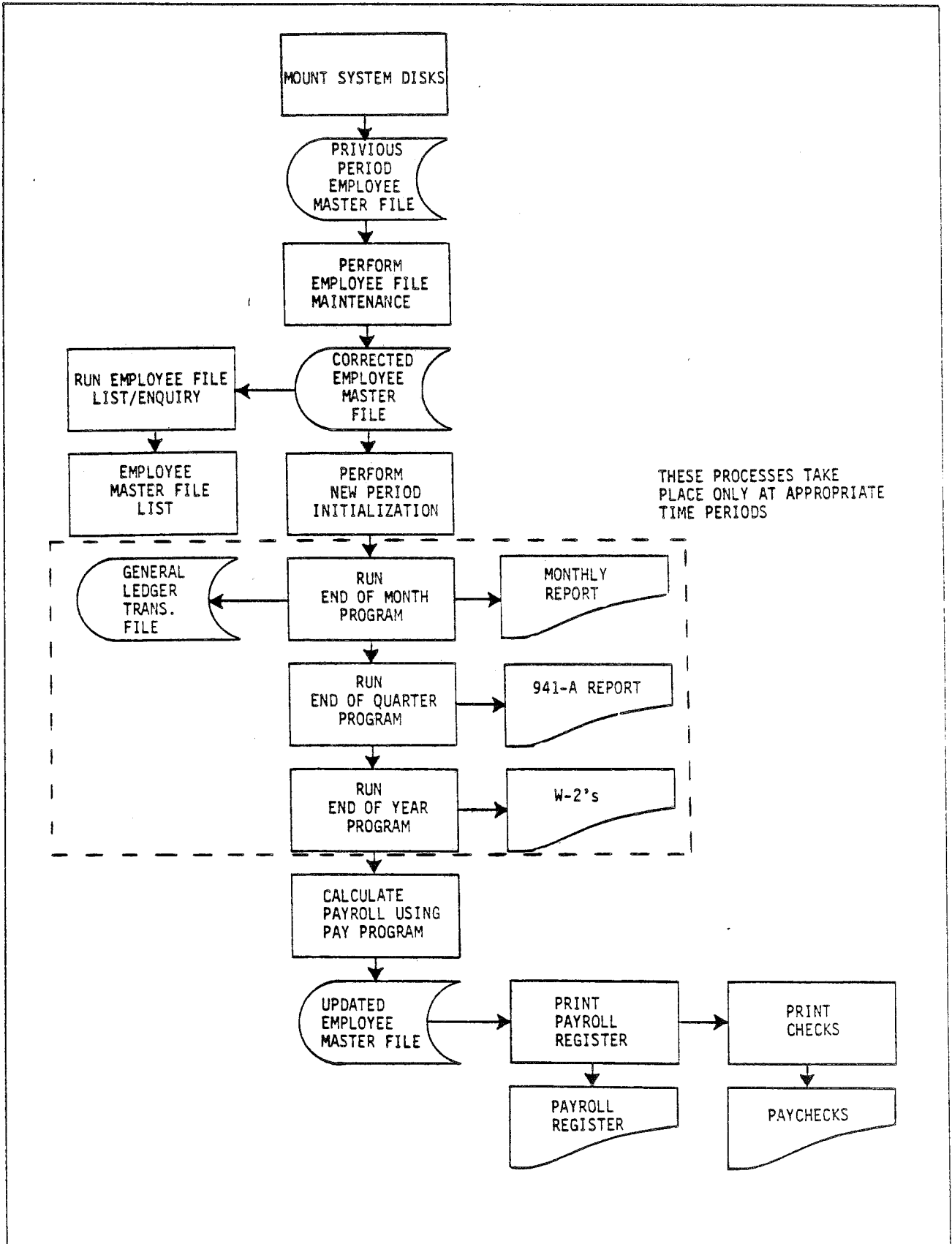
Payroll Procedures Flowchart

5-2      SPECIAL PROCEDURES

### a.  Special Check Procedures

There are several special cases that may arise when a payroll is calculated. This topic covers the special cases having to do with the calculation and the printing of payroll checks.

INCORRECT CHECK

If an incorrect check is written before the New Period Initialization (NEW) program is run, the correction procedure is as follows:

    (1)  Run PAY and specify the employee or employees for whom checks
         are to be recalculated.

    (2)  Run CKS and specify the employee or employees whose checks
         are to be reprinted.  The system will set all fields equal to
         the new values calculated in PAY.

If an incorrect check is discovered after NEW has been run, the erroneous check data is added to the Month, Quarter, and Year-to-Date data.  There are two ways this may be handled:

    (1)  The next check the employee receives may be adjusted to correct
         the incorrect check, or

    (2)  An adjusting check may be written immediately if the error was
         in the company's favor.

The data fields in the employee's record must then be modified using the Employee File Maintenance (EFM) program.  Each detail field in the record must have the appropriate correction added or subtracted from it.  Since it is difficult to ensure accuracy when adjusting fields within an employee record, this procedure should be avoided if possible.

<u>REMEMBER</u>

NEW must be run between each valid check that is
written.  If an adjusting check is written to pay
an employee for an underpayment, be sure to run
NEW before and after the adjusting check is written.

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MANUAL CHECK

If a manual check is written for an employee at a time when the Payroll System is not accessible, the check data must be entered into the system in the following manner:

(1)  Run PAY and calculate the pay for the employee for whom the check was written.  Enter all the values calculated on the manual checks.

(2)  Do not run the Print Checks (CKS) program on this check.  If the check is printed, destroy it.

(3)  When NEW is run at the beginning of the next period and a check was printed, an error message that states no check has been written for the employee will be displayed.  The message will ask if processing is to continue.  Ignore the error message and continue.

CHECK HELD

If for reasons of insufficient funds, an employee's check must be held, then this must be reflected within the general ledger books.  This is done as follows:

(1)  Print the employee check as normal, and hold this check in a safe place.

(2)  Make a journal entry to the general ledger to reflect this account payable.

(3)  When the check is released, make sure to report to the general ledger payables account by making an opposite entry.

5-2      SPECIAL PROCEDURES

   b.    Adding Employee With Existing Payroll Record

| When converting to the Payroll System in the middle of the year, or when adding employees who have an existing payroll record, the Payroll System must be brought up to date on each employee entered. |
| --- |

This is done as follows:

   (1)   Run the Employee File Maintenance (EFM) program, and enter
         the personal information for the employee.

   (2)   When the program asks if detail information is to be entered,
         respond YES and enter all pertinent Current, Month, Quarter
         and Year-to-Date information.

If this procedure is not followed, the system still calculates payroll and
prints checks, but the FICA deductions may not be accurate and the 941-A
Report and W-2 Report will not be accurate.

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5        PAYROLL PROCEDURES

5-2      SPECIAL PROCEDURES

        c.  <u>Interdepartmental Transfer</u>

---
If an employee changes departments during the year, the employee's Department/
Employee Code may be easily changed using the Employee File Maintenance
program.
---

This change, however, creates several problems if it is not done at the end
of a month.  To change departments, proceed as follows:

    (1)  Run the End-of-Month (EOM) program at the appropriate time.

    (2)  Run the EFM program and change the Department/Employee code.

    (3)  Run the Employee File List/Inquiry (LST) program and print a
         complete list of this employee's file on the printer.  Mark this
         list as a department change and save it.

         If at the end of a year, the end-of-year or end-of-quarter data
         is broken out by departments, use the listing from step (3) above
         to subtract the employee's new department, and add the employee's
         totals to the end-of-year totals for his old department.

5     PAYROLL PROCEDURES

5-2    SPECIAL PROCEDURES

    d.   Out of State Transfers

| If an employee relocates to a different state or into an area having a different local tax structure, the employee's record must be updated by using the Employee File Maintenance (EFM) program. |
| --- |

Updating the records at any time other than the end of a year will necessitate certain system procedures to be followed in order to properly maintain the record.

To change an employee's state or local tax record, proceed as follows:

    (1)   Run the EFM program and change the state and/or local tax
          codes for that employee.

    (2)   Run Employee File List (LST) program, to print and complete a
          list of this employee's record.  Mark this list as a state and/or
          local change, and file the list.

