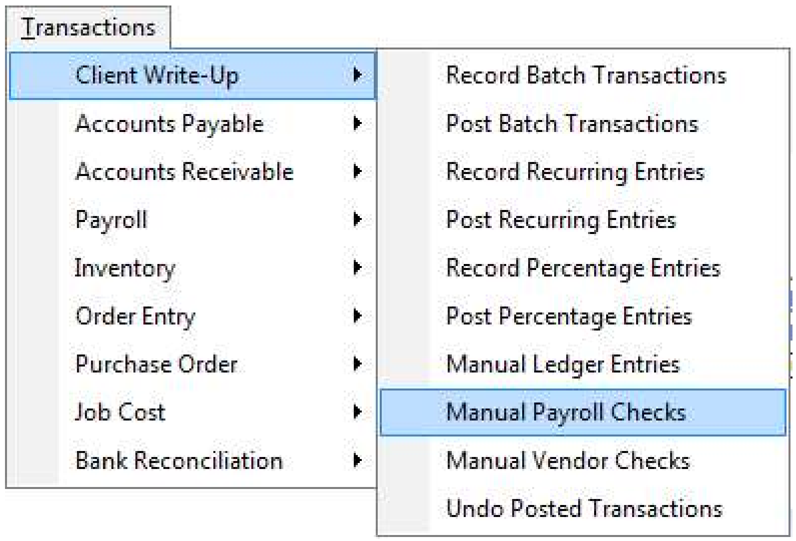
Record Manual Payroll Checks

This option allows you to enter payroll check information to update an employee's history record only. When you enter payroll checks via this option, the system does not update the ledger files. This option is commonly used to enter beginning wage and withholding balances for new clients.

If you are using the manual check option to record beginning balances for an employee already into the second quarter or beyond, it is a common practice to record a check for each quarter.

To enter and post manual payroll checks, click **>Transactions >Client Write-up >Manual Payroll Checks**.



Manual Payroll Check Overhead Information

- **Employee:** Select the employee to record the manual paycheck for.
- **Check Date:** Enter the date the check was written. This date must be in the current calendar year.
- **Check Number:** Enter the check's reference number.
- **Check Amount:** Enter the total net amount of the check in this box.

Entering a check amount is optional. If a check amount is entered, the system will automatically verify that the payroll distributions (Net Check) are equal to the original check entered. Leaving the check amount zero will eliminate this verification checking.

Once the overhead check information has been entered, press **Start** to begin entering the detail for the payroll check.

Additional Overhead Options

- **[F2] Repeat Employee Check:** Press **[F2]** to repeat the last check in the current calendar year for the selected employee.

- **[F3] Auto Calculate Check Amount for Net:** If your client does not include any detail for payroll checks, you can optionally use this feature to back-calculate gross pay and withholdings. Once you have selected an employee and entered a check amount, press **[F3]** to activate this feature.
  - Some tax withholdings are based on wage bracket type information such as FIT and most SIT. The ATF Payroll net check feature is **not capable of calculating wage bracket taxes accurately**. ATF Payroll will use a flat percentage manually set up on each employee. Since using a flat percentage is not the same as a using a true wage bracket with exemptions, you should make sure that the flat percentage set on each employee's tax tables are generally greater than or equal to the wage bracket percentage for each employees expected annual earnings.
  - Flat percentage tax withholdings such as FICA, Medicare and State Disability Insurance are calculated based on the withholding tax percentage set on each tax table of this type.
  - Payroll codes such as wage reductions and reimbursements can be automatically included in the net check calculations by entering a fixed amount or percentage on any payroll code. Fixed amounts and percentages for payroll codes are maintained on each employee.
- **[F4] Edit Existing Check:** To edit an existing check for an employee, press **[F4]** to retrieve a list of existing employees' checks written within the current calendar year. Highlight the check you wish to edit and click **>Ok**. As a reminder, editing a check in the **Manual Payroll Check** program will not change any ledger accounts. Normally payroll checks originally written from **Batch Transactions** should be edited using the **Undo Batch Transactions** feature.
- **[F5] Delete Existing Check:** Press **[F5]** to retrieve a list of existing checks for the employee. Highlight the check you wish to delete, and click **>Ok**. Deleting a check in the **Manual Payroll Check** program will not change any ledger accounts. Normally payroll checks originally written from **Batch Transactions** should be deleted using the **Delete Payroll Check** option located in **Undo Batch Transactions**.

