

The logo features the text 'AbacusLaw™' in a serif font. A red dot is positioned on the horizontal bar of the letter 'A'. The text is surrounded by decorative elements: a thin grey arc above the 'L', two solid light purple circles below the 'A' and 'L', and two more solid light purple circles above the 'F' and 'S' of the adjacent text. A thin grey arc is also positioned above the 'S' and 't' of the adjacent text.

AbacusLaw™

First Steps

Mastering Payroll

# Payroll

- Deduction Codes
- State Unemployment Tax Rate
- Employee Profiles
- Default Payroll Accounts
- Inputting Payroll Balances
- Entering Vacation & Sick Balances
- Processing Payroll
- Paying State & Local Taxes
- Employee Payroll Activity
- Payroll Reports

# Setting Up Payroll Deduction Codes

Abacus Accounting - Simon & Barnes

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Process Payroll  
Employee Payroll Activity  
Payroll Check Register  
Void Payroll Check

Employee Profile

**Payroll Deduction Codes Browse**

Deduction Code	Description
401	401k Deduction
INS	Health Insurance
LFO	Life Insurance Officers
LN	Long Distance Telephone charges

**Payroll Deduction Codes - Modifying exist...**

Deduction Code: 401

Account Number: 21040.00  
401K Holding Acct from employees

Description: 401k Deduction

Tax Status:

- Taxable
- Non Taxable
- Annuity

Deduction Type:

- None
- 401K
- Group Term Life

Save Cancel Help

**Most Important**

- Check with your Plan Provider for Tax Status on Deductions
- Pick Expense or Liability account to apply deduction to

# Setting Up State Unemployment Tax Rate

The screenshot shows the 'Abacus Accounting - Simon & Barnes' interface. The 'Payroll' menu is open, and 'State Unemployment Taxes' is selected. A dialog box titled 'State Unemployment Tax Rate Info' is displayed, showing a grid of state tax rates and cut-off amounts. The California (CA) entry is circled in red, indicating the current state being configured.

•Enter Tax Rate and Cut Off Amount assigned to your Firm by your Department of Labor

State	Rate	Cut Off	State	Rate	Cut Off	State	Rate	Cut Off
AL	0	\$0.00	FL	0	\$0.00	LA	0	\$0.00
AK	0	\$0.00	GA	0	\$0.00	ME	0	\$0.00
AZ	0	\$0.00	HI	0	\$0.00	MD	0	\$0.00
AR	0	\$0.00	ID	0	\$0.00	MA	0	\$0.00
CA	0.0062	\$7,000.00	IL	0	\$0.00	MI	0	\$0.00
CO	0	\$0.00	IN	0	\$0.00	MN	0	\$0.00
CT	0	\$0.00	IA	0	\$0.00	MS	0	\$0.00
DE	0	\$0.00	KS	0	\$0.00	MO	0	\$0.00
DC	0	\$0.00	KY	0	\$0.00	MT	0	\$0.00

AL - MT      NE - WY

Save      Close      Help

# Employee Profiles

**Abacus Accounting - Simon & Barnes**  
File Matters Billing Trust A/P G/L Payroll Reports Window Help

Matter [ ]

Process Payroll  
Employee Payroll Activity  
Payroll Check Register  
Void Payroll Check

**Employee Profile**

**Employees Browse**

Employee ID	Name
AMS	Arthur Simon
FBG	Frances B Green
100	Lady B Brown

**Employee Profiles - Modifying Employee**

Employee ID: AMS Department: 1 Date of Birth: 09-01-1950 Date of Employment: 01-01-2001 Date of Termination: .-. Date of Last Increase: .-.  
Name: Arthur Simon Address 1: 123 East Way Ave Address 2: City: San Diego State: CA Zip: 92121 Phone Number: 858-267-2555 Social Security Number: 345-23-4567 Tax State: CA Sex: Male Employment Status:  Full Time  Part Time