    (3)   At the end of the year, a manual W-2 form must be created
          for each state in which the employee has worked.  Use the listing(s)
          accumulated in step (2).

    (4)   The state unemployment liability figures must be adjusted
          for each state in which the employee worked.  Add the appropriate
          amount of gross pay from the listing in step (2) to the state the
          employee moved from, and subtract this amount from the state the
          employee moved to.

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5   PAYROLL PROCEDURES

5-2   SPECIAL PROCEDURES

   e.  Employee Termination

If an employee leaves the company, his record must be marked inactive, and his W-2 printed.  Any severance pay due the employee must also be paid.

The procedure is as follows:

   (1)  At the next pay period, either add the severance pay to the employee's check as miscellaneous income or calculate and print a manual check to pay severance pay to the employee.

   (2)  Run the New Period Initialization (NEW) program.

   (3)  Run the Employee File Maintenance (EFM) program and delete the employee.  This marks the employee as inactive.

   (4)  Run End-of-Year (EOY) program and print a specific W-2 for the employee.

   (5)  When EOY is run at the physical end of the year, a second W-2 will be printed for this employee.  Either destroy this W-2 or save it in case the employee has lost the first copy.

5       PAYROLL PROCEDURES

5-2     SPECIAL PROCEDURES

    f.  Employee Reinstatement

When an employee leaves the company for any reason, his record is marked
inactive by the Employee File Maintenance (EFM) program DELETE function.
If he is reinstated within the same calendar year, his record is still in
the system and intact.

To reactivate this record:

    (1)  Run the EFM program using the ADD function to reactivate the
         record.

    (2)  Change the Date Employed field to reflect the new date of
         employment.

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SECTION 6

ERROR MESSAGES

# 6    ERROR MESSAGES

## 6-1  LOCAL AND GLOBAL ERROR MESSAGES

The Payroll System is designed to allow for operator ease in error recogni-
tion and recovery.  In many cases error messages that appear are a result of
a wrong keyboard entry, in which case the system simply prompts the operator
to retype the field causing the error.  These error messages can be of two
types -- Local (single program source) or Global (multiple program sources).
More severe errors, such as one caused by equipment malfunction, require
the program to be restarted.  Severe system error messages have a different
format and are described in Section 6-4.

Error messages that are encountered while using the system may have been
generated either by the BASIC Operating System or by the Payroll programs.
Payroll program errors start with two or three asterisks.

For example:

    **  INVALID AMOUNT.  PLEASE REENTER.  **

Recovery from entering the wrong data through the keyboard is in most cases
automatically performed by the program being processed.  As seen in the
example above, the program has determined that a value is incorrectly
entered, and displays a prompt message for the operator to input that
value again.

## GLOBAL ERROR MESSAGES

Global error messages are those messages which are common to all programs. For example, the following message appears any time an incorrect or illegally formatted date has been entered.

**INCORRECT DATE. MUST BE OF FORM MM/DD/YY.**

After this message is displayed, the operator is prompted to re-enter the correct date.

## LOCAL ERROR MESSAGES

Local error messages are those messages whose meanings are unique to the particular program from which they originate. For example the message

**EMPLOYEE DOES NOT EXIST**

appears in the Employee File Maintenance (EFM) program whenever an employee is accessed for change or deletion and the employee code entered does not exist in the Employee Master File.

Local error messages are listed in Section 6-2, and Global error messages are listed in Section 6-3.

BASIC Operating System and severe system errors cause immediate termination of the program being executed and exit to the BASIC Operating System. These error messages are discussed in Section 6-4.

6-2     ALPHABETICAL LISTING OF LOCAL ERROR MESSAGES

Local error messages are listed alphabetically in the following table.

| ERROR MESSAGE | ORIGINATING PROGRAM (S) | EXPLANATION AND RECOVERY |
|---|---|---|
| ** CAN'T UPDATE, FILE HAS NOT BEEN CREATED ** | GLI | The employee Master File has not yet been created and, therfore, cannot be updated.  Run CREATE to correct. |
| ** DEDUCTIONS EXCEED EARNINGS FOR THIS EMPLOYEE THIS CHECK NOT PRINTED ** | CKS | An error has occurred while calculating this employee's payroll.  Use Tax File Maintenance Program to check the Tax Tables for this employee's state or locality.  If error persists, contact your dealer. |
| ** EMPLOYEE ALREADY EXISTS ** | EFM | Occurs whenever an attempt is made to ADD an employee and the employee code used already exists.  To recover, if employee is not already in file, choose another Department/Employee Code. |
| ** EMPLOYEE DOES NOT EXIST ** | EFM LST PAY CKS | Occurs whenever an attempt is made to list an employee and the employee code used does not exist in the file. Make sure that the correct Department/ Employee Code has been entered. |
| ** EMPLOYEE IS NOT ACTIVE ** | CKS | An attempt was made to write a check for an inactive employee.  If a check must be written for this employee, the EFM program must be used to reactivate the employee before the check may be printed. |
| ** THIS IS AN INACTIVE EMPLOYEE ** | PAY | This employee has been marked inactive. If the payroll for this employee is to be calculated, use Employee File Maintenance to reactivate the employee before proceding. |

6-3    ALPHABETICAL LISTING OF GLOBAL ERROR MESSAGES

Global error messages are listed alphabetically in the following table.

| ERROR MESSAGE | EXPLANATION AND RECOVERY |
|---|---|
| **INCORRECT DATE. MUST BE OF FORM MM/DD/YY.** | All dates input must be of the form MM/DD/YY. Also, check for logical month, day and year values.  Re-enter value to correct. |
| **INVALID ENTRY PLEASE REENTER.** | Appears whenever any operator-entered value is not within pre-defined limits or format. Retype correct value to recover. |
| **NUMBER IS OUT OF RANGE.** | Same as above, except specifically for the editing of numeric entries.  Retype correct number to recover. |
| **START PROGRAM NOT RUN.  CAN'T CONTINUE.** | The START program has not been run to initialize the system since the system was powered up.  To correct, load the Payroll Menu, then select and run the START program. |
| **SYSTEM FILE INITIALIZED IMPROPERLY. CAN'T CONTINUE.*** | This occurs if, during the SYSGEN procedure, an invalid systems parameter was written into the system file (#A.PRSYS), such as assigning a data file to a physical disk unit that does not exist.  To correct, step through the SYSGEN function and locate the source of the error. |
| ***SYSTEM FILE NOT FOUND.  CAN'T CONTINUE.*** | This occurs if the SYSGEN program was not performed on the disk that is currently in the disk drive that is being accessed.  This message may occur if SYSGEN was done incorrectly or if a disk drive has not been mounted.  To correct, use the SYSGEN program to examine the system file (#A.PRSYS) to find source of the eror or perform a MOUNT command for the disk. |

6-4     BASIC AND SEVERE SYSTEM ERROR MESSAGES

---
Severe system errors are caused by the failure of computer equipment or
failure of the currently running program.  They may be classed as "BASIC
errors" and "severe system errors" according to the message format.  The
occurrence of these errors may indicate a need for repair of the system
hardware.

---

BASIC ERRORS

Errors that originate out of the BASIC Operating System are 'trapped'
and the following message will be displayed:

        BASIC ERROR NUMBER <n>  LINE NO. <l>
        CONSULT DOCUMENTATION FOR EXPLANATION
        ABNORMAL END OF JOB

If an error of this type occurs, the program is immediately ended and no
further processing will take place.  The description of the BASIC error
corresponding with the number (n) and line (l) may be found in the
BASIC Reference Manual.

SEVERE SYSTEM ERRORS

Errors that are a result of a failure in the computer equipment or the
program that is currently being executed are referred to as system errors.

Severe system error messages are identified by the format shown in the
following example.

        **SEVERE SYSTEM ERROR (number) PLEASE CONSULT MANUAL.**

The number referred to in the message is explained in the table on the
adjacent page.

