



PenSoft Payroll

Quick Start Guide

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INSTALL THE SOFTWARE

Close all programs, including any anti-virus software.

The setup program will prompt the user for a path to install the program. The default is C:\Program Files\PenSoft\Payroll 2022. It is usually best to accept the default. The program will also prompt the user to choose a program group for the start menu (the default group is Payroll). Click Next and the installation will begin. When installation is complete, we advise the user to reboot your computer to accept the new configuration changes made by the software.

Accessing the Program

Double click the 2022 icon. The Program Activation window will display. Enter the Key Code for the trial. Click Next to start the program.

COMPANY

Designate a folder for data common to all companies. Normally the default location is C:\Users\Public\PenSoft\Business Solutions 2022 for Windows 7, Windows 8. If the data is on a network and should be accessible from multiple workstations, designate a folder accessible to all users.

When starting a new company, enter the company's name and primary state.

Company Name. This is a required item and cannot be left blank.

Primary State. Select from the drop-down list. Taxes for the chosen state will automatically be populated into the company tax list.

File Name. The program will default a file path to the common data folder, along with a file name created from the first name of the company. Accept this file name or enter a more descriptive file name. The file name must end with ".D22".

Company Setup

Company Name. Input name.

Name Control. Four character company identification used for IRS electronic filing.

Locations. Headquarters location (default) must always be identified and multiple locations can be added.

Checking Accounts. The Payroll Checking Account is automatically added when the company is created. Multiple accounts can be setup.

Federal Setup. Select company federal filing type and enter the Federal EIN.

State Setup. Enter state applicable account numbers, UI tax rates, and add states if needed.

CALENDAR

The calendar shows a list of upcoming events, such as scheduled payrolls, personnel birthdays, custom events, etc. The calendar cannot be setup to show data for multiple companies. This feature is available in the Enterprise Edition and higher.

To view the calendar:

- Click Calendar on the toolbar.

PERSONNEL

The program maintains an extensive set of data for each applicant, employee, or 1099 recipient. In general, each record is independent can be added, modified, or deleted without affecting any other setup.

Add New Personnel

To add a new employee:

- Click Personnel on the toolbar.
- Click the Employees button.
- Click Add in the Employees window.

The program will provide basic default information. It is important to ensure the pay frequency, incomes, taxes, tax status, and deductions are correct for new employees. Initial data entry uses a wizard.

The employee setup window contains the following basic items:

Identification. Add social security number and employee number.

Photo. Browse a photo of the employee from a file in almost any graphic format (*.bmp, *.gif, etc.).

Direct Deposit. Enter direct deposit banking information. The Balance account should always be on the bottom of the accounts list. *Available in Professional Edition and higher.*

Pay History. Add changes to employee wages and view history of employee income types and rates.

Leave. Beginning balance is established in the employee setup.

EEO Data. Enter employee ethnicity and job category for EEO reporting and veteran type for Vets-100 Federal Contractor Program reporting.

OSHA. Enter details of OSHA incidents.

Modify/Terminate/Delete an Employee

To modify/delete an employee:

- Click Personnel on the toolbar.
- Click the Employee button.
- Highlight the desired employee
- Click Setup to modify. *OR*
- Click Terminate. *OR*
- Click Delete.

An employee can only be deleted if there are no current year payroll records associated with the employee.

PAYROLL

Almost all functions of PenSoft Payroll depend on payroll records. Each payroll record describes how an individual employee was paid on a specific pay date.

Payroll Schedule

A payroll schedule can be created, to provide a list of projected pay dates. Scheduled pay dates automatically populate the pay date and work period options when entering new payroll data and scheduled pay dates can be included in the

calendar.

There is only one schedule per company. You cannot generate different schedules for different employees or Form 1099 recipients. It is possible to enter payroll data on dates that are not in the schedule by overriding the default pay date.

To setup the payroll schedule:

- Click Payroll on the toolbar.
- Click the Schedule button.
- Highlight the desired payroll frequency.
- Click Next.
- Complete the requested monthly pay date information.
- Complete the pay day offset.
- Click Finish.

NOTE: PenSoft Payroll will flag pay dates falling on holidays and weekends. These pay dates can be adjusted manually.

Select Employees to Pay

The program allows user to pay one, all, or a random selection of employees on any pay date.

To select employees to pay:

- Click Payroll on the toolbar.
- Click the Payroll Data button.
- If schedules are setup, pay date and work dates will populate.
- If not using schedules, select the desired pay date in the Payroll Dates window.
- The start and end date can be selected under “Default Work Period”.
- Click OK.