Pay Type:  Hourly  Salary Pay Rate: \$12,500.00 Overtime Rate: \$0.00 Vac. Accrual Rate: 0.00 Sick Accrual Rate: 0.00

Pay Frequency:  Weekly  Bi-Weekly  Monthly  Semi-Monthly  Semi-Annually  Annually

Employee Information | Tax Information | Deduction Codes 1 | Deduction Codes 2 | YTD Totals

Save Cancel Help

•To receive overtime pay, Employee must be setup as hourly

•Pay frequency times pay rate should equal annual salary for salaried Employee

•Vacation/Sick Accrual Rate is the number of hours allowed annually divided by the number of pay periods i.e. 80 hours / 24 pay periods = 3.07 hours per pay period

# Employee Profile Tax Information

The screenshot shows a software window titled "Employee Profiles - Modifying Employee". The window contains several sections for tax information:

- Federal:** Marital Status (Single), Exemptions (0), Additional Withholding (\$250.00), and EIC (No).
- State:** Filing Status (Single), Allowances (0), and Add'l Withholding (\$100.00).
- California - Deduct SDI?:** Yes (selected) or No.
- Additional Allowances:** 0.

Red circles highlight the "Additional Withholding" fields for both Federal and State. Red arrows point from these circles to the bullet points below. A blue box titled "CALIFORNIA STATE WITHHOLDING INSTRUCTIONS" provides guidance on how to fill out these fields based on the employee's W-4 and State Exemption Forms.

**CALIFORNIA STATE WITHHOLDING INSTRUCTIONS**

For Filing Status, select the filing status claimed on form DE-4. Select single if married with 2 or more incomes. Select 'Supplemental' to withhold at supplemental rate. For Allowances, enter the # of regular allowances from form DE-4. For additional allowances, enter the # of additional allowances from form DE-4.

The window also features tabs for "Employee Information", "Tax Information", "Deduction Codes 1", "Deduction Codes 2", and "YTD Totals". Buttons for "Save", "Cancel", and "Help" are located at the bottom.

- This Information is found on the W-4 and State Exemption Forms
- Additional Withholding for Federal and State is entered here
- Additional Withholding is added to the normal deduction

# Deduction Codes

The screenshot shows a software window titled "Employee Profiles - Modifying Employee". It contains a table with the following columns: "Deduction Code", "Deduction Amount", "Deduction Tax Status", and "Type".

Deduction Code	Deduction Amount	Deduction Tax Status	Type
401 401k Deduction	\$1,000.00	Annuity	401K
LFO Life Insurance	\$50.00	Taxable	None
INS Health Insurance	\$200.00	Non Taxable	None
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		

At the bottom of the window, there are several tabs: "Employee Information", "Tax Information", "Deduction Codes 1", "Deduction Codes 2", and "YTD Totals". The "Deduction Codes 1" tab is currently selected. Below the tabs are three buttons: "Save", "Cancel", and "Help".

- These deductions are taken per pay period
- Remember to check the Tax Status on each deduction

# Payroll Default Accounts

The screenshot shows the 'Abacus Accounting - Simon & Barnes' application window. The 'Setup' menu is open, and 'Default G/L Accounts' is selected. The 'Default Accounts' dialog box is displayed, showing a list of default accounts. The 'Payroll Checking Account' and 'Payroll Accounts' sections are highlighted with red circles. Red arrows point from the text in the light blue box to these sections.