Depending on the nature of the error that does occur, the program may be
restarted and continued or, in extreme cases, repair may have to be
performed before the program can continue.

| SEVERE SYSTEM ERROR NUMBER | EXPLANATION |
|---|---|
| 1 | End-of-File detected while processing an ISAM file. |
| 2 | Non-existent record key attempted to be accessed. An account number was sought by the program and that account number did not exist. |
| 3 | Creating a new record with an existing key. An attempt was made to write out to a file a record with the same account number that already exists. |
| 13 | Out of space on the disk. An attempt was made to add an account or transaction to a file and the disk has no more room for additions. |
| 16 | Trying to access a file on the disk and that file is not an ISAM data file. |
| 94 | A state of local code withholding tax was calculated that was greater than the gross pay for an employee. The tax tables may be set up incorrectly. |
| 95 | A state or local withholding tax was calculated that was less than zero. |
| 96 | An invalid pay period code was encountered during calculations. |
| 98 | An error was encountered in the General Ledger Interface File. Reinitialize this file using the Utility GLI program. |
| 99 | An invalid Pay Type Code was encountered during calculations. |

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# SECTION 7

# LISTINGS FROM THE TEST DATA FILES

# 7  LISTINGS FROM THE TEST DATA FILES

> The Payroll System is supplied on disks that include sample Test Data Files.
> The listings in this section were made by running the indicated programs
> with these sample data files.

When the Payroll System is first installed, the Employee Master File contains
sample data.

The procedure in section 2-3g allows these test data files to be saved for
future reference.  To use files so saved, remove the active data file disk
from drive 1 and insert the disk with the test files (in cartridge disk
systems; they may be the same disk).  Mount the disk and, if the files have
been renamed as shown in section 2-3g, execute the following BASIC command:

```
NAME "TESTMST" AS #A.PRMST
NAME "TESTDT1" AS #A.PRDT1
NAME "TESTDT2" AS #A.PRDT2
```

Now enter the Payroll System as usual and run the desired report or listing
programs.

The following sections show how these reports and listings look.  The follow-
ing reports are shown:

| Section | Title |
|---------|-------|
| 7-1 | Employee File List |
| 7-2 | Payroll Register |
| 7-3 | Paychecks |
| 7-4 | Monthly Summary |
| 7-5 | General Ledger Transaction Register |
| 7-6 | 941-A Report |
| 7-7 | W-2 Form |
| 7-8 | Unemployment Tax Report |

## 7-1    EMPLOYEE FILE LIST

A listing of the entire  employee file, or only selected employees in the
file may be obtained.  All information per employee or only personal
information may be printed or displayed.

```
                         THE HARRIS SUPPLY CO.
                            PAYROLL SYSTEM
                        EMPLOYEE LIST - INQUIRY
                              09/13/77

                                                        PAGE   1

   101/MPT   PAUL T. MONCKTON        MARITAL ST.=M   DATE EMP. =04/23/65  STATUS=A
             1254 RITZ AVE. NE.      FED.EXEMPT.=3   DATE TERM.=//0
             DECATUR GA. 30032       ST. EXEMPT.=3   PAY PERIOD = S   PAY TYPE = S
             254-65-4346             CITY=0  ST.=10  PAY RATE =    $760.000
   CURRENT:HOURS OT OTHER    DATE   CK.NO.  DED.: INSURANCE    MISC #1     MISC #2
           0    0    0   09/15/77                   $12.50        $1.50      $0.00

                         CURRENT        MONTH          QUARTER        YEAR
   EARNINGS   -REGULAR    :  $760.00      $1,520.00     $3,040.00     $7,600.00
              -OVERTIME   :    $0.00          $0.00         $0.00         $0.00
              -OTHER HRS. :    $0.00          $0.00         $0.00         $0.00
              -COMMISSIONS:    $0.00          $0.00         $0.00         $0.00
              -MISC.      :    $0.00          $0.00         $0.00         $0.00
   DEDUCTIONS-FICA        :   $44.46         $88.92       $177.84       $444.60
             -FEDERAL     :  $102.71         $43.58        $87.16       $217.90
             -STATE       :   $24.27         $48.54        $97.08       $242.70
             -LOCAL       :    $0.00          $0.00         $0.00         $0.00
             -INSURANCE   :   $12.50         $25.00        $50.00       $125.00
             -MISC. #1    :    $1.50          $3.00         $6.00        $15.00
             -MISC. #2    :    $0.00          $0.00         $0.00         $2.00

   101/SSC   SUZI C. SAVOY           MARITAL ST.=S   DATE EMP. =02/12/69  STATUS=A
             45 W. MANCHESTER #32    FED.EXEMPT.=1   DATE TERM.=//0
             ATLANTA, GA. 30306      ST. EXEMPT.=1   PAY PERIOD = S   PAY TYPE = S
             254-87-6745             CITY=0  ST.=10  PAY RATE =    $350.000
   CURRENT:HOURS OT OTHER    DATE   CK.NO.  DED.: INSURANCE    MISC #1     MISC #2
           0    0    0   09/15/77                    $4.00        $1.50      $0.00

                         CURRENT        MONTH          QUARTER        YEAR
   EARNINGS   -REGULAR    :  $350.00        $700.00     $1,400.00     $3,500.00
              -OVERTIME   :    $0.00          $0.00         $0.00         $0.00
              -OTHER HRS. :    $0.00          $0.00         $0.00         $0.00
              -COMMISSIONS:    $0.00          $0.00         $0.00         $0.00
              -MISC.      :    $0.00          $0.00         $0.00         $0.00
   DEDUCTIONS-FICA        :   $20.48         $40.96        $81.92       $204.80
             -FEDERAL     :   $43.08        $102.62       $205.24       $513.10
             -STATE       :    $9.83         $10.70        $21.40        $53.50
             -LOCAL       :    $0.00          $0.00         $0.00         $0.00
             -INSURANCE   :    $4.00          $8.00        $16.00        $40.00
             -MISC. #1    :    $1.50          $3.00         $6.00        $15.00
             -MISC. #2    :    $0.00          $0.00         $0.00         $0.00
```

7-2     PAYROLL REGISTER

The Payroll Register is a complete register showing all items that will appear on each employee's check.  Totals are accumulated and printed by department and grand totals for all departments print at the end of the listings.

```
                              THE HARRIS SUPPLY CO.
                                 PAYROLL SYSTEM
                                PAYROLL REGISTER
                                   09/13/77
                                                                      PAGE  1

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

   101MPT    PAUL T. MONCKTON              TYPE=S     RATE= 760.000

        ---HOURS---    --EARNINGS-    --------DEDUCTIONS--------    ---TOTALS---
        REG=    0.00   REG= 760.00    FIC=  44.46    INS=  12.50    EARN= 760.00
        OT =    0.00   OT =   0.00    FED= 102.71    MI1=   1.50    DEDU= 185.44
        OH =    0.00   OH =   0.00    STA=  24.27    MI2=   0.00
                       COM=   0.00    CIT=   0.00                   *NET= 574.56
                       MIS=   0.00                          CHECK NO.


   101SSC    SUZI C. SAVOY                 TYPE=S     RATE= 350.000

        ---HOURS---    --EARNINGS-    --------DEDUCTIONS--------    ---TOTALS---
        REG=    0.00   REG= 350.00    FIC=  20.48    INS=   4.00    EARN= 350.00
        OT =    0.00   OT =   0.00    FED=  43.08    MI1=   1.50    DEDU=  78.89
        OH =    0.00   OH =   0.00    STA=   9.83    MI2=   0.00
                       COM=   0.00    CIT=   0.00                   *NET= 271.11
                       MIS=   0.00                          CHECK NO.


   *** TOTALS - DEPARTMENT 101

    ---EARNINGS---    ----------DEDUCTIONS----------    ----TOTALS-----
    REG    1,110.00   FIC       64.94   INS     16.50   EARN   1,110.00
    OT         0.00   FED      145.79   MI1      3.00   DEDU     264.33
    OH         0.00   STA       34.10   MI2      0.00
    COM        0.00   CIT        0.00                   *NET     845.67
    MIS        0.00
```

