



Getting Ready to Process Payroll

With the Payroll Utility, also referred to as the PenSoft Payroll Interface, you can move payroll journal entries from PenSoft® Payroll into TireMaster (version 6.0.0 or higher). This document describes the following:

- ◆ “Setting Up the Payroll Utility” on page 1
- ◆ “Setting Up PenSoft Payroll” on page 3

Note: ASA Automotive Systems does not support PenSoft Payroll, provide training, or provide accounting advice related to the use of PenSoft products. For employment-related tax information, refer to IRS Publication 15, *Circular E, Employer’s Tax Guide* and other publications for payroll tax laws.

Setting Up the Payroll Utility

Before you can install and set up the Payroll Utility, TireMaster and PenSoft Payroll must be installed on one of the computers on your network.

Note: For PenSoft Payroll installation instructions, refer to your PenSoft product documentation.

Setting up the Payroll Utility includes the following tasks:

- ◆ Downloading the Payroll Utility installer
- ◆ Installing the Payroll Utility
- ◆ Setting an export path for payroll entries

Note: If you track sales commission in TireMaster, you can also use the Payroll Utility to move sales commission data from TireMaster to PenSoft. For information about this function, log a support call in Service Cloud at <https://asatire.force.com/login> or call TireMaster Support at **800-891-7437**.

Downloading and Installing the Payroll Utility

The Payroll Utility installer is available on the TireMaster Support site. Download the installer and save it on your computer. Then run the installation.

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Note: If you cannot download the Payroll Utility installer from the TireMaster Support site, log a support call in Service Cloud at <https://asatire.force.com/login> or call TireMaster Support at 800-891-7437.

To download the Payroll Utility installer

1. Log on to <http://support.tiremaster.com>.
2. On the menu, click **Download Programs**. The Download Center page appears.
3. Click the **Payroll Utility for PenSoft** link. Depending on your browser, you'll be prompted to save or run the file.
4. Select the location where you want to save the installer, and click **Save**.
5. When the download is complete, click **Close**.

To install the Payroll Utility

1. Close all other applications.
2. Navigate to the location where you saved the Payroll Utility installer, and right-click **payutil00000000-02000000.exe** and select **Run as administrator**. The TireMaster - Installation Program screen appears.
3. Click **OK**. The TireMaster - Search Results screen appears.
4. Select the installation location for the Payroll Utility (usually **c:\tiremaster**, **d:\tiremaster**, **c:\qdstm**, or **d:\qdstm**, and click **Update**.
5. Click **Finish**.

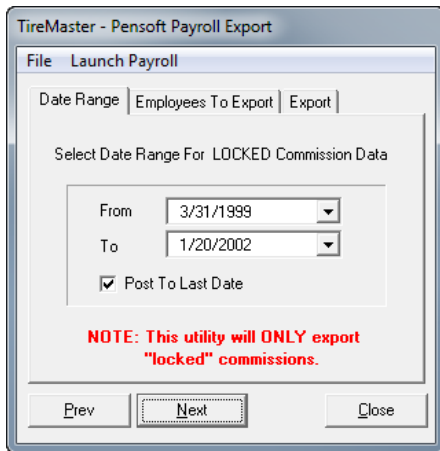
Setting the Export Path

Before you can move payroll journal entries from PenSoft Payroll into TireMaster, you need to set the export path. Setting the export path links the Payroll Utility to the PenSoft program folder.

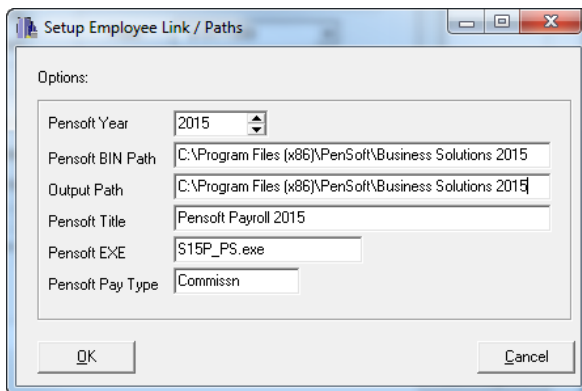
To set the export path

1. Log in to TireMaster, click **Interfaces**, and select **Payroll**. The Login screen appears.

2. Type your TireMaster user ID and password, and click **OK**. The TireMaster - PenSoft Payroll Export screen appears.



3. From the **File** menu, select **Setup Paths**. The Setup Employee Link/Paths screen appears.



4. In the **PenSoft Year** field, select the current year. The end of the path listed in the **PenSoft BIN Path** and **Output Path** fields changes to match the current year.