**Setup Menu:**

- Create Company
- Setup
- Utilities
- Exit

**Default Accounts Dialog:**

Account Name	Account Number	Account Name	Account Number
Soc. Sec. Tax Liability	21030.02	Salary Exp. Dept.1	51010.01
Medicare Liability	21030.03	Salary Exp. Dept.2	51010.02
Federal Withholding Liability	21030.01	Salary Exp. Dept.3	51010.03
State Withholding Liability	21030.04	Salary Exp. Dept.4	51010.04
County Tax Liability		Salary Exp. Dept.5	51010.04
Local Tax Liability		Salary Exp. Dept.6	51010.04
Employers Soc. Sec. Expense	51030.01	Salary Exp. Dept.7	51010.04
Employers Medicare Expense	51030.01	Salary Exp. Dept.8	51010.04
Payroll Checking Account	11010.00	Salary Exp. Dept.9	51010.04
Earned Income Credit Account		Salary Exp. Dept.10	51010.04
State Disability Insurance Liab	21030.04		
Miscellaneous With. Liability			

**Default Accounts**

Account Description: FICA Taxes Payable

Buttons: Save, Close, Help

- Allows User to divide Salaries into 10 different departments
- Check for proper Checking Account

# Processing Payroll

Abacus Accounting - Simon & Barnes

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Process Payroll

Process Payroll - Add

Matter

ID	Name	Department	Pay Freq	Pay Type
FBG	Frances B Green	3	Bi Weekly	Salary
JBB	Judy B. Brown	2	Bi Weekly	Salary
JDD	Jane D. Dolling	2	Bi Weekly	Salary
JKL	Josie K Leonard	4	Bi Weekly	Salary
KCK	Karen C. King	4	Bi Weekly	Hourly
PPL	Perri Paxton	1	Bi Weekly	Hourly

Pay Frequency

Pay Period Ending Date

Weekly  Semi-Monthly

Bi-Weekly  Semi-Annually

Monthly  Annually

Employee Type

All

Full Time

Part Time

Pay Type

All  Salary  Hourly

Show Terminated Employees

Default Work Hours

Bonus Payroll Run

- Enter Pay Period Ending Date
- Press Select All
- Bonus Payroll Run does not include deductions other than State, Federal and Local Taxes

# Editing Employee Payroll

ID	Employee Name	Hours	Gross	Deductions	Net Pay
FBG	Frances B Green	80.00	\$1,500.00	\$457.60	\$1,042.40
JBB	Judy B. Brown	80.00	\$2,500.00	\$777.46	\$1,722.54
JDD	Jane D. Dolling	80.00	\$1,500.00	\$442.91	\$1,057.09
JKL	Josie K. Leonard	80.00	\$850.00	\$434.44	\$415.56
KCK	Karen C. King	80.00	\$820.00	\$147.86	\$672.14
PPL	Perri Paxton	80.00	\$1,200.00	\$353.75	\$846.25

Posting Date: 05-30-2008

Total Paychecks Selected for Posting: \$0.00

Buttons: Select All, Deselect All, Help

Bottom Bar Buttons: Add, Details, Delete, Print, Print Checks, Refresh, Close

- To edit employee hours after processing, highlight Employee and click on “Details”

# Entering Employee Overtime

**Process Payroll - Modifying Karen C. King**

Regular Hours	80.00	Pay Period Date	05-30-2008	Reset Gross	
Overtime Hours	2.50	Gross Reg	\$820.00	Total Gross	858.43
Sick Hours	0.00	Gross OT	\$38.43		
Vacation Hours	0.00				

Accumulated Hours

Sick	1.53	Medicare	\$12.45	Social Security	\$53.22	Total FICA	65.67
Vacation	3.07						

Income Taxes and Deductions

Federal	\$78.57	County	\$0.00	SDI	\$0.00	Total Taxes	92.42
State	\$13.85	Local	\$0.00	Misc	\$0.00	Deductions	0.00

State tax Computed for California.

