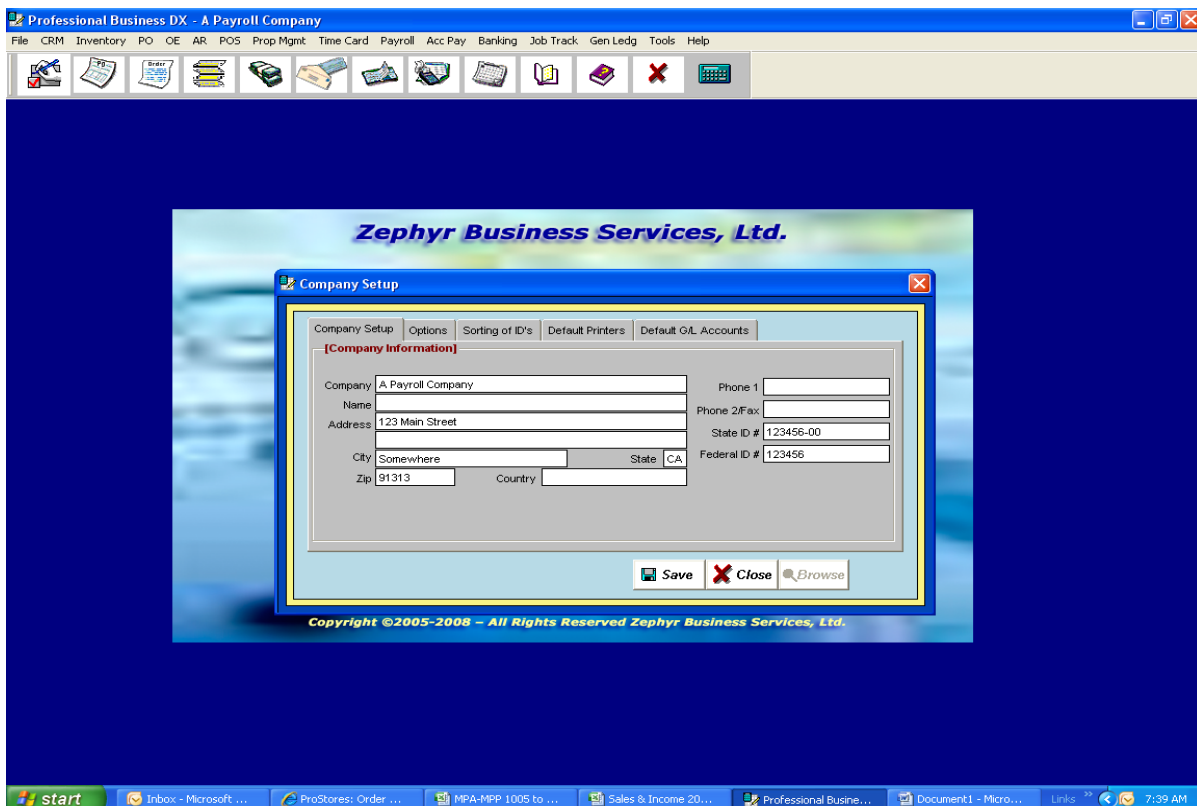
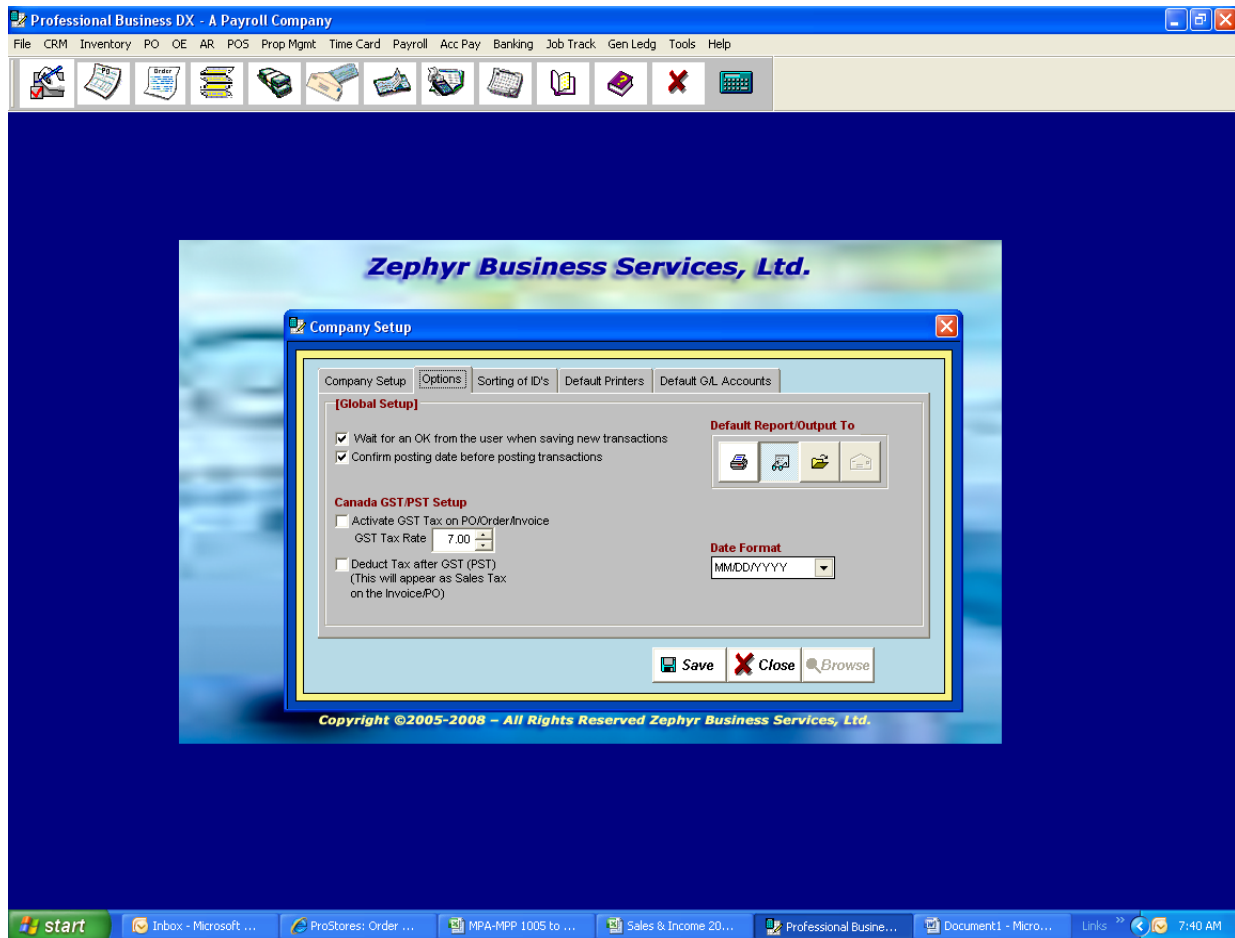


## Company Set-Up

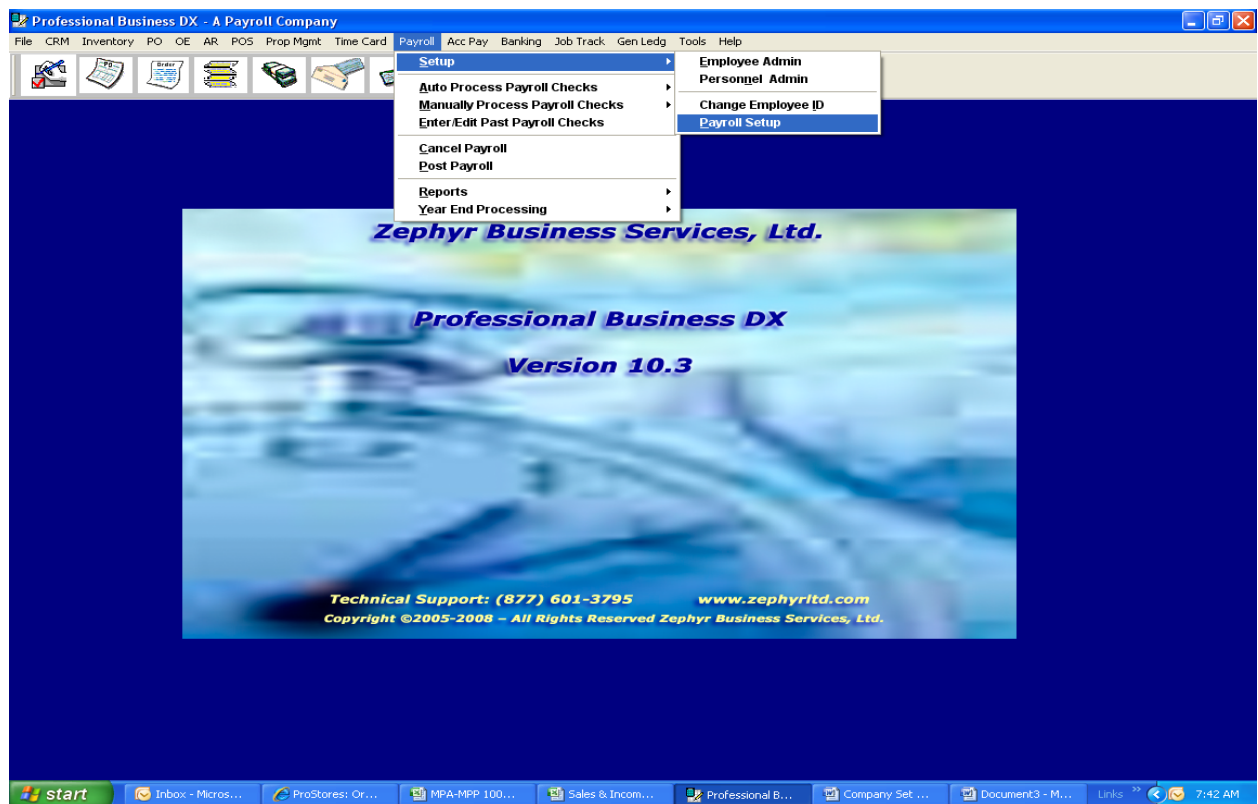
- 1) Click on File/Company Profile/Setup



- 2) Complete Company Information
- 3) Click on "Options" tab

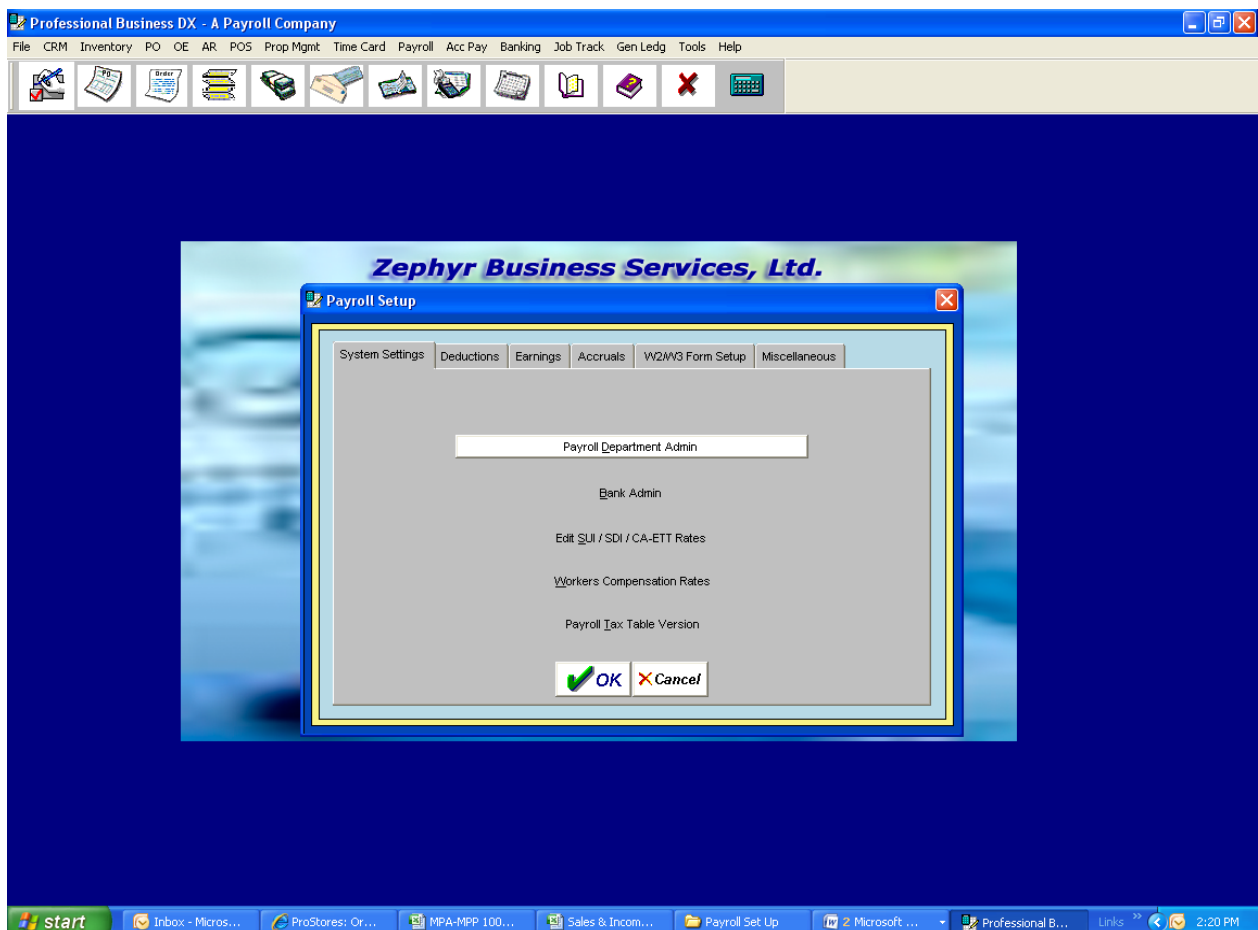


- 4) Under "Global Setup" click on the bow to the left of "Wait for an Ok from the user when saving new transactions."
- 5) Click on the box to the left of "Confirm posting date before posting transactions"
- 6) Make sure you have a checkmark in both boxes.
- 7) Look over to the right under "Default Report/Output To" and click on the second box (the one with glasses) to send reports to the screen before printing.
- 8) Click "Save"
- 9) Close "Company Setup" screen