248073B

## 7-3    PAYCHECKS

> Paychecks may be printed for all employees or for individual employees.
> Both preprinted and computer assigned check numbers may be used for extra
> security.  A check stub is included that shows a breakdown of earnings and
> deductions and year-to-date totals.

```
103SGT        THE HARRIS SUPPLY CO.     GEORGE T. SHEFFIELD      No. 01912
                     33 Northside Ave.
                  Chamblee, Georgia 30340
   --YOUR--   --HOURS WORKED--  ----------YOU EARNED----------
   PAY RATE   REGULAR  PREMIUM    REGULAR    PREMIUM    OTHER
   --------   -------  -------   ---------  ---------  --------        ***GROSS***
     3.950      40.0      0.0     158.00       0.00      0.00            158.00

   ---GOVERNMENT TAX DEDUCTIONS---   ---OTHER DEDUCTIONS---
     FICA  FEDERAL  STATE   LOCAL    INSUR.  MISC 1  MISC 2
   -------  -------  ------  ------   ------  ------  ------        ****NET***
     9.24    11.02    3.59    0.00     8.00    0.00    2.50          123.65


   -----------------------YEAR TO DATE TOTALS----------------------
   PAID THRU   EARNINGS    FICA      FEDERAL     STATE    LOCAL
   ---------   --------   --------   --------   --------  --------
   09/15/77   3,410.84    199.51     161.60      26.32     0.00
```

```
THE HARRIS SUPPLY CO.              The Merchants National Bank    65 404   No. 01912
    33 Northside Ave.                   Atlanta, Georgia           312
Chamblee, Georgia 30340
                                                              Check No.- 1911

          **** ONE HUNDRED TWENTY THREE & 65 /100 DOLLARS
                                                                  AMOUNT
                                           DATE
                                         09/15/77             ****$123.65
PAY TO THE ORDER OF:
   GEORGE T. SHEFFIELD
   88 MADDOX ST.
   ATLANTA, GA. 30329

                                                     NON NEGOTIABLE

                    PLACE MICR ENCODING HERE
```

## 7-4    MONTHLY SUMMARY

Grand totals are all employee earnings and deductions for the current month, quarter-to-date and year-to-date.

```
                              THE HARRIS SUPPLY CO.
                                PAYROLL SYSTEM
                                 END OF MONTH
                                  09/13/77
                   (                                           PAGE   1

                               MONTHLY SUMMARY


      TOTAL ACTIVE EMPLOYEES =  6              TOTAL INACTIVE EMPLOYEES =  1

      TOTAL CURRENT: REGULAR HOURS =   0
                     OVERTIME HOURS=   0
                     OTHER HOURS   =   0
                                     ----
                     TOTAL HOURS   =   0

                                   MONTH       QUARTER         YEAR
      EARNINGS   -REGULAR     :  $5,889.20   $10,086.60    $22,844.70
                 -OVERTIME    :      $0.00       $28.74       $120.86
                 -OTHER       :      $0.00       $23.70        $39.10
                 -COMMISSIONS :  $3,118.91    $4,754.51     $8,392.10
                 -MISC.       :      $0.00        $0.00       $500.00
      DEDUCTIONS -FICA        :    $527.01      $871.34     $1,866.11
                 -FEDERAL     :  $1,220.29    $1,924.51     $3,760.21
                 -STATE       :    $227.18      $362.28       $721.87
                 -LOCAL       :      $0.00        $0.00         $0.00
                 -INSURANCE   :    $173.50      $306.50       $713.50
                 -MISC. #1    :      $9.00       $15.00        $33.00
                 -MISC. #2    :     $30.00       $57.50       $144.50
```

## 7-5    GENERAL LEDGER TRANSACTION REGISTER

The General Ledger Transaction Register contains end of month debits and credits that will be posted to the General Ledger, including the account number, date, description and amount.

```
                             THE HARRIS SUPPLY CO.
                               PAYROLL SYSTEM
                               END OF MONTH
                                 09/13/77
                                                               PAGE   1

                     GENERAL LEDGER TRANSACTIONS REGISTER


     ACCOUNT NUMBER      DATE      DESCRIPTION    SC     DEBIT      CREDIT
     --------------      ----      -----------    --     -----      ------
            10200      09/30/77   NET PAY(CASH)  P                 $6,821.13
            21100      09/30/77   EMP. FICA      P                   $527.01
            21200      09/30/77   FED. WH.       P                 $1,220.29
            21300      09/30/77   STATE WH.      P                   $227.18
            21400      09/30/77   LOCAL WH.      P                     $0.00
            23000      09/30/77   INS. DED.      P                   $173.50
            23100      09/30/77   MISC. DED.#1   P                     $9.00
            23200      09/30/77   MISC. DED.#2   P                    $30.00
            50100      09/30/77   101            P     $3,330.00
            50100      09/30/77   102            P     $3,718.91
            50100      09/30/77   103            P     $1,959.20
            50100      09/30/77   MIS            P         $0.00
                                                   -----------   -----------
                                       TOTALS       $9,008.11     $9,008.11
```

## 7-6    941-A REPORT

This report is printed at the end of each quarter and includes all information required by the federal government.

```
                              THE HARRIS SUPPLY CO.
                                PAYROLL SYSTEM
                                END OF QUARTER
                                   09/13/77


                                 941-A REPORT
                                    TOTALS


          DATE QUARTER ENDED 09/30/77

          ITEM  1 TOTAL PAGES THIS REPORT   2
          ITEM  2 TOTAL EMPLOYEES LISTED    7

          ITEM  8 TOTAL WAGES TAXABLE UNDER FICA PAID THIS QUARTER   $14,893.55
          ITEM 10 TOTAL WAGES. . . . . . . . . . . . . . . . . . .   $14,893.55

          ITEM 11 AMOUNT OF INCOME TAX WITHHELD FROM WAGES . . . .    $1,924.51
          ITEM 13 TOTAL OF INCOME TAX WITHHELD (IF NO ADJUSTMENTS)    $1,924.51

          ITEM 14 TAXABLE FICA WAGES PAID    $14,893.55
                              MULTIPLIED BY   .117  = TAX. . . . . .  $1,742.55
          ITEM 16 TOTAL FICA TAXES . . . . . . . . . . . . . . . .   $1,742.55
          ITEM 17 ADJUSTMENT (FRACTION ONLY) . . . . . . . . . . . .     $0.13
          ITEM 18 ADJUSTED TOTAL OF FICA TAXES . . . . . . . . . .   $1,742.68

          ITEM 19 TOTAL TAXES (IF NO ADJUSTMENTS). . . . . . . . .   $3,667.19
```

```
                                 941-A REPORT

        THE HARRIS SUPPLY CO.        DATE QUARTER ENDED   09/30/77        PAGE NO.   2
        30 NORTHSIDE DR.N.E.
        ATLANTA, GA. 30326
        111111111
                                                     STATE UN-
               SOCIAL                     TAXABLE   EMPLOYMENT  TOTAL
             SECURITY NO.    EMPLOYEE NAME    FICA WAGES    WAGES     WAGES     STATE NAME
             -----------   ------------------------- ---------- ---------- ---------- -------------
             254-65-4346   PAUL T. MONCKTON        3800.00    1440.00    3800.00 GEORGIA
             254-87-6745   SUZI C. SAVOY           1750.00    1750.00    1750.00 GEORGIA
             357-35-2585   JAMES J. STEVENS        5554.51    1262.41    5554.51 GEORGIA
             999-99-9999   RANDY B. FRIEDMAN          0.00       0.00       0.00 GEORGIA
             254-65-1856   GEORGE T. SHEFFIELD     1299.56    1299.56    1299.56 GEORGIA
             546-35-7434   IRVING C. STEIN         1216.88    1216.88    1216.88 GEORGIA
             342-86-3517   THOMAS S. STOCKTON      1272.60    1272.60    1272.60 GEORGIA
                                                 ---------              ---------
                             TOTALS THIS PAGE   $14893.55              $14893.55

                           TOTAL EMPLOYEES THIS PAGE   7
```

```
                              THE HARRIS SUPPLY CO.
                                PAYROLL SYSTEM
                                END OF QUARTER
                                   09/13/77

                           WAGES SUBJECT TO UNEMPLOYMENT

           WAGES SUBJECT TO FEDERAL UNEMPLOYMENT:     $5,539.04

                              STATE UNEMPLOYMENT

           STATE NAME        AMOUNT                 STATE NAME        AMOUNT
           ------------      ----------             ------------      ----------
           GEORGIA           $8,241.45                                   $0.00
```

2480738

7-7    W-2 FORMS

Standard format Wage and Tax Statements (W-2 forms) are printed at the
end of the year or individually when an employee leaves the company.