Example: If you select the year 2015, the path name changes to **c:\program files\pensoft\Business Solutions 2015** or **d:\program files\pensoft\Business Solutions 2015**.

Note: The year listed in the installation folder must match the year listed in the **PenSoft Year** field.

5. Click **OK**.

Setting Up PenSoft Payroll

Once the Payroll Utility and PenSoft Payroll are installed, you need to do the following:

- ◆ Add one or more custom income types.
- ◆ Add one or more payroll deductions.
- ◆ Add a default employee (optional) and employee records.
- ◆ Add TireMaster's general-ledger account numbers to PenSoft's Custom Export Format.

Completing these settings prevents errors in the Payroll Utility and incorrect entries in TireMaster's general ledger.

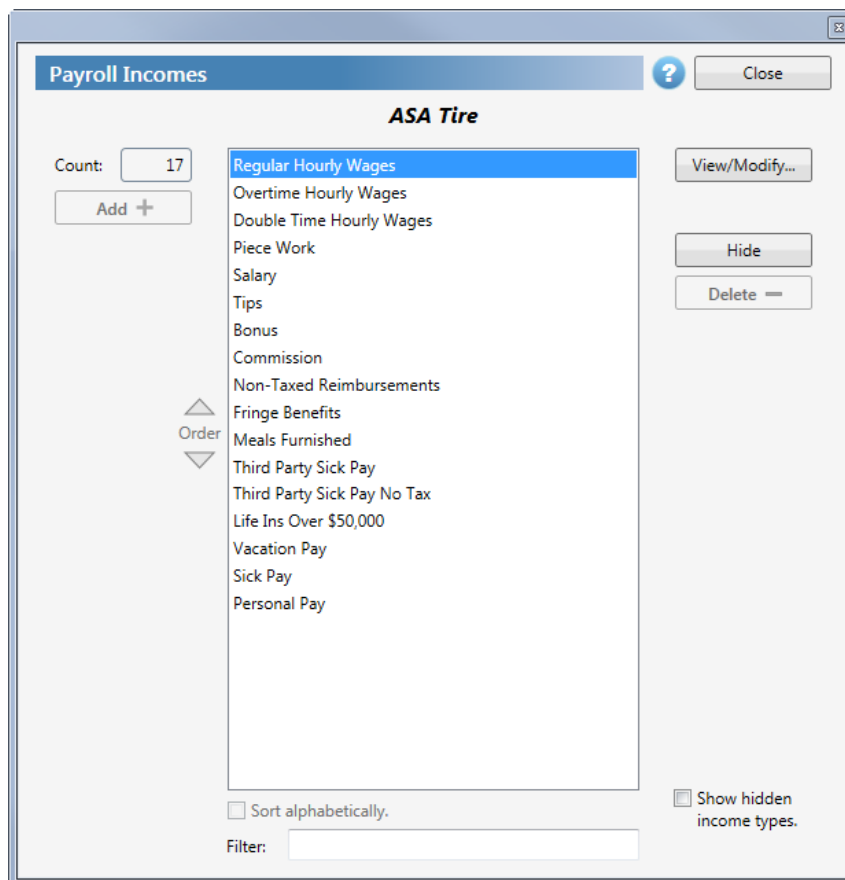
Note: You will likely need to complete additional settings in PenSoft Payroll. For details, refer to your PenSoft product documentation or contact PenSoft support.

Setting Up a Custom Income

Custom income types ensure that payroll journal entries post to the correct general-ledger account in TireMaster. The number of income types that you need depends on the structure of your chart of accounts. For example, if you use account 6300–300 for managers, 6300–400 for salespeople, and 6300–500 for mechanics, you could create three custom incomes in PenSoft. Doing so makes it possible to post separate journal entries to each of the payroll accounts. Once you create your custom income types, you can then assign them to employees.