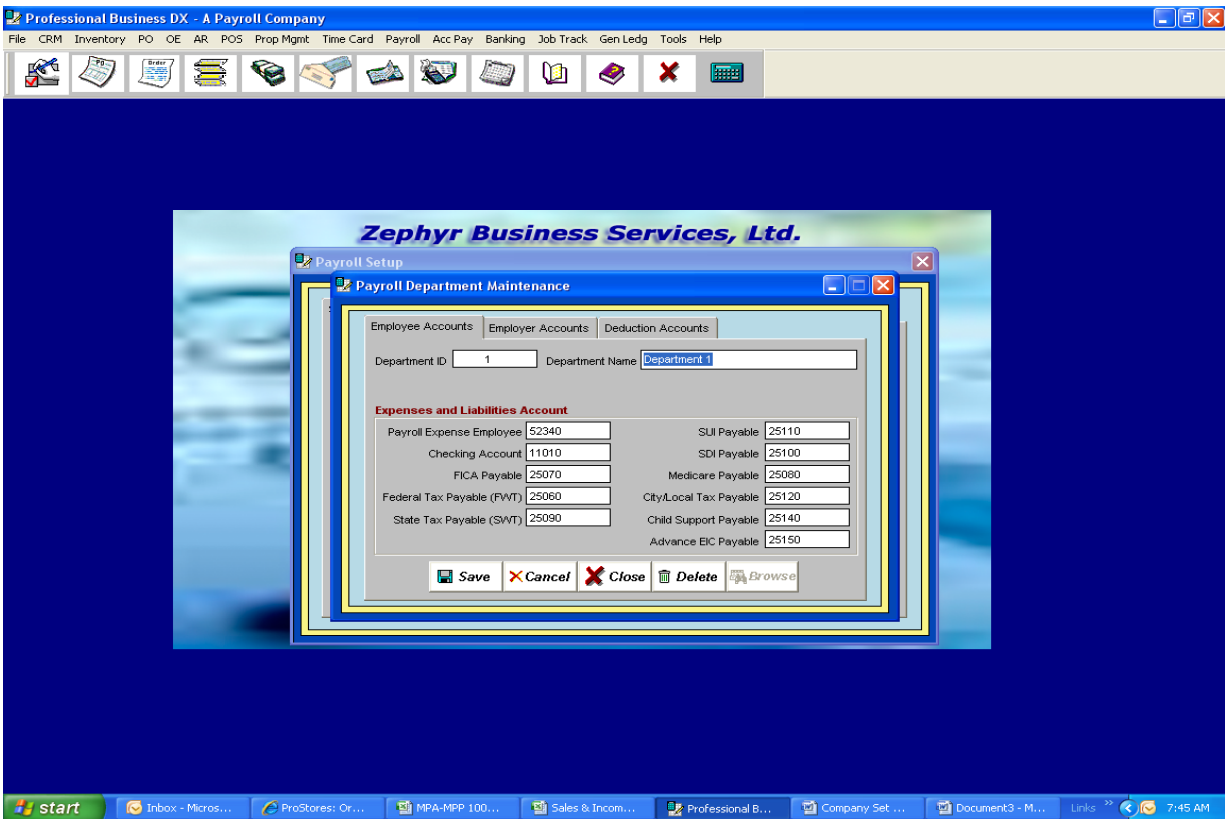


## Payroll Set-Up

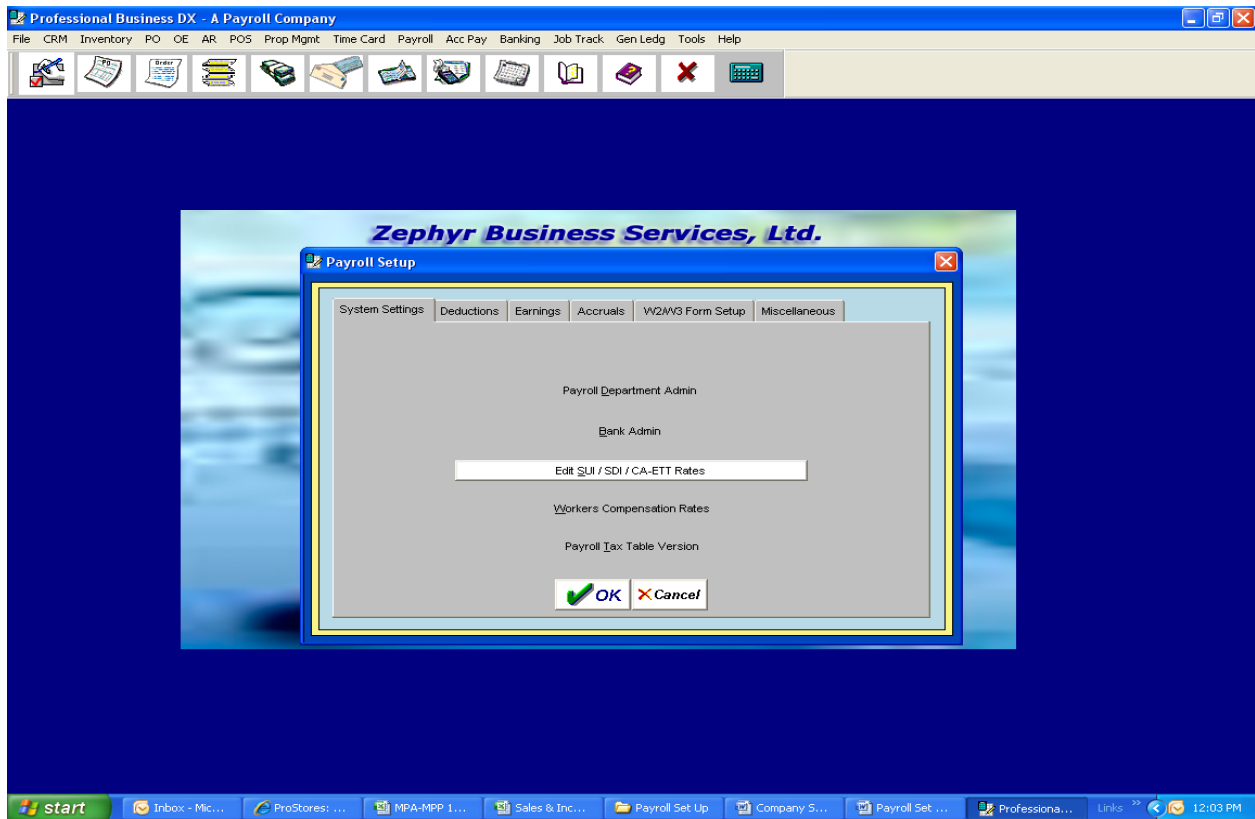
10) Click on Payroll/Setup/Payroll Setup



11) Click on "Payroll Department Admin"

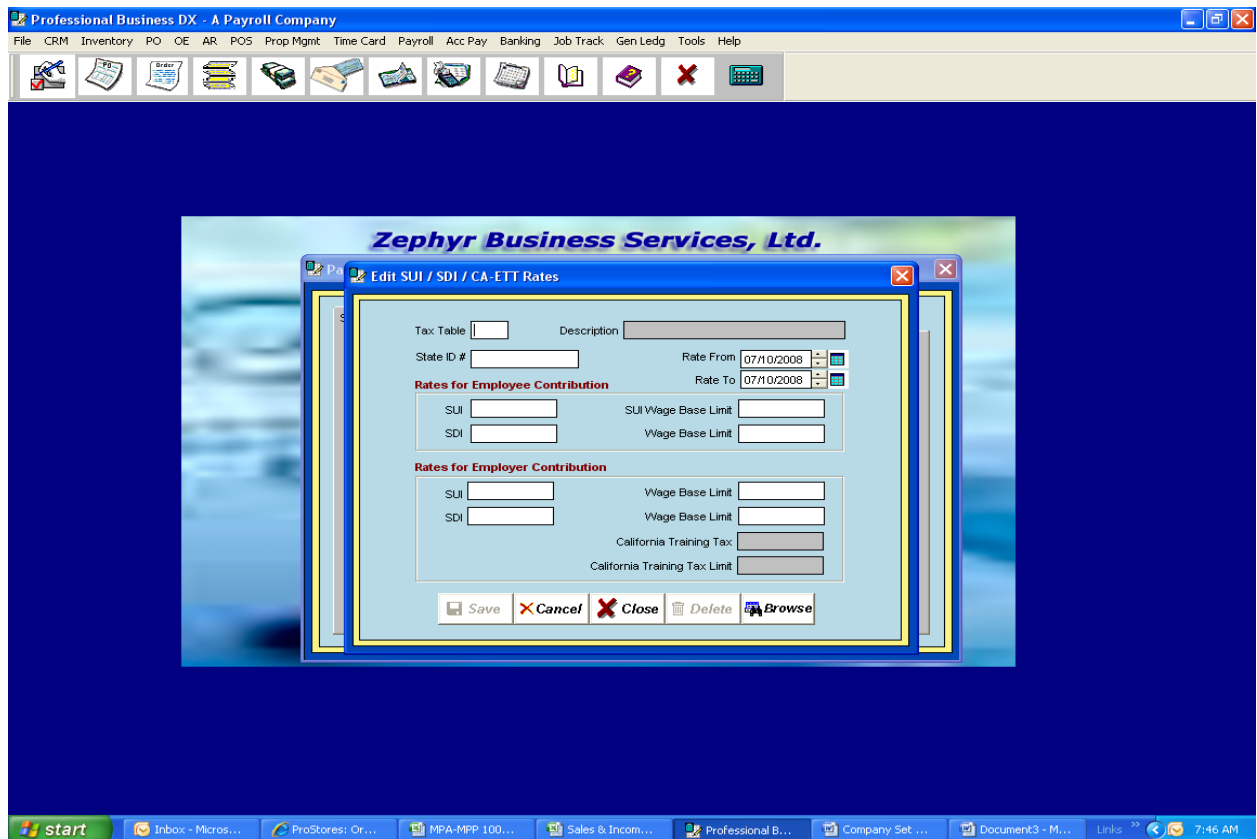


- 12) Enter "1" in the "Department ID" field and hit the "Tab" button on your keyboard. Don't be concerned if your screen doesn't look exactly like the one pictured.
- 13) Click "Save" and close the "Payroll Department Maintenance" screen

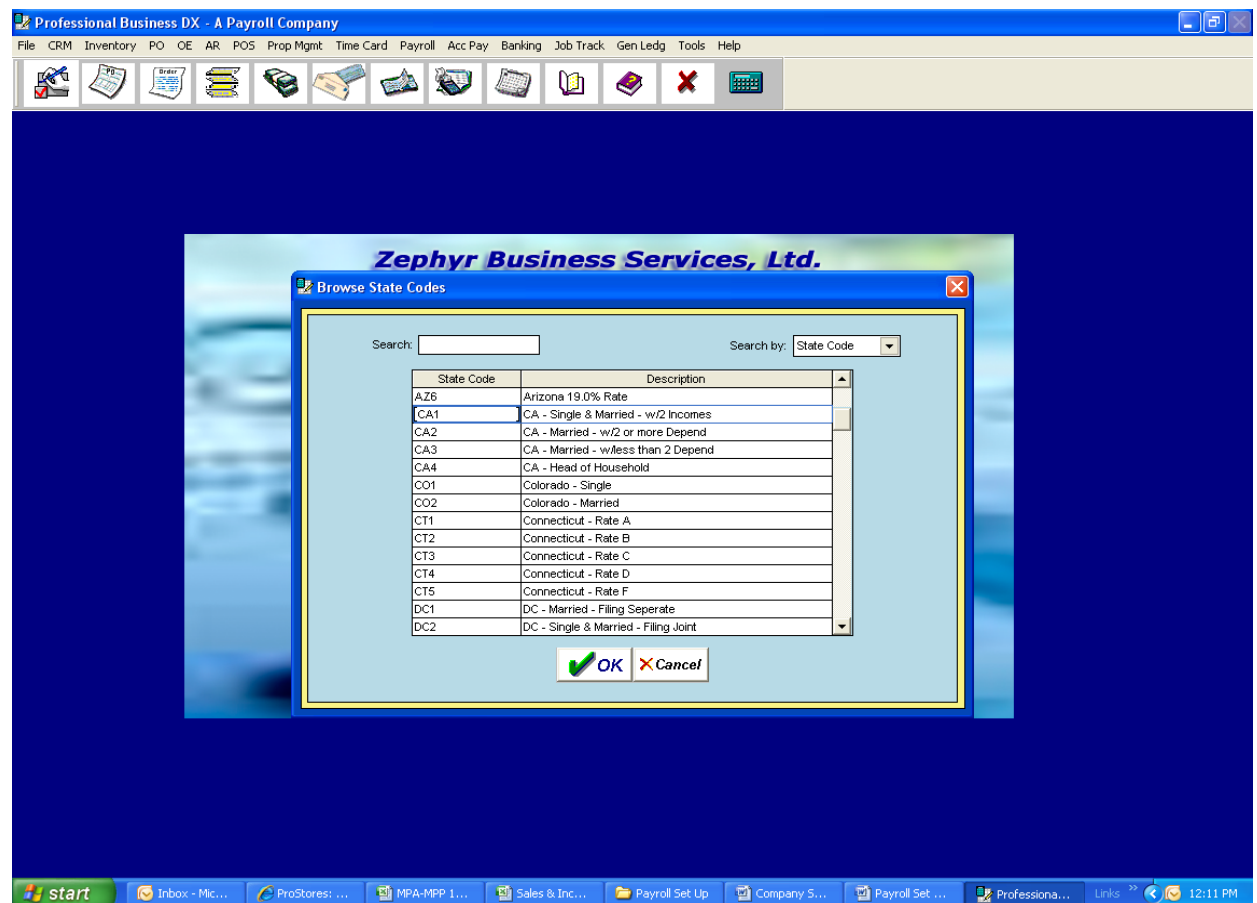


- 14) Click on "Edit SUI/SDI/CA-ETT Rates in center of screen



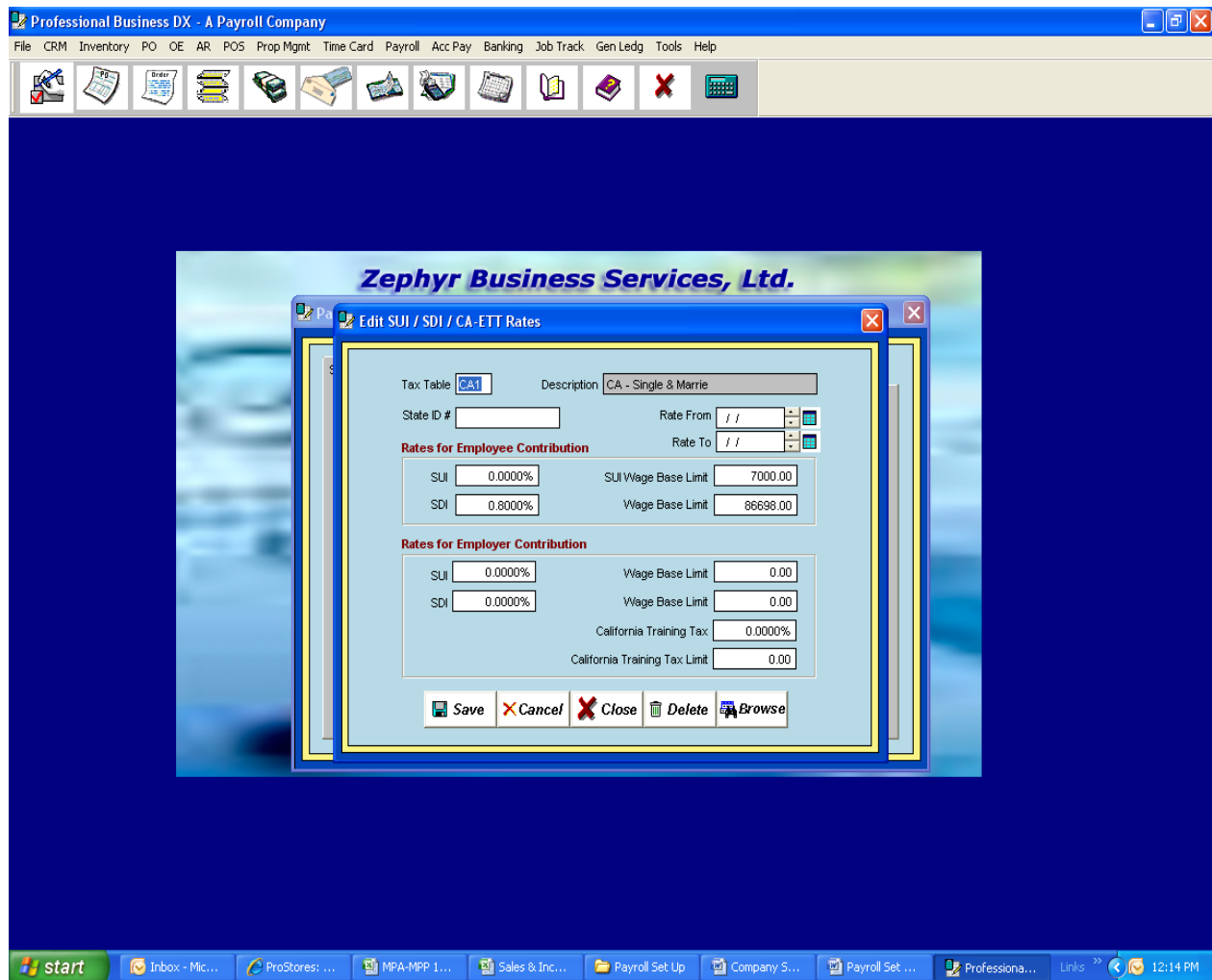


14) Your cursor should be flashing in the "Tax Table" field.