| | | | Wage and Tax Statement 1975 | | |
|---|---|---|---|---|---|
| 123456789 THE HARRIS SUPPLY CO. 30 NORTHSIDE DR. N.E. ATLANTA, GA. 30326 | | | Type or print EMPLOYER'S name, address, ZIP code and federal identifyinng number. | Copy D For employer | |
| | | | | Employer's State identifying number 87654321 | |
| Employee's social security number 254-65-4346 | 1 Federal income tax withheld $21.79 | 2 Wages, tips, and other compensation $760.00 | 3 FICA employee tax withheld $44.46 | 4 Total FICA wages $760.00 | |
| Type or print Employee's name, address, and ZIP code below PAUL T. MANAGER 1254 RITZ AVE. N.E. DECATUR, GA. 30032 | | 5 Was employee covered by a qualified pension plan, etc ? | 6 | 7 | |
| | | 8 State or local tax withheld $24.27 | 9 State or local wages $760.00 | 10 State or locality GEORGIA | |
| | | 11 State or local tax withheld $0.00 | 12 State or local wages $760.00 | 13 State or locality | |
| Form W-2 | | | Department of the Treasury—Internal Revenue Service ☆GPO 1975—O-575-022  51-36-2641915 | | |

7-8     UNEMPLOYMENT TAX REPORT

The Unemployment Tax Report contains the total wages for the month which are subject to federal and state unemployment.

```
                          THE HARRIS SUPPLY CO.
                            PAYROLL SYSTEM
                            END OF MONTH
                              09/13/77
                                                              PAGE   1


                          UNEMPLOYMENT TAX REPORT


   WAGES SUBJECT TO FED. UNEMPLOYMENT THIS MONTH =     $4,584.53

                    WAGES SUBJECT TO STATE UNEMPLOYMENT

   STATE NAME           AMOUNT                    STATE NAME           AMOUNT
   -------------        -------------             -------------        -------------
   GEORGIA               $8,184.53                                       $0.00
```

248073B

# SECTION 8
# PAYROLL FILE STRUCTURE

# 8    PAYROLL FILE STRUCTURE

## 8-1    INTRODUCTION

### a.    Block Diagram

> The data used by the Payroll System is stored in files on the disks.  This
> section explains the structure of each of the data files used by the Payroll
> System.

The file structure for the Payroll System is displayed in the block diagram
on the adjacent page.

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EMPLOYEE MASTER FILE

| #A.PRMST | → | Personal Information Records - 18 fields each |
| #A.PRDT2 | | |
| #A.PRDT2 | → | Detail Records - 53 fields each |

TAX INFORMATION FILE

| #A.PRTAX | → | 1 Federal Information Record - 8 fields |
| | → | State Tax Records (up to 26) - 22 fields each |
| | → | Local Tax Recurring (up to 10) - 22 fields each |
| | → | Tax Tables - 3 fields each |

GENERAL LEDGER INTERFACE FILE

| #A.PRGLI | → | Standard Item Account Numbers | { Up 20 payroll department codes paired with their General Ledger account numbers |
| #A.PRGLT | → | General Ledger Information Records - 6 fields each |

HELP FILE

| #A.PRHLP |

Payroll System File Structure

8        PAYROLL FILE STRUCTURE

8-1      INTRODUCTION

    b.   <u>Employee Master File Structure</u>

The Payroll System creates and uses an Employee Master File which
consists of three subfiles, #A.PRMST, #A.PRDT1 and #A.PRDT2.

Personal information for each company employee in the Employee Master File
is stored in the personal information record of #A.PRMST. Month-to-Date,
Quarter-to-Date and Year-to-Date information for each company employee in
the Employee Master File is stored in the detail records of #A.PRDT1 and
#A.PRDT2.

Each personal information record consists of 18 fields. These fields contain
information such as the employee's name, address, date of hire and termination
date. The Personal Information Record fields are described in detail in
Section 8-2.

Detail Records contain Current-to-Date, Month-to-Date, Quarter-to-Date,
and Year-to-Date field data, and information on the last check printed for
the employee. Detail fields are described in Section 8-2.

Physically, each record in the Employee Master File requires three sectors,
or 384 bytes, of disk storage. Excluding the necessary sectors required
for system overhead, a maximum of about 1600 sectors, enough for about 500
employees, may be used on each disk.

# 8    PAYROLL FILE STRUCTURE

## 8-1    INTRODUCTION

### c.    Tax Information File Structure

> The Payroll System must also have certain federal and state tax information
> to calculate withholding and unemployment liabilities.  This information
> is kept in a random file called #A.PRTAX.

The Tax File contains a federal tax record, state and local tax records,
and table records.

When the tax file is created, the system allocates space for:

      1  Federal record
      2  Federal tax tables
    27  State tax tables

for a total of 30 records or 30 sectors on the disk.  Each state or locality
that uses tables will cause the allocation of two more sectors, and each
local tax record that is entered will cause the allocation of 1/2 sector.
Therefore, the minimum size of the tax file will be 30 sectors.  Depending
upon how many state tables are loaded, the size of the tax file will average
50 to 80 sectors.

Details of the tax record field are given in Section 8-3.

(Intentionally blank)

8-1    INTRODUCTION

### d.  General Ledger Interface and Transfer File Structure

Two files are maintained by the system to facilitate an interface with the General Ledger System, assuming that the user has the General Ledger System. These two files are the General Ledger Interface File (#A.PRGL1) and the General Ledger Transfer File (#A.PRGLT).

The General Ledger Interface (GLI) File Contains the General Ledger account number for each item that the Payroll System transfers to the General Ledger System.  Eight of these items are standard, and the GLI File contains only the General Ledger account number for these items.  The other items are up to 20 payroll department codes, paired with their General Ledger account numbers.  These items are used if individual department pay totals are reported to the General Ledger.  The GLI File is described further in Section 8-4a.

The General Ledger Transfer File (#A.PRGLT), used to pass transaction totals to the General Ledger, is created only if the General Ledger System is being used and two or more disk units are available for the passing of payroll information to the General Ledger.  Note that if the Payroll System does report back to the General Ledger, then the account number assignments made within the Payroll System must be valid acounts within the General Ledger Chart of Accounts (Master) File.  The General Ledger Transfer File structure is described further in Section 8-4b.

8-2     EMPLOYEE MASTER FILE STRUCTURE

a.  Personal Information Fields

A detailed explanation of the contents of each of the 18 Personal Information
Fields of the Employee Master File follows.

| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 1<br>Employee Code | Six characters are used to identify each employee. The first three characters define the department the employee is in.  The next three characters define an employee within a department.  These codes may be numbers, letters or special characters. If departments are not used, place the same 3 characters in the first 3 positions of every record.<br><br>Employees can be stored in alphabetical order if the employee code consists of the employee's initials in last name, first name, middle name order.  Example:  Employee Clyde V. Ranore in Dept. 101 would have a code of:  101RCV. |
| FIELD 2<br>Name | The Employee's name as it will appear on checks and government forms.  Maximum length is 24 characters. |
| FIELD 3<br>Address 1 of 2 | First line of employee's address.  Since there are only two address lines, any apartment number must appear on this line.  Maximum of 24 characters in length. |
| FIELD 4<br>Address 2 of 2 | Second line of the employee's address, city, state and zip code. |
| FIELD 5<br>Local Code | The two digit number code between 53 and 72 that represents the city or county in which the employee pays withholding tax.<br>If no local withholding tax is deducted, then enter '00' in this field. |
| FIELD 6<br>State Code | The two digit numeric code between 1 and 52 that represents the state in which the employee pays state withholding tax or in which the employer must pay unemployment insurance for the employee.  If neither withholding or unemployment must be calculated, then enter '00' in this field. |
| FIELD 7<br>Marital Status | A one-character code.  Must be 'M' if employee is married or 'S' if employee is single. |

| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 8<br>Federal Exemptions | A two-digit number. The number of exemptions claimed by the employee for federal withholding. |
| FIELD 9<br>State Exemptions | A two-digit number. The number of exemptions claimed by the employee for state withholding. |
| FIELD 10<br>Social Security<br>Number | The nine digits of the employee's social security number entered without hyphens. |
| FIELD 11<br>Pay Period | A one-character code representing one of the four possible pay periods<br>    'W' = Weekly<br>    'B' = Bi-Weekly<br>    'M' = Monthly<br>    'S' = Semi-Monthly<br>by which the employee is paid. Hourly employees are paid on a weekly basis. |
| FIELD 12<br>Pay Type | A one-character code representing one of the four possible pay types<br>    'H' = Hourly<br>    'E' = Hourly by Exception<br>    'S' = Salaried<br>    'D' = Draw & Commission |
| FIELD 13<br>Pay Range | A dollar amount, accurate to three decimal places. For hourly employees this field contains the rate per hour, for salary, and draw and commission employees this field contains the gross pay or draw per pay period. |
| FIELD 14<br>Insurance Deduction | A dollar amount to be deducted for insurance from the employee's pay each period. |
| FIELD 15<br>Misc. Deduction #1 | A dollar amount to be deducted from the employee's pay each period. |
| FIELD 16<br>Misc. Deduction #2 | A dollar amount to be deducted from the employee's pay each period. |
| FIELD 17<br>Date Employed | Eight alphanumeric characters used for identifying the month/day/year the employee was hired. Format must be MM/DD/YY. |
| FIELD 18<br>Date Terminated | In the event an inactive record is created, then this field contains the date the employee was terminated. Same format as Field 17. |

8       PAYROLL FILE STRUCTURES

8-2     EMPLOYEE MASTER FILE STRUCTURE

        b.  Detail Fields

In addition to the personal information record, a detail record is maintained
for each employee in the Employee Master File.  Each detail record consists
of four groups of fields--Current-to-Date, Month-to-Date, Quarter-to-Date,
and Year-to-Date--and information on the last check printed for the employee.

Each of the four groups of detail fields contain 12 sub fields, for a total
of 48 fields.  The information on the last check printed for the employee
is stored in fields 49 through 53.

The 12 sub fields are described on the adjacent page.

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| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 1 <br> Regular Earnings | Dollar value of salary, draw or regular hours earnings. |
| FIELD 2 <br> Overtime Hours <br> Earnings | Dollar value of overtime earnings at 1 and ½ regular hours rate (hourly employees only). |
| FIELD 3 <br> Other Hours Rate <br> Earnings | Dollar value of other hours earnings at a rate set in the Tax Table Maintenance (TAX) program (hourly employees only). |
| FIELD 4 <br> Commission Earnings | Dollar value of commissions (commission employees only). |
| FIELD 5 <br> Miscellaneous Income | Dollar value of miscellaneous income entries. |
| FIELD 6 <br> FICA Deductions | Dollar value of FICA deductions withheld. |
| FIELD 7 <br> Federal Deductions | Dollar value of federal income tax deduction. |
| FIELD 8 <br> State Deductions | Dollar value of state income tax deduction, if any. |
| FIELD 9 <br> Local Deductions | Dollar value of city or county income tax, if any. |
| FIELD 10 <br> Insurance Deduction | Dollar value of amount deducted for group insurance. |
| FIELD 11 <br> Miscellaneous <br> Deduction #1 | Dollar value of a deduction defined by user. |
| FIELD 12 <br> Miscellaneous <br> Deduction #2 | Dollar value of a deduction defined by user. |

8      PAYROLL FILE STRUCTURES

8-3    PAYROLL TAX FILE STRUCTURE

       a.  Federal Tax Records

The contents of each of the eight fields of the Federal Record are explained
on the following page.

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| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 1<br>Date last updated | This field contains the date the file was last updated and is maintained by the system. |
| FIELD 2<br>Federal I.D. | The company's federal assigned I.D. number 9 digits, no hyphens or pound sign. |
| FIELD 3<br>FICA Percentage | The current Federal Insurance Contributions Act percentage used to figure deductions from employee pay. |
| FIELD 4<br>FICA Limit | The dollar limit of gross salary up to which an employee FICA deduction is made. |
| FIELD 5<br>Federal Exemption<br>Allowance | The dollar amount per dependent deducted from each employee's annual pay before calculating income tax withholding. |
| FIELD 6<br>Federal Unemployment<br>Limit | The dollar value representing the limit of individual gross pay upon which Federal Unemployment must be paid. |
| FIELD 7<br>Standard Workweek | The number of hours per week to be used in calculating hourly employee's pay.  Usually 40. |
| FIELD 8<br>Other Hours Rate | The number to multiply the employees' hourly rate by to figure his other hours pay.  For double time this would be 2 and for time and one half it would be 1.5. |

8-3    PAYROLL TAX FILE STRUCTURE

b.  State and Local Tax Records

The Payroll Tax File may contain up to 52 State Tax Records and 20 Local
Tax Records.  The contents for each field of the State or Local Tax Records
are as follows.

| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 1<br>State or Local Name | The name of the state or locality, maximum of 12 characters. |
| FIELD 2<br>State or Local I.D. | The state or local identification number assigned to the company (if any).  9 digit maximum, no hyphens. |
| FIELD 3<br>Is There Withholding Tax (Y,N) | A flag to indicate whether (y) or not (n) this state or local government has a withholding tax. |
| FIELD 4<br>Calculate by Table or % (T,P) | Is a table (T) used in the calculations of the tax, or is a percentage (P) used? |
| FIELD 5<br>Percent for Withholding | If a percentage is used, this field contains the numeric value of that percentage. |
| FIELD 6<br>Based on Gross Income or Tax (G, T) | Is the tax calculated using the employee's gross pay (G) or some other tax (T) as the base? |
| FIELD 7<br>Based on State or Federal (S,F) | If tax is based on a tax and this is a local government record, then is state (S) or federal (F) tax used as a base? |
| FIELD 8<br>Amount or Percent on Standard Deduction(A,P) | If there is a standard deduction, is it calculated using a fixed dollar amount (A) or a percentage of base (P)? |
| FIELD 9<br>Dollar Amount or Percent of Standard Deduction for Single | The fixed amount or percentage used to calculate the standard deduction for single persons (if any). |

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| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 10<br>Dollar Amount or<br>Percent of Standard<br>Deduction for Married | Same as above for married persons. |
| FIELD 11<br>Maximum Standard<br>Deduction | A dollar amount that the standard deduction may not be less than (0 if not used). |
| FIELD 12<br>Maximum Standard<br>Deduction | A dollar amount that the standard deduction may not be greater than (0 if not used). |
| FIELD 13<br>Take Standard Deduc-<br>tion before or after<br>calculation (B,A) | Is the standard deduction (if used) taken before (B) or after (A) the tax is calculated. |
| FIELD 14<br>Personal Exemption<br>Single | The dollar amount of a personal exemption for single persons (if used). |
| FIELD 15<br>Personal Exemption<br>Married | The dollar amount of a personal exemption for married persons (if used). |
| FIELD 16<br>Subtract personal<br>from total de-<br>pendents? (Y,N) | Do you subtract 1 for single and 2 for married from the number of exemptions claimed before multiplying by the allowance per dependent? |
| FIELD 17<br>Exemption per<br>dependent | The dollar value to be multiplied by the number of exemptions claimed. |
| FIELD 18<br>Take Exemptions<br>before or after<br>calculation? (B,A) | Deduct the exemption allowance before (B) or after (A) the tax is calculated? |
| FIELD 19<br>Deduct FICA? | Should the amount of FICA withholding be deducted? |
| FIELD 20<br>Deduct Federal? | Should the amount of federal withholding be deducted? |
| FIELD 21<br>Deduct FICA-Federal<br>before or after<br>calculations? (B,A) | If FICA or federal is deducted, should it be taken out before (B) or after (A) tax is calculated? |
| FIELD 22<br>Limit of Unemployment | The dollar limit of Unemployment for this state. |

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8-3     PAYROLL TAX FILE STRUCTURE

c.  Tax Tables

Tax tables are stored one table per record and are kept in pairs, one for single and one for married persons.  There are a pair of federal tables and a pair of tables for each state or locality that use tables in its calculations.  Both single and married tables must be present even if they are identical.