To set up a custom income in PenSoft Payroll

1. From the **Company** tab select your company and click **Setup**. The Company Setup screen appears.
2. Under **Payroll Setup** click **Payroll Incomes**. The Payroll Incomes screen appears.



3. Click **Add**. The Income Type screen appears.

The screenshot shows a dialog box titled "Income Type" for the company "ASA Tire". The dialog is divided into several sections:

- Title:** A text input field.
- Abbreviation:** A text input field.
- Options:** A group box containing several checkboxes:
 - Counts toward minimum wage.
 - Non-monetary income.
 - Process as overtime.
 - Report as tips.
 - Report as a fringe benefit.
 - Count as a reimbursement.
 - Include in Form W-2, Box 14.
- Form W-2, Box 12 Code:** A text input field.
- Automatic Leave Update:** A section with a label "This income updates the balance of:" and a dropdown menu currently set to "No Leave Type".
- Default Setup:** A section containing:
 - Calculation:** A dropdown menu set to "Hourly Rate".
 - Rate:** A text input field containing "0.00".
 - This income will be subject to the following:** A list box with a scroll bar containing the following items, all of which are checked:
 - Federal Income Tax
 - Federal Income Tax Additional
 - Federal Income Tax Fixed Rate
 - Social Security - Company
 - Social Security - Employee
 - Medicare - Company
 - Medicare - Employee
 - Federal Unemployment Insurance
 - ID Income Tax
 - ID Income Tax Additional
 - ID Income Tax Fixed Rate
 - ID Unemployment Insurance
 - ID Administrative Reserve
 - ID Workforce Development
 - 401a Plan
 - 401k Plan - Employee

At the bottom right of the dialog are "OK" and "Cancel" buttons.

4. In the **Title** field, type the name for this income type.
Tip: It is helpful to use the same name for both this title and the general-ledger account to which the income will post in TireMaster.
5. In the **Abbreviation** field, type an abbreviation that is unique and no longer than eight letters or numbers.
Note: This abbreviation is used on reports, check stubs, and other documents.
6. From the **Calculation** drop-down list, select the default calculation for this income type.
Example: If the income type is for a salaried employee, you would select **Annual Salary** or **Fixed Amount**.
7. In the **Rate** field, type the rate used for the calculation selected in step 5.
8. Click **OK**.
9. To close the Company Income List, click **OK**.

Setting Up Payroll Deductions

If you make deductions from paychecks for items such as benefits or employee purchases, you need to set up deductions in PenSoft Payroll.

To set up a deduction in PenSoft Payroll

1. From the **Company** tab, select your company and click **Setup**. The Company Setup screen appears.
2. Under **Payroll Setup** click **Payroll Deductions**. The Payroll Deductions screen appears.

Payroll Deductions

ASA Tire

Count: 23

Add +

View/Modify...

Hide

Delete -

Order

Sort alphabetically.

Show hidden deductions

Filter:

3. Click **Add**. The Deduction Type screen appears.

Deduction Type

ASA Tire

Title:

Abbreviation:

Paid by: Employee

Deposit to: <None> List...

Options

Report as dependent care.

Report as an advance repayment.

Report as a local tax.

Report as a retirement plan.

Include in Form W-2, Box 14.

Form W-2, Box 12 Code:

Tax Entity Code:

Tax Type Code: None

Default Setup

Calculation: Fixed Amount

Amount: 0.00

Cut Off: None

Include: On every payday.