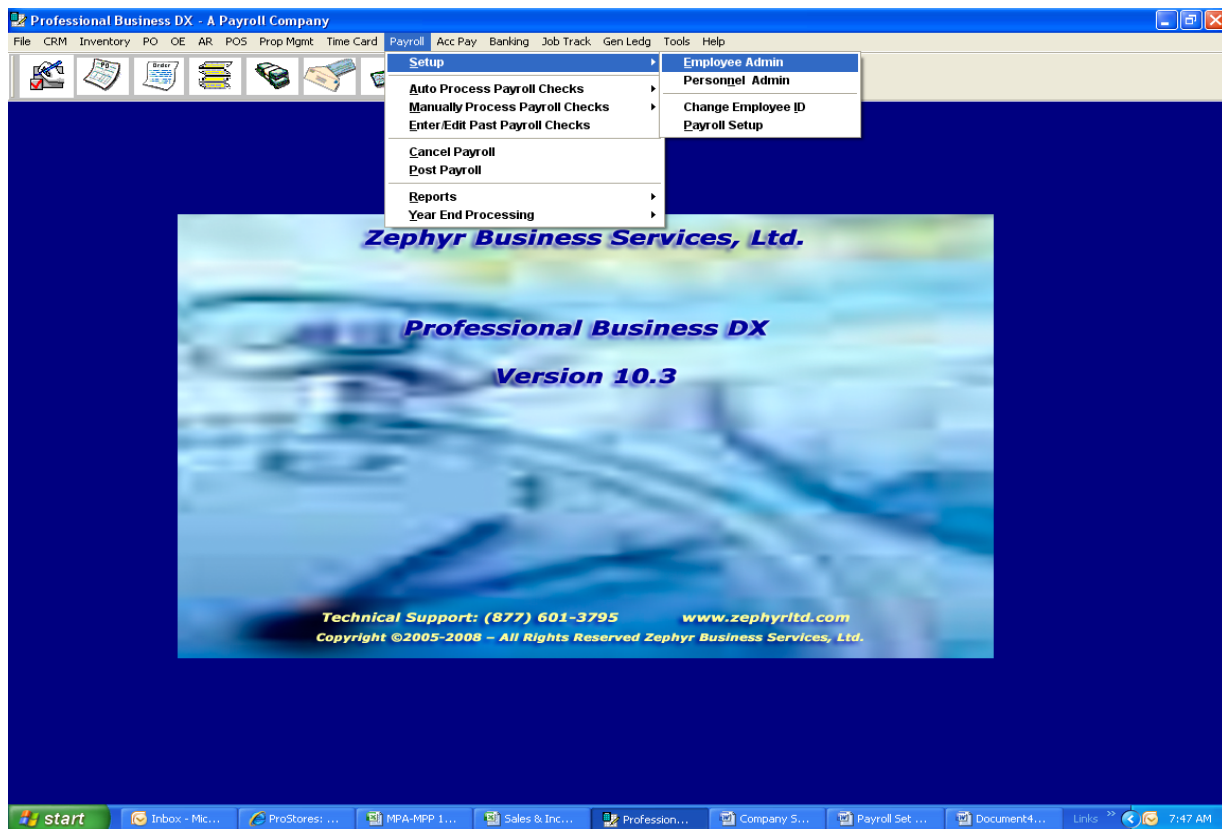


16) Click on "Browse" in the lower-right corner and select the first tax table for your state. (See CA1 example above).

17) Click "OK"

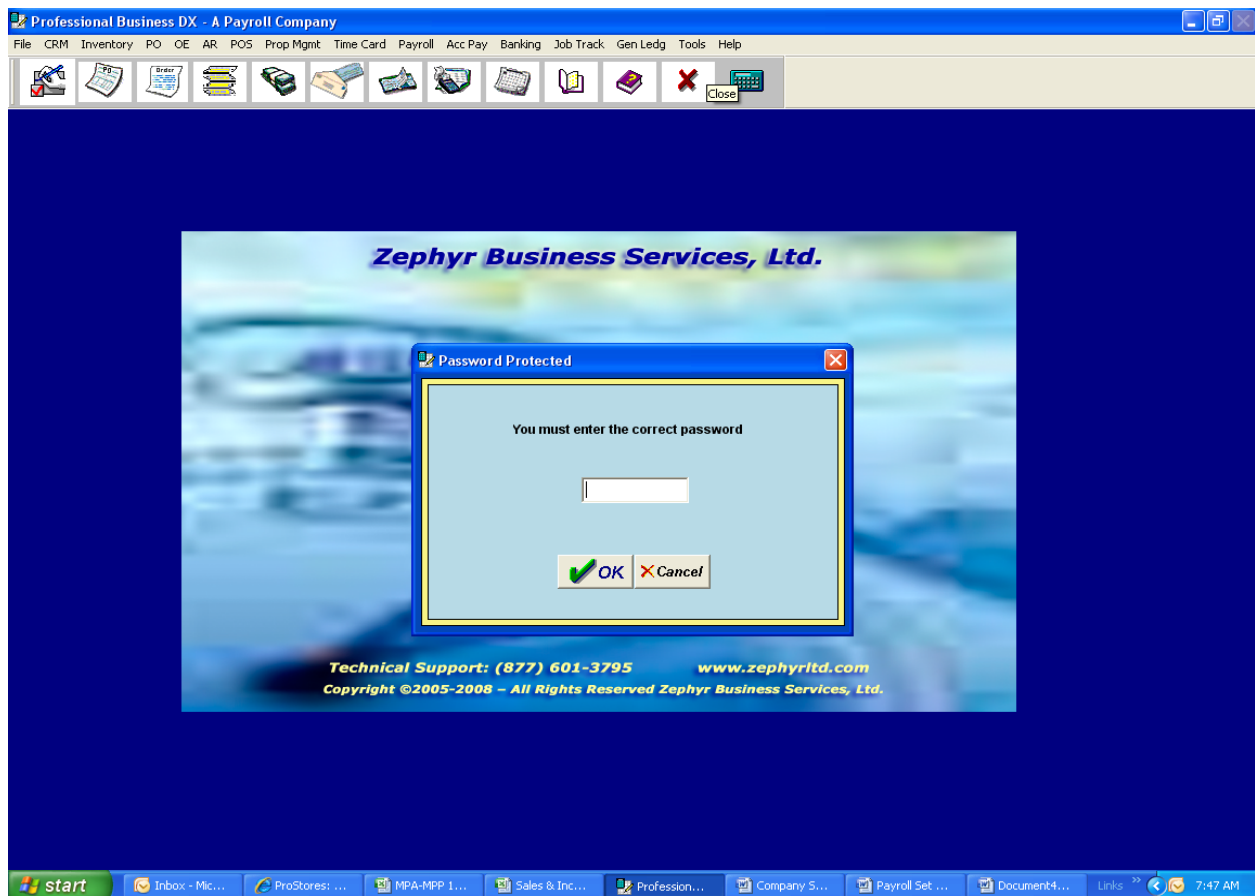


- 18) Check with your state or accountant to determine if the employee, the employer, or if both the employee & employer make contributions to State Unemployment Insurance (SUI) or State Disability Insurance (SDI).
- 19) Also check for the SUI/SDI rate and Wage Base Limit
- 20) Enter rate under "Employee Contribution" or under "Employer Contribution"
- 21) Enter "Wage Base Limit" under "Employee Contribution" or under "Employer Contribution"
- 22) Under the "Description" field enter the beginning and ending date of the SUI rate. (It could be as simple as a calendar year (1/1/2008 – 12/31/2008))
- 23) Click "Save". If you have multiple tax tables the program will ask you if you want to update the others in your state. Say "Yes".
- 24) Most small companies don't deduct for insurance, etc. If you need help with the "Deductions" tab please call 877-837-4067.
- 25) Close the "Payroll Setup" screen.

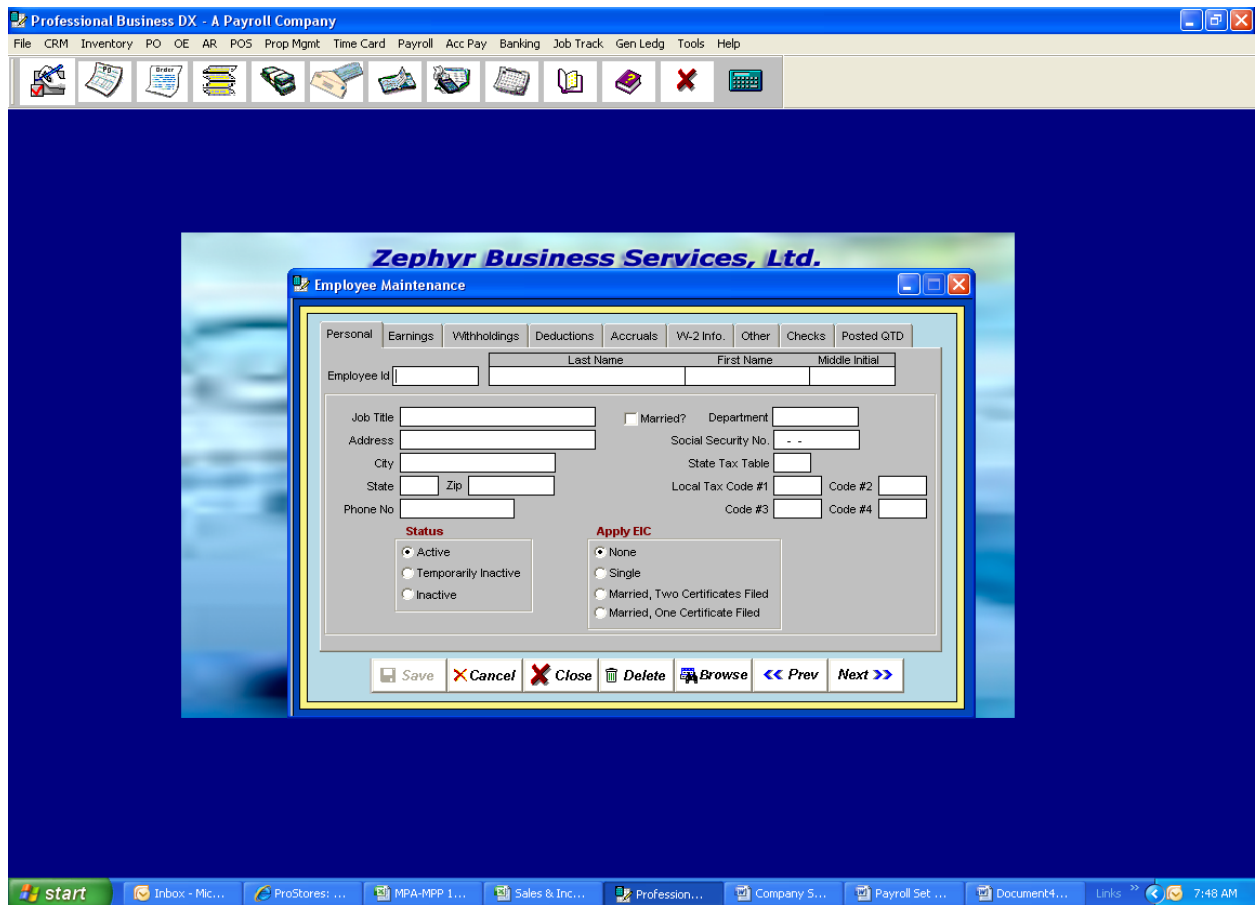


## Employee Set-Up

26) Click on Payroll/Setup/Employee Admin



27) Enter the password sent to you by email



28) Complete the following fields:

Employee ID: Use 001 as your starting ID and then 002, 003, etc.

Last Name:

First Name:

Married:

Department: Use the number 1

Social Security No.

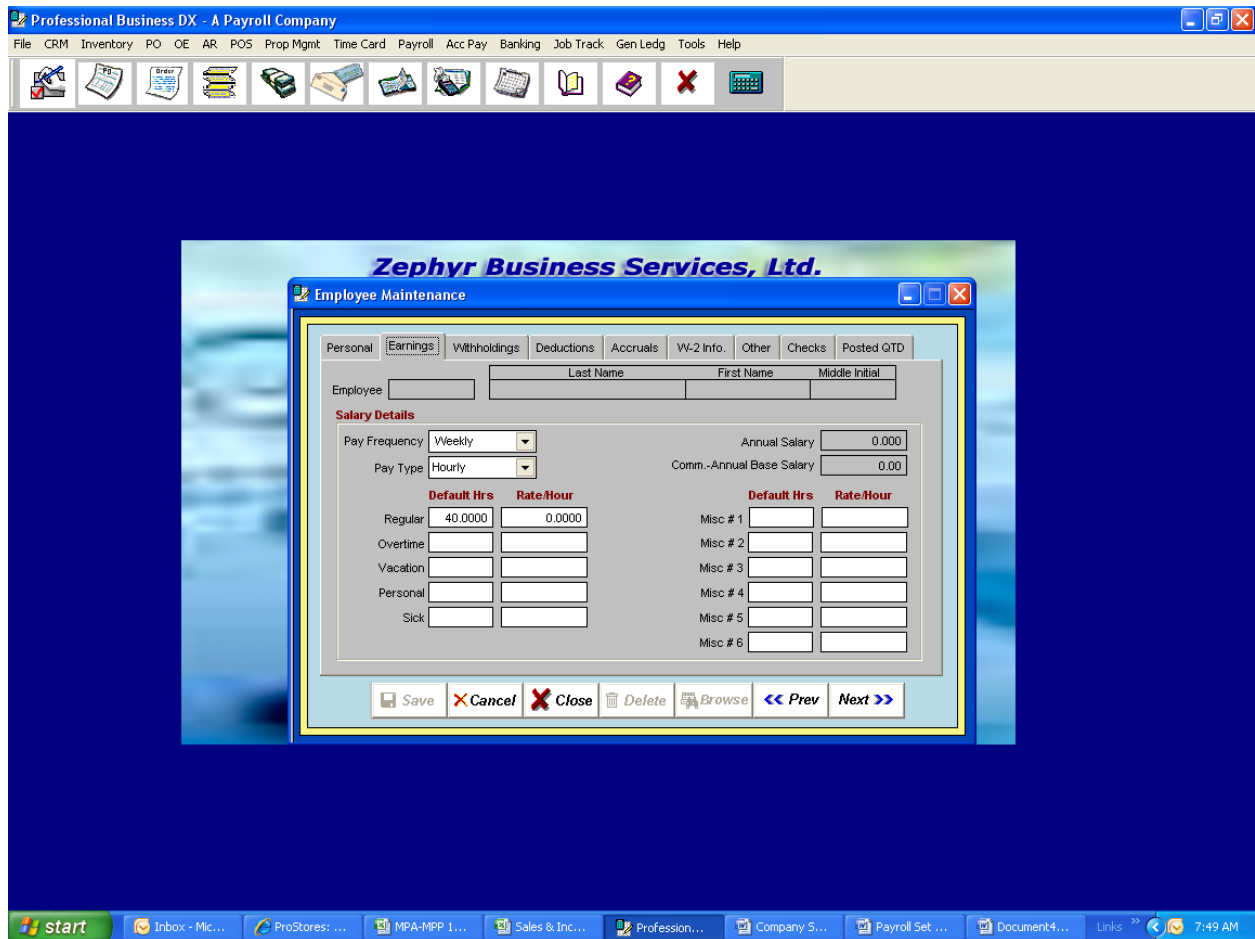
State Tax Table: Make sure your cursor is in this field and then click on the "Browse" button. Drop down to the appropriate tax table and click on it.