Manual Payroll Check – Payroll Allocation Detail

Line	Code	Code Description	Hours	Amount	Cr
01	1.1	Regular/Salary Hours and Wages	88.00	$1,342.00	
02	1.2	Overtime Hours and Wages	0.00	$0.00	
03	04	Federal Income Tax Withheld		$321.00	Cr
04	02	F.I.C.A. Tax Withheld		$110.72	Cr
05	03	Medicare Tax Withheld		$25.89	Cr
06	06	California Tax Withheld		$107.15	Cr
07	07	CA - SDI Tax Withheld		$21.07	Cr
08	11	Bonus		$468.83	
09	31	Cafeteria Plan - Section 125		$25.00	Cr

Hours Worked
Standard 88.00
Overtime 0.00
Add New Code

The default hours, gross pay and fixed payroll codes are automatically retrieved from the selected employee. You will be prompted for standard wages, overtime wages, active tax tables and any payroll codes containing fixed amounts or percentages amounts for the selected employee. Amounts should normally be entered in as positive numbers. Any amount subtracted from the employee's check includes a "**CR**" to the right of the amount prompt on the allocation line. All active codes for an employee are available for input. To add a new code, click the **Add New Code** button to the right-hand side of the screen. The added code will be for this check only. Allocation totals by type are included for your convenience.

Tax tables that are inactive or have reached a maximum wage limit are included in the active allocation list. A red amount field designates these tax tables.

After you have finished entering payroll allocations, click **>Save** to return to the Employee prompt to begin your next entry. If FICA/Medicare checking is enabled, the system will insure the FICA/Medicare entered is accurate for the wages paid. If they are not correct, a warning is displayed with the ability to correct the FICA/Medicare by adjusting the FIT withheld.

If you wish to see a list of recorded manual payroll checks for the session, click on the **Review** button at the bottom of the screen. Upon exit, the system will automatically print a listing of all manual checks.

Preferences

Selecting this button accesses a smart dialog box with a list of options that affects the entry of manual checks and the user's interaction. The preferences screen is presented in a checkbox format to select features with a description of each preference.

- **Always use [Enter] as [Tab] during Line Entry:** Select this option if you wish to use the **[Enter]** key in lieu of the Windows standard **[Tab]** key to move to the next field during payroll allocation line entry. Since the majority of the line item information can be entered from the 10-key, most users will prefer to activate this selection. You can optionally set this preference for all CertiflexDimension programs by selecting **User Preferences** from the **System Manager** window.
- **Always use [+] as [Shift+Tab] on Line Entry:** Select this option if you wish to use the **[+]** key in lieu of the Windows standard **[Shift+Tab]** key to move to the previous field during payroll allocation line entry. Since most line item detail can be entered from the 10-key keypad, most users will prefer to activate this selection.
- **Always prompt for Full Dates:** Select this option if you wish to have the system ask for full transaction dates (MMDDYY). If this option is not selected the system will automatically assume the current month and year for all transactions and prompt for the day only. Since many transactions are often across multiple accounting periods, most users will prefer to activate this selection. You can optionally set day prompting universally for all CertiflexDimension programs by selecting **Auto Select Day on Date Prompt** from **User Preferences** under the main File menu.

- Full date prompting includes several useful tools. When a full date is asked, enter a one or two-digit day and the system will automatically assume the current month and year. Enter a month and day in a MMDD format and the system will automatically assume the current year. Date separators are not required when using full date prompting.
- **Ask Standard and Overtime Hours:** Select this option if you wish to be prompted for both standard and overtime hours. The system will default the standard hours to the number of hours set as a default for each employee.
- **Check FICA/Medicare Amounts:** Select this option if you want the system to verify the amount of FICA and Medicare withheld.

Selecting this option also activates the FICA/Medicare automatic split feature. This feature allows you to enter the withholding at the combined rate and the system will automatically split the amount into the appropriate withholdings.