This item will be exempt from the following:

Federal Income Tax

Federal Income Tax Additional

Federal Income Tax Fixed Rate

Social Security - Company

Social Security - Employee

Medicare - Company

Medicare - Employee

Federal Unemployment Insurance

ID Income Tax

ID Income Tax Additional

ID Income Tax Fixed Rate

ID Unemployment Insurance

ID Administrative Reserve

ID Workforce Development

OK

Cancel

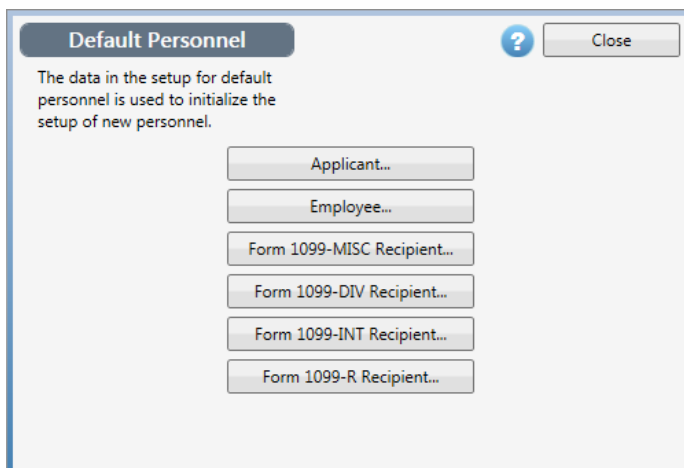
4. In the **Title** field, type a name for this deduction.
Note: This title should match the name of the general-ledger account to which this deduction will post in TireMaster.
5. In the **Abbreviation** field, type an abbreviation that is unique and no longer than eight letters or numbers.
Note: This abbreviation is used on reports, check stubs, and other documents.
6. From the **Calculation** drop-down list, select the appropriate calculation for this deduction.
7. Leave **0.00** in the **Amount** field.
8. Click **OK**.

Setting Up a Default Employee Record

While setting up a default employee is not required, the benefit is that it helps you create employee records quickly. Because the default employee record includes basic payroll information, all employees whom you add to PenSoft then take on the properties set in the default employee record.

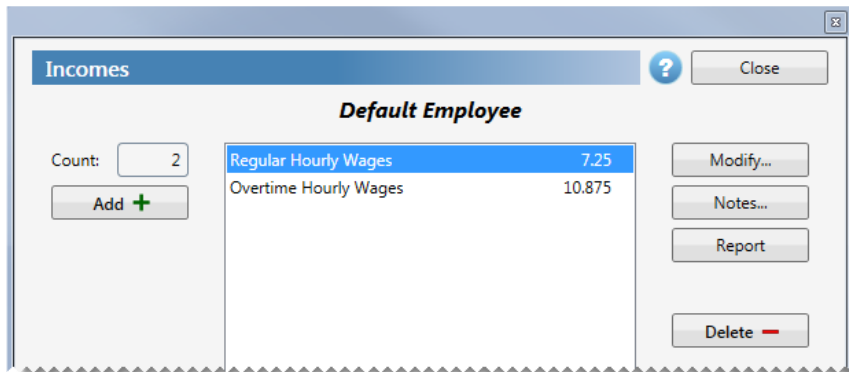
To set up the default employee record in PenSoft Payroll

1. From the **Personnel** tab click **Default**. The Default Personnel screen appears.

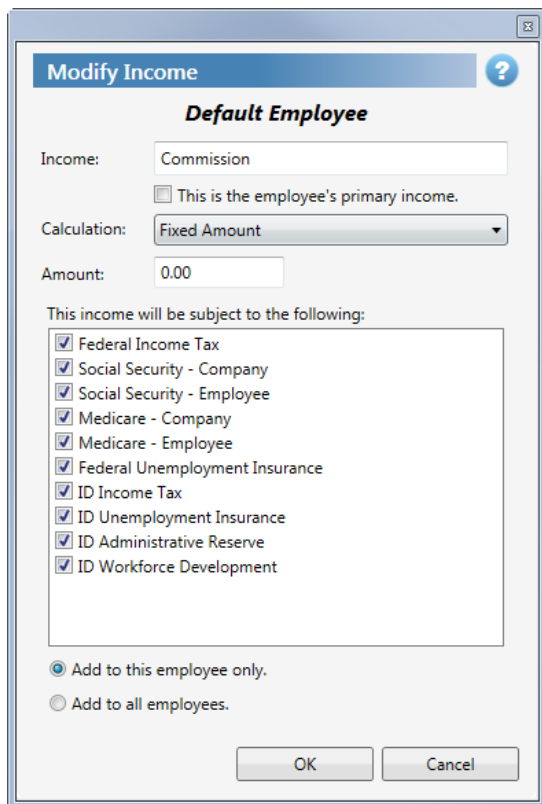


2. Click **Employee**. The Employee Setup screen appears.
3. Under **Payroll Setup** click **Incomes**. The Incomes screen appears. By default, it lists regular hourly and overtime hourly wages.