29) The fields listed in step 28 are required. You can't "Save" an employee without them. Fill-in the rest of the fields.

30) Make sure the "Active" radio knob under "Status" is checked.

31) Make sure the "None" radio knob under "Apply EIC" is checked

32) Click on the "Earnings" tab.



- 33) Click on the drop-down arrow next to "Pay Frequency" and select weekly, bi-weekly, etc.
- 34) Click on the drop-down arrow next to "Pay Type" and select Hourly, Salary, or Commission. If you choose "Salary" you will notice that the "Annual Salary" field is in longer gray. Enter the annual salary and the program will calculate the hourly for you.
- 35) Enter the default hours. You can over ride the default hours when you do payroll.
- 36) Enter the rate per hour under "Rate/Hr."
- 37) If your employee gets paid "Overtime" you are not required to set up the default hours. However, you are required to enter the overtime rate (normally 1.5 times the normal rate per hour).
- 38) Click on the "Withholdings" tab

Professional Business DX - A Payroll Company

File CRM Inventory PO OE AR POS Prop Mgmt Time Card Payroll Acc Pay Banking Job Track Gen Ledg Tools Help

**Zephyr Business Services, Ltd.**

**Employee Maintenance**

Personal Earnings **Withholdings** Deductions Accruals W-2 Info Other Checks Posted GTD

Employee  Last Name  First Name  Middle Initial

**Withholdings**

Fed. Exemptions  City Tax %  Excess FWT   
 State Exemptions  City Base Rate  Excess SWT   
 Special State Exemptions  City Limit  Excess LWT   
 Child Support  Worker's Comp. ID

**Employee Is Exempt From The Following Employer Taxes**

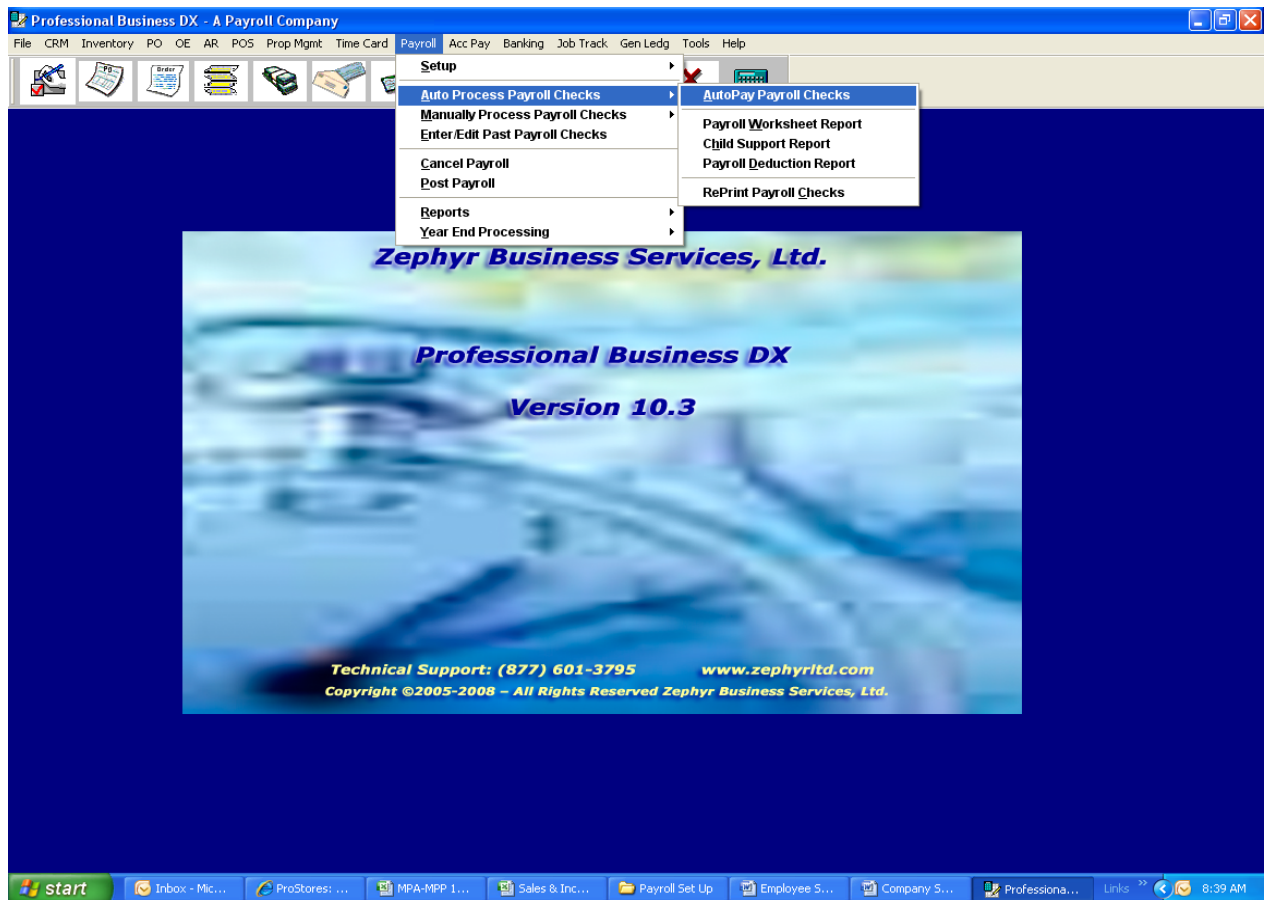
☐ Exempt FUTA ☐ Exempt SUI ☐ Exempt SDI ☐ Exempt SA Training Tax

**Employee Is Exempt From The Following Employee Taxes**

☐ Exempt Social Security Tax/Medicare ☐ Exempt FWT ☐ Exempt SWT  
☐ Exempt SDI ☐ Exempt SUI

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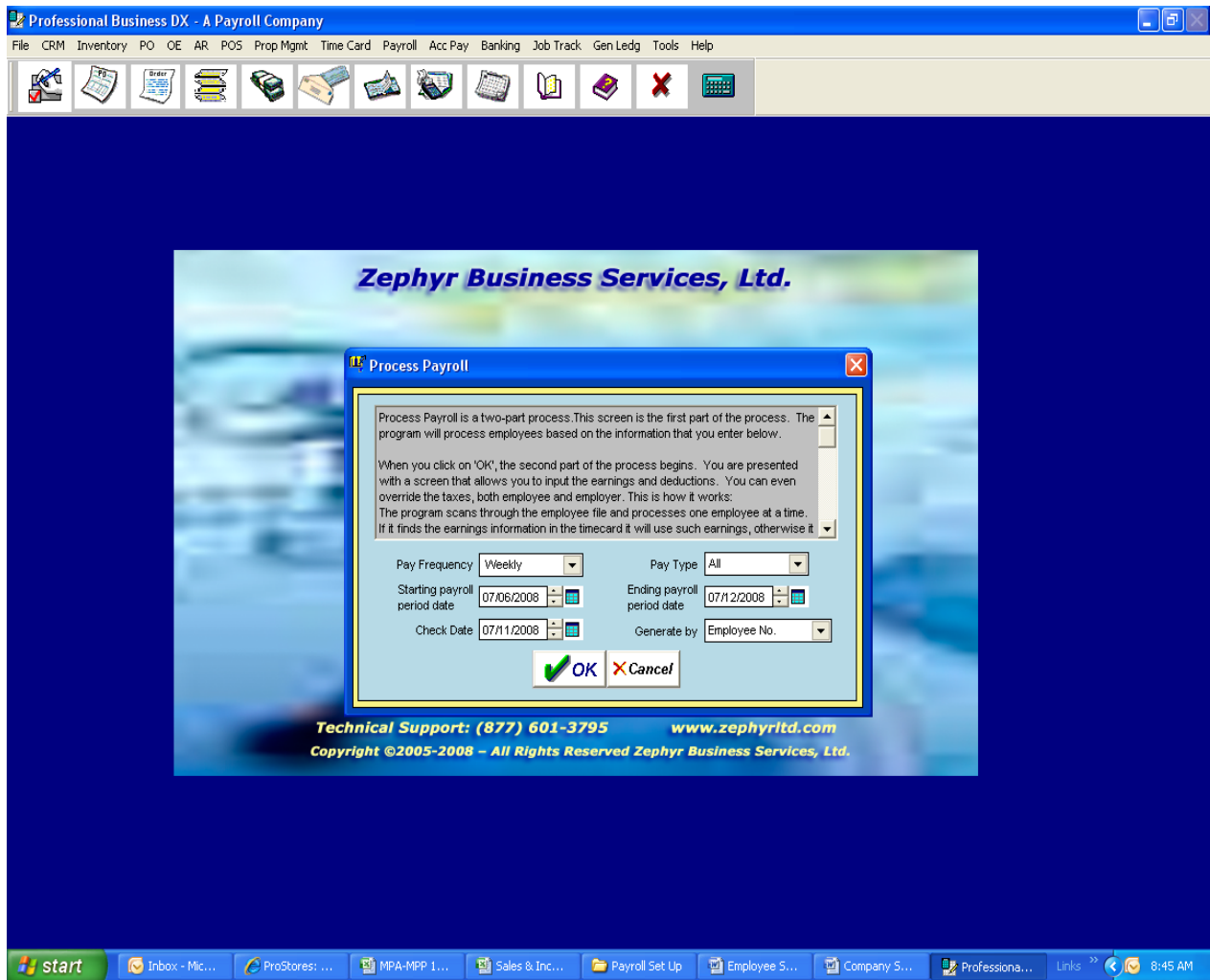
- 39) If the employee claims 0, 1, 2, etc. on his W4 put what he claims in the "Fed. Exemptions" field and the "State Exemptions" field. If the employee claims "1" enter "1" in both fields.
- 40) If you are required to deduct child support from an employee's check put the amount to be deducted in the "Child Support" field.
- 41) Unless the employee's W4 tells you he is exempt from something DO NOT check any boxes under "Employee Is Exempt From The Following Employer Taxes" or "Employee Is Exempt From The Following Employee Taxes"
- 42) If you don't have any deductions then ignore the "Deductions" tab. If you need assistance with Deductions call 877-837-4067.



#### Auto-Process Payroll

- 1) Click on Payroll/Auto Process Payroll Checks/AutoPay Payroll Checks





- 2) Click on the drop-down arrow next to "Pay Frequency" and select "Weekly", etc.
- 3) Click on the drop-down arrow next to "Pay Type" and select "Hourly", "Salary", "Commission", or "All" if you are paying more than one type.
- 4) Enter the payroll period starting date
- 5) Enter the payroll period ending date
- 6) Enter the check date
- 7) Click "OK"

Professional Business DX - A Payroll Company

File CRM Inventory PO OE AR POS Prop Mgmt Time Card Payroll Acc Pay Banking Job Track Gen Ledg Tools Help

**Zephyr Business Services, Ltd.**

AutoPay Payroll Checks for the period: 07/06/2008 To 07/12/2008

Employee: 003-Bales Carol Status: Active Pay type: Hourly

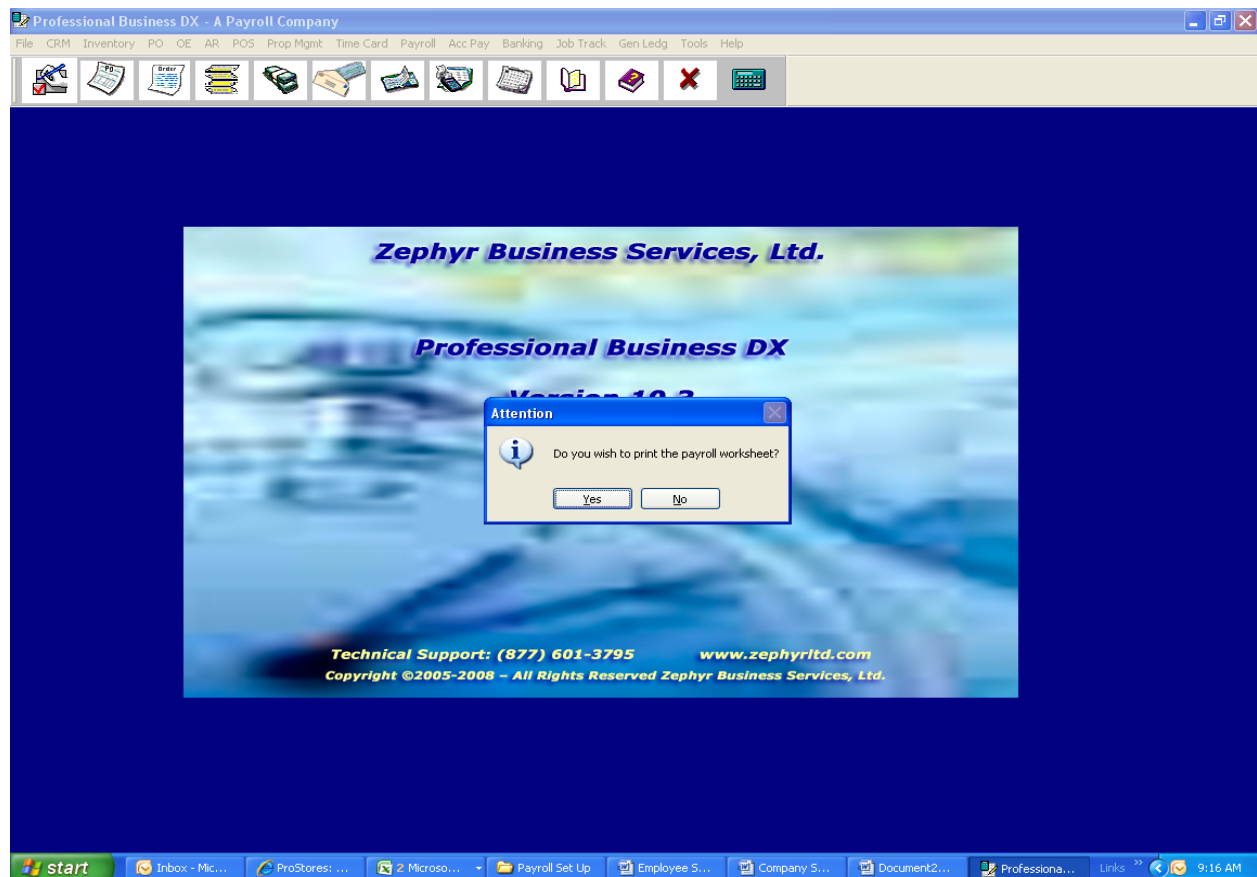
Earnings	Hours	Rate	Depart ID	Job ID	W/C ID	Taxes	Amount
Regular	40.0000	17.3077	1			Social Security	
Overtime	0.0000	0.0000				Medicare	
Personal	0.0000	0.0000				Federal Tax	Ex: Federal Tax
Vacation	0.0000	0.0000				State Tax	Ex: State Tax
Sick	0.0000	0.0000				SUI	
Misc # 1	0.0000	0.0000				City/Local Tax	Ex: City/Local Tax
Misc # 2	0.0000	0.0000					
Misc # 3	0.0000	0.0000					
Misc # 4	0.0000	0.0000					
Misc # 5	0.0000	0.0000					
Misc # 6	0.0000	0.0000					
Tips Amount	0.0000	EIC 0.0000				Gross Pay	692.31
						Taxes + Dedns.	0.00
						Net Pay	