Each table contains 12 lines of the fields shown in the following example.

| FIELD 1<br>Minimum of Range | The dollar amount of the minimum for which this line in the table applies. |
|---|---|
| FIELD 2<br>Amount of Tax | The dollar amount of the tax to charge for this range in the table. |
| FIELD 3<br>Fraction over<br>Minimum | The fraction (in form .XX) representing percent to multiply the base minus minimum of range.  This figure is then added to the amount of tax to yield total tax. |

For example, if a table entry normally contained:

        IF TAX BETWEEN 1300 and 1600 THEN TAX = 25.00 + 6%
        OF AMOUNT OVER 1300

Then the Payroll System Tax Table entry would be:

| Field 1 | Field 2 | Field 3 |
|---|---|---|
| Minimum of Range | Amount of Tax | Fraction over Minimum |
| 1300 | 25.00 | .06 |

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8      PAYROLL FILE STRUCTURES

8-4     GENERAL LEDGER INTERFACE FILE STRUCTURE
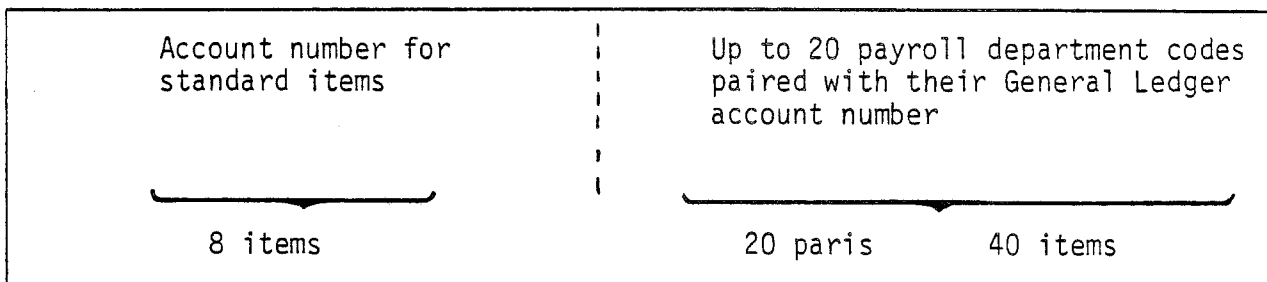
    a.  General Ledger Interface File

The General Ledger Interface File is a sequential file which contains the account numbers of the items reported to the General Ledger System.

It is imperative that the account numbers assigned in this General Ledger Interface File are valid account numbers within the General Ledger Chart of Accounts if the General Ledger System is being used with the Payroll System.  Double-check the General Ledger Chart of Accounts (Master) File listing to ensure the validity of the account numbers.  Transactions passed to the General Ledger System having invalid account numbers will cause unpredictable results during the General Ledger runs.

The eight standard items reported to the General Ledger are:

- Net Pay (Cash)
- Employee FICA Withheld
- Federal Tax Withheld
- Insurance Deductions
- Miscellaneous Deductions #1
- Miscellaneous Deductions #2
- State Tax Withheld
- Local Tax Withheld

GLI is a sequential file.  The first eight items are the account numbers for the standard items, and the next 20 pairs of items are payroll department codes with their respective General Ledger account number.  An example of the General Ledger Interface File structure

| Account number for standard items | Up to 20 payroll department codes paired with their General Ledger account number |
|---|---|
| 8 items | 20 paris          40 items |

8-4     GENERAL LEDGER INTERFACE FILE STRUCTURE

b.  General Ledger Transfer File

The General Ledger Transfer File is part of the General Ledger Interface File and is used to interface the Payroll System with the General Ledger Accounting System.

The General Ledger Transfer File is a BASIC random file.  The contents of the file are explained on the adjacent page.

This transfer file is created during the end of month processing and is read by the General Ledger Transaction Transfer program within the General Ledger System.  The file remains on the disk until 'KILLED' or until over-written during the next month's processing.

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| FIELD NAME | FIELD CONTENTS |
|---|---|
| FIELD 1 | Five numeric digits used to uniquely identify a General Ledger account.  The left 3 digits are the major account code.  The right 2 digits, if present, indicate the subaccount, or department code. |
| FIELD 2<br>Source Code | A single character used to denote the source document, or system, from which transaction originated. This is always a 'P' for this Payroll System. |
| FIELD 3<br>Reference | An 8 character alphanumeric field, not used by the Payroll System. |
| FIELD 4<br>Description | A 24 character alphanumeric description or title of this transaction.  Within the Payroll System this will contain either a description of one of the eight standard transfer accounts, or will contain a Payroll department code. |
| FIELD 5<br>Date | The date this transaction was processsed, usually during the Payroll end-of-month procedures. |
| FIELD 6<br>Amount | The transaction debit or credit amount.  Maximum handled is $9,999,999.99, absolute. |

APPENDIX A
SYSGEN WORKSHEET

# SYSGEN WORKSHEET

| STEP | PROMPT/DISPLAY | RESPONSE |
|------|----------------|----------|

(1)   WHICH UTILITY WOULD YOU LIKE TO RUN?    ⬚⬚⬚⬚⬚⬚

(2)   PLEASE INSERT THE DISK TO BE PROCESSED INTO    Insert disk into drive no.1
DRIVE (O). READY?    Y̲E̲S̲

(3)   *** PROGRAM TO INITIALIZE THE #A.ARSYS
      PARAMETERS ***

    *** NOTE: THE DEFAULT VALUE IS THE VALUE
       ASSUMED IF YOU HIT 'RETURN' WITH NO
       ENTRY FOR THAT ITEM

(4)   SYSTEM NAME    P A Y R O L L  S Y S T E M

(5)   SYSTEM PASSWORD    ⬚⬚⬚⬚⬚⬚⬚⬚

(6)   DISK TITLE/VERSION

(7)   CREATION DATE

(8)   LAST ACCESS DATE

(9)   TERMINAL STATUS PORT

(10)   TERMINAL SENSE SWITCH

(11)   CLEAR SCREEN CODES

(12)   TERMINAL WIDTH

(13)   TERMINAL NULLS

(14)   PRINTER TYPE CODE

(15)   PRINTER STATUS PORT

(16)   PRINTER SENSE SWITCH

(17)   TOP OF FORMS CODE (S)

(18)   PRINTER WIDTH

(19)   PRINTER NULLS

(20)   NUMBER SYSTEM DRIVES

(21)   MAIN DATA DISK DRIVE

(22)   SOFTWARE CONFIGURATION CODE

(23)   COMPANY NAME

(24)   ADDRESS 1 OF 2

(25)   ADDRESS 2 OF 2

(26)   DATA FILE PASSWORD    Not Applicable

(27)   NUMBER OF DATA FILES

(28)   FILE #1 NAME    E M P L O Y E E  M A S T E R

(29)   FILE #1 DRIVE

(30)   FILE #2 NAME    T A X  F I L E

(31)   FILE #2 DRIVE

(32)   SERVICE CHARGE PERCENT

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APPENDIX B

GLOSSARY OF TERMS AND DEFINITIONS

| | |
|---|---|
| Aging | The sorting and accumulating of vouchers by the date they are due or last date the discount is available. |
| Backup | 1. Systems that take over when the primary system is down for various reasons.<br>2. Also used to designate the storage of data files (either on paper or in machine-readable form) which are to be used in case the original data files become lost or incorrect. |
| BASIC | Beginner's All-purpose Symbolic Instruction Code. A common high-level computer programming language. |
| Bit | The smallest unit of measure in a computer, having only values of either zero (0) or one (1). |
| Byte | An IBM developed term used to indicate a specified number of consecutive bits treated as a single entity. A byte is most often considered to consist of eight bits which as a unit can represent one character of information. |
| Character | One of a set of elements which may be arranged in ordered groups to express information. Each character has two forms: (1) a man-intelligible form, the graphic, including the decimal digits 0-9, and letters A-Z, punctuation marks, and other formatting and control symbols; and (2) its computer-intelligible form, the code, consisting of a group of binary bits. |
| Command | 1. The prompt or display within a program which specifies the operation to be performed.<br>2. For microprocessors, an electronic pulse, signal or set of signals to start, stop, or continue some operation. |
| Commission | A dollar amount paid to a salesperson as compensation for making or exceeding sales quotas. Usually a percentage of the sale. |