EIC \$0.00 Net Pay 700.34

**Payroll Information**

Save Recalculate Taxes Close Help

- Enter number of Overtime hours; dollars are auto calculated
- Taxes are automatically recalculated
- Also enter Sick & Vacation Hours taken here

# Payroll Edit Report

Report Date: 05/30/2008  
 Report Time: 1:35PM  
 Page : 1 of 1

Simon & Barnes

Requested By: Unknown User

Employee ID	Name	Pay Peri	***** Hours *****				Gross Income	*****Withholding*****					Other Deductions	ETC	Net Pay	
			Reg	OT	Sick	Vac		Sec Secur	Medicare	Federal	State	Other				
<b>FBG</b>	Frances B Green	05/30/2008	80.00	0.00	0.00	0.00	\$1,500.00	\$91.76	\$21.46	\$204.38	\$0.00	\$0.00	\$140.00	\$0.00	\$1,042.40	
<b>JBB</b>	Judy B. Brown	05/30/2008	80.00	0.00	0.00	0.00	\$2,500.00	\$148.80	\$34.80	\$206.06	\$37.80	\$0.00	\$350.00	\$0.00	\$1,722.54	
<b>JDD</b>	Jane D. Dolling	05/30/2008	80.00	0.00	0.00	0.00	\$1,500.00	\$93.00	\$21.75	\$71.06	\$7.10	\$0.00	\$250.00	\$0.00	\$1,057.09	
<b>JKL</b>	Josie K. Leonard	05/30/2008	80.00	0.00	0.00	0.00	\$850.00	\$48.36	\$11.31	\$49.50	\$5.27	\$0.00	\$320.00	\$0.00	\$415.56	
<b>KCK</b>	Karen C. King	05/30/2008	80.00	2.50	0.00	0.00	\$858.43	\$53.22	\$12.45	\$78.57	\$13.85	\$0.00	\$0.00	\$0.00	\$700.34	
<b>PPL</b>	Perri Paxton	05/30/2008	80.00	0.00	0.00	0.00	\$1,200.00	\$69.75	\$16.31	\$68.27	\$16.22	\$8.20	\$175.00	\$0.00	\$846.25	
Paychecks To Post: 6			<b>Totals:</b>	<b>480.00</b>	<b>2.50</b>	<b>0.00</b>	<b>0.00</b>	<b>\$8,408.43</b>	<b>\$504.89</b>	<b>\$118.08</b>	<b>\$677.84</b>	<b>\$80.24</b>	<b>\$8.20</b>	<b>\$1,235.00</b>	<b>\$0.00</b>	<b>\$5,784.18</b>

- This Report is very important. It should be printed before printing checks each pay period.
- This Report prints prior to Payroll Checks, be sure to place a blank piece of paper in front of payroll checks

# Print Payroll Checks

Please be sure of the Posting Date and make any necessary adjustments to the next check number to be assigned.

Account Number: 11010.00 Journal Number:

Next Check Number: 2546 Account balance after these checks have been posted: \$131,242.43

GL Posting Date: 05-30-2008 Total of the checks selected for printing: \$5,784.18

Do Not Print Printer: HP LaserJet 4200 PS

Check Horizontal Offset in Inches. Positive numbers move the check data to the right, negative numbers to the left.

Check Vertical Offset in Inches. Positive numbers move the check data down, negative numbers moves the data up.

OK Cancel Help

- Be sure correct account number for payroll is selected
- If payroll is done by Direct Deposit, click on “Do Not Print” for posting only

# Determining Firm Payroll Tax Liability

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Process Payroll  
Employee Payroll Activity  
Payroll Check Register  
Void Payroll Check  
Employee Profile  
Deduction Codes  
State Unemployment Taxes  
Payroll Reports

Matter [ ]

**Payroll Reports**

Employee Payroll Summary  
Employee Profile Printouts  
Employer's 940 Tax Return  
Employer's 941 Tax Return  
**Firm Payroll Summary**  
Payroll Deduction Listing  
Payroll Register  
Payroll Tax Report  
Qtrly Unemployment Compensation Report  
W-2 Wage and Tax Statement  
W-3 Transmittal

Report Criteria

Date Range

Start Date [05-01-2008] End Date [05-30-2008]