[F3 - Browse] [F4 - Process] [F6 - Deductions] [F7 - Empr. Liab.] [F8 - Make temp. inactive]

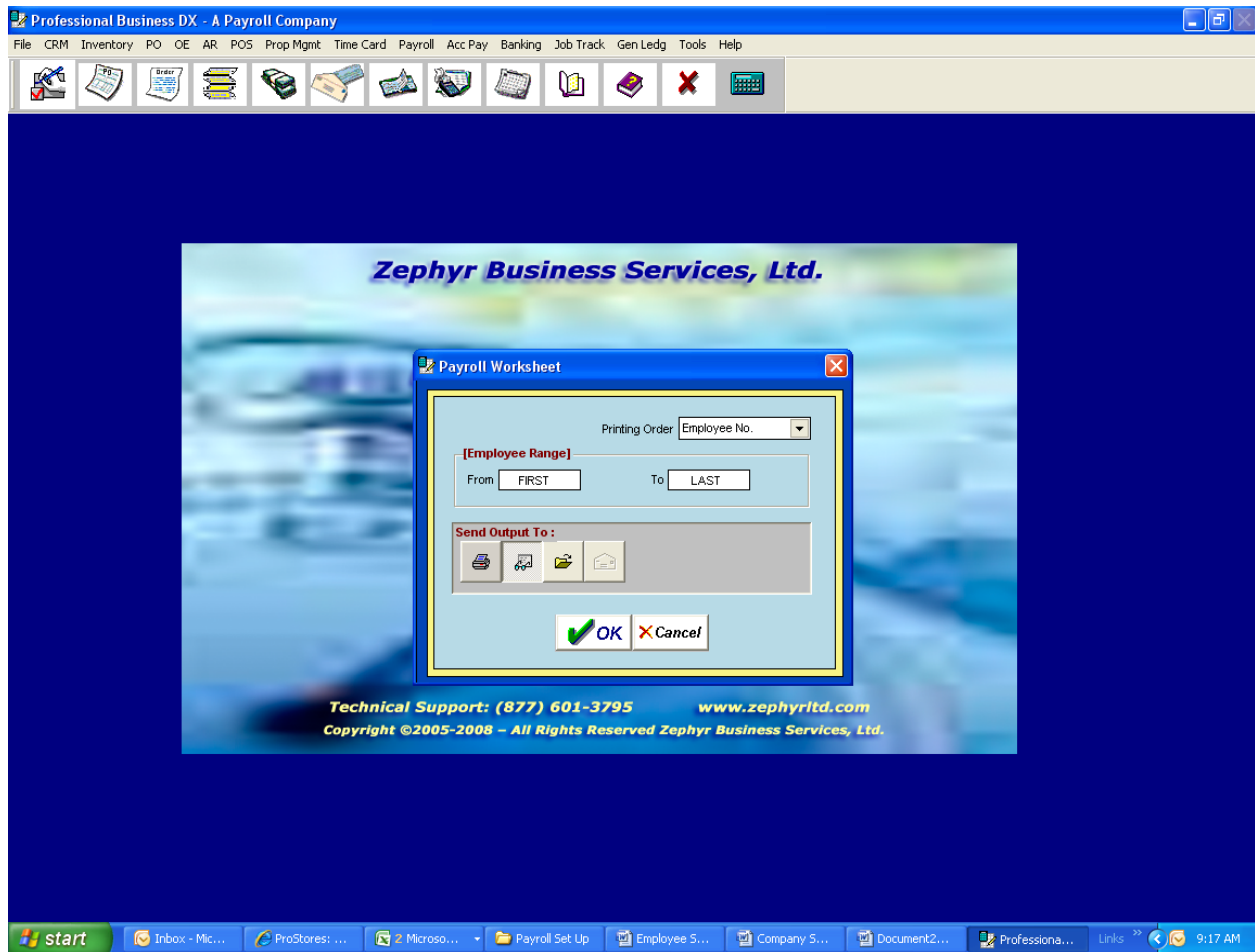
Save Cancel Close Inactive Browse << Prev Next >>

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- 8) Look in the upper-left corner of the "AutoPay Payroll Checks" screen. You will see that the program has highlighted the default hours for this person. If this person worked a different amount of hours than the default hours, enter the hours into this field.
- 9) If this person worked overtime, enter the hours into the "Overtime" field.
- 10) Look at your computer keyboard. On the right side of your keyboard is a "number pad". On that number pad is the number "7". Look to the left of the number "7" and you will see the "Page Down" button. After you enter the hours for an employee all you have to do is "hit" the Page Down button to go to the next employee. (If for any reason the "Page Down" button isn't working on your computer, you can "Click" on the "Next" button in the bottom-right corner of the screen.
- 11) Enter the hours for all of your employees. When you have finished the last employee and click "Page Down" you will see the following screen.

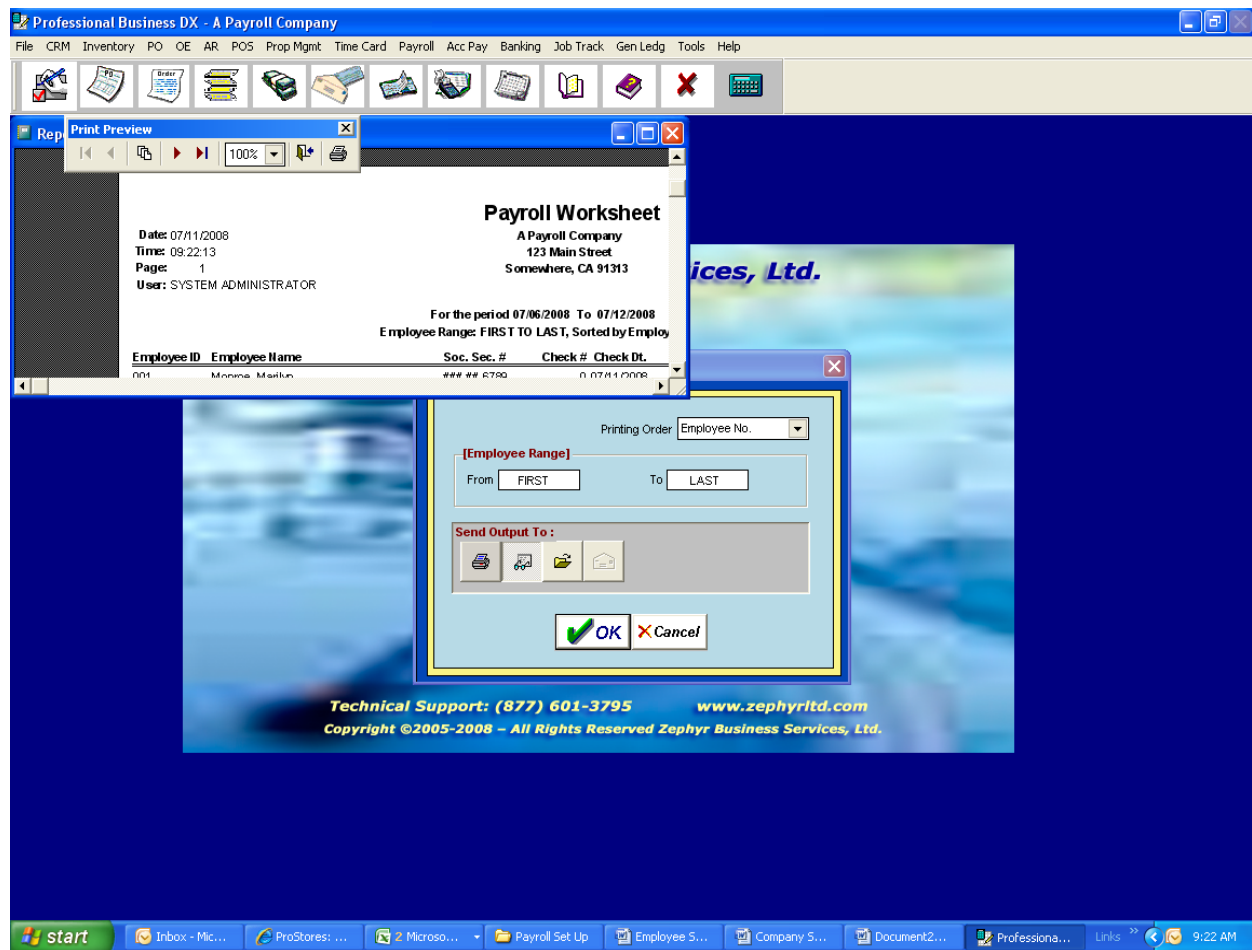


12) Click "Yes"



13) Under the heading “Send Output To:” select the printer button to send the report to the printer or select the glasses button to pre-view to the screen. If you select the glasses button you will see the following screen.

14) Click “OK”



- 15) Right above the words “Payroll Worksheet” you will see a red box with a white “X” in it. Click on the box next to it to expand the report. It will look like the following screen.

Report Designer - paysheet.frx - Page 1 - Professional Business DX - A Payroll Company

File CRM Inventory PO OE AR POS Prop Mgmt Time Card Payroll Acc Pay Banking Job Track Gen Ledg Tools Help

Print Preview

**Payroll Worksheet**  
A Payroll Company  
123 Main Street  
Somewhere, CA 91313

Dates: 07/11/2008  
Time: 09:22:13  
Page: 1  
User: SYSTEM ADMINISTRATOR

For the period 07/06/2008 To 07/12/2008  
Employee Range: FIRST TO LAST, Sorted by Employee ID.

Employee ID	Employee Name	Soc. Sec. #	Check #	Check Dt.	Gross	Total Tax	Deductions	Check Amt.
001	Monroe, Marilyn	###-##-6789	0	07/11/2008	538.46	78.18	0.00	460.28
Dept. ID: 1			Pay Type: Salaried	Pay Freq: Weekly	W/C. ID:			
<b>EARNINGS</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>DEDUCTION</b>	<b>AMOUNT</b>	<b>LIABILITIES</b>	<b>AMOUNT</b>	
Regular			538.46	Soc. Secu.	33.38	Soc. Secu.	33.38	
				Medicare	7.81	Medicare	7.81	
				FWT	25.00	FUTA	33.38	
				SWT	7.68			
				SDI	4.31			
			538.46		78.18		74.57	
<b>Gross:</b>	<b>538.46</b>	<b>Less Taxes:</b>	<b>78.18</b>	<b>Less Deductions:</b>	<b>0.00</b>	<b>Plus EIC:</b>	<b>0.00</b>	<b>= Net Pay: 460.28</b>
003	Bales, Carol	###-##-6987	0	07/11/2008	692.31	170.73	0.00	521.58
Dept. ID: 1			Pay Type: Hourly	Pay Freq: Weekly	W/C. ID:			
<b>EARNINGS</b>	<b>HOURS</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>DEDUCTION</b>	<b>AMOUNT</b>	<b>LIABILITIES</b>	<b>AMOUNT</b>	
Regular	40.0000	17.3077	692.31	Soc. Secu.	42.92	Soc. Secu.	42.92	
				Medicare	10.04	Medicare	10.04	
				FWT	92.77	FUTA	42.92	
				SWT	25.00			
			692.31		170.73		95.88	
<b>Gross:</b>	<b>692.31</b>	<b>Less Taxes:</b>	<b>170.73</b>	<b>Less Deductions:</b>	<b>0.00</b>	<b>Plus EIC:</b>	<b>0.00</b>	<b>= Net Pay: 521.58</b>

16) Review the worksheet to verify that everything is right and then click on the printer icon to print a hard copy for your records.

Professional Business DX - A Payroll Company

File CRM Inventory PO OE AR POS Prop Mgmt Time Card Payroll Acc Pay Banking Job Track Gen Ledg Tools Help

**Zephyr Business Services, Ltd.**

Payroll Worksheet

Printing Order: Employee No.

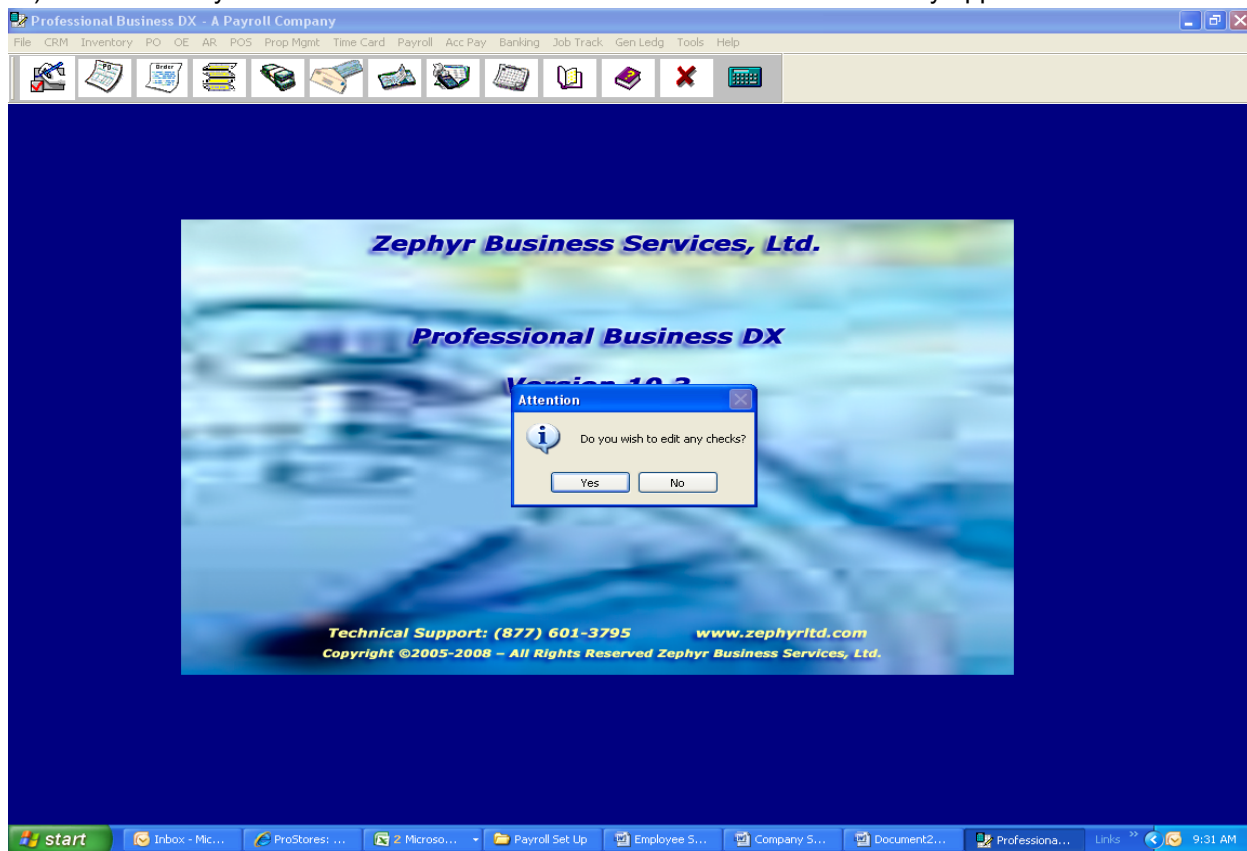
[Employee Range]  
From: FIRST To: LAST

Send Output To:

