Payroll Self-Study Guide
TEST

Please fill out this page and answer the questions in the **STOP and THINK** section. Submit a copy of Appendix B along with any reports you are required to print to the address below.

MAKE SURE YOU LABEL ALL your reports before submitting them.

Dealer Name: _____

Your Name: _____

Your Email Address: _____

STOP AND THINK?

LESSON 1: *OVERVIEW OF THE PAYROLL SYSTEM*

1. What is the purpose of Payroll?

2. What are the three posting options to the G/L from Payroll?

3. Where do the following account numbers get set up? List Name and Menu number.

ACCOUNT	SOURCE	MENU REF.
EXAMPLE: Cash	Control Record	PR-08-02
Employer Expenses		
FICA Withheld		
State Inc Tax Withheld		
Local Inc Tax Withheld		
Earning Expense		

LESSON 2: *OVERVIEW OF SET UP*

1. The Payroll _____ _____ is where you define some system-wide features that are used in the Payroll system.

2. What publication provides information to be used in setting up the Federal Tax Tables?

3. General Ledger _____ _____ and _____ _____ must be set up if you are not using SouthWare's General Ledger.

4. SouthWare provides yearly update to the Federal and State Payroll Tax Tables ?

    True   or   False

5. What are the two methods of calculating state/local taxes?

LESSON 3: *PAYROLL ACCOUNTING*

1. How many cash accounts can you define in SouthWare's Payroll system and where (menu number and file name) would you define the account(s)?

2. Give a brief explanation of what a cost center is and how it relates to Payroll?

3. List three of the seven System-defined Earnings codes (give number and name)?

4. Give two examples of user-defined earnings?

5. Explain the two ways an Invalid Account Number can be corrected once a Payroll has been

posted (checks printed)?

LESSON 4: *THE CONTROL FILE*

1. What is the first file you would set up if you began using SouthWare's Payroll, list name and menu reference (assume GL is already set up)?

2. What are the three dates that are stored in the Payroll Control Record that are used for determining when amounts that are accumulated should be reset?

3. What are the three valid G/L Update options and briefly explain each?

4. Which option can you <u>not</u> print on Payroll Checks?

    a. Company Name

    b. Employee Address

    c. Qtr To Date earnings

    d. Net Pay

    e. All can be printed

5. Which of the following is entered into the Payroll Control Record?

a. Cash Account #

b. Salary/Wage Acct #

c. FICA % and limits

d. Check options

e. All are entered into Payroll Control Record

LESSON 5:   *THE TAX FILES*

1. Why are tax tables needed by the SouthWare Payroll System?

2. How many tax table records must be set up for calculating federal withholding taxes? Explain.

3. How many tax table records must be set up for calculating state/local withholding taxes? Explain.

4. From which file would you set up the Earned Income Credit Tables? Explain.

5. In which file would you set up the SUI withholding information? What is the maximum number of reciprocal states can you have for SUI?

LESSON 6: *THE DEDUCTION/EARNINGS CODE FILE*

1. The Earnings/Deductions Codes file allows entry of which of the following types of records?

    a. Deductions

    b. Employer Expenses

    c. Earnings

    d. all of the above

    e. none of the above

2. List an acceptable Code ID for the following types of Deductions/Earnings:

Deduction/Earning Type	Possible Code ID
Example: Tips	25
Health Club Membership Employee Paid	
Commission Pay	
Employer Paid Insurance	
Direct Deposits	
401-K Plan	

3. Explain how you would handle the set up of taxable fringe benefits (such as reimbursement for car lease)?

4. How would you set up a code that will not affect the net check?

5. Explain what a handling code of **"Z"** will do?

LESSON 7: *THE EMPLOYEE FILE*

1. What are the three ways to get QTD, YTD and FYTD accumulations into the employee records so that quarterly reports and W-2 reports will have the proper numbers (assume you started using SouthWare's Payroll at a time other than January)?