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| | |
|---|---|
| Computer | An automatic electronic machine for performing calculations and data processing. |
| Configuration | Relative arrangement of parts. A set of interconnected hardware forming a computer system. |
| Central Processing Unit (CPU) | The primary functioning unit of any computer system. Its basic architecture consists of storage elements called registers, computational circuits designed as the Arithmetic-Logic Unit (ALU), the Control Block and Input-Output ports. |
| Credits | An entry to an account constituting an addition to a revenue, net worth, or liability account. A deduction from an expense or asset account. |
| Credit Memos | A record that describes an amount of a credit from a vendor as a result of returned merchandise or other transactions. |
| CRT | Cathode Ray Tube. A term used to commonly denote a video terminal. See also Screen, Video Unit. |
| Data Entry | The act of providing the computer with information for processing, such as entering transactions for a General Ledger System or items for an Inventory Control system. |
| Data File | See File. |
| Debits | A record of an indebtedness. An entry to an account constituting an addition to an expense or asset account or a deduction from a revenue net worth, or liability account. |
| Deductions | A dollar amount that is subtracted from Gross Pay Deductions may be for taxes, insurance, parking, union dues, etc. |
| Dependent | Someone for whom the employee pays all or most of the living expense. |
| Detail Account | In the General Ledger, the account to which the journal transactions are posted (entered). Also used to denote those transactions after they have been posted. |
| Discount | An amount of money that a vendor allows to be subtracted from a bill if that bill is paid by a given date. Usually expressed as a percent of the total bill. |

| | |
|---|---|
| Diskette | A storage media mode of flexible magnetic material and resembling a 45-RPM phonograph record. Also referred to as a disk or a floppy. |
| Disk Unit (Drive) | The electronic mechanism and housing used for the storage and retrieval of information on diskettes. |
| Double Entry | A standard accounting practice where each debit entry must be balanced by a credit entry of equal dollar value, and visa versa. |
| Draw | A fixed dollar amount paid to a salesperson every pay period. This is the minimum the employee is paid. Commissions are added to this amount. |
| Echo Check | Refers to various error control techniques wherein the receiving terminal or computer returns the original message to the sender to verify that the message was received correctly. |
| Exemptions | Governments allow a dollar amount to be deducted from either Gross Salary or the calculated income tax. This dollar amount is calculated as an amount times number of exemptions. Exemptions may be allowed for dependents, spouses, or personal. |
| FICA | Federal Insurance Contributions Act. FICA tax is calculated using a percentage. One half of the tax is paid by the employee as a deduction and one half is paid by the employer. |
| Files | A collection of records on the diskette, grouped together under a file name. |
| Flag | A character or bit within a record or within memory that is used to describe a condition or set of conditions. |
| Floppy Disk | A disk drive that uses diskettes as a storage media. (See Disk) |
| Format | The act of preparing a new diskette for use by the system, or reinitializing an old disk for re-use. Formatting destroys all data on the diskette by 'clearing' it off. All new diskettes must be formatted before they can be used. |
| Gross Pay | The total amount of money the employee is due at the end of each pay period before deductions are taken out. |
| Hard Disk | A disk drive that uses a hard plastic platter as a storage media. There may be several platters in the disk at once. All or part of the platters may be removable. (See Disk) |

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| | |
|---|---|
| Invoice | A document from the vendor that describes the amount and terms of money owed as a result of a purchase from the vendor. |
| Indexed Sequential Access Method (ISAM) | Rather than directly using the file management routines available in the Disk BASIC software, the system uses an intermediate set of file-manipulation subroutines which serve as a software interface between the applications programs and the Disk BASIC routines. This ISAM (Indexed Sequential Access Method) is a file structuring technique which allows a file to be processed either sequentially or in a random (direct) fashion. The defining characteristic of ISAM files is that the records are arranged alphabetically according to a key field contained in each record. Indexes of keys are maintained to provide direct or sequential access, with the ISAM software subroutines performing the necessary mapping functions to associate a key with its physical disk address. |
| Mask | A pattern of characters printed on the printer and used to align forms in the printer. Also a bit pattern that is And'ed or Or'ed with an input port to detect the presence of one or more bits. |
| Memory | A data storage medium. Internal memory is the program and data working memory within the computer itself. External memory is a diskette, for example. |
| MENU | A CRT video display showing the program selections options available to the operator. |
| Microprocessor | The semiconductor central processing unit (CPU) contained usually on a single chip, and having the computer arithmetic logic unit and the control logic unit. |
| MITS Computer | A computer designed and manufactured by Pertec, Inc. |
| Modular Description | The breaking down of a program into logical units and the description of these units by what they do and how they interact with other modules. |
| Net Pay | The actual cash amount for which an employee check is written. Net pay is Gross Pay minus all deductions. Sometimes called take home pay. |

| | |
|---|---|
| Operating System | An integrated collection of service routines for supervising the sequencing and processing of programs by a computer. Operating systems may perform debugging, input-output, machine accounting, MITS BASIC Operating System also includes the BASIC interpreter. |
| Output | Refers to information and data transferred from the internal storage of a computer to output devices or external storage. |
| Password | A code word initially assigned by the user which must be entered and verified by the computer before the computer will allow the operator to perform tasks. |
| Period | The time required for one complete cycle of a regular, repeating series of events, such as a month for an accounting period. |
| Peripheral | Units which work in conjunction with a computer but are not part of it, such as a video terminal or disk unit. |
| Personal Exemption | An exemption for the person who is filing the tax and sometimes for the spouse. Personal exemptions are sometimes handled separately from other exemptions. |
| Posting | The act of transferring an entry or item from a book of original entry to the proper account in a ledger; the record in a ledger account resulting from the transfer of an entry or item from a book of original entry. |
| Processing | The programmed act of computation and control in order to change input data to output data. |
| Program | A set of instructions arranged in a proper sequence for directing a digital computer in performing a desired operation or operations (e.g., the solution of a mathematical problem or the collation of a set of data). |

| | |
|---|---|
| Prompt | The computer act of displaying a message to the operator and then waiting for the operator to respond to that message with a keyboard entry. |
| Query | To question. The computer may question the operator for the next step, or the operator may question the computer for information. |
| Record | Refers to a logical collection of fields with each field designating a single piece of information. See also Field, File. |
| Register | A listing of transactions that have occurred. Also a storage location within the central processing unit of the computer. |
| Screen | Being, relating to, or used in the transmission or reception of video data using a television-like apparatus. See also CRT, Video Unit. |
| Simulate | To represent the functioning of a device, system, or computer program by another, i.e., to represent the functioning of one computer by another, to represent the behaviour of a physical system by the execution of a computer program, to represent a biological system by a mathematical model. |
| Software | The term software was invented to contrast with the "iron" or hardware of a computer system. Software items are programs, languages, and procedures of a computer system. |
| Standard Deduction | A fixed dollar amount that is subtracted from an employee's pay before the tax is calculated. May be a different amount for married and single employees. |
| Storage | 1. The act of storing information. 2. Sometimes called a memory. Any device in which information can be stored. 3. Pertaining to a device into which data can be entered, in which it can be held, and from which it can be retrieved at a later time. |
| Syntax | 1. Refers to the relationship among characters or groups of characters, independent of their meaning or the manner of their interpretation and use. 2. The rules governing the structure of a language. |
| System | As used in some computing installations,the system includes, and defines the interrelationship of, hardware, service routines, processing procedures and accounting methods. |

| | |
|---|---|
| System Console | The main peripheral device (terminal) through which the BASIC operating system and the operator communicate. |
| Terminal (video, hard copy) | A peripheral device having a keyboard for data entry and a printer and/or video unit for data output. |
| Transaction | A single act or item of business, such as the selling of a unit of inventory. |
| Utility Program | Programs that perform service functions and whose purpose is to support the regular system programs. |
| Variable | Any factor or condition which can be measured, altered, or controlled. A quantity that can assume any of a given set of values. |
| Vendor | A person or company from which products or services are purchased. |
| Video Unit | A television-like unit used for data output. See also CRT, Screen. |
| Voucher | A record that describes an amount of money due to a vendor. |
| Window | A period of time between two dates, including the Start date and the end date. |
| Withholding | A deduction. A dollar amount that is withheld from an employee's pay and paid to the federal, state or local governments as income tax. |
| Withholding Tax | A deduction from an employee's gross pay, withheld by the employer and paid to the government for the employee as a payment for income tax. |