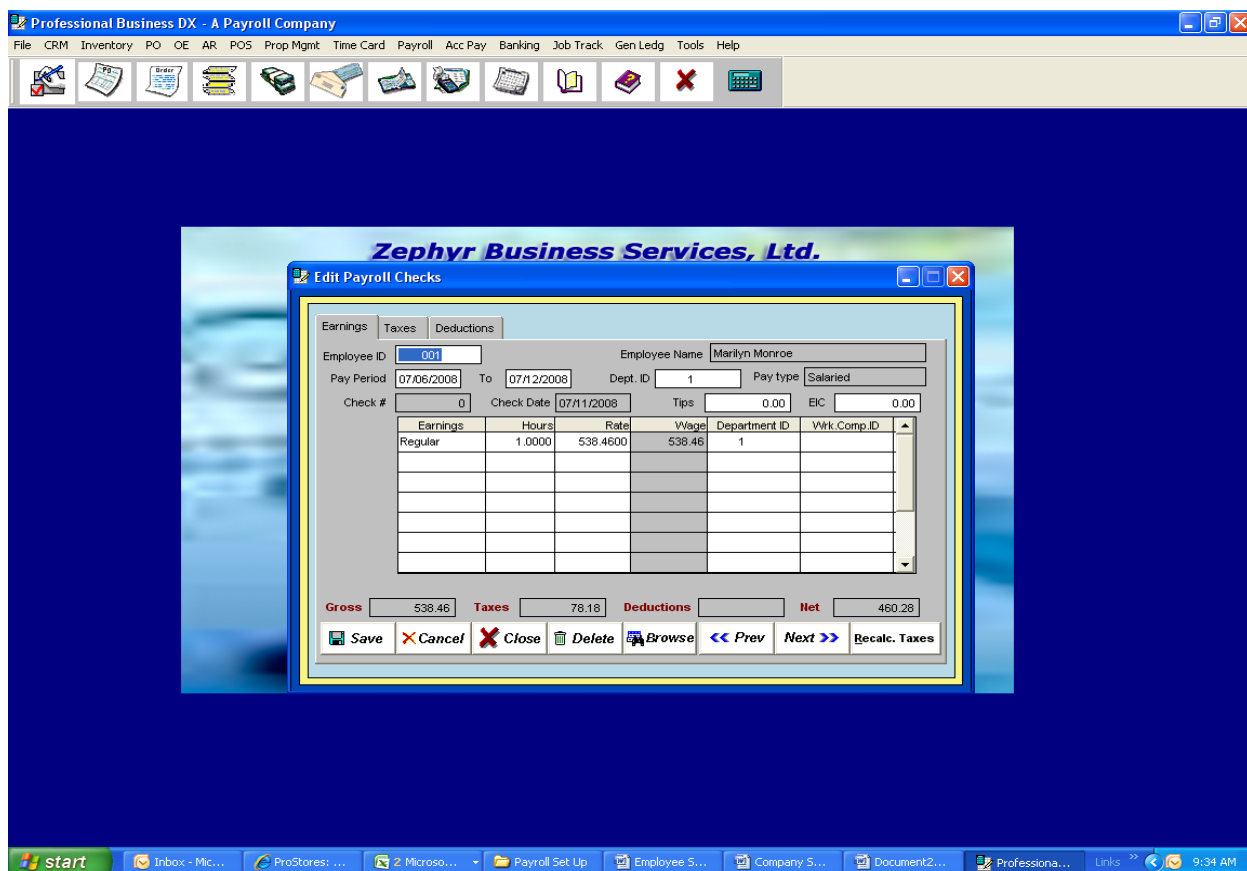
OK Cancel

Technical Support: (877) 601-3795 www.zephyrltd.com  
Copyright ©2005-2008 - All Rights Reserved Zephyr Business Services, Ltd.

17) Close the “Payroll Worksheet” screen and the next screen will automatically appear.

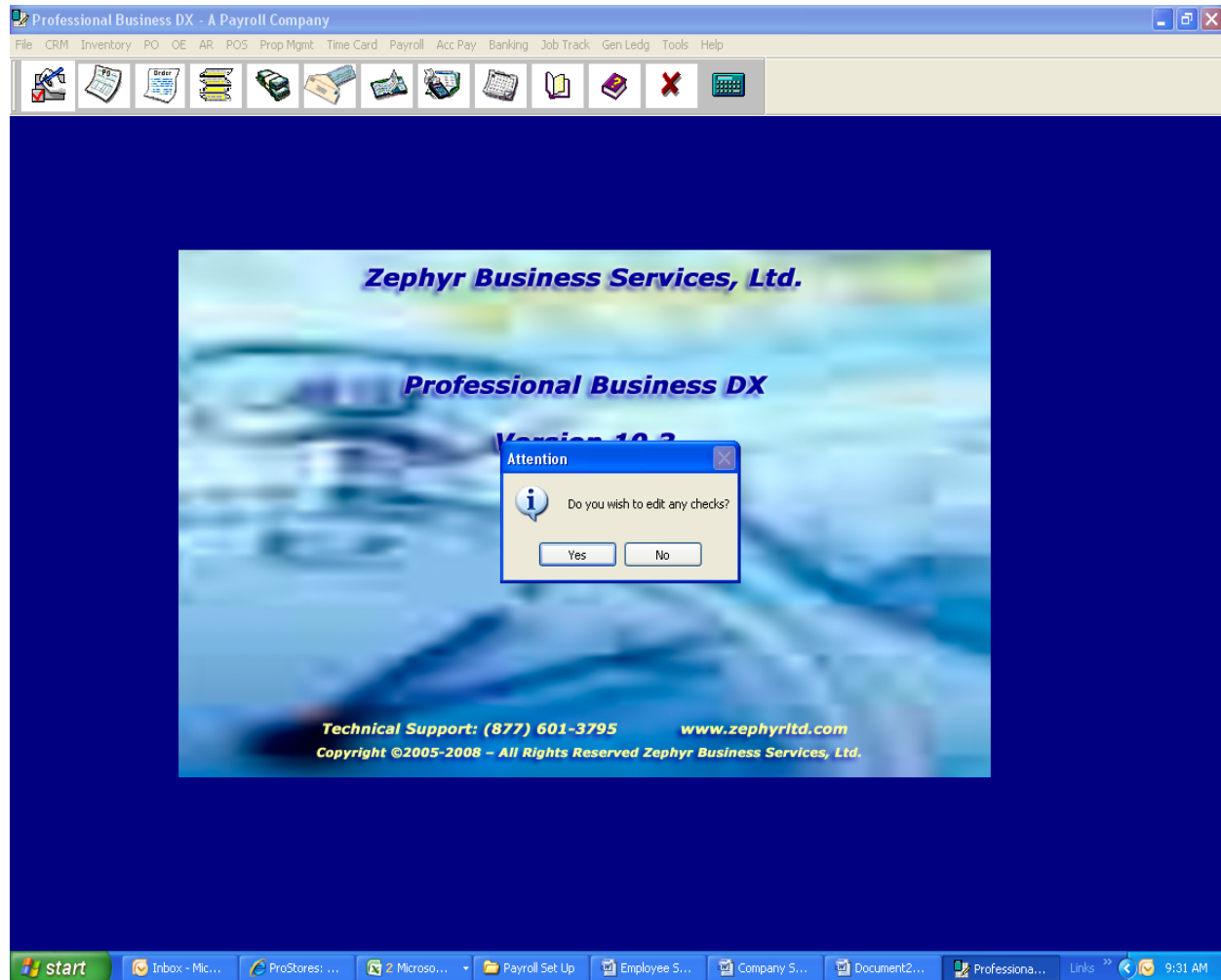


18) If there is a mistake on the Payroll Worksheet, click “Yes”

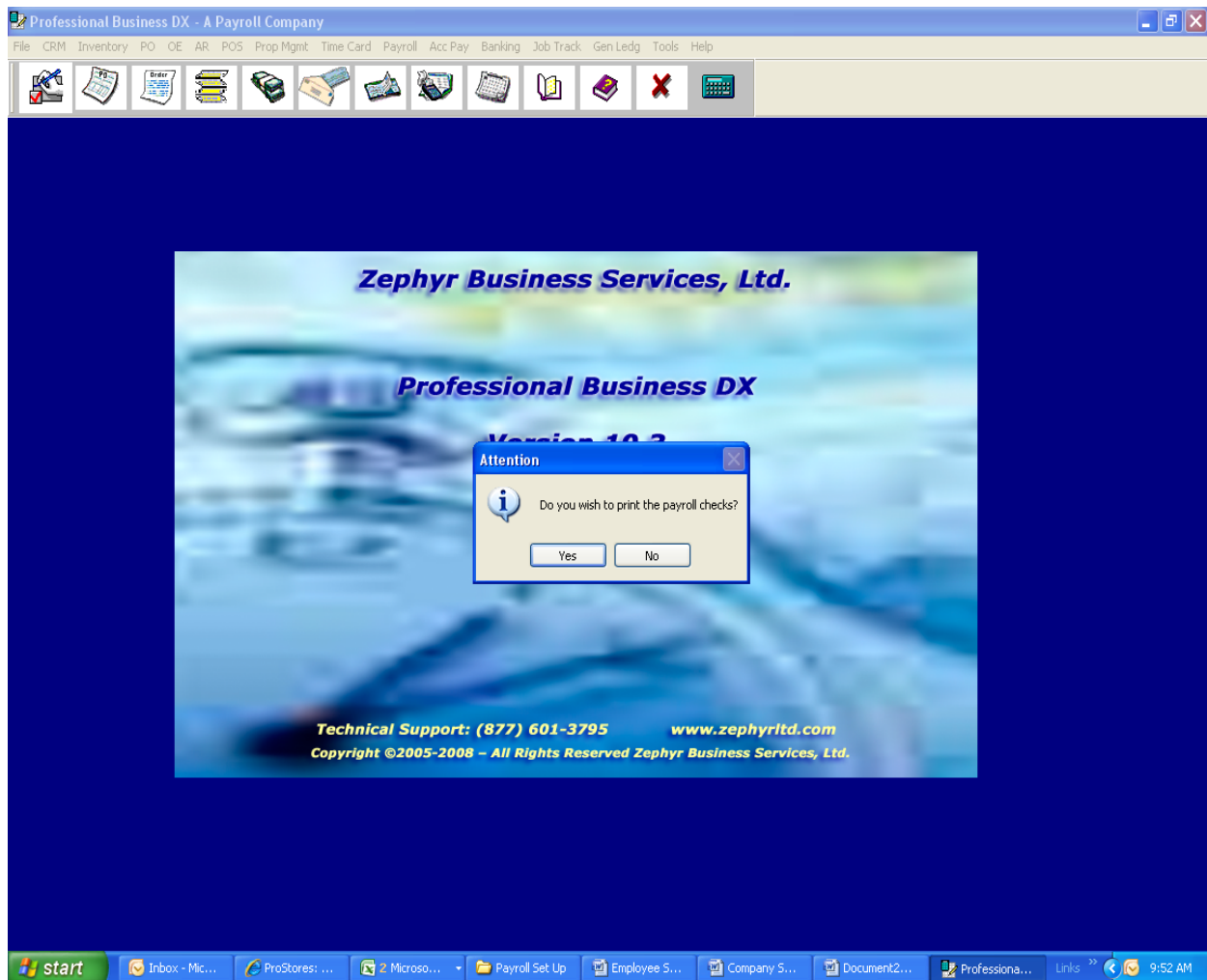




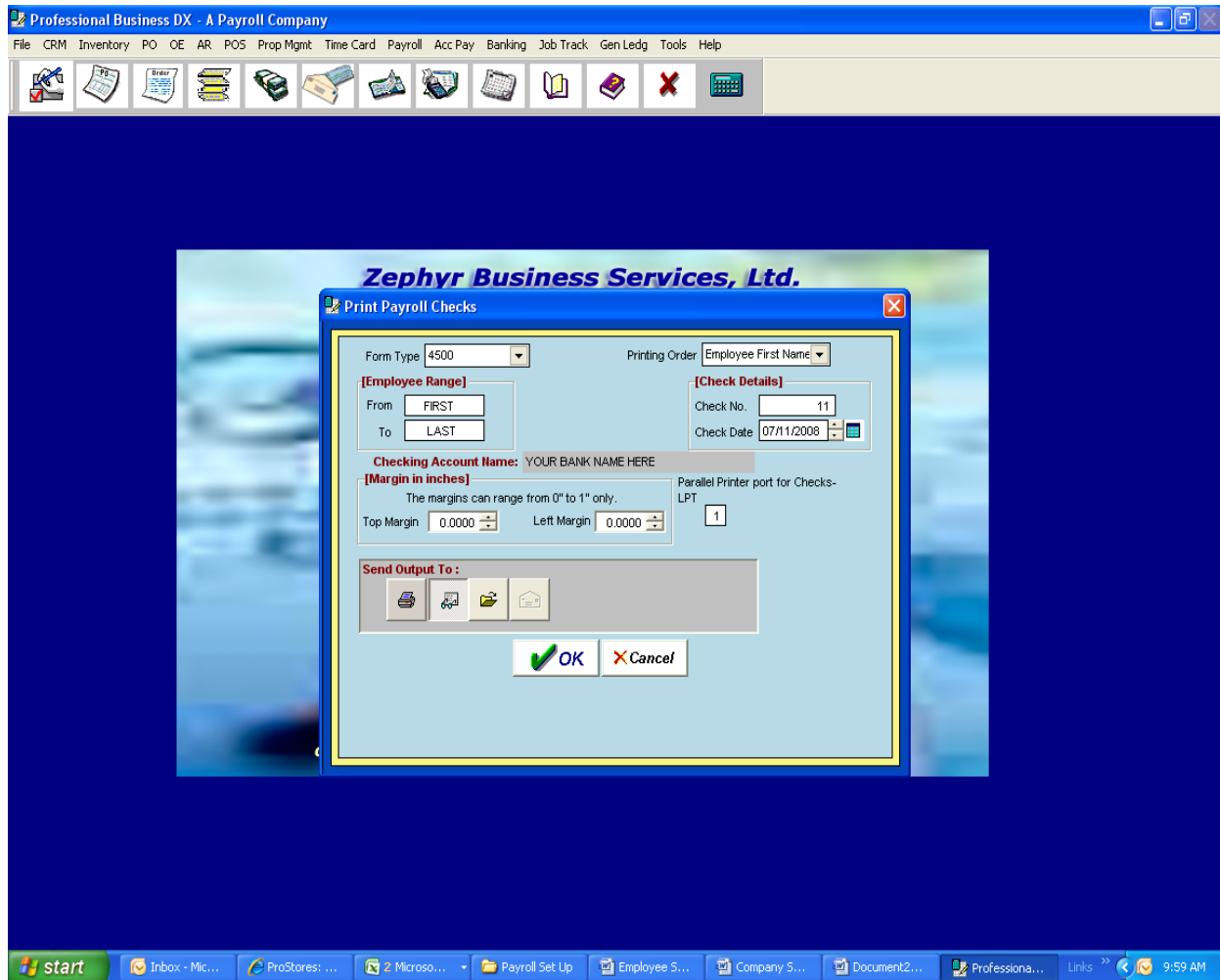
- 19) This screen will allow you to make adjustments if you enter the wrong hours. After entering the correct hours for this person click on “Recalc. Taxes” and click “Next” until you get to the last person, then click “Save” and “Close”