2. In which file is the Federal Taxable Gross and Withheld accumulations stored?

   a. Employee Header

   b. Employee Fed Accum Earnings/Taxes

   c. State/Local Accum Earnings/Taxes

   d. None of the above

   e. all of the above

3. In which file is the SUI Gross and Withheld accumulations stored?

   a. Employee Header

   b. Employee Fed Accum Earnings/Taxes

   c. State/Local Accum Earnings/Taxes

   d. None of the above

   e. all of the above

4. In which file is the pay rate stored in?

   a. Employee Header

b. Employee Fed Accum Earnings/Taxes

c. State/Local Accum Earnings/Taxes

d. None of the above

e. all of the above

5. Which field in the employee header can be used for classifying your different types of employees for reporting Workman's Compensation earnings?

LESSON 8: *OTHER EMPLOYEE RELATED FILES*

1. What are the three statuses for Recurring Deductions/Earnings and briefly explain each?

2. Explain the Employee Salary Distribution file and give an example of when this file might be used?

3. What is the minimum number of PR operators that can be defined in the system?

4. Explain how you would set up a repayment of a loan made from a company to an employee, where the employee is paying back via a payroll deduction?

5. Which file must be set up first:

| Recurring Deductions/Earnings | Deduction/Earnings File |
| (PR-07-04) | (PR-07-08) |

LESSON 9: *DEFINE A NEW PAYROLL*

1. How would you handle a special payroll run (example - bonus pay for employees with different pay frequencies) and keep the regular pay from not being paid?

2. Which date (Period End or Check) does the system use for posting a payroll to the General Ledger?

3. How can you save exceptions from a previous payroll?

4. How would you set up an hourly employee that you want the system to stop and ask the number of hours each time you define a payroll?

5. You must enter the same value for Pay Frequencies to match and Recurring D/E Frequencies to match?

       True   False

LESSON 10: ENTER PAYROLL HOURS AND EXCEPTIONS

1. What is the minimum number of exceptions you have to enter in order to pay an employee?

2. What are the three ways to enter an employees' hours into the system?

☞ Be sure to include report #10-1 with this lesson. Please remember to label the report with a red pen.

LESSON 11: CALCULATE PAYROLL AND PRINT REPORTS

1. How many times can a payroll be re-calculated before checks are printed?

2. If an employees pay rate is changing for this payroll when and how must the change be made?

3. At what time are the G/L distributions for a payroll created?

4. After printing the Payroll Register and Calculated General Ledger Interface Report you can not make changes to the payroll? (Circle one)

       True   False

5. What menu number tells the system to print the Calculated General Ledger Interface Report and the Payroll Register?

☞ Be sure to include reports #11-2 and #11-3 with this lesson. Please remember to label the reports with a red pen.

LESSON 12: *PRINT CHECKS AND UPDATE FILES*

1. What type printer should you <u>not</u> print checks to? Why?

2. What can be done if it is answered "yes" checks are okay and they are not okay?

3. Where would you indicate that the checks are being printed to a laser printer?

4. At what point in the print checks and update files process do files start being updated?

5. Duplicate checks or check copies must be kept in order to know which check went to which employee?

☞ Be sure to include reports #12-4 and #12-5 with this lesson. Please remember to label the reports with a red pen.

LESSON 13: *MANUAL/VOID CHECK PROCESSING*

1. What are the two main differences between Normal Payroll processing and Manual/Void Check processing?

2. How many check transactions can be entered in per employee per payroll processing?

3. Can you void a check that is not found in check history? (Circle one)

       Yes   No

       If yes, how?

4. How is a manual check written?

5. Explain one reason for entering a Manual/Void Check?

☞ Be sure to include report #13-6 with this lesson. Please remember to label the report with a red pen.

LESSON 14: *INQUIRY AND REPORTS*

1. How can you tell when you are in the employee file in Inquiry Mode?

2. What are the three search options for Payroll Check inquiry? Explain each.

3. Give one reason why you might want to go into the Payroll Summary Inquiry.

4. When must the Federal Tax Report (941) be printed?

5. How many payrolls ago can you print the Current Payroll Reports (PR-01-07) for?

☞ Be sure to include reports #14-7, #14-8, #14-9, #14-10 and #14-11 with this lesson. Please remember to label the reports with a red pen.