Note: If you have specific general-ledger accounts for different employee payroll types, you might want to create a custom income type to post to those accounts. For more information on custom income types, see “Setting up a Custom Income” on page 3.



4. If you pay sales commission, do the following:
 - a. Click **Add**. The Add Income screen appears.
 - b. Select **Commission** and click **OK**. The Modify Income screen appears.



- c. Make sure that **Fixed Amount** is selected from the **Calculation** drop-down list.

Note: Federal, state, social security, and Medicare taxes are added by default to employee records on the taxes section of the payroll setup for the default employee. Most other settings vary for each employee.

- d. Select **Add to all employees**.

- e. Click **OK**.
 - f. Click **Close** to close the Incomes screen.
5. Add any other commonly-used income types for benefits or deductions to the default employee record.
 6. When you're finished setting up the default employee incomes, click **Close**.
 7. From the Employee Setup screen, under **Payroll Setup**, click **Pay Settings**. Then select your company's pay frequency from the **Pay Frequency** drop-down list.
 8. Now you can create a record for each employee.

Note: For information about adding employees, refer to the PenSoft product documentation.

Setting Up the Custom Export Format

Before you can move payroll information from PenSoft into TireMaster, you need to add general-ledger accounts to PenSoft. Adding the accounts ensures that payroll entries post correctly in TireMaster's general ledger.

Warning: The Payroll Utility posts entries to accounts in TireMaster regardless of whether those accounts are active or inactive. To ensure the accuracy of your general ledger, verify that all accounts in PenSoft are assigned the correct, active general-ledger account numbers.

To set up the Custom Export Format in PenSoft Payroll

1. Click **Export**. The Export Data screen appears.
2. Select **Custom Export**, and click **OK**. The Export screen appears.

3. Click **Setup**. The Custom Export Setup screen appears with Custom Export Settings.

- Click **Setup Accounts** next to **Include payroll data**. The Custom Export Setup screen appears with Payroll Data accounts.

Payroll Data	Type	Custom Export Files
Regular Hourly Wages	Debit	
Overtime Hourly Wages	Debit	
Double Time Hourly Wages	Debit	
Piece Work	Debit	
Salary	Debit	
Tips	Debit	
Bonus	Debit	
Commission	Debit	
Non-Taxed Reimbursements	Debit	
Fringe Benefits	Debit	
Meals Furnished	Debit	
Third Party Sick Pay	Debit	
Third Party Sick Pay No Tax	Debit	
Life Ins Over \$50,000	Debit	
Vacation Pay	Debit	
Sick Pay	Debit	
Personal Pay	Debit	
Social Security - Company	Debit	
Medicare - Company	Debit	
Federal Unemployment Insurance	Debit	
ID Unemployment Insurance	Debit	
ID Administrative Reserve	Debit	
ID Workforce Development	Debit	
401k Plan - Company Match	Debit	
SIMPLE IRA - Company Match	Debit	

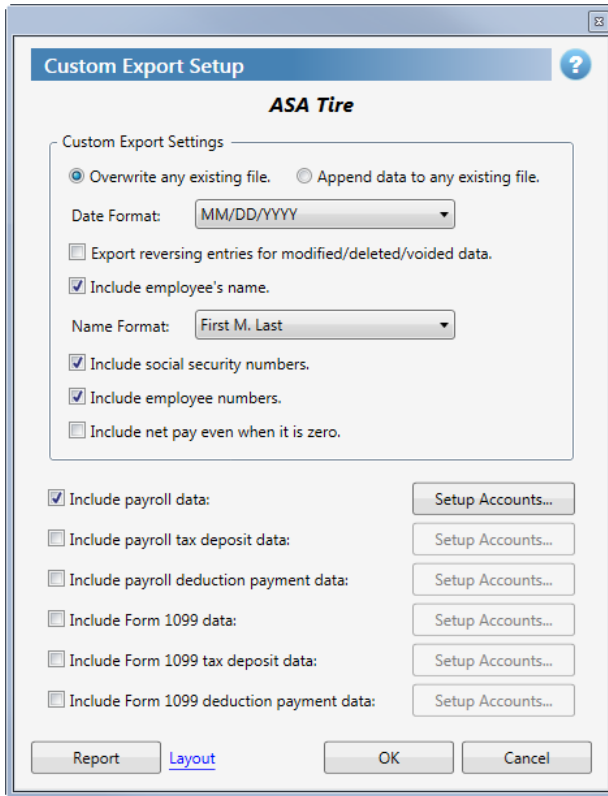
- In the **Custom Export Files** column, type the account number, found in the TireMaster Chart of Accounts, for each type of payroll data. Separate the major account from the minor account with a hyphen.