Multiple employees can be selected from the “Employees to Be Paid” list by holding the control key and clicking on the names of the employees or click the Select button.

Enter Payroll Data

It is possible to enter payroll data for any pay date at any time. However, entering payroll data out of chronological order can cause numerous problems and should be done with *caution!* The program will display a warning if payroll data is entered out of sequence.

- Click Enter Payroll Data.
- Enter required income data (i.e. hours, pieces, etc.)

To process leave data:

- Click Edit in Leave section to enter leave dates and amount used.

Enter any deduction data. In most cases, all taxes and deductions will automatically be calculated. Some deductions vary and must be entered manually each pay period.

Modify/Delete a Payroll Record

It is sometimes necessary to modify or delete previously entered payroll data. The program allows complete access to all data so any payroll record can be modified/ deleted at any time. Modifying/deleting data after subsequent payroll records have been entered for the same employee can cause problems in the tax reports,

however, and should be done with *extreme caution*. A warning will alert the user who attempts this.

To modify/delete a payroll record:

- Click Payroll on the toolbar.
- Click the Payroll Data button.
- Enter the date of the original record to be modified or deleted.
- Highlight the desired record.
- Click Modify and make the desired changes. Click OK. OR
- Click Delete to delete the record.

DEPOSITS

Tax payments should be recorded because tax payments affect many tax reports, even if a check is not printed. The tax deposit window can also be used to print checks for tax payments or can be included when printing payroll checks.

Deduction payments should also be recorded to utilize the software's ability to track correct liability amounts and can be used to print payment checks.

To add a tax deposit:

- Click Deposits on the toolbar.
- Click the Tax Deposits button.
- Click Add.
- Highlight the desired tax deposit. Click OK.
- Enter the quarter and month for which the deposit is to be applied. Enter date of check, check number, and amount of deposit.
- Click Print Check.
- Verify information. Click Print.

CHECKS

NOTE: PenSoft Payroll trial includes the ability to print *demonstration* checks. The ability to print functional checks is included in the registered version.

The program offers the option to print payroll checks, tax deposit checks, and deduction payment checks. It supports a wide variety of checks for laser and ink-jet printers.

To print checks:

- Click Checks on the toolbar.
- Click Checks button.
- Select the pay date.
- Highlight the desired employees whose checks are to be printed.
- Click Options to make selection of desired options.
- Click OK.
- Click Print.

REPORTS

Reports are grouped into categories and can be selected by clicking Reports on the toolbar.

Date range. Some reports will require a date range to be selected before the report will display.

Save to file. Some reports can be saved to a file and opened as a spreadsheet.

Printing Reports

The printer for reports is part of the user settings and is the same for each company.

To select the printer for reports:

- Click User on the System Tray.
- Select the desired printer in the “Printer for Reports” drop down menu.
- Click OK.

Always show the print dialog. Check this option to have the dialog box open each time a report is printed.

Report Stack

The program provides the user a way to run a stack of pre-selected reports to be printed at the same time. For detailed information visit the software Help file.

EXPORT

PenSoft Payroll comes setup with a variety of exports. You can export payroll data to a variety of other programs. This feature is available in the Standard Edition and higher.

UTILITIES

Backup

Backing up payroll data is one of the most important steps in processing payroll. To protect against the loss of payroll data, make regular backups independent of the normal system or server backups being performed by a systems administrator. A backup should be completed after every payroll. Multiple companies can be backup in a single file.

To back up payroll data:

- Click Utilities on the toolbar.
- Click the Backup button.
- Highlight the desired company.
- Click Next.
- Enter a backup file name in the Backup File dialog box.
- Click Finish.

To restore data:

- Click Utilities on the toolbar.
- Click the Restore button.
- Select the desired backup file.
- Click Open.

Restoring data will overwrite any current data in the company file. While multiple companies can be backup into one file, companies can only be restored one at a time.

Check for Update

You can check to see if there is a newer version of the software than the installed version.

To check for update:

- Click Utilities on the toolbar.
- Click the Check for Updates button.

CONTACT PROGRAM SUPPORT

Unlimited free program support is available for registered and trial users of PenSoft Payroll.

Select one of four convenient contact methods:

- Phone: 757-873-1199
- Fax: 757-873-1733
- E-Mail: support@pensoft.com
- Internet: www.pensoft.com/support/support.aspx

Monday-Thursday: 9:00 am to 6:00 pm Eastern Time

Friday: 9:00 am to 5:00 pm Eastern Time



151 Enterprise Drive
Newport News, Virginia 23603
Telephone: 757-873-2976