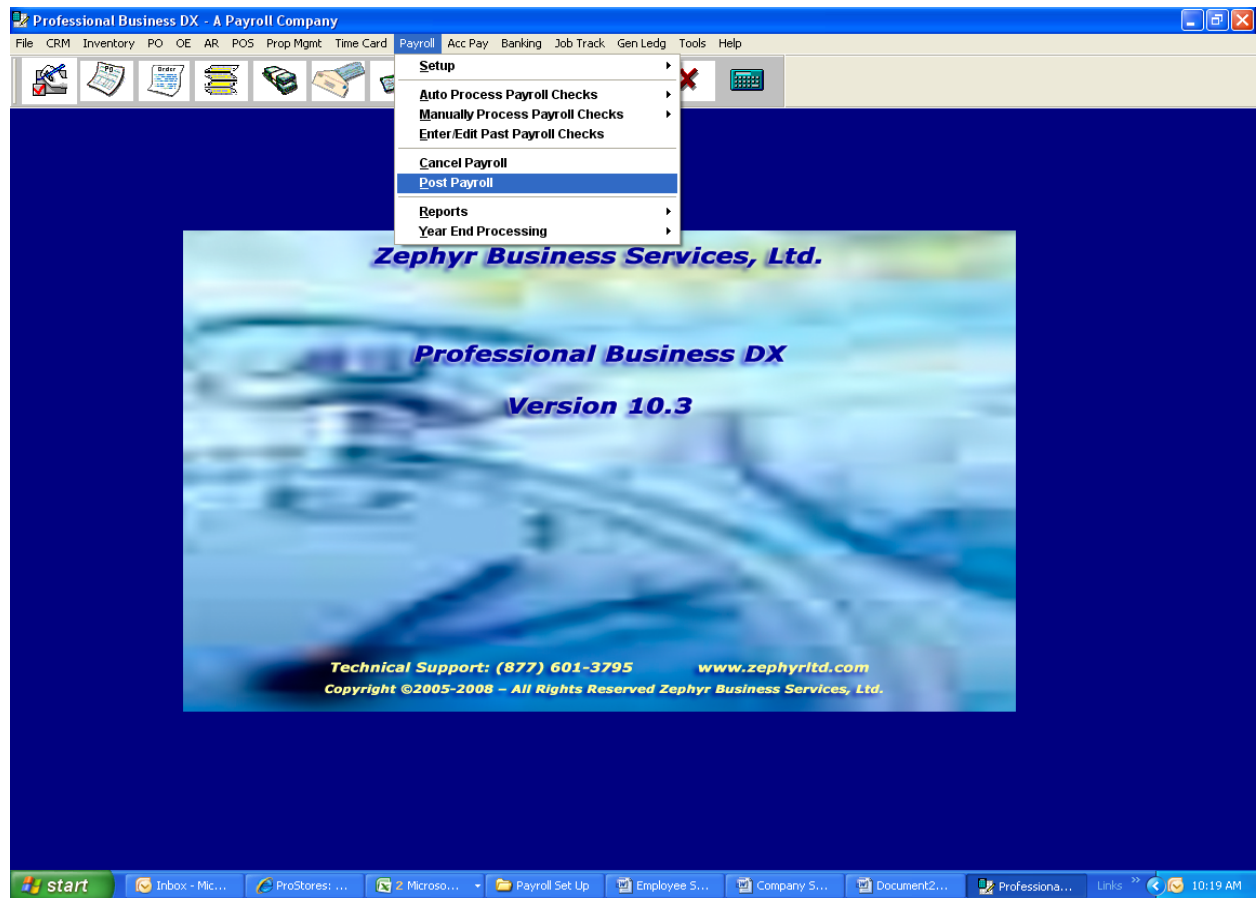
- 20) If there is no errors on the Payroll Worksheet, click “No”
- 21) If you selected “Yes” and went through that process or you selected “No”, both processes will lead you to the following screen.



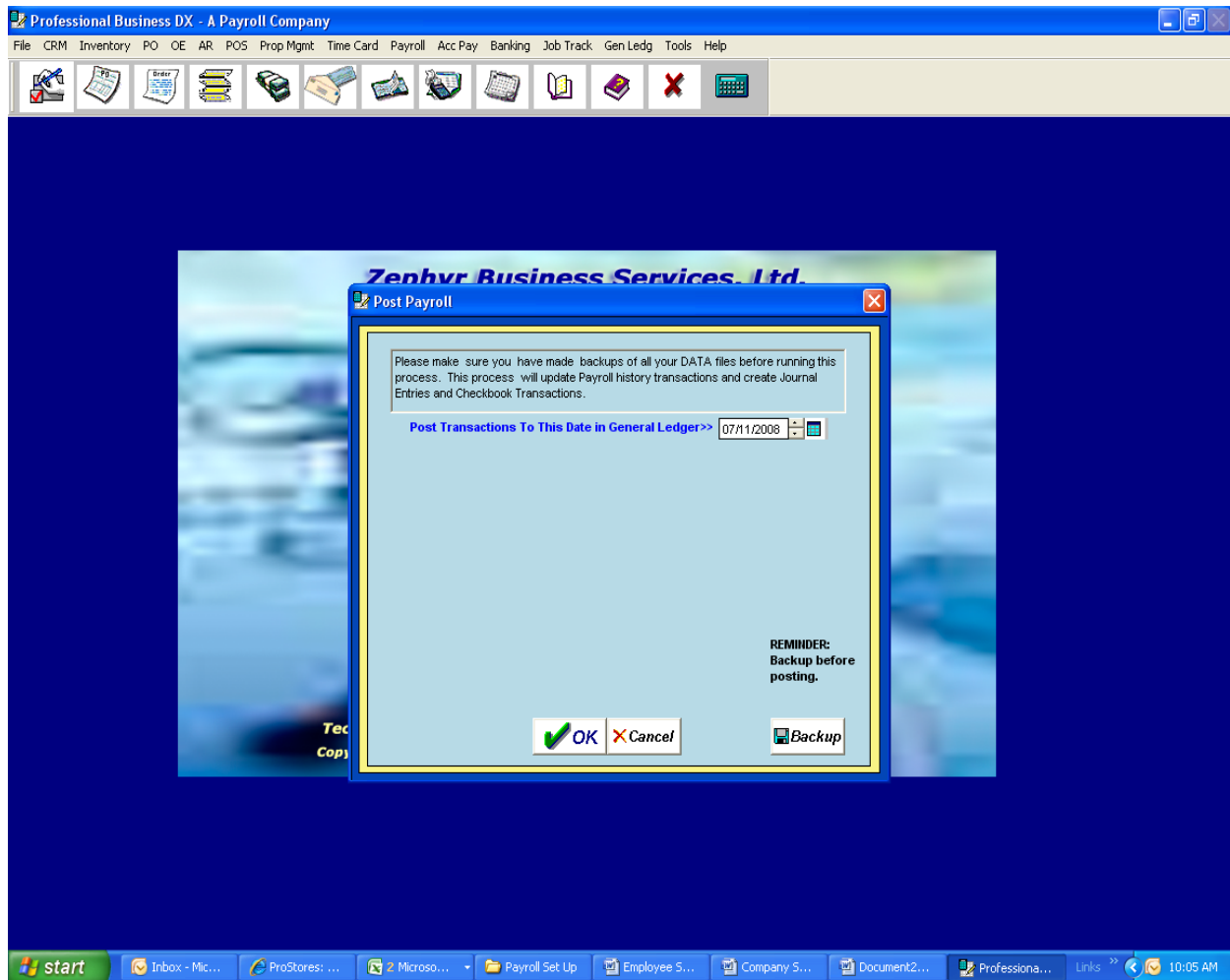
- 22) Click "Yes" to send to the printer. If you handwrite checks, print to plain paper so you can write the checks. Cutoff one of the check stubs so you can include it with the employee's paycheck and save the rest for your records.



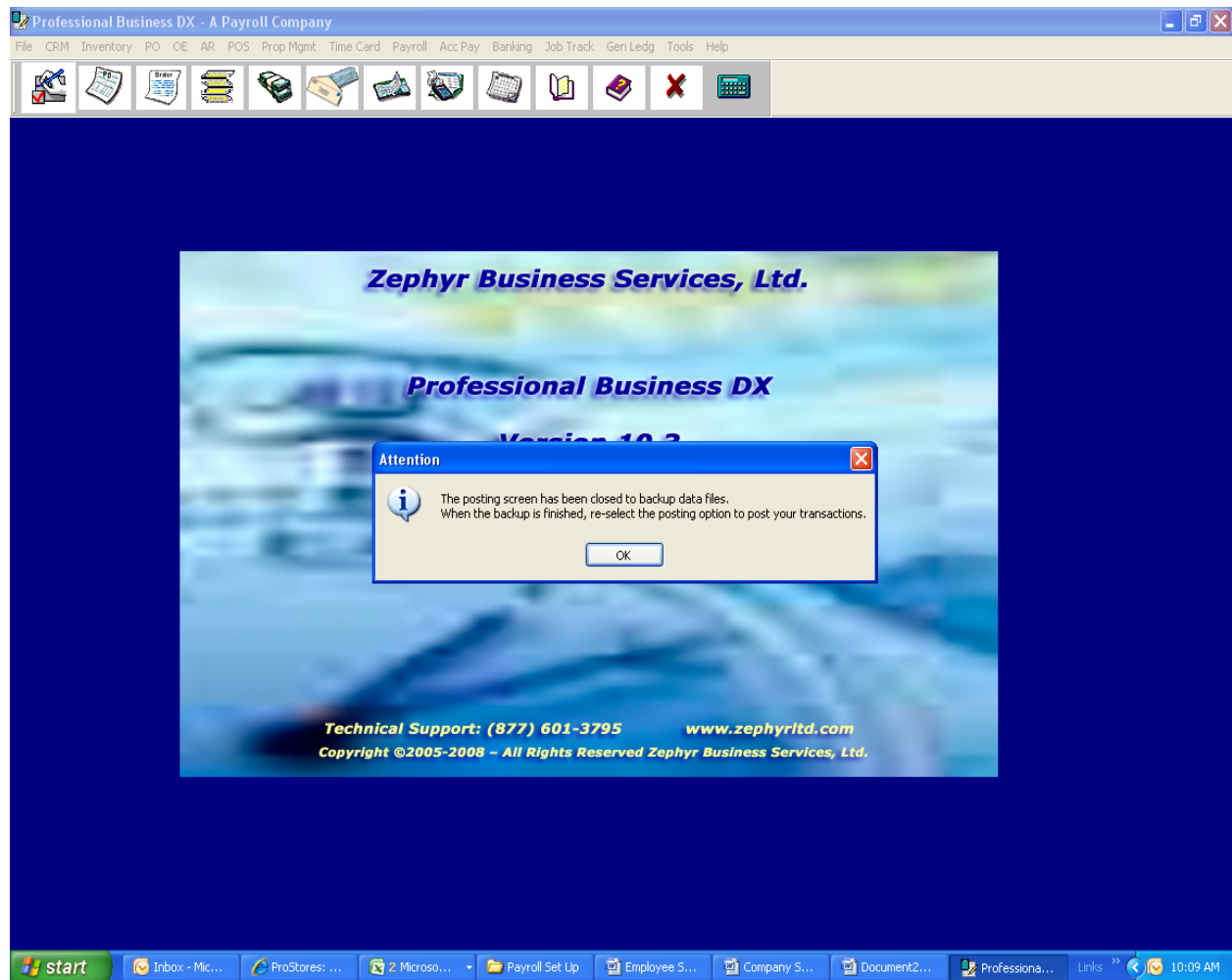
- 23) Click on the drop-down arrow next to "Form Type" and choose "4500"
- 24) Move over to the right under "Check Details" and verify that you are using the correct check number.
- 25) Under "Send Output To:" click on the printer icon
- 26) Click "OK"
- 27) To save all generated payroll information for future report processing, (941s, W2s) you will need to backup your data and "Post Payroll"



28) Click on Payroll/Post Payroll

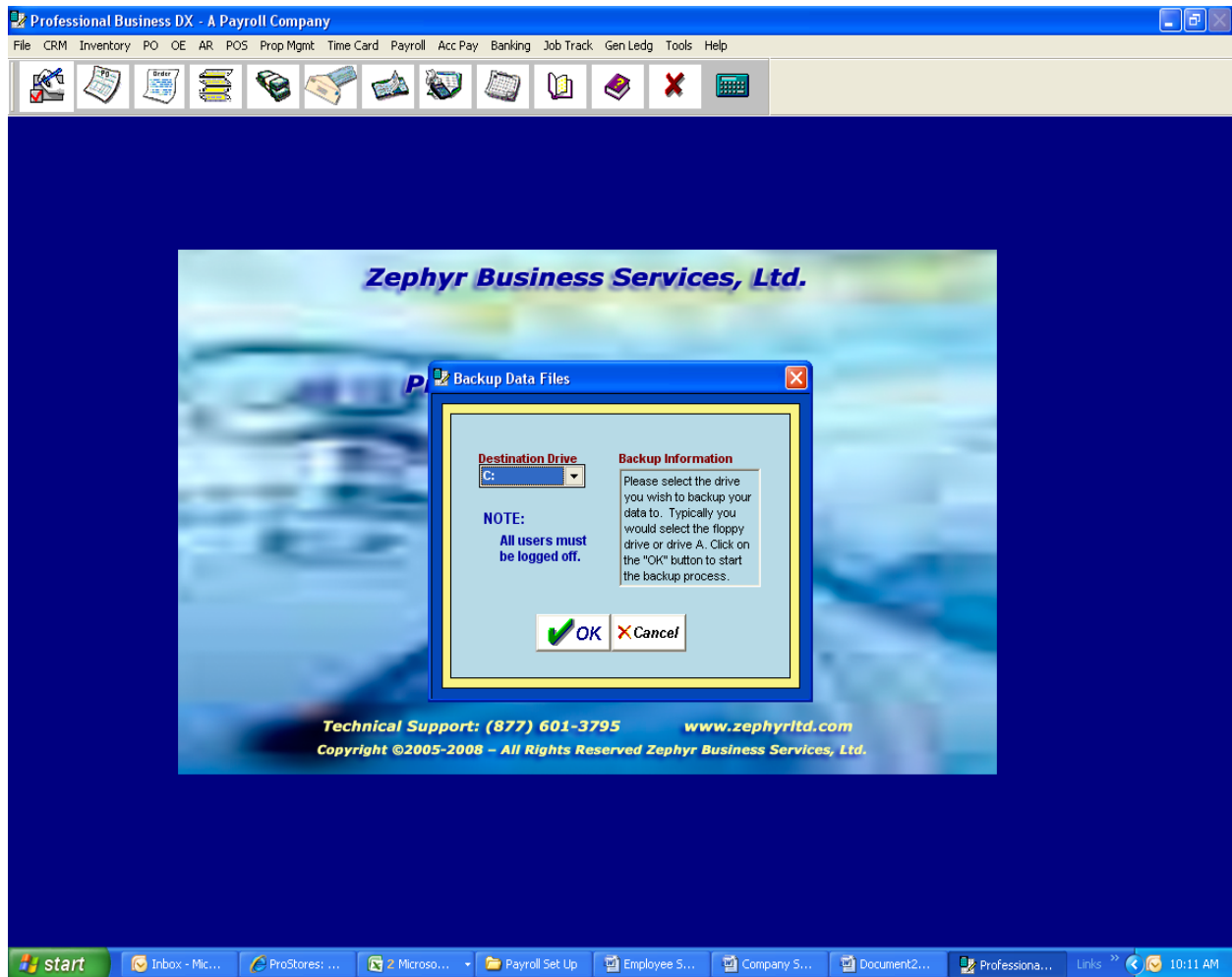


- 29) On the "Post Payroll" screen verify that you are posting to the right date.
- 30) Look at the note in the bottom-right corner of the screen that says "REMINDER: Backup before posting".
- 31) Click on the "Backup" button