Example: For account 6300-100, 6300 is the major account, and 100 is the minor account.

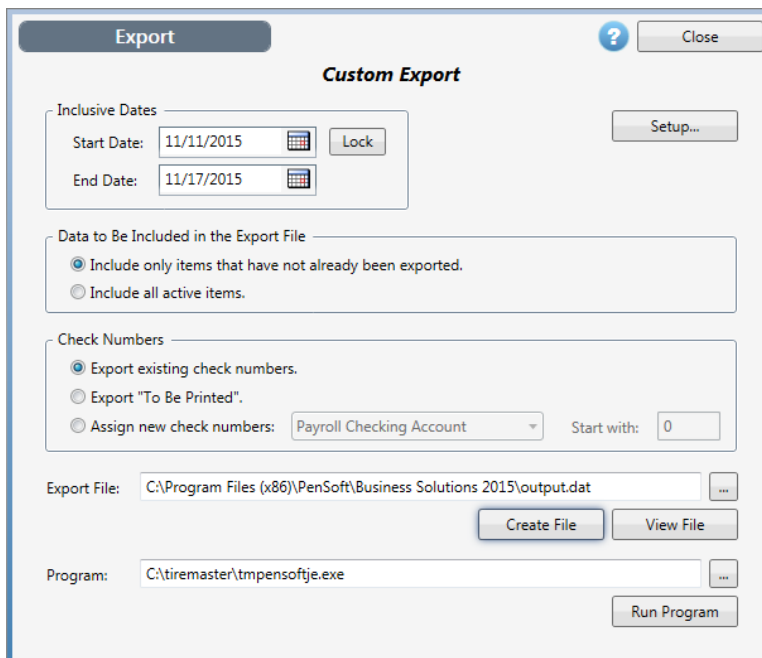
Note: If you use only major account numbers, type a hyphen and a zero (such as 1010-0). If the list includes payroll data types that you do not use, leave them blank.

- To save the account numbers, click **OK**.
- On the Custom Export Setup screen, make sure the following options are selected:
 - ◆ **Overwrite any existing file.**
 - ◆ **Include employee's name.**
 - ◆ **Include social security numbers.**
 - ◆ **Include employee numbers.**
 - ◆ **Include net pay even when it is zero.**
 - ◆ **Include payroll data.**

Note: The following check boxes must be clear to prevent unnecessary deposits from posting in TireMaster's check register: **Include payroll tax deposit data**, **Include payroll deduction payment data**, and **Include Form 1099 data**.



8. Click **OK**. The Export screen appears.



9. Verify that the name in the **Export File** field ends with **output.dat**.

Note: By default payroll.dat is what appears and it must be changed to output.dat.

10. Verify that the path listed in the **Program** field is for the location of your TireMaster program folder.

Note: Typically, the path will be **c:\tiremaster\tmpensoftje.exe**, **d:\tiremaster\tmpensoftje.exe**, **c:\qdstm\tmpensoftje.exe**, **d:\qdstm\tmpensoftje.exe**. If none of the above file names are listed, click and select **tmpensoftje.exe** from your TireMaster program folder.

11. To save the settings, click **Create File**. The Report screen appears.

12. To exit the Report screen, click **Close**.

13. Click **Close** again.

14. To exit the Export Data screen, click **Close**.