Date Type

by Pay Period Date  by G/L Posting Date

Employee

All  Employee Code [ ]

Destination

Print Preview  Printer  File  Email  Report Group

Preview Close Help

- From Payroll Reports, choose Firm Payroll Summary
- Be sure to include proper start and end dates

# Firm Payroll Summary

Report Date : 5/30/2008  
Report Time : 1:39PM  
Page : 1 of 1  
Requested By: Unknown User

## Simon & Barnes

**Date Range:** 05/01/2008 Through 05/30/2008  
**Date Type:** Pay Period Date  
**Name:** All Employees

### Gross Earnings

Pay Period Ending 5/30/2008

Regular:	\$8,370.00
OverTime:	\$38.43
<b>Total:</b>	<b>\$8,408.43</b>
Earned Income Credit:	\$0.00

### Taxes

\* Includes Employer Portion

* Social Security:	\$1,009.78
* Medicare:	\$236.16
Federal:	\$677.84
State:	\$80.24
State Disability Ins :	\$8.20
<b>Total Taxes:</b>	<b>\$2,012.22</b>

### Deductions

401k Deduction	\$970.00
Health Insurance	\$265.00
<b>Total Deductions:</b>	<b>\$1,235.00</b>
<b>Net Pay to Employees:</b>	<b>\$5,784.18</b>

• Firm Payroll Summary displays taxes due for Federal and State including Employer's portion

# Paying Federal Payroll Taxes

**Abacus Accounting - Simon & Barnes**

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Demand Check Writer  
Enter and Post Payables

Matter

### Enter/Post Payables - Add

Invoice Number	<input type="text" value="05/30/08"/>	Invoice Date	<input type="text" value="05-30-2008"/>
Vendor ID	<input type="text" value="IRS"/>	Due Date	<input type="text" value="05-30-2008"/>
Payee	<input type="text" value="Bank of America"/>		
Address	<input type="text" value="Bank of America&lt;br/&gt;San Diego, CA 92112"/>		
Amount	<input type="text" value="\$1,923.78"/>		
Description	<input type="text" value="Payroll Taxes for period ending 5/30/08"/>		
Memo	<input type="text" value="FEID # 59-8974123"/>		

**General** Client Section Firm Section

Invoice Amount  Applied Amount  Remaining Amount

- From Firm Payroll Summary Report, enter amount due for Federal Taxes

# Entering Taxes Due

Enter/Post Payables - Add

Page 1 Page 2

Account #	Amount	Description
21030.01	\$1,009.78	Payroll Taxes
21030.02	\$677.84	Payroll Taxes
21030.03	\$236.16	Payroll Taxes
		Payroll Taxes
		Payroll Taxes

Account Description: Federal W/H Taxes Payable Total Firm Section: \$1,923.78

General Client Section **Firm Section**

Invoice Amount: \$1,923.78 Applied Amount: 1,923.78 Remaining Amount: \$0.00

Save Close Help

- Use Liability Accounts from Chart of Accounts; Federal W/H Taxes payable, Soc. Security Taxes payable and Medicare Taxes payable
- Dollar values coming from Firm Summary Report