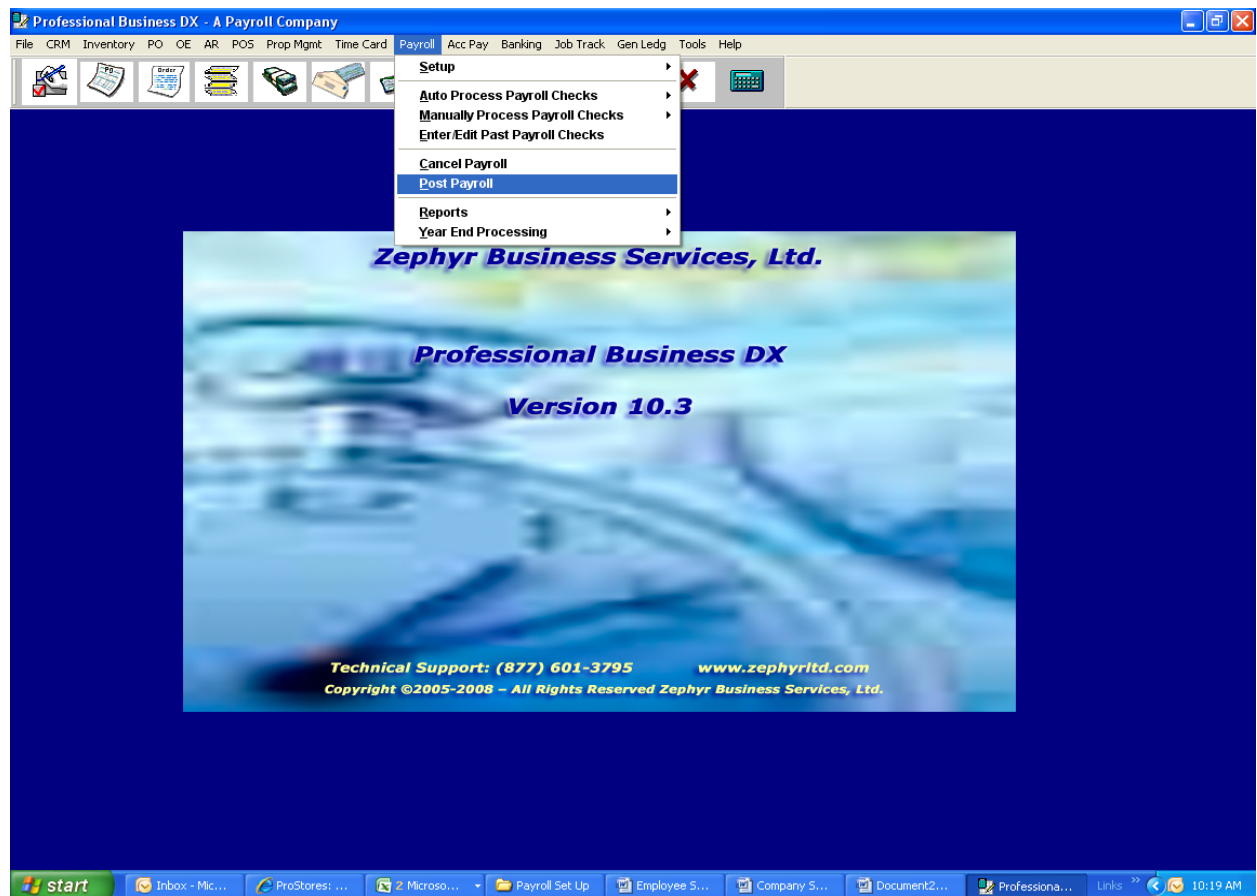
32) The program will tell you that it has closed the posting screen and remind you to re-select the posting option.

33) Click "OK"

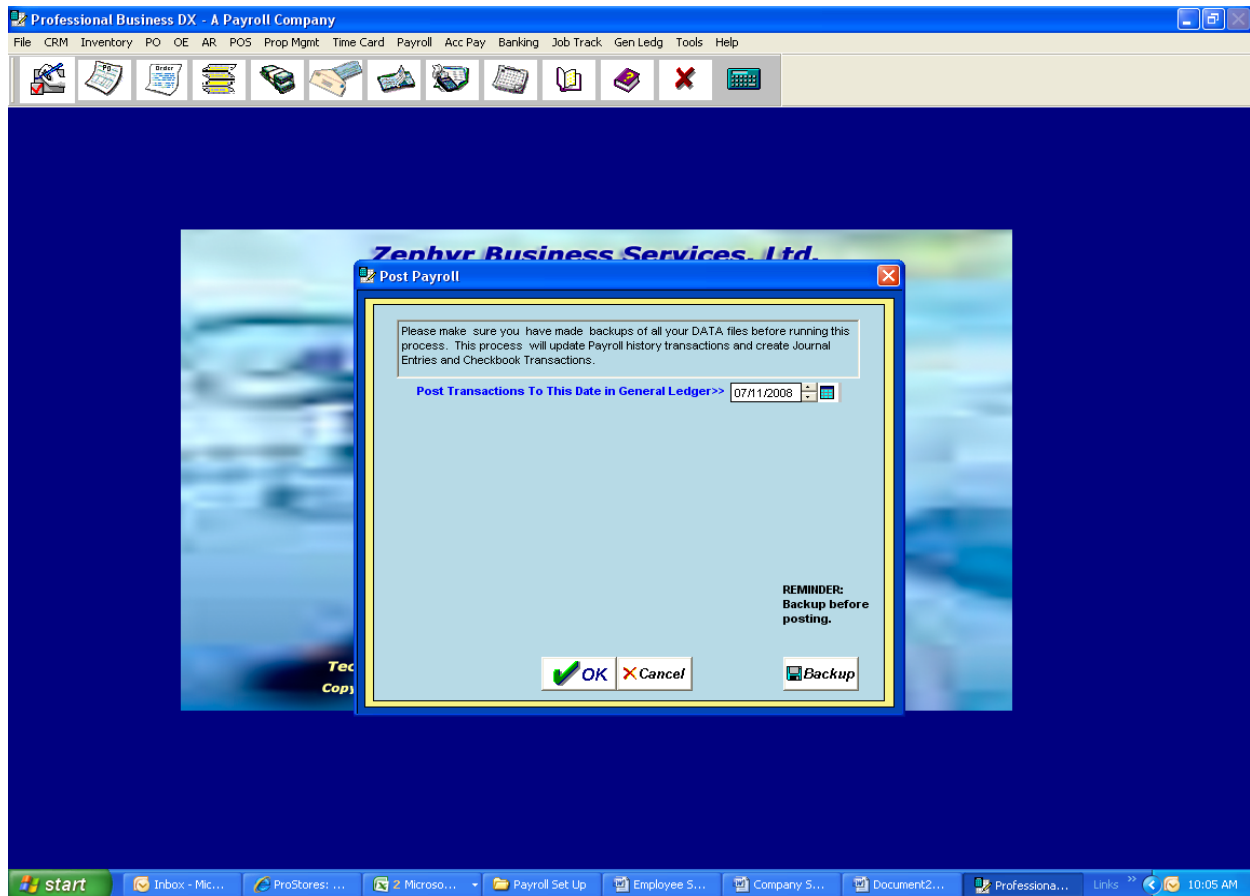


- 34) The "Backup Data Files" screen will ask you to select a destination drive. We strongly suggest you backup to 2 places. Backup to your C: drive (your internal hard drive) and backup up to an external device (external hard drive, external mobile hard drive, or a flash USB device). Don't attempt to backup to a CD. The operating system won't let you.
- 35) Select the destination drive and click "OK"
- 36) Your data is now backed up.

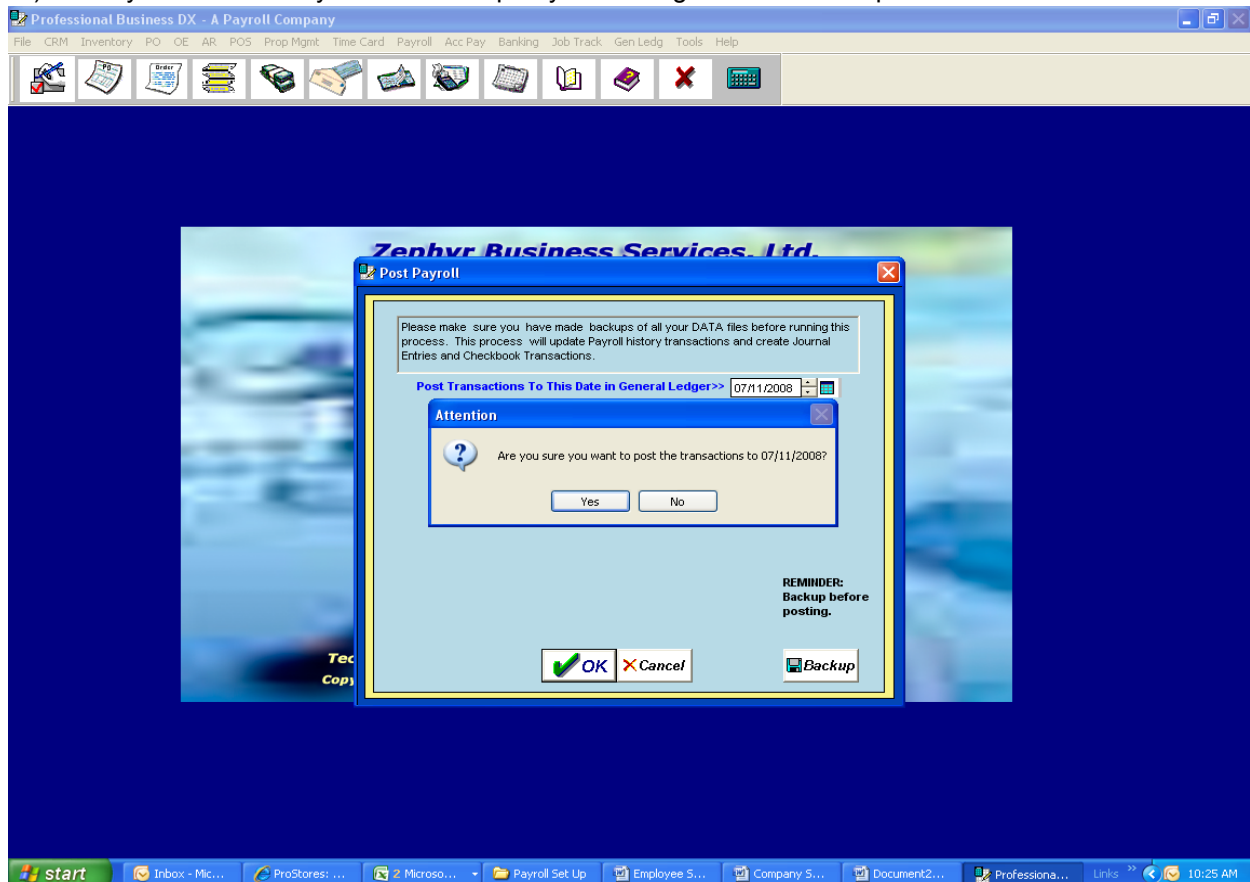




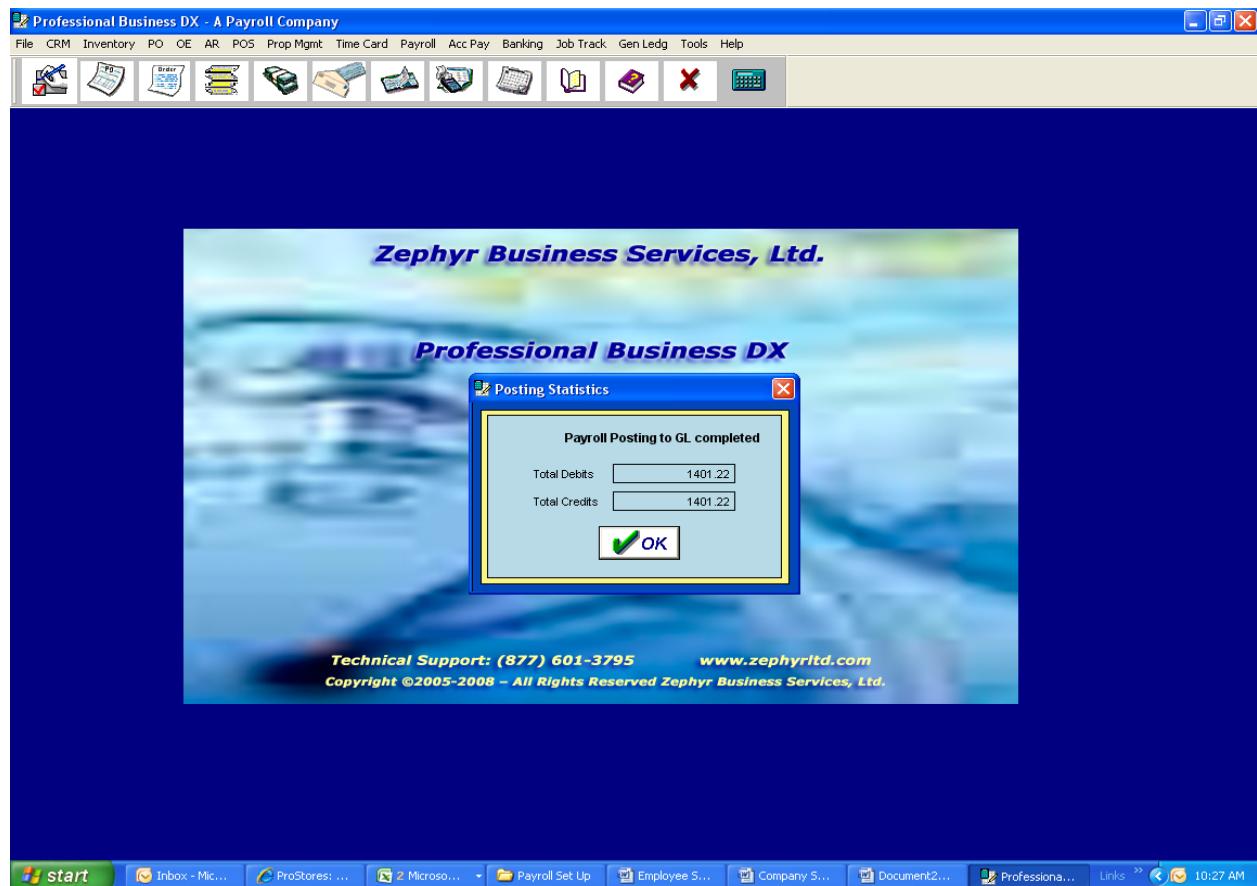
37) Click on Payroll/Post Payroll



38) Since you have already done a backup of your data ignore the “Backup” button and click “OK”.



39) The program will ask you to verify the posting date. If the posting date is wrong click “No” and change it. When the posting date is correct click on “Yes”.



40) Click "OK" and you're done!