# Entering balance of employee's sick/vac time

Abacus Accounting - Simon & Barnes

File Matters Billing Trust A/P G/L Payroll Reports Window Help

Process Payroll  
Employee Payroll Activity

Matter

Employee Payroll Activity

Employee ID \*  All Employees

Start Date 01-01-2008 End Date 05-30-2008

Date	ID	Gross Pay	Total Taxes	Total Deductions	Net Pay
01-31-2008	FBG	\$3,000.00	\$807.35	\$140.00	\$2,052.65
01-31-2008	JBB	\$5,000.00	\$1,450.13	\$350.00	\$3,199.87
01-31-2008	JDD	\$3,000.00	\$619.25	\$250.00	\$2,130.75
01-31-2008	JKL	\$1,700.00	\$349.04	\$320.00	\$1,030.96
01-31-2008	KCK	\$1,640.00	\$399.57	\$0.00	\$1,240.43
01-31-2008	PPL	\$2,400.00	\$497.58	\$175.00	\$1,727.42
02-27-2008	FBG	\$1,500.00	\$347.60	\$20.00	\$1,132.40
02-27-2008	JBB	\$2,500.00	\$427.46	\$350.00	\$1,722.54
02-27-2008	JDD	\$1,500.00	\$192.91	\$250.00	\$1,057.09
02-27-2008	JKL	\$850.00	\$114.44	\$320.00	\$415.56
02-27-2008	KCK	\$486.85	\$66.68	\$0.00	\$420.17
02-27-2008	PPL	\$600.00	\$63.56	\$175.00	\$361.44
05-30-2008	FBG	\$1,500.00	\$317.60	\$140.00	\$1,042.40
05-30-2008	JBB	\$2,500.00	\$427.46	\$350.00	\$1,722.54
05-30-2008	JDD	\$1,500.00	\$192.91	\$250.00	\$1,057.09

Details Print Delete Refresh Close Help

•To add each employee's balance of sick/vacation time, select first payroll for employee

•Click on "Details"

# Vacation & Sick Accrued Hours

The screenshot shows a software window titled "Employee Payroll Activity - Modify" for employee Frances B Green. The window is divided into several sections: "Hours", "Accumulated Hours", "Income", "Income Taxes and Deductions", and "EIC". A red circle highlights the "Accumulated Hours" section, which contains fields for "Sick" (1.53) and "Vacation" (3.07). A red arrow points from the "Save" button at the bottom left to the "Accumulated Hours" section.

Hours	
Regular Hours	80.00
Overtime Hours	0.00
Used Sick	0.00
Used Vacation	0.00

Accumulated Hours	
Sick	1.53
Vacation	3.07

Income	
Gross Reg	\$3,000.00
Gross OT	\$0.00
<b>Total Gross</b>	<b>\$3,000.00</b>

Income Taxes and Deductions	
Federal W/H	\$579.38
State W/H	\$0.00
County W/H	\$0.00
Local W/H	\$0.00
Social Security	\$184.76
Medicare	\$43.21
State Disability	\$0.00
Miscellaneous	\$0.00

EIC	
EIC	\$0.00
<b>Total Taxes</b>	<b>\$807.35</b>
<b>Deductions</b>	<b>\$140.00</b>
<b>Net Pay</b>	<b>\$2,052.65</b>

Buttons: Save, Close, Help

- Add balance of sick/vacation hours being brought forward to "Accumulated Hours" for Sick time and Vacation time to first record for each Employee

# Other Payroll Reports

The screenshot shows the Abacus Accounting software interface for Simon & Barnes. The main menu bar includes File, Matters, Billing, Trust, A/P, G/L, Payroll, Reports, Window, and Help. The Payroll menu is open, displaying options such as Process Payroll, Employee Payroll Activity, Payroll Check Register, Void Payroll Check, Employee Profile, Deduction Codes, State Unemployment Taxes, and Payroll Reports. The Payroll Reports option is highlighted, and a sub-dialog box titled 'Payroll Reports' is open, listing various report types: Employee Payroll Summary, Employee Profile Printouts, Employer's 940 Tax Return, Employer's 941 Tax Return, Firm Payroll Summary, Payroll Deduction Listing, Payroll Register, Payroll Tax Report, Qtrly Unemployment Compensation Report, W-2 Wage and Tax Statement, and W-3 Transmittal. A red circle highlights the 'Payroll Reports' menu item and the sub-dialog box. The sub-dialog box also features a 'Destination' section with radio buttons for Print Preview (selected), Printer, File, Email, and Report Group, along with Preview, Close, and Help buttons.

- Employee Reports
- 940 Federal Unemployment Report
- 941 Quarterly Reports
- W2's & W3 Reports